



City of Rochester Hills  
AGENDA SUMMARY  
FINANCIAL ITEMS

1000 Rochester Hills Dr.  
Rochester Hills, MI 48309  
248.656.4630  
[www.rochesterhills.org](http://www.rochesterhills.org)

---

Legislative File No: 2013-0176

**TO:** Mayor and City Council Members  
**FROM:** Allan E. Schneck, Director of Public Services  
**DATE:** April 25, 2013  
**SUBJECT:** Competitive Grant Assistance Program Grant Award  
City File No. E13-010

---

**REQUEST:**

Adoption of a resolution to accept the award of a Competitive Grant Assistance Program (CGAP) grant in the amount of up to \$51,625.00 for the Inter-local Shared Service Agreement for Fleet Services between the City of Rochester Hills and the Road Commission for Oakland County (RCOC).

**REASON FOR PURCHASE:**

On November 30, 2012 an application for a CGAP grant was submitted for consideration on the Inter-local Shared Service Agreement for Fleet Services between the City of Rochester Hills and the RCOC. The application included funding for a software upgrade to its' fleet management information system allowing 500 assets to be stored and tracked versus the current 325 unit capacity. This upgrade will position this collaborative effort for success by providing the ability for the RCOC vehicles & equipment to be inputted into the RTA Fleet Management system. In addition, funding was requested for one portable/wireless truck lift and four jack stands so that multiple vehicles can be serviced at once. The equipment will be positioned in space that is currently open and available.

City Council approved the Inter-local agreement on December 3, 2012. Since that time, the Fleet Division has provided repair and/or maintenance to RCOC's fleet in the amount of \$16,717.54.

On April 18, 2013, the City was notified of the Intent of Award for the CGAP FY 2013 (Round 1) in the amount of \$51,625.00. Along with the fully executed agreement, the City of Rochester Hills is required provide a certified resolution and minutes to the Department of Treasury by Wednesday, June 26, 2013.

**PROCESS:**

**Name and Address:**

Michigan Department of Treasury  
Office of Revenue and Tax Analysis  
PO Box 30722  
Lansing, MI 48909

**BUDGET:**

If approved by City Council, a 2<sup>nd</sup> Quarter Budget Amendment shall be prepared to increase both the revenue and expense accounts within the Fleet Fund.

| <b>Fund Name</b> | <b>Department Account No</b> | <b>Account No. Description</b> | <b>Budget Amount</b> | <b>Cost</b> | <b>Remaining Budget</b> |
|------------------|------------------------------|--------------------------------|----------------------|-------------|-------------------------|
| Fleet            | 661.748000                   | Operating Equipment            | -0-                  | \$49,000    | (\$49,000)              |
| Fleet            | 661.748000                   | Operating Equipment            | -0-                  | \$2,630     | (\$2,630)               |
| Fleet            |                              | Grant - CGAP                   | -0-                  | (\$51,630)  | (\$51,630)              |

**RECOMMENDATION:**

That the Rochester Hills City Council adopts a resolution to accept the award of a Competitive Grant Assistance Program (CGAP) grant in the amount of up to \$51,625.00 for the Inter-local Shared Service Agreement for Fleet Services between the City of Rochester Hills and the Road Commission for Oakland County (RCOC).

---

| <b>APPROVALS:</b>                                | <b>SIGNATURE</b> | <b>DATE</b> |
|--|------------------|-------------|
| Department Review                                |                  |             |
| Department Director                              |                  |             |
| Budget Content:<br>Finance Director              |                  |             |
| Purchasing Process:<br>Supervisor of Procurement |                  |             |
| Mayor  |                  |             |
| City Council Liaison                             |                  |             |