



Saginaw City Council Regular Meeting Agenda

1315 S. Washington Avenue
Council Chambers, Room 205
March 6, 2023
6:30 p.m.

PRAYER AND PLEDGE OF ALLEGIANCE:

ROLL CALL:

ANNOUNCEMENTS:

1. Recognition of the Christmas with Angels Organization.

PUBLIC HEARINGS:

1. 2023-2024 Community Development Block Grant Program Emergency Solutions Grant Program, HOME Investment Partnership Program.

PUBLIC INPUT:

(A list will be provided following submittal deadline.)

REMARKS OF COUNCIL:

REPORTS FROM MANAGER:

1. Update on American Rescue Plan Act Funding, David Sernick, Project Manager, Guidehouse, Inc.

CONSENT AGENDA:

1. Approve the February 20, 2023 regular council meeting minutes.
2. Approve Petition #23-01 from the Saginaw County Bar Association to erect a banner in the 500 block of Court Street from April 20 to May 11, 2023 to promote "Law Day."
3. Approve the first amendment to the Subrecipient HOME Agreement for FY 2021-2022 with Saginaw Shiawassee Habitat for Humanity for \$124,003 for the rehabilitation of 1609 Cherry Street and 122 S. 4th Street.
4. Approve the first amendment to the Community Development Block Grant COVID-19 for FY 2020-2021 with Saginaw Shiawassee Habitat for Humanity for \$85,764.00.
5. Approve the purchase with Gerald G. Bergman, Inc. for \$3,875 for a door replacement at Fire Station No. 1 for the Fire Department.
6. Approve the purchase with Beyer Roofing Company, Inc. for \$28,645 for the roof replacement at Fire Station No. 2 for the Fire Department.
7. Approve the purchase with Kiesler Police Supply, Inc. for \$6,540 for Simunition non-lethal training ammunition for the Police Department, Emergency Services Team.

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8. Approve the purchase with Dover and Company for \$2,361 for a new overhead door operator for the Public Services Department, Cemeteries Division.
9. Approve the purchase with Michigan Pipe and Valve, a sole source, for \$4,775 for a Mueller B101 Tap machine with accessories for the Public Services Department, Maintenance and Service Division.
10. Approve to increase the blanket purchase order with Wieland Sales by \$18,000, for a new total of \$60,000, for vehicle parts for the Public Services Department, Motor Pool Division.
11. Approve the purchase with Standard Electric, a sole source, for \$14,925 for Whatley street light poles and base covers for the Public Services Department, Traffic Maintenance Division.
12. Approve the purchase with National Business Furniture for \$8,999 for office furniture for the Public Services Department, Engineering Division.
13. Approve the purchase with Kendall Electric, Inc., a sole source, for \$21,958 for two variable frequency drives for the Water and Wastewater Treatment Services Department, Wastewater Treatment Division.
14. Approve the purchase with Michigan AgriBusiness Solutions, LLC for \$850,000 for FY 2024 for biosolids removal and land application for the Wastewater Treatment Division.
15. Approve the purchase with DC Byers Company for \$3,450 for concrete repairs for the Water and Wastewater Treatment Services Department, Wastewater Treatment and Pumping Division.
16. Approve the purchase with Dubois-Cooper Associates, Inc, a sole source, for \$2,761 for a Gorman Rupp pump eradicator kit for the Water and Wastewater Treatment Services Department, Remote Facilities Division.
17. Approve the purchase with Trace Analytical Laboratories, Inc. for \$8,700 for Lead and Copper analysis for the Water and Wastewater Treatment Services Department, Water Treatment Division.
18. Approve the purchase with Otis Elevator Company for \$6,928 for elevator services for the Water and Wastewater Treatment Service Department, Water Treatment Division.
19. Approve the purchase with M & M Control Service, Inc. for a cooling water thermostat for diesel generator No. 2 for \$3,754 for the Water and Wastewater Treatment Services Department, Water Treatment Division.

BOARD/COMMISSION/COMMITTEE REPORTS:

APPOINTMENT OF BOARD/COMMISSION/COMMITTEE MEMBERS:

1. Approve the Council appointment of Carla LaMarr to the Human Planning Commission with a term to expire December 31, 2024.
2. Approve the Mayoral appointment of Patricia Franklin-Lindsey to the Saginaw Economic Development Corporation with a term to expire June 30, 2023.

ORDINANCE INTRODUCTION:

ORDINANCE CONSIDERATION AND ADOPTION:

RESOLUTIONS:

1. Approve the Community Development Block Grant Program Submission Program for Year 2023-2024.
2. Approve the HOME Program Submission Program for Year 2023-2024.
3. Approve the HOMELESS Assistance Program Emergency Solutions Grant Submission Program for Year 2023-2024.

UNFINISHED BUSINESS:

1. Resolution to amend the Boys and Girls Club's \$903,300 allocation from programming to capital funds.
2. Consideration of the February 20, 2023 motion of ARPA funds to the Police Department in an amount of \$100,000 for Youth programming.

MISCELLANEOUS BUSINESS:

ADJOURNMENT:

Timothy Morales
City Manager

IF YOU ARE DISABLED AND NEED ACCOMMODATION TO PROVIDE YOU WITH AN OPPORTUNITY TO PARTICIPATE OR OBSERVE IN PROGRAMS, SERVICES, OR ACTIVITIES, PLEASE CALL THE SAGINAW CITY CLERK, 1315 S. WASHINGTON AVE., 759-1480.

CITY OF SAGINAW

CERTIFICATE OF RECOGNITION

WHEREAS, on behalf of the Saginaw City Council and the citizens of Saginaw, it is an honor and privilege to recognize the hard work and dedication of the “Christmas with Angels” Organization; and

WHEREAS, Christmas with Angels began almost seven years ago as merely a dream of three local community leaders. A dream to ensure every child in our community is able to experience “the gift of Christmas.” A special Christmas celebration is organized to bless hundreds of children and their families; and

WHEREAS, with the successful partnership of volunteers and sponsors this program has been able to provide the experience of Christmas for over 800 children in the past six years. Each year the donations have increased allowing this organization to touch more lives in our community; and

WHEREAS, in 2022 over \$30,000 was raised, doubling the previous year’s amount of donations. This allowed 179 children and seventy-four families to experience “the gift of Christmas in 2022.” The commitment and generosity of this amazing group of volunteers and sponsors has touched many hearts and lives throughout our region. This truly is what Christmas is all about.

NOW, THEREFORE BE IT RESOLVED, I, Brenda F. Moore, Mayor of the City of Saginaw, on behalf of my fellow Councilmembers and the citizens of this community, deem it an honor to recognize the Christmas with Angels organization for their continued dedication and generosity. We hereby extend our appreciation for the powerful impact that has been made on our community and offer our best wishes for many more successful and blessed years in the future.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Saginaw to be affixed this 6th day of March in the year of our Lord two thousand twenty-three.



Brenda F. Moore, Mayor

Council Members

Annie Boensch, Mayor Pro Tem
Michael D. Balls, George Copeland, Jr.,
Michael Flores, Priscilla Garcia, Monique Lamar-Silvia,
Bill Ostash and Reggie Williams II

March 6, 2023

Timothy Morales, City Manager



CITY COUNCIL PUBLIC HEARING NOTICE

Funding recommendations for Program Year 2023-2024 CDBG, HOME, and ESG programs.

**In compliance with requirements of Public Act 267 of 1976,
the following notice is posted:**

Notice is hereby given that the Saginaw City Council has scheduled a public hearing for Monday, March 6, 2023 at 6:30 p.m. in Council Chamber, City Hall, Room 205, located at 1315 S. Washington Avenue, to consider the Program Year 2023-2024 Funding Recommendations for CDBG, HOME, and ESG programs. All interested parties are invited to attend and provide input.

Leticia C. Trevino
Block Grant Specialist

IF YOU ARE DISABLED AND NEED ACCOMMODATION TO PROVIDE YOU WITH AN OPPORTUNITY TO PARTICIPATE OR OBSERVE IN PROGRAMS, SERVICES, OR ACTIVITIES, PLEASE CALL THE SAGINAW CITY CLERK AT 989.759.1480.

Posted: 2/10/2023

Posted By:LCT

REV: FEB 2023

A REGULAR MEETING OF THE COUNCIL OF THE CITY OF SAGINAW, MICHIGAN, WAS HELD MONDAY, FEBRUARY 20, 2023, AT 6:30 P.M. IN COUNCIL CHAMBERS AT CITY HALL, 1315 S. WASHINGTON AVENUE, SAGINAW, MICHIGAN.

PRAYER AND PLEDGE OF ALLEGIANCE

Council Member Copeland offered a prayer and Council Member Garcia led the pledge of allegiance of the United States of America.

ROLL CALL

Mayor Moore called the meeting to order. Council Members present: Monique Silvia, Annie Boensch, William Ostash, Priscilla Garcia, George Copeland, Brenda Moore: 6. Council Members absent: Reggie Williams, Michael Balls, Michael Flores: 3.

Council Member Flores entered the meeting at 6:35 p.m.

PUBLIC HEARINGS

Clerk Santos announced the public hearing regarding the 2023 Single Lot Special Assessment Tax Roll. Mayor Moore called for public comments. Jeanne Young stated an objection. Mayor Moore called for public comment two additional times. There were no further objections.

Moved by Council Member Silvia, seconded by Council Member Ostash to close the public hearing. 7 ayes, 0 nays, 2 absent. Motion approved.

PUBLIC INPUT

Members of the public that addressed the Council: Guadalupe Guevara, Gilberto Guevara.

Moved by Council Member Flores, seconded by Council Member Silvia to extend the time for Gilberto Guevara by 45 seconds. 7 ayes, 0 nays, 2 absent. Motion approved.

Public input continued with Denita Dorsey.

Moved by Council Member Flores, seconded by Council Member Silvia to extend the time for Denita Dorsey by 45 seconds. 7 ayes, 0 nays, 2 absent. Motion approved.

Public input continued with Eric Eggleston.

Moved by Council Member Flores, seconded by Council Member Silvia to extend the time for Eric Eggleston by 45 seconds. 7 ayes, 0 nays, 2 absent. Motion approved.

Public input continued with Selena Land, Craig Tatum, Lula Woodard, ChristGiles Yarn, Christina Yarn, Jawain Swint, Kristi Phillips.

Moved by Council Member Flores, seconded by Council Member Silvia to extend the time for Kristi Phillips by 45 seconds. 7 ayes, 0 nays, 2 absent. Motion approved.

Public Input continued with Evelyn McGovern, and Audrey Beatty.

COUNCIL REMARKS

Remarks were heard from the following Council Members: Ostash, Garcia, Flores, Copeland, Silvia, Boensch, and Moore.

Council Member Flores left the meeting at 7:30 p.m. and returned at 7:32 p.m.

REPORTS FROM CITY MANAGER

City Manager Tim Morales reported updates regarding various projects. Manager Morales introduced Andy Campbell, CPA, Director, Baker Tilly Municipal Advisors. Mr. Campbell presented an update on the City's sewer rates and proposed rate adjustments.

Manager Morales introduced Thomas Beckley, Vice President, Raftelis Financial Consultants. Mr. Beckley presented an update on the City's water rates and proposed rate adjustments.

Council Member Silvia left the meeting at 8:03 p.m. and returned at 8:09 p.m.

Manager Morales introduced Paul Reinsch, Director of Water and Wastewater Treatment. Director Reinsch presented an update on the water and sewer capital projects.

Council Member Copeland left the meeting at 8:51 p.m. and returned at 8:53 p.m.

CONSENT AGENDA:

Moved by Council Member Copeland, seconded by Mayor Pro Tem Boensch to approve the consent agenda, allowing room for exceptions. Exceptions were made to items #3, 4, 7, 8, and 17. 7 ayes, 0 nays, 2 absent. Motion approved.

1. Approve the February 6, 2023 regular council meeting minutes.
2. Approve the purchase with Data Supplies Company for \$22,900 for flooring replacement in the Election Center for the Election Division.
3. Approve the selling of the former Jefferson Apartments located at 505 Millard Street through the standard bid process.
4. Approve the agreement with Spicer Group, Inc. for the use of a portion of the City owned parking lot at 220 Baum Street.
5. Approve a five-year lease with Applied Innovation for a total of \$2,868.60, with \$573.72 in annual payments, for a multi-function copier for the Public Services Department, Traffic Engineering Division.
6. Approve the purchase with Charter Communications, a sole source, for \$111,336 for coaxial services for the Police Department.
7. Approve the purchase with CollinsFlags.com for \$2,637; and pending budget approval for \$3,047 for FY 2024 and \$3,234 for FY 2025 for U.S. flag grave markers for the Public Services Department, Cemeteries Division.
8. Approve the purchase with Detroit Salt Company for \$109,902 for seasonal road salt for the Public Services Department, Streets Division.

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9. Approve the purchase with Snap-On Industrial for \$4,030 for a vehicle diagnostic scanner for the Public Services Department, Motor Pool Division. Further, recommend the acceptance of a \$1,073.99 trade-in credit for a 2017 Prolink scanner.
 10. Approve the purchase with Versalift Midwest for \$2,815 for aerial lift unit parts for the Public Services Department, Traffic and Engineering Division.
 11. Approve to increase the purchase order with Wieland Sales by \$15,000, for a new total of \$45,000, for vehicle repair services for the Public Services Department, Motor Pool Division.
 12. Approve the purchase with Todd Wenzel Buick GMC for \$41,371 for a 2022 GMC Sierra 1500 4x4 Double Cab pickup truck as specified for the Neighborhood Services and Inspections Department, Inspections Division.
 13. Approve the purchase with Todd Wenzel Buick GMC for \$37,141 for a 2023 GMC Sierra 2500 4x4 Double Cab pickup truck as specified for the Public Services Department, Maintenance and Service Division.
 14. Approve the purchase with Leica Geosystems, Inc. for \$29,969 for a Leica CS20 LTE data collector for the Public Services Department, Engineering Division.
 15. Approve the proposed traffic regulation changes for the Public Services Department, Engineering Section of the Right of Way Division.
 16. Approve the Drinking Water Grant Agreement with Michigan Department of Environmental, Great Lakes, and Energy for the Public Services Department, Maintenance and Service Division.
 17. Approve the water and sewer rate increases for the Water and Sewer Departments, Water and Wastewater Treatment Division.
 18. Approve the purchase with SUEZ SES North America, Inc., a sole source, for \$6,000 for the e-Ris Reporting Software Medium Partner renewal fee for the Water and Wastewater Treatment Services Department, Instrumentation and Process Controls Division.
 19. Approve the purchase with Penn Valley Pump Company for \$85,990 for double disk pumps for the Water and Wastewater Treatment Services Department, Wastewater Treatment Division.
 20. Approve the proposal and contract agreement with Nelson Tank Engineering and Consulting, Inc. for \$5,350 for the inspection of the East Finished Water Tank for the Water and Wastewater Treatment Services Department, Water Treatment Division.
 21. Approve the termination of the lease agreement for 1910 Fordney Street with Big Brothers Big Sisters of the Great Lakes Bay Region.

Moved by Mayor Pro Tem Boensch, seconded by Council Member Copeland to approve consent agenda item #3 as presented. 7 ayes, 0 nays, 2 absent. Motion approved.

Moved by Council Member Ostash, seconded by Council Member Copeland to approve consent agenda item #4 as presented. 7 ayes, 0 nays, 2 absent. Motion approved.

Moved by Council Member Silvia, seconded by Council Member Flores to approve consent agenda item #7 as presented. 7 ayes, 0 nays, 2 absent. Motion approved.

Moved by Council Member Silvia, seconded by Mayor Pro Tem Boensch to approve consent agenda item #8 as presented. 7 ayes, 0 nays, 2 absent. Motion approved.

Moved by Council Member Flores, seconded by Council Member Silvia to postpone consent agenda item #17 until the next regular meeting. Discussion held. Mayor Moore asked Clerk Santos to conduct a roll call vote.

Ayes: Flores, Silvia

Nays: Boensch, Ostash, Garcia, Copeland, Moore

Absent: Balls, Williams

Motion denied.

Moved by Council Member Flores, seconded by Mayor Pro Tem Boensch to approve consent agenda item #17 as presented. 7 ayes, 0 nays, 2 absent. Motion approved.

APPOINTMENT OF BOARD/COMMISSION/COMMITTEE MEMBERS

Moved by Council Member Silvia, seconded by Council Member Copeland to approve the following appointments:

1. the Manager appointment of John Miller to the Brownfield Redevelopment Authority with a term ending December 31, 2025.
2. the Mayoral appointment of Drew Pursley to the Housing Board of Appeals with a term ending December 31, 2024.
3. the Council reappointment of Darlean Carpenter to the Human Planning Commission with a term ending December 31, 2024.
4. the Mayoral appointment of Viloshinee Murugan to the Riverfront Development Commission with a term ending April 1, 2024.

7 ayes, 0 nays, 2 absent. Motion approved.

RESOLUTIONS

Moved by Mayor Pro Tem Boensch, seconded by Council Member Flores to adopt the resolution to authorize the re-submission of the MDOT Transportation Alternative Program Grant for the Cass Street Reconstruction Project. 7 ayes, 0 nays, 2 absent. Motion approved.

Moved by Mayor Pro Tem Boensch, seconded by Council Member Flores to adopt the resolution to authorize the elimination of the at-grade railroad crossings at Mackinaw Street and Meredith Street. 7 ayes, 0 nays, 2 absent. Motion approved.

Moved by Council Member Silvia, seconded by Council Member Ostash to adopt the resolution to approve the Cost Agreement with the Michigan Department of Transportation for the reconstruction of Mackinaw Street from Congress Avenue to Alexander Street. 7 ayes, 0 nays, 2 absent. Motion approved.

MISCELLANEOUS BUSINESS

Moved by Mayor Pro Tem Boensch, seconded by Council Member Ostash to adopt the resolution to allocate ARPA funds to the Boys and Girls Club in an amount not to exceed \$903,300 for capital expenses and to rescind the previous resolution allocating ARPA

funds for programming expenses. Discussion held.

Moved by Council Member Flores, seconded by Council Member Copeland to go out of regular order of business to allow discussion with a representative from the Boys and Girls Club. 7 ayes, 0 nays, 2 absent. Motion approved.

Moved by Council Member Copeland, seconded by Council Member Flores to return to regular order of business. 7 ayes, 0 nays, 2 absent. Motion approved.

Moved by Council Member Flores, seconded by Council Member Copeland to postpone the resolution for the Boys and Girls Club until the next regular meeting. 7 ayes, 0 nays, 2 absent. Motion approved.

Moved by Council Member Flores, seconded by Council Member Silvia to approve ARPA funds to the Women of Colors in the amount of \$200,000.00 for eligible programming expenses. Discussion held.

Moved by Council Member Ostash, seconded by Council Member Flores to amend the motion by adding that the Women of Colors ARPA fund allocation to include all conditions and stipulations as listed in all other ARPA funding allocation resolutions. 7 ayes, 0 nays, 2 absent. Motion approved.

Vote on the main motion as amended was taken. 7 ayes, 0 nays, 2 absent. Motion approved.

Moved by Council Member Silvia, seconded by Council Member Flores to approve ARPA funds to the Police Department in an amount of \$100,000 for Youth programming. Discussion held.

Moved by Council Member Flores, seconded by Council Member Copeland to postpone the motion of ARPA funds to the Police Department until the next regular meeting. 7 ayes, 0 nays, 2 absent. Motion approved.

ADJOURNMENT

Moved by Council Member Silvia, seconded by Council Member Copeland to adjourn the meeting at 10:52 p.m. 7 ayes, 0 nays, 2 absent. Motion approved.

As recorded by,

Janet Santos, MiPMC/MMC
City Clerk

Petition for Banner

PETITION CAN NOT BE ACCEPTED SIX (6) MONTHS PRIOR TO EVENT

We, the undersigned, do hereby petition the Honorable City Council to give favorable consideration to erect a banner at one or two locations marked below. We understand that the **\$150.00 banner fee per location** must be paid to prior to display at either the Engineering Department or the Treasurer's Office. Banners must be made to City specifications. Display start and end dates cannot be on a weekend and cannot exceed a 30-day span.

- | | |
|---|--|
| ☒ 500 Block of Court Street | ☐ 300 Block of South Michigan |
| ☐ 200 Block of West Genesee | ☐ 1000 Block of East Genesee Avenue |

Saginaw County Bar Association

Organization Name

Promote Law Day & Saginaw Co. Mock Trials

Purpose of Banner

BANNER MESSAGE:

Law Day May 1

DISPLAY: April 20, 2023

Deliver to Engineering Dept. within 2 weeks of this date

to May 11, 2023

Pick-up within 10 days after this date or they will be disposed of

PETITIONER/S:

1 Kelli Scorsone

Brittany Dicken

CONTACT:

NAME Kelli Scorsone

PHONE 989 790-5285

ADDRESS 111 S Michigan Ave, Saginaw, MI 48602

EMAIL scba@saginawcounty.com

----- CLERK'S OFFICE USE ONLY -----

EMAIL: Engineer@saginaw-mi.com

BY: _____

DATE: _____

COUNCIL APPROVED: _____

Janet Santos, MMC
CITY CLERK

From: Timothy Morales, City Manager

Subject: Saginaw Shiawassee Habitat for Humanity 1st Contract Amendment to the Program Year 2021-2022 HOME Agreement

Prepared by: Leticia Trevino, CDBG Specialist

Manager's Recommendation:

I recommend the approval of the First Contract Amendment to the Subrecipient HOME Agreement for Program Year 2021-22 between the City of Saginaw and Saginaw Shiawassee Habitat for Humanity for the rehabilitation of 1609 Cherry Street and 122 S. 4th Street.

Justification:

On July 26, 2021, Council approved the HOME Agreement with Saginaw Shiawassee Habitat for Humanity (Habitat) for \$179,139 without addresses because at the time they were not known. Habitat is prepared to use \$63,586 to rehabilitate 122 S. 4th Street and \$60,417 to rehabilitate 1609 Cherry Street for a total of \$124,003. Habitat must complete this project by June 30, 2025. The original Agreement outlines the HOME Program, which includes the purchase of materials for rehabilitation of properties and operation expenses.

The First Amendment is approved by the City Manager as to substance and the City Attorney as to form.

Council Action:

Motion to approve the recommendation of the City Manager.

COUNCIL COMMUNICATION

CC-4

From: Timothy Morales, City Manager

Subject: HUD Community Development Block Grant COVID-19 (CDBG-CV3)
Saginaw Shiawassee Habitat for Humanity First Contract Amendment

Prepared by: Leticia Trevino, CDBG Specialist

Manager's Recommendation:

I recommend the approval of the Community Development Block Grant COVID-19 First Contract Amendment for program year 2020-21 with Saginaw Shiawassee Habitat for Humanity in the amount of \$85,764.00.

Justification:

On March 7, 2022, City Council approved the original contract with Saginaw Shiawassee Habitat for Humanity to prevent, prepare and respond to COVID-19. Additional funds are needed to update the remaining HVAC system in their building to improve the air quality and to construct additional office space for use by staff and clients to reduce exposure to COVID-19. The amount of \$44,650.00 is allocated to the HVAC update and \$41,114.00 will be utilized to construct the additional office space. The total amount of the amended contract is now \$115,829.00. Council approved the City's submission to the Department of Housing and Urban Development for these funds on July 27, 2020.

I have approved the First Contract Amendment agreement as to substance and the City Attorney as to form.

Council Action:

Motion to approve the recommendation of the City Manager.

COUNCIL COMMUNICATION

CC-5

From: Timothy Morales, City Manager
Subject: Rear Entry Door Replacement at Fire Station No. 1
Prepared by: Thomas Raines, Fire Chief

Manager's Recommendation:

I recommend the approval of a purchase with Gerald G. Bergman, Inc. for \$3,875.00 for the replacement of the rear entry door at Fire Station No. 1.

Justification:

On February 21, 2023, three bids were received to replace the rear entry door at Fire Station No. 1. This work includes removal and replacement of the existing door, door jamb, and door closer and all debris will be properly disposed of. The current door has rusted to the point where it does not close properly, compromising the security of the Fire Station.

<u>Vendor</u>	<u>Area</u>	<u>Amount</u>
Gerald G. Bergman, Inc.	Saginaw—in the City	\$3,940.00*
R.C. Hendrick & Son, Inc.	Saginaw—out of City	\$3,875.00
Wobig Construction Co., Inc.	Saginaw-in the City	\$4,404.00

Gerald G. Bergman, Inc. has agreed to the low bid amount of \$3,875.00* utilizing the City's Preference for local bidders provision in the Purchasing ordinance.

This vendor meets all requirements of §14.33, "Vendors," of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing," of Title I, "Administrative Code," of the Saginaw Code of Ordinances, O-204.

Funds are budgeted in the General Fund, Community Public Safety – Fire, Fire Operations, Repairs and Replacements No. 101-3551-974.000.

Council Action:

Motion to approve the recommendation of the City Manager.

COUNCIL COMMUNICATION

CC-6

From: Timothy Morales, City Manager
Subject: Roof Replacement at Fire Station No. 2
Prepared by: Thomas Raines, Fire Chief

Manager's Recommendation:

I recommend the approval of a purchase with Beyer Roofing Company, Inc. for \$28,645.00 for the replacement of the roof at Fire Station No. 2.

Justification:

On February 21, 2023, three bids were received to replace the roof at Fire Station No. 2. This work includes the removal of the existing roof down to the roof deck, installing the new roofing materials, and removing and disposing of all debris. The current roof has leaked in several areas causing damage to the inside of the Fire Station. The leaks have been repaired several times over the years only to eventually fail again. The current roof has reached the end of its useful life. The following is a tabulation of the bids received:

<u>Vendor</u>	<u>Area</u>	<u>Amount</u>
Beyer Roofing Co., Inc.	Saginaw—out of City	\$28,645.00
Brandle Roofing Co.	Midland, MI	\$28,675.00
Herbert Roofing	Saginaw-out of City	\$47,905.00

This vendor meets all requirements of §14.33, "Vendors," of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing," of Title I, "Administrative Code," of the Saginaw Code of Ordinances, O-204.

Funds are budgeted in the General Fund, Community Public Safety – Fire, Fire Operations, Repairs and Replacements No. 101-3551-974.000.

Council Action:

Motion to approve the recommendation of the City Manager.

COUNCIL COMMUNICATION

CC-7

From: Timothy Morales, City Manager
Subject: Simunition Non-lethal Training Ammunition Purchase
Prepared by: Brian Rowell, Community Public Safety – Police

Manager's Recommendation:

I recommend the approval of a purchase with Kiesler Police Supply, Inc. for \$6,540 for Simunition non-lethal training ammunition for the Police Department, Emergency Services Team.

Justification:

On January 13, 2023, City Council approved acceptance of the grant award of \$6,730 from the 100 Club of Saginaw County to the Saginaw Police Department for the purchase of Simunition non-lethal training ammunition for the Saginaw Police Department Emergency Services Team (EST). The EST will utilize this training ammunition during monthly training sessions and the annual countywide response to active shooter training event to more effectively present scenarios involving Saginaw County law enforcement agencies, fire departments, and emergency medical services teams. Training with Simunition training rounds helps present realistic training scenarios allowing for a more proficient response to acts of terrorism and active shooter events.

On February 14, 2023, the City received bids from two vendors in response to the City's request for bids for Simunition, non-lethal training ammunition. The following is a tabulation of the bids received:

VENDOR & LOCATION	TOTAL COST
Kiesler Police Supply, Inc. Jeffersonville, IN	\$6,540.00
CMP Distributors, Inc. Lansing, MI	\$6,665.00

This vendor meets all requirements of §14.33, "Vendors," of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing," of Title I, "Administrative Code," of the Saginaw Code of Ordinances, O-204.

Funds are budgeted in the General Fund, Community Public Safety – Police, Police Administration Division, Parts and Supplies Account No. 101-3512-742.000.

Council Action:

Motion to approve the recommendation of the City Manager.

From: Timothy Morales, City Manager
Subject: Commercial Overhead Garage Door Operator
Prepared by: Jay Gustin, Public Services Department

Manager's Recommendation:

I recommend the approval of a purchase with Dover and Company for \$2,360.69 to furnish and install a new overhead door operator for the Public Service Department, Cemeteries Division.

Justification:

On February 6, 2023, the Facilities Division received a quote to furnish and install a new commercial overhead door trolley operator on a door at the Forest Lawn Cemetery maintenance garage. The current operator is inoperable and is unable to be repaired due to the age and lack of parts available. Dover & Company specializes in overhead door work of this type and is the City's contracted service provider.

This vendor meets all requirements of §14.33, "Vendors," of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing," of Title I, "Administrative Code," of the Saginaw Code of Ordinances, O-204.

Funds are budgeted in the General Fund, Department of Public Services, Cemeteries Division's General Repairs Account No. 101-1747-930.000.

Council Action:

Motion to approve the recommendation of the City Manager.

From: Timothy Morales, City Manager
Subject: Mueller B101 Tap Machine with Accessories
Prepared by: Wayne Tornberg II, Public Services Department

Manager's Recommendation:

I recommend the approval of a purchase with Michigan Pipe & Valve, a sole source, for \$4,775.00 for a Mueller B101 tap machine with accessories for the Public Services Department, Maintenance and Service Division.

Justification:

On February 14, 2023, the Maintenance and Service Division received a sole bid for the purchase of a Mueller B101 tap machine with accessories, this unit will be utilized to perform water service taps that vary in size from $\frac{3}{4}$ inch to 1 inch in diameter throughout the City's water distribution system to meet the requirements mandated by State and Federal regulations for the lead copper law.

This vendor meets all requirements of §14.33, "Vendors," of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing," of Title I, "Administrative Code," of the Saginaw Code of Ordinances, O-204.

Funds are budgeted in the Water Operation and Maintenance Fund, Maintenance and Service Division's Maintenance Equipment Account No. 591-4721-978.000.

Council Action:

Motion to approve the recommendation of the City Manager.

COUNCIL COMMUNICATION

CC-10

From: Timothy Morales, City Manager
Subject: Increase Blanket Purchase Orders – Vehicle Repair Parts
Prepared by: Don Riley, Public Services Department

Manager's Recommendation:

I recommend the approval to increase blanket purchase order with Wieland Sales by \$18,000, for a new total of \$60,000, for vehicle parts for the Public Services Department, Motor Pool Division.

Justification:

In FY 2023, the purchase order listed below was issued to Wieland Truck Center in the amount of \$42,000. The City's Municipal Garage acquires parts from this vendor for various repairs from July 1, 2022 to June 30, 2023.

In FY 2022, the Garage spent \$39,143.07 on parts from Wieland Truck Center. In the current fiscal year, due to COVID related cost increases, we have spent \$41,861.50 leaving a balance of \$138.50. The Motor Pool purchases replacement wear parts for dump trucks, aerial trucks, and swap loaders that are used by multiple divisions.

There are no feasible means to predetermine what parts or services will be needed. The Motor Pool Division purchases parts throughout the year to keep the City's fleet running. This is a 365-day operation and these vehicle parts are needed on a continual basis. The Garage Division's personnel obtain price quotes for services awarding purchases to the lowest and best vendor for each item. The original blanket purchase order (PO) information is as follows:

<u>PO Number</u>	<u>Vendor</u>	<u>Current Amount</u>	<u>Recommended Increase</u>	<u>New Total</u>
513909	Wieland Truck Center	<u>\$42,000</u>	<u>\$18,000</u>	<u>\$60,000</u>
Total:		\$42,000	\$18,000	\$60,000

This vendor meets all requirements of §14.33, "Vendors," of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing," of Title I, "Administrative Code," of the Saginaw Code of Ordinances, O-204.

Funds are budgeted in the Motor Pool Operation Fund, Garage Operations Division's Motor Vehicle Supplies Account No. 661-4481-737.000, \$60,000.00, and will be accounted for in the Motor Pool Operation Fund, Inventory Account No. 661-0000-110.001 \$60,000.00.

Council Action:

Motion to approve the recommendation of the City Manager.

COUNCIL COMMUNICATION

CC-11

From: Timothy Morales, City Manager
Subject: Purchase of Whatley Street Light Pole and Base Covers
Prepared by: Joseph Nugent, Public Services Department

Manager's Recommendation:

I recommend the approval of a purchase with Standard Electric, a sole source, for \$14,924.91 for Whatley street light poles and base covers for the Public Services Department, Traffic Maintenance Division.

Justification:

On December 14, 2022, the City received a quote from Standard Electric of Saginaw for various Whatley street light poles and base covers. The Traffic Maintenance Division is required to maintain and replace, when necessary, the street lighting equipment throughout the City. Standard Electric is a sole source provider for this equipment. The following is a list of the material being purchased:

<u>Item</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Cost</u>
Whatley Foundation Mount Decorative Light Pole with 2-Piece Base	1	\$5,766.95	\$5,766.95
Direct Bury Base Cover 2-Piece	4	\$2,289.49	<u>\$9,157.96</u>
Total Quote			\$14,924.91

This vendor meets all requirements of §14.33, "Vendors," of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing," of Title I, "Administrative Code," of the Saginaw Code of Ordinances, O-204.

Funds are budgeted in the General Fund, Department of Public Services Street Lighting Division's Parts and Supplies Account No. 101-4620-742.000 \$14,924.91.

Council Action:

Motion to approve the recommendation of the City Manager.

From: Timothy Morales, City Manager
Subject: Engineering Office Furniture Purchase
Prepared by: Travis Hare, Public Services Department

Manager's Recommendation:

I recommend the approval of a purchase with National Business Furniture for \$8,998.40 for office furniture for the Public Services Department, Engineering Division.

Justification:

On February 22, 2023, National Business Furniture provided a quote for the replacement of the Engineering Division's office furniture. National Business Furniture's furniture has proven to be durable and of high quality. Their office products come with a lifetime guarantee and provides the continuity with the office remodel.

The items included in this quote are a U desk hutch, a single pedestal steel desk and 11 chairs that will replace outdated office furniture that is not suitable for computers and current office equipment requirements, and to furnish work stations for new staff positions.

This vendor meets all requirements of §14.33, "Vendors," of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing," of Title I, "Administrative Code," of the Saginaw Code of Ordinances, O-204.

Funds are budgeted in the Major Street Fund, Engineering Administration Division's Capital Outlay less than \$5,000 Account No. 202-4612-971.000 \$2,999.46, Sewer Operations and Maintenance Fund, Engineering Division's Capital Outlay less than \$5,000 Account No. 590-4811-971.000 \$2,999.46, and Water Operations and Maintenance Fund, Engineering Division's Capital Outlay less than \$5,000 Account No. 591-4711-971.000 \$2,999.48.

Council Action:

Motion to approve the recommendation of the City Manager.

From: Timothy Morales, City Manager
Subject: Variable Frequency Drive
Prepared by: John Frollo, Water and Wastewater

Manager's Recommendation:

I recommend the approval of a purchase with Kendall Electric Inc., a sole source, for \$21,957.90, for two variable frequency drives for the Water and Wastewater Treatment Services Department, Wastewater Treatment Division.

Justification:

Variable frequency drives are used to control pump motor speeds to enhance pump performance and usability. The stored sludge pumps, on which the variable frequency drives will be installed, are required to run at reduced speeds; to ensure proper solids removal, limit system pressures, and prevent cavitation and subsequent pump damage.

On January 23, 2023, a sole source quote was obtained for two Allen Bradley drives and an enclosure for \$21,957.90. Allen Bradley drives are the preferred method of motor speed control at the Wastewater Treatment Plant, and have provided years of reliable service in multiple plant processes.

This vendor meets all requirements of §14.33, "Vendors," of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing," of Title I, "Administrative Code," of the Saginaw Code of Ordinances, O-204.

Funds are budgeted in the Sewer Operations and Maintenance Fund, Wastewater Treatment and Pumping Division's Repairs and Replacements Account No. 590-4830-974.000.

Council Action:

Motion to approve the recommendation of the City Manager.

COUNCIL COMMUNICATION

CC-14

From: Timothy Morales, City Manager
Subject: Biosolids Land Application
Prepared by: John Frollo, Water and Wastewater

Manager's Recommendation:

I recommend approval of a purchase with Michigan AgriBusiness Solutions, LLC for \$850,000.00 for FY 2024 biosolids removal and land application for the Wastewater Treatment Division.

Justification:

On February 25, 2020, the Wastewater Treatment Division received bids for biosolids removal and land application services. Michigan AgriBusiness Solutions, LLC (MAS) was awarded the bid for FY 2021 through FY 2023 and has agreed to extend their FY 2023 bid price for FY 2024.

Biosolids are the residual materials removed from the wastewater during the treatment process, that after lime stabilization are recycled as farm fertilizer. It is estimated that the process of land application will recycle 20.5 million gallons of biosolids each year.

This vendor meets all requirements of §14.33, "Vendors," of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing," of Title I, "Administrative Code," of the Saginaw Code of Ordinances, O-204.

Funds are budgeted in the Sewer Operations and Maintenance Fund, Treatment and Pumping Division's Operating Services Account No. 590-4830-805.000.

Council Action:

Motion to approve the recommendation of the City Manager.

COUNCIL COMMUNICATION

CC-15

From: Timothy Morales, City Manager
Subject: Aeration Tank Concrete Repair
Prepared by: John Frollo, Water and Wastewater

Manager's Recommendation:

I recommend the approval of a purchase with DC Byers Company for \$3,450.00, for concrete repairs for the Water and Wastewater Treatment Services Department, Wastewater Treatment and Pumping Division.

Justification:

The secondary treatment process in the Wastewater Treatment Plant consists of four 1.5 million gallon aeration tanks and six 1.3 million gallon clarifiers. These tanks work in unison to maintain a regulated biomass that is used to treat the incoming wastewater stream and remove impurities through a biological process.

On January 10, 2023, operations personnel discovered a leak coming through the 18" wall between aeration tank 1 and the underground piping gallery. It was determined that due to the complexity of the repairs, qualified concrete repair technicians were required to facilitate these repairs. Due to the lead time being one week, DC Byers Company is the recommended bid. On February 21, 2023, the following bids were received:

<u>Vendor</u>	<u>Total Bid</u>
DC Byers Company East Lansing, MI	\$3,450.00
Fast Fix LLC Saginaw MI (Out of City)	\$3,450.00
Smith's Waterproofing LLC Almont, MI	\$4,150.00
Pullman SST, Inc. Trenton, MI	\$5,750.00

This vendor meets all requirements of §14.33, "Vendors," of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing," of Title I, "Administrative Code," of the Saginaw Code of Ordinances, O-204.

Funds are budgeted in the Sewer Operations and Maintenance Fund, Wastewater Treatment and Pumping Division's General Repairs Account No. 590-4830-930.000.

Council Action:

Motion to approve the recommendation of the City Manager.

From: Timothy Morales, City Manager
Subject: Gorman Rupp Pump Eradicator Kit
Prepared by: John Frollo, Water and Wastewater

Manager's Recommendation:

I recommend the approval of a purchase with Dubois-Cooper Associates, Inc., a sole source, for \$2,761.00 for a Gorman Rupp pump eradicator kit for the Water and Wastewater Treatment Services Department, Remote Facilities Division.

Justification:

On January 30, 2023, we received a sole source quote for an eradicator kit for one of three Gorman Rupp pumps at the Drake Street pump station. The Drake Street pump station is used to lift sewage from a depth of 30 feet, in order for it to continue to flow via gravity to the Wastewater Treatment Plant, over five miles away.

The 3 lift pumps at the Drake pump station are routinely plugged with rags, wipes, and other trash disposed of into the sewer. Plant personnel currently disassemble pumps and remove contaminants manually to restore pumping capacity and prevent sewer backups.

The eradicator kit is designed to help the Gorman Rupp pumps reduce the size of contaminants and allow them to flow downstream for removal at the Wastewater Treatment Plant.

This vendor meets all requirements of §14.33, "Vendors," of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing," of Title I, "Administrative Code," of the Saginaw Code of Ordinances, O-204.

Funds are budgeted in the Sewer Operations and Maintenance Fund, Remote Facilities Division's Parts and Supplies Account No. 590-4835-742.000.

Council Action:

Motion to approve the recommendation of the City Manager.

COUNCIL COMMUNICATION

CC-17

From: Timothy Morales, City Manager
Subject: Lead and Copper Analysis
Prepared by: Tia Sova, Water and Wastewater

Manager's Recommendation:

I recommend the approval of a purchase with Trace Analytical Laboratories, Inc. for \$8,700.00 for Lead and Copper Analysis for the Water and Wastewater Treatment Services Department, Water Treatment Division.

Justification:

On February 14, 2023, the City received bids for laboratory services for calendar year 2023. The tests to be performed are Lead (Pb) and Copper (Cu) analyses of finished drinking water, with shipping costs included. These analyses will be performed as a part of the Lead Service Line replacement requirements and June thru September 2023 annual analysis and are a part of the Michigan Department of Environment, Great Lakes and Energy's (EGLE) Revised Lead and Copper Rule. Testing must be performed by a laboratory that is EGLE certified in the approved method. Following is a tabulation of the bids received:

<u>Vendor</u>	<u>Total Bid</u>
Trace Analytical Laboratories, Inc. Muskegon, MI	\$8,700.00
Accurate Analytical Testing LLC Romulus, MI	\$9,000.00
Prein & Newhof Grand Rapids, MI	\$13,200.00
Eurofins Eaton Analytical LLC South Bend, IN	\$17,400.00

This vendor meets all requirements of §14.33, "Vendors," of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing," of Title I, "Administrative Code," of the Saginaw Code of Ordinances, O-204.

Funds are budgeted in the Water Operation and Maintenance Fund, Treatment and Pumping Division's Operating Services Account No. 591-4730-805.000.

Council Action:

Motion to approve the recommendation of the City Manager.

COUNCIL COMMUNICATION

CC-18

From: Timothy Morales, City Manager
Subject: Elevator Testing and Repair
Prepared by: Ken Manchester, Water and Wastewater

Manager's Recommendation:

I recommend the approval of a purchase with Otis Elevator Company for \$6,927.50 for elevator service for the Water and Wastewater Treatment Service Department, Water Treatment Division.

Justification:

The City of Saginaw Water Treatment Plant's three elevators are due for Category 5 and Category 3 load testing. In addition, repairs are needed to the passenger elevator to meet state codes. On February 17, 2023 the following quotes were received.

<u>Vendor</u>	<u>Total Quote</u>
Otis Elevator Company Saginaw, MI (Out-City)	\$6,927.50
MEI Total Elevator Solutions Livonia, MI	\$12,210.76

This vendor meets all requirements of §14.33, "Vendors," of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing," of Title I, "Administrative Code," of the Saginaw Code of Ordinances, O-204.

Funds are budgeted in the Water Operations and Maintenance Fund, Treatment and Pumping Division's Service Fees Account No. 591-4730-824.000.

Council Action:

Motion to approve the recommendation of the City Manager.

From: Timothy Morales, City Manager
Subject: Diesel Generator No. 2 Cooling Water Thermostat
Prepared by: Todd Fini, Water and Wastewater

Manager's Recommendation:

I recommend the approval of a purchase with M & M Control Service, Inc. for a cooling water thermostat for diesel generator No. 2 for \$3,753.12 for the Water and Wastewater Treatment Services Department, Water Treatment Division.

Justification:

The Water Treatment Plant has two Waukesha diesel generators for providing essential power redundancy for the Water Treatment Plant. This part is required for cooling the generator to ensure efficient operation. This part will replace a failed, obsolete temperature control valve. Following is a tabulation of the quotes received.

<u>Vendor</u>	<u>Total Quote</u>
M & M Control Service, Inc. Grayslake, IL	\$3,753.12
Kraft Power Corp. Gaylord, MI	\$4,021.00

This vendor meets all requirements of §14.33, "Vendors," of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing," of Title I, "Administrative Code," of the Saginaw Code of Ordinances, O-204.

Funds are budgeted in the Water Operations and Maintenance Fund, Treatment & Pumping Division's General Repairs Account No. 591-4730-930.000.

Council Action:

Motion to approve the recommendation of the City Manager.

RESOLUTION

R-1

APPROVING THE COMMUNITY DEVELOPMENT BLOCK GRANT SUBMISSION PROGRAM YEAR 2023-2024

Moved by Council Member _____, seconded by Council Member _____ to adopt the following resolution:

WHEREAS, under the provisions of Title I of the Housing and Community Development Act of 1974, as amended, the Secretary of Housing and Urban Development is authorized to make grants to states and units of general local government to help finance community development programs approved in accordance with the provisions of Title 1; and

WHEREAS, the Department of Housing and Urban Development has informed the City of Saginaw that it is entitled to an amount of \$2,184,409 in Block Grant funds to carry out the Program Year 2023-2024; and

WHEREAS, the application has been completed in accordance with provisions of Title I of the Housing and Community Development Act of 1974, as amended, which identified housing and community development programs that would be carried out with Program Year 2023-2024 entitlement funds.

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of Saginaw:

1. That the Community Development Block Grant application for Program Year 2023-2024 is hereby approved; and
2. That the City Manager is authorized to file this application with the Department of Housing and Urban Development.

Ayes:

Nays:

Absent:

RESOLUTION DECLARED ADOPTED

I, Janet Santos, City Clerk of the City of Saginaw, Michigan, do hereby certify that the foregoing is a true and complete copy of the resolution adopted by the City of Saginaw, Saginaw County, State of Michigan, at a public meeting held on March 6, 2023; the original thereof is on file in the records of my office; the meeting was conducted and public notice of said meeting was given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended, and minutes of this meeting were kept and will be made available as required.

Janet Santos, MiPMC/MMC
City Clerk

RESOLUTION

R-2

APPROVING THE HOME SUBMISSION PROGRAM YEAR 2023-2024

Moved by Council Member _____, seconded by Council Member _____ to adopt the following resolution:

WHEREAS, under the provisions of Title II of the National Affordable Housing Act of 1990, as amended, the Secretary of Housing and Urban Development is authorized to make entitlement awards to states and units of general local government that have been designated as a participating jurisdiction to help finance housing programs approved in accordance with the provisions of Title II; and

WHEREAS, the Department of Housing and Urban Development has informed the City of Saginaw that it is entitled to an estimated amount of \$449,489 in HOME funds to carry out the Program Year 2023-2024; and

WHEREAS, the application has been completed in accordance with provisions of Title II of the National Affordable Housing Act of 1990 as amended, which identified housing programs that would be carried out with Program Year 2023-2024 entitlement funds.

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of Saginaw:

1. That the HOME application for Program Year 2023-2024 is hereby approved; and
2. That the City Manager is authorized to file this application with the Department of Housing and Urban Development.

Ayes:

Nays:

Absent:

RESOLUTION DECLARED ADOPTED

I, Janet Santos, City Clerk of the City of Saginaw, Michigan, do hereby certify that the foregoing is a true and complete copy of the resolution adopted by the City of Saginaw, Saginaw County, State of Michigan, at a public meeting held on March 6, 2023; the original thereof is on file in the records of my office; the meeting was conducted and public notice of said meeting was given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended, and minutes of this meeting were kept and will be made available as required.

Janet Santos, MiPMC/MMC
City Clerk

RESOLUTION

R-3

APPROVING THE HOMELESS ASSISTANCE EMERGENCY SOLUTIONS GRANT SUBMISSION PROGRAM YEAR 2023-2024

Moved by Council Member _____, seconded by Council Member _____ to adopt the following resolution:

WHEREAS, under the provisions of McKinney-Vento Homeless Assistance Act of 2009, the Secretary of Housing and Urban Development is authorized to make grants to states and units of general government to promote community-wide commitment to the goal of ending homelessness; provide funding for efforts to quickly rehouse homeless individuals and families while minimizing the trauma and dislocation experienced by homeless individuals, families, and communities by homelessness; promote access to and effective utilization of mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families experiencing homelessness; and

WHEREAS, the Department of Housing and Urban Development has informed the City of Saginaw that it is entitled to an amount of \$184,255 in Emergency Solutions Grant funds to carry out the Program Year 2023-2024; and

WHEREAS, the application has been completed in accordance with provisions of the McKinney-Vento Homeless Assistance Act of 1987, which identified operating activities that could be carried out with Program Year 2023-2024 entitlement funds.

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of Saginaw:

1. That the McKinney-Vento Homeless Assistance application for Program Year 2023-2024 is hereby approved; and
2. That the City Manager is authorized to file this application with the Department of Housing and Urban Development.

Ayes:

Nays:

Absent:

RESOLUTION DECLARED ADOPTED

I, Janet Santos, City Clerk of the City of Saginaw, Michigan, do hereby certify that the foregoing is a true and complete copy of the resolution adopted by the City of Saginaw, Saginaw County, State of Michigan, at a public meeting held on March 6, 2023; the original thereof is on file in the records of my office; the meeting was conducted and public notice of said meeting was given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended, and minutes of this meeting were kept and will be made available as required.

Janet Santos, MiPMC/MMC
City Clerk

ARPA FUNDS FOR THE BOYS & GIRLS CLUB

Moved by Council Member _____, seconded by Council Member _____ to adopt the following resolution:

WHEREAS, the American Rescue Plan Act of 2021 (ARPA) was signed into law on March 11, 2021. It provided funds to aid public health and economic recovery from the COVID-19 pandemic; and

WHEREAS, the City of Saginaw received \$52,089,151 in ARPA funding from the federal government through the Coronavirus Local Fiscal Recovery Fund (LFRF); and

WHEREAS, on December 12, 2022, the Saginaw City Council allocated \$10,000,000 in ARPA LFRF funds to Youth Development with a six month review in place.

WHEREAS, on January 13, 2023, the Saginaw City Council adopted Resolution 2023-003, approving the allocation of \$903,300 to the Boys & Girls Club for eligible programming expenses; and

WHEREAS, due to programmatic and funding changes over the last year for the Boys and Girls Club, it is recommended that City Council amend the Boys and Girls Club's \$903,300 allocation from programming to capital funds.

NOW, THEREFORE, BE IT RESOLVED Resolution 2023-003, as approved on January 13, 2023, and parts of resolutions insofar as they may be in conflict herewith are hereby rescinded.

BE IT FURTHER RESOLVED that the Saginaw City Council hereby allocates, in a not-to-exceed amount, to the Boys & Girls Club, the amount of \$903,300 for eligible capital expenses. The funding to such identified uses is subject to the following conditions and stipulations:

1. All projects must follow 2 CRF 200 Uniform Guidance, as needed, and will be subject to the set of standard terms and conditions applicable to all projects funded with LFRF funds.
2. For Projects involving a purchase of materials or services by contract:
 - a. The parties shall agree to timelines, budgets, and milestones/deliverables,
 - b. The funding shall be tied to such milestones/deliverables,
 - c. Release of said funds to be done at the discretion of the City Manager,
 - d. Termination and claw back provisions shall apply to the contractor in the event any milestones/deliverables are not met.
3. For Projects involving a direct grant to a beneficiary:
 - a. The beneficiary shall document the proportionality to the harm incurred by pandemic broadly,
 - b. Release of said funds to be done at the discretion of the City Manager,
 - c. Termination and claw back provisions shall apply to the beneficiary in the event any set standards for the grant are not met.

4. For Projects involving a subrecipient:
 - a. Programmatic standards shall be established by City to ensure the proper beneficiaries are receiving the intended services or products,
 - b. Subrecipients shall also be bound to 2 CRF 200 Uniform Guidance,
 - c. The parties shall agree to timelines, budgets, and milestones/deliverables,
 - d. The funding shall be tied to such milestones/deliverables,
 - e. Release of said funds to be done at the discretion of the City Manager,
 - f. Termination and claw back provisions shall apply to the subrecipient in the event any milestones/deliverables are not met.
5. For all projects in paragraphs 2 through 4 above, contracts will include:
 - a. The identification of a set project manager who will be responsible to report to the City on all requirements and all requests for information.
 - b. If additional funding is needed according to the proposal or the funding recommendation, deadlines for the acquisition of any additional funding needed to complete the project.
 - c. Reporting requirements pursuant to which project managers will provide to the City, in the format required by the City and the US Treasury.
 - d. Standard terms and conditions meeting the requirements of LFRF and applicable City policies, including but not limited to, indemnification and insurance provisions, obligations to return/repay grant money in the event of failure to meet contract terms, FOIA compliance, records access, and coordination of media releases.
6. All contracts must be reviewed and approved as to substance by City Manager and to form by the City Attorney.
7. City Manager is authorized to execute all contracts and related documents.

Ayes:

Nays:

Absent:

RESOLUTION DECLARED ADOPTED

I, Janet Santos, City Clerk of the City of Saginaw, Michigan, do hereby certify that the foregoing is a true and complete copy of the resolution adopted by the City of Saginaw, Saginaw County, State of Michigan, at a public meeting held March 6, 2023; the original thereof is on file in the records of my office; the meeting was conducted and public notice of said meeting was given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended, and minutes of this meeting were kept and will be made available as required.

Janet Santos, MiPMC/MMC
City Clerk

APPENDIX A



SUBRECIPIENT MEMOS

Memorandum

To:	City of Saginaw City Council
From:	David Sernick, Managing Consultant
Date:	2/28/2023
Re:	Change Request for The Neighb

Allocation

On January 13, 2023, the Saginaw City Council allocated, in a not-to-exceed amount, to The Neighb, in the amount of \$1,250,000 for eligible capital expenses and \$1,149,550 for eligible programming expenses.

Change Request

The Neighb has partnered with a non-profit as a fiduciary of the funds. The organization is Movement Strategy Center. (MSC) They are a large, nation-wide nonprofit located in Oakland, CA.

To stay in accordance with the original resolution, City Council would need to amend the entity as the subrecipient from The Neighb to Movement Strategy Center.

This would create a sub-recipient (MSC) to a sub-recipient (The Neighb) agreement and would make MSC responsible to the City of Saginaw for proper usage of the funds. MSC would then be responsible to create and maintain a separate agreement with The Neighb.

Guidehouse Notes on Request

The financials of MSC have been vetted by Guidehouse and Plante Moran. We have not identified any financial concerns. The only point to be shared is that MSC does not have staff in the State of Michigan and therefore will be overseeing The Neighb digitally only. This presents *potential* program delivery risks.

Memorandum

To:	City of Saginaw City Council
From:	David Sernick, Managing Consultant
Date:	2/28/2023
Re:	Change Request for First Ward Community Center

Allocation

On January 13, 2023, the Saginaw City Council allocated, in a not-to-exceed amount, in two resolutions, to The First Ward Community Center, in the amount of \$450,000 for eligible programming expenses and in the amount of \$500,000 for eligible capital expenses.

Change Request

The First Ward Community Center has incurred significant continued deterioration of the physical structure throughout COVID and after the submission of their proposal last year. Due to this deterioration, they have limited ability for programming and would be hard pressed to use the programming funds made available. The real need at this point for the First Ward Community Center is to rehabilitate the physical space so expand capacity for programming. They are asking that the \$450,000 set aside for programming be reallocated to capital expenditures.

They have included an updated and prioritized budget of capital needs. (Appendix A)

Guidehouse Notes on Request

There are no risks associated with this change.

Appendix A

Roof	\$ 109,862.00
Air Conditioning Unit	\$ 173,743.00
Boiler Replacement	\$ 80,000.00
4 New Vans	\$ 200,000.00
Gym Repair	\$ 129,003.00
Gym Stage	\$ 40,965.00
Bathroom Remodel ADA compliant	\$ 88,000.00
Elevator Repair	\$ 15,000.00
Parking Lot	\$ 61,008.00
Fence	\$ 93,129.00
Maintenance and Repair	\$ 87,000.00
Subtotal	\$ 1,077,710.00
10% Indirect Cost	\$ 107,771.00
Secured-Huntington Bank, Wickes Foundation, Saginaw Community Foundation	\$ (235,000.00)
Total Requested	\$ 950,481.00



Memorandum

To:	City of Saginaw City Council
From:	David Sernick, Managing Consultant
Date:	2/28/2023
Re:	Review of Funding for YouthDevelopment Corp

Allocation

On January 13, 2023, the Saginaw City Council allocated, in two resolutions, in a not-to-exceed amount, to the Youth Development Corporation, in the amount of \$731,150 for eligible programming expenses and in the amount of \$600,000 for eligible programming expenses.

Review Request

In the process of following our standard risk assessment, we reviewed a Department of Labor (DOL) findings report that identified 13 findings from the YouthBuild program. The DOL had dispersed a grant via the YouthBuild program to YouthDevelopment Corp. As of July 22, 2022, 5 of the findings were concluded as 'resolved' by the DOL with the remaining 8 still 'unresolved'. As of that date, \$1,463,451.24 of federal funds are not properly supported with documentation and are at risk for recoupment by the Federal government.

On their FY20 audit, the auditors were 'unable to express an opinion' due to the 'low-quality level of the financial records and accounting processes'.

These findings were unique among the subrecipients.

Guidehouse Notes on Request

After review of the documentation submitted by YouthDevelopment Corp by Guidehouse and Plante Moran, we feel that City Council must have an opportunity to review this allocation of funds. There would be considerable financial risk in releasing funds to an organization with 'unresolved' findings from a federal grant to the magnitude found here. Risk would be mitigated by waiting for a response from DOL resolving these findings.

There is additional risk to monitor funds with an organization that has financial records that are unable to be audited.



Memorandum

To:	City of Saginaw City Council
From:	David Sernick, Managing Consultant
Date:	2/28/2023
Re:	Change Request and Update for YEARN

Allocation

On January 13, 2023, the Saginaw City Council allocated, in a not-to-exceed amount, in two resolutions, to The Youth Employment and Recreation Network (YEARN), in the amount of \$600,000 for eligible programming expenses and in the amount of \$1,566,000 for eligible programming expenses.

Change Request

YEARN, an unofficial collaboration between World Outreach Campus, Strive, New Birth, Heavenly Realm, and Full Gospel, will be using member organization World Outreach Campus (WOC) as the fiduciary and official subrecipient. Unlike YEARN, WOC is a registered nonprofit 501 ©3.

To stay in accordance with the original resolution, City Council would need to amend the entity as the subrecipient from YEARN to World Outreach Campus.

World Outreach Campus will not create additional subrecipient agreements with the member organizations and instead has agreed to direct payments for all program expenditures.

Update

YEARN's original proposal identified 7 organizations in collaboration. They have removed Mexican American Council and Parishioners on Patrol from that collaboration.

Guidehouse Notes on Request

There are no risks associated with this change as it would be clerical in nature only and would not change the program, its beneficiaries or its original subrecipient, as WOC was an original member and stated its financial leadership on the program in their original proposal.

Memorandum

To:	City of Saginaw City Council
From:	David Sernick, Managing Consultant
Date:	2/28/2023
Re:	Update for D.A.R.S.

Allocation

On January 13, 2023, the Saginaw City Council allocated funds, in a not-to-exceed amount, to D.A.R.S. Learning Center, in the amount of \$275,000 for programming expenses.

Update

D.A.R.S. Learning Center is requesting the City of Light Community Development Corporation (COL) act as the fiduciary for this project. COL is a 501 (c)3 and D.A.R.S. is a for profit entity.

D.A.R.S. is currently working on an updated budget to respond to the allocated amount.

Guidehouse Notes on Update

This is the only organization that would be a for profit as the entity delivering goods and services to the beneficiaries. Though the fiduciary would be a non-profit, they would not be delivering the services.

There are no risks or concerns about D.A.R.S.'s for-profit status, but it is not in alignment with City Council's stated goal of working with non-profits. Previously, City Staff reviewed all proposals and for-profit businesses were referred to SEDC.



To: Saginaw City Council
From: David Sernick, Guidehouse
Date: February 16, 2023
Re: ARPA Subrecipient Meeting – Boys and Girls Club

Due to programmatic and funding changes over the last year for the Boys and Girls Club, Guidehouse and City Staff recommends that City Council amend the Boys and Girls Club's \$903,300 allocation from programming to capital funds. This will work with additional funding to ensure expanded programming can be offered to both teens and children.

This memo is meant to summarize the discussion had with Boys and Girls Club, a nonprofit organization, regarding the ARPA funding City Council allocated for programming.

Background

On January 13, 2023, City Council allocated \$903,300 in ARPA funds for programming for the Boys and Girls Club, based on their initial submissions in the portal.

On February 10, 2023, Guidehouse and City staff met with five subrecipients, including Boys and Girls Club. The goals of these meetings were to understand to:

- Undergo initial organization risk assessment
- **Understand project scope**
- Walk through grant and/or subrecipient framework
- Discuss next steps in monitoring/communication plans

Project Scope

Initially, the Boys and Girls Club submitted two proposals in the portal:

- Project 53: Hire a social worker and extra staff to help members during unprecedented time
- Project 287: Provide a teen center for Saginaw youth

However, since those submissions were nearly a year ago, the Boys and Girls Club's need has changed. The Boys and Girls Club are unable to provide a teen center as originally planned because they do not own the building (Stone Elementary School) and there is no room to expand there. Additionally, teens are no longer allowed at Stone Elementary School because of a firearm incident during the pandemic. Prior to COVID-19, the average attendance at Stone Elementary was 120 youth and now it is about 60-70, on average. Stone Elementary School still has the capacity to serve 120 young kids, but because teens are no longer allowed, the space isn't being used to its potential. Boys and Girls Club is temporarily using a room at the YMCA to continue programming for teens and is in need of a permanent location for teen programming.

Therefore, the Boys and Girls Club has a new plan for teens: to **renovate their current Kids CampUs building on Fordney to serve more youth in the City**. The expansion would be a \$1,000,000 expansion, and the \$903,300 allocation would make it possible to expand the current activity room and then create a technology and STEM area for the youth. The expansion would allow the Boys and Girls Club to providing more youth quality programming.



Finally, the Boys and Girls Club received a grant to provide a social worker, so there is no immediate need with that submission (project 53). However, if City Council is unable to amend the allocation to capital funds, the Boys and Girls Club would use the current program allocation for another social worker.



Appendix A: Kids CampUs Building Renovation Details



Boys & Girls Clubs of the Great Lakes Bay Region
ARPA Proposal
Capital Needs
12/12/22

Seven years ago, Boys & Girls Clubs of the GLBR and the YMCA ran a capital campaign together with the foresight to collaborate and expand the vision of the Club and the YMCA. The piece of the Capital Campaign for the Boys & Girls Club was to renovate our current Kids CampUs building on Fordney so we could serve the youth in that area. The vision was a 2 phase plan where the second phase was to put an expansion on the building so we could offer more programs for the youth. Currently, we are in need of making the second phase of the project happen because we are at maximum capacity at both this campus and the campus at Stone.

Since we can't expand the facility at Stone School because the property isn't ours and there isn't room to expand,, we are proposing to put the Phase 2 expansion on Kids CampUs. This would allow us to serve more youth and to be able to offer another space for extra kids from Stone to attend the Club. The expansion would be a \$1,000,000 addition. We would expand the current activity room and then create a technology and STEM area for the youth. This would allow us to give more youth quality programming.

We included a second and third proposal if there is capital that could support it. The second proposal would be optimal because then we could also serve some of the overflow that we have at Stone. Other schools bring their students to Stone, but there is a cap of how many kids that we can serve. More space at the Kids CampUs unit would allow for more youth in Saginaw to be served.

We appreciate your consideration of any and all of these Capital Needs. We look forward to answering any and all questions you might have. The youth of our community need us more than ever right now. We want to be part of the solution to help our youth thrive and make our community stronger.

Brian's Notes 12/10/22

Julie

I stopped by your facility on Friday morning and took a few photos...

Sorry I wasn't able to get you this until today...

Here are my thoughts....you have a multiple options:

Option 1 – Simple Addition to existing Game Room Cafe

Attached are the drawings from when we renovated the facility in 2018.

The scope was just to renovate the existing facility, but you can see on the drawings, there was some thought into where an expansion would occur to the south towards the YMCA. The expansion is shown to be approx.. 50'x60' = 3,000 sf and it's hi-lighted in yellow. Ironically, this is exactly the size we were recommending if you were able to receive your \$1,000,000 gift. See attached letter that you could include in your submission request if this is the Option you would like to pursue.

With the \$1 million we also should be able to afford to get new flooring as you requested and possibly some other minor improvements as well but let's consider those items a bonus for now. Obviously, once we get into the design a bit, we'll be able to substantiate costs and better define the costs.

I also noticed from the old set, that we were considering a new entrance vestibule facing the east. I believe we wanted to enhance the look from the street and draw attention to the main entrance. If I remember correctly, I think this was deleted from the scope in order to afford something else in the renovation scope. Can't recall exactly, but it definitely was designed but not built. So if that is something that is important, we could consider that as well and it's already designed, saving those costs.

We also could consider repaving your driveway / parking lot and add some new sidewalks to get rid of the temporary ramps (attached pictures).

Just a couple of thoughts...I'm sure you have a list already of items.

Option 2 – Large Gym Addition to existing Game Room Cafe

If you were considering trying to get more than the \$1 million – the separate attachment shows how big a gymnasium would be on your site.

It could fit, but would definitely take up the majority of your green space. A normal high school gym is 84'x50', adding approx.. 10' around makes the total addition to be closer to 104'x70' = 7,300 sf. This would likely cost approx.. \$2.5 million.

Option 3 – Half Gym Addition to existing Game Room Cafe

Lastly, we could consider a blended version of option 1 and 2. Basically build a multi-purpose gym with a high ceiling, but it would not be full court, maybe closer to half the size of a full court. This would be approx.. 42x50' and adding 10' around makes this approx.. 62'x70 = 4,300 sf. This scenario would likely cost approx.. \$1.5 million. This option is bit more expensive than Option 1 since it is slightly larger footprint and also will consist of higher masonry walls and a different roof structure than your Option 1 design.

If you wanted to add flooring repairs, we should increase both Option 2 and 3 by \$60,000.

I know...I know... so many options.

Call if you'd like to discuss any of these further.

Or provide me your thoughts/comments and I'll revise whatever you need and send back to you this weekend.

brian



December 9, 2022

Ms. Julie Villano, CEO
Boys & Girls Clubs of the Great Lakes Bay Region
300 W. Lafayette Ave
Bay City, Michigan, 48706

RE: Potential Expansion to Boys & Girls Club
Facility in Saginaw, Michigan

Dear Ms. Villano:

Thank you for reaching out to Spence Brothers for your potential expansion project at your Boys & Girls Club facility in Saginaw Michigan. We were very fortunate to be a part of the renovations to this facility a few years ago and would welcome to being a partner again with the Boys & Girls Club on this exciting next expansion.

Scope of Work:

It is our understanding that the Boys & Girls club would like to build the expansion identified on the 2018 drawings as "Future" in 2023. This addition is approximately 50'x60' and would be an adjacent addition to the existing game/café room as shown. The addition would also match the look of the existing building with regards to height, type of materials, roof structure and exterior brick veneer.

Estimated Cost:

Based on similar projects, we would estimate the cost of this addition to be approximately \$1.0 million dollars. This estimated cost includes design and engineering services, the subcontractor construction costs, the General Contractor's costs, as well as, some contingency for Owner protection.

Proposed Schedule:

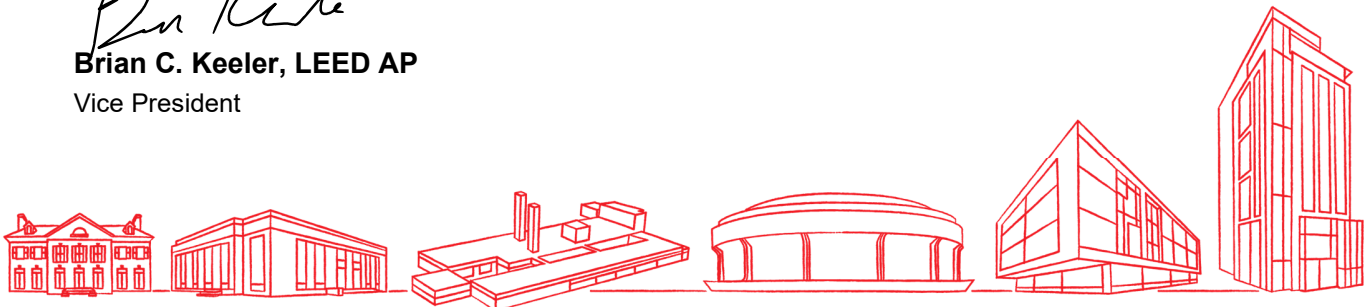
We would anticipate three (3) months for the design services, one (1) month for bidding and approximately four to five (4-5) months for the construction phase based on material procurement and time of the year. Overall, you should anticipate 8-9 months for the complete process after approval to proceed.

Thank you once again for reaching out to Spence Brothers for this exciting opportunity in our Region. If you have any questions or would like to schedule some time to discuss, please call anytime at 989-233-9106.

Sincerely,

Brian C. Keeler, LEED AP

Vice President



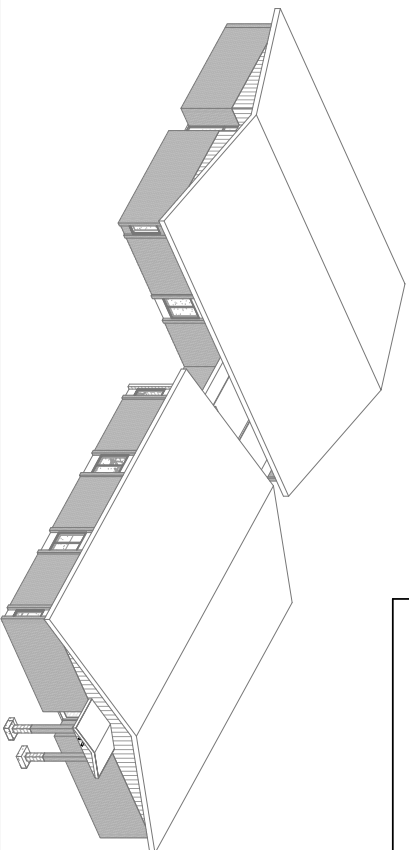
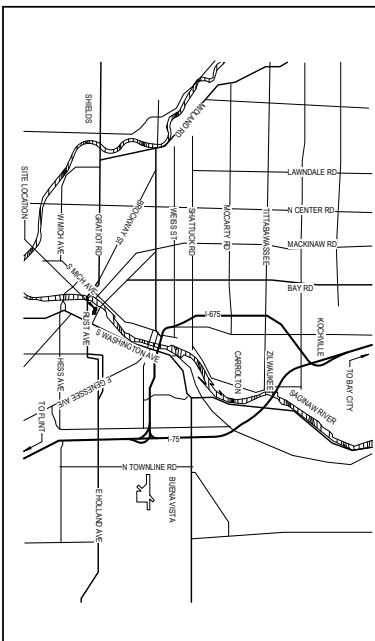
203 S Washington Ave, Suite 360, Saginaw, MI 48607

○ 989.752.0400

J.A. BUILDING RENOVATION

SHEET INDEX

LOCATION MAP



CONTACT INFORMATION

OWNER / CLIENT:

USA
ARCHITECT / ENGINEER:
D. Haeger
PROJECT ARCHITECT
PHONE: 988-293500
EMAIL: DVA@EGRGXB.BE.COM
WEB: www.kibbo.com

CODE AUTHORITY:
CITY OF SAGINAW
CITY HALL, SECOND FLOOR, 202
SAGINAW, MI 48601
989-759-1592

JOHN STEARLE
CHIEF INSPECTOR

PROJECT INFORMATION

- | | | | | | | |
|---|--|---|--|---|--|---|
| <p>BUILDING CODE COMPLIANCE</p> <ul style="list-style-type: none"> • 2018 AMERICAN PLUMBING CODE (APC) • 2018 AMERICAN SOCIETY OF MECHANICAL ENGINEERS (ASME) • 2015 INTERNATIONAL ELECTRICAL CODE (NEC) • 2015 INTERNATIONAL FIRE CODE (IFC) • 2018 INTERNATIONAL SHELTER CODE (ISC) | <p>USE AND OCCUPANCY CLASSIFICATION (CHAPTER 5)</p> <ul style="list-style-type: none"> • RESIDENCE | <p>CONSTRUCTION TYPE (TABLE 601)</p> <ul style="list-style-type: none"> • BUILDING AREA: 17,000 SF • ALLOWED: 0,000 SF TYP A • EXISTING: 17,000 SF TYP A • ACTUAL: 17,000 SF TYP A (0.000 SF TYP A) (0.000 SF TYP A) | <p>BUILDING HEIGHT AND NUMBER OF STORIES (TABLE 604.1.5.04.1)</p> <ul style="list-style-type: none"> • ALLOWED: 00 • EXISTING: 00 • PROPOSED: 00 | <p>RESISTANCE RATING (TABLE 601)</p> <ul style="list-style-type: none"> • 1. NON-BURNING WALLS • 2. 2-HOUR WALLS • 3. NON-BURNING WALLS • 4. 2-HOUR WALLS • 5. FLOOR CONSTRUCTION | <p>EXTERIOR WALLS SECTION 703</p> <ul style="list-style-type: none"> • NON-COMBUSTIBLE TYPE 2 CONSTRUCTION | <p>WALLS AND CEILING FINISHES (SECTION 703.2)</p> <ul style="list-style-type: none"> • CLASS 1: 100% Gypsum Board, 5/8" Thick, 1/2" Joints • CLASS 2: 100% Gypsum Board, 5/8" Thick, 1/2" Joints • CLASS 3: VENTILATED BRICK EXTERIOR FINISH • CLASS 4: 100% Gypsum Board, 5/8" Thick, 1/2" Joints • CLASS 5: 100% Gypsum Board, 5/8" Thick, 1/2" Joints • CLASS 6: 100% Gypsum Board, 5/8" Thick, 1/2" Joints • CLASS 7: 100% Gypsum Board, 5/8" Thick, 1/2" Joints • CLASS 8: 100% Gypsum Board, 5/8" Thick, 1/2" Joints • CLASS 9: 100% Gypsum Board, 5/8" Thick, 1/2" Joints • CLASS 10: 100% Gypsum Board, 5/8" Thick, 1/2" Joints • CLASS 11: 100% Gypsum Board, 5/8" Thick, 1/2" Joints • CLASS 12: 100% Gypsum Board, 5/8" Thick, 1/2" Joints • CLASS 13: 100% Gypsum Board, 5/8" Thick, 1/2" Joints • CLASS 14: 100% Gypsum Board, 5/8" Thick, 1/2" Joints • CLASS 15: 100% Gypsum Board, 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PRELIMINARY

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TITLE SHEET

BOYS AND GIRLS CLUB
J.A. BUILDING RENOVATION

SAGINAW, MICHIGAN 48601



WILLIAM A. KIBBE & ASSOCIATES, INC.
ENGINEERS • ARCHITECTS • ENVIRONMENTAL

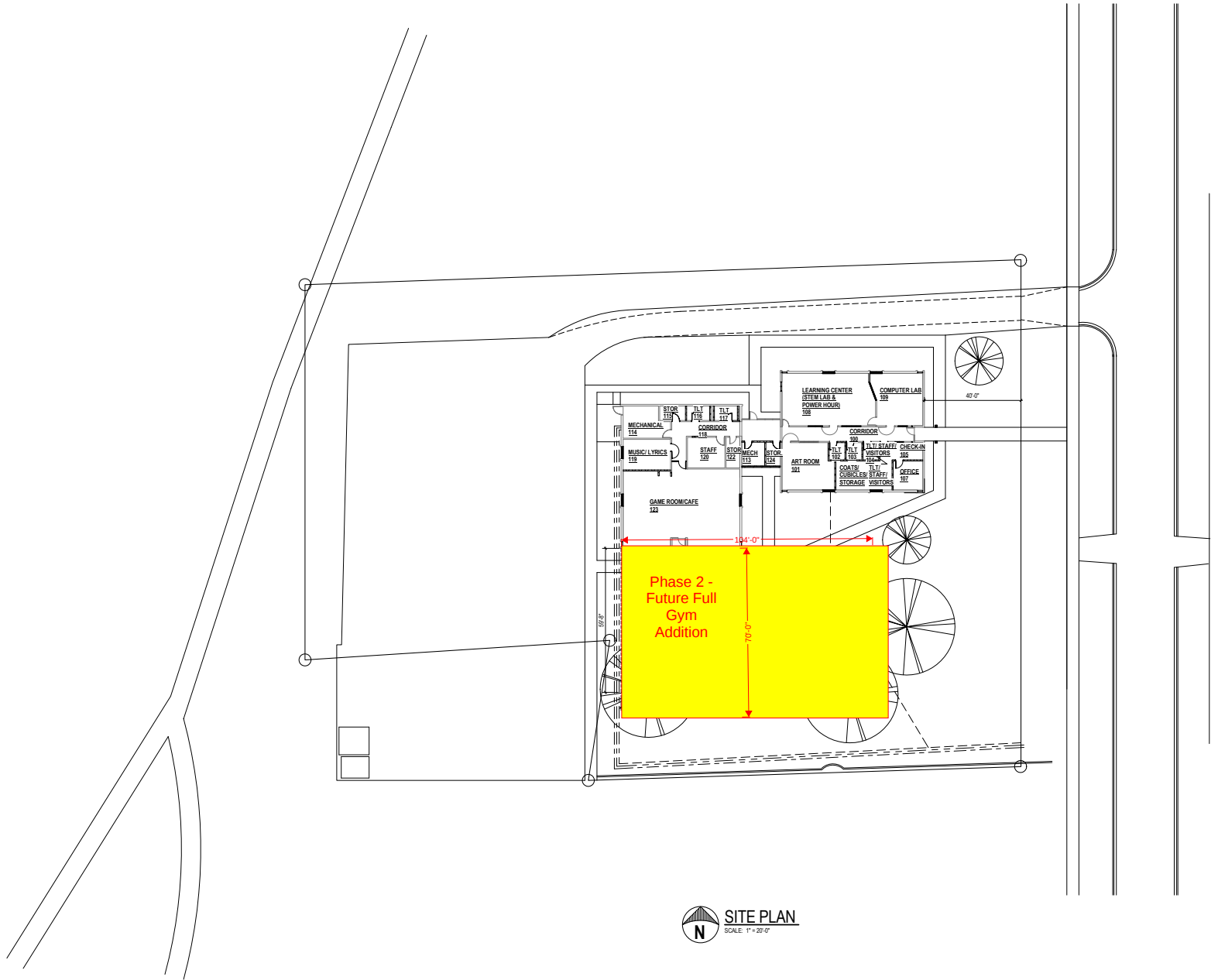
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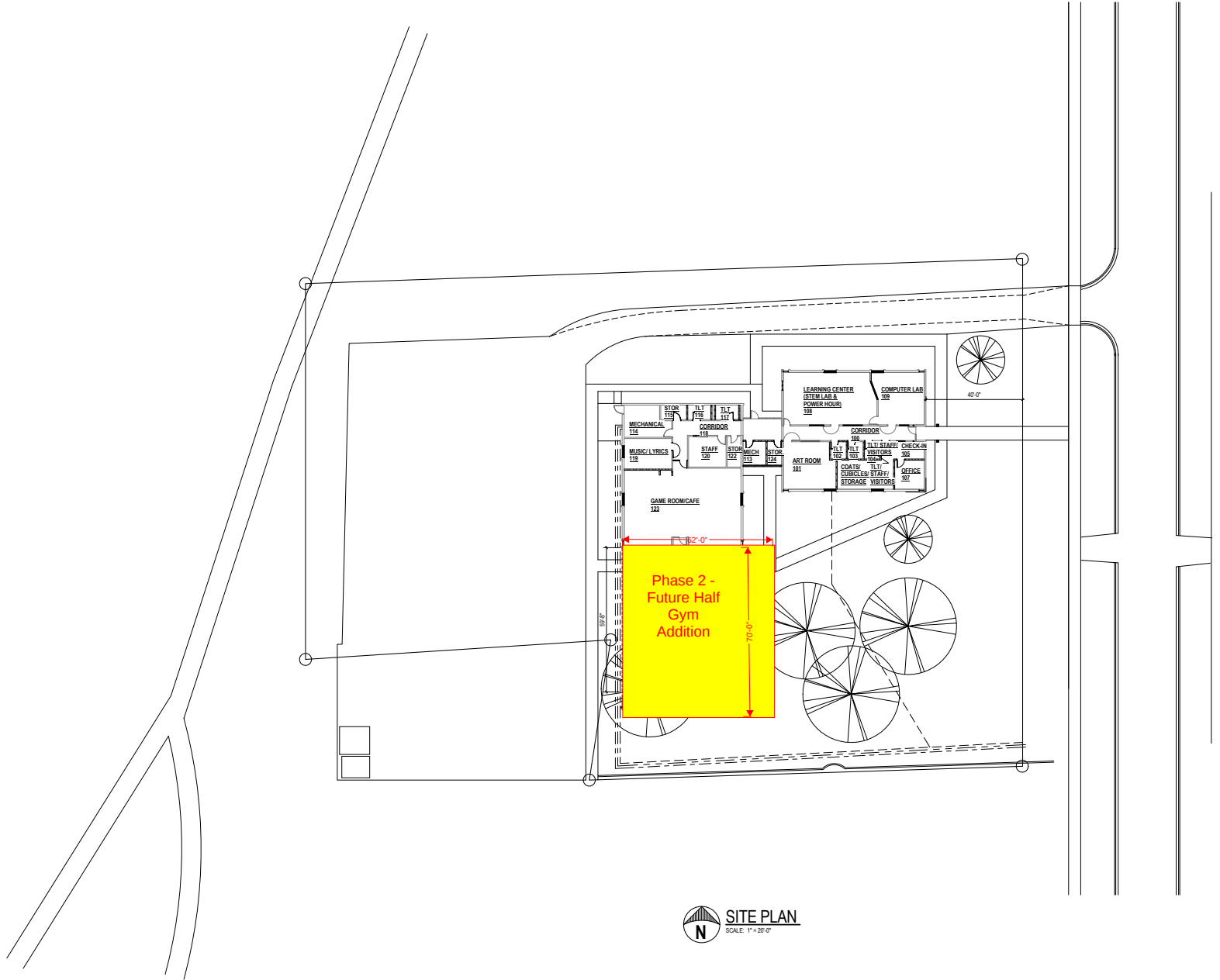
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Phase 2 - Future Addition

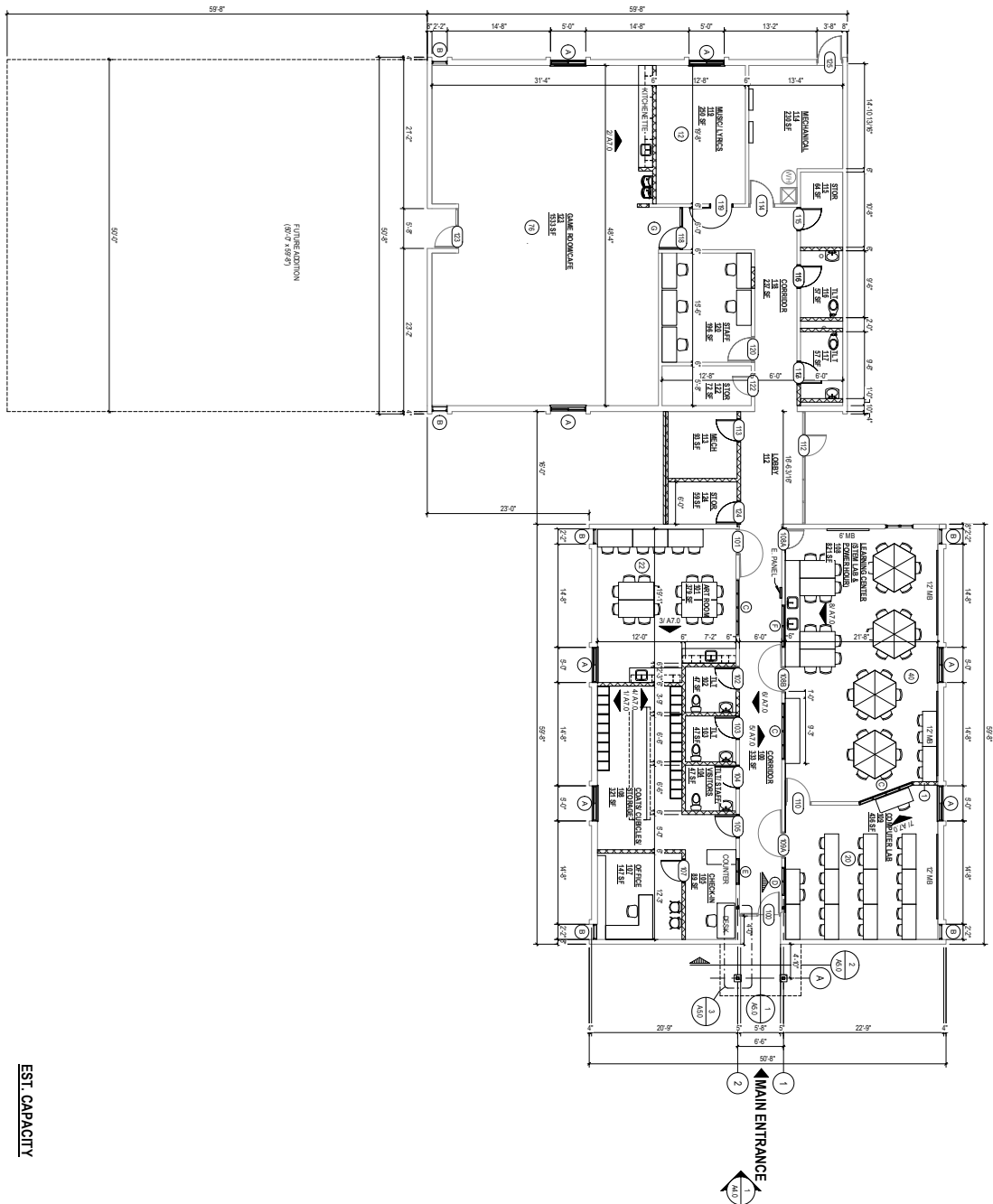
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EST. CAPACITY
168 STUDENTS
STAFF
8

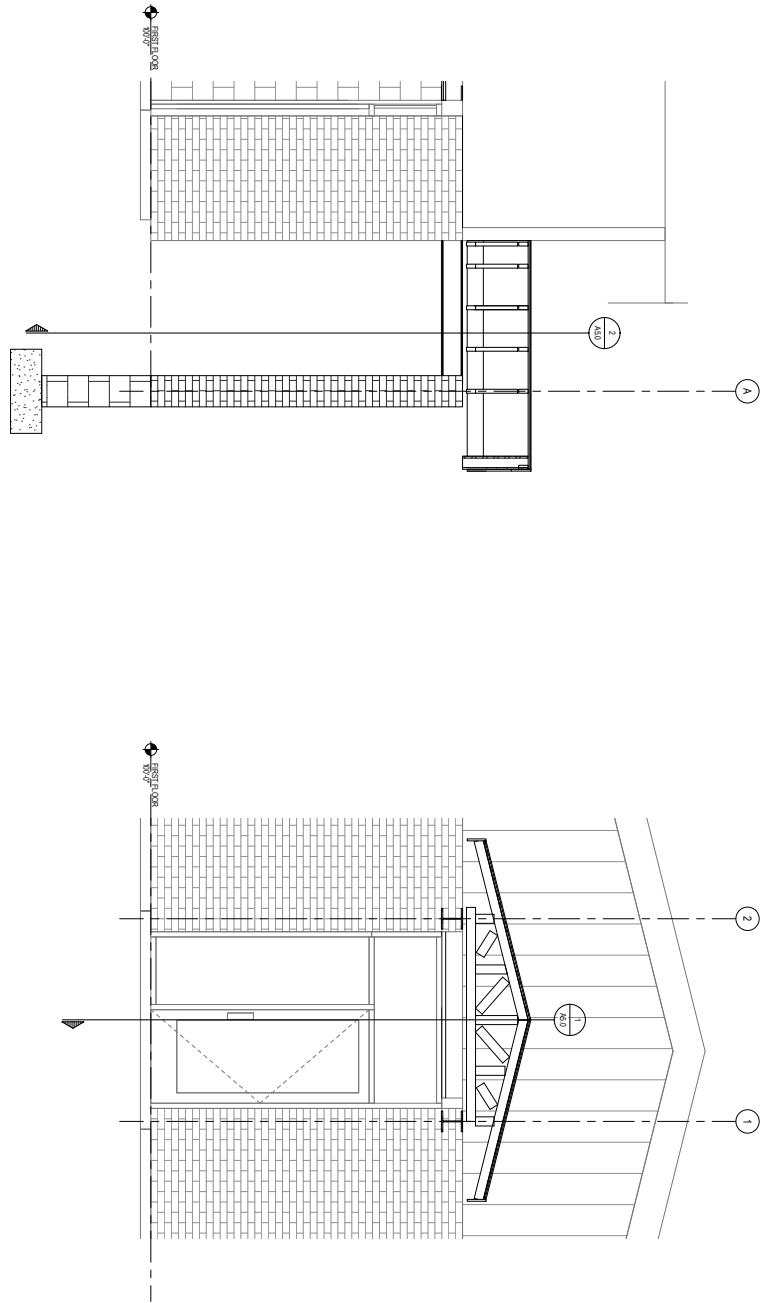
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FLOOR PLAN

BOYS AND GIRLS CLUB
J.A. BUILDING RENOVATION

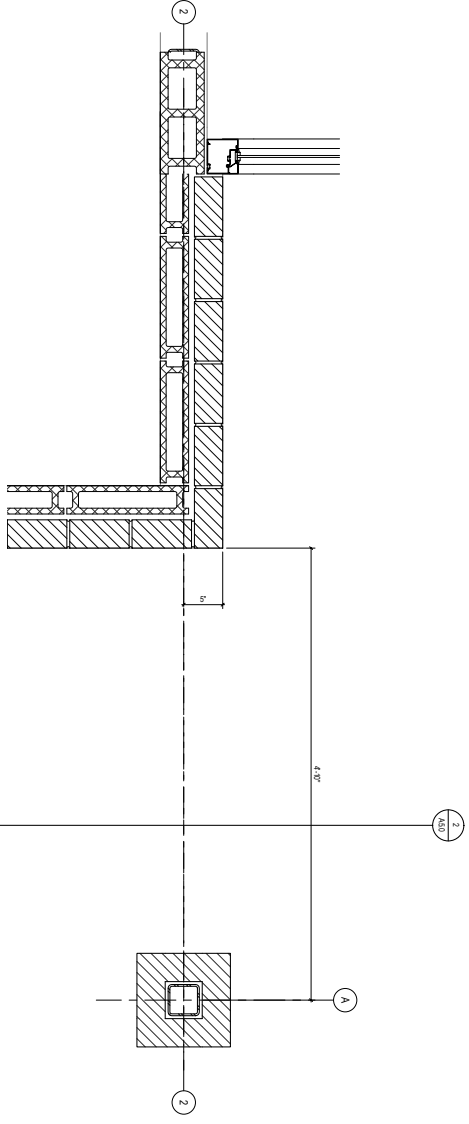
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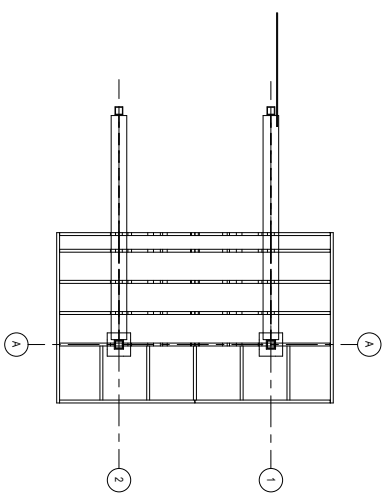


1 SECTION
A5.0 SCALE 1/2" = 1'-0"

2 SECTION
A5.0 SCALE 1/2" = 1'-0"



3 PLAN DETAIL
A5.0 SCALE 1/2" = 1'-0"



4 ROOF FRAMING PLAN
A5.0 SCALE 3/8" = 1'-0"

PRELIMINARY

APPENDIX B



SUBRECIPIENT MANUAL



CITY OF SAGINAW

ARPA CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS (SLFRF)

SUBRECIPIENT MONITORING PROCEDURES MANUAL

Overview and Purpose

As a direct recipient of ARPA State Local Fiscal Recovery Funds (SLFRF), The City of Saginaw is responsible for monitoring its programs, subrecipients and their use of ARPA funds. The City's subrecipients, in turn, are also responsible for monitoring their own subrecipients. The Final Rule provided by the Treasury notes that "recipients continue to be responsible for monitoring and overseeing the subrecipient's use of SLFRF funds and other activities related to the award to ensure that the subrecipient complies with the statutory and regulatory requirements and the terms and conditions of the award. Recipients also remain responsible for reporting to Treasury on their subrecipients' use of payments from the SLFRF funds for the duration of the award." This manual outlines the standards set for City of Saginaw SLFRF subrecipient monitoring.

Process

The City of Saginaw's subrecipient monitoring process will be applied across all programs, using a risk-informed approach with each individual Subrecipient with whom the City partners. Program Monitoring will be conducted by Program Sponsors, Program Leads, and Department Liaisons, following a Monitoring Plan defined in this document along with Subrecipient specific documents.

The objectives of City of Saginaw's monitoring process are to:

- Determine if a subrecipient is carrying out its activities as described in the Subrecipient plan.
- Determine if a subrecipient is carrying out its activities in a timely manner, in accordance with the schedule included in the plan.
- Determine if program expenditures are eligible under applicable laws and ARPA regulations, and reasonable considering the services or products delivered.
- Determine if a subrecipient is conducting its activities with adequate control over program and financial performance, and in a way that minimizes opportunities for waste, mismanagement, fraud, and abuse.
- Assess if the subrecipient has a continuing capacity to carry out the activities.
- Identify potential problem areas and assist the subrecipient in complying with applicable laws and regulations.
- Assist subrecipients in resolving compliance problems through provision of technical assistance.
- Provide adequate follow-up measures to ensure that performance and compliance deficiencies are corrected by subrecipient.
- Ensure that required records are maintained to demonstrate compliance with applicable regulations.

It is a leading practice for subrecipients to complete a Risk Assessment, develop a monitoring plan, implement the monitoring plan in accordance with the subrecipient's level of risk, retain

accurate documentation for monitoring, and develop a plan to correct any findings of non-compliance.

1. Conduct a Risk Assessment to evaluate the risk associated with the potential subrecipient under review (Green, Yellow, Orange, or Red risk level). This risk classification determines the sample size and frequency of the monitoring (see Appendix 1)
2. Based on the risk level, Subrecipients will be assigned a **Monitoring Plan** associated with that risk level
3. Implement the appropriate **Monitoring Plan**
4. Adjust **Monitoring Plan** as program risk notes and organizational risk changes
5. Retain documentation
6. Complete and deliver the **Findings Report** to the subrecipient and correct non-compliance findings

Stages of Monitoring

Risk Assessment

The purpose of the risk assessment is to evaluate the risk associated with the potential subrecipient under review. This risk associated with the subrecipient may pertain to areas such as financial management, organizational effectiveness, or other areas that may indicate the ability to effectively administer the project.

Program Standards

Program goals, milestones, and budgets should be set prior to the launch of the program and will define allowable costs.

Develop Monitoring Guide

Prior to the launch of a new project, a monitoring guide should be created. The creation of a monitoring guide will make clear the defining characteristics of the intended monitoring. This may include determining the frequency of monitoring, selecting monitoring activities, & developing a process for implementation.

Conduct Monitoring Review

Effective subrecipient monitoring requires implementation and adherence to the defined monitoring activities and reporting guidelines. Monitoring activities will include data collection, expenditure review, and project progress review.

Capital Project Procurement

When City permits are required, the City requires all capital expenditures to be inspected by the City inspector prior to fund disbursement. The City relies on subrecipients to have proper procurement policies and internal controls and to follow them. The City asks for the subrecipient to request bids from City approved vendors where possible. The list of approved vendors can be

found by contacting the Purchasing Office at the City of Saginaw.

Phone: 989-759-1430

Email: kmartinez@saginaw-mi.com

Fund Distribution

We recognize the City's standard, based on a CDBG policy, to reimburse all funds and not offer any advances. Due to the unique nature of ARPA funds, the City will follow the following process. This does not set a future standard for federal funds, but instead sets a limited standard for ARPA subrecipient fund distribution.

- If the subrecipient requests advance funding, they can present a list of costs that will be incurred between scheduled monitoring check-ins.
- The costs will be reviewed for eligibility and all eligible costs that will be incurred between monitoring meetings can be advanced by the City.
- The subrecipient must update the request and appropriate budget of costs at each monitoring meeting to continue receiving advances.
- The City reserves the right to reject future requests on advances if the subrecipient does not follow the reviewed budget associated with the prior advance.

Compliance Documentation and Record Retention

Throughout the monitoring process, subrecipients shall keep a clear written record of the steps followed and the information reviewed during the monitoring compliance process. Policies and internal controls must be documented and updated by the subrecipient. The Monitoring Checklist (appendix 2) can be referenced for proper adherence to Federal standards. These documents or information may be requested at any time by the City for monitoring purposes. All records and financial documents must be maintained and stored for a minimum of 7 years in compliance with the City's record retention policy.

Financial Documentation Guidelines:

- Invoices
 - Invoices must be numbered, dated, and specify services provided.
 - Invoices must have the contact information of the company/person who provided the service.
 - Invoices must have evidence of payment in an amount equal to the receipt (cancelled checks, credit card statements, signed receipts from the contractor verifying they received payment).
- Receipts
 - Receipts must be legible
 - Receipts must be incurred within the allowable period of performance
 - Receipts must be for an allowable cost
 - If items on the receipt should not be charged to the program, it must clearly be stated which items should be charged to the program
- Administrative Charges

- Please itemize what is included in these charges. Any employee time needs to be documented (see Timesheets & Payroll below).
- Invoice Rate Units
 - The rate units on the invoices need to match contract rate units. For example, “per hour” or “sq. ft.”
- Mobilization, Fuel, Mileage
 - Charges related to travel and mobilization to service locations will only be reimbursed by ARPA at the GSA established rate of \$0.575/mile (as of Jan. 2020) unless otherwise negotiated in your contract.
- Supply Charges
 - Please itemize these charges, providing the description and brand of supplies used as well as costs allocated to the City.
- Employee Premiums
 - Please describe what these premiums include and verify whether they are included in your contract. E.g. Emergency Pay or Overtime Pay.
- Locations & Travel
 - Document all locations of work with departure/arrival addresses, dates, a Google Maps/MapQuest print out showing distances traveled.
- Timesheets & Payroll
 - Timesheets for every person with time charged to the project under a specific charge code. Include charge code description.
 - Copies of payroll checks that include payment to employee that include time for that code in an equal amount as shown on timesheets.
 - General ledger or QuickBooks listing equating time charged to timesheets is acceptable.
 - Please provide a short description of employee activities.
 - For claimed employee time, please submit legible and clear timesheets signed and dated by the employee and a supervisor. The City will reconcile against any building sign-in sheets.

Remedies for Non-Compliance

Subrecipients should comply with federal statutes, regulations, and all terms and conditions of the award. While monitoring, should a subrecipient receive a **Findings Report** with deficiencies and items of noncompliance, the following corrective actions will be leveraged as remedies.

1. Create and implement a Corrective Action Plan and pause spending on project operations pending correction of the deficiency.
2. Provide technical assistance to subrecipients to realign implementation processes and ensure awareness of compliance requirements.
3. Modify the subrecipient agreement to include special conditions as described, such as requiring prior approval for certain activities, more frequent communication, or requiring new or additional reporting from the subrecipient.

If noncompliance cannot be remedied by recommending corrective actions, providing technical assistance, or imposing additional conditions, the City or primary subrecipient should consider one or more of the following actions:

1. Temporarily withholding payments pending correction of the deficiency
2. Stop payment entirely
3. Requiring subrecipient to reimburse costs deemed ineligible

If the City suspects instances of fraud or misconduct, or determines that the subrecipient is unable or unwilling to undertake the corrective actions recommended, the City may take one or more of the following actions, in consultation with the Department of Treasury, which may be dependent on the type of deficiency and the seriousness of the deficiency:

1. Disallow all or part of the cost of the activity or action not in compliance.
2. Wholly or partly suspend or terminate the Federal funding.
3. Initiate suspension or debarment proceedings as authorized under 2 C.F.R. part 180 and Department of Treasury regulations.
4. Withhold further ARPA SLFRF funding.
5. Disqualification from consideration for further ARPA SLFRF funds.
6. Take other remedies that may be legally available.

Notes on Hardship Grants

The City of Saginaw may be granting funds to non-profits with proven hardship due to COVID-19. Grants for hardship do not require monitoring as the grant is a proportional response to the fiscal challenges – revenue and/or expenses – and are complete upon disbursement.

Appendix 1

		Green	Yellow	Orange	Red
Project Risk Level	Subrecipient Risk	Quarterly monitoring of moderate to low sample size of project expenditures and activities	Quarterly monitoring of moderate sample size of project expenditures and activities	Monthly monitoring with moderate sample size of project expenditures and activities	Monthly monitoring with large sample size of project expenditures and activities
	Project with multiple risk notes	15%	40%	50%	100%
	Project with one risk note	10%	25%	25%	50%
	Project with NO risk notes	5%	10%	5%	10%

Sample sizes for expenditure monitoring, based on risk classification

Appendix 2

State Local Fiscal Recovery Funds (SLFRF) Subrecipient Monitoring Checklist	
Expenditures	
Were all expenditures eligible in accordance with the requirements of ARPA and Department of Treasury requirements and guidance?	U.S. Treasury Final Rule
Financial Management	
Does the subrecipient have a time and accounting system to track labor costs?	2 C.F.R. 200.430(a)(1)
What type of financial management or accounting system does the subrecipient utilize?	No regulation cited.
Does the subrecipient have documented accounting policies and procedures?	No regulation cited.
Are Federal funds received by the subrecipient clearly identified and tracked in the accounting system?	2 C.F.R. 200.303(a)
Are accounting records supported by source documentation?	No regulation cited.
Does the accounting system provide for prompt and timely recording and reporting of all financial transactions?	No regulation cited.
Do the requests for reimbursement include supporting documentation from the accounting system?	No regulation cited.
Audits	
Is the subrecipient required to obtain an audit under 2 C.F.R. 200 Subpart F for its most recently completed fiscal year?	2 C.F.R. 200.501(a)
Has the subrecipient ever had an independent single audit?	No regulation cited.
Has the subrecipient ever been monitored (e.g., Federal monitoring, State monitoring, other grantor agency monitoring, internal audit monitoring)?	No regulation cited.
If the subrecipient did have a single audit completed for its most recently completed fiscal year, did the audit report contain any findings or questioned costs?	No regulation cited.
If yes, has the subrecipient assigned someone the responsibility for resolving the findings or questioned costs?	No regulation cited.
Did the subrecipient submit a timely response to the audit, including a plan for correcting any conditions reported in sustained findings?	No regulation cited.
Record Retention & Recordkeeping	
At a minimum, are the subrecipient's record retention practices in compliance with the Department of Treasury requirements, which requires a record retention period of five (5) years?	OIG-CA-20-021 Reporting & Record Retention Requirements

How has subrecipient ensured that all pertinent financial records, supporting documents, statistical records, and other records pertinent to the funding are retained for a period of five years?	No regulation cited.
Has the subrecipient been able to provide documentation when requested by the pass-through entity?	No regulation cited.
Is documentation sufficient to ensure that expenditures were eligible?	No regulation cited.
Internal Controls	
Did the subrecipient comply with Federal statutes, regulations, and the terms and conditions of the Federal award?	2 C.F.R. 200.303(b)
Are there sufficient internal controls in place to protect against waste, fraud and abuse of Federal funds (segregation of duties, etc.)? Required for completion: Procurement Policy, Conflict-of-Interest Policy, Fraud, Waste, and Abuse Policy, Insurance Declaration	2 C.F.R. 200.303(a)
Does the subrecipient take reasonable measures to safeguard protected personally identifiable information (PII) and personal health information (PHI) and other information that the Department of Treasury or the State designates as sensitive, consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality?	2 CFR 200.303(e)
Does the subrecipient maintain an adequate inventory system? Describe the subrecipient's inventory management system.	No regulation cited.
Other	
Did the subrecipient require technical assistance or programmatic training? If so, please describe.	No regulation cited.
Has the subrecipient been provided technical assistance or programmatic training? If so, please describe.	No regulation cited.