Saginaw City Council Agenda

1315 S. Washington Avenue
Council Chamber - Room 205
989.399.1311
January 8, 2018
6:30 p.m.

PRAYER AND PLEDGE OF ALLEGIANCE:

ROLL CALL:

ANNOUNCEMENTS:

1. Recognition of Valerie Hoffman for 23 years of service as the President and CEO of the Underground Railroad.

PUBLIC HEARINGS:

1. Request to consider an amendment to an Obsolete Property Rehabilitation certificate application at 107 S. Washington Avenue.

PERSONAL APPEARANCES:

(A list will be provided following submittal deadline.)

REMARKS OF COUNCIL:

REPORTS FROM MANAGER:

Management Update:

1. Presentation from members of the Sister City Delegation on their visit to Tokushima, Japan.

2. Beth Carson Church, Assistant Director of Human Resources, update on changes to the FY 2018 Personnel Complement.

CONSENT AGENDA:

1. Approve the December 18, 2017 regular council meeting minutes.

2. Approve the mid-year changes to the FY 2018 Personnel Complement.

3. Approve the Adoption Agreement with Municipal Employees' Retirement System (MERS) to establish an account to apply additional contributions to offset future unfunded liabilities.

4. Approve the transfer of ownership of 615 and 705 Johnson via quit claim deeds to the Saginaw Transit Authority and Regional Services.

5. Approve the First Amendment to the Purchase and Development Agreement with Delta College.

6. Approve the polling place agreements with the Bethel A. M. E. Church, First Presbyterian Church, and Peace Lutheran Church.

7. Approve a purchase with Linko Technology, Inc. for $2,070 for LinkoCTS software maintenance and support.

8. Approve a five-year lease with Ricoh USA for a multi-function printer for the Waste Water Treatment Plant with $2,495.28 in annual payments, for a total amount of $12,476.40.

9. Approve a purchase with InSource Solutions Group for $16,082 for the renewal of annual software maintenance and support fees and individual e-filing services.

10. Approve a purchase with K-Data Systems for $2,141.15 for Barracuda Energize Web Filter Updates for the Technical Services Department.

11. Approve a purchase with Innovative Software Services, Inc. for $8,048 for the renewal of City Tax annual software maintenance/support.

12. Approve a purchase with CDW Government, Inc. for $2,100.80 for Trend Micro Enterprise Antivirus Annual Maintenance for the Technical Services Department.

13. Approve a FY 2018 budget adjustment to recognize funds received from the FEMA Fire Prevention and Safety Grant. Further, approve a purchase with Home Depot for $8,055.84 for 312 Kidde Model C3010D Sealed Lithium Battery Powered Carbon Monoxide Alarms for the Fire Department.

14. Approve a FY 2018 budget adjustment to recognize a $2,000 donation from Mr. Ryan Dowling and Dr. Jolynn Grant-Dowling of Great Lakes Pet Emergencies for the Fire Department.

15. Approve a purchase with AIS Construction Equipment for $4,270.02 for a horizontal boring tool for the Maintenance and Service Division.

16. Ratification of an emergency purchase with Above Board Remodeling LLC for $6,475 for the repair of the compost site pole building roof.

17. Approve the Water Service Agreement with Kochville Township.

18. Approve the Urban Cooperation Agreement with Kochville Township.

19. Approve a purchase with Jones Chemical for $13,920 for FY 2018; and pending budget approval, for an amount not to exceed $26,100 for FY 2019 for sulfur dioxide for the Wastewater Treatment Plant.

REPORTS FROM BOARDS AND COMMISSIONS AND COMMITTEES AND APPOINTMENT OF BOARD AND COMMISSION MEMBERS:

INTRODUCTION OF ORDINANCES:

1. An Ordinance to amend the official city map by renaming 2nd Avenue to Roosevelt Austin Avenue from Washington Avenue South to East Genesee Avenue.

CONSIDERATION AND PASSING OF ORDINANCES:

RESOLUTIONS:

1. Establishment of new polling locations for all future elections.

2. Approve the Obsolete Property Rehabilitation Application Amendment for 107 S. Washington Avenue.

UNFINISHED BUSINESS:

MOTIONS AND MISCELLANEOUS BUSINESS:

ADJOURN:

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.

CERTIFICATE OF RECOGNITION

WHEREAS, on behalf of the Saginaw City Council and the citizens of our city, I am proud to honor Valerie Hoffman for 23 years of faithful service to the City of Saginaw as president and CEO of the Underground Railroad. It is a privilege to extend this Certificate of Recognition to Ms. Hoffman for her dedication and commitment to the work of the Underground Railroad and to the citizens of this community; and

WHEREAS, the Underground Railroad is the only provider in Saginaw County of emergency shelter and services to victims of domestic violence, sexual assault, stalking and human trafficking. Ms. Hoffman has served as the President and CEO of the Underground Railroad since 1994; and

WHEREAS, under Valerie Hoffman's leadership and direction, the Underground Railroad has added vital services for survivors of abuse, increased agency revenue from $300,000 to $3 million, led two successful capital campaigns to help agency growth, and founded the Mid-Michigan Human Trafficking Task Force, among many other accomplishments; and

WHEREAS, Valerie Hoffman has set the example for others as an exemplary citizen whose good works and dedication help to improve the quality of life for many citizens. We give honor and recognition this day for the deep commitment of Valerie Hoffman to support, strengthen and sustain others.

NOW, THEREFORE BE IT RESOLVED, I, Dennis D. Browning, Mayor of the City of Saginaw, on behalf of my fellow Councilmembers and the citizens of this community, do hereby extend this expression of our esteem, appreciation, and gratitude to Ms. Valerie Hoffman for the positive impact she has made in our community over the past 23 years. We congratulate Ms. Hoffman on the grand occasion of her retirement and extend our very best wishes for continued success in all of her future endeavors.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Saginaw to be affixed this 8th day of January in the year of our Lord two thousand eighteen.

Dennis D. Browning, Mayor

Councilpersons
Floyd Kloc, Mayor Pro Tem
Michael D. Balls, Annie Boensch,
Clint Bryant, John Humphreys, John Milne
Brenda F. Moore, and Demond L. Tibbs

January 8, 2018

Timothy Morales, City Manager

CITY COUNCIL
PUBLIC HEARING NOTICE

In compliance with requirements of Public Act 146, as amended, the following notice is posted:

Notice is hereby given that the Saginaw City Council will conduct a public hearing on Monday, January 8, 2018 at 6:30 p.m. in Council Chamber of City Hall, Room 205, located at 1315 S. Washington Avenue, to consider an amendment to an Obsolete Property Rehabilitation certificate application at 107 S. Washington Avenue.

The legal description of the property is on file in the Office of the City Clerk. All interested persons are invited to attend this public hearing.

Janet Santos, CMMC/MMC
City Clerk

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: 12-08-17
By:__jks_____

A REGULAR MEETING OF THE COUNCIL OF THE CITY OF SAGINAW, MICHIGAN, WAS HELD MONDAY, DECEMBER 18, 2017, AT 6:30 P.M. IN THE COUNCIL CHAMBER AT CITY HALL, 1315 S. WASHINGTON AVENUE, SAGINAW, MICHIGAN.

PRAYER AND PLEDGE OF ALLEGIANCE

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

ROLL CALL

Mayor Pro Tem Kloc called the meeting to order. Council Members present: John Milne, Demond Tibbs, Floyd Kloc, Brenda Moore, and John Humphreys: 5. Council Members absent: Annie Boensch, Clint Bryant, Michael Balls, and Dennis Browning: 4 .

ANNOUNCEMENTS

Deputy City Clerk Kristine Bolzman announced the following:

- For the weeks of the Christmas and New Year's Holidays, trash collection will be one day later than your normal pick-up day.
- The City asks that citizens refrain from parking on the street or at the end of driveways during and after heavy snow events to allow crews to clear snow away from the curb.

PERSONAL APPEARANCES

The personal appearances addressed the Council as follows: Wes Banning, Mark Oberschmidt, and Trevor Mahadeo.

Council Member Balls entered the meeting at 6:45 p.m.

REMARKS OF COUNCIL

Remarks were heard from the following Council Members: Moore, Tibbs, Milne, Humphreys, Balls, and Kloc.

REPORTS FROM CITY MANAGER

Management Update

City Manager Tim Morales presented informational updates of City meetings and projects.

Manager Morales introduced Jamie L. Rivette, CPA, Principal, of Yeo & Yeo Financial Services. Ms. Rivette presented the results of the Fiscal Year 2017 Annual Audit.

CONSENT AGENDA:

1. Approve the December 4, 2017 regular council meeting minutes.

2. Approve the amendments to the FY 2018 Approved Budget to recognize changes that have occurred during the November period.

3. Approve the professional services agreement with AMPM for $17,000 for the development of the City's Marketing and Branding Plan.

4. Approve the Agreement for Professional Services with Attorney Lori L. Bommarito of Zolton and Bommarito, P.C.

5. Approve the professional services agreement with Walker Consultants for $18,800 for professional services associated with Parking Ramp 1 located at 220 Baum St.

6. Approve a purchase with NetSource One for $4,000 for bill print software for the Treasury Division.

7. Approve a purchase with SeePoint, a sole source, for $6,642.36 for an interactive bill print kiosk system for the Treasury Division.

8. Approve a purchase with Doc Heinz Contracting for $6,120.64 for 992 tons of sand for the City's Municipal Cemeteries.

9. Ratification of an emergency purchase with Vanguard Fire Security and Safety Systems, Inc. for $2,398.51 for the repair of the fire suppression system at Public Works Building located at 1435 S. Washington Ave.

10. Approve a purchase with AIS Construction Equipment for $20,289 for the replacement of a portable air compressor for the Streets and Rubbish Divisions.

11. Approve the four year agreement with Old Saginaw City, Inc., d/b/a Old Town Saginaw Association, for parking lot improvements at 101 S. Hamilton Street.

12. Approve the Wastewater Service Agreement with the Northwest Utilities Authority.

13. Ratification of an emergency purchase with R.W. Mercer Co. for $2,180 for repair of a spill bucket for the Water Treatment Division.

Moved by Council Member Humphreys, seconded by Council Member Moore to approve consent agenda items 1 through 13, as presented. 6 ayes, 0 nays, 3 absent. Motion approved.

RESOLUTIONS

Moved by Council Member Balls, seconded by Council Member Tibbs to adopt the resolution approving the transfer of Obsolete Property Rehabilitation Certificate for 107 S. Washington Avenue. 6 ayes, 0 nays, 3 absent. Motion approved.

Moved by Council Member Milne, seconded by Council Member Moore to adopt the resolution eliminating the deficit fund balance in the Andersen Enrichment Center Operations Fund. 6 ayes, 0 nays, 3 absent. Motion approved.

ADJOURNMENT

Moved by Council Member Balls, seconded by Council Member Moore to adjourn the meeting at 7:37 p.m. 6 ayes, 0 nays, 3 absent. Motion approved.

Prepared and submitted by Kristine Bolzman, Deputy City Clerk.

Janet Santos, CMMC/MMC
City Clerk

COUNCIL COMMUNICATION CC- 2

From: Timothy Morales, City Manager

Subject: FY 2018 Mid-Year Personnel Complement Changes

Prepared by: Beth Carson Church, Assistant Human Resource Director

Manager's Recommendation:

I recommend approval of the following mid-year changes to the 2017 – 2018 Personnel Complement as reflected in the attached sheet. Such changes stem from efforts to structure employee job duties and responsibilities in such ways as to continue the delivery of City services while monitoring costs as appropriate.

Justification:

Each job vacancy is examined by the Management Review Team to ensure it is filled at an appropriate staffing level with an appropriate wage. In addition, the Team continuously examines current staffing within departments and recommends staffing changes as needed. The result of such recent activity is an overall recommended staffing increase of 1 full-time employee with an overall wage cost impact of $38,732. A minor amount of $911 results from an increase in the Federal Minimum Wage effective January 1, 2018. Only $11,639 of this total wage impact pertains to the General Fund.

Council Action:

Motion to approve the recommendation of the City Manager.

FY2018 PROPOSED MID-YEAR PERSONNEL COMPLEMENT CHANGES

ADDITIONS TO STAFF

Dept./Division	Job Title	Pay Grade	FTE	Total Cost	Funding
Inspections	Director of Neighborhood Services and Inspections	N-81	1.00	$3,531	GF
Police					
Patrol	Police Officer	PO	1.00	$20,310	NGF
		Total:	**2.00**	**$23,841**	

DELETIONS TO STAFF

Dept./Division	Job Title	Pay Grade	FTE	Total Cost	Funding
Inspections	Deputy Chief Inspector	M-60	1.00	($26,010) ($2,890)	GF NGF
		Total:	**1.00**	**($28,900)**	

RECLASSIFICATIONS, REALLOCATIONS AND TITLE CHANGES

Dept/Division	Job Title	Pay Grade	Revised Pay Grade	Total Cost	Funding
Finance					
Treasury	Customer Service Representative to Treasury Clerk	A-10	A-13	$480 $1,442	GF NGF
	Customer Service Coordinator to Treasury Coordinator	A-13	A-16	$184 $550	GF NGF
Administration	Payroll Specialist	A-26	A-28	$1,228	GF
	Accounts Payable Coordinator	A-21	A-23	$921	GF
Purchasing	Purchasing Assistant	A-20	A-21	$921	GF
Inspections	Chief Inspector	M-71	M-69	$30,147 $3,350	GF NGF
	Environmental Support Specialist to Office Assistant III	A-12	O-3	$1,438	NGF
OMB	Block Grant Administrator to Deputy Director of Community Services	M-67	M-72	$2,219	NGF
			Total:	**$42,880**	

ADJUSTMENT TO MINIMUM WAGE EFFECTIVE JANUARY 1, 2018

Dept/Division	Job Title	Total Cost	Funding
Public Services			
Facilities	Basic Labor (pt)	$164	GF
		$164	NGF
Police			
Support Services	Basic Labor (pt)	$73	GF
Water/Wastewater Trtmt			
Wastewater Treatment	Laborer (temp)	$255	NGF
Water Treatment	Basic Labor (pt)	$255	NGF
	Total:	**$911**	

SUMMARY OF ACTION TAKEN

	FTE	Cost Impact
Additions to Staff	2.00	$23,841
Deletions to Staff	(1.00)	($28,900)
Reclass/Realloc'n/Title Chg.	0.00	$42,880
Minimum Wage Adjustment	0.00	$911
Total:	**1.00**	**$38,732**

Funding	
$11,639	GF
$27,093	NGF
$38,732	

COUNCIL COMMUNICATION CC- 3

From: Timothy Morales, City Manager

Subject: MERS Defined Benefit Plan Surplus Division Adoption Agreement

Prepared by: Dennis Jordan, Director of Human Resources

Manager's Recommendation:

I recommend approval of the Adoption Agreement with Municipal Employees' Retirement System (MERS) for the purpose of establishing an account to apply additional contributions to offset future unfunded liabilities.

Justification:

The City of Saginaw is responsible for the funding of the defined benefit retirement plan for eligible current employees and eligible retirees of the City of Saginaw.

All plan assets are held by the Municipal Employees' Retirement System. MERS manages the investments, is the record keeper, and administers the pension benefits.

The most recent Actuarial Valuation of the plan (December 31, 2016) indicates the plan is 55% funded (45% unfunded), with overall valuation assets of $186,187,752 and an unfunded liability of $155,593,958.

The Annual Required Contributions (ARC) for this fiscal year alone is $13,000,836. These contributions will continue to increase every year as the amortization schedule (time frame) to pay off the normal costs and unfunded liabilities continues to decrease.

To help offset those future ARC increases and maintain stable budgets in the future, the City will establish a surplus division with MERS. As funding opportunities present themselves through managed cost savings programs or increased revenues, additional contributions will be placed in this division for the purpose of either offsetting increased ARC's and/or reducing unfunded liabilities in the plan.

This is not only a proactive and responsible financial strategy for the City but it will also assist the City in complying with legislative mandates regarding unfunded liabilities in retiree healthcare and pension plans.

This vendor meets all requirements of §14.23, "Vendors," of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing," of Title I, "General Provisions," of the Saginaw Code of Ordinances, O-1.

I have approved the MERS Defined Benefit Plan Surplus Division Adoption Agreement as to substance and the City Attorney approves as to form.

Council Action:

Motion to approve the recommendation of the City Manager.

COUNCIL COMMUNICATION CC- 4

From: Timothy Morales, City Manager

Subject: Quit Claim Deeds – 615 and 705 Johnson

Prepared by: Amy L. Lusk, City Attorney

Manager's Recommendation:

I recommend approval of the transfer of ownership of 615 and 705 Johnson via quit claim deeds from the City of Saginaw to the Saginaw Transit Authority and Regional Services (STARS) and authorization for the Mayor to execute same.

Justification:

Approximately twenty years ago, STARS became a stand-alone authority and separated with the City of Saginaw. From review of records from the time of that separation, it appears it was the intent of the City to transfer certain real and personal property to STARS' ownership. However, the transfer of the real property was never finalized and recorded with the Register of Deeds.

STARS administrative offices, parking lot, and main terminal are located at 615 and 705 Johnson. Both parcels are presently owned by the City of Saginaw. Quit claim deeds have been prepared transferring ownership of the real property to STARS; the deeds contain clauses stating that should the property not be used for the purposes for which STARS was created, or should STARS cease to operate or exist, all right, title and interest in the property will revert back to the City.

I have approved the deeds 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: First Amendment to Delta College Purchase and Development Agreement

Prepared by: Timothy Morales, City Manager

Manager's Recommendation:

I recommend approval of the First Amendment to the Purchase and Development Agreement with Delta College, University Center, MI, for the purpose of constructing an educational facility at property located at 124 N. Franklin Street, and further recommend that the City Manager be authorized to sign the agreement.

Justification:

A Purchase and Development Agreement was executed on December 19, 2016, between Delta College and the City of Saginaw. This Agreement contains several deadlines/timeframes requiring Delta to perform specific actions by a certain date. This First Amendment to the Agreement would authorize the City Manager to extend any such deadlines/timeframes. Any such extensions would be reported to Council by the City Manager. In all other respects, the terms and conditions of the Agreement shall continue unchanged and in full force and effect.

I have approved the 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- 6

From: Timothy Morales, City Manager

Subject: Polling Place Agreements

Prepared by: Janet Santos, City Clerk

Manager's Recommendation:

I recommend approval of the polling place agreements with the Bethel A. M. E. Church, First Presbyterian Church, and Peace Lutheran Church.

Justification:

On January 8, 2018, the City Council approved polling locations with immediate effect for all future elections. Several of the polling locations have existing polling place agreements. However, three (3) of the polling locations are new and an agreement is necessary prior to use. The three (3) new locations are Bethel A. M. E. Church, First Presbyterian Church, and Peace Lutheran Church. A polling place agreement is required by the Bureau of Elections for each polling location agency so the obligations, responsibilities and understandings of the parties in conducting elections remain clearly defined.

The Polling Place Agreements have been approved and executed by each agency. The term of each agreement will commence upon execution and includes an option to renew for one (1) year.

The City agrees to pay a rental fee of $75.00 following each Election for the use of each facility. Funds for the rental fees are budgeted annually in the General Fund, Election Division Account No. 101-1731-945.000.

The agreements have been approved by me as to substance and the City Attorney as to form.

Council Action:

Motion to approve the recommendation of the City Manager.

COUNCIL COMMUNICATION CC- 7

From: Timothy Morales, City Manager

Subject: Renewal of LinkoCTS Software Maintenance and Support

Prepared by: Jeff Klopcic, Technical Services Department

Manager's Recommendation:

I recommend approval of a purchase with Linko Technology, Inc. in the amount of $2,070.00 for the purchase of LinkoCTS software maintenance and support.

Justification:

LinkoCTS is pretreatment software that helps monitor and control wastewater discharges from industrial sources. The software manages high volumes of data, determines industrial compliance, schedules requirements and generates necessary reports and letters. The maintenance and support will include coverage for four (4) concurrent user licenses, upgrades to newer versions, fixes, Technical Support and online training and webinars. This support covers 1/1/2018 through 12/31/2018.

This vendor meets all requirements of §14.23, "Vendors," of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing," of Title I, "General Provisions," of the Saginaw Code of Ordinances, O-1.

Funds for this purchase are budgeted in the Technical Services Department, Information Services, Operating Services, Account No. 658-1720-805.000.

Council Action:

Motion to approve the recommendation of the City Manager.

COUNCIL COMMUNICATION CC- 8

From: Timothy Morales, City Manager

Subject: Ricoh Multi-Function Printer for the Waste Water Treatment Plant

Prepared by: Jeff Klopcic, Technical Services Department

Manager's Recommendation:

I recommend approval of a purchase with Ricoh USA in the amount of $12,476.40 for the purchase of one multi-function copier, with $2,495.28 in annual payments due on a five-year lease.

Justification:

The Technical Services Department conducted a copy/print study in 2011. Concluding the City would see a dramatic decrease in print related costs if it were to remove all personal desktop printers from employees' desks and replace them with multi-function printers that were shared by a group of employees. The State of Michigan bid price will be utilized.

The Waste Water Plant will be replacing a copier that is owned and is no longer able to manage the printing/copying demands of the office.

This vendor meets all requirements of §14.23, "Vendors," of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing," of Title I, "General Provisions," of the Saginaw Code of Ordinances, O-1.

Funds for this purchase are available 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- 9

From: Timothy Morales, City Manager

Subject: InSource Solutions Group – Annual Maintenance/support renewal and e-filing fees

Prepared by: Janet Schramke, Income Tax Administrator

Manager's Recommendation:

I recommend approval of a purchase with InSource Solutions Group in the amount of $16,082 for the renewal of annual software maintenance and support fees including individual withholding and e-filing services.

Justification:

The City annually renews our maintenance and support fees for InSource Solutions Group employer tax withholding services. InSource Solutions Group is the proprietary owner and sole source of electronic employer withholding tax software and secure server host. This annual renewal of maintenance and support fees is for a 12-month period and only increased $300.00 from last year. This is the first increase in seven years.

E-filing services improve work and cash flow, by eliminating manual tasks such as opening mail, inputting tax returns and payments. Also, InSource Solutions Group is partnered with our current software provider, Innovative Software Services, Inc. to provide a secure e-filing program for all users.

This vendor meets all requirements of §14.23, "Vendors," of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing," of Title I, "General Provisions," of the Saginaw Code of Ordinances, O-1.

Funds for this purchase are budgeted in the General Fund, Fiscal Services, Income Tax's Operating Services Account No. 101-1745-805.000.

Council Action:
Motion to approve the recommendation of the City Manager.

COUNCIL COMMUNICATION CC- 10

From: Timothy Morales, City Manager

Subject: Barracuda Energize Web Filter Updates

Prepared by: Chris Seager, Technical Services

Manager's Recommendation:

I recommend approval of a purchase with K-Data Systems in the amount of $2,141.15 for Barracuda Energize Web Filter Updates for the Information Services - Technical Services Department.

Justification:

On December 19, 2017, bids were received for renewing the annual Barracuda Energize Web Filter Updates. The Barracuda Web Filter is an integrated content filtering, application blocking and malware protection solution. It enforces Internet usage policies to web sites and internet applications that are not related to business by blocking inappropriate content, spyware and other forms of malware. This annual renewal of maintenance fees is for a 12-month period. K-Data systems had the lowest bid. There were no In-City bidders.

The following is a listing of the bids received:

Vendor	Total Cost
K-Data Systems Grand Rapids, MI	$2,141.15
Yeo & Yeo Computer Consulting Saginaw, MI	$2,288.00
Zones Inc. Auburn, WA	$2,312.43
PCMG Inc. Dayton, OH	$2,350.00
Howard Technology Solutions Laurel, MS	$2,450.00
Softchoice Corporation Chicago, IL	$2,466.37

This vendor meets all requirements of §14.23, "Vendors," of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing," of Title I, "General Provisions," of the Saginaw Code of Ordinances, O-1.

Funds for this purchase are budgeted in the Technical Services, Information Services Fund, Operating Services Account No. 658-1720-805.000.

Council Action:

Motion to approve the recommendation of the City Manager.

COUNCIL COMMUNICATION CC- 11

From: Timothy Morales, City Manager

Subject: Renewal of City Tax Software Maintenance and Support

Prepared by: Jeff Klopcic, Technical Services Department

Manager's Recommendation:

I recommend the approval of a purchase with Innovative Software Services, Inc. in the amount of $8,048.00, for the renewal of City Tax annual software maintenance/support.

Justification:

The City annually renews the maintenance and license fees for City Tax Software. Innovative Software Services, Inc. is the proprietary owner of the City Tax income tax software. The maintenance covers the City Tax software used by the Fiscal Services Department, Income Tax Division, and includes all support and updates to the software for one year.

This vendor meets all requirements of §14.23, "Vendors," of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing," of Title 1, "General Provisions," of the Saginaw Code of Ordinances, O-1.

Funds for this purchase are budgeted in the Technical Services Department, Information Services, Operating Services, Account No. 658-1720-805.000.

Council Action:

Motion to approve the recommendation of the City Manager.

COUNCIL COMMUNICATION CC- 12

From: Timothy Morales, City Manager

Subject: Trend Micro Enterprise Antivirus Annual Maintenance

Prepared by: Chris Seager, Technical Services

Manager's Recommendation:

I recommend approval of the purchase with CDW Government, Inc. (CDW-G) in the amount of $2,100.80 for Trend Micro Enterprise Antivirus Annual Maintenance for the Information Services - Technical Services Department.

Justification:

On December 21, 2017, we received a quote from CDW-G for Trend Micro Enterprise Antivirus Annual Maintenance. The software covers all City desktop PC's and servers to be scanned for viruses and spyware. The annual maintenance provides support, updates and license coverage for a 12-month period. CDW-G was awarded the MiDEAL State bid contract to provide this software maintenance for governmental agencies in the State of Michigan.

This vendor meets all requirements of §14.23, "Vendors," of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing," of Title I, "General Provisions," of the Saginaw Code of Ordinances, O-1.

Funds for this purchase are budgeted in the Technical Services - Information Services Fund, Operating Services Account No. 658-1720-805.000.

Council Action:

Motion to approve the recommendation of the City Manager.

COUNCIL COMMUNICATION CC- 13

From: Tim Morales, City Manager

Subject: Budget Adjustment and Carbon Monoxide Alarms Purchase

Prepared by: Christopher Van Loo, Fire Chief

Manager's Recommendation:

I recommend that a budget adjustment be completed to increase the General Fund Revenue's FEMA Account No. 101-0000-501.012 from $0 to $7,672. This increase in revenues is to recognize the FEMA Fire Prevention and Safety Grant that was received in September 2017. To offset this increase in revenues, the Community Public Safety, Fire, Fire Operations Division's Parts and Supplies Account No. 101-3551-742.000 will be increased by the same.

I further recommend the approval of a purchase with Home Depot of Saginaw, MI in the amount of $8,055.84 for 312 Kidde Model C3010D Sealed Lithium Battery Powered Carbon Monoxide Alarms.

Justification:

On November 6, 2017, City Council approved a budget adjustment and purchase of 1000 carbon monoxide alarms through a FEMA Fire Prevention and Safety Grant. Due to the competitive bid process, the cost per unit for the carbon monoxide alarms was lower than was anticipated for the project. The Fire Department made the purchase of the initial 1000 carbon monoxide alarms which left a balance in the FEMA grant of $7,741.00. The Fire Department is seeking to utilize these unused funds, pending FEMA approval, to purchase 312 additional carbon monoxide alarms with the remaining funds.

$7,672.00 of Federal grant funds with a required 5% match of $383.84 City of Saginaw funds will be used to fund the total purchase price of $8,055.84.

This vendor meets all requirements of §14.23, "Vendors," of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing," of Title I, "General Provisions," of the Saginaw Code of Ordinances, O-1.

Funds for this purchase are available in the General Fund, Community Public Safety Fire, Fire Operations Division's Parts and Supplies Account No. 101-3551-742.000.

Council Action:

Motion to approve the recommendation of the City Manager.

COUNCIL COMMUNICATION CC- 14

From: Timothy Morales, City Manager

Subject: Great Lakes Pet Emergencies Donation and Budget Adjustment

Prepared by: Christopher Van Loo, Fire Chief

Manager's Recommendation:

I recommend that a budget adjustment be completed to increase the General Fund Revenues Fire Donations Account No. 101-0000-674.010 from $850 to $2,850. This increase in revenues is to recognize a $2,000 donation from Mr. Ryan Dowling and Dr. Jolynn Grant-Dowling of Great Lakes Pet Emergencies. To offset this increase in revenues, the Community Public Safety – Fire, Fire Operations Division's Parts and Supplies Account No. 101-3551-742.000 will be increased by the same.

Justification:

Mr. Ryan Dowling and Dr. Jolynn Grant-Dowling of Great Lakes Pet Emergencies approached the Saginaw Fire Department and offered a $2,000 donation to the Saginaw Fire Department to be used for safety and training items that improve the health and safety of firefighters. The Fire Department will use these funds for the improvement of the Fire Department Training Facility and Health / Wellness Program.

Council Action:

Motion to approve the recommendation of the City Manager.

COUNCIL COMMUNICATION CC- 15

From: Timothy Morales, City Manager

Subject: Horizontal Boring Tool – Maintenance and Service Division

Prepared by: Joshua Hoffman, Public Services Department

Manager's Recommendation:

I recommend approval of a purchase with AIS Construction Equipment in the amount of $4,270.02 for the purchase of a horizontal boring tool for the Maintenance and Service Division.

Justification:

The Maintenance and Service Division budgeted in fiscal year 2018 to purchase a Grundomat 55P Horizontal Boring Tool. This unit will be utilized for the installation of new water service connections in various sizes from ¾ inch to 2 inch in diameter throughout the City's water distribution system. This purchase will be made using State Bid Pricing.

This vendor meets all requirements of §14.23, "Vendors," of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing," of Title I, "General Provisions," of the Saginaw Code of Ordinances, O-1.

Funds are budgeted in the Water Operation and Maintenance Fund, Maintenance and Service Division's, Capital Outlay less than $5,000.00 Account No. 591-4721-971.000 $4,270.02.

Council Action:

Motion to approve the recommendation of the City Manager.

COUNCIL COMMUNICATION CC - 16

From: Timothy Morales, City Manager

Subject: Ratification of Emergency Purchase–Compost Site Pole Building Roof

Prepared by: Phil Karwat, Public Services Department

Manager's Recommendation:

I recommend ratification of an emergency purchase with Above Board Remodeling LLC, in the amount of $6,475 for the repair of the compost site pole building roof.

Justification:

On December 19, 2017 emergency purchase order No. 502727 was issued to Above Board Remodeling LLC who was the low quote, for the repair to the compost site pole building roof. The roof needed immediate repairs to limit the damage to the structure and interior, following a wind storm that tore the west half of the roof from the structure and damaged three trusses.

The following is a tabulation of the quotes received:

Contractor	Cost
Above Board Remodeling, LLC Au Gres, MI	$6,475
Spence Brothers, Inc Saginaw, MI	$7,255

This vendor meets all requirements of §14.23, "Vendors," of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing," of Title I, "General Provisions" of the Saginaw Code of Ordinances O-1.

Funds for this purchase are budgeted in the Rubbish Collection Fund, Composting Division's Repairs and Replacements Account Number 226-4587-974.000.

Council Action:

Motion to approve the recommendation of the City Manager.

COUNCIL COMMUNICATION CC-17

From: Timothy Morales, City Manager

Subject: Water Service Agreement with Kochville Township

Prepared by: Kimberly Mason, Water and Wastewater

Manager's Recommendation:

I recommend approval of the Water Service Agreement between the City of Saginaw and Kochville Township.

Justification:

The Water Service Agreement continues the City's policy of renewing long term water agreements with wholesale customers within the context of revenue sharing. This Agreement conditions the sale of water on securing revenue sharing agreements whereby the City will receive connection payments for new residential and non-residential developments requiring new water mains in the Township. The Kochville Township Board of Trustees approved the Agreement on November 20, 2017. The term of the Agreement is for thirty (30) years, with renewal provisions.

I have approved the Agreement as to substance and the City Attorney approves as to form.

Council Action:

Motion to approve the recommendation of the City Manager.

COUNCIL COMMUNICATION CC-18

From: Timothy Morales, City Manager

Subject: Urban Cooperation Agreement with Kochville Township

Prepared by: Kimberly Mason, Water and Wastewater

Manager's Recommendation:

I recommend approval of the Urban Cooperation Agreement between the City of Saginaw and Kochville Township. This Agreement is a revenue sharing component of the Water Service Agreement between the two communities, which will be executed contemporaneously with this Agreement.

Justification:

The Water Service Agreement requires Kochville Township to make payments to the City resulting from new residential, commercial, industrial and manufacturing developments within the Township. These requirements are set forth in the Urban Cooperation Agreement. The Kochville Township Board of Trustees approved the Agreement on November 20, 2017.

I have approved the Agreement as to substance and the City Attorney approves as to form.

Council Action:

Motion to approve the recommendation of the City Manager.

COUNCIL COMMUNICATION CC-19

From: Timothy Morales, City Manager

Subject: Sulfur Dioxide (SO2) Annual

Prepared by: Brian Baldwin, Water and Wastewater

Manager's Recommendation:

I recommend approval of a purchase with Jones Chemical in the amount of $13,920.00 for 16 tons of sulfur dioxide for the remainder of Fiscal Year 2018, and $26,100 for Fiscal Year 2019, pending budget approval.

Justification:

The Wastewater Treatment Plant uses sulfur dioxide to neutralize the chlorine remaining in the water after disinfection. Removal of chlorine is required under the City's National Pollutant Discharge Elimination System Permit. In July the bid to supply sulfur dioxide for the FY 2018 and FY 2019 was awarded to Alexander Chemical as the low bidder. In November, Alexander Chemical notified us that they are closing their Michigan facility and we would have to make our own arrangements for transportation from their Indiana facility. This is a breach of the terms they agreed to when they bid. We are therefore awarding the bid to Jones Chemical, the next lowest bidder.

This vendor meets all requirements of §14.23, "Vendors," of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing," of Title I, "General Provisions," of the Saginaw Code of Ordinances, O-1.

Funds for this purchase are budgeted in the Sewer Operations and Maintenance Fund, Treatment and Pumping Division's Chemicals Account No. 590-4830-805.000 for Fiscal Year 2018 and will be budgeted in the same account for Fiscal Year 2019.

Council Action:

Motion to approve the recommendation of the City Manager.

COUNCIL COMMUNICATION O-1

From: Timothy Morales, City Manager

Subject: Amend the Official City Map by renaming 2nd Avenue to Roosevelt Austin Avenue

Prepared by: Michael Foust, Associate Planner

Manager's Recommendation:

I recommend that the Official City Map be amended by renaming 2nd Avenue to Roosevelt Austin Avenue. 2nd Avenue runs south from Washington Avenue to East Genesee Avenue and is broken into three sections.

Justification:

A petition was received by the City Clerk's Office on October 27, 2017, asking to rename the entire street. The petitioners requested the change to Roosevelt Austin Avenue stating that "Reverend Austin is a longtime humanitarian that has profoundly changed the lives of many people around the world, including Saginaw. He continues to serve the people of this great City." They also said that Reverend Austin served Zion Missionary Baptist Church of Saginaw for 44 years. That church is located at the northwest corner of Johnson and 2nd Avenue.

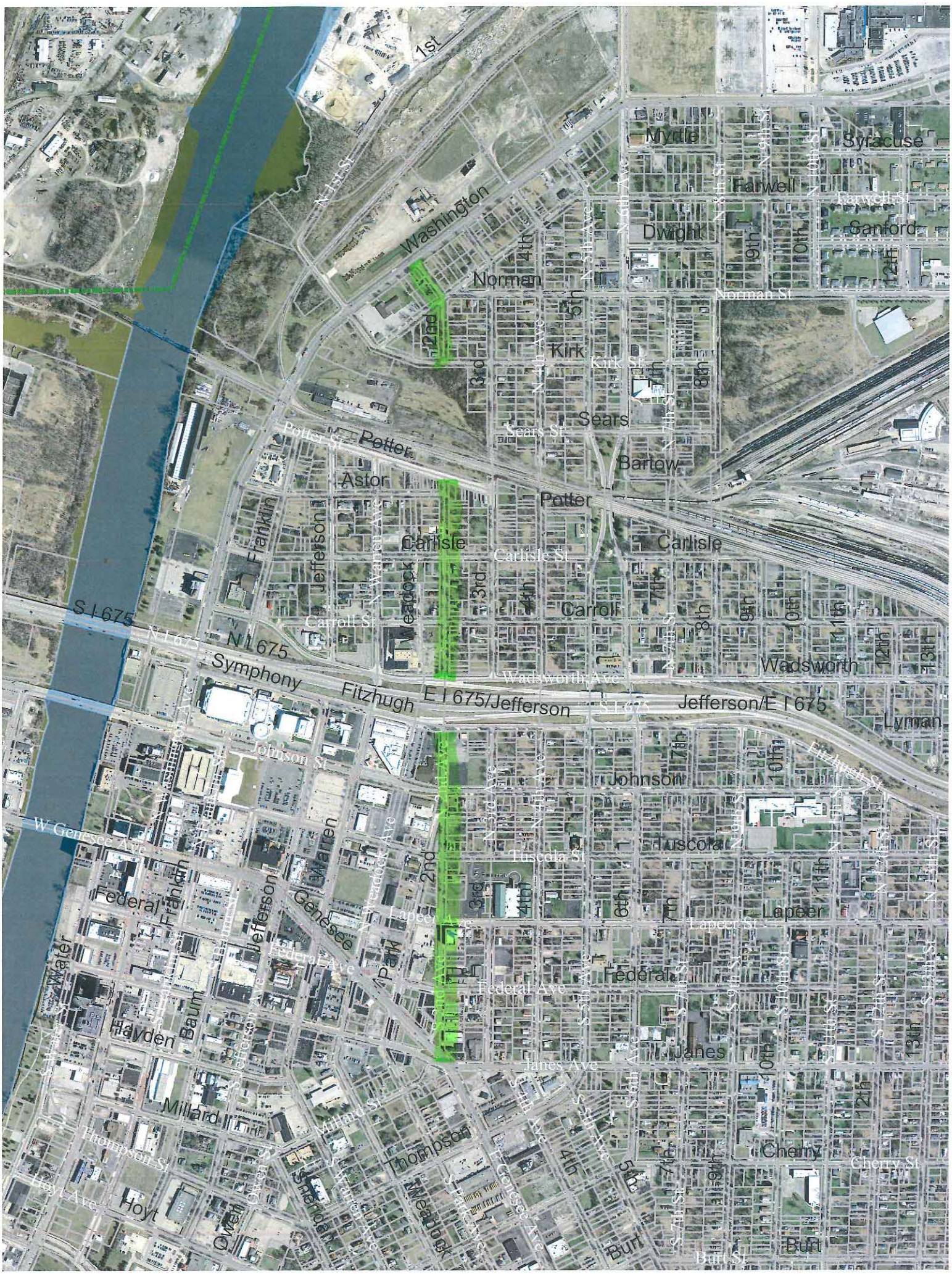
The Planning Commission, at its November 28th meeting, held a public hearing and voted, on a 4-3 vote, to recommend to Council to approve the renaming of 2nd Avenue to Roosevelt Austin Avenue.

A notice for a public hearing was placed in the November 10th edition of the Saginaw News and notices were sent to all owners of property abutting 2nd Avenue. There were two letters received in opposition to renaming 2nd Avenue, one from a resident of the avenue and one from St. John Lutheran Church at the corner of Federal and 2nd Avenue. Those were the only communications received.

The petitioners will be responsible for all costs involved in renaming 2nd Avenue. An estimate for street signs was just over $2,500 and notice costs are approximately $150. There will also be costs involved for changing maps which have yet to be calculated. There will be costs incurred by residents and businesses along the avenue as well as the utility companies, 911, and the US Postal Service.

Council Action:

This Council Communication is for explanation purposes of the ordinance to be introduced and enacted according to the City Chapter, Section 22, titled "Ordinances."


1st
N 1st St
Washington
Myrtle
Syracuse
Farwell
Farwell St
Dwight
Sanford
Norman
Norman St
Kirk
Kirk St
Sears
Sears St
Potter
Potter St
Bartow
Astor
Carlisle
Carlisle St
Franklin
Jefferson
Warren Ave
Meadow
Carroll
Carroll St
S I 675
N I 675
Symphony
Fitzhugh
E I 675/Jefferson
Jefferson/E I 675
Wadsworth
Wadsworth Ave
Lyman
Johnson
Johnson St
W Genesee Ave
Tuscora
Tuscora St
Lapeer
Lapeer St
Federal
Federal Ave
Water
Hayden
Baum
Millard
James
James Ave
Cherry
Cherry St
Thompson
Thompson St
Hoyt
Hoyt Ave
Burt
Burt St
Genesee
Park

ORDINANCE INTRODUCTION O-1

Moved by Council Member _____, seconded by Council Member _____ to introduce an Ordinance entitled and reading as follows:

O- _____

AN ORDINANCE TO AMEND THE OFFICIAL CITY MAP BY RENAMING 2ND AVENUE TO ROOSEVELT AUSTIN AVENUE FROM WASHINGTON AVENUE SOUTH TO EAST GENESEE AVENUE

Laid over under the Charter Provision.

ORDINANCE O- 1

Moved by Council Member _____, seconded by Council Member _____ that an ordinance introduced on January 8, 2018, be taken up and enacted, entitled and reading as follows:

O-_____

AN ORDINANCE TO AMEND THE OFFICIAL CITY MAP BY RENAMING 2ND AVENUE TO ROOSEVELT AUSTIN AVENUE FROM WASHINGTON AVENUE SOUTH TO EAST GENESEE AVENUE

The City of Saginaw Ordains:

Section 1. That the entire length of 2nd Avenue from Washington Avenue to East Genesee Avenue be renamed Roosevelt Austin Avenue.

Section 2. That the official map of the City of Saginaw is hereby amended accordingly.

Section 3. That should the petitioners fail to pay all costs involved in the renaming of 2nd Avenue to Roosevelt Austin Avenue, as determined by the City Manager or his designee, within 30 days of the adoption of this ordinance, the name of the street shall remain 2nd Avenue and the petition for renaming shall be deemed withdrawn.

This ordinance shall become effective on February 15, 2018.
Enacted: February 5, 2018.

Yeas:
Nays:
Absent:
Abstain:

_____ _____

Dennis D. Browning
Mayor

Janet Santos, CMMC/MMC
City Clerk

ORDINANCE 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 ordinance adopted by the City of Saginaw, Saginaw County, State of Michigan, at a public meeting held on February 5, 2018; 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, CMMC/MMC, City Clerk

COUNCIL COMMUNICATION R-1

From: Tim Morales, City Manager

Subject: Polling Locations Change

Prepared by: Janet Santos, City Clerk

Manager's Recommendation:

I recommend the adoption of the resolution establishing new polling locations for all future elections.

Justification:

The Election Commission (EC) and a Review Team conducted a thorough review of the current ten (10) polling locations. The review revealed the need to address concerns for precincts 1, 2, 11 and 16 due to functionality of the voting process, facility availability, and/or failure to meet the State's required standards.

The City Clerk's office conducted research of several potential polling locations that included site visits and surveys completed regarding accessibility, as required by the Bureau of Elections. Considerations were given on the precinct boundaries, logistics, community needs, accessibility and functionality.

According to MCL 168.662, the City Council is responsible for approving the location of polling places in the jurisdiction. The EC met with the Review Team on December 13, 2017 and considered the findings of the City Clerk's office. The EC approved the recommendation to the City Council to approve precinct polling locations for all future elections as follows:

#	*CURRENT LOCATION*	*CHANGE TO*	*ADDRESS*
1	ARTHUR EDDY ACADEMY	BETHEL AME	535 Cathay
2	WORD OF FAITH	BETHEL AME	535 Cathay
3	WORD OF FAITH	N/A	500 N Washington
4	YMCA	N/A	1915 Fordney
5	YMCA	N/A	1915 Fordney
6	SAGINAW HIGH	N/A	3100 Webber
7	NEW BIRTH MISSIONARY BAPTIST CHURCH	N/A	3121 Sheridan
8	SAGINAW HIGH	N/A	3100 Webber
9	MERRILL PARK SCHOOL	N/A	1800 Grout
10	ST. DOMINIC SCHOOL	N/A	1300 Malzahn
11	THOMPSON MIDDLE SCHOOL	FIRST PRESBYTERIAN	121 S Harrison
12	SASA	N/A	1903 N Niagara @ Genesee
13	CHRIST THE GOOD SHEPHERD PARISH	N/A	2415 N Charles @ Carolina
14	CHRIST THE GOOD SHEPHERD PARISH	N/A	2415 N Charles @ Carolina
15	SASA	N/A	1903 N Niagara @ Genesee
16	THOMPSON MIDDLE SCHOOL	PEACE LUTHERAN	3427 Adams Ave. @ Mackinaw

Council Action:

This Council Communication is for informational purposes of the resolution to be adopted.

RESOLUTION R- 1

ESTABLISHING ELECTION POLLING LOCATIONS

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

WHEREAS: the City Election Commission and a Review Team consisting of community volunteers conducted a review of the polling locations according to Election Law, Public Act 116 of 1954, as amended; and

WHEREAS: according to MCL 168.662, the City Council has the responsibility to approve polling locations; and

WHEREAS: on December 13, 2017, the Election Commission approved a motion to recommend to the City Council to change polling locations for precincts 1, 2, 11, and 16 for all future elections; and

WHEREAS: per the State Election Law, the City Clerk shall notify all applicable voters of the City of Saginaw by publishing a notice in a newspaper of general circulation and by mailing new voter registration cards as notice of such.

NOW, THEREFORE, BE IT RESOLVED, the polling locations shall be established for all future elections as follows:

#	*CURRENT LOCATION*	*CHANGE TO*	*ADDRESS*
1	ARTHUR EDDY ACADEMY	BETHEL AME	535 Cathay
2	WORD OF FAITH	BETHEL AME	535 Cathay
3	WORD OF FAITH	N/A	500 N Washington
4	YMCA	N/A	1915 Fordney
5	YMCA	N/A	1915 Fordney
6	SAGINAW HIGH	N/A	3100 Webber
7	NEW BIRTH MISSIONARY BAPTIST CHURCH	N/A	3121 Sheridan
8	SAGINAW HIGH	N/A	3100 Webber
9	MERRILL PARK SCHOOL	N/A	1800 Grout
10	ST. DOMINIC SCHOOL	N/A	1300 Malzahn
11	THOMPSON MIDDLE SCHOOL	FIRST PRESBYTERIAN	121 S Harrison
12	SASA	N/A	1903 N Niagara @ Genesee
13	CHRIST THE GOOD SHEPHERD PARISH	N/A	2415 N Charles @ Carolina
14	CHRIST THE GOOD SHEPHERD PARISH	N/A	2415 N Charles @ Carolina
15	SASA	N/A	1903 N Niagara @ Genesee
16	THOMPSON MIDDLE SCHOOL	PEACE LUTHERAN	3427 Adams Ave. @ Mackinaw

All prior resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

Ayes:
Nays:
Absent:
Abstain:

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 January 8, 2018; 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, CMMC//MMC
City Clerk

RESOLUTION R -2

OBSOLETE PROPERTY REHABILITATION APPLICATION AMENDMENT FOR PROPERTY AT 107 S. WASHINGTON AVENUE

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

WHEREAS: under P.A. 146 of 2000, as amended, the City of Saginaw is a Qualified Local Government Unit eligible to approve Obsolete Property Rehabilitation Act Certificate (OPRA) transfers; and

WHEREAS: the Saginaw City Council approved an OPRA Certificate request from Bancroft Project Saginaw, LLC at 107 S. Washington Avenue, on March 4, 2013; and

WHEREAS: the Michigan Department of Treasury, State Tax Commission (STC) approved and issued OPRA certificate #3-13-0002 on August 27, 2013 with an ending date of December 30, 2025; and

WHEREAS: on November 22, 2017, an application and request letter was filed with the City Clerk to transfer OPRA certificate #3-13-0002 to RoCo Bancroft LLC; and

WHEREAS: on December 18, 2017, City Council adopted a resolution approving the transfer of OPRA certificate #03-13-0002 to RoCo Bancroft LLC; and

WHEREAS: the original project amount of $4,000,000.00 has been exceeded due to additional project improvements in the amount of $2,601,702.00; and

WHEREAS: the OPRA certificate amount is requested to be amended to the total of $6,601,702.00.

NOW, THEREFORE, BE IT RESOLVED that the City of Saginaw hereby approves the amendment of OPRA certificate #3-13-0002 amount from $4,000,000.00 to $6,601,702.00, and the City Clerk will submit a certified resolution to the Michigan Department of Treasury – State Tax Commission.

Ayes:
Nays:
Absent:
Abstain:

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 January 8, 2018; 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, CMMC/MMC
City Clerk