

Council Agenda
June 19, 2017 6:30 p.m.
Council Chamber

PRAYER AND PLEDGE OF ALLEGIANCE:

ROLL CALL:

ANNOUNCEMENTS:

PUBLIC HEARINGS:

PERSONAL APPEARANCES:

(A list will be provided following submittal deadline.)

REMARKS OF COUNCIL:

REPORTS FROM MANAGER:

Management Update:

CONSENT AGENDA:

1. Approve the June 5, 2017 regular council meeting minutes.
2. Approve the Professional Legal Services Agreement with Giarmarco, Mullins & Horton, PC.
3. Approve the Professional Legal Services Agreement with O'Neill, Wallace & Doyle, PC.
4. Approve the Insurance Renewal with Saginaw Bay Underwriters for the City's General Liability, Automobile Liability, Michigan No Fault, Law Enforcement Liability, and Public Officials Liability for a total cost of \$426,430.
5. Approve the professional services contract and issue a purchase order to American Legal Publishing Corporation for \$12,500 for codification services of the City's Code of Ordinances.
6. Approve the amendments to the FY 2017 Approved Budget to recognize any changes that have occurred during the 4th quarter.
7. Approve the amendment to the HOME Subrecipient Agreement with Saginaw Shiawassee Habitat for Humanity to include the specific addresses and estimated funds for each project.
8. Approve the write off on the balance sheet of seven residential rehabilitation loan accounts deemed uncollectible for a total amount of \$92,846.28.

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9. Approve a purchase order to Yeo & Yeo Consulting for \$29,991.13 for Microsoft SQL Standard 2016 Software and Licenses.
10. Approve the Purchase and Development Agreement for 124, 132, 134 S. Baum St. with the Staples Building LLC.
11. Approve the Purchase and Development Agreement for 445 N. 2nd and 504 Carroll with the Lamarr Woodley Foundation.
12. Approve separate purchase orders to LexisNexis Risk Data Management Service for \$5,000 for FY 2018 and for \$6,000 for FY 2019 for Internet Search Engine services for the Income Tax and Utility Billing Divisions to collect outstanding debt for the City.
13. Approve a blanket purchase order to Apollo Fire Apparatus Repair for \$20,000 for emergency repairs and preventive maintenance for the Fire Department's six pumpers and two aerial apparatus for FY 2018.
14. Approve a blanket purchase order to Diesel Truck Sales for \$40,000 for emergency repairs and preventive maintenance for the Fire Department's six pumpers and two aerial apparatus for FY 2018.
15. Approve a blanket purchase order to Douglass Safety Systems LLC, a sole source, for \$20,000 for turnout gear for the Fire Department for FY 2018.
16. Approve a blanket purchase order to Frontline Services for \$40,000 for emergency repairs and preventive maintenance for the Fire Department's six pumpers and two aerial apparatus for FY 2018.
17. Approve blanket purchase orders to various vendors for a total amount of \$14,000 for fire apparatus and staff vehicle emergency repairs and preventive maintenance for the Fire Department's fleet for FY 2018.
18. Approve a blanket purchase order to McGard Special Products, a sole source, for \$5,000 for parts to operate hydrant locks for the Maintenance and Service Division for FY 2018; and, pending approval of the FY 2019 budget, approve a purchase order to McGard Special Products for the same amount and services for FY 2019.
19. Approve a blanket purchase order to Grainger, Inc. for \$7,700 for miscellaneous tools and supplies for the Maintenance and Service Division for FY 2018; and, pending approval of the FY 2019 budget, approve a blanket purchase order to Grainger, Inc. for the same amount and services for FY 2019.

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20. Approve a blanket purchase order to Michigan Meter, a sole source, for \$6,000 for parts and supplies for the City's Neptune Meters at the Maintenance and Service Division for FY 2018; and, pending approval of the FY 2019 budget, approve a blanket purchase order to Michigan Meter for the same amount and services for FY 2019.
21. Approve a blanket purchase order to Larry's Auto Supply for \$5,000 for miscellaneous engine repair parts and supplies for the Maintenance and Service Division for FY 2018; and, pending approval of the FY 2019 budget, approve a blanket purchase order to Larry's Auto Supply for the same amount and services for FY 2019.
22. Approve a blanket purchase order to ETNA Supply, a sole source, for \$20,000 for Sensus Water Meters for the Maintenance and Service Division for FY 2018; and, pending approval of the FY 2019 budget, approve a blanket purchase order to ETNA Supply for the same amount and services for FY 2019.
23. Approve a purchase order to Lois Kay Contracting Company for \$184,136.50 for the milling and resurfacing of various segments of City streets.
24. Approve the Resolution authorizing the sale and consumption of alcoholic beverages during the "BASH" event on Hamilton Street between Court Street and Lyon Street on August 11-13, 2017.
25. Approve the Michigan Department of Natural Resources Memorandum of Understanding regarding the Iron Belle Trail in the City of Saginaw.
26. Approve the Michigan Department of Natural Resources Parks and Recreation Division Resolution and Memorandum of Understanding and Agreement for the Iron Belle Trail (IBT) – Round 3, Number 17-04, for hiring an engineering firm to complete survey and design for a 1.84 mile segment of the Iron Belle Trail. Further, approve a budget adjustment in the amount of \$21,468 to recognize the Iron Belle Grant funds.
27. Approve to increase purchase order no. 499574 with BM Construction Consultants by \$12,000, for a new total of \$185,800, for construction inspection services to be completed through FY 2017.
28. Approve a purchase order to ACE Cutting Equipment & Supply, Inc. for \$4,980 for a roller screed base motor unit with counterweight and tube end plugs; and 12', 16', and 20' roller tubes for the Streets Section of the Right of Way Division.

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29. Ratification of an increase to purchase order no. 499262 with Spartan Distributors, Inc. by \$500, for a new total of \$2,400, for parts and supplies for the maintenance of the Toro lawn mowing equipment for the Cemeteries Division for FY 2017.
30. Approve the Memorandum of Understanding with Saginaw County to allocate \$105,000 of county wide generated real property tax revenue to the City of Saginaw for the Ojibway Island Improvement Project.
31. Approve a blanket purchase order to Applied Industrial Technologies for \$5,000 for valve replacement parts to duplicate spur gears for the Maintenance and Service Division for FY 2018.
32. Approve a blanket purchase order to ETNA Supply, a sole source, for \$8,000 for Sensus Meter parts and supplies for the Maintenance and Service Division for FY 2018; and, pending approval of the FY 2019 budget, approve a blanket purchase order to ETNA Supply for the same amount and services for FY 2019.
33. Ratification of an emergency purchase order to John E. Green Company for \$24,000 for fabrication of two 48" diameter water main spool pieces for the Maintenance and Service Division.
34. Approve a blanket purchase order to Carrier & Gable, Inc. for \$6,000 for traffic signal equipment repairs for the Traffic Maintenance Section of the Right of Way Division for FY 2018.
35. Approve blanket purchase orders to Marshall E. Campbell Company and Standard Electric Company for \$4,000 each for electrical parts and supplies for the Traffic Maintenance Section of the Right of Way Division for FY 2018.
36. Approve a purchase order to Dell, Inc. at the State bid price of \$44,990.66 for new computers and servers for the Supervisory Control and Data Acquisition (SCADA) Systems at the Water and Wastewater Treatment Divisions.
37. Approve a purchase order to Polydyne, Inc. for \$9,800.00 for 20,000 lbs. of liquid PolyDMDAAC for the Water Treatment Division for FY 2018.
38. Approve a purchase order to Carbon Activated Corporation for \$27,760 for 40,000 pounds of powdered activated carbon for the Water Treatment Division for FY 2018.
39. Approve a purchase order to Michigan Switchgear Services for \$13,735 to perform switchgear maintenance for the Water Treatment Division for FY 2018.

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40. Approve a purchase order to PVS Technologies, Inc. for \$97,000 for 250 tons of ferric chloride for the Water Treatment Division for FY 2018.
41. Approve a purchase order to Univar USA, Inc. for \$55,760.00 for 180 tons of Hydrofluorosilicic Acid for the Water Treatment Division for FY 2018.
42. Approve a purchase order to the Michigan Department of Environmental Quality for \$4,000 for laboratory analysis for the Water Treatment Division for FY 2018.
43. Approve a purchase order to PVS Technologies Inc. for \$27,936 for 72 dry tons of ferric chloride for the Wastewater Treatment Division for FY 2018.

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

1. Approve the Mayoral reappointment of Blanche Clark to the Saginaw Economic Development Commission with a term to expire June 30, 2020.
2. Approve the Mayoral reappointment of William Scharffe to the Saginaw Economic Development Commission with a term to expire June 30, 2020.
3. Approve the Mayoral appointment of John Humphreys to the Saginaw Economic Development Commission with a term to expire June 30, 2019.
4. Approve the Mayoral reappointment of Gregory Dietrich to the Saginaw Economic Development Commission with a term to expire June 30, 2020.
5. Approve the Mayoral appointment of Paul Virciglio to the Saginaw Economic Development Commission with a term to expire June 30, 2020.
6. Approve the Council reappointment of Elaine Seder to the Human Planning Commission with a term to expire January 31, 2019.
7. Approve the Council appointment of Christopher Traverse to the Human Planning Commission with a term to expire January 31, 2019.

INTRODUCTION OF ORDINANCES:

1. An Ordinance to amend §52.15 "Water Meters", and §52.57 (A) "Water Billing," of Chapter 52, "Water," of Title V, "Public Works," of the City of Saginaw Code Of Ordinances, O-1
2. An Ordinance to amend Chapter 71, of Title VII, "Traffic Regulations," by adding a new section titled, "Cost Recovery," of the City of Saginaw Code of Ordinances, O-1.

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CONSIDERATION AND PASSING OF ORDINANCES:

RESOLUTIONS:

1. Adopt the Resolution for the compilation and revision of the City's Code of Ordinances.

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.

A REGULAR MEETING OF THE COUNCIL OF THE CITY OF SAGINAW, MICHIGAN, WAS HELD MONDAY, JUNE 5, 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 Moore 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, Annie Boensch, Floyd Kloc, Brenda Moore, Michael Balls, and John Humphreys: 7. Council Members absent: Clint Bryant and Dennis Browning: 2.

ANNOUNCEMENTS

Deputy City Clerk Kristine Bolzman announced the following:

- The City's Waste Convenience Station is open to city residents this Saturday, June 10th from 10:00 a.m. to 2:00 p.m. and is located at the Holland Avenue entrance of Public Services. City residents may dispose of items that would otherwise be taken to the landfill that curbside does not pick up, such as building materials. Residents may also drop off recycling for glass, plastic and paper.

Mayor Pro Tem Kloc presented a proclamation recognizing the Kiwanis Club of Saginaw for 100 years of service and volunteer efforts. The proclamation was accepted by Tim Gohm, Dave Skolnik, and Brian Jackson.

Mayor Pro Tem Kloc presented a proclamation honoring the life and service of Brent Smith. The proclamation was accepted by Mary Beth Smith and family.

PUBLIC HEARINGS

Mayor Pro Tem Kloc announced the public hearing regarding the request to create an Industrial Development District at 2100 Veterans Memorial Parkway and called for public comments. Tom Miller, Jr. of Saginaw Future spoke in favor of the request. Nick Brenner of Menards also spoke in favor. Mayor Pro Tem Kloc called for public comment two additional times. No further comments were presented.

Motion by Council Member Boensch, seconded by Council Member Moore to close the public hearing. 7 ayes, 0 nays, 2 absent. Motion approved.

Mayor Pro Tem Kloc announced the public hearing regarding the request to amend the Brownfield Plan for the City of Saginaw to include the Menards Redevelopment Project at 2100 Veterans Memorial Parkway. Tom Miller, Jr. of Saginaw Future spoke in favor of the request. Mayor Pro Tem Kloc called for public comment two additional times. No further comments were presented.

Motion by Council Member Humphreys, seconded by Council Member Moore to close the public hearing. 7 ayes, 0 nays, 2 absent. Motion approved.

PERSONAL APPEARANCES

The following personal appearance addressed Council: Justin Pomerville.

REMARKS OF COUNCIL

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

REPORTS FROM CITY MANAGERManagement Update

City Manager Tim Morales congratulated the Police Department and Public Service employees for a job well done on the Pre-Prom events for Arthur Hill and Saginaw High Schools.

Manager Morales reported that Senator Horn delivered saplings of a catalpa tree from the grounds of the State Capitol building to be planted in the City.

Manager Morales commended Brian Lechel, Saginaw County Parks Director, and Phil Karwat and staff for their efforts to make the Row, Ride, Run event successful.

CONSENT AGENDA:

1. Approve the May 22, 2017 regular council meeting minutes.
2. Approve Petition 17-14 from Saginaw African Cultural Festival to erect banners at South Michigan and East Genesee Avenue from July 17 through August 14, 2017.
3. Approve Petition 17-15 from Pulse 3 Foundation to erect a banner at South Michigan from August 22 through September 11, 2017 for the Run for Your Heart Community Races.
4. Approve Petition 17-16 from Saginaw Area Fireworks Committee to display fireworks at the north end of Ojibway Island on Tuesday, July 4, 2017 at 10:15 p.m.
5. Approve the Claims Service Contract with Alternative Service Concepts as the City's third party administrator for insurance claims from July 1, 2017 through June 30, 2019.
6. Approve the Downtown Development Authority By-Laws, as amended.
7. Approve a blanket purchase order to Kay Communications, a sole source, for \$10,000 for in-car camera repairs and replacements for Police Department patrol vehicles.
8. Approve the Professional Services Agreement with the PM AM Corporation for the use of Human Capital Management software for the Police Department.
9. Approve a purchase order to Otis Elevator for \$2,400 for FY 2018, FY 2019, and FY 2020, pending budget approvals, for Quarterly Elevator Inspections Services.
10. Approve a purchase order to City Sewer Cleaners for \$4,600 for FY 2018, FY 2019, and FY 2020, pending budget approvals, for eight (8) annual Portable Toilet rentals and services.
11. Ratification of emergency purchase order no. 501221 to Overhead Door for \$11,685 for the replacement of three overhead doors in the Public Services Building.

12. Approve the Ojibway Island User Agreement with the Rock the Island Committee for "Rock the Island Event" on July 22, 2017.
13. Ratification of emergency purchase order no. 501072 to Kone, Inc. for \$2,400 for repair of the passenger elevator at the Water Treatment Division.
14. Approve purchase orders to Carmeuse Lime & Stone in the amount of \$40,374 for 300 tons of Calcium Oxide for the Water Treatment Division, and for \$215,328 for 1,600 tons of Calcium Oxide for the Wastewater Treatment Division for FY 2018.
15. Approve a purchase order to Michigan Agribusiness Solutions for \$666,250 for FY 2018, for FY 2019 for an amount not to exceed \$715,450, and for FY 2020 for an amount not to exceed \$746,200, pending budget approvals, for biosolids land application services for the Wastewater Treatment Division.
16. Approve a purchase order to Jones Chemical Corporation for \$16,740 for sixty tons of chlorine for the Wastewater Treatment Division for FY 2018.
17. Approve a purchase order to Endress and Hauser, Inc., a sole source, for \$8,819.94 for two Wastewater Composite Samplers for the Remote Facilities Division.
18. Approve the participation agreement form to recoup costs related to production of the annual regional "Consumer Confidence Report" for the Water Treatment Division.
19. Approve the blanket purchase orders to various vendors for parts and supplies needed to operate and maintain the Wastewater Treatment and Remote Facilities Divisions for FY 2018.
20. Approve purchase orders to JCI Jones Chemicals, Inc. for \$59,500 for 85,000 gallons of Sodium Hypochlorite for the Water Treatment Division; and for \$122,500 for 175,000 gallons of Sodium Hypochlorite for the Remote Facilities Division, both for FY 2018.
21. Approve the Wetland Mitigation Agreement with Menards, Inc. to ensure the proper construction and long-term management of the mitigation area as required by the Michigan Department of Environmental Quality.

Moved by Council Member Boensch, seconded by Council Member Moore to approve consent agenda items 1 through 21 as presented. 7 ayes, 0 nays, 2 absent. Motion approved.

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

Council Member Balls reported that Darvin Ham will be speaking on behalf of the Saginaw Promise at the Horizons Conference Center.

Council Member Milne reported that the Brownfield Redevelopment Authority approved the amendment to the Brownfield Plan for 2100 Veterans Memorial Parkway.

Moved by Council Member Boensch, seconded by Council Member Moore to approve the following:

1. Council reappointment of Ana Hidalgo to the Historic District Commission with a term to expire July 31, 2020.
 2. Mayoral reappointment of Christopher Sheridan to the Saginaw Economic Development Commission with a term to expire June 30, 2020.
 3. Mayoral appointment of Joseph Turner to the Saginaw Arts and Enrichment Commission with a term to expire June 30, 2020.
 4. Mayoral reappointment of Alexandria Jones to the Saginaw Arts and Enrichment Commission with a term to expire June 30, 2020.
 5. Council reappointment of Jack Nash to the Zoning Board of Appeals with a term to expire December 31, 2019.
- 7 ayes, 0 nays, 2 absent. Motion approved.

RESOLUTIONS

Motion by Council Member Balls, seconded by Council Member Moore to adopt the resolution establishing an Industrial Development District at 2100 Veterans Memorial Parkway. 7 ayes, 0 nays, 2 absent. Motion approved.

Motion by Council Member Humphreys, seconded by Council Member Boensch to adopt the resolution to amend the Brownfield Plan for the City of Saginaw to include the Menards Redevelopment Project at 2100 Veterans Memorial Parkway. 7 ayes, 0 nays, 2 absent. Motion approved.

MOTIONS AND MISCELLANEOUS BUSINESS

Moved by Council Member Milne, seconded by Council Member Boensch to go into closed session to discuss pending litigation per MCL 15.268 (e). Mayor Pro Tem Kloc asked Deputy Clerk Bolzman to conduct a roll call vote.

Ayes: Milne, Tibbs, Boensch, Kloc, Moore, Balls, Humphreys

Nays: None

Absent: Bryant and Browning

Motion approved.

Council entered a closed session at 7:29 p.m.

Moved by Council Member Boensch, seconded by Council Member Moore to return to regular session at 7:46 p.m. 7 ayes, 0 nays, 2 absent. Motion approved.

Moved by Council Member Milne, seconded by Council Member Moore to approve and proceed with legal counsel recommendation as discussed in closed session. 7 ayes, 0 nays, 2 absent. Motion approved.

ADJOURNMENT

Moved by Council Member Boensch, seconded by Council Member Moore to adjourn the meeting at 7:47 p.m. 7 ayes, 0 nays, 2 absent. Motion approved.

As recorded by Deputy City Clerk Kristine Bolzman.

From: Timothy Morales, City Manager

Subject: Giarmarco, Mullins & Horton, PC - Legal Services Agreement

Prepared by: Debbie Powell, Assistant to the City Manager/PIO

Manager's Recommendation:

I recommend approval of the Agreement for Professional Legal Services with Giarmarco, Mullins & Horton, PC. This agreement has been approved by the City Manager as to substance and the City Attorney as to form. I further recommend that the City Manager be authorized to sign the Agreement for Professional Legal Services.

Justification:

In the past, the City has entered into agreements with various law firms to provide legal services to the organization on an as-needed basis. The services are necessary to avoid conflicts of interest, provide specialized legal services such as required by Human Resources, and assist with work overflow. The City had a contract with Giarmarco, Mullins & Horton, PC for legal services which has expired. The City would like to enter into a new agreement.

Pursuant to the terms of the Agreement, the City will pay an hourly rate of \$130.00 with a provision for reimbursement of expenses incurred (i.e., copies, filing fees, mailing fees, etc.). This agreement does not have a termination date; however, either party can terminate the agreement upon 30 days written notice.

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

From: Timothy Morales, City Manager
Subject: O'Neill, Wallace & Doyle, PC - Legal Services Agreement
Prepared by: Debbie Powell, Assistant to the City Manager/PIO

Manager's Recommendation:

I recommend approval of the Agreement for Professional Legal Services with O'Neill, Wallace & Doyle, PC. This agreement has been approved by the City Manager as to substance and the City Attorney as to form. I further recommend that the City Manager be authorized to sign the Agreement for Professional Legal Services.

Justification:

In the past, the City has entered into agreements with various law firms to provide legal services on an as-needed basis. The services are necessary to avoid conflicts of interest, provide specialized legal services, represent the city's interest in litigation, and assist with work overflow. The City had a contract with O'Neill, Wallace & Doyle, PC for legal services which has expired. The City would like to enter into a new agreement.

Pursuant to the terms of the Agreement, the City will pay an hourly rate of \$130.00 for the work of its shareholder attorneys and \$125.00 for the work of its associate attorneys. There is a provision for reimbursement of certain expenses incurred i.e., mileage, filing fees, mailing fees, etc. The firm is required to maintain professional liability insurance and indemnify the City from any wrongdoing. Either party can terminate the agreement upon 30 days written notice.

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

From: Tim Morales, City Manager

Subject: Insurance Policy Renewal for July 1, 2017 to June 30, 2018

Prepared by: Janet Santos, City Clerk

Manager's Recommendation:

I recommend approval of the insurance proposals under Lloyd's of London (BRIT) for the City's General Liability, Automobile Liability, Michigan No Fault, Employees Benefits Liability, Law Enforcement Liability, Public Officials Liability (Employment Practices Liability, Errors & Omissions, EEOC, Administrative Hearings and Sexual Harassment); with Lloyd's of London (BRIT) for Automobile Physical Damage; with Genesis Insurance Company for an Excess (Umbrella) Liability Policy; and with BCS Insurance Company for a Cyber Liability Policy. Each policy is effective July 1, 2017 through June 30, 2018, and that I, and/or my designee be authorized to execute any and all necessary insurance documents under the plans as necessary throughout the policy term, including, but not limited to, removing and/or adding automobiles as the City acquires and/or disposes of same.

Justification:

Saginaw Bay Underwriters obtained quotes from the City's current insurance providers and other insurance providers for the City's policies expiring on July 1, 2017. Saginaw Bay Underwriters seeks quotes from multiple companies every two to three years. After review and consideration, I am recommending the following carriers and policies with coverage, premiums and deductibles:

Lloyd's of London (BRIT): The City's positive claims history provides that coverage for its Public Officials Liability can remain with BRIT Indemnity Company. Lloyd's of London (BRIT) premium is \$360,000. The coverage for General Liability, Law Enforcement Liability, Public Officials Liability and Automobile Liability will remain at \$10,000,000 with a \$250,000 self-insured retention, which is the same as last year. For the Automobile Physical Damage the deductible remains at \$25,000 with a \$2,000,000 dollar limit.

Genesis Insurance Company. This is the Excess (Umbrella) Liability Policy, providing an additional \$10,000,000 in liability coverage for General Liability, Law Enforcement Liability, Public Officials Liability, Sexual Harassment Liability, Employee Benefits Liability, Employers Liability and Auto Liability. The premium quoted is \$50,872. Coverage is being moved from StarStone National Insurance Co. due to a premium savings to go with Genesis Insurance Company.

BCS Insurance Company. This is the Cyber and Privacy Liability coverage protecting the City from cyber theft of personally identifiable information of City residents and employees. The limit is \$1,000,000 with a \$10,000 deductible. The premium quoted is \$6,558.

Comparison between last year's premium and those proposed for FY2017-2018 is as follows:

Description of Coverage	Expiring Premium 2016-2017	Renewal Premium 2017-2018
	<u>Lloyd's (BRIT)</u>	<u>Lloyd's (BRIT)</u>
General Liability, Law Enforcement Liability, Public Officials Liability and Automobile Liability with a \$250,000 SIR	\$ 354,500	\$ 360,000
Surplus Lines Tax	\$ 8,863	\$ 9,000
Automobile Physical Damage: \$25,000 deductible	\$ included	\$ included
	<u>StarStone National</u>	<u>Genesis Insurance</u>
Umbrella \$10 mil limit	\$ 50,892	\$ 50,872
	<u>BCS Insurance Co.</u>	<u>BCS Insurance Co.</u>
Cyber Liability	\$6,567	\$6,558
Total Estimated Premium	\$420,822	\$426,430

Overall the City will see an increase of \$5,608 in insurance costs for FY2018-2019. Quotes received were comparable to those of the industry standards and all insurance carriers have excellent ratings according to the Best Guide, which determines the financial stability of insurance companies.

As in the past, the City has opted to exclude coverage for terrorism losses under the Terrorism Risk Insurance Act of 2002. This election was made due to the fact that the "act of terrorism" only covers an act that is certified by the Secretary of the Treasury in concurrence with the Secretary of State, and the Attorney General of the United States.

Funds for these payments are available in the Self-Insurance Fund Insurance Account No. 677-1762-806.000. Funds for insurance premiums are budgeted and collected from all departmental budgets and deposited into the Self-Insurance Fund. General and excess liability policies are charged against the division and/or department's budget pursuant to its size. Auto physical damage is charged to each division and/or department based on the number of vehicles assigned.

Coverage documents, policy changes and contracts to implement the new insurance are subject to the City Manager's approval as to substance and the City Attorney's approval as to form.

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

From: Timothy Morales, City Manager
Subject: Code of Ordinances Codification Project
Prepared by: Janet Santos, City Clerk

Manager's Recommendation:

I recommend the approval of the professional services contract with American Legal Publishing Corporation (ALPC) and to issue a purchase order in the amount of \$12,500 for codification services of the City's Code of Ordinances. I have approved the agreement as to substance and adoption of the agreement is subject to the City Attorney's approval as to form. Further, it is recommended that the City Clerk be authorized to sign the agreement.

Justification:

The City's Code of Ordinances has not been codified since 1999. According to City Charter, Chapter IV, "Legislation," §24 "Compilation and Revision," City Council shall, by resolution, order a general revision and compilation of ordinances every ten (10) years. A resolution for adoption consideration is under the "Resolutions" business of this agenda.

Twenty-five (25) ordinance supplements have been completed since 1999 and the code has been updated accordingly. The initial and current vendor of codification services is ALPC. The continuity of services in a well-established working relationship will provide efficiency and cost savings for the end product.

Ordinance codification is a professional service which does not require a sealed bid process. Therefore, a Request for Proposal (RFP) was sent to the four major Codification Companies throughout the United States. Three of the four companies submitted a proposal in response to the RFP as follows:

COMPANY	BASE PRICE	ONLINE SERVICE	CODE ON DISC	SUPPLEMENTAL SERVICES PER PAGE	COMPLETION DATE
MuniCode	\$11,700	\$295/year	\$30	\$18	11 months
American Legal	12,500	295/year	-0-	17	8 months
General Code	12,736	695 to 1,195/year	\$50	18	630 days

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 available in the General Fund – Office of General Government, City Clerk's Division's Printing Account No. 101-1730-900.000.

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

From: Timothy Morales, City Manager
Subject: 2016/2017 4th Quarter Budget Adjustment
Prepared by: Yolanda M. Jones, Office of Management and Budget

Manager's Recommendation:

It is recommended that the 2016/2017 Approved Budget for the listed funds be amended. This adjustment is required to recognize any errors, omissions, or changes that have occurred in the 4th Quarter.

Justification:

The 2016/2017 annual budget will be adjusted in accordance with Public Act 2 of 1968, Uniform Budgeting and Accounting Act, the City Charter; and the approved 2017 Budget Resolution, which states that the City Manager must provide budget adjustments to City Council quarterly and/or as needed. As a result of the City Manager's previous quarterly analysis, the below-mentioned budget adjustments take into consideration any errors, omissions, or changes in the funding levels and expenditures approved by City Council as prescribed by the City Charter.

In review of the General Fund, it is recommended that the following adjustments be completed, resulting in a net zero increase. The General Fund will remain at \$32,312,482.

- In early June, the Community Public Safety – Fire Department received a reimbursement check from the County of Losco in the amount of \$12,162. This budget adjustment recognizes receiving this check in the General Fund Revenue's FD Overtime Reimbursement Account No (101-0000-676.017). This increase in revenues will be offset by an increase in the Community Public Safety – Fire, Fire Operations Division's Overtime Account No (101-3551-704.000) by the same amount.
- In January 2017, city council approved the staffing change for the SGTV Executive Coordinator from part-time to full time. As a result, additional costs were incurred to for this change. This resulted in a \$6,176 increase to the division. These costs will be offset by additional Cable TV PEG Fees.
- During FY 2017, various positions retired from the city services, as a result, compensation time payout and pto payouts has accumulated. This budget adjustment recognizes these payouts. In Community Public Safety – Police, Police Patrol Division funding should be provided to cover eight employees equating to \$204,503. Savings from other general fund departments will cover these unanticipated costs.

- In December 2016, there was an incident at Wickes Park that resulted in damages to the grounds in the amount of \$1,950. This budget adjustment recognizes the expense of these damages, revenues will be recognized in the General Fund Revenue Reimbursement Account No (101-0000-676.000) and expenditures will be incurred the General Fund – Department of Public Services – Facilities Division’s General Repairs Account No (101-7575-930.000)
- In an effort to continue in the beautification of City Hall, the Department of Public Services recognized that the off street parking in front of City Hall along M-13 Washington Avenue was deteriorated and had become a potential safety hazard. The Streets Division of the Public Services’ Department has removed and replaced the concrete in this area. Funding was identified to cover this incurred cost in the Department of Fiscal Services. This budget adjustment transfers \$7,200 to Other General Fund Expenditures – Operating Transfers Out to Major Street Funds pay for this project.
- In review of the 4th quarter general fund revenues, the following revenues should be increased due to additional revenues received: delinquent income taxes, housing registration, building permits, reimbursement/medicare, local community stabilization revenues vehicles storages, and reimbursements from interdepartmental charges. To offset these increases will be reduction in unrealized revenues: refund of prior year captures, 425 agreement refund, and interest on investments.

The Major Street Fund (202) should be increased from \$7,246,587 to \$7,338,670, which is a \$92,083 increase. This budget adjustment is to assist in covering the costs to mill and pave various street sections; on North Mason Street (from West Genesee Avenue to Davenport Street), Court Street (East Bound Lanes only from Morson Street to Congress Avenue), Congress Avenue (from Court Street to Mackinaw Street), and West Genesee Avenue (from Hill Street to Schaefer Street and from Hanchett Street to Hill Street). In addition, the milled material will be salvaged and utilized to improve the Cemetery Roadways. Furthermore, this adjustment will cover the cost to repair the concrete at City Hall for parking on M-13 in front of City Hall and a motor vehicle repair to the brush chipper. To offset these expenditures will be the recognition of additional revenues for barricade permits (\$2,700), right way permits (\$4,510), special events services (\$23,219), engineering plans (\$250), and operating transfers in from Local Street and General Funds, (\$54,204 and \$7,200, respectively).

The Saginaw Arts and Enrichment Commission Fund (237) should be increased from \$193,300 to \$202,300. This represents a \$9,000 increase. This increase is to recognize additional revenues – Donations – Grants Account No (237-0000-580.003) in the amount of \$6,202, Interest on Investments Account No (237-0000-664.000) in the amount of \$415, and an appropriation of Fund Equity Account No (237-0000-989.000) in the amount of \$2,383. To offset the increase in revenues will be an increase to this fund’s Salaries Account No (237-7541-708.000) in the amount of \$8,311 and Social

Security Account No (237-7541-715.017) in the amount of \$689 for the additional cost of part-time salaries.

The Downtown Development Authority Fund (243) should be decreased from \$617,501 to \$468,501. This represents a \$149,000 reduction. In accordance with the MDEQ \$1 million grant agreement only 49% of the funds awarded could be spent on demolition and asbestos abatement. The city spent all of the allowable cost for demolition and asbestos abatement.

The Brownfield Redevelopment Authority Fund (245) should be increased from \$41,244 to \$46,490, which is a \$5,246 increase. This increase is to pay the previous fiscal year's tax capture to the various brownfield districts. These payments will be realized in the Brownfield Redevelopment Authority Fund's Tax Increment Payment Account No (245-1775-958.000). To offset this increase in expenditures will be an increase to this fund's Fund Equity Account No (245-0000-989.000) by the same.

The Thomson LDFA Fund (257) should be increased from \$0 to \$833. This revenue increase is to recognize interest on investments. To offset this increase will be an increase to Service Fees Account No (257-1775-824.000) by the same amount.

The DDA 2011 Fund (259) should be increased from \$2,739 to \$10,562. This equates to a \$7,823 increase. This increase is to recognize the additional funds received for real property tax.

The Community Development Block Grant Fund (275) should be increased from \$2,209,294 to \$2,214,094. This equates to a \$4,800 increase. This increase is to recognize donations and fees for the Saginaw Economic Development Corporation's annual Business Expo that will be held on June 15, 2017. To offset the increase in revenues will be an increase to the Community Development Block Grant Fund – Saginaw Economic Development Corporation Division's Business Expo Account No 275-6520-965.048 by the same.

The Neighborhood Stabilization Fund (279) should be increased from \$45,400 to \$470,987. This represents a \$425,587 increase. In July, city council approved the appropriation of \$425,587 from the Micro Loan Fund to be utilized to cover additional cost incurred in the Neighborhood Stabilization Program Fund II. This budget adjustment completes the transfer of these funds to the Neighborhood Stabilization Program Fund and to address the additional cost incurred in this fund.

The Sewer Operations and Maintenance Fund (590) should be increased from \$24,781,931 to \$30,324,192, which equates to a \$5,542,261 increase. This increase represents the recognition of depreciation for the fiscal year of \$5,542,261. To offset this increase in expenditures will be the recognition of the following revenues: property tax charge backs (-\$17,049), material and services (\$32,425), additional IPP Fines and Surcharges (\$25,468), sale of property items on GovDeals, engineering services, and interdepartmental services reimbursements (\$320,049) as well as an appropriation of retained earnings to cover depreciation (\$5,181,368).

The Water Operations and Maintenance Fund (591) should be increased from \$40,269,680 to \$42,111,554, which equates to a \$1,841,874 increase. This increase represents the recognition of depreciation for the fiscal year of \$1,841,874. To offset this increase in expenditures will be the recognition of the following revenues: interest and penalties (\$43,991), dividends (\$67,237), sale of property items on GovDeals (\$5,155), reimbursements (\$1,400) and an appropriation of retained earnings to cover depreciation (\$1,724,091).

The Technical Services – Information Services Fund (658) should be increased from \$1,348,382 to \$1,357,414, which is a \$9,032 increase. This increase is due to a reimbursement for an overpayment to Fifth Third Bank for procurement cards of \$7,400 and the sale of junk of \$1,632. The increase in revenues will be offset by an increase to the following expenditure accounts: Operating Services Account No (658-1720-805.000) by \$1,632 and Equipment Rental Account No. (658-1720-944.000) by \$7,400.

The Motor Pool Operations Fund (661) should be increased from \$2,132,948 to \$2,221,808. This represents an \$88,860 increase. This increase is due to an increase to Contributions from Other Funds to cover expenditures that have been incurred by other user departments. To offset the increase in revenues will be an increase to the Motor Pool Operations Fund – Garage Division's Motor Vehicle Supplies Account No (661-4481-737.000) by the same amount.

The Unfunded Liabilities Fund (674) should have a net zero increase. Fund will remain at the current budget of \$511,066. However, the following additional revenues should be recognized - the Dividends Account No (674-0000-665.000) of \$1,768 and Gain/Loss on Investments Account No (674-0000-671.014) of \$9,099. These revenue increases will be offset by a reduction this fund's revenues Use of Fund Equity Account No (674-0000-989.000) of \$10,867.

The Workers Compensation Fund (678) should be increased from \$1,278,505 to \$1,428,175. This represents a \$149,670 increase. This increase is due to a reimbursement for a previous year's settlement. Funds will be recognized in the Workers Compensation Fund – Reimbursement Account No. (678-0000-676.000). To offset this increase to revenues, will be an increase to Increased Fund Equity Account No. (678-8559-989.001) by the same amount.

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendations of the City Manager.

From: Timothy Morales, City Manager

Subject: Saginaw Shiawassee Habitat for Humanity Second Contract Amendment to Subrecipient Agreement

Prepared by: Leticia Trevino, CDBG Specialist

Manager's Recommendation:

I recommend that City Council approve the Second Contract Amendment (Amendment) to the Subrecipient Agreement for FY 2016-17 between the City of Saginaw and Saginaw Shiawassee Habitat for Humanity (Habitat). The Amendment is approved by the City Manager as to substance and the City Attorney as to form. Further, it is recommended that the Mayor or his designee be authorized to sign the Amendment.

Justification:

A Second Amendment to the original Agreement with Habitat for Humanity has been prepared to include a second set of residences that will be rehabilitated and the estimated funds that will be used for each project. HUD requires contracts to list specific addresses of the properties that will be rehabilitated. On July 25, 2016, Council approved the HOME Agreement with Habitat without addresses because at the time they were not known. On April 24, 2017, Council approved the First Contract Amendment, which stated that Habitat would rehabilitate houses located at 2011 Holcomb and 1237 South Warren. The total amount of construction for both projects is \$84,000.00.

The second set of properties Habitat will rehabilitate are located at 2212 North Mason and 1220 Gratiot. The costs for rehabilitating 2212 North Mason is \$21,804.00 and 1220 Gratiot is \$62,916.00. The total cost of rehabilitating both properties is \$84,720.00. Funds approved for the FY 2016-2017 Agreement will pay the costs for both projects. The homes will be sold to low to moderate income buyers. Habitat must complete both projects by June 30, 2019. The original Agreement outlines the HOME Program, which includes the purchase of materials for rehabilitation of property and operation expenses. Council approved the City's submission to the Department of Housing and Urban Development (HUD) for these funds on March 14, 2016.

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

From: Timothy Morales, City Manager

Subject: Write Off on CDBG Residential Rehabilitation Loans FY 2016-2017

Prepared by: Leticia C. Trevino, CDBG Specialist

Manager's Recommendation:

I recommend that City Council approve the write off of seven (7) residential rehabilitation loan accounts on the balance sheet. The loans have been deemed uncollectible. The total amount to be written off is \$92,846.28.

Justification:

The residential lending program is operated by the Community Development Block Grant Division. Low interest loans are provided to low to moderate income individuals for housing rehabilitation in designated CDBG program areas. Regular mortgage loans are established and liens are placed against the properties. If monthly obligations are not met, staff follows normal collection procedures, including client notification on a monthly basis, which could result in foreclosure. Staff has and will continue to utilize outside counsel for more aggressive collection efforts. Removing the loans from the balance sheet does not prohibit the City from further legal collection efforts. The accounts for write off are as follows and the balance includes interest and penalties:

Account No.	Balance	Reason for Write Off
86200296A	16,951.36	Deceased
86120291A	18,362.22	Deceased
C86120261	3,573.20	Deceased
85190560	19,219.09	Uncollectible per attorney
86180601A	8,581.35	Uncollectible per attorney
85160513	19,615.65	Uncollectible per attorney
75020002	6,543.41	Uncollectible per attorney

Council Action:

Moved by Council Member_____, seconded by Council Member_____ to approve the recommendation from the City Manager.

From: Timothy Morales, City Manager

Subject: Microsoft SQL Standard 2016 Software and Licenses

Prepared by: Chris Seager, Technical Services

Manager's Recommendation:

I recommend that a purchase order be issued to Yeo & Yeo Computer Consulting (In-City) in the amount of \$29,991.13 for Microsoft SQL Standard 2016 Software and Licenses.

Justification:

On May 30, 2017, the City received bids for the purchase of Microsoft SQL Standard 2016 Software and Licenses. This software is a database application utilized in conjunction with our Enterprise Application, BS&A. The current version of SQL that we are utilizing will no longer be supported by 2019. Also, this newer version of Microsoft SQL will have enhanced security and is more efficient with server resources.

Following is a tabulation of the bids received. Please note that the preference for local bidders calculation was applied and the original results did change.

	<u>Bid</u>
Zones, Inc Auburn, WA	\$29,991.13
Yeo & Yeo Computer Consulting Saginaw, MI (In-City)	\$29,992.00
PCMG, Inc. (DBA Global GovEd) Dayton, OH	\$30,030.00
Howard Technology Solutions Laurel, MS	\$31,462.00
Netsolutions LLC Detroit, MI	\$80,885.95

Per Ordinance (14.26), Yeo & Yeo Computer Consulting (In-City) was within 5% of the lowest bidder and agreed to lower their bid to \$29,991.13.

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

Funds for this payment are budgeted and available in the Technical Services – Information Services Fund's Operating Services Account No. 658-1720-805.000

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

From: Timothy Morales, City Manager

Subject: Purchase and Development Agreement 124, 132, 134 S. Baum St.

Prepared by: John C. Stemple, Chief Inspector

Manager's Recommendation:

I recommend that the City approve the Purchase and Development Agreement for 124, 132, 134 S. Baum St. with the Staples Building LLC. The agreement form has been approved by me as to substance and the City Attorney as to form.

Justification:

The City of Saginaw is the current owner of 124, 132, 134 S. Baum St. These properties are vacant parcels that are adjacent to 119 S. Jefferson Ave. Historically these properties have been used by the owner of 119 S. Jefferson Ave. for parking and access to their building.

Staples Building LLC acquired the commercial/residential structure located at 119 S. Jefferson Ave. in March of 2017. The building was originally constructed as a 1st floor commercial with 24 residential units on the second and third floors in 1910. The apartments have been vacant since the 1970's. Staples Building LLC is preparing to invest up to \$2,000,000 in this building such that the apartments will be available for housing once again. In order for this investment to be feasible the owner will need to provide adequate parking for its tenants therefore necessitating acquisition of these parcels.

The City is proposing that the acquisition be provided with a development agreement for the purchase price of \$1.00 with the additional consideration for the land being the mutual benefit that will be realized due to the occupancy of the apartments, the preservation of an historic building in downtown, as well as the quality development of these otherwise unused parcels as paved parking for the users of this building.

The developer, pursuant to this agreement is required to complete the repairs to the apartment building and acquire a certificate of occupancy for said apartments as well as complete the development of a new parking lot for use by the tenants of the building located at 119 S. Jefferson before the expiration of two years from the date of the agreement. The property subject to this agreement shall be used for the sole purpose of parking for its tenants for a period of at least three years. Should any of the requirements of this agreement not be met, the developer is required to transfer the property back to the City upon thirty days written notice from the City.

This is the negotiated purchase of unique real estate and is not subject to the standard requirement of competitive bidding, pursuant to section 14.27 "Sole Source", 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.

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.



From: Timothy Morales, City Manager
Subject: Purchase and Development Agreement Civitan Property
Prepared by: John C. Stemple, Chief Inspector

Manager's Recommendation:

I recommend that the City approve the Purchase and Development Agreement for 445 N. 2nd and 504 Carroll with the Lamarr Woodley Foundation. The agreement has been approved by me as to substance and the City Attorney as to form.

Justification:

The City of Saginaw is the current owner of the property located at 445 N. 2nd Ave. and 504 Carroll St. The City acquired 504 Carroll St. (former Longstreet Elementary School) which was attached to the building located at 445 N. 2nd Ave. (Civitan Recreation Center). The Civitan Recreation Center was closed a number of years ago due to air quality issues as a result of the deterioration of the school building. The school building is in the process of being demolished with the intent to preserve the Civitan building and reopen it as a recreation center.

The Lamarr Woodley Foundation (LWF) wishes to acquire the Civitan Recreation building as well as what will be a vacant parcel (formerly Longstreet School) adjacent to the Civitan. LWF intends to refurbish the building such that it is again suitable for occupancy. The agreement provides that LWF will have three years to complete all work necessary such that the building can be used again. LWF in exchange for the property will provide recreation programs on a regular, continuing and ongoing basis commencing before the expiration of three years from the date of the agreement and further LWF may not sell, lease, or otherwise transfer ownership of the building for a period of five years.

The City is proposing that the acquisition be provided with a development agreement for the purchase price of \$1.00 with the additional consideration for the property being the mutual benefit that will be realized due to the occupancy of the building, the provision of recreational opportunities to city residents, as well as the preservation of the Civitan property as a recreation venue.

Should the building repairs not be completed and/or the recreation programs not commence LWF will transfer the property back to the City of Saginaw within thirty days upon receiving written notice from the City.

This is the negotiated purchase of unique real estate and is not subject to the standard requirement of competitive bidding, pursuant to section 14.27 "Sole Source", 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.

Council Action:

Moved by Council Member _____, seconded by Council Member _____, to approve the recommendation from the City Manager.

From: Timothy Morales, City Manager
Subject: LexisNexis Risk Data Management Service
Prepared by: Janet Schramke – Income Tax Administrator

Manager's Recommendation:

I recommend that purchase orders be approved and issued to LexisNexis Risk Data Management Service in the amount of \$5,000 for FY18 and \$6,000 for FY19 for a total of \$11,000.00. This internet search engine is currently used by both the Income Tax and Water Department to locate taxpayers with outstanding debt to the City.

Justification:

This informational service is used to locate taxpayers for warrants, small claims court and utility billing customers. This vendor has proven to have more accurate information compared to other vendors offering the same service. Collection of outstanding income tax debt yields approximately one million annually.

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 and available in the General Fund – Department of Fiscal Services - Income Tax Division, Professional Services Account No. 101-1745-801.000 (\$2,500 & \$3,000 respectively), and in the Sewer Operations and Maintenance Funds - Customer Accounting Division's Professional Service Account No. 590-5311-801.000 (\$1,250 & \$1,500) and Water Operations and Maintenance Funds - Customer Accounting Division's Professional Service Account No. 591-5310-801.000 (\$1,250 & \$1,500) for FY18, and will budgeted in the same account for FY19 pending Council approval of the FY19 budget.

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

From: Timothy Morales, City Manager
Subject: Apollo Fire Apparatus Repair– Apparatus Repairs
Prepared by: Christopher Van Loo, Fire Chief

Manager's Recommendation:

I recommend that a blanket purchase order be issued to Apollo Fire Apparatus Repair, Romeo, MI, in the amount of \$20,000 for emergency repairs and preventive maintenance to meet the needs of the Fire Department's six pumpers and two aerial apparatus for Fiscal Year 2018.

Justification:

Outside vendor services are used to mechanically maintain, repair, test, and certify the Saginaw Fire Department fleet. Apollo Fire Apparatus Repair possesses the expertise and certifications necessary for fire apparatus repairs for pumpers and aerial gauges, pumps, hydraulics, and valves. Apollo Fire Apparatus Repair is the factory authorized service provider for our newest fire engine. Most repair issues with our new engine will be covered under the manufacturer's warranty however preventive maintenance and other repairs outside the scope of the manufacturer's warranty will need to be performed by this authorized Spartan ERV service provider. Though they are not located in the Saginaw area, they do provide a mobile service that can accommodate our service needs. The addition of this vendor within the group of specialized vendors we use for pump, aerial, and valve services will further ensure competitive pricing among the specialized service providers we use for apparatus.

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 and available in the Community Public Safety – Fire, Fire Apparatus and Maintenance Division's Motor Vehicle Repairs Account No. 101 3554 931.000.

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

From: Timothy Morales, City Manager
Subject: Diesel Truck Sales – Apparatus Repairs
Prepared by: Christopher Van Loo, Fire Chief

Manager's Recommendation:

I recommend that a blanket purchase order be approved and issued to Diesel Truck Sales of Saginaw, MI, in the amount of \$40,000 for emergency repairs and preventive maintenance to meet the needs of the Fire Department's six pumpers and two aerial apparatus for Fiscal Year 2018.

Justification:

Outside vendor services are used to mechanically maintain and repair the Saginaw Fire Department fleet. Diesel Truck Sales possesses the expertise and certifications necessary for fire apparatus repairs. They are located in the City of Saginaw which provides the fire department the ability to transport our vehicles to their facility for emergency repairs and routine maintenance of diesel engines, heavy truck drive trains, and chassis issues. Due to our limited department staffing and the resulting difficulty transporting apparatus to outside repair facilities, Diesel Truck Sale's location has proven very beneficial and cost effective for completing timely repairs and maintenance and ensuring the fire department's fleet of apparatus is always ready to respond to emergency incidents.

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 and available in the Community Public Safety – Fire, Fire Apparatus and Maintenance Division's Motor Vehicle Repairs Account No. 101 3554 931.000.

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

From: Timothy Morales, City Manager
Subject: Douglass Safety Systems – Turnout Gear
Prepared by: Christopher Van Loo, Fire Chief

Manager's Recommendation:

I recommend that a blanket purchase order be approved and issued to Douglass Safety Systems LLC, a sole source provider, in the amount of \$20,000 for the purchase of turnout gear for the Fire Department for Fiscal Year 2018.

Justification:

The Saginaw Fire Department uses Honeywell Viper Coat Armor AP Outershell, Stedair 4000 MB Glide Thermal Liner turnout gear as the specified turnout coats and pants for all of our firefighters. These garments meet the requirements of NFPA Standard 1851 for Protective Ensembles. Douglass Safety Systems LLC is the Dealer of Record for Honeywell for the Saginaw Fire Department which provides Saginaw the best possible price available on these specific garments. For the safety of firefighting personnel; due to normal wear and tear and damage that occurs to firefighter turnout gear from use, it is necessary replace some firefighter turnout gear during the course of the year. It is also necessary to provide newly hired firefighters new turnout gear which is fitted to their body's measurements.

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 and available in the Community Public Safety – Fire, Fire Technical Services Clothing Supplies Account No. 101 3552 728.000.

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

From: Timothy Morales, City Manager
Subject: Frontline Services – Apparatus Repairs
Prepared by: Christopher Van Loo, Fire Chief

Manager's Recommendation:

I recommend that a blanket purchase order be issued to Frontline Services of Freeland, MI, in the amount of \$40,000 for emergency repairs and preventive maintenance to meet the needs of the Fire Department's six pumpers and two aerial apparatus for Fiscal Year 2018.

Justification:

Outside vendor services are used to mechanically maintain and repair the Saginaw Fire Department fleet. Frontline Services possesses the expertise and certifications necessary for fire apparatus repairs for pumpers and aerial gauges, pumps, hydraulics, and valves. Frontline Services is a specialized vendor that performs repairs and preventive maintenance services, certifies fire apparatus pumps, and is authorized to perform work on fire apparatus hydraulic systems and valves. Frontline Services is the closest available certified fire apparatus service provider located within a reasonable distance of the City of Saginaw. Their proximity to the city has proven beneficial.

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 and available in the Community Public Safety – Fire, Fire Apparatus and Maintenance Division's Motor Vehicle Repairs Account No. 101 3554 931.000.

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

From: Timothy Morales, City Manager
Subject: Blanket Purchase Orders for Truck Repairs & Service
Prepared by: Christopher Van Loo, Fire Chief

Manager's Recommendation:

I recommend that blanket purchase orders be issued to each of the vendors listed below throughout Fiscal Year 2018 for fire apparatus and staff vehicle emergency repairs and preventive maintenance to meet the needs of the Fire Department's fleet for Fiscal Year 2018.

Justification:

Time and experience have shown that the vendors listed below reliably provide the lowest price on certain services and repairs for the smaller vehicles and our fire trucks and engines. These services include all repairs necessary in order for apparatus and staff vehicles to function dependably (i.e., brakes, alignments, oil changes, sirens, horns, warning lights, etc.) while maintaining quick response times.

Kurtz-Hillman Tire Center Saginaw, MI	\$5,000
All-Auto and Truck Saginaw, MI	\$4,000
M & R Electronics Saginaw, MI	\$5,000

These vendors meet all requirements of §14.23, "Vendors," 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 and available in the Community Public Safety – Fire, Fire Apparatus and Maintenance Division's Motor Vehicle Repairs Account No. 101 3554 931.000.

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

From: Timothy Morales, City Manager

Subject: Blanket Purchase Order for McGard Special Products – Maintenance & Service

Prepared by: Josh Hoffman, Public Services Department

Manager's Recommendation:

I recommend approval of a blanket purchase order to McGard Special Products, Orchard Park, New York, a sole source provider, in the amount of \$5,000 for locks and parts to operate hydrant locks for the Maintenance and Service Division for FY 2018. I also recommend, pending approval of the FY 2019 budget, to issue a purchase order to McGard Special Products for the same amount and services for FY 2019.

Justification:

The Maintenance and Service Division requires locks and parts to make up special wrenches to operate the hydrant locks and an efficient way of purchasing these items is to establish a blanket purchase order for the Fiscal Years 2018 and 2019. This allows the Maintenance and Service Division to purchase these items without establishing individual purchase orders. To date, approximately 300 plus locks are installed in the water distribution system and these special hydrant locks and repair of locks are required to maintain the security of the City's fire hydrants. McGard Special Products is a sole source and the only company that has the type of locks used by the Maintenance and Service Division.

McGard Special Products 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 Water Operation and Maintenance Fund – Maintenance and Service Division's Parts and Supplies Account No. 591-4721-742.000 (\$5,000) for FY 2018 and pending approval will be budgeted in the same account for the same amount for FY 2019.

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

From: Timothy Morales, City Manager
Subject: Blanket Purchase Order for Grainger – Maintenance & Service
Prepared by: Josh Hoffman, Public Services Department

Manager's Recommendation:

I recommend approval of a blanket purchase order to Grainger, Inc., Saginaw, MI (out-city), in the amount of \$7,700 for miscellaneous tools and supplies for the Maintenance and Service Division for FY 2018. I also recommend, pending approval of the FY 2019 budget, to issue a blanket purchase order to Grainger, Inc. for the same amount and services for FY 2019.

Justification:

The Maintenance and Service Division requires miscellaneous supplies throughout the fiscal year and an efficient way of purchasing these items is to establish a blanket purchase order. This allows the Maintenance and Service Division to purchase items that include hand tools (i.e. shovels, rakes, sledge hammers, wrenches, sockets, industrial tools and sump pumps for wholesale customer meter pits) and other equipment required to complete water and sewer work without having to establish a purchase order each time for products that Grainger, Inc. supplies. Grainger is a State Bid Vendor for the State of Michigan.

Grainger, Inc. 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 Operation and Maintenance Fund – Maintenance and Service Division's Parts and Supplies Account No. 590-4821-742.000 (\$3,850) and the Water Operation and Maintenance Fund – Maintenance and Service Division's Parts and Supplies Account No. 591-4721-742.000 (\$3,850) for FY 2018, and pending approval will be budgeted in the same account for the same amount for FY 2019.

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

From: Timothy Morales, City Manager

Subject: Blanket Purchase Order for Michigan Meter – Maintenance & Service

Prepared by: Josh Hoffman, Public Services Department

Manager's Recommendation:

I recommend approval of a blanket purchase order to Michigan Meter, Madison Heights, MI, a sole source provider, in the amount of \$6,000 for parts and supplies for the City's Neptune Meters at the Maintenance and Service Division for FY 2018. I also recommend, pending approval of the FY 2019 budget, to issue a blanket purchase order to Michigan Meter for the same amount and services for FY 2019.

Justification:

The Maintenance and Service Division requires miscellaneous supplies throughout the fiscal year. An efficient way of purchasing these items is to establish a blanket purchase order. Michigan Meter is the local sole source and the only franchise supplier in the state of Michigan for parts and supplies for the City's Neptune Meters. This allows the Maintenance and Service Division to purchase items from the vendor without having to establish individual purchase orders for each purchase. This vendor supplies the City with various meter supplies as needed throughout the year, such as seal wire and seals, registers, and special wire for connecting registers and radios.

Michigan Meter 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 Operation and Maintenance Fund – Maintenance and Service Division's Parts and Supplies Meter Account No. 590-4820-742.000 (\$3,000) and the Water Operation and Maintenance Fund – Maintenance and Service Division's Parts and Supplies Meter Account No. 591-4720-742.000 (\$3,000) for FY 2018, and pending approval will be budgeted in the same account for the same amount for FY 2019.

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

From: Timothy Morales, City Manager

Subject: Blanket Purchase Order for Larry's Auto Supply – Maintenance & Service

Prepared by: Josh Hoffman, Public Services Department

Manager's Recommendation:

I recommend approval of a blanket purchase order to Larry's Auto Supply, Saginaw, MI (in-city), in the amount of \$5,000 for miscellaneous engine repair parts and supplies for the Maintenance and Service Division for FY 2018. I also recommend, pending approval of the FY 2019 budget, to issue a blanket purchase order to Larry's Auto Supply for the same amount and services for FY 2019.

Justification:

The Maintenance and Service Division requires miscellaneous supplies throughout the fiscal year and an efficient way of purchasing these items is to establish a blanket purchase order. This allows the Maintenance and Service Division to purchase items that include small engine repair parts, light bulbs, and other equipment parts required to complete water and sewer work without having to establish a purchase order each time for products that Larry's Auto Supply supplies. Larry's Auto Supply has free delivery on parts and supplies ordered and will give the City a 37% discount from retail on parts and supplies. Larry's Auto Supply will price match any local vendor on comparable items.

Larry's Auto Supply 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 Operation and Maintenance Fund – Maintenance and Service Division's Parts and Supplies Account No. 590-4821-742.000 (\$2,500) and the Water Operation and Maintenance Fund – Maintenance and Service Division's Parts and Supplies Account No. 591-4721-742.000 (\$2,500) for FY 2018, and pending approval will be budgeted in the same account for the same amount for FY 2019.

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

From: Timothy Morales, City Manager
Subject: Blanket Purchase Order for ETNA Supply
Prepared by: Josh Hoffman, Public Services Department

Manager's Recommendation:

I recommend that approval of a blanket purchase order to ETNA Supply, Grand Rapids MI, a sole source provider, in the amount of \$20,000 for Sensus Water Meters for the Maintenance and Service Division for FY 2018. I also recommend, pending approval of the FY 2019 budget, to issue a blanket purchase order to ETNA Supply for the same amount and services for FY 2019.

Justification:

The Maintenance and Service Division requires the ability to purchase water meters on a short notice or emergency basis throughout the fiscal year. An efficient way of purchasing these items is to establish a blanket purchase order. ETNA Supply is a sole source and the only franchise supplier in the State of Michigan for the City's Sensus Water Meters. This allows the Maintenance and Service Division to purchase items from the vendor without having to establish individual purchase orders for each purchase. This vendor supplies the City with various types of water meters as needed throughout the year, such as Positive Displacement, Compound, Turbo, and Fire flow meters. Sensus Water Meters are the most compatible meter with the City's Automated Meter Reading System (AMRS) for ease and cost of installation.

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

Funds for this purchase are budgeted in the Sewer Operation and Maintenance Fund – Maintenance and Service Division's Meter Repairs and Replacements Account No. 590-4820-974.000 (\$10,000) and the Water Operation and Maintenance Fund – Maintenance and Service Division's Meter Repairs and Replacement Account No. 591-4720-974.000 (\$10,000) for FY 2018 and will be budgeted in the same account for the same amount for FY 2019.

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

From: Timothy Morales, City Manager
Subject: 2017 Mill and Resurface Various Streets – ROW Division
Prepared by: Beth London, Public Services Department

Manager's Recommendation:

I recommend that the low quote from Lois Kay Contracting Company, Saginaw MI be accepted and a purchase order be approved and issued to them in the amount of \$184,136.50.

Justification:

On June 2, 2017, the City received three (3) qualified quotes for milling and resurfacing various segments of City streets. The proposed work was quoted as unit prices consisting of mobilization (lump sum unit price), minor traffic (lump sum unit price), drainage structure adjustment as required (each unit price), cold milling hot mix asphalt surface (syd unit price based upon 2" depth), and repaving with hot mix asphalt (ton unit price).

Various street sections to be cold milled and paved are as follows; on North Mason Street (from West Genesee Avenue to Davenport Street), Court Street (East Bound Lanes only from Morson Street to Congress Avenue) Congress Avenue (from Court Street to Mackinaw Street), and West Genesee Avenue (from Hill Street to Schaefer Street and from Hanchett Street to Hill Street). In addition, the milled material will be salvaged and utilized to improve the Cemetery Roadways. All work is to be completed by June 30, 2017.

The following is a tabulation of the quotations received based upon the requested unit prices and corresponding proposed quantities. The request for quotation detailed that the project would be awarded based upon the low price for the entire requested work scope:

<u>Vendor</u>	<u>Cost</u>
Lois Kay Contracting Co. Saginaw, MI (Out of City)	\$184,136.50
Pyramid Paving Co. Bay City, MI (Out of City)	\$185,147.50
Ace-Saginaw Paving Co. Saginaw, MI (Out of City)	\$188,362.50

Lois Kay Contracting Co. meets all requirements of §14.23, "Vendors," of Purchasing, Contracting, and Selling Procedures," of Chapter 14, "Finance and Purchasing," of Title I, "General Provisions" of the Saginaw Code of Ordinance 0-1.

Funds for this purchase are available in the Major Street Fund – Streets Projects Division's, Street Resurfacing Account No. 202-4614-821.00 (\$184,136.50).

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

From: Timothy Morales, City Manager

Subject: Authorization to Allow the Sale of Alcoholic Beverages

Prepared by: Phillip Karwat, Public Services Department

Manager's Recommendation:

I recommend adoption of the attached Resolution authorizing the consumption and sale of alcoholic beverages on Hamilton Street between Court Street and Lyon Street a public property, during the "BASH" event to be set up on August 10 and held on August 11– August 13, 2017 and clean up August 14, 2017.

Justification:

On August 11-13, 2017, Tomco, Inc. will host its second annual "BASH" Festival on Hamilton Street between Court Street and Lyon Street a public property. Tomco, Inc. has requested that the City allow for alcoholic beverages to be served to participants for consumption during this event. Title XIII, Chapter 132, Section 132.01(C) of the Saginaw Code of Ordinances states that City Council can authorize the consumption and sale of alcoholic beverages on public property, if the vendor provides the following to the City:

- (1) The precise location where said beverages are to be sold and consumed;
- (2) The dates and times for said activities;
- (3) A proper state license for the sale and consumption of alcoholic beverages at the place and times listed in subsections (1) and (2) above;
- (4) Adequate public liability and property damage insurance for the benefit of the City with a company licensed to sell insurance in the State of Michigan;
- (5) Such other insurance as the City Council deems adequate for the benefit of the City;
- (6) Adequate personnel to control the premises where the alcoholic beverages are to be sold and consumed; and
- (7) Such other reasonable requirements as said City Council deems appropriate.

Approval to sell alcoholic beverages for this event is contingent upon the applicable vendors providing the proper required documents to the appropriate City department by

July 28, 2017. The City has set the insurance requirements and all insurance certificates must be reviewed and approved by the City. Furthermore, the vendor has been advised of the insurance requirements and the deadline for submitting insurance certificates to the City.

Council Action:

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

RESOLUTION TO PERMIT THE SALE OF ALCOHOLIC BEVERAGES AT THE “BASH” FESTIVAL ON HAMILTON STREET BETWEEN COURT STREET AND LYON STREET ON PUBLIC PROPERTY

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

WHEREAS, Tomco, Inc. plans to host its annual event “BASH” Festival to be held on Hamilton Street between Court Street and Lyon Street to be set up on August 10, 2017 and held on August 11 – August 13, 2017 and clean up August 14, 2017. The scheduled event times are on Friday, 8/11, 5:00PM – 11:00PM, Saturday, 8/12, 11:00AM – 11:00PM, and Sunday, 8/13, 11:00AM – 9:00PM; and

WHEREAS, Tomco, Inc. requests that they be allowed to serve alcoholic beverages at the annual event to its guest on Hamilton Street between Court Street and Lyons Street on public property; and

WHEREAS, City Council can provide authorization for the consumption and sale of alcoholic beverages on public property; and

WHEREAS, Tomco, Inc. must provide certain documents prior to the event; and

WHEREAS, if Tomco, Inc. does not provide the documents by the stated date, they will not be allowed to consume and sell alcoholic beverages during the event on August 11-13, 2017; and

WHEREAS, the City will set all insurance requirements and all insurance certificates must be reviewed and approved by the City;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Saginaw hereby authorizes the consumption and sale of alcoholic beverages on public property during the annual “BASH” Festival on Hamilton Street located between Court Street and Lyon Street provided that the mandatory information listed in Title XIII, Section 132.01(C) of the Saginaw Code of Ordinances be provided no later than July 28, 2017.

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 June 19, 2017; 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/CMC/MMC
City Clerk

From: Timothy Morales, City Manager

Subject: Memorandum of Understanding between the Michigan Department of Natural Resource and City of Saginaw

Prepared by: Beth London, Public Services Department

Manager's Recommendation:

I recommend that the Michigan Department of Natural Resources ("MDNR") Memorandum of Understanding ("MOU") regarding the Iron Belle Trail ("IBT") be approved and that the Mayor or his designee be authorized to execute this agreement on behalf of the City of Saginaw. The Agreement has been approved by me as to substance and the City Attorney as to form. A resolution to approve the subject Agreement and authorize the Mayor to sign the Agreement and all related documents on behalf of the City appears under the regular order of business.

Justification:

The IBT was created in 2013 by Governor Snyder to highlight Michigan's natural, historic, and cultural resources as well as the communities they traverse, with an overall goal of linking the wealth of Michigan's existing trails, while promoting partnerships to develop and maintain segments of the IBT. The City of Saginaw has been awarded grant funding for development of a portion of Saginaw's existing trail system for inclusion in this interconnected Iron Belle Trail System. In conjunction with acceptance of this grant funding, MDNR requires a fully executed MOU between themselves and the City of Saginaw for the IBT management on the portion of the IBT that traverses the City of Saginaw.

The MOU provides the framework of the partnership arrangement and establishes the management responsibilities of each entity (MDNR and City of Saginaw). The State of Michigan, MDNR will provide overall administration, coordination and oversight of the IBT; with the City of Saginaw continuing to provide the day-to-day responsibilities for operations, construction, management, maintenance, and signage in accordance with the MDNR's guidelines and oversight. .

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

Michigan Department of Natural Resources Memorandum of Understanding

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

WHEREAS: A Memorandum of Understanding has been submitted by the Michigan Department of Natural Resources, which requires the City of Saginaw to adopt a resolution indicating its agreement to work together cooperatively in the administration and management of the Iron Belle Trail (IBT) and further agree that the City of Saginaw's trail will be used for the development and placement of the IBT; and

WHEREAS: Memorandum of Understanding has been approved by the City Manager as to substance and the City Attorney as to form;

NOW, THEREFORE, BE IT RESOLVED, that the Council for the City of Saginaw does hereby approve the Memorandum of Understanding for the Iron Belle Trail submitted by the Michigan Department of Natural Resources, Parks and Recreation Division and that the Mayor or his designee is authorized to execute this agreement and all related documents on behalf of the City of Saginaw.

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 June 19, 2017; 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/CMC/MMC
City Clerk

From: Timothy Morales, City Manager

Subject: Memorandum of Understanding and Agreement for Iron Belle Trail (IBT) – Round 3 (IBT 17-04)

Prepared by: Beth London, Public Services Department

Manager's Recommendation:

I recommend that the Michigan Department of Natural Resources Parks and Recreation Division (MDNR) Memorandum of Understanding and Agreement ("Agreement") for the Iron Belle Trail (IBT) – Round 3, Number 17-04, for hiring an engineering firm to complete survey and design for a 1.84 mile segment of the Iron Belle Trail, located between Washington Ave (M-13) and north to Fordney Street, be approved and that the Mayor or his designee be authorized to execute this agreement on behalf of the City of Saginaw. The Agreement has been approved by me as to substance and the City Attorney as to form. A resolution to approve the subject Agreement and authorize the Mayor to sign the Agreement and all related documents on behalf of the City appears under the regular order of business.

It is also recommended that a budget adjustment be completed to increase the Major Street Fund – State Grant Account No. 202-0000-539.000 from \$191,590 to \$213,058, an increase of \$21,468. This increase in revenues will be offset by an increase in the Major Street Fund – Streets Projects Division's, Engineering Services Account No. 202-4614-802.000 by \$21,468 in Fiscal Year 2018.

Justification:

The Michigan Department of Natural Resources has awarded the City of Saginaw Iron Belle Round 3 Grant Funding in the amount of \$21,468 to be utilized for engineering design required to prepare bid documents associated with the conversion of Wickes Park Drive to a non-motorized trail. The Agreement serves to set forth the rights and obligations of each party with respect to this design work.

The proposed design will convert Wickes Park Drive to a non-motorized trail with the exception of the southerly portion from the existing boat launch near Naval Reserve Drive to Washington Avenue remaining roadway in conjunction with a separated motorized trail to ensure access to the boat launch facility. The project is expected to be designed in 2017, with construction taking place in 2018. Once completed, the trail will officially become a part of the Iron Belle Trail System.

The total design costs are estimated at approximately, \$51,000. The design phase will be a collaborative funding effort between the City of Saginaw, Saginaw County Parks, and the MDNR Iron Belle Grant. The Iron Belle Grant will fund \$21,468 per the

Agreement, Saginaw County Parks will fund \$19,000, and the City of Saginaw will provide the remaining funding match up to \$10,532.

Funds are available for the MDNR reimbursable grant amount of \$21,468 and for the City match portion up to \$10,532 in the FY 2018 Major Street Fund – Street Projects Division's, Engineering Services Account No. 202-4614-802.000. (\$32,000)

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

MDNR Memorandum of Understanding and Agreement No. 17-04

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

WHEREAS: Memorandum of Understanding and Agreement No. 17-04 has been submitted by the Michigan Department of Natural Resources, Parks and Recreation Division, which requires the City of Saginaw to adopt a resolution indicating its willingness to participate in agreeing to hiring an engineering firm to complete survey and design required for the conversion of Wickes Park Drive to a non-motorized trail which once constructed will become a portion of the statewide Iron Belle Trail System; and

WHEREAS: Memorandum of Understanding and Agreement No. 17-04 has been approved by the City Manager as to substance and the City Attorney as to form;

NOW, THEREFORE, BE IT RESOLVED, that the Council for the City of Saginaw does hereby approve Memorandum of Understanding and Agreement No. 17-04 submitted by the Michigan Department of Natural Resources, Parks and Recreation Division and that the Mayor or his designee is authorized to execute this agreement and all related documents on behalf of the City of Saginaw.

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 June 19, 2017; 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/CMC/MMC
City Clerk

From: Timothy Morales, City Manager

Subject: Purchase Order Increase (Construction Services) – ROW Division

Prepared by: Beth London, Public Services Department

Manager's Recommendation:

I recommend that purchase order #499574 with BM Construction Consultants for construction inspection services during the 2017 construction season be increased by \$12,000, from \$173,800 to \$185,800 to provide auxiliary construction inspection for current construction projects through the end of Fiscal Year 2017.

Justification:

On June 17, 2016, the City received technical and cost proposals from four firms to provide as-needed construction inspection for FY 2017. The review panel ranked each firm as to their qualifications of the team, understanding of the services, and past performance (60% of point value weight); along with their hourly rate cost proposal (40% of point value weight). BM Construction Consultants had the highest ranking score based on all factors.

On July 11, 2016, City Council approved the professional services agreement with BM Construction Consultants and the issuance of a purchase order (499574) to them in the amount of \$130,000. On January 11, 2017, purchase order 499574 to BM Construction Consultants was increased by 10% or \$13,000, so that BM Construction personnel could work on final project quantities and paperwork, as-built records and drawings, and updates to water and sewer records as it relates to last season's construction. On March 20, 2017, City Council approved increasing the purchase order (499574) with another 200 hours, or \$15,000 was required to actually finish all project paperwork and close out these 2016 construction season projects. The purchase order was subsequently increased on April 21, 2017, by 10% for continued work related to water and sewer records updates, to a total of \$173,800. Currently, additional construction inspection is required due to the size, scope, and multi-crew nature of ongoing construction projects. It is estimated that an additional 160 hours of construction inspection services will be required through the end of Fiscal Year 2017, requiring an additional \$12,000 of funds added to purchase order number 499574.

BM Construction Consultants 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 these services are budgeted in the Major Street Fund – Engineering Administration Division's, Professional Services Account No. 202-4612-801.000.

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

From: Timothy Morales, City Manager
Subject: Purchase of Concrete Roller Screed and Accessories – ROW Division
Prepared by: Beth D. London, Public Services Department

Manager's Recommendation:

I recommend that a quote from ACE Cutting Equipment & Supply, Inc., Novi, MI be accepted, and that a purchase order be approved and issued to them in the amount of \$4,980 for the purchase of a roller screed base motor unit with counterweight and tube end plugs; and 12', 16', and 20' roller tubes for the Streets Section of the Right of Way Division.

Justification:

On June 7, 2017, two (2) quotes were received for power concrete screed units including unit prices for various lengths of screeds. The Streets Section of the Right of Way Division routinely makes repairs to concrete streets. All street repairs require the existing pavement to be replaced and finished to provide positive drainage and match the existing pavement. Larger replacement areas are very difficult to hand finish (screed). The purchase of a power roller screed will create greater efficiency in finishing the concrete pavement along with higher quality results.

The quotes received for a base unit, accessories, and the roller screed tubes in 12', 16' and 20' lengths are as follows:

<u>Vendor</u>	<u>Cost</u>
Ace Cutting Equipment & Supply, Inc. Novi, MI (Out of City)	\$4,980.00
HYMMCO Saginaw, MI (Out of City)	\$5,965.00

Ace Cutting Equipment & Supply, Inc. 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 Major Street Fund – Routine Maintenance Division's, Maintenance Equipment Account No. 202-4651-978.00 in the amount of \$4,980.00.

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

From: Timothy Morales, City Manager

Subject: Spartan Distributors, Inc. Purchase Order Increase – Cemeteries Division

Prepared by: Bruce Caradine, Public Services Department

Manager's Recommendation:

I recommend the ratification of an increase to the annual PO #499262 with Spartan Distributors, Inc. of Detroit, MI be increased from \$1,900 to \$2,400, an increase of \$500, in FY 2017. The increase was necessary to purchase parts and supplies for the Cemeteries Division for the maintenance of its Toro lawn mowing equipment.

Justification:

For many years, the Cemeteries Division has had an annual blanket purchase order less than \$2,000 with Spartan Distributors Inc. for the purchase of parts and equipment for the upkeep of the Toro lawn mowing equipment used at the three City maintained cemeteries. Due to aging equipment, the need for parts has increased past the annual amount. Spartan Distributors, Inc, is the local certified Toro parts dealer, that provides the needed parts for the equipment.

Spartan Distributors, Inc. 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 available in the General Fund – Department of Public Services – Cemeteries Division's, Parts and Supplies Account No. 101-1747-742.000 (\$500)

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

From: Timothy Morales, City Manager
Subject: Memorandum of Understanding County of Saginaw
Prepared by: Phillip Karwat, Public Services Department

Manager's Recommendation:

I recommend that the County of Saginaw Memorandum of Understanding ("MOU") for the County to allocate a portion of county wide generated real property tax revenue to the City of Saginaw in the amount of \$105,000 to be used towards the Ojibway Island Improvement project within the City of Saginaw, be approved and that the Mayor or his designee be authorized to execute this agreement on behalf of the City of Saginaw. The MOU has been approved by me as to substance and the City Attorney as to form.

It is also recommended that a budget adjustment be completed to increase the General Fund Revenues – Saginaw County - Park Millage Account No. 101-0000-674.016 from \$0 to \$105,000. This increase in revenues will be offset by an increase in the General Fund – Department of Public Services – Parks and Grounds Maintenance Division's, Construction Projects Account No. 101-7570-822.000 by \$105,000, increasing from \$76,500 to \$181,500 in Fiscal Year 2018.

Justification:

On September 26, 2016, City Council approved a Resolution for the submission of an application for a Michigan Natural Resources Trust Fund Grant for Ojibway Island Improvements in the total project amount of \$350,000. As part of the resolution the City of Saginaw committed to its financial obligation amount of \$105,000 (30% match) of the total \$350,000 project costs if the grant was awarded. The City of Saginaw in 2016 submitted its application for grant funding to the Michigan Department of Natural Resources (MDNR) for an improvement project on Ojibway Island to include path improvements to the trail system in the park, restroom renovations, repairs to the existing pedestrian bridge to the north end of the Island and cleanup and restoration in the total amount of \$350,000.

On December 8, 2016 the City of Saginaw received notice from the MDNR that our application was recommended for approval to receive a Michigan Natural Resources Trust Fund (MNRTF) Development Grant in the amount of \$245,000, requiring a City match of \$105,000. The City of Saginaw's application scored second highest out of 172 applications that were evaluated.

A number of additional steps need to be taken before the MDNR can offer the grant for the Ojibway Island improvement project, including: 1) the MDNR must receive legislative and Governor approval and appropriation of funds for these projects; 2) The City will need to enter into an agreement with the MDNR for the grant. The City of

Saginaw is currently waiting on the grant agreement paperwork from the MDNR Grant Management Division, and will bring to Council for approval once received.

Since learning of the notice that the grant was approved for funding, the Public Services Department has been working with the Director of the Saginaw County Parks and Recreation Department in an attempt to secure the match funds needed towards this project. With acceptance of this MOU, the County agrees to contribute the sum of \$105,000 from its millage generated "Special Projects" account as matching monies for the MNRTF development grant and the approved improvements to Ojibway Island. The City of Saginaw has also budgeted in its Fiscal Year 2018 budget the match dollars required for this MDNR grant and along with the County monies of \$105,000 can make additional needed improvements to Ojibway Island for a total estimated project amount of \$455,000.

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

From: Timothy Morales, City Manager
Subject: Blanket Purchase Order for Applied Industrial Technologies
Prepared by: Josh Hoffman, Public Services Department

Manager's Recommendation:

I recommend approval of a blanket purchase order to Applied Industrial Technologies, Buena Vista, MI, in the amount of \$5,000 for valve replacement parts to duplicate spur gears for the Maintenance and Service Division for FY 2018. I also recommend, pending approval of the FY 2019 budget, to issue a purchase order to Applied Industrial Technologies for the same amount and services for FY 2019.

Justification:

The Maintenance and Service Division requires special services to duplicate spur gears throughout the fiscal year, and an efficient way to procure these services is to establish a blanket purchase order. This allows the Maintenance and Service Division to have valve replacement parts made locally and readily available. Applied Industrial Technologies is a sole source and the only local fabricating company that can duplicate these parts. Otherwise, the part replacement cost would be substantially higher of large (1920's era) transmission valves.

Applied Industrial Technologies 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 Water Operation and Maintenance Fund – Maintenance and Service Division's Parts and Supplies Account No. 591-4721-805.000 (\$5,000) for FY 2018, and pending approval will be budgeted in the same account for the same amount for FY 2019.

Council Action:

Moved by Council Member _____ seconded by Council Member to approve _____ the recommendation from the City Manager.

From: Timothy Morales, City Manager
Subject: Blanket Purchase Order for ETNA Supply
Prepared by: Josh Hoffman, Public Services Department

Manager's Recommendation:

I recommend approval of a blanket purchase order to ETNA Supply, Grand Rapids, MI, a sole source provider, in the amount of \$8,000 for Sensus Meter parts and supplies for the Maintenance and Service Division for FY 2018. I also recommend, pending approval of the FY 2019 budget, to issue a blanket purchase order to ETNA Supply for the same amount and services for FY 2019.

Justification:

The Maintenance and Service Division requires miscellaneous supplies throughout the fiscal year. An efficient way of purchasing these items is to establish a blanket purchase order. ETNA Supply is the local sole source and the only franchise supplier in the State of Michigan for parts and supplies for the City's Sensus Meters. This allows the Maintenance and Service Division to purchase items from the vendor without having to establish individual purchase orders for each purchase. This vendor supplies the City with various meter supplies as needed throughout the year, such as seal wire and seals, registers, and special wire for connecting registers and Automated Meter Reading Devices.

ETNA Supply 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 Operation and Maintenance Fund – Maintenance and Service Division's Parts and Supplies Meter Account No. 590-4820-742.000 (\$4,000) and the Water Operation and Maintenance Fund – Maintenance and Service Division's Parts and Supplies Meter Account No. 591-4720-742.000 (\$4,000) for FY 2018, and pending approval will be budgeted in the same account for the same amount for FY 2019.

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

From: Tim Morales, City Manager

Subject: Ratification of Emergency Purchase 48" Water Main Spool Pieces

Prepared by: Josh Hoffman, Public Services Department

Manager's Recommendation:

I recommend ratification of an emergency purchase order to John E. Green Company, Saginaw MI, in the amount of \$24,000.00 for fabrication of two 48" diameter water main spool pieces for the Maintenance and Service Division.

Justification:

On May 25th, emergency purchase order number 501242 was issued to the John E. Green Company in the amount of \$24,000.00 to fabricate two 48" Carbon Steel Spool Pieces as part of a contingency plan for the Davis Rd. Water Main Project. City Staff decided a contingency plan was prudent in case difficult issues arose with installation of the new 48" connection's and valve assembly's to the existing 48" PCCP raw water supply mains. These spool pieces would allow the City to make a temporary repair to the raw supply main and allow raw water to go to the Water Treatment Plant until a solution is found and permanent repairs could be made at a time suitable to sustain adequate water supply. If the parts are not used they will be maintained in stock for future needs. John E. Green was selected because they are a local company with an excellent track record with the City. Their company is also already involved in this project under Contract #2.

John E. Green 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 Water Operation and Maintenance Fund – Maintenance and Service Division's Parts and Supply Account No. 591-4721-742.000.

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

From: Timothy Morales, City Manager
Subject: Blanket Purchase Order with Carrier & Gable - ROW Division
Prepared by: Beth D. London, Public Services Department

Manager's Recommendation:

I recommend that a blanket purchase order be approved and issued to Carrier & Gable, Inc., Farmington Hills, MI., in the amount of \$6,000 to cover repair costs of traffic signal equipment for the Traffic Maintenance Section of the Right of Way Division for fiscal year 2018.

Justification:

On February 6, 1996, City Council approved a procedure for repairing traffic signal controller equipment. City staff does routine repair and maintenance of these solid-state devices. Sometimes complex repairs must be done by the manufacturer's authorized service representative. Carrier & Gable, Inc. is Michigan's authorized service representative and offers standard pricing for each type of repair. After sufficient experience with repairing these devices, City staff estimates annual cost for such services is \$6,000. Since this service is necessary to properly maintain the City's traffic signal system, and because Carrier & Gable, Inc. is the only authorized service representative in the region, it is in the best interest of the City to continue this procedure from July 1, 2017 through June 30, 2018.

Carrier & Gable, Inc. meets all requirements of §14.23, "Vendors," 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 Major Streets Fund - Traffic Engineering Division's Parts and Supplies Account No. 202-4621-742.000 (\$3,000) and the Local Streets Fund - Traffic Engineering Division's Parts and Supplies Account No. 203-4621-742.000 (\$3,000).

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

From: Timothy Morales, City Manager
Subject: Blanket Purchase Orders for Electric Parts - ROW Division
Prepared by: Beth D. London, Public Services Department

Manager's Recommendation:

I recommend that blanket purchase orders be approved and issued to Marshall E. Campbell Company and Standard Electric Company, the City's primary suppliers of electrical parts and supplies, in the amounts of \$4,000 each for the Traffic Maintenance Section of the Right of Way Division for fiscal year 2018.

Justification:

Since June 26, 2000, City Council has approved a procedure for purchasing electrical parts for the Traffic Engineering Section. Traffic Maintenance requires the purchase of a vast array of electrical parts and supplies for maintaining the City's electrical devices such as traffic signals and streetlights. There is no feasible means to predetermine quantities and type of parts that will be needed in any given time period because these are random repairs. Issuing individual purchase orders for the many items purchased is costly and administratively time consuming. Traffic Section personnel will price quote items and award purchases to the lowest and best vendor for each item. The parts and supplies will be ordered from the successful bidder and billed to the respective purchase order. It is in the best interest of the City to continue this procedure from July 1, 2017 through June 30, 2018, in order to make repairs to the traffic signal and street lighting systems as quickly as possible.

<u>Vendor</u>	<u>Cost</u>
Marshall E. Campbell Company Saginaw, MI (in-city)	\$4,000
Standard Electric Company Saginaw, MI (out-city)	\$4,000

Marshall E. Campbell Company and Standard Electric Company meet all requirements of §14.23, "Vendors," 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 Major Streets Fund - Traffic Engineering Division's, Parts and Supplies Account No. 202-4621-742.000 (\$4,000), the Local Streets Fund – Traffic Engineering Division's, Parts and Supplies Account No. 203-4621-742.000 (\$2,000), and the General Fund – Street Lighting Division's, Parts and

Supplies Account No. 101-4620-742.000 (\$2,000).

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

From: Timothy Morales, City Manager
Subject: SCADA Computer/Server Purchase
Prepared by: Dan Simmer, Water and Wastewater

Manager's Recommendation:

I recommend that the bid from Dell, Inc. of Round Rock, TX be accepted using the State bid prices and that a purchase order be issued to them in the amount of \$44,990.66 for the purchase of new computers and servers for the Supervisory Control and Data Acquisition (SCADA) Systems at the Water and Wastewater Treatment Divisions.

Justification:

On June 8, 2017, we received a bid from Dell, Inc. of Round Rock, TX for computers and servers for the SCADA Systems at the Water and Wastewater Treatment Divisions. The current equipment is over 5 years old and is obsolete. Dell, Inc. was awarded the MiDEAL State bid contract to provide these items for governmental agencies in the State of Michigan.

This vendor meets all requirements of §14.23, "Vendors," 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, Surplus Division's Repairs and Replacements Account No. 590-4840-974.000 (\$24,995.22) and Water Operations and Maintenance Fund, Surplus Division's Repairs and Replacements Account No. 591-4740-974.000 (\$19,995.44) for Fiscal Year 2017.

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

From: Timothy Morales, City Manager

Subject: Liquid PolyDMDAAC Polymer Purchase, Joint-Bid

Prepared by: Ted Bomba, Water and Wastewater

Manager's Recommendation:

I recommend that the low bid from Polydyne, Inc. of Riceboro, GA be accepted and that a purchase order be approved and issued to them in the amount of \$9,800.00 for the purchase of 20,000 lbs. of liquid PolyDMDAAC for the Water Treatment Division for Fiscal Year 2018.

Justification:

Liquid PolyDMDAAC Polymer is used as a coagulant aid to improve removal of suspended particles in the water treatment process. The Cities of Saginaw, Midland, Bay City and Bay County issued a Joint-Bid for chemical purchases. On May 24, 2017, sealed bids were opened. The low bid of \$0.49 per pound is an increase of 4.3% compared to the price paid for the same chemical during Fiscal Year 2017. Following is a tabulation of the bids received:

	<u>Per Lb.</u>	<u>Total Bid</u>
Polydyne, Inc. Riceboro, GA	\$0.49	\$9,800.00
Nalco Company Naperville, IL	\$0.68	\$13,600.00
Univar USA, Inc. Cincinnati, OH	\$9.42	\$188,400.00

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 Water Operations and Maintenance Fund, Treatment & Pumping Division's Chemicals Account No. 591-4730-727.000.

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

From: Timothy Morales, City Manager
Subject: Powdered Activated Carbon Purchase, Joint Bid
Prepared by: Ted Bomba, Water and Wastewater

Manager's Recommendation:

I recommend that the low bid from Carbon Activated Corporation of Compton, CA be accepted and that a purchase order be approved and issued to them in the amount of \$27,760.00 for the purchase of 40,000 pounds of powdered activated carbon for the Water Treatment Division for Fiscal Year 2018.

Justification:

Powdered activated carbon is used to assist in the elimination of organic and chemical impurities that affect the taste and odor of water. The Cities of Saginaw, Midland, Bay City and Bay County issued a Joint Bid for chemical purchases. On May 24, 2017, the City received 5 bids for the supply and delivery of powdered activated carbon. The low bid of \$0.694 per pound is an 8.8% increase from Fiscal Year 2017. Following is a tabulation of the bids received:

	<u>Per Pound</u>	<u>Total Bid</u>
Carbon Activated Corporation Compton, CA	\$0.694	\$27,760.00
Cal Pacific Carbon Fields Landing, CA	\$0.750	\$30,000.00
Calgon Carbon Corporation Moon Township, PA	\$0.780	\$31,200.00
Thatcher Company Salt Lake City, UT	\$0.850	\$34,000.00
Donau Carbon US/Standard Purification Dunnellon, FL	\$0.859	\$34,360.00

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 Water Operations and Maintenance Fund, Treatment & Pumping Division's Chemicals Account No. 591-4730-727.000 for Fiscal Year 2018.

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

From: Timothy Morales, City Manager
Subject: Switchgear Maintenance
Prepared by: Ted Bomba, Water and Wastewater

Manager's Recommendation:

I recommend that the low bid from Michigan Switchgear Services of Auburn, MI be accepted and that a purchase order be approved and issued to them in the amount of \$13,735.00 to perform switchgear maintenance for the Water Treatment Division for Fiscal Year 2018.

Justification:

On May 16, 2017, the City received 5 qualified bids to perform maintenance on the Water Treatment Division switchgear. The electrical switchgear at the Water Treatment Plant and pump stations is utilized to distribute electricity to all areas of the facilities. Maintenance of this equipment is essential to ensure operations. Service is recommended every ten years and the Water Treatment Division switchgear was last serviced in 2006. Following is a tabulation of the bids received:

	<u>Total Bid</u>
Michigan Switchgear Services Auburn, MI	\$13,735.00
Great Lakes Power Services Linwood, MI	\$17,437.00
Powertech Services, Inc. Swartz Creek, MI	\$19,306.00
Power Plus Engineering, Inc. Novi, MI	\$43,060.00
Electric Power Systems Riverview, MI	\$50,435.00

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 Operations and Maintenance Fund, Treatment & Pumping Division's Professional Services Account No. 591-4730-801.000 for Fiscal Year 2018.

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

From: Timothy Morales, City Manager
Subject: Ferric Chloride Purchase, Joint Bid
Prepared by: Ted Bomba, Water and Wastewater

Manager's Recommendation:

I recommend that the low bid from PVS Technologies, Inc. of Detroit, MI be accepted and that a purchase order be approved and issued to them in the amount of \$97,000.00 for the purchase of 250 tons of ferric chloride for the Water Treatment Division for Fiscal Year 2018.

Justification:

Ferric chloride is used as the primary coagulant in the water treatment process for improved particulate removal. The Cities of Saginaw, Midland, Bay City and Bay County issued a Joint Bid for chemical purchases. On May 24, 2017, sealed bids were opened. The low bid of \$388.00 per ton is an 8.4% increase from Fiscal Year 2017. Following is a tabulation of the bids received:

	<u>Per Ton</u>	<u>Total Bid</u>
PVS Technologies Detroit, MI	\$388.00	\$97,000.00
Kemira Water Solutions Lawrence, KS	\$440.00	\$110,000.00

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 Water Operations and Maintenance Fund, Treatment & Pumping Division's Chemicals Account No. 591-4730-727.000 for Fiscal Year 2018.

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

From: Timothy Morales, City Manager

Subject: Hydrofluorosilicic Acid Purchase, Joint Bid

Prepared by: Ted Bomba, Water and Wastewater

Manager's Recommendation:

I recommend that the low bid from Univar USA, Inc. of Cincinnati, OH be accepted and that a purchase order be approved and issued to them in the amount of \$55,760.00 for the purchase of 180 tons of Hydrofluorosilicic Acid for the Water Treatment Division for Fiscal Year 2018.

Justification:

Hydrofluorosilicic Acid (Fluoride) is added to the drinking water for the prevention of tooth decay. The Cities of Saginaw, Midland, Bay City and Bay County issued a Joint Bid for chemical purchases. On May 24, 2017, sealed bids were opened. The low bid of \$309.78 per ton is a 22% decrease from Fiscal Year 2017. Following is a tabulation of the bids received:

	<u>Per Ton</u>	<u>Total Bid</u>
Univar USA, Inc. Cincinnati, OH	\$309.78	\$55,760.40
Mosaic Global Sales, LLC Lithia, FL	\$459.00	\$82,620.00
PVS Nolwood Chemicals, Inc. Detroit, MI	\$468.00	\$84,240.00

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 Water Operations and Maintenance Fund, Treatment & Pumping Division's Chemicals Account No. 591-4730-727.000 for Fiscal Year 2018.

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

From: Timothy Morales, City Manager
Subject: MDEQ Laboratory Analysis
Prepared by: Amanda Kiel, Water and Wastewater

Manager's Recommendation:

I recommend that a purchase order be approved and issued to the Michigan Department of Environmental Quality in the amount of \$4,000.00 for laboratory analysis for the Water Treatment Division for Fiscal Year 2018.

Justification:

The Water Treatment Plant is mandated to perform various routine tests as a result of several Environmental Protection Agency (EPA) and Michigan Department of Environmental Quality (MDEQ) regulatory requirements. Copies of the results must be furnished to the MDEQ and local county health departments. The MDEQ laboratory performs most of the required testing in their laboratory and sends copies of the results to the appropriate regulatory agencies. Further, any alternate laboratories would have to be certified by the MDEQ to perform the analysis.

Due to the fact that the MDEQ requires submittal of this information and performs the analysis in their laboratory, the competitive bidding process was forgone. The cost for analysis of the required tests at the MDEQ laboratory is comparable to other private laboratories. For example, the bulk of the cost is for disinfection by-products, with a current MDEQ paired-sample price of \$175.00/pr. Past and current quote/bid prices were \$180.00 or more per pair at private laboratories.

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, Treatment and Pumping Division's Operating Services Account No. 591-4730-805.000.

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

From: Timothy Morales, City Manager
Subject: Ferric Chloride Purchase, Joint Bid
Prepared by: Brian Baldwin, Water and Wastewater

Manager's Recommendation:

I recommend that the low bid from PVS Technologies Inc. of Detroit, MI be accepted and that purchase orders be approved and issued to them in the amount of \$27,936 for the purchase of 72 dry tons of ferric chloride for the Wastewater Treatment Division for Fiscal Year 2018.

Justification:

For over ten years the Wastewater Treatment Division has used waste acid (pickle liquor) from the Nexteer (Delphi) plants for phosphorus precipitation in order to meet the phosphorus limits in our NPDES permit. During the past year Nexteer has suspended their operations at one plant and installed a recycling system in the other plant and is no longer supplying enough waste acid to meet our needs. The only available alternative is to purchase ferric chloride. If waste acid once again becomes available from Nexteer, we will discontinue the use of ferric chloride. Ferric chloride is also used at the Water Treatment Division as a flocculent and has therefore been bid out. We have contacted PVS Technologies and they have agreed to honor the bid price for the Water Treatment Division. The Cities of Saginaw, Midland, Bay City and Bay County issued a Joint Bid for chemical purchases. On May 24, 2017, sealed bids were opened. Following is a tabulation of the bids received:

	<u>Per Ton</u>	<u>Total Bid</u>
PVS Nolwood Chemicals Detroit, MI	\$388.00	\$27,936.00
Kemira Water Solutions, Inc. Lawrence, KS	\$440.00	\$31,680.00

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 Wastewater Operations and Maintenance Fund, Treatment & Pumping Division's Chemicals Account No. 590-4730-727.000 for FY2018.

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

From: Tim Morales, City Manager
Subject: Water Ordinance Amendment
Prepared by: Phillip Karwat, Public Services Department

Manager's Recommendation:

I recommend that Council approve the changes to the Water Ordinance which amends §52.15 "Water Meters" and §52.57 "Water Billing" of Chapter 52, "Water" of Title V, "Public Works", of the City of Saginaw Code of Ordinances. This ordinance amendment has been approved by me as to substance and the City Attorney as to form.

Justification:

This amendment is intended to amend Subsection A, B, C and D of §52.15, "Water Meters" of the City of Saginaw Code of Ordinances. The amendments to §52.15, are intended to protect the City's infrastructure to include meters, meter reading devices and other equipment utilized in the metering system and allow for discontinued water service to any residents that are not compliant with the City's Ordinance.

Also, the amendment is intended to amend Subsection A (2) of §52.57, "Water Billing" of the City of Saginaw Code of Ordinances. The amendment to §52.57 (A)(2) is intended to better explain the City will assume no responsibility for water bills caused by a leak in a private service extension and or beyond the meter. The property owner shall be responsible for the costs of any repairs and or water bills relating to the same.

Council Action:

This council communication is for explanation purposes only of the ordinance to be introduced.

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

AN ORDINANCE TO AMEND §52.15 "WATER METERS", AND §52.57
(A) "WATER BILLING," OF CHAPTER 52, "WATER," OF TITLE V,
"PUBLIC WORKS," OF THE CITY OF SAGINAW CODE OF
ORDINANCES, O-1.

Laid over under Charter provision.

Moved by Council Member _____, seconded by Council Member _____ to adopt an ordinance introduced June 19, 2017, entitled and reading as follows, be taken up and enacted:

AN ORDINANCE TO AMEND §52.15 "WATER METERS", AND §52.57 (A) "WATER BILLING," OF CHAPTER 52, "WATER," OF TITLE V, "PUBLIC WORKS," OF THE CITY OF SAGINAW CODE OF ORDINANCES, O-1.

The City of Saginaw ordains:

Section 1. §52.15 "Water Meters", and §52.57 "Water Billing," of Chapter 52, "Water," of Title V, "Public Works," of the City of Saginaw Code of Ordinances, O-1, is hereby amended to read as follows:

§ 52.15 WATER METERS

(A) All premises using water shall be metered. Meters and other necessary equipment will be furnished by the City and shall remain the property of and under the control of the City at all times.

(1) The type of meter, meter reading device, and other equipment utilized shall be determined by and at the sole discretion of the City. The Director of Finance, or his/her designee, is hereby empowered to discontinue water service at and/or charge the customer any additional costs incurred by the City for any location where such equipment is not compliant with the City's system.

(B) No person other than an authorized employee of the City shall break or injure the seal on, or change the location of, alter, or interfere in any way with, any meter equipment installed by the City. The Director of Finance, or his/her designee, is hereby empowered to discontinue water service for any violation of this subsection.

(C) Whenever a meter any equipment installed by the City is injured because of any act or negligence on the part of the owner or occupant of the premises where such meter equipment is installed, the expense to the City caused thereby shall be charged to and collected from such owner or occupant.

(D) In the event a meter shall fail to register properly, the Director of Finance, or his/her designee, is empowered to estimate the quantity of water used on the basis of former consumption and bill accordingly.

§ 52.57 BILLING

(A) (1) Water service charges may be billed monthly or quarterly as determined by the City. Water service billed monthly shall be computed so that the total cost per quarter shall be the same as if billed quarterly.

(2) The City will assume no responsibility for ~~excessive~~ water bills caused by a leak in the water service beyond the meter **and/or in a private service extension, and the property owner shall be responsible for the costs of any repairs relating to same. The City Manager, or his/her designee, shall establish rules and regulations pertaining to the construction and maintenance of such private service extensions.**

(3) In the event one (1) water connection serves two (2) or more customers, the meter shall be in the name of the individual or organized group of individuals contracting with the City for service and said individual or organized group of individuals shall be responsible for all water service charges.

This ordinance shall become effective July 20, 2017.

Enacted: July 10, 2017.

Yeas:

Nays:

Absent:

Abstain:

ORDINANCE DECLARED ADOPTED

Dennis D. Browning
Mayor

Janet Santos, CMMC/CMC/MMC
City Clerk

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 July 10, 2017; 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/CMC/MMC
City Clerk

From: Tim Morales, City Manager

Subject: Cost Recovery Ordinance

Prepared by: Amy Lusk, City Attorney

Manager's Recommendation:

I recommend introduction of an ordinance to amend Chapter 71, of Title VII, "Traffic Regulations," by adding a new section titled, "Cost Recovery," of the City of Saginaw Code of Ordinances, O-1.

Justification:

Michigan's Code of Criminal Procedure allows local units of government to seek reimbursement for expenses relating to certain incidents involving alcohol or other intoxicants. The proposed ordinance allows the City of Saginaw to seek reimbursement for public safety response and investigation expenses relating to such incidents. Reimbursement would be ordered by the courts as part of the sentence for a conviction rendered against an offender.

This ordinance has been reviewed by me for substance and the City Attorney as to form. It appears under the regular order of business.

Council Action:

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

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

AN ORDINANCE TO AMEND CHAPTER 71, OF TITLE VII, "TRAFFIC REGULATIONS," BY ADDING A NEW SECTION TITLED, "COST RECOVERY," OF THE CITY OF SAGINAW CODE OF ORDINANCES, O-1.

Laid over under Charter provision.

Moved by Council Member _____, seconded by Council Member _____ to adopt an ordinance introduced June 19, 2017, entitled and reading as follows, be taken up and enacted:

AN ORDINANCE TO AMEND CHAPTER 71, OF TITLE VII, "TRAFFIC REGULATIONS," BY ADDING A NEW SECTION TITLED, "COST RECOVERY," OF THE CITY OF SAGINAW CODE OF ORDINANCES, O-1.

The City of Saginaw ordains:

Section 1. An ordinance to amend Chapter 71, of Title VII, "Traffic Regulations," by adding a new section titled, "Cost Recovery," of the City of Saginaw Code of Ordinances, O-1, is hereby amended to read as follows:

§71.50 PURPOSE.

The City finds that a significant number of the traffic arrests and traffic accidents in the City involve drivers operating a motor vehicle while under the influence of intoxicants, such as alcoholic beverages or a controlled substance or a combination thereof. Furthermore, the City finds that there is a greater likelihood of personal injury or property damage in accidents involving a driver operating under the influence of intoxicants. As a result, the City finds that a greater operational and financial burden has been placed on the City's public safety services by persons operating a motor vehicle under the influence of intoxicants, and that it is necessary to recover these increased costs of enforcement activities caused by such persons.

§71.51 DEFINITIONS.

For the purpose of this subchapter, the terms listed below shall have the following meanings:

(A) *Emergency response* shall mean:

(1) The providing, sending, and/or utilizing of public services, police, firefighting, rescue services, and/or any other agents of the City to a motor vehicle accident, or an arrest, in which one or more drivers were operating a motor vehicle under the influence of one or more intoxicants; or

(2) The providing, sending, and/or utilizing of public services, police, firefighting, rescue services, and/or any other agents of the City to any scene where a person and/or driver becomes helpless, endangered, or otherwise in need of assistance by reason, in whole or in part, of being under the influence of one or more intoxicants; or

(3) The making of a traffic stop and arrest by a law enforcement officer when the driver is or was operating a motor vehicle while under the influence of one or more intoxicants.

(B) *Expense of emergency response* shall mean the direct and reasonable costs associated with the occurrence of an emergency response. These costs shall include, but are not limited to: all of the salaries, wages (including overtime pay), workers' compensation benefits and fringe benefits of the city personnel responding to the incident or engaged in the investigation, supervision and report preparation associated with the incident; all costs connected with the administration and provision of breathalyzer or chemical tests related to any prosecution of the person involved in the incident; cost of equipment operation and supplies used in responding to the incident; cost of materials obtained directly by the City in relation to the incident; and cost of any contract labor or materials obtained by the City in relation to the incident.

(C) *Operating under the influence of one or more intoxicants* shall mean:

(1) Operating a motor vehicle while under the influence of an alcoholic beverage, controlled substance, or a combination of intoxicants; or

(2) Operating with an unlawful blood alcohol content as defined by the Michigan Vehicle Code; or

(3) Operating while visibly impaired due to the consumption of alcoholic beverages, controlled substances, or a combination of intoxicants.

§71.52 LIABILITY FOR EXPENSE OF AN EMERGENCY RESPONSE.

(A) Any person is liable for the expense of an emergency response if that person, while under the influence of intoxicating liquor or a controlled substance, or a combination of intoxicating liquor and a controlled substance, proximately causes any incident resulting in an emergency response as defined by this subchapter, and is convicted of a related criminal offense.

(B) This subchapter shall be construed to impose a responsibility and liability of a civil nature on the part of the operator of the motor vehicle and shall not be construed to conflict, contravene, enlarge or reduce any criminal liability or responsibility, including fines and costs which may be imposed by a court on a person who is convicted of any criminal offense arising from the incident that resulted in an emergency response.

§71.53 COST RECOVERY SCHEDULE.

(A) The Police Department, Fire Department, and City Manager shall periodically evaluate the actual costs incurred in making such emergency responses and determine an average cost during emergency responses. This amount shall be amended from time to time to reflect increases or decreases in the salaries of all personnel, along with the costs for vehicles and other necessary equipment.

(B) The City Manager, or his or her designee, shall forward the average cost developed in subsection (A) of this section to the district court and circuit court having jurisdiction over the City. This cost, as restitution to the City, may be imposed by the court during the imposition of any sentence upon any person liable under this section.

§71.54 COLLECTION AND ENFORCEMENT.

(A) The amount ordered to be paid under this subchapter shall be paid to the clerk of the court who shall transmit the payment amount to the City Treasurer.

(B) If not otherwise ordered by the court, the reimbursement amount ordered shall be made immediately. The court may order that reimbursement be made within a specified period or in specified installments.

(C) If the person convicted is placed on probation, any reimbursement ordered under this section shall be a condition of that probation.

(D) A court order for reimbursement under this subchapter may be enforced in the same manner as a judgment in a civil action.

This ordinance shall become effective July 20, 2017.

Enacted: July 10, 2017.

Yeas:

Nays:

Absent:

Abstain:

ORDINANCE DECLARED ADOPTED

Dennis D. Browning
Mayor

Janet Santos, CMMC/CMC/MMC
City Clerk

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 July 10, 2017; 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/CMC/MMC
City Clerk

COMPILATION AND REVISION OF ORDINANCES

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

WHEREAS: the City Charter at Chapter IV, "Legislation," §24 "Compilation and Revision," states that City Council shall, by resolution, order a general revision and compilation of the City's ordinance every ten (10) years; and

WHEREAS: the City's Code of Ordinance has not been re-codified since 1999; and

WHEREAS: the City Clerk has completed twenty-five (25) code supplements since 1999; and

WHEREAS: a request for proposal was sent to four (4) major and established codification companies in the United States; and

WHEREAS: a review team of the City Clerk, Deputy City Clerk, and the City Attorney have extensively reviewed the proposals submitted by three (3) companies; and

WHEREAS: it is determined by the review team that American Legal Publishing Corporation presented the proposal that best suited the City's needs for the codification project.

NOW, THEREFORE, BE IT RESOLVED, that City Council, pursuant to Chapter IV, "Legislation," §24 of the City Charter hereby:

1. Orders a general revision and compilation of ordinances, which revised and compiled ordinances shall be adopted by ordinance and an effective date established upon the completion of such compilation; and
2. Approves the City of Saginaw to retain the professional services of American Legal Publishing Corporation to carry out and perform the services necessary for such general revision and compilation of ordinances.

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 June 19, 2017; the original thereof is on file in the records of the Office of the City Clerk; 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/CMC/MMC
City Clerk