



Saginaw City Council Agenda

1315 S. Washington Avenue
Council Chamber - Room 205
989.399.1311
November 20, 2017
6:30 p.m.

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:

1. Bob Brown, Executive Director, Region VII Area Agency on Aging Update.

CONSENT AGENDA:

1. Approve the November 6, 2017 regular council meeting minutes.
2. Approve the amendments to the FY 2018 Approved Budget to recognize any changes that have occurred during the October period and to recognize the carry forward of the 2017 annual purchase orders into the FY 2018 Approved Budget.
3. Approve a purchase with Dossier Systems, Inc. for \$5,216.80 for the annual renewal of Dossier Fleet Management Software for the Motor Pool Operations Division.
4. Approve a purchase with GOHM Insurance Restoration for \$2,864 for FY 2018; and pending budget approval, for \$4,460.64 for FY 2019, and \$4,601.76 for FY 2020 for annual mat cleaning services at City Hall.
5. Approve a purchase with TDE Enterprises, Inc. for \$19,125 for processing up to 8,500 cubic yards of yard waste at the City Compost Site.
6. Approve a purchase with Safety Services, Inc. for \$3,135.84 for work gloves for the Streets Section, Right of Way Division.
7. Approve to increase the purchase order with R & R Ready Mix, Inc. by \$53,000, for a new total of \$131,995, for ready-mix concrete for street repairs for the Right of Way Division.

8. Approve a purchase with Lansing Sanitary Supply for \$7,750 for janitorial supplies for the City's buildings and facilities.

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

INTRODUCTION OF ORDINANCES:

CONSIDERATION AND PASSING OF ORDINANCES:

1. An Ordinance to amend Chapter 152, of Title XV, "Land Usage," by amending §152.51 titled, "Naming or Renaming Streets, Parks, Buildings and Other Property," of the City of Saginaw Code of Ordinances, O-1.

RESOLUTIONS:

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, NOVEMBER 6, 2017, AT 6:30 P.M. IN THE COUNCIL CHAMBER AT CITY HALL, 1315 S. WASHINGTON AVENUE, SAGINAW, MICHIGAN.

PRAYER AND PLEDGE OF ALLEGIANCE

Mayor Browning offered a prayer and led the pledge of allegiance of the United States of America.

ROLL CALL

Mayor Browning called the meeting to order. Council Members present: John Milne, Demond Tibbs, Floyd Kloc, Brenda Moore, Clint Bryant, John Humphreys, and Dennis Browning: 7. Council Members absent: Annie Boensch, and Michael Balls: 2.

ANNOUNCEMENTS

City Clerk Janet Santos announced the following:

- City Hall will be closed Friday, November 10 for Veteran's Day.
- The City's Waste Convenience Station is open on the second Saturday of the month. City residents can dispose of items such as building materials, and recycling for glass, plastic and paper. The next service day will this coming Saturday, November 11 from 8:00 am to 12:00 p.m.

Mayor Browning presented a proclamation honoring the life and service of Pastor Dr. Rufus Bradley, Sr. The proclamation was accepted by Deacon James York, Chairman of New life Baptist Church Ministries.

Mayor Browning presented a proclamation honoring the life and service of Thomas Webb. The proclamation was accepted by Tom Mudd, Stephen Mason, and Chris Traverse.

Council Member Moore left the meeting at 6:57 p.m. and returned at 6:58 p.m.

PERSONAL APPEARANCES

The personal appearances addressed the Council as follows: William Burns, Nelson Bond, Donald Dinninger, and Debbie Melkonian.

REMARKS OF COUNCIL

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

Council Member Balls entered the meeting at 7:22 p.m.

REPORTS FROM CITY MANAGER

Management Update

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

CONSENT AGENDA:

1. Approve the October 23, 2017 regular council meeting minutes.
2. Receive and file Petition 17-26 and refer to the Planning Commission for recommendation regarding renaming 2nd Street.

3. Approve the 2018 City Council meeting schedule.
4. Approve the HOME Grant Agreement from the Department of Housing and Urban Development for FY 2018 for the HOME Investment Partnership Program for \$303,515.
5. Approve the HOME Subrecipient Contracts for FY 2018 for operating expenses and various rehabilitation activities in the amount of \$303,515.
6. Approve the Emergency Solutions Grant Agreement from the Department of Housing and Urban Development for FY 2018 in the amount of \$178,918.
7. Approve the Emergency Solutions Grant Subrecipient Contracts for FY 2018 to five organizations providing shelters and transitional housing for the homeless in the amount of \$178,918.
8. Approve the Community Development Block Grant Agreement from the Department of Housing and Urban Development for FY 2018 for \$1,935,637 which includes prior year funds.
9. Approve the Community Development Block Grant Subrecipient Contracts and Memorandums of Understanding for FY 2018 with various organizations for housing, economic development, public improvements, and public service activities in the amount of \$1,935,637.
10. Approve the policy with Standard Insurance Company effective December 1, 2017, to provide group benefits to active city employees and retirees.
11. Approve a FY 2018 budget adjustment to recognize funds received from the FEMA Fire Prevention and Safety Grant. Further, approve a purchase with Home Depot for \$25,871.64 for 1000 Kidde Model C3010D Sealed Lithium Battery Powered Carbon Monoxide Alarms for the Fire Department.
12. Approve a purchase with Environmental Systems Research Institute for \$5,000 for annual software renewal for maintenance and support for the GIS Division.
13. Approve the Michigan State Housing Development Authority Blight Elimination Grant Memorandum of Understanding with the Saginaw County Land Bank Authority; and approve payment in an amount not to exceed \$25,000 for administrative costs.

Moved by Council Member Bryant, seconded by Council Member Moore to approve consent agenda items 1 through 13, as presented. 8 ayes, 0 nays, 1 absent. Motion approved.

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

Moved by Mayor Pro Tem Kloc, seconded by Council Member Moore to approve the Council appointment of Nathaniel Crawford to the Human Planning Commission with a term to expire December 31, 2018. 8 ayes, 0 nays, 1 absent. Motion approved.

INTRODUCTION OF ORDINANCES:

Moved by Mayor Pro Tem Kloc, seconded by Council Member Moore to introduce an ordinance to amend Chapter 152, of Title XV, "Land Usage," by amending §152.51 titled, "Naming or Renaming Streets, Parks, Buildings and Other Property," of the City of Saginaw Code of Ordinances, O-1. 8 ayes, 0 nays, 1 absent. Motion approved.

CONSIDERATION AND PASSING OF ORDINANCES:

Moved by Council Member Bryant, seconded by Council Member Milne to adopt an ordinance to amend the official city map to vacate Baum Street between Blocks 44 and 59 and extended north to the north right of way line of Tuscola Street, Hoyt's Plat in the City of Saginaw. 8 ayes, 0 nays, 1 absent. Motion approved.

Moved by Council Member Bryant, seconded by Council Member Moore to adopt an ordinance to amend the official city map to vacate the 500 block of South Fayette lying between Blocks 17 and 18 in the City of Saginaw south of Cass Street. Discussion was held. Mayor Browning asked Clerk Santos to conduct a roll call vote.

Ayes: Bryant, Balls, Humphreys, Milne, Tibbs, Moore, and Mayor Browning

Nays: Mayor Pro Tem Kloc

Absent: Boensch

Abstain: None

Motion approved.

RESOLUTIONS

Moved by Council Member Bryant, seconded by Council Member Moore to adopt the resolution supporting the Voting Systems Grant Agreement Application. 8 ayes, 0 nays, 1 absent. Motion approved.

Moved by Mayor Pro Tem Kloc, seconded by Council Member Humphreys to adopt the resolution to transfer an Obsolete Property Rehabilitation Certificate for property at 100 N. Washington Avenue from Bancroft Project Saginaw, LLC to RoCo Bancroft LLC. 8 ayes, 0 nays, 1 absent. Motion approved.

Moved by Council Member Humphreys, seconded by Council Member Moore to adopt the resolution to transfer an Obsolete Property Rehabilitation Certificate for property at 414 Court Street from 3 Brick Blocks L.L.C. to 106 N Michigan Ave LLC. 8 ayes, 0 nays, 1 absent. Motion approved.

MOTIONS AND MISCELLANEOUS BUSINESS

Moved by Council Member Milne, seconded by Council Member Bryant to receive and file the 2017 Recommendation Report from the Local Officers Compensation Commission. 8 ayes, 0 nays, 1 absent. Motion approved.

Moved by Council Member Humphreys to adopt a resolution rejecting the increases as recommended in the Local Officers Compensation Commission's 2017 Recommendation Report. No second to the motion was given.

Moved by Council Member Moore, seconded by Council Member Bryant to issue a written notice to Marlo Build and Remodel upholding the partial FOIA disclosure denial. 8 ayes, 0 nays, 1 absent. Motion approved.

ADJOURNMENT

Moved by Council Member Bryant, seconded by Council Member Moore to adjourn the meeting at 7:44 p.m. 8 ayes, 0 nays, 1 absent. Motion approved.

Submitted by,

Janet Santos, CMMC/MMC
City Clerk

From: Timothy Morales, City Manager
Subject: October Budget Adjustment
Prepared by: Yolanda M. Jones, Office of Management and Budget

Manager's Recommendation:

I recommend approval of the amendments to the 2017/2018 Approved Budget for the listed funds. This adjustment is required to recognize any errors, omissions, or changes that have occurred within the month of October as well as the carry forward of the 2017 annual purchase orders into the 2018 Approved Budget.

Justification:

The 2017/2018 annual budget will be adjusted in accordance with Public Act 2 of 1968, Uniform Budgeting and Accounting Act, the City Charter; and the approved 2018 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 monthly analysis for October and encumbrance 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 this fund be increased by \$26,188, from \$32,470,098 to \$32,496,286.

- This amendment reflects the \$23,400 in encumbrance from the prior year's purchase orders. Projects consist of the contract with LSL Planning for the Form Based Zoning project and engineering design services for Remington at Huron and Eastern Crossing and Holland at Huron and Eastern Crossing.
- In accordance with Section 415 limit of the Internal Revenue Service the city is required to make excess payment on a Qualified Excess Benefit Arrangement (QEBA) to MERS who has already incurred the expense. This adjustment is to recognize this payment for a retired employee in the amount of \$8,080. This will be recognized in the Other General Fund Expenditures – Retiree Pension Account No 101-8515-703.000.
- On September 19, 2017, the city received a check for \$2,438 from the Saginaw County Parks & Recreation Commission for the 2nd annual "Homers for Headstones" charitable softball tournament held at Hoyt Park on August 12, 2017. This amendment recognizes receiving these proceeds. Revenues will be recognized in the General Fund Revenues – Material and Services Account No (101-0000-644.003). These revenues will be offset by an increase to the Department of Public Services – Cemeteries Division's Parts and Supplies Account No (101-1747-742.000) by the same amount. Funds raised by the

“Homers for Headstones” initiative can only be utilized in the capital improvement efforts of the city’s cemeteries.

- A budget adjustment is required to recognize Fire Donations for the Community Public Safety – Fire award ceremony that was held in October. The General Fund Revenues – Fire Donation Account No (101-0000-674.010) should be increased \$350. To offset the increase in revenues will be an increase to the Community Public Safety – Fire, Fire Operations Division’s Food Supplies Account No (101-3551-731.000) by the same.

The Major Streets Fund (202) should be increased from \$6,256,764 to \$6,352,625. This represents an increase of \$95,861. This amendment reflects the \$95,861 in encumbrance from the prior year’s purchase orders. Projects consist of MDOT Bridge Work testing at North Hamilton Street, Veterans Memorial Parkway, and Brockway and Jefferson; North Hamilton Streetscape from Court to Madison; engineering design services on Remington at Huron and Eastern Crossing and Davenport Avenue; and construction staking at Williamson Street, Brockway and Jefferson, and other miscellaneous construction staking. Expenditures will be offset by available unassigned and unrestricted fund balance.

The Local Streets Fund (203) should be increased from \$1,438,366 to \$1,450,972. This equates to a \$12,606 increase. This amendment reflects the \$12,606 in encumbrance from the prior year’s purchase orders. This will complete the 14th and Madison Street pavement resurfacing. Expenditures will be offset by available unassigned and unrestricted fund balance.

The Community Development Block Grant (CDBG) Fund (275) should be increased from \$2,522,487 to \$2,537,487, which represents a \$15,000 increase. On June 29, 2017, the Saginaw County Brownfield Redevelopment Authority approved a grant for up to \$15,000 to the Saginaw Economic Development Corporation for the Bearinger Building Redevelopment project at 126 North Franklin. This budget adjustment recognizes these funds. Revenues will be recognized in the CDBG Fund’s Donation – Grants Account No. (275-0000-580.003). To offset this increase in revenues will be the same increase to the CDBG Fund – Saginaw Economic Development Corporation Division’s Professional Services Account No (275-6520-801.000).

The CDBG HOME Program Fund (278) should be increased from \$576,812 to \$578,512. This represents a \$1,700 increase. This amendment reflects the \$1,700 in encumbrance from the previous fiscal year for general repairs to property at 705 Remington. Expenditures will be offset by a carryover of grant funds.

The Sewer Operations and Maintenance Fund (590) should be increased from \$22,880,720 to \$24,003,470, which represents a \$1,122,750 increase. This amendment reflects the encumbrance of funds from the prior year. Projects that will continue from the previous fiscal year are – the continuation of the engineering services for the SAW grant, Consumers Energy back-up generator installation at Weiss RTB, engineering services at the wastewater treatment plant, heavy cleaning and televising

services, Throop and Niagara regulators, Williamson Street and Vets Memorial Parkway rehabilitation projects, and testing on Williamson Street and Vets Memorial Parkway. An available appropriation of retained earnings will offset the increase in the fund.

The Water Operations and Maintenance Fund's (591) should be increased from \$34,588,105 to \$35,105,816. This is an increase of \$517,711. This amendment reflects the encumbrance of funds from the prior year. Projects that will continue from the previous fiscal year are – testing on Williamson Street and Vets Memorial Parkway, which is shared with the Sewer Operations and Maintenance Fund, engineering services for the window and masonry evaluation and design, repairs to the water treatment plant building, parking lot, and booster pump station, and the Davis Road water main improvements. An available appropriation of retained earnings will offset the fund's increase.

Council Action:

Motion to approve the recommendation of the City Manager.

From: Timothy Morales, City Manager

Subject: Dossier Systems, Inc. Fleet Management Software Maintenance and Support Fee

Prepared by: Jeff Klopchic, Technical Services Department

Manager's Recommendation:

I recommend approval of a purchase with Dossier Systems, Inc. in the amount of \$5,216.80 for the annual renewal of Dossier Fleet Management Software.

Justification:

The City's Motor Pool Operations oversees the preventative maintenance for over 300 City vehicles and equipment. Dossier Systems software provides the functionality to generate repair orders and progress tracking, maintenance and repair history, equipment life cycle analysis and budget management benchmarking.

This is a yearly software maintenance and support fee that provides City staff the ability to call and email technical support question, receive new software enhancements and security upgrades. The fee also allows access to a resource center with frequently asked questions, presentations and photos from user group meetings. Dossier will also provide a single point contact manager for added assistance for software management.

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 Technical Services Department, Information Services, Operating Services, Account No. 658-1720-805.000.

Council Action:

Motion to approve the recommendation of the City Manager.

From: Timothy Morales, City Manager
Subject: City Hall Weekly Mat Cleaning – Facilities Division
Prepared by: Bruce Caradine, Public Services Department

Manager's Recommendation:

I recommend approval of a purchase with GOHM Insurance Restoration for \$2,864 for FY 2018; and pending budget approval, for \$4,460.64 for FY 2019 and \$4,601.76 for FY 2020 for annual mat cleaning services at City Hall.

Justification:

On October 17, 2017, the Public Services Department received bids for the weekly cleaning of the carpet mats used at City Hall. It is recommended that the carpet mats be cleaned on a weekly basis to reduce the wear of the carpet fibers in the mats.

The following is a tabulation of the bids received:

<u>Vendor</u>	<u>Cost</u>
GOHM Insurance Restoration Saginaw, MI (Out of City)	\$ 2,864.00
Stanley Steemer Saginaw, MI (Out of City)	\$ 8,976.00
Cintas Midland, MI (Out of City)	\$12,572.80

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 General Fund, Department of Public Services, Facilities Division's Operating Services Account No. 101-7575-805.000.

Council Action:

Motion to approve the recommendation of the City Manager.

From: Timothy Morales, City Manager
Subject: Compost Grinding Services - ROW Division
Prepared by: Beth D. London, Public Services Department

Manager's Recommendation:

I recommend approval of a purchase with TDE Enterprises, Inc. for \$19,125 for processing up to 8,500 cubic yards of yard waste at the City Compost Site.

Justification:

On October 10, 2016 City Council approved a purchase with TDE Enterprises, Inc. (TDE) for the work inclusive of all labor and equipment required to load, grind, and efficiently pile 13,250 cubic yards of material at the compost site for FY 2017. The city reserved the right to extend the bid for one year for FY 2018, if the vendor agreed to hold their unit price of \$2.25 per cubic yard. Although yard waste volume has decreased, TDE has agreed to hold the unit price for FY 2018.

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

Funds for this purchase are budgeted in the Rubbish Collection Fund, Composting Division's Operating Services Account Number 226-4587-805.000.

Council Action:

Motion to approve the recommendation of the City Manager.

From: Timothy Morales, City Manager
Subject: Purchase of Gloves
Prepared by: Beth D London, Public Services Department

Manager's Recommendation:

I recommend approval of the purchase with Safety Services, Inc. in the amount of \$3,135.84 for work gloves for the Streets Section, Right of Way Division.

Justification:

The Streets Section of the Right of Way Division requires its employees to wear Proper Protective Equipment (PPE), to perform daily work assignments. This includes seasonal and cowhide gloves of various sizes.

On October 17, 2017, thirteen (13) bids were received for the various gloves. The following is a tabulation of the bids received:

<u>Vendor</u>	<u>Cost</u>
Safety Services, Inc., Kalamazoo	\$3,135.84
MSC Industrial Supply, Livonia	\$3,523.68
Contractors Connection, Inc. Shelby Twp.	\$4,347.60
Cintas Corporation, Midland	\$4,748.04
Multi Source Electrical Corp., Port Washington, NY	\$4,748.40
T&N Services, Inc., Detroit	\$4,799.52
Time Emergency Equipment, Roscommon	\$4,914.72
Fastners, Inc., Saginaw – Out City	\$4,920.60
Michigan Electrical Supply, Burton	\$4,996.80
Premier Safety, Chesterfield	\$5,176.00
Airgas, Saginaw – Out City	\$5,833.44
Saf-T-Glove, Inc., Grand Prairie, TX	\$5,912.80
Core and Main LP, Shelby Twp.	\$6,130.68

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 Provision," of the Saginaw Code of Ordinances, O-1.

Funds are budgeted in the Major Streets Fund, Routine Maintenance Division's Parts and Supplies Account No. 202-4651-742.000 \$660.18, Major Streets Fund, State Trunkline Division's Parts and Supplies Account No. 202-4690-742.000 \$660.18, Local Streets Fund, Routine Maintenance Division's Parts and Supplies Account No. 203-4651-742.000 \$660.18, Rubbish Collection Fund, Brush Collection Division's Parts and Supplies Account No. 226-4585-742.000 \$330.09, Rubbish Collection Fund, Recycling Division's Parts and Supplies Account No. 226-4586-742.000 \$330.09, Rubbish Collection Fund, Composting Division's Parts and Supplies Account No. 226-4587-742.000 \$165.03, and Rubbish Collection Fund, Yard Waste Division's Parts and Supplies Account No. 226-4588-742.000 \$330.09.

Council Action:

Motion to approve the recommendation of the City Manager.

From: Timothy Morales, City Manager
Subject: Concrete Purchase Order Increase
Prepared by: Beth London, Public Services Department

Manager's Recommendation:

I recommend approval to increase the purchase order with R & R Ready Mix, Inc. by \$53,000, for a new total of \$131,995, for ready-mix concrete for street repairs for the Right of Way Division.

Justification:

On June 20, 2016, City Council approved a purchase order with R & R Ready Mix for ready-mix concrete for FY 2017 and FY 2018 in the amount of \$78,995 for each fiscal year. The Streets Section of the Right of Way Division requires ready-mix concrete to make road repairs on City streets.

To date, all of the \$78,995 for ready-mix concrete for street repairs has been spent. Due to the poor condition of the roads and ongoing pothole complaints, the Streets Section will continue making concrete road repairs for the duration of FY 2018, requiring a purchase order increase, bringing the total purchase order amount for FY 2018 to \$131,995.

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 Major Street Fund, Routine Maintenance Division's, Street and Road Material Account No. 202-4651-743.000.

Council Action:

Motion to approve the recommendation of the City Manager.

From: Timothy Morales, City Manager

Subject: Blanket Purchase Order for Janitorial Supplies – Facilities Division

Prepared by: Bruce Caradine, Public Services Department

Manager's Recommendation:

I recommend the approval of a blanket purchase with Lansing Sanitary Supply in the amount of \$7,750 for general janitorial supplies for the City's buildings and facilities for FY 2018.

Justification:

The Facilities Division requires the purchase of select standard janitorial products, such as cleaning supplies and bathroom products, to maintain the City's buildings and facilities. Lansing Sanitary Supply is a MiDeal approved vendor and will provide State of Michigan bid pricing for supplies.

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 General Fund, Department of Public Services, Facilities Division's Cleaning Supplies Account No. 101-7575-735.000 \$6,500, the Public Works Building Fund, Cleaning Supplies Account No. 641-4439-735.000 \$750, and the Celebration Park Fund, Cleaning Supplies Account No. 508-7580-735.000 \$500.

Council Action:

Motion to approve the recommendation of the City Manager.

Moved by Council Member _____, seconded by Council Member _____ to adopt an ordinance introduced November 6, 2017, entitled and reading as follows, be taken up and enacted:

O- _____

AN ORDINANCE TO AMEND CHAPTER 152, OF TITLE XV, "LAND USAGE," BY AMENDING §152.51 TITLED, "NAMING OR RENAMING STREETS, PARKS, BUILDINGS AND OTHER PROPERTY," OF THE CITY OF SAGINAW CODE OF ORDINANCES, O-1.

The City of Saginaw ordains:

Section 1. An ordinance to amend Chapter 152, of title XV, "Land Usage," by amending §152.51 titled, "Naming or Renaming Streets, Parks, Buildings and Other Property," of the City of Saginaw Code of Ordinances, O-1, is hereby amended to read as follows:

(A) *Purpose.* This section establishes a process and criteria for consideration of a request by a resident to name or rename a public (or private) street, a public park, public building, or other real or personal public property located within the City limits. This process also includes a request for an additional name or sign to be added to an already existing name.

(B) *Petition.* Any request for naming or renaming a street, park, building, or other property within the City limits, shall be initiated in writing from one (1) or more resident(s) within the City of Saginaw by completing a Petition for Naming or Renaming form and provide the following information:

- (1) Name of petitioner;
- (2) Type of request;
- (3) Reason the request to name or rename is being proposed;
- (4) Detailed description of the building, park, street or other property (real or personal); and
- (5) Location within the City.
 - (a) Petitions for naming or renaming a street must have an attached street map and must be signed by at least 51% of the property owners on the affected street or portion thereof.

(C) *Petition filing.* The petition, and any filing fee established by Council, shall be filed with the City Clerk's Office, by 12:00 p.m. ten (10) days prior to the City Council meeting in which the Petition will be presented. The City Clerk will provide copies of the petition and supporting documentation to City Council, the City Manager, City Attorney, City Engineer, Chief Inspector, and Associate Planner prior to the Council meeting.

(D) *City Council initial action.* At the Council meeting in which the Petition for Naming or Renaming is presented, the City Manager will request City Council receive and file the petition and refer it to the City Planning Commission for a recommendation.

(E) *City Planning Commission consideration.*

(1) *Research.* The City Planning Commission will evaluate the petition and supporting documentation, and shall base its recommendation on what is in the best interest of the City. If the request is for renaming a street, park, building or other property, the Commission shall research the historical significance, if any, of the current name and how the renaming shall affect the abutting property owners.

(2) *Public hearing.* The City Planning Commission will hold a public hearing at which time all interested persons will be heard. Notice of the public hearing shall be mailed via regular mail to all property owners abutting the affected building, park, street or other property, at least fifteen (15) days prior to the date of the public hearing and shall be posted for the general public in the City Clerk's Office, the City's website and on the City's cable network.

(3) *Recommendation.* The City Planning Commission may recommend approval, denial, or approval with conditions of the request. The recommendation of the City Planning Commission shall be forwarded to the City Council for its consideration. The petitioner will be given written notice of the recommendation of the City Planning Commission. Any recommendations for approval affecting a street must be forwarded to the Saginaw County Road Commission for its approval prior to Council consideration.

(F) *Council final action.* Upon receipt and review of the recommendation from the City Planning Commission on the petition, City Council may sustain the recommendation or may rule otherwise. The decision of City Council is final.

(G) *Assessment of costs.*

(1) *Upon receipt of petition.* The petitioner shall be provided an estimate of the cost to be incurred by the City in reviewing the petition, researching the requested change, providing the public notices required in this section, and conducting the public hearing, which costs shall be the sole responsibility of the petitioner. Upon receipt of payment in full of the estimated costs, the steps set forth in subsection (E) shall proceed. If payment is not received within thirty (30) days of an estimate being provided, the petition will be considered withdrawn.

(2) *Petition approval.* If the petition is approved, the petitioner shall be provided an estimate of the cost determined to implement the naming or renaming, which costs are the sole responsibility of the petitioner. Upon receipt of payment in full

of the estimated costs, City staff shall implement the recommendation. If payment is not received within thirty (30) days of an estimate being provided, the petition will be considered withdrawn. At the time of granting the petition, City Council may, at its discretion, waive any or all costs to be incurred.

(3) *Estimated costs.* Petitioners shall be responsible for payment of any costs associated with their petition that are in excess of any estimate provided. Should the actual costs involved in processing a petition or implementing a naming or renaming be less than the estimate paid, any overpayment shall be returned to the Petitioner by the City.

(H) If the Petitioner(s) wishes to voluntarily withdraw their petition, they must do so in writing and file same with the City Clerk.

This ordinance shall become effective November 30, 2017.

Enacted: November 20, 2017

Yeas:

Nays:

Absent:

Abstain:

ORDINANCE DECLARED ADOPTED

Dennis D. Browning
Mayor

Janet Santos, CMMC/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 November 20, 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/MMC
City Clerk