

REVISED COUNCIL AGENDA

December 5, 2016 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:

1. Ryan Seifferlein, Century 21 Signature Realty, update on the sale of 633 S. Washington.

CONSENT AGENDA:

1. Approve the November 21, 2016 regular council meeting minutes.
2. Approve the amendments to the FY 2017 Approved Budget to recognize any changes that have occurred during the November period.
3. Approve the Memorandum of Understanding with Saginaw Valley State University to provide the City of Saginaw and the Fire Department the ability to facilitate internships for academic credit.
4. Approve the Agreement with Nancy Ohle to serve as Facilitator for the Strategic Planning Session on January 21, 2017.
5. Approve a purchase order to Todd Wenzel Buick GMC at the State bid price of \$51,449.65 for a 2017 GMC Sierra 3500HD mini dump truck for the Maintenance and Service Division.
6. Approve a purchase order to AIS Construction Equipment Company at the state bid price of \$112,138.00 for a 2017 John Deere 310SL-HL Backhoe for the Streets Section of the Right of Way Division.
7. Approve a purchase order to Engel's Auto Body for \$2,502.80 for repairs to Water Shop pickup truck No. 57-0253.

REVISED COUNCIL AGENDA

December 5, 2016 6:30 p.m.
Council Chamber

8. Approve a purchase order to Woodland Industries for \$2,962 for a 2017 Sure-Trac tandem axle Landscape Trailer for the Wastewater Treatment Division.

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

INTRODUCTION OF ORDINANCES:

CONSIDERATION AND PASSING OF ORDINANCES:

RESOLUTIONS:

UNFINISHED BUSINESS:

MOTIONS AND MISCELLANEOUS BUSINESS:

1. Consideration of motion to go into closed session to discuss pending litigation per MCL 15.268(e).

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., 989.759.1480.

A REGULAR MEETING OF THE COUNCIL OF THE CITY OF SAGINAW, MICHIGAN, HELD MONDAY, NOVEMBER 21, 2016, AT 6:30 P.M. IN THE COUNCIL CHAMBER AT CITY HALL, 1315 SOUTH WASHINGTON AVENUE, SAGINAW, MICHIGAN.

PRAYER AND PLEDGE OF ALLEGIANCE

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

City Clerk Janet Santos called forth the newly elected members of the City Council, Annie Boensch, Demond Tibbs, Clint Bryant, Floyd Kloc, and John Milne. Clerk Santos administered the oath of office. Each member signed the oath book and took their seat at the Council table.

ROLL CALL

City Clerk Janet Santos called the meeting to order. Council Members present: John Milne, Demond Tibbs, Annie Boensch, Floyd Kloc, Brenda Moore, Clint Bryant, Michael Balls, John Humphreys, and Dennis Browning: 9. Council Members absent: 0.

The first order of business was the election of a Mayor. Clerk Santos called for nominations. Council Member Moore nominated Council Member Browning, which he accepted. Council Member Tibbs nominated Council Member Kloc, which he declined. Clerk Santos called for nominations two additional times and hearing no other nominations, closed the nominations for Mayor. Clerk Santos proceeded with a roll call vote as follows:

Council Member Balls	Dennis Browning
Council Member Boensch	Dennis Browning
Council Member Bryant	Dennis Browning
Council Member Humphreys	Dennis Browning
Council Member Kloc	Dennis Browning
Council Member Milne	Dennis Browning
Council Member Moore	Dennis Browning
Council Member Tibbs	Dennis Browning

Having received the majority vote, Dennis Browning was elected as the Mayor of the City of Saginaw. Clerk Santos administered the oath of office. Mayor Browning took his seat and proceeded with the election of Mayor Pro Tem.

Mayor Browning called for nominations for Mayor Pro Tem. Council Member Moore nominated Council Member Floyd Kloc, which he accepted. Mayor Browning called for nominations two additional times and hearing no other nominations closed the nominations. Clerk Santos conducted a roll call vote as follows:

Council Member Balls	Floyd Kloc
Council Member Boensch	Floyd Kloc
Council Member Bryant	Floyd Kloc
Council Member Humphreys	Floyd Kloc
Council Member Kloc	Floyd Kloc
Council Member Milne	Floyd Kloc
Council Member Moore	Floyd Kloc
Council Member Tibbs	Floyd Kloc
Mayor Browning	Floyd Kloc

Having received the majority vote, Floyd Kloc was elected as Mayor Pro Tem of the City of Saginaw. Clerk Santos administered the oath of office. Mayor Pro Tem Kloc took his seat next to the Mayor.

ANNOUNCEMENTS

City Clerk Janet Santos made the following announcements:

- City Hall will be closed Thursday and Friday, November 24 and 25 for the Thanksgiving Holiday.
- Yard Waste service continues through the month of November.

Mayor Browning announced that the back entrance of City Hall will be closed due to repairs of the steps. Access to City Hall remains available through the front entrance with temporary access ability ramps.

PERSONAL APPEARANCES

The following personal appearances addressed Council: Joe Loperena, and Dan Fitzpatrick.

REMARKS OF COUNCIL

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

REPORTS FROM CITY MANAGER

City Manager Tim Morales introduced Dr. Jean Goodnow, President, and Larry Ramseyer, Director of Facilities for Delta College. They presented the downtown site selection at N. Franklin and E. Genesee for their new facility. The new facility is planned to be occupied by Spring/Summer of 2019.

CONSENT AGENDA:

1. Approve the November 1, 2016 closed session and regular council meeting minutes.
2. Approve a purchase order to Engel's Auto Body for \$4,715.80 for repairs to Police Patrol Vehicle No. 90-1166.
3. Approve a purchase order to Red Holman Buick GMC at the State bid price of \$42,173.95 for a 2017 GMC Sierra 2500 4X4 Flatbed vehicle for the Traffic Engineering Section of the Right of Way Division.
4. Approve a purchase order to Ironhawk Industrial Distribution, LLC for \$5,291.76 for underbody snowplow blade wear guards for the Motor Pool Operations Garage Division.
5. Approve a purchase order to Allied Building Services Company for \$6,967 for the replacement of the furnace at Forest Lawn Cemetery Maintenance Building.
6. Approve a purchase order to Macomb Group for \$5,266.38 to supply a control valve, electronic actuator, and isolation valves to be used at the 14th St. and Weiss Retention and Treatment Basins for the Remote Facilities Division.
7. Approve ratification of emergency purchase order no. 500101 to Kendall Electric, a sole source, for \$2,682 for a communication card for the security system at the Water Treatment Division.

8. Approve blanket purchase orders to primary suppliers of electrical and mechanical equipment repair services for a total amount of \$25,000 for various equipment services and repairs for the Water Treatment Division for FY 2017.
9. Approve a purchase order to Robert Weaver for \$2,256.00 to provide First Aid, CPR, and AED Training for staff at the Wastewater Treatment Division.
10. Approve a purchase order to JWC Environmental, a sole source, for \$4,834.54 for parts to rebuild a sludge grinder mechanism for the Wastewater Treatment Division.

Moved by Council Member Humphreys, seconded by Council Member Moore to approve consent agenda items 1 through 10 as presented. 9 ayes, 0 nays, 0 absent. Motion approved.

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

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

1. Council appointment of Diane Makl to the Board of Review with a term to expire December 31, 2021.
2. Council reappointment of Mary Agnes Konieczka to the Board of Review with a term to expire December 31, 2021.
3. Council reappointment of Karla Matuzak to the Board of Review with a term to expire December 31, 2021.
4. Council reappointment of Robert Szczypka to the Board of Review with a term to expire December 31, 2021.
5. Council reappointment of Joseph Turner to the Board of Review with a term to expire December 31, 2021.
6. Approve the Council appointment of Nancy Borchard to the Zoning Board of Appeals with a term to expire December 31, 2017.
7. Council reappointment of Council Member Clint Bryant to the City Planning Commission with a term to expire November 30, 2019.
8. Acknowledgment of the Mayoral appointment of Kelley Peatross to the Saginaw Housing Commission with a term to expire September 30, 2020.

9 ayes, 0 nays, 0 absent. Motion approved.

ADJOURNMENT

Moved by Mayor Pro Tem Kloc, seconded by Council Member Milne to adjourn the meeting at 8:25 p.m. 9 ayes, 0 nays, 0 absent. Motion approved.

This page is intentionally left blank.

From: Timothy Morales, City Manager
Subject: 2016/2017 November 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 the carry forward of the 2016 annual purchase orders into the 2017 Approved Budget, any errors, omissions, or changes that have occurred in November.

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 encumbrance and previous month's 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 \$37,424 from \$32,142,750 to \$32,180,174.

- The Department of Public Services – Facilities Division's Professional Services Account No (101-7575-801.000) should be increased by \$4,360. This is to recognize the encumbrance from the prior year's purchase orders. This is to cover the repairs completed at the Japanese Tea House and the final payment for the update to the recreation plan. Expenditures will be offset by available unassigned and unrestricted fund balance.
- Also, the Department of Public Services – Facilities Division's Parts and Supplies Account No (101-7575-742.000) should be increased by \$10,488. This increase is due to the recognition of the underrun funds from the 2008 windstorm that was never spent. To offset this increase in expenditures, will be an increase to the General Fund Revenues – FEMA Account No (101-0000-501.012) by the same amount.
- The General Fund Revenues – Community Development Block Grant Operating Transfer Account No (101-0000-699.275) should be decreased by \$5,339. The reduction in this account is primarily due to the city receiving the final appropriation from the Department of Housing and Urban Development, which was less than what was approved by city council. To offset this reduction in

revenues will be an increase in the use of available unassigned and unrestricted fund balance by the same.

- In the Community Public Safety Fund – Police, Community Policing Division's Overtime Account No (101-3516-704.000) should be increased by \$22,253 as well as the corresponding Medicare Account No (101-3516-715.017) of \$323. During the development of the 2017 budget, the overtime costs that are traditionally budgeted were overlooked. These costs are currently being incurred. To offset the increase in expenditures will be an increase in the use of available unassigned and unrestricted fund balance.

The Major Streets Fund (202) should be increased from \$6,943,276 to \$7,246,587. This represents an increase of \$303,311. This amendment reflects the \$303,311 in encumbrance from the prior year's purchase orders. These projects include: continued engineering services and construction assistance from Spicer Group, Inc., construction projects on Mackinaw Street, Warren Avenue, Federal, Franklin, and Baum, Genesee Street Bridge, Mason from Davenport to Weiss, and CDBG Lapeer Avenue. Other projects include – the purchase of a vehicle that was previously council approved in 2016 and staking services for Warren Avenue and Lapeer Avenue. Expenditures will be offset by available unassigned and unrestricted fund balance.

The Community Development Block Grant Fund (275) should be increased from \$1,807,694 to \$1,809,294, which is an increase of \$1,600. This increase is to recognize the donations for the Saginaw Economic Development Corporation annual Business Expo that was held on October 20, 2016. The increase in revenues is offset by an increase to the Community Development Block Grant Fund – SEDC Division's Parts and Supplies Account No (275-6520-743.000) by the same.

The Sewer Operations and Maintenance Fund (590) should be increased from \$24,618,093 to \$24,726,519. This represents a \$108,426 increase to this fund. This amendment reflects the encumbrance of funds from the prior year. Projects that will continue from the previous fiscal year are construction projects on Mackinaw and Warren. An available appropriation of retained earnings will offset the increase in this fund.

The Water Operations and Maintenance Fund (591) should be increased from \$39,825,859 to \$40,229,428. This is an increase of \$403,569. This amendment reflects the encumbrance of funds from the prior year. Projects and expenditures that will continue from the previous fiscal year are – surveying and staking for various construction projects, Court Street discharge lines, and construction projects including – Mason from Davenport to Weiss, Warren, and CDBG Lapeer. An available appropriation of retained earnings will offset this fund's increase.

The Motor Pool Operations Fund (661) should be increased from \$1,959,775 to \$2,064,371, which represents an increase of \$104,596. This increase is to recognize

revenues from the sale of vehicles and equipment. To offset the increase revenues will be an increase to the Motor Pool Operation Fund – Garage Operation's Division Maintenance Equipment Account No. (661-4481-978.000) in the amount of \$40,000 and the Motor Vehicle Supplies Account No (661-4481-737.000) in the amount of \$64,596 for the replacement of a fork truck and a vehicle computer scanner.

Council Action:

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

From: Timothy Morales, City Manager
Subject: Saginaw Fire Department SVSU Internship Program
Prepared by: Chris VanLoo, Fire Chief

Manager's Recommendation:

I recommend approval for the Memo of Understanding with Saginaw Valley State University (SVSU) that will provide the City of Saginaw and the Fire Department the ability to facilitate internships for academic credit. This agreement has been approved by me as to substance and the City Attorney as to form. It is also recommended that the City Council authorize the City Manager or his designee to sign all documents related to this agreement.

Justification:

The City of Saginaw Police Department has a long-standing history of unpaid student internships through the Criminal Justice Department at Saginaw Valley State University. At one time, a Memo of Understanding was approved to initiate the program for SVSU interns working in the Police Department for class credit.

The Fire Department would also like to use SVSU students as interns through the Criminal Justice Department. This Memo of Understanding would allow area students to participate in an internship with the City for academic credit, providing a safe and educational environment for students while allowing them to observe and learn about a career field that interests them. SVSU does not offer course material pertaining specifically to arson when it comes to crimes such as fraud and burglary. The opportunity to learn about such topics has the possibility to broaden the students' academic perspective and career aspirations, and may result in their applying to work in public safety for the City.

There is no budgetary impact as a result of this Memo of Understanding for the Saginaw Valley State University Internship Program.

Council Action:

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

From: Timothy Morales, City Manager
Subject: Facilitator for January 2017 Strategic Planning
Prepared by: Debbie Powell, City Manager's Office

Manager's Recommendation:

I recommend that the Agreement with Nancy Ohle, of Midland, MI to serve as Facilitator for the Strategic Planning Session on January 21, 2017, in the amount of \$8,487.50, be approved. I further recommend that the City Manager or his designee be authorized to sign the agreement. I have approved the Agreement as to substance and the City Attorney as to form.

Justification:

As the City's elected policy making board, part of the role of the Mayor and City Council is to engage in vision, mission, and goal setting exercises relative to strategic planning. Each year the City of Saginaw holds a Strategic Planning Session. The Strategic Planning Session will be a regular meeting of the City Council and open to the public. The Strategic Planning session is scheduled with the Mayor, City Council, and Management Team on Saturday, January 21, 2017 at the Castle Museum from 8:30 a.m. to 3:30 p.m.

The City Manager's Office worked with the Mayor and Mayor Pro Tem on completing the requirements for a Request for Proposal (RFP) for the facilitation services for the strategic planning. Upon completion of the RFP, five entities were contacted, and three responded. The lowest bid was received from Nancy Ohle, an independent contractor who provides such services to cities, counties, and public sector associations. Ms. Ohle is also a Corporate Services instructor for Delta College and has provided training sessions for both the public and private sector in the Great Lakes Bay Region.

The Strategic Planning Session scope of work consists of individual interviews with City Council Members, the City Manager and some Department Heads in advance of the session. The six hour session will focus on the following five areas: 1) Economic Development of Urban Core; 2) Public Safety and Fire Service; 3) Arts, Culture, and Recreation; 4) Neighborhood Revitalization; and 5) Utility Infrastructure. Ms. Ohle will prepare a Strategic Planning Report which will be presented to the City Council at a February meeting.

Funds are available in the General Fund - Offices of General Government - Office of the City Manager's Professional Services Account No. 101-1710- 801.000 (\$2,000), the Office of City Council's Professional Services Account No. 101-0101-801. 000 (\$5,000), and the Office of City Attorney's Professional Services Account No. 101-1734-801.000 (\$1,487.50).

Council Action:

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

From: Timothy Morales, City Manager

Subject: Maintenance and Service - Replacement 1 Ton Dump Truck

Prepared by: Don Riley, Public Services Department

Manager's Recommendation:

I recommend that a purchase order be approved and issued to Todd Wenzel Buick GMC of Westland, MI at the State bid price of \$51,449.65 for the purchase of a 2017 GMC Sierra 3500HD mini dump truck equipped as specified for the Maintenance and Service Division.

Justification:

The Maintenance and Service Division has budgeted in fiscal year 2017 to replace a 2004 Chevrolet 1/2 Ton pickup with over 113,000 miles that was scheduled for replacement in 2011. It is expensive to maintain this truck in a daily use condition due to extensive rust and fatigue to the body, frame, and driveline, along with mechanical and electrical issues. This truck is used daily and required for emergency situations in the maintenance and repair of City of Saginaw's, water and sewer infrastructure system that serves Saginaw, parts of Bay, and Tuscola Counties. Operating efficiency, operator safety, and loss of productivity due to down time contribute to the need to replace this piece of equipment. This purchase will be made using State bid pricing.

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

Funds for this purchase are available in the Water Operations and Maintenance Fund – Surplus Division's - Vehicles Account No. 591-4740-982.000 (\$25,724.83), and the Sewer Operations and Maintenance Fund - Surplus Division's - Vehicles Account No. 590-4840-982.000 (\$25,724.82).

Council Action:

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

From: Timothy Morales, City Manager
Subject: Right of Way Division - Replacement Back Hoe
Prepared by: Don Riley, Public Services Department

Manager's Recommendation:

I recommend that a purchase order be approved and issued to AIS Construction Equipment Company of Bridgeport, MI at the state bid price of \$112,138.00 for the purchase of a 2017 John Deere 310SL-HL Backhoe equipped as specified, for the Streets Section of the Right of Way Division.

Justification:

The Streets Section of the Right of Way Division has budgeted to replace a 2004 JCB 215E backhoe with over 8,800 hours scheduled for replacement in 2014 it has extensive wear and fatigue to the power train, hydraulic system, and frame structure along with mechanical issues that make this unit expensive to maintain in a useable condition. This backhoe has multiple functions it is used for street repairs, to aid in storm clean-up of right-of-way road areas by removing logs and brush, assists with routine right-of-way tree trimming, removal and planting and assists with staging at the compost pad. Operating efficiency, operator safety, and loss of productivity due to down time are also contributing factors to the need to replace this piece of equipment. This purchase will be made using State Bid Pricing.

AIS Construction Equipment Company 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. 202-4651-978.000 (\$93,138), the Rubbish Collection Fund – Brush Collection Division's - Maintenance Equipment Account No. 226-4585-978.000 (\$9,500) and the Rubbish Collection Fund – Composting Division's - Maintenance Equipment Account No. 226-4587-978.000 (\$9,500).

Council Action:

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

From: Timothy Morales, City Manager
Subject: Vehicle Collision Repair – Water Shop Pickup
Prepared by: Don Riley, Public Services Department

Manager's Recommendation:

I recommend that the low quote from Engel's Auto Body, Saginaw, Michigan be approved and that a purchase order be issued to them in the amount of \$2,502.80 for repairs to Water Shop Pickup Truck No. 57-0253.

Justification:

On November 17, 2016, Water Shop Pickup No. 57-0253, a 2012 Ford F150 with 37,846 miles was involved in an accident on Schaefer St. near Oak St. The vehicle sustained damage to the Left rear quarter panel and bumper area. The repairs amount to less than the City's \$25,000 deductible; therefore, no reimbursement from the insurance company is warranted. These repairs are necessary in order to maintain the vehicle in a safe and operable condition. Quotes were requested from three local repair vendors that have completed quality repair work for the City in the past.

The following is a listing of the quotes received:

<u>Vendor</u>	<u>Cost</u>
Engel's Auto Body Saginaw, MI (out-city)	\$ 2,502.80
Mike's Bumping and Painting Saginaw, MI (in-city)	\$ 3,013.91
Charette Auto Paint, LLC Saginaw, MI (in-city)	\$ 4,356.08

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

Funds for this purchase are available in the Motor Pool Operation Fund – Garage Operations Division's - Motor Vehicle Repairs Account No. 661-4481-931.000.

Council Action:

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

From: Timothy Morales, City Manager

Subject: Wastewater Treatment Remote Facilities – Replacement Trailer

Prepared by: Don Riley, Public Services Department

Manager's Recommendation:

I recommend that the low bid from Woodland Industries, of Kawkawlin, MI be accepted and that a purchase order be issued to them in the amount of \$2,962.00 for the purchase of one (1) 2017 Sure-Trac tandem axle Landscape Trailer equipped as specified.

Justification:

On November 8, 2016 the City received bids for a replacement landscape trailer. The Wastewater Treatment Division has budgeted to replace a 1980 Landscape trailer scheduled for replacement in 2000 it has extensive rust, wear, and fatigue to the frame, suspension and electrical system that make this trailer expensive to maintain in a useable condition. This trailer is used for transportation of mowers, materials and equipment in the daily maintenance of the City's Wastewater Treatment Plant's Remote Facilities stations and properties. Operating efficiency, operator safety, and loss of productivity due to down time are also contributing factors to the need to replace this piece of equipment.

The following is a listing of the bids received:

<u>Vendor</u>	<u>Total Cost</u>
Woodland Industries Kawkawlin, MI (out-city)	\$ 2,962.00
Verde, Inc. Lake Wales, FL (out-city)	\$ 3,995.00

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

Funds for this purchase are budgeted in the Sewer Operations and Maintenance Fund - Remote Facilities Division's - Repairs and Replacements Account No. 590-4835-974.000.

Council Action:

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