

Council Agenda

July 1, 2013 6:30 p.m.
Council Chamber

PRAYER AND PLEDGE OF ALLEGIANCE:

ROLL CALL:

ANNOUNCEMENTS:

PUBLIC HEARINGS:

1. Regarding request to create an Obsolete Property Rehabilitation Act District at 301, 311 and 315 Court St., 103 S. Niagara St., and 100 S. Hamilton St.
2. Regarding request to create a Commercial Rehabilitation Act District at 131 S. Franklin St. and 120, 122 and 126 S. Washington Ave.

PERSONAL APPEARANCES:

(A list will be provided following submittal deadline.)

REMARKS OF COUNCIL:

REPORTS FROM MANAGER:

Management Update:

1. 2013/2014 Public Safety Budget Update.

CONSENT AGENDA:

1. Approve the June 17, 2013 regular council meeting and closed session minutes.
2. Approve the six month extension to the Legal Services Agreement with Andre Borrello, Gilbert, Smith and Borrello, P.C., for professional legal services in the capacity of City Attorney through December 31, 2013.
3. Approve the sale of property at 76 W. Center Street for \$40,000 to Eggers Excavating, LLC.
4. Approve the U.S. Department of Homeland Security FEMA – SAFER Grant for \$2,317,587 for the personnel cost of 15 fire personnel for FY 2014 and FY 2015. Further, approve a budget adjustment for FY 2014 to increase the Homeland Security SAFER Grant Fund to \$1,158,794.
5. Approve a purchase order to Graveco Software, Inc. for \$4,994 for Loan Management Software for the Technical Services Department, the Community Block Development and the Saginaw Economic Development Staff.

Council Agenda

July 1, 2013 6:30 p.m.
Council Chamber

6. Approve a blanket purchase order for FY 2014 to Jerry's Tire, a sole source, for \$8,000 for tires for the Saginaw Fire Department fleet.
7. Approve a blanket purchase order for FY 2014 to Diesel Truck Sales, a sole source, for \$35,000 for emergency repairs and preventative maintenance to the Saginaw Fire Department's six pumpers and three aerial apparatus.
8. Approve a blanket purchase order for FY 2014 to Frontline Services, a sole source, for \$110,000 for emergency repairs and preventative maintenance to the Saginaw Fire Department's six pumpers and three aerial apparatus.
9. Approve a blanket purchase order to Douglass Safety Systems, LLC, a sole source, for \$15,000 for protective clothing and equipment for the Saginaw Fire Department.
10. Approve a blanket purchase order to Douglass Safety Systems, LLC, a sole source, for \$7,000 for ISI parts for the Saginaw Fire Department.
11. Approve a blanket purchase order to Douglass Safety Systems, LLC for \$10,000 for Micro-Blaze Out foam for the Saginaw Fire Department.
12. Approve a purchase order for FY 2014 to Continental Linen Services for \$4,100 for the rental of linens and floor mats used at the Andersen Enrichment Center.
13. Adopt the Resolution authorizing the use of amplifying equipment at World Outreach campus for the Fall Family Fun Fest event on September 12-14, 2013.
14. Approve separate annual blanket purchase orders for Fiscal Years 2014 and 2015 to McGard Special Products, a sole source, for \$10,000 for locks and parts to operate hydrant locks for the Maintenance and Services Division.
15. Approve separate annual blanket purchase orders for Fiscal Years 2014 and 2015 to Grainger, Inc. for \$7,700 for miscellaneous tools and supplies for the Maintenance and Service Division.
16. Approve separate annual blanket purchase orders for Fiscal Years 2014 and 2015 to Clark Hardware for \$2,100 for miscellaneous supplies for the Maintenance and Service Division.
17. Approve separate annual blanket purchase orders for Fiscal Years 2014 and 2015 to Larry's Auto Supply for \$5,000 for miscellaneous engine repair parts and supplies for the Maintenance and Services Division.

Council Agenda

July 1, 2013 6:30 p.m.
Council Chamber

18. Approve separate annual blanket purchase orders for Fiscal Years 2014 and 2015 to Applied Industrial Technologies for \$5,000 for valve replacement parts and supplies for the Maintenance and Service Division.
19. Approve separate annual blanket purchase orders for Fiscal Years 2014 and 2015 to Michigan Pipe and Valve for \$2,500 for miscellaneous parts and supplies for the Maintenance and Service Division.
20. Approve separate annual blanket purchase orders for Fiscal Years 2014 and 2015 to Michigan Meter, a sole source, for \$6,000 for Neptune Meter parts and supplies for the Maintenance and Service Division.
21. Approve separate annual blanket purchase orders for Fiscal Years 2014 and 2015 to ETNA Supply, a sole source, for \$8,000 for Sensus Meter parts and supplies for the Maintenance and Service Division.
22. Approve separate annual purchase orders for Fiscal Years 2014 and 2015 to Paragon Laboratories, Inc. for \$4,690 for toxicity analysis for the Wastewater Treatment Division.
23. Approve a purchase order to Advanced Rehabilitation Technologies for \$30,000 for relining of a 30,000 gallon underground fiberglass tank at the Wastewater Treatment Plant.
24. Approve a purchase order for FY 2014 to Banner Sales and Consulting for \$3,370 for injection equipment and chemical for the treatment of emerald ash borer infestation at the Water Treatment Division.

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

1. Consideration of reappointing Kevin Rooker to the Saginaw Historic District Commission with a term to expire July 30, 2016.
2. Consideration of appointing John Moton Jr. to the Saginaw Riverfront Development Commission with a term to expire July 1, 2018.

INTRODUCTION OF ORDINANCES:

CONSIDERATION AND PASSING OF ORDINANCES:

Council Agenda

July 1, 2013 6:30 p.m.
Council Chamber

RESOLUTIONS:

1. Adopt the Resolution establishing an Obsolete Property Rehabilitation Act District, located at 301, 311, 315 Court St., 103 S. Niagara, and 100 S. Hamilton Street, Saginaw, Michigan.
2. Adopt the Resolution establishing a Commercial Rehabilitation Act District, located at 131 S. Franklin Street, 120, 122 and 126 S. Washington Avenue, Saginaw, Michigan.

UNFINISHED BUSINESS:

MOTIONS AND MISCELLANEOUS BUSINESS:

1. Motion to amend the 2013 City Council Meeting Schedule, cancelling the July 26, 2013 Strategic Planning Session.

ADJOURN:

Darnell Earley
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.

CITY OF SAGINAW

NOTICE OF

PUBLIC HEARING

In compliance with requirements of Act 146, P.A. 2000, the following notice is posted:

Notice is hereby given that the Saginaw City Council has scheduled a public hearing on the request for an Obsolete Property Rehabilitation District consisting of the following addresses: 103 Niagara Street and 100 Hamilton Street, 301, 311 and 315 Court Street.

The public hearing will be held Monday, July 1, 2013, at 6:30 p.m. in the Council Chamber of the City Hall, 1315 S. Washington Ave., Saginaw, MI. The legal description of the property is on file in the Office of the City Clerk. All interested persons are invited to attend this public hearing.

Janet Santos, CMC/MMC
City Clerk

IF YOU ARE DISABLED AND NEED ACCOMMODATION TO PROVIDE YOU WITH AN OPPORTUNITY TO PARTICIPATE OR OBSERVE IN PROGRAMS, SERVICES, OR ACTIVITIES, PLEASE CALL THE SAGINAW CITY CLERK, 1315 S. WASHINGTON AVE., 989.759.1480.

Posted: __6-18-13_____
By: _____

CITY OF SAGINAW

NOTICE OF

PUBLIC HEARING

In compliance with requirements of Public Act 210 of 2005, the following notice is posted:

Notice is hereby given that the Saginaw City Council has scheduled a public hearing on the request for a Commercial Rehabilitation Act District for the following addresses: 131 S. Franklin Street and 120, 122 and 126 S. Washington Avenue.

The public hearing will be held Monday, July 1, 2013, at 6:30 p.m. in the Council Chamber of the City Hall, 1315 S. Washington Ave., Saginaw, MI. The legal description of the property is on file in the Office of the City Clerk. All interested persons are invited to attend this public hearing.

Janet Santos, CMC/MMC
City Clerk

IF YOU ARE DISABLED AND NEED ACCOMMODATION TO PROVIDE YOU WITH AN OPPORTUNITY TO PARTICIPATE OR OBSERVE IN PROGRAMS, SERVICES, OR ACTIVITIES, PLEASE CALL THE SAGINAW CITY CLERK, 1315 S. WASHINGTON AVE., 989.759.1480.

Posted: __6-18-13_____
By: _____

REGULAR MEETING OF THE COUNCIL OF THE CITY OF SAGINAW, MICHIGAN, HELD MONDAY, JUNE 17, 2013, AT 6:30 P.M. IN THE COUNCIL CHAMBER OF CITY HALL.

PRAYER AND PLEDGE OF ALLEGIANCE

Pastor Robert Davis Jr. offered a prayer and led the pledge of allegiance.

ROLL CALL

Mayor Branch called the meeting to order. Council Members present: Floyd Kloc, Amos O'Neal, Daniel Fitzpatrick, Larry Coulouris, Mayor Pro Tem Dennis Browning, Norman Braddock, Annie Boensch and Mayor Gregory Branch - 8. Council Members absent: Andrew Wendt - 1.

ANNOUNCEMENTS

City Clerk Janet Santos announced that the changes to the Weed Abatement Policy will affect the Local Streets only, with cutting of the parkways three feet behind the sidewalks and corner site clearance, and that nominating petitions are available for the November 5, 2013 City Election.

PUBLIC HEARINGS

City Clerk Janet Santos announced the public hearing for the Urban Cooperation Agreement (UCA) with Spaulding Township to provide building inspection, planning and zoning services. Mayor Branch called for comments. Chief Building Inspector John Stemple spoke in favor of the UCA. Mayor Branch called for comments two more times. No other comments were heard.

Moved by Mayor Pro Tem Browning, seconded by Council Member Boensch to close the public hearing. 8 ayes, 0 nays, 1 absent. Motion carried.

PERSONAL APPEARANCES

The following person addressed the Council: Debra Melkonian.

REMARKS OF COUNCIL

Remarks were heard from the following Council Members: Fitzpatrick, Coulouris, Mayor Pro Tem Browning, Braddock, Kloc and Mayor Branch.

REPORTS FROM CITY MANAGER

Management Update

City Manager Darnell Earley introduced Employee Services Director Dennis Jordan. Mr. Jordan informed Council of the meetings held for the retiree healthcare changes. Mr. Jordan introduced Mr. Dan Skiver, Vice President, of Brown & Brown and stated he has been the City's healthcare consultant since 2000.

Council Member Wendt entered the meeting at 7:06 p.m.

Mr. Skiver presented a recap of the City's healthcare history, retiree healthcare changes, the informational meetings being held, and the Affordable Care Act that will affect City retiree plans.

City Manager Darnell Earley introduced Michigan State Police Captain Arnold. Captain Arnold updated Council on the collaboration with the City Police Department and their

commitment to the City of Saginaw. Statistics were shared that reflect the success of the combined efforts of public safety agencies.

Mayor Branch introduced the recently appointed Citizen's Advisory Committee and offered Council's appreciation for their service.

City Manager Darnell Earley reported that the 4th Quarter Budget Adjustments for Fiscal Year 2012/2013 concludes all activities for the fiscal year. The fiscal year may end up with a deficit using fund balance. This is due to retirement payouts and revenue that was not realized.

City Manager Darnell Earley introduced Chief Building Inspector John Stemple. Mr. Stemple provided detailed information regarding consent agenda item #5 asbestos surveys and item #6 demolition work.

Consent Agenda

1. Approve the May 29, 2013 special council meeting minutes and June 3, 2013 regular council meeting minutes.
2. Approve Petition 13-07 from Saginaw Area Fireworks Committee to display fireworks at the north end of Ojibway Island on Thursday, July 4, 2013 at 10:15 p.m., or as an alternate, on Friday, July 5, 2013 at 10:15 p.m.
3. Approve the insurance renewals for the City's General Liability, Automobile Liability, Michigan No Fault, Employee Benefits Liability, Law Enforcement Liability, Public Officials Liability (Employment Practices Liability, Errors & Omissions, EEOC, Administrative Hearings and Sexual Harassment) for \$470,976.
4. Approve the one-year Urban Cooperation Agreement with Spaulding Township to provide building inspection, planning and zoning services.
5. Approve an annual purchase order to AKT Peerless for \$11,000 for FY 2013-2014 for the completion of asbestos surveys.
6. Approve individual purchase orders to various vendors for a cumulative total of \$360,827 for FY 2013-2014 for demolition work.
7. Approve the Administrative Services Agreement with Benefit Administrative Services International Corporation for \$17,800 for managing a onetime Health Care Reimbursement Arrangement for claims to City retirees.
8. Approve the Business Associate Agreement with Benefit Administrative Services International Corporation to insure compliance with the Standards for Privacy of Individually Identifiable Health Information set forth by the U.S. Department of Health and Human Services.

9. Approve the Employee Assistance Services Agreement with Child and Family Services for \$12,555 to provide counseling, support mechanisms and coaching to City employees and dependents.
10. Approve the addendum to extend the Service Agreement with Sedgwick Claims Management Services, Inc. to adjudicate and manage workers compensation claims.
11. Approve a purchase order to Creditron Corporation for \$6,288.60 for the annual maintenance of software and hardware used in the Fiscal Services Department, Treasurer's Division.
12. Approve the amendments to the FY 2012 - 2013 Approved Budget to recognize any errors, omissions, or changes for the 4th quarter.
13. Approve the recommendation to set a public hearing to create an Obsolete Property Rehabilitation Act District at 301, 311 and 315 Court St., 103 S. Niagara St., and 100 S. Hamilton St. for Monday, July 1, 2013 at 6:30 pm.
14. Approve the recommendation to set a public hearing to create a Commercial Rehabilitation Act District at 131 S. Franklin St. and 120, 122 and 126 S. Washington Ave. for Monday, July 1, 2013 at 6:30 pm.
15. Approve the six-month agreement with South Saginaw Homes LDHA LLC I for \$60 per hour to provide police presence.
16. Approve a purchase order to Michigan Police Equipment for \$2,400 for training and duty ammunition for the Police Department.
17. Approve the Composting Services Agreement with the Mid Michigan Waste Authority for receiving and disposing of yard waste at the City's composting site.
18. Approve separate annual purchase orders to SMAC Testing, Inc. up to the authorized amount of \$28,400 for Fiscal Years 2014, 2015, and 2016 for road resurfacing testing services.
19. Adopt the Resolution authorizing the sale and consumption of alcoholic beverages at Morley Plaza during "Friday Night Live" outdoor concert events scheduled on July 12, 19, 26 and August 2, 9, 16, 2013 from 5:30 p.m. to 9:00 p.m.
20. Adopt the Resolution authorizing Saginaw Habitat for Humanity the use of amplifying equipment at the Consumers Energy/Habitat for Humanity Celebration event on June 22, 2013 at Deindorfer Woods Park from 1:00 p.m. to 5:00 p.m.
21. Approve a purchase order to PVS Technologies for \$109,500 for 250 tons of Ferric Chloride for the Water Treatment Division for FY 2014.
22. Approve a purchase order to Key Chemical, Inc. for \$103,716.34 for 182 tons of Hydrofluosilicic Acid for the Water Treatment Division for FY 2014.

23. Approve a purchase order to Polydyne, Inc. for \$11,600 for 20,000 lbs. of Liquid PolyDMDAAC Polymer for the Water Treatment Division for FY 2014.
24. Approve a purchase order to K.A. Steel Chemicals, Inc. for \$46,104 for 68,000 gallons of Sodium Hypochlorite for the Water Treatment Division for FY 2014.
25. Approve purchase orders to Carmeuse Lime & Stone for \$256,960 for 1,600 tons of lime for the Wastewater Treatment Division and for \$56,210 for 350 tons of lime for the Water Treatment Division for FY 2014.
26. Approve a purchase order to JCI Jones Chemical, Inc. for \$114,887.50 for 175,000 gallons of Sodium Hypochlorite for the Wastewater Treatment Division for FY 2014.
27. Approve separate annual purchase orders to Fibertech, Inc. for \$85,190 for Fiscal Years 2014, 2015, and 2016 for outside lab analysis for the Wastewater Treatment Division.
28. Approve a purchase order to JCI Jones Chemical, Inc. for \$18,060 for sixty tons of chlorine for the Wastewater Division for FY 2014.
29. Approve blanket purchase orders to seven of the City's primary suppliers of parts and supplies for various amounts for the Wastewater Treatment Plant FY 2014.

Council Action:

Moved by Council Member Coulouris, seconded by Council Member Kloc to approve the consent agenda items 1, 3, 5 through 21, 23 through 26, 28 and 29 as presented. 9 ayes, 0 nays, 0 absent. Motion carried.

Moved by Council Member Wendt, seconded by Council Member Braddock to approve consent agenda item 2 as presented. 9 ayes, 0 nays, 0 absent. Motion carried.

Moved by Council Member Wendt, seconded by Council Member Braddock to approve consent agenda item 4 as presented. 9 ayes, 0 nays, 0 absent. Motion carried.

Moved by Council Member Fitzpatrick, seconded by Mayor Pro Tem Browning to approve consent agenda item 22 as presented. 9 ayes, 0 nays, 0 absent. Motion carried.

Moved by Council Member Fitzpatrick, seconded by Mayor Pro Tem Browning to approve consent agenda item 27 as presented. 9 ayes, 0 nays, 0 absent. Motion carried.

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

There were no reports given and no appointments were made.

CONSIDERATION AND PASSING OF ORDINANCES

Moved by Council Member Kloc, seconded by Mayor Pro Tem Browning to adopt an ordinance to amend Paragraph (B), "Meetings; Compensation," of §12.10 "Board of Examiners of Stationary Boiler Operators and Stationary Engineers," of Chapter 12, "Boards and Commissions," of Title I, "Administrative Code," of the City of Saginaw Code of Ordinances, O-1. 9 ayes, 0 nays, 0 absent. Motion carried.

RESOLUTIONS

Moved by Council Member Braddock, seconded by Mayor Pro Tem Browning to adopt the resolution authorizing the request to transfer location and ownership of a Class C licensed business from E & J Ventures Company, Jonesville Township to J & L, LLC, 207 N. Hamilton. 9 ayes, 0 nays, 0 absent. Motion carried.

MOTIONS AND MISCELLANEOUS BUSINESS

Moved by Council Member Kloc, second by Council Member Wendt to receive and file the letter from Andre Borrello regarding disclosure of pecuniary interest in City Attorney contracts. 9 ayes, 0 nays, 0 absent. Motion carried.

Moved by Council Member Braddock, seconded by Council Member Council Member O'Neal to enter a closed session to discuss negotiations, per MCL 15.268, Section 8. Mayor Branch asked the Clerk to conduct a roll call vote.

Ayes: Kloc, O'Neal, Fitzpatrick, Coulouris, Mayor Pro Tem Browning, Wendt, Braddock, Boensch and Mayor Branch

Nays: None

Absent: None

Abstain: None

Motion carried.

Council entered closed session at 8:32 p.m.

Moved by Mayor Pro Tem Browning, seconded by Council Member Braddock to return to regular session at 9:14 p.m. 9 ayes, 0 nays, 0 absent. Motion carried.

Moved by Council Member Braddock, seconded by Council Member Kloc to approve the tentative agreement with the I.A.F.F. union and the accompanying letter of understanding. 9 ayes, 0 nays, 0 absent. Motion carried.

ADJOURNMENT

Moved by Mayor Pro Tem Browning, seconded by Council Member Fitzpatrick to adjourn the meeting at 9:15 p.m. 9 ayes, 0 nays, 0 absent. Motion carried.

Janet Santos, CMC/MMC
City Clerk

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From: Darnell Earley, City Manager

Subject: Extension of City Attorney Contract

Prepared by: Tim Morales, Deputy City Manager/Chief Financial Officer

Manager's Recommendation:

I recommend that the professional services contract, dated October 1, 2011, with Andre Borrello of Gilbert, Smith and Borrello, P.C., be extended for a period of six months, through December 31, 2013, and that the City Manager be authorized to execute said extension.

Justification:

Mr. Borrello and attorneys in the firm of Gilbert, Smith & Borrello, P.C. have been providing legal services to the City of Saginaw for many years. Since October 1, 2011, Mr. Borrello has served as City Attorney. Mr. Borrello and his firm have agreed to continue providing services under the terms and conditions of the initial contract, including the current hourly rate of \$100 per hour, \$115 for services related to water and sewer operations, through December 31, 2013.

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 are available in the General Fund – City Attorney – Professional Services Account No. 101-1734-701-80-01.

Council Action:

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

From: Darnell Earley, City Manager
Subject: 76 W. Center St. Sale
Prepared by: John C. Stemple, Licensed Inspector

Manager's Recommendation:

It is recommended that the City of Saginaw sell the property known as 76 W. Center St. to Eggers Excavating, LLC for the purchase price of \$40,000 and further that the City Manager or his designee be authorized to sign any documents necessary to complete the transaction.

Justification:

The City of Saginaw was approached by Eggers Excavating, LLC (Eggers) indicating they wished to purchase the property known as 76 W. Center St. The property was acquired by the City in 2012 through a parcel exchange that did not involve a cash transaction, where both parcels were valued at \$40,000. The property is abutting property currently owned by Eggers where they operate a concrete recycling business which they wish to expand. Additionally, the expansion of the recycling business is anticipated to create the need for an additional five employees. The City Assessor has determined the assessed value to be \$30,666. Eggers has offered \$40,000, and this will place the property back on the tax rolls, which in 2011 had an SEV of \$18,737. The City will provide a title insurance policy in the amount of the purchase price. The City will also pay any transfer taxes associated with the sale. Eggers Excavating will pay for the recording of the deed.

The only other abutting property owner is Consumers Energy who has been contacted to ascertain if they had any interest in purchasing the property and they have confirmed that they do not. The property is non-strategic in the City's development plans.

Funds will be recognized in the General Fund Revenues' Sale of Land/Buildings Account No 101-0000-581.67-10

Council Action:

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

From: Darnell Earley, City Manager

Subject: U.S. Department of Homeland Security FEMA – Staffing for Adequate Fire and Emergency Response (SAFER) Grant Program

Prepared by: Yolanda M. Jones, Office of Management and Budget

Manager's Recommendation:

It is recommended that the City of Saginaw accept the U.S. Department of Homeland Security FEMA – SAFER Grant in the amount of \$2,317,587 to cover the personnel cost for 15 fire personnel for FY 2014 and FY 2015.

It is also recommended that the 2014 Approved Budget for the Homeland Security SAFER Grant Fund be amended from \$0 to \$1,158,794 for FY 2014. This adjustment reflects the grant's revenues and expenditures. The remaining \$1,158,794 will be reflected in the FY 2015 budget.

Justification:

In September 2012, the Department of Homeland Security Federal Emergency Management Agency's was seeking applicants for their Staffing for Adequate Fire and Emergency Response (SAFER) grant. This grant provides financial assistance to help provide funding directly to fire departments and volunteer firefighter interest organizations in order to help them increase or maintain the number of trained, "front line" firefighters available in their communities through the hiring of new firefighters, rehiring firefighters that have been laid off, retaining firefighters facing imminent layoffs, or filling of positions that were vacated through attrition.

The program objective of the SAFER Grant is to improve or restore local fire departments' staffing and deployment capabilities so that these departments may more effectively respond to emergencies. With enhanced or restored staffing levels grantees these departments could see a reduction in their response times and an increase in the number of trained personnel assembled at the incident scene.

The SAFER grant is a two-year grant with no matching requirements. This grant does not have a commit to retaining the SAFER-funded firefighters after the completion of the grant period.

On June 21, 2013, the City of Saginaw was notified that their application was approved for the 15 fire employees that would be laid off effective July 1. The City will receive \$2,317,587 over two fiscal years. The effective date of this grant is July 1, 2013. The above budget adjustment will established the budget for FY 2014.

Council Action:

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

From: Darnell Earley, City Manager
Subject: Loan Management Software
Prepared by: Jeff Klopchic, Technical Services Department

Manager's Recommendation:

I recommend that a purchase order be approved and issued to Graveco Software, Inc. (Washington), in the amount of \$4,994 for the purchase of Graveco Software, Inc. Loan Management Software.

Justification:

The Technical Services Department along with Community Development Block Grant (CDBG) and Saginaw Economic Development Corporation (SEDC) staff, have received bids through the City's Request for Bid Proposal process, researched and evaluated existing loan management software solutions. The City is in the process of implementing a new enterprise software system. The City's chosen vendor (BS&A) does not have a software module that will administer and manage business or residential loans. This recommendation will provide the City with a solution that manages the City's loans and will have integration with BS&A's cash receipts system for payments.

The City's SEDC and CDBG Divisions administer and manage over 140 business and residential loans. Staff must have the ability to track multiple loan types, print statements, create 1098's, calculate and track fees and penalties and prepare delinquent account reporting. The loan software also must have the ability to communicate customer information between the City's two software programs.

The City formally requested sealed bid proposals through its Purchasing Department. The City received two bids, which were both financially prohibitive. The cost of the programs were well outside of the pre-determined budget. We contacted two alternative companies that provide loan management solutions. We determined that Graveco Software, Inc. could provide the functionality the City needed at a financially reasonable cost.

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 and available in the Technical Services - IS Division, Computer Software Account No. 658-1720-711.73-25.

Council Action:

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

From: Darnell Earley, City Manager
Subject: Jerry's Tire – Apparatus Tires
Prepared by: Sienna Rendon, Community Public Safety – Fire

Manager's Recommendation:

I recommend that a blanket purchase order for Fiscal Year 2014 be approved and issued to Jerry's Tire, Saginaw, a sole source, in the amount of \$8,000 for tires for the Saginaw Fire Department's heavy apparatus fleet.

Justification:

Maintaining proper care of tires on the Saginaw Fire Department apparatus is necessary and critical for the safety of department personnel and the residents of the City of Saginaw and in maintaining critical service levels. Jerry's Tire is a sole source provider.

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 Community Public Safety – Fire Apparatus Operation/Maintenance Motor Vehicle Supplies Account No. 101-3554-751.73-12.

Council Action:

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

From: Darnell Earley, City Manager
Subject: Diesel Truck Sales – Apparatus Repairs
Prepared by: Sienna Rendon, Community Public Safety – Fire

Manager's Recommendation:

I recommend that a blanket purchase order for fiscal year 2014 be issued to Diesel Truck Sales of Saginaw, a sole source, in the amount of \$35,000 for emergency repairs and preventative maintenance to meet the needs of the Saginaw Fire Department's six pumpers and three aerial apparatus.

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 and is a sole source provider in the immediate area as it relates to diesel engines, heavy truck drive trains, and chassis issues.

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 repairs and vehicle maintenance are budgeted in the Community Public Safety – Fire Apparatus Operation/Maintenance Motor Vehicle Repairs Account No. 101-3554-751.80-42.

Council Action:

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

From: Darnell Earley, City Manager
Subject: Frontline Services – Apparatus Repairs
Prepared by: Sienna Rendon, Community Public Safety – Fire

Manager's Recommendation:

I recommend that a blanket purchase order for FY 2014 be issued to Frontline Services of Freeland, MI, a sole source, in the amount of \$110,000 for emergency repairs and preventative maintenance to meet the needs of the department's six pumpers and three aerial apparatus.

Justification:

Outside vendor services are used to mechanically maintain and repair the Saginaw Fire Department fleet. This vendor possesses the expertise and certifications necessary for fire apparatus repairs for the pumpers and aerial gauges, pumps, hydraulics, and valves. Frontline Services is a sole source provider in the immediate area.

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 repairs and vehicle maintenance are budgeted in the Community Public Safety – Fire Apparatus Operation/Maintenance Motor Vehicle Repairs Account No. 101-3554-751.80-42.

Council Action:

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

From: Darnell Earley, City Manager
Subject: Douglass Safety, Turnout Gear
Prepared by: Sienna Rendon, Community Public Safety - Fire

Manager's Recommendation:

I recommend that a blanket purchase order for FY 2014 be approved and issued to Douglass Safety Systems, LLC, a sole source, in the amount of \$15,000 for the purchase of protective clothing and equipment for the Saginaw Fire Department.

Justification:

The Saginaw Fire Department purchases personal protective equipment annually for firefighters for the replacement of old and/or damaged gear. Douglass Safety has been the sole provider of turnout gear since 2006. The firefighting turnout gear industry has in the last three years increased their product price 5% per year on average. In 2007, Douglass Safety agreed to hold established prices for turnout gear with the City of Saginaw for a minimum of 5 years. Douglass Safety Systems, LLC, is a sole source provider. Our annual purchase order has been reissued on the basis of this agreement.

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 available in the Community Public Safety - Fire Technical Services Clothing Supplies Account No. 101-3552-751.73-03.

Council Action:

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

From: Darnell Earley, City Manager
Subject: Douglass Safety Systems – ISI parts
Prepared by: Sienna Rendon, Community Public Safety – Fire

Manager's Recommendation:

I recommend that a blanket purchase order be approved and issued to Douglass Safety Systems, LLC, a sole source, in the amount of \$7,000 for the purchase of ISI Parts for the Saginaw Fire Department.

Justification:

The Saginaw Fire Department uses ISI self-contained breathing equipment exclusively and Douglass Safety Systems is a sole source provider of ISI parts.

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 are budgeted and available in the Community Public Safety – Fire Suppression Parts and Supplies Account No. 101-3551-751.73-30.

Council Action:

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

From: Darnell Earley, City Manager
Subject: Douglass Safety Systems – Micro-Blaze Out Foam
Prepared by: Sienna Rendon, Community Public Safety – Fire

Manager's Recommendation:

I recommend that a blanket purchase order be approved and issued to Douglass Safety Systems, LLC in the amount of \$10,000 for the purchase of Micro-Blaze Out foam for the Saginaw Fire Department.

Justification:

The Saginaw Fire Department uses Micro Blaze-Out Foam that enhances the penetration of water during extinguishment and is also biodegradable and can be used for hazardous waste cleanup.

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 are budgeted and available in the Community Public Safety – Fire Suppression Parts and Supplies Account No. 101-3551-751.73-30.

Council Action:

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

From: Darnell Earley, City Manager

Subject: Rental of Floor Mats & Linens – Andersen Enrichment Center

Prepared by: Nancy Koepke, Public Services Department

Manager's Recommendation:

I recommend that the bid from Continental Linen Services, Kalamazoo, MI, be accepted and that separate annual purchase orders for Fiscal Years 2014 and 2015 be approved and issued in the amount of \$4,100 for the rental of linens and floor mats used at the Andersen Enrichment Center.

Justification:

On April 16, 2013, bids were received for the rental services of floor mats and linens. The bid included 26 categories and over 128 items. Continental Linen Services bid on all 26 categories and items. Maruer's Textiles bid on only 19 categories and 43 of the 128 total items. The Request For Sealed Bid Proposal did not include estimated quantities as they vary from year to year and are based on the types of events. In an effort to increase efficiencies and eliminate potential purchasing issues, I recommend Continental Linen Services be issued the purchase order for all items of which they bid on.

The Andersen Enrichment Center holds approximately 220 events per year. The Andersen Enrichment Center is requesting an increase to the purchase order of approximately 4% from last year's purchase order for floor mats and linens, totaling \$4,100. This increase is necessary to meet the needs of the Andersen Enrichment Center customers that rent and pay for linens upon rental of the facility. The floor mats are exchanged in the building every 2 weeks.

Continental Linen Services meets all requirements of §14.23, "Vendors", 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 Andersen Center Operation Fund – Andersen Enrichment Center Division's Operating Services Account No. 236-7540-811.80-05 for FY 2014, and will be budgeted in the same account for the same amount in FY 2015.

Council Action:

Moved by Council Member _____, seconded by Council Member _____ that the recommendation of the City Manager be approved.

From: Darnell Earley, City Manager

Subject: Authorization for World Outreach Campus to Use Amplifying Equipment during their Event

Prepared by: Evelyn McGovern, Public Services Department

Manager's Recommendation:

I recommend approval of the Resolution authorizing the use of amplifying equipment for the Fall Family Fun Fest event to be held on September 12-14, 2013. The event will be held at the World Outreach Campus located at 2405 Bay Road between the hours of 3:00 p.m. and 7:00 p.m. on September 12 & 13, 2013, and between the hours of 11:00 a.m. and 7:00 p.m. on September 14, 2013.

Justification:

On May 15, 2013, the World Outreach Campus submitted a Special Event application for the 8th Annual Fall Family Fun Fest an event to bring families together. They requested permission to use amplifying equipment on their private property located at 2405 Bay Road during the event.

In accordance with Title IX, "General Regulations" of Chapter 99, "Special Event," §99.21, "Use of Sound Amplifying Equipment," if an event sponsor intends to use sound amplifying equipment, the event sponsor is required to obtain approval from City Council.

Council Action:

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

**RESOLUTION TO AUTHORIZE THE WORLD OUTREACH CAMPUS
USE OF AMPLIFYING EQUIPMENT SEPTEMBER 12-14, 2013
AT 2405 BAY ROAD**

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

WHEREAS, the World Outreach Campus plans to have their 8th Annual Fall Family Fun Fest to bring families together during the Fall Family Fun Fest on their private property located at 2405 Bay Road on September 12-14, 2013; and

WHEREAS, World Outreach Campus has requested permission to use amplifying equipment between the hours of 3:00 p.m. and 7:00 p.m. on September 12 and 13, 2013, and between the hours of 11:00 a.m. and 7:00 p.m. on September 14, 2013; and

WHEREAS, City Council can provide authorization for the use of amplifying equipment on public property; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Saginaw hereby authorizes the use of amplifying equipment during the Fall Family Fun Fest. The event will be held at the World Outreach Campus located at 2405 Bay Road between the hours of 3:00 p.m. and 7:00 p.m. on September 12 and 13, 2013, and between the hours of 11:00 a.m. and 7:00 p.m. on September 14, 2013.

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 July 1, 2013; 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, CMC/MMC
City Clerk

From: Darnell Early, City Manager

Subject: Blanket Purchase Order for McGard Special Products

Prepared By: John Premo, Public Services Department

Manager's Recommendation:

I recommend that separate annual blanket purchase orders for Fiscal Years 2014 and 2015 be approved and issued to McGard Special Products, Orchard Park, New York, a sole source provider, in the amount of \$10,000 for locks and parts to operate hydrant locks for the Maintenance and Services Division.

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 Fiscal Years 2014 and 2015. This allows the Maintenance and Service Division to purchase these items without establishing individual purchase orders for each purchase. 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 1, "General Provisions" of the Saginaw Code of Ordinance 0-1.

Funds for this purchase are budgeted in the Water Operation and Maintenance Fund – Maintenance and Service Division's Parts and Supplies Account No. 591-4721-861.73-30 for FY 2014, and will be budgeted in the same account for the same amount for FY 2015.

Council Action:

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

From: Darnell Earley, City Manager

Subject: Blanket Purchase Order for Grainger

Prepared by: John Premo, Public Service Department

Manager's Recommendation:

I recommend that separate annual purchase orders for Fiscal Years 2014 and 2015 be approved and issued to Grainger, Inc., Saginaw (out-City), in the amount of \$7,700 for miscellaneous tools and supplies for the Maintenance and Service Division.

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; and sump pumps for wholesale customer meter pits and other equipment required to complete the work of Water and Sewer without having to establish a purchase order each time for products that Grainger, Inc. supplies.

Grainger, 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 0-1.

Funds for this purchase are budgeted in the Sewer Operation and Maintenance Fund - Maintenance and Service Division's, Parts and Supplies Account No. 590-4821-861.73-30, (\$3,850), and the Water Operation and Maintenance Fund – Maintenance and Service Division's, Parts and Supplies Account No. 591-4721-861.73-30 (\$3,850) for FY 2014, and will be budgeted in the same account for the same amount for FY 2015.

Council Action:

Moved by Council Member _____, seconded by Council Member _____ that the recommendation of the City Manager be approved.

From: Darnell Early, City Manager

Subject: Blanket Purchase Order for Clark Hardware

Prepared By: John Premo, Public Services Department

Manager's Recommendation:

I recommend that separate annual blanket purchase orders for Fiscal Years 2014 and 2015 be approved and issued to Clark Hardware, Saginaw, MI (in city) in the amount of \$2,100 for miscellaneous supplies for the Maintenance and Service Division.

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 from this vendor without having to establish a purchase order every time supplies are purchased from Clark Hardware. These supplies vary from sheet metal screws, heavy wire mesh, and cleaning supplies for the facility.

Clark Hardware 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 Ordinance 0-1.

Funds for this purchase are budgeted in the Sewer Operation and Maintenance Fund - Maintenance and Service Division's Parts and Supplies Account No. 590-4821-861.73-30 (\$1,050), and the Water Operation and Maintenance Fund – Maintenance and Service Division's Parts and Supplies Account No. 591-4721-861.73-30 (\$1,050) for FY 2014, and will be budgeted in the same account for the same amount for FY 2015.

Council Action:

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

From: Darnell Early, City Manager

Subject: Blanket Purchase Order for Larry's Auto Supply

Prepared By: John Premo, Public Services Department

Manager's Recommendation:

I recommend that separate annual blanket purchase orders for Fiscal Years 2014 and 2015 be approved and issued to Larry's Auto Supply, Saginaw (in City), in the amount of \$5,000 for miscellaneous engine repair parts and supplies for the Maintenance and Services Division.

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 the work of water and sewer without having to establish a purchase order each time for products that Larry's Auto supplies.

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 1, "General Provisions" of the Saginaw Code of Ordinance 0-1.

Funds for this purchase are budgeted in the Sewer Operation and Maintenance Fund – Maintenance and Service Division's Parts and Supplies Account No. 590-482-1861.73-30 (\$2,500), and the Water Operation and Maintenance Fund – Maintenance and Service Division's Parts and Supplies Account No. 591-4721-861.73-30 (\$2,500) for FY 2014, and will be budgeted in the same account for the same amount for FY 2015.

Council Action:

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

From: Darnell Early, City Manager

Subject: Blanket Purchase Order for Applied Industrial Technologies

Prepared By: John Premo, Public Services Department

Manager's Recommendation:

I recommend that separate annual blanket purchase orders for Fiscal Years 2014 and 2015 be approved and issued to Applied Industrial Technologies, Buena Vista, MI, in the amount of \$5,000 for valve replacement parts to duplicate spur gears at the Maintenance and Services Division.

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 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 Ordinance O-1.

Funds for this purchase are budgeted in the Water Operation and Maintenance Fund – Maintenance and Service Division's Operating Services Account No. 591-4721-861.80-05 (\$5,000) for FY 2014, and will be budgeted in the same account for FY 2015.

Council Action:

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

From: Darnell Earley, City Manager
Subject: Blanket Purchase Order for Michigan Pipe and Valve
Prepared by: John Premo, Public Services Department

Manager's Recommendation:

I recommend that separate annual blanket purchase orders for Fiscal Years 2014 and 2015 be approved and issued to Michigan Pipe and Valve, Kochville Township, MI, in the amount of \$2,500 for miscellaneous parts and supplies for the Maintenance and Service Division.

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 from Michigan Pipe and Valve without having to establish a purchase order every time for products that this vendor supplies. Examples of materials purchased from this blanket includes: pipe lubricant, special restraining fittings, and underground nuts and bolts.

Michigan Pipe and Valve meets all requirements for §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 Sewer Operation and Maintenance Fund – Maintenance and Service Division's Parts and Supplies Account No. 590-4821-861.73-30 (\$1,250) and the Water Operation and Maintenance Fund – Maintenance and Service Division's Parts and Supplies Account No. 591-4721-861.73-30 (\$1,250) for FY 2014, and will be budgeted in the same account for the same amount for FY 2015.

Council Action:

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

From: Darnell Early, City Manager

Subject: Blanket Purchase Order for Michigan Meter

Prepared By: John Premo, Public Services Department

Manager's Recommendation:

I recommend that separate annual blanket purchase orders for Fiscal Years 2014 and 2015 be approved and issued 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.

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 a 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 this 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 1, "General Provisions" of the Saginaw Code of Ordinance O-1.

Funds for this purchase are budgeted in the Sewer Operation and Maintenance Fund – Meter Maintenance and Services Division's, Parts and Supplies Account No. 590-4820-861.73-30, (\$3,000), and the Water Operation and Maintenance Fund – Meter Maintenance and Service Division's Parts and Supplies Account No. 591-4720-861.73-30 (\$3,000) for FY 2014, and will be budgeted in the same account for the same amount for FY 2015.

Council Action:

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

From: Darnell Early, City Manager

Subject: Blanket Purchase Order for ETNA Supply

Prepared By: John Premo, Public Services Department

Manager's Recommendation:

I recommend that separate annual blanket purchase orders for Fiscal Years 2014 and 2015 be approved and issued 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.

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 a sole source for parts and supplies for the City's Sensus meters. This allows the Maintenance and Service Division to purchase items from this 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.

ETNA Supply 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 Ordinance O-1.

Funds for this purchase are budgeted in the Sewer Operation and Maintenance Fund – Meter Maintenance and Services Division's Parts and Supplies Account No. 590-4820-861.73-30 (\$4,000), and the Water Operation and Maintenance Fund – Meter Maintenance and Service Division's Parts and Supplies Account No. 591-4720-861.73-30 (\$4,000) for FY 2014, and will be budgeted in the same account for the same amount for FY 2015.

Council Action:

Moved by Council Member _____, seconded by Council Member _____ that the recommendation of the City Manager be approved.

From: Darnell Earley, City Manager
Subject: Toxicity Analysis
Prepared by: Brian Baldwin, Water and Wastewater

Manager's Recommendation:

I recommend that the offer from Paragon Laboratories, Inc. of Livonia, MI, to extend their Fiscal Year 2012 bid price to include Fiscal Years 2014 and 2015 be accepted and that purchase orders be issued to them in the amount of \$4,690 for FY 2014 and \$4,690 for FY 2015 for toxicity analysis for the Wastewater Treatment Division.

Justification:

The Wastewater Treatment Plant's National Pollutant Discharge Elimination System Permit requires monthly toxicity analysis, which we do not perform in-house. This analysis uses water fleas and minnows to measure the toxicity of the Wastewater Treatment Plant's effluent. Sealed bids from five vendors were opened June 14, 2011 and Paragon Laboratories, Inc. was the low bidder with a bid that was 32% lower than their closest competitor. Paragon Laboratories, Inc. has offered to provide the same services for the same price in Fiscal Years 2014 and 2015.

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 Sewer Operations and Maintenance Fund, Treatment and Pumping Division's Operating Services Account No. 590-4830-861.80-05 for Fiscal Year 2014, and will be budgeted in the same account for Fiscal Year 2015.

Council Action:

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

From: Darnell Earley, City Manager
Subject: Waste Acid Storage Tank Repair
Prepared by: Brian Baldwin, Water and Wastewater

Manager's Recommendation:

I recommend that the low bid from Advanced Rehabilitation Technologies of Bryon, OH, be accepted and that a purchase order be issued to them in the amount of \$30,000 for the relining of one 30,000 gallon underground fiberglass tank at the Wastewater Treatment Plant.

Justification:

The City of Saginaw Wastewater Treatment Plant has two Xerxes 30,000 gallon double wall underground storage tanks used to store Ferrous Sulfate, which is used to chemically precipitate phosphorus and remove it from wastewater. One of these tanks developed a leak into the interstitial space. The tank was removed from service, cleaned out, and evaluated. It has been determined that there is enough pitting and delamination to make the relining of the entire tank the only viable option. The cost to replace the tank is approximately \$160,000. Bids for repairing the tank were opened on May 21, 2013. The difference in price is due to the method of repair. The more expensive repair is a fiberglass overlay that involves a more labor intensive process. After review of the proposed methods, the less expensive spray-on liner was chosen. Following is a tabulation of the bids:

Advanced Rehabilitation Technologies Bryon, OH	\$30,000
Tri-Clor Inc. Hastings, MI	\$78,300

This vendor meets all requirements of §14.23, "Vendors", 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 Sewer Operation and Maintenance Fund's Surplus Repairs and Replacements Account No. 590-4840-881.97-20.

Council Action:

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

From: Darnell Earley, City Manager
Subject: Tree Injection Equipment and Chemical Treatment
Prepared by: Paul Reinsch, Water and Wastewater

Manager's Recommendation:

I recommend that the quote from Banner Sales and Consulting of Union Lake, MI, be accepted and that a purchase order be approved and issued to them in the amount of \$3,370 for the purchase of injection equipment and treatment chemical used for the treatment of emerald ash borer infestation at the Water Treatment Division for Fiscal Year 2014.

Justification:

On May 6, 2013, the Water Treatment Plant received a quote from Banner Sales and Consulting, Inc. (Banner) for equipment and treatment chemicals required for treatment of emerald ash borer infestation. The Water Treatment Plant property contains more than 40 emerald ash trees, most of which are mature. Banner is the regional supplier of the requested equipment and even if purchased by another supplier the retail costs are fixed and would be the same amount. This has been verified with the manufacturer of this equipment. We have paid to have the trees treated in the past and have determined for the cost and frequency of application required it would be beneficial to purchase our own equipment, certify staff in application and treat our own trees.

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 Capital Less than \$5,000 Account No. 591-4730-861.97-05 for Fiscal Year 2014.

Council Action:

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

From: Darnell Earley, City Manager

Subject: Establishing an Obsolete Property Rehabilitation District

Prepared by: Bill Ernat, Interim Director of Community and Economic Development

Manager's Recommendation:

I recommend that an Obsolete Property Rehabilitation Act (OPRA) District be considered for the property at 301, 311, 315 Court St., 103 S. Niagara, and 100 S. Hamilton in conjunction with the public hearing that will be held at the City Council Meeting.

Justification:

The Public Hearing will allow the applicant the opportunity to justify the establishment of the OPRA District at 301, 311, 315 Court Street, 103 S. Niagara Street, and 100 S. Hamilton Street to promote the redevelopment of the property. Hall Commercial Properties LLC, owners of the property would like to renovate the buildings and construct 17-23 condominium units above Old Jake's City Grille as well as behind, east of, the restaurant. The plan would also include the installation of a parking facility where Ewald's Bar had previously been located.

Attached is a project description, a preliminary drawing of the proposed building facade, a photograph of the front of the building (Jake's Old City Grille) and an aerial view of the building, with the building identified in red. A copy of the OPRA resolution follows.

Council Action:

This council communication is for informational purposes of the resolution to be considered for approval.

ESTABLISHING OBSOLETE PROPERTY REHABILITATION DISTRICT

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

WHEREAS, under P.A. 146 of 2000 the City of Saginaw is authorized to form Obsolete Property Rehabilitation Districts; and

WHEREAS, the property at 100 S. Hamilton Street, 103 S. Niagara Street, 301, 311 and 315 Court Street, TAX ID #16 0082 00000, 16 087 00000, 16 0088 00000, 16 0084 00000 and 16 0083 00000, respectively, has been deemed functionally obsolete by the City of Saginaw; and

WHEREAS, the owners of the properties have been notified that a public hearing will be conducted on July 1, 2013, in accordance with P.A. 146 of 2000.

NOW, THEREFORE, BE IT RESOLVED that the City of Saginaw hereby approves the formation of an Obsolete Property Rehabilitation District pursuant to Public Act 146 of 2000, as amended, for the eligible property legally described as:

100 S. Hamilton Street, 103 S. Niagara Street, 301, 311 and 315 Court Street.

Assessor's File #: 16 0082 00000, 16 087 00000, 16 0088 00000, 16 0084 00000, and 16 0083 00000.

A parcel of land in the State of Michigan, City of Saginaw, described as Lots 3, 4, and 8, and the northeasterly ½ of Lot 7 and the northeasterly ½ of a private alley adjacent to said lots running from Hamilton Street to the southerly line of Lot 4, Block 9, City of Saginaw in Division North of Cass Street.

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 July 1, 2013; 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, CMC/MMC
City Clerk

HALL COMMERCIAL PROPERTIES, LLC

5400 N. Michigan Ave., Saginaw, MI 48604

June 1, 2013

Mayor Gregory Branch
City of Saginaw
1315 S. Washington
Saginaw, MI 48601

Dear Mayor Branch.

We are requesting the approval of an Obsolete Property Rehabilitation Act District for a planned development located at:

319-21 Court Street (Jake's Old City Grille), 315-17 Court Street (adjacent to Jake's), 311 Court Street (adjacent to Jake's), 307 Court Street (adjacent to Ewald's), 301-7 Court Street (Ewald's Bar), 103 Niagara (adjacent to Ewald's)

We are finalizing development plans for 17-23 luxury condominiums at these locations with a construction schedule beginning July 2013 and completion February 2014.

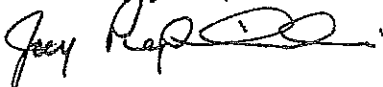
Approval of this district from City Council is a key component to help this project come to reality. We need to complete repairs immediately to several of the buildings to maintain their structural integrity. It is only after the district has been approved that we can start repairs.

We are currently working with Saginaw Future, MEDC, Saginaw Historic District Commission, Saginaw DDA, and several departments within the city of Saginaw. All of these agencies are in support of this project. We are now requesting the support of City Council.

We will submit a full application to the city with all of the required documentation and information once our contractors have finalized all of the cost estimates.

If you have any questions or need more details, please contact our development consultant, Kevin Camese at 989-493-5352 or email him at kcamese@gmail.com.

Sincerely yours,



Jay Peplinski

Controller

Proposed Condos







From: Darnell Earley, City Manager

Subject: Establishing an Commercial Rehabilitation District

Prepared by: Bill Ernat, Interim Director of Community and Economic Development

Manager's Recommendation:

I recommend that an Commercial Rehabilitation Act (CRA) District be considered for the property at 120, 122, 126 S. Washington Avenue, and 131 S. Franklin Avenue in conjunction with the public hearing that will be held at the City Council Meeting.

Justification:

The Public Hearing will allow the applicant the opportunity to justify the establishment of the CRA District at 120, 122, 126 S. Washington Avenue, and 131 S. Franklin Avenue to promote the redevelopment of the property. Bancroft Project Saginaw LLC, owners of the Washington Avenue properties, and future owners of the Franklin Avenue property would like to construct a parking lot that would be used for their tenants located in the Bancroft and Eddy buildings. The parking lot costs are very preliminary at this time, as the final plans have not yet been determined. However, the owners have provided an estimate of \$170,000 for the improvements, based on a preliminary scope of work. The breakdown for the work is as follows: fencing-\$20,000, landscaping-\$10,000, brick pillars-\$22,000, asphalt/concrete-\$103,000, and lighting-\$15,000. As the plans are still preliminary in nature at this time, they are not ready for distribution. The plans for the parking lot will be ready and available prior to the certification request.

Attached is an aerial view of the building, and a map of the general area with the proposed parking lot parcels identified in blue. A copy of the CRA resolution follows.

Council Action:

This council communication is for informational purposes of the resolution to be considered for approval.

ESTABLISHING A COMMERCIAL REHABILITATION ACT DISTRICT

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

WHEREAS, under P.A. 210 of 2005, as amended, the City of Saginaw is authorized to form Commercial Rehabilitation Districts; and

WHEREAS, the properties at 120, 122 and 126 S. Washington Avenue and 131 S. Franklin Street, TAX ID #03 0130 00000, 03 0129 00000, 03 0127 00000 and 03 0128 00000, respectively, have been deemed vacant by the City of Saginaw; and

WHEREAS, the owners of the properties have been notified that a public meeting will be conducted on July 1, 2013, in accordance with P.A. 210 of 2005, as amended.

NOW, THEREFORE, BE IT RESOLVED that the City of Saginaw hereby approves the formation of a Commercial Rehabilitation Act District pursuant to Public Act 210 of 2005, as amended, for the eligible property legally described as:

120, 122 and 126 S. Washington Avenue and 131 S. Franklin Street

Assessor's File #: 03 0130 00000, 03 0129 00000, 03 0127 00000 and 03 0128 00000

A parcel of land in the State of Michigan, City of Saginaw, described as Lots 1 and 2, the south 40 feet of Lot 3, the south 20 feet of Lot 11, the west 20 feet of the north 40 feet of lot 11 except the east 1 foot of the west 20 feet of the south 20 feet of the north 40 feet of lot 11, and Lot 12, Block 34, Map of the City of East Saginaw, also commonly known as Hoyt's Plat.

Ayes:

Nays:

Absent:

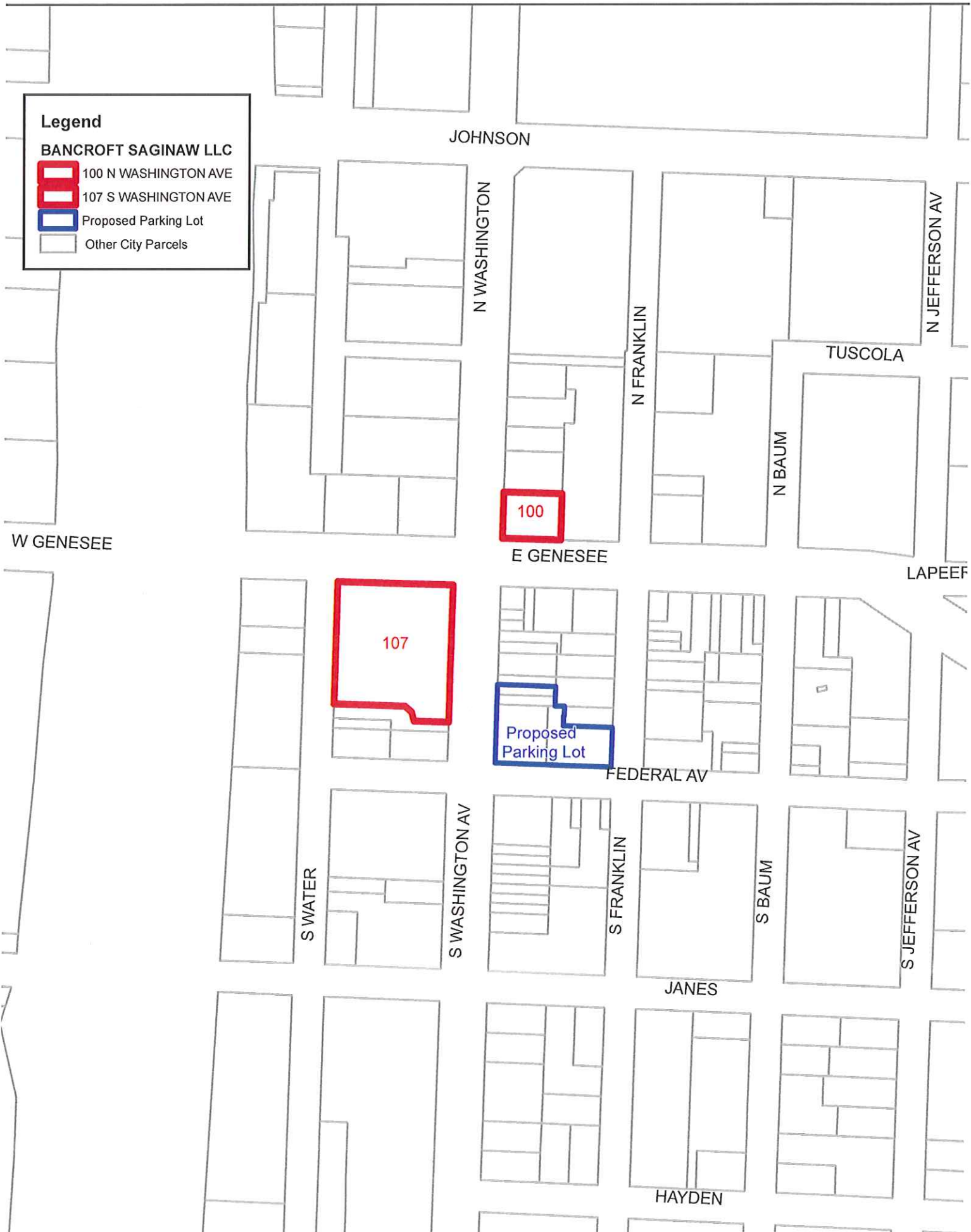
Abstain:

RESOLUTION DECLARED ADOPTED

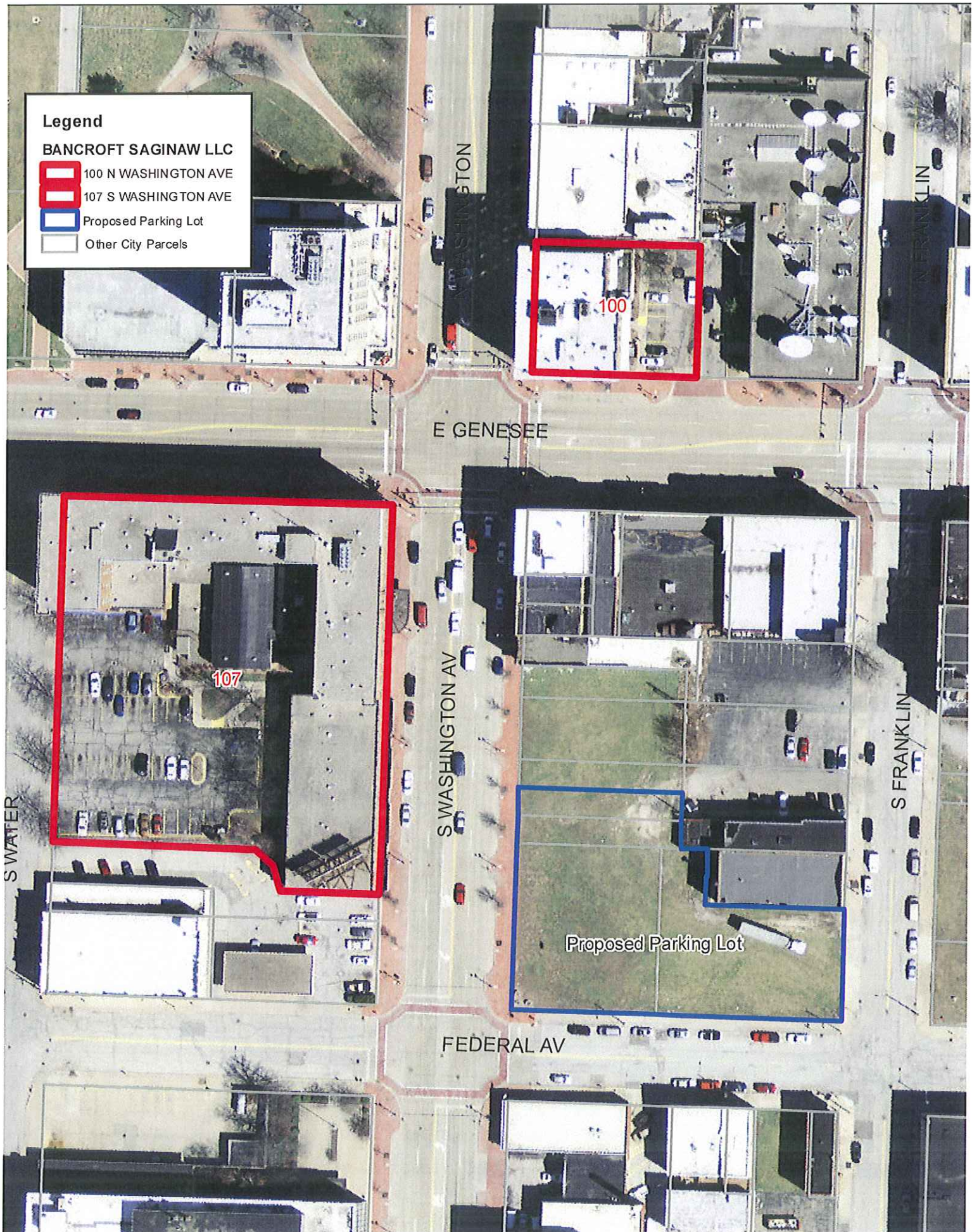
I, Janet Santos, City Clerk of the City of Saginaw, Michigan, do hereby certify that the foregoing is a true and complete copy of the resolution adopted by the City of Saginaw, Saginaw County, State of Michigan, at a public meeting held on July 1, 2013; the original thereof is on file in the records 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, CMC/MMC
City Clerk

Downtown Proposed Parking Lot



Downtown Proposed Parking Lot



CITY COUNCIL OF THE CITY OF SAGINAW

The **2013** schedule is established in accordance with Section 18 of the Saginaw City Charter and posted in compliance with requirements of Act 267, P.A. 1976.

Regular meetings are held on Monday evenings at 6:30 p.m. in the council chambers, room 205, unless noted otherwise.

JANUARY	7, 22 and 26* (*Strategic Planning Session) (Note: January 22 meeting on a Tuesday due to holiday.)
FEBRUARY	4 and 18
MARCH	4 and 18
APRIL	1 and 15
MAY	6 and 20
JUNE	3 and 17
JULY	1 and 15
AUGUST	5 and 19
SEPTEMBER	9 and 23
OCTOBER	7 and 21
NOVEMBER	12 and 25 (Note: Nov. 12 meeting on a Tuesday due to holiday)
DECEMBER	9 and 16 (Note: 2 Consecutive Mondays due to holiday)

Student Government Day (which will be announced) begins at 12:00 noon.

The Strategic Planning Sessions generally run from 8:30 a.m.-4:30 p.m. with the location to be announced.

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.

JANET SANTOS, CMC/MMC
CITY CLERK
989.759.1480

Amended by Council: 7-01-13