

Council Agenda

January 24, 2011 6:30 p.m., Council Chamber

PRAYER AND PLEDGE OF ALLEGIANCE

ROLL CALL

CORRECTION AND APPROVAL OF MINUTES OF PRECEDING SESSIONS:

January 10, 2011 regular Council meeting

ANNOUNCEMENTS:

PUBLIC HEARINGS:

Community Development Block Grant Public Hearing

PERSONAL APPEARANCES:

REMARKS OF COUNCIL:

PETITIONS:

11-01 from Robert Denha, requesting OPRA for the property located at 625 Owen Street.

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

From the Council Boards and Commission Committee:

1. Consideration of reappointing Dale Deibel to the Tax Increment Finance Authority, with a term to expire January 14, 2015.
2. Consideration of reappointing Robert Orr to the Electrical Appeals Board, with a term to expire December 31, 2013.
3. Consideration of reappointing Kenneth Miner to the Electrical Appeals Board, with a term to expire December 31, 2013.
4. Consideration of appointing David Small to the Electrical Appeals Board, to fill a vacancy, with a term to expire January 24, 2014.

5. Consideration of appointing Blanche Clark to the Saginaw Transit Authority Regional Services, to fill a vacancy, with a term to expire December 31, 2014.
6. Consideration of appointing Cheryl Hadsall to the Saginaw Transit Authority Regional Services, to fill a vacancy, with a term to expire December 31, 2014.

REPORTS FROM MANAGER:

Management Update:

City Manager's recommendations for the 2011-12 Community Development Block Grant Program.

Recommended Actions:

1. Recommending that a public hearing for the 2011 Single Lot Special Assessment Tax Roll be set Monday, February 21, 2011 at 6:30 PM.
2. Recommending acceptance of the qualified bid from Wade Trim Associates, Incorporated, Detroit, MI, and issuance of a purchase order to them in the amount of \$22,400 for the preparation of the 2010-15 Consolidated Plan and the 2011-12 Annual Action Plan. The contract is subject to approval by the City Manager as to substance and the City Attorney as to form. Funds are budgeted in the CDBG Fund Administration Divisions – Professional Services Account, No 275 6510 761.80 01 to pay for the Consolidation Plan.
3. Recommending approval of an Agreement with Cornerstone Architects/WAK in an amount not to exceed \$148,900.00 for Architectural and Engineering Services at 505 Millard Street to retain its historic value and presence in the Jefferson Street district. The agreement is subject to approval by the City Manager as to substance and the City Attorney as to form. Funds are budgeted in the NSP Professional Services Account, No. 279 6551 761.80 10.
4. Recommending that the purchase order issued to Douglas Safety Systems be increased by \$1,900.00 for a total purchase order of \$5,200.00 for the Saginaw Fire Department's Self Contained Breathing Apparatus. Due to the increasing costs of replacement parts, the original amount has nearly been expended. Funds are budgeted in the Saginaw Fire Department – Fire Operation's Parts and Supplies Account, No. 101 3751 751.73 30.
5. Recommending acceptance of the bids from Kustom Signals Inc., Lenexa, KS and issuance of purchase orders to them in the amount of \$2,697.88 for the purchase of two (2) handheld lidars and \$9,399.96 for the purchase of nine (9) vehicle mounted radars for the Saginaw Police Department to be used for traffic enforcement.. Funds are budgeted in the Department of Justice Fund - JAG - Repair and Replacement Account, No. 263 3329 741.97 20.

6. Recommending acceptance of the low bid and issuance of a purchase order to Jett Pump & Valve, Waterford, MI in the amount of \$2,748.60 for the supply and delivery of parts to repair a valve actuator at the Water Treatment Plant. Funds are budgeted in the Water Operations and Maintenance Fund – Treatment and Pumping Division’s Parts and Supplies Account, No. 591 4730 861.73 30.
7. Recommending acceptance of the low bid and issuance of a purchase order to Products Unlimited, Justin, TX, in the amount of \$2,800.00 for the purchase of lab equipment for use by the Water Treatment Plant. Funds are available in the Water Operation and Maintenance Fund – Treatment and Pumping Division’s Capital Outlay/Less than \$5,000.00 Account, No. 591 4730 861.97 05.
8. Recommending acceptance of the low quote and issuance of a purchase order to Diversified Wire & Cable, Sterling Heights, MI in the amount of \$5,977.50 for the purchase of wire and cabling required for the City of Saginaw LED retrofit project. Funds are available in the Clean Energy Coalition Fund – Clean Energy Coalition Division’s Parts and Supplies Account, No. 230 1795 701.73 30.
9. Recommending acceptance of the State bid from 3M, St. Paul, MN and issuance of a purchase order to them in the amount of \$17,950.00 for the purchase of reflective sheeting and pavement marking tape to be used by the Engineering Division. Funds are available in the Major Streets Fund – Traffic Engineering Division’s Sign Supplies Account, No. 202 4621 791 7350.
10. Recommending approval of the First Contract Amendment with Remer Plumbing, Heating and Air Conditioning in the amount of \$110,365.59 for the emergency repair or replacement of deteriorated steam pipes and traps, which will be used to complete the installation of the boiler at City Hall. The emergency work cost \$49,765.59. The original contract was approved for \$60,600.00. Funds are available in the Department of Public Services – Energy Efficiency Block Grant Division’s Construction Projects Account, No. 101 1790 701-8047.
11. Recommending approval of insurance proposals with Chubb/Federal Insurance Company for the City of Saginaw’s Building & Personal Property Coverage, Business Income and Extra Expense, Valuable Papers and Records, Computer Coverage, Flood, Earthquake and Animals in the Petting Zoo; Hanover Insurance Group for Crime Coverage; Chubb/Federal Insurance Company for Equipment Floater (including the Floating Docks) & Bridges Coverage; Cincinnati Insurance Company for Machinery & Equipment Breakdown Coverage (Option #2), and Illinois Union Insurance Company/ACE for Storage Tank Liability Insurance effective February 1, 2011 to February 1, 2012, for a total cost of \$303,419. Further recommending that the City Manager or his designee, be allowed to make adjustments to said policies, as necessary throughout the policy term, in removing and/or adding coverage on equipment, machinery and buildings, as the City acquires and/or disposes of the same. Funds are budgeted and available in

the Self Insurance Fund (Other Services) Account, No. 677 1762 711 80 06 (\$126,425 will be expended from the FY 2010-2011 budget and \$176,994 from the FY 2011-2012 budget).

INTRODUCTION OF ORDINANCES:

1. AN ORDINANCE AMENDING ORDINANCES D-1633, O-3, D-1380, and D-1511, "AN ORDINANCE TO ADOPT AND APPROVE THE DEVELOPMENT PLAN AND TAX INCREMENT FINANCING PLAN FOR DOWNTOWN DEVELOPMENT DISTRICT. PURSUANT TO THE PROVISIONS OF ACT 197, PUBLIC ACTS OF MICHIGAN OF 1975, AS AMENDED, AND TO PROVIDE FOR OTHER MATTERS RELATED THERETO," TO BE NEWLY ENTITLED, "AN ORDINANCE TO ADOPT AND APPROVE THE AMENDED DEVELOPMENT PLAN AND TAX INCREMENT FINANCING PLAN PURSUANT TO THE PROVISIONS OF ACT 197, PUBLIC ACTS OF MICHIGAN OF 1975, AS AMENDED, AND TO PROVIDE FOR OTHER MATTERS RELATED THERETO," TO BE ADDED TO TABLE V, ECONOMIC DEVELOPMENT OF THE TABLE OF SPECIAL ORDINANCES, OF THE SAGINAW CODE OF ORDINANCES

CONSIDERATION AND PASSING OF ORDINANCES:

RESOLUTIONS:

1. Approving The Community Development Block Grant Program Submission for 2011-12.
2. Approving The Comprehensive Homeless Assistance Program Emergency Shelter Grant Submission for 2011-12.
3. Approving The Home Program Submission for 2011-12.

UNFINISHED BUSINESS:

MOTIONS AND MISCELLANEOUS BUSINESS:

Motion to go into closed session to consult with its attorney regarding trial or settlement strategies in a pending employment case.

Darnell Earley
City Manager

COUNCIL COMMUNICATION

From: The City Manager

Subject: Purchase of wire and cabling for traffic signal and electrical devices

Manager's Recommendation:

I recommend that the low quote received from Diversified Wire & Cable, Sterling Heights, MI, be accepted and that a purchase order be approved and issued to them in the amount of \$5,977.50.

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

Funds for this material are available in the Clean Energy Coalition Fund – Clean Energy Coalition Division's Parts and Supplies Account, No. 230-1795-701.7330.

Justification:

In December of 2010, the City of Saginaw received three quotes for wire and cabling required for the City of Saginaw LED retrofit project. On August 23, 2010 City Council approved an agreement between the Clean Energy Coalition (CEC) and the City of Saginaw, which is providing the City with a \$463,614.75 grant. The CEC will provide this funding to the City on a reimbursement basis. The funding is intended to help the City of Saginaw increase energy efficiency or renewable energy supply to municipal facilities, to help reduce utility costs and create a healthier energy independent community. The Engineering Division has submitted to and been approved by the CEC for a project that involves retrofitting 85 City of Saginaw electrical device locations that currently have a incandescent light source to an energy efficient light-emitting diode (LED) light source. This wire and cabling is required to replace the existing deteriorated wire and cabling at the 85

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electrical device locations. As part of this project, the City of Saginaw Traffic Maintenance Section of the Engineering Division will be providing all labor for installation of the wire and cabling.

Following is a tabulation of the bids received:

Diversified Wire & Cable Sterling Heights, MI	\$5,977.50
Power & Telephone Supply Company Long Island, NY	\$8,568.00
Kendall Electric Incorporated Saginaw, MI	\$11,948.00

Council Action:

Council _____ moved that the recommendation of the City Manager be approved.

COUNCIL COMMUNICATION

From: The City Manager

Subject: ISI Parts for Self Contained Breathing Apparatus

Manager's Recommendation:

I recommend that the purchase order issued to Douglass Safety Systems for replacement parts for the Saginaw Fire Department's Self Contained Breathing Apparatus for FY2011 be increased in the amount of \$1,900.00 for a purchase order total of \$5,200.00.

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

Funds are budgeted in the Saginaw Fire Department – Fire Operation's Parts and Supplies Account, No. 101-3751-751.73-30.

Justification:

City Council approved a purchase order for \$3,300.00 to this vendor at the beginning of the fiscal year for these replacement parts. Self Contained Breathing Apparatus are used as personal protective equipment that is worn in hazardous environments. It is vital that this equipment be kept in proper working order to prevent injury or death. Due to the increasing costs of replacement parts the original amount has nearly been expended. The increase is anticipated to cover costs for the remaining months of this fiscal year.

Council Action

Council _____ moved that the recommendation of the City Manager be approved.

COUNCIL COMMUNICATION

From: The City Manager

Subject: Water Treatment Actuator Repair Parts Purchase

Manager's Recommendation:

I recommend that the low bid from Jett Pump & Valve be accepted and a purchase order be approved and issued to them in the amount of \$2,748.60 for the purchase of the supply and delivery of parts to repair a valve actuator.

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 and Pumping Division's Parts and Supplies Account, No. 591-4730-861.73-30.

Justification:

On December 7, 2010, the City received three bids for the supply and delivery of parts to repair a valve actuator. The valve actuator is for one of the high service pumps at the Water Plant. The high service pumps are used to pump finished water into the distribution system. There is no price comparison available for these parts. Following is a tabulation of the bids received and reviewed by the Purchasing Committee:

	<u>Total Bid</u>
Jett Pump & Valve Waterford, MI	\$2,748.60
Actuator Specialties Monroe, MI	\$3,081.80
The Macomb Group Sterling Heights, MI	\$3,415.22

Council Action:

Council _____ moved that the recommendation of the City Manager be approved.

COUNCIL COMMUNICATION

From: The City Manager

Subject: 2011 Single Lot Special Assessment Tax Roll

Manager's Recommendation:

It is recommended that the 2011 Single Lot Special Assessment Tax Roll transmitted herewith be filed in the office of the City Clerk for public examination; that the Council meet and review said roll at a regular meeting to be held Monday, February 21, 2011, and that the Clerk is hereby directed to post a public notice of said hearing.

Justification:

The City Engineer filed the 2011 Single Lot Special Assessment Tax Roll with the City Clerk on January 18, 2011, for the following assessments:

1. Sewer Connections & Replacements (SEW11).
2. Water Connections & Replacements (WAT11).
3. Nuisances: Trash Removal/Yard Cleanup (TR011) and Weed/Grass Cutting (WC011).
4. Environmental Tests/Samples/Inspections/Administrative Fees (EC111)
5. Environmental Fines & Surcharges (EC112)
6. Environmental Permit Fees (EC113)

The expenses on single lot assessments are not the types that require prorating of costs among several lots and parcels of land in the special assessment district, but are assessed to owners of the individual lots on which a service was performed. The owners of record have been billed in accordance with provisions of Title III, Administration, Chapter 33, "Taxation and Assessment," Section 33.26, Assessing Single Lots of the Saginaw Code of Ordinances, O-1. V, "Public Works" of the City of Saginaw Code of Ordinances, O-1.

Council Action:

Council _____ moved to accept the recommendation of the City Manager.

COUNCIL COMMUNICATION

From: The City Manager

Subject: Remer Plumbing Heating and Air Conditioning First Contract Amendment

Manager's Recommendation:

I recommend that the First Contract Amendment ("Amendment") with Remer Plumbing Heating and Air Conditioning ("Remer") be approved. The amount of the amendment is \$110,365.59. The City Manager has approved the Amendment as to substance and the City Attorney as to form.

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 contract are available in the Department of Public Services – Energy Efficiency Block Grant Division's Construction Projects Account, No. 101-1790-701-8047.

Justification:

On October 11, 2010, City Council approved the original contract with Remer in the amount of \$60,600.00. Pursuant to the terms of the original contract, Remer would replace the northerly boiler in City Hall and add a steam system automatic chemical treatment device. The boiler was being replaced because it was not functioning and it was beyond repair. Staff determined that the new boiler should be installed prior to the beginning of the winter heating season. While replacing the boiler, Remer discovered that the steam pipes and traps had deteriorated and needed to be either replaced or repaired in order to complete the installation of the boiler. Staff authorized Remer to perform the emergency work. The emergency work cost \$49,765.59. The total amount of the Amendment will not exceed \$110,365.59.

Council Action:

Council _____ moved that the recommendation of the City Manager be approved.

COUNCIL COMMUNICATION

From: The City Manager

Subject: Traffic Radars for Traffic Enforcement

Manager's Recommendation:

I recommend that the bids from Kustom Signals Inc., Lenexa, KS be accepted and a purchase order be issued to them in the amount of \$2,697.88 for the purchase of two (2) handheld lidars, and a purchase order in the amount of \$9,399.96 for the purchase of nine (9) vehicle mounted radars for the Saginaw Police Department.

These vendors 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 Department of Justice Fund – JAG – Repair and Replacement Account, No. 263-3329-741.97-20.

Justification:

The City of Saginaw Police Department has been allocated 2010 Edward Byrne Justice Assistance funds to use to sustain, support and/or enhance law enforcement operations and service delivery systems to the City of Saginaw.

The Grant specifies the purchase of reconditioned and certified radar units, and reconditioned and certified handheld lidars to use for traffic enforcement.

On December 28, 2010 the City received bids for the purchase of handheld and vehicle mounted radars. Two vendors submitted bids, but one was disqualified due to the failure to sign their bid.

Council Action:

Council _____ moved that the recommendation of the City Manager be approved.

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Manager's Recommendation: Approval of the resolution as follows:

**RESOLUTION OF THE COUNCIL OF THE CITY OF SAGINAW, MICHIGAN
APPROVING THE COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM SUBMISSION
(PROGRAM YEAR 2011-12)**

Council _____ offered and moved adoption of the following resolution:

WHEREAS, under the provisions of Title I of the Housing and Community Development Act of 1974, as amended, the Secretary of Housing and Urban Development is authorized to make grants to states and units of general local government to help finance community development programs approved in accordance with the provisions of Title I; and

WHEREAS, the Department of Housing and Urban Development has informed the City of Saginaw that they are entitled to an amount of \$2,718,413.00 in Block Grant funds to carry out the 2011-12 year program; and

WHEREAS, the application has been completed in accordance with provisions of Title I of the Housing and Community Development Act of 1974, as amended, which identified housing and community development programs that would be carried out with 2011-12 year entitlement funds; now

THEREFORE, BE IT RESOLVED, by the Council of the City of Saginaw:

1. That the Community Development Block Grant application (City Clerk's File No. _____) is hereby approved; and
2. That the City Manager is authorized to file this application with the Department of Housing and Urban Development.

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Manager's Recommendation: Approval of the resolution as follows:

**RESOLUTION OF THE COUNCIL OF THE CITY OF SAGINAW, MICHIGAN
APPROVING THE COMPREHENSIVE HOMELESS ASSISTANCE
PROGRAM EMERGENCY SHELTER GRANT SUBMISSION
(PROGRAM YEAR 2011-12)**

Council _____ offered and moved adoption of the following resolution:

WHEREAS, under the provisions of the Comprehensive Homeless Assistance Program of 1987, the Secretary of Housing and Urban Development is authorized to make grants to states and units of general government to help finance rehabilitation or conversion of buildings to use as emergency shelters for the homeless and provision of certain operating and social service expenses in conjunction with the emergency shelter for the homeless; and

WHEREAS, The Department of Housing and Urban Development has informed the City of Saginaw that they are entitled to \$109,844.00 in Comprehensive Homeless Assistance Program funds for the above purpose in the 2011-12 year program; and

WHEREAS, The application has been completed in accordance with provisions of the Comprehensive Homeless Assistance Program of 1987, which identified operating activities that could be carried out with the 2011-12 year funds; now

THEREFORE, BE IT RESOLVED, By the Council of the City of Saginaw:

1. That the Comprehensive Homeless Assistance application (City Clerk's File No. _____) is hereby approved; and
2. That the City Manager is authorized to file this application with the Department of Housing and Urban Development.

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Manager's Recommendation: Approval of the resolution as follows:

**RESOLUTION OF THE COUNCIL OF THE CITY OF SAGINAW, MICHIGAN
APPROVING THE HOME PROGRAM SUBMISSION
(PROGRAM YEAR 2011-12)**

Council _____ offered and moved adoption of the following resolution:

WHEREAS, under the provision of Title II of the National Affordable Housing Act of 1990, as amended, the Secretary of Housing and Urban Development is authorized to make entitlement awards to states and units of general local government that have been designated as a participating jurisdiction to help finance housing programs approved in accordance with the provisions of Title II; and

WHEREAS, The Department of Housing and Urban Development has informed the City of Saginaw that they are entitled to an amount of \$811,399.00 in HOME funds to carry out the 2011-12 year program; and

WHEREAS, the application has been completed in accordance with the provisions of Title II of the National Affordable Housing Act of 1990, as amended, which identified housing programs that would be carried out with the 2011-12 year entitlement funds; now

THEREFORE, BE IT RESOLVED, by the Council of the City of Saginaw:

1. That the HOME application (City Clerk's File No. _____) is hereby approved; and
2. That the City Manager is authorized to file this application with the Department of Housing and Urban Development.

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From: The City Manager

Subject: Water Treatment Plant Sieve Equipment

Manager's Recommendation:

I recommend that the bid from Products Unlimited be accepted and a purchase order be approved and issued to them in the amount of \$2,800.00 for the purchase of lab equipment.

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 Water Operation and Maintenance Fund – Treatment and Pumping Division's Capital Outlay/Less than \$5,000.00 Account, No. 591-4730-861.97-05.

Justification:

On December 14, 2010, the City received bids for lab equipment. Included are a sieve shaker, clamping unit and set of sieves. These items are for analysis of particle size for Water Treatment filter media. Filter media particle size analysis is essential to the preventive maintenance of filters. Proper preventive maintenance enables our utility to meet water effluent goals and regulatory compliance requirements. No price comparison is available. Following is a tabulation of the bids received and reviewed by the Purchasing Committee:

Products Unlimited, Inc.
Justin, TX

Total Bid
\$2,800.00

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Utech Products Inc. Schenectady, NY	\$2,878.97
Comade, Inc. Irvine, CA	\$3,037.93
Buy Indian Medical Marietta, GA	\$3,093.20
Government Scientific, Inc. Reston, VA	\$3,211.13
Retsch, Inc. Newtown, PA	\$3,351.60

Council Action:

Council _____ moved that the recommendation of the
City Manager be approved.

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From: The City Manager

Subject: Traffic Engineering, sign faces

Manager's Recommendation:

I recommend that the State bid from 3M be accepted and a purchase order be approved and issued to them in the amount of \$17,950.00

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 Major Streets Fund – Traffic Engineering Division's Sign Supplies Account, No. 202-4621-791-7350.

Justification:

The State of Michigan awarded the bid for reflective sheeting and pavement marking tape to 3M of St. Paul, MN, per contract #071B8200201.

The Traffic Engineering Division is required to maintain and replace, when necessary, approximately 25,000 street signs within the City of Saginaw. These materials are used to replace signs that have been damaged, vandalized, or need to be replaced because of age. Approximately 600 sign faces will be ordered, including but not limited to No-Parking, Stop, Yield, Do Not Enter, Keep Right, Truck Limit, Speed Limit, etc.

Council Action:

Council _____ moved that the recommendation of the City Manager be approved.

COUNCIL COMMUNICATION

From: The City Manager

Subject: Architectural and Engineering Services for 505 Millard Street

Manager's Recommendation:

I recommend that an Agreement with Cornerstone Architects/WAK be approved and a purchase order be issued to them in an amount not to exceed \$148,900.00 for Architectural and Engineering Services at 505 Millard Street. This agreement is subject to approval by the City Manager as to the substance and the City Attorney as to form.

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 project are budgeted in the NSP Professional Services Account, No. 279-6551-761.80-10.

Justification:

The property at 505 Millard Street is a 40-unit apartment building built in 1926. This NSP2 project needs special attention to detail its renovations and upgrades to retain its historic value and presence in the Jefferson Street district.

Cornerstone Architects / William Kibbe & Associates has proven to be the most qualified bidder based on considerations of the RFP requirements, scored by a committee comprised of Marvin Hare (Saginaw County Treasurer), Phillip Karwat (City Engineer), Scott Nizinski (Building Inspector), and Barri Woods (City Electrical Inspector). Marvin Hare contacted the references listed in the proposals and was not involved with the technical scoring. With Cornerstone Architects high recommendations

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and their expertise in historical restorations and tax credit experience, along with William Kibbe & Associates being a local vendor, render them as the best candidate for this NSP2 project.

Scoring was based on a 70 percent technical rating and a 30 percent cost ratio as follows on pages 3 and 4.

Council Action:

Council _____ moved that the recommendation of the City Manager be accepted.

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505 Millard RFP Ranking

Firm	Technical Score*	Weight	Weighted Technical Score	Cost	Cost Score**	Weight	Weighted Cost Score	Overall Score***	Rank
Alexander V. Bogaerts & Ass	72.3	70%	50.6	\$198,750.00	74.90	30%	22.47	73.08	2
Christian & Associates, LLC	55.3	70%	38.7	\$200,000.00	74.50	30%	22.35	61.06	5
Spicer Group/THA	69.7	70%	48.8	\$222,394.00	67.00	30%	20.10	68.89	4
Kraemer Design Group	67.3	70%	47.1	\$183,700.00	81.1	30%	24.33	71.44	3
Cornerstone Architects/WAK	63.7	70%	44.6	\$148,900.00	100	30%	30.00	74.59	1

*The City of Saginaw review panel rated each firm's technical cost proposal. The technical score is an average of the review panel scores. The highest possible technical score each firm could receive was 100 points.

**The cost score was ranked as a percentage of how much the costs deviated from the lowest cost proposal.

***The overall score is a sum of 70 percent of the technical score plus 30 percent of the cost score.

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PROPOSAL SELECTION CRITERIA

RFP for Architectural and Engineering Services for 515 Millard Street, Saginaw, Michigan

Engineering Firm: _____ Reviewer: _____ Date: _____

	Possible Points	Reviewer's Points
Project Approach: Submitter's approach and inclusion of multidisciplinary collaboration for the planning, design and construction throughout the entire project including such items as meeting goals and objectives, sustainable design, life cycle assessment of systems, quality control and quality assurance and partnership with local vendors. 30 Points Exceed expectations 15 Points Meets expectations 1 Point Minimal information given	30 Points	
Related Project Experience: Submitter's experience with projects of comparable size, scope and value and demonstrate through their experiences the ability to meet project goals and objectives and apply innovative thinking to solve problems within the constraints of project budgets and timelines and involve the client throughout the process. 30 Points Exceed expectations 15 Points Meets expectations 1 Point Minimal information given	30 Points	
Project Team Qualifications: Submitter's organizational structure, resumes of key personnel and specialized disciplines including licences, certifications, qualifications to participate in the project and their experience on projects of similar scope and size. Submitter lists any joint ventures and qualifications of each firm, if applicable. 30 Points Exceed expectations 15 Points Meets expectations 1 Point Minimal information given	20 Points	
Understanding of Project: Submitter's written understanding as to what services are requested and scope of requested service. Identify each discipline outlined in the purpose section of this RFP and how your firm will respond to any project under each discipline. 30 Points Exceed expectations 15 Points Meets expectations 1 Point Minimal information given	20 Points	
TOTAL	100 Points	

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From: The City Manager

Subject: Insurance proposals for the City's Building & Personal Property Coverage, Business Income, Valuable Papers and Records, Computers, Flood, Earthquake, Animals in the Petting Zoo, Crime, Equipment, Bridges, Machinery & Equipment Breakdown and Storage Tanks

Manager's Recommendation:

I recommend approval of the insurance proposals with Chubb/Federal Insurance Company for Combined Building & Personal Property, Business Income and Extra Expense, Valuable Papers and Records, Computer Coverage, Flood, Earthquake and Animals in the Petting Zoo; with The Hanover Insurance Group for Crime Coverage; with Chubb/Federal Insurance Company for Equipment Floater (including the Floating Docks) & Bridges Coverage; with Cincinnati Insurance Company for Machinery & Equipment Breakdown Coverage (Option #2), and Illinois Union Insurance Company/ACE for Storage Tank Liability Insurance effective February 1, 2011 to February 1, 2012, for a total cost of \$303,419 and that I, and/or my designee, be authorized to execute any and all necessary insurance documents under the plans.

I further recommend that I or my designee be allowed to make adjustments to said policies, as necessary throughout the policy term, in removing and/or adding coverage on equipment, machinery and buildings, as the City acquires and/or disposes of same.

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

Funds are budgeted and available in the Self Insurance Fund (Other Services) Account No. 677-1762-711-80-06. (\$126,425 will be expended from the FY2010-2011 budget and \$176,994 from the FY2011-2012 budget.)

Justification:

Recently, Saginaw Bay Underwriters received proposals for insurance coverage on City Building & Personal Property, Business Income and Extra Expense, Valuable Papers and Records, Computer Coverage, Flood, Earthquake and Animals in the Petting Zoo, Crime Coverage, Equipment Floater (including the Floating Docks) &

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Bridges Coverage, Machinery & Equipment Breakdown Coverage and Storage Tank Liability Insurance to be effective February 1, 2011 to February 1, 2012. Upon receipt and review of the proposals received by Saginaw Bay Underwriters, the following insurance policies are being recommended:

BLANKET COVERAGE

Chubb/Federal Insurance Company policy includes Blanket Coverage for Buildings and Personal Property, Business Income and Extra Expense, Valuable Papers and Records, Computer Coverage, Flood, Earthquake, and Animals in the Petting Zoo. Last year's premium was \$180,229 and this year's premium is \$182,787, which includes a Terrorism Coverage charge of \$9,035. This is an increase of \$2,558, over last year's premium, which is a result of increasing the value of the City buildings by 3% to stay current with inflation. The increase was also a result of adding the equipment and buildings at Celebration Park to the list. This policy also includes coverage for City-owned property at 525 S. Alexander and 1305 Brockway, however, these insurance premiums will be billed separately to the NSPI program. (This policy carries a \$100,000 deductible with the exception of the Animals in the Petting Zoo, which has a \$500 deductible, Computer Coverage, which has a \$10,000 deductible and the two (2) NSPII homes, which carry a \$5,000 deductible.) Note that the new fence at the Water Treatment Plant was added to this policy at no extra cost to the City.

CRIME COVERAGE

The Hanover Insurance Group, policy, includes coverage for Public Employee Dishonesty, Forgery and Alteration, Theft, Disappearance and Destruction (inside and outside the premises) and Computer Fraud. This year's premium was \$7,581, which is the same as last year's. (This policy carries a \$10,000 deductible, with the exception of Forgery and Alteration, which carries a \$1,000 deductible.)

EQUIPMENT FLOATER POLICY

Chubb/Federal Insurance Company policy includes Contractors Equipment, Miscellaneous Unscheduled Equipment, Employee Tools, Rental Cost Reimbursement, Equipment Leased/Rented from others, Floating Docks, Debris Removal, Fire Department Service Charges, Inventory or Appraisals, Pollutant Clean-up, Fire

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Protection and Equipment Refill. This year's premium is \$18,315, which is a decrease of \$359 from last year's premium. (The deductible for this policy ranges from \$1,000-\$5,000, with the exception of the Floating Docks which carries a \$25,000 deductible.)

BRIDGES POLICY

Chubb/Federal Insurance Company policy includes coverage on the Douglas Schenck, Frank Andersen, Holland, Genesee Avenue, Johnson Street, Norman Street, Ojibway Island (South End) and Ojibway Island Pedestrian (North & South End) Bridges. The premium for this policy this year is \$76,125, which is an increase of \$16,520 from last year. The increase is due to a thorough assessment of the bridges provided by the City Engineer, which raised the collective values placed on all bridges from \$41,106,450 to \$60,900,000. (The deductible on this policy is \$50,000.)

MACHINERY & EQUIPMENT BREAKDOWN

Cincinnati Insurance Company policy includes coverage on Electric Generators, Miscellaneous Electrical Apparatus, Recip. Eng. Internal Combustion, Transformers, Water Damage, Expediting Expenses, Water Damage, Ammonia Contamination and Hazardous Substance. The following options are proposed:

Option #1 (\$5,000 deductible-all items): Premium: \$11,096: Savings: \$2,348.

Option #2 (\$10,000 deductible-all items): Premium: \$9,616, Savings: \$3,828.

Given the City's history of one (1) claim for \$5,490, under this policy, in the past five (5) years, it is being recommended that the City select Option #2, as the City would save \$7,656 in only a 2-year period, which amount is greater than the one claim filed.

STORAGE TANK LIABILITY INSURANCE

Illinois Insurance Company policy includes coverage on 13 tanks (8-above ground and 5-underground) that are insured at 4 locations. This year's premium is \$8,995, which is an increased of \$595 due to the tanks being one year older. (The policy carries a \$10,000 deductible per incident.)

Council Action:

Council _____ moved that the recommendation from the City Manager be approved.

COUNCIL COMMUNICATION

From: The City Manager

Subject: Consolidated Plan Consultant

Manager's Recommendation:

I recommend that the qualified proposal from Wade Trim Associates Incorporated be accepted to prepare the 2010-15 Consolidated Plan and the 2011-12 Annual Action Plan, and that a purchase order be issued to them in the amount of \$22,400. It is further recommended that the City Manager or his designee be authorized to execute the same. The contract is subject to approval by the City Manager as to substance and the City Attorney as to form.

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 in the CDBG Fund Administration Divisions – Professional Services Account, No. 275 6510 761 80 01 to pay for the Consolidation Plan.

Justification:

The Consolidated Plan needs to be prepared every five years, and the Annual Action Plan yearly, to follow HUD guidelines and is a requirement for HUD funding. A panel reviewed the RFP's and determined the bid should be awarded to Wade Trim Associates Incorporated. The City's Consolidated Plan for years 2010-2015 and the Annual Action Plan for years 2011-2012 will expire on 6/30/11. Six bids were received as follows:

McKenna Associated, Inc. Northville, MI	\$16,000
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Wade Trim Associates, Inc. Detroit, MI	\$22,400
Ask Development Solutions Southfield, MI	\$25,500
LSL Planning Inc. Royal Oak, MI	\$28,500
William, Frank, Nancy (WFN) Marietta, GA	\$38,500
Western Economic Services Portland, OR	\$59,880

The timetable to complete the Consolidated Plan is very short. The schedule is as follows: Completion of first draft by March 16, 2011, second & final draft by March 25, 2011, and final approved plan submitted to HUD by May 13, 2011. Wade Trim is experienced in this work and has provided community and economic development consulting services for 35 years. Wade Trim has also completed HUD Consolidated Plans for Taylor, Dearborn Heights, Highland Park, and Redford Township.

Council Action:

Council_____ moved that the communication from the City Manager be received and filed.

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Council _____ moved that an ordinance introduced January 24, 2011, entitled and reading as follows, be taken up and enacted:

AN ORDINANCE AMENDING ORDINANCES D-1633, O-3, D-1380, and D-1511, "AN ORDINANCE TO ADOPT AND APPROVE THE DEVELOPMENT PLAN AND TAX INCREMENT FINANCING PLAN FOR DOWNTOWN DEVELOPMENT DISTRICT. PURSUANT TO THE PROVISIONS OF ACT 197, PUBLIC ACTS OF MICHIGAN OF 1975, AS AMENDED, AND TO PROVIDE FOR OTHER MATTERS RELATED THERETO," TO BE NEWLY ENTITLED, "AN ORDINANCE TO ADOPT AND APPROVE THE AMENDED DEVELOPMENT PLAN AND TAX INCREMENT FINANCING PLAN –PURSUANT TO THE PROVISIONS OF ACT 197, PUBLIC ACTS OF MICHIGAN OF 1975, AS AMENDED, AND TO PROVIDE FOR OTHER MATTERS RELATED THERETO," TO BE ADDED TO TABLE V, ECONOMIC DEVELOPMENT OF THE TABLE OF SPECIAL ORDINANCES, OF THE SAGINAW CODE OF ORDINANCES.

The City of Saginaw Ordains:

Section 1. Definitions. The terms used in this ordinance shall have the following meaning unless the context clearly requires otherwise:

"Authority" means the City of Saginaw Downtown Development Authority.

"Base Year Assessment Roll" means the base year assessment role prepared by the City Assessor in accordance with Section 3 of this ordinance.

"Captured Assessed Value" means the amount in any one year by which the current assessed value as finally equalized of all taxable property in the Development Area exceeds the Initial Assessed Value.

"City" means the City of Saginaw, County of Saginaw, State of Michigan.

"Current Assessment Roll" means the current assessment roll prepared by the City Assessor in accordance with Section 4 of this ordinance.

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“Development Area” means more fully described as follows:

Beginning at the northwesterly corner of Millard St., and S. Park Ave., thence southeasterly along the western line of S. Park Ave. to the southerly line of Burt St. thence northeasterly to the easterly line of S. Fourth St., thence northwesterly along the easterly line of S. Fourth St. to the southerly line of Thompson St., thence northeasterly along the southerly line of Thompson St. to the northerly line of Janes St. thence westerly along the northerly line of Janes St. to the southeasterly corner of Lot 1, Block 56 Glasby, and Gallagher's Addition, thence northerly along the easterly line of Lot 1 to the northerly line of Lot 1, thence westerly along the northerly line of Lot 1 and Lot 1 extended to the northeasterly corner of Lot 2, Block 55 Glasby and Gallagher's Addition, thence westerly along the northerly line of Lot 3, Lot 2, Lot 1 and Lot 1 extended to the northeasterly corner of Lot 4, Block 44 of Glasby and Gallagher's Addition, thence westerly along the northerly line of Lot 4 and Lot 3 to the center line of Block 44, thence northerly along the center line of Block 44 and the center line extended to the center line of Block 45 Glasby and Gallagher's Addition, thence northerly along the center line of Block 45 and the center line extended to the center line of Block 46 Glasby and Gallagher's Addition which is also the easterly line of Lot 1, thence northerly along the easterly line of Lot 1 and Lot 2 to the northerly line of Lot 2, thence westerly along the northerly line of Lot 2 and Lot 2 extended to the westerly line of N. Second St., to the southerly line of Carroll St., thence westerly along the southerly line of Carroll St. to the westerly line of N. Franklin St., thence northerly along the westerly line of N. Franklin St. to the northerly line of Astor St., thence easterly along the northerly line of Astor St. to the easterly line of N. Second St., thence southerly along the easterly line of N. Second St. to the northerly line of Lot 6 Block 109 Hoyt's Northern Addition, thence easterly along the northerly line of Lot 6 and Lot 14, Block 109 Hoyt's Northern Addition to the western line of N. Third Ave., thence easterly across N. Third Ave. to the northeast corner of Lot 6 Block 114, Hoyt's Northern Addition thence northerly along the westerly line of Lots 13, 12, and 11 Block 114, Hoyt's Northern Addition to the center line of the main track of the C & O Railroad, thence northwesterly along the center line of the main track of the C & O Railroad (being the track crossing the Saginaw River) to the northerly limits of the City of Saginaw, thence westerly along the northern limits of the City of Saginaw to the center line of the main track of the Grand Trunk Railroad, thence southerly along the center line of the main track of the Grand Trunk Railroad to the southerly line of Davenport St., thence westerly to the easterly line of Schaefer St., thence southerly along the easterly line of Schaefer St. to the southerly line of Congress Ave., thence westerly along the southerly line of Congress St. to the westerly line of Stone St., thence southerly along the westerly line of Stone St. to the southerly line of Cooper St., thence westerly along the southerly line of Cooper St. to the westerly line of N. Bond St. thence southerly and southwestwesterly along the westerly line of N. Bond St. to the southerly line of Remington St., thence southeasterly along the southerly line of Remington St. to the westerly line of N. Fayette St., thence southwestwesterly along the westerly line of N. Fayette St., to the northwesterly line of Court St., thence northwesterly along the northwesterly line of Court St. to the westerly line of S. Harrison St. thence southwestwesterly along the westerly line of S. Harrison St. to the southerly line

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of Cass St., thence southeasterly along the southerly line of Cass St. to the westerly line of S. Fayette St., thence southwesterly along the westerly line of S. Fayette St. to the southern line of Stephens St., thence southeasterly along the southerly line of Stephens St. to the southerly line of Rust Ave. thence easterly along the southerly line of Rust Ave. to the easterly line of S. Washington Ave. thence northeasterly along the easterly line of S. Washington Ave. to the southerly line of E. Holland Ave. thence southeasterly along the southerly line of E. Holland Ave. to the easterly line of S. Jefferson Ave. thence northeasterly along the easterly line of S. Jefferson Ave. to the southerly line of Holden St. thence easterly along the southerly line of Holden St. to the easterly line of Owen St. thence northeasterly along the easterly line of Owen St. to the southerly line of Meredith St. thence easterly along the southerly line of Meredith St. to the easterly line of Howard St. thence northeasterly along the easterly line of Howard St. to the northerly line of Hoyt St. thence northwesterly along the northerly line of Hoyt St. to the easterly line of Owen St. thence northeasterly along the easterly line of Owen St. to the northerly line of Millard St. thence northeasterly along the northerly line of Millard St. to the westerly line of S. Park St. which is the point of beginning. Excepting from the above description Lot 1, Joseph Campau Farm lying west of Michigan Ave. and south of Houghton Ave., Lots 2, 3 & 4 Joseph Campau Farm lying west of Michigan Ave. also known as Bliss Park.

“Development Plan” means the “Downtown Development Plan dated July, 2010 transmitted to the City Council by the Authority for public hearing and amended in January 2011 and confirmed by this ordinance, copies of which are on file in the office of the City Clerk.

“Initial Assessed Value” means the assessed value, as equalized, of all the taxable property within the boundaries of the development area at the time the ordinance establishing the tax increment financing plan is approved, as shown by the most recent assessment roll of the municipality for which equalization has been completed at the time the resolution is adopted. Property exempt from taxation at the time of the determination of the initial assessed value shall be included as zero. For the purpose of determining initial assessed value, property for which a specific local tax is paid in lieu of a property tax shall not be considered to be property that is exempt from taxation.

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“Project Fund” means the “Project Fund-Downtown Development Authority Area established pursuant to Section 5 of this ordinance.

“Tax Increment Financing Plan” means the “Tax Increment Financing Plan” dated July, 2010, and transmitted to the City Council by the Authority for public hearing and amended in January 2011 confirmed by this ordinance, copies of which are on file in the office of the City Clerk.

“Taxing Jurisdiction” means each unit of government levying an ad valorem property tax on property in the Development Area.

Section 2. Approval and Adoption of the Development Plan and Tax Increment Financing Plan. The Development and Tax Increment Financing Plan are hereby approved and adopted. The duration of the plan shall be 20 years, with the exception that the plan may be extended by subsequent amendment of the plan and this ordinance. A copy of the plan and all amendments thereto shall be maintained on file in the City Clerk’s office.

Section 3. Preparation of Base Year Assessment Role.

(a) Within 60 days of the effective date of this ordinance, the City Assessor shall prepare the Base Year Assessment Roll. The Base Year Assessment Roll shall list each Taxing Jurisdiction in which the Development Area and the amount of tax revenue derived by each Taxing Jurisdiction from ad valorem taxes on the property in the Development Area.

(b) The Assessor shall transmit copies of the Base Year Assessment Roll to the City Treasurer, the County Treasurer, the Authority and each Taxing Jurisdiction,

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together with a notice that the assessment roll has been prepared in accordance with this ordinance and the Tax increment Financing Plan.

Section 4. Preparation of Current Assessment Role. Each year within 15 days following the final equalization of property in the Development Area the Assessor shall prepare an updated assessment roll for the Development Area. This updated assessment roll shall be the Current Assessment Roll. The Current Assessment role shall show the information required on the Base Year Assessment Roll and, in addition, the Captured Assessed Value for that year. Copies of the Current Assessment Roll shall be transmitted by the Assessor to the same persons the Base Year Assessment Roll, together with a notice that it has been prepared in accordance with the ordinance and the Development Plan.

Section 5. Establishment of Project Fund; Approval of Depository. The Treasurer of the Authority shall establish a separate fund which shall be kept in a depository bank account or accounts in a bank or banks approved by the Finance Director of the City, to be designated Project Fund - Downtown Authority Plan. All tax increment revenues received by the Authority pursuant to the Development Plan and the Tax Increment Financing Plan shall be deposited in the Project Fund. All monies in that fund and earnings thereon shall be used only in accordance with the Development Plan, the Tax Increment Financing Plan and this ordinance.

Section 6. Payment of Tax Increment Revenue to Authority. The City and County treasurers shall, as ad valorem taxes are collected on properties in the Development Area, pay that portion of the tax levy of all of the Taxing Jurisdictions paid each year on the real and personal property on the Development Area on the Captured

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Assessed Value to the treasurer of the Authority for deposit in the Project Fund. The payments shall be made on the date or dates on which the City and County treasurers are required to remit taxes of each of the Taxing Jurisdictions.

Section 7. Use of monies in the Project Fund. The money credited to the Project Fund and on hand therein from time to time shall annually be used in the following manner.

1. Add safety and security measures within the DDA District by providing security cameras and a public safety officer to the district.
2. Upgrading the Downtown Farmers Market by improving parking and Assist in the construction of a permanent facility.
3. Assist in making parcels located within the DDA District marketable for further development by providing demolition assistance and land assembly services.
4. Providing assistance in marketing and improving downtown properties by implementation of a façade improvement/revolving loan program and encouraging mixed-use development, which would include residential development.
5. Provide ongoing assistance with marketing downtown events and activities by assistance in purchasing or constructing a stage facility for entertainment events.
6. Provide ongoing infrastructure maintenance and improvements in the DDA District by implementing a sidewalk maintenance program.
7. Improve the downtown riverfront area so as to integrate the river into

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the downtown business district.

8. Enhance the main downtown thoroughfares, including M-13, Johnson Avenue, Genesee Street, Michigan Avenue and Court Street by implementing an annual beautification program.
9. Continue to coordinate efforts of all organizations that have an interest in business development/improvement in the DDA District.
10. Fund a revenue sharing agreement with the City of Saginaw.

Section 8. Annual Report. Within 90 days after the end of each fiscal year, the Authority shall submit to the City Council, with copies to each Taxing Jurisdiction, a report on the status of the Project Fund. The report shall include the amount and source of revenue in the account, the amount and purpose of expenditures from the account, the Initial Assessed Value of the Development Area, the tax increment revenue received and the amount of any surplus from the prior year, and any additional information requested by the City Council or deemed appropriate by the Authority. The Secretary of the Authority shall cause a copy of the report to be published once in full in a newspaper of general circulation in the City.

Section 9. That this ordinance shall take effect on February 17, 2011

Enacted: 2/7/2011

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Council _____ introduced an ordinance entitled and reading as

follows:

AN ORDINANCE AMENDING ORDINANCES D-1633, O-3, D-1380, and D-1511, "AN ORDINANCE TO ADOPT AND APPROVE THE DEVELOPMENT PLAN AND TAX INCREMENT FINANCING PLAN FOR DOWNTOWN DEVELOPMENT DISTRICT. PURSUANT TO THE PROVISIONS OF ACT 197, PUBLIC ACTS OF MICHIGAN OF 1975, AS AMENDED, AND TO PROVIDE FOR OTHER MATTERS RELATED THERETO," TO BE NEWLY ENTITLED, "AN ORDINANCE TO ADOPT AND APPROVE THE AMENDED DEVELOPMENT PLAN AND TAX INCREMENT FINANCING PLAN –PURSUANT TO THE PROVISIONS OF ACT 197, PUBLIC ACTS OF MICHIGAN OF 1975, AS AMENDED, AND TO PROVIDE FOR OTHER MATTERS RELATED THERETO," TO BE ADDED TO TABLE V, ECONOMIC DEVELOPMENT OF THE TABLE OF SPECIAL ORDINANCES, OF THE SAGINAW CODE OF ORDINANCES.

Laid over under the Charter provision.

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From: The City Manager

Subject: Introduction of an Ordinance to amend the DDA Development Plan and Tax Increment Financing

Manager's Recommendation:

It is recommended that Council introduce and pass the ordinance approving a twenty (20) year Development and Tax Increment Financing Plan.

Justification:

At its June 22, 2010 board meeting, the Downtown Development Authority passed an amendment to the Development and Tax Increment Financing. City Council held a public hearing on Monday, September 13, 2010, during the regularly scheduled Council meeting to allow for comments on the proposed amendment. P.A. 197 of 1975 requires this introduction of the ordinance approving the amendment.

The amendment will approve a Tax Incrementing Financing Plan, until 2030.

The plan will also allow the DDA to continue to capture taxes in the entire Downtown Development Authority District. Funds captured in this area will allow the DDA to continue efforts for improvements; add security measures, provide assistance for upgrading for the Downtown Farmers Market; provide assistance for marketing downtown events; provide a sidewalk maintenance program, fund a annual beautification program, fund feasibility studies, and any other related activities.

Council Action:

This Council Communication is being submitted to explain the ordinance to be introduced in a subsequent portion of the agenda.