

Council Agenda

January 28, 2008, 6:30 p.m., Council Chamber

PLEASE NOTE: There will be a Committee of the Whole meeting today beginning at 5:00 p.m. in the Council Chamber. Elizabeth Hansen, Chair, will discuss the Human Planning Commission's CDBG recommendations.

PRAYER AND PLEDGE OF ALLEGIANCE

ROLL CALL:

CORRECTION AND APPROVAL OF MINUTES OF PRECEDING SESSIONS:

PUBLIC HEARINGS:

ANNOUNCEMENTS:

PERSONAL APPEARANCES:

(A list will be provided on Monday)

REMARKS OF COUNCIL:

PETITIONS:

08-03 from Nancy Parker, Executive Director of Saginaw Valley Zoological Society, requesting to be recognized as a nonprofit organization.

08-04 from Rick Hayes, 11789 Wilkinson Rd., Freeland, MI, requesting permission to display fireworks for the Saginaw Spirit Hockey Team at the east side of the Saginaw River between the Johnson St. Bridge and the I-675 Bridge on February 2, 2008 (rain date February 3, 2008).

REPORTS FROM BOARDS AND COMMISSIONS AND COMMITTEES:

APPOINTMENTS OF BOARDS AND COMMISSION MEMBERS:

1. Consideration of appointing Sherry A. Desrosiers to the Downtown Development Authority to fill a vacancy with a term to expire December 31, 2012, and to the Saginaw Riverfront Development Commission to fill a vacancy with a term to expire April 1, 2009.
2. Consideration of reappointing Darlean Carpenter and Elizabeth A. Hansen to the Human Planning Commission with a term to expire February 7, 2010.

REPORTS FROM MANAGER:

Management Update:

1. Short-term plan for management of the Fiscal Services Department
2. Results from priorities and goal setting session at the January retreat.
3. Michigan Department of Treasury Local Government fiscal distress indicators.
4. Summer 2007 Recreation Activities Report.

Recommended Actions:

1. Recommending approval of the insurance proposals with Chubb Group of Insurance Companies for Customarq Property Coverage, Equipment & Bridges Coverage, and Illinois Union Insurance Company/ACE for Storage Tank Liability Insurance effective February 1, 2008 to February 1, 2009, for a total cost of \$277,504.00 and that the City Manager or his designee be authorized to execute any and all necessary insurance documents under the plans. Further recommend that the City Manager or his designee be allowed to make adjustments to said policies, as necessary throughout the policy term. Funds are budgeted and available in the Self Insurance Fund Other Services Account No. 677 1762 711 8006 (\$115,627 will be expended from the fiscal year 2007-08 budget and \$161,877 from the fiscal year 2008-09 budget).
2. Recommending that the 2008 Single Lot Assessment Tax Roll 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 25, 2008 and the City Clerk post a public notice of said hearing.
3. Recommending that a budget adjustment be completed to increase the General Fund's Reimbursements/Insurance Proceeds Account No. 101 0000 602 6804 by \$18,563.00. This deposit consists of two checks from the Amerisure Insurance Company to cover repairs and a settlement loss for two Chevy Impalas. The increase in revenue will offset an increase in the Police Department's Building Maintenance Division Motor Vehicle Repairs Account No. 101 3014 721 8042 by the same amount.
4. Recommending approval of the Vehicle Lease Agreements with Chrysler Financial. Further, recommend that a purchase order be approved and issued to the dealer, Martin Chrysler Dodge Jeep, for the lease of the vehicles for the Saginaw Police Department's investigation and ancillary sections and that the City Manager or his designee be authorized to sign the Agreements. This vendor meets all requirements of the contract compliance provisions. Funds are

- budgeted in the General Fund Equipment Rental Account No. 101 3014 721 8050, Saginaw County Automobile Theft Team Account No. 289 3322 741 8050 and Drug Forfeiture Account No. 264 3040 731 8050.
5. Recommending that the State bid from Berger Chevrolet of Grand Rapids, MI be accepted for a 2008 Chevrolet Impala for the Deputy Fire Marshall and a purchase order be issued to them in the amount of \$18,167.00. Funds are available in the Motor Pool Operation's Capital Outlay Vehicle Line Item Account No. 661 4480 841 9770.
 6. Recommending that a purchase order be issued to Trivalent Group in the amount of \$2,307.75 for the payment of the annual maintenance and license fees for McAfee Active Virusscan for all City PC's and laptops. This vendor meets all requirements of the contract compliance provisions. Funds are budgeted in the Information Services Operating Services Account No. 658 1720 711 8005.
 7. Recommending that a purchase order be issued and payment made to ACOM Solutions in the amount of \$4,708.00 for the purchase of a MICR enabled printer with accessories. The ACOM printer is used to print secure MICR documents such as payroll and accounts payable checks. This vendor meets all requirements of the contract compliance provisions. Funds are budgeted in the Information Services Capital Office Equipment Account No. 658 1720 711 9760 (\$4,065.00), and Information Services Operating Services Account No. 658 1720 711 8005 (\$643.00).
 8. Recommending that a purchase order be approved and issued to DLT Solutions, Inc. in the amount of \$4,887.98 for the annual subscription renewal of engineering software for use by the Engineering Division. This vendor meets all requirements of the contract compliance provisions. Funds are budgeted and available in the Information Services Software Account No. 658 1720 711 7325.
 9. Recommending acceptance of the low bid and issuance of a purchase order to Computer Management Technologies in the amount of \$6,798.75 for the purchase of replacement universal power supply units. These units are used for backup power and surge suppression for network and phone equipment and several servers. This vendor meets all requirements of the contract compliance provisions. Funds are budgeted in the Information Services Capital Outlay Equipment Account No. 658 1720 711 9760.
 10. Recommending acceptance of the low bid and issuance of a purchase order to Fox Scientific, Inc. in the amount of \$3,200.00 for the purchase of a laboratory refrigerated incubator to be used by the Wastewater Treatment Plant Laboratory. This vendor meets all requirements of the contract compliance provisions. Funds are available in the Sewer Operation and Maintenance Laboratory Equipment Account No. 590 4830 861 9740.

11. Recommending acceptance of the quote and issuance of a purchase order to Delta Controls Corporation in the amount of \$3,305.00 for the purchase of Delta Probe replacement sensors. This vendor meets all requirements of the contract compliance provisions. Funds are available in the Sewer Operation and Maintenance Parts and Supplies Account No. 590 4835 861 7330.
12. Recommending acceptance of the quote and issuance of a purchase order to Tate Andale in the amount of \$5,937.00 for the purchase of Elliott basket strainer parts to be used by the Wastewater Treatment Division. This vendor meets all requirements of the contract compliance provisions. Funds are budgeted in the Sewer Operation and Maintenance Fund Parts and Supplies Account No. 590 4830 861 7330.
13. Recommending that a purchase order be approved and issued to ESRI, Inc. in the amount of \$6,200.00 for the annual renewal of the GIS software maintenance fee. This vendor meets all requirements of the contract compliance provisions. Funds are available in the GIS Operating Services Account No. 650 1738 781 8005.
14. Recommending acceptance of the only bid and that a purchase order be issued to Kone, Inc. in the amount of \$13,968.00 per year for a three-year period for elevator maintenance service. This vendor meets all requirements of the contract compliance provisions. Funds are available in the following accounts: Facilities Maintenance & Parks Account No. 101 7575 821 8005 (\$2,103.00), Parking System Account No. 516 7510 761 8005 (\$5,934.00), Police Building Management Account No. 101 3014 721 8005 (\$2,103.00), Public Works Building Operation Fund Account No. 641 4439 811 8005 (\$2,103.00), Water Operation and Maintenance Fund Account No. 591 4730 861 8005 (\$1,725.00).
15. Recommending approval of the first amendment to the Raftelis Financial Consultants, Inc. Agreement in an amount not to exceed \$45,950.00. Specifically, Raftelis will update the retail and wholesale water rates to reflect the operating budget for fiscal years 2009-11, and the City's capital improvement program for the water system as well as draft a water revenue bond feasibility study. This vendor meets all requirements of the contract compliance provisions. Funds are available in the Water Operation and Maintenance Fund Account No. 591 4710 851 8001.
16. Recommending approval of the Agreement with Charles Blockett, Jr. and Associates, Inc. to conduct a nationwide executive search to fill the Finance Director position. Blockett will charge a professional fee of \$10,000.00 to conduct the search. The fee does not include additional expenses for advertising, mailings and travel expenses for the final candidates to visit Saginaw. Funds are available within the Department of Fiscal Services – Controller's Office Professional Services Account No. 101 1741 711 8001.

17. Recommending approval of the contract with Plante & Moran, P.L.L.C. to assist with the daily operations of the Finance Department. Specifically, Plante Moran staff will perform certain duties as the Interim Finance Director and Deputy Controller, and review the operations, personnel and internal control procedures of the Controller's Office. In addition, Plante Moran will prepare financial schedules created under the direction and supervision of the City's financial management team. Plante Moran will charge a professional fee of \$12,200.00 per month. The term of the Agreement is for six months. Funds are available within the Department of Fiscal Services – Administration's Professional Services Account No. 101 1740 711 8001.

INTRODUCTION OF ORDINANCES:

CONSIDERATION AND PASSING OF ORDINANCES:

RESOLUTIONS:

1. Approving the request from the Saginaw Valley Zoological Society of the City of Saginaw and County of Saginaw to be recognized as a nonprofit organization.

UNFINISHED BUSINESS:

MOTIONS AND MISCELLANEOUS:

Review procedure for appointing new councilmember and scheduling Committee of the Whole meeting.

Darnell Earley
City Manager

COUNCIL COMMUNICATION

From: The City Manager

Subject: Insurance proposals for the City's Deluxe Property Coverage, Business Income, Machinery & Equipment Breakdown, Bridges and Crime Coverage

Manager's Recommendation:

I recommend approval of the insurance proposals with Chubb Group of Insurance Companies for Customarq Property Coverage, Equipment & Bridges Coverage, Cincinnati Insurance Company for Machinery & Equipment Breakdown Coverage, and Illinois Union Insurance Company/ACE for Storage Tank Liability Insurance effective February 1, 2008 to February 1, 2009, for a total cost of \$277,504; 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. (\$115,627 will be expended from the FY2007-08 budget and \$161,877 from the FY2008-09 budget.)

Justification:

Recently, Saginaw Bay Underwriters received proposals for insurance coverage on City Property, Machinery, Equipment and Bridges to be effective February 1, 2008 to

COUNCIL COMMUNICATION

February 1, 2009. Upon receipt and review of the proposals received by Saginaw Bay Underwriters, the following insurance policies are being recommended:

CUSTOMARQ PROPERTY COVERAGE

Chubb Group of Insurance Companies policy which includes coverage for Blanket Building and Personal Property, Business Income, Earthquake, Flood, Computer Hardware and Software, Valuable Papers and Animals in Petting Zoo. Last year's premium was \$178,595 and this year's premium is \$172,914 for a savings of \$5,681. Again this year, the proposal includes a 3% increase on the value of the City's property to stay current with inflation. (\$100,000 deductible with the exception of the Animals in the Petting Zoo, which has a \$500 deductible.)

EQUIPMENT FLOATER POLICY

Chubb / Federal Insurance Company policy which includes Radio, Equipment and Machinery, Employee Tools, Rental Cost Reimbursement, Leased/Rented from others, Floating Docks, Debris Removal, Fire Department Service Charges, Inventory or Appraisals, Pollutant Clean-up, Fire Protection and Equipment Refill for a premium of \$16,898. This is a decrease in premium of \$1,874. (\$1,000-\$5,000 deductible, with the exception of the Floating Docks which carries a \$25,000 deductible.)

BRIDGES POLICY

Chubb / Federal Insurance Company policy which includes coverage on the Douglas Schenck, Frank Andersen, Holland, Genesee Avenue, Johnson Street, Norman Street, C&O RR Grade Crossing, Ojibway Island (South End) and Ojibway Island Pedestrian (North & South End) Bridges for a premium of \$59,604. This is a decrease in premium of \$1,996. (\$50,000 deductible)

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MACHINERY & EQUIPMENT BREAKDOWN

Cincinnati Insurance Company policy which includes coverage on Electric Generators, Miscellaneous Electrical Apparatus, Recip. Eng. Internal Combustion, Transformers, Water Damage, Expediting Expenses, Water Damage, Ammonia Contamination and Hazardous Substance, for a premium of \$13,244. This is the same insurance the City carried the prior year with no cost increase. (\$1,000-\$5,000 deductible)

STORAGE TANK LIABILITY INSURANCE

Illinois Insurance Company policy which includes coverage on 13 tanks (8-above ground and 5-underground) that are insured at 4 locations. The premium increased by \$534 from \$7,125 to \$7,658 due to the tanks being one year older. (\$10,000 deductible)

Council Action:

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

COUNCIL COMMUNICATION

From: The City Manager

Subject: Elevator Maintenance

Manager’s Recommendation:

I recommend that the bid from Kone, Inc. (“Kone”) be accepted and that a purchase order be issued in the amount of \$13,968.00 per year for a three-year period.

The vendor meets all requirements of the Contract Compliance Provisions, Title 1, Chapter 14, §14.35-14.44, of the Saginaw Code of Ordinances.

Funds for this purchase are available in the following accounts: Facility Maintenance & Parks Account No. 101-7575-821-8005 (\$2,103.00), Parking System Account No. 516-7510-761-8005 (\$5934.00), Police Building Management Account No. 101-3014-721-8005 (\$2,103.00), Public Works Building Operation Fund Account No. 641-4439-811-8005 (\$2,103.00), Water Operation and Maintenance Fund Account No. 591-4730-861-8005 (\$1,725.00) totaling \$13,968.00.

Justification:

On December 18, 2007, the City received bids for elevator maintenance service for the period of January 2008 through June 30, 2011. Kone, Inc., our current provider was the only company that submitted a bid. The following lists the results:

	<u>2008-2009</u>	<u>2009-2010</u>	<u>2010-2011</u>
Kone, Inc. Livonia, MI	\$13,968.00	\$13,968.00	\$13,968.00

Council Action:

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

COUNCIL COMMUNICATION

From: The City Manager

Subject: Purchase of Basket Strainer Parts

Manager's Recommendation:

I recommend acceptance of the quote and issuance of a purchase order to Tate Andale, Baltimore, MD, in the amount of \$5,937.00 for the purchase of Elliott basket strainer parts to be used by the Wastewater Treatment Division.

This vendor meets all requirements of the Contract Compliance Provisions, Title1, Chapter 14 §14.35-14.44, of the Saginaw Code of Ordinances.

Funds are budgeted in the Sewer Operation and Maintenance Fund Parts and Supplies Account No. 590-4830-861-7330.

Justification:

On January 16, 2008, the City received a quote for the purchase of replacement parts for two Elliott strainers used at the Wastewater Treatment Plant. The strainers have been in service at the plant for approximately 35 years in the effluent flushing water system and plant service water system and are in need of replacement. Tate Andale is the manufacturer and sole source of parts for Elliott strainers.

There is no cost comparison as this is a first-time purchase.

Council Action

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

COUNCIL COMMUNICATION

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

**LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE
GAMING LICENSES FOR SAGINAW VALLEY ZOOLOGICAL SOCIETY**

Council _____ offered and moved adoption of the following resolution:

WHEREAS, Nancy Parker, Executive Director, of the Children's Zoo at Celebration Square, has submitted a request on behalf of the Saginaw Valley Zoological Society (Petition No. 08-03) to be recognized as a local civic organization eligible to conduct raffles; and

WHEREAS, the Michigan Bureau of State Lottery, pursuant to MCL 432.103(9), requires a Resolution be adopted by the local governing body approving this recognition.

NOW THEREFORE, BE IT RESOLVED that the request from Saginaw Valley Zoological Society of the City of Saginaw and County of Saginaw, asking that they be recognized as a nonprofit organization operating in the community for the purpose of obtaining charitable gaming licenses, be considered for approval.

COUNCIL COMMUNICATION

From: The City Manager

Subject: 2008 Single Lot Special Assessments Tax Roll

Manager's Recommendation:

It is recommended that the 2008 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 25, 2008, and that the Clerk is hereby directed to post a public notice of said hearing.

Justification:

The City Engineer filed the 2008 single lot assessment tax roll with the City Clerk on January 17, 2008, for the following assessments:

1. Water Connections & Replacements (WATTR)
2. Sewer Connections & Replacements (SEWTR)
3. Nuisances: Trash Removal/Yard Cleanup (TR008), Weed/Grass Cutting (WC008) and Wrecker Service/Vehicle Removal (WS008).
4. Solid Waste Disposal Annual Fee (TRFE)
5. Environmental Compliance (EC001)
6. Environmental Fees & Surcharges (EC002)

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.

Council Action:

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

COUNCIL COMMUNICATION

From: The City Manager

Subject: ESRI Annual GIS Software Maintenance Fee

Manager's Recommendation:

I recommend that a purchase order be approved and issued to ESRI, Inc. in the amount of \$6,200.00 for the annual renewal of the GIS software maintenance fee.

This vendor meets all requirements of the Contract Compliance Provisions, Title 1, Chapter 14, §14.35-14.44, of the Saginaw Code of Ordinances.

Funds are available in the GIS Operating Services Account No 650-1738-781.80-05.

Justification:

Personnel from GIS, Engineering, Inspections, Public Utilities, Assessing, Police and Fire utilize GIS software on a daily basis. This software utilization includes the Weed Abatement program, Saginaw Fire View, Police Crime View, and Public Utilities viewer. In addition to purchasing the software, an annual renewal maintenance fee is required to receive all new upgrades for the software licenses and the right to call the ESRI help desk for all software related questions and/or problems.

Last year's 2007 annual renewal maintenance fees for ESRI software was \$6,200.00. We will see no increase in the yearly maintenance fee.

Council Action:

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

COUNCIL COMMUNICATION

From: The City Manager

Subject: Purchase of Replacement Universal Power Supply Units

Manager's Recommendation:

I recommend that the bid received from Computer Management Technologies (in-City) be accepted and that a purchase order be issued to them in the amount of \$6,798.75 for the purchase of replacement universal power supply units.

This vendor meets all requirements of the Contract Compliance Provisions, Title 1, Chapter 14, §14.35-14.44, of the Saginaw Code of Ordinances.

Funds for the UPS Systems are budgeted and available in the Information Services Capital Office Equipment Account No. 658-1720-711.97-60.

Justification:

On January 8, 2008, the City received bids for the purchase of 2 Universal Power Supply (UPS) replacement systems. The UPS units will be replacing systems that have been in service since 1998 and have gone beyond their recommended life cycle. These units are used for backup power and surge suppression for network and phone equipment and several servers. Following is a tabulation of the bids received:

Computer Mgt Technologies Saginaw, (In-City)	\$6,798.75
J & S Power Solutions, Inc. Hinsdale, IL	\$7,362.00
Custom Network Inc. Littleton, MA	\$8,063.00
Power Systems Eng. Homer Glen, IL	\$8,499.00

Council Action:

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

COUNCIL COMMUNICATION

From: The City Manager

Subject: Payment of McAfee Virusscan Annual Maintenance and License Fee

Manager's Recommendation:

I recommend that a purchase order be issued to Trivalent Group in the amount of \$2,307.75 for the payment of the annual maintenance and license fees for McAfee Active Virusscan for all City PC's and laptops.

This vendor meets all requirements of the Contract Compliance Provisions, Title 1, Chapter 14, §14.35-14.44, of the Saginaw Code of Ordinances.

Funds for this purchase are budgeted and available in the Information Services Operating Services Account No. 658-1720-711.80-05.

Justification:

The City received a proposal for the renewal of licenses and annual maintenance for anti-virus software to protect the Citywide network for a period of one year. The original license purchase was covered under pricing for the State of Michigan. By purchasing through the State of Michigan's pricing structure, the City realizes a substantial savings over standard pricing of the software and maintenance. The total cost for this renewal is \$2,307.75.

Council Action:

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

COUNCIL COMMUNICATION

From: The City Manager

Subject: Engineering Software Subscription Renewal

Manager's Recommendation:

I recommend that a purchase order be approved and issued to DLT Solutions, Inc. in the amount of \$4,887.98 for the annual subscription renewal of engineering software for the Engineering Division.

This vendor meets all requirements of the Contract Compliance Provisions, Title 1, Chapter 14, §14.35-14.44, of the Saginaw Code of Ordinances.

Funds for this purchase are budgeted and available in the Information Services Software Account No. 658-1720-711.73-25.

Justification:

The Engineering Division uses several specialized engineering software tools. This request renews the subscriptions for AutoCAD, Viz, and Civil 3D and allows their usage for an additional year. The sealed bid process was waived because the unit prices for these subscription renewals are covered under a GSA contract.

Council Action:

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

COUNCIL COMMUNICATION

From: The City Manager

Subject: ACOM MICR Laser Printer Purchase

Manager's Recommendation:

I recommend that a purchase order be issued and payment be made to ACOM Solutions, in the amount of \$4,708.00, for the purchase of a MICR enabled printer with accessories.

This vendor meets all requirements of the Contract Compliance Provisions, Title 1, Chapter 14, §14.35-14.44, of the Saginaw Code of Ordinances.

Funds for this purchase are budgeted and available in the Information Services Capital Office Equipment Account No. 658-1720-711.97-60 (\$4,065), and Information Services Operating Services Account No. 658-1720-711.80-05 (\$643).

Justification:

The ACOM printer is used to print secure MICR documents such as payroll and accounts payable checks. It is also used to print many other forms such as Tax Bills, W2's and 1099's.

Council Action:

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

COUNCIL COMMUNICATION

From: The City Manager

Subject: Laboratory Refrigerated Incubator

Manager's Recommendation:

I recommend that the low bid received from Fox Scientific, Inc. be accepted and that a purchase order be issued to them in the amount of \$3,200.00 for the purchase of a laboratory refrigerated incubator.

This vendor meets all requirements of the Contract Compliance Provisions, Title 1, Chapter 14, §14.35-14.44, of the Saginaw Code of Ordinances.

Funds for this purchase are available in the Sewer Operation and Maintenance Laboratory Equipment Account No. 590-4830-861.97-40.

Justification:

On January 8, 2008, the City received bids for the purchase of a refrigerated incubator for the Wastewater Treatment Plant Laboratory. This refrigerated incubator is used to maintain water samples from industrial contributors and the plant at a specific controlled temperature for analysis as required by our National Pollutant Discharge Elimination System Permit. Seven bids were received for this piece of equipment.

Following is a tabulation of the bids:

Fox Scientific, Inc. Alvarado TX	\$3,200.00
Fisher Scientific Pittsburgh PA	\$3,310.34
Government Scientific Source, Inc Reston VA	\$4,128.60
U-Tech Products, Inc. Schenectady NY	\$4,600.00

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Geneva Scientific LLC Fontana WI	\$4,700.00
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ALAB Equipment Specialists San Antonio TX	\$4,775.00
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Thermo Fisher Scientific LLC Marietta OH	\$5,950.52
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Council Action:

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

COUNCIL COMMUNICATION

From: The City Manager

Subject: Delta Probe Level Sensors

Manager's Recommendation:

I recommend that the quote received from Delta Controls Corporation, Shreveport, LA, be accepted and that a purchase order be issued to them in the amount of \$3,305.00 for the purchase of Delta Probe replacement sensors.

This vendor meets all requirements of the Contract Compliance Provisions, Title 1, Chapter 14, §14.35-14.44, of the Saginaw Code of Ordinances.

Funds for this purchase are available in the Sewer Operation and Maintenance Parts and Supplies Account No. 590 4835 861 7330

Justification:

On November 27, 2007 the City received a quotation for the purchase of Delta Probe replacement sensors for the repair of the level transmitters at several of the Retention Treatment Basins (RTBs). These sensors are unique to the level transmitters currently in place and, therefore, are a sole source purchase available only from the manufacturer's distributor, Delta Controls Corporation.

Council Action:

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

COUNCIL COMMUNICATION

From: The City Manager

Subject: Chrysler Financial Vehicle Lease Agreements

Manager's Recommendation:

I recommend approval of the Vehicle Lease Agreements ("Agreements") with Chrysler Financial. Further, it is recommended that the issuance of one (1) purchase order to the dealer, Martin Chrysler Dodge Jeep, be approved for the lease of the vehicles for the Saginaw Police Department's investigation and ancillary sections. Also, it is recommended that the City Manager or his designee be authorized to sign the Agreements. The Agreements have been approved by me as to substance and the City Attorney as to form.

This vendor meets all requirements of the Contract Compliance Provisions, Title 1, Chapter 14, § 14.35-14.44, of the Saginaw Code of Ordinances.

Funds for these vehicles are budgeted in the General Fund Equipment Rental Account No. 101-3014-721-8050, Saginaw County Automobile Theft Team Account No. 289-3322-741-8050 and Drug Forfeiture Account No. 264-3040-731-8050.

Justification:

The current leases for police vehicles expire on January 30, 2008 and subsequently they must be returned to General Motors Corporation. The City must lease 20 Dodge Avengers for the Saginaw Police Department's investigation and ancillary sections. In addition, the Deputy Chief of Police vehicle is included in that total. The total monthly payments for the 20 vehicles for 36 months is \$6,000.00.

Council Action:

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

COUNCIL COMMUNICATION

From: The City Manager

Subject: First Amendment to Raftelis Financial Consultants, Inc. Agreement

Manager's Recommendation:

I recommend approval of the first amendment to the Raftelis Financial Consultants, Inc. ("Raftelis") Agreement in an amount not to exceed Forty-Five Thousand Nine Hundred and Fifty Dollars (\$45,950.00). The Amendment is approved by me as to substance and the City Attorney as to form.

This vendor meets all requirements of the Contract Compliance Provisions, Title 1, Chapter 14, §14.35-14.44, of the Saginaw Code of Ordinances.

Funds are available in Water Operation and Maintenance Fund Account No. 591-4710-851.80-01 for fiscal year 2007-08.

Justification:

On March 19, 2007, City Council approved the original agreement with Raftelis. At that time, the City was in the process of negotiating new water service agreements with its wholesale customers. Pursuant to the terms of that Agreement, Raftelis would review and evaluate the Black and Veatch report and the Hilton Farnkopf & Hobson report prepared for the Saginaw Area InterMunicipality Water Committee.

On December 13, 2007, Raftelis presented a proposal to the City to provide assistance with the water rate study. Specifically, Raftelis will update the retail and wholesale water rates to reflect the operating budgets for fiscal years 2009 through 2011, and the City's capital improvement program for the water system. In addition, Raftelis will draft a water revenue bond feasibility study.

Council Action:

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

COUNCIL COMMUNICATION

From: The City Manager

Subject: Deputy Fire Marshall Vehicles

Manager's Recommendation:

It is recommended that the State bid from Berger Chevrolet of Grand Rapids, Michigan, be accepted for a 2008 Chevrolet Impala for the Deputy Fire Marshall and a purchase order be issued to them in the amount of \$18,167.00.

Funds for this purchase is available in the Motor Pool Operation's Capital Outlay -Vehicle line item Account No. 661-4480-841.97-70.

Justification:

In January 2007, City Council approved the hiring of a Deputy Fire Marshall to the City of Saginaw's Fire Department. As part of the 2007/2008 Approved Budget, City Council designated \$20,000.00 in the Motor Pool Operations Fund for the purchase of a Deputy Fire Marshall vehicle.

Council Action:

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

COUNCIL COMMUNICATION

From: The City Manager

Subject: Budget Adjustment

Manager's Recommendation:

It is recommended that a budget adjustment be completed to increase the General Fund's Reimbursements/Insurance Proceeds Account No. 101-0000-602.68-04 by \$18,563.00. This deposit consists of two checks from the Amerisure Insurance Company to cover repairs and a settlement loss for two Chevy Impalas. The increase in revenue will offset an increase in the Police Department's Building Maintenance Division Motor Vehicle Repairs Account No. 101-3014-721.80-42 by the same amount.

Justification:

The City received two checks in the amount of \$12,685.00 and \$5,878.00 from the Amerisure Insurance Company. These checks will settle a loss claim as well as cover repair costs at Engel's Auto Body.

Council Action:

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

COUNCIL COMMUNICATION

From: The City Manager

Subject: Charles Blockett, Jr. and Associates, Inc. Agreement

Manager's Recommendation:

I recommend the approval of the Agreement with Charles Blockett, Jr. and Associates, Inc. ("Blockett"), to conduct a nationwide executive search to fill the Finance Director position. The Agreement is subject to the approval of the City Manager as to substance and the City Attorney as to form. Further, the City Manager is authorized to sign the Agreement on behalf of the City.

Justification:

In 2007, Blockett conducted the search for the new Fire Chief. The City is now looking for a new Finance Director. It has been determined that Blockett can provide the best services to the City. Blockett will charge a professional fee of Ten Thousand Dollars and 00/100 (\$10,000.00) to conduct the search. The fee does not include additional expenses for advertising, mailings and travel expenses for the final candidates to visit Saginaw.

Funds are available within the Department of Fiscal Services – Controller's Office's Professional Services Account No. 101-1741-711.80-01.

Council Action:

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

COUNCIL COMMUNICATION

From: The City Manager

Subject: Plante & Moran, P.L.L.C. Contract

Manager's Recommendation:

I recommend approval of a contract with Plante & Moran, P.L.L.C. ("Plante & Moran"). The contract is subject to my approval as to substance and the City Attorney as to form. Further, it is recommended that the City Manager or his designee be authorized to sign the contract.

Plante Moran will charge a professional fee of Twelve Thousand Two Hundred Dollars and 00/100 (\$12, 200.00) per month. The term of the Agreement is for six months.

Funds are available within the _____ Account, Number _____.

Justification:

Due to the recent resignation of the Finance Director, it has been determined that the City should utilize the assistance of an outside accounting firm to assist with the daily operations of the Finance Department. Specifically, Plante Moran staff will perform certain duties as the interim Finance Director and Deputy Controller. Plante Moran will review the operations, personnel and internal control procedures of the Controller's Office. In addition, Plante Moran will prepare financial schedules created under the direction and supervision of the City's financial management team. Furthermore, the terms of the Agreement state the City must indemnify and hold harmless Plante Moran in connection with performance of the Agreement.

Council Action:

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