

## CITY COUNCIL AGENDA

FEBRUARY 9, 2004, 6:30 P.M., COUNCIL CHAMBER

### PLEASE NOTE:

A Committee of the Whole meeting will be held today beginning at 4:30 p.m. in the Council Chamber. Audit presentation by representatives of Rehmann Robson; Deborah Kimble, City Manager, and Karen Lawrence-Webster, Finance Director/Treasurer, will discuss mid-year budget adjustments, including reorganization; and other matters.

### ROLL CALL:

### CORRECTION AND APPROVAL OF MINUTES OF PRECEDING SESSIONS:

January 26, 2004 regular meeting.

### ANNOUNCEMENTS:

1. David R. Gamez and Ricardo Bowden from Health Delivery Inc. to accept a proclamation proclaiming February 7, 2004 as National Black HIV/AIDS Awareness Day.

### PUBLIC HEARING:

### PERSONAL APPEARANCES:

1. Cornelius Welch, 2137 E. Holland, regarding assessment on property at 1521 Emily.
2. Jack Schmidt, regarding metro policing.
3. Greg Wilkins, 915 Federal, regarding block grant funding.

### REMARKS OF COUNCIL:

### PETITIONS:

04-04 From the Downtown Development Authority requesting the formation of an Obsolete Property Rehabilitation District for the property at 215 N. Park to redevelop the property into a commercial kitchen and banquet facility.

04-05 From WKCQ-FM requesting the erection of a banner in the 500 block of Court Street from May 20, 2004 to June 19, 2004 for the purpose of promoting the KCQ Country Music Fest Free Concert on June 19, 2004.

04-06 From Union Civica Mexicana/Cinco de Mayo requesting the erection of a banner in the 500 block of Court Street from April 1, 2004 to May 1, 2004 for the purpose of promoting the Cinco de Mayo Parade and Festival on the first Saturday of May.

REPORTS FROM BOARDS AND COMMISSIONS AND COMMITTEES:

1. Recommending the reappointment of George Bush and Patricia Miles to the City Board of Canvassers, with terms to expire 12/31/07.

REPORTS FROM THE MANAGER:

1. Recommend that payment in the amount of \$2,204.48 be made to Johnson Control Company for repairs to the pneumatic heating controls at Civitan Recreation Center. This vendor meets all requirements of the contract compliance provisions. Funds are available in the Community Block Grant Account No. 275-6571-761-8330.
2. Recommend that payment in the amount of \$2,800 be made to Beyer Roofing Company, Inc. for emergency repairs to the Old City Garage Roof. This vendor meets all requirements of the contract compliance provisions. Funds are available in the General Fund Buildings and Grounds Account No. 101-7575-821-8040.
3. Recommend that a purchase order be approved and issued to Scientific Brake and Equipment Company in the amount of \$3,000 to rebuild the frame and box on a salt/plow truck used in the daily operation of the Streets Division. This vendor meets all requirements of the contract compliance provisions. Funds are available in the Motor Pool Operations Fund Account No. 661-4480-841-7312.
4. Recommend that a purchase order be approved and issued to Waterworks Systems & Equipment, Inc. in the amount of \$4,558.00 for a Gas Master Series 32 brand chemical induction unit used to inject chlorine for disinfection into the treated wastewater prior to its discharge into the river. This vendor meets all requirements of the contract compliance provisions. Funds are available in the Sewer Operation and Maintenance Fund Account No. 590-4830-861-7330.
5. Recommend that the blanket purchase order issued to Larry's Auto Parts on July 1, 2003 in the amount of \$1,900 be increased by \$5,000 for a total of \$6,900 for parts and supplies to perform routine maintenance on police department vehicles. This vendor meets all requirements of the contract compliance provisions. Funds are available in the General Fund Account No. 101-3014-721-7312.

6. Recommend approval of an agreement with Waste Management of Michigan, Inc. Peoples Landfill in an amount not to exceed \$97,500 for disposal of contaminated soil removed from the Riverfront. Funds for this contract are available in the Marina Grant Fund Riverfront Improvement Account No. 287-6064-761-8047, Project No. MG0003.
7. Recommend renewal of insurance for 2004-05 with Saginaw Bay Underwriters for city-owned property, bridges and equipment, with a total estimated premium in the amount of \$304,349.00. This vendor meets all requirements of the contract compliance provisions and funds are available in the Self Insurance Fund Account No. 677-1762-711-8006.
8. Recommend approval of outside counsel to execute amended employment contracts on behalf of the City Manager, City Attorney and City Clerk.
9. Recommend approval of the Memorandum of Agreement between the City of Saginaw and the Michigan Department of State – Information Services Division for the purpose of receiving vehicle registration information used solely in the pursuit of collection of parking tickets. Currently this information is provided at no cost.
10. Recommend approval of the contract amendment to the City Manager's Employment Agreement that changes current health insurance benefits to a new plan negotiated with Blue Cross Blue Shield of Michigan.
11. Recommend acceptance of the audit findings from Total Solutions Group, implementation of the recommendations, and waiver of the competitive bidding process for the items included in the upgrade. Further recommend issuance of a purchase order to Total Solutions Group in the amount of \$80,128.00 and authorization for Jay Beelman, Director of Information Services, to execute all agreements as part of the implementation. This vendor meets all requirements of the contract compliance provisions. Submitted under the regular order of business is a resolution regarding a budget amendment necessary to accommodate this project.
12. Recommend acceptance of the quote and issuance of a purchase order in the amount of \$48,015 to Novell for the purchase or licensing and software upgrades and annual maintenance of the city-wide network software. Further recommend participation in the Novell/State of Michigan Master License Agreement and that the appropriate city officials be authorized and directed to execute it and any associated documents on behalf of the city.
13. Recommend approval of changes to the City Personnel Complement.

INTRODUCTION OF ORDINANCES

CONSIDERATION AND PASSING OF ORDINANCES:

RESOLUTIONS:

1. Approval of the Resolution pursuant to Michigan's Housing Act, MCL 125.651, et seq., amended in 1996, resolving that all compensation of officers or employees of the Saginaw Housing Commission be subject to the approval of City Council.
2. Approval of the Resolution regarding the budget amendment necessary to accommodate the telecommunications project proposed by Total Solutions Group.

UNFINISHED BUSINESS:

1. Recommending acceptance of the low bid and issuance of a purchase order to Martin Chevrolet in the amount of \$46,818.00 for the purchase of one stake rack truck. This vendor meets all requirements of the contract compliance provisions. Funds are available in the Motor Pool Operations Fund Account No. 661 4480 841 9770.
2. Recommending acceptance of the low bid and issuance of a purchase order to Martin Chevrolet in the amount of \$54,863.64 for the purchase of two dump trucks for the Maintenance and Service Division. This vendor meets all requirements of the contract compliance provisions. Funds are available in the Motor Pool Operations Fund Account No. 661 4480 841 9770.
3. Approving the Community Development Block Grant Program Submission for 2004-05.
4. Approving the HOME Program Submission for 2004-05.
5. Approving the Comprehensive Homeless Assistance Program Emergency Shelter Grant Submission for 2004-05.

MOTIONS AND MISCELLANEOUS BUSINESS:

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Insurance Renewal

**Manager's Recommendation:**

I recommend that the City renew its insurance for 2004-05 for City owned Property, Bridges and Equipment with Saginaw Bay Underwriters. The current policy expires January 31, 2004. The renewal for each of the above-mentioned areas is effective February 1, 2004, and will cost an estimated \$304,349.00 which represents a 5% increase over 2003 insurance cost. This agreement has been approved by the City Manager 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 the Self Insurance Fund Account No. 677-1762-711-8006.

**Justification:**

Recently the City obtained renewal insurance cost for the following areas as follows:

	<b><u>2004 Estimated Cost</u></b>	<b><u>2003 Cost</u></b>
Property	\$210,872.00	\$196,977.00
Bridges	\$ 61,660.00	\$ 61,660.00
Equipment	\$ 22,917.00	\$ 22,797.00
Crime Policy-Travelers	<u>\$ 8,900.00</u>	<u>\$ 8,427.00</u>
Total Estimated Premium	<b>\$304,349.00</b>	<b>\$291,861.00</b>

**Council Action:**

Council \_\_\_\_\_ moved that the recommendation of the City Manager be approved.

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Purchase of Chemical Induction Unit

**Manager's Recommendation:**

I recommend that the bid received from Waterworks Systems & Equipment, Inc. be accepted and that a purchase order be issued to them in the amount of \$4,558.00. 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 Fund Account No. 590-4830-861-7330.

**Justification:** On December 19, 2003 the City received a bid for the purchase of a Gas Master Series 32 brand chemical induction unit. This unit is used to inject chlorine for disinfection into the treated wastewater prior to its discharge to the river. Disinfection of the effluent wastewater is required by the plant's N.D.E.S. Permit, which is issued by the Michigan Department of Environmental Quality for the Environmental Protection Agency. This specific brand induction unit will directly replace, without significant retrofitting, an existing unit which can no longer be repaired. This manufacturer also provided a trade-in discount for the old unit. The only bid received is as follows:

Waterworks Systems & Equipment, Inc.	\$4,558.00
Lakeland, MI	

There is no cost comparison for this item because the original induction units were included with the contract to construct the new chlorination facilities in 1990.

**Council Action:** Council \_\_\_\_\_ moved that the recommendation of the City Manager be approved.

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Authorization for Signature

**Manager's Recommendation:**

Authorize outside counsel to execute amended employment contracts on behalf of the City that involve employees holding the positions of City Manager, City Attorney and City Clerk.

**Justification:**

The City has recently modified the health care benefits of non-union employees and they have executed amended employment contracts. These contracts are signed by the employee involved as well as by the Mayor, City Manager, City Attorney and City Clerk. This is required pursuant to §13.12 of the Code of Ordinances. For the contracts involving these three employees, they may not sign on their own behalf as well as on behalf of the City. §13.12 allows signatures by the Deputy City Manager, Chief Assistant City Attorney and Deputy Clerk in these circumstances. But those positions are currently vacant.

The City Council may specifically authorize a different method of document execution, pursuant to §13.12. I recommend that the Council authorize outside counsel, as selected by the City Attorney, to execute these documents on behalf of the City Manager, City Attorney and City Clerk, respectively.

**Council Action:**

Council \_\_\_\_\_ moved that the recommendation of the City Manager be approved.

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Adoption of Housing Commission Resolution upon Mayor's Recommendation.

**Manager's Recommendation:**

Adoption of the Housing Commission Resolution as recommended by the Mayor.

**Justification:**

Michigan's Housing Act, MCL 125.651, et seq., was amended in 1996. This change gave all housing commissions additional authority over their operations, but allowed the governing bodies to pass resolutions restricting this. The City Council passed such a resolution on April 28, 1997, and enacted a related ordinance on May 12, 1997, effective on May 22, 1997. Recently the Saginaw Housing Commission has claimed that the resolution was ineffective because it was recommended by the City Manager rather than by the Appointing Authority: the Mayor. While the City does not necessarily agree with that analysis, it appears to be a technical argument that can be avoided by adopting a new resolution with the express recommendation of the Mayor.

The resolution follows the language of the state statute. MCL 125.655(3). It will require the Saginaw Housing Commission to obtain approval from the City Council to establish the compensation of its officers and employees.

**Council Action:**

Council \_\_\_\_\_ moved that the recommendation of the City Manager and Mayor be approved.



# COUNCIL COMMUNICATION

**Mayor's Recommendation:** Approval of the resolution as follows:

Council \_\_\_\_\_ offered and moved adoption of the following resolution:

**WHEREAS**, Michigan's Housing Act, MCL 125.651, et seq., was amended in 1996;

and

**WHEREAS**, the City Council wished to retain certain continuing control over the Saginaw Housing Commission; and

**WHEREAS**, the City Council adopted a resolution on April 28, 1997 for that purpose and enacted a related ordinance on May 12, 1997; and

**WHEREAS**, the Saginaw Housing Commission has recently contended that this 1997 resolution was ineffective because it was characterized as a recommendation from the City Manager rather than the Mayor; and

**WHEREAS**, the City Council wishes to remove this technical objection from the consideration of this issue.

**NOW, THEREFORE, BE IT RESOLVED**, that all compensation of officers or employees of the Saginaw Housing Commission be subject to the approval of City Council.

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** State of Michigan Memorandum of Agreement

**Manager's Recommendation:**

I recommend that the Memorandum of Agreement between the City of Saginaw and the Michigan Department of State Information Services Division be approved and the appropriate City officials be authorized and directed to execute it and any associated documents on behalf of the City. Further, that the Unauthorized Release of Information Policy required by the State be enacted and enforced. These Agreements have been approved by me as to substance and by the City Attorney as to form.

**Justification:**

The City received the Memorandum of Agreement from the State with notification that the Agreement must be signed in order to continue to receive Vehicle Registration Information. This is a written policy enacted for the Unauthorized Release of Information, which we use solely in the pursuit of collection of Parking Tickets. Currently, this information is provided at no cost.

**Council Action:**

Council \_\_\_\_\_ moved that the recommendation of the City Manager be approved.

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Disposal Services Agreement for disposal of contaminated soils in conjunction with 2003 Riverfront Project

**Manager's Recommendation:**

I recommend that the Agreement with Waste Management of MI, Inc. Peoples Landfill for disposal of contaminated soil along the Riverfront be approved.

This agreement is subject to approval by the City Manager as to substance and by the City Attorney as to form. Funds for this contract are available in the Marina Grant Fund Riverfront Improvement Account No. 287-6064-761-8047, Project No. MG0003.

**Justification:**

During the process of completing improvements to the Saginaw Riverfront, it was discovered that soils to be removed as part of this project were contaminated such that they must be disposed of at a Class II Landfill that is licensed to receive such material. City staff negotiated an agreement with Waste Management of MI, Peoples Landfill to accept this material. Because of the extensive cost in trucking this material, it was not practical to competitively bid this service as this landfill is the closest location to the job site and is the only provider of this service in the immediate area.

The contract is for the disposal of approximately 11,000 cubic yards of soil at a total cost not to exceed \$97,500.00. The City will hold title to and liability for nonconforming waste, in that if upon inspecting and analyzing the waste, and the waste is considered nonconforming, Waste Management can reject it and require the City to remove and dispose of the waste.

# COUNCIL COMMUNICATION

The City and Contractor have agreed to a mutual indemnification with regard to injuries, property damage or violation of law caused by a breach of contract or negligent act, omission or willful misconduct.

**Council Action:**

Council \_\_\_\_\_ moved that the recommendation of the City Manager be approved.

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject::** Police Department Vehicle Maintenance

**Manager's Recommendation:**

That the blanket order issued to Larry's Auto Parts be increased by \$5,000.00 for parts and supplies for routine vehicle maintenance of police department vehicles.

**Justification:**

On July 1, 2003 a blanket P.O. was issued in the amount of \$1,900.00 to Larry's Auto Parts. Due to necessary repairs to the vehicles, we have expended all the approved funds. The amount requested should be sufficient to carry the department through the end of the fiscal year.

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

Funds for these repairs are budgeted in the General Fund Account No. 101-3014-721-7312

**Council Action:**

Council \_\_\_\_\_ moved that the recommendation of the City Manager be approved.

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Parts to repair the frame and box of a salt/plow truck

**Manager's Recommendation:**

I recommend that a purchase order be issued to Scientific Brake and Equipment Co. in the amount of \$3,000.

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

Funds are available in the Motor Pool Operations Fund Account No. 661-4480-841-7312.

**Justification:**

The frame and box of a salt/plow truck used in the daily operation of the City of Saginaw Streets Division needed to be rebuilt due to the age and mileage of the equipment. Scientific Brake and Equipment is the only source for OEM parts for this piece of equipment.

**Council Action:**

Council\_\_\_\_\_ moved that the recommendation of the City Manager be approved.

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Repairs to Old City Garage Roof

**Manager's Recommendation:**

I recommend that payment be made to Beyer Roofing Company Inc. in the amount of \$2,800.00 for emergency repairs to the Old City Garage Roof. This vendor meets all requirements of contract Compliance Provisions, Title 1, Chapter 14, §14.35-14.44, of the Saginaw Code of Ordinances.

Funds for this service are budgeted in the General Fund Buildings and Grounds Account No. 101-7575-821-8040.

**Justification:**

The roof membrane was torn loose by the extreme wind conditions of November 13, 2003 rendering the roof decking open to weather that caused the necessary emergency repair. The following three quotes were received;

Beyer Roofing Company Saginaw, MI	\$ 2,800.00
Herbert Roofing Inc. Saginaw, MI	\$2,900.00
Macarthur Roofing Saginaw, MI	\$4,958.00

**Council Action:**

Council \_\_\_\_\_ moved that the recommendation of the City Manager be approved.

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Repairs to the Civitan Recreation Center Heating Controls

**Manager's Recommendation:**

I recommend that payment be made to Johnson Control Company in the amount of \$2,204.48 for repairs to the pneumatic heating controls at Civitan Recreation Center. This vendor meets all requirements of Contract Compliance Provisions, Title 1, Chapter 14, §14.35-14.44, of the Saginaw Code of Ordinances.

Funds for this service are budgeted in the Community Block Grant Account No. 275-6571-761-83-30, Project No. 04H067.

**Justification:**

The pneumatic control system had failed to provide uniform control for the distribution of heat throughout the facility due to the intrusion of moisture into the pressurized system, rendering it inoperable and requiring the replacement of the air dryer and regulators. No competitive bidding took place because Johnson Control manufactured the regulating system and has been the sole provider of support services.

**Council Action:**

Council \_\_\_\_\_ moved that the recommendation of the City Manager be approved.



# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Amendment to Personal Services Agreements for Wastewater Treatment Division.

**Manager's Recommendation:**

I recommend that the Personal Services Agreements with Allan Sztuczko, Thomas Harshman, and George Kapp be amended to include provisions for overtime pay.

The amendments to these agreements are subject to the approval as to substance by the City Manager and by the City Attorney as to form.

Funds for these services are available in the Wastewater Treatment and Pumping Account No. 590-4830-861-8001.

**Justification:**

On December 22, 2003, the City Council approved Personal Services Agreements with Allan Sztuczko, George Kapp and Thomas Harshman, whose retirements in December 2003, left vacancies for their specialized positions that are in the process of being filled. Under Article II, "Compensation," Paragraph 8, of the Agreement it was agreed that Mr. Harshman and Mr. Kapp would be compensated at a rate of \$30.00 per hour, and Mr. Sztuczko at a rate of \$36.00 per hour. It was also agreed and that there would be no change in the hourly rate unless such change was mutually agreed in writing. It has now been determined that there may be limited circumstances whereby these individuals may have to work overtime hours. As such, their contracts are being amended to compensate these contractors at a different rate of pay for these overtime periods.

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Under the amendments, Mr. Kapp and Mr. Harshman shall be paid at the rate of \$45.00 per hour for overtime accrued during a regular work week (non-holiday), \$60.00 per hour for Sundays (non-holiday Sunday) and \$75.00 per hour for holidays; Mr. Sztuczko will be paid at the rates of \$54.00 per hour, \$72.00 per hour and \$98.00 per hour, respectively.

This increase in rates of pay for overtime periods will not affect or exceed the total cost for the three (3) contracts which was approved on December 22, 2003, in the amount of \$98,800.00.

**Council Action:**

Council \_\_\_\_\_ moved that the recommendation of the City Manager be approved.

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Benefit changes for the City Manager's Employment Agreement.

**Manager's Recommendation:**

I recommend approval of a contract amendment to the City Manager's Employment Agreement that changes the current health insurance benefits offered to her under the insurance portion of her contract to a new health care and prescription drug benefit plan negotiated with Blue Cross/Blue Shield of Michigan. This contract amendment has been approved by me as to substance and the City Attorney as to form.

**Justification:**

On December 30, 2002, City Council approved the City Manager's Employment Agreement. Exhibit A of the contract listed the insurance benefits. She was given the opportunity to choose between three plans offered by Blue Cross Blue Shield of Michigan, Traditional, PPO or Community Blue Plans. Under those plans, she had a \$10.00 copay for prescriptions. After months of review, the administration determined that it would cost the City less money not to offer employees insurance plan options. Under this plan, the City Manager will be required to pay a copay of \$10.00 for generic drugs and \$40.00 for brand name drugs.

This change to a Community Blue PPO Plan with Blue Preferred Rx Drug Coverage with \$10 Generic/\$40 Brand Name Fixed Dollar co-pay will reflect the same health care changes negotiated in labor contracts of other bargaining units, and the contract amendments with Exempt Non-union Employees, which were approved by City Council on December 22, 2003.

**Council Action:**

Council \_\_\_\_\_ moved that the recommendation of the City Manager be approved.

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Telecommunications Audit Implementation

**Manager's Recommendation:**

I recommend that the audit findings from the Total Solutions Group Telecom Savings Report be accepted, that the recommendations of the report be implemented, and that the City's competitive bidding process be waived for the items included in this upgrade. Furthermore, that a purchase order be issued to Total Solutions Group in the amount of \$80,128.00 and that Jay Beelman, Director of Information Services, be authorized to execute all agreements as part of this implementation.

The agreements are subject to the approval of the City Manager 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.

A resolution to amend the budget is being submitted to increase the Information Services Operating Services Account No. 658-1720-711-8005 by \$40,064.00 and the Geographical Information Systems Operating Services Account No. 650-1738-781-8005 by \$40,064.00 and to increase the use of Fund Equity (650-0000-680-80-05 and 658-0000-680-80-05) by the corresponding amounts, for this purchase. These funds will be distributed to Total Solutions Group in two payments, 50% upon start of implementation and the remaining 50% upon completion.

**Justification:**

In July 2003 the City entered into an agreement with Total Solutions Group for a Telecommunications Audit, which was performed for the purpose of reviewing our

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telecommunications requirements, auditing existing systems and recovery of overcharges. If the City implements the recommendations submitted as a result of this audit, annual savings of \$160,253.00 have been identified. Among the recommendations are changes to cellular and desk phone service, network switches, pagers, and data communications. Implementation of their recommendations will provide the City with the tools required to increase performance, service, and efficiency as well as realize a cost savings. The agreement was performance based, and the City was to be liable to Total Solutions Group upon realization of a cost savings to the City.

As part of the audit, different options and vendors were studied to come up with the best service at the best price for the City. This was done by creating a set of objectives designed to meet City needs. Vendors then submitted bids to Total Solutions Group for consideration and review. Recommendation of vendors for award of bids is based on meeting these objectives, which include efficiency and quality of service as well as price. Because of this, when dealing with vendors it is clearly to the City's advantage to waive competitive bidding, pursuant to Section 33 of the City Charter.

For the City to realize an increase in performance, service and efficiency and at the same time experience a cost savings, was the reasoning behind the initial agreement. Results of the audit support the need for a change, and the proposed recommendations, if implemented in their entirety, will result in the realization of increased customer service at a decrease in cost.

There is no cost comparison for this type of agreement.

## **Council Action:**

Council \_\_\_\_\_ moved that the recommendation of the City Manager be approved.

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Purchase of Novell Licensing Upgrades and Annual Maintenance

**Manager's Recommendation:**

I recommend that the quote received from Novell be accepted and that a purchase order be issued to them in the amount of \$48,015. Further, that the City participate in the Novell/State of Michigan Master License Agreement and the appropriate officials be authorized and directed to execute it and any associated documents on behalf of the City.

This agreement is subject to the approval of the City Manager 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 this purchase are available in the Information Services Operating Services Account No. 658-1720-711-8005.

**Justification:**

The City received a proposal and Agreement for the purchase of licensing and software upgrades and annual maintenance of the City-wide network software. By participating in the State of Michigan Master License Agreement with Novell, which is renewable on an annual basis, the City will realize a 50% savings over standard pricing of the software and maintenance. The proposal is as follows:

Software Upgrades	\$ 27,090
Additional Licenses	6,400
Maintenance/Support	<u>14,525</u>
Total	\$ 48,015

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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:

Council \_\_\_\_\_ offered and moved adoption of the following resolution:

WHEREAS, on July 28, 2003 the Saginaw City Council approved an agreement between the City of Saginaw and Total Solutions Group for a telecommunications audit and recovery services; and

WHEREAS, the City has various telecommunications tools with varying contractual language and performance standards; and

WHEREAS, the City's telecommunications needs have changed over the years and technology is now available that will allow us to improve service to our customers and increase efficiency, while reducing costs; and

WHEREAS, the telecommunications audit, a performance based audit, has been completed and potential savings have been identified upon implementation of recommendations from the audit, and a recommendation by the City Manager has been submitted to implement the proposed changes; and

WHEREAS, a budget amendment needs to be made to accommodate this project by transferring funds to GIS and Information Services Fund Equity accounts 650-0000-680.80-05 and 658-0000-680.80-05 in the amount of \$40,064 each, and to GIS and Information Services Operating Services accounts 650-1738-781.80-05 and 658-1720-711.80-05 in corresponding amounts.

NOW, THEREFORE, BE IT RESOLVED that the proposed budget amendment for the City of Saginaw for fiscal year July 1, 2003 through June 30, 2004, be approved as presented.



# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Personnel Complement Change

**Manager’s Recommendation:**

Transmitted herewith for Council approval are the following changes to the City Personnel Complement. These changes stem from my evaluation since becoming City Manager of what is believed to be a need for organizational restructuring to provide better quality in the delivery of City services to citizens. This restructuring involves the creation of a Department of Public Services, which includes functions current under the Department of Utilities, and the Department of Development. It also reestablishes the Office of Deputy City Manager, and creates a Neighborhood Revitalization Office as part of the Department of Development.

The restructuring also involves reclassification of the Cemetery Superintendent position and eliminates the positions of Garage Foremen, Engineering Administrator, Director of Public Works, Utilities, DDA and the CDBG Administrator and Deputy Controller.

**ADDITIONS:**

<u>Fund</u>	<u>Department</u>	<u>Number Positions</u>	<u>Classification</u>	<u>Pay Range</u>
GF	City Managers Office	1	Deputy City Manager	N-90
GF/PS	Public Services	1	Director	N-86
		1	Deputy Director	N-77
GF/ CDBG	Dev	1	Director	N-86
		1	Revitalization Manager	M-69

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**RECLASSIFICATIONS:**

<u>Fund</u>	<u>Department</u>	<u>Number Positions</u>	<u>Current Classification</u>	<u>Current Pay Range</u>
GF	Public Services	1	Cemetery Supervisor	M-68
			Cemetery Supervisor	M-64

**DELETIONS:**

<u>Fund</u>	<u>Department</u>	<u>Number Positions</u>	<u>Current Classification</u>	<u>Current Pay Range</u>
GF	Fiscal Services	1	Deputy Controller	M-62
CDBG	Community Services	1	CDGB Administrator	M-69
GF/PS	Public Services	1	Engineering Administrator	M-77
Water/ Sewer	Utilities	1	Director	N-81
GF	Public Services	1	Director Public Works	N-81
GF	Public Services	1	Garage Foreman	M-58
CDGB	DDA	1	Director	UN-2

Total Cost of Reclassifications: See Attached Sheet

**Council Action:**

Council \_\_\_\_\_ moved the recommendation of the City Manager be approved.

# COUNCIL COMMUNICATION

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

Council \_\_\_\_\_ offered and moved adoption of the following resolution:

A RESOLUTION APPROVING SUBMISSION APPLICATION  
FOR COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
SUBMISSION (PROGRAM YEAR 2004-05)

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 \$3,016,000.00 in Block Grant funds to carry out the 2004-05 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 2003-04 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.

# COUNCIL COMMUNICATION

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

Council \_\_\_\_\_ offered and moved adoption of the following resolution:

## RESOLUTION OF THE COUNCIL OF THE CITY OF SAGINAW, MICHIGAN APPROVING THE HOME PROGRAM SUBMISSION (PROGRAM YEAR 2004-05)

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 \$734,000 in HOME funds to carry out the 2004-05 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 2004-05 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.

# COUNCIL COMMUNICATION

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

Council \_\_\_\_\_ offered and moved adoption of the following resolution:

RESOLUTION OF THE COUNCIL OF THE CITY OF SAGINAW, MICHIGAN  
APPROVING THE COMPREHENSIVE HOMELESS ASSISTANCE PROGRAM  
EMERGENCY SHELTER GRANT SUBMISSION (PROGRAM YEAR 2004-05)

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 \$111,000 in Comprehensive Homeless Assistance Program funds for the above purpose in the 2004-05 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 2004-05 year 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.

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Stake Rack Truck

**Manager's Recommendation:**

I recommend acceptance of the low bid and issuance of a purchase order to Martin Chevrolet in the amount of \$46,818.00 for the purchase one stake rack truck.

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

Funds are available in the Motor Pool Operations Fund Account No. 661-4480-841-9770.

**Justification:**

The Maintenance and Service Division requires a stake rack truck to replace old equipment used in their daily operations. Below is a tabulation of the bids received :

Martin Chevrolet Saginaw (out-City)	\$46,818.00
Red Holman Pontiac. Westland, MI	47,772.00
Labadie Auto Bay City, MI	53,234.00

**Council Action:**

Council\_\_\_\_\_ moved that the recommendation of the City Manager be approved.

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Dump Truck Purchase

**Manager's Recommendation:**

I recommend acceptance of the low bid and issuance of a purchase order to Martin Chevrolet in the amount of \$54,863.64 for the purchase of two 1-ton dump trucks.

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 available in the Motor Pool Operations Fund Account No. 661-4480-841-9770.

**Justification:**

The Maintenance and Service Division requires these two dump trucks to replace old equipment used in their daily operations.

On December 16, 2003 the City of Saginaw accepted bids for two units. Following is a tabulation of the bids received:

Martin Chevrolet. Saginaw (out-City)	\$54,863.64
Red Holman Pontiac. Westland, MI	55,478.00
Labadie Auto Bay City, MI	60,169.64

**Council Action:**

Council \_\_\_\_\_ moved that the recommendation of the City Manager be approved.