

Council Agenda

February 22, 2010, 6:30 p.m. Council Chamber

PLEASE NOTE: There will be a Committee of the Whole meeting today beginning at 4:30 p.m. in the Council Chamber to interview council candidates.

PRAYER AND PLEDGE OF ALLEGIANCE

ROLL CALL

CORRECTION AND APPROVAL OF MINUTES OF PRECEDING SESSIONS:

Special Strategic Planning Session of 1/30/10 and regular Council Meeting of 2/8/10

ANNOUNCEMENTS:

PUBLIC HEARINGS:

Single Lot Assessment

PERSONAL APPEARANCES:

REMARKS OF COUNCIL:

PETITIONS:

1. 10-03 from Thomas B. Mudd, President, Saginaw Valley Historic Preservation Society, requesting that a day be set aside by the City of Saginaw to honor Norman Little, founder of both Saginaw City and East Saginaw.
2. 10-04 from Lindsey Alverson, WKCQ-FM, requesting permission to erect a banner in the 500 block of Court Street from May 21, 2010 to June 19, 2010 for the purpose of promoting the KCQ Country Music Fest Free Concert on June 19, 2010.

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

REPORTS FROM MANAGER:

Management Update:

1. Tom McIntyre, 911 Executive Director, will review the changes in the 911 system.
2. Presentation of SCENIC award by Darnell Earley, City Manager.

3. Tim Morales, Assistant City Manager for Fiscal Services, and Police Chief Gerald Cliff will review the income tax/warrant process.
4. Reinventing Saginaw by Darnell Earley, City Manager.

Recommended Actions:

1. Recommending that the Business Association Agreement with Benefit Administration Services International Corporation (BASIC) and the City of Saginaw be approved so that BASIC can have access to Protected Health Information in order to administer health care transactions for the City of Saginaw as provided for in the current approved service contract with BASIC. The Agreement has been approved by the City Manager as to substance and the City Attorney as to form. Further recommend that Dennis Jordan, Director of Employee Services, be authorized to execute the Agreement on behalf of the City.
2. Recommending that the Business Association Agreement with Blue Cross and Blue Shield of Michigan (BCBSM) and the City of Saginaw be approved so that BCBSM can have access to Protected Health Information in order to administer health care transactions for the City of Saginaw as provided for in the current approved service contract with BCBS. The Agreement has been approved by the City Manager as to substance and the City Attorney as to form. Further recommend that Dennis Jordan, Director of Employee Services, be authorized to execute the Agreement on behalf of the City.
3. Recommending that the Voluntary Compliance Agreement between the U. S. Department of Housing and Urban Development and Community Housing Resource Board be approved. The term for the Agreement is for three years. Further recommend that the Director of Development be authorized to sign the Agreement on behalf of the City.
4. Recommending acceptance of the bid and issuance of a purchase order to Clyde Armory of Bogart, GA, in the amount of \$4,067.00 for the purchase of twelve new COLT AR-15 rifles for the police department's Emergency Services Team. The low bidder would not accept all of the trade-in weapons. Funds are available in the Local Law Enforcement Grant Fund Supplies/Parts & Supplies Account, No. 263 3321 741 7330.
5. Recommending acceptance of the low bid and issuance of a purchase order to Office Products Outlet in the amount of \$2,914.65 for the purchase of office furniture for the Frank N. Andersen Celebration Park police outpost located within the remodeled vending building. The furniture includes three workstation areas and a conference table with six chairs. Funds are budgeted in the Celebration Park Capital Outlay Office Equipment and Furniture Account, No. 508 1580 831 9760.
6. Recommending acceptance of the low bid and issuance of a purchase order to Earthworm Drilling LLC in the amount of \$3,990.00 for boring services at the Kochville Station. The extent of the service is to bore and pull two-inch HDPE conduit for new electrical wires at the Kochville Station. Funds are budgeted in the Water Operations General Repairs Account, No. 591 4730 861 8040.
7. Recommending acceptance of the low bid and issuance of a purchase order to Standard Electric Co. in the amount of \$4,081.50 for the supply and delivery of electrical wire for repairs to the Kochville Station, Davis Road valve vault. The wire is to be installed in conjunction with the boring services to install new conduit from the valve vault to the

Kochville Station building. Funds are budgeted in the Water Operations General Repairs Account, No. 591 4730 861 8040.

8. Recommending acceptance of the low bid and issuance of a purchase order to American International Chemical, Inc. in the amount of \$5,240.00 for the supply and delivery of 4,000 lbs. of copper sulfate, which is used in the treatment of raw storage reservoirs to control nuisance algae that cause taste and odors. Funds are budgeted in the Water Operation and Maintenance Chemicals Account, No. 591 4730 861 7302.
9. Recommending acceptance of the low bid and issuance of purchase orders to ODB in the amount of \$18,240.00 for fiscal year 2010 and \$18,240.00 for fiscal year 2011 for a two-year supply of sweeper brooms. Funds are budgeted in the Motor Pool Operation Account, No. 661 4480 841 7312 for fiscal year 2010 and will be budgeted for in the same account in fiscal year 2011.
10. Recommending acceptance of the bid and issuance of a purchase order to Etna Supply in the amount of \$26,240.00 for the purchase of handheld water meter reader programmers to be used by the Right of Way Division, Maintenance and Service Section. They are replacements for existing units that can no longer be repaired by the manufacturer. Funds are budgeted in the Water and Sewer Meter Operations and Maintenance Repairs and Replacements Capital Outlay Account, Nos. 591 4740 881 9720 (\$13,120.00) and 590 4820 861 9720 (\$13,120.00).
11. Recommending acceptance of the low bid from JR Heineman & Sons, Inc. in the amount of \$571,768.04 and that a contract be awarded to them in that amount for the construction of the new Mershon-Whittier Splash Park at Frank N. Andersen Celebration Park. This project will be funded partially by a DNR grant of \$450,000.00, local donations and the City of Saginaw funding match and is part of the repurposing of the former Andersen Water Park located at S. Washington and Ezra Rust. Funds are budgeted in the Celebration Park Construction Account, No. 508 7580 831 8047.

INTRODUCTION OF ORDINANCES:

CONSIDERATION AND PASSING OF ORDINANCES:

RESOLUTIONS:

1. Establishing an Industrial Development District for U. S. Graphite, Inc. located at 1510 E. Holland Avenue.

UNFINISHED BUSINESS:

MOTIONS AND MISCELLANEOUS BUSINESS:

- Motion to go into closed session to discuss settlement strategy in pending litigation in a slip and fall case.

Darnell Earley
City Manager

COUNCIL COMMUNICATION

From: The City Manager

Subject: BASIC Business Association Agreement

Manager's Recommendation:

I recommend that the Business Association Agreement with Benefit Administration Services International Corporation, a/k/a, BASIC and the City of Saginaw be approved so that BASIC or Business Associate can have access to Protected Health Information (PHI) in order to administer health care transactions for the City of Saginaw as provided for in the current approved service contract with BASIC. The Agreement has been approved by me as to substance and the City Attorney as to form. It is further recommended that City Council authorize, Dennis Jordan, Director of the Office of Employee Services, to execute the Agreement.

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

Justification:

This agreement is a release that will allow BASIC to process benefits and claims that will keep the City of Saginaw in compliance with the Standards for Privacy of Individually Identifiable Health Information (the "Privacy Standards") set forth by the U.S. Department of Health and Human Services ("HHS") pursuant to the Health Insurance Portability and Accountability Act of 1996, ("HIPAA") and amended by the Health Information Technology for Economic and Clinical Health Act ("HITECH Act"), part of the American Recovery and Reinvestment Act of 2009 ("ARRA") and the Genetic Information Nondiscrimination Act of 2008 ("GINA").

BASIC has been the provider for the City since 1999. They have facilitated the federally required COBRA responsibilities and other benefit programs, such as the Flexible Spending Account and the Dependent Verification program.

Council Action:

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

COUNCIL COMMUNICATION

From: The City Manager

Subject: Blue Cross Blue Shield of Michigan Business Association Agreement

Manager's Recommendation:

I recommend that the Business Association Agreement with Blue Cross and Blue Shield of Michigan (BCBSM) and the City of Saginaw be approved so that BCBSM can have access to Protected Health Information (PHI) in order to administer health care transactions for the City of Saginaw as provided for in the current approved service contract with BCBS. The Agreement has been approved by me as to substance and the City Attorney as to form. It is further recommended that City Council authorize Dennis Jordan, Director of the Office of Employee Services, to execute the Agreement.

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

Justification:

BCBSM is the primary health care provider/administrator for the City of Saginaw. This Agreement is a release that will allow BCBSM to process benefits and claims that will keep the City of Saginaw in compliance with the Standards for Privacy of Individually Identifiable Health Information (the "Privacy Standards") set forth by the U.S. Department of Health and Human Services ("HHS") pursuant to the Health Insurance Portability and Accountability Act of 1996, ("HIPAA") and amended by the Health Information Technology for Economic and Clinical Health Act ("HITECH Act"), part of the American Recovery and Reinvestment Act of 2009 ("ARRA") and the Genetic Information Nondiscrimination Act of 2008 ("GINA").

Council Action:

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

COUNCIL COMMUNICATION

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

RESOLUTION ESTABLISHING INDUSTRIAL DEVELOPMENT DISTRICT FOR U.S. GRAPHITE, INC. AT 1510 E. HOLLAND AVENUE

Council _____ offered and moved adoption of the following resolution:

WHEREAS, pursuant to Ac. No. 198 of the Public Acts of 1974, as amended, City Council for the City of Saginaw has the authority to establish "Industrial Development Districts" within the City of Saginaw; and

WHEREAS, Rodger New o/b/o U.S. Graphite, Inc. did heretofore on December 11, 2009, file with the City Clerk a communication/petition (City Clerk's File No. 09-25) requesting City Council establish an Industrial Development District on its property located in the City of Saginaw at 1510 E. Holland Avenue; and

WHEREAS, the City Assessor has confirmed that U.S. Graphite, Inc. is the owner of 75% or more of the property in the proposed Industrial Development District; and

WHEREAS, construction, acquisitions, alterations, or installation of a proposed facility has not commenced at the time of filing the request to establish this district; and

WHEREAS, written notice by certified mail was given to the owner of the property within the proposed Industrial Development District and to the public by publishing the Notice of Hearing on the establishment of the proposed district once in The Saginaw News, the official newspaper of the City of Saginaw, and by posting the notice in the City Clerk's Office for the City of Saginaw; and

COUNCIL COMMUNICATION

WHEREAS, at the time and place stated in the Notice of Hearing, January 25, 2010, the public hearing was held and the owner of the real property in the proposed district and all residents and taxpayers of the City of Saginaw desiring to be heard on the matter were given the right to appear, and those who did so appear were heard; and

WHEREAS, City Council deems it to be in the public interest of the City of Saginaw to establish the Industrial Development District as proposed, pursuant to the Act 198, P.A. of 1974, as amended.

NOW, THEREFORE, BE IT RESOLVED, that City Council of the City of Saginaw hereby establishes in the City of Saginaw an Industrial Development District pursuant to Act 198, P.A. 1974, as amended, said District to be comprised of that piece or parcel of land in the City of Saginaw, County of Saginaw, State of Michigan, described as follows:

1510 EAST HOLLAND AVENUE, SAGINAW, MICHIGAN

TAX ROLL NO. 09 0013 00000

PART OF N.E.1/4 OF S.W.1/4 OF SEC.30,T.12,N.R.5,E.& LOTS13, 14 & N.28.4 FT.OF LOT 15,THOMAS ALVAROS ADDITION DESCRIBED AS FOLLOWS.STARTING AT THE N.W. CORNER OF THE N.E.1/4 OF S.W. 1/4 OF SEC.30,T.12,N.R.5,E.SAID CORNER OF 1/8 POST BEING AT THE INTERSECTION OF CENTER LINE OF BOXWOOD ST.& E.HOLLAND AVE.,IN SAID CITY THENCE E.ALONG E.& W. 1/4 LINE OF SAID SEC.30,172.8 FT.TO A POINT,THENCE SLY.IN A LINE DRAWN AT AN ANGLE OF 90 DEG.&14 MIN.WITH THE LAST MENTIONED LINE & MEASURED FROM N.TOS.A DISTANCE OF 33 FT.TO A POINT IN THE S.LINE OF E. HOLLAND AVE.,WHICH POINT IS THE PLACE OF BEG.,THENCE SLY.ALONG THE W.LINE OF MICHIGAN CENTRAL RIGHT OF WAY WHICH IS A STRIP OF LAND 33 FT.WIDE FOR A DISTANCE OF 300 FT.,THENCE W.PARL. WITH THE S.LINE OF E.HOLLAND AVE.TO E.LINE OF BOXWOOD ST.,& THENCE N.ALONG THE E.LINEOF BOXWOOD ST.,300 FT.TO THE S. LINE OF E.HOLLAND AVE. &THENCE E.139.8 FT.TO PLACE OF BEG.

COUNCIL COMMUNICATION

From: The City Manager

Subject: Office Furniture, Celebration Park Police Outpost

Manager's Recommendation:

I recommend that the low bid from Office Products Outlet be accepted and that a purchase order be issued to them in the amount of \$2,914.65 for the purchase of office furniture for the Frank N. Andersen Celebration Park police outpost.

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 Celebration Park Capital Outlay Office Equipment and Furniture Account No. 508-1580-831.97-60.

Justification:

On February 2, 2010, the City received bids on office furniture for the "Frank N. Andersen Celebration Park" police outpost, located within the remodeled vending building. The office furniture includes three workstation areas and a conference table with six chairs. The following is a tabulation of the bids received:

Office Products Outlet – Alternate bid Flint, MI	\$2,914.65
Office Products Outlet Flint, MI	\$3,001.20
Pinnacle Design Saginaw, MI	\$3,378.50
Choice Office Products – Alternate bid Saginaw, MI	\$3,974.00
Choice Office Products Saginaw, MI	\$4,181.00

Council Action:

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

COUNCIL COMMUNICATION

From: The City Manager

Subject: Contract with JR Heineman & Sons Inc.

Manager's Recommendation:

I recommend that the low bid from JR Heineman & Sons, Inc. in the amount of \$571,768.04 be accepted and a contract awarded them in that amount be approved. Contract documents forwarded herein (City Clerk's File _____), have been signed by the contractor. The contract is subject to approval by me 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 Celebration Park Construction Account, No. 508-7580-831-80.47. (\$571,768.04), project number AW08CS.

Justification:

On February 2, 2010, the City received bids for the construction of the new Mershon-Whittier Splash Park at Frank N. Andersen Celebration Park. This project will be funded partially by a DNR (Department of Natural Resources) Grant of \$450,000.00, Local Donations and the City of Saginaw funding match and is part of the repurposing of the former Andersen Water Park located at S. Washington (M-13) and Ezra Rust. The Splash Park will include twenty-eight play features. A set of three zero depth splash pads will be tailored to children of different age groups. The first will cater to infants and toddlers with non-threatening misters and low-pressure fountains. A second pad will entertain young children with dumping buckets, larger fountains, and showers. The third

COUNCIL COMMUNICATION

pad will allow older children to interact with directable water soakers, and large water features.

Following is a tabulation of the quotes received:

J R Heineman & Sons Inc. Saginaw, (in-City)	\$ 571,768.04
Gerace Construction Midland, MI	\$ 591,497.75
Graham Construction Saginaw, MI	\$ 595,180.78*
Sugar Construction Midland, MI	\$ 610,536.00**
Geiersbach Construction Freeland, MI	\$ 613,840.75
E & L Construction Flint, MI	\$ 621,438.00***

* Should be \$595,148.56 due to multiplication error.

** Should be \$610,507.80 due to multiplication error.

*** Should be \$621,441.87 due to multiplication error.

Council Action:

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

COUNCIL COMMUNICATION

From: The City Manager

Subject: Sweeper Brooms

Manager's Recommendation:

I recommend that the bid from ODB be accepted and purchase orders be issued to them in the amount of \$18,240.00 for fiscal year 2010 and \$18,240.00 for fiscal year 2011 for a two-year supply of sweeper brooms.

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 Motor Pool Operation Account, No. 661-4480-841-73-12 for fiscal year 2010 and will be budgeted for in the same account for fiscal year 2011.

Justification:

On November 17, 2009, the Right of Way Division received bids for a two-year supply of sweeper brooms. The Streets Section uses replacement sweeper and gutter brooms on its streets sweeper. Following is a tabulation of the bids received:

		<u>Total Bid</u>
ODB Richmond, VA	1 st Year	\$18,240.00
	2 nd Year	\$18,240.00
Bell Equipment Lake Orion, MI	1 st Year	\$19,580.00
	2 nd Year	\$20,200.00

Council Action:

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

COUNCIL COMMUNICATION

From: The City Manager

Subject: Water Treatment Copper Sulfate Purchase

Manager's Recommendation:

I recommend that the bid from American International Chemical, Inc. be accepted and a purchase order issued to them in the amount of \$5,240.00 for the supply and delivery of copper sulfate.

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 material are budgeted in the Water Operation and Maintenance Chemicals Account No. 591-4730-861.73-02

Justification:

On January 12, 2010, the City of Saginaw received bids for the supply and delivery of 4,000 pounds of crystalline Copper Sulfate. Copper Sulfate is used in the treatment of raw water storage reservoirs to control nuisance algae that cause taste and odors. The bid price is an increase of 39.7% over the price paid in fiscal year 2006. The price increase is due to energy cost increases for manufacture and delivery of the product. Following is a tabulation of the bids received and reviewed by the Purchasing Committee:

	<u>Per Pound</u>	<u>Total Bid</u>
American International Chemical Inc. Framingham, MA	\$1.31	\$5,240.00
CHEMRITE Inc. Buford, GA	\$1.58	\$6,320.00

Council Action:

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

COUNCIL COMMUNICATION

From: The City Manager

Subject: Water Treatment Plant Boring Services

Manager's Recommendation:

I recommend that the low bid from Earthworm Drilling LLC be accepted and a purchase order be approved and issued to them in the amount of \$3,990.00 for boring services at the Kochville Station.

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 General Repairs Account, No. 591-4730-861.80-40.

Justification:

On December 29, 2009, the City received bids for boring services. The extent of the service is to bore and pull 2-inch HDPE conduit for new electrical wires at the Kochville station. The work is for repairs to the Davis Road valve vault where the existing conduit and wires have deteriorated. Because of this, the valve cannot be operated remotely from the station and a crew must enter the valve vault to operate the valve. The Water Plant maintenance staff will pull the new wires after the new HDPE conduit is in place and make all necessary connections for operation of the valve. There is no price comparison available for this purchase. Following is a tabulation of the bids received and reviewed by the Purchasing Committee:

	<u>Total Bid</u>
Earthworm Drilling LLC Freeland, MI	\$3,990.00
Rohde Bros. Excavating, Inc. Saginaw, MI	\$9,300.00
Eric Construction, Inc. St. Charles, MI	\$9,642.00
Amcomm Telecommunications White Lake, MI	\$10,108.00
J. Ranck Electric, Inc. Mt. Pleasant, MI	\$12,500.00

COUNCIL COMMUNICATION

Delta Electric Contractors of Lansing, Inc. Lansing, MI	\$15,150.00
Metropolitan Communications Group West Chester, PA	\$16,250.00
R. Roese Contracting, Inc. Kawkawlin, MI	\$17,200.00

Council Action:

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

COUNCIL COMMUNICATION

From: The City Manager

Subject: Water Treatment Plant Kochville Station Wire Purchase

Manager's Recommendation:

I recommend that the bid from the Standard Electric Co. be accepted and a purchase order be approved and issued to them in the amount of \$4,081.50 for the supply and delivery of electrical wire for repairs to the Kochville Station, Davis Road valve vault.

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 General Repairs Account, No. 591-4730-861.80-40.

Justification:

On December 29, 2010, the City received bids for the supply and delivery of electrical wire for repairs to the Kochville Station, Davis Road valve vault. The wire is to be installed in conjunction with the boring services to install new conduit from the valve vault to the Kochville Station building. There is no price comparison available for this purchase. Following is a tabulation of the bids received and reviewed by the Purchasing Committee:

	<u>Total Bid</u>
Standard Electric Co. Saginaw, MI	\$4,081.50
M.E. Campbell Saginaw, MI	\$4,196.70
Kendall Electric Saginaw, MI	\$4,230.00

Council Action:

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

COUNCIL COMMUNICATION

From: The City Manager

Subject: 2009 Stimulus JAG Funds - Emergency Services Team Equipment

Manager's Recommendation:

I recommend acceptance of the bid and issuance of a purchase order to Clyde Armory, Bogart, GA, in the amount of \$4,067.00 for the purchase of twelve (12) new Colt AR-15 Rifles for use by the Saginaw Police Department Emergency Services Team.

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

Funds for this purchase are available in the Local Law Enforcement Grant Fund Supplies / Parts & Supplies Account, No. 263-3321-741.73-30.

Justification:

The Saginaw Police Department was awarded JAG funds as part of the Federal Government's 2009 Stimulus Package. A portion of the funds was designated to modernize equipment for the Emergency Services Team. The current weapons used by the Emergency Services Team are no longer capable of handling situations that may arise in today's world.

The City of Saginaw received bids on February 2, 2010 and would like to purchase from the second lowest bidder. The low bidder refuses to take all of the trade-in weapons. The difference will cost us as much or more than the difference between the bids. We are dealing with Class 3 type weapons and Federal Regulations are much more stringent than normal firearms.

COUNCIL COMMUNICATION

Following is a tabulation of the bids received and reviewed by the Purchasing

Committee:

RBA, Phoenix Distributors Feasterville, PA	\$ 3,260.05
Clyde Armory, Inc. Bogart, GA	\$ 4,067.00
Michigan Police Equipment Charlotte, MI	\$ 5,196.00
ProForce Law Enforcement Prescott, AZ	\$ 7,182.00
CMP Distributors Lansing, MI	\$11,940.00
SRT Supply St. Petersburg, FL	\$14,332.00

Council Action:

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

COUNCIL COMMUNICATION

From: The City Manager

Subject: ROW Handheld Water Meter Reader Programmers

Manager's Recommendation:

I recommend that the bid from Etna Supply be accepted and a purchase order be issued to them in the amount of \$26,240.00 for the purchase of handheld water meter reader programmers.

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 and Sewer Meter Operations and Maintenance Repairs and Replacements Capital Outlay Account, Nos. 591-4740-881.97-20 (\$13,120.00) and 590-4820-861.97-20 (\$13,120.00).

Justification:

The Right of Way Division, Maintenance and Service Section, will utilize the four handheld water meter reader programmers. They are replacements for existing units that can no longer be repaired by the manufacturer. These handheld meter reader programmers will be compatible with our existing and future meters. This is a sole source item.

Council Action:

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

COUNCIL COMMUNICATION

From: The City Manager

Subject: U. S Department of Housing and Urban Development Voluntary Compliance Agreement

Manager's Recommendation:

I recommend that the Voluntary Compliance Agreement ("Agreement") between the U. S. Department of Housing and Urban Development ("HUD") and Community Housing Resource Board ("CHRB") be approved. The term of the Agreement is for three years. The Agreement has been approved by me as to substance and the City Attorney as to form. It is further recommended that City Council authorize the Director of Development to sign the Agreement.

Justification:

CHRB filed a complaint with HUD alleging that the City was not in compliance with Section 3 business concerns for contracting opportunities in compliance with 24 CFR §135.30. The City responded to the said complaint appropriately and included various proactive initiatives in regard to Section 3 and other compliance requirements. Specifically, Section 3 requires that all contracts funded in whole or in part with HUD financial assistance, in excess of \$200,000.00, include numerical goals for the employment of Section 3 residents. Section 3 residents are defined as those individuals as low to moderate income residents. While the City has not been involved in single construction or demolition contracts in excess of \$200,000, it may have such contracts in the future under the NSP2 Grant. This Voluntary Compliance Agreement confirms our intent to be proactive meeting expectations under Section 3.

Pursuant to the terms of the Agreement, the City is required to do the following:

COUNCIL COMMUNICATION

1. Within one hundred and eighty (180) days, develop or revise its Section 3 Plan and submit a copy to HUD;
2. Within one hundred and twenty (120) days, amend the current procurement procedures to clearly and adequately reflect Section 3 requirements and submit a copy to HUD; and
3. Within one hundred and twenty (120) days, to the extent feasible, develop and maintain a list of qualified, skilled and unskilled Section 3 residents and Section 3 business concerns. The City must submit a copy of the lists to HUD. In addition, the City will provide the lists to all successful bidders to facilitate the employment of Section 3 residents and award sub-contracts to Section 3 business concerns.

Failure to comply with the terms of the Agreement, can lead to program suspension and various other penalties.

Council Action:

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