

CITY COUNCIL AGENDA

FEBRUARY 23, 2004, 6:30 P.M., COUNCIL CHAMBER

PLEASE NOTE:

A Committee of the Whole meeting will be held today beginning at 5:45 p.m. in the Council Chamber. John Stemple, Planning Administrator, will discuss the Parks Master Plan.

ROLL CALL:

CORRECTION AND APPROVAL OF MINUTES OF PRECEDING SESSIONS:

February 9, 2004 Council meeting.

ANNOUNCEMENTS:

PUBLIC HEARING:

1. 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.
2. Single Lot Assessments.

PERSONAL APPEARANCES:

1. John Acklin, 3122 Fulton, regarding 620 Sheridan, 3000 block of Fulton, 3500 block of Fulton and traffic signals on Brockway.
2. Jack Schmidt, regarding metropolitan policing.
3. Rosemary Watson, 2102 Whittier, regarding trash removal.

REMARKS OF COUNCIL:

PETITIONS:

04-07 from Rich Premo, 319 Hayden, requesting permission to erect a banner in the 300 block of S. Michigan Avenue from April 1, 2004 – April 26, 2004 for the purpose of promoting Hidden Harvest Cooks.

REPORTS FROM BOARDS AND COMMISSIONS AND COMMITTEES:

1. Reappointment of Andy Coulouris, Tim Curtiss and Jim Keyes to the Downtown Development Authority, with terms to expire 12/31/07.

2. Appointment of Kenneth Horn to Saginaw Transit Authority Regional Services, to fill a vacancy with a term to expire 09/26/04, and appointment of Dwayne Parker to Saginaw Transit Authority Regional Services, to fill a vacancy with a term to expire 12/31/05.
3. Reappointment of Darlean Carpenter, Elizabeth Hansen, and Elsenia Porterfield to the Human Planning Commission, with terms to expire 2/7/06.
4. Appointment of Stasi Schaefer to the Saginaw Community Enrichment Commission, to fill a vacancy with a term to expire 6/30/07.
5. Appointment of Diana Bearss to the Board of Review to fill a vacancy for an indefinite term.

REPORTS FROM THE MANAGER:

1. Recommending acceptance of the bid and issuance of a purchase order to Libra Industries in the amount of \$2,990.00 for the purchase of two combustible gas air monitors. This vendor meets all requirements of the contract compliance provisions. Funds are available in the General Fund Account No. 101 3751 751 7330.
2. Recommending that the cellular phone changes resulting from the Telecommunications Audit be implemented and competitive bidding be waived. Further recommend that a purchase order be issued to Baycom in the amount of \$7,917.84 for cell phones and related hardware. This vendor meets all requirements of the contract compliance provisions. Funds are available in the Information Services Operating Services Account No. 658 1720 711 8005.
3. Recommending that payment be made to TBF Graphics in the amount of \$8,969.12 for printing and mailing 2004 Notice of Assessment Forms. This vendor meets all requirements of the contract compliance provisions. Funds are available in the General Fund Account Nos. 101 1744 711 8015 and 101 1744 711 8030.
4. Recommending approval of the Food and Beverage Agreement and Use License Agreement with SMG for the All Area Arts Awards. These contracts have 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. This event is funded entirely by the Saginaw Community Enrichment Commission.
5. Recommending approval of the transfer of ownership of the 2003 twelve-month Resort B-Hotel licensed business with Dance-Entertainment Permit for 400 Johnson. The Saginaw County Health Department, City Fire Department and City Inspections have approved this transfer.
6. Recommending approval of the City of Saginaw's Parks and Recreation Plan.

7. Recommending that changes be made to the fees established for Rules and Regulations for Water and Sewer Service Billings and Installations in the Water and Sewer Bulletins Collections dated January 27, 2003.
8. Recommending that the ten vacant parcels located at the northeast corner of Fifteenth St. and Hartsuff Rd. be approved as the city's eighth Neighborhood Enterprise Zone (NEZ). Further recommend that a public hearing be set for March 8th, 6:30 p.m. in the Council Chamber in order to meet legal requirements of the NEZ law.
9. Recommending approval of the changes to the Personnel Complement.

INTRODUCTION OF ORDINANCES

CONSIDERATION AND PASSING OF ORDINANCES:

RESOLUTIONS:

1. Approving Cost Agreement No. 03-5573 which authorizes the City of Saginaw to participate in the cold milling and resurfacing work along Janes Avenue from Fourth Avenue to the east city limits.
2. Appointing a Trustee and Alternate Trustee to the Saginaw Area Storm Water Authority.
3. Approving Apportionment of Operational Costs and Accepting for File the Fiscal 2004 Budget of the Saginaw Area Storm Water Authority.
4. Approving the formation of an Obsolete Property Rehabilitation District at 215 North Park.
5. Authorizing Cost Agreement No. 03-5621 which requires the City of Saginaw to participate in the reconstruction work along Salt Street from Florence Street to Fraser Street.
6. Authorizing the issuance of revenue refunding bonds by the City of Saginaw Hospital Finance Authority as authorized under Michigan Public Act 38 of 1969.
7. Approving the FY 2003-04 Mid-year Budget Adjustment.

UNFINISHED BUSINESS:

MOTIONS AND MISCELLANEOUS BUSINESS:

1. Motion to go into closed session to discuss pending litigation in a civil rights case and pending litigation in a telecommunications suit.

Deborah Kimble
City Manager

COUNCIL COMMUNICATION

From: The City Manager

Subject: Cost Agreement (No. 03-5573) for the Janes Avenue resurfacing project.

Manager's Recommendation:

I recommend that Cost Agreement No. 03-5573 be approved and that the proper city officials be authorized to execute said agreement on behalf of the City. The cost agreement has been approved by the City Manager as to substance and the City Attorney as to form. A resolution to approve the subject agreement appears under the regular order of business for your consideration.

Justification:

Transmitted herewith is a proposed Cost Agreement (City Clerk's File No. _____) with the Michigan Department of Transportation (MDOT) for the purpose of fixing the rights and obligations of the parties agreeing to the cold milling and resurfacing work along Janes Avenue from Fourth Avenue to the east city limits; including concrete curb and gutter in select areas, ADA sidewalk ramps, modernization of existing traffic signals at the intersections of Janes Avenue with Fifth and Sixth Avenues; together with necessary related work. The total project is estimated to cost \$542,900.00 of which federal funds will pay \$414,312.00 and the City's estimated share is \$128,588.00. The City of Saginaw is responsible for any cost overruns in excess of \$542,900.00.

Funds for the City's share are available in the Community Development Block Grant Street Resurfacing Fund Account Nos. 275-6511-761-8046/03H085 (\$3,023.00) and 275-6511-761-8046/04H085 (\$125,565).

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, Cost Agreement, No. 03-5573, has been submitted by the Michigan Department of Transportation which requires the City of Saginaw to adopt a resolution indicating its willingness to participate in the cold milling and resurfacing work along Janes Avenue from Fourth Avenue to the east city limits; together with necessary related work; and

WHEREAS, the agreement has been approved by the City Manager as to substance and by the City Attorney as to form.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and the City Clerk be authorized to execute said agreement on behalf of the City of Saginaw.

COUNCIL COMMUNICATION

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

Council _____ offered and moved adoption of the following resolution:

WHEREAS, a Cost Agreement, No. 03-5621, has been submitted by the Michigan Department of Transportation, which requires the City of Saginaw to adopt a resolution indicating its willingness to participate in the reconstruction work along Salt Street from Florence Street to Fraser Street together with necessary related work; and

WHEREAS, the agreement has been approved by the City Manager as to substance and by the City Attorney as to form.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and the City Clerk be authorized to execute said agreement on behalf of the City of Saginaw.

COUNCIL COMMUNICATION

From: The City Manager

Subject: Cost Agreement (No. 03-5621) for the Salt Street Reconstruction Project.

Manager's Recommendation:

I recommend that the Cost Agreement (No. 03-5621) be approved and that proper city officials be authorized to execute said agreement on behalf of the City. The cost agreement has been approved by the City Manager as to substance and the City Attorney as to form. A resolution to approve the subject agreement appears under the regular order of business for your consideration.

Justification:

Transmitted herewith is a proposed Cost Agreement (City Clerk's File No. _____) with the Michigan Department of Transportation (MDOT) for the purpose of fixing the rights and obligations of the parties agreeing to the reconstruction work along Salt Street from Florence Street to Fraser Street; including pavement removal, concrete curb and gutter, ADA sidewalk ramps, hot mix asphalt resurfacing; together with necessary related work. The total project is estimated to cost \$341,300.00 of which Federal funds will pay \$279,400.00 and the City's estimated share is \$61,900.00. The City of Saginaw is responsible for any cost overruns in excess of \$341,300.00.

Funds for the City's share are available in the Community Development Block Grant Street Resurfacing Fund Account No. 275-6511-761-8046/04H085 (\$61,900.00).

Council Action:

Council _____ moved that this communication be received and filed.

COUNCIL COMMUNICATION

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

Council _____ offered and moved adoption of the following resolution:

WHEREAS, a Cost Agreement, No. 03-5635, has been submitted by the Michigan Department of Transportation, which requires the City of Saginaw to adopt a resolution indicating its willingness to participate in the reconstruction work along Fifth Avenue from Janes Avenue to Fitzhugh Street together with necessary related work; and

WHEREAS, the agreement has been approved by the City Manager as to substance and by the City Attorney as to form.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and the City Clerk be authorized to execute said agreement on behalf of the City of Saginaw.

COUNCIL COMMUNICATION

From: The City Manager

Subject: Cost Agreement (No. 03-5635) for the Fifth Avenue Reconstruction Project.

Manager's Recommendation:

I recommend that the Cost Agreement (No. 03-5635) be approved and that proper city officials be authorized to execute said agreement on behalf of the City. The cost agreement has been approved by the City Manager as to substance and the City Attorney as to form. A resolution to approve the subject agreement appears under the regular order of business for your consideration.

Justification:

Transmitted herewith is a proposed Cost Agreement (City Clerk's File No. _____) with the Michigan Department of Transportation (MDOT) for the purpose of fixing the rights and obligations of the parties agreeing to the reconstruction work along Fifth Avenue from Janes Avenue to Fitzhugh Street; including concrete curb and gutter in select areas, ADA sidewalk ramps, hot mix asphalt resurfacing; together with necessary related work. The total project is estimated to cost \$400,300.00 of which Federal funds will pay \$320,000.00 and the City's estimated share is \$80,300.00. The City of Saginaw is responsible for any cost overruns in excess of \$400,300.00.

Funds for the City's share are available in the Community Development Block Grant Street Resurfacing Fund Account Nos. 275-6511-761-8046/03H085 (\$3,023.00) and 275-6511-761-8046/04H085 (\$77,277.00).

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

WHEREAS, the property at 215 N. Park, TAX ID 03-0399-00000, has been deemed functionally obsolete by the City of Saginaw; and

WHEREAS, the owners of the property have met guidelines established by the City of Saginaw and plan to submit an application for an Obsolete Property Exemption Certificate; and

WHEREAS, the owners of the property have been notified by certified mail, and a public meeting was held February 23, 2004 in accordance with P.A. 146 of 2000;

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

215 NORTH PARK
ASSESSOR'S FILE #: 03-0399-000-00
LOTS 10 & 11, BLOCK 85, MAP OF THE CITY OF EAST SAGINAW, ALSO
COMMONLY KNOWN AS HOYT'S PLAT.

COUNCIL COMMUNICATION

From: The City Manager

Subject: Gas Monitor

Manager's Recommendation:

I recommend that the bid received from Libra Industries of Jackson, MI, be approved and a purchase order issued to them in the amount of \$2,990.00 for the purchase of two combustible gas air monitors.

Justification:

These combustible gas air monitors are used for confined space rescue emergencies and hazardous material emergencies to test the atmosphere for hazardous substances such as carbon monoxide and hydrogen sulphide. It is necessary for the Fire Department to replace inoperative, obsolete monitors.

The only qualified bid received was from Libra Industries and the total cost includes a \$200.00 each credit for trade in of the old monitors.

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 this purchase are available in the General Fund Account No. 101-3751-751-7330.

Council Action:

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

COUNCIL COMMUNICATION

From: The City Manager

Subject: Treadmill Station No. 2

Manager's Recommendation:

I recommend that the bid from Beyondmoseying.com be accepted and that a purchase order be approved and issued to them in the amount of \$4,294.00 for a Supertread Model ST-4600 Treadmill for Fire Station No. 2.

Justification:

On February 3, 2004, the Saginaw Fire Department received bids for the purchase of a Supertread Model St-4600 Treadmill to replace the one located at Gratiot Street Station No. 2. The following is a tabulation of the bids received:

Old Town Gym Equipment	\$6,599.00
Beyondmoseying.com	\$4,294.00
BSN Sports	\$3,184.97

The Purchasing Committee has reviewed the bids and it was determined that the low bid from BSN Sports did not meet the required specifications. Therefore, it is recommended that the bid from Beyondmoseying.com be approved.

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 this purchase are available in the General Fund Account No. 101-3751-751-9760.

Council Action:

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

COUNCIL COMMUNICATION

From: The City Manager

Subject: Neighborhood Enterprise Zone #8

Manager's Recommendation:

It is recommended that the ten vacant parcels located at the northeast corner of Fifteenth St. and Hartsuff Rd. be approved as the city's eighth Neighborhood Enterprise Zone. This will allow the future homeowners to apply for NEZ certificates that reduce their homestead taxes.

Justification:

Under the Neighborhood Enterprise Zone legislation, P.A. 147 of 1992, eligible owner-occupied properties are taxed at one-half the average state homestead millage rate up to twelve years. The 2002 NEZ rate was 17.02 mills, 52% of the current Saginaw homestead rate.

Habitat for Humanity is requesting the NEZ to support its 2004 Blitz Build at this site. All ten parcels in the proposed NEZ are currently owned by Habitat for Humanity and will be transferred to the new owners who then benefit from the reduced taxes.

A public hearing is being requested for the Council meeting on March 8th in order to meet legal requirements of the NEZ law. Adoption of a resolution authorizing the NEZ would follow at the April 5th Council meeting. Individual applications and certificates would then require separate approval after formation of the district.

Council Action:

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

COUNCIL COMMUNICATION

From: The City Manager

Subject: 2004 Change Notice of Assessments for Assessor's Office

Manager's Recommendation:

I recommend that payment be made to TBF Graphics in the amount of \$8,969.12 for printing and mailing 2004 Notice of Assessment forms. 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 Account Nos. 101-1744-711-8015 and the 101-1744-711-8030.

Justification:

State of Michigan law requires that notice be given to all parcels with value changes by mail. The mailing deadline is March 1st of each year. Bids were solicited for printing and mailing of Change Notice of Assessment forms for the year 2004. The following two bids were received:

TBF Graphics Saginaw (in-City)	\$ 8,969.12
360 Services Inc. Livonia, MI	\$10,972.50

Council Action:

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

COUNCIL COMMUNICATION

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

SAGINAW COUNTY, MICHIGAN

RESOLUTION: APPOINTING TRUSTEE AND ALTERNATE TRUSTEE
SAGINAW AREA STORM WATER AUTHORITY BOARD OF TRUSTEES

I, undersigned, at a regular meeting of the City of Saginaw Council, held on the 23rd day of February 2004 at 6:30, p.m. Michigan time.

PRESENT:

ABSENT:

Council _____ offered the following resolution and moved for its adoption. The motion was seconded by _____ Councilperson.

WHEREAS, The City of Saginaw has previously joined the Saginaw Area Storm Water Authority, hereafter "Authority", and is a constituent Municipality pursuant to the Articles of Incorporation adopted by the Authority; and

WHEREAS, each constituent municipality is required to periodically designate a constituent member and an alternate constituent member to serve on the Board of Trustees.

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

1. The following are hereby appointed as trustee and alternate trustee respectively of this Council:

Trustee: John Premo

Alternate Trustee: Thomas Darnell

COUNCIL COMMUNICATION

- 2. The above appointed trustee and alternate trustee will serve a four year term from January 1, 2004 through December 31, 2008, or until otherwise replaced by the Saginaw City Council.

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

- 1. John Premo is hereby appointed as Saginaw Area Storm Water Authority Trustee on behalf of City of Saginaw.
- 2. Thomas Darnell is hereby appointed as Saginaw Area Storm Water Authority Alternate Trustee on behalf of City of Saginaw.

YEAS:

NAYS:

ABSTENTIONS:

ABSENT:

The Supervisor declared the resolution duly adopted.

_____, Clerk

IN WITNESS WHEREFORE, I have hereunto fixed my official signature

on this _____ day of _____, 2004.

_____, Clerk

COUNCIL COMMUNICATION

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

SAGINAW COUNTY, MICHIGAN

RESOLUTION: APPROVING APPORTIONMENT OF OPERATIONAL COSTS AND
ACCEPTING FOR FILE THE FISCAL 2004 BUDGET OF THE
SAGINAW AREA STORM WATER AUTHORITY

At a regular meeting of the City of Saginaw Council, held on the 23rd day of
February 2004 at 6:30 p. m. Michigan time.

PRESENT:

ABSENT:

Councilperson_____ offered the following resolution and moved for its adoption.

The motion was seconded by Councilperson_____.

WHEREAS, The City of Saginaw has previously joined the Saginaw Area Storm
Water Authority, hereafter "Authority", and is a constituent municipality pursuant to the
Articles of Incorporation adopted by the Authority; and

WHEREAS, two-thirds (2/3) of the legislative bodies of the Member Municipalities
are required to approve the appointment of the annual operating costs of the Authority;
and

WHEREAS, The Authority is required to file with the legislative bodies of the
Member Municipalities an annual budget for the next fiscal year covering the proposed
expenditures to be made for the organization and operation of the Authority.

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

COUNCIL COMMUNICATION

1. The apportionment of 2004 annual operational costs for the Authority are approved as presented
2. The 2004 annual budget of the Authority is received and accepted as presented.

YEAS:

NAYS:

ABSTENTIONS:

ABSENT:

The supervisor declared the resolution duly adopted.

,Clerk

IN WITNESS WHEREFORE, I have hereunto fixed my official signature

on this _____ day of _____, 2004.

, Clerk

COUNCIL COMMUNICATION

From: City Manager

Subject: Two Separate Resolutions Appointing Trustee and Alternate Trustee and Approving Apportionment of Operational Costs and Accepting for Filing the 2004 Budget for the Saginaw Area Storm Water Authority

Manager's Recommendation:

I recommend that Council approve a Resolution Appointing a Trustee and Alternate Trustee to the Saginaw Area Storm Water Authority. Further recommend that Council approve a Resolution for an Apportionment of Operational Costs and Accepting for filing the fiscal year 2004 Budget for the Saginaw Area Storm Water Authority.

Justification:

The City of Saginaw is a constituent Municipality pursuant to the Articles of Incorporation adopted by the Saginaw Area Storm Water Authority (SASWA). Periodically, SASWA requires that members designate a constituent member and alternate constituent member to serve on the Board of Trustees. The selected individuals will serve a four-year term that will commence on January 1, 2004 and run through December 31, 2008 or until otherwise replaced by City Council.

A Resolution approving the apportionment of operational costs and acceptance of the filing for the 2004 Budget of SASWA is also submitted for approval. SASWA is required to submit an annual budget to each of the constituent municipalities detailing proposed expenditures to be made for the organization and operation of the Authority. Two-thirds of the legislative bodies are required for approval of the annual operating costs of SASWA. This Resolution is to receive the 2004 annual budget as presented and approve the expenditures therein.

Council Action:

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

COUNCIL COMMUNICATION

From: City Manager

Subject: Changes and Revised fees for Rules and Regulations for Water and Sewer Service Billings and Installation.

Manager's Recommendation:

The Department of Public Utilities is recommending that changes be made to the fees established for Rules and Regulations for Water and Sewer Service Billings and Installations in the Water And Sewer Bulletins Collections dated January 27, 2003 issued under the authority of Sections 52.14(C), Water Contracts, Water Distribution System, 52.19, Regulatory Authority, Water Distribution System, of Chapter 52, Water, Section 52.37(A), Rules and Regulations, Billing and Collection, Water Charges of Chapter 52, Water, of Title V, Public Works of the Saginaw Code of Ordinances.

Justification:

The fees charged for Damages of Frozen Meters, Generators, Outside Clocks and Touch Pads have been increased to reflect actual equipment costs. For Meter & Register Replacement, a 5/8" has been revised from a \$110.75 fee to \$135.50. A 1" meter fee has decreased from \$190.25 to \$185.50.

The fees for Meter and Generator Replacement have decreased for a 1-1/2" meter from \$406.75 to \$385.50 and a 2" meter, from \$557.50 to \$535.50.

The Optional Metering Schedule of Meter Charges has been revised to reflect actual costs.

The costs of 5/8" to 3/4" Meter has been revised from \$110.75 to \$135.50 the cost of a 1" Meter has been revised from \$190.25 to \$185.50.

The cost of a 1-1/2" Meter has been revised from \$406.75 to \$385.50

The cost of a 2" Meter has been revised from \$557.50 to \$535.50

Title changes to positions have been updated to reflect current titles.

Minor changes to installation rules have been made to reflect new materials and practices.

Broken Seal Charges will be billed to customers at the market price to replace the Seal.

COUNCIL COMMUNICATION

Revised Tap Fees have been increased to reflect actual cost of replacement as follows:

1"	\$215.00 to \$265.00
1-1/2"	\$250.00 to \$300.00
2"	\$270.00 to \$320.00
4"	\$340.00 to \$390.00
6"	\$390.00 to \$440.00
8"	\$415.00 to \$455.00
10"	\$440.00 to \$490.00

Hydrant Meters have increased to reflect actual costs and the standards set for fire hydrants by Black and Beech.

The Hydrant fee has increased from \$100.00 to \$150.00.

The 3" Hydrant fee has been increased from a \$150.00 deposit to a \$300.00 deposit.

Downsizing Meters have decreased/increased for the following sized meters:

1" to 5/8" X 3/4" Meter	from \$110.75 to \$143.00
1-1/2" to 1" Meter	from \$190.25 to \$188.25
2" to 1" Meter	from \$190.25 to 188.25
2" to 1-1/2" Meter	from \$406.75 to 435.50

The formula remains the same as applied but has been modified to explain to customers in an easier format.

New fees have been added for Disc Meters, Turbo Meters, and Compound Meters for addition Commercial Industrial Meters that are requested above one meter the City Purchases.

Fee increases also are recommended to Public Utilities Bulletin 6-35 (Schedule of Fees for Water and Sewer Connections).

Sewer Connections:

6" connection	\$13.00 per lineal foot
8" connection	14.00 per lineal foot
10" connection	16.00 per lineal foot

COUNCIL COMMUNICATION

12" connection	18.00 per lineal foot
15" connection	22.00 per lineal foot
18" connection	27.00 per lineal foot
21" connection	33.00 per lineal foot
24" connection	39.00 per lineal foot

Water Connections

3/4" connection	\$8.50 per lineal foot
1" connection	9.50 per lineal foot
1-1/2" connection	11.00 per lineal foot
2" connection	15.00 per lineal foot
4" connection	19.00 per lineal foot
6" connection	23.00 per lineal foot
8" connection	27.00 per lineal foot
10" connection	32.00 per lineal foot
12" connection	37.00 per lineal foot

Pavement cuts and Repairs increase from \$250.00 to \$350.00.

Attached for Council's information, are the new amended bulletins proposed to be adopted, which supersedes Water Series Bulletin No. 3-15, Public Utilities Bulletin 6-35, Public Utilities Bulletin 3-17, Public Utilities Bulletin 6-37 and Public Utilities Bulletin 6-20 dated January 27, 2003.

Council Action:

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

COUNCIL COMMUNICATION

From: The City Manager.

Subject: Parks and Recreation Plan.

Manager's Recommendation:

I recommend that City Council approve the City of Saginaw's Parks and Recreation Plan.

Justification:

Recreation plans help communities plan, fund and provide recreation opportunities to residents. As the City of Saginaw is changing in size, demographics and densities, the type of recreation needed may change as well. This Parks and Recreation plan meets the requirements of the Department of Natural Resources Five Year Recreation Plan. These requirements include a discussion of the community in terms of built and natural features and demographics, a discussion of the administrative structure as it pertains to recreation and recreation programming, a review and inventory of the parks within the City and their barrier free compliance, a review of the public participation involved in the planning process, goals and objectives and a capital improvement schedule and rationale for recreation. With an approved plan, the City will be eligible to receive DNR grant dollars as well as pursue other grant funds for additional projects. The plan is flexible in its proposed improvements so that, when appropriate, the plan can be amended to take into consideration the results of the neighborhood governance strategy. The City's previous recreation plan expired in 2002. Within the past 10 years, the City has leveraged more than hundreds of thousands of dollars in recreation grants through the state due to a DNR approved recreation plan. Further, a DNR approved recreation plan can also be used to pursue additional monies from the federal government if and when the National Park Service funds the Urban Parks and Recreation Recovery Program.

Council Action:

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

COUNCIL COMMUNICATION

From: The City Manager

Subject: All Area Arts Award Banquet Agreements with SMG

Manager's Recommendation:

I recommend approval of the Food and Beverage Agreement and Use License Agreement with SMG. These contracts have been approved by me as to substance and by 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. This event is funded entirely by the Saginaw Community Enrichment Commission.

Justification:

On May 6, 2004, the Saginaw Community Enrichment Commission will host its annual All Area Arts Award Banquet. The banquet will be held at Unity Hall in the Saginaw County Event Center. SMG, the Event Center's Management Company, has requested that the Saginaw Community Enrichment Center enter into two agreements with it to cover services for the event. The agreements consist of a catering contract (Food and Beverage Agreement) in the amount of \$4,285.52 and a facility use contract (Use License Agreement) in the amount of \$4,205.52. The total amount of both contracts is \$8,491.04. Further, the City is required to provide a copy of its general liability insurance certificate. Sponsors have donated monies to fund the event.

Council Action:

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

COUNCIL COMMUNICATION

From: The City Manager

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Subject: Liquor License for 400 Johnson ~~Printing and Mailing of Water Bills~~

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Manager's Recommendation:

I recommend that the transfer of ownership of the 2003 12-month Resort B-Hotel licensed business with Dance-Entertainment Permit for 400 Johnson be approved,

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~~That the low bid from TBF Graphics be accepted and that a purchase order be issued to them in the amount of \$60,600.00. 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 service are available in the Sewer Operation and Maintenance Fund Account No. 590-5311-711-8005 (\$30,300.00), and Water Operation and Maintenance Fund Account No. 591-5310-711-8005 (\$30,300.00).~~

Justification:

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Saginaw Plaza Group LLC requests to transfer ownership of the 2003 12-month Resort B-Hotel licensed business (MCL 436.1531 (3); Non-Transferable) with Dance-Entertainment Permit, located in escrow at 400 Johnson, Saginaw Michigan, 48607, Saginaw County, from Saginaw Hotel Investors, LLC, 400 Johnson. This transfer has been approved by the Saginaw County Health Department, City Fire Department and City Inspections,

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~~On March 11, 2003, the City received bids for printing and mailing of 300,000 water bills per year. The format of the water bills has changed from an 8-1/2 x 11 tri-fold to a 5-1/2 x 4-1/8 postcard. Also, no return envelope will be included with the bills. Following is a tabulation of the bids that were received;~~

COUNCIL COMMUNICATION

~~TBF Graphics \$60,600.00~~

~~Saginaw, MI (In-city)~~

~~Saturday's Child III, Inc. \$203,000.00~~

~~Saginaw, MI (In-city)~~

~~The proposed cost is a 54% decrease in cost from previous years.~~

Council Action:

Formatted

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, the City of Saginaw Hospital Finance Authority (the "Authority") proposes to make a loan to Covenant Medical Center, Inc. (the "Hospital") in an amount not to exceed \$50,000,000 to be used, together with other available funds of the Hospital, to prepay a portion of its outstanding Note No. 1, and to thereby refund all or part of the Authority's Hospital Revenue Refunding Bonds (St. Luke's Hospital), Series 1991C and Hospital Revenue Bonds (St. Luke's Hospital), Series 1991D; and

WHEREAS, the Authority intends to issue bonds on behalf of the Hospital (the "Series 2004 Bonds") in the principal amount of not to exceed \$50,000,000 to provide funds with which to make the loan to the Hospital; and

WHEREAS, the Series 2004 Bonds will be limited obligations of the Authority and will not constitute general obligations or debt of the City of Saginaw, the County of Saginaw, the State of Michigan or any political subdivision thereof; and

WHEREAS, on February 23, 2004 at 4:00 p.m., the Authority held a public hearing after notice was published as provided in, and in satisfaction of the applicable public hearing requirements of, the Internal Revenue Code of 1986, as amended (the "Code"); and

WHEREAS, a record of the public hearing has been filed with the City Clerk; and

WHEREAS, the Authority has requested that this City Council approve the issuance of the Series 2004 Bonds; and

COUNCIL COMMUNICATION

WHEREAS, the City Council desires to express its approval of the issuance of the Series 2004 Bonds by the Authority.

IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAGINAW, AS FOLLOWS:

1. Solely for the purpose of fulfilling the public approval requirements of the Code, the City Council of the City of Saginaw, Michigan, hereby approves the issuance, sale and delivery by the Authority of not to exceed \$50,000,000 in aggregate principal amount of the Series 2004 Bonds.
2. The City Clerk is hereby directed to provide three (3) certified copies of this resolution to the Secretary of the Authority.
3. All resolutions and parts of resolution insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

COUNCIL COMMUNICATION

From: The City Manager

Subject: Saginaw Hospital Finance Authority, Revenue Refunding Bonds

Manager's Recommendation:

I recommend that Saginaw City Council approve the attached resolution authorizing the issuance of revenue refunding bonds by the City of Saginaw Hospital Finance Authority as authorized under Michigan Public Act 38 of 1969.

Justification:

A resolution for consideration by the City Council relating to the issuance of revenue refunding bonds (the "Bonds") by the City of Saginaw Hospital Finance Authority (the "Authority") for the benefit of Covenant Medical Center, Inc. (the "Hospital"). The Authority is authorized under Michigan law (Act 38, Public Acts of Michigan, 1969, as amended) to issue bonds to finance capital improvements at hospital facilities located in and outside the City of Saginaw and to refinance outstanding debt of such hospitals.

The bonds will be payable solely by the Hospital, and neither the City nor the Authority will be liable for repayment of the Bonds. All costs relating to the issuance of the Bonds will be paid by the Hospital. The Authority has been requested to issue the Bonds on behalf of the Hospital so that the Bonds may be issued on a tax-exempt basis, thereby allowing the Hospital to take advantage of lower interest rates.

On February 4, 2004, the Authority tentatively approved the issuance of the Bonds on behalf of the Hospital in an amount not to exceed \$50,000,000 to pay part of the cost of refinancing bonds issued by the Authority in 1991. The 1991 bonds were issued to finance improvements to facilities located on the Hospital's Saginaw campus.

COUNCIL COMMUNICATION

A portion of the proceeds of the Bonds will also be used to pay the costs of issuing the Bonds.

A public hearing will be held on February 23, 2004 before Mr. John Kunitzer, as Chairman of the Authority, for the purpose of receiving public comments regarding the issuance of the Bonds by the Authority. Notice of the public hearing was published in The Saginaw News on February 6, 2004 in accordance with applicable legal requirements. A record of the public hearing will be filed with the City Clerk after the hearing.

Under federal tax law, the issuance of the Bonds must be approved by the elected legislative body of the governmental unit(s) where the financed facilities are located. Thus, the purpose of the enclosed resolution is for the City Council to acknowledge that the public hearing was held by the Chairman of the Authority and to approve the issuance of the Bonds by the Authority on a tax-exempt basis for the benefit of the Hospital.

If the City Council approves the resolution, the Finance Director will notify the Authority and a meeting in late February or early March will be scheduled to adopt a Bond Authorizing Resolution, which would permit the Bonds to be sold and delivered in March. No further action of City Council would be required.

Council Action:

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

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 Streets Foreman, Engineering Administrator, Directors 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/WF SF	Public Services	1	Director	N-86
		1	Deputy Director	N-77
GF/ CDBG	Development	1	Director	N-86
		1	Revitalization Manager	M-69

Legend

GF = General Fund
 WF = Water Fund
 RB = Rubbish Fund
 MS = Major Street
 SF = Sewer Fund

COUNCIL COMMUNICATION

DELETIONS:

<u>Fund</u>	<u>Department</u>	<u>Number Positions</u>	<u>Current Classification</u>	<u>Current Pay Range</u>
CDBG	Community Services	1	CDGB Administrator	M-69
GF/WF SF/MS	Public Services	1	Engineering Administrator	M-77
Water/ Sewer	Utilities	1	Director	N-81
GF	Public Services	1	Director Public Works	N-81
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 the adoption of the following resolution:

WHEREAS, the midpoint of the fiscal year has been surpassed and Department Heads, the Finance Director and the Budget Officer, have reviewed the financial status of each fund; and

WHEREAS, revenue declined as a result of State Shared Revenue cuts from the State of Michigan and City Income Tax reductions resulting from the slow economy; and

WHEREAS, labor contract settlements have resulted in wage and benefit increases not included in the original budget; and

WHEREAS, expenditures have been reduced significantly, including the closing of SGTV, eliminating and not filling vacant positions, terminating non-mandated travel and training, discontinuance of City Hall remodeling, along with others; and

WHEREAS, with the expenditure reductions, it is necessary to increase the Use of Unappropriated Fund Equity by \$46,000 and transfer \$1,000,000 from the Budget Stabilization Fund to balance the General Fund Budget, now, therefore, be it

RESOLVED, that the Mid Year budget amendment of the City of Saginaw for the fiscal year July 1, 2003 through June 30, 2004, is hereby approved as presented in attached Schedule A.

COUNCIL COMMUNICATION

From: The City Manager

Subject: Fiscal Year 2003 / 2004 Mid Year Budget Amendment

Manager's Recommendation:

I recommend that the attached resolution to amend the fiscal year 2003 / 2004 Budget be approved.

Justification:

The midpoint of the fiscal year has been surpassed and Department Heads, the Finance Director and the Budget Officer, have reviewed the financial status of each fund. The recommended amendments are presented in the attached **Schedule A**.

Revenue declined as a result of State Shared Revenue cuts from the State of Michigan and City Income Tax reductions resulting from the slow economy. Labor Contract settlements have resulted in wage and benefit increases not included in the original budget. Expenditures have been reduced significantly, including the closing of SGTV, eliminating and not filling vacant positions, terminating non-mandated travel and training, discontinuance of City Hall remodeling, along with others.

With the expenditure reductions, it is necessary to increase the Use of Fund Equity by \$46,000 and transfer \$1,000,000 from the Budget Stabilization Fund to balance the General Fund Budget

Council Actions:

This Council Communication is for explanation of the resolution and requires no separate approval.

COUNCIL COMMUNICATION

From: The City Manager

Subject: Purchase of Cell Phones and Related Accessories

Manager's Recommendation:

I recommend that the cellular phone changes resulting from the Telecommunications Audit be implemented and competitive bidding be waived. Furthermore, that a purchase order be issued to Baycom in the amount of \$7,917.84 for cell phones and related hardware. 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 project are available in the Information Services Operating Services Account No. 658-1720-711-8005.

Justification:

As part of the Telecommunications Audit, which was performed by Total Solutions Group for the purpose of reviewing our telecommunications requirements, auditing existing systems and recovery of overcharges, it was found that for cellular service, Nextel offered the best service at the best cost for our operations. Cell phones and accessories have been purchased from Baycom in the amount of \$7,917.84. As part of the audit, different cellular options and vendors were studied to come up with the best service at the best price for the City, because of this we ask that the competitive bidding process for this purchase be waived. 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.

Downsizing Meters

1" TO 5/8" X 3/4" = \$143.00

1-1/2" TO 1" = \$188.25

2" TO 1" = \$188.25

2" TO 1-1/2" = \$435.50

2" AND ABOVE = (METER + COUPLINGS + 25%) + (TIME + 50%) + VEHICLE

DISC METER

4" + 3" TO 2" = \$643.00

TURBO METER

4" + 3" TO 2" = \$750.00

4" TO 3" = \$934.00

6" TO 4" = \$1,628.00

8" TO 6" = \$3,440.00

10" TO 8" = \$5,290.00

DOWNSIZING METERS

COMPOUND METER

4" + 3" TO 2" = \$1,484.00

4" TO 3" = \$1,859.00

6" TO 4" = \$3,965.00

8" TO 6" = \$6,853.00

HYDRANT METERS

MUST PREPAY A \$300.00 DEPOSIT

Hydrant fee (use of) \$150.00 per week

Includes water, hoses and wrench. Lost or stolen items will be billed at replacement cost.

CHARGES FOR DAMAGES OR FROZEN METERS, GENERATORS, OUTSIDE CLOCKS AND TOUCH PADS

Meter charges determined by actual cost of meter plus 25% overhead and \$23.00 service calls:

Example: $(\$90.00 \times 125\%) + \$23.00 = \$135.50$

<u>METER & GENERATOR REPLACEMENT</u>	<u>REGISTER ONLY</u>	<u>OUTSIDE TOUCH PAD</u>
5/8" = \$135.50	\$93.75	\$36.00
1" = \$185.50	\$93.75	\$36.00

<u>METER & GENERATOR REPLACEMENT</u>	<u>REGISTER ONLY</u>	<u>OUTSIDE TOUCH PAD</u>
1-1/2" = \$385.50	\$93.75	\$36.00
2" = \$535.50	\$93.75	\$36.00

REPLACEMENT OF METER - FROZEN

5/8" = \$135.50
1" = \$185.50
1-1/2" = \$385.50
2" = \$535.50

SETS AND ONS

ALL SETS OR TURN-ONS THAT ARE RETURN CALLS WILL BE CHARGED \$23.00 SERVICE CHARGE. EXTENDED WORK DAYS \$34.50, AND OVERTIME CALL-INS \$95.00.

OFF-REPAIRS

ALL OFF REPAIRS THAT COULD HAVE BEEN TURNED OFF BY HOMEOWNER AT METER VALVE WILL BE CHARGED SERVICE CALL \$23.00. EXTENDED WORK DAYS \$34.50, AND OVERTIME CALL-INS \$95.00

METERS PULLED FOR TEST

METERS PULLED AT CUSTOMER'S REQUEST BECAUSE OF HIGH BILLS OR ANY OTHER REASONS WILL BE TESTED BY SHOP PERSONNEL. IF THE METER MEETS AWWA TEST REQUIREMENTS A \$23.00 SERVICE CHARGE WILL BE BILLED TO THE CUSTOMER.

OVERTIME CALLS

ALL NON-EMERGENCY CALLS BEFORE OR AFTER REGULAR WORK SHIFT HOURS SHALL BE CHARGED ACCORDINGLY. (\$95.00)

BROKEN SEAL CHARGES:
(EXAMPLE 5/8" X 3/4")

SERVICE CALL	\$23.00
FIELD TEST	5.00
RESEAL	<u>5.00</u>
	\$33.00

SERVICE CALL	\$23.00
BENCH TEST	23.00
RESEAL	<u>5.00</u>
	\$51.00

SERVICE CALL	\$23.00
REPLACE METER	90.00
RESEAL	<u>5.00</u>
	\$118.00

NON-EMERGENCY OVERTIME CALLS

U-1 RATE \$17.37 PLUS 1 HOUR TRAVEL AT TIME-AND-A-HALF	=	\$ 52.12
50% BENEFIT	=	26.06
VEHICLE RENT	=	5.22
ADMINISTRATIVE FEE	=	<u>12.50</u>
TOTAL	=	<u>\$95.90</u>

NEW RATE \$95.00 FOR NON-EMERGENCY OVERTIME CALLS.

NEW RATE FOR SERVICE CHARGE

U1 @ 1 HR.	=	\$17.37
50% BENEFITS	=	8.68
VEHICLE	=	5.22
15% ADM. FEE	=	<u>4.69</u>
		35.96 X 2/3 = \$23.73

SERVICE CHARGE AND EXTENDED WORK DAY

SERVICE CHARGE	=	\$23.00
EXTENDED WORK DAY	=	34.50
2/3 HOUR SERVICE CALL	=	23.00
BROKEN WIRE CHARGES	=	46.00

**OPTIONAL METERING
SCHEDULE OF METER CHARGES**

5/8" x 3/4" Meter + Meter Template	\$120.00
Meter Installation (Service Call)	<u>23.00</u>
	\$143.00
1" Meter + Meter Template	\$165.25
Meter Installation (Service Call)	<u>23.00</u>
	\$188.25
1 1/2" Meter + Meter Template	\$412.50
Meter Installation (Service Call)	<u>23.00</u>
	\$435.50
2" Meter + Meter Template	\$571.25
Meter Installation (Service Call)	<u>23.00</u>
	\$594.25

- 1. Optional metering arrangements must be approved by the Director of Environmental Protection and Water System Management.**
- 2. Readiness to serve charges (R.T.S.) will be based on the meter size and shall be billed monthly regardless of whether service is on or off.**

POOL FILLS

When a pool fill is requested, verify water payments status with Water Billing. If NG, there is a \$100.00 deposit required which must be paid in advance @ Water Billing; at the time of payment, WB will inform us of that fact.

No more than two pool fills can be scheduled each work day (one in a.m. and one in p.m.) . Check with foreman before scheduling. Prepare a job card - be sure to show deposit info, owner's name, and contact telephone number. AN for pool fill is 591 4721 861.

Owner must be present @ time of pool fill and must sign "Pool Fills City Release from Liability Form" (1).

Employee completes "Pool Fill Form" (2) on date of fill. This form provides pertinent information for Notice to Bill (3).

Bill out info:	Labor (1 EE only)	=	\$14.50/hr + 50% overhead
	Equipment	=	State rate
	Hydrant meter charge	=	\$1.50
	50' lengths of fire hose	=	\$1/length
	Water	=	\$1.10/1,000 gallons
	General Overhead	=	15% of combined labor and equipment charge

Note: *If a deposit has been paid, be sure to note in the body of the Notice to Bill:
"Deposit of (amount) paid"*

RULES AND REGULATIONS
For Installation, Maintenance and Removal of
WATER METERS

- Section 1: Meters – All premises using City water shall be metered. Meters shall remain the property of and under the control of the City. Not more than one residence, business, industry or commercial institution shall be served by one meter. Each premise so metered shall have its own separate water supply line and shut-off valve in the street.
- Section 2: Locations – Meters shall be located at a point where the water service first enters the basement wall. Where there is no basement, the meter shall be located where the water service first enters the building and cannot be installed in a crawl space but must be brought up to the first floor in an approved location.
- Section 3: Valves and Meter Bypasses – The water service shall be provided with two (2) full flow gate valves. The valves are to be installed on the inlet and outlet sides of the meter. All meters two (2) inches and larger shall have a bypass with a full flow gate valve installed. The bypass can be full pipe size, however in no case shall it be smaller than one pipe size below the water service extension. [For example: a two (2) inch water service shall have as minimum a one-and-a-half (1½) inch bypass.] No solder joints allowed in meter sets or bypass, only after downstream meter valve.
- Section 4: Clearance – Meters shall be set in a horizontal pipe not less than five (5) inches from a wall or stationary object, and not over four (4) feet above the floor. There shall be at least eighteen (18) inches of clearance above the top of one (1) inch and smaller meters. Clearances for larger installations shall conform to standard specifications established by the City. Meters shall not be set in inaccessible locations nor enclosed. Should a meter be made inaccessible or enclosed, making maintenance and reading difficult or impossible, the Utilities Field Operations Manager may order the customer to make the necessary corrections at the owner's expense, or have the water service terminated until plumbing is in compliance with rules.
- Section 5: Damage to Meters – Owners or persons in charge of premises housing meters shall be responsible for damages to a meter by hot water, frost, or other causes not controlled by the City. Fees to be assessed at fair market value.

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- Section 6: Meter Seals – Only authorized employees of the City shall break a seal on a meter or meter bypass. If a customer finds a broken seal, they shall immediately notify the Utilities Field Operations Manager. Failure to notify shall result in a broken seal charge.
- Section 7: Reading, Repairing and Removing – Authorized employees of the City of Saginaw shall have the right to enter any premise on which City water is used to inspect, adjust, read, repair or remove water meters or appurtenances in connection with said water meters at any reasonable time. Any piping near or around the meter or curb stop shall be substantial enough to allow utilities personnel to turn curb stop on and off for plumbing repairs, turn ons, turn offs, etc. Any piping deemed substandard shall be replaced by the owner upon request by authorized personnel.
- Section 8: Electrical Grounding – No person, firm or corporation shall ground or electrically connect any radio, telephone or other electrical system to the discharge side of any water meter unless:
- (a) A shunt is placed around the water meter that will bypass any electrical current so connected; or
 - (b) At least ten (10) feet or more of metal water pipe is connected to and buried in moist earth on the discharge side; and
 - (c) Any shunt placed around the water meter shall be so placed that the meter may be removed without disturbing the shunt. No electrical connection shall be made to the water meter, the meter union or meter tail plate.
- Section 9: Alterations or Changes – No person, firm or corporation shall change the location of a meter or meter pit, alter the grade so that it will cover up or create a hazard around any meter pit or stop box; or in any way obstruct the free access to any water meter, meter pit or stop box without the written permission of the Utilities Field Operations Manager.
- Section 10: Optional Arrangement – Any customer may elect to establish metering facilities registering the discharge from his premises to the public sewers. All such arrangements shall be subject to the prior approval of the Director of Public Services or his/her designee, and the expense thereof shall be borne by the customer.

A customer may also elect to establish separate metering facilities for water use that is not discharged to the public sewers. All such

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arrangements shall be subject to prior approval of the Director of Public Services or his/her designee and the expense thereof, including installation, maintenance and operation, shall be borne by the customer.

When separate metering facilities registering water consumption only have been installed as permitted by this article, the readiness-to-serve charge provided for in Section 52.33(A)(1) shall be based upon the size of the meter. Commodity charges as provided for in Section 52.56(A) and 52.56(B) shall be applicable for all metered consumption. Sewage disposal charges as provided for in Section 51.55 shall not be applicable under this article.

The readiness-to-serve charge under this arrangement shall be billed monthly and shall apply regardless if the service is on or off.

Any unauthorized alteration or modification of an approved metering facility may result in discontinuance of service; an estimation of billable charges and removal of any City owned metering equipment.

Section 11: Commercial/Industrial – All meters one-and-a-half (1½) inches and larger shall contain an approved expansion joint that allows flanged pipe to be separated for meter service.

Commercial/industrial applications are required to have cross connection prevention devices located immediately downstream from meter and located in an above-grade heated structure. Water meter shall be located in the same structure. Design and materials must be approved by Maintenance and Service Division.

If water is required on a continuous basis, a second device will be required on the bypass.

Section 12: Effective Date – The effective date of this regulation shall be March 1, 2004.

The requisition supersedes Water Series Bulletin No. 3-17, dated January 27, 2003, and is issued under the authority granted by provisions of Section 52.19, Regulatory Authority, Water Distribution System, of Chapter 52, Water, of Title V, Public Works, of the Saginaw Code of Ordinances.

RULES AND REGULATIONS
For the Construction and Maintenance of a
SEWER EXTENSION

Definition: Sewer Extension – shall mean that portion of the sewer line from the property line up to within five (5) feet of the building wall.

Section 1: Extension Permit – No person shall construct, alter, or repair a sewer extension without first obtaining a written permit from the Engineering Division of the Department of Public Services, 1435 S. Washington Avenue.

Section 2: Construction Material – Sewer extensions shall be constructed of either double strength vitrified clay sewer pipe, concrete sewer pipe A.S.T.M. C-14-3, P.V.C. pipe – standards A.S.T.M. D-2665; A.S.T.M. 3034, SDR 26, or ADS N12, ProLink SJ or equal (no hinged split couplers allowed). The type of sewer pipe selected shall be used for the entire length of the sewer. Sewer extensions to a single-family residence may be four (4) inches in diameter. Extensions to multiple family residences commercial or industrial shall not be less than six (6) inches. The type of sewer pipe selected shall be used for the entire length of sewer extension. (No slotted or sock pipe allowed.)

Section 3: Pipe Joint Construction – All joints constructed in sewer extensions shall be made tight so as to exclude infiltration/exfiltration and growing roots. Joints in vitrified clay or concrete sewer pipe to have bell and spigot ends and sealed with a premium joint approved rubber compression type seal. All joints shall be constructed in such a manner as to maintain smooth alignment of the inside barrel of the pipe.

Sewer pipe joints connecting pipes of dissimilar material or pipes of different sizes shall be made with a Fernco flexible coupling or Fernco donut or approved equal. O-ring connections of different size pipes will not be allowed.

Every 100' of sewer extension cleanout is required.

Section 4: Depth of Extension – Where the depth of the sewer connection permits, all sewer extensions shall be constructed with not less than six (6) feet of cover to the finished grade at any point, and at a slope of not less than 1/8 inch per foot. The sewer extension and the water extension may occupy the same trench when the top of the sewer pipe is at least twelve (12) inches below the bottom of the water pipe. In cases when the sewer extension cannot be constructed twelve (12) inches below the water extension, or when the water extension

exceeds two (2) inches in diameter, then the water extension and sewer extension shall be laid in separate trenches and separated by five (5) feet of undisturbed or compacted earth. In this instance the minimum depth of the sewer is 4' 2" at building foundation. All open trench excavation shall meet competent person requirements.

Section 5: Bedding of Extension – Bell holes shall be excavated at each point where bell and spigot pipe is used to insure full bearing for the body of the pipe. A minimum of three (3) inches sand cushion shall be used to provide uniform support for all sewer pipe for the entire length of the extension.

Section 6: Backfill of Trench – All sewer extension trenches shall be backfilled with sand or other approved granular material to a point at least three (3) inches above the pipe, properly tamped or water flushed into place. The remainder of the trench may be backfilled with excavated materials, excluding therefrom stones exceeding three (3) inches in diameter, masonry, rubble or other extraneous material.

Section 7: Protection of Excavation – Any trench which may create a real or potential hazard to the public shall be protected by adequate barricades, signs, lights or other protective devices as prescribed in Title IX General Regulations, Chapter 96 Streets and Sidewalks, Section 96.04 Obstruction: Permits, Barricades and Lights as amended in the City of Saginaw Code of Ordinances.

Section 8: Inspection of Extension – All sewer extensions, before being covered, shall be inspected and approved by authorized inspectors assigned by the Maintenance and Service Division of the Department of Public Services. Those not inspected shall be re-excavated.

Section 9: Extension Responsibility – It is the responsibility of the person making a sewer extension to check and make certain that said sewer connection is open and free of obstructions before beginning said sewer extension. The elevation of the sewer connection shall determine the elevation of the sewer extension. No new extension shall be allowed to any connections over 50 years old.

Section 10: Private and Subdivision Rear Lot Drainage – A separate private sewer extension is allowed to drain rear lots. A single six (6) inch connection will be allowed with an approved drainage structure which shall include a restrictor to allow no more than a three (3) inch opening.

Section 11: Sidewalk and Driveway Repairs – It shall be the responsibility of the property owner to repair any sidewalk or driveway removed while in the process of repairing or replacing a sewer service extension. Permanent restoration of sidewalks or driveways shall be made immediately following the repairs, weather permitting. In any case, the

disturbed area shall be maintained so as to prevent injury to pedestrian or vehicular traffic until permanent repairs can be made.

Section 12: Catch Basins and Manholes – All sewer extensions must be approved by the Utilities Field Operations Manager or his designee.

Catch Basins – Minimum 3'. Shall be trapped at the initial sewer extension with a 6" PVC trap (Sch 40) and will have a 2' sump.

Manholes – Minimum 4' diameter. All manholes shall have troughs constructed of the same pipe material used for the extension to provide for smooth laminar flow throughout. (Concrete formed troughs are not acceptable.)

Sanitary and Storm Sewer joined in the same manhole is allowed provided the storm inlet is one foot above the sanitary inlet.

Section 13: Effective Date –The effective date of this regulation shall be March 1, 2004.

This regulation supersedes Public Works and Public Utilities Series Bulletin No. 6-34 dated January 27, 2003, and is issued under the authority granted by provisions of Section 51.05(A)(B), Miscellaneous Provisions, of Chapter 51, Sewer, of Title V, Public Works, of the Saginaw Code of Ordinances.

RULES AND REGULATIONS
for the Construction and Maintenance of a
WATER SERVICE EXTENSION

Definition: Water Service Extension – Shall mean that portion of the water supply line from the curb box up to and including the water meter and meter shutoff valves.

Section 1: Extension Permit – No person shall construct, alter, or repair a water service extension without first obtaining a written permit from the Engineering Division of the Department of Public Services, 1435 S. Washington Avenue.

Section 2: Construction Material – Water service extensions two (2) inches in diameter and smaller shall be constructed of type K, soft temper copper tubing. Water service extensions three (3) inches in diameter and larger shall be constructed of Class 52 Ductile Iron, Class 22 Cast Iron with a working pressure of 150 PSI. The type of water pipe selected shall be used for the entire length of the water service extension (from the end of the City-installed water service connection to the water meter). No solder joints will be allowed before the meter.

Section 3: Placement of Pipe – All water service extensions shall be constructed no less than five (5) feet below finished grade at any point. The water service extension may be placed in the same trench with the sewer service extension, providing the bottom of the water pipe is above the top of the sewer pipe at all points by at least twelve (12) inches; and a solid shelf is constructed on one side of the trench which shall be of sufficient width to properly support the water pipe without bracing. When the water service extension pipe cannot be placed twelve (12) inches above the sewer service extension pipe, or when the water service extension pipe exceeds two (2) inches diameter, the water service extension and sewer service extension shall be laid in separate trenches and separated by five (5) feet of undisturbed or compacted earth. Under buildings without basements, the minimum depth of five (5) feet shall be maintained for eighteen (18) inches inside the foundation wall.

All open trench excavations shall meet competent person requirements.

Section 4: Size of Extension – The size of the water service extension shall be of sufficient diameter to furnish an adequate flow of water to meet the requirements of the building at peak demand, and in no case shall be less than three-quarters (3/4) of an inch inside diameter.

Section 5: Branches and Connections – There shall be no branch, tee, or wye connections between the water supply main in the street and the water meter.

Section 6: Shutoff Valves, Meter Bypasses and Meters – All water service extensions shall be provided with two full flow gate valves. The valves are to be installed on the inlet and outlet sides of the meter located no more than 12” upstream or downstream and must be accessible. All meters two (2) inches and larger shall have an expansion joint and a bypass with a full flow gate valve installed. The bypass can be full pipe size, however, in no case shall be smaller than one pipe size below the water service extension size. [For example: A two (2) inch water service shall have as minimum a one-and-a-half (1 ½) inch bypass.] All meters shall be located within one (1) foot of the building wall where the pipe enters the building. (Additional requirements – see WS Bulletin 3-9.)

Section 7: Inspections – All water service extensions before being covered shall be tested under full pressure, inspected and approved by an authorized inspector assigned by the Maintenance and Service Division of the Department of Public Services.

Water service extensions larger than two (2) inches shall be subject to hydrostatic testing, chlorination, and bacteriological analysis prior to being placed into service. Water service extensions larger than two (2) inches will be initially installed with an air gap between the connection and the extension under construction. The contractor shall provide piping materials to make a temporary connection with cross connection protection to existing water connection and/or fire hydrant. This temporary connection is for the express purpose of filling the water extension for required pressure testing, chlorination and bacteriological analysis prior to final connection and being placed in service.

Inspections will be made Monday through Friday, 8:00 a.m. to 4:00 p.m. Overtime charges will be assessed for after hour or weekend inspections.

Section 8: Protecting the Excavation – Any trench which may create a real or potential hazard to the public shall be protected by adequate barricades, signs, lights or other approved protective devices as prescribed in Title IX General Regulations, Chapter 96 Streets and Sidewalks, Section 96.04 Obstruction: Permits, Barricades and Lights as amended in the City of Saginaw Code of Ordinances.

Section 9: Water Turn On – No person other than an authorized employee of the Maintenance and Service Division shall make a water turn on or shutoff at the curb stop. An application for such turn on or shutoff shall be made to the Water Billing Section in the Department of Finance. No turn on will be made unless all provisions of this bulletin and of Bulletin No. 3-9 have been complied with.

Section 10: Extension Leaks – Any leak occurring on a private water service extension shall be investigated by an authorized inspector of the Maintenance and

Service Division. If it is determined that the leak is on the supply side of the curb stop or in the curb stop itself, it shall be repaired by the City at no expense to the property owner. If it is determined that the leak is on the extension side of the curb stop, it shall be repaired by the property owner at his expense. In the latter case, the Utilities Field Operations Manager of the Maintenance and Service Division shall:

- (a) Give written notice to the property owner of record by regular mail of the United States Postal Service, advising the owner of the leak and requiring that repair be made within five (5) days.
- (b) If the repair has not been made at the expiration of the five (5) days, a second written notice shall be given by certified mail of the United States Postal Service. This shall establish a second five (5) day period for the repair to be completed and give notice that any non-compliance will result in the discontinuance of the water service.
- (c) If at the end of the second five (5) day period the repair has not been made, the service shall be discontinued until the proper repair has been made.
- (d) If in the judgment of the Utilities Field Operations Manager of the Maintenance and Service Division any leak is of such magnitude or location as to constitute or create a hazard to public safety, or a threat of damage to public or private property, he shall order the water service discontinued immediately until the proper repairs have been completed.

Section 11: Pipe Repairs and Replacements – Pipe repairs or replacements shall be made with materials required for new systems. (See plumbing code.)

Lead service connections and extensions regardless of length must be entirely replaced with materials required for new systems. If replacement is necessary on the supply side of the curb stop, such replacement will be made by the City at no expense to the property owner. If replacement is necessary on the extension side of the curb stop, it shall be replaced by the property owner at his expense.

Repairs 2" and larger will require all parts to be swabbed with a 5% chlorine solution.

Complete pipe replacements of service extensions larger than two (2) inches will require hydrostatic testing, chlorination and bacteriological analysis prior to being placed into service. (Exposed piping may be subjected to a visual leak test.)

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Section 12: Sidewalk and Driveway Repairs – It shall be the responsibility of the property owner to repair any sidewalk or driveway removed while in the process of repairing or replacing a water service extension.

Permanent restoration of sidewalks or driveways shall be made immediately following pipe repairs, weather permitting. In any case, the disturbed area shall be maintained so as to prevent injury to pedestrian or vehicular traffic until permanent repairs can be made.

Section 13: Effective Date – The effective date of this regulation shall be March 1, 2004.

This regulation supersedes Water Series Bulletin No. 3-17 dated January 27, 2003, and is issued under the authority granted by provisions of Section 52.19, Regulatory Authority, Water Distribution System, of Chapter 52, Water, of Title V, Public Works of the Saginaw Code of Ordinances.

RULES AND REGULATIONS
FIXING SCHEDULE OF FEES FOR SEWER
AND WATER CONNECTIONS

Section 1. **Schedule of Fees.** The following shall constitute the schedule of fees for sewer and water connections:

Sewer Connections

The fee for constructing a sewer connection ending at the property line, and not exceeding a depth of nine feet at the property line, shall be computed one-half of the width of the street in which the connection is to be constructed:

6" connection	\$13.00 per lineal foot
8" connection	14.00 per lineal foot
10" connection	16.00 per lineal foot
12" connection	18.00 per lineal foot
15" connection	22.00 per lineal foot
18" connection	27.00 per lineal foot
21" connection	33.00 per lineal foot
24" connection	39.00 per lineal foot

Special connections requiring a depth of greater than nine feet at the property line shall be the above schedule plus an additional \$1.25 per lineal foot for each additional foot of depth required.

Water Connections

The fee for constructing a water connection and/or fire line connection ending at the property line shall be computed by multiplying the per lineal foot cost shown in the following schedule times one-half of the street width of the street in which the connection is to be constructed:

¾" connection	\$8.50 per lineal foot
1" connection	9.50 per lineal foot
1-½" connection	11.00 per lineal foot
2" connection	15.00 per lineal foot
4" connection	19.00 per lineal foot
6" connection	23.00 per lineal foot
8" connection	27.00 per lineal foot
10" connection	32.00 per lineal foot
12" connection	37.00 per lineal foot

Pavement Cuts and Repairs

The fee for connections to be constructed in streets with pavement surfaces shall be \$350.00.

Extension of Connections

The fees for water and sewer connections do not include the cost of connecting to the extension. This item of work is the responsibility of the customer.

Deposit

At the time the connection is purchased, a deposit for the full amount shall be required based on the above schedules.

Sewer Connections Investigation

Should it become impossible for a resident to maintain his connection in satisfactory working order and there is evidence that the stoppage is in the portion constructed by the City, the resident may purchase a sewer investigation for the same fee that would apply to a new connection.

Should the investigation show that this stoppage was the result of poor workmanship or faulty materials, the connection fee will be refunded in full.

Should the stoppage be due to a cause other than workmanship or materials, the cost of the investigation will be deducted from the deposit.

No investigation will be made on connections that have been in service for fifty (50) years or more. The purchase of a new connection shall be required in these cases.

Section 2. **Effective Date.** These rules and regulations shall become effective on March 1, 2004.

This regulation supersedes Public Works and Public Utilities Series Bulletin No. 6-35 dated December 3, 2001, and is issued under authority granted by provision of Sections 51.02(A)(C) Installations, 51.05(A)(B) Miscellaneous Provisions, of Chapter 51, Sewer, and 52.11(A)(C) Installations, 52.15 (D), Water Meters of Chapter 52, Water, of Title V, Public Works, of the Saginaw Code of Ordinances.

RULES AND REGULATIONS
FOR WATER AND SEWER SERVICE BILLINGS AND COLLECTIONS

- Section 1. Billing (Normal Service). Water and sewer service charges may be billed monthly or quarterly as determined by the Director of Finance. Readiness to serve charges are a per quarter (or per month on monthly accounts) charge and will be assessed to each account regardless of length of service during the quarter (or per month on monthly accounts).
- Section 2. Billing (Meter Charges & Special Service). Customer provided special service of a non-emergency nature or non-emergency service outside of normal working hours shall be billed for such service based on the labor cost plus 50 percent, material cost plus 25 percent, and all related equipment costs. An additional 15 percent for general overhead will be added to all labor, material and equipment costs. All such billings shall be approved by the Director of Public Services and collected in the same manner as the billings for normal service. All such service provided non-customers shall be prepaid.
- Section 3. Billing (Damaged Equipment). Damage to or loss of City-owned meters and/or related equipment will be billed to the current water service contract holder or, if no current water service contract holder, the property owner of record. Charges for these damages or losses will be billed at City cost plus 25 percent.
- Section 4. Penalty. A penalty charge of 10 percent, as required by ordinance, shall be payable after the due date shown on the water bill; when said due date falls on a Saturday, Sunday or legal holiday, payment without penalty will be accepted the day following; mail remittance or water service charges will be accepted without penalty if postmarked no later than 2:00 p.m. of the day following said due date.
- Section 5. Responsibility for leaks. The City will assume no responsibility for excessive water bills occasioned by a leak in a water service.
- Section 6. Multiple Services. In the event one water connection and one or more meters service a multiple-family dwelling or two or more single dwellings, the meters shall be in the name of the property owner owning the connection, who shall be responsible for all water service charges. No owner contracting to furnish water to one or more tenants in such cases shall discontinue furnishing said water to any unit as long as said unit is occupied.
- Section 7. Thawing Private Water Connections. For the convenience of a property owner or water customer, the City will arrange with a contractor to have a private water connection thawed.

If the connection is found to be frozen between the meter and the shut-off in the street, it is the responsibility of the property owner or water customer to make direct payment to the contractor for thawing the connection. In the event the water connection is found to be frozen only between the shut-off valve in the street and the water main, the City will assume the responsibility for payment of the contractor's services.

Section 8. Effective Date. The effective date of this regulation shall be March 1, 2004.

This regulation is issued under the authority granted by provisions of Section 52.14(C), Water Contracts, Water Distribution System, 52.19, Regulatory Authority, Water Distribution System of Chapter 52, Water, Section 52.37(A), Rules and Regulations, Billing and Collection, Water Charges of Chapter 52, Water, of Title V, Public Works of the Saginaw Code of Ordinances.

RULES AND REGULATIONS
To Control
WATER SUPPLY CROSS CONNECTIONS

Section 1: Definitions

1. “Backflow” means water of questionable quality, wastes of other contaminants entering the city’s water supply system due to a reversal of flow.
2. “Cross-connection” means a connection or arrangement of piping or appurtenances through which a backflow could occur.
3. “Safe air gap” means the minimum distance of a water inlet or opening above the maximum high water level or overflow rim in a fixture, device or container to which city water is furnished which shall be at least 2 times the inside diameter of the water inlet pipe; but shall not be less than 1 inch and need not be more than 12 inches.
4. “Secondary water supply” means a water supply system maintained in addition to the city’s water supply, including but not limited to water systems from ground or surface sources not meeting the requirements of Act No. 98 of the Public Acts of 1913, as amended, being sections 325.201 to 325.214 of the Compiled Laws of 1948, or water from the city’s water supply which in any way has been treated, processed or exposed to any possible contaminant or stored in other than an approved storage facility.
5. “Submerged inlet” means a water pipe or extension thereto from the city’s water supply terminating in a tank, vessel, fixture or appliance which may contain water of questionable quality, waste or other contaminant and which is unprotected against backflow.

Section 2: Cross-Connections Prohibited

1. A cross-connection shall not be made between the city’s water supply system and a secondary water supply.
2. A cross-connection shall not be made by a submerged inlet.
3. A cross-connection shall not be made between the city’s water supply and piping which may contain sanitary waste or a chemical contaminant.
4. A cross-connection shall not be made between the city’s water supply system and piping immersed in a tank or vessel which may contain a contaminant.

Section 3: On-Site Inspection

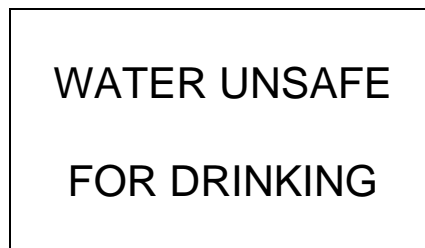
Representatives of the City shall have the right to enter at any reasonable time any property served by a connection to the city's water supply system for the purpose of inspecting the piping system or systems thereof for cross-connections. On request, the owner, lessees or occupants of any property so served shall furnish to the inspector any pertinent information regarding the piping system or systems on such property. The refusal of such information or refusal of access, when requested, shall be deemed evidence of the presence of cross-connections.

Section 4: Corrections and Protective Devices

1. A user of the city water shall obtain written approval from the Director of Public Services of any proposed corrective action or protective device before using or installing it. No protective device will be authorized unless it has been approved by the Michigan State Department of Environmental Quality.
2. The total time allowed for completion of the necessary corrections shall be contingent upon the degree of hazard involved and include the time required to obtain and install equipment. If the cross-connection has not been removed, after a reasonable period of time, the city shall physically separate the city's water supply from the onsite piping system in such a manner that the two systems cannot again be connected by any unauthorized person. Water services to such property shall not be restored until the cross-connection has been eliminated in compliance with the provisions of this regulation.

Section 5: Water Unsafe for Drinking

The potable water supply made available on the properties served by the city's water supply shall be protected from possible contamination as specified by this regulation and by the state and city plumbing code. Any water outlet which could be used for potable or domestic purposes and which is not supplied by the potable system must be labeled in a conspicuous manner as:



Section 6: Private Water Storage Tanks

A private water storage tank supplied from the city's supply system shall be deemed a secondary water supply unless it is designed and approved for potable water usage.

Section 7: Piping Identification

When a secondary water source is used in addition to the city's water supply system, exposed city water and secondary piping shall be identified by distinguishing colors or tags and so maintained that each pipe may be traced readily in its entirety. If piping is so installed that it is impossible to trace it in its entirety, it will be necessary to protect the city water supply at the service connection in a manner acceptable to the Michigan State Department of Environmental Quality.

Section 8: Plumbing Codes

This regulation does not supercede the state or city plumbing code, but is supplementary to them.

Section 9: Effective Date

These rules and regulations shall become effective on March 1, 2004.

This regulation is issued under the authority granted by the provisions of Section 52.19, Regulatory Authority, Water Distribution System of Chapter 52, Water, of Title V, Public Works, of the Saginaw Code of Ordinances.

METER TEMPLATE PRICES

5/8" x 3/4"	\$ 6.25
1"	11.00
1 1/2"	40.00
2"	47.00

REVISED TAP FEES

1"	\$265.00
1 1/2"	300.00
2"	320.00
4"	390.00
6"	440.00
8"	465.00
10"	490.00
12"	500.00

Prices effective immediately. Tapping fees do not include labor and equipment costs.