

# Council Agenda

**June 1, 2009, 6:30 p.m., Council Chamber**

PRAYER AND PLEDGE OF ALLEGIANCE

ROLL CALL

CORRECTION AND APPROVAL OF MINUTES OF PRECEDING SESSIONS:

ANNOUNCEMENTS:

1. The Brother's Keepers Youth Group to accept Certificates of Recognition.
2. Pastor Rufus Bradley, New Life Ministries, will give an update on a community plan for the City.

PUBLIC HEARINGS:

PERSONAL APPEARANCES:

REMARKS OF COUNCIL:

PETITIONS:

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

From the Charter Review Adhoc Committee

- Lou Ognisanti, Chair, Charter Review Adhoc Committee, will present recommendations on the proposed changes for the City Charter.

REPORTS FROM MANAGER:

Management Update:

Recommended Actions:

1. Recommending that a budget adjustment be completed to increase the Drug Forfeiture Fund's – Reimbursement revenue line item 264 0000 602 6808 from \$39,582.00 to \$40,328.00, which equates to a \$746.00 increase. The adjustment reflects the receipt of a check from the State of Michigan in the amount of \$746.00, which is the reimbursement for the purchase of digital transcription equipment for the Saginaw Police Department Investigation Division.
2. Recommending acceptance of the offer from Rohde Brother's Excavating to extend their current pricing for demolition services through June 30, 2010 and that a purchase order

be issued to them in the amount of \$1,605,000.00. This vendor meets all requirements of the contract compliance provisions. Funds are available in the Community Development Block Grant Fund Account No. 275 6511 761 8025 and Other Services/Demolitions Account No. 101 3865 761 8025.

3. Recommending approval of the Paetec Agreements (Service Agreement, Service Agreement Addendum and Acceptable Use Policy Agreement) to provide telephone service to the City of Saginaw over a three-year period. The Paetec per line rate is \$20.84, which is slightly higher than AT&T, but local calls are included in that cost and the local coverage area is larger than the one provided by AT&T. Further recommend that the City Manager or his designee be authorized to execute all documents on behalf of the City. This vendor meets all requirements of the contract compliance provisions.
4. Recommending approval of the First Ward Community Center (FWCC) Summer Recreation Program Agreement. The Agreement is subject to the approval of the City Manager as to substance and the City Attorney. FWCC submitted a proposal to operate a Summer Recreation Program for the City of Saginaw during an eight-week period this summer with operations at two locations. This vendor meets all requirements of the contract compliance provisions. The amount of the Agreement will not exceed \$25,000.00. Funds are available in the Recreation Administration Professional Services Account No. 101 7550 831 8001.
5. Recommending that the Software Sharing Agreement between the City of Saginaw and Saginaw County Road Commission be approved. Pursuant to the software sharing agreement, the Road Commission will grant the City the right to use its installed software and physical server resources and help with the initial set-up and configuration of Universal Automatic Vehicle Location software. The Agreement has been approved by the City Manager as to substance and the City Attorney as to form.
6. Recommending acceptance of the low bid and issuance of a purchase order to TBF Graphics of Saginaw (in-City), for the printing and mailing of City tax bills at a cost of \$23,140.00 for the 2009 mailing and \$24,180.00 for the 2010 mailing for a total cost of \$47,320.00. This vendor meets all requirements of the contract compliance provisions. Funds are budgeted in the Treasurer's Printing and Postage Budget Account Nos. 101 1743 711 8030 and 101 1743 711 8015.
7. Recommending acceptance of the quote from Industrial Representatives, Inc. and that a purchase order be approved and issued to them in the amount of \$2,607.00 for the purchase of three trough liners. This vendor meets all requirements of the contract compliance provisions. Funds are available in the Sewer Repair and Replacements Account No. 576 4840 881 9720.
8. Recommending acceptance of the offer from Continental Linen, Inc. to extend the current price for linen service to the Andersen Enrichment Center and issuance of a purchase order to them in the amount of \$4,000.00 for fiscal year 2010. This vendor meets all requirements of the contract compliance provisions. Funds are budgeted in the Andersen Enrichment Center's Operating Services Account No. 236 7540 811 8005.
9. Recommending acceptance of the quote from Kennedy Industries, Inc. and that a purchase order be approved and issued to them in the amount of \$4,979.42 for the purchase of parts to rebuild a Dezurik valve. This vendor meets all requirements of the contract compliance provisions. Funds are available in the Sewer Operations and Maintenance Capital Outlay Account No. 590 4830 861 9705.

10. Recommending acceptance of the quote and issuance of a purchase order to Nelson Trane HVAC Parts & Supplies in the amount of \$7,052.07 for the purchase of a replacement compressor. This vendor meets all requirements of the contract compliance provisions. Funds are available in the Sewer Repair and Replacements Account No. 576 4840 881 9720.

INTRODUCTION OF ORDINANCES:

CONSIDERATION AND PASSING OF ORDINANCES:

1. An Ordinance to repeal §14.20-14.27 Entitled, "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing," of Title 1, "General Provisions," of the City of Saginaw Code of Ordinances, O-1, and introduce a new Ordinance, §14.20-14.30 entitled the same, "Purchasing, Contracting, and Selling Procedure" of Chapter 14, "Finance and Purchasing," of Title 1, "General Provisions," of the City of Saginaw Code of Ordinances, O-1.
2. An Ordinance to repeal §14.35-44 Entitled, "Contract Compliance Provisions," of Chapter 14, "Finance and Purchasing," of Title 1, "General Provisions," of the City of Saginaw Code of Ordinances, O-1.

RESOLUTIONS:

1. Authorizing the consumption of alcoholic beverages at the Children's Zoo at Celebration Square for the Annual Fireworks Donor Event on July 3, 2009.
2. Authorizing the Old Town Motorfest Group to use amplifying equipment in the 300 – 400 block of North Hamilton Street during a car show to be held on July 19, 2009.

UNFINISHED BUSINESS:

MOTIONS AND MISCELLANEOUS BUSINESS:

Darnell Earley  
City Manager

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Authorization to Allow the Consumption of Alcoholic Beverages at the Children's Zoo at Celebration Square

**Manager's Recommendation:**

I recommend approval of the attached resolution authorizing the consumption of alcoholic beverages at the Children's Zoo at Celebration Square ("Zoo") during the Annual Fireworks Preview Party to be held on July 3, 2009 from 6:00 p.m. through 8:00 p.m., after the Zoo is closed.

**Justification:**

On July 3, 2009, the Zoo will be the site for the Annual Fireworks Preview Party. The Zoo has requested that the City allow guests to consume alcoholic beverages during this special event. Title XIII, Section 132.01(C) of the Saginaw Code of Ordinances states that City Council can authorize the consumption of alcoholic beverages on public property if the vendor provides the following to the City:

- (1) The precise location where said beverages are to be consumed;
- (2) The dates and times for said activities;
- (3) A proper state license for the consumption of alcoholic beverages at the place and times listed in subsection (1) and (2) above;
- (4) Adequate public liability and property damage insurance for the benefit of the City with a company licensed to sell insurance by the state;
- (5) Such other insurance as the City Council deems adequate for the benefit of the City;
- (6) Adequate personnel to control the premises where the alcoholic beverages are to be consumed; and
- (7) Such other reasonable requirements as City Council deems appropriate.

Opperman's Cork and Ale will supply the alcoholic beverages at the Annual Fireworks Preview Party. The Saginaw Valley Zoological Society ("Society") will provide the proper documents to the City by June 15, 2009. If the Society fails to provide the documentation, guests will not be allowed to consume alcoholic beverages at the Zoo on July 3, 2009. The City will set insurance requirements and all insurance certificates must be reviewed and approved by the City Attorney.

**Council Action:**

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

# COUNCIL COMMUNICATION

## RESOLUTION TO PERMIT THE CONSUMPTION OF ALCOHOLIC BEVERAGES ON PUBLIC PROPERTY

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

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

WHEREAS, the Children's Zoo at Celebration Square ("Zoo") will be the site of the Annual Fireworks Preview Party, after the Zoo is closed;

WHEREAS, the Zoo has requested that guests be allowed to consume alcoholic beverages at the Annual Fireworks Preview Party; and

WHEREAS, City Council can provide authorization for consumption of alcoholic beverages on public property; and

WHEREAS, the Zoo must provide certain documents prior to the event.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Saginaw hereby authorizes the consumption of alcoholic beverages on public property during the Annual Fireworks Preview Party to be held at the Zoo on July 3, 2009, provided that the Saginaw Valley Zoological Society ("Society") supplies the mandatory information listed in Title XIII, Section 132.01(C) of the Saginaw Code of Ordinances no later than June 15, 2009, to the proper City officials.

BE IT FURTHER RESOLVED, if the Society does not provide the documents by the stated date, guests will not be allowed to consume alcoholic beverages during the event on July 3, 2009.

BE IT FURTHER RESOLVED, that the City will set all insurance requirements and all insurance certificates must be reviewed and approved by the City Attorney.

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Replacement Parts for Dezurik Valve

**Manager's Recommendation:**

I recommend that the quote from Kennedy Industries, Inc. be accepted and that a purchase order be issued to them in the amount of \$4,979.42, for the purchase of parts to rebuild a 16" Dezurik valve.

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 Operations & Maintenance Capital Outlay Account No. 590-4830-861.97-05.

**Justification:**

The Dezurik valves are on the discharge side of the raw sewage pump. These valves automatically open when a pump is started and close when it is shut down preventing flow from going backwards through the pump and returning to the wet well. The valve is worn out, leaking, and needs to be refurbished. The valve was originally installed in 1972. Without this valve one of our raw sewage pumps is inoperable. Kennedy Industries is the manufacturers representative for Dezurik valves and, therefore, is a sole source for replacement parts.

**Council Action:**

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

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Andersen Enrichment Center Linen Service

**Manager's Recommendation:**

I recommend acceptance of the offer from Continental Linen, Inc. to extend the current price for linen service to the Andersen Enrichment Center and issuance of a purchase order to them in the amount of \$4,000.00 for fiscal year 2010.

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

Funds are budgeted in the Andersen Enrichment Center Operating Services Account No. 236-7540-811-80-05 for fiscal year 2010.

**Justification:**

The extension will allow the Andersen Enrichment Center to meet the needs of its customers on a continual basis until the end of fiscal year 2010. At customers request, linen services are provided to accommodate their special event requirements. The customer pays linen costs at the time of building rental. The Andersen Enrichment Center requested the extension to hold the current fiscal year 2009 prices through fiscal year 2010.

**Council Action:**

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

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Paetec Agreements

**Manager's Recommendation:**

I recommend approval of the Service Agreement ("Agreement"), Service Agreement Addendum and Acceptable Use Policy Agreement. Paetec will provide telephone service to the City of Saginaw ("City") over a three year period. I further recommend that the City Manager or his designee be authorized to execute all documents on behalf of the City. The Agreements are approved by me as to substance and the City Attorney as to form.

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

**Justification:**

The Centrix Service agreement between the City and AT&T expired in November 2008. Proposals were solicited from communication providers and the City received proposals from AT&T and Paetec to provide voice and data communications. After a careful evaluation of the proposals, it was determined that the proposal from Paetec offered the best services and cost to the City. The AT&T proposal set a rate for each line, had a limited coverage area and also charged 18 cents per local call. The Paetec per line rate is \$20.84, which is slightly higher than AT&T, but local calls are included in that cost and the local coverage area is larger than the one provided by AT&T. Paetec's proposal also increased the discount rate for our current PRI services, lowering the cost for the City's PRI circuits. The AT&T proposal also requested that the City maintain 60 station lines. However, Paetec does not require the City to maintain a minimum number of station lines. The Information Services Department will continue to audit telephone services and terminate all underutilized phone lines, which will reduce costs to the City.

**Council Action:**

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



# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Replacement Compressor

**Manager's Recommendation:**

I recommend that the quote from Nelson Trane HVAC Parts & Supplies be accepted and that a purchase order be approved and issued to them in the amount of \$7,052.07 for the purchase of a replacement compressor.

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

Funds are available in the Sewer Repair and Replacements Account No. 576-4840-881.97-20.

**Justification:**

The air compressor for the Heating Ventilation and Air Conditioning (HVAC) system in the operations building has failed and needs to be replaced. This system provides the only ventilation for several of the internal rooms and offices in the operations building. The replacement is a component of Trane HVAC system and is therefore manufacturer specific from a sole source.

**Council Action:**

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

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Replacement Trough Liners

**Manager's Recommendation:**

I recommend that the quote from Industrial Representatives Inc. be accepted and that a purchase order be issued to them in the amount of \$2,607.00 for the purchase of three trough liners.

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 Repair & Replacements Account No. 576-4840-881.97-20.

**Justification:**

The trough liners are installed inside the grit removal trough. The liners are designed to absorb the wear from the auger running through the grit trough, protecting the stainless steel trough from wear. These liners must periodically be replaced. Industrial Representatives, Inc. is a sole source for the replacement trough liners.

**Council Action:**

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

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Software Sharing Agreement

**Manager's Recommendation:**

I recommend that the Software Sharing Agreement between the City of Saginaw ("City") and Saginaw County Road Commission ("Road Commission") be approved. The Agreement has been approved by me as to substance and the City Attorney as to form.

**Justification:**

The City desires to enter into a Software Sharing Agreement with the Road Commission. Specifically, the Road Commission grants the right to install and use its Universal Automatic Vehicle Location ("AVL") software. AVL tracking uses GPS technology that helps reduce operational costs, increase productivity and safeguard drivers and vehicles through software that allows staff to track the City's fleet at any given time period. AVL will also allow staff to track vehicle diagnostics, vehicle maintenance reporting, field service reporting and vehicle sensor services. Pursuant to the software sharing agreement, the Road Commission will grant the City the right to use its installed software and physical server resources and help with the initial set-up and configuration of AVL units.

**Council Action:**

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

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Demolition Services Extension

**Manager's Recommendation:**

I recommend that the offer from Rohde Brother's Excavating to extend the current pricing for demolition services through June 30, 2010 be accepted and that a purchase order be issued in the amount of \$1,605,000.00.

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 are available in the Community Development Block Grant Fund Account No. 275-6511-761-8025 and Other Services/Demolition Account No. 101-3865-761-80-25.

**Justification:**

The last bids for demolition services were opened on May 15, 2007. The period of coverage was from July 1, 2007, through June 30, 2009, with the option for a one-year extension. Rohde Brothers Excavating has offered to extend their current pricing through June 30, 2010, at which time we will bid the service out again.

**Council Action:**

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

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Budget Adjustment –Digital Transcription Software Reimbursement

**Manager’s Recommendation:**

It is recommended that a budget adjustment be completed to increase the Drug Forfeiture Fund’s – Reimbursement revenue line item 264-0000-602.68-08 from \$39,582.00 to \$40,328.00, which equates to a \$746.00 increase.

**Justification:**

The adjustment reflects the receipt of a check from the State of Michigan in the amount of \$746.00, which is the reimbursement for the purchase of digital transcription equipment for the Saginaw Police Department Investigation Division.

**Council Action:**

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

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Authorization to Allow Old Town Motorfest Group to Use Amplifying Equipment

**Manager's Recommendation:**

I recommend approval of a Resolution authorizing the use of the amplifying equipment for a special event sponsored by the Old Town Motorfest group in the 300 through 400 block of North Hamilton Street, which is publicly owned property, on July 19, 2009.

**Justification:**

On July 19, 2009, the Old Town Motorfest group will sponsor a car show in the 300 through 400 block of North Hamilton, which is publicly owned property. The Old Town Motorfest group has requested pursuant to a Block Party Permit that the City allow it to use amplifying equipment during the car show. Furthermore, per the Block Party Permit, the event sponsor obtained neighbors' signatures granting permission to close the streets on July 19, 2009.

**Council Action:**

Council \_\_\_\_\_ moved the recommendation of the City Manager be approved and that a Resolution be adopted.

# COUNCIL COMMUNICATION

## RESOLUTION TO AUTHORIZE OLD TOWN MOTORFEST GROUP TO USE AMPLIFYING EQUIPMENT IN THE 300 THROUGH 400 BLOCK OF NORTH HAMILTON STREET

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

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

WHEREAS, the Old Town Motorfest group plans to host a car show in the 300 through 400 block of North Hamilton on July 19, 2009; and

WHEREAS, the Old Town Motorfest group has requested that it be allowed to use amplifying equipment during the car show; and

WHEREAS, the Old Town Motorfest group obtained the signatures of residents and local businesses; and

WHEREAS, City Council can provide authorization for the use of amplifying equipment on public property.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Saginaw hereby authorizes the use of amplifying equipment on public property during the car show to be held on July 19, 2009, in the 300 through 400 block of North Hamilton.

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Waste Management Agreements

**Manager's Recommendation:**

I recommend that the Agreements from Waste Management for our City Wide Trash Pick Up Service be accepted and approved for a period of two years through June 30, 2011.

The Agreements have been approved by me as to substance and the City Attorney as to form. It is further recommended that the City Manager and/or his designee be authorized by City Council to sign all lease agreement documents on behalf of the City.

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:**

On March 23, 2009, Council approved Waste Management as the best low qualified bidder for City Wide Trash Pick-up. After going through the entire sealed bid process the company never advised the City that we had to sign a formal contract until after council had approved the bid.

**Council Action:**

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



# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** First Ward Community Center Summer Recreation Program Agreement

**Manager's Recommendation:**

I recommend approval of the First Ward Community Center ("FWCC") Summer Recreation Program Agreement. The Agreement is subject to my approval as to substance and the City Attorney as to form.

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

Funds for this Agreement are available in the Recreation Administration Professional Services Account, Number 101-7550-831-8001.

**Justification:**

FWCC submitted a proposal to operate a Summer Recreation Program for the City of Saginaw during an eight week period this summer. The program will have operations at two locations. The Summer Recreation program for grades K-8 will be held at the Cathedral District Youth Center and the program for grades 9-12 will be at the Civitan Recreation Center. The Summer Recreation Program will operate Monday through Friday.

Students will participate in a variety of activities including, organized basketball leagues, soccer, table tennis, billiards, board games, health and fitness activities, art and cultural classes, drug and violence prevention classes, Boy Scouts, Girl Scouts, summer reading programs, library and field trips and other enrichment education programs. Students will be provided daily a free lunch and snack. The amount of the Agreement will not exceed \$25,000.00. The term of the Agreement is four months.

**Council Action:**

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

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Process July/December Property Tax Bills for 2 Years

**Manager's Recommendation:**

I recommend acceptance of the low bid and issuance of a purchase order to TBF Graphics of Saginaw, Michigan for the printing and mailing of City tax bills at their bid price of \$23,140.00 for the 2009 mailing, and \$24,180.00 for the 2010 mailing for a total cost of \$47,320.00.

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 budgeted in the Treasurer's Printing and Postage Budget Account Nos. 101-1743-711-80.30 and 101-1743-711-80.15

**Justification:**

On Tuesday, May 19, 2009 we opened bids for the printing and mailing of tax bills with the results noted below. TBF Graphics will be responsible for printing and mailing approximately 52,000 July and December tax bills based on information received from the Treasurers Office. The bills will be mailed on/or before June 30<sup>th</sup> and November 30<sup>th</sup>.

Based on the city's ordinance #(14.21 (D)(1) regarding the City of Saginaw's "In-City Preference", TBF Graphics is the best low qualified bidder to provide this service.

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| PSC Information<br>Oaks, PA                  | \$46,878.00 |
| In Source Solutions Group<br>Westerville, OH | \$47,216.00 |
| TBF Graphics<br>Saginaw, MI                  | \$47,320.00 |
| Triangle Systems<br>Pittsburgh, PA           | \$47,528.00 |
| Central Valley Presort<br>Fresno, CA         | \$47,840.00 |

6-1-15  
**REVISED**

# COUNCIL COMMUNICATION

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| Mark Altman & Assoc.<br>Hudson, MA         | \$47,840.00 |
| 360 Services International<br>Livonia, MI  | \$51,079.50 |
| Data Matrix, Inc.<br>Atlanta, GA           | \$51,752.00 |
| Direct Mail Specialists<br>Celebration, FL | \$53,180.00 |

**Council Action:**

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