

Council Agenda

June 21, 2010, 6:30 p.m., Council Chamber

PRAYER AND PLEDGE OF ALLEGIANCE

ROLL CALL

CORRECTION AND APPROVAL OF MINUTES OF PRECEDING SESSIONS:

June 7, 2010 regular Council meeting

ANNOUNCEMENTS:

PUBLIC HEARINGS:

PERSONAL APPEARANCES:

REMARKS OF COUNCIL:

PETITIONS:

- 10-12 from Carol Stitt, requesting that signs on the 500 – 600 and 700-block of Franklin Street be removed for residential parking.
- 10-13 from Steven Snow, West Side Civic Association, requesting a partnership with the City of Saginaw or outright acquisition of the parking lot located at the southeast corner of Court and Hamilton Street.
- 10-14 from Sister Marietta Fritz, requesting that the Emmaus House of Saginaw be recognized as a nonprofit organization in the City of Saginaw.

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

From the Council Boards and Commission Committee:

1. Consideration of appointing Tim Roberts to the Board of Examiners of Stationary Boiler Operators & Stationary Engineers with a term to expire December 31, 2013.
2. Consideration of reappointing Kevin Rooker to the Historic District Commission with a term to expire July 30, 2013.

3. Consideration of reappointing John Kunitzer to the Hospital Finance Authority with a term to expire June 30, 2014.

REPORTS FROM MANAGER:

Management Update:

1. Julie Decker, Saginaw Bay Underwriter, will review the July 1st insurance renewals.
2. Update from Diane Herman, City Clerk, on the August 3, 2010 election ballot.

Recommended Actions:

1. Recommending that the 2009-10 General Fund – Recreation Division’s Professional Services Account, No. 101 7550 831 8001 be increased from \$40,000.00 to \$50,000.00, which equates to a \$10,000.00 increase. A transfer from the City/County/School Liaison budget will offset this increase.
2. Recommending approval of additional changes to the fiscal year 2010-2011 Personnel Complement. Further recommending that the 2010-2011 Celebration Park’s Local Donations Account, No. 508 0000 514 6003 be increased from \$686,000 to \$708,185, which equates to a \$22,185 increase. The increase will be offset by an increase to the Part Time Salary Account, No. 508 7580 831 7040 in the same amount to provide temporary staffing for the Frank N. Andersen Water Park 2010 inaugural season.
3. Recommending that the 2009-10 Budget for the Riverfront Development program be amended to reflect the donations received by the Riverfront Development Commission for their annual spring cleanup. The Riverfront Community Donations Revenue Line Item No. 101 0000 571 6711 should be increased as well as the Planning and Zoning’s Riverfront Development Commission Expenditure Line Item No. 101 3863 761 8076 by the donation amount of \$1,445.00.
4. Recommending that Council uphold the denial of Michigan Innocence Clinic’s Freedom of Information (“FOIA”) request by the Saginaw Police Department for disclosure of photographs.
5. Recommending approval of the Agreement between the City of Saginaw and UNUM Life Insurance Company of America to provide group disability and life insurance benefits for the City of Saginaw. The Agreement has been approved by the City Manager as to substance and the City Attorney as to form. Further recommend that the Director of Employee Services be authorized to execute said agreement and other related documents on behalf of the City.

6. Recommending approval of the application to Michigan State Housing Development Authority for grant funding for the City's Master Plan and authorizing the Mayor to execute all related documents.
7. I recommend approval of the insurance proposals under Lloyd's of London for the City's General Liability, Law Enforcement Liability, Public Officials Liability Employee Benefits Liability and Automobile Liability; with Amerisure Insurance Company for Automobile Physical Damage; with Safety National Casualty Corporation for Excess Workers' Compensation & Employers Liability; and with Lexington Insurance Company for an Excess Liability Policy effective July 1, 2010 through July 1, 2011, and that I, and/or my designee, be authorized to execute any and all necessary insurance documents under the plans as necessary throughout the policy term, including, but not limited to, removing and/or adding automobiles as the City acquires and/or disposes of same. Funds are budgeted and spread over all departmental budgets.
8. Recommending approval of the Grant Agreement and Work Plan with the State of Michigan, Department of State for Polling Place Accessibility under the Help America Vote Act in the amount of \$5,223.00 and that the City Manager or his designee be authorized to execute this grant any related documents.
9. Recommending approval of the Claims Service Contract with Alternative Service Concepts as the City's third party administrator for insurance claims for the period July 1, 2010 through June 30, 2011. The contract is approved by me as to substance and by the City Attorney as to form. Funds are available in the Self-Insurance Fund, Insurance Expense Account, No. 677 1762 711 8006.
10. Recommending that a purchase order be approved and issued to Douglass Safety Systems in the amount of \$3,300.00 to purchase the required replacement parts for the Saginaw Fire Department's Self-Contained Breathing Apparatus. Douglass Safety Systems is the sole supplier for these parts. Funds are available in the Saginaw Fire Department Fire Operations Parts and Supplies Account, No. 101 3751 751 7330.
11. Recommending that a purchase order be approved and issued to Warwick Cleaners in the amount of \$7,000.00 for annual dry cleaning services for the fire department. This service is required by the union contract between Local Union 102 and the City of Saginaw. Funds are budgeted in the Fire Department's – Fire Operations/Operating Services Account, No. 101 3751 751 8005.
12. Recommending that a purchase order be approved and issued to Scott Tire Company, the State bid supplier, in the amount of \$10,000.00 for tires for the Saginaw Fire Department fleet of apparatus for fiscal year 2011. Funds are

budgeted in the Saginaw Fire Department Apparatus Operation/Maintenance Motor Vehicles Supplies Account, No 101 3754 751 7312.

13. Recommending that a purchase order be approved and issued to Douglass Safety Systems LLC in the amount of \$14,968.75 for the purchase of 125 buckets of Micro Blaze Out Foam for fiscal year 2011. Funds are budgeted in the Saginaw Fire Department Fire Operations Parts and Supplies Account, No. 101 3751 751 7330.
14. Recommending that a purchase order be approved and issued to Douglass Safety Systems, Inc. in the amount of \$29,000.00 for various pieces of Personal Protective Equipment for the fire department for fiscal year 2011. Funds are budgeted in the Fire Department's Fire Technical Services Clothing Supplies Account, No. 101 3752 751 7303.
15. Recommending issuance of blanket purchase orders to Frontline Services of Freeland, MI in the amount of \$100,000 and Diesel Truck Sales of Saginaw, MI in the amount of \$40,000 to meet the needs of the departments six pumpers and three aerial apparatus for emergency repairs and preventative maintenance for fiscal year 2011. Funds are budgeted in the Fire Department's Apparatus Operation/Maintenance Motor Vehicle Repairs Account, No. 101 3754 175 8042.
16. Recommending that the revision to the Septage Receiving Facility Rules and Regulations Fixing Schedule of Fees for and Governing Use of the Septic Tank Truck Unloading Station at the Wastewater Treatment Plant be approved.
17. Recommending that St. Mary's of Michigan be allowed to rent Ojibway Island for their special event, Run/Walk for Health, to be held June 28, 2010 from 5:00 a.m. to 10:00 a.m. for a partial payment of \$300.00.
18. Recommending that the Standard Streetlighting Authorization for Change Contract with Consumers Energy be approved. Further recommend that any future changes to the Standard Streetlighting Contract for fiscal years 2010 and 2011 be approved and that the Mayor and City Clerk be authorized to executive said changes on behalf of the City.
19. Recommending that a budget adjustment be completed to increase the Rubbish Collection Fund Balance Account, No. 226 0000 680 0000 from \$104,613.00 to \$208,863.00. The increase in revenue will be offset by an increase in expenditures in Rubbish collection Fund Operating Services Account, No. 226 4587 841 8005 from \$9,950.00 to \$114,200.00.
20. Recommending acceptance of the low bid and issuance of a purchase order to Airgas in the amount of \$1,419.36 for fiscal year 2011 and \$1,419.36 for fiscal year 2012 for the purchase of lab gasses, which is used in metals analysis.

Funds are budgeted in the Sewer Operation and Maintenance Chemicals Account, No. 590 4830 861 7302 for fiscal year 2011 and will be budgeted in this account for fiscal year 2012.

21. Recommending that blanket purchase order be approved and issued to the City's primary suppliers of electrical parts and supplies in the following amounts from July 1, 2010 through June 30, 2011: Marshall E. Campbell Company, \$3,000.00; Standard Electric Company, \$3,000.00; and Kendal Electric, \$3,000.00. Funds are budgeted in the Local Streets Traffic Engineering Account, No. 203 4621 791 7330 (\$4,500.00) and in Major Streets Traffic Engineering Account, No. 202 4621 791 7330 (\$4,500.00).
22. Recommending that a blanket purchase order be approved and issued to Carrier & Gable, Inc. in the amount of \$6,000.00 to cover repair costs of traffic signal equipment from July 1, 2010 through June 30, 2011. Funds are budgeted in the Local Streets Traffic Engineering Account, No. 203 4621 791 7330 (\$3,000.00) and in Major Streets Traffic Engineering Account, No. 202 4621 791 7330 (\$3,000.00).
23. Recommending acceptance of the bids and issuance of blanket purchase orders in the following amounts to Clark Hardware, \$2,100.00; Michigan Pipe and Valve, \$2,500.00; Etna Supply, \$8,000.00; Larry's Auto Supply, \$5,000.00 and Granger Tools, \$7,000.00 for fiscal year 2011 for the purchase of a variety of meter parts, hand tools, safety gear, clothing and small engine supplies for the water and sewer shop. Funds are budgeted in Water Operation and Maintenance Parts & Supplies Account, No. 591 4721 861 7330 (\$8,300.00), Sewer Operation and Maintenance Parts & Supplies Account, No. 590 4821 861 7330 (\$8,300.00), Water Operation and Maintenance Parts and Supplies Account, No. 591 4720 861 7330 (\$4,000.00) and Sewer Operation and Maintenance Parts and Supplies Account, No. 590 4820 861 7330 (\$4,000.00).
24. Recommending acceptance of the low bid and issuance of purchase orders to Anderson Radio, Inc. in the amount of \$10,000.00 for fiscal year 2011, \$10,000.00 for fiscal year 2012 and \$10,000.00 for fiscal year 2013 for radio repair services. These services include all radio communication equipment for various departments. Funds are budgeted in the Radio Operations Account, No. 660 4422 791 9720 (\$10,000.00) for fiscal year 2011 and will be budgeted in the same account for fiscal year 2012 and 2013.
25. Recommending acceptance of the sole bid from P K Contracting, Inc. and issuance of a purchase order to them in the amount of \$19,015.00 for fiscal year 2011 for pavement markings on citywide major streets and bridges. Funds are budgeted in the Major Streets Parts and Supplies Account, No. 202 4621 791 7330 for fiscal year 2011.

26. Recommending acceptance of the low bid and issuance of purchase orders to D S Power Services in the amount of \$19,340.00 for fiscal year 2011, \$19,340.00 for fiscal year 2012 and \$19,340.00 for fiscal year 2013 for pole setting services. These services are provided on an as-needed basis for the Traffic Engineering Division. Funds are budgeted in the Street Lighting Operating Services Account, No. 101 4620 791 8005 (\$6,500.00) and in Major Streets – Traffic Engineering Operating Services Account, No. 202 4621 791 8005 (\$12,840.00) for fiscal year 2011, and fiscal years 2012 and 2013.
27. Recommending that the First Contract Amendment in the amount of \$48,815.00 with Beth D. London for engineering services for the Engineering Division be approved. Due to the recent City reorganization plan and creation of a full time Assistant City Engineer position, the contract with Beth London will expire and be eliminated June 30, 2010. Due to the current workload with construction projects, it is necessary to increase Ms. London's contract by \$6,815.00, equivalent to 235 work hours. Funds are available in the Major Streets Professional Services Account, No. 202 4612 781 8001.
28. Recommending that the bid from Etna Supply be accepted and purchase orders be approved and issued to them in the amount of \$72,000.00 for fiscal year 2011 and \$72,345.00 for fiscal year 2012 for a two-year supply of fire hydrants. Funds are budgeted in Water Operation and Maintenance Parts and Supplies Account, No. 591 4721 861 7330 (\$72,000.00) for fiscal year 2011 and \$72,345.00 will be budgeted in the same account number for fiscal year 2012.
29. Recommending increasing Purchase Order No. 39201 with Waste Management by \$8,000.00 for a total of \$106,340.00 for fiscal year 2010 for debris hauling services. Funds are available in the Sewer Operation and Maintenance Operating Services Account, No. 590 4822 861 8005.
30. Recommending a purchase order to be issued to Spurt Industries in the amount of \$104,250.00 to grind 75,000 yards of leaves and grass clippings at the City's Compost Site. The City's Grinder is eleven years old and can no longer be repaired. Funds will be available in the Rubbish Fund Operating Services Account, No. 226 4587 840 8005.
31. Recommending that the First Contract Amendment ("Amendment") with AKT Peerless Environmental and Energy Services ("AKT") be approved. The amount of the amendment is \$112,280.00. The agreement is approved by me as to substance and by the City Attorney as to form. Funds for this contract are available in the Department of Public Services – Energy Efficiency Block Grant Division's Professional Services Account, No. 101 1790 701 8001.
32. Recommending that the low bid from Bourdow Trucking be accepted and purchase orders approved and be issued to them in the amount of \$157,851.50

for fiscal year 2011 and \$165,736.50 for fiscal year 2012 for the purchase of annual supply of sand and topsoil to be used in the backfilling and restoration of excavated areas for water and sewer system maintenance. Funds for these purchases are available in the Sewer Operation and Maintenance Parts & Supplies Account, No. 590 4821 861 7330 (\$78,925.75) and Water Operation and Maintenance Parts and Supplies Account, No. 591 4721 861 7330 (\$78,925.75) for fiscal year 2011 and will be budgeted in the same account numbers in the amount of \$82,868.25 each for fiscal year 2012.

33. Recommending that the sole bid from Rock Products be accepted and purchase orders approved and issued to them in the amount of \$167,000.00 for fiscal year 2011 and \$167,000.00 for fiscal year 2012 for the purchase of Ready-Mix concrete from the Right of Way Division. Funds for this purchase are budgeted in the Major Streets and Road Materials Account, No. 202 4651 841 7340 (\$17,000), Water Operations and Maintenance Street and Road Materials Account, No. 591 4721 861 7340 (\$75,000) and Sewer Operation and Maintenance Street and Road Materials Account, No. 590 4821 861 7340 (\$75,000) for fiscal year 2011 and will be budgeted in the same account numbers for fiscal year 2012.
34. Recommending that the City Engineer be authorized to approved and issue individual purchase orders of varying amounts up to the authorized amount of \$500,000.00, from July 1, 2010 through June 30, 2014 to Rowe, Inc. of Flint, Michigan; William A. Kibbe & Associates, Inc. of Saginaw, Michigan; Spicer Group of Saginaw, Michigan; and Wade Trim of Bay City, Michigan for general engineering services. Further recommending that the City Engineer be authorized to approve and issue individual purchase orders of varying amounts up to the authorized amount of \$500,000.00 during this time period. Funds for these services are budgeted in various City departmental accounts.

INTRODUCTION OF ORDINANCES:

CONSIDERATION AND PASSING OF ORDINANCES:

RESOLUTIONS:

1. Approval of Consumers Energy standard street lighting authorization for change contract.
2. Declaring the City's intent to reimburse project expenditures with bond proceeds and publication of notice of intent to issue bonds.

UNFINISHED BUSINESS:

MOTIONS AND MISCELLANEOUS BUSINESS:

Motion to go into closed session to discuss pending litigation with attorneys in two employment cases.

Darnell Earley
City Manager

COUNCIL COMMUNICATION

From: The City Manager

Subject: St. Mary's Run/Walk for Health

Manager's Recommendation:

I recommend that St. Mary's of Michigan be allowed to rent Ojibway Island for their special event to be held on June 28, 2010 from 5:00 a.m. to 10:00 a.m. for a partial payment of \$300.00.

Justification:

St. Mary's of Michigan has scheduled their Run/Walk for Health on June 28, 2008 from 5:00 a.m. to 10:00 a.m. The course will go along the Riverwalk, over and through Ojibway Island and turn around in Wickes Park. St. Mary's will not be using the stage, garage, concession, restrooms or dressing rooms at Ojibway Island. They want to reserve the island in the early morning hours for the safety of the participants in their event. The special event rate sheet shows a cost of \$660.00 per day to reserve Ojibway Island for a special event. St. Mary's has offered to pay \$300.00, leaving the facility open for rental by another event sponsor after 10:00 a.m., should we receive another special event application to reserve Ojibway Island for that date.

Council Action:

Council_____ moved that the recommendation of the City Manager be approved.

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From: The City Manager

Subject: Lab Gasses

Manager's Recommendation:

I recommend that the low bid from Airgas be accepted and that a purchase order be issued to them in the amount of \$1,419.36 for fiscal year 2011 and \$1,419.36 for fiscal year 2012 for the purchase of lab gasses which is used in metals analysis.

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

Funds for these purchases are budgeted in the Sewer Operation and Maintenance Chemicals Account No. 590-4830-861.73-02 for fiscal year 2011 and will be budgeted in that account for fiscal year 2012.

Justification:

The Wastewater Treatment Plant's laboratory uses different gasses as carrier gasses in the atomic absorption spectrophotometer, which is used in metals analysis.

Following is a tabulation of the bids received:

Air Gas Co.	FY 2011	\$1,419.36
Saginaw, MI	FY 2012	\$1,419.36
Purity Cylinder Gas	FY 2011	\$1,580.40
Saginaw, MI	FY 2012	\$1,664.04

Council Action

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

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From: The City Manager

Subject: Grant from State of Michigan for Polling Place Accessibility Improvements

Manager's Recommendation:

I recommend approval of the Grant Agreement and Work Plan with the State of Michigan, Department of State for Polling Place Accessibility under the Help America Vote Act (HAVA) in the amount of \$5,223.00 and that I and/or my designee be authorized to execute this Grant and any related documents. This agreement has been improved by me as to content and by the City Attorney as to form.

Justification:

In September 2006, the City's 20 polling locations were evaluated with regard to accessibility for persons with disabilities according to ADA guidelines. The City applied for and received a grant from the Michigan Department of State (MDS) under the Help America Vote Act (HAVA) to make the necessary improvements required under HAVA for polling place accessibility. Due to extensive repairs and modifications to some of the polling locations, it was necessary to move several polling locations to better accommodate voters.

In 2009, the City Clerk was advised that additional grant monies were available under HAVA. As such, the new locations were evaluated in the same manner as before and it was determined that necessary repairs were needed at three of the new sites, namely, Central Fire Station, Herig Elementary and Handley Elementary. A grant application was filed with MDS in May 2009 requesting a grant award of \$5,400 and the City Clerk was notified on June 3, 2010 of a grant award in the amount of \$5,223.00.

With regard to the grant funds awarded, any changes or modifications to the work plan must have the prior written approval from the MDS. The City must comply with all directives, guidelines and policy statements related to the Polling Place Accessibility Improvement Program issued by the MDS.

The grant program is by reimbursement only and will be issued per polling place for the lesser of the actual expenditures of each individual improvement or the amount awarded for each individual improvement. Upon receiving the grant award for

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improvements, the City must agree to use the polling location(s) for a minimum of three even-year November general election cycles.

The grant applicant must also certify compliance with all regulations, policies, guidelines and requirements imposed by the United States Department of Health and Human Services; and all legal and administrative requirements as they relate to the agreement. The City shall indemnify the MDS, their officers, agents, and employees harmless against any and all liability, loss and damages sustained by the recipient under this grant program.

The City Clerk has received permission from the Saginaw Public School District to make the necessary improvements at Herig Elementary and Handley Elementary.

Council Action:

Council_____ moved that the recommendation from the City Manager be approved.

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From: The City Manager

Subject: Beth London First Contract Amendment

Manager's Recommendation:

I recommend that First Contract Amendment ("Amendment") with Beth D. London ("Beth") be approved. The amount of the amendment is \$48,815.00. I have approved the Amendment as to substance and the City Attorney as to form.

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

Funds for this contract are available in the Major Streets Professional Services Account No. 202-4612-781-8001 (\$6,815.00).

Justification:

On May 21, 2007, City Council approved a three-year contract with Beth to provide daily engineering services for the Engineering Division of Public Services. The annual amount of the contract with Beth London is \$42,000.00. Beth has worked as a contracted engineer for the City since January 2, 2002. Beth is an experienced professional engineer and offers more than 19 years of municipal engineering experience to Saginaw, providing technical support to the Engineering Division. Due to the recent City reorganization plan and creation of a full time Assistant City Engineer position, the contract with Beth will expire and be eliminated June 30, 2010. Due to our current workload with construction projects, and design of over Six Million Dollars (\$6,000,000.00) worth of future construction projects with in house staff, it is necessary to increase Beth's contract by \$6,815.00, equivalent to 235 work hours.

Council Action:

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

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From: The City Manager

Subject: Application for MSHDA Funding

Manager's Recommendation:

I recommend that City Council approve the application to Michigan State Housing Development Authority for grant funding for the City's Master Plan and authorize the Mayor to execute all related documents. The application is approved by the City Manager as to substance and the City Attorney as to form.

Justification:

The City of Saginaw, with the assistance of an outside consultant, is creating a new Master Plan for the City. The Michigan State Housing Development Authority ("MSHDA") has funding available to assist cities in that area and the City is seeking a grant of \$32,000 from MSHDA for some of the work involved. The City agrees, upon receipt of this funding, to use it for the specified activities.

Council Action:

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

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From: The City Manager

Subject: Group Short Term Disability, Long Term Disability and Life Insurance

Manager's Recommendation:

I recommend approval of the Agreement between the City of Saginaw ("City") and UNUM Life Insurance Company of America to provide group disability and life insurance benefits for the City of Saginaw. The Agreement has been approved by the City Manager as to substance and the City Attorney as to form. Furthermore, it is recommended that City Council authorize the Director of Employee Services to execute said agreement and other related documents on behalf of the City.

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

Justification:

The City currently uses Hartford Life for employee and retiree group disability and life benefits. During the rate renewal process with our current vendor, Employee Services requested rate quotes from two additional brokers. Through the review, we looked at eight different insurance carriers and identified UNUM with the most favorable rates creating a savings of over \$66,000 per year. In addition to UNUM's positive industry service standings, the contract will include several value added benefits for our employees at no additional cost. We were also able to obtain a three-year rate guarantee for each program. The effective date for this new vendor is July 1, 2010.

Council Action:

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

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From: The City Manager

Subject: Insurance proposals for the City's General Liability, Law Enforcement Liability, Public Official Liability and Automobile Liability, Automobile Physical Damage, Excess Workers Compensation and an Umbrella Liability Policy.

Manager's Recommendation:

I recommend approval of the insurance proposals under Lloyd's of London for the City's General Liability, Law Enforcement Liability, Public Officials Liability Employee Benefits Liability and Automobile Liability; with Amerisure Insurance Company for Automobile Physical Damage; with Safety National Casualty Corporation for Excess Workers' Compensation & Employers Liability; and with Lexington Insurance Company for an Excess Liability Policy effective July 1, 2010 through July 1, 2011, and that I, and/or my designee, be authorized to execute any and all necessary insurance documents under the plans as necessary throughout the policy term, including, but not limited to, removing and/or adding automobiles as the City acquires and/or disposes of same.

Coverage documents, policy changes and contracts to implement the new insurance are approved subject to the City Manager's approval as to substance and the City Attorney's approval as to form.

Funds for the insurance premiums are budgeted and spread over all departmental budgets. General and excess liability policies are charged against the division and/or department's budget pursuant to its size. Auto physical damage is charged to each division and/or department based on the number of vehicles assigned.

Justification:

Recently, Saginaw Bay Underwriters obtained quotes from the City's current insurance providers and other insurance providers for General Liability, Law Enforcement Liability, Public Officials Liability, Automobile Liability, Automobile Physical Damage, Excess Workers' Compensation Liability and an Umbrella Liability Policy for Excess General Liability, Public Officials Liability and Auto Liability. Saginaw Bay Underwriters generally seeks quotes from multiple agencies every two to three years.

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The overall quotes will be a decrease in insurance premiums from the prior fiscal year. A further explanation of the quotes received is as follows:

<i>Description of Coverage</i>	<i>Expiring Premium 07/2008</i>	<i>Expiring Premium 07/2009</i>	<i>Renewal Premium 07/2010</i>
General Liability, Law Enforcement Liability, Public Officials Liability and Automobile Liability	<u>Lloyd's</u> \$230,000 \$250,000 SIR	<u>Lloyd's</u> \$218,500 \$250,000 SIR	<u>Lloyd's</u> \$205,000 \$250,000 SIR
Surplus Lines Tax	\$5,750	\$5,463	\$5,125
Automobile Physical Damage	<u>Amerisure</u> \$130,217 (219 vehicles) \$1,000 deductible City at fault	<u>Amerisure</u> \$131,536 (223 vehicles) \$1,000 deductible City at fault	<u>Amerisure</u> \$132,569 (225 vehicles) \$1,000 deductible City at fault
Excess Worker's Compensation	<u>Safety National</u> \$33,987	<u>Safety National</u> \$33,987	<u>Safety National</u> \$36,090
Umbrella Surplus Lines Tax	\$200,00 \$5,000	\$190,000 \$4,750	\$190,000 \$4,750
Total Estimated Premium	\$604,954	\$584,236	\$573,534
Savings over prior term	(\$107,326)	(\$20,718)	(\$10,702)

Lloyd's of London: The premium for the City's General Liability, Law Enforcement Liability, Public Officials Liability and Automobile Liability coverage is \$205,000. This is a decrease in premium of \$13,500 over last year. The self-insured retention for these policies (\$250,000) remains unchanged.

Amerisure Insurance Company. The premium for the City's auto physical damage coverage is \$132,569. This is an increase in the premium of \$1,033, however, premiums are set by the number of vehicles insured and the policy covers two (2) additional vehicles. This quote is based on maintaining the \$1,000 deductible when the City driver is at fault.

Safety National Casualty Corporation. This is the carrier for the Excess Workers' Compensation and Employer Liability coverage. The quote received was \$36,090, which is an increase of \$2,103. Premiums for this policy are based on City

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payroll amounts, which showed an increase over the prior year due to union contract negotiated increases.

Lexington Insurance Company. This is the Umbrella Liability Policy, providing an additional \$20,000,000 in liability coverage for General Liability, Public Officials Liability and Auto Liability. Coverage is the same as last year and the premium quoted is \$190,000, plus \$4,750 for surplus lines tax, which is the same as last year for the same coverage.

The City has a good working relationship with these carriers in handling claims and lawsuits and the quotes received were comparable to those of the industry standards. All insurance carriers have excellent ratings according to the Best Guide, which determines the financial stability of insurance companies.

As in the past, the City has opted to exclude coverage for terrorism losses under the Terrorism Risk Insurance Act of 2002. This election was made due to the fact that the “act of terrorism” only covers an act that is certified by the Secretary of the Treasury in concurrence with the Secretary of State, and the Attorney General of the United States.

Council Action:

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

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From: The City Manager

Subject: Claims Service Contract with Alternative Service Concepts

Manager's Recommendation:

I recommend approval of the Claims Service Contract with Alternative Service Concepts as the City's third party administrator for insurance claims for the period July 1, 2010 through June 30, 2011.

The contract is approved by me as to substance and by the City Attorney as to form. Funds are available in the Self-Insurance Fund, Insurance Expense Account No. 677-1762-711-8006.

Justification:

Alternative Services Concepts, LLC (ASC) has been the City's third party administrator since the City first switched insurance carriers in 1995. The third party administrator reviews all claims and loss reports arising under the City's insurance policy and investigates, adjusts, settles, or resists all losses and/or claims with specific prior approval of the City. The contract is for one year from July 1, 2010 to June 30, 2011. The change in fees from last year to this year is outlined below:

Service	Per-Claimant Fee		Estimated Total Fee	
	2009-2010	2010-2011	2009-2010	2010-2011
Automobile & General Liability				
Physical Damage	\$475		\$485	
Bodily Injury	\$500		\$510	
E & O	\$650		\$660	
Police Professional	\$650		\$660	
Litigated Fee	Base fee + \$400		Base fee + \$400	
Catastrophic Claims	Time & Expense	\$75 per hour	Time & Expense	\$75 per hour
Total Minimum Claims Fee		\$39,500		\$38,000
MMSEA – Annual Transmission Fees (Includes query & submission)				\$1,920
Administration Fees		\$3,000		\$3,500
Systems Fees		\$2,500		\$2,500
Total Fees		\$45,000		\$45,920

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Note the Minimum Claims Fee was reduced by \$1,500 per claim, however, there were slight increases in other costs. The MMSEA fee is an additional fee charged this year due to mandatory reporting requirements imposed by the federal government for liability insurance (including self-insured) to identify claimants entitled to Medicare, Medicaid and State Children's Health Insurance programs to notify Centers for Medicare and Medicaid Services of such entitlement. The contract contains the same provision as last year wherein at the end of the contract year, ASC will multiple the actual number of claims by the fee per claimant (approximately \$650 per claim depending on the type of claim) and if the actual number of claims is more than \$38,000, ASC will invoice the City for the difference between the actual fee and \$38,000.

ASC will continue to indemnify and hold the City harmless for any claims asserted as a result of any errors, omissions, torts, intentional torts or other negligence on the part of ASC or its employees, unless the complained of actions of ASC were taken at the specific direction of the City.

Council Action:

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

COUNCIL COMMUNICATION

From: The City Manager

Subject: Consumers Energy Standard Streetlighting Authorization for Change Contract

Manager's Recommendation:

I recommend that the Standard Streetlighting Authorization for Change Contract ("Contract") with Consumers Energy ("Consumers") be approved. I have approved the Contract as to substance and the City Attorney as to form.

Justification:

The City of Saginaw ("City") and Consumers entered into a standard streetlighting contract in 1978. City staff has determined that several streetlights should be removed and others replaced at the following locations:

1. Remove 45 lights on Washington Avenue between Holland Avenue and Janes Avenue. Replacement lights are now metered;
2. Remove 6 lights on E. Genesee Avenue between Franklin Avenue and Janes Avenue. Replacement lights are now metered; and
3. Replace pole and light at NW corner of McGill and Athens.

It is also recommended that any future changes to the Standard Streetlighting contract for Fiscal Years 2010 and 2011 be approved and that the Mayor and City Clerk be authorized to execute said changes on behalf of the City.

Justification:

The above-mentioned changes are the result of the City streetscape projects to improve North and South Washington Avenues and East Genesee Avenue. Also, the changes will allow Consumers to replace the damaged Consumers pole on the corner of McGill and Athens Streets and install a new streetlight fixture at that location.

Council Action:

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

COUNCIL COMMUNICATION

RESOLUTION TO APPROVE CONSUMERS ENERGY STANDARD STREETLIGHTING AUTHORIZATION FOR CHANGE CONTRACT

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

Council _____ offered and moved adoption of the following resolution:

WHEREAS, the changes in the Standard Streetlighting Contract ("Contract") between Consumers Energy ("Consumers") and the City of Saginaw has been submitted to City Council for approval; and

WHEREAS, it is required by Consumers that the governing body of the municipality approve a resolution agreeing to the removal and installation of streetlights;

WHEREAS, additional changes in the Standard Streetlighting Contract will be forthcoming over Fiscal Years 2010 and 2011, as requests for improvements to existing lighting or for additional lighting are received and processed; and

NOW, THEREFORE, BE IT RESOLVED, that City officials be authorized to execute the Contracts on behalf of the City.

BE IT FURTHER RESOLVED, that the Mayor and the City Clerk be authorized to execute forthcoming changes to the Contracts during Fiscal Years 2010 and 2011 on behalf of the City.

COUNCIL COMMUNICATION

From: The City Manager

Subject: Pavement Markings

Manager's Recommendation:

I recommend that the sole bid from P K Contracting, Inc. be accepted and that a purchase order be issued to them in the amount of \$19,015 for fiscal year 2011 for pavement markings on citywide major streets and bridges.

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

Funds for these purchases are budgeted in Major Streets Parts and Supplies Account, No. 202-4621-791.73-30 for fiscal year 2011.

Justification:

Sealed bids were opened on June 8, 2010 and P K Contracting, Inc. was the sole bidder. The pavement marking is necessary to annually improve worn pavement markings on citywide major streets and bridges. Following is a tabulation of the bid received:

Council Action

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

COUNCIL COMMUNICATION

From: The City Manager

Subject: Pole Setting Services

Manager's Recommendation:

I recommend acceptance of the low bid from D S Power Services and issuance of purchase orders to them in the amounts of \$19,340.00 for fiscal year 2011, \$19,340.00 for fiscal year 2012 and \$19,340.00 for fiscal year 2013 for pole setting services.

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

Funds for these purchases are budgeted in the Street Lighting Operating Services Account, No. 101-4620-791.80-05 (\$6,500.00) and in Major Streets – Traffic Engineering Operating Services Account, No. 202-4621-791.80-05 (\$12,840.00) for fiscal year 2011, and fiscal years 2012 and 2013.

Justification:

On June 8, 2010, the City received bids for pole setting services. These services are provided on an as-needed basis for the Traffic Engineering Division. Some of these costs will be reimbursed through successful claims against property damage offenders.

Following is a tabulation of the bids received:

D S Power Services	FY 2011	\$19,340.00
Saginaw, MI	FY 2012	\$19,340.00
	FY 2013	\$19,340.00
J Ranck Electric	FY 2011	\$24,025.00
Mt Pleasant, MI	FY 2012	\$24,025.00

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	FY 2013	\$24,025.00
Rauhorn Electric	FY 2011	\$46,730.00
Macomb, MI	FY 2012	\$50,285.00
	FY 2013	\$53,840.00
Metropolitan Power & Light	FY 2011	\$65,200.00
Imlay City, MI	FY 2012	\$74,980.00
	FY 2013	\$86,227.05

Council Action

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

COUNCIL COMMUNICATION

From: The City Manager

Subject: Radio Repair Services

Manager's Recommendation:

I recommend that the low bid from Anderson Radio Inc., be accepted and that purchase orders be issued to them in the amount of \$10,000.00 for fiscal year 2011, \$10,000.00 for fiscal year 2012 and \$10,000.00 for fiscal year 2013 for radio repair services.

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

Funds for these purchases are budgeted in the Radio Operations Account No. 660-4422-791.97-20 (\$10,000.00) for fiscal year 2011 and will be budgeted in the same account for fiscal year 2012 and fiscal year 2013.

Justification:

On June 8, 2010, the City received bids for radio repair services. These services quoted were per each and hourly rates on an "as-needed basis" to service the equipment used citywide, including radio base stations and antennas. These services include all radio communication equipment for various city departments.

Following is a tabulation of the bid received:

Anderson Radio	FY 2011	\$16,800.00
Bay City, MI	FY 2012	\$16,800.00
	FY 2013	\$16,800.00
Comsource Inc.	FY 2011	\$21,180.00
Rochester Hills, MI	FY 2012	\$21,180.00
	FY 2013	\$21,180.00

Council Action

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

COUNCIL COMMUNICATION

From: The City Manager

Subject: Revision to Septage Disposal Rates

Manager's Recommendation:

I recommend that the revision to the Septage Receiving Facility Rules and Regulations Fixing Schedule of Fees For and Governing the Use of the Septic Tank Truck Unloading Station at the Wastewater Treatment Plant be approved.

Justification:

The attached and revised copy of Public Works and Public Utilities Series Bulletin No. 6-34 shows the proposed new rates. The proposed changes modify Section 3. Fee Schedule, only.

FEE SCHEDULE:

<u>Truck Capacity, Gallons</u>	<u>Rate, \$</u>
1. 1 – 1000	30.00
2. 1001 – 1500	45.00
3. 1501 – 2000	60.00
4. 2001 – 2500	75.00
5. 2501 – 3000	90.00
6. 3001 – 3500	105.00
7. 3501 – 4000	120.00
8. Over 4000	0.03/gallon By arrangement only

It is recommended that the proposed revisions in the Rules and Regulations Fixing Schedule of Fees For and Governing the Use of the Septic Tank Truck Unloading Station at the Wastewater Treatment Plant to become effective August 1, 2010 be approved.

Council Action:

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

COUNCIL COMMUNICATION

From: The City Manager

Subject: Water Treatment Plant Sludge Collection And Removal Chain

Manager's Recommendation:

I recommend a purchase order be approved and issued to Walker Process Equipment in the amount of \$37,471.00 for repair parts needed for the sludge collection system in the Water Treatment Plant's Sedimentation Basins.

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

Funds for these items are available in the Water Surplus Capital Outlay Repairs and Replacements Account No. 591-4740-881.97-20.

Justification:

A quote was received from Walker Process Equipment, the sole supplier, for repair parts needed for the sludge collection system in the Water Treatment Plant's Sedimentation Basins. The sludge collection system is an integral component of the water treatment process. Drive chain is a normal maintenance item required for the sludge collection and removal system. A cost comparison for this item cannot be calculated. Other parts for this system were last ordered in 2003.

Council Action:

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

COUNCIL COMMUNICATION

From: The City Manager

Subject: Ready-Mix Concrete

Manager's Recommendation:

I recommend that the bid from Rock Products be accepted and purchase orders approved and issued to them in the amount of \$167,000.00 for fiscal year 2011 and \$167,000.00 for fiscal year 2012 for the ready-mix concrete.

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

Funds for this purchase are budgeted in the Major Streets Street and Road Materials Account No. 202-4651-841.73-40 (\$17,000.00), Water Operations and Maintenance Street and Road Materials Account No. 591-4721-861.73-40 (\$75,000.00) and Sewer Operation and Maintenance Street and Road Materials Account No. 590-4821-861.73-40 (\$75,000.00) for fiscal year 2011 and will be budgeted in the same account numbers for fiscal year 2012.

Justification:

The Right Of Way Division, Maintenance and Service Section, received a bid from one vendor for Ready-mix concrete that will be used in fiscal years 2011 and 2012 by the Streets and Maintenance and Service Sections for repair of the streets and utility cuts throughout the city. Following is a tabulation of the bid submitted:

<u>Rock Products</u> <u>Saginaw, MI</u>	<u>FY 2011</u>	<u>FY 2012</u>
35 S per yard (6 sack)	\$78.80	\$80.30
35 HE per yard (7 sack)	84.80	86.30
35 HE per yard (9 sack)	96.80	98.30

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P-FS per yard	78.80	80.30
Delivery Charges		
1 yd per load	40.00	40.00
2 yd per load	40.00	40.00
3 yd per load	40.00	40.00
4 yd per load	40.00	40.00

Council Action:

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

COUNCIL COMMUNICATION

From: The City Manager

Subject: Sand and Topsoil

Manager's Recommendation:

I recommend that the bid from Bourdow Trucking be accepted and purchase orders approved and issued to them in the amount of \$157,851.50 for fiscal year 2011 and \$165,736.50 for fiscal year 2012 for the annual supplies of sand and topsoil.

This vendor meets all requirements of §14.23, "Vendors", of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing, of "Title 1, "General Provisions" of the Saginaw Code of Ordinances 0-1.

Funds for these purchases are budgeted in the Sewer Operation and Maintenance Parts and Supplies Account No. 590-4821-861.73-30 (\$78,925.75) and Water Operation and Maintenance Parts and Supplies Account No. 591-4721-861.73-30 (\$78,925.75) for fiscal year 2011 and will be budgeted in the same account numbers in the amount of \$82,868.25 for fiscal year 2012.

Justification:

The Right of Way Division, Maintenance and Service Section, received bids for annual supplies of sand and topsoil used in the backfilling and restoration of excavated areas for water and sewer system maintenance. A sample of Champagne & Marx's topsoil was acquired for inspection. It contained clay, vegetation and extraneous material and did not meet specifications. Doc Heinz only submitted a price for sand in the first year, thus it was not considered the low bid. Following is tabulation of the bids received:

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<u>Vendor</u>	<u>2011</u>	<u>2012</u>	<u>Total</u>
Bourdow Trucking Saginaw, MI	\$157,851.50	\$165,736.50	\$323,588.00
Champagne & Marx Saginaw, MI	\$192,815.00	\$198,585.00	\$391,400.00
Fisher Transportation MT. Pleasant, MI	No Bid	No Bid	No Bid
Doc Heinz Saginaw, MI	\$123,800.00	No Bid	\$123,800.00

Council Action:

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

COUNCIL COMMUNICATION

From: The City Manager

Subject: ROW Annual Supply of Fire Hydrants

Manager's Recommendation:

I recommend that a the bid from Etna Supply be accepted and purchase orders be approved and issued to them in the amount of \$72,000.00 for fiscal year 2011 and \$72,345.00 for fiscal year 2012 for a two-year supply of fire hydrants.

This vendor meets all requirements of §14.23, "Vendors", of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing, of "Title 1, "General Provisions" of the Saginaw Code of Ordinances 0-1.

Funds for this purchase are budgeted in Water Operation and Maintenance Parts and Supplies Account No. 591-4721-861.73-30 (\$72,000.00) for fiscal year 2011 and \$72,345.00 will be budgeted in the same account number for fiscal year 2012. As hydrants are used, they will be charged to the proper account and accounted for in Water Inventory Account No. 591-0000-171.11-30.

Justification:

The Right of Way Division, Maintenance & Service Section, received bids for a two-year supply of fire hydrants. An annual supply of fire hydrants is needed for the division to maintain adequate inventory and secure the best cost for the City. Following is a tabulation of the bids received.

Etna Supply	\$72,000.00	First Year
Grand Rapids, MI	<u>\$72,345.00</u>	Second Year
Total	\$144,345.00	
Michigan Pipe and Valve	\$75,700.00	First Year
Zilwaukee, MI	<u>\$81,250.00</u>	Second Year
Total	\$156,950.00	
East Jordan Iron Works	\$77,794.50	First Year
Sunfield, MI	<u>\$81,541.70</u>	Second Year
Total	\$159,336.20	

Council Action:

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

COUNCIL COMMUNICATION

From: The City Manager

Subject: Various Purchase Orders for Maintenance and Service Section

Manager's Recommendation:

I recommend that the bids from Clark Hardware, Michigan Pipe and Valve, Etna Supply, Larry's Auto Supply and Granger Tools be accepted and a blanket order be issued to each of them for fiscal year 2011 for the purchase of a variety of meter parts, hand tools, safety gear, clothing and small engine supplies for the water and sewer shop.

These vendors meet all requirements of §14.23, "Vendors", of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing, of "Title 1, "General Provisions" of the Saginaw Code of Ordinances 0-1.

Funds for these purchases are budgeted in Water Operation and Maintenance Parts & Supplies Account No. 591-4721-861.73-30 (\$8,300.00), Sewer Operation and Maintenance Parts & Supplies Account No. 590-4821-861.73-30 (\$8,300.00), Water Operation and Maintenance Parts and Supplies Account No. 591-4720-861.73-30 (\$4,000.00) and Sewer Operation and Maintenance Parts and Supplies Account No. 590-4820-861.73-30 (\$4,000.00).

Justification:

The Right of Way Division, Maintenance and Service Section, utilizes a variety of meter parts, hand tools, safety gear, clothing and small engine supplies for the water and sewer shop. It is the City's best interest to establish blanket orders with these vendors rather than requesting a purchase order for every purchase. Following is a tabulation of the bids:

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Clark Hardware Saginaw, MI	\$ 2,100.00
Michigan Pipe and Valve Saginaw, MI	\$ 2,500.00
Larry's Auto Supply Saginaw, MI	\$ 5,000.00
Granger Tools Saginaw, MI	\$ 7,000.00
Etna Supply Grand Rapids, MI	\$ 8,000.00

Council Action:

Council_____ moved that the recommendation of the City
Manager be approved.

COUNCIL COMMUNICATION

From: The City Manager

Subject: Engineering Firms Professional Services Agreements

Manager's Recommendation:

I recommend that the City Engineer be authorized to approve and issue individual purchase orders of varying amounts up to the authorized amount of \$500,000.00, from July 1, 2010 through June 30, 2014. These are the four firms that the agreement have been approved with Rowe Incorporated ("Rowe") of Flint, Michigan; William A. Kibbe & Associates, Inc. ("Kibbe") of Saginaw, Michigan, Spicer Group ("Spicer") of Saginaw, Michigan; and Wade Trim of Bay City, Michigan. Further, it is recommended that the City Engineer be authorized to approve and issue individual purchase orders of varying amounts up to the authorized amount of \$500,000.00 during this time period.

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

Funds for these services are budgeted in various City departmental accounts.

Justification:

On June 30, 2009, Council approved agreements between the City and Rowe Incorporated ("Rowe") of Flint, Michigan; William A. Kibbe & Associates, Inc. ("Kibbe") of Saginaw, Michigan, Spicer Group ("Spicer") of Saginaw, Michigan; and Wade Trim of Bay City, Michigan for general engineering services. The terms of the Agreements are for five years, commencing July 1, 2009 through June 30, 2014. The services of the firms are necessary to support City Engineering staff to carry out the duties and responsibilities of the Engineering Division whenever workload demands the addition of the consultant's staff and expertise. The City Engineer will distribute work between the four firms on a rotational basis for small projects and distribute work on a competitive basis for larger projects.

Council Action:

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

COUNCIL COMMUNICATION

From: The City Manager

Subject: AKT Peerless Environmental & Energy Services First Contract Amendment

Manager's Recommendation:

I recommend that First Contract Amendment ("Amendment") with AKT Peerless Environmental and Energy Services ("AKT") be approved. The amount of the amendment is \$112,280.00. I have approved the Amendment as to substance and the City Attorney as to form.

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

Funds for this contract are available in the Department of Public Services - Energy Efficiency Block Grant Division's Professional Services Account No. 101-1790-701.80-01.

Justification:

On August 24, 2009, City Council approved the original contract with AKT in the amount of \$32,040.00 for assisting the City in preparing and submitting to the Department of Energy (DOE) an Energy Efficiency Conservation Strategy (EECS). The EECS has been submitted and accepted by the DOE, and we are now in the process of utilizing the strategy and EECSBG monies to put in place energy saving projects, commercial energy audits and Level I walk thru analysis to identify additional low cost/no costs measures and energy retrofits. The United States Department of Energy's (DOE) Energy Efficiency Conservation Block Grant (EECSBG) program is

COUNCIL COMMUNICATION

providing local communities throughout the United States an opportunity to develop energy efficiency and renewable energy programs that will reduce energy use, save costs and create jobs. Funding was made available in April 2009 through formula grants to a set of “entitlement” communities, municipalities with populations greater than 35,000.

The City of Saginaw, as an entitlement community, was allocated \$566,200.00 in EECBG funding through the DOE. Additional funds may be available from the DOE in competitive grants through the EECBG program.

Additional services will be added to the AKT Contract as shown in their proposal, for a new contract total amount not to exceed \$112,280.00. Payment for these services will come from the \$566,200.00 that the City has been allocated.

Council Action:

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

COUNCIL COMMUNICATION

From: The City Manager

Subject: Blanket Purchase Order For Electric Parts

Manager's Recommendation:

I recommend that blanket purchase orders be approved and issued to the City's primary suppliers of electrical parts and supplies in the following amounts from July 1, 2010 through June 30, 2011.

*Marshall E Campbell Company Saginaw (in-city)	\$3,000.00
*Standard Electric Company Saginaw (out-city)	\$3,000.00
*Kendall Electric Saginaw (out-city)	\$3,000.00

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

Funds for these services are budgeted in the following parts and supplies accounts, Local Streets Traffic Engineering Account No. 203-4621-791-73.30 (\$4,500.00) and in Major Streets Traffic Engineering Account No. 202-4621-791-73.30 (\$4,500.00).

Justification:

Since June 26, 2000, City Council has approved a procedure for purchasing electrical parts for the Traffic Engineering section. The section requires the purchase of a vast array of electrical parts and supplies for maintaining the City's electrical devices such as traffic signals and streetlights. Because these are random repairs, there is no

COUNCIL COMMUNICATION

feasible means to predetermine quantities and type of parts that will be needed in any given time period. Issuing individual purchase orders for the many items purchased is costly and administratively time consuming. Traffic section personnel will price quote items and award purchases to the lowest and best vendor for each item. The parts and supplies will be ordered from the successful bidder and billed to the respective purchase order. Therefore, it is clearly in the best interest of City to continue this procedure from July 1, 2010 through June 30, 2011.

Council Action:

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

COUNCIL COMMUNICATION

From: The City Manager

Subject: Blanket Purchase Order With Carrier & Gable

Manager's Recommendation:

I recommend that a blanket purchase order be approved and issued to Carrier & Gable, Inc., Farmington Hills, MI, in the amount of \$6,000 to cover repair costs of traffic signal equipment from July 1, 2010 through June 30, 2011.

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

Funds for these services are budgeted in the following parts and supplies accounts, Local Streets Traffic Engineering Account, No. 203-4621-791-73.30 (\$3,000.00) and in Major Streets Traffic Engineering Account, No. 202-4621-791-73.30 (\$3,000.00).

Justification:

On February 6, 1996, City Council approved a procedure for repairing traffic signal controller equipment. City staff does routine repair and maintenance of these solid-state devices. Sometimes complex repairs must be done by the manufacturer's authorized service representative. Carrier & Gable, Inc., is Michigan's authorized service representative and offers standard pricing for each type of repair. After sufficient experience with repairing these devices, City Staff estimates annual cost for such services is \$6,000.00. Since this service is necessary to properly maintain the city's traffic signal system and because Carrier & Gable, Inc. is the only authorized repairer in the region, it is clearly in the best interest of the City to continue this procedure from July 1, 2010 through June 30, 2011.

Council Action:

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

COUNCIL COMMUNICATION

From: The City Manager

Subject: Riverfront Development – Budget Adjustment

Manager’s Recommendation:

I recommend that the 2009/2010 Budget for the Riverfront Development program be amended to reflect the donations the Riverfront Development Commission has received for their annual spring cleanup. The Riverfront Community Donations Revenue line item (101-0000-571-6711) should be increased as well as the Planning and Zoning’s Riverfront Development Commission expenditure line item (101-3863-761-8076) by the donation amount (\$1,445.00).

Justification:

The Riverfront Development Commission received donations for their annual spring clean up in the amount of \$1,445.00. The proceeds will be used to purchase materials, and supplies, for their continuous clean up efforts.

Council Action:

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

COUNCIL COMMUNICATION

From: The City Manager

Subject: Uniform Dry Cleaning

Manager's Recommendation:

I recommend that a purchase order be approved and issued to Warwick Cleaners in the amount of \$7,000.00 for annual dry cleaning services for the Fire Department for fiscal year 2011.

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

Funds for this purchase are budgeted for and available in the Saginaw Fire Department Fire Operations Operating Services Account, No. 101-3751-751.80-05.

Justification:

This service is required by the union contract between Local Union 102 and the City of Saginaw.

Council Action:

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

COUNCIL COMMUNICATION

From: The City Manager

Subject: Micro Blaze Out Foam

Manager's Recommendation:

I recommend that a purchase order be approved and issued to Douglass Safety Systems LLC in the amount of \$14,968.75 for the purchase of 125 buckets of Micro Blaze Out Foam for fiscal year 2011.

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

Funds are budgeted and available in the Saginaw Fire Department Fire Operations Parts and Supplies Account, No. 101-3751-751.73-30.

Justification:

The Fire Department Operations Division uses Micro Blaze Out Foam that enhances penetration of water during extinguishment and also can be used for hazardous waste clean up from vehicle accidents. Douglass Safety Systems LLC is the sole supplier of this product. The vendor has continued pricing equal to last fiscal year.

Council Action:

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

COUNCIL COMMUNICATION

From: The City Manager

Subject: ISI Parts for Self Contained Breathing Apparatus

Manager's Recommendation:

I recommend that a purchase order be approved and issued to Douglass Safety Systems in the amount of \$3,300.00 to purchase the required replacement parts for the Saginaw Fire Department's Self Contained Breathing Apparatus.

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

Funds are available in the Saginaw Fire Department Fire Operations Parts and Supplies Account, No. 101-3751-751.73-30.

Justification:

Self-Contained Breathing Apparatus are used as personal protective equipment that is worn in hazardous environments. It is vital that this equipment be kept in proper working order to prevent injury or death. Therefore, replacement parts are often needed throughout the year. Douglass Safety Systems is the sole supplier of these parts.

Council Action:

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

COUNCIL COMMUNICATION

From: The City Manager

Subject: Tires for Saginaw Fire Department Apparatus

Manager's Recommendation:

I recommend that a purchase order be approved and issued to Scott Tire Company, the State bid supplier, in the amount of \$ 10,000.00 for tires for the Saginaw Fire Department fleet of apparatus for fiscal year 2011.

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

Funds for this purchase are budgeted and available in the Saginaw Fire Department Apparatus Operation/Maintenance Motor Vehicle Supplies Account, No. 101-3754-751.73-12.

Justification:

Maintaining proper care of tires on the Fire Department's fleet is necessary and critical for the safety of department personnel and the residents of the City of Saginaw.

Council Action:

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

COUNCIL COMMUNICATION

From: The City Manager

Subject: Personal Protective Equipment/Saginaw Fire Department

Manager's Recommendation:

I recommend that a purchase order be approved and issued to Douglass Safety Systems, Inc. in the amount of \$29,000 for various pieces of Personal Protective Equipment (turnout gear) for fiscal year 2011.

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

Funds are budgeted for and available in the Saginaw Fire Department Fire Technical Services Clothing Supplies Account, No. 101-3752-751.73-03.

Justification:

The Saginaw Fire Department annually purchases personal protective equipment for firefighters to replace old and/or damaged gear. Douglass Safety Systems, Inc. is the sole source for this purchase.

Council Action:

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

COUNCIL COMMUNICATION

From: The City Manager

Subject: Fire Department Apparatus Repairs

Manager's Recommendation:

I recommend that blanket purchase orders be issued to Frontline Services of Freeland, MI in the amount of \$100,000, and Diesel Truck Sales of Saginaw, MI in the amount of \$40,000.00 (for a total of \$140,000.00) to meet the needs of the department's six (6) pumpers and three (3) aerial apparatus for emergency repairs and preventative maintenance for fiscal year 2011.

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

Funds for these repairs are budgeted for and available in the Saginaw Fire Department Apparatus Operation/Maintenance Motor Vehicle Repairs Account, No. 101-3754-175.80-42.

Justification:

Due to budgetary cuts in the Fire Department and elimination of the Maintenance Division, the department is no longer able to provide the necessary emergency repair and preventative maintenance of Fire Department apparatus that is vital to the operation of the department. These two vendors possess the expertise and certifications necessary for fire apparatus repairs.

Council Action:

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

COUNCIL COMMUNICATION

From: The City Manager

Subject: Compost Grinder Services

Manager's Recommendation:

I recommend a purchase order be issued to Spurt Industries in the amount of \$104,250.00 to grind 75,000 yards of leaves and grass clippings at the City's Compost Site.

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

Funds will be available in the Rubbish Fund Operating Services Account No. 226-4587-841.80-05, pending council approval of a budget adjustment.

Justification:

The City's Compost Grinder is eleven years old and can no longer be repaired. The City's Compost Site is taking in almost 60,000 yards of material each year and it is necessary that grinding of the yard waste materials take place on a continuous basis. Quotes were received from two vendors to grind 75,000 yards of leaves and grass at the City's Compost Site. Following is a tabulation of bids received.

Spurt Industries Zeeland, MI	\$1.39 per yard
I.E. Inc Flint, MI	\$1.50 per yard plus \$800 Mobilization Charge

Council Action

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

COUNCIL COMMUNICATION

From: The City Manager

Subject: Rubbish Collection Fund Budget Adjustment

Manager's Recommendation:

I recommend a budget adjustment be completed to increase the Rubbish Collection Fund Balance Account, No. 226-0000-680.00-00 from \$104,613.00 to \$208,863.00. The increase in revenue will be offset by an increase in expenditures in Rubbish Collection Fund Operating Services Account, No. 226-4587-841.80-05 from \$9,950.00 to \$114,200.00.

Justification:

The City's compost site grinder can no longer be repaired and the services of a contractor are needed to grind the material at the site in order to comply with the Department of Natural Resources and Environment Rules and Regulations.

Council Action:

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

COUNCIL COMMUNICATION

From: The City Manager

Subject: Waste Management Purchase Order Increase

Manager's Recommendation:

I recommend increasing Purchase Order No. 39201 with Waste Management by \$8,000 for a total of \$106,340.00 for fiscal year 2010.

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

Funds for this increase are available in Sewer Operation and Maintenance Operating Services Account, No. 590-4822-861.80-05.

Justification:

We are in the second year of a two-year bid with Waste Management for debris hauling services. During the past two years, the street sweeper fleet has been updated for more efficiency. Sweeping has been made a priority generating a greater amount of material and requiring an adjustment to the purchase order. City Council previously approved an increase to this purchase order on 8/24/09.

Council Action

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

COUNCIL COMMUNICATION

From: The City Manager

Subject: Recreation Budget Adjustment

Manager's Recommendation:

It is recommended that the 2009/2010 General Fund – Recreation Division's Professional Services Account (101-7550-831.80-01) be increased from \$40,000 to \$50,000, which equates to a \$10,000 increase. A transfer from the City/County/School Liaison budget will offset this increase.

Justification:

The City contracts with First Ward Community Center for its fiscal year 2009/2010 and 2010/2011 Recreational Programs. The City/County/School Liaison Board, at their May 27, 2010 board meeting, approved a \$10,000.00 transfer to the City of Saginaw's Recreational Program. These monies will be utilized for the set up of the 2010 Recreational Program.

Council Action:

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

COUNCIL COMMUNICATION

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

**RESOLUTION DECLARING OFFICIAL INTENT TO REIMBURSE PROJECT
EXPENDITURES WITH BOND PROCEEDS AND AUTHORIZING PUBLICATION OF
NOTICE OF INTENT TO ISSUE BONDS**

Council _____ offered and moved adoption of the following resolution:

WHEREAS, the City of Saginaw (the "City") proposes to issue its tax-exempt revenue bonds (the "Bonds") under Act 94, Public Acts of Michigan, 1933, as amended ("Act 94"), to finance water supply system improvements as hereinafter described (the "Project"); and

WHEREAS, it is anticipated that the City will advance all or a portion of the costs of the Project prior to the issuance of the Bonds, such advance to be repaid from proceeds of the Bonds upon the issuance thereof; and

WHEREAS, Section 1.150-2 of the Treasury Regulations on Income Tax (the "Reimbursement Regulations") specifies conditions under which a reimbursement allocation may be treated as an expenditure of bond proceeds, and the City intends by this resolution to qualify amounts advanced by the City to the Project for reimbursement from proceeds of the Bonds in accordance with the requirements of the Reimbursement Regulations.

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

1. The Project shall consist of water supply system improvements including but not limited to the following:

The replacement of water mains along Genesee Avenue,
Woodbridge Avenue, Court Street, Michigan Avenue,

COUNCIL COMMUNICATION

Hamilton Street, Niagara Street, Ames Street and Madison Street; the relocation of a water main due to the vacation of Second Avenue; the construction of a new water main loop generally between the Aqua Pump Station and Center Road in Saginaw Township; the acquisition of portable generator stations; the construction of improvements to the reservoir and pump station in Kochville Township; the construction of improvements to the City's water treatment plant on Ezra Rust Drive; and the acquisition of electronic meter reading equipment.

2. The maximum principal amount of the Bonds expected to be issued for the Project is \$18,000,000.

3. The City hereby declares its official intent to issue the Bonds to finance the costs of the Project, and hereby declares that it reasonably expects to reimburse the City's advances to the Project as anticipated by this resolution.

4. The Bonds shall be authorized by proper proceedings subsequent to this resolution.

5. The City Clerk is hereby instructed to publish the following notice attached hereto as Exhibit A once in *The Saginaw News*, a newspaper of general circulation in the City.

6. The Mayor or the City Manager is authorized, if necessary, to file with the Michigan Department of Treasury an application for permission to issue the Bonds.

7. All prior resolutions and parts of resolutions insofar as they may be in conflict with this resolution are hereby rescinded.

COUNCIL COMMUNICATION

From: City Manager

Subject: Additional Personnel Complement Changes for Fiscal Year 2011

Manager's Recommendation:

I recommend approval of additional changes to the fiscal year 2010-2011 Personnel Complement per the attached sheet.

I further recommend that the 2010-2011 Celebration Park's Local Donations Account No. (508-0000-514.60-03) be increase from \$686,000 to \$708,185, which equates to a \$22,185 increase. The increase in revenues will be offset by an increase to the Part Time Salary Account No. (508-7580-831.70-40) in the same amount to provide temporary staffing for the Frank N Andersen Water Park 2010 inaugural season.

Justification:

These recommended changes to our Personnel Complement stem from further departmental efforts to restructure employee job duties and responsibilities to better accomplish the work of the City. They result in an increase in non-general fund salaries of \$3,735. Funds are available within the Neighborhood Stabilization Program Fund and Sewer and Water Operations and Maintenance Funds.

A budget adjustment is requested for temporary summer staffing of the Frank N. Andersen Water Park. Two Coordinator and six Attendant positions are needed to staff the park's abbreviated inaugural season from June 28th through Labor Day.

Council Action:

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

COUNCIL COMMUNICATION

COUNCIL COMMUNICATION

From: The City Manager

Subject: Michigan Innocence Clinic Freedom of Information Act Appeal

Manager's Recommendation:

City Council should uphold the denial of Michigan Innocence Clinic's Freedom of Information Act ("FOIA") request by the Saginaw Police Department for disclosure of photographs.

Justification:

On January 21, 2010, the Saginaw Police Department received a Freedom of Information Act (FOIA) request from the Michigan Innocence Clinic seeking, among other items, the arrest photographs of various persons. These are commonly referred to as "mug shots". On March 30, 2010, the Saginaw Police Department sent Michigan Innocence Clinic a letter denying its request pursuant to MCL 15.243(1)(a), which exempts from disclosure information of a personal nature.

On June 14, 2010, the City received an appeal from the Michigan Innocence Clinic, seeking in particular to know the reasons why the material is of such a particularly personal nature as would exempt it from disclosure. A further review of the records indicates that the City and its Police Department do not possess any mug shots of the three individuals. If these photographs exist, they are in possession of the Michigan State Police or the Saginaw County Sheriff's Department. A clarifying letter was sent to the Michigan Innocence Clinic on June 17, 2010. The City cannot provide the photographs because it does not possess them. The appeal should be denied simply for that reason, regardless of any analysis of the potential application of the privacy exemption.

Council Action:

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

Rules and Regulations
Fixing Schedule of Fees for
Governing Use of Septic
Tank Truck Unloading Station
at the Wastewater Treatment Plant

Section 1 - Wastes

Waste will be accepted from 7:30 a.m. to 3:00 p.m. Monday through Friday. No wastes will be accepted on weekends (Saturday or Sunday). Legal holidays which are observed by the City government will also be excluded as days when wastes are accepted.

Section 2 – Tickets

No cash transactions will be allowed at the site. All transactions will be made by ticket. These tickets will be available in various denominations from the City Clerk's office.

Section 3 – Fee Schedule

<u>Truck Capacity/Gallons</u>		<u>Rate \$</u>	<u>New Rate \$</u>
A. 0 – 300	1- 1000	9.00	30.00
B. 301 – 750	1001 - 1500	15.00	45.00
C. 751 – 1200	1501 - 2000	20.00	60.00
D. 1201 – 1650	2001 - 2500	25.00	75.00
E. 1651 – 2100	2501 - 3000	30.00	90.00
F. 2101 – 2500	3001 - 3500	35.00	105.00
G. 2501 – 4000	3501 - 4000	39.00	120.00
H. Over 4000	over 4000	By arrangement	0.03/gallon By arrangement

Fees will be determined using truck capacity.

Section 4 – Truckers

Truckers using the facility shall be responsible for cleaning the site following each individual dump. Disposal into the sump pit shall be through a hose. Water for hosing down will be available at the dumpsite. Hoses, following use, shall be neatly coiled and stored. Truckers deemed negligent in maintaining the site in a clean condition may be denied use of the facility at the discretion of the Plant Superintendent.

Truckers using the unloading facility shall confine their presence on the site to the vicinity of the unloading station and the roadways to and from it.

Section 5 – Samples of Wastes

Sampling bottles will be maintained at the site or at the Laboratory. Samples of wastes being dumped may be required. The samples shall be taken by the truckers at the direction of Plant personnel. The City staff will perform laboratory analyses of these samples but the results of any tests will be binding on the trucker. Haulers may be required to provide an analysis and a sample of the waste being dumped if requested.

Section 6 – Allowable Wastes

The Director of Public Utilities may allow wastes that are in violation of the Saginaw General Code if it is determined that such wastes will not be detrimental to the treatment process. If wastes are considered to be detrimental to the treatment process, the truckers will be prohibited from dumping wastes.

Section 7 – Source and Type of Wastes

The haulers shall maintain a log showing the source and type of wastes being hauled. A separate log sheet will be provided with each load hauled and a copy provided to the Wastewater Treatment Plant. The log will show the name and address of the source and the type of waste hauled.

This regulation is issued under the authority granted by provisions of §51.62(B)(6) of the General Code, and replaces Public Works and Public Utilities Bulletin No. 6-33 dated May 14, 1984.

ADDITIONAL FY2011 COMPLEMENT CHANGES

Department/Division	Type of Change	Description	FTE	Cost Impact
<u>Development</u>				
Inspections	Reallocation Reallocation	Construction Coordinator to Plumbing & Mechanical Inspector Code Enforcement Inspector (D-23) to Construction Coordinator (D-26)		\$0 \$2,434
<u>General Government</u>				
Employee Services	Title Change	Personnel Generalist to Assistant Director of Employee Services		\$0
<u>Public Services</u>				
Right of Way	Reallocation	Right of Way Administrator (M-70 to M-72)		\$1,301
Building & Grounds	Addition	Splash Park Coordinator/Attendant (Temporary)	1.2	\$22,185

Grand Totals: 1.2 \$25,920