

# Council Agenda

November 24, 2008 6:30 p.m. Council Chamber

PRAYER AND PLEDGE OF ALLEGIANCE

ROLL CALL

CORRECTION AND APPROVAL OF MINUTES OF PRECEDING SESSIONS:

ANNOUNCEMENTS:

PUBLIC HEARINGS:

PERSONAL APPEARANCES:

- *(A list will be provided on Monday after 1:00 p.m.)*

REMARKS OF COUNCIL:

PETITIONS:

REPORTS FROM BOARDS AND COMMISSIONS AND COMMITTEES:

APPOINTMENT OF BOARD AND COMMISSION MEMBERS:

1. Consideration of reappointing Dorothy Allen to the STARS Board with a term to expire December 31, 2011.
2. Consideration of reappointing Wallace J. Hill to the Downtown Development Authority with a term to expire November 1, 2012.

REPORTS FROM MANAGER:

Management Update:

- Beth Church, Personnel Generalist, will review the Public Safety Recruitment Task Force Report and the Equal Employment Opportunity (EEO) Report.

Recommended Actions:

1. Recommending the City exercise its option to extend the citywide Cost Allocation Plan Agreement between the City of Saginaw and Maximus, Inc. This agreement would provide for a cost allocation plan that would be utilized in the 2010 and 2011 fiscal years,

and would be based upon the June 30, 2008 and June 30, 2009 financial operations. The total cost for the extension of the original agreement is \$13,250.00 and \$13,500.00, for fiscal years 2010 and 2011 respectively. Funding for this agreement is available in the General Fund Fiscal Services Administration Professional Services Account No. 101-1740-711.80-01 (FY2010, \$3,363) and (FY2011 \$3,427), Police Department Administration Professional Services Account No. 101-3010-721.80-01 (FY2010 \$2,579) and (FY2011 \$2,627), and Fire Department Fire Suppression Professional Services Account No. 101-3751-751.80-01 (FY2010 \$2,579) and (FY2011 \$2,627); the Water Fund Administration Professional Services Account No. 591-4710-851.80-01 (FY2010 \$1,743) and (FY2011 1,776); the Sewer Fund Administration Professional Services Account No. 590-4810-851.80-01 (FY2010 \$2,487) and (FY2011 \$2,534); and the Rubbish Collection Fund Professional Services Account No. 226-4582-841.80-01 (FY2010 \$499) and (FY2011 \$509).

2. Recommending approval of a Quit Claim Deed to convey property at the MBS Airport to Tittabawassee Township and that the Mayor be authorized to execute this instrument and any related documents. As part of the proposed project for the new airport terminal, the Commission proposes to transfer a parcel of land to Tittabawassee Township so that it will be able to construct a water storage tank. The property was appraised for \$26,600 and that purchase price amount will be provided by the Commission to the Township as part of the construction costs of that project. This proposal has already been approved by the MBS Airport Commission, including approval by the Saginaw members of that Commission.
3. Recommending that the 2008-09 Saginaw Economic Development Corporation budget be amended to accept carryover funds from prior years that will be spent this fiscal year.
4. Recommending that a purchase order be approved and issued to Computer Management Technologies in the amount of \$10,587.72 for the renewal of IBM hardware maintenance and software license fees for the City of Saginaw's AS400 systems. This vendor meets all requirements of the contract compliance provisions. Funds are budgeted and available in the Information Services Operating Services Account No. 658 1720 711 8005.
5. Recommending that a purchase order be approved and issued to Non-Destructive Testing Group in the amount of \$2,065.30 for annual ladder testing for the fire department. Aerial and ground ladder inspection and testing is required annually by MIOSHA. This vendor meets all requirements of the contract compliance provisions. Funds are budgeted in the Fire Department Motor Vehicle Repairs Account No. 101 3754 751 8042.
6. Recommending that Purchase Order No. 36587 issued to P. K. Contracting, Inc. be increased by \$2,378.88 (from \$16,123.08 to \$18,501.96) for fiscal year 2009 for additional pavement markings on City bridges and other portions of major streets. This vendor meets all requirements of the contract compliance provisions. Funds are available in the Major Streets Fund Account No. 202 4621 791 7320.
7. Recommending acceptance of the agreement from Bendzinski & Company Municipal Finance Advisors and issuance of a purchase order to them in an amount not to exceed \$5,500.00 for services in connection with the issuance of an Installment Purchase Contract not to exceed \$1,100,000.00 to purchase vehicles and equipment for Garage Operations as approved in the fiscal year 2009 budget. This vendor meets all requirements of the contract compliance provisions. Funds are budgeted in the Garage Operation Professional Services Account No. 661 4480 841 8001.

8. Recommending that a purchase order be approved and issued to ESRI, Inc. in the amount of \$6,200.00 for the annual GIS Software renewal maintenance fee. This software utilization includes the Weed Abatement program, Saginaw Fire View, Police Crime View, and Public Utilities viewer. This vendor meets all requirements of the contract compliance provisions. Funds are budgeted in the GIS Operating Services Account No. 650 1738 781 8005.
9. Recommending acceptance of the bid and issuance of a purchase order to CAD & Graphic Supply in the amount of \$8,397.00 for a Hewlett Packard DesignJet Plotter that will be utilized in the daily printing operations of the GIS Division. This vendor meets all requirements of the contract compliance provisions. Funds are budgeted in the Geographic Information Systems Capital Outlay Equipment Account No. 650 1738 781 9760.
10. Recommending that a purchase order be issued to John Deere Company in the amount of \$26,027.72 for the purchase of a John Deere Compact Tractor Loader for the Water Treatment Division. This equipment is being purchased using State Bid pricing. This vendor meets all requirements of the contract compliance provisions. Funds are budgeted in the Water Surplus Maintenance Equipment Account No. 577 4740 881 9741.
11. Recommending acceptance of the low bid and that a contract be awarded to J. R. Heineman & Sons, Inc. in the amount of \$184,789.88 for the Water Treatment Plant Fortified Security Fence. This vendor meets all requirements of the contract compliance provisions. The total project cost is \$184,789.88 of which Federal Emergency Management Agency (FEMA) funds will pay \$160,000.00 in the form of fiscal year 2006 Homeland Security Grant Program; the City's share is \$24,789.88. The City of Saginaw is responsible for any cost overruns in excess of \$24,789.88. Funds for this contract are available in Water Surplus Construction Projects Account No. 577 4740 881 8047.

#### INTRODUCTION OF ORDINANCES:

#### CONSIDERATION AND PASSING OF ORDINANCES:

1. An ordinance to amend the official city map by adding "Norman Little Plank Road" to the existing street signs on East Genesee Avenue at South Washington Avenue, Water Street, Federal Avenue, South Warren Avenue, and Janes Street, in the City of Saginaw, to be added to the Table of Special Ordinances II of the Saginaw Code of Ordinances.

#### RESOLUTIONS:

#### UNFINISHED BUSINESS:

#### MOTIONS AND MISCELLANEOUS BUSINESS:

Darnell Earley  
City Manager



# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Cost Allocation Plan – Maximus Inc.

**Manager's Recommendation:**

I recommend the City exercise its option to extend the City-wide Cost Allocation Plan Agreement between the City of Saginaw ("City") and Maximus, Inc. This agreement would provide for a cost allocation plan that would be utilized in the 2010 and 2011 fiscal years, and would be based upon the June 30, 2008 and June 30, 2009 financial operations. The total cost for the extension of the original agreement is \$13,250 and \$13,500, for FY 2010 and 2011 respectively.

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

Funding for this agreement is available in the General Fund through accounts Fiscal Services Administration Professional Services Account No. 101-1740-711.80-01 (FY2010, \$3,363) and (FY2011 \$3,427), Police Department Administration Professional Services Account No. 101-3010-721.80-01 (FY2010 \$2,579) and (FY2011 \$2,627), and Fire Department Fire Suppression Professional Services Account No. 101-3751-751.80-01 (FY2010 \$2,579) and (FY2011 \$2,627); the Water Fund Professional Services Account No. 591-4710-851.80-01 (FY2010 \$1,743) and (FY2011 1,776); the Sewer Fund Professional Services Account No. 590-4810-851.80-01 (FY2010 \$2,487) and (FY2011 \$2,534); and the Rubbish Fund Professional Services Account No. 226-4582-841.80-01 (FY2010 \$499) and (FY2011 \$509).

**Justification:**

In 2008 the City Council approved the update of the Maximus, Inc. Cost Allocation Plan for FY 2008 and FY 2009. As part of the original agreement, the City has the option to extend the contract for FY 2010 and 2011. This council communication extends the cost allocation for these years.

**Council Action:**

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

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** ESRI Annual GIS Software Maintenance Fee

**Manager's Recommendation:**

I recommend that a purchase order be approved and issued to ESRI, Inc., in the amount of \$6,200.00 for the annual GIS software renewal maintenance fee.

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 fee are budgeted in the GIS Operating Services Account No 650-1738-781.80-05.

**Justification:**

Personnel from GIS, Engineering, Inspections, Public Services, Assessing, Police and Fire utilize GIS software on a daily basis. This software utilization includes the Weed Abatement program, Saginaw Fire View, Police Crime View, and Public Utilities viewer. In addition to purchasing the software, an annual renewal maintenance fee is required to receive all new upgrades for the software licenses and the right to call the ESRI help desk for all software related questions and/or problems.

The 2008 annual renewal maintenance fee for ESRI software was \$6,200.00.

**Council Action:**

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

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** IBM Software/Hardware Maintenance agreement annual renewal payment

**Manager's Recommendation:**

I recommend that a purchase order be approved and issued to Computer Management Technologies, (in city business) in the amount of \$10,587.72 for the renewal of IBM hardware maintenance and software license fees for the City of Saginaw's AS400 systems. The cost for renewal of the software and hardware maintenance coverage and license fees was approved as part of the FY 2008-2009 budget process.

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 and available in Information Services Operating Services Account No. 658-1720-711.80-05.

**Justification:**

This renewal covers annual software and hardware maintenance for the IBM AS400 computer's operating system software, license programs, licensing, support and upgrades as well as hardware repairs. It also covers the Lotus Notes AS400 operating system software, license programs, licensing, support and upgrades.

Model 520 AS400 Hardware Maintenance	\$6,266.99
Model 520 AS400 Software Maintenance	\$3,056.92
Model 270 AS400 Software Maintenance	\$1,263.81
Total	\$10,587.72

This is an on-going agreement with IBM, renewable upon annual payment budgeted in the appropriate account each fiscal year.

**Council Action:**

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

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** John Deere Compact Tractor

**Manager's Recommendation:**

I recommend that a purchase order be issued to John Deere Company in the amount of \$26,027.72 for the purchase of a John Deere Compact Tractor Loader for the Water Treatment Division.

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

Funds for this purchase are budgeted in the Water Surplus Maintenance Equipment Account No. 577-4740-881.97-41.

**Justification:**

This equipment is being purchased using State Bid Pricing. The Water Treatment Division is buying the equipment for use by its maintenance staff, which will use it on the plant grounds as well as at the Kochville station and other outlying stations. The equipment will allow the maintenance employees to more efficiently work on landscaping projects that are needed at all locations. State Bid pricing from John Deere allows for a 24% discount off the price of the equipment.

**Council Action:**

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



# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** WTP Fortified Security Fence

**Manager's Recommendation:**

I recommend that the low bid from J.R. Heineman & Sons, Inc., in the amount of \$184,789.88 be accepted and a contract awarded them in that amount be approved. Contract documents forwarded herein (City Clerk's File \_\_\_\_\_), have been signed by the contractor. The contract is subject to approval by me as to substance and the City Attorney as to form.

This vendor meets all requirements of the Contract Compliance Provisions, Title 1, Chapter 14, §14.35-14.44, of the Saginaw Code of Ordinances. The total project cost is \$184,789.88 of which Federal Emergency Management Agency (FEMA) funds will pay \$160,000.00 in the form of a FY'06 Homeland Security Grant Program (HSGP) grant; the City's share is \$24,789.88. The City of Saginaw is responsible for any cost overruns in excess of \$24,789.88.

Funds for this Contract are available in Water Surplus Construction Projects Account No. 577-4740-881.80-47.

**Justification:**

On October 28, 2008, the City received bids for the Water Treatment Plant Fortified Security Fence. This project will install approximately 730 linear feet of concrete, masonry and ornamental fence. This fence will provide a security barrier around the north side of the Water Treatment Plant and maintain the architectural character of the property.

# COUNCIL COMMUNICATION

Following is a tabulation of the bids, including alternates, received and reviewed by the Purchasing Committee:

	<u>Total Bid</u>
J. R. Heinemen & Sons, Inc. Saginaw, MI (In-City)	\$185,000.00*
Future Fence Warren, MI	\$185,961.00
Pumford Construction Saginaw, MI (Out-City)	\$203,629.00
Graham Construction Saginaw, MI (Out-City)	\$213,969.00**
Nationwide Construction Chesterfield, MI	\$232,984.24
Gerace Construction Midland, MI	\$236,086.00
Riteway Fence Sterling Heights, MI	\$244,371.41***

\*Should be \$184,789.88 due to multiplication error

\*\*Should be \$213,966.86 due to multiplication error

\*\*\*Should be \$244,368.45 due to multiplication error

## Council Action:

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

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Bendzinski & Company Installment Contract

**Manager's Recommendation:**

I recommend acceptance of the agreement from Bendzinski & Company, Municipal Finance Advisors ("Bendzinski") and issuance of a purchase order to them in an amount not to exceed \$5,500.00 for services in connection with the issuance of a not-to-exceed \$1,100,000.00 City of Saginaw Installment Purchase Contract ("Contract"). The Agreement is approved by the City Manager as to substance and the City Attorney as to form.

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

Funds for these services are budgeted in the Garage Operation Professional Services Account No. 661 4480 841 80 01.

**Justification:**

On October 30, 2008, Bendzinski submitted a proposal to provide services in connection with the issuance of an Installment Purchase Contract in an amount not to exceed \$1,100,000.00 to purchase vehicles and equipment for Garage Operations as approved in the fiscal year 2009 budget. The vehicles are replacements for current vehicles that are now beyond their "useful life." Bendzinski & Company has been a financial advisor to the City for many years, assisting us through several bond issues and wastewater rate studies. They have expertise in this area that city staff does not possess.

**Council Action:**

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

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Purchase Order Increase for PK Contracting, Inc.

**Manager's Recommendation:**

I recommend increasing Purchase Order No. 36587 issued to P. K. Contracting, Inc. be increased from \$16,123.08 to \$18,501.96 for fiscal year 2009 for additional pavement markings on City bridges and other portions of major streets.

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 Major Streets Fund Account No 202-4621-791-73.30 (\$2,378.88).

**Justification:**

On June 16, 2008, City Council approved issuance of a purchase order to PK Contracting, Inc. in the amount of \$16,123.08. This is for sprayable pavement marking services for the Traffic Engineering Division. The pavement marking is necessary to annually replace worn pavement markings on citywide major streets and bridges. The City of Saginaw Traffic Engineering Division bids out pavement marking services on an annual basis. In order to replace the worn pavement markings on the City bridges and other portions of major streets that were not done in fiscal year 2008, additional quantities of pavement markings were required. Therefore, we need to increase the existing purchase order by \$2,378.88 to \$18,501.96.

**Council Action:**

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

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Hewlett Packard GIS Plotter

**Manager's Recommendation:**

I recommend that the bid from CAD & Graphic Supply in the amount of \$8,397.00 be accepted and a purchase order be issued to them in this amount for a Hewlett Packard DesignJet Z6100 Plotter that will be utilized in the daily printing operations of the GIS Division.

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 these items are budgeted in the Geographic Information Systems Capital Outlay Office Equipment Account No 650-1738-781.97-60.

**Justification:**

On October 7, 2008, the City received bids for a Hewlett Packard DesignJet Z6100 Plotter that will be utilized in the daily printing operations of the GIS division. On November 10, 2008, Council awarded the bid to the low bidder RWU International Computer. At that time, we were unaware that the unit from RWU was for a refurbished plotter. The City would like a new plotter; therefore, we would like to make the purchase from CAD & Graphic Supply, the next low bidder. The City's GIS Division routinely prints large-scale maps for other City departments, County Municipalities and the private sector. The following is a tabulation of the bids received:

RWU International Computers St Petersburg, FL	\$7,775.00
CAD & Graphic Supply Carrollton, TX	\$8,397.00

# COUNCIL COMMUNICATION

Source Graphics Anaheim, CA	\$8,517.00
EDC Systems Lafayette, CA	\$8,639.00
Tech Depot Trumbull, CT	\$8,888.94
Infinity Micro Computers Los Angeles, CA	\$8,995.00
Automation Aids Horsham, PA	\$9,049.92
Compbargins.com Tarzana, CA	\$9,050.00
Imaging Products International Simi Valley, CA	\$9,096.00
MA LABS San Jose, CA	\$9,167.00
Yeo & Yeo Saginaw, MI	\$9,184.00
Communications Professionals Southfield, MI	\$9,258.47
Howard Computers Ellisville, MS	\$9,480.00
Global Computer Solutions Fremont, CA	\$9,500.00
Grainger Northbrook, IL	\$10,843.20

**Council Action:**

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

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Fire Department Ladder Testing

**Manager's Recommendation:**

I recommend that a purchase order be approved and issued to Non-Destructive Testing Group in the amount of \$2,065.30 for annual ladder testing for the Saginaw Fire Department.

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 budgeted and available in the Fire Department Motor Vehicle Repairs Account No. 101 3754 751 80-42.

**Justification:**

Aerial and ground ladder inspection and testing is required annually by MIOSHA on Saginaw Fire Department apparatus and was recently completed. Non-Destructive Testing Group is the sole source locally for this service.

**Council Action:**

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

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Approval of Deed to convey Airport Property

**Manager's Recommendation:**

I recommend that the City approve a Quit Claim Deed to convey property at the MBS Airport to Tittabawassee Township and that the Mayor be authorized to execute this instrument and any related documents. This has been approved by the City Manager as to substance and the City Attorney as to form.

**Justification:**

The City of Saginaw, the City of Midland and Bay County hold title to real property at the Midland, Bay City and Saginaw Metropolitan Airport on behalf of the MBS Airport Commission. These communities are also members of this Commission. As part of the proposed project for the new airport terminal, the Commission proposes to transfer a parcel of land to Tittabawassee Township so that it will be able to construct a water storage tank. This is useful both for Tittabawassee Township and the airport. The property was appraised for \$26,600 and that purchase price amount will be provided by the Commission to the Township as part of the construction costs of that project. Restrictions have also been placed on the property to ensure that no use of the land will interfere with airport operations.

This proposal has already been approved by the MBS Airport Commission, including approval by the Saginaw members of that Commission.

**Council Action:**

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



# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** SEDC - Budget Adjustment

**Manager's Recommendation:**

It is recommended that the 2008/09 Saginaw Economic Development Corporation (SEDC) budget be amended to accept carryover funds from prior years that will be spent this fiscal year.

The SEDC Fund's revenue line item (282-0000-680-00-00) will be increased from \$75,430.00 to \$750,000.00 and the Federal Grant/Block Grant Entitlement revenue line item (282-0000-513.58-22) from \$0.00 to \$417,187.00. This will be offset by an increase to the Loan Disbursement expenditure line item (282-8570-761.89-40) from \$200,000.00 to \$1,367,187.00.

**Justification:**

Carryover funds are not shown as a receivable by the City of Saginaw, therefore budget adjustments are required as these funds are utilized. The Council adopted a budget for this fund on an overall basis, but the revenue and expenditures for the budget only included the federal funding earmarked for the 2007/08 fiscal year.

In addition, due to the increased activity in the Saginaw Economic Development Corporation, the fund balance and entitlement funds not drawn previously are being made available for new small business loans.

**Council Action:**

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