

Council Agenda

November 28, 2011 6:30 p.m.
Council Chamber

PRAYER AND PLEDGE OF ALLEGIANCE

ROLL CALL

CORRECTION AND APPROVAL OF MINUTES OF PRECEDING SESSIONS:

November 14, 2011 regular Council meeting

ANNOUNCEMENTS:

1. A proclamation declaring December 1, 2011 as "Buy Saginaw Day".

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 AND APPOINTMENT OF BOARD AND COMMISSION MEMBERS:

REPORTS FROM MANAGER:

Management Update:

1. Report on recent conference attendance/meeting summary.

Recommended Actions:

1. Recommending that the 2012 Calendar Year Schedule for Regular Meetings and Special Strategic Planning Sessions of the Council be adopted.
2. Recommending approval of the optional two-year extension of the contract to prepare a city-wide Cost Allocation Plan between the City of Saginaw and Maximus, Inc., per the terms and conditions established in the contract dated October 11, 2010 and authorizing the City Manager and/or his designee to sign an extension letter to Maximus, Inc.
3. It is recommended that the 2011/2012 Approved Budget be amended. This adjustment is required to recognize the carry forward of the 2011 annual

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purchase orders into the 2012 Approved Budget as well as to recognize any changes that have occurred during the 1st quarter.

4. Recommending approval to the revised Emergency Shelter Grant (ESG) Contracts for 2011-12 and that the Mayor be authorized to execute the same.
5. Recommending approval of a Participation Agreement between the City and OfficeMax Inc., and all necessary and associated forms be executed. It is further recommended that the City Manager and/or his designee be authorized to execute all Agreements, documents and forms.
6. Recommending that the low bid from Hasselbring-Clark Co. be accepted and a purchase order be issued to them in the amount of \$3,700, for a Fujitsu color scanner for the Income Tax Division.
7. Recommending that a purchase order be approved and issued to ESRI, Inc. in the amount of \$6,200, for the renewal of annual software maintenance/support. The maintenance covers the Geographical Information System (GIS) enterprise software used by the GIS Division for fiscal year 2012.
8. Recommending that the low bid from Cougar Sales & Rental be accepted and that a purchase order be issued to them in the amount of \$2,038 for two (2) cutoff saws for the Right of Way Division, Maintenance and Service Section.
9. Recommending that the low bid from Marshall Campbell be accepted and that a purchase order be issued to them in the amount of \$5,611.60, for various electrical parts for the Traffic Maintenance Section - Engineering Division.
10. Recommending the approval of the Mid Michigan Waste Authority Member Contract Amendment to add bi weekly recycling services effective April 1, 2012 and authorizing the City Manager and/or his designee to execute the amendment and all related documents.
11. Recommending that the quote from System Specialties Co., a sole source provider, be accepted and a purchase order be issued to the them in the amount of \$9,240 for a replacement valve actuator for the Wastewater Treatment Plant.

INTRODUCTION OF ORDINANCES:

CONSIDERATION AND PASSING OF ORDINANCES:

RESOLUTIONS:

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1. Authorizing the appointment of John Premo, Right of Way Superintendent, as the Trustee and Jason Casteel, Wastewater Environmental Compliance Manager, as Alternate Trustee, to the Saginaw Area Storm Water Authority.
2. Approving the City of Saginaw apportionment of the Saginaw Area Storm Water Authority Annual Budget.
3. Approving the endorsement submittal of the Main Street Program Application for the West Saginaw Civic Association.
4. Authorizing the City to add bi-weekly recycling services to the waste collection services already provided by Waste Management, Inc. commencing April 1, 2012.

UNFINISHED BUSINESS:

MOTIONS AND MISCELLANEOUS BUSINESS:

Darnell Earley
City Manager

CITY OF SAGINAW PROCLAMATION

WHEREAS, The success of the City of Saginaw depends on its local businesses, entrepreneurs, and service providers; and

WHEREAS, Saginaw offers a variety of diverse products and goods that are rich in culture, made locally, accessible, and priced competitively; and

WHEREAS, Saginaw is fortunate to be home to many medical and professional service providers, restaurants, cultural, and entertainment venues; and

WHEREAS, Local businesses strengthen our community by providing jobs, in addition to their many contributions to civic and charitable organizations; and

WHEREAS, To “Buy Saginaw” is the one thing that everyone in Saginaw can do to help save jobs and stimulate our local economy;

NOW THEREFORE, I, Gregory L. Branch, Mayor of the City of Saginaw, hereby proclaim December 1, 2011, as

“BUY SAGINAW DAY”

in the City of Saginaw and urge all citizens of Saginaw to patronize and support local businesses when making purchases of goods and services during the holiday season and throughout the new year.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Saginaw to be affixed this 28th day of November in the year of our Lord two thousand and eleven.



November 28, 2011

A handwritten signature in black ink, appearing to read "Gregory L. Branch".

Gregory L. Branch, Mayor

Councilpersons

*Dennis Browning, Annie Boensch, Normal Braddock,
Larry Coulouris, Daniel Fitzpatrick, Floyd Kloc,
Amos O'Neal, and Andrew Wendt*

Darnell Earley, City Manager

From: Darnell Earley, City Manager
Subject: 2012 Regular Council Meeting Schedule
Prepared by: Diane M. Herman, City Clerk

Manager's Recommendation:

I recommend the 2012 Calendar Year Schedule for Regular Meetings and Special Strategic Planning sessions of the Council be adopted.

Justification:

The 2012 schedule is established in accordance with the Saginaw City Charter and posted in compliance with requirements of Act 267, P.A. 1976. Following are the proposed dates:

JANUARY	9, *21 and 23 (*Strategic Planning Session)
FEBRUARY	6 and 20
MARCH	5 and 19
APRIL	9 and 23
MAY	7 and 21
JUNE	11 and 25
JULY	9, 23 and *28 (*Strategic Planning Session)
AUGUST	6 and 20
SEPTEMBER	10 and 24
OCTOBER	15 and 29
NOVEMBER	19 and 26 (Note: 2 Consecutive Mondays due to holidays.)
DECEMBER	10 and 17 (Note: 2 Consecutive Mondays due to holidays.)

Regular meetings are held on Monday evenings at 6:30 p.m. Student Government Day (which will be announced) begins at 12:00 noon.

The City Charter of the City of Saginaw (Chapter IV, Legislation, Regular Meetings, Section 18) states in part, "*The council shall meet at least twice monthly.*" As such, to meet this requirement and to accommodate the holidays there are three (3) weeks between the following meetings: March 19, 2012 and April 9, 2012; May 21, 2012 and June 11, 2012; August 27, 2012 and September 10, 2012; September 24, 2012 and October 15, 2012; and October 29, 2012 and November 19, 2012. Note also that there are back-to-back meetings on November 19, 2012 and November 26, 2012, and December 10, 2012 and December 17, 2012.

To assist the City Clerk in preparing for elections, City Council adopted a motion in 2007, wherein Council meetings would not be scheduled on the Monday preceding an election. Possible election dates for 2012 are February 28th, May 8th, August 7th and November 6th. To date, there are elections scheduled on February 28th, August 7th and November 6th, which was given consideration in preparing the calendar. In the event an election is scheduled on the May 8th date, an adjustment in the Council calendar may become necessary.

Special Meetings for Strategic Planning have been placed on the regular calendar in January and July so Council members and staff may plan accordingly. These sessions generally run from 8:30 a.m. to 4:30 p.m.

Council Action:

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

From: Darnell Earley, City Manager
Subject: Cost Allocation Plan – MAXIMUS, Inc.
Prepared by: Tim Morales, Deputy City Manager/CFO

Manager’s Recommendation:

I recommend approval of the optional two-year extension of the contract to prepare a City-wide Cost Allocation Plan between the City of Saginaw (“City”) and Maximus, Inc., per the terms and conditions established in the contract dated October 11, 2010. It is further recommended that the City Manager and/or his designee be authorized to sign an extension letter to Maximus, Inc. The agreement (2010 Contract with option to extend) has been approved by the City Manager as to substance and the City Attorney as to form.

This extension would provide for cost allocation plans that would be utilized in fiscal years 2013 and 2014. The plans would be based upon the fiscal years ending June 30, 2011 and June 30, 2012. The total cost for the extension is \$13,750, and \$14,000, for fiscal years 2013 and 2014 respectively.

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

Funding for this agreement is available in the General Fund through the Professional Services accounts in the Fiscal Services – Administration, 101-1740-711.80-01 (FY2013, \$3,490), and (FY2014 \$3,554); Community Public Safety - Police - Patrol Division 101-3511-721.80-01 (FY2013 \$2,676), and (FY2014 \$2,724); and Community Public Safety - Fire - Fire Suppression Division 101-3551-751.80-01 (FY2013, \$2,676), and (FY2014 \$2,724); Rubbish Collection Fund – Rubbish Collection Division 226-4582-841.80-01 (FY2013 \$518), and (FY2014 \$528); the Sewer Operations and Maintenance Fund – Administration 590-4810-851.80-01 (FY2013, \$1,809), and (FY2014 \$1,842); and the Water Operations and Maintenance Fund – Administration 591-4710-851.80-01 (FY2013 \$2,581), and (FY2014, \$2,628).

Justification:

The city began contracting with MAXIMUS, Inc. to prepare a cost allocation plan (CAP) in 2008, which was the first CAP prepared for several years. The CAP is prepared according to federal (OMB Circular A-87) standards and calculates the cost to provide administrative and indirect services to all funds of the city. In turn, it provides the documentation by which the general fund is repaid for providing those services (such as accounting, payroll, human resources, etc.) to other funds, i.e. Water & Sewer

operations and Maintenance Funds. In 2010 the city entered in to a new contract with Maximus to prepare the CAP; the contract included an option to extend it by a period of two years. It is critical that a CAP be prepared annually to ensure that the proper amounts are being charged to other funds, particularly in a time when the city is changing the way in which we do business.

Council Action:

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

From: Darnell Earley, City Manager

Subject: 2011 Year-End Citywide Budget Adjustment

Prepared by: Yolanda M. Jones, Assistant to the City Manager/Budget Administrator

Manager's Recommendation:

It is recommended that the 2011/2012 Approved Budget for the following funds should be amended. This adjustment is required to recognize the carry forward of the 2011 annual purchase orders into the 2012 Approved Budget as well as to recognize any errors, omission, or changes that have occurred during the 1st quarter.

The General Fund (101) should be increased by a net of \$380,677 from \$33,028,364 to \$33,409,041. An available appropriation of fund balance will offset the fund's increase.

Local Street Fund (203) should be increased from \$1,225,336 to \$1,253,745. This is a \$28,409 increase. The increase in expenditures will be offset by available undesignated and unrestricted fund balance.

The Rubbish Collection (226) Fund should be increased by \$29,756. Available unrestricted and undesignated fund balance will offset this increase.

The Community Policing Fund (260) – Crime Technology Division (3327) should be increased from \$0 to \$194,348, which equates to an increase of \$194,348. This increase will be offset by an increase in the COPS Technology Grant Account No. (260-0000-513.58-34) by the same amount.

The Community Development Block Grant Fund (275) –should be increased by \$375,527. This increase will be offset by an increase in the Federal Grant/Block Grant Entitlement Account No. (275-0000-513.58-22) by the same amount.

The Community Development Block Grant – Residential Fund (276) –should be increased from \$465,139 to \$485,756, which represents a \$20,617 increase. This increase will be offset by an increase in the Federal Grant/Block Grant Entitlement Account No. (276-0000-513.58-22) by the same amount.

The Community Development Block Grant – HOME Fund (278) –should be increased by \$109,972. This increase will be offset by an increase in the Federal Grant/Block Grant Entitlement Account No. (278-0000-513.58-22) by the same amount.

Parking Operations and Maintenance Fund (516) should be increased from \$297,622 to \$304,506, which equates to an increase of \$6,884. This increase expenditure will be offset by an operating transfer from the general fund.

The Sewer Operations and Maintenance Fund's (590) Use of Fund Equity Account No. (590-0000-680.00-00) should be increased by \$3,031,684 from \$2,031,389 to \$5,063,073. An available appropriation of retained earnings will offset the increase in the fund.

The Water Operations and Maintenance Fund's (591) Use of Fund Equity Account No. (591-0000-680.00-00) should be increased from \$7,995,693 to \$10,169,556, which equates to an increase of \$2,173,863. An available appropriation of retained earnings will offset the fund's increase.

The Motor Pool Operations (661) should be decreased by a net of \$88,451 from \$2,906,976 to \$2,818,525. The decrease in the fund will be offset by a decrease in the approved appropriation of retained earnings.

Justification:

The 2011/2012 annual budget will be adjusted in accordance with Public Act 2 of 1968 Uniform Budgeting and Accounting Act, the City Charter, and the approved 2012 Budget Resolution, which states that the City Manager must provide quarterly budget adjustments to City Council as a result of budget to actual analysis. As a result of the City Manager's 1st quarter analysis, the above-mentioned budget adjustments takes into consideration any errors, omissions, or changes in the funding levels and expenditures approved by City Council as prescribed by the City Charter.

Council Action:

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

From: Darnell Earley, City Manager
Subject: HUD Emergency Shelter Grant (ESG) Contracts
Prepared by: Odail Thorns, Development Department

Manager's Recommendation:

I recommend that the City Council approve the revised Emergency Shelter Grant (ESG) Contracts for 2011-12 and that the Mayor be authorized to execute the same. The contracts are subject to the approval of the City Manager as to the substance and the Attorney as to form.

Justification:

The City of Saginaw received a Grant Agreement from the Department of Housing and Urban Development for FY' 2011-12 for the Emergency Shelter Grant (ESG) portion of the Stewart B. McKinney Homeless Assistance Act, which was approved by Council on August 8, 2011. The funding agreement is in the amount of \$110,134.00. This is the City's entitlement amount approved by the federal government.

The activities recommended for funding include the four activities listed in the 2011-12 Action Plan, which is part of the Consolidated Plan submission approved by Council on May 9, 2011. On August 8, 2011, the Council also approved the contracts for the four activities listed; however, HUD representatives discovered an error in the contracts and require the approval of revised contracts for these activities.

The funds were awarded as follows: \$35,000.00 was awarded to the Underground Railroad, \$31,122.00 by the Youth Protection Council's Innerlink complex and housing programs, \$27,234.00 by Restoration Community Outreach, and \$16,788.00 to provide the necessary funds for the HUD mandated Homeless Management Information System (HMIS) that is required of all communities that wish to continue receiving HUD funds.

Special conditions to this agreement are: The Emergency Shelter Grant funds are to be obligated within 180 days of July 1, 2011, which was accomplished with the August 8, 2011, awards and completely expended by two years from this date. If this is not done, then funds, which have not been spent, will become available for reallocation to other communities by HUD. Compliance with these conditions should not be a problem.

Council Action:

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

From: Darnell Earley, City Manager
Subject: Office Supplies
Prepared by: Jim Nichols, Purchasing Officer

Manager's Recommendation:

I recommend approval of a Participation Agreement and that all necessary and associated forms, as described below, be executed between the City and OfficeMax Inc., which allow for the City's participation as a Participating Government Agency in the "America Saves" program, as governed by the terms and conditions of the Master Agreement between OfficeMax and Oakland County. It is further recommended that the City Manager and/or his designee be authorized to execute all Agreements, documents and forms necessary for participation in the program. The Agreement and associated forms has been approved by the City Manager as to substance and the City Attorney as to form.

This vendor meets all requirements of the Contract Compliance Provisions, Title 1, Chapter 14, §§14.35-14-44, of the Saginaw Code of Ordinances.

Justification:

On September 12, 2011, City Council approved the recommendation that the bid from OfficeMax be accepted and respective purchase order numbers be approved and issued to them for various office supplies for the remainder of Fiscal Year 2012 through June 30, 2014, with two optional one (1) year extensions for 2015 and 2016. Although the City has not yet participated in the cooperative purchasing program, the Agreement commenced on and is dated August 1, 2011. That Council Communication explained that OfficeMax currently has the State of Michigan Contract for Office Supplies as well as the "America Saves" agreement with Oakland County. By approving this Participation Agreement, the City of Saginaw will be a Participating Government Agency and take advantage of volume discount purchasing by pooling our usage for various items together into one buying unit. This program will be administered by Oakland County and requires that the City: 1) execute the Participation Agreement; 2) be bound by the terms and conditions of the Master Agreement between OfficeMax and Oakland County; and 3) execute and be bound by associated corresponding documents relating to the use of Retail Connect cards (which allow in-store purchases from the account). The City Attorney has reviewed the Master Agreement, Participation Agreement and associated forms and approves them as to form. The purchasing ordinance authorizes joint cooperative purchasing when the best interests of the City are served thereby, upon City Council approval.

Three main advantages in joining this program are: 1) it allows the City to create a "favorites list" of items we commonly use; 2) the volume rebates afforded to the City are

based on the total volume of the cooperative and not just on our own volume, thus yielding a higher rebate; and 3) this move serves to address the Governor's initiative for local units to consolidate and cooperate on services.

Council Action:

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

From: Darnell Earley, City Manager
Subject: Income Tax Fujitsu Color Scanner
Prepared by: Jeff Klopocic, Technical Services

Manager’s Recommendation:

I recommend that the low bid received from Hasselbring-Clark Co. be accepted and a purchase order be issued to them in the amount of \$3,700 for a Fujitsu color scanner for the City of Saginaw’s Income Tax Division.

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

Funds for this purchase are budgeted in the Department of Fiscal Services Income Tax Division’s Computer Software Account No. 101-1745-711.73-20.

Justification:

The City of Saginaw’s Income Tax Division receives approximately 25,000 paper tax returns annually. The Income Tax Division is implementing a scanning conversion project that will allow paper returns to be converted into digital documents. The project will include the scanning of the previous seven years of tax returns mandated by law for retention as well as the current year returns. The purchase of the Fujitsu color scanner will allow Income Tax staff to batch scan approximately 50 return forms (250 pages) at one time. These documents will be archived and retrieved through advance indexing and software technology. This project will create a more organized indexing of tax returns creating efficiencies in compliance, and referencing of previous returns. The following is a tabulation of the bids that were received:

The Hasselbring-Clark Co. Lansing, MI	\$3,700.00
HMB, Inc. Columbus, OH	\$3,776.50
Staples Technology Solutions Deerfield Beach, FL	\$3,996.21
Complete Packaging & Shipping Freeport, NY	\$4,080.00

IKON Office Solutions Flint, MI	\$4,100.00
Florida Micro, Inc. Boca Raton, FL	\$4,125.00
HOV Services Inc. Troy, MI	\$4,134.00
Image Soft, Inc. Southfield, MI	\$4,142.00
Premier Business Products Troy, MI	\$4,195.00
El Lago Technologies El Lago, TX	\$4,200.00
Bhayana Brothers Pittsburgh, PA	\$4,343.53
SPI Innovations Freeland, MI	\$4,239.00
Michigan Office Solutions Saginaw, MI	Disqualified
Applied Industrial Technologies Saginaw, MI	NO BID

Council Action:

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

From: Darnell Earley, City Manager

Subject: ESRI Annual Geographical Information System (GIS) Software Maintenance Fee

Prepared by: Jeff Kloplic, Technical Services

Manager's Recommendation:

I recommend that a purchase order be approved and issued to ESRI, Inc. in the amount of \$6,200, for the renewal of annual software maintenance/support. The maintenance covers the Geographical Information System (GIS) enterprise software used by the GIS Division for fiscal year 2012.

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

Funds are budgeted in the Technical Services, 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 fiscal year 2012 annual renewal maintenance fee is \$6,200.00 this is an increase of \$10.30 from fiscal year 2011 maintenance fee of \$6,189.70.

Council Action:

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

From: Darnell Earley, City Manager
Subject: Replacement of Two (2) 14" Stihl Cutoff Saws – ROW Division
Prepared by: Phillip Karwat, Public Services Department

Manager’s Recommendation:

I recommend that the low bid from Cougar Sales & Rental be accepted and that a purchase order be issued to them in the amount of \$2,038, for two (2) cutoff saws for the Right of Way Division, Maintenance and Service Section for fiscal year 2012.

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

Funds for this purchase are available in the Sewer Operations and Maintenance Fund - Maintenance and Service Division’s Parts and Supplies Accounts No. 590-4821-861-73-30 in the amount of \$1,019.00 and Water Operation and Maintenance Fund - Maintenance and Service Division’s Parts and Supplies Account No. 591-4721-861-73-30 in the amount of \$1,019.00.

Justification:

On November 1, 2011, bids were received for two (2) cutoff saws in the Right of Way Division, Maintenance and Service Section. Due to the frequent usage, disrepair, and age of the two existing cutoff saws replacement is required. The saws are used in the field for construction and repair of the Water Transmission & Distribution and Sewer Systems. Following is a tabulation of the bids received:

Cougar Sales & Rental Novi, MI (out city)	\$ 2,038.00
Wohlfeil Hardware Saginaw, MI (out city)	\$ 2,068.00
Tri County Equipment Sandusky, MI (out city)	\$ 2,320.00

Council Action:

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

From: Darnell Earley, City Manager
Subject: Electrical Supplies – Traffic Maintenance Section, Engineering Division

Prepared by: Phillip Kawat – Public Services Department

Manager’s Recommendation:

I recommend that the low bid from Marshall Campbell be accepted and that a purchase order be approved and issued to them in the amount of \$5,611.60, various electrical parts.

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

Funds for this purchase are budgeted in the General Fund – Street Lighting Division’s, Parts and Supplies Accounts No. 101-4620-791.73-30.

Justification:

On November 1, 2011, the City received bids for various electrical parts to include 2,500 feet of street light wire, split bolts, and 70 street light fixtures. Traffic Maintenance Section of the Engineering Division is required to maintain and replace parts for approximately 7,400 streetlights (as needed) in the City of Saginaw. These materials are used to repair or replace lights due to age, damage and vandalism.

In accordance with the City of Saginaw purchasing ordinance, Marshall Campbell, being the only in City bidder, was given the opportunity to match the lowest bid on each item. Marshall Campbell agreed to match the lowest bid prices and resubmitted their bid that totaled \$5,611.60, making them the lowest bidder. Following is a tabulation of the bids received and reviewed by the Purchasing Committee:

**Marshall Campbell (revised bid) Saginaw, MI (in city)	\$ 5,611.60
Standard Electric Saginaw, MI (out city)	\$ 6,200.00
**Marshall Campbell (original bid) Saginaw, MI (in city)	\$ 6,209.50
Wholesale Electric Bay City, MI	\$ 6,629.47

Graybar
Lansing, MI \$ 7,581.00

McNaughton-McKay Electric
Flint, MI \$ 7,592.00

Caniff Electrical Supply
Hamtramck, MI \$ 8,031.05

Council Action:

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

From: Darnell Earley, City Manager
Subject: Recycling Services
Prepared by: Phil Karwat, Director of Public Services

Manager’s Recommendation:

I recommend approval of the Mid Michigan Waste Authority (“Authority”) Member Contract Amendment and accompanying Resolution, as described below, to add bi-weekly recycling services to the waste collection services already provided by Waste Management, Inc., by and through the City’s participation in the Authority. The Amendment and Resolution has been approved by the City Manager as to substance and the City Attorney as to form. It is further recommended that the City Manager and/or his designee be authorized to execute the Amendment and all documents necessary to add bi-weekly recycling effective April 1, 2012.

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

Funds are budgeted in the Rubbish Collection Fund - Recycling Division's Operating Services Account No. 226-4586-841.73-3.

Justification:

The City is a member of the Authority, which by contract with Waste Management, Inc. (“WM”), provides curbside solid waste and yard waste collection and disposal services; but the City has not participated, in the curbside recycling program since 2004. Because the City has not participated in recycling for the past seven (7) years, the original per household fee as set forth in the original Agreement for Curbside Solid Waste Collection Services between the Authority and WM requires adjustment from the current rate of \$1.33 to the new rate of \$1.58. The Amendment also recognizes that the Authority’s Recycling Processing Agreement is with ReCommunity, formerly FCR of Michigan, Inc.

Council Action:

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

From: Darnell Earley, City Manager
Subject: Rotork Valve Actuator
Prepared by: Brian Baldwin, Wastewater Treatment Plant

Manager's Recommendation:

I recommend that the quote from System Specialties Co., a sole source provider, be accepted and a purchase order be issued in the amount of \$9,240 for a replacement valve actuator for the Wastewater Treatment Plant.

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

Funds for this purchase are available in the Sewer Operations and Maintenance Fund -Treatment and Pumping Division's Repairs and Replacements Account No. 590-4830-861.97-20.

Justification:

In the early 1970's the Wastewater Treatment Plant (WWTP) was upgraded to a Supervisory Control and Data Acquisition (SCADA) system. At this time the valves, which control the flow to the aeration basins and final clarifier, were retrofitted with electronic actuators, which allow for the flow to be modulated by the SCADA system. One of these valve actuators has failed and repair parts are no longer available. On September 20, 2011 we received a quote from System Specialties Co. for a replacement valve actuator. Rotork actuators are used throughout the WWTP and System Specialties is the sole source for Rotork in our area.

Council Action:

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

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

**A RESOLUTION APPOINTING THE TRUSTEE AND ALTERNATE TRUSTEE
TO THE SAGINAW AREA STORM WATER AUTHORITY**

Council _____ offered and moved adoption of the following resolution:

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

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

NOW, THEREFORE, BE IT RESOLVED,

1. The following are hereby appointed as constituent member and alternate constituent member, respectively, of this City:

Constituent Member: _____ John Premo _____

Alternate Member: _____ Jason Casteel _____

2. The above appointed constituent member and alternate constituent member will serve a four (4) year term from January 1, 2012 through December 31, 2015, or until otherwise replaced by the City Council.

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

**A RESOLUTION APPROVING THE CITY OF SAGINAW
APPORTIONMENT OF THE SAGINAW AREA STORM WATER AUTHORITY
ANNUAL BUDGET**

Council _____ offered and moved adoption of the following resolution:

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

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

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

NOW, THEREFORE, BE IT RESOLVED,

1. The City of Saginaw apportionment of the 2012 annual operational costs for the Authority is accepted and approved as presented.
2. The City of Saginaw 2012 annual budget, for the Authority is accepted and approved as presented, in the amount of \$1,949.50.

From: Darnell Earley, City Manager
Subject: Main Street Resolution – West Saginaw Civic Association
Prepared by: Stephanie Harden, Development Department

Manager’s Recommendation:

I recommend support for the West Saginaw Civic Association in their pursuit of the Michigan Main Street Program’s Associate Level Designation. This is the entry level of the Program, which provides training and an introduction to the other levels of the Main Street Program. This Program is sponsored by the Main Street Center at the Michigan State Housing Development Authority.

Justification:

The Michigan State Housing Development Authority commissioned Beckett & Raeder, Inc., to develop a 3-5 yr. action-oriented Strategic Plan for the revitalization and economic redevelopment of Old Town Saginaw, which is home to the West Saginaw Civic Association. This study was completed in November 2010. As identified in the Plan, the West Saginaw Civic Association proposes to pursue an Associate Level designation for the district. Participation in the Program is also included as a Short Range action item for FY’ 2011-12 of the newly adopted Master Plan.

The Main Street Program utilizes the National Trust for Historic Preservation’s Main Street Four-Point Approach. This volunteer-driven approach to economic development through historic preservation focuses on four areas: Organization, Promotion, Design, and Economic Restructuring.

The Associate Level Michigan Main Street program consists of a one-year program agreement between the community and the Michigan Main Street Center. Community can include the municipality or a civic organization. In the case of Saginaw, the agency that is submitting the application is the West Saginaw Civic Association, and they require a resolution from the City Council endorsing the application. If the participating agency wishes to continue the program for more than one year before applying to the Selected Level, it must renew the program agreement and provide a new resolution every year. All Associate Level training must be completed prior to applying for the Selected Level. The West Saginaw Civic Association would be responsible for attending the training sessions provided by the Main Street program at no expense to the City of Saginaw.

Council Action:

This Council Communication is for explanation purposes only of the Resolution to be adopted.

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

RESOLUTION ENDORSING SUBMITTAL OF MAIN STREET APPLICATION

Council _____ offered and moved adoption of the following resolution:

WHEREAS, the Michigan State Housing Development Authority (MSHDA) commissioned a study to be completed by Beckett & Raeder, Inc., to develop a strategic plan for the revitalization of Old Town Saginaw, which identified Main Street Program participation as a goal; and

WHEREAS, the Master Plan for the City of Saginaw, which was adopted on September 26, 2011, identified as an action plan item for 2011-12, improving and enhancing the Old Town Saginaw area; and

WHEREAS, the application for inclusion in the Associate Level of the Main Street Program would address goals identified in the Strategic Plan for Old Town Saginaw and the Master Plan; and

WHEREAS, there are no costs to the City of Saginaw for the submittal of the application or the administration of the Associate Level of the Main Street, if approved by MSHDA;

NOW, THEREFORE, BE IT RESOLVED, that the City of Saginaw hereby endorses the submittal of the Associate Level Application to MSHDA.

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

**A RESOLUTION AMENDING MID MICHIGAN WASTE AUTHORITY
MEMBER CONTRACT**

Council _____ offered and moved adoption of the following resolution:

WHEREAS, the Mid Michigan Waste Authority (the "Authority") has entered into contracts for the following solid waste management services with independent contractors, copies below of the agreements, which are incorporated herein by reference:

1. Curbside Solid Waste Collection Agreement with Waste Management of Michigan, Inc.
2. Waste Disposal Services Agreement with Waste Management of Michigan, Inc.
3. Processing and Marketing of Residential Recyclable Materials Agreement with FCR of Michigan, Inc., now ReCommunity, Inc.
4. Yard Waste Composting Agreement with the City of Saginaw.

WHEREAS, it is determined to be necessary and desirable and in the best interest of the City of Saginaw ("City"), currently under a contract as a member of the Authority effective January 1, 2005, that the City now participate in the bi-weekly recycling collection service and recyclables processing service effective April 1, 2012, and enter into a contract amendment with the Authority for said service; and

WHEREAS, as a member of the Authority, the City is able to contract a variety of solid waste services including solid waste collections, solid waste disposal (landfill), yard waste collection, recyclable collection, and recyclable processing. Currently, the City utilizes the Authority for landfill service. The City provides composting services for the Authority. In 2004, due to budget constraints curbside recycling collection was cut. It is hereby found highly desirable to initiate bi-weekly curbside recycling collection service to be performed under contract by the Authority; and

WHEREAS, the City, already a member of the Authority, wishes to add the following contractual solid waste services to its menu of selected services, thus amending its original member contract to reflect such;

1. Collection Contract with Waste Management of Michigan, Inc. add recyclables collection service at \$1.58/household for bi-weekly service.

2. Recycling Processing Agreement with ReCommunity, formerly FCR of Michigan, Inc.

NOW, THEREFORE, BE IT RESOLVED, THAT

1. It is hereby found to be necessary and desirable for the City to enter into a contract amendment as described herein with the Authority to provide the services set forth in the Collection Contract to include Recyclables Collection Services and Recycling Process Contract, which may be modified or amended only by a written agreement duly executed by the parties thereto or their representatives.

2. The City shall include in its budget the sum or sums necessary each year to meet the payment(s) due the Authority for elected services rendered and its pro rata share of administrative and programming costs based upon the number of household units as provided by and serviced in the City.

3. The City Manager and/or his designee are hereby authorized to execute and deliver on behalf of City Council the Contract amendment attached hereto and made a part hereof by reference.

BE IT FURTHER RESOLVED, that City Council hereby ratifies the amended contract for provision of services upon the effective day of the amended contract.