

Council Agenda

February 6, 2017 6:30 p.m.
Council Chamber

PRAYER AND PLEDGE OF ALLEGIANCE:

ROLL CALL:

ANNOUNCEMENTS:

PUBLIC HEARINGS:

PERSONAL APPEARANCES:

(A list will be provided following submittal deadline)

REMARKS OF COUNCIL:

REPORTS FROM MANAGER:

Management Update:

1. Nancy Ohle, report from 2017 Strategic Planning Session.

CONSENT AGENDA:

1. Approve the minutes from the January 21, 2017 Strategic Planning Session.
2. Approve Petition #17-05 from the Saginaw County Bar Association to erect a banner in the 500 block of Court Street from April 17, 2017 to May 15, 2017 to promote "Law Day."
3. Approve the amendments to the FY 2017 Approved Budget to recognize any changes that have occurred during the January period.
4. Approve the Professional Legal Services Agreement with Dave Kolat, PLC.
5. Approve a Cost Allocation Plan Agreement with Maximus, Inc. for FY 2018, 2019, and 2020 for a three year total cost of \$41,250.
6. Approve a purchase order to InSource Solutions Group for \$15,742 for the renewal of annual software maintenance and support fees and individual e-filing services.
7. Approve ratification of a purchase order to Pro-Tech Cabling Systems, Inc. for \$5,148.38 for emergency repair of a City fiber optic communications cable connecting City Hall and the Waste Water Treatment Plant.

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8. Approve a purchase order to BS&A Software for \$3,000 for the custom import of field collected street light data to be utilized in the City's work order and GIS software programs.
9. Approve a purchase order to DLT Solutions, Inc. for \$6,944.17 for FY 2017 for software maintenance renewal and support for the Public Services Department, Engineering Division and the Water and Waste Water Department.
10. Approve a purchase order to Creditron Corporation for \$11,653.28 for the renewal of annual maintenance for software, hardware and a replacement of an image scanner and PC in the Fiscal Services Department, Treasurer's Division.
11. Approve the payment to Yeo & Yeo Computer Consulting for \$2,284.54 for the renewal of annual Web Filter updates and support.
12. Approve a purchase order to Ricoh USA for a five-year lease for a multi-function printer for the Fiscal Services Accounts Payable and Payroll Divisions with \$843.72 in annual payments, for a total amount of \$4,218.60.
13. Approve a purchase order to Trafficware LLC for \$2,493.20 for Synchro Studio 10 traffic analysis and simulation software upgrade used in the Traffic Engineering Section of the Right of Way Division.
14. Approve a purchase order to I.T.I., Inc. for \$15,524.78 for additional software licenses and phones for the City's Voice over Internet Protocol phone system.
15. Approve the grant award of \$3,711.76 from The One Hundred Club of Saginaw County to the Saginaw Fire Department for four Rapid Intervention Team Bags. Further, approve a budget adjustment for FY 2017 to recognize these funds.
16. Approve a purchase order to Douglass Safety Systems for \$7,423.52 for four Avon-Protection Rescuer Rapid Intervention Team bags for the Fire Department.
17. Approve to increase purchase order no. 499105 to Frontline Services by \$25,000, for a new total of \$35,000, for preventive maintenance and emergency repair services for the Fire Department's six pumpers and two aerial apparatus for the remainder of FY 2017.
18. Approve a budget adjustment for FY 2017 to accept the \$1,000 donation from the Rotary Club of Saginaw's Board of Directors to the Police Department.
19. Approve a purchase order to Mike's Bumping and Painting for \$3,949.23 for repairs to Police Patrol Vehicle No. 90-1162.

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20. Approve a purchase order to AIS Construction Equipment Company, a sole source, for \$12,377.22 for repairs to loader no. 76-0826 for the Streets Section of the Right Of Way Division.
21. Approve ratification of emergency purchase order no. 500357 to Kone Inc. for \$3,015.47 for the emergency repair service call, hydraulic packing and weight testing of the Public Works Building elevator. Further, approve ratification of emergency purchase order no. 500451 to Kone, Inc. for \$2,300 for State required elevator load tests at City Hall and the Police Department.
22. Approve a purchase order to Todd Wenzel Buick GMC at the State bid price of \$43,104.50 for a 2017 GMC Sierra 3500HD dump truck with a plow for the Streets Section of the Right of Way Division.
23. Approve a purchase order to Todd Wenzel Buick GMC at the State bid price of \$25,143.55 for a 2017 GMC Savana 2500 Cargo Van for the Traffic Engineering Section of the Right of Way Division.
24. Approve to increase purchase order no. 0499394 by \$1,347.20, for a new total of \$13,472, to Waste Management for the disposal of trash from the operation of the Public Works' Convenience Station.
25. Approve a purchase order to Cannon Truck Equipment, a sole source, for \$4,020.91 for repair parts for Forestry truck 53-0844 for the Streets section of the Public Works Department.
26. Approve a purchase order to Hoffman's Power Equipment at the State bid price of \$4,800 for a Toro 48" riding lawn mower for the Traffic Engineering Section of the Right of Way Division.
27. Approve a purchase order to Lingle Equipment, Inc. for \$25,625 for a replacement forklift, with a trade-in of \$1,400, for a net price of \$24,225 for the Motor Pool Division.
28. Approve a purchase order to Kendall Electric, a sole source, for \$2,331.42 for an Allen Bradley Modbus Communications Card for the Water Treatment Division.
29. Approve ratification of emergency purchase order no. 500450 to Kennedy Industries for \$10,960 for the emergency repair of the impeller and rings on High Service Pump no. 4 for the Water Treatment Division.
30. Approve the Demand Response Program Agreement with Consumers Energy, a rewards program for the Wastewater Treatment Plant for minimizing energy during high volume periods.

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

1. Approve the Council reappointment of Leola Wilson to the Human Planning Commission with a term to expire January 31, 2019.
2. Approve the Mayoral appointment of Ashton McMillan to the Tax Increment Finance Authority with a term to expire December 31, 2020.
3. Approve the City Manager reappointment of Wasyl F. Czerewko to the City Planning Commission with a term to expire December 31, 2019.

INTRODUCTION OF ORDINANCES:

1. An Ordinance to amend Chapter 94, "Nuisances: Health and Safety," of Title IX, "General Regulations," of the City of Saginaw Code of Ordinances, O-1.

CONSIDERATION AND PASSING OF ORDINANCES:

RESOLUTIONS:

UNFINISHED BUSINESS:

MOTIONS AND MISCELLANEOUS BUSINESS:

ADJOURN:

Timothy Morales
City Manager

IF YOU ARE DISABLED AND NEED ACCOMMODATION TO PROVIDE YOU WITH AN OPPORTUNITY TO PARTICIPATE OR OBSERVE IN PROGRAMS, SERVICES, OR ACTIVITIES, PLEASE CALL THE SAGINAW CITY CLERK, 1315 S. WASHINGTON AVENUE, 989.759.1480.

A REGULAR MEETING AND STRATEGIC PLANNING SESSION OF THE COUNCIL OF THE CITY OF SAGINAW, MICHIGAN, WAS HELD SATURDAY, JANUARY 21, 2017, AT 9:00 A.M. IN THE MORLEY ROOM AT CASTLE MUSEUM, 500 FEDERAL AVENUE, SAGINAW, MICHIGAN.

PRAYER AND PLEDGE OF ALLEGIANCE

Mayor Browning offered a prayer and led the pledge of allegiance of the United States of America.

ROLL CALL

Mayor Browning called the meeting to order. Council Members present: John Milne, Demond Tibbs, Annie Boensch, Floyd Kloc, Brenda Moore, Clint Bryant, Michael Balls, John Humphreys, and Dennis Browning: 9. Council Members absent: 0.

Also in attendance were the following City staff members: Tim Morales, City Manager; Debbie Powell, Executive Assistant to the City Manager; Janet Santos, City Clerk; Yolanda Jones, Director of OMB/Community Services; Robert Ruth, Chief of Police; Christopher Van Loo, Fire Chief; Kim Mason, Director of Water/Wastewater Treatment; Dennis Jordan, Director of Human Resources; Beth Carson-Church, Assistant Director of Human Resources; Jeff Klopccic, Director of Technology; Phil Karwat, Director of Public Services; John Stemple, Chief Inspector; Tom Miller, Saginaw Future.

Moved by Council Member Bryant, seconded by Council Member Moore to waive the Council Rules of Order and change the Order of Business to follow the special agenda prepared by the City Manager. 9 ayes, 0 nays, 0 absent. Motion approved.

REPORTS FROM CITY MANAGER

Management Update

City Manager Tim Morales and Mayor Dennis Browning welcomed all to the meeting. City Manager Morales explained that the Strategic Planning session focus is to provide project status updates and details of what remains to be completed.

City Manager Morales introduced Nancy Ohle. Ms. Ohle will facilitate the Strategic Planning session that will focus on the following topics: 1) Economic Development of Urban Core; 2) Public Safety and Fire Service; 3) Arts, Culture, and Recreation; 4) Neighborhood Revitalization; 5) Utility Infrastructure; and 6) Imaging.

Departmental updates we presented by the following administrative staff: Kim Mason, Director of Water/Wastewater Treatment; Yolanda Jones, Director of OMB/Community Services; Phil Karwat, Director of Public Services; Robert Ruth, Chief of Police; John Stemple, Chief Inspector; and Christopher Van Loo, Fire Chief.

A short break was taken at 10:40 to 10:50 a.m.

Ms. Ohle led the group through an analysis of Strengths, Weaknesses, Opportunities, and Threats (SWOT). This was followed by individual groups working to define a vision for each of the six session topics.

A short break was taken with a working lunch at 12:00 p.m.

Discussion shared on the criteria to consider when setting realistic and obtainable goals and objectives.

A short break was taken at 2:00 to 2:10 p.m.

Discussion concluded with the creation of a list of potential goals that will be incorporated into a final report that Ms. Ohle will be present during an upcoming Council meeting.

CONSENT AGENDA:

1. Approve the minutes from the January 9, 2017 regular Council meeting.
2. Approve the filing of the 2017 Single Lot Special Assessment Tax Roll in the office of the City Clerk for public examination, and that City Council call a public hearing to be held on February 20, 2017.
3. Approve the insurance proposals with Chubb/Federal Insurance Company for Combined Building & Personal Property, Business Income and Extra Expense, Valuable Papers and Records, Computer Coverage, Flood, Earthquake and Animals in the Petting Zoo; with The Hanover Insurance Group for Crime Coverage; with Chubb/Federal Insurance Company for Equipment Floater, including the Floating Docks and Bridges Coverage; with Cincinnati Insurance Company for Machinery and Equipment Breakdown Coverage, and Hudson Insurance Company for Storage Tank Liability Insurance effective February 1, 2017 to February 1, 2018, for a total cost of \$345,429 and authorize the City Manager or his designee to execute any and all necessary insurance documents under the plans.

Moved by Council Member Bryant, seconded by Council Member Moore to approve consent agenda items 1 through 3 as presented. 9 ayes, 0 nays, 0 absent. Motion approved.

PERSONAL APPEARANCES

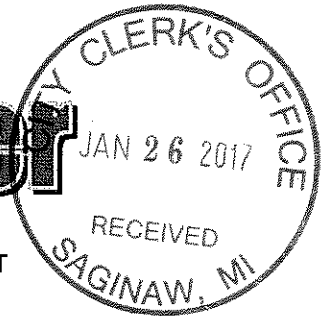
There were no personal appearances.

ADJOURNMENT

Moved by Council Member Boensch, seconded by Council Member Moore to adjourn the meeting at 3:17 p.m. 9 ayes, 0 nays, 0 absent. Motion approved.

Janet Santos, CMMC/CMC/MMC
City Clerk

Petition for Banner



PETITION CAN NOT BE ACCEPTED SIX (6) MONTHS PRIOR TO EVENT

TO SAGINAW CITY COUNCIL:

We, the undersigned, do hereby petition the Honorable City Council to give favorable consideration to erect a banner at **not more than two** of the locations listed below. We understand that the \$150.00 banner fee per location must be paid to the Department of Engineering prior to hanging the banner and that the banner/s must be picked up within ten days after the FINAL display date. Fee established by Council resolution on June 7, 2004.

- 500 Block of Court Street
- 300 Block of South Michigan
- 200 Block of West Genesee
- 1000 Block of East Genesee Avenue

Saginaw County Bar Association - Law Day

Organization Name

To promote the local Law Day Program

Purpose of Banner

Saginaw County Bar Association/ Saginaw Lawyers Auxiliary

MESSAGE ON BANNER:

Celebraty Law Day

Display Dates Requested: 04/15/2017 to 05/15/2017
Not to exceed 30 days 17900

PETITIONERS

- 1 Kelli Scorsone - Executive Director
- 2 Katheryn Houck - President
- 3 Christopher Radke - Chairperson
- 4 William Cowdry - Co-chairperson

CONTACT PERSON INFORMATION:

NAME SCBA - Kelli Scorsone PHONE (989) 790-5285
 ADDRESS 111 S. Michigan Ave., Saginaw, MI 48602
 EMAIL scba@saginawcounty.com

-----CLERK'S OFFICE USE ONLY-----

EMAIL TO ENGINEERING: _____ BY: _____

APPROVED BY COUNCIL: _____

CITY CLERK

17-05

From: Timothy Morales, City Manager
Subject: 2016/2017 January Budget Adjustment
Prepared by: Yolanda M. Jones, Office of Management and Budget

Manager's Recommendation:

It is recommended that the 2016/2017 Approved Budget for the listed funds be amended. This adjustment is required to recognize any errors, omissions, or changes that have occurred in January.

Justification:

The 2016/2017 annual budget will be adjusted in accordance with Public Act 2 of 1968, Uniform Budgeting and Accounting Act, the City Charter; and the approved 2017 Budget Resolution, which states that the City Manager must provide budget adjustments to City Council quarterly and/or as needed. As a result of the City Manager's previous month's analysis, the below-mentioned budget adjustments take into consideration any errors, omissions, or changes in the funding levels and expenditures approved by City Council as prescribed by the City Charter.

In review of the General Fund, it is recommended that this fund be increased by \$68,910 from \$32,189,773 to \$32,258,683.

- On May 23, 2016, City Council approved the Saginaw County Land Bank Authority Grass Cutting Agreement that resulted in \$65,000 in revenues for the year. The term of the agreement was from May 24, 2016 through October 31, 2016. City Council, at that time, approved a budget adjustment for \$10,000 for FY 2016. This budget adjustment recognizes the remaining \$55,000 and will be recognized in the General Fund Revenues – Saginaw County Account No. (101-0000-674.003). To offset the increase in revenues will be the same increase to the Department of Public Services – Weed Abatement Division's Employment Agency Fees Account No. (101-7571-804.000).
- On June 20, 2016 City Council approved the AFG Jaws of Life Grant from FEMA in the amount of \$64,000 for Community Public Safety - Fire. This budget adjustment recognized the completion of this grant in the amount of \$13,910. Funds will be recognized in the General Fund Revenues – FEMA Account No. (101-0000-501.012). To offset this increase will be the same increase to Community Public Safety – Fire, Fire Operations Division's Parts and Supplies Account No. (101-3551-742.000).
- During the mid-year review of the General Fund Revenues, the following revenue accounts will be decreased: Detachment Agreement Account No. (101-0000-

671.020) in the amount of \$7,287 and the Indirect Cost Account No. (101-0000-676.001) in the amount of \$15,000. The decrease in the Detachment Agreement account is due the completion of contract with C&C Farmland, LLC in October 2015. The decreases in the Indirect Cost account in accordance the Deficit Elimination Plan that was filed with the State of Michigan for the Andersen Enrichment Center Operations Fund. To offset the General Fund Revenue reduction will be an increase to the Reimbursement/Medicare D Account No. (101-0000-502.003) in the amount of \$22,287.

The Andersen Enrichment Center Operations Fund (236) should be decreased by \$15,000, from \$99,560 to \$84,560. In accordance with the Deficit Elimination Plan for these fund that was filed with the State of Michigan, the Andersen Enrichment Center's Indirect Cost Account No. (236-7540-956.001) is requested to be decreased by \$15,000 to begin covering the deficit in this fund. To offset the reduction in expenditures, the Andersen Enrichment Center's Use of Fund Equity Account No (236-0000-989.000) will be decreased by the same.

The Motor Pool Operations Fund (661) should be increased from \$2,064,371 to \$2,075,676. This represents an \$11,305 increase. This increase is due to an increase to Contribution from Other Funds to cover expenditures that have been incurred. To offset the increase in revenues will be an increase to the Motor Pool Operations Fund – Garage Division's Motor Vehicle Repair Account No (661-4481-737.000) by the same amount.

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

From: Timothy Morales, City Manager
Subject: David J. Kolat, PLC Agreement for Professional Legal Services
Prepared by: Debbie Powell, Assistant to the City Manager/PIO

Manager's Recommendation:

I recommend approval of the Agreement for Professional Legal Services with David J. Kolat, PLC. This agreement has been approved by the City Manager as to substance and the City Attorney as to form. I further recommend that the City Manager be authorized to sign the Agreement for Professional Legal Services.

Justification:

In the past, the City has entered into agreements with various law firms to provide legal services to the organization on an as-needed basis. The services are necessary to avoid conflicts of interest, provide specialized legal services, and assist with work overflow. The City had a contract with David J. Kolat, PLC for legal services which recently expired on December 31, 2016. The City would like to enter into a new agreement.

Pursuant to the terms of the Agreement, the City will pay an hourly rate of \$125.00 with a provision for reimbursement of expenses incurred (i.e., copies, filing fees, mailing fees, etc.). This agreement does not have a termination date; however, either party can terminate the agreement upon 30 days written notice.

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

From: Timothy Morales, City Manager

Subject: Cost Allocation Plan – Maximus, Inc.

Prepared by: Yolanda M. Jones, Office of Management and Budget

Manager’s Recommendation:

I recommend approval of a City-Wide Cost Allocation Plan Agreement between the City of Saginaw (“City”) and Maximus, Inc. This agreement provides for the preparation of a cost allocation plan that will be utilized in fiscal years 2018, 2019, and 2020. The plans would be based on actual expenditures for the years ending June 30, 2016, June 30, 2017, and June 30, 2018. The total cost for the three year agreement will be \$41,250, payable upon completion of each annual plan at a rate of \$13,750 per year. The proposed fee remains the same for all three years of the contract.

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

Justification:

A Cost Allocation Plan (CAP) is an allocation of indirect costs to programs, activities, and/or cost objectives; the CAP promotes fair and equitable sharing of indirect costs, allows a local unit to recognize the “full” cost of service, allows for better management of resources, and allocates certain general fund costs to other funds. Essentially, the CAP allows the City to charge other funds for general fund services such as accounting, payroll, purchasing, human resources, general management, etc. These expenses are charged to other funds, such as water and sewer, and the result is revenue returned to the general fund. The City has contracted with Maximus to prepare the CAP since 2008; Maximus is one of the leaders in CAP preparation in Michigan and throughout the region.

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

Funds are budgeted and available in the General Fund–Department of Fiscal Services – Administration Division’s, Professional Services Account No. 101-1740-801.000 for this purchase.

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

From: Tim Morales, City Manager

Subject: InSource Solutions Group- Annual Maintenance/Support Renewal and e-filing fees

Prepared by: Janet Schramke, Income Tax Administrator

Manager's Recommendation:

I recommend that a purchase order be approved and issued to InSource Solutions Group in the amount of \$15,742 for the renewal of annual software maintenance and support fees and individual e-filing services. The maintenance amount of \$3,400 covers the electronic services for employer withholding used by the Income Tax Division of the Fiscal Services Department, and includes all support and updates to the software for one year. The individual e-filing tax return program fees are \$12,342, and include all support and updates to the hosting software for one year. This amount fluctuates annually based on volume. This is the same amount as last year.

Justification:

The City annually renews our maintenance and support fees for InSource Solutions Group employer tax withholding services. InSource Solutions Group is the proprietary owner of the electronic employer withholding tax software and secure server host. This annual renewal of maintenance and support fees is for a 12-month period and did not increase from last year.

E-filing services improve work and cash flow, by eliminating manual tasks such as opening mail, inputting tax returns and payments. Also, InSource Solutions Group will partner with our current software provider, Innovative Software Services, Inc. to provide a secure e-filing program for all users.

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

Funds for these purchases are budgeted and available in the General Fund- Department of Fiscal Services- Income Tax's Operating Services Account No. 101-1745-711-805.000.

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

From: Tim Morales, City Manager
Subject: Ratification of an Emergency Fiber Optic Cable Repair
Prepared by: Jeff Klopac, Technical Services

Manager’s Recommendation:

I recommend the ratification of a purchase order be approved and issued to Pro-Tech Cabling Systems, Inc., in the amount of \$5,148.38, for emergency repair of a City fiber optic communications cable connecting City Hall and the Waste Water Treatment Plant.

Justification:

On January 1, 2017, the fiber optic communications cable to the Wastewater Treatment Plant was damaged. This cable carries phone and computer network service to the plant and it was important that these services be restored quickly. Repair of fiber optic cable is highly specialized work requiring special equipment and training. Pro-Tech Cabling Systems, Inc., performed the initial installation of the cable. They also performed satisfactory fiber repairs for the City on prior occasions. Pro-Tech had technicians that could be sent immediately to make the repair.

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

Funds for this purchase are budgeted in the Technical Services, Information Services Fund, Operating Services Account No. 658-1720-805.000.

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

From: Timothy Morales, City Manager
Subject: BS&A Street Light Data Custom Import
Prepared by: Jeff Klopccic, Technical Services

Manager's Recommendation:

I recommend approval of a purchase order to BS&A Software in the amount of \$3,000.00 for the custom import of field collected street light data to be utilized in the City's work order and GIS software programs.

Justification:

The Public Services Department recently converted all of the City's street lights from high pressure sodium to LED. During the conversion City employees and contractors collected important information on each of the street lights being converted. The City will utilize the data within its work order and GIS software programs to track the life span of the fixture, bulb and sensor for each light. We will also track the maintenance, work history, labor and materials along with warranties and associated inventory for each light.

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

Funds for this purchase are budgeted and available in the Technical Services Department, Information Services, Operating Services Account No. 658-1720-805.000.

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

From: Tim Morales, City Manager
Subject: Engineering Software and Support Subscription Renewal
Prepared by: Jeff Kloplic, Technical Services

Manager’s Recommendation:

I recommend that a purchase order be approved and issued to DLT Solutions, Inc. in the amount of \$6,944.77 for Fiscal Year 2017. DLT Solutions is the General Services Administrations (GSA) vendor for the Federal Government. The City uses this contract for reduced software pricing. This software maintenance renewal and support is for the Public Services Department, Engineering Division and the Water and Waste Water Department.

Justification:

The Engineering Division uses several specialized engineering software applications developed by AutoDesk. This request renews the subscription and maintenance with support for AutoCAD, AutoCAD Map, AutoCAD Lite and AutoCAD Civil 3D. Also included in the purchase order is the annual support for Productivity NOW, which allows engineering staff to access online classes for all AutoDesk software products. Engineering staff utilizes these software applications for all design and build projects for the City of Saginaw

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

Funds for this purchase are budgeted in the Technical Services, Information Services Fund, Computer Software Account No. 658-1720-741.000.

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

From: Timothy Morales, City Manager

Subject: Creditron Corporation Software and Hardware Maintenance
Renewal with Scanner and PC Replacement

Prepared by: Chris Seager, Technical Services

Manager's Recommendation:

I recommend approval of a purchase order to Creditron Corporation (dba Purepay), Rockville, MD, in the amount of \$11,653.28 for the renewal of annual maintenance for software, hardware and a replacement of an image scanner and PC in the Fiscal Services Department, Treasurer's Division.

Justification:

The maintenance covers the Creditron system which processes and images payments and checks received by the Fiscal Services Department, Treasurer's Division. The City annually renews our maintenance fees for the Creditron system. This annual renewal of maintenance fees is for a 12-month period. In addition, a new scanner and PC are being purchased to replace the current units. This will include support and training. The current scanner model is no longer being manufactured and support is being phased out due to the lack of part availability.

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

Funds for this purchase are budgeted and available in the Technical Services – Information Services Fund's Operating Services Account No. 658-1720-805.000 in the amount of \$9,988.28, Technical Services – Information Services Fund's Professional Services Account No. 658-1720-801.000 in the amount of \$1,440.00 and Technical Services - Information Services Fund's Postage/Freight Account No. 658-1720-811.000 in the amount of \$225.00.

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

From: Timothy Morales, City Manager
Subject: Barracuda Web Filter Updates and Support
Prepared by: Chris Seager, Technical Services

Manager’s Recommendation:

I recommend approval of a purchase order to Yeo & Yeo Computer Consulting (In-City) in the amount of \$2,284.54 for the renewal of annual Web Filter updates and support.

Justification:

On January 17, 2017, the City received bids for the renewal of annual Web Filter updates and support. The Barracuda Web Filter is an integrated content filtering, application blocking and malware protection solution. It enforces Internet usage policies to web sites and internet applications that are not related to business by blocking inappropriate content, spyware and other forms of malware from City computers. This annual renewal of maintenance fees is for a 12-month period.

Following is a tabulation of the bids received. Please note that the preference for local bidders calculation was applied and the original results did change.

	<u>Bid</u>
Yeo & Yeo Computer Consulting Saginaw, MI (In-City)	\$2,332.00
CDW Government LLC Vernon Hills, IL	\$2,284.54

Per Ordinance (14.26), Yeo & Yeo Consulting (In-City) was within 5% of the lowest bidder and agreed to lower their bid to \$2,284.54.

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 for this purchase are budgeted and available in the Technical Services – Information Services Fund’s Operating Services Account No. 658-1720-805.000

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

From: Tim Morales, City Manager
Subject: Ricoh Multi-Function Copy Machine Lease for Fiscal Services, Accounts Payable and Payroll

Prepared by: Jeff Kloplic, Technical Services Department

Manager's Recommendation:

I recommend that the bid from the State of Michigan Mi DEAL, be accepted and that a purchase order be approved and issued to Ricoh USA in the amount of \$4,218.60. This amount consists of one multi-function copier, with \$843.72 in annual payments due on a five-year lease.

Justification:

The Technical Services Department conducted a copy/print study in 2011. Concluding the City would see a dramatic decrease in print related cost if it were to remove all personal desktop printers from employee's desks and replace them with multi-function printers that were shared by a group of employees.

The Fiscal Services Accounts Payable and Payroll Divisions will be replacing an owned copier that is no longer able to manage the printing/coping demands, due to the high cost of ink replacement and associated parts.

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

Funds for the yearly lease are budgeted and available in the General Fund – Department of Fiscal Services – Administration Division's Operating Services Account No. 101-1740-805.000.

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

From: Timothy Morales, City Manager
Subject: Synchro Traffic Analysis Software Upgrade
Prepared by: Jeff Klopccic, Technical Services Department

Manager's Recommendation:

I recommend that a purchase order be approved and issued to Trafficware LLC, in the amount of \$2,493.20 for Synchro Studio 10 traffic analysis and simulation software upgrade.

Justification:

The City's Traffic Engineering Division utilizes Synchro 9 Studio traffic signal software to model, simulate and animate signalized and un-signalized intersections. Synchro provides traffic analysis, optimization, and simulation to model existing and future traffic patterns and progressions. Synchro also allows traffic models to incorporate pedestrian scenarios for the safety and efficiency of intersections. This purchase will upgrade to the latest version of Syncho Studio, and will allow staff to incorporate contractor projects into the City's traffic model.

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

Funds for this purchase are budgeted and available in the Department of Technical Services, Information Services, Computer Software, Account No. 658-1720-741.000.

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

From: Timothy Morales, City Manager
Subject: Phone and Software License Purchase
Prepared by: Jeff Klopccic, Technical Services

Manager's Recommendation:

I recommend that payment be made to the sole bidder I.T.I., Inc. (Bridgeport MI), in the amount of \$15,524.78, for the purchase of additional software licenses and phones for the City's Voice over Internet Protocol (VoIP) phone system.

Justification:

In August of 2014 City Council approved the Technical Services Department to start the transition from analog and digital phone circuits to Session Initiation Protocol (SIP) technology that will allow voice communications to be transferred through the City's fiber optic lines. We are requesting the purchase of 50 additional VoIP software licenses and 30 VoIP phones. VoIP technology will allow the City to save money due to the communications medium being the internet, with the rates much lower than the outdated analog and digital communication methods. During this phase of the transition City Hall staff will be moving to the new VoIP technology.

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

Funds for this payment are budgeted and available in the Technical Services Department, Information Services, Operating Services Account No. 658-1720-805.000

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

From: Timothy Morales, City Manager
Subject: 100 Club of Saginaw County Grant Acceptance and Budget Adjustment
Prepared by: Christopher Van Loo, Fire Chief

Manager’s Recommendation:

I recommend the approval of a grant award of \$3,711.76 from The 100 Club of Saginaw County to the Saginaw Fire Department toward the purchase of four (4) Rapid Intervention Team (RIT) bags, one for each front-line Engine Company.

It is further recommended a budget adjustment be completed to increase the General Fund’s Fire Donations Revenue Account No (101-0000-674.010) from \$500 to \$4,212, which is a \$3,712 increase. To offset the increase in revenues, the Community Public Safety – Fire, Fire Operations Parts and Supplies Account No 101-3551-742.000 should be increased by the same.

Justification:

The 100 Club of Saginaw County is an organization of Saginaw Area residents founded in 1996 who contribute money each year for the benefit of families of police officers, firefighters, and FBI and A.T.F. agents who have been killed in the line of duty in Saginaw County. Additionally, The 100 Club of Saginaw County annually recognizes the outstanding efforts of first responders and provides grant funding opportunities for police and fire agencies for the purchase of life-saving equipment and tangible assets.

On September 20, 2016 the Saginaw Fire Department submitted a grant request of \$3,711.76, which is 50% of the total project cost, for the purchase of four (4) RIT bags. A RIT bag is a valuable piece of safety equipment that can be used to quickly provide a downed / trapped firefighter an additional supply of breathing air to support them while efforts are made to remove them from a life threatening situation.

On January 2, 2017 the Saginaw Fire Department was notified that our grant request was approved. The total grant award will be for \$3,711.76 with a matching fund amount of \$3,711.76 provided by the City of Saginaw.

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

From: Timothy Morales, City Manager
Subject: Four (4) Rapid Intervention Team Bags
Prepared by: Christopher Van Loo, Fire Chief

Manager's Recommendation:

I recommend the issuance of a purchase order to Douglass Safety Systems, Sanford, MI in the amount of \$7,423.52 for the purchase of four (4) Avon Protection – Rescuer Rapid Intervention Team (RIT) bags.

Justification:

On September 20, 2016 the Saginaw Fire Department submitted a grant request of \$3,711.76 to the 100 Club of Saginaw County for the purchase of four (4) RIT bags. The request of \$3711.76 is 50% of the total project cost of \$7,423.52. A RIT bag is a valuable piece of safety equipment that can be used to quickly provide a downed / trapped firefighter an additional supply of breathing air to support them while efforts are made to remove them from a life threatening situation. Avon-Protection is the manufacturer of the Saginaw Fire Department's inventory of self-contained breathing apparatus (SCBA). The Avon-Protection Rescuer RIT bag is specifically designed to be used with Avon-Protection SCBAs.

On January 2, 2017 the Saginaw Fire Department was notified that our grant request was approved. The total grant award will be for \$3,711.76 with a matching fund amount of \$3,711.76 provided by the City of Saginaw.

Douglass Safety Systems, Sanford, MI is a sole source provider of Avon-Protection safety equipment.

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

Funds for this purchase are budgeted and available in the General Fund, Community Public Safety - Fire, Fire Operations Parts and Supplies, Account No. 101-3551-742.000.

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

From: Tim Morales, City Manager
Subject: Blanket Purchase Order Increase – Frontline Services
Prepared by: Christopher Van Loo, Fire Chief

Manager’s Recommendation:

It is recommended that the blanket purchase order to Frontline Services, Freeland, MI be increased by \$25,000, for a new total of \$35,000, for preventive maintenance and emergency repair services for the Fire Department’s six pumpers and two aerial apparatus for the remainder of Fiscal Year 2017.

Justification:

On June 20, 2016 City Council approved purchase order no. 499105 to Frontline Services for \$10,000. The additional funds requested in Frontline Service’s blanket purchase order are the result of additional services that they will provide for our fleet. Primarily, the Fire Department will be shifting the majority of our preventive maintenance services to this vendor as they have demonstrated their ability to provide more timely services at comparable costs versus another vendor we currently use. Funding in the other vendor’s blanket purchase order has been decreased by \$25,000 to accommodate the increase in Frontline Service’s blanket purchase order.

Outside vendor services are used to mechanically maintain, repair, test, and certify the Saginaw Fire Department fleet. Frontline Services possesses the expertise and certifications necessary for fire apparatus repairs for pumpers and aerial gauges, pumps, hydraulics, and valves. This vendor is within the group of specialized vendors we use for pump, aerial, and valve services.

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

Funds are budgeted and available in the Community Public Safety – Fire, Fire Apparatus and Maintenance Division’s Motor Vehicle Repairs Account No. 101 3554 931.000.

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

From: Timothy Morales, City Manager
Subject: Rotary Club Donation & Budget Adjustment
Prepared by: Sienna Rendon, Community Public Safety – Police

Manager’s Recommendation:

It is recommended that a budget adjustment be completed to increase the General Fund Revenues Police Donations Account No. 101-0000-674.009 from \$6,780 to \$7,780, which equates to a \$1,000 increase. This increase in revenue will be offset by an increase in the Community Public Safety – Police Administration Division’s Parts & Supplies Account No. 101-3512-742.000 by the same amount.

Justification:

The Rotary Club of Saginaw’s Board of Directors has approved a donation in the amount of \$1,000 to the Saginaw Police Department that may be used for iPads, digital cameras and/or fingerprinting kits. These items are used regularly by our patrol and investigative units and need replacement on a regular basis.

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

From: Timothy Morales, City Manager
Subject: Vehicle Collision Repair – Police Department
Prepared by: Don Riley, Public Services Department

Manager’s Recommendation:

I recommend that the low quote from Mike’s Bumping and Painting, Saginaw, Michigan be approved and that a purchase order be issued to them in the amount of \$3,949.23 for repairs to Police Patrol Vehicle No. 90-1162.

Justification:

On December 09, 2016, Police Patrol Vehicle No. 90-1162, a 2016 Chevrolet Impala with 18,648 miles was involved in an accident at the intersection of N. Michigan and W. Genesee Avenues. The vehicle sustained damage to the front bumper, hood and grill area. The repairs amount to less than the City’s \$25,000 deductible; therefore, no reimbursement from the insurance company is warranted. These repairs are necessary in order to maintain the vehicle in a safe and operable condition. Quotes were requested from three local repair vendors that have completed quality repair work for the City in the past, two have provided quotes for the repair.

The following is a listing of the quotes received:

<u>Vendor</u>	<u>Cost</u>
Mike's Bumping and Painting Saginaw, MI (in-city)	\$ 3,949.23
Engel's Auto Body Saginaw, MI (out-city)	\$ 4,555.64

Mike’s Bumping and Painting meets all requirements of §14.23, "Vendors," of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing," of Title I, "General Provisions" of the Saginaw Code of Ordinances O-1.

Funds for this purchase are available in the Motor Pool Operation Fund – Garage Operations Division’s - Motor Vehicle Repairs Account No. 661-4481-931.000.

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

From: Timothy Morales, City Manager
Subject: Front End Loader Repair – ROW Division
Prepared by: Don Riley, Public Services Department

Manager's Recommendation:

I recommend that the quote from AIS Construction Equipment Company of Bridgeport, MI the local sole source vendor for this brand of equipment be approved and that a purchase order be issued to them in the amount of \$12,377.22 for repairs to loader no. 76-0826 used in the Streets Section of the Right Of Way Division.

Justification:

Loader no.76-0826 a 1998 JCB 426B was taken to AIS Construction Equipment Company the original vendor for this equipment for assessment of required repairs. This 19 year old front end loader has severe wear to the center pivot and bucket pivot areas that require repair to maintain this unit in a useable condition. This versatile loader is used for materials handling for the Compost operation moving and piling materials, feeding grinder and screening equipment and loading finished materials into trucks. It is also used for streets maintenance operations moving and loading salt for snow and ice control loading various materials for street repairs and moving and loading debris during the Convenience station operation.

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

Funds for this purchase are available in the Motor Pool Operation Fund – Garage Operations Division's, Motor Vehicle Repairs Account No. 661-4481-931.000.

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

From: Timothy Morales, City Manager
Subject: Ratification of Emergency Purchase—Elevator Repair and Load Testing
Prepared by: Bruce Caradine, Public Services Department

Manager's Recommendation:

I recommend ratification for emergency purchase order no. 500357 issued on January 3, 2017 for emergency repair service call, hydraulic packing and weight testing of the Public Works Building's elevator and payment be issued to Kone', Inc. in the amount of \$3,015.47. I also recommend ratification for the emergency purchase order no. 500451 issued on January 20, 2017 in the amount of \$2,300, for State required elevator load tests at Saginaw City Hall and Saginaw Police Department. The bid process was not utilized for the reason described below.

Justification:

On October 21, 2014, three year bids were received for City-Wide Quarterly Elevator Maintenance Services where Kone', Inc. was low bid. On January 12, 2015, City Council Approved the low bid to Kone' This bid however did not include the State of Michigan requirement that a load test be performed every three years in order to verify that each elevator is safe and meets the load requirements. The annual amounts approved were \$1,200 per year which is not enough to cover the required repairs and additional testing required.

Recently the Public Works Building elevator was not operating correctly and was quite noisy. Kone', Inc. the current approved elevator maintenance company for the City was called in for a service call. After Kone's technician looked over the elevator, it was determined that the repair work warranted that the elevator be shut down until parts can be ordered and to prevent any further safety issues from occurring.

Kone' was asked to provide a quote for the necessary emergency parts and installation for the Public Works Building, due to the elevator being down and this is the only means of getting down to the lower level of the building. Everyone was required to go outside to enter the building's lower level until these repairs could be completed. The quote received was in the amount of \$3,015.47 for Public Works Building and \$2,300 for load tests at both City Hall and the Police Department Building. Kone' is our current approved vendor for elevator inspections and maintenance.

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

Funds for this purchase are available in the following accounts: Public Works Building Fund's General Repairs Account No. 641-4439-930.000 (\$3015.47) and the General

Fund - Department of Public Service, Facility Division's General Repairs Account No. 101-7575-930.000 (\$2,300.00).

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

From: Timothy Morales, City Manager
Subject: Replacement 1 Ton Dump Truck- ROW Division
Prepared by: Don Riley, Public Services Department

Manager's Recommendation:

I recommend that a purchase order be approved and issued to Todd Wenzel Buick GMC of Westland, MI at the State bid price in the amount of \$43,104.50 for the purchase of a 2017 GMC Sierra 3500HD dump truck with a plow for the Streets Section of the Right of Way Division.

Justification:

The Streets Section of the Right of Way Division has budgeted to replace a 1999 one-ton dump truck with over 127,000 miles scheduled for replacement in 2009. This is one of three (3) units used daily by the Streets Section to maintain the City's over 310 lane miles of paved streets and state highway's, hauling and pulling various materials, and support equipment. This truck is being replaced with a four-wheel drive unit with a plow in order to increase fleet versatility and productivity and will be purchased using State bid pricing.

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

Funds for this purchase are budgeted in the Major Street Fund - Routine Maintenance Division's Vehicles Account No. 202-4651-982.000 (\$21,552.25) and in the Major Street Fund – Winter Maintenance Division's Vehicles Account No. 202-4655-982.000 (\$21,552.25).

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

From: Timothy Morales, City Manager

Subject: Replacement Cargo Van – ROW Division

Prepared by: Don Riley, Public Services Department

Manager’s Recommendation:

I recommend that a purchase order be approved and issued to Todd Wenzel Buick GMC, Westland, MI at the State bid price in the amount of \$25,143.55 for the purchase of a 2017 GMC Savana 2500 Cargo Van for the Traffic Engineering Section of the Right of Way Division.

Justification:

The Traffic Engineering Section has budgeted in fiscal year 2017 to replace a 2000 Chevrolet Express van with over 119,000 miles used for engineering survey and traffic studies related to traffic flow, road repair and reconstruction activities. This vehicle was scheduled for replacement in 2010 and has extensive rust, wear and fatigue to the body, frame and power train, along with mechanical and electrical issues that make it expensive to maintain in a useable condition. Operating efficiency, operator safety and loss of productivity due to down time are also contributing factors to the need for replacement. Additional required equipment such as an arrow board, safety beacons, a distance counter and ball bank indicator will be transferred or purchased separately as needed and added to the new unit when it arrives. This vehicle will be purchased using State bid pricing.

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

Funds for this purchase are budgeted in the Major Streets Fund - Traffic Engineering Division’s, Vehicles Account No. 202-4621-982.000 (\$12,571.78), and the Local Streets Fund - Traffic Engineering Division’s, Vehicles Account No. 203-4621-982.000 (\$12,571.77).

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

From: Timothy Morales, City Manager
Subject: FY 2017 Convenience Station Trash Disposal PO Increase – ROW Division
Prepared by: Beth D. London, Public Services Department

Manager’s Recommendation:

I recommend that annual FY 2017 Purchase Order No. 0499394 with Waste Management of Saginaw, Michigan, for the disposal of trash from the operation of the Convenience Station, be increased from \$12,124.80 to \$13,472.00, an increase of \$1,347.20.

Justification:

On April 19, 2016, two bids were received for the disposal of trash collected at the City of Saginaw’s Convenience Station, located at 1435 S. Washington Avenue. Waste Management was the low bidder with a bid of \$336.80 for the disposal of trash from one 40 cubic yard container. On June 6, 2017, City Council approved a purchase order with Waste Management in the amount of \$12,124.80 for the disposal of trash from 36 containers at a cost of \$336.80 per container. This quantity was based on an estimate of three 40 cubic yard containers per month. However, some months have required four containers due to the large volume of trash received. To date the Streets section has used 21 containers out of the 36 allotted, leaving only 15 containers for the remainder of FY 2017. The addition of four more 40 cubic yard containers will be needed for the collection and disposal of trash collected at the Convenience Station for the remainder of this fiscal year, requiring an increase to the Annual Purchase Order in the amount of \$1,347.20.

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

Funds for this purchase are budgeted in the Rubbish Collection Fund – Rubbish Collection Division’s, Operating Services Account No. 226-4582-805.000.

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

From: Timothy Morales, City Manager

Subject: Forestry Truck Repair Parts- ROW Division

Prepared by: Don Riley, Public Services Department

Manager's Recommendation:

I recommend that a purchase order be approved and issued to Cannon Truck Equipment of Shelby Twp., MI the sole source vendor for this area in the amount of \$4,020.91 for the purchase of needed repair parts for Forestry truck 53-0844 for the Streets section of the Public Works Department.

Justification:

Streets Division Forestry truck No. 53-0844 a 2001 Freightliner with a Versa Lift bucket system requires repairs to the bucket system. Cannon Truck Equipment is the sole source vendor for this manufacturer for this area. This truck is used in the daily maintenance of the City's 60,000 plus parkway trees, and also in emergency situations for storm damage, trimmings and removals. As an emergency response vehicle, it must be maintained in a constant state of readiness and this is a necessary repair for this vehicle to remain in service.

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

Funds for this purchase are budgeted in the Motor Pool Operation Fund – Garage Operation Division's, Motor Vehicle Supplies Account No. 661-4481-737.000, and will be accounted for in the Motor Pool Operation Fund – Garage Division's Inventory Account No. 661-0000-110.001.

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

From: Timothy Morales, City Manager
Subject: Purchase of Riding Lawn Mower – ROW Division
Prepared by: Beth D. London, Public Services Department

Manager’s Recommendation:

I recommend that the quote from Hoffman’s Power Equipment, Saginaw, MI, be accepted at the State of Michigan bid price, and that a purchase order be approved and issued to them in the amount of \$4,800 for the purchase of a Toro 48” riding lawn mower.

Justification:

On November 8, 2016 a quote of \$4,800.00 was received for a Toro 48” riding mower, that will be will be used to replace an existing mower that is over 10 years old and past its useful life span. This mower is used to maintain the grounds at the Traffic Division Facility, 1741 S. Jefferson Avenue. Hoffman’s Power Equipment is the local Toro dealer and participates in State bid pricing.

Hoffman’s Power Equipment meets all requirements of §14.23, “Vendors,” “Purchasing, Contracting, and Selling Procedure,” of Chapter 14, “Finance and Purchasing,” of Title I, “General Provisions” of the Saginaw Code of Ordinances O-1.

Funds for this purchase are available in the Major Streets Fund - Traffic Engineering Division’s Maintenance Equipment Account No. 202-4621-971.000.

Council Action:

Moved by Council Member _____ , seconded by Council Member _____ to approve the recommendation from the City Manager.

From: Timothy Morales, City Manager
Subject: Forklift Replacement – Motor Pool
Prepared by: Don Riley, Public Services Department

Manager’s Recommendation:

I recommend that the low bid from Lingle Equipment, Inc. of Saginaw, MI be accepted and that a purchase order be issued to them in the amount of \$24,225 (original amount of \$25,625) for the purchase of a replacement forklift for the Motor Pool Division.

In addition, it is further recommended that City Council accepts Lingle Equipment, Inc.’s offer of \$1,400.00 for the trade in of the 1984 Clark Model Forklift.

Justification:

On December 20, 2016, bids were received for a replacement Forklift, the Motor Pool Division is replacing a 33 year old 1984 Clark Model with 1,953 hours that has become obsolete making unavailable some of the parts that are required in order to maintain it in a safe and functional condition. Safety, fleet maintenance and motor pool productivity are the major factors necessitating the replacement of this forklift truck.

The following is a listing of the bids received:

<u>Vendor</u>		<u>Total Cost</u>
Lingle Equipment, Inc. Saginaw, MI (out-city)	Less Trade In	\$25,625.00 <u>(\$1,400.00)</u> \$24,225.00
HP Forklifts Saginaw, MI (out-city)	Less Trade In	\$25,495.00 <u>(\$500.00)</u> \$24,995.00

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

Funds for this purchase are available in the Motor Pool Operation Fund – Garage Operations Division’s, Shop Equipment Account No. 661-4481-979.000.

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

From: Timothy Morales, City Manager
Subject: Allen Bradley Modbus Communications Card
Prepared by: Dan Simmer, Water and Wastewater

Manager’s Recommendation:

I recommend that the quote from Kendall Electric, Saginaw, MI, a sole source, be accepted and a purchase order be issued to them in the amount of \$2,331.42 for the purchase of an Allen Bradley Modbus Communications Card for the Water Treatment Division.

Justification:

On January 26, 2017, we received a quote from Kendall Electric, a sole source, for an Allen Bradley Modbus Communications Card to allow the Inficon CMS500 Gas Chromatograph Spectrophotometer to communicate with the Supervisory Control and Data Acquisition (SCADA) system at the Water Treatment Plant for continuous online analysis of Total Trihalomethanes (TTHMs), which are regulated under the US EPA Safe Drinking Water Act Stage 2 Disinfectants and Disinfection Byproducts Rule.

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

Funds for this purchase are available in the Water Operations and Maintenance Fund, Instrumentation and Process Controls Division's Parts and Supplies Account No. 591-4715-742.000 for Fiscal Year 2017.

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

From: Timothy Morales, City Manager
Subject: Ratification of Emergency Purchase-High Service Pump #4 Repairs
Prepared by: Theodore Bomba, Water Treatment Plant

Manager's Recommendation:

I recommend ratification of emergency purchase order number 500450 to Kennedy Industries, Wixom, MI, in the amount of \$10,960 and issued January 20, 2017 for emergency repair of the impeller and rings on High Service Pump #4 (HSP #4) for the Water Treatment Division.

Justification:

During a pumping efficiency study, conducted by AquaSight and provided by Consumer's Energy, HSP #4 displayed reduced capacity and was making unusual noise, so it was taken out of service for a maintenance inspection. The inspection revealed that the impeller and casing rings were worn beyond repair, causing loss of pump performance and operation.

The unit was sent to Kennedy Industries, a highly reputable firm and one of the top pump rebuilding firms in the state. The emergency repairs include sandblast cleaning, metallizing spray to add back material lost, chase threads, replacing existing rings to fit, reassembly, machine balancing and creating an operating clearance and inspection report. We do feel the cost for repairs are within reason based on other repair costs in recent years.

These repairs were considered an emergency due to the situation of additional pumps being out of service for base reconstruction, as part of the Tower Project. Water use decreases during the winter allowing time to service pumps. Until HSP #4 is back in service, we are unable to complete required service on the remaining pumps before spring.

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

Funds for this purchase are budgeted in the Water Operations and Maintenance Fund, Treatment & Pumping Division's General Repairs Account No. 591-4730-930.000 for Fiscal Year 2017.

Council Action:

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

From: Timothy Morales, City Manager
Subject: Consumers Energy Demand Response Program Agreement
Prepared by: Brian Baldwin, Water and Wastewater

Manager's Recommendation:

I recommend that the Demand Response Program Agreement with Consumers Energy of Jackson, MI be accepted, and that the City Manager or his designee be authorized to sign it on the City's behalf. The agreement has been approved by me as to substance and the City Attorney as to form.

Justification:

Consumers Energy has recently started a Demand Response Program which rewards customers for minimizing energy use during periods of high demand. The program is in effect from June 1 through September 30, between the hours of 11:00 a.m. and 7:00 p.m. There are two types of events that the Wastewater Treatment Plant has elected to participate in. The first type is an emergency event when power demand is such that system wide brown outs could result. For agreeing to reduce power consumption by 400 kW within an hour of notification during this type of event, the City of Saginaw would be paid an annual fee of \$10,000. The second type is an economic event which is triggered by high electrical costs on the market. During these events we would be given twenty-four hour notice and reimbursed at a rate of \$0.30/kWh. The maximum duration for both of these events would be four hours and, if conditions are such that we cannot reduce consumption, there is no penalty. The term of the Agreement continues through May 31, 2018, then annual renewal would be required if we wanted to continue participating in the program.

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

Council Action:

Moved by Council Member _____, seconded by Council Member _____ to approve the recommendation from the City Manager.

Moved by Council Member _____, seconded by Council Member _____ to introduce an ordinance entitled and reading as follows:

AN ORDINANCE TO AMEND CHAPTER 94, "NUISANCES: HEALTH AND SAFETY," OF TITLE IX, "GENERAL REGULATIONS," OF THE CITY OF SAGINAW CODE OF ORDINANCES, O-1.

Laid over under Charter provision.

Moved by Council Member _____, seconded by Council Member _____ to adopt an ordinance introduced February 6, 2017, entitled and reading as follows, be taken up and enacted:

AN ORDINANCE TO AMEND CHAPTER 94, "NUISANCES: HEALTH AND SAFETY," OF TITLE IX, "GENERAL REGULATIONS," OF THE CITY OF SAGINAW CODE OF ORDINANCES, O-1.

The City of Saginaw ordains:

Section 1. Chapter 94, "Nuisances: Health and Safety," of Title IX, "General Regulations," of the City of Saginaw Code of Ordinances, O-1, is hereby amended to read as follows:

§94.39 UNLAWFUL STORAGE OF TRASH AND ABANDONED PROPERTY.

No person shall place or leave, or cause to be placed or left, trash or abandoned property on public premises within the City, nor keep, store, or cause or permit to be placed, left, kept, or stored trash and abandoned property on private premises within the City, unless such storage is explicitly permitted under the terms of the zoning regulations, or Ch. 50 of this code, or unless such property is kept within the confines of a closed building.

§94.40 UNLAWFUL STORAGE OF BUILDING MATERIALS.

No person shall place or leave, or cause to be placed or left, building materials on public premises within the City, nor keep, store, or cause or permit to be placed, left, kept, or stored building materials on private premises except within the walls of a previously erected building within the City unless there is in force a valid building permit issued by the City for construction upon said property and said materials are intended for use in such construction or unless such storage is explicitly permitted by the zoning regulations and ordinance No. D-465.

§94.44 VIOLATIONS.

~~(A) *Municipal civil infractions.* Unless otherwise noted in this subchapter, any person who violates any provision of this subchapter is responsible for a Class C municipal civil infraction, subject to payment of a civil fine as set forth in Ch. 37, plus costs and other sanctions, for each infraction. Repeat offenses shall be subject to increased fines as provided by Ch. 37.~~

~~(B) *Authorized City official.* Unless otherwise noted in this subchapter, the Chief Inspector and the Superintendent of Streets and Bridges and/or their designees are hereby designated as the authorized City officials, as defined by Ch. 37 of this code, to issue municipal civil infraction citations or municipal civil infraction violations notices as provided by Ch. 37.~~

Violations of this provision shall be deemed a misdemeanor punishable by a fine of not more than \$500.00 and costs of prosecution or by imprisonment for not more than 90 days or by both such fine and imprisonment.

This ordinance shall become effective March 2, 2017.

Enacted: February 20, 2017.

Yeas:

Nays:

Absent:

Abstain:

ORDINANCE DECLARED ADOPTED

Dennis D. Browning
Mayor

Janet Santos, CMMC/CMC/MMC
City Clerk

I, Janet Santos, City Clerk of the City of Saginaw, Michigan, do hereby certify that the foregoing is a true and complete copy of the ordinance adopted by the City of Saginaw, Saginaw County, State of Michigan, at a public meeting held on February 20, 2017; the original thereof is on file in the records of my office; the meeting was conducted and public notice of said meeting was given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended, and minutes of this meeting were kept and will be made available as required.

Janet Santos, CMMC/CMC/MMC
City Clerk