

## Council Agenda

March 7, 2011 6:30 p.m., Council Chamber

### PRAYER AND PLEDGE OF ALLEGIANCE

### ROLL CALL

### CORRECTION AND APPROVAL OF MINUTES OF PRECEDING SESSIONS:

January 24, 2011 amended regular Council minutes and February 21, 2011 regular Council minutes.

### ANNOUNCEMENTS:

### PUBLIC HEARINGS:

### PERSONAL APPEARANCES:

### REMARKS OF COUNCIL:

### PETITIONS:

11-05 From Jocelyn Hall, 1480 W. Center Rd., Ste 1, Essexville, MI requesting permission to erect a banner in the 500 block of Court Street from July 17, 2011 to August 15, 2011 for the purpose of promoting/creating awareness of Relay For Life.

11-06 from Lindsey Alverson, 2000 Whittier St., Saginaw, MI requesting permission to erect a banner in the 500 block of Court Street from May 31, 2011 to June 18, 2011 for the purpose of promoting the WKCQ Country Music Fest Free Concert, June 18, 2011.

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

### REPORTS FROM MANAGER:

#### Management Update:

Strategic Planning Visioning and Mission Report (to be finalized and adopted).

#### Recommended Actions:

1. Recommending approval of the Third Amendment to the Purchase and Development Agreement with SSP Associates, Inc. (SSP) with regard to the

- property at 314-406 N. Hamilton. Further recommend that the City Manager or his designee be authorized to execute all related documents.
2. Recommending that a public hearing for the Brownfield Plan Project No. 2011-01, 900 Block South Washington Redevelopment Project, be set for Monday, March 21, 2011 at 12:00 noon in the Council Chamber.
  3. Recommending that the 2010-11 Community Development Block Grant Program budget be amended to accept carryover funds from prior years that will be spent this fiscal year.
  4. Recommending acceptance of the proposal from Legal Services of Eastern Michigan and that a purchase order be approved and issued to them in the amount of \$22,702.00 for educational/outreach services and testing/referral services to address the specific fair housing requirements for the Community Development Block Grant Program (CDBG). Funds are budgeted in the CDBG Administration Professional Services Account, No. 275 6510 761 8001.
  5. Recommending approval of the Agreement with Official Payments Corporation to provide credit/debit card payment transactions through an Internet interface over the web. There are no upfront system software, hardware, training, support or maintenance costs. The vendor shall obtain payment exclusively from the revenues generated by the transaction fees charged by the vendor and paid by the customer.
  6. Recommending approval of the new five-year agreement with Saginaw Future, Inc. to provide development services to the City of Saginaw. This contract has been approved by the City Manager as to substance and the City Attorney as to form. This is a proposed five-year continuation of the agreement at a funding level of \$102,500 per year from 2011-2015. Funds are available in the GM Tower Projects – Other Services/Professional Services Account, No. 238 6595 761 8001.
  7. Recommending approval of a contract with Plante Moran Cresa to provide a Space Needs Assessment Study and Facilities Master Plan of the current space needs of the City of Saginaw. The contract will not exceed \$51,000.00 and is subject to approval of the City Manager as to substance and the City Attorney as to form. Further recommend that the City Manager or his designee be authorized to sign the contract. Funds are budgeted in the Fiscal Services Administration Division's Professional Services Account, No. 101 1740 711 8001.
  8. Recommending issuance of a purchase order to Michigan Taser, sole source provider, South Lyon, MI in the amount of \$8,876.00 for the purchase of 23 Taser CAM Recorders for the police department. Funds are available in the Drug Forfeiture/Parts and Supplies Account, No. 264 3040 731 7330.

9. Recommending approval of the Substance Abuse Prevention Agreement with Saginaw County and that the Saginaw City Police Chief be authorized to execute this and any related document. The purpose of the agreement is to develop and deliver prevention services to specific high risk populations identified as underserved and provided in a variety of settings. The Department of Public Health will reimburse the City at a rate of \$80.00 for each unit of direct face-to-face prevention services provided, up to a maximum of \$48,720.00. The agreement has been approved by the City Manager as to substance and the City Attorney as to form.
10. Recommending approval of the Youth Development Programs Agreement with Saginaw County and that the Saginaw City Police Chief be authorized to execute this and any related document. This agreement involves youth development programs to assess and reduce teen alcohol and drug use through education and outreach programs. The Department of Public Health will reimburse the City at a rate of \$50.00 for each unit of direct face-to-face youth development services provided, up to a maximum of \$50,000. This agreement has been approved by the City Manager as to substance and the City Attorney as to form.
11. Recommending that a 2010-11 Approved Budget for the Motor Pool Operations Fund – Vehicles Account, No. 661 4480 841 9770 be increased from \$118,334.00 to \$258,456.00 which equates to a \$140,122.00 increase. To offset this increase, the Motor Pool Operations Fund – Use of Fund Equity Account, No. 661 0000 680 0000 will be increased by the same amount.
12. Recommending that a purchase order be approved and issued to Chrysler Financial Services Americas LLC in the amount of \$160,122.00 for the purchase of sixteen (16) 2008 Dodge Avengers. Further recommend that the leases on two (2) of the 2008 Dodge Avengers be extended for a period of one month for \$549.06. Funds are available in the Police Department's Building Maintenance Division Vehicle Account, No. 101 3014 721 9770 (\$20,000.00) and in the Motor Pool Operations Fund's – Vehicle Account, No. 661 4480 841 9770 (\$140,122.00)
13. Recommending approval of a contract with Kustom Signals, Inc. in the amount of \$171, 082.50 and that the City Manager be authorized to execute this and any related document. The Saginaw Police Department was awarded JAG funds as part of the Federal Government's 2009 Stimulus Package. A portion of the funds was designated for the purchase and installation of in-car cameras for the police department's patrol fleet and also the purchase of a video server, which will allow the in-car camera system to be utilized to its full potential. Kustom Signals, Inc. was selected because the State of Michigan solicited bids for the in-car camera system and awarded the bid to Kustom Signals, Inc. Funds are available in the Local Law Enforcement Grant Fund's/Office Equipment Account, No. 263 3321 741 9760.

14. Recommending approval of the Personal Services Agreement between the City of Saginaw and Bridget Isquierdo Smith to work with the City of Saginaw to submit an updated Recreation Plan to the Michigan Department of Natural Resources. The total amount of the agreement will not exceed \$1,949.00. Funds are available in the Public Services Department, Building & Grounds Maintenance Division – Professional Services Account, No. 101 7575 821 8001.
15. Recommending a purchase order be approved and issued to Jack Doheny Supplies, Northville, MI in the amount of \$2,182.00 for the purchase of a hydraulic dewatering pump to be used by the Maintenance and Services Section. Funds are budgeted in the Sewer Operation and Maintenance Fund – Maintenance and Service Division's Parts and Supplies Account, No. 590 4821 861 7330.
16. Recommending acceptance of the low bid and issuance of a purchase order to The Macomb Group in the amount of \$4,175.92 for the purchase of four (4) 20" solid sleeves in order to have adequate inventory for use in the construction and repair of the City's Water Transmission System. Funds are budgeted in the Water Operations and Maintenance Fund – Maintenance and Service Division's Parts & Supplies Account, No. 591 4721 861 7330 and will be accounted for in the Water Inventory Account, No. 591 0000 171 1130 when installed.
17. Recommending acceptance of the low bid and issuance of a purchase order to Vulcan Aluminum in the amount of \$11,416.55 for the purchase of approximately 25,000 aluminum sign blanks. Funds are available in the Major Streets Fund – Traffic Engineering Division's Parts and Supplies Account, No. 202 4621 791 7330.
18. Recommending acceptance of the low bid and issuance of a purchase order to Osburn Associates in the amount of \$19,714.85 for the purchase of vinyl sign materials. Funds are available in the Major Streets Fund – Traffic Engineering Division's Parts and Supplies Account, No. 202 4621 791 7330 (\$4,033.85) and Sign Supplies Account, No. 202 4621 791 7350 (\$15,681.00).
19. Recommending approval of the Michigan Department of Transportation Cost Agreement and that City officials be authorized to execute said agreement. The agreement is subject to approval by the City Manager as to substance and the City Attorney as to form. Funds for the City's share will be made available in the fiscal year 2012 Major Streets Fund - Streets Projects Division's Street Resurfacing Account, No. 202 4614 781 8046 (\$354,100.00) and in FY 2011 and 2012 Water Operation and Maintenance Fund – Water Refunding Bonds Division's Construction Projects Account, No. 591 4741 881 8047 (\$305,000.00) and Water Operation and Maintenance Fund – Surplus Division's Repairs and Replacements Account, No. 591 4740 881 9720 (\$156,600.00).

20. Recommending that the Agreement with Consumers Energy be Approved and a purchase order be issued to them in an amount not to exceed \$250,000.00 for the rental of a 2,000-KW standby generator for the Wastewater Treatment Plant, and that the City Manager or his designee be authorized to execute it and all related documents. Funds are available in the Sewer Operation and Maintenance Fund's Treatment and Pumping Division's Equipment Rental Account, No. 590 4830 861 8050.
21. Recommending approval of the Agreement for Professional Legal Services with O'Neill, Wallace & Doyle, P.C. and authorization to execute this and any related documents. The rate of compensation to O'Neill, Wallace & Doyle, P.C. will be at \$125.00/hour.

INTRODUCTION OF ORDINANCES:

CONSIDERATION AND PASSING OF ORDINANCES:

RESOLUTIONS:

1. Extending Renzone time duration for SSP Associates for the property at 314-406 Hamilton.
2. Authorizing Kanah Franklin and John Stemple to sign real estate documents related to the acquisition and sale of Neighborhood Stabilization Program 1 and Neighborhood Stabilization Program 2 properties.
3. Authorizing the transfer of the City of Saginaw Neighborhood Stabilization Program 1 and Neighborhood Stabilization Program 2 properties to buyers.
4. Approving the MDOT Cost Agreement No. 10-5662 for I-675 Road and Interchange Improvements Project.
5. Adopting the Strategic and Visioning Mission Statement.

UNFINISHED BUSINESS:

MOTIONS AND MISCELLANEOUS BUSINESS:

Darnell Earley  
City Manager

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Third Amendment of Purchase and Development Agreement for North Hamilton Project

**Manager's Recommendation:**

I recommend approval of the Third Amendment to the Purchase and Development Agreement with SSP Associates, Inc. ("SSP") with regard to the property at 314-406 N. Hamilton, and that the City Manager or his designee be authorized to execute all related documents. This Third Amendment has been approved by the City Manager as to substance and the City Attorney to form.

**Justification:**

On March 6, 2005, the City executed a Purchase and Development Agreement with SSP for the sale and development of two parcels of property, commonly known as 314-406 N. Hamilton. SSP agreed to obtain certificates of occupancy for the minimum 10 residential units and a certificate of occupancy for the 3,000 square feet of commercial space by December 31, 2006. Many activities supporting the project have occurred since the signing of the original agreement. On July 10, 2006, the parties amended the original agreement and extended the time for occupancy to December 31, 2008. Due to the downturn in the economy and high foreclosure rates, the project was delayed; so in August 2008, the timeframe was extended to December 31, 2010. During that time, housing markets deteriorated further, which caused continued project delays. With the implementation of the Neighborhood Stabilization program around the hospitals, coupled with the proposed CMU College of Medicine and the small improvement in the economy, SSP is prepared to move forward with the project. SSP

# COUNCIL COMMUNICATION

has requested that the City of Saginaw extend the time of the Renaissance Zone as an incentive to potential residents of the development. City Council is now considering the request and SSP is prepared to proceed with the project following Council action. The Renaissance Zone extension requires that a project begin within one year of the Michigan Strategic Fund approval. While the minimum requirement of the project remains at 10 units, the company intends to increase its projected investment to \$6,148,000 and 30 residential units.

Due to these circumstances, SSP has requested approval of a Third Amendment to the Purchase and Development Agreement to extend the timeframe from December 31, 2010 to December 31, 2012 to begin construction of both the residential and commercial space.

**Council Action:**

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

# COUNCIL COMMUNICATION

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

EXTENDING RENZONE TIME DURATION FOR SSP ASSOCIATES  
314-406 HAMILTON

WHEREAS, Subzone #2, Central Business District South Renaissance Zone is currently designated as a Renaissance Zone pursuant to Public Act 376 of 1996; and

WHEREAS, this Renaissance Zone subzone is slated to expire in 2014; and

WHEREAS, the Michigan Renaissance Zone Act, 1996 PA 376, has been amended by 2006 PA 400 and 2008 PA 116 to permit extending the duration of time for one or more portions of a Renaissance Zone; and

WHEREAS, SSP Associates, a Michigan-based company, intends to make future investment of \$6,148,000 on approximately 2.4 acres of property, formerly known as 316-406 Hamilton Street in mixed use development including market rate condominiums and commercial space; and

WHEREAS, SSP Associates has requested that the Renaissance Zone on its proposed property/location be extended in duration by an additional 10 years from the date of this application, so that the new expiration date would be 2021; and

WHEREAS, the extension of the Renaissance Zone duration for SSP Associates is necessary to increase market rate housing, economic development, and expand business and employment opportunities in the City of Saginaw and the surrounding communities for years to come; and

WHEREAS, the City of Saginaw is the "qualified local governmental unit" that originally applied for the City of Saginaw Renaissance Zone designation; and



# COUNCIL COMMUNICATION

WHEREAS, the City of Saginaw requests that the City of Saginaw apply for a 10 year time extension from the date of this application for the 6.148 acres of property that SSP Associates is currently acquiring in Sub Zone #2, Central Business District South with the following parcel number and legal description:

**(314 N Hamilton)**

**Tax ID:** 16 0191 00000

**Tax Description**

LOTS 3 & 7,BLK.24,CITY OF SAGINAW IN DIVISION NORTH OF CASS STREET

**(406 N Hamilton)**

**Tax ID:** 16 0221 00000

**Tax Description**

ENTIRE BLK.29,CITY OF SAGINAW IN DIVISION NORTH OF CASS STREET,THAT PART OF CLEVELAND ST.LYING BETWEEN BLKS.24 &29, CITY OF SAGINAW IN DIVISION NORTH OF CASS STREET,S.ELY.OF HAMILTON ST.&N.WLY.OF NIAGARA STREET ALSO LOTS 4 & 8, BLK 24, CITY OF SAGINAW IN DIVISION NORTH OF CASS STREET.

NOW THEREFORE BE IT RESOLVED, that the land described by the above legal description shall be granted a Renaissance Zone time extension with various state, local and county taxes being waived on the property for a period of 10 years, beginning January 1, 2012 through December 31, 2021.

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Fair Housing-Education/Outreach, Testing/Referral Services

**Manager's Recommendation:**

I recommend acceptance of the proposal from Legal Services of Eastern Michigan and issuance of a purchase order to them in the amount of \$22,702.00 for education/outreach services and testing/referral services.

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 CDBG Administration Professional Services Account, No. 275-6510-761-8001.

**Justification:**

The Department of Development solicited proposals for education/outreach services as well as testing/referral services to address the specific fair housing requirements of the CDBG program.

The CDBG program requires the City to administer all CDBG programs and activities to meet the Fair Housing requirements to further fair housing. Staff initially sent out a Request for Proposal (RFP) to vendors in November to complete all aspects of the Fair Housing activities, but upon review of the bid, it was deemed that the submittal was incomplete and was not considered a qualified proposal.

In February, staff divided the original RFP scope into two separate proposals, the education/outreach and the testing/referral portions of the Fair Housing activities, in order to allow vendors with limited capabilities to submit qualified proposals for either or

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both of the contracts. No qualified proposals were received for this round of proposals for either of the activities.

The last RFP process was then held with the vendors who had previously submitted proposals being contacted. Only one vendor submitted proposals. Following is a breakdown of the proposals:

Education and Outreach Services

Legal Services of Eastern Michigan Flint, MI	FY 2011	\$10,802.00
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Testing and Referral Services

Legal Services of Eastern Michigan Flint, MI	FY 2011	\$11,900.00
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**Council Action:**

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

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Police In-Car Camera System

**Manager's Recommendation:**

I recommend approval of a contract with Kustom Signals, Inc. in the amount of \$171,082.50 and that the City Manager be authorized to execute this and any related document. The contract is subject to approval by the City Manager as to substance and the City Attorney as to form.

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

Funds for this contract are available in the Local Law Enforcement Grant Fund's / Office Equipment Account, No. 263-3321-741.97-60.

**Justification:**

The Saginaw Police Department was awarded JAG funds as part of the Federal Government's 2009 Stimulus Package. A portion of the funds was designated for the purchase and installation of in-car cameras for the Saginaw Police Department patrol fleet and also the purchase of a video server, which will allow the in-car camera system to be utilized to its full potential.

The City selected Kustom Signals, Inc. because the State of Michigan solicited bids for the in-car camera system and awarded the bid to Kustom Signals, Inc.

**Council Action:**

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

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Bridget Smith Personal Services Agreement

**Manager's Recommendation:**

I recommend approval of the Personal Services Agreement ("Agreement") between the City of Saginaw ("City") and Bridget Isquierdo Smith. The total amount of the Agreement will not exceed One Thousand Nine Hundred and Forty-Nine Dollars and 00/100 (\$1,949.00). The Agreement 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 sign the Agreement.

Funds for this purpose are available in the Public Services Department, Building & Grounds Maintenance Division - Professional Services Account, No. 101-7575-821-80.01.

**Justification:**

The City must submit an updated Recreation Plan to the Michigan Department of Natural Resources ("DNR"). Ms. Smith is a Planner and has extensive experience in the field. Moreover, she has experience drafting recreation plans for municipalities. Pursuant to the terms of the agreement, Ms. Smith will perform the following duties:

- a. Work with City staff to update the existing park inventory;
- b. Update the City's Recreation Plan with staff assistance and direction in order to complete a plan that meets the published standards from the Department of Natural Resources;
- c. Assist City with staffing and facilitating a public hearing and public review of the Recreation Plan; and
- d. Assist City with the adoption of the Recreation Plan, final distribution and its submittal to the Michigan Department of Natural Resources.

**Council Action:**

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

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Purchase of Unmarked Vehicles for the Police Department

**Manager's Recommendation:**

I recommend that a purchase order be approved and issued to Chrysler Financial Services Americas LLC in the amount of \$160,122.00 for the purchase of sixteen (16) 2008 Dodge Avengers. I also recommend that the leases on two (2) of the 2008 Dodge Avengers be extended for a period of one month for \$549.06.

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

Funds are available in the Police Department's Building Maintenance Division Vehicle Account, No. 101-3014-721-97 70 (\$20,000.00), and in the Motor Pool Operations Fund's – Vehicle Account, No. 661-4480-841-97 70 (\$140,122.00).

**Justification:**

In 2008, the Police Department leased twenty (20) 2008 Dodge Avengers to be used by detectives and some administrative personnel. The Police Department was not able to secure suitable leased vehicles to replace the vehicles; therefore, the decision was made to purchase sixteen (16) of the vehicles. The vehicles have no known mechanical problems, relatively low mileage, and are being purchased at a reasonable cost.

**Council Action:**

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

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Official Payments Corporation Agreement

**Manager's Recommendation:**

I recommend approval of the Agreement with Official Payments Corporation ("OPC"). The Agreement has been approved by the City Manager as to substance and the City Attorney as to form. There are no upfront system software, hardware, training, support or maintenance costs. The vendor shall obtain payment exclusively from the revenues generated by the transaction fees charged by the vendor and paid by the customer.

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.

**Justification:**

The City of Saginaw ("City") has chosen OPC to be its on-line web interface for credit/debit, point-of-sale and interactive telephone response system (IVR) services. Pursuant to the terms of the Agreement, OPC will provide credit/debit card payment transactions through an internet interface over the web. Specifically, the City will offer credit/debit sales interactions for its tax, special assessments and water billing transactions.

City staff has experience with OPC. Specifically, the Technical Services Department, GIS Division, built a custom interface for the Saginaw Area GIS Authority to accept tax payments on-line through the OPC interface. OPC is the payment service partner of the United States Internal Revenue Service, 25 state governments, the District of Columbia, 2,500 local government agencies and 400 colleges and universities.

**Council Action:**

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

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Purchase 20" Solid Sleeves

**Manager's Recommendation:**

I recommend acceptance of the low bid and issuance of a purchase order to The Macomb Group in the amount of \$4,175.92 for the purchase of solid sleeves.

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 Water Operations and Maintenance Fund – Maintenance and Service Division's Parts & Supplies Account, No. 591-4721-861 73-30, and will be accounted for in the Water Inventory Account, No. 591-0000-171.11-30 when installed.

**Justification:**

The City solicited bids for four (4) 20" ductile iron solid sleeves in order to have adequate inventory for use by City crews for construction and repair of the City's Water Transmission System. Following is a tabulation of the bids received and reviewed by the Purchasing Committee:

The Macomb Group Sterling Heights, MI	\$4,175.92
Michigan Pipe and Valve Zilwaukee, MI	\$5,600.00
Etna Supply Grand Rapids, MI	\$5,980.00

**Council Action**

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



# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Taser Camera Recorders

**Manager's Recommendation:**

I recommend issuance of a purchase order to Michigan Taser, South Lyon, MI, in the amount of \$8,876.00 for the purchase of twenty-three (23) Taser CAM Recorders for the Saginaw Police Department.

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 Drug Forfeiture / Parts and Supplies Account, No. 264-3040-731 73-30.

**Justification:**

Police departments worldwide are always expected to justify police actions. The Saginaw Police Department currently has twenty-three (23) Tasers in its possession and would like to purchase Taser Cameras to mount to each Taser. The Taser Camera records events leading up to the Taser deployment before and after, and provide an accurate video and audio recording of the incident. The Saginaw Police Department feels it would be beneficial to purchase the Taser Cameras to prevent claims of misuse.

The City's bidding process will be bypassed for vendor selection due to the fact that Michigan Taser is the proprietary of the Taser Cameras, the only vendor that sells them.

**Council Action:**

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

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Brownfield Plan Project No. 2011-01 Public Hearing

**Manager's Recommendation:**

I recommend that a public hearing for the Brownfield Plan Project No. 2011-01 be set for Monday, March 21, 2011 at 12:00 p.m. in the Council Chamber.

**Justification:**

On February 23, 2011, the Brownfield Redevelopment Authority approved an amendment to the Brownfield Plan to include the Brownfield Plan Project No. 2011-01, 900 Block South Washington Redevelopment Project. The Developer is seeking a State of Michigan Brownfield Redevelopment Michigan Business Tax (MBT) Credit only for the proposed investment.

The purpose of Brownfield legislation is to assist in development or vacant and/or underutilized sites. The State Act requires that the City Council approve amendments to the plan and adopt a resolution after a duly advertised public hearing. It is recommended that the City Council schedule a public hearing on March 21, 2011, at 12:00 p.m. for the purpose of taking public comments on the proposed revision of the City's Brownfield Plan.

**Council Action:**

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

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Block Grant Program Budget Adjustment

**Manager's Recommendation:**

I recommend that the 2010/11 CDBG Program budget be amended to accept carryover funds from prior years that will be spent this fiscal year.

The Block Grant Entitlement revenue line item (275-0000-513-58-22) will be increased by \$75,045.00 and the Block Grant Federal Grants Homeless P&R program (275-0000-513-58-33) will be increased by \$500,000.00. Likewise, the Block Grant Subgrantee expenditure line item (275-6585-761-83-10) will be increased by \$500,000.00, and the Block Grant professional services line item (275-6510-761-80-01) will be increased by \$75,045.00.

**Justification:**

Carryover funds are not shown as a receivable by the City of Saginaw, therefore, budget adjustments are required as these funds are utilized. The Council adopted a budget for this fund on an overall basis, but the revenue and expenditures for the budget only included the federal funding earmarked for the 2010/11 fiscal year.

**Council Action:**

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

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Traffic Engineering, Aluminum Sign Blanks

**Manager's Recommendation:**

I recommend that the low bid from Vulcan Aluminum be accepted and a purchase order be approved and issued to them in the amount of \$11,416.55.

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 Major Streets Fund - Traffic Engineering Division's Parts and Supplies Account, No. 202-4621-791.73-30. These items will be added to the Traffic Engineering inventory and expensed as they are used.

**Justification:**

The Traffic Engineering Division is required to maintain and replace, when necessary, approximately 25,000 street signs within the City of Saginaw. Per the Federal Highway Administration and the 2003 Michigan Manual of Uniform Traffic Control Devices, maintaining agencies have until January 2012 to establish and implement a sign assessment or management method to maintain minimum levels of retro reflectivity. The compliance date for regulatory, warning and ground mounted guide signs is January 2015. The City of Saginaw will need to upgrade approximately 10,000 to 15,000 signs to meet these new requirements. This purchase is for the materials needed to continue making these upgrades.

On February 8, 2011, the City received bids for 1905 aluminum sign blanks. These blanks are necessary to stock signing needs.

# COUNCIL COMMUNICATION

Following is a tabulation of the bids received and reviewed by the Purchasing

Committee:

Vulcan Aluminum Foley, AL	\$ 11,416.55
Rathco Safety Supply Portage, MI	\$ 11,752.45
Mandel Metals, DBA US Standard Sign Franklin Park, IL	\$ 11,851.35
Dornbos Signs Charlotte, MI	\$ 12,092.25
Custom Products Jackson, MS	\$ 13,134.20
Osburn Associates Logan, OH	\$ 13,171.75
Tapco Brown Deer, WI	\$ 13,515.65
Rocal, Inc. Frankfort, OH	\$ 13,738.65
Safeway Sign Co. Adelanto, CA	\$ 15,877.25
Comade, Inc. Santa Ana, CA	\$ 19,850.35

**Council Action:**

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

# COUNCIL COMMUNICATION

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

**APPROVING THE MDOT COST AGREEMENT NUMBER 10-5662  
FOR I-675 ROAD AND INTERCHANGE IMPROVEMENTS PROJECT**

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

WHEREAS, a Cost Agreement, Number 10-5662, has been submitted by the Michigan Department of Transportation, which requires the City of Saginaw to adopt a resolution indicating its willingness to participate in the road and bridge construction work along I-675 within the City Limits. The improvements include, but are not limited to reconstruction work on Wadsworth Avenue and Fitzhugh Street from 5<sup>th</sup> Avenue to Warren Avenue, reconstruction work on 6<sup>th</sup> Avenue from Fitzhugh Street to Wadsworth Avenue, including partial reconstruction of various ramps connecting the above streets with Highway I-675 and reconstruction work and removal of structures on Highway I-675 from 7<sup>th</sup> Street to Warren Avenue including partial ramp reconstruction, landscaping work, drainage improvements, construction of retaining wall along the ramp connecting Fitzhugh Street to Southbound Highway I-675 and replacement of watermain along Fitzhugh Street from Warren Avenue to 5<sup>th</sup> Avenue and along Wadsworth Avenue from Warren Avenue to 2<sup>nd</sup> Avenue; together with necessary related work; together with necessary related work; and

WHEREAS, the Agreement is subject to approval by the City Manager as to substance and by the City Attorney as to form.

NOW, THEREFORE, BE IT RESOLVED, that City Council authorizes City officials to execute this Agreement on behalf of the City of Saginaw.

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Michigan Department of Transportation Cost Agreement Number 10-5662

**Manager's Recommendation:**

I recommend that Michigan Department of Transportation ("MDOT") Cost Agreement ("Agreement"), Number 10-5662 be approved and that City officials be authorized to execute said Agreement. The Agreement is subject to approval by the City Manager as to substance and the City Attorney as to form. A resolution to approve the Agreement appears under the regular order of business.

Funds for the City's share will be made available in FY 2012 Major Streets Fund – Streets Projects Division's Street Resurfacing Account, No. 202-4614-781.80-46 (\$354,100.00) and in FY 2011 and 2012 Water Operation and Maintenance Fund – Water Refunding Bonds Division's Construction Projects Account, No. 591-4741-881.80-47 (\$305,000.00) and Water Operation and Maintenance Fund – Surplus Division's Repairs and Replacements Account, No. 591-4740-881.97-20 (\$156,600.00). The Project Number is ST 1101.

**Justification:**

Transmitted herewith is a proposed Cost Agreement (City Clerk's File No. \_\_\_\_\_) with MDOT for the purpose of setting forth the rights and obligations of the parties. Specifically, the parties agreeing to the road and bridge construction work along I-675 within the City Limits. The improvements include, but are not limited to reconstruction work on Wadsworth Avenue and Fitzhugh Street from 5<sup>th</sup> Avenue to Warren Avenue, reconstruction work on 6<sup>th</sup> Avenue from Fitzhugh Street to Wadsworth Avenue, including partial reconstruction of various ramps connecting the above streets with Highway I-675

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and reconstruction work and removal of structures on Highway I-675 from 7<sup>th</sup> Street to Warren Avenue including partial ramp reconstruction, landscaping work, drainage improvements, construction of retaining wall along the ramp connecting Fitzhugh Street to Southbound Highway I-675 and replacement of watermain along Fitzhugh Street from Warren Avenue to 5<sup>th</sup> Avenue and along Wadsworth Avenue from Warren Avenue to 2<sup>nd</sup> Avenue; together with necessary related work. The total project is estimated to cost \$14,628,800, Federal funds will pay \$11,332,600, MDOT funds will pay \$2,479,000 and the City's estimated share is \$815,700, of which \$461,600 is for non-participating watermain replacement. Per Public Act 51 of 1951, Section 247.651c, the City of Saginaw is responsible for 12.5% and MDOT is responsible for 87.5% of balance remaining after Federal Aid Funds for participating items. As part of this Agreement, the City of Saginaw shall make available to the project, at no cost, all lands required thereof, now owned by it or under its control for purposes of completing the I-675 project.

## **Council Action:**

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



# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Plante Moran Cresa, City of Saginaw Space Needs Assessment Study and Facilities Master Plan Contract

**Manager's Recommendation:**

I recommend approval of a Contract with Plante Moran Cresa, ("Plante Moran"). The Contract will not exceed Fifty One Thousand Dollars and 00/100 (\$51,000.00). The Contract is subject to approval by the City Manager as to substance and the City Attorney as to form. Further, it is recommended that the City Manager or his designee be authorized to sign the Contract.

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 General Fund – Fiscal Services Administration Division's Professional Services Account, No. 101-1740-711-8001. The Project No. is EN1103.

**Justification:**

The City of Saginaw received technical and cost proposals from two vendors to provide a Space Needs Assessment Study and Facilities Master Plan. The vendors that submitted proposals are Wigen Tincknell Meyer & Associates and Plante Moran. The City of Saginaw review panel selected Plante Moran as the firm with the best value based on considerations in the "Request for Proposals". Pursuant to the terms of the Contract, Plante Moran will conduct a space needs assessment and facilities master plan in a comprehensive study of the current space needs of the City of Saginaw. The

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analysis will include City Hall, the Department of Public Services Facility, Fire Station One and the Police Department Buildings as well as the work process of departments and individuals in these spaces. The City of Saginaw anticipates the need to renovate and/or replace some existing facilities and/or systems, which may be beyond their design life and/or reduce the building square footage occupied in order to maintain efficiency in operations and maintain service to its customers. The results of the study will be compiled into a comprehensive report, which the City of Saginaw may use to make strategic decisions with regard to the future of these facilities and their use.

**Council Action:**

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

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Traffic Engineering, Vinyl sign materials and faces

**Manager's Recommendation:**

I recommend that the low bid from Osburn Associates be accepted and a purchase order be approved and issued to them in the amount of \$19,714.85 for the purchase of vinyl sign materials.

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 Major Streets Fund - Traffic Engineering Division's Parts and Supplies Account, No. 202-4621-791.73-30 (\$4033.85) and Sign Supplies Account, No. 202-4621-791-7350 (\$15,681.00). These items will be added to the Traffic Engineering inventory and expensed as they are used.

**Justification:**

The Traffic Engineering Division is required to maintain and replace, when necessary, approximately 25,000 street signs within the City of Saginaw. Per the Federal Highway Administration and the 2003 Michigan Manual of Uniform Traffic Control Devices, maintaining agencies have until January 2012 to establish and implement a sign assessment or management method to maintain minimum levels of retro reflectivity. The compliance date for regulatory, warning and ground mounted guide signs is January 2015. The City of Saginaw will need to upgrade approximately 10,000 to 15,000 signs to meet these new requirements. This purchase is for the materials needed to continue making these upgrades.

# COUNCIL COMMUNICATION

On February 22, 2011, the City received bids for vinyl sign materials and faces.

These materials are necessary to stock signing needs.

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

Osburn Associates Logan, OH	\$ 19,714.85
Dornbos Signs Charlotte, MI	\$ 20,826.80
Rathco Safety Supply Portage, MI	\$ 21,039.67
Vulcan Aluminum Foley, AL	\$ 21,609.25
Rocal, Inc. Frankfort, OH	\$ 21,955.87
Tapco Brown Deer, WI	\$ 22,453.80
Ibis Signs. Butler, PA	\$ 28,549.47
3M St. Paul, MN	Incomplete bid
Michigan State Industries Lansing, MI	Incomplete bid

**Council Action:**

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

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Replacement Dewatering Pump

**Manager's Recommendation:**

I recommend a purchase order be approved and issued to Jack Doheney Supplies, Northville, MI, in the amount of \$2,182.00 for the purchase of a hydraulic dewatering pump.

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 Sewer Operation and Maintenance Fund – Maintenance and Service Division's, Parts & Supplies Account, No. 590-4821-861.73-30.

**Justification:**

The City received a sole source quote from Jack Doheney Supplies for a hydraulic powered dewatering pump used in the Department of Public Services, Maintenance and Services Section, Sewer Jet Rodder and Vacuum Units. This pump is used to dewater the sewer debris tank so more solids can be collected before the machine has to be emptied. Jack Doheney is a sole vendor for replacement parts for the City of Saginaw's Vactor Jet Brand Vacuum units.

**Council Action**

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

# COUNCIL COMMUNICATION

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

## **AUTHORIZING KANAH FRANKLIN AND JOHN STEMPLER TO SIGN REAL ESTATE DOCUMENTS RELATED TO THE ACQUISITION AND SALE OF NEIGHBORHOOD STABILIZATION PROGRAM 1 AND NEIGHBORHOOD STABILIZATION PROGRAM 2 PROPERTIES**

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

WHEREAS, the Neighborhood Stabilization Program 1 ("NSP 1") and Neighborhood Stabilization Program 2 ("NSP 2") grant funds are used to purchase foreclosed and vacant homes, rehabilitate them and sell them;

WHEREAS, the American Recovery and Reinvestment Act ("Recovery Act"), Congress established NSP 2 to stabilize neighborhoods whose viability was negatively affected by foreclosed and abandoned properties.

WHEREAS, the City of Saginaw ("City") received \$17,369,000.00 in NSP 2 grant money from the United States Department of Urban and Housing Development ("HUD");

WHEREAS, the City has sold two of the homes purchased with NSP 1 funds;

WHEREAS, the City and NSP 1 homebuyers are preparing for closing;

WHEREAS, the next set of homes the City intends to sell are NSP 2 properties;

WHEREAS, the title company has requested a document which sets forth the names of the City employees that are authorized to sign real estate documents related to the sale of NSP 1 and NSP 2 properties;

WHEREAS, City Council must approve the authorization of persons to sign real estate documents that are not the four official signers set forth in the City ordinance, the Mayor, City Clerk, City Manager and City Attorney.

NOW, THEREFORE, BE IT RESOLVED, that City Council authorizes Kanah Franklin, Acting Block Grant Administrator, and John Stemple, Licensed Inspector, to execute all real estate documents related to the acquisition and sale of NSP 1 and NSP 2 homes.

# COUNCIL COMMUNICATION

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

**AUTHORIZING THE TRANSFER OF THE CITY OF SAGINAW NEIGHBORHOOD STABILIZATION PROGRAM 1 AND NEIGHBORHOOD STABILIZATION PROGRAM 2 PROPERTIES TO BUYERS**

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

WHEREAS, the Neighborhood Stabilization Program 1 ("NSP1") and Neighborhood Stabilization Program 2 ("NSP2") grant funds are used to purchase foreclosed and vacant homes, rehabilitate them and sell them;

WHEREAS, there are two years left in the program, which will expire on February 10, 2013;

WHEREAS, the closings have been set for the two NSP 1 properties located at 1305 Brockway and 525 South Alexander;

WHEREAS, over the next years it is estimated that the City will sell at least sixty-six NSP 1 and NSP 2 properties;

WHEREAS, City Council must approve the transfer of all City properties;

WHEREAS, due to the volume of NSP 1 and NSP 2 homes that will be sold over the next two years, the process will be expedited if Council approves a blanket approval to sell the properties, instead of staff placing the sale of each property on an agenda and delaying the process.

NOW, THEREFORE, BE IT RESOLVED, that City Council authorizes the approval of the transfer of all City owned NSP 1 and NSP 2 properties to buyers over the course of the next two years, until the program terminates on February 10, 2013.

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Saginaw County Substance Abuse Prevention Agreement

**Manager's Recommendation:**

I recommended approval of the Substance Abuse Prevention Agreement with Saginaw County and that the Saginaw City Police Chief be authorized to execute this and any related document. This agreement has been approved by the City Manager as to substance and the City Attorney as to form.

**Justification:**

This is a continuation of a series of contracts between Saginaw County, acting through the Department of Public Health and the City of Saginaw, acting through the Saginaw City Police Department. They involve substance abuse prevention services. The Department of Public Health will reimburse the City at a rate of \$80.00 for each unit of direct face-to-face prevention services provided, up to a maximum of \$48,720.00 (609 units). These are services for which the Saginaw Police Department employs qualified and licensed officers and which it has routinely performed. The purpose of the Agreement is to develop and deliver prevention services to specific high risk populations identified as underserved and provided in a variety of settings.

**Council Action:**

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



# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Saginaw County Youth Development Programs Agreement

**Manager's Recommendation:**

I recommended approval of the Youth Development Programs Agreement with Saginaw County and that the Saginaw City Police Chief be authorized to execute this and any related document. This agreement has been approved by the City Manager as to substance and the City Attorney as to form.

**Justification:**

This is a continuation of a series of contracts between Saginaw County, acting through the Department of Public Health and the City of Saginaw, acting through the Saginaw City Police Department. This agreement involves youth development programs to assess and reduce teen alcohol and drug use through education and outreach programs. The Department of Public Health will reimburse the City at a rate of \$50.00 for each unit of direct face-to-face youth development services provided, up to a maximum of \$50,000.00 (1,000 units). These are services for which the Saginaw Police Department employs qualified and licensed officers and which it has routinely performed.

**Council Action:**

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

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Saginaw Future, Inc. Agreement

**Manager's Recommendation:**

I recommend approval of the new five-year agreement with Saginaw Future, Inc. to provide development services to the City of Saginaw. This contract has been approved by the City Manager as to substance and the City Attorney as to form.

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

This is a proposed five-year continuation of the agreement at a funding level of \$102,500 per year from 2011 – 2015. Funds for this purchase are available in the GM Tower Projects – Other Services/Professional Services line item, Account No. 238-6595-761.80-01.

**Justification:**

The City has successfully used the services of Saginaw Future, Inc. for development projects in the City under a written agreement since January 1992. Saginaw Future, Inc. provides services in the areas of:

- 1) Promoting and strengthening the jobs and investment of employers who are currently in the City of Saginaw,
- 2) Aggressively attracting and encouraging national and international business to relocate and invest in the City of Saginaw, ensuring a diversity of components in the economic base, and
- 3) Providing industrial development location opportunities

**Council Action:**

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

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Motor Pool Operations Fund – Budget Adjustment

**Manager’s Recommendation:**

I recommend that a 2010/2011 Approved Budget for the Motor Pool Operations Fund - Vehicles Account, No. 661-4480-841.97-70 be increased from \$118,334.00 to \$258,456.00, which equates to a \$140,122.00 increase. To offset this increase, the Motor Pool Operations Fund – Use of Fund Equity Account, No. 661-0000-680.00-00 will be increased by the same amount.

**Justification:**

In 2008, the Police Department leased twenty (20) 2008 Dodge Avengers to be used by the detective and some administrative personnel. However, the Police Department was not able to secure suitable leased vehicles to replace the 2008 Dodge Avengers; therefore, the decision was made to purchase sixteen (16) of the twenty (20) vehicles. This council communication will cover the cost of purchasing sixteen (16) vehicles.

**Council Action:**

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

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Consumers Energy Equipment Rental Agreement

**Manager's Recommendation:**

I recommend that the Agreement with Consumers Energy be approved and a purchase order issued to them in an amount not to exceed \$250,000.00 for the rental of a 2,000-kW standby generator for the Wastewater Treatment Plant, and that the City Manager or his designee be authorized to execute it and all related documents. The Agreement is subject to approval of the City Manager as to substance and the City Attorney as to form.

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

The funds are available in the Sewer Operation and Maintenance Fund's Treatment and Pumping Division's Equipment Rental Account No. 590-4830-861.80-50.

**Justification:**

The City's Wastewater Treatment Plant is fed electrical power from Consumers Energy by two separate lines. One line acts as standby power in the event of a power failure of the first electrical line. Consumers Energy is in the process of upgrading the electrical grid in the Saginaw area. During the construction period of approximately four months, March through June, they will remove one electrical supply line to the Wastewater Treatment Plant.

A standby generator will provide the second source of electricity to assure continuous electrical service during this period. Consumers Energy has submitted an Agreement to provide the rental of a diesel-powered generator, which can be used in the event of a power failure during the construction period.

**Council Action:**

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

# COUNCIL COMMUNICATION

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

## ADOPTING THE STRATEGIC VISIONING STATEMENT AND PREAMBLE

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

WHEREAS, the Saginaw City Council met on January 29, 2011 for a strategic visioning session; and

WHEREAS, the purpose of this session was to develop and implement a vision that will capture the core identity and desired future states that will enable the City to be successful in the future, both internally and externally; and

WHEREAS, as a result of this session, a vision statement and preamble was created by the selected group that included the Mayor, Council Member Kitterman-Miller, and the City Manager, now

THEREFORE, BE IT RESOLVED that the City Council adopts the proposed document as the official vision statement and preamble for the City of Saginaw.

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** O'Neill, Wallace & Doyle, P.C. Agreement.

**Recommendation:**

I recommend approval of the Agreement for Professional Legal Services with O'Neill, Wallace & Doyle, P.C., and authorization to execute this and any related documents. This contract has been approved by the City Manager as to substance and the City Attorney as to form.

**Justification:**

O'Neill, Wallace & Doyle, P.C. have represented the City in prior matters. The contract expired on July 1, 2010 and the City wishes to renew it so that the firm will be available for further assignments. The rate of compensation to O'Neill, Wallace & Doyle, P.C. will be at \$125.00 per hour.

**Council Action:**

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