

## COUNCIL AGENDA

For

April 30, 2007, 6:30 p.m., Council Chamber

### ROLL CALL:

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

### ANNOUNCEMENTS:

Richard Alger, Jr., President of the Saginaw County Bar Association, to accept proclamation designating May 3, 2007 as Law Day in the City of Saginaw.

### PUBLIC HEARINGS:

### PERSONAL APPEARANCES:

*(A list will be provided on Monday)*

### REMARKS OF COUNCIL:

### PETITIONS:

07-08 from Melvin A. Barkley, requesting permission to erect a banner in the 500 block of Court Street from July 13, 2007 through August 13, 2007 for the purpose of promoting the 39<sup>th</sup> Annual Saginaw African Cultural Festival.

### REPORTS FROM BOARDS AND COMMISSIONS AND COMMITTEES:

### APPOINTMENT OF BOARDS AND COMMISSIONS MEMBERS:

### REPORTS FROM MANAGER:

#### Management Update:

1. Police Chief Gerald Cliff will discuss arson investigation protocols.
2. Odail Thorns, Director of Development, will review the demolition process and Blight Elimination program.

Recommended Actions:

1. Recommending approval of the Memorandum of Understanding between the City of Saginaw and the Navy Operational Support Center (NOSC) which sets forth the security support the Saginaw Police Department will provide to the NOSC. The Memorandum of Agreement has been approved by the City Manager as to substance and the City Attorney as to form. Further recommend that the Chief of Police be authorized to sign the Memorandum.
2. Recommending acceptance of the low bid and issuance of purchase orders to TBF Graphics in the amounts of \$7,604.50 for fiscal year 2007-08 and \$7,840.00 for fiscal year 2008-09, totaling \$15,444.50 for printing citywide letterhead, envelopes, and business cards. This vendor meets all requirements of the contract compliance provisions. Funds are available in the various departmental printing budgets.
3. Recommending that the purchase order previously issued to Kessler Environmental Excavating in the amount of \$3,370.00 be increased by \$5,575.25, resulting in a total amount of \$8,945.25 for additional labor and equipment costs incurred in the cleaning of underground storage tanks. This vendor meets all requirements of the contract compliance provisions. Funds are available in the Sewer Operation and Maintenance Account No. 590 4830 861 8005.
4. Recommending that payment be made to Carrier and Gable in the amount of \$8,364.00 for the emergency purchase of traffic signal equipment. This vendor meets all requirements of the contract compliance provisions. Funds are available in the Traffic Engineering Parts and Supplies Account No. 202 4621 791 7330.
5. Recommending the issuance of individual purchase orders of varying amounts up to \$500,000 to Spicer Group, Wade Trim, Rowe, Inc. and William A. Kibbe & Associates for general engineering services pursuant to the agreements approved by Council on June 19, 2006. These individual purchase orders will be issued during FY 2008 and FY 2009. Further recommend that the City Engineer be authorized to approve and issue individual purchase orders of varying amounts up to the authorized amount of \$500,000 during this time period. These vendors meet all requirements of the contract compliance provisions. Funds are budgeted in various capital improvement and operation accounts.

INTRODUCTION OF ORDINANCES:

CONSIDERATION AND PASSING OF ORDINANCES:

RESOLUTIONS:

1. Authorizing the sale of alcoholic beverages at the Children's Zoo at Celebration Square for a fundraising event to be held June 21, 2007.

UNFINISHED BUSINESS:

MOTIONS AND MISCELLANEOUS BUSINESS:

Darnell Earley  
City Manager

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Navy Operational Support Center Memorandum of Understanding

**Manager's Recommendation:**

I recommend approval of the Memorandum of Understanding between the City of Saginaw ("City") and the Navy Operational Support Center ("NOSC"). The Memorandum of Agreement has been approved by me as to substance and the City Attorney as to form. Further, it is requested that the Chief of Police be authorized to sign the Memorandum.

**Justification:**

The NOSC submitted a Memorandum of Understanding which sets forth the security support the Saginaw Police Department ("SPD") would provide to the NOSC. Specifically, the SPD will advise the Commanding Officer of Navy Operational Support or his representative of any unusual activities that may affect the NOSC. Further, the NOSC will advise the City of any change in conditions which will require the City to provide additional support to its security force, such as emergencies or special events. Also, in the event of an emergency, possible terrorist act or handling or dismantling of explosive devices, the NOSC will contact the SPD for assistance.

**Council Action:**

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

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Emergency purchase of traffic signal equipment

**Manager's Recommendation:**

I recommend that payment be made to Carrier and Gable, Farmington Hills, Mi, in the amount of \$8,364.00 for the emergency purchase of traffic signal equipment.

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

Funds for this equipment are available in the Traffic Engineering Parts and Supplies Account No. 202-4621-791.73-30.

**Justification:**

On January 17, 2007 and February 1, 2007, two separate traffic accidents occurred in the City of Saginaw, which caused significant damage to the traffic signal equipment at the intersections of 6<sup>th</sup> Ave. at Wadsworth Ave., and Holland Ave. at Sheridan Ave. An emergency purchase order was obtained from the Purchasing Division for the equipment needed to repair these intersections. Police reports were obtained, and claims are being filed with the involved insurance carriers to recover the City of Saginaw's expenses for these repairs. Carrier and Gable is the sole supplier for this equipment.

**Council Action:**

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

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Cleaning of Underground Storage Tanks

**Manager's Recommendation:**

I recommend that the purchase order previously issued to Kessler Environmental Excavating in the amount of \$3,370.00 be increased by \$5,575.25, resulting in a total amount of \$8,945.25 for the cleaning of underground storage tanks.

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

Funds for this purchase are available in the Sewer Operation and Maintenance Account No. 590-~~4830-8611~~.-80-05.~~05-5311-711-8005~~

**Justification:**

Kessler Environmental Excavating cleaned the two (2) underground ferrous sulfate (waste acid) storage tanks at the WWTP on February 28 and March 1, 2007. These tanks are 10' in diameter and 55' in length, with a single access point at the north end of each tank. The original estimation of sediment depth in the tanks was based on levels encountered at the north end of each tank. Sediment amounts in the tanks were more than anticipated, due to the levels being much higher at the south end of each tank. In addition, each tank was found to have a stiffener/baffle at the midpoint, which hampered efforts to remove the sediment. As a result, Kessler Environmental Excavating incurred additional labor and equipment costs. The vendor has provided documentation to the Purchasing Department and the Wastewater Treatment Division to justify the additional costs.

**Council Action:**

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

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Authorization to Allow the Sale and Consumption of Alcoholic Beverages at the Children's Zoo at Celebration Square

**Manager's Recommendation:**

I recommend approval of the attached resolution authorizing the sale and consumption of alcoholic beverages at the Children's Zoo at Celebration Square ("Zoo") during the "Moo at the Zoo" event, a fundraiser for the new "Barnyard" exhibit to be held June 21, 2007 from 6:00 p.m. – 9:00 p.m.

**Justification:**

On June 21, 2007, the Zoo is hosting a fundraiser event to celebrate the new "Barnyard" exhibit. The Zoo has requested the City to allow them to sell alcoholic beverages to its guests for consumption during these special events. Title XIII, Section 132.01(C) of the Saginaw Code of Ordinances states that City Council can authorize the consumption of alcoholic beverages on public property if the vendor provides the following to the City:

- (1) The precise location where said beverages are to be sold and consumed;
- (2) The dates and times for said activities;
- (3) A proper state license for the sale and consumption of alcoholic beverages at the place and times listed in subsection (1) and (2) above;
- (4) Adequate public liability and property damage insurance for the benefit of the City with a company licensed to sell insurance by the state;
- (5) Such other insurance as the City Council deems adequate for the benefit of the City;
- (6) Adequate personnel to control the premises where the alcoholic beverages are to be sold and consumed; and
- (7) Such other reasonable requirements as City Council deems appropriate.

# COUNCIL COMMUNICATION

Saginaw Valley Zoological Society (“Zoological Society”) will be providing the alcoholic beverages at the “Moo at the Zoo”. The Society will provide the proper documents to the City by May 23, 2007. If the Zoological Society fails to provide the documentation, it will not be allowed to sell alcoholic beverages at the Zoo on June 21, 2007. The City will set insurance requirements and all insurance certificates must be reviewed and approved by the City Attorney.

**Council Action:**

This Council Communication is for explanation of the resolution and requires no separate approval.



# COUNCIL COMMUNICATION

## RESOLUTION TO PERMIT THE SALE OF ALCOHOLIC BEVERAGES ON PUBLIC PROPERTY

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

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

WHEREAS, the Children's Zoo at Celebration Square ("Zoo") plans to host a fundraiser to celebrate the new "Barnyard" exhibit.

WHEREAS, the Zoo has requested that it be allowed to sell alcoholic beverages to its guests at the Zoo; and

WHEREAS, City Council can provide authorization for consumption of alcoholic beverages on public property; and

WHEREAS, the Zoo must provide certain documents prior to the event.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Saginaw hereby authorizes the consumption of alcoholic beverages on public property during the "Moo at the Zoo" event to be held June 21, 2007 at the Children's Zoo at Celebration Square, provided the Zoo provides the mandatory information listed in Title XIII, Section 132.01(C) of the Saginaw Code of Ordinances no later than May 23, 2007 to the proper City officials.

BE IT FURTHER RESOLVED, if the Zoo does not provide the documents by the stated date, it will not be allowed to sell alcoholic beverages during the event on June 21, 2007.

BE IT FURTHER RESOLVED, that the City will set all insurance requirements and all insurance certificates must be reviewed and approved by the City Attorney.

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Engineering Professional Services

**Manager's Recommendation:**

I recommend the issuance of individual purchase orders of varying amounts up to \$500,000.00 for engineering services pursuant to the agreements approved by Council on June 19, 2006. The individual purchase orders will be issued during FY 2008 between July 1, 2007 and June 30, 2008 and FY 2009 during July 1, 2008 and June 30, 2009. Further, it is recommended that the City Engineer be authorized to approve and issue individual purchase orders of varying amounts up to the authorized amount of \$500,000.00 during this time period.

Each vendor meets all requirements of the Contract Compliance Provisions, Title 1, Chapter 14, §14.35 - 14.44, of the Saginaw Code of Ordinances. Funds for these services are budgeted in various Capital Improvement and Operation Accounts.

**Justification:**

On June 19, 2006, Council approved agreements between the City and Spicer Group, Wade Trim, Rowe Incorporated and William A. Kibbe & Associates for general engineering services. The terms of the agreements were for three years, July 1, 2006 through June 30, 2009. The services of the firms are necessary to support City engineering staff to carry out the duties and responsibilities of the Engineering Division whenever workload demands the addition of the consultant's staff and expertise. The City Engineer will distribute work between the four firms on a rotational basis for small projects and distribute work on a competitive basis for larger projects.

**Council Action:**

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

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** City Wide Letterhead, Envelopes & Business Cards

**Manager's Recommendation:**

I recommend that the bid from TBF Graphics be accepted and a purchase order be issued in the amount of \$7,604.50 for fiscal year 2007-08 and \$7,840.00 for fiscal year 2008-09, totaling \$15,444.50. This vendor meets all requirements of the Contract Compliance Provisions, Title 1, Chapter 14, §14.35-14.44, of the Saginaw Code of Ordinances.

Funds for this purchase are available in the various departmental printing budgets.

**Justification:**

Bids for letterhead, envelopes and business cards were opened on April 17, 2007, with the following results:

<u>COMPANY</u>	<u>TOTAL YEAR #1</u>	<u>TOTAL YEAR #2</u>
TBF Graphics Saginaw ( in-City)	\$7,604.50	\$7,840.00
Dornbos Printing Saginaw (in-City)	\$9,322.00	\$9,788.00
Total Business Systems Saginaw (out-City)	\$10,467.29	\$10,991.45
Office Max Saginaw (out-City)	\$15,486.00	\$15,726.00
Lightning Printing Saginaw (out-City)	\$16,904.25	\$18,476.47

# COUNCIL COMMUNICATION

It should be noted the proposals listed above are based on citywide usage counts and may vary depending on actual usage. TBF Graphics will be given one large citywide order for letterhead, envelopes and business cards and will print them all at once as this is the most cost affective way. The City will be billed (by department) for the total order. Those departments with larger volumes of either item can request quantities from TBF on an as-needed basis or store their total order in the old Central Stores office supply room located in the basement of City Hall.

**Council Action:**

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