

Council Agenda

May 10, 2010, 6:30 p.m., Council Chamber

PLEASE NOTE: There will be a **Committee of the Whole beginning at 4:00 p.m. in the Council Chamber.** There will be an overview of departments by the following: Department of Development by Odail Thorns, Director; Technical Services Department by Jeff Kloplic, Director; Fiscal Services, by Tim Morales, Assistant City Manager for Administrative Services; Water Treatment Plant, Wastewater Treatment Plant, and the Instruments and Controls Division by Kim Mason, Deputy Director of Public Services.

PRAYER AND PLEDGE OF ALLEGIANCE

ROLL CALL

CORRECTION AND APPROVAL OF MINUTES OF PRECEDING SESSIONS:

ANNOUNCEMENTS:

Tim Ninemire, Saginaw County Community Mental Health Department, to accept proclamation designating May as Mental Health month in the City of Saginaw.

PUBLIC HEARINGS:

PERSONAL APPEARANCES:

REMARKS OF COUNCIL:

PETITIONS:

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

REPORTS FROM MANAGER:

Management Update:

Tom Darnell, Director of Public Services, will give an overview of the Public Services Department's budget.

Beth Church, Personnel Generalist, will review the complement changes.

Recommended Actions:

1. Recommending approval of the Agreement with Charles Blockett, Jr. and Associates, Inc., Human Resource Consultant to conduct a nationwide executive search for the Assistant City Manager for Public Safety, and to authorize the City Manager or his designee to execute that and all related documents. Blockett and Associates have provided similar search services in the past for the Fire Chief and Director of Fiscal Services. Blockett and Associates will charge a professional fee of \$16,000.00 to conduct the search. The City will pay for the customary additional expenses of advertising, mailings, reference checks, and travel for finalist candidates to visit Saginaw. Funds are available in the Office of Employee Services Account, No. 101 1725 701 8001.
2. Recommending that the Agreement with CSX Transportation (CSXT) be approved. The term of the Agreement is for two years and seven months. The City annually cuts the grass and picks up trash on vacant lots. CSXT is an absent landowner and does not hire anyone to cut the grass or pick up trash. Pursuant to the terms of the Agreement, CSXT authorizes the City to cut the grass and pick up trash and it will pay the City for its services. This Agreement has been approved by the City Manager as to substance and the City Attorney as to form.
3. Recommending that a maintenance agreement be approved with I.T.I. to maintain and support the fire department's VOIP phone system. The fire department is updating its current analog phone system to an Internet based voice communication system that will allow it to be incorporated with the City's digital phone system. The contract is subject to the approval of the City Manager as to substance and the City Attorney as to form.
4. Recommending that the Lease Agreement between Lease Corporation of America and the City of Saginaw be approved. The term of the Agreement is five years and the monthly charge is \$402.94. The annual amount is \$4,835.28. The City of Saginaw is in the process of updating the fire stations analog phone system to Internet Voice Over IP technology. Voice Over IP utilizes Internet network technology for transmissions of voice communications. This new technology will allow the rest of the City to eventually move from the current digital voice communication delivery to an Internet based system. Funds are budgeted in the Fire Department's Other Services/Equipment Rental Account, No. 658 1720 711 8050.
5. Recommending that payment be made to Pro-Tech Cabling Systems, Inc. in the amount of \$6,800.00 to cut, splice and route fiber optic cabling underground due to construction on East Genesee Avenue. The City fiber optic communications line to the Central Fire Station and to the Wastewater Treatment Plant crosses

over Genesee Avenue, which is currently under construction. As a requirement for this construction, no overhead lines are allowed to cross over East Genesee in this area of work, which includes the City's fiber optic line. Funds are budgeted in the Information Services Operating Services Account, No. 658 1720 711 8005.

6. Recommending acceptance of the low proposal from John E. Green Co. in the amount of \$42,000.00 and that a contract be awarded to them in that amount to upgrade piping at the Gratiot Booster Station. The work is necessary to resolve cavitation issues related to the storage pumps at the station. The improvements will provide better service and reliability to Thomas Township and Hemlock Semiconductor. Funds are budgeted in the Water Surplus Capital Outlay Repairs and Replacements Account, No. 591 4740 881 9720. Hemlock Semiconductor will reimburse the City of Saginaw for 100% of the cost of this project.

INTRODUCTION OF ORDINANCES:

CONSIDERATION AND PASSING OF ORDINANCES:

RESOLUTIONS:

UNFINISHED BUSINESS:

MOTIONS AND MISCELLANEOUS BUSINESS:

Darnell Earley
City Manager

COUNCIL COMMUNICATION

From: The City Manager

Subject: Pro-Tech Cabling Systems - East Genesee Construction

Manager's Recommendation:

I recommend that payment be made to Pro-Tech Cabling Systems, Inc., in the amount of \$6,800 to cut, splice and route fiber optic cabling underground due to construction on East Genesee Avenue.

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 payment are budgeted and available in Information Services Operating Services Account, Number 658-1720-711.80-05.

Justification:

The City fiber optic communications line to the Central Fire Station and to the Wastewater Treatment Plant crosses over Genesee Avenue, which is currently under construction. As a requirement for this construction, no overhead lines are allowed to cross over East Genesee in this area of work, which includes the City's fiber optic line. This line carries phone and computer network service to both locations and is important that these services be restored quickly. Fiber optic cable is highly specialized work requiring special equipment and training. Pro-Tech Cabling Systems, Inc., performed the initial installation of the cable and has also satisfactorily performed fiber moves and repairs for the City when necessary.

Council Action:

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

COUNCIL COMMUNICATION

From: The City Manager

Subject: CSX Transportation Agreement

Manager's Recommendation:

It is recommended that the Agreement with CSX Transportation ("CSXT") be approved. The term of the Agreement is for two years and seven months. The Agreement will terminate on December 31, 2010. It has been approved by the City Manager as to substance and the City Attorney as to form.

Justification:

The City annually cuts the grass and picks up trash on vacant lots. CSXT is an absent landowner and does not hire anyone to cut the grass or pick up trash. Whenever the City cuts the grass or picks up trash on CSXT's lots, it sends CSXT an invoice, which the company immediately pays. Pursuant to the terms of the Agreement, CSXT authorizes the City to cut the grass and pick up trash and it will pay the City for its services. Furthermore, the Agreement contains a mutual indemnification clause. The clause states that if someone is injured on the property, that both parties will indemnify and hold each other harmless for actions committed by their respective employees.

Council Action:

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

COUNCIL COMMUNICATION

From: The City Manager

Subject: WTP Gratiot Station Suction Piping Improvements

Manager's Recommendation:

I recommend that the low proposal from John E. Green Co., in the amount of \$42,000.00 be accepted and a contract awarded to them in that amount. Contract documents forwarded herein, (City Clerk's File _____) have been signed by the contractor. The contract is subject to approval by me as to substance and the City Attorney as to form.

This vendor meets all requirements of §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 Water Surplus Capital Outlay Repairs and Replacements Account, Number 591-4740-881.97-20.

Justification:

On April 28 and 30, 2010 proposals were received from J.E. Johnson and John E. Greene Mechanical contractors respectively. They are respected and capable mechanical contractors in the area and were asked to provide proposals directly to Spicer Engineering. These actions were necessary to meet timeline concerns. It would be beneficial to the operation of the water system if the proposed work could be coordinated with the Gratiot Booster Station Blast and Paint project. The ground storage tank will be drained at this time making the work possible with minimal service interruption and prior to high demand periods for water supply. The work is necessary to resolve cavitation issues related to the storage pumps at the station. The piping is

COUNCIL COMMUNICATION

being up-sized and connections made to the fill line, which will act as a second suction line and add redundancy to the station operation. The improvements will provide better service and reliability to Thomas Township and Hemlock Semiconductor. Hemlock Semiconductor will be reimbursing the City of Saginaw for one hundred percent (100%) of the cost of this project.

Following is a tabulation of the proposals received:

John E. Green Co. Saginaw, MI	\$ 42,000.00
J.E. Johnson Inc. Midland, MI	\$ 54,800.00

Council Action

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

COUNCIL COMMUNICATION

From: The City Manager

Subject: I.T.I Maintenance Agreement for Voice Over Internet Protocol (VOIP).

Manager's Recommendation:

I recommend that a maintenance agreement be approved with I.T.I to maintain and support the Fire Departments VOIP phone system. The contract is subject to approval by me as to substance and the City Attorney as to form and I request that the proper city official be authorized to execute the same.

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 Fire Department is updating its current analog phone system to an Internet based voice communication system that will allow it to be incorporated with the City's digital phone system. Currently, the Fire Department is on an outdated analog phone system that does not allow its integration into the City's digital system. Updating to an Internet based voice transmission system will allow the Fire Department to utilize programming capabilities, direct dialing, higher voice quality and will be on the same maintenance and support system as the rest of the City. The City will also be able to utilize the technology and infrastructure backbone in the future when it switches from its digital system to the Internet based system.

Council Action:

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

COUNCIL COMMUNICATION

From: The City Manager

Subject: Lease Corporation of America (LCA), lease agreement for Voice Over Internet Protocol (VOIP) phone system for the Fire Department.

Manager's Recommendation:

I recommend that the Lease Agreement ("Agreement"), between Lease Corporation of America (LCA) and the City of Saginaw be approved. The term of the Agreement is five years. The monthly charge is \$402.94 and the annual amount is \$4,835.28. Currently the Fire Department pays \$462.00 per month. We will see a reduction of \$59.06. I have approved the Lease Agreement, terms and conditions 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 are budgeted in the Fire Department's Other Services Account, Number 658-1720-711-8050.

Justification:

The City of Saginaw ("City") is in the process updating the fire stations analog phone system to Internet Voice Over IP technology. Voice Over IP utilizes Internet network technology for transmission of voice communications. This new technology will allow the rest of the City to eventually move from the current digital voice communication delivery to an Internet based system. The City's current phone provider is ITI. They maintain and provide warranty work on our existing system and for this reason the competitive bid process was not utilized. ITI will implement and train Technical Service staff to manage and maintain the new system.

Council Action:

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

COUNCIL COMMUNICATION

From: The City Manager

Subject: Approval of Agreement for Assistant City Manager for Public Safety Search

Manager's Recommendation:

I recommend approval of the Agreement with Charles Blockett, Jr. and Associates, Inc., Human Resource Consultant to conduct a nation-wide executive search for the Assistant City Manager for Public Safety, and to authorize the City Manager or his designee to execute that and all related documents. The Agreement has been approved by the City Manager as to content and the City Attorney as to form.

Justification:

Blockett and Associates have provided similar search services in the past for the Fire Chief and the Director of Fiscal Services. Blockett and Associates will charge a professional fee of \$16,000 to conduct the search. The City will pay for the customary additional expenses of advertising, mailings, reference checks, and travel for finalist candidates to visit Saginaw.

Funds are available within the Office of Employee Services Professional Services Account, No. 101-1725-701-80-01.

Council Action:

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