

# Council Agenda

July 25, 2016 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:

## CONSENT AGENDA:

1. Approve the July 11, 2016 regular council meeting minutes.
2. Approve the amendments to the FY 2017 Approved Budget to recognize any changes that have occurred during the July period.
3. Approve the HOME Grant Agreement from the Department of Housing and Urban Development for FY 2017 for the HOME Investment Partnership Program for \$320,079.
4. Approve the HOME Subrecipient Contracts for FY 2017 for operating expenses and various rehabilitation activities in the amount of \$320,079.
5. Approve the Emergency Solutions Grant Agreement from the Department of Housing and Urban Development for FY 2017 in the amount of \$183,056.
6. Approve the Emergency Solutions Grant Subrecipient Contracts for FY 2017 to five organizations providing shelters and transitional housing for the homeless in the amount of \$187,803.15, which includes \$4,747.15 of prior year funds.
7. Approve the Community Development Block Grant Agreement from the Department of Housing and Urban Development for FY 2017 for \$1,987,374, which includes prior year funds.
8. Approve the Community Development Block Grant Subrecipient Contracts and Memorandums of Understanding for FY 2017 with various organizations for housing,

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economic development, public improvements, and public service activities in the amount of \$2,396,562.

9. Approve a purchase order to Dossier Systems, Inc. for \$2,865 Dossier Customer Management software for the Garage Division.
10. Approve a purchase order to Dossier Systems, Inc. for \$4,400 for onsite training of Dossier Fleet Management Software for the Municipal Garage and Technical Services staff.
11. Approve a purchase order to Bentley Systems, Inc. for \$6,374 for the annual renewal of Water GEMS hydraulic water modeling software for the Water Treatment and Maintenance and Service Division.
12. Approve a purchase order to Michigan Cat for \$11,812.32 for a 2016 LeeBoy L250 Tack Coat Distributor for the Maintenance and Service Division
13. Approve ratification of emergency purchase order no. 499366, and payment to Engel's Auto Body for \$7,090.06 for repairs to Police Patrol Impala No. 90-1162.
14. Approve the Resolution authorizing the use of amplifying equipment during the "Pop the Polls" event on Hamilton Street on August 21, 2016 from 3:00 p.m. to 11:30 p.m.
15. Approve a purchase order to Inficon for \$51,809 for a CMS5000 Gas Chromatograph Spectrophotometer for use at the Water Treatment Division

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

1. Acknowledge the Mayoral reappointment of Larry Campbell to the Saginaw Housing Commission with a term to expire September 30, 2021.

## INTRODUCTION OF ORDINANCES:

## 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 AVE., 989.759.1480.

City of Saginaw, MI  
1315 S. Washington Ave.  
989.399.1311

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A REGULAR MEETING OF THE COUNCIL OF THE CITY OF SAGINAW, MICHIGAN, HELD MONDAY, JULY 11, 2016, AT 6:30 P.M. IN THE COUNCIL CHAMBER AT CITY HALL, 1315 SOUTH WASHINGTON AVENUE, SAGINAW, MICHIGAN.

PRAYER AND PLEDGE OF ALLEGIANCE

Mayor Browning offered a moment of silence, 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: Dan Fitzpatrick, Demond Tibbs, Brenda Moore, Michael Balls, Clint Bryant, and Mayor Dennis Browning: 6. Council Members absent: Annie Boensch, Mayor Pro Tem Floyd Kloc, and Larry Coulouris: 3.

ANNOUNCEMENTS

City Clerk Janet Santos announced that applications for an absentee ballot, nominating petitions for City Council and the Saginaw Public School District Board, are available during regular business hours at the City Clerk's Office.

Mayor Browning presented certificates of recognition to Saginaw Career Complex students for their achievements at the 2016 National ProStart Invitational and the SkillsUSA National Competition.

PERSONAL APPEARANCES

The following personal appearances addressed City Council: Ray Castillo, Corneathia Harvey, and Gary Beckert.

REMARKS OF COUNCIL

Remarks were heard from the following Council Members: Tibbs, Fitzpatrick, Bryant, Balls, Moore, and Mayor Browning.

REPORTS FROM CITY MANAGER

City Manager Tim Morales provided informational updates on meetings and departmental projects.

*Council Member Bryant left the meeting at 7:26 p.m. and returned at 7:29 p.m.*

Manager Morales introduced Office of Management and Budget Director Yolanda Jones. Ms. Jones presented information regarding the LSL Planning professional services agreement to develop a form based zoning code for the Riverfront Mixed Use District.

*Council Member Balls left the meeting at 7:31 and returned at 7:34 p.m.*

CONSENT AGENDA:

1. Approve the minutes from the June 20, 2016 special meeting, closed session, and regular Council meeting.
2. Approve Petition 16-14 for the Saginaw African Cultural Festival Committee to erect banners located at South Michigan and West Genesee Avenue from July 18 through August 15, 2016 to promote the Saginaw African Cultural Festival Weekend.

3. Approve the Professional Services Agreement with LSL Planning and a purchase order for \$7,000 to develop a form based zoning code for the Riverfront Mixed Use District.
4. Approve the subscription agreement with Emergency Services Marketing Corp., Inc. for \$785 for FY 2017; and for \$735 for FY 2018 and FY 2019 pending budget approvals, for "I am Responding" notification services for the Fire Department.
5. Approve a blanket purchase order to Douglass Safety Systems, LLC, a sole source, for \$18,000 for turnout gear for the Fire Department.
6. Approve a blanket purchase order to Douglass Safety Systems, LLC, a sole source, for \$10,000 for ISI-SCBA parts for the Fire Department.
7. Approve a blanket purchase order to Douglass Safety Systems, LLC, a sole source, for \$10,000 for Micro-Blaze Out Foam for the Fire Department.
8. Approve a purchase order to SMAC Testing, Inc. for \$29,942.50 for FY 2017, FY 2018 and FY 2019, pending budget approvals, for road resurfacing testing services.
9. Approve the Professional Services Agreement with BM Construction Consultants for \$130,000 for Construction Inspection Services during the 2017 construction season.
10. Approve a purchase order to Bourdow Contracting for \$39,396.50 for FY 2017; and for \$41,093 for FY 2018 pending budget approval, for the annual supply of topsoil.
11. Adopt the Resolution to approve Cost Agreement No. 16-5362 with the Michigan Department of Transportation for road reconstruction work on North Hamilton Street from Court Street to Madison Street.
12. Approve the blanket purchase orders to various vendors for a total amount of \$22,457.36 for various motor vehicle fluids for garage inventory for the Motor Pool Operations Garage Division.
13. Approve a purchase order to AIS Construction Equipment Company for \$33,583.20 for a 2016 Husqvarna Concrete Saw for the Maintenance & Service Division.
14. Approve to change the vendor name on purchase order no. 498900 from George Instrument Company to Magnetrol International, Inc.

Moved by Council Member Moore, seconded by Council Member Fitzpatrick to approve consent agenda items 1 through 3, 5 through 7, and 11 through 14, as presented. 6 ayes, 0 nays, 3 absent. Motion approved.

Moved by Council Member Fitzpatrick, seconded by Council Member Moore to approve consent agenda item 4 as presented. 6 ayes, 0 nays, 3 absent. Motion approved.

Moved by Council Member Fitzpatrick, seconded by Council Member Moore to approve consent agenda item 8 as presented. 6 ayes, 0 nays, 3 absent. Motion approved.

Moved by Council Member Balls, seconded by Council Member Fitzpatrick to approve consent agenda item 9 as presented. 6 ayes, 0 nays, 3 absent. Motion approved.

Moved by Council Member Balls, seconded by Council Member Moore to approve consent agenda item 10 as presented. 6 ayes, 0 nays, 3 absent. Motion approved.

REPORTS FROM BOARDS; COMMISSIONS AND COMMITTEES, AND  
APPOINTMENT OF BOARD AND COMMISSION MEMBERS

Moved by Council Member Tibbs, seconded by Council Member Fitzpatrick to approve the following items as presented:

- Approve the Mayoral reappointment of Richard Spitzer to the Saginaw Economic Development Commission with a term to expire June 30, 2019.
- Approve the Council appointment of Bonnie Arnst to the Human Planning Commission with a term to expire December 31, 2018.
- Approve the Council appointment of David Riddick to the Income Tax Board of Review for an indefinite term.

6 ayes, 0 nays, 3 absent. Motion approved.

Moved by Council Member Tibbs, seconded by Council Member Bryant to approve the Mayoral appointment of Debbie Vasquez to the Saginaw Economic Development Commission with a term to expire June 30, 2018. 6 ayes, 0 nays, 3 absent. Motion approved.

CONSIDERATION AND PASSING OF ORDINANCES

Moved by Council Member Fitzpatrick, seconded by Council Member Moore to adopt an Ordinance to amend Chapter 34, "Elections," of Title III, "Administration," of the City of Saginaw Code of Ordinances, O-1. 6 ayes, 0 nays, 3 absent. Motion approved.

ADJOURNMENT

Moved by Council Member Bryant, seconded by Council Member Fitzpatrick to adjourn the meeting at 8:00 p.m. 6 ayes, 0 nays, 3 absent. Motion approved.

Janet Santos, CMMC/CMC/MMC  
City Clerk

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**From:** Timothy Morales, City Manager  
**Subject:** 2016/2017 July 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 within the month of July.

**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 1<sup>st</sup> period 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 \$5,467, from \$31,923,052 to \$31,928,519.

- In the Office of the City Manager, the part time salaries (101-1710-708.000) and FICA (101-1710-715.017) accounts are requested to be increased by \$3,600 and \$276 respectively. This increase is to reflect the carry-over of funds to employ an intern for the next 24 weeks. This increase in expenditures will be offset by an increase to the General Fund's Fund Balance Account No (101-0000-989.000) by the same amount.
- During FY 2016, Community Public Safety – Fire sold a surplus fire department vehicle on GovDeals. This resulted in additional revenues of \$1,591. As a result of this sale the department would like to recognize these funds in FY 2017. Therefore, the General Fund's Sale of Property/Fire Department Account No (101-0000-673.004) should be increased by \$1,591. Furthermore, to offset the increase in revenues, the Community Public Safety – Fire, Fire Operation Division's Parts and Supplies Account No (101-3551-742.000) should be increase by the same.

The Major Street Fund (202) should be increased from \$6,349,528 to \$6,734,565, which equates to a \$385,037 increase. This increase is to recognize the reimbursement from Michigan Department of Transportation (MDOT) for the resurfacing of M-13 (Washington Avenue) from Janes Avenue to Ezra Rust Drive. Funds for this project will

be recognized in the Major Street Fund's Reimbursement Account No (202-0000-676.000). To offset the increase in revenues will be an increase to the Major Street Fund, Street Project Division's Street Resurfacing Account No (202-4614-821.000) by the same amount.

The Department of Justice (DOJ) – JAG Grant (263) should be increased from \$3,563 to \$44,452. This represents a \$40,889 increase from the approved budgeted levels. In June of this year, the city was notified that we were a recipient of the 2016 Byrne JAG Grant. The city was required to enter into an Interlocal Agreement with Saginaw County. The total amount of the grant is \$81,777 which must be shared between the city and county. The city's portion equates to \$40,889. These funds will be recognized in the DOJ – JAG Grant Fund's JAG 2016 Account No 263-0000-501.033. To offset this increase in revenues, the JAG 2016 Vehicle Account No (263-3335-982.000) will be increased by the same.

The Drug Forfeiture Fund (264) should be increased from \$62,956 to \$127,956. This represents a \$65,000 increase from the 2017 approved budget. This increase is primarily due to resolution of one of the pending cases. These funds will be recognized in the Drug Forfeiture Fund's State Forfeiture Account No (264-0000-655.010). To offset this increase in revenues will be an increase in the Drug Forfeiture's Parts and Supplies Account No. (264-3040-742.000) by the same amount.

The Micro Loan Fund (281) should be increased from \$0 to \$425,587. This increase represents funds that are in the cash account as of June 30, 2016 that will be utilized to cover additional cost incurred in the Neighborhood Stabilization Program Fund II. These funds will be recognized in the Micro Loan Fund's Use of Fund Equity Account No (281-0000-989.000). To offset this increase, the Micro Loan Fund's Transfer to Other Funds Account No (281-9660-279.000) will be increased by the same.

**Council Action:**

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



**From:** Timothy Morales, City Manager  
**Subject:** HUD HOME Investment Partnership Program Grant Agreement  
**Prepared by:** Leticia Trevino, CDBG Specialist

**Manager’s Recommendation:**

I recommend that the City Council approve the HOME Grant Agreement for FY 2016-17 in the amount of \$320,079. This agreement has been approved by the City Manager as to substance and the City Attorney as to form. Further, it is recommended that the Mayor or his designee be authorized to sign the agreement.

**Justification:**

The City of Saginaw has received a Grant Agreement from the Department of Housing and Urban Development (HUD) for FY 2017 for the HOME Investment Partnership Program. The funding agreement is in the amount of \$320,079. The City will use \$240,000 for the single-family, owner-occupied residential grant program for very low-income homeowners. In addition, Habitat for Humanity will use \$65,079 for rehabilitation of houses, and \$15,000 for operating fees in conjunction with these activities.

In accepting this grant agreement, the City agrees that it will comply with all the terms and conditions of the agreement, applicable laws, regulations, and all other requirements of HUD now or hereafter in effect pertaining to the HOME Investment Partnership Grant Program and other applicable laws. These conditions are also made a part of all contracts with third parties or subgrantees financed with HOME monies.

**Council Action:**

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

**From:** Timothy Morales, City Manager

**Subject:** HUD HOME and Community Housing Development Organization (CHDO) Subrecipient Contracts

**Prepared by:** Leticia Trevino, CDBG Specialist

**Manager's Recommendation:**

I recommend that City Council approve the HOME Subrecipient Contracts for FY 2016-17 in the amount of \$320,079. The contracts have been approved by the City Manager as to substance and the City Attorney as to form. Further, it is recommended that the Mayor or his designee be authorized to sign the contracts.

**Justification:**

Transmitted herewith are two (2) contracts from the HOME Program, which would include the purchase of materials for rehabilitation of property, and operation expenses. The following information outlines the scope of activity and funding level for projects under contract with the City.

1. Residential Grants for Owner Occupied Houses \$240,000  
This activity is rehabilitating owner-occupied homes. The homeowners must be of low and moderate income levels. The activity will be administered and operated through the Community Development Block Grant Division.
  
2. CHDO Operating Expenses \$15,000  
This activity is administered by Habitat for Humanity. It provides operating funds for Habitat to act as the Community Housing Development Organization (CDHO) for the City of Saginaw.
  
3. Habitat for Humanity Rehabilitation \$65,079  
This activity will be administered by Habitat for Humanity. They will dedicate these funds to full rehabilitation of houses that are homeowner occupied in the City of Saginaw.

Council approved the City's submission to the Department of Housing and Urban Development (HUD) for these funds on March 14, 2016.

**Council Action:**

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

**From:** Timothy Morales, City Manager  
**Subject:** Emergency Solutions Grant (ESG) Agreement  
**Prepared by:** Leticia Trevino, CDBG Specialist

**Manager's Recommendation:**

I recommend that the City Council approve the Emergency Solutions Grant (ESG) Agreement for FY 2016-17 in the amount of \$183,056. This grant agreement has been approved by the City Manager as to substance and the City Attorney as to form. Further, it is recommended that the Mayor or his designee be authorized to sign the agreement.

**Justification:**

The City of Saginaw has received a grant agreement from the Department of Housing and Urban Development (HUD) for FY 2017 for the Emergency Solutions Grant (ESG) Program. The funding agreement is in the amount of \$183,056. This is the City's entitlement amount approved by the federal government.

The activities referred to in the funding agreement include all the activities listed in the submission and approved by the City Council on March 14, 2016.

In accepting this grant agreement, the City agrees that it will comply with all the terms and conditions of the agreement, applicable laws, regulations, and all other requirements of HUD now or hereafter in effect pertaining to the ESG Program and other applicable laws. The agreement is for an eighteen (18) month period that begins on July 1, 2016 and will terminate on December 31, 2017. In accepting this grant agreement, the City also agrees that it will comply with standard federal regulations on employment and training of area residents, affirmative action in hiring employees, equal employment opportunity and third-party agreements. These conditions are also made part of contracts with third parties or subgrantees financed with ESG monies.

**Council Action:**

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

**From:** Timothy Morales, City Manager  
**Subject:** HUD Emergency Solutions Grant (ESG) Subrecipients Contracts  
**Prepared by:** Leticia Trevino, CDBG Specialist

**Manager's Recommendation:**

I recommend that City Council approve the Emergency Solutions Grant (ESG) Subrecipient Contracts for FY 2016-17 in the amount of \$187,803.15 which includes \$4,747.15 of prior year funds. The contracts have been approved by the City Manager as to substance and the City Attorney as to form. Further, it is recommended that the Mayor or his designee be authorized to sign the contracts.

**Justification:**

Transmitted herewith are six (6) contracts from the ESG Program to provide \$187,803.15 in assistance to organizations providing shelter and transitional housing for the homeless. The following information outlines the scope of activity and funding level for each project under contract with the City:

1. Underground Railroad \$42,540  
This activity is operated by Underground Railroad, Inc. These funds will be used to supplement the agency in funding the maintenance costs of the emergency shelter including: operating utilities, food, supplies, professional fees, communication costs, transportation and furnishings for the facility.
2. Youth Protection Council \$31,112  
This activity is operated by the Saginaw County Youth Protection Council. The funds will be used to supplement the agency in providing services to three (3) shelters for the homeless: Innerlink Emergency Shelter, Innerlink Transitional Living Program and Teen Parent Services Transitional Living Program.
3. Restoration Community Outreach \$51,607.15  
This activity is operated by Restoration Community Outreach. These funds will be used to supplement the agency in providing emergency housing and supportive services to the homeless, recovering addicts and ex-prisoners reentering the community.
4. United Way of Saginaw Co. HMIS \$17,963  
This activity is administered through the United Way of Saginaw County. This project is the maintenance of the Homeless Management Information System, which is a requirement of HUD for grantees to receive ESG funds. This is a match of funds received directly from HUD.

5. United Way of Saginaw Co. HPRP \$37,496  
This activity is administered through the United Way of Saginaw County. This activity will provide and promote affordable housing, along with improving health and stability in order to increase economic security. They will also work with other agencies in collaborating efforts in homelessness prevention and rapid re-housing which is a requirement of HUD for grantees to receive ESG funds.
  
6. Mustard Seed \$7,085  
Provides Emergency Shelter Services to women and children in the community.

Council approved the City's submission to the Department of Housing and Urban Development (HUD) for these funds on March 14, 2016.

**Council Action:**

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

**From:** Timothy Morales, City Manager  
**Subject:** Community Development Block Grant (CDBG) Agreement  
**Prepared by:** Leticia Trevino, CDBG Specialist

**Manager's Recommendation:**

I recommend that the City Council approve the Community Development Block Grant (CDBG) Agreement for FY 2016-17 in the amount of \$1,987,374 which includes prior year funds. This grant agreement has been approved by the City Manager as to substance and the City Attorney as to form. Further, it is recommended that the Mayor or his designee be authorized to sign the agreement.

**Justification:**

The City of Saginaw has received a grant agreement from the Department of Housing and Urban Development (HUD) for FY 2017 for the CDBG Program. The funding agreement is in the amount of \$1,987,374. This is the City's entitlement amount approved by the federal government.

The activities referred to in the funding agreement include all the activities listed in the submission and approved by the City Council on March 14, 2016.

In accepting this grant agreement, the City agrees that it will comply with all the terms and conditions of the agreement, applicable laws, regulations, and all other requirements of HUD now or hereafter in effect pertaining to the CDBG Program and other applicable laws. The agreement is for a one-year period that begins on July 1, 2016 and will terminate on June 30, 2017. In accepting this grant agreement, the City also agrees that it will comply with standard federal regulations on employment and training of area residents, affirmative action in hiring employees, equal employment opportunity and third-party agreements. These conditions are also made part of contracts with third parties or subgrantees financed with CDBG monies.

**Council Action:**

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

**From:** Timothy Morales, City Manager  
**Subject:** HUD Community Development Block Grant (CDBG) Subrecipients Contracts  
**Prepared by:** Leticia Trevino, CDBG Specialist

**Manager's Recommendation:**

I recommend that City Council approve the Community Development Block Grant (CDBG) Subrecipient Contracts and Memorandums of Understanding for FY 2016-17 in the amount of \$2,396,562 which includes prior year funds. The contracts have been approved by the City Manager as to substance and the City Attorney as to form. Further, it is recommended that the Mayor or his designee be authorized to sign the Contracts and Memorandums of Understanding.

**Justification:**

Transmitted herewith are twenty-four (24) contracts and three (3) memorandums of understanding for housing, economic development, public improvements, and public service activities to be carried out under the City's 43<sup>rd</sup> year of the CDBG Program. The following information outlines the scope of activity and funding level for each project under contract with the City:

1. Saginaw Economic Development Corp \$493,002  
This activity is operated by the Saginaw Economic Development Corporation. It provides funds to make business loans to credit worthy entrepreneurs and firms that wish to start or expand businesses in the targeted areas. Each business loan is based on the number of jobs to be created and made available to low and moderate-income residents in the City. The budget is comprised of entitlement funds, loan repayments, and carryover funds.
  
2. Downtown Development Authority \$65,000  
This activity is operated by the Downtown Development Authority (DDA). These funds will be utilized by the DDA in their efforts to redevelop properties and recruit businesses to Downtown Saginaw.
  
3. Habitat for Humanity Home Maintenance \$9,000  
This activity is operated by Habitat for Humanity in the City of Saginaw. It provides for home maintenance classes for basic plumbing, electrical, interior and exterior repairs. This service is provided to households with income that fall between 30-60% of the area median income for the number of members in their household.

4. Habitat for Humanity Housing Counseling \$9,000  
This activity is operated by Habitat for Humanity in the City of Saginaw. It provides for housing counseling to homeowners. This service is provided to households with income that fall between 30-60% of the area median income for the number of members in their household.
5. Youth Protective Services \$16,441  
This activity is operated by the Saginaw County Youth Protection Council. The program seeks to provide intensive long-term social casework intervention for 20 low to moderate-income families whose personal problems have led to degeneration of the family unit. This activity will not be effective until October 1, 2016, when the current contract expires.
6. Youth Protective Services Teen Parent Support \$16,441  
This activity is operated by the Saginaw County Youth Protection Council. The program seeks to provide assistance directed toward high-risk pregnant and parenting females under the age of 21. Teen Parent Support works to: reduce infant mortality and child abuse, delay subsequent pregnancies, and help young mothers work toward self-sufficiency. This activity will serve 55 clients eligible to be assisted with CDBG funds. This activity will not be effective until October 1, 2016, when the current contract expires.
7. Youth Protection Council (Innerlink) \$10,000  
The shelter is in need of modifications to the facilities security system and the funds will be designated to this effort.
8. Parishioners on Patrol \$9,000  
The purpose of the project is to improve the quality of life of residents within the City. Its members will walk the streets of the City promoting non-violence and engaging with the residents through door-to-door contacts.
9. Major Chords For Minors -Youth Music Education Program \$11,345  
This activity provides free private musical instrument instruction to school age children in grades 3-12. The services are offered to low to moderately low income families in the City of Saginaw.
10. First Ward LACER \$24,190  
This activity is sponsored by First Ward Community Services. The purpose of this program is to implement Literacy Arts Cultural Enrichment and Recreation (LACER) Program. It is an after-school and summer program whose goal is to enhance and expand the number and variety of programs serving youth in the K-12<sup>th</sup> grades and increasing the number of youth who do not have access to positive opportunities in safe environments in the City of Saginaw.



11. First Ward H.I.R.E. \$18,000  
This activity is sponsored by First Ward Community Services. The H.I.R.E. program stands for Helping Individuals Retain Employment. The program is focused on preparing people that are in need with the skills and abilities to be marketable in the workplace and to find jobs. The program targets youth and will provide positive environment and learning opportunities in a safe environment.
12. First Ward Community Senior Center \$5,000  
The Senior Citizens Center provides a place for Senior's to have a nutritious meal, socialize with their peers in a safe and friendly environment.
13. Houghton-Jones Neighborhood Task Force \$27,059  
This organization promotes "community" in their area of the City. The activities they oversee promote and encourage beautification efforts throughout the neighborhood and seek to have a paid staff person to handle the day-to-day operations and oversee event planning with the continued help of volunteers in the community.
14. Friends of Theodore Roethke Literacy Camp \$2,250  
The Child on Top of a Greenhouse Language Arts Review Camp serves as a resource to the community providing tutoring with language arts books.
15. Hearts for the Community (Facility) \$15,000  
The development of the Community outdoor recreational area located in a low to very low income area. The facility will have a pavilion, outdoor walking track, basketball courts and play scape. The funds will be used to purchase materials to continue this project. The facility is monitored and maintained by volunteers from HFTC
16. Hearts for the Community \$5,000  
Provides a Summer Youth Program for youth in the community such as nutritional lunches and daily activities are provided in a safe, healthy environment in the community.
17. Hearts for the Community \$5,000  
Provides a After School Program for youth in the community such as nutritional lunches and daily activities are provided in a safe, healthy environment in the community.
18. Mission in the City \$1,740  
A Summer Youth Camp that is in the Community Park. Providing Nutritional meals/snacks for the youth along with supervised activities that are safe and enriching.

19. Mission in the City Park Beautification \$10,000  
A community park that is focused on promoting health and wellness in a low to very low to moderate income area. The funds were requested to maintain and enhance the facilities at the park.
20. Women of Colors, Inc. \$8, 613  
The STEM program to the youth in the community that serves at risk youth in the community and seek to nurture and promote youth to become positive peers, responsible role models and leaders.
21. Project Unify \$7,000  
The continued revitalization efforts at Veterans Lawrence H. McKinney Park in the City of Saginaw. Volunteers that reside in the community maintain the park.
22. Saginaw Art Museum \$25,000  
The museum has requested funding to assist them in their restoration of the wood on the historical structure and other facility needs.
23. West Lions Club \$25,000  
The West Lions Club has taken on a City Park in the community and is receiving funds to assist them in revitalization efforts to facilities and grounds at the park for the surrounding community to enjoy and use.
24. Zion-Saginaw Boxing Club \$5,000  
The Boxing Club has partnered with a church in the community that provides them space to run this after school program for at risk youth. They teach them boxing fundamentals, they offer tutoring and encourage the youth to volunteer and give back to their community.

The following information outlines the scope of activity and funding level for each project under a Memorandum of Understanding (MOU) with City departments outside of the Community Development Block Grant Division:

1. Street Improvements \$196,337  
This activity is under the City of Saginaw's Department of Public Services. The purpose of the program is to resurface streets, replace deteriorated pavement sections, adjust manhole structures, and construct ADA compliant sidewalk ramps within CDBG-eligible neighborhoods.
2. Community Policing \$181,276  
This activity is under the City of Saginaw's Police Department. The purpose of this program is to continue to fund three (3) Community Police Officers (CPOs) in designated CDBG-eligible neighborhoods. The CPOs have developed close relationships with the residents, business owners/employees and other

stakeholders within their assigned neighborhoods. These relationships have resulted in an improved quality of life for the residents.

3. Demolition of Dangerous Buildings \$236,414

This activity is administered under the City of Saginaw's Inspections Division. The purpose of the program is to reduce the presence of blighted, vacant, unsafe structures within the City of Saginaw.

Council approved the City's submission to the Department of Housing and Urban Development (HUD) for these funds on March 14, 2016.

**Council Action:**

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

**From:** Timothy Morales, City Manager  
**Subject:** Dossier Customer Management Software Purchase  
**Prepared by:** Jeff Klopocic, Technical Services Department

**Manager's Recommendation:**

I recommend that a purchase order be approved and issued to Dossier Systems, Inc. in the amount of \$2,865.00 for the purchase of its Customer Management software module used by the Municipal Garage.

**Justification:**

The City's Municipal Garage oversees the preventative maintenance operations for over 300 City vehicles and equipment. The Customer Management software module is an extension to Dossier Systems Fleet Management software currently used by the garage. This module will track quotes/invoices for work performed on equipment for various City Departments. Quotes will be able to be converted easily into active repair orders. It will also allow the City's Controllers Office to reconcile monthly departmental charges more accurately and timely.

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 Motor Pool Operations Fund, Garage Operations Division, Computer Software, Account No. 661-4481-741.000.

**Council Action:**

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

**From:** Timothy Morales, City Manager  
**Subject:** Dossier Systems Onsite Software Training  
**Prepared by:** Jeff Klopocic, Technical Services Department

**Manager's Recommendation:**

I recommend that a purchase order be approved and issued to Dossier Systems, Inc. in the amount of \$4,400.00 for two days of onsite software training by Dossier consultants for the City's Municipal Garage.

**Justification:**

The City's Municipal Garage oversees the preventative maintenance operations for over 300 City vehicles and equipment. With the purchase of the Customer Management module, an addition to Dossier's Fleet Management software, the City would like to have training consultants from Dossier Systems, Inc. provide onsite software training to Garage and Technical Services staff. The Public Services Department has made it a priority to maximize software technology to ensure the highest level of efficiency and customer care. Dossier training consultants will spend two days onsite training City staff.

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 Motor Pool Operations Fund, Garage Operations Divisions, Training and Development Account No. 661-4481-823.003.

**Council Action:**

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

**From:** Timothy Morales, City Manager

**Subject:** Bentley Water GEMS Annual GIS Software Maintenance Fee

**Prepared by:** Jeff Klopocic, Technical Services Department

**Manager's Recommendation:**

I recommend that a purchase order be approved and issued to Bentley Systems, Inc., (Philadelphia, PA) in the amount of \$6,374.00 for the annual renewal of Water GEMS hydraulic water modeling software.

**Justification:**

The City's Water Treatment Plant and its Maintenance & Service Departments use Bentley Systems, Inc., GIS Software to help manage and maintain its distribution system. Water GEMS hydraulic modeling software provides capabilities ranging from analysis and design to management functions such as fire flow assessment, pump scheduling, water quality improvement, emergency planning, leakage reduction and security enhancements. This annual renewal maintenance fee is required to receive all new upgrades for the software and gives us the ability to call Bentley Systems for help regarding all software related questions and problems.

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, GIS Operating Services, Account No. 650-1738-805.000.

**Council Action:**

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

**From:** Timothy Morales, City Manager  
**Subject:** Tack Coat Distributor – Maintenance and Service Division  
**Prepared by:** Josh Hoffman, Public Services Department

**Manager’s Recommendation:**

I recommend a purchase order be approved and issued to Michigan Cat, Novi, MI, at the State bid price (MI-DEAL), in the amount of \$11,812.32 for the purchase of a 2016 LeeBoy L250 Tack Coat Distributor for the Maintenance & Service Division.

**Justification:**

The Maintenance and Service Division excavates approximately 700 water and sewer repairs annually requiring restoration of any paved surfaces removed to access the utilities in the ROW. Many of the repairs occur on City Major Truck routes and MDOT roadways which require the use of tack coat. The material is applied between the layers of a street that has a concrete base with an asphalt top layer or multiple asphalt layers. The tack material is used for adhesion of the two materials or layers. The use of tack coating is necessary to meet City of Saginaw & MDOT standards in street patch 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 Water Operation and Maintenance Fund - Surplus Division’s Maintenance Equipment Account No. 591-4740-978.000 in the amount of \$5,906.16 and budgeted in the Sewer Operations and Maintenance Fund Surplus Division’s Maintenance Equipment Account No. 590-4840-978.000 in the amount of \$5,906.16.

**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 - Police Vehicle Collision Repair  
**Prepared by:** Don Riley, Public Services Department

**Manager's Recommendation:**

I recommend ratification for emergency purchase order No. 499366, that was issued to Engel's Auto Body on July 13, 2016, and that a payment be made to them in the amount of \$7,090.06 for repairs to Police Patrol Vehicle No. 90-1162.

**Justification:**

On June 17, 2016, Police Patrol Impala No. 90-1162, a 2016 Chevrolet Impala with 13,252 miles was involved in an accident at Veterans Memorial Parkway and I-675. The vehicle sustained damage to the right front suspension, fender, door, and roof area. The repairs amount to less than the City's \$25,000 deductible; therefore, no reimbursement from the insurance company is warranted. These repairs were necessary in order to maintain the vehicle in a safe and operable condition. Quotes were requested from four local repair vendors that have completed quality repair work for the City in the past, but only two responded.

The following is a listing of the quotes received:

<b><u>Vendor</u></b>	<b><u>Cost</u></b>
Engel's Auto Body Saginaw, MI (out-city)	\$ 7,090.06
Jeffco Collision Repair Saginaw, MI (out-city)	\$ 7,386.53

Engel's Auto Body 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 Operation 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.



**RESOLUTION TO AUTHORIZE  
POP THE POLLS  
TO USE AMPLIFYING EQUIPMENT  
AUGUST 21, 2016  
LOCATION – HAMILTON STREET (VANBUREN TO CASS)**

Moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_ to adopt the following resolution:

**WHEREAS:** Counter Culture plans to have an event, “Pop the Polls,” on August 21, 2016; and

**WHEREAS:** Counter Culture has requested permission to use amplifying equipment between the hours of 3:00 p.m. and 11:30 p.m.; and

**WHEREAS:** City Council can provide authorization for the use of amplifying equipment on public property; and

**NOW, THEREFORE, BE IT RESOLVED,** that the City Council of the City of Saginaw hereby authorizes the use of amplifying equipment during the “Pop the Polls” event to be held on August 21, 2016 between the hours of 3:00 p.m. and 11:30 p.m. located on Hamilton Street between Van Buren and Cass Streets.

- Ayes:
- Nays:
- Absent:
- Abstain:

**RESOLUTION DECLARED ADOPTED**

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 resolution adopted by the City of Saginaw, Saginaw County, State of Michigan, at a public meeting held on July 25, 2016; 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

**From:** Timothy Morales, City Manager  
**Subject:** Inficon CMS5000 Analyzer  
**Prepared by:** Amanda Kiel, Water & Wastewater

**Manager's Recommendation:**

I recommend that the low quote from Inficon of E. Syracuse, NY be accepted and a purchase order be approved and issued to them in the amount of \$51,809.00 for a CMS5000 Chromatograph for use at the Water Treatment Division.

**Justification:**

On June 16, 2016, the City received a quote for an Inficon CMS5000 Gas Chromatograph Spectrophotometer. The unit is used to analyze Total Trihaomethanes (TTHMs), which are regulated under the US EPA Safe Drinking Water Act Stage 2 Disinfectants and Disinfection Byproducts Rule. Water Treatment Plant staff are actively working to reduce TTHMs in the treatment plant and distribution system. In an effort to minimize TTHM formation in the system, on-line analysis is necessary to monitor concentrations in real time.

On-line analysis of TTHMs is relatively new. Several units were considered, including Gas Chromatographs and Colorometric analysis. The Inficon unit was lowest in purchase price, annual maintenance costs and staff time required. Annual maintenance costs will begin the second year with this Inficon analyzer, while the other units require a maintenance program immediately. In addition, Inficon is granting a 60 day conditional evaluation period, during which the unit may be returned without payment if it does not perform as promised.

Following is a tabulation of the costs of the units investigated:

Inficon E. Syracuse, NY	\$51,809.00 purchase (+ \$500.00 annually)
Parker Huntsville, AL	\$52,601.95 purchase (+ \$6,738.00 annually)
Aqua Metrology Sunnyvale, CA	\$65,000.00 purchase (+ \$17,000.00 annually)

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 Operation and Maintenance Fund – Treatment and Pumping Division’s Capital Outlay/Laboratory Equipment Failure Account No. 591-4730-977.000 for FY17.

**Council Action:**

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