

Council Agenda
October 24, 2016 – 6:30 p.m.
Council Chamber

PRAYER AND PLEDGE OF ALLEGIANCE:

ROLL CALL:

ANNOUNCEMENTS:

1. Proclamation designating October 23-29, 2016 as “Pro Bono Week” in the City of Saginaw.
2. Certificate of Appreciation for Project Independence recognizing their accomplishments and commitment to the City of Saginaw.

PUBLIC HEARINGS:

PERSONAL APPEARANCES:

(A list will be provided following submittal deadline.)

REMARKS OF COUNCIL:

REPORTS FROM MANAGER:

Management Update:

1. STARS Update, Glenn Steffens, STARS Site Manager, and Jamie Forbes, the New Ezekiel Project.

CONSENT AGENDA:

1. Approve the minutes from the October 10, 2016 regular Council meeting.
2. Approve the amendments to the FY 2017 Approved Budget to recognize any changes that have occurred during the first quarter.
3. Approve a purchase order to Dossier Systems, Inc. for \$4,356.03 for the annual renewal of Dossier Fleet Management Software for the Motor Pool Operations Division.
4. Approve a purchase order to Environmental Systems Research Institute for \$5,000 for annual software renewal for maintenance and support for the GIS Division.
5. Approve a purchase order to Safeguard Business Systems for \$4,589 for parking ticket media and envelopes for the Inspections Division.

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6. Approve a blanket purchase order to Bourdow Contracting for \$2,500 for screened top soil for the three municipal cemeteries for FY 2017.
7. Approve a purchase order to J. Ranck Electric for \$10,000 for pole setting for the Traffic Maintenance Section of the Right of Way Division for FY 2017.
8. Approve a purchase order to Tri-County International Trucks at the State bid price of \$96, 885 for a tandem axle 2017 International Cab and Chassis for the Maintenance Division. Further, approve a purchase order to Truck & Trailer Specialties, Inc. at the State bid price of \$32,381 for dump body equipment installed for the Maintenance and Service Division.
9. Approve a purchase order to The Safety Company, LLC, d/b/a MTech Company, for \$219,564 for a 2017 CCTV Sewer Inspection Camera Truck for the Maintenance and Service Division.
10. Approve a purchase order to Continental Flooring Company for \$3,988.30 for ceiling tiles for the Public Works Building.
11. Approve ratification of Amendment 1 to Contract C-1627 with D.C. Byers in the amount of \$41,490, for a new contract amount of \$159,790, for the City Hall Wall and Stair Repair project.
12. Approve a purchase order to AIS Construction Equipment at the State bid price of \$10,433 for a Bil-Jax ET-7000 Drop-deck Tandem axle trailer for the Right of Way Streets Division.
13. Approve the contract agreement with Consumers Energy Company for \$2,500 from their Michigan Forestry and Park Associations Community Tree Planting Grant Program. Further, approve a FY 2017 budget adjustment to recognize these funds.
14. Approve a purchase order to Truck and Trailer Specialties, Inc. at the State Bid Price of \$13,356 for a skid mounted salt spreader package for the Wastewater Division.
15. Approve a purchase order to Varsity Ford, Inc. at the State bid price of \$22,554 for a 2017 Ford Escape SE 4WD for the Water Treatment Division.

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

INTRODUCTION OF ORDINANCES:

CONSIDERATION AND PASSING OF ORDINANCES:

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RESOLUTIONS:

1. Adopt the Resolution objecting to the transfer of tax reverted properties from Saginaw County to the City.

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., 759-1480.

PROCLAMATION

WHEREAS, access to justice is a fundamental and essential right to a democratic society however, countless citizens cannot afford the legal representation that they need to protect their lives, properties, and natural liberties; and

WHEREAS, each year, volunteer attorneys donate thousands of hours of pro bono time and expert knowledge to these vulnerable populations. The invaluable contributions of pro bono attorneys help to ensure and protect a just society for every citizen; and

WHEREAS, few other professions are in a position to offer this specialized assistance; and in doing so, these volunteer attorneys substantially enhance the distribution of justice and equality throughout our community; and

WHEREAS, the Saginaw Bar Association is joining with the American Bar Association to designate October 23 – 29, 2016 as National Pro Bono Week and to highlight the need for pro bono services during these challenging economic times. During this week, we celebrate the outstanding work of pro bono lawyers who volunteer their services throughout the year; and

WHEREAS, the energy generated by the National Pro Bono Celebration is a powerful force that helps to build a just legal system that will result in equal access to justice for all. We support the efforts to ensure all people receive adequate representation and protection in the legal system regardless of their economic standing;

NOW, THEREFORE BE IT RESOLVED, I, Dennis D. Browning, Mayor of the City of Saginaw, hereby proclaim October 23 – 29, 2016, as

“PRO BONO WEEK”

in the City of Saginaw and urge all citizens of Saginaw to recognize the contributions of pro bono work in our community. We recognize this generous effort and the pro bono lawyers who serve our communities, strengthen our justice system and support the rule of law

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Saginaw to be affixed this 24th day of October in the year of our Lord two thousand sixteen.



October 24, 2016

Dennis D. Browning, Mayor

Councilpersons

*Floyd Kloc, Mayor Pro Tem
Michael D. Balls, Annie Boensch,
Clint Bryant, Daniel Fitzpatrick, John Humphreys,
Brenda F. Moore, and Demond L. Tibbs*

Timothy Morales, City Manager

CERTIFICATE OF RECOGNITION

presented to

PROJECT INDEPENDENCE

WHEREAS, on behalf of the Saginaw City Council, it is a privilege to extend this Certificate of Recognition the members of Project Independence in honor of their 10 year anniversary of compassion and commitment to the City of Saginaw and its residents; and

WHEREAS Project Independence is a volunteer effort coordinated through United Way in which mobility ramps are assembled and installed free of charge throughout the Saginaw community. This program would not be possible without the support of local union volunteers from Carpenters Local 706, IBEW Local 557, UAW Local 699,688,467 and 455, U.A. Local 85, LIUNA Local 1098, Teamsters Local 406, CWA Local 4108, and CWA Nabet Local 54048. These union volunteers provide free labor and graciously help to construct and install the mobility ramps; and

WHEREAS, Project Independence also receives generous support from local foundations, S.V.R.C. Industries, Nexteer Automotive Engineering Department, Home Depot, Saginaw County Youth Protection Council, Mid-Michigan Area Labor Council, Great Lakes Bay Area CAP Council, MMR, UPS Freight, many local businesses, and hundreds of community volunteers. All of these individuals and organizations deserve special recognition for their kindness and selfless generosity; and

WHEREAS, in 2016, 11 mobility ramps were built and installed throughout Saginaw County. The recipients of these ramps are literally freed from their homes and are able to return to life because of the service this phenomenal program provides The positive impact and restorative efforts that Project Independence has made in our community are greatly appreciated;

NOW, THEREFORE BE IT RESOLVED, that I, Dennis D. Browning, Mayor of the City of Saginaw, hereby urge all citizens of Saginaw to recognize, honor, and commend the commitment and outstanding contributions that Project Independence has made to the City of Saginaw for the past ten years. We extend our deepest gratitude for their efforts to provide mobility, restoration, and freedom for those in need.

IN WITNESS WHEREOF, I, Dennis D. Browning, Mayor of the City of Saginaw, have hereunto set my hand and caused the seal of Saginaw to be affixed this 24th day of October in the year of our Lord two thousand sixteen.



October 24, 2016

Dennis D. Browning, Mayor

Councilpersons

*Floyd Kloc, Mayor Pro Tem
Michael D. Balls, Annie Boensch,
Clint Bryant, Daniel Fitzpatrick, John Humphreys,
Brenda F. Moore, and Demond L. Tibbs*

Timothy Morales, City Manager

A REGULAR MEETING OF THE COUNCIL OF THE CITY OF SAGINAW, MICHIGAN, HELD MONDAY, OCTOBER 10, 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 Dennis Browning offered a prayer and led the pledge of allegiance of the United States of America.

ROLL CALL

Mayor Browning called the meeting to order. Council Members present: Dan Fitzpatrick, Demond Tibbs, Annie Boensch, Mayor Pro Tem Floyd Kloc, Clint Bryant, Michael Balls, John Humphreys, and Mayor Dennis Browning: 8. Council Members absent: Brenda Moore: 1.

ANNOUNCEMENTS

City Clerk Janet Santos made the following announcements:

- for the November 8 Election, the last day to register to vote, update your address or name is Tuesday, October 11th.
- absentee ballot applications are available at the City Clerk's Office during regular business hours or by calling 759.1480.
- the Council agenda has been revised by adding a Board appointment.

Council Member Tibbs read a proclamation designating October 11th as "Henry Marsh Day" in the City of Saginaw. The proclamation was received by Ruth Marsh, Michael Marsh, Cameron Brady, and Jimmy Greene.

Council Member Moore entered the meeting at 6:38 p.m.

Council Member Bryant read a proclamation designating October 9 – 15, 2016 as "Fire Prevention Week." Fire Marshal Ralph Martin accepted the proclamation and stated that the slogan for 2016 is "Don't Wait, Check the Date." Fire Marshal encouraged everyone to check the expiration date on their smoke detectors and to replace it if it has passed the expiration date.

PUBLIC HEARINGS

City Clerk Janet Santos announced the public hearing regarding a request from U. S. Graphite for an Industrial Facilities Tax Exemption Certificate at 1620 E. Holland Avenue. Mayor Browning called for public comments. Tom Miller, Saginaw Future and Pam Orlik, Controller at U. S. Graphite, spoke in favor of the request. Mayor Browning called for public comments two additional times. No further comments were made.

Moved by Council Member Kloc, seconded by Council Member Moore to close the public hearing. 9 ayes, 0 nays, 0 absent. Motion approved.

PERSONAL APPEARANCES

The following personal appearances addressed City Council: Monique Silvia, Debbie Melkonian, Amy Carl, and Heather McLeod.

REMARKS OF COUNCIL

Remarks were heard from the following Council Members: Moore, Mayor Pro Tem Kloc, Boensch, Tibbs, Fitzpatrick, Humphreys, Balls, Bryant, and Mayor Browning.

Council Member Moore left the meeting at 7:14 p.m. and returned at 7:15 p.m.

REPORTS FROM CITY MANAGER

City Manager Tim Morales introduced Jody Wilk, Executive Director of the Saginaw Valley Police Canine Association. Ms. Wilk presented an update on the Saginaw Police K-9 unit and introduced our new K-9 Officer Deebo and handler Officer Rob Adams. K-9 Officer Deebo started service on October 3, 2016.

City Manager Morales introduced Suzanne Greenberg, President and CEO of the Child Abuse and Neglect Council (CAN). Ms. Greenberg presented an update on collaborative efforts with the Saginaw Police Department. A coordinated program will be established at the Saginaw Police Department to offer professional victim services.

City Manager Morales reported updates regarding various events, activities and meetings.

CONSENT AGENDA:

1. Approve the minutes from the September 26, 2016 regular Council meeting.
2. Approve the Professional Services Contract Agreement with the Child Abuse and Neglect Council for \$50,000 annually for a two-year period, for a total of \$100,000, for a Victim's Services Coordinator at the Police Department.
3. Approve the donation of a police canine at no cost to the Saginaw Police Department from the Saginaw Valley Police Canine Association.
4. Approve the Saginaw County Community Mental Health Authority/Mid-State Health Network Treatment and Prevention Services Grant in the total amount of \$117,180, to be divided between FY 2017 in the amount of \$87,885 and FY 2018 in the amount of \$29,295. Further, approve a budget adjustment for FY 2017 to recognize these funds.
5. Approve the Troubled Asset Relief Program Hardest Hit Grant Memorandum of Understanding with the Saginaw County Land Bank Authority and the Michigan Homeowner Assistance Nonprofit Housing Corporation.
6. Approve a purchase order to Rugged Depot for \$17,150 for five Panasonic Toughbook computers for the Maintenance and Service Division.
7. Approve a purchase order to Kluck Nursery, Inc. for \$12,041 for 72 various trees to be planted in right-of-ways throughout the City for the Streets Division.
8. Approve a purchase order to Blue Restoration for \$43,000 for labor installation services of stone aggregate at Forest Lawn and Oakwood cemeteries.
9. Approve a purchase order to TDE Enterprises, Inc., for \$29,812.50 for FY 2017 for handling and grinding up to 13,250 cubic yards of yard waste at the City Compost Site.

10. Approve a purchase order to Joseph M. Day Company for \$5,184 for annual CSD-1 Boiler Inspection Services for FY 2017; and pending approval of the FY 2018 and 2019 budgets, approve a purchase order to Joseph M. Day Company for \$5,328 for FY2018 and \$5,472 for FY 2019 for the same services.
11. Approve the technical support services agreement with Optimization Solutions Environmental, LLC for \$7,500 for FY 2017 for the Water Treatment Plant; and pending approval of the FY 2018 budget, approve the agreement for \$10,000 for the same services for FY 2018.
12. Approve a purchase order to A/C Service and Repair, Inc. for \$9,500 to rebuild two Allis Chalmers butterfly valves for the Water Treatment Division.
13. Approve a purchase order to Beyer Roofing for \$16,850 to replace the roofs on the three buildings at the 14th St. Retention and Treatment Basin for the Remote Facilities Division.
14. Approve a purchase order to Performance Battery Group for \$3,684.80 for eight 12 volt, high amperes, deep cycle batteries used to start the raw sewage pumps at the Wastewater Treatment Division.
15. Approve a purchase order to SW Controls, Inc., a sole source, for \$3,453.30 for two radar level detection units for the Remote Facilities Division.
16. Approve a purchase order to Kendall Electric, a sole source, for \$25,417.49 for two Variable Frequency Drives for the Wastewater Treatment Division.
17. Approve a purchase order to quote from York Electric for \$3,737.36 to repair a Motortronics Variable Frequency Drive for the Wastewater Treatment Division.

Moved by Council Member Bryant, seconded by Council Member Boensch to approve consent agenda items 1 through 6, and 9 through 17 as presented. 9 ayes, 0 nays, 0 absent. Motion approved.

Moved by Council Member Fitzpatrick, seconded by Mayor Pro Tem Kloc to approve consent agenda item 7 as presented. 9 ayes, 0 nays, 0 absent. Motion approved.

Moved by Council Member Fitzpatrick, seconded by Council Member Boensch to approve consent agenda item 8 as presented. 9 ayes, 0 nays, 0 absent. Motion approved.

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

Mayor Browning reported that the STARS Board has approved to provide free service to all riders on Election Day, November 8, 2016.

Mayor Browning announced his appointment of Bridgett Townsend to the Saginaw Housing Commission with a term to expire September 8, 2018.

Moved by Mayor Pro Tem Kloc, seconded by Council Member Boensch to appoint Cornelius Phelps to the Saginaw Transit Authority Regional Services with a term to

expire September 30, 2018. 9 ayes, 0 nays, 0 absent. Motion approved.

RESOLUTION

Moved by Mayor Pro Tem Kloc, seconded by Council Member Moore to adopt the resolution to approve an Industrial Facilities Tax Exemption Certificate for U. S. Graphite at 1620 E. Holland Avenue. 9 ayes, 0 nays, 0 absent. Motion approved.

Moved by Mayor Pro Tem Kloc, seconded by Council Member Humphreys to adopt the resolution to approve an amended agreement with the Michigan Mutual Aid Box Alarm System. 9 ayes, 0 nays, 0 absent. Motion approved.

ADJOURNMENT

Moved by Council Member Bryant, seconded by Council Member Fitzpatrick to adjourn the meeting at 8:28 p.m. 9 ayes, 0 nays, 0 absent. Motion approved.

Janet Santos, CMMC/CMC/MMC
City Clerk

From: Timothy Morales, City Manager
Subject: 2016/2017 1st Quarter 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 1st quarter.

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 1st quarter 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 \$162,643 from \$31,973,327 to \$32,135,970.

- On October 13, 2016, the Department of Public Services received a check from Saginaw County in the amount of \$2,853. These funds are to be utilized for the “Homerun for Headstones Event”. Therefore, the General Fund Revenues – Saginaw County Account No. (101-0000-674.003) should be increased from \$15,000 to \$17,853 to recognize these unbudgeted funds. Furthermore, to offset the increase in revenues, the General Fund – Department of Public Services – Cemeteries Division’s Construction Project Account No. (101-1747-822.000) should be increased by the same.
- Over the last 12-months, the city has been reviewing the condition of the stairs and ramp at the front and backend of city hall. Because of the deterioration of the steps and ramp, the city must proceed forward with correcting the condition before inclement weather begins. Therefore, \$159,790 will need to be allocated to cover the cost of this major repair. The cost of these repairs will be recognized the Capital Improvement Fund and monies from the General Fund – Other General Fund Expenditures – Operating Transfers Division’s Transfers to Other Fund Account No. (101-9960-999.000) will be appropriated to cover this cost. Offsetting this increase in expenditures will be the appropriation of General Fund Revenues’ Use of Fund Equity Account No. (101-0000-989.000) by the same amount.

The TARP Blight Elimination Grant Fund (274) should be increased from \$0 to \$10,529. This increase is to recognize the unspent grant dollars that are being carried over from 2016. These funds will be utilized to cover the cost of a temporary employee until the new grant is disbursed.

The Community Development Block Grant Fund (275) should be increased from \$1,805,614 to \$1,807,694, which is an increase of \$2,080. This increase is to recognize the final payment to McKenna Associates, Inc. for the 5-Year Consolidated Plan that was started and completed in the previous fiscal year. Carryover funds will be utilized to cover the final cost.

The CDBG – Residential Loans Grant Fund (276) should be increased by \$16,620, from \$579,003 to \$595,623. This increase is to recognize the unspent grant dollars that were allocated towards general repairs on a property going through the residential loan program. The repairs began in FY 2016 and will be completed in FY 2017.

The HOME Program Fund (278) should be increased from \$607,893 to \$637,533, which is a \$29,640 increase. This increase is to recognize the unspent grant dollars that were allocated toward general repairs on a property going through the HOME program. The repairs began in FY 2016 and will be completed in FY 2017.

The Neighborhood Stabilization Program Fund (279) should be increased from \$0 to \$45,400. This increase will recognize the unspent grant dollars that are being carried over into 2017. These funds will be utilized for the demolition of approximately 7 to 12 homes.

The Capital Improvement Fund (401) should be increased from \$115,222 to \$536,748, which equates to a \$421,526 increase. This increase recognizes restricted funds from FY 2016 that cover the cost of the energy management system which was listed in the 2015 G.O. Limited Capital Improvement Bond (\$261,736). In addition, funds are appropriated to cover the cost of the repairs to City Hall stone wall and stairs (\$159,790). Fund balance will be utilized to cover the cost of the energy management system and an operating transfer from the General Fund will be used for the cost of the stone wall and stair repairs.

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, Inc. Fleet Management Software Maintenance fee
Prepared by: Jeff Klopocz, Technical Services Department

Manager's Recommendation:

I recommend that a purchase order be approved and issued to Dossier Systems, Inc., Burlington, NJ, in the amount of \$4,356.03 for the annual renewal of Dossier Fleet Management Software.

Justification:

The City's Motor Pool Operations oversees the preventative maintenance for over 300 City vehicles and equipment. Dossier Systems software provides the functionality to generate repair orders and progress tracking, maintenance and repair history, equipment life cycle analysis and budget management benchmarking.

This is a yearly software maintenance and support fee that provides City staff the ability to call and email technical support question, receive new software enhancements and security upgrades. The fee also allows access to a resource center with frequently asked questions, presentations and photos from user group meetings. Dossier will also provide a single point contact manager for added assistance for software management.

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, IS Computer Software, Account No. 658-1720-741.000.

Council Action:

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

From: Timothy Morales, City Manager

Subject: Environmental Systems Research Institute Annual GIS Software Maintenance and Support Fee

Prepared by: Jeff Klopcic, Technical Services Department

Manager's Recommendation:

I recommend that a purchase order be approved and issued to Environmental Systems Research Institute (ESRI), in the amount of \$5,000 for annual software renewal for maintenance and support. ESRI is the provider of software for the City of Saginaw's GIS Division.

Justification:

Personnel from GIS, Engineering, Inspections, Public Services, Assessing, Police and Fire utilize GIS software on a daily basis. Software utilization includes the Weed Abatement program, Saginaw Fire View, Police Crime View, and Public Utilities viewer. In addition to purchasing the software, an additional annual renewal maintenance fee is required to receive all new upgrades for the software licenses and phone support.

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: Purchase of Parking Ticket Media
Prepared by: John Stemple, Chief Inspector

Manager’s Recommendation:

I recommend the low bid from Safeguard Business Systems be accepted and a purchase order be issued to them for the purchase of parking ticket media and envelopes in the amount of \$4,589 for the Inspections Division.

Justification:

On September 27, 2016 the City accepted bids for the purchase of parking ticket media as well as envelopes. These materials are used in our electronic parking ticket devices in the enforcement of parking violations.

Bids were received from the following vendors:

Paper Systems Inc. 185 S. Pioneer Blvd. Springboro, OH 45066	Bid: \$5,386.00	Safeguard Business Systems Bid: \$4,589.00 537 Airport North Office Park Fort Wayne, IN 46825
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All vendors listed meet 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 0-1.

Funds for this purchase are budgeted and available in the General Fund - Office of Inspections and Neighborhood Services - Parking Operations Division's Printing Account No. 101-3868-900.000.

Council Action:

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

From: Timothy Morales, City Manager
Subject: 2017 Blanket for Bourdow, Screened Top Soil – Cemeteries Division
Prepared by: Bruce Caradine, Public Services Department

Manager’s Recommendation:

I recommend that a separate purchase order be approved and issued for Fiscal Year 2017 to Bourdow Contracting, Saginaw, MI, in the amount of \$2,500 to cover the purchase of 239 tons of screened top soil for the three municipal cemeteries from July 1, 2016, through June 30, 2017.

Justification:

On April 5, 2016 bids were received by the Maintenance and Service Division for an annual supply of topsoil (3,770 tons) per year. On June 28, 2016, City Council approved a purchase order to be issued to Bourdow Contracting, the low bidder at \$10.45 per ton, for topsoil needed by the Maintenance and Service Division to restore excavated areas.

The Cemeteries Division wishes to utilize this low bid as well for topsoil, required to complete lawn restoration at burial locations within its Cemeteries. Bourdow’s unit cost of \$10.45 per ton for screened top soil will be used to meet the product needs within cemeteries day to day operations. Bourdow has agreed to supply the topsoil to the Cemeteries Division at the unit price bid on April 5, 2016.

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

Funds for these services are budgeted in the General Fund –Department of Public Services, Cemeteries Division’s Streets and Roads Supplies Account No. 101-1747-743.000.

Council Action:

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

From: Timothy Morales, City Manager
Subject: Pole Setting Annual Purchase Order – ROW Division
Prepared by: Beth D. London, Public Services Department

Manager’s Recommendation:

I recommend that an annual purchase order be approved and issued to J. Ranck Electric, Mt Pleasant, MI in the amount of \$10,000 for pole setting for the Traffic Maintenance Section of the Right of Way Division for FY 2017.

Justification:

On May 20, 2014, the Right of Way Division received two (2) bids for pole setting for a three (3) year period (July 1, 2014 to June 30, 2017). These services are provided on an as needed basis for the Traffic Maintenance Section to replace streetlights and traffic signal poles damaged during storms or by vehicular accidents and other incidents. The pole setting costs include the cost to transport the pole from the Traffic Maintenance yard, digging the hole, and setting the pole. Some of these costs will be reimbursed through successful claims against City property damage offenders.

D.S. Power Services was originally awarded the bid for these services, but have now notified the City of Saginaw, in writing, that they are no longer able to provide the services of their contract. J. Ranck Electric has agreed, in writing, to honor their bid prices for the remaining year of this 3 year bid.

The following is a tabulation of the bids received:

<u>Vendor</u>	<u>Fiscal Year</u>	<u>Cost</u>
D. S. Power Services Saginaw, MI (out city)	FY 2015	\$24,390
	FY 2016	\$25,620
	FY 2017	\$26,925
J. Ranck Electric Mt. Pleasant, MI (out city)	FY 2015	\$29,115
	FY 2016	\$29,115
	FY 2017	\$29,115

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

Funds for this purchase are budgeted in FY 2017 in the General Fund –Department of Public Services- Street Lighting Division’s, Operating Services Account No. 101-4620-

805.000 (\$4,000), the Major Streets Fund – Traffic Engineering Division’s, Operating Services Account No. 202-4621- 805.000 (\$4,000), and the Local Streets Fund – Traffic Engineering Division’s, Operating Services Account No. 203-4621-805.000 (\$2,000).

Council Action:

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

From: Timothy Morales, City Manager

Subject: Maintenance and Service - Purchase of a 10 Yard Dump Truck

Prepared by: Don Riley, Public Services Department

Manager's Recommendation:

I recommended that a purchase order be approved and issued to the following vendors: Tri County International Trucks, Dearborn, MI at the state bid price of \$96,885 for the purchase of a tandem axle 2017 International Cab and Chassis; and to Truck and Trailer Specialties, Inc. Dutton, MI at the state bid price of \$32,381 for dump body equipment installed.

Justification:

The Maintenance and Service Division is purchasing a 2017, 10 yard dump truck as a requested addition to the current fleet of 7 based upon current work load and staffing levels. These are front line trucks, used daily and required for emergency situations in the maintenance and repair of City of Saginaw's, water and sewer infrastructure system that serves Saginaw, parts of Bay, and Tuscola Counties. This purchase will be made using State bid pricing.

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

Funds for this purchase are available in the Water Operations and Maintenance Fund – Surplus Division's - Vehicles Account No. 591-4740-982.000 (\$64,633.00), and the Sewer Operations and Maintenance Fund - Surplus Division's - Vehicles Account No. 590-4840-982.000 (\$64,633.00).

Council Action:

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

From: Timothy Morales, City Manager

Subject: Maintenance and Service - Purchase of Sewer Inspection Camera Truck

Prepared by: Don Riley, Public Services Department

Manager's Recommendation:

I recommended that a purchase order be approved and issued to The Safety Company, LLC – dba Mtech, Cleveland, OH, at the HGAC Buy Contract price, in the amount of \$219,564 for the purchase of a 2017 CCTV Sewer Inspection Camera Truck.

Justification:

On November 25, 2013, Council authorized the City Manager or his designee to execute the Inter-local Contract allowing the City's initial HGAC Buy contract purchase which allows Municipalities to use the purchasing power of National Bids to expedite procurement, receive volume-purchasing discounts, and many other significant benefits.

The Maintenance and Service Division has budgeted in fiscal year 2017 to purchase a 2017 CCTV sewer inspection camera truck to enhance the City's Asset Management Program. This truck and its equipment will be used to assess the condition of the combined sewer collection system 6" to 168" in diameter. The unit includes a robotic crawler camera, mobile lighting system and monitoring and operations center. This equipment records the internal condition of sewer systems condition with image, video and location allowing crews to find pipe collapse, root damage, blockage, etc. It will be used daily as well as when required for emergency situations in the maintenance and repairs of the over 300 plus miles of sewer main.

The Safety Company, LLC – dba Mtech, 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 Sewer Operations and Maintenance Fund - Surplus Division's - Vehicles Account No. 590-4840-982.000.

Council Action:

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

From: Timothy Morales, City Manager
Subject: Purchase of Ceiling Tiles – Facilities Division
Prepared by: Bruce Caradine, Public Services Department

Manager’s Recommendation:

I recommend that the low bid from Continental Flooring Company, Scottsdale, FL, be accepted and a purchase order be issued to them in the amount of \$3,988.30 for the purchase of select ceiling tiles for the Public Works Building.

Justification:

On October 11, 2016, the City received four (4) qualifying bids to purchase select ceiling tiles for the Public Works Building. These tiles will be used to replace the stained and broken tiles that resulted from prior roof leaks. The roof leaks have been repaired and now the tiles need replacing.

The following is a tabulation of the bids received:

<u>Vendor</u>	<u>Cost</u>
Continental Flooring Company Scottsdale, FL	\$3,988.30
Home Depot Saginaw, MI (Out City)	\$4,048.68
Lowe's Saginaw, MI (Out City)	\$6,156.75
Audio Visual Equipment and Supplies Southfield MI	\$15,440.00

Continental Flooring Company meets all requirements of §14.23, “Vendors,” of Purchasing, Contracting, and Selling Procedures,” of Chapter 14, “Finance and Purchasing,” of Title I, “General Provisions” of the Saginaw Code of Ordinance 0-1.

Funds for this purchase are available in the Public Works Building Fund's Parts and Supplies Account No. 641-4439-742.000.

Council Action:

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

From: Timothy Morales, City Manager

Subject: Ratification of Emergency Work (Amendment 1) for Contract C-1627, City Hall Wall and Stair Repair – Facilities Division

Prepared by: Bruce Caradine, Public Services Department

Manager's Recommendation:

I recommend ratification of Amendment 1 to Contract C-1627 with D.C. Byers for the City Hall Wall and Stair Repair project, in the amount of \$41,490, which increases the original contract amount from \$118,300 to \$159,790, a 35% increase. The contract amendment has been approved by me as to substance and the City Attorney as to form.

Justification:

On September 12, 2016, City Council approved contract C-1627 with D.C. Byers for the City Hall Wall and Stair Repair project in the amount of \$118,300. This contract includes the repair of the granite steps at the east and west entrances of City Hall.

Conditions of the existing subbase and substrate material beneath the granite steps were found to be unsuitable to support the existing steps. The subbase and substrate conditions were not known until the granite steps were removed for repair. Reconstruction work efforts in the past shored up the granite steps by resetting with bricks, sand, concrete, and grout which resulted in continued concrete degradation over the years.

D.C. Byers was asked to quote the removal and replacement of the unsuitable subbase and substrate along with the installation of proper drainage. The cost for this work will be \$25,950 for the east entrance and \$15,540 for the west entrance, for a total cost increase of \$41,490. This is a long term solution for both the east and west side entrances of City Hall. This work has been authorized and started in order to avoid paying the contractor down time, and the possibility of leaving the project uncompleted over the winter.

D.C. Byers 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 work are available in the Capital Project Fund - Facilities Division's Construction Project Account No. 401-7575-822.000.

Council Action:

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

From: Timothy Morales, City Manager
Subject: Purchase of Drop–Deck Tandem Axle Trailer
Prepared by: Beth D. London, Public Services Department

Manager’s Recommendation:

I recommend a purchase order be approved and issued to AIS Construction Equipment, Bridgeport, MI, at the State bid price (MI-DEAL), in the amount of \$10,433.00 for the purchase of a Bil-Jax ET-7000 Drop-deck Tandem axle trailer for the Right of Way Streets Division.

Justification:

The Right of Way Streets Division routinely repairs streets requiring the use of specialty equipment including a walk behind concrete saw as well as a concrete drill pinning machine. A drop-deck trailer is considered necessary for the safe transport, loading and unloading of this equipment.

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

Funds for this purchase are budgeted in the Major Street Fund – Routine Maintenance Division’s, Maintenance Equipment Account No. 202-4651-978.000 in the amount of \$10,433.00.

Council Action:

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

From: Timothy Morales, City Manager
Subject: Consumers Energy Tree Planting Agreement – ROW Division
Prepared by: Beth London, Public Services Department

Manager’s Recommendation:

I recommend that the Agreement with Consumers Energy Company for a \$2,500 grant from their Michigan Forestry and Park Associations Community Tree Planting Grant Program be approved. I further recommend that the City Engineer or his/her designee be authorized to sign the agreement. I have approved the Agreement as to substance and the City Attorney as to form.

It is also recommended that the Approved FY 2017 Major Street Fund's Local Grants Account No (202-0000-580.004) be increased from \$0 to \$2,500. This increase is due to the City receiving the Community Tree Planting Grant from Consumers Energy. To offset this increase in revenue, the Major Street Fund – Routine Maintenance Division’s Nursery Supplies Account No. (202-4651-738.000) should be increased by the same.

Justification:

The City of Saginaw recently applied for and was approved by Consumer Energy Company to receive \$2,500 for the planting of 25 trees. Consumers Energy Company – Forestry Operations Department has established a Community Tree Planting Program. The purpose of this program is to assist local municipalities with tree planting projects that focus on appropriate selection of tree species and planting locations on lands open to the public. Administration of the grant process and review is being conducted by the Michigan Forestry and Park Association (MFPA). This is a reimbursement grant and grant monies awarded will be paid for by Consumers Energy upon evidence of successful completion of the project. This tree planting must be completed by November 14, 2016, to permit time for verification and issuance of grant monies. This will be the fourth year that the City has received this grant.

The City of Saginaw anticipates planting a total of 72 trees, 12 of each of the following six (6) different species: Hawthorn, Redbud, Japanese Lilac, Ornamental Pear, Crimson King Maple and Prairiefire Crabapple. The Consumers’ grant will reimburse the City \$100 per tree for a maximum of 25 trees. The remaining trees to be planted will be paid for with Major Streets Routine Maintenance Funds. The 25 trees that are partially funded by the Consumers’ grant will be planted in the boulevard of Hartsuff Street between East Genesee Avenue and South 15th Street. The remaining trees will be planted in the right-of-way throughout the City, where dead or diseased trees have been removed.

The City shall indemnify and hold Consumers Energy Company and the Michigan Forestry & Park Association, Inc. harmless, from and against, any and all claims, losses, liability and damage as a result of the services provided under this contract. The total liability of Consumers Energy Company, including the Michigan Forestry & Park Association, Inc. with respect to any and all claims arising out of this contract shall not exceed \$5,000 and shall in no event include incidental or consequential damages of any nature.

Council Action:

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

From: Timothy Morales, City Manager

Subject: Sewer Operations and Maintenance – Salter Attachment for 1 Ton Hook-Lift Truck

Prepared by: Don Riley, Public Services Department

Manager’s Recommendation:

I recommend that a purchase order be approved and issued to Truck and Trailer Specialties, Inc. Dutton, MI at the State Bid Price in the amount of \$13,356.00 for the purchase of a skid mounted salt spreader package for the Wastewater Division.

Justification:

The Wastewater Division has budgeted in fiscal year 2017 to purchase a skid mounted Salt Spreader Package that will be an added accessory to the recently purchased Hook Loader truck to be used for snow and ice control on Plant and Remote Facilities Parking and access roadway areas. The purchase of this salt spreader package will improve pedestrian and vehicular traffic in these areas and adding additional accessories such as this Salting system to this truck insures that we will get the maximum versatility and benefit from the multi-use capabilities of the Hook Loading system on this truck. This purchase will be made using State bid pricing.

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

Funds for this purchase are available in the Sewer Operations and Maintenance Fund – Treatment and Pumping Division's – Maintenance Equipment Account No. (590-4830-978.000).

Council Action:

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

From: Timothy Morales, City Manager

Subject: Purchase Lab Sample Vehicle – Water Treatment

Prepared by: Don Riley, Public Services Department

Manager’s Recommendation:

I recommend a purchase order be approved and issued to Varsity Ford, Inc., Ann Arbor, MI at the State bid price in the amount of \$22,554.00 for the purchase of a 2017 Ford Escape SE 4WD to be used by the Water Treatment Division.

Justification:

The Water Treatment Division has budgeted in fiscal year 2017 to purchase a Lab sampling vehicle. The laboratory staff utilizes this vehicle to perform sampling throughout the water distribution system, which includes portions of Saginaw, Bay and Tuscola Counties. This sampling is required by Federal and State Laws. The purchase of this vehicle will be an addition to the Water Treatment Divisions fleet with the current sampling vehicle a 2007 Jeep Liberty with 83,541 miles to be utilized by plant personnel for transportation in the administration, operation & daily maintenance of the City’s Water treatment Plant equipment and properties. This purchase will be made using State bid pricing.

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

Funds for this purchase are budgeted in the Water Operations and Maintenance Fund-Treatment and Pumping Division’s –Vehicles Account No. 591-4730-982.000

Council Action:

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

OBJECTION TO TRANSFER OF TAX REVERTED PROPERTIES

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

WHEREAS: Under Public Act 123 of 1999, all tax delinquent property not sold at the mandatory yearly auctions held by the Saginaw County Treasurer automatically revert to the city, township, or village in which the property is located unless written objection is received by Saginaw County; and

WHEREAS: The Saginaw County Treasurer submitted to the City of Saginaw Treasurer the attached list of tax delinquent property within the City of Saginaw that did not sell at public auction; and

WHEREAS: City of Saginaw staff have reviewed the list and determined that the City of Saginaw has no public purpose or use for said delinquent property; and

WHEREAS: Council for the City of Saginaw wishes to object to any such transfer of the property to the City of Saginaw.

NOW, THEREFORE, BE IT RESOLVED, that the City of Saginaw objects to the transfer of the tax delinquent properties on the attached list from Saginaw County to the City of Saginaw; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that a copy of this Resolution shall be sent to the Saginaw County Treasurer prior to November 11, 2016.

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 October 24, 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