

COUNCIL AGENDA

For

December 27, 2006, 6:30 p.m., Council Chamber

ROLL CALL:

CORRECTION AND APPROVAL OF MINUTES OF PRECEDING SESSIONS:

ANNOUNCEMENTS:

PUBLIC HEARINGS:

PERSONAL APPEARANCES:

(A list will be provided on Monday after 1:30 p.m.)

REMARKS OF COUNCIL:

PETITIONS:

REPORTS FROM BOARDS AND COMMISSIONS AND COMMITTEES:

APPOINTMENT OF BOARDS AND COMMISSIONS MEMBERS:

REPORTS FROM MANAGER:

Management Update:

Recommended Actions

1. Recommending acceptance of the low bid and issuance of a purchase order to Zehnder Chevrolet in the amount of \$11,561.66 for the purchase of a 2007 Chevrolet Cobalt to be used by the Office of Development. This vendor meets all requirements of the contract compliance provisions. Funds are available in the Capital Outlay Vehicles Account No. 277 6560 761 9770.
2. Recommending issuance of a purchase order and that payment be made to Overhead Door of Saginaw in the amount of \$2,680.00 for emergency repairs to a garage door at the Public Services Parking Garage. Overhead Door is the only vendor in the area for these large doors. This vendor meets all requirements of the contract compliance provisions. Funds are available in the Major Streets

Account No. 202 4651 841 8005 and Local Streets Account No. 203 4651 841 8005.

3. Recommending that payment be made to Darrell Thayer in the amount of \$3,500.00 for the purchase of a 1993 Sun Cruiser Pontoon 20 ft. boat with trailer and motor to be used by the Facilities Maintenance and Parks Division. This vendor meets all requirements of the contract compliance provisions. This is a one-time purchase of this type of equipment. Funds are available in the Capital Outlay Account No. 101 7575 821 9705.
4. Recommending that the blanket purchase order issued to Douglass Safety Systems, Inc. be increased in the amount of \$6,265.00 for the purchase of additional pieces of personal protective equipment to be used by the Fire Department. This vendor meets all requirements of the contract compliance provisions. Funds are budgeted in the Saginaw Fire Department Clothing Supplies Account No. 101 3751 751 7303.
5. Recommending approval of the Service Agreement between the City of Saginaw and ITI, Inc. This agreement set terms for the installation of a Spam Firewall Service with a continuing Spam Blocking Subscription. This agreement shall remain in effect for 36 months unless terminated with 30 days notice by either party. The service installation fee is \$49.00 and the monthly subscription service charge will be \$19.95. Further recommend that the Information Services Director be authorized and directed to execute the agreement on behalf of the City.
6. Recommending that Council waive the potential conflict of interest present and allow the firm of Miller, Canfield, Paddock and Stone, P.C. to represent the Saginaw Charter Commission to review its proposed Charter and render opinions on it, and to continue the representation of the City of Saginaw as to other matters.

INTRODUCTION OF ORDINANCES:

CONSIDERATION AND PASSING OF ORDINANCES:

RESOLUTIONS:

UNFINISHED BUSINESS:

MOTIONS AND MISCELLANEOUS BUSINESS:

Darnell Earley
City Manager

COUNCIL COMMUNICATION

From: The City Manager

Subject: Emergency Garage Door Repairs

Manager's Recommendation:

I recommend that a purchase order be issued and payment be made to Overhead Door of Saginaw in the amount of \$2,680.00 for emergency repairs to a garage door at the Public Services Parking Garage. Overhead Door is the only vendor in the area for these large doors.

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

Funds for this purchase are available in Major Streets Account 202-4651-841-80-05 and Local Streets 203-4651-841-80-05.

Justification:

On November 15, 2006, the Public Services Building Parking Garage Door was damaged while attempting to park a large piece of equipment requiring emergency repairs. Overhead Door was called to secure and replace the damaged sections.

Council Action:

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

COUNCIL COMMUNICATION

From: City The Manager

Subject: Purchase of (1) Pontoon Boat for Parks Division

Manager's Recommendation:

I recommend that payment be made to Darrell Thayer in the amount of \$3,500.00 for the purchase of a 1993 Sun Cruiser Pontoon 20 ft. boat with trailer and motor.

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

This is a one-time purchase of this type of equipment. Funds for this purchase is available in Capital Outlay Account No. 101-7575-821.97-05.

Justification:

To protect the City of Saginaw's investment of approximately 600 feet of floating docks valued at \$300,000.00, the purchase of this equipment is necessary. The Facilities Maintenance and Parks Division has dismantled and removed the docks from the main channel of the Saginaw River for the past three (3) years with the Streets Division's Pontoon that is no longer operational and in need of replacement. For this reason, the purchase of this Pontoon will greatly assist the City's crew with this task.

Following is a tabulation of the quotes that were received:

Darrell Thayer (private owner) 1993 Sun Cruiser 20ft w/Trailer & Motor Birch Run, WI	\$3,500.00
Skeeter Performance Fishing Boats Co. 1995 Sun Cruiser 20ft w/Trailer & Motor West Bend, WI	\$4,995.00
Terry Garber (private owner) 1992 Sun Cruiser 24ft w/Trailer & Motor Syracuse, IN	\$5,495.00

Council Action:

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

COUNCIL COMMUNICATION

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From: The City Manager

Subject: I.T.I., Inc. Spam Services Agreement

Manager's Recommendation:

I recommend approval of the Service Agreement between the City of Saginaw ("City") and I.T.I., Inc. ("ITI"). This agreement sets terms for the installation of a Spam Firewall Service with a continuing Spam Blocking Subscription. This agreement shall remain in effect for 36 months unless terminated with 30 days notice by either party. I further recommend that the Information Services Director, Jay Beelman, be authorized and directed to execute the agreement on behalf of the City. The agreement has been approved by the City Manager as to substance and the City Attorney as to form.

Justification:

Under this agreement, ITI agrees to provide a subscription service consisting of Spam Blocking and Virus Filtering. The volume of unsolicited email reaching the City server has been increasing. The costs that must be borne by the City for spam such as lost productivity, fraud and virus proliferation also increase with the volume. ITI will use its best efforts to block as much spam as possible. The service installation fee is \$49.00 and the monthly subscription service charge will be \$19.95.

Council Action:

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

COUNCIL COMMUNICATION

From: The City Manager

Subject: Personal Protective Equipment/Saginaw Fire Department

Manager's Recommendation:

I recommend that the blanket purchase order issued to Douglass Safety Systems, Inc. be increased in the amount of \$6,265.00 for the purchase of additional pieces of Personal Protective Equipment (Turnout Gear).

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

Funds are budgeted and available in the Saginaw Fire Department Clothing Supplies Account No. 101-3751-751.73-03.

Justification:

The Saginaw Fire Department annually purchases personal protective equipment for its firefighters to replace old and/or damaged gear. This year, the extra wear and tear on the equipment has been greater than anticipated necessitating the purchase of additional pieces to replace unserviceable gear. We also added four new firefighters who needed to be completely outfitted. Douglass Safety Systems, Inc. is the sole source for this purchase.

Council Action:

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

COUNCIL COMMUNICATION

From: The City Manager

Subject: Purchase of Neighborhood Revitalization Vehicle

Manager's Recommendation:

I recommend acceptance of the low bid and issuance of a purchase order to Zehnder Chevrolet in the amount of \$11,561.66 for the purchase of a 2007 Chevrolet Cobalt to be used by the Office of Development.

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

Funds for this purchase are available in the Capital Outlay Vehicles Account No. 277-6560-761-9770.

Justification:

The vehicle that is currently used by staff has become unsafe to drive and too costly to repair. This vehicle will be exclusively used in the Neighborhood Revitalization Area by staff in performing and implementing the goals and objectives of the Neighborhood Revitalization Plan. The bid results were as follows:

Zehnder Chevrolet Frankenmuth, MI	\$11,561.88
Martin Chevrolet Saginaw, MI	\$13,862.00

Council Action:

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

COUNCIL COMMUNICATION

From: The City Manager

Subject: Waiving a Potential Conflict of Interest

Manager's Recommendation:

I recommend that the Council waive the potential conflict of interest present and allow the law firm of Miller, Canfield, Paddock and Stone, P.C. to represent the Saginaw Charter Commission to review its proposed Charter and render opinions on it, and to continue the representation of the City of Saginaw as to other matters.

Justification:

The City of Saginaw routinely uses attorney Peter Jensen from the Saginaw office of Miller, Canfield, Paddock and Stone, P.C. ("Firm") for general legal work. The City has also, from time to time, used the services of attorney Don M. Schmidt from the Kalamazoo office of Miller, Canfield, Paddock and Stone, P.C. in the specialized areas of the Freedom of Information Act, and the Open Meetings Act.

The Saginaw Charter Commission has contacted Mr. Schmidt and asked him to consider providing it an analysis, opinion and/or assistance with various aspects of its draft City Charter. Miller, Canfield, Paddock and Stone, P.C. and the City of Saginaw do not expect there to be any adverse effect to the City if it provides this representation to the Saginaw Charter Commission.

The law firm of Miller, Canfield, Paddock and Stone, P.C. requests that City Council confirm the City of Saginaw's waiver of the potential conflict of interest in this matter.

Council Action:

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