

# Council Agenda

April 6, 2015 6:30 p.m.  
Council Chamber

## PRAYER AND PLEDGE OF ALLEGIANCE:

## ROLL CALL:

## ANNOUNCEMENTS:

1. Proclamation presented declaring April 22, 2015 as "Arbor Day."
2. Proclamation presented to Susan Furlo, Director of the Saginaw County Foster Grandparent Program, declaring April 7, 2015 as "National Service Recognition Day."

## PUBLIC HEARINGS:

1. Hearing to create an Obsolete Property Rehabilitation Act District at 3430 State Street.

## PERSONAL APPEARANCES:

*(A list will be provided following submittal deadline)*

## REMARKS OF COUNCIL:

## REPORTS FROM MANAGER:

### Management Update:

1. Beth London, City Engineer, overview of completed 2014 construction projects and upcoming 2015 projects.

## CONSENT AGENDA:

1. Approve the minutes from the March 16, 2015 regular Council meeting.
2. Approve the Professional Services Agreement with Andre Borrello of Gilbert, Smith and Borrello, P.C. for legal services in the capacity of City Attorney through June 30, 2017.
3. Approve the amendments to the FY 2015 Approved Budget to recognize any changes that have occurred during the 7<sup>th</sup> period.
4. Approve the polling place agreement with the New Birth Missionary Baptist Church of Saginaw.

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5. Approve the five-year Internet Service Agreement with ACD.net for \$7,343.40 for Internet Service and Domain hosting; and, approve a purchase order to ACD.net for \$1,000 to run a fiber into City Hall and for related network equipment.
6. Approve a purchase order to Creditron Corporation for \$6,225.10 for the annual maintenance of software and hardware used in the Fiscal Services Department, Treasurer's Division.
7. Approve a purchase order to The Master's Touch, LLC for \$20,929 for the processing and mailing of the Property Tax bills for 2015; and pending approval of the FY 2016 budget, accept the bid from The Master's Touch, LLC for \$20,929 for the processing and mailing of the tax bills for 2016.
8. Approve receiving the donation from the Saginaw Community Foundation of a 14' boat and trailer with a value of \$2,000 to the Saginaw Fire Department for water rescue and recovery operations.
9. Approve the Emergency Service Team Communication Equipment Grant for sixteen Tactical Command Industries TECS systems wireless microphones for the Saginaw Police Department.
10. Approve the Emergency Tourniquet Program Grant for 55 emergency tourniquets with holders for the Saginaw Police Department.
11. Approve a purchase order to Berger Chevrolet, Inc. for \$107,430 for four 2016 Chevrolet Impala patrol vehicles for the Saginaw Police Department.
12. Approve a purchase order to Engel's Auto Body for \$8,280.90 to repair damage sustained to Police Patrol Charger No. 90-1158.
13. Approve the Vehicle Lease Agreement with Ally Financial for four vehicles and approve the purchase order to Berger Chevrolet, Inc. with four annual payments of \$19,876.57, totaling \$79,510.28, for the lease of vehicles for the Inspections and Neighborhood Services Division, pending future budget approval.
14. Approve a purchase order to Osburn Associates for \$12,264 for various types of street sign posts for the Traffic Maintenance Section of the Right of Way Division.
15. Approve to increase blanket purchase orders issued to various vendors by a total amount of \$11,000 for a new total amount of \$25,000 for various vehicle parts and supplies for the Garage Division.
16. Approve a purchase order to Advantage Business Systems for \$8,512.85 for a high-density movable file storage system for the Engineering Division.

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17. Approve a purchase order to Hoffman's Power Equipment, Inc. for \$3,189.77 for the repair of one Toro commercial 'Zero-Turn' mower for the Water Treatment Division.
18. Approve the purchase order to the Henry Pratt Company, a sole source, for \$7,387 for three 14" butterfly valves for the Water Treatment Division.
19. Approve to change the vendor name on purchase order no. 496255 from Peterson & Matz to Hydro Gate, LLC.
20. Approve ratification for emergency purchase order no. 496187 to Pumps Plus, Inc., a sole source, for \$2,924 for Slurry Cup and Grit Snail parts for the Wastewater Treatment Division.

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

1. Approval of the Council reappointment of Sheryl Gregory to the Historic District Commission with a term to expire April 9, 2018.
2. Approve the City Manager reappointment of Dawn Goodrow to the Downtown Development Authority with a term to expire December 31, 2019.
3. Approve the Mayoral appointment of Jack Nash to the Local Officers Compensation Commission with a term to expire March 1, 2022.
4. Approve the Mayoral reappointment of Audrey Lewis to the Saginaw Arts & Enrichment Commission with a term to expire June 30, 2018.
5. Approve the Mayoral appointment of Scot Putzig to the Saginaw Economic Development Commission with a term to expire June 30, 2018.
6. Approve the Mayoral appointment of Todd Dixon to the Saginaw Economic Development Commission with a term to expire June 30, 2018.
7. Approve the Mayoral reappointment of Clint Bryant to the Saginaw Riverfront Development Commission with a term to expire April 1, 2020.
8. Mayor announces the appointment of Council Member Dan Fitzpatrick to the Boards & Commission Committee with a term to expire October 6, 2017.

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## INTRODUCTION OF ORDINANCES:

1. An Ordinance to amend §151.095 "Findings and Purpose," §151.096 "Definitions," §151.097 "Non-Owner Occupied Property - Prohibited Conduct," §151.098 "Non-Owner Occupied Property - Registry," §151.099 "Unoccupied Property Registry", §151.100 "Violation/Abatement," and §151.101 "Fees," of Chapter 151 "Housing Regulations," Title XV "Land Usage," of the City of Saginaw Code of Ordinances O-1.

## CONSIDERATION AND PASSING OF ORDINANCES:

### RESOLUTIONS:

1. Adopt the Resolution establishing an Obsolete Property Rehabilitation District, located at 3430 State Street.
2. Adopt the Resolution supporting and participating in the collaborative Public Education Plan for members of the Saginaw Area Storm Water Authority.
3. Adopt the Resolution supporting and participating in the collaborative Illicit Discharge Elimination Procedure for members of the Saginaw Area Storm Water Authority.

### 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 AVENUE, 989.759.1480.

# PROCLAMATION

**WHEREAS**, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

**WHEREAS**, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and is now observed throughout the nation and the world; and

**WHEREAS**, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife; and

**WHEREAS**, trees are a renewable resource giving us paper, wood for our homes, and for our fires. Trees also increase property values, enhance the economic vitality of business areas, and beautify our community. The City of Saginaw would like to recognize Trees For The Tri-Cities that was established in 2008, and since its inception has planted over 463 trees in various locations that include Jessie Rouse School, Ojibway Island, Heritage Square, Adams Boulevard, Deindorfer Street, Delaware Boulevard, and Ezra Rust Street in the City of Saginaw; and

**WHEREAS**, trees provide numerous aesthetics and economic benefits, in which Trees For The Tri-Cities has made a significant investment to the community by purchasing, planting, watering and nurturing trees in the City of Saginaw to improve the quality of life for City residents; and

**WHEREAS**, trees, wherever they are planted, are a source of joy and spiritual renewal. Trees For The Tri-Cities has collaborated with the City of Saginaw and committed to monitoring trees and replacing trees that were lost in various locations that include Ojibway Island, Deindorfer Park, Adams Boulevard, Heritage Square, and Delaware Boulevard. In 2014, the City of Saginaw, Streets, Section of the Right Of Way Division also planted 117 trees, pruned 291 trees, and removed 359 trees;

**NOW THEREFORE BE IT RESOLVED**, I, Dennis D. Browning, Mayor of the City of Saginaw, do hereby proclaim April 24, 2015 as

## “ARBOR DAY”

in the City of Saginaw, and encourage all citizens to celebrate Arbor Day and to support efforts to plant trees that help beautify our city, protect our environment, and preserve this precious earth for the future generations. I invite all citizens to join us in the Council Chambers of City Hall on April 14, 2015 at 11:00 am for the 6<sup>th</sup> Annual Green Team celebration in observance of this day and to learn more about recycling and caring for our environment.; and

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the seal of the City of Saginaw to be affixed this 6<sup>th</sup> day of April in the year of our Lord two thousand fifteen.



April 6, 2015

A handwritten signature in black ink, appearing to read "D. D. Browning", with a horizontal line extending to the right.

**Dennis D. Browning, Mayor**

### **Councilpersons**

*Amos O'Neal, Mayor Pro Tem  
Michael D. Balls, Annie Boensch,  
Larry Coulouris, Daniel Fitzpatrick, Floyd Kloc,  
Brenda F. Moore and Demond Tibbs,*

**Timothy Morales, City Manager**

# PROCLAMATION

**WHEREAS**, service to others is a hallmark of the American character, and central to how we meet our challenges. Many of our nation's mayors are looking to national service and volunteerism as a cost-effective strategy to meet city needs; and

**WHEREAS**, national service expands economic opportunity by creating more sustainable, resilient communities and providing education, career skills, and leadership abilities for those who serve. National service represents a unique public-private partnership that invests in community solutions and leverages non-federal resources to strengthen community impact; and

**WHEREAS**, the Corporation for National and Community Service is a federal agency that engages more than five million Americans in service through AmeriCorps, Senior Corps, the Social Innovation Fund, and the Volunteer Generation Fund, and leads the President's national call to service initiative, United We Serve; and

**WHEREAS**, participants in AmeriCorps and Senior Corps address the most pressing challenges facing our cities and our nation. Participants demonstrate commitment, dedication, and patriotism by making an intensive commitment to service, a commitment that remains with them in many future endeavors; and

**WHEREAS**, participants who volunteer in programs such as the Foster Grandparent program are able to make a significant difference in the life of an at-risk youth. The guidance and support these foster grandparents give to these children enable the student to succeed in school and receive the necessary tools to become productive citizens; and

**WHEREAS**, the Corporation for National and Community Services shares a priority with mayors nationwide to engage citizens, improve lives, and strengthen communities; and is joining with the National League of Cities, City of Service, and mayors across the country to recognize the impact of service on the Mayors Day of Recognition for National Service on April 7, 2015;

**NOW, THEREFORE, BE IT RESOLVED**, I, Dennis D. Browning, Mayor of the City of Saginaw, on behalf of my fellow Councilmembers and the citizens of this community, do hereby proclaim April 7, 2015 as

## **“National Service Recognition Day”**

in the City of Saginaw and encourage all citizens to recognize the positive impact of national service in our city and to thank those volunteers who serve. We offer our deepest appreciation and gratitude to all volunteers for the powerful transformation they have made in our City and in numerous lives throughout our community. Further, I urge all citizens in the City of Saginaw to find ways that they also can help others and give back to their community.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the seal of the City of Saginaw to be affixed this 6<sup>th</sup> day of April in the year of our Lord two thousand fifteen.



**April 6, 2015**

A handwritten signature in black ink, appearing to read "D. D. Browning", with a horizontal line extending to the right.

**Dennis D. Browning, Mayor**

### ***Councilpersons***

*Amos O'Neal, Mayor Pro Tem  
Michael D. Balls, Annie Boensch,  
Larry Coulouris, Daniel Fitzpatrick, Floyd Kloc,  
Brenda F. Moore and Demond Tibbs,*

**Timothy Morales, City Manager**

# ***CITY OF SAGINAW***

## **NOTICE OF PUBLIC HEARING**

In compliance with requirements of Act 146, P.A. 2000, the following notice is posted:

Notice is hereby given that the Saginaw City Council has scheduled a public hearing on the request for an Obsolete Property Rehabilitation District at 3430 State Street.

The public hearing will be held Monday, April 6, 2015, at 6:30 p.m. in the Council Chamber of the City Hall, 1315 S. Washington Avenue, Saginaw, MI. The legal description of the property is on file in the Office of the City Clerk.

All interested persons are invited to attend this public hearing.

Janet Santos, CMMC/CMC/MMC  
City Clerk

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 AVENUE, 759-1480.

Posted: 3-20-15

By: \_\_jks\_\_\_\_\_

A REGULAR MEETING OF THE COUNCIL OF THE CITY OF SAGINAW, MICHIGAN, HELD MONDAY, MARCH 16, 2015, AT 12:00 P.M. IN THE COUNCIL CHAMBER AT CITY HALL, 1315 S. WASHINGTON AVENUE, SAGINAW, MICHIGAN.

#### PRAYER AND PLEDGE OF ALLEGIANCE

Christian Garret offered a prayer and led the pledge of allegiance. Mayor Browning welcomed the students in attendance for Student Government Day.

#### ROLL CALL

Mayor Browning called the meeting to order. Council Members present: Demond Tibbs, Annie Boensch, Mayor Pro Tem Amos O'Neal, Larry Coulouris, Brenda Moore, Michael Balls, Floyd Kloc, and Mayor Dennis Browning - 8. Council Members absent: Dan Fitzpatrick - 1.

#### ANNOUNCEMENTS

City Clerk Janet Santos made the following announcements:

- That City Hall will be closed Friday, April 3, 2015 for the Easter Holiday
- The next regular City Council meeting will be Monday, April 6 at 6:30 p.m.
- That Monday April 6 is the last day to register to vote for the May 5, 2015 Special Election.

Mayor Browning read and presented a proclamation to Senator Roger Kahn to recognize his contributions to the City of Saginaw.

Mayor Browning read and presented a proclamation to State Representative Stacy Erwin Oakes to recognize her contributions to the City of Saginaw.

Mayor Browning read a proclamation declaring March 31, 2015 as Cesar Chavez Day. The proclamation was presented to Frank Ornelas and Robert Stricker of the American G. I. Forum.

#### PUBLIC HEARING

City Clerk Janet Santos announced the public hearing to submit a grant through the Michigan natural Resources Trust Fund to create a City Park. Mayor Browning called for public comments. City Manager Tim Morales informed Council that no commitments have been made. This hearing is for the application submittal process only. A map of the proposed park was presented. Rich Tuzinski with the Nature Conservancy Center spoke of similar successful projects throughout Michigan. Tom Miller, Jr. explained details of the proposed project and that a group was formulated to review development possibilities for the property. Mayor Browning called for comments two more times. No additional comments were made.

Moved by Council Member Boensch, seconded by Council Member Coulouris to close the public hearing. 8 ayes, 0 nays, 1 absent. Motion approved.

#### PERSONAL APPEARANCES

The following persons address the Council: Gregory Carter and John Milne.



REMARKS OF COUNCIL

Remarks were heard from the following Council Members: Kloc, Balls, Moore, Mayor Pro-Tem O'Neal, Boensch, Tibbs, and Mayor Browning.

REPORTS FROM CITY MANAGERManagement Update

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

Consent Agenda

1. Approve the minutes from the March 2, 2015 regular Council meeting.
2. Approve Petition #15-03 from Wolverine Fireworks Display Company, Inc. to display fireworks at the Dow Event Center, 303 Johnson, on Saturday, March 21, 2015 at the end of the Saginaw Spirit game.
3. Approve the Memorandum of Understanding with the Michigan Municipal League and issue a payment for \$8,000 to cover the City's financial obligation on the PlacePlans Programs grant.
4. Approve the recommendations for the 2015 Single Lot Special Lot Assessment Tax Roll.
5. Approve the ratification of a payment to Michigan Truck Spring of Saginaw for \$2,151.65 for the emergency replacement of a broken leaf spring on Truck 2 for the fire department.
6. Approve a purchase order to 3M for \$8,316.62 for vinyl sheeting and sign faces to produce street signs and construction signs for the Traffic Maintenance Section of the Right of Way Division.
7. Approve a purchase order to North American Salt Company for \$121,420 for back-up salt delivery for FY 2015 for the Public Services Department.
8. Adopt the Resolution to amend the Michigan Natural Resources Trust Fund Grant Agreement to extend the date of completion to June 30, 2015.
9. Adopt the Resolution to approve Cost Agreement No. 15-5011 with the Michigan Department of Transportation for pavement work along Mackinaw Street from State Street (M-58) to Weiss Street.
10. Adopt the Resolution to approve Cost Agreement No.15-5017 with the Michigan Department of Transportation for reconstruction work along Lapeer Avenue from southbound Veterans Memorial Parkway to 19th Street and along 19th Street from Janes Avenue to Lapeer Avenue.
11. Adopt the Resolution to approve Cost Agreement No. 15-5016 with the Michigan Department of Transportation for reconstruction work along Niagara Street from Genesee Avenue to Davenport Avenue.

12. Adopt the Resolution authorizing the use of amplifying equipment at Bliss Park during the White, Wilson, Smith, and Terrance Family Reunion on July 4, 2015, from 11:00 a.m. to 7:00 p.m.
13. Approve the request from WKCQ for in-kind service, in lieu of payment, for one-half of the special event fees for the Country Music Fest Free Concert scheduled for June 20, 2015 on Ojibway Island.
14. Approve Ojibway Island User Agreement with MacDonald Broadcasting Company WKCQ-FM for the Country Music Fest Free Concert scheduled for June 20, 2015 on Ojibway Island.
15. Adopt the resolution authorizing the sale and consumption of alcoholic beverages on Ojibway Island during the annual WKCQ Country Music Fest Free Concert to be held on June 20, 2015.
16. Adopt the resolution authorizing the sale and consumption of alcoholic beverages at Ojibway Island during the Great Lakes Bay Pride event on July 25, 2015 from 8:00 a.m. to 7:00 p.m.
17. Approve the amendment to the agreement with Utility Services Authority, LLC to increase the total contract to an amount not to exceed \$3,140,000 through FY 2018 for sewer cleaning and televising for the Maintenance and Service Division.
18. Approve the agreement with the Genesee County Drain Commissioner's Division of Water and Waste Services to allow the Genesee County Drain Commissioner's Office to conduct Pilot Studies for a new treatment process to be used by its new treatment plant.
19. Approve a purchase order to Peterson and Matz, Inc., a sole source, for \$2,300 for eight sets of wedges for the repair of gates at the Wastewater Treatment Plant's Retention and Treatment Basins.
20. Approve City Attorney Andre Borrello's representation of the County of Saginaw and the City of Saginaw as related to the Michigan Natural Resources Trust Fund Grant to create the Riverfront Park.
21. Approve, receive, and file the letter from Andre Borrello regarding Disclosure of Pecuniary Interest in City Attorney Contract.

Moved by Council Member Coulouris, seconded by Council Member Boensch to approve consent agenda items 1 through 12 and 14 through 21 as presented. 8 ayes, 0 nays, 1 absent. Motion approved.

Moved by Council Member Tibbs, seconded by Council Member Moore to approve consent agenda item 13 as presented. 8 ayes, 0 nays, 1 absent. Motion approved.

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

Council Member Tibbs reported that the Crime Free Lease Addendum committee met and agreed to introduce an ordinance amendment at the next meeting.

Mayor Pro Tem O'Neal announced that he was elected to the League of Cities Black Caucus.

RESOLUTIONS

Moved by Council Member Kloc, seconded by Council Member Coulouris to adopt the resolution supporting and committing to the long-term obligations and maintaining staffing levels for the SAFER Grant. 8 ayes, 0 nays, 1 absent. Motion approved.

Moved by Mayor Pro Tem O'Neal, seconded by Council Member Boensch to adopt the resolution certifying the 2015 Single Lot Assessment Tax Roll. 8 ayes, 0 nays, 1 absent. Motion approved.

Moved by Council Member Kloc, seconded by Council Member Moore to adopt the resolution approving a Micro Brew license for Oracle Brewing Company, LLC at 122 N. Michigan Avenue. 8 ayes, 0 nays, 1 absent. Motion approved.

Moved by Council Member Boensch, seconded by Council Member Moore to adopt the resolution adding the South Saginaw Homes Phase 1 and South Saginaw Homes Phase 2 to the Act 51 City Local Street System. 8 ayes, 0 nays, 1 absent. Motion approved.

Moved by Council Member Kloc, seconded by Council Member Boensch to adopt the resolution authorizing ballot language for the August 4, 2015 election for a millage renewal for the Saginaw Transit Authority Regional Services. 8 ayes, 0 nays, 1 absent. Motion approved.

Moved by Council Member Kloc, seconded by Council Member Moore to adopt the resolution approving the application for the Michigan Natural Resources Trust Fund Grant to create The Riverfront Park, which will include an entrance gate, signage, loop trail, fishing platform, and master plan. 8 ayes, 0 nays, 1 absent. Motion approved.

ADJOURNMENT

Moved by Council Member Kloc, seconded by Council Member Moore to adjourn the meeting at 1:36 p.m. 8 ayes, 0 nays, 1 absent. Motion approved.

Janet Santos, CMMC/CMC/MMC  
City Clerk

**From:** Timothy Morales, City Manager  
**Subject:** City Attorney Professional Services Agreement  
**Prepared by:** Timothy Morales, City Manager

**Manager's Recommendation:**

I recommend approval of the professional services agreement with Andre Borrello of Gilbert, Smith and Borrello, P.C, dated April 6, 2015 through June 30, 2017, for legal services. I further recommend that the City Manager be authorized to execute said agreement.

**Justification:**

Mr. Borrello and attorneys in the firm of Gilbert, Smith & Borrello, P.C. have been providing legal services to the City of Saginaw for many years. Mr. Borrello has extensive knowledge of City government and has a unique 20-year association with the City of Saginaw, having served as City Attorney, contract attorney and in several positions on staff from 1992-2003.

Having maintained his hourly rates for many years, dating back well before his appointment, Mr. Borrello is proposing a renewal under the same terms and conditions, but for an initial \$5 per hour adjustment and annual \$5 per hour adjustments thereafter commencing July 1, 2015 through June 30, 2017, the hourly rate to top out at \$115 in the final year (\$90 for workers' compensation). These remain very competitive rates for the services provided.

Having disclosed his interest in this contract at the previous meeting, City Council must approve the Agreement by a vote of not less than 2/3 of the full membership of the Council. Finally, upon approval, the City shall disclose Mr. Borrello's name as a party to the Agreement, the terms and conditions of the Agreement and the nature of Mr. Borrello's pecuniary interest, which is as a one-third shareholder in the law firm of Gilbert, Smith & Borrello, PC.

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 are available in the General Fund – City Attorney – Professional Services Account No. 101-1734-801.000.

**Council Action:**

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

**From:** Timothy Morales, City Manager  
**Subject:** 2014/2015 7<sup>th</sup> Period (January) Budget Adjustment  
**Prepared by:** Yolanda M. Jones, Office of Management and Budget

**Manager's Recommendation:**

It is recommended that the 2014/2015 Approved Budget for the listed funds be amended. This adjustment is required to recognize any errors, omissions, or changes that have occurred during the 7th period.

**Justification:**

The 2014/2015 annual budget will be adjusted in accordance with Public Act 2 of 1968, Uniform Budgeting and Accounting Act, the City Charter; and the approved 2015 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 7th period (January) 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.

The General Fund (101) should be increased from \$32,434,748 to \$32,514,571. This represents a net increase of \$79,823. This increase is represented by the following budgetary changes:

- On February 27, 2015, clerks in the State of Michigan were advised by the Bureau of Election that the State had called for a special election to be held on May 5, 2015. As such, funds must be appropriated to cover the cost of this election. It is recommended that the General Fund Election Division be increased by \$36,055 for this election. Accounts that will be increases are: overtime \$2,500, food/meals supplies \$225, fuel \$200, office supplies \$1,400, operating services \$3,870, advertising \$455, election workers \$21,865, postage \$2,500, printing \$1,020, phones \$945, equipment rental \$625, and rents and taxes \$450. This unanticipated cost will be reimbursed by the State of Michigan. Revenues will be recognized in the General Fund Revenues' Reimbursement Account No (101-0000-676.000).
- As part of becoming more efficient and effective, the City is upgrading the technology in Council Chambers. Funds have been saved in the Saginaw Government Television (SGTV) Division to update the cameras, to restructure the television screens and listening room. These expenditures will be recognized in the SGTV Division's Capital Outlay Less than \$5,000 Account No (101-1711-971.000). To offset these expenditures, funds for this upgrade come from the

restricted PEG fund balance in Restricted Fund Balance Account No. (101-0000-989.000).

- It is recommended that the Community Public Safety – Police, Police Building Maintenance Division Clothing Supplies Account No (101-3514-728.000) be increased by \$6,257. This increase is due to the city receiving funds from the Ballistic Vest Reimbursement Grant. This increase in expenditures will be offset by an increase to the General Fund Revenues' Other Federal Grant Account No. (101-0000-501.027) by the same.
- It is also recommended that the Community Public Safety – Police, Police Patrol Division's Billable Overtime Account No (101-3511-704.001) be increased by \$16,830. This is attributable to the additional revenues received to provide services to the Saginaw Public Schools, Saginaw County Courts – Juvenile Center Training, DDA – Hamilton Street details and other similar services. The increase in expenditures will be offset by the same increase to the General Fund Revenue's Police Billable Overtime Account No (101-0000-608.016).
- Finally, it is recommended that the Community Public Safety – Police – Police Building Maintenance Division's Capital Outlay less than \$5,000 Account No (101-3514-971.000) be increased by \$681. This increase is attributed to the additional funds received by the city from the 2013 Homeland Security Grant for the purchase of Taser Body Cameras. Please note that these grant dollars are split between the General Fund and the Drug Forfeiture Fund) To offset the increase in expenditures, there will be an increase to General Fund Revenues' Foundation Grant Account No (101-0000-580.002) by the same.

The Department of Justice – Justice Assistance Grant Fund (263) should be increased from \$65,192 to \$80,266, which is a \$15,074 increase. This increase is to recognize the remaining balance in the DOJ – JAG 2013 allocation. Revenue should be recognized in the JAG 2013 Revenue Account No (263-0000-501.028). Likewise to offset these revenues, the JAG 2013 Division's Vehicle Account No (263-3332-982.000) should be increased by the same.

The Drug Forfeiture Fund (264) should be increased from \$63,616 to \$64,297. This represents a \$681 increase. This increase is attributed to the additional funds received by the city from the 2013 Homeland Security Grant for the purchase of Taser Body Cameras. This increase in revenues will be offset by the same increase to the Drug Forfeiture Fund's Parts and Supplies Account No (264-3040-742.000).

The Community Development Block Grant Fund (275) should be increased from \$2,173,552 to \$2,272,509. This is a \$98,957 increase from the original budget. This amendment reflects the acceptance of carryover funds from 2013 and 2014 that will be recognized in the Federal Grant/Block Grant Entitlement Account No. (275-0000-

501.009). The increase in revenues will be offset by an increase to the Special Projects Division's Demolition Account No (275-6511-821.000) by the same amount. These funds will be utilized in the removal of an undetected underground storage tank.

**Council Action:**

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

**From:** Timothy Morales, City Manager

**Subject:** Polling Place Agreement

**Prepared by:** Janet Santos, City Clerk

**Manager's Recommendation:**

I recommend approval of the polling place agreement with New Birth Missionary Baptist Church. The agreement has been approved by me as to substance and the City Attorney as to form.

**Justification:**

In 2008, 2009 and 2014, the City Council approved polling place agreements with each of its precinct polling location agencies. The property located at 3121 Sheridan Avenue and used for precinct 7 was recently sold to New Birth Missionary Baptist Church which nullified the previous polling place agreement with St. Francis of Assisi. Therefore, an agreement with New Birth Missionary Baptist Church is necessary to clearly define the obligations, responsibilities and understandings of the parties in conducting elections.

The polling place agreement has been approved and executed by the New Birth Missionary Baptist Church. The term of the agreement will commence upon execution and terminate on December 31, 2020, with an option to renew for one (1) year.

The City agrees to continue to pay a rental fee of \$75.00 following each Election for the use of the facility. Funds for the rental fee are budgeted annually in the General Fund - Election Division Account No. 101-1731-945.000.

**Council Action:**

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



**From:** Timothy Morales, City Manager  
**Subject:** ACD.net Fiber Internet Services Agreement  
**Prepared by:** Chris Seager, Technical Services

**Manager's Recommendation:**

I recommend approval of the Internet Services Agreement with ACD.net, our current provider. This agreement sets terms for the City's access to the Internet for a period of 60 months with the use of ACD.net Fiber Connection. The current annual cost of Internet services and Domain hosting is \$122.40 a month, for a total amount of \$7,343.40. There is no cost increase, but bandwidth will increase by five times with this new agreement. There is also a one-time installation service charge of \$1,000 to run the fiber into City Hall and for related network equipment. This agreement has been approved by the City Manager as to substance and the City Attorney as to form.

**Justification:**

ACD.net has expanded their Fiber Connection Internet service into the City of Saginaw which allows for greater internet bandwidth than was previously possible. The City continues to experience a significant increase in demand for Internet bandwidth due to increased City website traffic, VPN access and technology demands. Additional contributing factors are the increased bandwidth needs of newer technologies throughout the City such as web site video streaming, wireless cameras and wireless meter reading. We are currently under an Agreement with ACD.net Internet Service with a remaining period of just over one (1) year. The parties have agreed to enter into a new Agreement for a period of five (5) years with an upgrade to Fiber Internet access. The increased access will provide quicker website response, smoother video streaming and allow for easier service increases in bandwidth, when needed.

This Agreement contains terms that are not favorable to the City, such as a one-sided indemnification clause and early termination penalties. It is recommended that we accept the Agreement in its present form as these terms and conditions are standard in most Internet service agreements.

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 these payments are budgeted and are available in the Technical Services - Information Services Fund's Operating Services Account No. 658-1720-805.000.

**Council Action:**

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

**From:** Timothy Morales, City Manager

**Subject:** Annual Creditron Corporation Software and Hardware Maintenance Renewal

**Prepared by:** Chris Seager, Technical Services

**Manager's Recommendation:**

I recommend that payment be made to Creditron Corporation (dba Purepay), Rockville, MD, in the amount of \$6,225.10 for the renewal of annual maintenance for software and hardware used in the Fiscal Services Department, Treasurer's Division.

**Justification:**

The maintenance covers the Creditron system which processes and images payments and checks received by the Fiscal Services Department, Treasurer's Division. The City annually renews our maintenance fees for the Creditron system. This annual renewal of maintenance fees is for a 12-month period.

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

Funds for this payment are budgeted and available in the Technical Services - Information Services Fund's Operating Services Account No. 658-1720-805.000.

**Council Action:**

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

**From:** Timothy Morales, City Manager

**Subject:** Process, stuff, mail July/December Property Tax Bills for 2015-2016 tax years

**Prepared by:** Janice Zuhlke, Deputy Treasurer

**Manager's Recommendation:**

I recommend a purchase order be approved and issued to The Master's Touch, LLC for \$20,929 for the processing and mailing, including postage, of the July and December Property Tax Bills for 2015; and pending approval of the FY 2016 budget, accept the bid from The Master's Touch, LLC for \$20,929 for the same services for 2016.

**Justification:**

Bids were opened on February 17, 2015 for the printing and mailing of tax bills with the results noted below. This service has been outsourced for the past six (6) tax seasons. Each year the Treasurer's Office is responsible for printing and mailing the July and December tax bills. The successful bidders will be responsible for printing and mailing the bills based on information received from the Treasurer's Office. The bills shall be mailed on/or before June 30<sup>th</sup> and November 30<sup>th</sup>, which complies with State law.

	<u>Tax year 2015</u>	<u>Tax Year 2016</u>
Pin Presort San Jose, CA	\$24,232.00	\$24,232.00
Great Lakes Graphics Jackson, MI	23,140.00	23,140.00
Lasercom, LLC Troy, MI	24,169.00	24,169.00
One2One Communications Buffalo Grove, IL	25,584.00	25,974.00
Kent Communications Grand Rapids, MI	26,165.00	24,073.38
F.P. Horak Bay City, MI	24,965.00	24,965.00
The Master's Touch, LLC Spokane, WA	20,929.00	20,929.00
SSS Printing, Inc East Lansing, MI	24,445.20	24,445.20

Centron Data Services Norton Shores, MI	25,245.00	25,275.00
Presort Services d/b/a Extend Your Reach Lansing, MI	24,752.00	25,272.00
NWC Program Administration Livonia, MI	25,860.00	25,360.00
Questmark Information Management Houston. TX	27,924.00	28,288.00
The Data Center Salt Lake City, UT	25,376.00	25,376.00
Whitlock Business System Madison Heights, MI	26,165.00	26,165.00
Kent Communications Alternative bid Using Double #10 envelope with no printing	26,165.00	24,073.38

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 General Fund - Department of Fiscal Services - Treasury Division's Printing Account No 101-1743-900.000 and Treasury Division's Postage Account No 101-1743-811.000

**Council Action:**

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

**From:** Timothy Morales, City Manager  
**Subject:** Donation of Boat from the Saginaw Community Foundation  
**Prepared by:** Christopher Van Loo, Fire Chief

**Manager’s Recommendation:**

I recommend the acceptance and approval of the donation of a 14’ boat and trailer from the Saginaw Community Foundation with a value of \$2,000. This boat and trailer will be donated to the Saginaw Fire Department to be utilized for water rescue and recovery operations.

**Justification:**

The Saginaw Community Foundation, a non-profit organization, received a 14’ boat and trailer from the DNR Law Enforcement Division as part of the DNR’s efforts to liquidate excess unused assets in their inventory. In turn, the Saginaw Community Foundation would like to donate the boat and trailer to the Saginaw Fire Department to be used for water rescue and recovery operations. The boat and trailer will be received “as is” and does not include a motor. A suitable motor for this boat has been specified and will be purchased at a later date pending the completion of the bid process, and formal Council approval.

The Saginaw Fire Department currently utilizes a 1987 14’ Achilles inflatable rescue boat powered by a 25 HP outboard motor. The current rescue boat has exceeded its useful life for surface water operations and is in need of replacement. Acceptance of the donated boat will enhance the Saginaw Fire Department’s water rescue and recovery operational capabilities and improve fire fighter safety by providing a safer platform for personnel to operate from.

The City Attorney has reviewed the donation, and commented that State law allows a city to accept any gift of real or personal property. MCL 123.871 provides: “Any city, village, township, or county may receive, own, and enjoy any gift of real or personal property, made by grant, devise, bequest, or in any other manner, for public parks, grounds, cemeteries, public buildings, or other public purposes, whether made directly or in trust, subject to the conditions, limitations, and requirements provided in the grant, devise, bequest, or other instrument.”

**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 Service Team Communication Equipment Grant  
**Prepared by:** Sienna Rendon, Community Public Safety – Police

**Manager’s Recommendation:**

I recommend the City Council approve the Emergency Service Team Communication Equipment Grant, awarded from the 2013 LEPTA State Homeland Security Grant Funds, for sixteen (16) Tactical Command Industries Tactical Enforcement Low-Visibility Communication Systems (wireless microphones) for the Saginaw Police Department.

**Justification:**

The Saginaw Police Department has received a Homeland Security Grant that allows for the purchase of sixteen (16) Tactical Enforcement Low-Visibility Communication Systems (TECS), valued at \$5,840. These TECS units will be distributed to the Saginaw Police Department for their Emergency Services Team. These Tactical Enforcement Low-Visibility Communication Systems with D Jedi Earpiece and Push to Talk Systems are wireless communication devices. They will serve as an upgrade to the communication devices that are currently being used, and to the ones that are no longer working due to extensive use over time.

**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 Tourniquet Program Grant  
**Prepared by:** Sienna Rendon, Community Public Safety – Police

**Manager’s Recommendation:**

I recommend the City Council approve the Emergency Tourniquet Program Grant, from The One Hundred Club of Saginaw, for 55 emergency tourniquets with holders for the Saginaw Police Department.

**Justification:**

The Saginaw Police Department in conjunction with the Police Chief’s Association of Saginaw County was awarded the grant from The One Hundred Club of Saginaw for 55 emergency tourniquets with holders valued at \$1,667. Grant funds have been dispersed to the Chief’s Association who will make the purchase and distribute the 55 tourniquets to the Saginaw Police Department.

Unfortunately in today’s society, law enforcement officers are faced with an ever increasing number of active shooter incidents in communities throughout our country. When such events occur, police officers must respond immediately. Our officers are trained and prepared to confront the suspect and stop the threat to our citizens. The International Association of Chiefs of Police (IACP), the National Sheriff Association and the National Tactical Officers Association are recommending that officers carry a personal tourniquet with them in case they receive a life threatening wound to an extremity. Providing each officer with a personal tourniquet increases the chance that the officer will survive and overcome a gunshot wound.

**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 Replacement Police Patrol Vehicles  
**Prepared by:** Don Riley, Public Services Department

**Manager's Recommendation:**

I recommend the State bid be accepted and that a purchase order be approved and issued to Berger Chevrolet, Inc., Grand Rapids, Michigan, in the amount of \$107,430 for the purchase of four fully equipped 2016 Chevrolet Impala Police Patrol vehicles.

**Justification:**

The Saginaw Police Department will be removing four of the oldest vehicles from the fleet with over 120,000 miles, and replacing them with four fully equipped 2016 Chevrolet Impala Police Patrol vehicles. The replacement vehicles will be purchased outright at a cost of \$107,430 from Berger Chevrolet, Inc. pursuant to the State bid. Berger Chevrolet, Inc. will contract with Kay Communication, LLC of Saginaw, MI (out-city) to completely outfit the vehicles with the necessary emergency equipment. Berger Chevrolet, Inc. was awarded the MiDEAL State bid contract to provide these vehicles for all Police agencies in the State of Michigan.

Berger Chevrolet, 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 these vehicles are budgeted in Department Of Justice – JAG Grant Fund, JAG 2013 Division's Vehicles Account Number 263-3332-982.000 (\$30,074), the JAG 2014 Division's Vehicles Account Number 263-3333-982.000 (\$11,424), and the General Fund Community Public Safety – Police, Police Building Management Vehicles Account Number 101-3514-982.000 (\$65,932).

**Council Action:**

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



**From:** Timothy Morales, City Manager  
**Subject:** Vehicle Collision Repair – Police  
**Prepared by:** Don Riley, Public Services Department

**Manager’s Recommendation:**

I recommend that the low quote from Engel’s Auto Body, Saginaw, Michigan be approved and that a purchase order be issued to them in the amount of \$8,280.90 for repairs to Police Patrol Charger No. 90-1158.

**Justification:**

On March 8, 2015, Police Patrol Charger No. 90-1158, a 2014 Dodge Charger with 43,000 miles was involved in an accident at Stevens and S. Harrison. The vehicle sustained damage to the front bumper, fenders, and hood area. The repairs amount to less than the City’s \$25,000 deductible; therefore, no reimbursement from the insurance company is warranted. These repairs are necessary in order to maintain the vehicle in a safe and operable condition. The quotes were requested from local repair vendors that have completed quality repair work for the City in the past.

The following is a listing of the quotes received:

<u>Vendor</u>	<u>Cost</u>
Engel's Auto Body Saginaw, MI (out-city)	\$ 8,280.90
Maaco Collision and Auto Paint Saginaw, MI (out-city)	\$10,514.80

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 General Fund – Police Building Management, Motor Vehicle Repairs Account No. 101-3514-931.000.

**Council Action:**

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

**From:** Timothy Morales, City Manager  
**Subject:** Vehicle Lease Agreement – Inspection and Neighborhood Services  
**Prepared by:** Don Riley, Public Services Department

**Manager’s Recommendation:**

I recommend that the Vehicle Lease Agreement with Ally Financial for the replacement of four vehicles for the Saginaw Inspections and Neighborhood Services Division be approved pending future budgets for fiscal years 2016, 2017, 2018 and 2019.

Further, it is recommended that a purchase order to the dealer, Berger Chevrolet, Inc. be approved for \$19,876.57 per year for a period of four years for a total of 79,510.28. The first lease payment will be due upon receipt of the vehicles, with an estimated delivery date in the Fall of 2015 (fiscal year 2016).

Also, it is recommended that the City Manager or his designee be authorized to sign the Agreement. The Agreement has been approved by me as to substance and the City Attorney as to form.

**Justification:**

The Inspections and Neighborhood Services Division is replacing two 2000 Chevrolet Cavaliers with over 89,000 miles and two 2005 Impalas with over 100,000 miles that were scheduled for replacement in 2010 and 2012 respectively. These vehicles were first used in the Police Department and turned over to the Inspections and Neighborhood Services Division. They have proven to be unreliable for daily use with frequent service requests. The vehicles have extensive wear, rust, and fatigue to the body, frame, and drivelines, along with electrical and mechanical issues that make these vehicles expensive to maintain in useable condition. The 2015 MIDEAL Municipal Lease is for the purchase of four 2015 Chevrolet Impalas, equipped as specified, for four annual payments of \$19,876.57 with a final option to purchase of \$1.00 per vehicle. This is the beginning of a program intended to maintain the Inspection and Neighborhood Services Division's fleet at a maximum age of 8 years or less. The total cost after four years will be \$79,510.28.

These companies 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 will be budgeted in future budgets in the General Fund – Inspections and Neighborhood Services - Inspection Division's Equipment Rental Account No. 101-3865-944.000.

**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 Street Sign Posts – ROW Division  
**Prepared by:** Beth D. London, Public Services Department

**Manager’s Recommendation:**

I recommend the low bid be accepted and a purchase order be approved and issued to Osburn Associates, Logan, OH in the amount of \$12,264 for various types of street sign posts for the Traffic Maintenance Section of the Right of Way Division.

**Justification:**

On March 24, 2015, the City received six bids for various types of street sign posts for the repair and installation of street signs. The Traffic Maintenance Section of the Right of Way Division is required to maintain and replace, when necessary, approximately 25,000 street signs within the City of Saginaw. On March 24, 2015, the City received six bids for various types of street sign posts for the repair and installation of street signs. The following is a tabulation of the bids received:

<b><u>Vendor</u></b>	<b><u>Cost</u></b>
Osburn Associates Logan, OH	\$12,264.00
Dornbos Sign and Safety Charlotte, MI	\$12,323.00
M D Solutions Plain City, OH	\$13,241.50
Newman Signs Jamestown, ND	\$13,306.50
Tapco Braun Deer, WI	\$13,593.00
Vulcan Signs Foley, AL	\$14,019.00

Osburn Associates 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 available in the Major Street Fund - Traffic Engineering Division's Parts and Supplies Account No. 202-4621-742.000.

**Council Action:**

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

**From:** Timothy Morales, City Manager  
**Subject:** Blanket Purchase Order Increase – Garage Division  
**Prepared by:** Don Riley, Public Services Department

**Manager’s Recommendation:**

I recommend that the blanket purchase orders approved by Council for Fiscal Year 2015 and issued to each vendor listed below in the amount totaling \$14,000 be increased by \$11,000 for a new total amount of \$25,000 for various vehicle parts and supplies for the Garage Division.

**Justification:**

On July 21, 2014, the listed purchase orders below were approved in various amounts totaling \$14,000. Due to the age of the fleet and the excessive mechanical failures, additional funds are needed to continue purchasing equipment manufacturer/distributor vehicle parts, supplies, and services to maintain the City’s fleet vehicles for Fiscal Year 2015. To issue individual purchase orders is costly and administratively time consuming. The Garage Division’s personnel will price quote parts and services and award purchases to the lowest and best vendor for each item. The original blanket purchase orders including the purchase order numbers, vendors, amounts, and the recommended increase amounts are as follows:

<b><u>PO Number</u></b>	<b><u>Vendor</u></b>	<b><u>Original PO Amount</u></b>	<b><u>Recommended Increase</u></b>	<b><u>New Total PO Amount</u></b>
494845	Bell Equipment Company Lake Orion, MI (out-city)	\$ 9,000	\$ 7,000	\$16,000
494861	Spartan Distributors Detroit, MI (out-city)	\$ 5,000	\$ 4,000	\$ 9,000
	<b>Total</b>	\$14,000	\$11,000	\$25,000
	<b>Total Increase Requested</b>		\$11,000	

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 these purchases are budgeted in the Motor Pool Operation Fund – Garage Division's, Motor Vehicle Supplies Account No. 661-4480-737.000, (\$11,000) and will be accounted for in the Motor Pool Operation Fund – Garage Division's Inventory Account No. 661-0000-110.001.

**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 a Movable File Storage System - ROW Division  
**Prepared by:** Beth London, Public Services Department

**Manager’s Recommendation:**

I recommend that a purchase order be approved and issued to Advantage Business Systems of Saginaw, MI, in the amount of \$8,512.85 for a high-density movable file storage system for the Engineering Division.

**Justification:**

On March 26, 2015, the Engineering Division received a quote with the GSA pricing from Advantage Business Systems for a high-density movable file storage system. Advantage Business Systems is a General Services Administration (GSA) vendor for the Federal Government. The City will save \$1,100.64 using GSA pricing.

The Engineering Division is in need of more filing space for record retention of the MDOT and City road construction project files. This filing system would take the place of stationary files, and increase the existing filing space by approximately 89%. The system will provide increased storage with an option to expand the file system in the future. The existing shelving units will be repurposed within the Engineering office.

The cost of the high-density movable filing system includes two double-sided, eight foot long mechanically assisted movable carriages and a single fixed shelving unit that consist of five legal sized shelves. All tracks, floor decking, fasteners, freight and installation are also included.

Advantage Business Systems 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 – Engineering Administration’s Capital Outlay less than \$5,000 Account No. 202-4612-971.000 (\$4,012.85), Sewer Operations and Maintenance Fund – Engineering Division’s Capital Outlay less than \$5,000 Account No. 590-4811-971.000 (\$2,250) and Water Operations and Maintenance Fund – Engineering Division’s Capital Outlay less than \$5,000 Account No. 591-4711-971.000 (\$2,250).

**Council Action:**

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

**From:** Timothy Morales, City Manager  
**Subject:** Repair of Hydraulic System on Toro Mower  
**Prepared by:** Mike McGill, Water and Wastewater

**Manager's Recommendation:**

I recommend acceptance of the price quote and issuance of a purchase order to Hoffman's Power Equipment, Inc., Saginaw, for the repair of one Toro commercial 'Zero-Turn' mower in the amount of \$3,189.77 for the Water Treatment Division.

**Justification:**

The Water Treatment Plant operates three identical Toro 'Zero Turn' model mowers. When staff began spring maintenance, one of the units was found to have a failed left-hand hydraulic pump. Hoffman's is the local authorized Toro representative for parts and service. They have completed a diagnostic inspection of the mower and found metal shavings and fragments throughout the hydraulic system. Due to the nature of the failure, additional components within the hydraulic system were damaged and require replacement.

On March 25, 2015, the City received a quote from Hoffman's for the repairs in the amount of \$3,189.77, which includes \$420.00 in labor and a 10% discount on parts. Issuing the purchase order to Hoffman's will save additional costs for reassembly and diagnosis by other service providers and, due to the eminent onset of the mowing season, we would like to expedite this 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 service are available in the Water Operations and Maintenance Fund, Treatment and Pumping Division's Repairs and Replacements Account No. 591-4730-974.000.

**Council Action:**

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

**From:** Timothy Morales, City Manager  
**Subject:** Butterfly Valve Purchase  
**Prepared by:** Mike McGill, Water and Wastewater

**Manager's Recommendation:**

I recommend acceptance of the price quote and issuance of a purchase order to the Henry Pratt Company, Aurora, IL, a sole source, for \$7,387 for three 14" butterfly valves for the Water Treatment Division.

**Justification:**

On March 23, 2015, we received a quote from the Henry Pratt Company for the purchase of three butterfly valves. The Water Plant has 18 media based filters, which are the final step of the treatment process. Sixteen of these filters use a 14" Henry Pratt butterfly valve to control the flow of water through each filter. The last spare valve was used as part of a maintenance inspection of all filters. Due to long lead times for the manufacturing of these valves, the Water Plant maintains a minimum stock on hand in case emergency repairs are necessary. Henry Pratt is the manufacturer of the valves, which are a direct replacement. Substitute valves should not be considered due to the need for compatibility with actuators and spare parts on-hand. Henry Pratt Company is a sole source for these valves.

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 service are available in the Water Operations and Maintenance Fund, Treatment and Pumping Division's Repairs and Replacements Account No. 591-4730-974.000.

**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 Order Modification  
**Prepared by:** Brian Baldwin, Water and Wastewater

**Manager's Recommendation:**

I recommend that the vendor name on purchase order number 496255 for the Wastewater Services Division be changed from Peterson & Matz, Farmington, MI, to Hydro Gate, LLC, Denver, CO.

**Justification:**

On March 16, 2015, City Council approved a recommendation from the Water and Wastewater Treatment Services Department that a purchase order be issued to Peterson & Matz in the amount of \$2,300 for the purchase of gate wedges. Peterson & Matz has informed us that the parts will be coming directly from the manufacturer, Hydro Gate LLC; and has asked us to change the vendor name on the purchase order. All prices remain valid, so the amount of the purchase order remains the same.

This vendor meets all requirements of §14.23, "Vendors," of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing," of Title 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 Parts and Supplies Account No. 590-4830-742.000

**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 Purchase - Grit Slurry Cup and Grit Snail Parts

**Prepared by:** Brian Baldwin, Water and Wastewater

**Manager's Recommendation:**

I recommend ratification of emergency purchase order number no. 496187 to Pumps Plus, Inc., a sole source, in the amount of \$2,924 issued on March 10, 2015 for Slurry Cup and Grit Snail parts for the Wastewater Treatment Division.

**Justification:**

On March 3, 2015, we received a quote from Pumps Plus, Inc. for a replacement baffle ring for our grit slurry cup and twenty cleats for our grit snail in the amount of \$2,924. The grit slurry cup and grit snail are part of our grit removal system. All equipment is in service, however, maintenance staff has determined that these parts will need to be replaced in the near future because of the abrasive nature of the grit being processed. Due to the critical nature of this process, the parts are being ordered for scheduled maintenance to reduce the out of service time. Pumps Plus, Inc. is the manufacturer's representative for Eutek and a sole source for replacement parts.

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 Sewer Operations and Maintenance Fund, Treatment and Pumping Division's Parts and Supplies Account No. 590-4830-742.000 for Fiscal Year 2015.

**Council Action:**

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

**From:** Demond Tibbs, Council Member

**Subject:** Amendment of Housing Regulations Ordinance

**Prepared By:** Janet Santos, City Clerk

**Manager's Recommendation:**

I recommend the amendment of §151.095 "Findings and Purpose," §151.096 "Definitions," §151.097 "Non-Owner Occupied Property - Prohibited Conduct," §151.098 "Non-Owner Occupied Property - Registry," §151.099 "Unoccupied Property Registry," §151.100 "Violation/Abatement," and §151.101 "Fees," of Chapter 151 "Housing Regulations," Title XV "Land Usage," of the City of Saginaw Code of Ordinances O-1.

**Justification:**

The amendments require all owners/controllers of non-owner occupied property to include the Crime Free Lease Addendum in their lease agreements. Such lease addendums are vital to reducing illegal activity occurring at a rental property. The lease addendum is a contract between a landlord and tenant whereby the tenant agrees to abide by the rules of the property and not to participate in or allow criminal activity, or quality of life violations, to occur on it. The language provides the landlord another tool in which to evict a tenant who is responsible for repeated quality of life violations. The amendments further provide that a landlord who allows a tenant to remain on the property after three quality of life violations is responsible for a municipal civil infraction.

An Ordinance has been prepared and appears under the regular order of business.

**Council Action:**

This council communication is for explanation purposes of the ordinance to be introduced and enacted according to the City Charter, Section 22, titled, "Ordinances."

Moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_  
to introduce an Ordinance entitled and reading as follows:

O-\_\_\_\_\_

AN ORDINANCE TO AMEND §151.095 "FINDINGS AND PURPOSE," §151.096 "DEFINITIONS," §151.097 "NON-OWNER OCCUPIED PROPERTY - PROHIBITED CONDUCT," §151.098 "NON-OWNER OCCUPIED PROPERTY - REGISTRY," §151.099 "UNOCCUPIED PROPERTY REGISTRY," §151.100 "VIOLATION/ABATEMENT," AND §151.101 "FEES," OF CHAPTER 151 "HOUSING REGULATIONS," TITLE XV "LAND USAGE," OF THE CITY OF SAGINAW CODE OF ORDINANCES O-1.

Laid over under the Charter Provision.

Moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_ that an ordinance introduced on April 6, 2015, be taken up and enacted, entitled and reading as follows:

O-\_\_\_\_\_

AN ORDINANCE TO AMEND §151.095 “FINDINGS AND PURPOSE,” §151.096 “DEFINITIONS,” §151.097 “NON-OWNER OCCUPIED PROPERTY - PROHIBITED CONDUCT,” §151.098 “NON-OWNER OCCUPIED PROPERTY - REGISTRY,” §151.099 “UNOCCUPIED PROPERTY REGISTRY,” §151.100 “VIOLATION/ABATEMENT,” AND §151.101 “FEES,” OF CHAPTER 151 “HOUSING REGULATIONS,” TITLE XV “LAND USAGE,” OF THE CITY OF SAGINAW CODE OF ORDINANCES O-1.

The City of Saginaw Ordains:

**§ 151.095 FINDINGS AND PURPOSE.**

Unsupervised properties have a negative impact on surrounding properties and neighborhoods. Owners of such properties should be held accountable for the condition of same, because properties which are not maintained constitute a hazard to the public health, safety, and welfare, create blight and nuisances, and lower property values and neighborhood integrity.

It is the purpose and intent of the City, through the adoption of this article, to establish a non-owner occupied property registry and unoccupied property registry as a mechanism to protect residential neighborhoods from becoming blighted through the lack of adequate maintenance and security of such properties.

**§ 151.096 DEFINITIONS.**

- (A) **City** shall mean the City of Saginaw.
- (B) **Controller** shall mean the person under contract with the owner for the management and/or maintenance of the property or who is otherwise authorized by the owner to exercise any physical control over the property, including but not limited to any property management or property preservation company responsible for the maintenance and security of the property.
- (C) **Drug related activity** shall mean the illegal manufacture, sale, distribution, possession, or use of a controlled substance (as defined by the Controlled Substance Act and/or Michigan’s Public Health Code).
- (D) **Local agent** shall mean a Michigan-based person or business entity appointed in writing by the owner to be the contact person on behalf of the owner and/or controller with the City.

- (E) **Non-owner occupied property** shall mean any dwelling, dormitory, dwelling unit, apartment house, or guest room in a lodging house, rooming house, bed and breakfast establishment, hotel or motel within the City which is occupied by someone other than the owner.
- (F) **Nuisance** shall mean a nuisance as defined by §94.01 of the Saginaw Code of Ordinances.
- (G) **Owner** shall mean the person noted as the last owner of record (*i.e.* person holding legal title to the property) in the records of the City Assessor.
- (H) **Person** shall mean an individual, firm, corporation, trust, estate, partnership, incorporated or unincorporated association, limited partnership, limited liability company, or any other legal entity.
- (I) **Quality of Life Violation** occurs when the resident, any members of the resident's household or a guest or other person under the resident's control has been issued one or more court appearance tickets, complaints, or citation for violation of any state law or local ordinance on the non-owner occupied property that involves (a) drug related activity, (b) prostitution, (c) criminal gang activity, (d) assaultive, threatening, or intimidating behavior (including but not limited to unlawful discharge of firearms), (e) malicious destruction of property, or (f) conduct that jeopardizes the health, safety, and/or welfare of others. "Conduct that jeopardizes the health, safety, and/or welfare of others" could include, but is not limited to, the following: (1) Dangerous Dog Violation contrary to City Ordinance 94.17, (2) Unlawful Discharge of a Firearm violation contrary to City Ordinance 130.03(D), (3) Illegal Business or Occupation violation contrary to City Ordinance 130.33, (4) Noise violation contrary to City Ordinance 94.22, and (5) Violation of the maximum occupancy overcrowding, illegal use of space provisions of the City Ordinance contrary to Chapter 153.

Unless otherwise provided by law, proof of a violation shall not require a criminal conviction but shall require only a preponderance of the evidence. A violation shall be deemed to have occurred in the vicinity of non-owner occupied property if it occurs in an adjacent common area or in the adjacent public right of way in front of the non-owner occupied property

- (J) **Repeated Quality of Life Violations** will be considered to be three (3) quality of life violations by one or more tenants or their guests, with respect to any dwelling unit within any 12-month period.
- (K) **Unoccupied property** shall mean any property or lot that is vacant, regardless of whether such property contains a vacant dwelling or other structure.

## § 151.097 NON-OWNER OCCUPIED PROPERTY – PROHIBITED CONDUCT.

- (A) No owner or controller of non-owner occupied property shall allow it to be occupied by someone other than the owner without first registering the property with the Office of the City Clerk.
- (B) No owner or controller of non-owner occupied property shall allow occupancy of the property without first being in compliance with this ordinance.
- (C) No owner or controller of non-owner occupied property shall allow occupancy of the property without first paying any property taxes due and owing on the property.
- (D) No owner or controller shall allow a non-owner occupied property to fall into a state of disrepair, to become in violation of applicable Michigan statutes or City of Saginaw codes, or to otherwise become a nuisance or create a nuisance condition.
- (E) Once registered, no owner or controller shall allow non-owner occupied property to remain occupied if it is in a state of disrepair, in violation of applicable Michigan statutes or City of Saginaw codes, or otherwise has become a nuisance condition or created a nuisance condition.
- (F) No owner or controller shall knowingly permit a resident to remain in occupancy of non-owner occupied property if that resident, members of the resident’s household, or guests or other person’s under the resident’s control commit repeated quality of life violations.
- (G) No owner or controller of non-owner occupied property shall transfer title, possession, or occupancy of the property without first being in compliance with this ordinance.

**§ 151.098 NON-OWNER OCCUPIED PROPERTY – REGISTRY.**

- (A) To register non-owner occupied property, the owner or controller shall:
  - (1) Complete and file with the City Clerk, online or in-person, a registration application for each non-owner occupied property, which shall state or have attached, as applicable:
    - (a) The name, date of birth, driver’s license number, mailing address, telephone number, email address, and webpage address of the owner and of any controller of the property. If the owner of the property resides out-of-state, the applicant shall designate a local agent by name, mailing address, telephone number, email address, and webpage address.
    - (b) A copy of the written agreement appointing a local agent for the owner or controller.
  - (2) Pay in full the registration fees, as well as any applicable late fees, owed to the City for each non-owner occupied property.

- (3) Provide verification to the City Clerk that the property is not condemned nor under an order to vacate.
- (4) Pay in full any property taxes due and owing on the property.
- (5) Pay in full any fines that may be owed due to a violation of this Ordinance.
- (6) Agree to provide all residents a lease disclosure letter which provides information regarding frequently violated City regulations, including:
  - (a) The City's Noise Ordinance (Sec 94.20, *et seq.*);
  - (b) The City's Curfew for Minors Ordinance (Sec 130.50, *et seq.*);
  - (c) The City's Disturb the Peace of Neighborhoods Ordinance (Sec 130.32);
  - (d) The City's Housing Regulations (including Sec 151.082 and 151.083); and
  - (e) The City's Parking Regulations (including Sec 72.28);
- (7) Agree that each lease or rental agreement entered into for non-owner occupied property shall include the following addendum:

### CRIME FREE LEASE ADDENDUM

In consideration of the execution or renewal of a lease of the dwelling unit identified in the lease, Owner and Resident agree as follows:

1. Resident, members of the resident's household, and a guest or other person under the resident's control shall not engage in criminal activity, or any act intended to facilitate criminal activity, including drug-related criminal activity, on or near said premises.

2. Resident and members of resident's household will not permit the dwelling unit to be used for, or facilitate criminal activity, including drug-related criminal activity, regardless of whether the individual engaging in such activity is a member of the household or a guest.

VIOLATION OF THE ABOVE PROVISIONS SHALL CONSTITUTE A QUALITY OF LIFE VIOLATION AND BE A MATERIAL AND IRREPARABLE VIOLATION OF THE LEASE AND GOOD CAUSE FOR IMMEDIATE TERMINATION OF THE TENANCY. A single violation of any of the provisions of this addendum shall be deemed a serious violation and material and irreparable noncompliance with your lease. Unless otherwise provided by law, proof of violation shall not require criminal conviction, but shall be by substantial evidence of the type reasonably relied upon by property managers in the usual and regular course of business.

In case of conflict between the provisions of this addendum and any other provisions of the lease, the provisions of this addendum shall govern.

This LEASE ADDENDUM is incorporated into the lease executed or renewed this day between Owner and Resident.



This LEASE ADDENDUM is not intended to diminish Resident's or broaden Owner's rights with regard to Michigan's laws pertaining to the recovery of possession of property.

(B) Upon the City Clerk's receipt of the completed registration application and applicable fees, the City Clerk shall verify whether the property is eligible for registration and, if so, shall register the property.

(1) If the property is not eligible for registration, the City Clerk shall inform the owner or controller of the deficiencies preventing registration, including what additional information, documentation, and/or fees are required.

(C) After a non-owner occupied property has been registered, the owner or controller shall:

(1) Notify the City Clerk of any change in the information provided in the original registration application, including but not limited to a change in occupancy status or a change in contact information for the owner, controller, or local agent, within thirty (30) days of the date of the change.

(2) Cause the dwelling to be inspected by designated employees or other representatives of the owner or controller or by appropriate representatives of the City for compliance with this ordinance at least once annually. Proof of such inspections must be provided to the City Clerk upon renewal of registration to document that the property remains in compliance with this ordinance.

(3) If the non-owner occupied property has become ineligible for this registry, the City Clerk shall remove the property from the registry and shall provide the owner or controller with written notification of this action, the reason therefore, and shall inform the owner or controller of the deficiencies preventing continued registration, including what additional information, documentation, and/or fees are required.

(D) Exceptions:

(1) Owners or purchasers of structures which contain only one (1) dwelling unit, with or without an accessory garage, carport or shed, and which contain no other occupancy, may occupy that dwelling unit themselves without registering the unit or paying a fee. The owner's immediate family, defined as the owner's spouse or significant other, children, and up to two (2) grandparents, may also occupy that dwelling with the owner. All other requirements of this chapter shall apply in such instances.

(2) Owners and controllers of property properly registered under this section who are actively advertising and holding the property out for rental and/or sale shall not be required to register the property as unoccupied property under

§151.099 of this ordinance. Evidence of same, such as a copy of any advertisement or listing, shall be provided to the City Clerk.

## § 151.099 UNOCCUPIED PROPERTY REGISTRY.

- (A) The Office of the City Clerk shall maintain a registry of all unoccupied properties within the City of Saginaw.
- (B) An owner or controller of unoccupied property shall register the property with the City Clerk within sixty (60) days of transfer of title to the property to the name of the new owner. If the title was transferred prior to the effective date of this ordinance, the owner or controller of the property shall register the property with the City Clerk no later than sixty (60) days after the effective date of this ordinance.
- (C) To register unoccupied property, the owner or controller shall:
  - (1) Complete and file with the City Clerk, online or in-person, a registration application for each unoccupied property, which shall state or have attached, as applicable:
    - (a) The name, date of birth, driver's license number, mailing address, telephone number, email address, and webpage address of the owner and of any controller of the property. If the owner of the property resides out-of-state, the applicant shall designate a local agent by name, mailing address, telephone number, email address, and webpage address.
    - (b) A copy of the written agreement appointing a local agent for the owner or controller.
    - (c) A statement describing the expected period of vacancy, a detailed plan for the regular maintenance of the property during the period of vacancy (for example, lawn maintenance and securing of any structures), and a timeline for the lawful re-occupancy of the property, the rehabilitation of the property, or the demolition of the dwelling and/or structure(s) on the property.
  - (2) Pay in full the registration fees, as well as any applicable late fees, owed to the City for each unoccupied property.
  - (3) Pay in full any property taxes due and owing on the property.
- (D) Any change in the information provided in the registry, including but not limited to a change in ownership, change in vacancy status, or a change in contact information for the owner, controller, and/or local agent shall be provided to the City Clerk within thirty (30) days of the date of the change.

- (E) Unoccupied property may not be occupied until all outstanding taxes, costs, assessments, and/or liens owed to the City of Saginaw have been paid in full and a certificate of occupancy has been issued by the City of Saginaw.
- (F) Exceptions:
  - (1) Unoccupied properties owned by governmental subdivisions/agencies need not be registered in accordance with this Chapter.

## **§ 151.100 VIOLATION/ABATEMENT.**

- (A) Except as otherwise stated, violations of this Chapter shall be treated as strict liability offenses regardless of intent.
- (B) An owner or controller of non-owner occupied property or unoccupied property that is found to be in violation of any article of this Chapter shall be responsible for a municipal civil infraction as set forth in Chapter 37 of this Ordinance.
- (C) Properties subject to this ordinance shall at all times be kept free of weeds, dry brush, dead vegetation, trash, junk, building materials, and the accumulation of other debris and shall otherwise comply with the Saginaw Housing Code. Additionally, the property shall be maintained free of graffiti, tagging, and similar markings. Yards shall be landscaped and maintained pursuant to this Ordinance.
  - (1) If the property has not been maintained, the City may maintain the property and assess costs to the owner or controller. Such assessments may become a lien against the property.
- (D) Properties subject to this ordinance shall at all times be maintained in a secure manner so as not to be accessible by unauthorized persons. The City shall have the authority to require the owner or controller to implement additional maintenance and/or security measures as deemed necessary.
  - (1) If a property has not been secured, the City may secure the property and assess costs to the owner or controller. Such assessments may become a lien against the property.
- (E) Failure to properly maintain or secure either non-owner occupied property or unoccupied property will be deemed a nuisance for which the City may issue a written notice to correct. The City may abate any such nuisance upon the failure of the owner or controller of the property to take abatement action within ten (10) days of the written notice to correct. When the City has abated such a nuisance, the cost of the abatement, including any applicable administrative charges, will be billed to the owner of the property. Such billing shall be a personal debt of the owner to the City, which may be collected as other personal debts, as enforcement costs or by restitution orders as allowed by law, or which may be assessed as a lien against the property, including interest thereon, until paid.

(1) The owner of the property where such a nuisance exists is also responsible for a Class D municipal civil infraction as set forth in §94.02 of this Ordinance.

(F) On each occasion that a resident in a non-owner occupied property or such resident's guest commits a quality of life violation, the City Manager or designee shall send notice of such violation to the owner or controller. Upon the occurrence and notice of three (3) quality of life violations by one or more resident or their guests, with respect to any non-owner occupied property within any 12-month period, the non-owner occupied property will be deemed a nuisance. An unsuccessful good faith attempt to evict the offending resident, after commission of two quality of life violations, shall constitute an absolute defense. It is not a violation if the owner or controller reported the violation.

(1) The owner of the property where such nuisance exists is responsible for a Class F municipal civil infraction, subject to payment of a civil fine as set forth in § 37.07, plus costs and other sanctions for each infraction. Repeat offenses shall be subject to increased fines as provided by § 37.07.

## § 151.101 FEES.

(A) Fees for each registry shall be established by City Council and posted in the Office of the City Clerk.

(B) All registration/license cycles for non-owner occupied property shall start on March 15 of each year.

(1) For the period from the effective date of this section to March 15, 2014 all properties with a valid registration shall continue to be registered until March 15, 2014. Registrations shall all expire on March 15 of each year regardless of application date. If March 15 should fall on a holiday or weekend the fee shall be due on the next regular business day.

(C) All registration/license cycles for unoccupied property shall start on December 30 of each year.

(1) All unoccupied properties must be registered within sixty (60) days of the enactment of this ordinance. For the period from the effective date of this section to December 30, 2013, the annual registration fee shall be reduced by fifty (50%) percent.

(2) Registrations shall expire on December 30 of each year regardless of application date. If December 30 should fall on a holiday or weekend the fee shall be due on the next regular business day.

(D) An additional late charge of one hundred (100%) percent of the base fee shall apply and be assessed in the event of any of the following:

- (1) Failure to register unoccupied property within sixty (60) days of the enactment of this ordinance.
  - (2) Failure to register a non-owner occupied or unoccupied property within fifteen (15) days of date of written notice from the City that the property is in violation of this ordinance.
  - (3) Failure to pay the registration renewal fee by the required date each year.
  - (4) Failure to register a non-owner occupied or unoccupied property within sixty (60) days of transfer of title in the property.
  - (5) Failure to provide the City Clerk the required notice of any change in the information provided in the registry, including but not limited to a change in vacancy status or a change in contact information for the owner and/or controller within thirty (30) days of the date of the change.
- (E) Failure to pay any applicable fees or late fees shall be deemed a personal debt of the owner to the City, which may be collected as other personal debts, as enforcement costs or by restitution orders as allowed by law, or assessed as a lien against the property, including interest thereon, until paid.

This ordinance shall become effective April 30, 2015.

Enacted: April 20, 2015.

Yeas:

Nays:

Absent:

Abstain:

## ORDINANCE DECLARED ADOPTED

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Dennis D. Browning  
Mayor

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Janet Santos, CMMC/CMC/MMC  
City Clerk

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 ordinance adopted by the City of Saginaw, Saginaw County, State of Michigan, at a public meeting held on April 20, 2015; 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.

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Janet Santos, CMMC/CMC/MMC  
City Clerk

## ESTABLISHING OBSOLETE PROPERTY REHABILITATION DISTRICT AT 3430 STATE STREET

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

**WHEREAS:** under P.A. 146 of 2000 the City of Saginaw is authorized to form Obsolete Property Rehabilitation Districts; and

**WHEREAS:** the property at 3430 State Street, TAX ID # 13-0537-00000 has been deemed functionally obsolete by the City of Saginaw; and

**WHEREAS:** the owner of the property has been notified by certified mail that a public meeting will be conducted on April 6, 2015, in accordance with P.A. 146 of 2000;

**NOW, THEREFORE, BE IT RESOLVED,** that the City of Saginaw hereby approves the formation of an Obsolete Property Rehabilitation District pursuant to Public Act 146 of 2000, as amended, for the eligible property legally described as:

3430 STATE STREET  
ASSESSOR'S FILE #: 13-0537-00000  
OUTLOT A EXE. E. 427 FT, DAVENSIDE, ALSO INCLUDING N 20 FT OF VACATED STATE  
ST LYING ADJACENT THERETO.

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 April 6, 2015; 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

Wednesday, January 07, 2015

RECEIVED  
CITY CLERK  
CITY OF SAGINAW

City Clerk Office

JAN 08 2015

Janet Santos  
1315 S. Washington  
Room 102  
Saginaw, MI 48601

RE: Request to form OPRA district at 3430 State Street. SAGINAW, MI 48602

Dear: Janet Santos

Attached to this letter is our application to file for an OPRA at the following address: 3430 State Street, Saginaw, MI 48602. I am asking that a district be established to warrant an OPRA for the subject property. The property condition will warrant that it is obsolete. The current condition is in dire shape with all the plumbing, heating, ceilings, walls, doors and flooring being damaged therefore deeming it obsolete. Furthermore, the exterior of the building will require roof repairs, parking lot repairs (sealing and striping), painting, and block work. We are requesting this OPRA as we are investing \$250,000 to \$500,000 not including the purchase price of the property. In addition, when this project is complete it will make the neighborhood and property more appealing as we plan on new landscaping for curb appeal, naming the plaza with a new pylon sign and making what is currently an obsolete property new again. In addition to property rehab, the project will result in a creation of approximately 15-60 jobs depending on the type of user we lease space too. Please work with us in facilitating and passing this request. Having an OPRA would help in the success of our project and our local economy.

Respectfully,



Anthony Denha

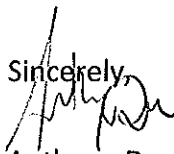
Wednesday, January 07, 2015

Janet Santos  
1315 S. Washington  
Room 102  
Saginaw, MI 48601

RE: Property information for OPRA application regarding 3430 State St. Saginaw, MI 48602

Dear: Janet Santos


- A) The property is located at 3430 State St. Saginaw, MI 48602. The year this property was built was in 1953; the original use was retail and has always been used for this purpose. The building is one story with a basement all of which will be completely remodeled. The total square footage is 34,634 sq ft.
- B) The property will be completely remodeled with energy efficient lighting, HVAC systems, plumbing, ceiling, walls, exterior brick, windows, roof repairs and flooring (Vanilla Box).
- C) New doors, flooring, restrooms, heating and cooling, paved parking. Approximately \$250,000 to \$500,000 will be invested depending on the user. With a total investment including purchase cost of approx. \$500,000 to \$750,000.
- D) The approximate time of work completion is scheduled for September 2015.
- E) The economic advantage of this project has many facets. These advantages include creation of new jobs, leasing vacant space with much needed retail, and an economic benefit to the city. With the complete rehabilitation of this commercial building it will improve the quality of the surrounding area by transforming an obsolete property to a fully remodeled property eliminating blight and abandonment. The OPRA will allow us to lower our expenses on the property which in turn allows us the ability to attract a larger amount of potential tenants to the local community. Furthermore, professional landscaping of the area with flowers, trees and new signage will improve the overall environment.

Sincerely,  
  
Anthony Denha



3430 State St. Saginaw MI 48603 Project Expense Report  
Parcel ID # 13 0537 00000

<u>Item Descriptions</u>	<u>Projected Cost</u>	<u>Estimated Completion Date</u>
Parking	\$ 8,000.00	September 2015
Interior/ Exterior Doors	\$ 15,000.00	September 2015
Flooring Common Area and Labor	\$ 84,000.00	September 2015
Bathroom Fixtures	\$ 5,000.00	September 2015
Bathroom Labor	\$ 5,000.00	September 2015
Bathroom Tile	\$ 1,500.00	September 2015
Bathroom Labor	\$ 1,000.00	September 2015
Plumbing Fixtures	\$ 10,400.00	September 2015
Plumbing Labor	\$ 5,000.00	September 2015
Lighting Fixtures	\$ 8,000.00	September 2015
Parking Lot Lights	\$ 1,500.00	September 2015
Parking Lot Lights Labor	\$ 1,000.00	September 2015
Painting Interior/Exterior	\$ 3,500.00	September 2015
Painting Interior/Exterior Labor	\$ 5,000.00	September 2015
Drywall	\$ 10,000.00	September 2015
Windows	\$ 10,000.00	September 2015
Windows Labor	\$ 3,500.00	September 2015
Labor	\$ 3,000.00	September 2015
HVAC Heating	\$ 80,000.00	September 2015
Brick and Block Exterior	\$ 100,000.00	September 2015
Cost of Labor and Material	\$ 360,400.00	
Cost of Property	\$ 250,500.00	
Total Project Cost	\$ 610,900.00	



## **SUPPORTING AND PARTICIPATING IN THE COLLABORATIVE PUBLIC EDUCATION PLAN (PEP) FOR MEMBERS OF THE SAGINAW AREA STORM WATER AUTHORITY (SASWA)**

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

**WHEREAS:** The City of Saginaw, hereafter “City”, is a member of the Saginaw Area Storm Water Authority, hereafter “Authority”; and

**WHEREAS:** The City as a member must meet the requirements set forth by the State regulating agency for the National Pollutant Discharge Elimination System (NPDES) Phase II Stormwater program in Michigan; and

**WHEREAS:** The collaborative Public Education Plan proposed for implementation by members of the Authority will assist the City in meeting the NPDES Phase II permit requirements; and

**WHEREAS:** This collaborative plan only applies to educating the residents of Saginaw County; and

**WHEREAS:** The member of the SASWA agrees to participate in this Public Education Plan by displaying table top displays, providing educational materials to residents, posting articles on websites or linking to the SASWA website or other materials/actions as deemed appropriate by the SASWA members; and

**WHEREAS:** The purpose and intent of this plan will result in a healthier, safer watershed for the citizens of Saginaw County and protect and enhance water quality of our watercourses, watersheds, and surface water bodies by keeping our storm drainage systems clean;

**NOW, THEREFORE, BE IT RESOLVED,** by the City Council to support and participate in the collaborative Public Education Plan (PEP) for members of the Saginaw Area Storm Water Authority (SASWA).

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 April 6, 2015; 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.

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Janet Santos  
City Clerk, CMMC/CMC/MMC

## **SUPPORTING AND PARTICIPATING IN THE COLLABORATIVE ILLICIT DISCHARGE ELIMINATION PROCEDURE (IDEP) FOR MEMBERS OF THE SAGINAW AREA STORM WATER AUTHORITY (SASWA)**

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

**WHEREAS:** The City of Saginaw, hereafter “City” is a member of the Saginaw Area Storm Water Authority, hereafter “Authority”; and

**WHEREAS:** The City as a member must meet the requirements set forth by the State regulating agency for the National Pollutant Discharge Elimination System (NPDES) Phase II Stormwater program in Michigan; and

**WHEREAS:** The Illicit Discharge Elimination administrative procedure proposed for adoption by members of the Authority will assist the City in meeting the NPDES Phase II requirements; and

**WHEREAS:** This procedure only applies to the Municipal Separate Storm Sewer System (MS4) owned by the member of the Authority; and

**WHEREAS:** This member of the Authority agrees to assist in investigations or code enforcement to eliminate illicit discharges and dumping of polluting materials into storm drainage systems or surface waters of the State within its jurisdictional boundaries as part of this administrative procedure, to the maximum extent practicable, with existing local ordinances, policies, and within their jurisdictional boundaries; and

**WHEREAS:** The member may allow the following non-stormwater discharges into the MS4 (also known as storm sewers under their jurisdiction or ownership):

The following non-stormwater discharges are not authorized in this document and do not need to be prohibited by the permittee in accordance with their NPDES MS4 Permit. Unless the member’s representative trustee to the Authority or their designee, identifies them as a significant contributor to pollutants entering the MS4 under their jurisdiction these discharges may be allowed to enter the MS4 (if approved) by the person in charge of the stormwater per the MS4 Permit:

- Water line flushing and discharges from potable water sources
- Landscape irrigation runoff, lawn watering runoff, and irrigation waters
- Diverted stream flows and flows from riparian habitats and wetlands
- Rising groundwaters and springs
- Uncontaminated groundwater infiltration [as defined by 40 cfs 35.2005(20)]
- Uncontaminated pumped groundwaters (except for groundwater cleanups specifically authorized by NPDES permits)

- Foundation drains, water from crawl space pumps, footing drains, and basement sump pumps.
- Air conditioning condensates
- Waters from non-commercial car washing
- Residential street wash waters
- Discharges or flows from emergency firefighting activities
- Dechlorinated swimming pool waters from single, two, or three family residences. A swimming pool operated by the permittee shall not be discharged to a MS4 or surface waters of the State without specific NPDES permit authorization from the MDEQ; and

**WHEREAS:** The purpose and intent of this procedure will result in a healthier, safer watershed for the citizens of Saginaw County and protect and enhance water quality of our watercourses, watersheds, and surface water bodies by keeping our storm drainage systems clean;

**NOW, THEREFORE, BE IT RESOLVED,** by the City Council to support and participate in the collaborative Illicit Discharge Elimination Procedure (IDEP) for members of the Saginaw Area Storm Water Authority (SASWA).

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 April 6, 2015; 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.

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Janet Santos  
City Clerk, CMMC/CMC/MMC