



City of Saginaw

Meeting and/or Executive Session Agenda

Tuesday, January 16, 2024, 6:00 PM
Council Chamber
333 West McLeroy Boulevard
Saginaw, Texas 76179

In accordance with Section 551.043 of the Texas Government Code, this agenda has been posted at Saginaw City Hall, and distributed to the appropriate news media within the required time frame. All meetings of the Saginaw City Council are open to the public. Public participation and written comments are invited on all open session business items.

The Mayor and City Council request that all cell phones and pagers be turned off or set to vibrate. Members of the audience are requested to step outside to respond to a page or to conduct a phone conversation. The City Hall is wheelchair accessible and special parking is available on the east side of the building. If special accommodations are required please contact the City Secretary a minimum of 72 hours in advance at 817-232-4640.

1: Call To Order

- 1A. Call To Order -- Todd Flippo, Mayor
- 1B. Pledges--Pledge of Allegiance to the United States; Pledge of Allegiance to the State of Texas--"Honor the Texas Flag; I pledge allegiance to thee, Texas, one State under God, one and indivisible"
- 1C. Invocation--Pastor Ronnie Mills, Kingdom Chapel
- 1D. Audience Participation--Anyone wishing to speak during the discussion of an item listed on the agenda must complete an audience participation form. These forms are located by the City Secretary. After completing the form, give it to the City Secretary. She will give it to the Mayor. The Mayor will call on you when that item is discussed. You will have three (3) minutes to make your comments.

2: Consent Agenda

All items listed are part of the Consent Agenda. Public hearing and review are held collectively unless opposition is presented, in which case the contested item will be heard separately.

- 2A. Action regarding Minutes, January 2, 2024--Janice England, City Secretary
- 2B. Action regarding Ordinance No. 2024-1, Appointment of Municipal Court Judge and Associate Judges; and Approval of Municipal Court Judge Agreement--Kim Quin, Finance Director

3: Proclamations-Presentations

- 3A. Update from the Economic Development Department--Keith Rinehart, Director of Community & Economic Development

4: Public Hearings

5: Business

- 5A. Consideration and Action regarding the Boring and Lowering of the Electrical Cable that feeds the new Restroom at Highland Station Park--Randy Newsom, Director of Public Works
- 5B. Consideration and Action regarding Resolution No. 2024-02, Calling for a General Election to elect the offices of Mayor, and City Council Place 2 to be held on May 4, 2024; Calling for a Special Election to fill the Unexpired Term in the Office of City Council Place 4; and Approving a Joint Election with Tarrant County--Janice England, City Secretary

5C. Consideration and Action regarding Recommendation from Library Board to Approve (a) Construction/Installation of a Custom Bench with Person Reading to a Child; (b) Purchase of a Bronze Bench for inside the Library; (c) Purchase of a Boardroom Table; and (d) Purchase of Poster Board Prints of Artist Renderings to be Displayed in the Library--Ellen Ritchie, Library Director

5D. Update on Employee Survey Committee--Paul Felegy, Councilmember

5E. Future Staffing Needs Discussion--Gabe Reaume, City Manager

5F. 2024 Work Plan Discussion--Gabe Reaume, City Manager

6: Executive Session

The City Council may take action on any Executive Session item posted.

6A. 551.071. Texas Government Code. Consultation with Attorney. The City Council may convene in executive session to conduct a private consultation with its attorney on any legally posted agenda item, when the City Council seeks the advice of its attorney about pending or contemplated litigation, a settlement offer, or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the provisions of Chapter 551, including the following items:

6B. Any Posted Item

7: Adjournment

7A. Adjournment--Todd Flippo, Mayor

Date Posted: January 12, 2024



City of Saginaw

City Council Memorandum

Prepared By: Janice England

Action regarding Minutes, January 2, 2024--Janice England, City Secretary

Meeting	Agenda Group	
Tuesday, January 16, 2024, 6:00 PM	Consent Agenda	Item: 2A
Reference File		

BACKGROUND/DISCUSSION:

The minutes of the City Council Meeting held on January 2, 2024 are presented for consideration.

FINANCIAL IMPACT:

N/A

RECOMMENDATION:

Staff recommends approval.

Attachments

Draft Minutes--01-02-2024.pdf

**** The following document is a draft of the minutes and the not the official approved minutes**

Minutes for the City Council

333 West McLeroy Boulevard, Saginaw, Texas 76179

January 2, 2024, 6:00 PM - January 2, 2024, 8:57 PM

Roll Call: *(The following members were in attendance)*

- **Cindy Bighorse**, Place 5
- **Todd Flippo**, Mayor
- **Randy Edwards**, Place 4
- **Mary Copeland**, Place 6
- **Paul Felegy**, Place 1
- **Nick Lawson**, Place 2
- **Valerie Junkersfeld**, Mayor Pro Tem

1. Call To Order

1A. Call To Order -- Todd Flippo, Mayor

Mayor Flippo called the meeting to order at 6:00 p.m.

Present:

City Attorney Bryn Meredith

City Engineer Trenton Tidwell, P.E.

City Manager Gabe Reaume

Finance Director Kim Quin

City Secretary Janice England

Fire Chief Doug Spears

Police Chief Russell Ragsdale

Asst. Police Chief Brandon Badovinac

Police Lieutenant James Crippen

Director of Public Works Randy Newsom

Director of Community & Economic Development Keith Rinehart

Director of Human Resources Melanie McManus

Communications Manager Pedro Zambrano

Planning Manager Susy Victor-Trevino

Absent:

Asst. City Manager Lee Howell

Visitors:

Brack St. Clair

Sagar Hermani

Mark Towns

Nathan Towns

J.T. Manoushagian

Whitney Moore

Hailey Slover

Jamie Gonzales

Jolynn Quin

Jasmine

Zachary Little

1B. Pledges--Pledge of Allegiance to the United States; Pledge of Allegiance to the State of Texas--"Honor the Texas Flag; I pledge allegiance to thee, Texas, one State under God, one and indivisible"

1C. Invocation--Dr. Mark Towns, First Baptist Church

Dr. Mark Towns of the First Baptist Church gave the invocation.

1D. Audience Participation--On the Video Screen

Anyone wishing to speak during the discussion of an item listed on the agenda must complete an audience participation form. These forms are located by the Police Chief. After completing the

form, give it to the City Secretary. She will give it to the Mayor. The Mayor will call on you when that item is discussed. You will have three (3) minutes to make your comments.

2. Consent Agenda

All items listed are part of the Consent Agenda. Public hearing and review are held collectively unless opposition is presented, in which case the contested item will be heard separately.

Motion was made by Councilmember Copeland with a second by Councilmember Felegy to approve Items 2A and 2B of the Consent Agenda. Motion carried unanimously. 7-0-0-0

2A. Action regarding Minutes, December 2, 2023--Janice England, City Secretary

2B. Action regarding Minutes, December 5, 2023--Janice England, City Secretary

2C. Action regarding a Chapter 380 Economic Development Incentive Agreement with 416 Belmont St.--Keith Rinehart, Director of Community & Economic Development

**** Item was Removed from Consent**

On Tuesday, December 5, 2023, the City Council received information in Executive Session pertaining to the specifics of a Building Improvement Grant (BIG) Program application submitted by Del Mar Property LP/King Laundry LP in regards to their property located at 416 Belmont St. The Council determined in that session to award an amount not to exceed \$5,000 in reimbursable and matching dollars for the anticipated improvements as proposed on their application. The agreement being considered tonight is the realization of that intention.

Motion was made by Councilmember Lawson with a second by Councilmember Edwards to approve Item 2C as presented. Motion carried. 6-0-1-0 (Junkersfeld abstained due to Conflict of Interest.)

2D. Action regarding approval of Requests for Payment Under Beltmill PID Reimbursement Agreement--Kim Quin, Finance Director

**** Item was Removed from Consent**

The Beltmill Public Improvement District (PID) was created by the City Council on March 6, 2021 and a reimbursement agreement with Beltmill Saginaw, LLC was approved on December 7, 2021. Collections of assessments began in February of 2022. All assessments collected for the PID must be used for improvements within the PID. Only property owners within the PID are assessed. There are no tax revenues or other fees paid by Saginaw citizens that contribute toward the improvements within the PID. To date the only expenditures from the Beltmill PID have been monthly administrative fees. The first payment request of \$472,041.66 has been made by Beltmill Saginaw, LLC for authorized improvements made within the district. The improvements include

roads, water and sewer, and storm drainage infrastructure. These improvements total \$1,511,730.92 The requested reimbursement payment of \$472,041.66 will be paid from the Beltmill PID Fund Balance (previously collected assessments) and the anticipated 2024 request for \$472,341.66 will be paid from the 2024 assessment collections.

Motion was made by Mayor Pro-Tem Junkersfeld with a second by Councilmember Bighorse to approve Item 2D as presented. Motion carried unanimously. 7-0-0-0

3. Proclamations-Presentations

4. Public Hearings

4A. PUBLIC HEARING--Consideration and Action Regarding Approval to Consider an Ordinance Amending the Zoning Ordinance of the City of Saginaw regarding a Change to the Development Plan for the Square Planned Development (the Shoppes) on approximately 4.9 acres out of the Benjamin Thomas Survey, Abstract 14971, Tract 3B03A (per TAD) (Ordinance No. 2024-02)--Susy Victor-Trevino, Planning Manager

Public Hearing was opened at 6:08 PM and closed at 6:17 PM

Mayor Flipppo opened the public hearing for this item at 6:08 p.m. Mr. Sagar Hamani requested approval of an amendment to the Development Plan of The Square Planned Development. He is requesting the plan be altered to change the layout of the building from two separate buildings to one building with a parking variation. The Planning and Zoning Commission considered this request at their meeting on December 12, 2023 and voted to recommend approval to the City Council.

Mayor Flipppo called for public input. There was none. Mayor Flipppo closed the public hearing at 6:17 p.m.

Motion was made by Councilmember Copeland with a second by Councilmember Lawson to approve Ordinance No. 2024-02 amending the Development Plan for the Square Planned Development. Motion carried unanimously. 7-0-0-0

5. Business

5A. Consideration and Action regarding Consolidating Emergency Dispatch Services with Lake Worth--Russell Ragsdale, Police Chief

The proposed Interlocal Cooperation Agreement approves consolidated dispatch services with the City of Lake Worth into the Northwest Emergency Call Center (NWECC). The term of the agreement is two 1-year terms with the first being January 1, 2024 to September 30, 2024, and the second being October 1, 2024 to September 30, 2025. The cost for the first term will be \$429,653.

The cost for the second term will be \$601,511. The agreement contains a clause to terminate the agreement by either party with 180 days advance written notice.

Motion was made by Councilmember Edwards with a second by Councilmember Felegy to approve the Interlocal Agreement with Lake Worth consolidating emergency dispatch services. Motion carried. 5-2-0-0 (Bighorse and Junkersfeld against).

5B. Consideration and Action regarding Resolution 2024-01, Revisions to the City of Saginaw Personnel Policies--Melanie McManus, HR Director

Director of Human Resources McManus explained that Resolution No. 2024-01 revises the Personnel Policies Manual. The revision will replace the two floating holidays with two federal holidays: Martin Luther King Jr. Day and President's Day.

Motion was made by Mayor Pro-Tem Junkersfeld with a second by Councilmember Copeland to approve Resolution No. 2024-01 as presented. Motion carried unanimously. 7-0-0-0

5C. Consideration and Action regarding Award of Bid for Saginaw Switchyard Expansion--Laura Presley, City Engineer

On December 13, 2023, bids were received for the Saginaw Switchyard Expansion Project. A total of six bids were received. Kimley-Horn and Associates, Inc. has reviewed the lowest bidder's qualifications and has verified the contractor's bonding company is licensed in the State of Texas. Based on their review, it appears that MHB Construction is the lowest responsive bidder with a bid in the amount of \$246,774.25.

Motion was made by Councilmember Felegy with a second by Councilmember Edwards to award the bid for the Saginaw Switchyard Expansion to MHB Construction in the amount of \$246,774.25. Motion carried unanimously. 7-0-0-0

5D. Update on Pedestrian Bridge/Crossing in Highland Station Park--Trenton Tidwell, City Engineer, & Randy Newsom, Director of Public Works

Director of Public Works Newsom gave an update and recommendation for the crossing in Highland Station Park. He explained the purpose is to provide a crossing for residents in that area of Highland Station. He recommended that a culvert box be put in place and then a crossing be constructed across the culvert box rather than build a structure across the creek at this time. He added that this option will be less expensive and will expedite the improvements. He also recommended the City purchase the culvert box and bid out the construction portion. Additional improvements will be identified and added to the Capital Improvements Plan. City Engineer Tidwell briefly explained the recommendation includes 240' linear feet of 6' wide concrete

sidewalk including rails as it crosses the channel. He added that the project should be completed prior to the start of the 2024-2025 school year. The total estimated cost is \$220,000.

Motion was made by Councilmember Lawson with a second by Mayor Pro-Tem Junkersfeld to approve Item 5D as presented with the understanding that it will be completed before the 2024-2025 school year starts. Motion carried unanimously. 7-0-0-0

5E. Consideration and Action regarding Employee Survey Participation Results--Melanie McManus, HR Director

Director of Human Resources McManus stated that this item is for approval of the token of appreciation to employees for participating in the employee survey. At the September 6, 2023 City Council Meeting, the Council discussed awarding employees with one half day off work if total participation was over 80%. The final participation was 88%.

Motion was made by Mayor Pro-Tem Junkersfeld with a second by Councilmember Lawson to approve a half-day off work for employees for participation in the employee survey and the half-day be based on each employee's hourly work schedule. Motion carried unanimously. 7-0-0-0

5F. WORKSHOP--Roundabout at Knowles Dr. and W. McLeroy Blvd.--Councilmember Bighorse & Mayor Pro-Tem Junkersfeld

The Knowles Drive Phase 2 and 3 Project including the roundabout at the intersection with West McLeroy Blvd. was discussed. Concerns were presented regarding the roundabout, its location and safety.

Motion was made by Mayor Pro-Tem Junkersfeld to direct staff to redesign the roundabout. Motion failed due to lack of a second.

5G. WORKSHOP--2023 Work Plan Review & 2024 Project Discussion--Gabe Reaume, City Manager

City Manager Reaume gave a review of the 2023 Work Plan. He also presented proposed projects for the 2024 Work Plan for consideration by the Council.

6. Executive Session

The City Council may take action on any Executive Session item posted.

6A. 551.071. Texas Government Code. Consultation with Attorney. The City Council may convene in executive session to conduct a private consultation with its attorney on any legally posted agenda item, when the City Council seeks the advice of its attorney about pending or contemplated litigation, a settlement offer, or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the provisions of Chapter 551, including the following items:-

6B. Any Posted Item -

7. Adjournment

7A. Adjournment--Todd Flippo, Mayor -

Mayor Flippo declared the meeting adjourned at 8:57 p.m.

Motion was made by Councilmember Bighorse with a second by Councilmember Edwards to adjourn. Motion carried unanimously. 7-0-0-0



City of Saginaw

City Council Memorandum

Prepared By: Janice England

Action regarding Ordinance No. 2024-1, Appointment of Municipal Court Judge and Associate Judges; and Approval of Municipal Court Judge Agreement--Kim Quin, Finance Director

Meeting	Agenda Group	
Tuesday, January 16, 2024, 6:00 PM	Consent Agenda	Item: 2B
Reference File		

BACKGROUND/DISCUSSION:

In January 2012, a Municipal Court of Record was established by the City Council and Attorney Lorraine Irby was appointed Judge. Judge Irby has been reappointed since the Municipal Court of Record was established. Associate Judges Wendy Cooper and Stewart Bass are appointed in conjunction with the Judge's appointment. Their terms of office expire on January 31, 2024. Ordinance No. 2024-1 appoints the Judge and Associate Judges for a one year term. The proposed Municipal Judge Agreement is the same as the current agreement with the only change being a \$50 increase in training expenses.

FINANCIAL IMPACT:

The annual cost of the Judge's services is \$45,360 and up to \$350 for training expenses. The cost of the contract is included in the FY2023/2024 Adopted Budget.

RECOMMENDATION:

Staff recommends approval of Ordinance No. 2024-1, appointment of Lorraine Irby as Municipal Court Judge, and Wendy Cooper and Stewart Bass as Associate Judges for one year beginning February 1, 2024; and approval of the Municipal Court Judge Agreement.

Attachments

Municipal Court Judges ordinance 2024-1.pdf

MUNICIPAL JUDGE AGREEMENT 2024.pdf

ORDINANCE NO. 2024-01

AN ORDINANCE OF THE CITY OF SAGINAW, TEXAS APPOINTING THE JUDGE AND ASSOCIATE JUDGES OF THE MUNICIPAL COURT OF RECORD IN THE CITY OF SAGINAW; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Saginaw, Texas, is a home rule city acting under its charter adopted by the electorate pursuant to article XI, section 5 of the Texas Constitution and chapter 9 of the Texas Local Government Code; and

WHEREAS, the City Council has created a municipal court of record pursuant to Chapter 30 of the Texas Government Code; and

WHEREAS, Chapter 30 of the Texas Government Code relating to municipal courts of record provides that the judge of the municipal court of record shall be appointed by the City Council by ordinance; and

WHEREAS, the workload of the Saginaw Municipal Court is not large enough to support a full time Municipal Court Judge; and

WHEREAS, it is of great benefit to the City of Saginaw to have an experienced municipal court judge sit on the bench of the municipal court of the City of Saginaw; and

WHEREAS, Section 574.001, Texas Government Code requires that a finding be made to the effect that a person who serves as an officer in more than one appointed position obtain a finding from the governing body that such officer has satisfied Article XVI, Section 40, of the Texas Constitution; and

WHEREAS, there is no conflict between the office of municipal judge of the City of Saginaw and the office of municipal court judge in any other municipality in the State of Texas; and

WHEREAS, the City Council desires to appoint Lorraine Irby as municipal judge and Wendy Cooper and Stewart Bass as associate judges for the Municipal Court of Record in the City of Saginaw.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAGINAW, TEXAS:

SECTION 1.

It is hereby found that the office of municipal court judge of the City of Saginaw is of benefit to the State of Texas and to the City of Saginaw and that there is no conflict between the office of municipal judge of Saginaw and the office of municipal judge in any other city.

SECTION 2.

Lorraine Irby is hereby appointed as the Municipal Judge of the municipal court of record in the City of Saginaw, Texas for a one year term beginning February 1, 2024. At the expiration of said term, in accordance with Article 16, Section 17 of the Texas Constitution, Judge Irby shall continue to serve until her successor shall be duly qualified.

SECTION 3.

Wendy Cooper and Stewart Bass are hereby appointed as the associate judges to serve when the Municipal Judge is temporarily absent or unable to serve.

SECTION 4.

This ordinance shall be cumulative of all provisions of ordinances and of the Code of Ordinances of the City of Saginaw, Texas, as amended, except where the provisions of this ordinance are in direct conflict with the provisions of such ordinances and such Code, in which event the conflicting provisions of such ordinances and such Code are hereby repealed.

SECTION 5.

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

SECTION 6.

This ordinance shall be in full force and effect from and after its passage and it is so ordained.

PASSED AND APPROVED on this 2nd day of January 2024 at a regular meeting of the City Council of the City of Saginaw, Texas.

Todd Flippo, Mayor

ATTEST:

Janice England, City Secretary

APPROVED AS TO FORM:

Bryn Meredith, City Attorney

MUNICIPAL JUDGE AGREEMENT

This Agreement is made by and between the City of Saginaw, Texas (“City”) and Lorraine Irby (“Irby”), for the purpose of documenting the terms and conditions under which Irby will serve as municipal court judge for the City. It shall be performed in and is enforceable in Tarrant County, Texas.

Recitations:

1. Irby desires to contract with the City to serve as municipal court judge.
2. City desires to contract with Irby as an independent contractor to provide services as a municipal court judge.

Agreements:

1. Irby, while serving as municipal judge, has all the powers and shall discharge all the duties of a municipal judge, and shall serve at the pleasure of the City Council. Irby is expected To work the hours necessary to fulfill the obligations of the municipal judge in order to operate the *Municipal Court of Record of the City of Saginaw* in an efficient manner. The essential functions of the municipal judge include, but are not limited to:

- a. presiding over trials and other court proceedings (including bench and jury trials);
- b. accepting pleas;
- c. processing appeals;
- d. supervising the maintenance of official records of proceedings and the court;
- e. conducting arraignments and performing the duties of magistrate under State law;
- f. signing of warrants and issuance of subpoenas;
- g. administering juvenile warnings; and
- h. other functions established in the City’s job description for the municipal judge.

2. City agrees to pay Irby \$45,360 per year for such services, payable in monthly installments on the first day of each month following a month of service, and annual Judicial Training expenses not to exceed \$350.

3. Irby agrees that she is an independent contractor and is not entitled to any City

benefits, such as health insurance, vacation, or retirements.

4. The term of this agreement shall be effective on the date of mutual execution hereof and shall terminate on the one year anniversary of Irby's appointment by the City Council, which is January 31, 2025, unless sooner terminated by either party.

5. This agreement may be terminated by either party without cause upon fifteen (15) days written notice to the other party, and in the case of termination by the City upon compliance with Section 6.08(1) of the City Charter. Upon termination, neither party shall have any further obligation to the other under such agreement or for the termination thereof. It shall terminate immediately should Irby become permanent disabled or disqualified from performing such services.

6. This agreement is made contingent upon appropriations for the funding hereof.

7. This agreement supersedes all other agreements, whether oral or written, between the parties with respect to the engagement of the municipal judge.

8. If any provision, or any portion thereof, contained in this agreement is held unconstitutional, invalid or unenforceable, the remainder of this agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.

CITY OF SAGINAW

Lorraine Irby

By: _____
Todd Flippo, Mayor

Dated: _____

ATTEST:

Janice England, City Secretary

Dated: _____



City of Saginaw

City Council Memorandum

Prepared By: Janice England

Update from the Economic Development Department--Keith Rinehart, Director of Community & Economic Development

Meeting	Agenda Group	
Tuesday, January 16, 2024, 6:00 PM	Proclamations-Presentations	Item: 3A
Reference File		

BACKGROUND/DISCUSSION:

Staff is providing an update on the role of Economic Development, Sales Tax Revenues, New Development, Re-Development and Growth/Expansion in Saginaw, Texas.

FINANCIAL IMPACT:

N/A

RECOMMENDATION:

N/A



City of Saginaw

City Council Memorandum

Prepared By: Janice England

Consideration and Action regarding the Boring and Lowering of the Electrical Cable that feeds the new Restroom at Highland Station Park--Randy Newsom, Director of Public Works

Meeting	Agenda Group	
Tuesday, January 16, 2024, 6:00 PM	Business	Item: 5A
Reference File		

BACKGROUND/DISCUSSION:

The Advisory Recreation and Parks Board approved the funding to install a new restroom facility at Highland Station Park. This required a new electrical service to be installed by Oncor. When the install crew from Oncor came out to put in the new service, they informed us that they are no longer allowed to bore under a creek. This resulted in them setting a pole on each side of the creek and running the power line to the new restroom facility overhead. They told us if we wanted the new service line put under the creek that we'd have to do the bore ourselves. I have obtained a quote from Tudor Electrical Service, Inc. to do the work. Due to the holidays, I haven't been able to get any additional quotes from other vendors yet.

The total amount of the quote received is \$13,500. This is from an electrical contract the City has used in the past.

FINANCIAL IMPACT:

The total financial impact will be \$13,500 which will come from the General Fund Balance.

RECOMMENDATION:

Staff recommends approval not to exceed \$13,500 for the bore and lowering of the power line under the creek. Staff will obtain two more quotes and use the lowest of the three.

Attachments

Tudor Electrical Service Proposal.pdf

TUTOR ELECTRICAL SERVICE, INC.

201 Willow Creek Ct.
Mansfield, TX 76063
Phone: (817) 516-0064
Fax: (817) 516-0086
www.tutorelectric.com
TECL #17144



Electrical Bid Proposal Revised

Date: November 28, 2023

To: Corey Smith
City of Saginaw

Re: Electrical Pricing

Subject: Highland Station Park Bathroom Power Boring
Proposal # 23-1544

Dear Corey Smith

Tutor Electrical Service, Inc. submits the following electrical proposal for your facility located in Saginaw, TX. Our proposal is limited to the details of the scope of work specifically contained in the list of clarifications, additions, and considerations that follow.

I. Scope of Work Additions, Exclusions, and Clarifications

1. Dig and uncover the Oncor underground conduit existing in the ground on both sides of the creek.
2. Bore (1) 2" PVC conduit under the creek.
3. Install new conduit and wire to tie in the existing meter.
4. This will require the transformer feeding the bathroom house by the existing residential houses to be turned off while this work is being performed.
5. This power outage may affect the residential houses power feeding off the transformer.

II. Non-Scope Related Considerations

1. Our State of Texas Electrical Contractor's License is #17144.
2. Unless specifically noted in the scope, we have excluded all plan checks, permits, inspections, utility company and/or other fees that may be required by the Authority/Authorities Having Jurisdiction (AHJ) or utilities over this project.
3. This proposal, and the pricing contained herein, is based upon all work being performed during normal working hours, between the hours of 7:00 a.m. and 3:30 p.m. Mon-Fri, company holidays excluded.
4. We have excluded all concrete work including cutting, removal, patching, pour back, coring and testing.
5. We have excluded all roofing work including penetrations, roof jacks, and sealing thereof unless specifically stated in scope of work.
6. We have excluded all excavation, backfill, compaction, boring, and testing thereof unless specifically stated in the scope of work.

TUTOR ELECTRICAL SERVICE, INC.

201 Willow Creek Ct.
Mansfield, TX 76063
Phone: (817) 516-0064
Fax: (817) 516-0086
www.tutorelectric.com
TECL #17144

7. We have excluded repair of damages to any unmarked underground utilities, sprinkler systems, etc.
8. We have excluded replacement of any damaged landscaping materials including trees, shrubs, plants, and grass.
9. All materials and wiring methods to be, in accordance with the current edition of the National Electrical Code, by choice of Tutor Electric Service unless included in project documents referenced as attachment to this proposal or specifically stated in the scope of work.
10. All labor and workmanship to be warrantied for lifetime. Material warranties limited to the extent of the manufacturer's warranty. Lamps and labor/ equipment required for replacement thereof will not be warrantied.
11. Repair or correction of any unknown pre-existing unsafe wiring or code violations not specifically stated in the scope of work will be performed in addition to the pricing in this proposal. Denial of acceptance of work or repair requested by the Authority Having Jurisdiction do to any pre-existing conditions beyond the stated scope of work does not release customer of payment obligations for additional work required and performed.
12. Payment in full will be required upon completion and acceptance of this installation. Projects extending in excess of one month in length will be invoiced on a monthly basis based on percentage of materials and work installed or stored on site.
13. Pricing is based on our standard liability, comprehensive, and workers comp insurance coverages. A certificate of coverages will be provided upon request. Any additional coverage required will be considered as a change order in addition to the pricing in this proposal.
14. Any on site customer specific safety training, orientation, testing, or pre-qualification will be in additions to the pricing on this proposal unless specifically stated in the scope of work.
15. This proposal will remain valid for a period of 30 days from the above date, after which date it is deemed withdrawn unless renewed or reconfirmed in writing by Tutor Electrical Service, Inc.
16. **INDEMNITY:** Each party to this agreement shall indemnify, defend, protect, hold harmless, and release the other, its officers, agents, and employees, from and against any and all claims, loss, proceedings, damages, causes of action, liability, costs, or expense, including attorneys' fees arising from, or in connection with, or caused by, any act, failure to act, or negligence of such indemnifying party, to the extent limited in accordance with the laws of the state of Texas. This indemnification shall not be limited in any way, by any limitation on the amount or type of damages or compensation payable to, or for, the indemnifying party under workers' compensation, disability benefits, or other employee benefit acts.

TUTOR ELECTRICAL SERVICE, INC.

201 Willow Creek Ct.
Mansfield, TX 76063
Phone: (817) 516-0064
Fax: (817) 516-0086
www.tutorelectric.com
TECL #17144

III. Pricing # 23-1544

1. Base price for above scope of work: **\$13,500.00**

Applicable Sales Taxes are not included in this pricing. Sales taxes for the area point of sale will be in addition to the above listed pricing. If not paying tax please provide resale or exempt certificate.

Thank you for the opportunity to provide you our services.
If you have questions, please do not hesitate to contact me.

Respectfully,

Jason Werry

Jason Werry
Special Projects Manager
O- 817-516-0064
M- 817-919-8774
F- 817-516-0086
Email- Jason.werry@tutorelectric.com

Client:

City of Saginaw

Accepted by: _____

Title: _____

Date: _____

Contractor:

Tutor Electrical Service, Inc.



City of Saginaw

City Council Memorandum

Prepared By: Janice England

Consideration and Action regarding Resolution No. 2024-02, Calling for a General Election to elect the offices of Mayor, and City Council Place 2 to be held on May 4, 2024; Calling for a Special Election to fill the Unexpired Term in the Office of City Council Place 4; and Approving a Joint Election with Tarrant County--Janice England, City Secretary

Meeting	Agenda Group	
Tuesday, January 16, 2024, 6:00 PM	Business	Item: 5B
Reference File		

BACKGROUND/DISCUSSION:

Resolution No. 2024-02 calls the City's General Election for Mayor and Council Place 2. It also calls a Special Election for the unexpired term of office in Council Place 4. The date of the General Election and Special Election will be May 4, 2024. The deadline for candidate applications for is Friday, February 16, 2024 at 5:00 p.m. (Note: City Hall will be open from 11:30 a.m. to 5:00 p.m. on February 16th only to accept candidate applications. No other business will be handled during these hours.) The proposed resolution was prepared by the City Attorney.

Note: On page 4 of the Resolution you will notice that the early voting location listed as number 1 is highlighted. EMS-ISD is preparing for demolition of that particular building so it will not be used for voting. Tarrant County is still in the process of determining early voting locations.

FINANCIAL IMPACT:

N/A The purpose of this item is to simply call the General and Special Election.

RECOMMENDATION:

If Tarrant County has determined the locations prior to the January 16th City Council Meeting, the location will be added to the Resolution and Staff will recommend approval of Resolution No. 2024-02 as presented.

If the locations have not been determined, Staff will recommend approval of Resolution No. 2024-02 with the stipulation that the early voting location be added to the resolution when determined by Tarrant County.

Attachments

Resolution Call General and Special Elections 2024.pdf

RESOLUTION NO. 2024-02

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAGINAW, TEXAS, CALLING FOR A GENERAL ELECTION TO ELECT THE OFFICES OF MAYOR, AND CITY COUNCIL PLACE 2 TO BE HELD ON MAY 4, 2024; CALLING FOR A SPECIAL ELECTION TO FILL THE UNEXPIRED TERM IN THE OFFICE OF CITY COUNCIL PLACE 4; APPROVING A JOINT ELECTION WITH TARRANT COUNTY; AND ESTABLISHING PROCEDURES FOR THAT ELECTION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Saginaw, Texas (the “City”), is a home rule city acting under its charter adopted by the electorate pursuant to Article XI, Section 5, of the Texas Constitution and Chapter 9 of the Local Government Code; and

WHEREAS, the regular election for City Council members of the City is required to be held on May 4, 2024, at which time the voters will elect persons to fill the offices of Mayor, and City Council Place 2;

WHEREAS, the election will be held as a joint election, conducted under the authority of Chapter 271 of the Texas Election Code (“Code”); and

WHEREAS, Section 5.06, “Vacancies” of Article V, “City Council,” of the City Charter, as amended, requires the City to hold a special election to fill a vacancy that occurs with more than 12 months remaining in the unexpired term; and

WHEREAS, one vacancy exists on the City Council due to one voluntary resignation of Place 4, whose term expires May, 2026; and

WHEREAS, Section 11(c), Article XI, of the Texas Constitution requires that any vacancies occurring on the City Council shall not be filled by appointment, but must be filled by majority vote of the qualified voters at a special election called for such purpose within 120 days after such vacancy; and

WHEREAS, Section 201.052 of the Texas Election Code (“Code”) provides that a special election to fill a vacancy shall be held on the first authorized uniform election date

occurring on or after the 46th day after the election is ordered; and

WHEREAS, the May 4, 2024 uniform election date falls within 120 days of vacancy; and

WHEREAS, in light of the foregoing, the City Council has elected to call a special election to fill the unexpired term of the office of City Council Place 4 for on the May 4, 2024 uniform election date; and

WHEREAS, by this Resolution, it is the intention of the City Council to designate a polling place for the election, to appoint the necessary election officers to establish and set forth procedures for conducting the election, and authorize the Mayor to execute a contract with Tarrant County for conducting the election.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAGINAW, TEXAS, THAT:

Section 1. General Election Called. An election is hereby called to elect the offices of Mayor, and City Council Place 2 to serve from May of 2024 until May of 2027 or until their successors are duly elected and qualified. The election shall be held on May 4, 2024, between the hours of 7:00 a.m. and 7:00 p.m., at the location(s) designated in the Joint Election Agreement.

Section 2. Special Election Called. A special election is hereby called to fill the unexpired term of the office of City Council Place 4, to serve until May of 2026, or until their successor is duly elected and qualified. The election shall be held on May 4, 2024, between the hours of 7:00 a.m. and 7:00 p.m., at the location(s) designated in the Joint Election Agreement.

Section 3. Joint Election Agreement Approved. The Mayor is authorized to execute the Joint Election Agreement for Tarrant County and the City of Saginaw (the “Agreement”). In the event of conflict between this Resolution and the Agreement, the Agreement shall control.

Section 4. Application for Place on Ballot. Qualified persons may file as candidates by filing applications in the office of the City Secretary from 7:30 a.m. to 5:30 p.m., Monday through Thursday, from January 17, 2024 through February 16, 2024; and 7:30 a.m. to 11:30 a.m., on Fridays, January 19 and 26, 2024, and February 2 and 9, 2024; and from 7:30 a.m. to 5:00 p.m. on Friday, February 16, 2024.

Section 5. Early Voting.

a. Early voting by personal appearance. Early voting by personal appearance shall commence April 22, 2024, and shall continue daily until April 30, 2024, at the location(s) designated in the Agreement for joint election. Hours for early voting by personal appearance shall be from 8:00 a.m. to 5:00 p.m., from April 22, 2024 through April 26, 2024; from 7:00 a.m. to 7:00 p.m. on each of April 27, 2024, April 29, 2024, and April 30, 2024; and from 10:00 a.m. to 4:00 p.m. on April 28, 2024.

b. Early voting by mail. Clint Ludwig, the Tarrant County Elections Administrator (“Elections Administrator”) or his successor is hereby designated as Early Voting Clerk for the general election. Applications for early voting by mail may be delivered to the Elections Administrator or his successor at the following address: P.O. Box 961011, 2700 Premier Street, Fort Worth, Texas 76161, FAX: 817-850-2344, Email: votebymail@tarrantcounty.com, not later than close of business on April 23, 2024. Early voting by mail ballots shall be mailed to the Elections Administrator or his successor at

P.O. Box 961011, Fort Worth, Texas 76161-0011.

c. Early voting by Ballot Board. Early voting, both by personal appearance and by mail, shall be canvassed by the Early Voting Ballot Board established by Tarrant County under the terms of the Agreement.

d. Recommended Branch Early Voting Polling Places. The Council finds that the following locations can most adequately and conveniently serve the voters in this election, and that these early voting locations will facilitate the orderly conduct of the election:

1. **Former Eagle Mountain-Saginaw ISD Administration Building**
1200 N. Old Decatur Road, Saginaw, Texas 76179
2. Tarrant County Elections Center
2700 Premier Street, Fort Worth, Texas, 76111

Section 6. Appointment of Election Judge and Alternate Election Judge.

The Presiding Election Judge and Alternate Presiding Judge shall be appointed by Tarrant County as authorized by Chapter 271 of the Code.

Section 7. Method of Voting. Tarrant County's Hart InterCivic Verity Voting System (Version 2.4) shall be used for absentee voting by mail; early voting by personal appearance; regular voting on election day and provisional voting. All expenditures necessary for the conduct of the election, the purchase of materials therefore, and the employment of all election officials are hereby authorized, and shall be conducted in accordance with the Code.

Section 8. Governing Law and Qualified Voters. The election shall be held in accordance with the Constitution of the State of Texas and the Code, and all resident

qualified voters of the City shall be eligible to vote at the election.

Section 9. Publication and Posting of Notice of Election. Notice of the election shall be given as required by Chapter 4 of the Code.

Section 10. Necessary Actions. The Mayor and the City Secretary of the City, in consultation with the City Attorney, are hereby authorized and directed to take any and all actions necessary to comply with the provisions of the Code in carrying out and conducting the election, whether or not expressly authorized herein.

Section 11. Effective Date. This resolution shall be effective upon its adoption.

ADOPTED AND APPROVED this 16th day of January, 2024.

APPROVED:

Todd Flippo, Mayor

ATTEST:

Janice England, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Bryn Meredith, City Attorney



City of Saginaw

City Council Memorandum

Prepared By: Janice England

Consideration and Action regarding Recommendation from Library Board to Approve (a) Construction/Installation of a Custom Bench with Person Reading to a Child; (b) Purchase of a Bronze Bench for inside the Library; (c) Purchase of a Boardroom Table; and (d) Purchase of Poster Board Prints of Artist Renderings to be Displayed in the Library--Ellen Ritchie, Library Director

Meeting	Agenda Group	
Tuesday, January 16, 2024, 6:00 PM	Business	Item: 5C
Reference File		

BACKGROUND/DISCUSSION:

The Library Board met on Tuesday, January 9th and voted to recommend approval of the following purchases with funds from the Library Donation Fund.

1. Custom made bench with person reading to a child. The person will be Yvonne Flipppo. The board approved \$65,000 for the construction/installation of the artwork to Adam Davenport.
2. Bronze Bench for inside the library <https://randolphrose.com/products/save-the-page-book-bench>. The board approved \$16,000 for this artwork.
3. Board room table. The board approved \$10,000 to for 720 (designer for the library and senior center) to pre-purchase the table.
4. The board also approved up to \$500 for poster board prints of the PGAL artist renderings to display in the library for citizens to see.

FINANCIAL IMPACT:

The financial impact will be as listed above for each of the four purchases requested.

RECOMMENDATION:

The Library Board has recommended approval.



City of Saginaw

City Council Memorandum

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2024 Work Plan Discussion--Gabe Reaume, City Manager

Meeting	Agenda Group	
Tuesday, January 16, 2024, 6:00 PM	Business	Item: 5F
Reference File		

BACKGROUND/DISCUSSION:

2024 Proposed List of Work Plan Projects:

- Focused Code Enforcement - Hotels (GWI, Motel 6, Landmark)
- Street Sign Standardization/Replacement Program
- Sidewalk Replacement Program
- Landscape Ordinance Review and Updates
- New Animal Shelter (Bond)
- Public Works/Customer Service Center Renovation (Old Library)
- Branding Guidelines
- Grain Elevator Lighting
- Saginaw Academy
- Staffing Prioritization

2023 Work Plan List Status

- Employee Survey - Completed
- Employee Suggestion/Incentive Program - Completed
- Customer Service Request Reporting - Complete awaiting Mobile App Implementation in Q1 2024
- Parks Action Plan - Complete (Approval in Q1 2024)
- Bond Project Delivery: Knowles Phase 2/3 and Library/Senior Center - Complete
- Salary Compression and Market Adjustment Study and Action - Q1 2024
- Public Works and Animal Shelter Facility Needs/Planning - Complete
- Focused Code of Ordinance Updates - Complete
- Video Communications - Complete
- 2022 Survey Action Plan - Complete
- Stray Animal Shelter Occupancy/Management Plan - Q1 2024
- Public Safety Camera (Flock) Program - Complete install in the next 90 days

Attachments

Work Plan Presentation 01-2024.pdf

2023 Work Plan Status

- **EMPLOYEE SURVEY - COMPLETED**
- **EMPLOYEE SUGGESTION/INCENTIVE PROGRAM - COMPLETED**
- **CUSTOMER SERVICE REQUEST REPORTING - COMPLETE AWAITING MOBILE APP IMPLEMENTATION IN Q1 2024**
- **PARKS ACTION PLAN - COMPLETE (APPROVAL IN Q1 2024)**
- **BOND PROJECT DELIVERY: KNOWLES PH 2/3 & LIBRARY/SENIOR CENTER - COMPLETE**
- **SALARY COMPRESSION AND MARKET ADJUSTMENT STUDY AND ACTION - Q1 2024**

2023 Work Plan Status

- PUBLIC WORKS AND ANIMAL SHELTER FACILITY NEEDS/PLANNING - COMPLETE
- FOCUSED CODE OF ORDINANCE UPDATES - COMPLETE
- VIDEO COMMUNICATIONS - COMPLETE
- 2022 SURVEY ACTION PLAN - COMPLETE
- STRAY ANIMAL SHELTER OCCUPANCY/MANAGEMENT PLAN - Q1 2024
- PUBLIC SAFETY CAMERA (FLOCK) PROGRAM - COMPLETE INSTALL IN THE NEXT 90 DAYS

2024 Proposed Work Plan

- ▶ **FOCUSED CODE ENFORCEMENT-HOTELS (GWI, MOTEL 6, LANDMARK)**
- ▶ **STREET SIGN STANDARDIZATION/REPLACEMENT PLAN**
- ▶ **SIDEWALK REPLACEMENT PROGRAM**
- ▶ **LANDSCAPE ORDINANCE REVIEW AND UPDATES**
- ▶ **NEW ANIMAL SHELTER (BOND)**
- ▶ **PUBLIC WORKS/CUSTOMER SERVICE CENTER RENOVATION (OLD LIBRARY)**
- ▶ **BRANDING GUIDELINES**
- ▶ **GRAIN ELEVATOR LIGHTING**
- ▶ **SAGINAW ACADEMY**
- ▶ **STAFFING PRIORITIZATION**