



City of Saginaw

Meeting and/or Executive Session Agenda

Tuesday, March 5, 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, Saginaw Family Bible Church

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 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.

2A. Action regarding Minutes, February 20, 2024--Janice England, City Secretary

2B. Action regarding Interlocal Agreement with Tarrant County for Construction of New Parking Lots at the Switchyard and the Willow Creek Park--Randy Newsom, Director of Public Works

3: Proclamations-Presentations

3A. Employee Recognitions/Presentations--Gabe Reaume, City Manager

3B. 2024 Rental Inspection Program Overview--Deputy Building Official Chris Dyer & Rental Inspector Jarid Smith

3C. Office of Communications Presentation -- Pedro Zambrano, Communications Manager

3D. Presentation of the 2023 Economic Excellence Award from the Texas Economic Development Council--Keith Rinehart, Director of Community & Economic Development

4: Public Hearings

5: Business

5A. Consideration and Action regarding New Restroom Facility at the Saginaw Switchyard -- Randy Newsom, Director of Public Works

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: February 28, 2024



City of Saginaw

City Council Memorandum

Prepared By: Janice England

Action regarding Minutes, February 20, 2024--Janice England, City Secretary

Meeting	Agenda Group	
Tuesday, March 5, 2024, 6:00 PM	Consent Agenda	Item: 2A
Reference File		
Community Goals		

BACKGROUND/DISCUSSION:

The minutes of the City Council Meeting held on February 20, 2024 are presented for consideration.

FINANCIAL IMPACT:

N/A

RECOMMENDATION:

N/A

Attachments

Draft Minutes--02-20-2024.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

February 20, 2024, 6:00 PM - February 20, 2024, 9:19 PM

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

- **Cindy Bighorse**, Place 5
- **Todd Flippo**, Mayor
- **Paul Felegy**, Place 1
- **Nick Lawson**, Place 2
- **Mary Copeland**, Place 6
- **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 Engineer Dana Shumard, P.E.

City Engineer Misty Christian, P.E.

City Manager Gabe Reaume

Asst. City Manager Lee Howell

Finance Director Kim Quin

City Secretary Janice England

Police Chief Russell Ragsdale

Fire Chief Doug Spears

Director of Public Works Randy Newsom

Asst. Director of Public Works Jarred Coursey

Director of Community & Economic Development Keith Rinehart

Director of Human Resources Melanie McManus

Library Director Ellen Ritchie

Communications Manager Pedro Zambrano

Chief Building Official Larry Little

Planning Manager Susy Victor-Trevino

Absent

Councilmember Randy Edwards

Visitors

Brack St. Clair

William Hodges

Cassie Johnson

John Peet

Kimberly Wrick

Mark Towns

Travis Geltmeier

Kim Geltmeier

Sarah Geltmeier

Jerry B. Robbins

Melissa Robbins

Lea Lawson

Regina Gordon

Randy Gordon

Grace Gatica

Destiny Gordon

Sonia Camp

Doris Johnson

James Johnson

Shane Greenlee

Christine Greenlee

Judy Sutherland

Kurt M. Hicks

Ronnie Horton

Abra Nusser

Bryce Apple

Ronnie Martinez

Ron Gailey (via Zoom)

Lauren Allan

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--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

Motion was made by Councilmember Felegy with a second by Mayor Pro-Tem Junkersfeld to approve the Consent Agenda as presented. Motion carried unanimously. 6-0-0-1 (Edwards absent)

2A. Action regarding Minutes, February 6, 2024--Janice England, City Secretary

The minutes of the City Council Meeting held on February 6, 2024 were presented for consideration.

2B. Action Regarding Contract for Independence Day Event Fireworks -- Pedro Zambrano, Communications Manager

Pyro Shows of Texas is the vendor that was used for the 2023 fireworks show. We have booked them for this year's event which will be on June 29th (the Saturday before July 4th). The cost will be \$25,000 with a deposit of 50% (\$12,500) due when we sign the contract. The cost for the 2023 fireworks show was \$22,000. Funds are available in the Parks Donation Fund for this expenditure. The Advisory Recreation and Parks Board voted unanimously at their meeting on January 22nd to recommend approval to the City Council.

3. Proclamations-Presentations

3A. Recognitions/Presentations--Gabe Reaume, City Manager

Asst. Director of Public Works Coursey introduced Ronnie Martinez. He was recently hired for the position of Water and Wastewater Superintendent.

Chief Building Official Little recognized Bryce Apple for recently achieving his Combination Inspector Certification.

3B. Consideration, Action and Presentation Regarding the City of Saginaw Business Survey -- Ron Gailey with Onpointe Insights

At a previous City Council Meeting, City Staff was directed to work with Mr. Ron Gailey of Onpoint Insights to produce a "Business Survey". This survey will be the second survey (year) of a three year contract. Mr. Gailey joined the meeting via Zoom. He gave an overview of potential questions to be included in a business survey. There was discussion regarding an expected response rate. Mr. Gailey stated he anticipates a 15-20% response rate from the 200+ businesses in Saginaw. There was discussion of feedback and results from prior surveys as well as what has been done in response to prior surveys.

Motion was made by Councilmember Lawson with a second by Councilmember Bighorse to table this item. Motion carried unanimously. 6-0-0-1 (Edwards absent)

3C. Public Works Accreditation Project Update--Jarred Coursey, Asst. Public Works Director

Asst. Public Works Director Coursey gave an overview of the American Public Works Association Accreditation Program and its purpose. He stated that the deadline to submit documentation for consideration for accreditation is September 28, 2024. He explained that there are only twenty

(20) cities in Texas that have achieved this accreditation. He stated various staff members have been working on this project for several years and he sees no problem with completing the necessary work in order to meet the September deadline.

3D. Presentation by Kimley Horn & Associates

City Engineer Tidwell gave a presentation on the services that Kimley-Horn and Associates provides for the City of Saginaw. He gave a brief overview of projects that Kimley-Horn has been involved with.

4. Public Hearings

4A. PUBLIC HEARING-- Consideration and Action regarding an Ordinance amending Section 5.03, "Development Fees and Certificates," of Article 5, "Final Plat and Construction Documents," of Appendix B, "Subdivisions," of the Saginaw City Code by changing the amount and timing of review and Inspection Fees paid to the City by the Developer; and amending the Master Fee Schedule by establishing revised charges for Public Works Inspections Fees (Ordinance No. 2024-03)--Susy Victor-Trevino, Planning Manager

Public Hearing was opened at 7:21 PM and closed at 7:32 PM

Mayor Flippo declared the public hearing for this item opened at 7:21 p.m. Planning Manager Victor-Trevino explained that effective September 2023, the Texas Legislature prohibited municipalities from basing construction inspection fees on the cost of construction of a development. Therefore the City must amend its 4% construction inspection fee. Proposed Ordinance No. 2024-03 amends the construction inspection fee to be \$300 per hour with a minimum of 2 hours per day. (This is the same fee as adopted by the City of Fort Worth.) It also addresses the issuance of a monthly invoice to the developer unless an agreement for an alternate payment arrangement is agreed upon during the pre-construction meeting. All fees must be paid on or before the due date on the invoice. A letter of acceptance for a project will not be granted until all fees have been paid in full. There were some concerns expressed regarding potential payment extensions. Director of Public Works Newsom stated that only in special instances would an extension be allowed.

Mayor Flippo called for any public comment. There was none. He declared the public hearing closed at 7:32 p.m.

Motion was made by Mayor Pro-Tem Junkersfeld with a second by Councilmember Copeland to approve Ordinance No. 2024-03, amending the construction inspection fees as presented, and amending the Master Fee Schedule to reflect the amended construction inspection fees. Motion carried unanimously. 6-0-0-1 (Edwards absent)

4B. PUBLIC HEARING-- Consideration and Action Regarding a Request for a Change in Zoning from Office Professional (OP) to Neighborhood Mixed-Use (NMU) on the approximate 9.9 acres out of the Walker, Josiah Survey, Abstract 1602 Tract 3A1F & A1798 TRS 1E1 & 1E2 more commonly known as 1051 Grand Central Parkway (Per TAD)--Susy Victor-Trevino, Planning Manager

Public Hearing was opened at 7:33 PM and closed at 8:43 PM

Mayor Flippo declared the public hearing for this item opened at 7:33 p.m. Planning Manager Victor-Trevino explained the Planning and Zoning Commission considered this request at their February 13th meeting and voted to recommend denial of the request to the City Council. Ms. Abra Nusser of LJA Engineering, Inc. (Planning Services) gave a presentation regarding Neighborhood Mixed Use Zoning.

The following residents were present and expressed their opposition to the request.

Melissa Robbins, Topeka Drive

John Peet, Fox Run Trail

William Hodges, Topeka Drive

Cassie Johnson, Topeka Drive

Kurt Hicks, Wabash Ct.

Shane Greenlee, Grand Central Pkwy.

Asim Lughmani, Trinity Trail (also submitted a letter of opposition)

Regina Gordon, Grand Central Pkwy.

Jerry Robbins, Topeka Drive

Judy Sutherland, Wabash Ct.

James Johnson, Silver Streak Dr.

Mayor Flippo called for any additional public input. There was none. He declared the public hearing for this item closed at 8:43 p.m.

Motion was made by Councilmember Felegy with a second by Mayor Pro-Tem Junkersfeld to follow the recommendation of the Planning and Zoning Commission and deny the rezoning request. Motion carried. 5-1-0-1 (Copeland against; Edwards absent)

5. Business

5A. Consideration and Action regarding Authorization of an Amendment to CobbFendley's Contract for Utility Coordination on the Industrial Blvd. Project--Randy Newsom, Director of Public Works

Director of Public Works Newsom stated the Industrial Blvd. Project has been difficult and has required extra design coordination by CobbFendley. The proposed amendment to CobbFendley's contract is a total increase of \$20,706. Funds are available in the 2020 COs for this increase.

Motion was made by Mayor Pro-Tem Junkersfeld with a second by Councilmember Lawson to approve the amendment to CobbFendley's contract for utility coordination on the Industrial Blvd. Project in the amount of \$20,706 as presented. Motion carried unanimously. 6-0-0-1 (Edwards absent)

5B. Consideration and Action regarding the Purchase and Installation of a Professionally Drawn Mural at 1029 N. Saginaw Blvd--Keith Rinehart, Director of Community & Economic Development

Director of Community and Economic Development Rinehart stated the Keep Saginaw Beautiful Committee has recommended approval of a mural at 1029 N. Saginaw Blvd. at a cost of \$12,900. A local artist will be used for this mural and funds are available in the Keep Saginaw Beautiful Donation Fund.

Motion was made by Mayor Pro-Tem Junkersfeld with a second by Councilmember Felegy to approve the recommendation from the Keep Saginaw Beautiful Committee to fund a mural at 1029 N. Saginaw Blvd. at a cost of \$12,900 with funds from the Beautification Donation Fund. Motion carried unanimously. 6-0-0-1 (Edwards absent)

5C. Consideration and Action Regarding the Purchase of Furniture for the New Library/Senior Center--Lee Howell, Asst. City Manager

Asst. City Manager Howell explained this item is for approval of the purchase of furniture for the new Library/Senior Center in the total amount of \$1,238,941.35. Funds for this purchase are available in the 2022 Bond Funds.

Motion was made by Councilmember Copeland with a second by Mayor Pro-Tem Junkersfeld to approve the purchase of furniture for the new Library/Senior Center Building as presented. Motion carried unanimously. 6-0-0-1 (Edwards absent)

5D. Action regarding Approval of a One (1) Year Extension (April 1, 2024 through December 31, 2024) of the 2023 Annual Mowing Contract with SRH Landscapes--Randy Newsom, Director of Public Works

Director of Public Works Newsom recommended approval of a one year extension of the 2023 annual mowing contract with SRH Landscapes. He added that SRH Landscapes recently completed

their first year of mowing service to the City. He commented SRH Landscapes did an outstanding job. He also added that City Staff will be working to get landscaping caught up and back in shape at all city buildings.

Motion was made by Mayor Pro-Tem Junkersfeld with a second by Councilmember Felegy to approve a one year extension of the 2023 annual mowing contract with SRH Landscapes as presented. Motion carried unanimously. 6-0-0-1 (Edwards absent)

6. Executive Session

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 9:19 p.m.

Motion was made by Mayor Pro-Tem Junkersfeld with a second by Councilmember Bighorse to adjourn the meeting. Motion carried unanimously. 6-0-0-1 (Edwards absent)



City of Saginaw

City Council Memorandum

Prepared By: Janice England

Action regarding Interlocal Agreement with Tarrant County for Construction of New Parking Lots at the Switchyard and the Willow Creek Park--Randy Newsom, Director of Public Works

Meeting	Agenda Group	
Tuesday, March 5, 2024, 6:00 PM	Consent Agenda	Item: 2B
Reference File		
Community Goals		

BACKGROUND/DISCUSSION:

The proposed Interlocal Agreement (ILA) with Tarrant County covers the construction of two parking lots (one at the Switchyard and the other at Willow Creek Park) being a total of approximately 64,125 square feet. Tarrant County will furnish the labor and equipment. The Tarrant County Commissioner's Court has approved the proposed ILA. The responsibilities of Tarrant County and the City of Saginaw are listed in the agreement.

FINANCIAL IMPACT:

The financial impact will include the costs of the materials and trucking charges.

RECOMMENDATION:

Staff recommends approval.

Attachments

ILA with Tarrant County--Parking Lots at Switchyard and Willow Creek Park.pdf

C.O. #142614

THE STATE OF TEXAS

INTERLOCAL AGREEMENT

COUNTY OF TARRANT

This Interlocal Agreement is between **Tarrant County, Texas** ("COUNTY"), and the **City of Saginaw** ("CITY").

WHEREAS the CITY is requesting the COUNTY'S assistance to:

Construct new parking lots at the Switch Yard Park and the Willow Creek Park; being approximately 64,125 square feet; all being located within the CITY (Collectively referred to as the "**Project**").

WHEREAS, the Interlocal Cooperation Act contained in Chapter 791 of the Texas Government Code provides legal authority for the parties to enter into this Agreement; and

WHEREAS, during the performance of the governmental functions and the payment for the performance of those governmental functions under this Agreement, the parties will make the performance and payment from current revenues legally available to that party; and

WHEREAS, the Commissioners Court of the COUNTY and the City Council of the CITY each make the following findings:

- a. This Agreement serves the common interests of both parties;
- b. This Agreement will benefit the public;
- c. The division of costs fairly compensates both parties to this Agreement; and
- d. The CITY and the COUNTY have authorized their representative to sign this Agreement; and
- e. Both parties acknowledge that they are each a "governmental entity" and not a "business entity" as those terms are defined in Tex. Gov't Code § 2252.908, and therefore, no disclosure of interested parties pursuant to Tex. Gov't Code Section 2252.908 is required.

NOW, THEREFORE, the COUNTY and the CITY agree as follows:

TERMS AND CONDITIONS

1. COUNTY RESPONSIBILITY

The COUNTY will furnish the labor and equipment to assist the CITY in completing the Project.

- **Switchyard Park:** The project consists of the construction of a new parking lot at Switchyard Park: being approximately 35,775 square feet. Stabilize with cement, apply 2" Type D hot mix asphaltic concrete pavement surface.
- **Willow Creek Park:** The project consists of the construction of a new parking lot at Willow Creek Park: being approximately 28,350 square feet. Stabilize with cement, apply 2" Type D hot mix asphaltic concrete pavement surface.

2. CITY RESPONSIBILITY

- 2.1 CITY will furnish all materials for the Project and pay trucking charges.
- 2.2 CITY will furnish a site for dumping waste in close proximity to job site for materials generated during this project.
- 2.3 CITY will furnish water and water meter if required, for construction or reconstruction projects.
- 2.4 CITY will furnish all rights of way, plan specifications and engineering drawings.
- 2.5 CITY will furnish and maintain necessary traffic controls including Type A barricades to redirect traffic flow to alternate lanes during the construction phase of the project: and
- 2.6 The CITY will furnish labor and equipment to do locates in the project work zone and assist COUNTY equipment operators during the excavation to ensure obstacles such as utilities, valve boxes, manhole covers, and curbs are not damaged.
- 2.7 CITY will verify the location of all utility locations, mark those locations and then remove the utilities that will interfere with the progress of the project.
- 2.8 CITY will provide the labor and equipment if hand excavation is required.
- 2.9 CITY will provide temporary driving lane markings.
- 2.10 If a Storm Water Pollution Prevention Plan is required, the CITY will be responsible for the design and development of the Plan. CITY will pay for all cost (including subcontractor materials, labor, and equipment) associated with the implementation and maintenance of the Plan.
- 2.11 CITY will provide a location for the County to park their heavy equipment near the job site: and
- 2.12 CITY will provide any soil lab testing and/or material testing needed for the project.

- 2.13 CITY will reimburse the COUNTY for actual cost of any overtime hours the CITY requests the COUNTY to provide watering the roadway for dust control after regular work hours.
- 2.14 CITY agrees to pay a flat rate of \$100.00 per day to cover the COUNTY's cost of equipment and man-hours.

3. PROCEDURES DURING PROJECT

COUNTY retains the right to inspect and reject all materials provided for this Project.

If the CITY has a complaint regarding the construction of the project, the CITY must complain in writing to the COUNTY no later than 30 days of the date of project completion. Upon expiration of 30 days after project completion, the CITY will be solely responsible for maintenance and repairs of the entire Project.

4. NO WAIVER OF IMMUNITY

This Agreement does not waive COUNTY rights under a legal theory of sovereign immunity. This Agreement does not waive CITY rights under a legal theory of sovereign immunity.

5. OPTIONAL SERVICES

- 5.1 If requested by the CITY, the COUNTY will apply permanent striping coordinated through the Transportation Department to that part of the Project described in 1 above. Application of striping by the COUNTY is limited to those Projects. If the CITY desires permanent striping applied to any roadways or portions of roadways not covered by this Agreement, the CITY will need to enter into a separate agreement with the COUNTY for the provision of those services or contact a private vendor.
- 5.2 If necessary, the CITY will furnish flag persons.
- 5.3 If required, the CITY will pay for engineering services, storm water run-off plans, and continuation of services and plan.
- 5.4 If a Storm Water Prevention Plan is provided by the CITY, the COUNTY will be responsible for the implementation and maintenance of the Plan during the duration of the Project.

6. TIME PERIOD FOR COMPLETION

The CITY will give the COUNTY notice to proceed at the appropriate time. However, the COUNTY is under no duty to commence construction at any particular time.

7. THIRD PARTY

This contract shall not be interpreted to inure to the benefit of a third party not a party to this contract. This contract may not be interpreted to waive any statutory or common law defense, immunity, including governmental and sovereign immunity, or any limitation of liability, responsibility, or damage of any party to this contract, party's agent, or party's employee, otherwise provided by law.

8. JOINT VENTURE & AGENCY

The relationship between the parties to this Agreement does not create a partnership or joint venture between the parties. This Agreement does not appoint any party as agent for the other party.

9. EFFECTIVE DATE

This Agreement becomes effective when signed by the last party whose signing makes the Agreement fully executed.

10. TERMINATION OF AGREEMENT

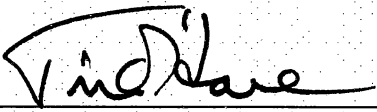
The initial term of this Agreement is until September 30, 2024 and will automatically renew for one year thereafter unless terminated by either party in writing. Either party may terminate this Agreement at any time—either before the expiration of the initial term or after the renewal of any term thereafter—by providing the other party with 30-days written notice of termination. In the event of termination by either party, neither party shall have any obligations to the other party under this Agreement, except that the CITY is still liable for payment to the COUNTY for any outstanding invoice for the Project.

11. COMPLIANCE WITH LAWS

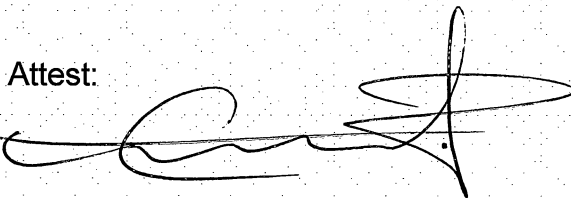
In providing the services required by this Agreement, CITY must observe and comply with all applicable federal, state, and local statutes, ordinances, rules, and regulations, including, without limitation, workers' compensation laws, minimum and maximum salary and wage statutes and regulations, and non-discrimination laws and regulations. CITY shall be responsible for ensuring its compliance with any laws and regulations applicable to its business, including maintaining any necessary licenses and permits.

TARRANT COUNTY, TEXAS

CITY OF SAGINAW


COUNTY JUDGE
Date: February 6, 2024


COMMISSIONER, MANNY RAMIREZ
PRECINCT FOUR

Attest: 

APPROVED AS TO FORM*
LEGALITY


Criminal District Attorney's Office*

* By law, the Criminal District Attorney's Office may only approve contracts for its clients. We reviewed this document as to form from our client's legal perspective. Other parties may not rely on this approval. Instead, those parties should seek contract review from independent counsel.

Authorized City Official

Date: _____

Attest: _____

APPROVED AS TO FORM AND

Assistant City Attorney



City of Saginaw

City Council Memorandum

Prepared By: Janice England

Employee Recognitions/Presentations--Gabe Reaume, City Manager

Meeting	Agenda Group	
Tuesday, March 5, 2024, 6:00 PM	Proclamations-Presentations	Item: 3A
Reference File		
Community Goals		

BACKGROUND/DISCUSSION:

Fire Chief Spears will introduce and swear in the City's five (5) newest members of the Fire Department. This will be followed by a brief family member badge pinning ceremony.

FINANCIAL IMPACT:

N/A

RECOMMENDATION:

N/A



City of Saginaw

City Council Memorandum

Prepared By: Janice England

2024 Rental Inspection Program Overview--Deputy Building Official Chris Dyer & Rental Inspector Jarid Smith

Meeting	Agenda Group	
Tuesday, March 5, 2024, 6:00 PM	Proclamations-Presentations	Item: 3B
Reference File		
Community Goals		

BACKGROUND/DISCUSSION:

Staff update/overview of the Rental Inspection Program

Following the staff presentation, Ms. Kimberly Wrick will address the City Council regarding her concerns about the Rental Registration and Inspection Program.

FINANCIAL IMPACT:

N/A

RECOMMENDATION:

N/A

Attachments

Wrick--Agenda Item Request.pdf

Ord 2020-17.pdf

Request to be Placed on City Council Agenda



Date 2/5/24 (time stamp available upon request)

Name (please print): Kimberly Wrick Phone #: [REDACTED]

Email: [REDACTED]

Address: 1077 Springwood Drive, Saginaw, Tx 76179

Requested Meeting Date: March 5, 2024

Who Do You Represent: All persons negatively impacted by or disagree with wording of Ordinance

Who Will Attend the Meeting:

(Please provide name, address, and phone # of each person)

Will He/She/They Speak?

Yes or No

1. James Wrick

No

2. _____

3. _____

Subject to be Discussed: Ordinance 2020-17 - Rental Registration and Inspection

How Long Will Your Presentation Take: 5-7 min

Reason(s) for this Request: Violation of rights of the homeowner and family members

Council Action Desired: remove wording for requiring rental registration for "otherwise occupied by a person other than the owner"

FOR OFFICE USE ONLY

NOTICE: This form must be returned to the City Office by noon on the Wednesday prior to the requested Council meeting (the following Tuesday). If you have information to present to the Council it can be copied at the City Office. If it is larger than a regular sized sheet of paper (8-1/2" x 11"), a copy must be furnished, by you, for the council and staff (13 copies). If you have further questions, call 817-232-4640, extension 2327.

Request received by: [Signature] ☐ In person ☐ Mail ☐ Other Email
(explain)

APPROVED



Mayor, City of Saginaw

(The Mayor will determine if this request is approved for an agenda item.)

CITY OF SAGINAW
ORDINANCE NO. 2020-17

AN ORDINANCE OF THE CITY OF SAGINAW, TEXAS AMENDING CHAPTER 10, "BUILDINGS AND BUILDING REGULATIONS," OF THE CODE OF ORDINANCES BY AMENDING ARTICLE XXIV "RENTAL REGISTRATION AND INSPECTION PROGRAM" TO ESTABLISH ADDITIONAL REGISTRATION AND INSPECTION REQUIREMENTS AND ESTABLISHING RELATED FEES; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL OTHER ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR A SAVINGS CLAUSE; PROVIDING A PENALTY CLAUSE; PROVIDING FOR PUBLICATION IN THE OFFICIAL NEWSPAPER; 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 Local Government Code; and

WHEREAS, the City of Saginaw, Texas has a substantial interest in protecting the health, safety, welfare, and property of the occupants of rental dwelling units; and

WHEREAS, the City Council of the City of Saginaw in furtherance of this interest previously adopted a registration and inspection program for rental dwelling units in the City; and

WHEREAS, the City Council of the City of Saginaw now deems it necessary to amend the registration and inspection program to establish additional registration and inspection requirements and to establish related fees.

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

SECTION 1.

Chapter 10 "Buildings and Building Regulations" of the Code of Ordinances of the City of Saginaw is hereby amended by repealing Article XXIV "Rental Registration and Inspection Program" in its entirety and replacing it with the following:

"ARTICLE XXIV. - RENTAL REGISTRATION AND INSPECTION PROGRAM

Sec. 10-611. - Purpose.

The purpose of this article is to safeguard the life, health, safety, welfare and property of the occupants of rental dwelling units and the general public by establishing a process to enforce the minimum building standards and property maintenance codes.

Sec. 10-612. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Agent for service. A person designated on the Rental Registration application for service of process who shall be the authorized agent for purposes of notice and other communications and is authorized to accept service on behalf of the owner.

Building official. The officer or other designated authority of the city charged with the administration and enforcement of this article.

Duplex rental dwelling. Any individual unit of a two-family dwelling which is rented, leased, or otherwise occupied by a person other than the owner.

Landlord. A land or building owner who has leased, rented, or permitted the exclusive use of the land, the building or a part of the land or building, to another person.

Lease. A special kind of contract between a property owner and a person wanting temporary enjoyment and exclusive use of the property, in exchange for rent paid or other consideration.

Multi-family rental dwelling. An individual unit of a multi-family rental dwelling complex.

Multi-family rental dwelling complex. A single parcel of property with one or more residential buildings that contain three or more attached rental units or with two or more detached units. This term includes all rental units on a single parcel.

Owner. Any person, agent, firm or corporation having a legal or equitable interest in the property.

Rent. Money or other consideration paid by a tenant to a landlord/owner in exchange for the exclusive use and enjoyment of land, a building or a part of a building.

Rental unit. Property owned and/or operated by a landlord or owner and is occupied by a person other than the owner or a tenant by whom has been granted temporary and exclusive use through a verbal or written agreement.

Single-family rental dwelling. Any single-family detached dwelling unit which is rented, leased, or otherwise occupied by a person other than the owner.

Tenant. A person other than the property owner to whom the landlord/owner grants temporary and exclusive use of land, a building, or a part of a building, usually in exchange for rent or other consideration.

Townhouse rental dwelling. Any individual unit of a single-family dwelling that shares one or more walls or roof with other independently-owned units and that is rented, leased, or otherwise occupied by a person other than the owner.

Board. The city's Building Board of Adjustment.

Sec. 10-613. - Prohibited.

It shall be prohibited to divide a single-family structure located in a single-family zoning district, including SF-1, SF-2, SF-3, SF-4, and ZLL, into separate rental units with restricted access to the common areas.

Sec. 10-614. - Permit and inspection required.

No person shall lease to, rent to, or permit occupancy by a person other than the owner a single-family rental dwelling, duplex rental dwelling, townhouse rental dwelling or multi-family rental dwelling without obtaining a permit issued under the provisions of this article. It shall be unlawful to submit a false or fraudulent application for a permit. A person who leases to, rents to, or permits occupancy by a person other than the owner of a rental unit for which a permit has not been issued or for which the permit issued has been suspended commits an offense each day that the rental unit is occupied by a tenant.

No person shall lease a single-family rental dwelling, duplex rental dwelling, townhouse rental dwelling or multi-family rental dwelling without submitting a written or electronic request for a rental inspection after a permit is applied for as provided for in Section 10-619. A person commits an offense each day a rental registration or rental inspection request is overdue.

Sec. 10-615. - Period of validity.

Each permit issued under this article shall be valid for one year from its date of issuance, unless suspended and except as provided for in Section 10-618(a)(2).

Sec. 10-616. - Permit non-assignable; surrender.

A permit issued under this article is not assignable or transferable. A permit is valid only for the premises for which it is issued. It shall be unlawful for any person to counterfeit, forge, change, deface, or alter a permit. A permit may be canceled upon written request of the owner(s) to the building official. The cancellation of a permit shall be effective immediately upon the filing of the written request in the office of the building official.

Sec. 10-617. - Permit copy.

The original of a permit issued pursuant to this article shall be maintained by the city, with a copy provided to the owner or the owner's authorized agent.

Sec. 10-618. – Annual application and registration fee; form; delinquent fees; utility and building permit release.

- (a) **Annual application and registration fee.** The owner of a rental unit, or the owner's authorized agent, shall annually file with the city a written application, on the form provided for that purpose, signed by the owner of the rental unit to be permitted, or the owner's authorized agent. Applications for the permit shall include a fee in the amount equal to the annual permit fee times the number of rental units included in the application.
- (1) **Single-family rental dwelling, one unit/one owner.** The owner of one single-family rental dwelling, or the owner's authorized agent, shall file a single application for the rental unit. The application and fee shall be due within 14 days of notice and annual renewals shall be due one year from date of issue.
- (2) **Single-family rental dwelling, multiple units/one owner.** The owner of more than one single-family rental dwelling, or the owner's authorized agent, shall file a single application that includes all single-family rental dwellings owned by the same owner. The application and fees shall be due within 14 days of notice and annual renewals shall be due one year from date of issue. The owner or the owner's authorized agent shall apply for a rental registration permit for new rental units acquired during the calendar year prior to permitting occupancy of those new rental units. Permits issued for newly acquired rental units shall expire on the same date as all other permits issued to the same owner.
- (3) **Duplex rental dwellings.** The owner of a duplex rental dwelling, or the owner's authorized agent, shall file a single application for all duplex rental dwellings on a single parcel. The application and fee shall be due annually and submitted no later than the last day of January each year.
- (4) **Townhouse rental dwellings.** The owner of a townhouse rental dwelling, or the owner's authorized agent, shall file a single application that includes all townhouse rental dwellings owned by the same owner. The application and fee shall be due annually and submitted no later than the last day of January each year.
- (5) **Multi-family rental dwellings.** The owner of multi-family rental dwellings, or the owner's authorized agent, shall file a single application for all multi-family rental dwellings that have a common address. The application shall identify the number of rental units included in the application. The

application and fee shall be due annually and submitted no later than the last day of January each year.

(b) ***Form, contents.*** The application shall include:

- (1) The name, physical street address, telephone number, e-mail address, and driver's license or other government-issued identification number of the owner;
- (2) If the owner is other than an individual, the legal name and all trade names of the owner and the physical street address, telephone number, e-mail address, and driver's license or other government-issued identification number of the registered agent, managing partner, or other person authorized to accept service of process on behalf of the owner;
- (3) The name, street address, e-mail address and telephone number of any property manager for the rental units for which an application is being submitted;
- (4) The name, email address, and telephone number of the tenant for a single-family rental dwelling, duplex rental dwelling, or townhouse rental dwelling, if available at the time of application.
- (5) The owner, or the owner's authorized agent, shall certify that the rental unit(s) for which the application is submitted is equipped with properly working smoke detectors and carbon monoxide detectors in accordance with the provisions of the adopted editions of the International Property Maintenance Code and the International Building Code.

- (c) ***Agent for service.*** An owner may designate on the application an agent for service of process who shall be the authorized agent for purposes of notice and other communications provided in this article. If an owner designates an agent for service as provided in this subsection, service of any notice under this article on the designated agent shall constitute service upon the owner, unless the building official receives actual written notice from the owner that the designated agent is no longer authorized to accept service on behalf of the owner.
- (d) ***Delinquent fees.*** An owner that fails to timely obtain a rental registration or a rental registration renewal under this article shall be required to pay a delinquent fee at the time of registration for every thirty (30) days that the registration or registration renewal is overdue.
- (e) ***Utility and building permit release.*** The Building Official may issue a hold of utilities and a hold on building permits for any rental unit without a current rental

registration or that fails to timely obtain a required rental inspection, rental follow-up inspection or rental re-inspection required by Section 10-619.

Sec. 10-619. - Inspections.

The rental unit(s) for which an application is submitted or for which a rental registration has been previously issued shall be inspected for compliance with the provisions of the adopted editions of the International Property Maintenance Code and the International Building Code, as follows:

- (1) **Single-family rental dwellings** shall be fully inspected in even or odd numbered years corresponding to the last digit of the rental unit's physical address. After submitting an application, the owner, the owner's authorized agent, or the designated property manager shall submit to the city a written or electronic request for an inspection no later than 180 days after a permit is issued. In each subsequent even or odd numbered year as determined by this subsection, the owner, the owner's authorized agent, or the designated property manager shall submit to the city a written or electronic request for an inspection no later than 180 days after a permit is issued. Nothing contained in this section shall be construed to prohibit an inspection of a rental unit at the request of a tenant.
- (2) **Duplex rental dwellings, townhouse rental dwellings** shall be fully inspected one time per calendar year. Renewal permit applications and fees will be due no later than the last day of January of each year. The owner, the owner's authorized agent, or the designated property manager shall submit to the city a written or electronic request for inspection each year no later than 30 days after a permit is issued. Nothing contained in this section shall be construed to prohibit an inspection of a rental unit at the request of a tenant.
- (3) **Multi-family rental dwellings** shall be fully inspected one time per calendar year. Renewal permit applications and fees will be due no later than the last day of January of each year. The city will assign the multi-family rental dwelling complex a designated month for an annual inspection of all rental units, common areas, buildings and grounds of the multi-family rental dwelling complex. It shall be the responsibility of the owner of a multi-family rental dwelling complex, or the owner's authorized agent, to notify tenants of the impending inspection. Nothing contained in this section shall be construed to prohibit an inspection of a rental unit at the request of a tenant.
- (4) The Building Department will conduct rental inspections as provided for in this section. All violations identified from a rental inspection shall be provided in written or electronic form to the owner, the owner's authorized

agent, or the designated property manager. The owner, the owner's authorized agent, or the designated property manager must correct the violations identified and schedule a rental follow-up inspection to confirm compliance within twenty (20) days of the rental inspection. Upon the rental follow-up inspection, if all violations have been corrected, the permit shall be deemed active. If all violations have not been corrected at the time of the rental follow-up inspection, a rental re-inspection will be required to confirm until all violations are brought into compliance. The city shall charge a fee for each rental re-inspection.

- (5) The city may re-inspect any rental unit as necessary to determine compliance.
- (6) A release of utilities for a single-family rental dwelling, a duplex rental dwelling, a townhouse rental dwelling and, when applicable, a multi-family rental dwelling may be provided upon submittal of an application for utilities pending a current rental registration permit and required rental inspections as provided for in this article.
- (7) The building official or their designee shall enforce the provisions of this article upon presentation of proper identification to the owner of any rental unit or, if occupied, to the tenant residing in any rental unit and, with the owner and/or tenant's permission, may inspect the unit. The authority to conduct both exterior and interior inspections by the building official is subject to all limitations provided in state and federal law. If entry is refused by the owner or tenant or could not be obtained, the building official is authorized to seek a warrant pursuant to Article 18.05 of the Texas Code of Criminal Procedure as the same may be amended from time to time. Any warrants issued will constitute authority for the building official to enter upon and inspect the rental unit described therein.

Sec. 10-620. - Temporary tenancies.

It shall be an affirmative defense to prosecution for a violation of this article that the single-family rental dwelling was rented or leased for a period of less than 60 days to a person who was the immediate past owner of the dwelling or who shall be the immediate next owner of the dwelling.

Sec. 10-621. - Suspension of permit.

The city may temporarily suspend a permit for a single-family rental dwelling, duplex rental dwelling, townhouse rental dwelling and a multi-family rental dwelling, if:

- (1) After notice of violation and a period of time allowed for correction of a critical violation or four or more violations, violations remain on the premises of the rental unit; or

- (2) When the owner of the rental unit, or the owner's authorized agent, has not submitted a written or electronic request for inspection within the required time from the issuance of the permit: 180 days for single-family rental dwellings, 30 days for duplex rental dwellings, 30 days for townhouse rental dwellings, or 30 days for multi-family rental dwellings.

Sec. 10-622. - Reinstatement of suspended permit.

A person whose permit has been suspended may, at any time, make written application for a reinstatement inspection and pay the reinstatement inspection fee for the purpose of reinstating the permit. Within 10 days following receipt of a written request, which shall include a statement signed by the applicant that in the applicant's opinion all of the violations that caused suspension of the permit have been corrected, and the applicable fee, the city shall perform a rental reinstatement inspection. Upon inspection, if all of the violations that caused suspension of the permit have been corrected, the permit shall be reinstated. If all violations that caused suspension of the permit have not been corrected, the permit will continue to be suspended. The city shall charge a fee for each reinstatement inspection or a reinstatement re-inspection that is required.

Sec. 10-623. - Hearings.

The hearings provided for in this section shall be conducted by the Board. The Board shall make a finding and shall sustain, modify, or rescind any official notice or order considered in the hearing. A written report of the hearing decision shall be furnished to the permit holder by the city."

SECTION 2.

The City's Fee Schedule is hereby amended to include the following fees related to the Rental Registration and Inspection Program:

"Rental Registration/Renewal Fee	\$75.00
Rental Registration / Renewal Delinquent Fee	\$50.00
Rental Re-inspection Fee	\$50.00
Rental Reinstatement Inspection Fee	\$100.00
Rental Reinstatement Re-inspection Fee	\$150.00"

SECTION 3.

This ordinance shall be cumulative of all other ordinances of the City of Saginaw and shall not repeal any of the provisions of such ordinances, except in those instances where provisions of such ordinances are in direct conflict with the provisions of this ordinance.

SECTION 4.

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

SECTION 5.

All rights or remedies of the City of Saginaw, Texas, are expressly saved as to any and all violations of the City Code or any amendments thereto regarding the inspection of rental dwelling units that have accrued at the time of the effective date of this ordinance; and as to such accrued violations, and all pending litigation, both civil or criminal, same shall not be affected by this ordinance but may be prosecuted until final disposition by the courts.

SECTION 6.

Any person, firm, or corporation who violates, disobeys, omits, neglects or refuses to comply with or who resists the enforcement of any of the provisions of this ordinance shall be fined not more than Five Hundred Dollars (\$500.00) for each violation of this ordinance.


SECTION 7.

The City Secretary of the City of Saginaw is hereby directed to publish at least twice in the official newspaper of the City of Saginaw, the caption and the penalty clause of this ordinance in accordance with Section 52.013(b) of the Local Government Code.

SECTION 8.

This Ordinance shall be in full force and effect from and after the date of its passage and publication as required by law, and it is so ordained.

PASSED AND APPROVED ON this the 1st day of September, 2020.



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

Presentation of the 2023 Economic Excellence Award from the Texas Economic Development Council--Keith Rinehart, Director of Community & Economic Development

Meeting	Agenda Group	
Tuesday, March 5, 2024, 6:00 PM	Proclamations-Presentations	Item: 3D
Reference File		
Community Goals		

BACKGROUND/DISCUSSION:

The Texas Economic Development Council (TEDC) announced the recipients of its annual Economic Excellence Recognition program for 2023. The awards were presented on Friday, February 23, during the TEDC's 2024 Winter Conference in San Antonio, Texas. The City of Saginaw Economic Development Department was one of 72 (out of over 600) Economic Development Organizations across the State of Texas to receive the TEDC's 2023 Economic Excellence Recognition.

The Economic Excellence Recognition program provides recognition to economic development organizations that meet a desired threshold of professionalism. Recipients qualify for recognition based on training taken by their governing board/council as well as the economic development director and professional staff. Certifications, professional memberships and activities, and organizational effectiveness of the economic development staff also contribute to the standards for qualification.

The TEDC's Economic Excellence Recognition program is one of how our organization honors the outstanding commitment to excellence of our communities and regions, their leaders, and their economic development professionals toward the professionalization of their economic development efforts.

FACTS:

- Only seventy-two (72) out of 600+ municipalities and/or Economic Development Corporations from across the state of Texas received the 2023 Economic Excellence Recognition including the City of Saginaw, Texas.
- This recognition puts the City of Saginaw in the top 12% in the State of Texas which is quite an honor and recognition.
- The City of Saginaw has now won this award for four (4) consecutive years in a row.

FINANCIAL IMPACT:

N/A

RECOMMENDATION:

N/A

Attachments

030524 TEDC Award.pdf



City of Saginaw
City of Saginaw

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT

333 W. McLeroy Blvd., Saginaw, Texas 76179

Phone: 817.230.0331 – Email: krinehart@saginawtx.org

Council Agenda Background

To: Gabe Reaume, City Manager

From: Keith C. Rinehart, Director of Community & Economic Development

Date: City Council Meeting – March 5, 2024

ITEM:

Presentation of the 2023 Economic Excellence Award from the Texas Economic Development Council

PRESENTER:

Todd Flippo, Mayor, and Keith C. Rinehart, Director of Community & Economic Development

DISCUSSION:

The Texas Economic Development Council (TEDC) announced the recipients of its annual Economic Excellence Recognition program for 2023. The awards were presented on Friday, February 23, during the TEDC's 2024 Winter Conference in San Antonio, Texas. The City of Saginaw Economic Development Department was one of 72 (out of over 600) Economic Development Organizations across the State of Texas to receive the TEDC's 2023 Economic Excellence Recognition.

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The TEDC's Economic Excellence Recognition program is one of how our organization honors the outstanding commitment to excellence of our communities and regions, their leaders, and their economic development professionals toward the professionalization of their economic development efforts.

FACTS:

- *Only seventy-two (out of 600+) municipalities and/or Economic Development Corporations from across the state of Texas received the 2023 Economic Excellence Recognition including the City of Saginaw, Texas.*
- *This recognition puts the City of Saginaw in the top 12% in the State of Texas which is quite an honor and recognition.*
- *The City of Saginaw has now won this award for four (4) consecutive years in a row.*

If you have any questions, please contact me at 817-230-0331.

Thank you,

A handwritten signature in black ink, appearing to read "Keith C. Rinehart". The signature is fluid and cursive, with the first name "Keith" being more prominent.

Keith C. Rinehart, Director of Community & Economic Development

CERTIFICATE *of* ACHIEVEMENT
for Economic Excellence

Presented to

City of Saginaw

2023

Recognizing a commitment to Professional Economic
Development by City Administration, Elected and Appointed
Officials, and exemplary professional standards demonstrated
by the Economic Development Staff

Awarded by



A handwritten signature in black ink, reading "Carlton Schwab".

Carlton Schwab, President/CEO





City of Saginaw

City Council Memorandum

Prepared By: Janice England

**Consideration and Action regarding New Restroom Facility at the Saginaw Switchyard -- Randy Newsom,
Director of Public Works**

Meeting	Agenda Group	
Tuesday, March 5, 2024, 6:00 PM	Business	Item: 5A
Reference File		
Community Goals		

BACKGROUND/DISCUSSION:

Item was tabled by the board at the Parks Board Special Called Meeting, held on January 22, 2024, to allow the board to receive the updated balance of the Parks Board Fund.

The Parks Board held a Regular Meeting on February 12, 2024, and recommended the new restroom facility be installed at the Saginaw Switchyard

FINANCIAL IMPACT:

The total financial impact will be \$350,000 from the 2021 Park Bond Fund.

RECOMMENDATION:

The Parks Board held a Regular Meeting on February 12, 2024, and recommended the new restroom facility be installed at the Saginaw Switchyard;

A motion was made to approve the new restroom facility at the Saginaw Switchyard

Member Torres made a motion to Approve that was seconded by Member Tucker with a result of 4-0-0-0

Attachments

2024 Restroom Facility Replacement.pdf

Parks Board Special Meeting Minutes - 2.12.24.pdf

Memorandum

February 8, 2024

To: Parks and Recreation Advisory Board Members

From: Randy Newsom, Director Public Works

Subject: New Restroom Facilities at Food Truck Park & William Houston Park

At the last Park Board meeting the Park Board requested that staff obtain quotes for two new restroom facilities. The first one will be located on the south end of the new Food Truck expansion. It will be the Montrose model and feature 3 private toilets, 2 changing tables and 2 sinks in each side (women's & men's). The men's side will also have a urinal. The cost for this restroom is \$350,000 which includes the electrical, plumbing and foundation.

The second restroom will be the Ozark 1 and will replace the primitive restroom at William Houston Memorial Park. It will feature a single toilet, sink and changing table. The cost for this restroom is \$150,000 which includes electrical, plumbing and foundation.

Staff would like to recommend to the Parks and Recreation Board for the approval and recommendation to Council, for the purchase of these two restroom facilities. The cost for these two restroom facilities would come from 2021 Park Bond Funds.

Thanks

Randy Newsom
Director Public Works

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

Minutes for the Parks Advisory Board Special Called Meeting

333 West McLeroy Boulevard, Saginaw, Texas 76179

February 12, 2024, 6:04 PM - February 12, 2024, 6:56 PM

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

- **Adhel Torres**, Parks Board Place 3
- **Brack St. Clair**, Parks Board Chairman
- **Thomas Weaver**, Parks Board Place 7
- **Charles Tucker**, Parks Board First Alternate

1. Call to Order

1A. Call to Order -- Chairman St. Clair- 6:04 PM

Chairman St. Clair called the meeting to order at 6:04 p.m.

1B. Roll Call to Establish Quorum -- Chairman St. Clair

Chairman St. Clair called roll and established a quorum.

1C. Audience Participation

Chairman St. Clair explained the procedures regarding audience participation.

2. Business

2A. Park Board Fund and Park Updates -- Randy Newsom, Public Works Director

Randy Newsom, Public Works Director, introduced Laura Presley, Landscape Architect with Kimley-Horn, to introduce to the board the proposed improvements for Opal Jo Jennings Park and Brian Schwengler Park. Laura informed the board the proposed improvements were based on the feedback collected at the Parks Town Hall Meeting held on November 15, 2023. Laura presented a projected cost of the proposed park improvements, an updated conceptual map, and playground renderings for both parks. Laura informed the board the projected cost for Opal would be \$1.22 million and \$1.55 million for Brian Schwengler. Laura updated the board on the current uncommitted funds for the 2021 Parks Bond; \$2.8 million. Laura informed the board if the park improvements for both parks were to be approved, the Parks Bond remaining balance would

be approximately \$60,000. Member Weaver posed the question, of what would occur if they were to go over the allotted budget of \$2.8 million. Director Newsom informed the board that the budget changes would have to be reviewed and approved by the City Council.

The board members discussed possible cutbacks and changes to the park improvements to help meet budget constraints. Member Weaver asked for clarification on the line item for signage at Opal Jo and wanted to know if the intent was to keep the current park sign to honor the families. Laura clarified that the intent is to approach the family once the project moves onto the construction phase. Chairman St. Clair would prefer to keep the park sign line item to keep the possibility open for a new sign to be installed if the family declines to leave the current sign.

Laura proposed cutting down on the number of park equipment currently proposed and scaling back on the picnic pavillions and shade structures throughout the parks. Chairman St. Clair requested for the focus to remain on the playgrounds while the number of equipment can be reduced. Trent Tidwell, Engineer with Kimley-Horn, asked for clarification from the board on the cutbacks they approve.

The board agreed the parking expansion at Brian Schwengler is needed, shade structures over the swings can be removed, and the amount of park furniture can be reduced. Chairman St. Clair requested for the total amount of improvements for both parks to be at or around 2.4 million to give the board room to make additional improvements.

The board expressed they needed more time to look over the cost projections for the park improvements and requested Laura come back with the suggested cost-saving alternatives.

Thomas Weaver made a motion to Table that was seconded by Adhel Torres with a result of 4-0-0-0

2B. New Restroom Facilities at Food Truck Park & William Houston Park -- Randy Newsom, Public Works Director

This item was tabled at the prior meeting, held on January 22, 2024, to allow the board to receive an update on the Parks Bond Balance. Staff informed the board that the current Parks Bond has a balance of approximately \$2.8 million in uncommitted funds.

Director Newsom recommended to the board that due to budget constraints, the restroom facility improvements at the Food Truck Park should be prioritized in preparation for the Switchyard Expansion. At this time, the restroom facility at William Houston Park would not be as critical. Director Newsom reminded the board the proposed restroom facility for the Switchyard was the Montrose Model which features three private toilets (and a urinal on the men's side), two changing tables, and two sinks on each side. Chairman St. Clair proposed the new restroom match

the current restroom facility at the Switchyard. Director Newsom confirmed to the board that the current exterior wall at the Switchyard restroom is Napa Valley.

Adhel Torres made a motion to Approve that was seconded by Charles Tucker with a result of 4-0-0-0

Motion to approve the new restroom facility at the Saginaw Switchyard

3. Public Hearings

4. Staff Reports

4A. Park Expenditure Fund Report -- Maria Hernandez, Recording Secretary

Recording Secretary, Maria Hernandez, presented to the board the Park Donation Fund Expenditure report for September 2023 to January 2024. Ms. Hernandez informed the board the beginning balance on August 31, 2023, was \$129,800.04. Ms. Hernandez elaborated that with the donations gathered from September 2023 to January 2024, the balance increased to \$166,272.81. Ms. Hernandez reported the expenses incurred for the 2023 Holiday Parade and from the Highland Station Bridge project totaled to the amount of \$50,218.18, and the ending balance for the Park Donation Fund as of January 31st was \$116, 054.63.

4B. Future Agenda Items -- Randy Newsom, Public Works Director

Director Newsom informed the board that the upcoming regular parks board meeting would be on March 18, 2024. The board requested updates on the expected expenses for the 2024 Firework Show.

5. Adjournment

A motion was made by Member Weaver with a second by Member Tucker to adjourn the meeting. Motion carried.

Chairman St. Clair declared the meeting of February 12, 2024, closed at 6:56 p.m.