



City of Saginaw
Meeting and/or Executive Session Agenda

Tuesday, April 2, 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--Dr. Mark Towns, First Baptist 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, March 19, 2024--Janice England, City Secretary

2B. Action regarding Resolution No. 2024-05, Readopting Guidelines and Criteria for Tax Abatement Agreements--Janice England, City Secretary

2C. Action regarding Agreement with SpyGlass Group, LLC for an audit of current Technology and Telecommunications Service Accounts--Kim Quin, Finance Director

2D. Action regarding a Chapter 380 Economic Development Incentive Agreement with Julien & Lambert Professional Photography for the property located at 100 S. Hampshire St. #200--Keith Rinehart, Director of Community & Economic Development

2E. Action regarding Sale of Outdated Taser Equipment--Russell Ragsdale, Police Chief

3: Proclamations-Presentations

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

3B. Advisory Recreation & Parks Board Annual Presentation--Brack St. Clair, Board Chairman

3C. Report on Results of Employee Survey Subcommittee - Lee Howell, Asst City Manager

4: Public Hearings

4A. PUBLIC HEARING - Consideration and Action regarding Resolution No. 2024-04, Adoption of Mid-Year Budget Revisions for Fiscal Year 2023-2024--Kim Quin, Finance Director

4B. PUBLIC HEARING--Consideration and Action regarding Adoption of Resolution 2024-06, FY 2024 Community Development Block Grant (CDBG) Project (50th Year CDBG Project)--Trenton Tidwell, P.E., City Engineer

4C. PUBLIC HEARING--Consideration and Action regarding Ordinance No. 2024-04, adopting updated Water Conservation Plan, and Drought Contingency and Emergency Water Management Plan--Trenton Tidwell, P.E., City Engineer

5: Business

5A. Discussion of Property Tax Exemption for Daycares--Todd Flippo, Mayor & Bryn Meredith, City Attorney

5B. Discussion of City Delegation to attend All America City Award Finalist Conference--Pedro Zambrano, Communications 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: March 28, 2024



City of Saginaw City Council Memorandum

Prepared By: Janice England

Action regarding Minutes, March 19, 2024--Janice England, City Secretary

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

BACKGROUND/DISCUSSION:

The minutes of the City Council Meeting held on March 19, 2024 are presented for consideration.

FINANCIAL IMPACT:

N/A

RECOMMENDATION:

N/A

Attachments

Draft Minutes--03-19-2024.pdf

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

City of Saginaw
Minutes of the City Council Meeting
held on March 19, 2024
333 W. McLeroy Blvd., Saginaw, Texas

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

- **Todd Flippo**, Mayor
- **Valerie Junkersfeld**, Mayor Pro-Tem
- **Nicky Lawson**, Place 2
- **Cindy Bighorse**, Place 5
- **Mary Copeland**, Place 6

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 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

Director of Community & Economic Development Keith Rinehart

Director of Human Resources Melanie McManus

Library Director Ellen Ritchie

Communications Manager Pedro Zambrano

Absent

Councilmember Paul Felegy

Councilmember Randy Edwards

City Attorney Bryn Meredith

City Engineer Trenton Tidwell, P.E.

Visitors

Brack St. Clair

James Crippen

Corey Burnett

Glenn Reeves

Larry Little

Kristi Haney

Ronnie Horton

Jada Kent

Bobby Cartwright

Bryan Waugh

Regina Imre

Malcolm Mitchell

Jennifer Mitchell

David Walker

Matt Hubert

Garrett Musser

Austin Pittman

Levi Hickey

M. DeFord

M. Bibb

C. Brady

Anthony Monaco

Mark Perry

Tara Clontz

Julie Evans

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 Joe Rangel, SOBA Church

In the absence of Pastor Rangel, Councilmember Lawson 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 Mayor Pro-Tem Junkersfeld with a second by Councilmember Bighorse to approve Items 2a, 2b, and 2d of the Consent Agenda as presented. Motion carried unanimously. 5-0-0-2 (Felegy and Edwards absent)

2A. Action regarding Minutes, March 5, 2024--Janice England, City Secretary

2B. Action regarding Cancellation of April 16, 2024 City Council Meeting--Janice England, City Secretary

The cancellation of the April 16th City Council Meeting will be necessary due to the lack of a quorum. Three members will be out of town on that date which, along with the absence of Councilmember Place 4, will make it impossible to meet the quorum requirement of four members.

2C. Action regarding Retail Retention, Recruitment and Development Services Proposal with the Retail Coach--Keith Rinehart, Director of Community & Economic Development

**** Item was Removed from Consent**

In March 2020 the City entered into a contract with The Retail Coach to provide assistance with Retail Retention, Recruitment and Development Services. It was a one year agreement with the option to renew for up to two additional one-year terms. During the past four years significant

progress has been made with the recruitment of potential commercial retail and restaurants. The proposed agreement is for one additional year. The scope of the agreement remains the same. The financial impact will be \$20,000 plus reimbursable expenses. This expenditure is budgeted within the Economic Development budget.

Note: This item was pulled from the Consent Agenda for discussion. Director of Community & Economic Development Rinehart explained the proposed agreement and its benefits to the City. There was some discussion regarding the reimbursable expenses. He explained that reimbursable expenses would include travel expenses. He added that The Retail Coach has staff that resides close to Saginaw so there hasn't been any need for travel expenses.

Motion was made by Mayor Pro-Tem Junkersfeld with a second by Councilmember Bighorse to approve Item 2C of the Consent Agenda as presented. Motion carried unanimously. 5-0-0-2 (Felegy and Edwards absent)

2D. Action regarding Purchase of a 3/4 ton Service Truck for the Public Works Department--Randy Newsom, Director of Public Works

A new service truck for the Public Works Department was approved in the 2023-2024 budget. This vehicle will replace Unit #410 which is a 2012 model with over 100,000 miles. The Chief Mechanic has obtained three (3) quotes for this vehicle. The lowest quote is from James Wood Motors in Decatur in the amount of \$51,861.16. The next lowest quote is from David McDavid in Fort Worth in the amount of \$59,549.79. The last quote is from AutoNation Chrysler Dodge Ram in the amount of \$62,260.19. All quotes are for a 3/4 ton truck with like equipment. Staff recommends the purchase of the service truck from James Wood Motors. The financial impact will be \$51,861.16. Funds in the amount of \$60,000 are budgeted for this purchase in the 2023-2024 Public Services Budget, Capital Outlay/Special Request Account 01-7000-06-00.

3. Proclamations-Presentations

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

City Manager Reaume announced that the Library has been notified that they will be receiving an award from the Texas Municipal Library Director's Association. A formal presentation will be made when the award arrives.

Mayor Flippo reminded everyone of the Mayor's Youth Advisory Council Meeting on March 23rd. The meeting will include tours of the Public Works Facility, the Animal Services Facility, and Miller Milling.

3B. Proclamation--Child Abuse Prevention Month

Mayor Pro-Tem Junkersfeld read a proclamation declaring the month of April to be Child Abuse Prevention Month in the City of Saginaw. Ms. Julie Evans, Chief Executive Officer of the Alliance for Children, was present to accept the proclamation. She expressed her appreciation for the City's support of their programs to prevent child abuse.

3C. Salary Study Presentation - Baker Tilly - Jada Kent

Ms. Jada Kent of Baker Tilly gave a presentation of the results of the compensation study project that began in August, 2023. She explained the process and gave an overview of the project and results. She also explained the development of the proposed pay plan and grade assignments. She explained three implementation scenarios. They are as follows.

1. Employees move to the step nearest their existing salary without a decrease. Therefore, the 93 employees 'below' their new range move to the minimum (Step A) while the 6 vacant positions also remain at Step A.
2. Employees move to the step corresponding with their years in position. For example, an employee that has been in their position for 3 years would move to Step C. If their current salary is already greater than Step C, they would remain on the step established in Option1 (corresponding to their current salary).
3. Employees move to the step corresponding with their years of service. For example, an employee that has been in their position for 3 years but employed by the City for 5 years, would move to Step E (Step 5). If their current salary is already greater than Step E, they would remain on the step established in Option 1 (corresponding to their current salary).

She stated that Baker Tilly's recommendation would be approval of the proposed pay plan, and implementation of scenario 2.

There was a discussion of the costs associated with each proposed scenario. The consensus of the Council was to direct staff to outline the steps that need Council action and begin the calculation of the total costs of each scenario presented, keeping in mind that the City won't receive the estimated values from the Tarrant Appraisal District until the end of April, and the City won't receive the certified values from the Tarrant Appraisal District until the of July.

4. Executive Session

4A. 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:-

4B. Any Posted Item -

4C. 551.087 Texas Government Code. Deliberation regarding Economic Development Negotiations. The City Council may convene in executive session to discuss or deliberate regarding commercial or financial information that the City has received from a business prospect that the City seeks to have locate, stay, or expand in or near the City and with which the City is conducting economic development negotiations; or to deliberate the offer of a financial or other incentive to a business prospect described above, including:

Mayor Flippo declared the meeting recessed into Executive Session at 7:01 p.m.

4D. Building Improvement Grant Application--100 S. Hampshire St., #200-

Mayor Flippo declared the Executive Session closed and the meeting back in Regular Session at 7:20 p.m.

5. Adjournment

5A. Adjournment--Todd Flippo, Mayor

Mayor Flippo declared the March 19, 2024 City Council Meeting adjourned at 7:21 p.m.

Motion was made by Mayor Pro-Tem Junkersfeld with a second by Councilmember Bighorse to adjourn the meeting. Motion carried unanimously. 5-0-0-2 (Felegy and Edwards Absent)



City of Saginaw

City Council Memorandum

Prepared By: Janice England

**Action regarding Resolution No. 2024-05, Readopting Guidelines and Criteria for Tax Abatement Agreements--
Janice England, City Secretary**

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

BACKGROUND/DISCUSSION:

Resolution No. 2024-05 readopts the guidelines and criteria for tax abatements within the City of Saginaw. The City is required to review and adopt guidelines every two years. The current guidelines and criteria were adopted in April of 2022. The only change is the addition of wording under Section 5 - c which is "Once the tax abatement agreement is executed, City shall make available via link on the City's website to the location the information is published on the comptroller's Internet website." This requirement was approved by the Legislature last year. The City Attorney's Office has reviewed the proposed resolution and attachments.

FINANCIAL IMPACT:

N/A

RECOMMENDATION:

Staff recommends approval.

Attachments

Resolution 2024-05 Readopt Tax Abatement Guidelines.pdf

RESOLUTION NO. 2024-05

A RESOLUTION TO READOPT GUIDELINES AND CRITERIA FOR TAX ABATEMENT AGREEMENTS WITHIN THE CITY OF SAGINAW; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, economic development through the creation of a new industry and expansion of existing industry that results in new wealth and/or job opportunities is important for the well-being and health of the local economy; and

WHEREAS, the City of Saginaw must compete with other localities throughout the United States currently offering tax incentives to attract new facilities and plant modernization projects; and

WHEREAS, the abatement of property taxes, when offered to attract businesses which bring in money from outside a community instead of merely recirculating dollars within a community, has been shown to be an effective method of enhancing and diversifying an area's economy; and

WHEREAS, Chapter 312 of the Texas Tax Code requires any eligible taxing jurisdiction to establish Guidelines and Criteria as to eligibility for tax abatement agreements prior to granting of any future tax abatement or creation of a reinvestment zone; and

WHEREAS, the City Council has previously adopted appropriate guidelines for the grant of a tax abatement or creation of a reinvestment zone; and

WHEREAS, the City Council now desires to readopt the revised tax abatement Guidelines and Criteria; and

WHEREAS, these Guidelines and Criteria shall not be construed as implying or suggesting the City of Saginaw is under obligation to provide tax abatement or other incentives to any applicant; and all applicants shall be considered on a case-by-case basis.

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

SECTION 1.

The City Council hereby establishes the guidelines and criteria governing property tax abatement agreements as set forth on Exhibit "A" to this resolution as the City of Saginaw Tax Abatement Guidelines and Criteria.

SECTION 2.

The guidelines and criteria shall be effective for two (2) years from the date of adoption, specifically April 2, 2024 through April 2, 2026, and may only be amended or repealed by a three-fourths vote of the City Council.

SECTION 3.

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

PASSED AND APPROVED THIS 2nd DAY OF APRIL 2024.

Todd Flippo, Mayor

ATTEST:

Janice England, City Secretary

EFFECTIVE: April 2, 2024

APPROVED AS TO FORM AND LEGALITY:

Bryn Meredith, City Attorney

Exhibit "A"

CITY OF SAGINAW, TEXAS

TAX ABATEMENT POLICY - GUIDELINES AND CRITERIA

**Section 1.
DEFINITIONS**

- a) "Abatement" means the full or partial exemption from ad valorem taxes of certain improvements to real property in a reinvestment zone designated for economic development purposes.
- b) "Agreement" means a contractual agreement between a property owner and/or lessee and an eligible jurisdiction for the purposes of tax abatement.
- c) "Base Year Value" means the assessed value of eligible property on January 1 preceding the execution of the agreement plus the agreed upon value of eligible property improvements made after January 1 but before the execution of the agreement.
- d) "Deferred Maintenance" means improvements necessary for continued operations, which do not improve productivity or alter the process technology
- e) "Economic Life" means the number of years a property improvement is expected to be in service in a facility.
- f) "Eligible Jurisdiction" means the City of Saginaw, Tarrant County, or other special taxing districts that levy ad valorem taxes upon and provide services to property located within a proposed or existing reinvestment zone.
- g) "Expansion" means the addition of buildings, structures, fixed machinery or equipment for purposes of increasing production capacity.
- h) "Facility" means property improvements completed or in the process of construction which together comprise an integral whole.
- i) "Manufacturing Facility" means buildings, structures, fixed machinery or equipment, the primary purpose of which is or will be the manufacture of tangible goods or materials or the processing of such goods or materials by physical or chemical change.

- j) "Modernization" means the upgrading of existing facilities, which increased the productive input or output, updates the technology or substantially lowers the unit cost of the operation. Modernization may result from the construction, alteration, or installation of buildings, structures, fixed machinery or equipment. It shall not be for the purposes of reconditioning, refurbishing or repairing.
- k) "New Facility" means a property previously undeveloped, which is placed in service, by means other than or in conjunction with expansion or modernization.
- l) "Other Basis Industry" means buildings and structures including fixed machinery and equipment not elsewhere described, used or to be used for the production of products or services, from which a majority of revenues generated by activity at the facility are derived from outside Tarrant County.
- m) "Regional Distribution Center Facility" means buildings and structures including fixed machinery and equipment, used or to be used primarily to receive, store, service or distribute goods or materials owned by the facility, from which a majority of the revenues generated by activity at the facility are derived from outside Tarrant County.
- n) "Regional Entertainment/Tourism Facility" means buildings and structures, including fixed machinery and equipment, used or to be used to provide entertainment and/or tourism related services, from which a majority of revenues generated by activity at the facility are derived from outside Saginaw.
- o) "Regional Retail Facility" means buildings and structures including fixed machinery and equipment, used or to be used to provide retail services from which a majority of revenues generated by activity at the facility are derived from outside Saginaw.
- p) "Regional Service Facility" means buildings and structures, including fixed machinery and equipment, used or to be used to provide a service from which a majority of revenues generated by activity at the facility are derived from outside Tarrant County.
- q) "Reinvestment Zone" means an area designated as such for the purposes of tax abatement as authorized by the City in accordance with The Property Tax Code Annotated Chapter 312.201 et seq., the Property Redevelopment and Tax Abatement Act" (of Subchapter B), as amended.
- r) "Research Facility" means buildings and structures, including fixed machinery and equipment used or to be used primarily for research and experimentation to improve or develop new tangible goods or materials or to improve or develop the production process thereto.

- s) "Regional Health Care Facility" means buildings and structures, including fixed machinery and equipment, used or to be used to provide health care services, from which a majority of revenues generated by activity at the facility are derived from outside Saginaw.

Section 2. ABATEMENT AUTHORIZED

- a) Authorized Facility. A facility may be eligible for abatement if it is a:
- Regional Health Care Facility
 - Manufacturing Facility
 - Research Facility
 - Regional Distribution Center Facility
 - Regional Service Facility
 - Regional Entertain/Tourism Facility
 - Regional Retail Facility
 - Other Basis Industry
- b) Authorized Date. A facility shall be eligible for tax abatement if it has applied for such abatement prior to the commencement of construction, provided, that such facility meets the criteria granting tax abatement in reinvestment zones created in the City of Saginaw pursuant to the guidelines and criteria adopted by the City Council.
- c) Creation of New Value. Abatement may only be granted for the additional value of eligible property improvements made subsequent to and listed in an abatement agreement between the City of Saginaw and the property owner and/or lessee, subject to such limitations as the City Council may require.
- d) New and Existing Facilities. Abatement may be granted to new facilities and improvements to existing facilities for purposes of modernization and expansion.
- e) Eligible Property. Abatement may be extended to the value of buildings, structures, fixed machinery and equipment, site improvements plus that office space and related fixed improvements necessary to the operation and administration of the facility.
- f) Ineligible Property. The following classes of property shall be fully taxable and ineligible for abatement:
- Land
 - Inventories

- Supplies
- Furnishings or other forms of movable personal property
- Vehicles, vessels or aircraft
- Deferred maintenance investments
- Residential property
- Property that is associated with any activity that is illegal under federal, state or local law
- Property owned or used by the State of Texas or its political subdivisions
- Property owned by any organization which is owned, operated or directed by a political subdivision of the State of Texas

g) Leased Facilities. If an authorized facility eligible for tax abatement is leased, the agreement shall be executed with both the lessor and the lessee.

h) Value and Term of Abatement. Abatement shall be granted effective with the January 1 valuation date immediately following the completion of construction of the required improvements; provided, however, that the completion of construction must occur within two years of the effective date of any abatement agreement. The value and term of abatement on new eligible property shall be determined as follows:

The value of the abatement shall be equal to 500 percent (500%) of investment by the business in eligible property described in Section 2(e), above. The City Council or its designated representative, shall work with the applicant, prior to the execution of an abatement agreement, to determine the exact schedule for the abatement.

The exact schedule of the abatement shall be selected by the applicant under one of the below alternatives:

- a) 50% of the value of eligible property shall be abated in each of the ten (10) years of the abatement agreement, or;
- b) the applicant can select an abatement schedule, not to exceed 100% in any single year, which better meets the financial objectives of the company.

Under no circumstances shall the value of the abatement exceed one-hundred percent (100%) of the value of eligible property in a single year and the duration of an abatement agreement shall not exceed ten (10) years or one-half (1/2) the economic life of the eligible property, whichever is less.

i) Economic Qualification. In order to be eligible to receive tax abatement the applicant must meet the following qualifications.

- 1) For a new facility (with the exception of a regional retail or regional entertainment/tourism facility), be reasonably expected to invest not less than fifteen million dollars (\$15,000,000) in the facility (including both eligible and ineligible property) within three (3) years from the commencement of construction and be expected to create employment for not less than ten (10) persons associated with the production of goods and services at the authorized facility on a full-time permanent basis in the City of Saginaw and/or Tarrant County. The employment of these persons must be accomplished by the completion of the third year of operations based on the below schedule:

Year 1	50%
Year 2	25%
Year 3	25%

- 2) For an expanded or modernized facility (excluding regional retail facilities), be reasonably expected to invest not less than five million dollars (\$5,000,000) in the facility (including both eligible and ineligible property) within three (3) years from the commencement of construction and be expected to create or retain employment for not less than ten (10) persons associated with the production of goods and services at the authorized facility on a full-time, permanent basis in the City of Saginaw and/or Tarrant County. The employment of these persons must be accomplished by the completion of the third year of operations based on the below schedule:

Year 1	50%
Year 2	25%
Year 3	25%

- 3) For regional retail and regional entertainment/tourism facilities, be reasonably expected to invest not less than ten million dollars (\$10,000,000) in the facility (including both eligible and ineligible property) within three (3) years from the commencement of construction, and be expected to create or retain employment for not less than seventy-five (75) persons associated with the operation of the authorized facility on a full-time, permanent basis in the City of Saginaw and/or Tarrant County. The employment of these persons must be accomplished by the completion of the third year of operations based on the below schedule:

Year 1	50%
Year 2	25%
Year 3	25%

- 4) Two or more part-time, permanent employees totaling an average of not less than forty (40) hours per week, may be considered as one (1) full-time, permanent employee.
 - 5) Companies seeking to qualify for tax abatement on the basis of job retention shall document that without the creation of a reinvestment zone and/or tax abatement, the company will either reduce or cease operation.
 - 6) Not be expected to solely and primarily have the effect of transferring employment from one part of the City of Saginaw to another.
- j) Taxability. From the execution of the abatement agreement to the end of the agreement period, taxes shall be payable as follows:
- 1) the value of ineligible property as provided in Section 2(t) shall be fully taxable.
 - 2) the base year value of existing eligible property as determined each year shall be fully taxable, and
 - 3) the additional value of new eligible property shall be taxable in the manner described in Section 2(h).
- k) Conflict of Interest. Property that is in a reinvestment zone and that is owned or leased by a member of the governing body or the Planning and Zoning Commission of the City of Saginaw shall be excluded from property tax abatement.

Section 3. APPLICATION

- a) Any present or potential property owner of taxable property in Saginaw may request the creation of a reinvestment zone and tax abatement by filing a writing request with the Mayor or his/her designated representative.
- b) The application shall consist of a completed application form accompanied by the following:
 - 1) A general written description of the proposed use and the general nature and extent of the modernization, expansion or new improvements to be undertaken.
 - 2) A descriptive list of the improvements that will be a part of the facility.

- 3) A map and property description — including a plat, re-plat or proposed plat of the property.
 - 4) A time schedule for undertaking and completing the planned improvements.
 - 5) A check payable to the City of Saginaw in the amount of \$250.00 for filing fees.
 - 6) Such financial and other information as deemed appropriate by the City for purposes of evaluating the application.
- c) Upon receipt of a completed application the Mayor, or his/her designated representative, shall notify, in writing, the presiding officer of the governing body of each affected jurisdiction. Before acting upon the application, the City Council shall through public hearing, afford the applicant, designated representatives of any affected taxing jurisdiction and the general public opportunity to show cause why the abatement should or should not be granted. Notice of public hearing shall be clearly identified on a City Council Agenda to be posted in accordance with the Texas property Redevelopment and Tax Abatement Act and the Texas Open Meetings Act.
- d) After receipt of an application for creation of a reinvestment zone and application for tax abatement, the City Council, or its designee, shall prepare a feasibility study setting out the impact of the proposed reinvestment zone and tax abatement. The feasibility study shall include, but not be limited to jobs created, an estimate of the economic impact of the creation of the zone and the abatement of taxes and the cost/benefit to the City.
- e) A request for a reinvestment zone for the purpose of tax abatement shall not be granted if the City Council finds that the request for abatement was filed after the commencement of construction, alternation, or installation of improvements related to a proposed expansion, modernization or new facility authorized as eligible under these guidelines.
- f) Variance. Request for variance from provisions of these guidelines may be made in written form to the Mayor, or his/her designated representative, provided, however, that the term and value of abatement described in Section 2(h) may not be increased. Such request shall include a complete description of the circumstances explaining why the applicant should be granted a variance. Approval of a request for variance requires three fourths (3/4) vote of the governing body.

Section 4. PUBLIC HEARING

- a) Should any affected jurisdiction be able to show cause in the public hearing why the grant of abatement will have a substantial adverse effect on its bonds, tax revenue, service capacity or the provision of services, that showing shall be reason for the City to deny any designation of the reinvestment zone, the grant of abatement, or both.
- b) Neither a reinvestment zone nor an abatement agreement shall be authorized if it is determined:
 - 1) there would be a substantial adverse effect on the provision of government services or tax base,
 - 2) the applicant has insufficient financial capacity,
 - 3) planned or potential use of the property would constitute a hazard to public safety, health or morals, or,
 - 4) planned or potential use of the property violates other codes or laws.
- c) After holding a public hearing, providing notice thereof and considering all of the evidence presented, the City Council may designate a reinvestment zone. The designation of a reinvestment zone must precede the approval of an agreement and may only be made after the City Council finds: that the improvements sought are feasible and would be of benefit to the zone after expiration of the agreement and that the zone meets one of the applicable criteria for reinvestment zones. The findings shall be noted in the minutes of the meeting at which they are made. The designation of the zone must be made by ordinance.

Section 5. AGREEMENT

- a) After approval, the City shall formally pass a resolution and execute an agreement with the owner of the facility and/or lessee, which shall include the following:
 - 1) Estimated value to be abated and the base year value.
 - 2) Percent of value to be abated each year as provided for in Section 2(h) above.
 - 3) The commencement and termination dates of the abatement.
 - 4) The proposed use of the facility, nature of the construction, time schedule for construction and commencement of operations, map, property

description, and improvements as listed in the application under Section 3(b).

- 5) Contractual obligations in the event of default, violation of terms and conditions, delinquent taxes, recapture, administration and assignment as provided for in Section 2(a), 2(h), 6, 7 and 8 or other provisions that may be required for conformity to state law, and
 - 6) Amount of investment in and average number of jobs associated with the facility during the abatement period.
- b) Such agreement shall normally be executed within sixty (60) days after the applicant has forwarded all necessary information and documentation for evaluation of the application to the City of Saginaw.
 - c) Once the tax abatement agreement is executed, City shall make available via link on the City's website to the location the information is published on the comptroller's Internet website.

Section 6. RECAPTURE

- a) In the event that the facility is completed and begins producing goods and/or services, but subsequently discontinues such production for any reason excepting fire, explosion or other casualty or accident or natural disaster for a period of one (1) year during the abatement period, then the agreement shall terminate and so shall the abatement of taxes for the calendar year during which the facility no longer produces. The taxes otherwise abated for the calendar year shall be paid the City within sixty (60) days from the date of termination.
- b) Should the City determine that the company or individual is in default according to the terms and conditions of the abatement agreement, the City shall notify the company or individual, in writing, at the address stated in the agreement, and if such non-compliance is not resolved within sixty (60) days from the date of such notice, then the agreement shall be terminated.
- c) In the event that the company or individual:
 - 1) Allows its ad valorem taxes owed the City or other affected jurisdiction to become delinquent and fails to timely and properly follow the legal procedures for their protest and/or contest, or
 - 2) Violates any of the terms and conditions of the abatement agreement and fails to resolve such violations within sixty (60) days from the date of written notice of such violation(s).

The agreement then may be terminated and all taxes previously abated by virtue of the agreement will be recaptured and paid within sixty (60) days of the termination.

Section 7. ADMINISTRATION

- a) The Chief Appraiser of the County shall, as a normal consequence of his/her duties annually determine an assessment of the real and personal property comprising the reinvestment zone. Each year, the company or individual receiving abatement shall furnish the assessor with such information as may be necessary for the abatement, including the number of new or retained employees associated with the facility. Once the value has been established, the Chief Appraiser shall notify the affected jurisdictions, which levy taxes of the amount of the assessment.
- b) The agreement shall stipulate that employees and/or designated representatives of the City will have access to the reinvestment zone during the term of the abatement agreement to inspect the facility to determine if the company or individual is in compliance with the terms and conditions of the abatement agreement. All inspections will be made only after notification of not less than twenty-four (24) hours and will only be conducted in such manner as not to unreasonably interfere with the construction and/or operation of the facility. All inspections will be made with one (1) or more representatives of the company or individual present and in accordance with the company's safety standards.
- c) Upon completion of construction, the City shall annually evaluate each facility receiving abatement to ensure compliance with this agreement and report possible violations to the City Council and City Attorney. Abatements approved under previously authorized tax abatement agreements will be monitored for compliance relative to the agreement under which the abatement was approved.
- d) All proprietary information required by the City for purposes of monitoring compliance by a company with the terms and conditions of an abatement agreement shall be considered confidential.

Section 8. ASSIGNMENT

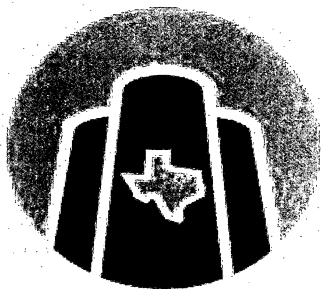
Abatement may not be transferred and assigned by the holder to a new owner or lessee of the same facility.

Section 9.
SEVERABILITY AND LIMITATION

In the event that any section, clause, sentence, paragraph or any part of these Guidelines and Criteria shall, for any reason, be adjudged by any court of competent jurisdiction to be invalid, such invalidity shall not affect, impair, or invalidate the remainder of these Guidelines and Criteria.

Section 10.
SUNSET PROVISIONS

These Guidelines and Criteria are effective upon the date of their adoption and will remain in force for two years, unless amended by three-quarters vote of the City Council of the City of Saginaw, at which time all reinvestment zones and Tax Abatement agreements created pursuant to these provisions will be reviewed to determine whether the goals have been achieved. Based on that review, the Guidelines and Criteria may be modified, renewed, or eliminated.



City of Saginaw, Texas
Application for Tax Abatement

FILING INSTRUCTIONS

This application must be filed prior to the commencement of construction or the installation of equipment associated with the project for which the abatement is being sought. This filing acknowledges that the applicant has read and understands the **Guidelines and Criteria for Granting Tax Abatement**, approved by the Saginaw City Council on April 19, 2022.

This application shall become a part of any tax abatement agreement or contract executed between the applicant and the City of Saginaw. **Knowingly false representations therein shall be grounds for voiding such agreement or contract.**

An original and two (2) copies of this application and attachments shall be submitted to:

City of Saginaw
Director of Economic Development
P. O. Box 79070
Saginaw, TX 76179

APPLICANT INFORMATION

Company Name: _____

Address: _____

Phone/Fax: _____

Contact Person/Title _____

Type of Business Corporation _____

Partnership _____

Sole Proprietorship _____

APPLICANT INFORMATION (cont.)

Primary Activity: Manufacturing _____ Research _____ Distribution _____ Health _____
Service _____ Tourism/Entertainment _____ Retail _____ Other _____

Annual Sales at time of application: \$ _____

Number of Full-Time Employees at time of application: _____

Number of Permanent Part-Time Employees at time of application: _____

PROJECT INFORMATION

Type: Manufacturing _____ Research _____ Distribution _____ Health _____
Service _____ Tourism Entertainment _____ Retail _____ Other _____

***Note: Applicant must provide evidence that a majority of the revenues generated by this facility are from sources outside the City of Saginaw and Tarrant County.**

Type of Improvement: New Facility _____ Expansion _____ Modernization _____

Total Value of Improvements: \$ _____

Date to Commence Construction: _____

Date to Complete Construction: _____

Peak Construction Workforce: _____

Total New Permanent Employment: _____

Total New Part-Time Employment: _____

Total Jobs Retained (modernization): _____

*** Note: Applicant must provide evidence that the company would reduce or cease operations within the City of Saginaw if not for the proposed modernization.**

PUBLIC SERVICE REQUIREMENTS

Volume of Treated Water Required: _____ Gallons/Day

Volume of Effluent to be Treated: _____ Gallons/Day

Est. number of school age children (K-12): _____

OTHER ABATEMENT AGREEMENTS

Does the applicant have other in-place abatement agreements: Yes _____ No _____

If yes, with what municipalities and in which state(s): _____

Has the applicant made application for abatement of the value of real property improvements associated with this project to any other taxing jurisdiction:

Yes _____ No _____

If yes, please provide the following information on each pending application:

Name of Jurisdiction: _____

Date of application: _____

Date of Public Hearing: _____

Action Taken (if any): _____

ATTACHMENTS

The City Council may not review an application until the below information is provided:

- (A) A written description of the proposed use and the general nature and extent of the new improvement(s), expansion or modernization to be undertaken.
- (B) A description (including estimated costs) of each improvement that will be a part of the facility.
- (C) A map and plat or proposed plat of the facility location and property description (including current ownership),
- (D) A time schedule for undertaking and completing the planned improvements.
- (E) Financial information for the most recent two (2) years of operations or other information as requested by the City, for which such information is available.

ASSURANCES

- (1) The information provided above is complete and accurate.
- (2) I have received and read a copy of the **Guidelines and Criteria for Granting Tax Abatement** in the City of Saginaw dated April 19, 2022, and I understand the terms and conditions under which tax abatement agreements in the City of Saginaw may be executed.
- (3) I understand that employees and/or the designated representative of the City shall have access to the facility during the period of the abatement agreement to determine if the company is in compliance with the terms and conditions of the agreement.
- (4) I understand that failure to comply with the terms and conditions of the abatement agreement may result in the recapture by the City of any and all taxes previously in the current year of the abatement agreement.
- (5) I understand that participation in an abatement agreement does not remove any obligation to satisfy all codes and ordinances issued by the City or any other affected jurisdiction that may be in effect and applicable at the time this project is implemented.

Signature of Authorized Officer/Title

Date

Name of Authorized Office (Type or Print)

Title (Type or Print)



City of Saginaw

City Council Memorandum

Prepared By: Kim Quin

Action regarding Agreement with SpyGlass Group, LLC for an audit of current Technology and Telecommunications Service Accounts--Kim Quin, Finance Director

Meeting	Agenda Group	
Tuesday, April 2, 2024, 6:00 PM	Consent Agenda	Item: 2C
Reference File		
Community Goals		

BACKGROUND/DISCUSSION:

The proposed agreement authorizes SpyGlass to review current technology and telecommunications agreements the City has with different providers to identify cost recoveries, service elimination savings, and cost reduction savings. SpyGlass will make recommendations to City Staff and coordinate any changes to current agreements authorized by Staff. SpyGlass will not be compensated unless SpyGlass finds a refund due to the City or the City makes changes to technology and telecommunications agreements as a result of the audit. The City is under no obligation to implement any of the audit recommendations. SpyGlass performed an audit in 2020 and identified \$2,782 in recoveries and cost reductions of \$8,730.

FINANCIAL IMPACT:

The financial impact will be determined by the action taken by the City after reviewing the audit. The following schedule lists fees based on recommendations implemented within twelve months of the audit:

50% of any "Cost Recovery"

12 times any monthly "Service Elimination Savings"

12 times any monthly "Cost Reduction Savings"

RECOMMENDATION:

Staff recommends approving the audit agreement with SpyGlass Group, LLC.

Attachments

Texas 30 day - SpyGlass Snapshot Audit Agreement.pdf

SpyGlass Overview Flyer Final - EMAIL (2).pdf

SpyGlass Snapshot Audit Agreement

This agreement, effective as of the later of the dates of signature below ("Effective Date"), is between _____ ("Company"), and The SpyGlass Group, LLC, an Ohio limited liability company ("Auditor").

1. Primary Audit Services. Company is engaging Auditor as an independent contractor to analyze its primary telecommunications service accounts (Voice, Data, Internet, Cloud Services, SaaS Licensing, and Mobility) to seek cost recovery, service elimination and cost reduction recommendations. Company will provide Auditor with the materials required to perform its analysis and Auditor will conduct a Kickoff meeting with Company to review the materials provided and introduce Auditor's personnel assigned to the project. Auditor will deliver the recommendations to Company at a Summary of Findings meeting, implement recommendations that Company elects for Auditor to implement, and deliver a complete telecommunications inventory to Company. Upon completion of implementation, Auditor will conduct an Industry Benchmark Analysis ("IBA") Meeting to compare Company's spending and audit results against industry peers as well as all SpyGlass clients, officially bringing closure to the engagement.

While Auditor is performing its analysis, Company will not make changes or perform internal cost reduction analysis with respect to provider accounts which Company has included within the scope of Auditor's review.

2. Fees. Company will pay Auditor the applicable fee set forth below ONLY for Auditor recommendations implemented within twelve (12) months of Auditor delivering the recommendation to Company:

- 50% of any "Cost Recovery", as defined below
- 12 times any "Service Elimination Savings", as defined below
- 12 times any "Cost Reduction Savings", as defined below

"Cost Recovery" is any refund, credit or compensation received by Company relating to past services or charges.

"Service Elimination Savings" is any monthly cost reduction received by Company relating to cancellation of any service, including monthly usage cost reduction (calculated as the average of the last 2 months of usage costs associated with the cancelled service).

"Cost Reduction Savings" is any monthly cost reduction received by Company relating to the modification, consolidation or negotiation of any service, account or contract, including post discount usage rate improvement (calculated as the (a) decrease in post discount per unit pricing realized by Company for any service, times (b) the average of Company's last two (2) months usage levels measured in such units for the modified service).

3. Invoicing and Payment. Fees for Cost Recovery are due as a one-time payment within 30 days of verification that Company has been issued the refund, credit or compensation resulting in such fees. Fees for Service Elimination Savings and Cost Reduction Savings are due as a one-time payment within 30 days of verification that the cancellation or other activity resulting in the Service Elimination Savings or Cost Reduction Savings has been completed. Auditor may issue separate invoices as different fees are earned.

4. Miscellaneous. This agreement is governed by the laws of the State of Texas, without regard to principles of conflicts of law, and may be executed by facsimile and simultaneously in multiple counterparts. Company agrees that Auditor does not warranty the overall performance, Company satisfaction, or data accuracy of any telecommunications related carrier, provider, software manufacturer or vendor at any time whatsoever during or after the term of this agreement. Each person signing this agreement on behalf of a party represents that he or she has been duly authorized to sign this agreement and to bind the party on whose behalf this agreement is being signed by that signatory. In the event of any litigation, proceeding or legal action arising out of or relating to this agreement, the prevailing party in such action shall be entitled to recover its reasonable attorneys' fees, court costs, and other expenses incurred in connection with such dispute or legal action, in addition to any other relief granted. AUDITOR SHALL NOT BE LIABLE TO THE COMPANY FOR INCIDENTAL, CONSEQUENTIAL, SPECIAL OR PUNITIVE DAMAGES, INCLUDING, WITHOUT LIMITATION, LOST PROFITS OR BUSINESS INTERRUPTION, WHETHER SUCH LIABILITY IS ASSERTED ON THE BASIS OF CONTRACT, TORT OR OTHERWISE, EVEN IF EITHER PARTY HAS BEEN WARNED OF THE POSSIBILITY OF ANY SUCH LOSS OR DAMAGE IN ADVANCE. IN ADDITION, IN NO EVENT SHALL AUDITOR'S LIABILITY TO COMPANY EXCEED THE FEES ACTUALLY PAID BY COMPANY TO AUDITOR.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the Effective Date.

COMPANY

Signature: _____

Print Name: _____

Date: _____

AUDITOR

The SpyGlass Group, LLC

Signature: _____

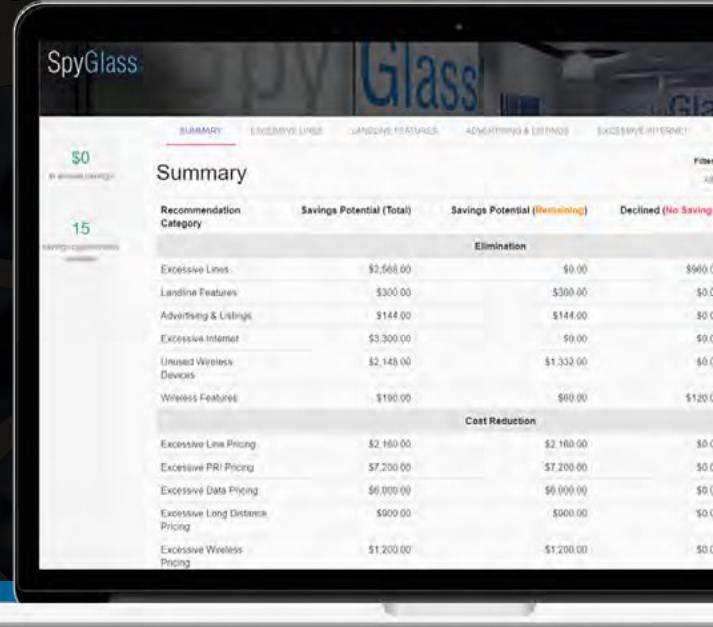
Print Name: Edward M. DeAngelo

Date: _____

SpyGlass

Challenging the Technology Cost Status Quo

Our highly-personalized technology expense Snapshot Audit educates and empowers you with innovative, industry-specific insight and valuable cost-saving recommendations across voice, data, internet, cloud services, SaaS license, and mobility.



20+

Years of Experience

13,000+

Clients in the U.S. & Canada

99%

Audit Savings Success



We Provide Industry-Leading Technology Expense Management Solutions

We work exclusively for you to decipher billing systems designed by the providers to maximize revenue at your expense. Our technology expense management audits provide answers for surprising savings – and we only get paid when we succeed.



We Work Behind the Scenes to Reduce Your Technology Service Expense

Our technology cost audit is all about you. From our Kickoff meeting through the implementation of savings opportunities, we collaborate with you to ensure personalized industry-leading technology service cost solutions for long-term savings and process improvement.



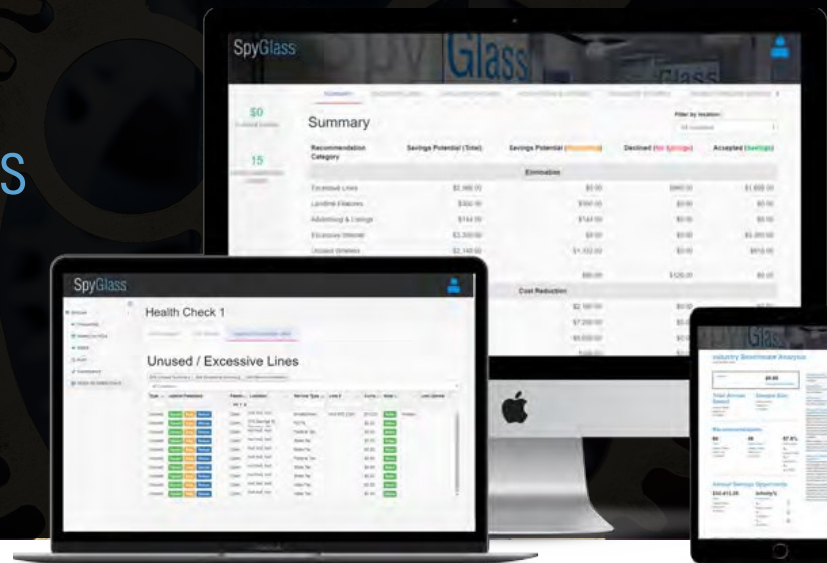
Technology Expense Management Experts at Your Service

Your IT staff is talented but they're also busy keeping your systems running and on the cutting edge. Our technology expense auditing team uncovers cost inefficiencies buried in the cost center and impossible to identify without professional tools. Very simply, our powerful technology Snapshot Audit delivers surprising savings to boost your technology environment budget.

SpyGlass

Our SnapShot Audit Spots Technology Service Savings

With a comprehensive technology expense SnapShot Audit from SpyGlass, you'll gain technology expense clarity and an average saving of **20%** monthly.



Get Started with Our Proven, Simple Steps



Contact

Contact SpyGlass to start your technology expense SnapShot Audit.



Submit

Submit technology billing from your most recent two-month period of all services.



Meet

Meet with our team of experts to review your SnapShot Audit results.



Choose

Choose the savings recommendations you want SpyGlass to implement.



Payment

Pay only for the implemented and verified savings SpyGlass executed on your behalf.

Guaranteed ROI in One Year or Less

Our compensation is success-based, so you only pay if we save you money. There are no up-front costs and you will always be in control of what's implemented. After your selected recommendations are implemented, you pay us a portion of what you've saved while being guaranteed to recoup our fee in one year or less. It's that simple.





City of Saginaw

City Council Memorandum

Prepared By: Janice England

Action regarding a Chapter 380 Economic Development Incentive Agreement with Julien & Lambert Professional Photography for the property located at 100 S. Hampshire St. #200--Keith Rinehart, Director of Community & Economic Development

Meeting	Agenda Group	
Tuesday, April 2, 2024, 6:00 PM	Consent Agenda	Item: 2D
Reference File		
Community Goals		

BACKGROUND/DISCUSSION:

On Tuesday, March 19, 2024, the Saginaw City Council received information in Executive Session pertaining to the specifics of a Building Improvement Grant (BIG) Program application submitted by Julien & Lambert Professional Photography in regards to their property located 100 S. Hampshire St. #200. The City Council determined in that session to award an amount not-to-exceed \$15,000 in reimbursable and matching dollars for the anticipated improvements as proposed on their application. The included contract under consideration is the realization of that intention.

FINANCIAL IMPACT:

Maximum of \$15,000 from Account # 01-6142-13-00 Building Improvement Grants

RECOMMENDATION:

N/A

Attachments

040224 Julien and Lambert.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:

Action Regarding Building Improvement Grant Agreement with 100 S. Hampshire St. #200.

PRESENTER:

Keith C. Rinehart, Director of Community & Economic Development

DISCUSSION:

On Tuesday, March 19, 2024, the Saginaw City Council received information in Executive Session pertaining to the specifics of a Building Improvement Grant (BIG) Program application submitted by Julien & Lambert Professional Photography in regards to their property located 100 S. Hampshire St. #200. The City Council determined in that session to award an amount not-to-exceed \$15,000 in reimbursable and matching dollars for the anticipated improvements as proposed on their application. The included contract under consideration is the realization of that intention.

FINANCIAL IMPACT:

Maximum of \$15,000 from Account # 01-6142-13-00 Building Improvement Grants

RECOMMENDATION

NA

ATTACHMENTS:

- Building Improvement Grant Application
- 380 Agreement

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

Building Improvement Grant Program Agreement

This Building Improvement Grant Program Agreement ("Agreement") is made by and between the City of Saginaw (the "City") and Julien & Lambert Professional Photography ("Property Owner").

WITNESSETH:

WHEREAS, the Property Owner is the owner of property located at 100 S. Hampshire St. #200, Saginaw, Texas; and

WHEREAS, Texas Local Government Code Chapter 380 allows the City to provide incentives for the promotion of economic development; and

WHEREAS, the promotion of the redevelopment of commercial properties in the City promotes economic development within the City and is essential for the continued economic growth and vitality of the City; and

WHEREAS, the Building Improvement Grant Program will enhance the commercial viability and sustainability of commercial properties in the City, improve the physical appearance of businesses and visibly enhance the City's commercial corridors, and aid in the retention and expansion of existing businesses; and

WHEREAS, the City has determined that providing an economic development incentive in accordance with this Agreement will further the objectives of the City, will benefit the City and the City's inhabitants, will promote local economic development, and will stimulate business and commercial activity in the City; and

NOW THEREFORE, in consideration of the foregoing, and on the terms and conditions hereinafter set forth, and other valuable consideration the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

Section 1. Term

The term of this Agreement shall begin on the date of Property Owner execution listed below and shall continue until the three-year anniversary of the date that the final Building Improvement Grant is paid by the City, unless sooner terminated as provided herein.

Section 2. Definitions

The terms used in this Agreement shall have the meanings ascribed to them in the City of Saginaw Building Improvement Grant Policy. The term "Impositions" shall mean: all taxes, assessments, use and occupancy taxes, charges, excises, license and permit fees, and other charges by public or governmental authority, general and special, ordinary

and extraordinary, foreseen and unforeseen, which are or may be assessed, charged, levied, or imposed by any public or governmental authority on the Property Owner or any property or any business owned by Property Owner within the City.

Section 3. Economic Development Incentive

(a) Payment. Subject to the Property Owner's continued satisfaction of the terms and conditions of this Agreement and of the Policy, and the obligation of the Property Owner to repay the Incentive pursuant to Section 5(b) hereof, the City agrees to provide the Building Improvement Grant to the Property Owner to be paid in a single lump-sum payment after Property Owner makes a written request for reimbursement, in accordance with the requirements of the Policy. The total Building Improvement Grant shall be an amount not to exceed \$15,000 and eligibility for any Enhancement category shall be limited as set forth in the Policy.

(b) Current Revenue. The Building Improvement Grant made hereunder shall be paid solely from lawfully available funds that have been appropriated by the City. Under no circumstances shall City's obligations hereunder be deemed to create any debt within the meaning of any constitutional or statutory provision. None of the City's obligations under this Agreement shall be pledged or otherwise encumbered in favor of any commercial lender and/or similar financial institution or other party.

Section 4. Building Improvement Grant Conditions

(a) Conditions. The City's obligation to pay the Building Improvement Grant shall be conditioned upon the Property Owner's continued compliance with and satisfaction of the terms and conditions of this Agreement and the Policy, except those portions of the Policy that have been specifically waived or modified by the City Council. A detailed summary of the required Enhancements and required Construction Costs is set forth in the attached and incorporated Exhibit "A" hereto. A copy of the Policy is hereby attached hereto and incorporated herein as Exhibit "B" to this Agreement.

(b) Inspections. The Property Owner agrees that City, upon reasonable advance notice, may inspect the Enhancements to determine compliance with the terms of the Agreement.

(c) Construction Costs. The Property Owner shall, as a condition precedent to the City's payment of the Building Improvement Grant, provide copies of invoices, receipts and other documentation as may be reasonably requested by the Staff to verify the costs incurred and paid by the Property Owner for construction of the Enhancements.

Section 5. Termination

(a) This Agreement shall terminate upon the occurrence of any one of the following:

- (1) mutual agreement of the parties;
 - (2) the Expiration Date;
 - (3) at the City's option, if any Impositions owed to the City or the State of Texas by Property Owner shall become delinquent (provided, however Property Owner retains the right to timely and properly protest and contest any such Impositions);
 - (4) by the City in the event Property Owner breaches any of the terms or conditions of this Agreement and such breach is not cured within sixty (60) days after written notice thereof;
 - (5) by City, if the Property Owner suffers an event of bankruptcy or insolvency;
 - (6) by City, if any subsequent Federal or State legislation or any final, non-appealable decision of a court of competent jurisdiction declares or renders this Agreement invalid, illegal or unenforceable; or
- (b) In the event of termination by the City pursuant to (a)(3), (4), (5), or (6) the Property Owner shall immediately repay to the City an amount equal to Building Improvement Grant paid to Property Owner, if any, prior to termination of this Agreement.

Section 6. Miscellaneous

- (a) Assignment. This Agreement may not be assigned without the prior written consent of the City.
- (b) Binding Agreement. The terms and conditions of this Agreement are binding upon the successors and assigns of the parties hereto.
- (c) Limitation on Liability. It is understood and agreed between the parties that the Property Owner, in satisfying the conditions of this Agreement, has acted independently, and City assumes no responsibilities or liabilities to third parties in connection with these actions.
- (d) No Joint Venture. It is acknowledged and agreed by the parties that the terms hereof are not intended to and shall not be deemed to create a partnership or joint venture among the parties.
- (e) Authorization. Each party represents that it has full capacity and authority to grant all rights and assume all obligations that are granted and assumed under this Agreement.

(f) Notice. Any notice required or permitted to be delivered hereunder shall be deemed received three days thereafter sent by United States Mail, postage prepaid, certified mail, return receipt requested, addressed to the party at the address set forth below or on the day actually received if sent by courier or otherwise hand delivered.

If intended for Property Owner, to:

Julien & Lambert Preprofessional Photography
Attn: Malinda Julien
100 S. Hampshire St. #200
Saginaw, TX 76179

If intended for City, to:

Attn: City Manager
City of Saginaw, Texas
P. O. Box 79070
Saginaw, Texas 76179

(g) Indemnification. **THE PROPERTY OWNER HEREBY CERTIFIES THAT THE PROPERTY OWNER IS SOLELY RESPONSIBLE FOR OVERSEEING THE WORK, AND WILL NOT SEEK TO HOLD THE CITY, THE BOARD, AND / OR THEIR AGENTS, EMPLOYEES, OFFICERS, AND / OR DIRECTORS LIABLE FOR ANY PROPERTY DAMAGE, PERSONAL INJURY, OR OTHER LOSS RELATED IN ANY WAY TO THIS AGREEMENT OR THE POLICY, AND AGREES TO INDEMNIFY THE CITY, THE BOARD, AND THEIR AGENTS, EMPLOYEES, OFFICERS, AND DIRECTORS FROM ANY CLAIMS OR DAMAGES RESULTING FROM THE PROJECT, INCLUDING REASONABLE ATTORNEY FEES.**

(h) Entire Agreement. This Agreement is the entire Agreement between the parties with respect to the subject matter covered in this Agreement. There is no other collateral oral or written Agreement between the parties that in any manner relates to the subject matter of this Agreement, except as provided in any Exhibits attached hereto.

(i) Governing Law. The Agreement shall be governed by the laws of the State of Texas; and venue for any action concerning this Agreement shall be in the State District Court of Tarrant County, Texas. The parties agree to submit to the personal and subject matter jurisdiction of said court.

(j) Amendment. This Agreement may only be amended by the mutual written agreement of the parties.

(k) Legal Construction. In the event any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any

respect, such invalidity, illegality, or unenforceability shall not affect other provisions, and it is the intention of the parties to this Agreement that in lieu of each provision that is found to be illegal, invalid, or unenforceable, a provision shall be added to this Agreement which is legal, valid and enforceable and is as similar in terms as possible to the provision found to be illegal, invalid or unenforceable.

(l) Recitals. The recitals to this Agreement are incorporated herein.

(m) Counterparts. This Agreement may be executed in counterparts. Each of the counterparts shall be deemed an original instrument, but all of the counterparts shall constitute one and the same instrument.

(n) Survival of Covenants. Any of the representations, warranties, covenants, and obligations of the parties, as well as any rights and benefits of the parties, pertaining to a period of time following the termination of this Agreement shall survive termination.

City of Saginaw, Texas

By: _____

Todd Flipppo, Mayor

Attest:

By:

City Secretary

Executed on this _____ day of _____, 2024.

Property Owner

By: _____

Name:

EXHIBIT “A”

ENHANCEMENTS AND CONSTRUCTION COSTS

B.I.G. Application

1	PROJECT INFORMATION			
A	Property Address: 100 South Hampshire Street #200			
B	Estimated Begin Work Date: ASAP		Estimated Completion Date: February 15, 2024	
C	Years in business at this location: 5+ year (moved from 730 South Saginaw Blvd in Saginaw)			
D	Reason for requesting grant: Enhancements to the interior renovation that included HVAC and Insulation.			
2	ELIGIBILITY OF PROPERTY			
	Yes	No	Item	Notes
A	X		Within the City?	
B	X		Commercially zoned?	
C	X		Tax Paying entity?	
D	X		City taxes in good standing?	
E		X	No City liens existing?	
F	X		Proof of ownership provided?	
G		X	Outstanding code violations?	
H	X		Frequency of Grants OK?	• In accordance with Section 3.1.8
3	ELIGIBILITY OF BUSINESS			
	Yes	No	Item	Notes
A	X		Business taxes in good standing?	
B	X		If not owner, authorization provided?	

B.I.G. Application


4	Enhancements	Total Cost	Policy Max %	Policy Max \$	Amount Requested	Amount Approved
A	Façade: (Section 4.3)	\$1,500	50%	\$750	\$750	-
B	Interior Renovation: (Section 4.4)	\$7,000	50%	\$3,500	\$3,500	-
C	Landscaping: (Section 4.5)	\$3,000	50%	\$1,500	\$1,500	-
D	Lighting: (Section 4.6)	\$2,500	50%	\$1,250	\$1,250	-
E	Parking / Driveways: (Section 4.7)	\$150	50%	\$75	\$75	-
F	Pedestrian Amenities: (Section 4.8)	-	-	-	-	-
G	Signage: (Section 4.9)	\$27,500	50%	\$13,750	\$13,750	-
H	Code Compliance: (Section 4.10)	-	-	-	-	-
I	Demolition: (Section 4.11)	-	-	-	-	-
J	Public Art: (Section 4.12)	-	-	-	-	-
TOTAL COST OF THE PROJECT:		\$41,650		\$20,825	\$20,825	
TOTAL AMOUNT REQUESTED					\$20,825	
TOTAL BUILDING IMPROVEMENT GRANT APPROVED:						
L	Describe any planned Non-Grant Enhancements: Restripe parking, handicap parking					

B.I.G. Application


5	GRANT PRIORITIES			
	Yes	No	Preferred Area / Business?	Notes
A	X		Transportation Corridors including: Saginaw Blvd and McLeroy Blvd	• 100 S. Hampshire is located facing West McLeroy Blvd and is two blocks from Saginaw Blvd.
B	X		Downtown	• Center of Town
C	X		Retail	• Commercial / Personal Photo & Broadcast Studio
D		X	Restaurants	
E		X	Professional Office	
F		X	Industrial and manufacturing	
G	X		Any sales-tax generating business	
6	ATTACHMENTS / EXHIBITS			
	Yes	No	Item	Notes
A	X		Ownership documentation	
B	X		Photos of existing condition	
C	X		Drawings, renderings, plans of the proposed enhancements	
D	X		Written description of enhancements including building materials and color schemes	
E	X		Construction cost estimate	• Included
F	X		Copy of the signed lease agreement	• Included
G	X		Written support of grant application from the owner	• Included

OWNERSHIP AND TAX VERIFICATION

Property Location:
100 South Hampshire Street #200


**TARRANT COUNTY
TAX OFFICE**

5 results found for 06998208
(showing page 1 of 1)
[Select All](#)

ACCOUNT NUMBER 00006998208	TOTAL DUE \$4,337.86
OWNER NAME SPINDOR RICK AND SPINDOR TRACY	TYPE  Real
PROPERTY LOCATION 0000100 S HAMPSHIRE ST	
Select	Details

TAD – PROPERTY VALUATION

Property Location:
100 South Hampshire Street #200

TAD **2023 PROPERTY VALUE NOTICE** 04-28-2023

TARRANT APPRAISAL DISTRICT
2500 HANDLEY-EDERVILLE ROAD
FORT WORTH, TX 76118

★ ACCOUNT NUMBER: 06998208 ★

To see value, exemption, sales comparables
and homestead changes, go to:
www.TAD.org
Your online PIN is:

Property Description and Address
SAGINAW BLOCK 9 LOT 2
100 S HAMPSHIRE ST

© RICK SPINDOR
TRACY SPINDOR
612 PALOMINO CT
SAGINAW TX 76179

**MAY 30, 2023
IS YOUR PROTEST DEADLINE**

2022 Market Value 174,038	For Questions Please Call: Values (817) 284-2025 Address (817) 284-4063 Exemptions (817) 284-4063	2023 Market Value 42,244 LAND 150,796 IMPR 193,040 TOTAL	2023 Appraised Value 193,040 TOTAL	Messages For estimated taxes and rate information go to: www.Texas.gov/PropertyTaxes
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This property NOW has a 2023 Appraised Value of: **\$193,040**

This property had a 2020 Appraised Value of: **\$ 11,416**

EXHIBIT “B”

BUILDING IMPROVEMENT GRANT POLICY

Saginaw, Texas

Building Improvement Grant Policy

WHEREAS, the City Council of the City of Saginaw, Texas (Council) desires to implement a matching grant program to encourage the development, retention, or expansion of business enterprises in the City; and

WHEREAS, Chapter 380 of the Texas Local Government Code authorizes municipalities to establish and provide for the administration of programs that promote economic development and stimulate business and commercial activity in the City; and

WHEREAS, the City Council on December 4, 2018 considered and approved Resolution 2018-23 approving this Building Improvement Grant Policy (Policy).

BE IT KNOWN THAT, the terms and conditions of the Policy, having been reviewed by the Council and found to be acceptable and in the best interest of the City and its citizens and businesses, are hereby approved.

Section 1.

Introduction & Goals

This program is a matching grant program that reimburses commercial property owners or business operators for Eligible Enhancements made to the Property. The goals of this Policy are to: 1.1. Enhance the commercial viability and sustainability of commercial properties in the City;

1.2. Improve the physical appearance of businesses and visibly enhance the City’s commercial corridors;

1.3. Aid in the retention and expansion of existing businesses;

1.4. Increase the taxable value of commercial properties in the City;

1.5. Enhance commercial areas through the placement of Public Art;

1.6. Increase the marketability and occupancy rate of commercial buildings hindered by an outdated appearance;

1.7. Increase the safety of a commercial area and stimulate more public interaction; and

1.8. Provide incentives in areas and to businesses most likely to stimulate similar enhancements by other private entities.

Section 2.

Definitions

The following definitions shall apply to the terms used in this Policy:

Agreement: A written performance agreement between the Board and the Applicant.

Applicant: Shall mean the Property owner or business occupant signing the Application for a Building Improvement Grant.

Application: Shall mean the Application for Building Improvement Grant Policy Incentives as maintained by Staff.

Board: Shall mean the Board of the Saginaw Economic Development Corporation of the City. Prior to formulation of the Board or in its absence in the future, the City Council shall perform all duties of the Board.

Building Improvement Grant: Shall mean the financial support to make designated Property Enhancements as approved, and sometimes referred to as "Grant."

City: The City of Saginaw, Texas.

City Council: The City Council of the City.

Code Violations: Shall be any violation of the City's code of ordinances.

Construction Costs: The cost of permits, fees, construction materials, and installation labor. All other associated costs are deemed excluded, including, but not exclusively, the following costs: design, construction document preparation, bidding, sweat equity and construction financing.

Eligible Enhancements: Shall mean the Enhancements identified as eligible in Section 4 herein.

Enhancements: Shall be as defined in Section 4 herein.

Façade: Shall mean the exterior of a building.

Notice to Proceed: A written notice authorizing the Applicant to begin construction as approved.

Policy: Shall mean this Building Improvement Grant Policy.

Property: Shall mean the physical lot and / or building to which Enhancements are being made.

Public Art: Shall mean sculptures, murals, architectural features and similar tangible exhibits, and specifically excludes performing arts.

Staff: The City Manager or their designee.

Section 3.

Eligibility

The following Properties and Businesses are eligible to receive Grants.

3.1. Properties: Only properties meeting the following requirements at the time an Application is submitted shall be eligible to receive Grants as outlined by this Policy:

3.1.1. Within the City: Property must be located within the City's municipal boundaries.

3.1.2. Non-Residentially Zoned: Property must be zoned for uses other than residential uses and the current use of the Property may not be residential.

3.1.3. Tax-Paying Entity: The Property must be subject to the City's Ad Valorem property tax.

3.1.4. Financial Standing: Property shall be in good standing as it relates to taxes or any monies due to the City.

3.1.5. City Liens: Property shall be in good standing as it relates to any liens held by the City.

3.1.6. Ownership: Property owners must provide sufficient proof of ownership.

3.1.7. Code Violations: Property must not have any outstanding code violations.

3.1.8. Frequency: Property must not have received a Grant for the same category of Enhancement (e.g. Façade, Landscaping) in a twelve month period.

3.2. Businesses: Only businesses meeting the following requirements shall be eligible to receive benefits outlined by this Policy:

3.2.1. Financial Standing: The business shall be in good standing as it relates to taxes or any monies due to the City.

3.2.2. Tax-Paying Entity: The business must be a tax-paying entity.

3.2.3. Property Owner Approval: Businesses, if not the owner of the property to be occupied, must provide a copy of their lease agreement and support of the Application from the Property owner prior to approval of the Application.

Section 4.

Enhancements

4.1. Aspirations: As with any policy or regulation, it is difficult to precisely regulate factors that are not easily defined. With that in mind, the following are to be considered aspirations for contemplated Enhancements:

- Enhancements should be compatible with the character and architecture of the individual building and those in proximity;
- Where appropriate, Enhancements may act as a catalyst to create a unique environment;
- Enhancements should make the Property more inviting to the public; and □ Enhancements should be functional as well as visually appealing.

4.2. General Enhancement Eligibility: Property Enhancements shall be deemed as eligible or ineligible for the benefits of this Policy as defined below. In general, the following Enhancements, though not exclusively, are ineligible for all Grants:

- Any Enhancement that does not comply with existing ordinances of the City;
- Any Enhancements made prior to the Notice to Proceed;
- Sweat equity or “in-kind” services;
- New construction which is not specifically listed in this Policy as an Eligible Enhancement;
- Any Enhancements to eliminate Code Violations of a Property or Business; □ Fees for designing, engineering, surveying, legal services, financing, etc.; or
- Any Enhancements not identified as eligible below. A potential applicant may discuss an enhancement not identified below with City staff to ascertain whether or not the enhancement meets the Purpose and Intent of this Policy. If so, an amendment to this Policy may be placed before the City Council to determine the merits of including a new eligible enhancement.

4.3. Façade Enhancements: The following are Eligible Enhancements except as noted otherwise:

- 4.3.1. Façade Materials: Replacing deteriorated or unsafe façade materials with brick, stone, tile, wood, or siding meeting the City’s masonry requirements and / or architectural standards. Removal of “slip” coverings of prior façade materials and re-establishment of historic façade details. Repointing of mortared joints, replacement or repair of damaged masonry.
- 4.3.2. Cleaning: Pressure washing or sand blasting existing facades, cleaning of tiles.
- 4.3.3. Painting: Scraping, priming and otherwise preparing the surface and painting.
- 4.3.4. Window / Doors: Replacement of or improvements to existing windows or doors that are visible from a public street. New windows and doors matching replaced windows or doors. Replacement of broken glass panes.
- 4.3.5. Awnings / Canopies: Replacement of or improvements to existing awnings or canopies. New awnings or canopies.
- 4.3.6. Historical Restoration: Restoration of architectural details of historic significance and / or removal of elements covering such details.
- 4.3.7. Roof Repair: Replacement or repair of all or portions of the roof.
- 4.3.8. Gutters and Downspouts: Replacement or repair of existing gutters and / or downspouts.
- 4.3.9. Ineligible: Though not an all-inclusive list, the following are specifically not eligible: burglar bars, painting a new building.

4.4. Interior Renovation: The following are Eligible Enhancements except as noted otherwise:

- 4.4.1. Renovations: Renovations that enhance the commercial usability of the building.
- 4.4.2. Ineligible: Though not an all-inclusive list, the following are specifically not eligible: painting, wallpaper, and other types of aesthetic treatments.
- 4.5. Landscaping: The following are Eligible Enhancements except as noted otherwise:
 - 4.5.1. Edging: Providing a perimeter to shrub beds with materials deemed to be of a long life, e.g. brick, stone, concrete, steel.
 - 4.5.2. Shrubs and Trees: Shrubs and / or trees of a variety that are sustainable in the area when combined with removal of existing shrubs and / or trees that are either overgrown or of poor quality. Preference is given to xeriscape approaches using drought-tolerant plant species.
 - 4.5.3. Seasonal Color: Providing one-time planting of annual or perennial flowers in critical areas adequate to provide an appealing impact.
 - 4.5.4. Irrigation: Automatic irrigation system complying with all code requirements. Preference is given to water conservation measures and approaches (e.g. drip irrigation).
 - 4.5.5. Lawn Renovation: Removal or re-establishment of an existing lawn with a desirable type of lawn. (An automatic irrigation system is required with this Enhancement.)
 - 4.5.6. Fencing: Replacement of fencing or installation of new fencing that is visually appealing.
 - 4.5.7. Ineligible: Though not an all-inclusive list, the following are specifically not eligible: landscape pruning, mowing and / or maintenance.
- 4.6. Lighting: The following are Eligible Enhancements:
 - 4.6.1. Interior: Lighting of a permanent nature that enhances the commercial viability of a building.
 - 4.6.2. Pedestrian: Increases in lighting in pedestrian areas on or adjacent to the Property, e.g. sidewalks, parking lots.
 - 4.6.3. Accents: Lighting that accentuates exterior features of the building or Property creating a pleasant ambience on the Property.
 - 4.6.4. Signage: Lighting that illuminates signage identifying the business.
- 4.7. Parking / Driveways: The following are Eligible Enhancements except as noted otherwise:
 - 4.7.1. Reconstruction: Removal of existing pavement, gravel, curbing, drives, accessibility ramps, etc. and replacement with reconstruction meeting City requirements.
 - 4.7.2. Resurfacing: Re-topping asphalt parking areas.
 - 4.7.3. Restriping: Repainting of parking stall stripes and / or fire lane graphics meeting the City's requirements.
 - 4.7.4. Ineligible: Though not an all-inclusive list, the following are specifically not eligible: Installation, repair or replacement of any surface that is not an all-weather hard surface as required by the City's code of ordinances.

4.8. Pedestrian Amenities: The following are Eligible Enhancements:

- 4.8.1. Paving: Paving of a unique nature in areas that allow customers to congregate.
- 4.8.2. Seating Areas: Provisions for seating in areas where customers may congregate before, during or after supporting the business.
- 4.8.3. Shade: Provisions for shading pedestrian areas to include permanent or temporary canopies, awnings, umbrellas or similar shade structures.
- 4.8.4. Music: Provisions for permanent installation of fixtures to accommodate providing music in areas where customers congregate.
- 4.8.5. Trash Receptacles: Trash receptacles establishing or matching a design theme utilized throughout the pedestrian areas.
- 4.8.6. Play Equipment: Recreational equipment intended for the entertainment of children when placed on private property in close proximity to the primary building.

4.9. Signage: The following are Eligible Enhancements. The replacement of signs that do not conform to current City requirements is a priority for the City.

- 4.9.1. Replacing Signs: Replacing existing signs, with new signage that complies with all City requirements.

4.10. Code Compliance: The following are Eligible Enhancements:

- 4.10.1. Public Accessibility: Reconstruction or new construction to comply with public accessibility requirements.
- 4.10.2. Fire Suppression Systems: Replacement, upgrade, or installation of fire suppression systems in compliance with current codes.

4.11. Demolition: The costs of demolishing and removing existing structures on a Property may be considered for Property Enhancements.

4.12. Public Art: Providing for the placement of Public Art on the Property.

4.13. Participation Limitations: The potential matching Grant for each type of Enhancement would be the lesser of the Maximum Percentage or Maximum Per Enhancement Category Amount. The Applicant is responsible for the remaining costs of the Enhancement and must complete the full Enhancement to be eligible for the matching Grant.

- 4.13.1. Maximum Percentage: A Maximum Percentage of fifty percent (50%) shall be the maximum percentage of the total cost of any Enhancement that the City will grant the Applicant.

4.13.2. Maximum Per Enhancement Category: A Maximum Amount of five thousand dollars (\$5,000) is the maximum dollar amount to be granted for any category of Enhancement.

4.13.3. Accumulative Maximum Grant: Notwithstanding the Maximum Percentage and Maximum Per Enhancement Category limitations for each type of Enhancement, no Property or Business may receive more than five thousand dollars (\$5,000) in matching Grants during one 12-month period. The following examples are provided to clarify different application scenarios:

- A. Example 1: Applicant desires to do \$12,000 in eligible Landscape Enhancements. By Policy, the maximum Grant allowed by the Max Percentage (50%) would be \$6,000, but the maximum Grant allowed by the Max Per Category would be \$5,000. The lesser of the two is \$5,000 which would be the maximum matching Grant for the \$12,000 landscaping project. Further, within a 12-month period the Applicant cannot receive additional grants for any Enhancements (per Section 4.13.3).
- B. Example 2: Applicant desires to do \$8,000 in eligible Landscape Enhancements. By Policy, the maximum Grant allowed by the Max Percentage (50%) would be \$4,000, and the maximum Grant allowed by the Max Per Category would be \$5,000. The lesser of the two is \$4,000 which would be the maximum matching Grant for the \$8,000 landscaping project. Further, within a twelve-month period the Applicant cannot receive more grants for Landscape Enhancements (per Section 3.1.8), but may apply and receive a second matching Grant, not to exceed \$1,000 (\$5,000 max - \$4,000 Grant) for any Enhancement category *other than* Landscaping.

Section 5.

Grant Priorities

The City has determined that the following are priorities for the benefits of this Policy. The evaluation of the merits of any Application shall take into consideration whether or not the Application also meets these priorities.

5.1. Preferred Areas: The following areas of the City are areas of priority for implementation of this Policy:

5.1.1. Transportation Corridors including; Saginaw Blvd, Bailey Boswell Rd, Old Decatur Rd, Blue Mound Rd (west side), McLeroy Blvd; and

5.1.2. Downtown areas.

5.2. Preferred Businesses: The following types of businesses are a priority for implementation of this Policy:

5.2.1. Retail;

5.2.2. Restaurants;

5.2.3. Professional Office;

5.2.4. Industrial and manufacturing; and

5.2.5. Any sales-tax generating business.

Section 6.

Administrative Procedures

Following are the Administrative Procedures regarding the Application for and approval of Building Improvement Grants:

6.1. Pre-Submittal: All Applicants are encouraged to meet with Staff prior to preparation of an Application.

Applicants should contact the following to set up a meeting.

Department of Economic Development
333 West McLeroy Blvd, Saginaw, TX 76179
(817) 230-0331

6.2. Application: The submittal of an Application is required prior to any evaluation of the request for Building Improvement Grants. The Application shall be on a form prepared by Staff and available on the City's website or at the location noted in 6.1.

6.2.1. Required Information: The following shall be included with the Application:

- A. Proof of ownership of the Property;
- B. Photographs of the existing Property;
- C. Drawings, renderings, plans of the proposed Enhancements;
- D. Written description of the Enhancements including building materials and color schemes to be used;
- E. Construction Cost estimate; and
- F. If Applicant is not the Property owner:
 - i. Written approval of the Application from the owner;
 - and ii. Copy of the signed lease agreement.

6.2.2. Amendments: Staff may amend the form of the Application as needed to more efficiently evaluate the merits of requested Enhancements.

6.3. Review & Evaluation: Following are criteria to review and evaluate the Application:

6.3.1. Review Criteria:

- A. Completeness of Application: Completeness of the Application; including all required attachments.
- B. Grant Priorities: Whether the Application includes a targeted business classification or whether it is located in a targeted improvement area as defined in Section 5.

- C. Impact: An estimation of the impact that the Enhancements might have, particularly as a catalyst for continued private investment.
- D. Non-funded Improvements: Are the improvements associated with the Grant part of a larger effort to enhance the Property.
- E. Elimination of a Non-Conformity: Do the Enhancements eliminate a legal non-conforming aspect of the Property.

6.3.2. Staff Evaluation and Recommendation: The coordinating Staff member shall convene a team of the appropriate persons to evaluate the Application. Upon review, such team shall prepare a recommendation to forward to the Board.

- A. Site Visit: Prior to formal evaluation of the Application, the Applicant shall allow Staff the opportunity to visit the Property to verify its status prior to any Enhancements.

6.4. Approval: The Board shall make the final decision regarding the merits of the Application and the appropriate Property Enhancement Grant to be given, if any, if funds are available as pre-approved by the Council for the funding period. If approval of the Application requires funds not pre-approved by the Council, the board will prepare a recommendation to forward to the Council for final approval. Upon approval of a matching Grant, the Board shall enter into an Agreement with the Applicant on a form acceptable to the City Attorney. The Agreement, at a minimum, must contain the following: 6.4.1. Enhancements: List the specifications of the proposed Enhancements on the Property.

6.4.2. Access: Provide the City and Staff access to the Property to ensure that the Enhancements or repairs are made according to the specifications and conditions in the Agreement.

6.4.3. Grant: Provide for the procedures of the matching Grant payment.

6.4.4. Recapture Provisions: Provide for the repayment of a Grant if the Applicant or the condition of the Property do not fulfill all obligations required under the Agreement. The City may take any remedy necessary to recover the funds, including filing a lien on the Property.

6.5. Pre-Construction Meeting: If the matching Grant is approved as noted above, and if deemed necessary by Staff, the Applicant must attend a pre-construction meeting with Staff to coordinate any required permits, execute Grant documents, and resolve any questions either party might have.

6.6. Notice to Proceed: Upon approval as noted above, Staff shall prepare and issue a written Notice to Proceed authorizing the Applicant to begin work on the Enhancements. The Notice to Proceed shall in no event be regarded as the issuance or approval of a building permit or any other construction permits.

6.6.1. Required: All Grant documents, including the Agreement with the City, must be executed and all required permits must be received prior to issuance of the Notice to Proceed.

- 6.6.2. Beginning of Work: All work must begin within sixty (60) days of the issuance of the Notice to Proceed.
- 6.6.3. Completion of Work: All work for approved projects must be complete within ninety (90) days of the Notice to Proceed unless an Applicant's written request for extension is granted in writing by the Board.
- 6.7. Construction: All construction shall be in accordance with all requirements for permitting and inspection required by the City.
- 6.8. Verification: Upon completion and approval of the work by the City, Staff shall verify that the work has been performed as authorized in the approval action.
- 6.8.1. Documentation: The Applicant shall provide Staff with documentation necessary to determine the Construction Costs of the Enhancements as approved, e.g. copies of paid contractor invoices, receipts or processed checks. Construction Costs not supported by adequate documentation shall not be eligible for reimbursement.
- 6.9. Payment: Upon verification of compliance with the approval action, Staff shall cause a check to be issued to the Applicant in the approved amount.
- 6.9.1. Cost Overruns: Any costs above and beyond the amounts approved shall be the responsibility of the Applicant.

Section 7.

Applicant / Owner Certifications

The Application shall include the following certifications which shall be affirmed by the Applicant / Owner by signing the Application.

- 7.1. Application Accuracy: The information provided in the Application, and all that may have been affixed thereto, is true and correct, and that the City may rely on all of the information therein contained, and all that may have been affixed thereto, as being true and correct.
- 7.2. Compliance: I (we) certify that I am (we are) solely responsible for all safety conditions and compliance with all safety regulations, building codes, ordinance and other applicable regulations. Neither approval of an Application nor payment of a Grant upon completion of the project shall constitute approval of the project by any City department or Staff or a waiver by the City of any safety regulation, building code, ordinance or other applicable regulation.
- 7.3. Insurance: I (we) certify that I (we) maintain sufficient insurance coverage for property damage and personal injury liability relating to the project.
- 7.4. Maintenance: I (we) certify that the Enhancements, once approved by the City shall be maintained for a period of three (3) years from the date of payment. No changes shall be made without prior written approval from the City.

- 7.5. Discretionary Rights: I (we) certify that I (we) acknowledge that the City has the absolute right of discretion in deciding whether or not to approve a matching Grant relative to the Application, whether or not such discretion is deemed arbitrary or without basis in fact including the right to approve or disapprove a Grant on terms and conditions that are contrary to the guidelines of this policy.
- 7.6. Policy Promotion: I (we) authorize the City to use an approved project to promote the merits of this Policy, including but not limited to displaying a sign at the Property or Business during and within thirty (30) days after construction, and using photographs and descriptions of the project in distribution material, press releases, social media and on the City's website.
- 7.7. Indemnification: I (we) certify that I am (we are) solely responsible for overseeing the work, and will not seek to hold the City, the Board, and / or their agents, employees, officers, and / or directors liable for any property damage, personal injury, or other loss related in any way to this Policy, and by submission of an Application, agree to indemnify the City, the Board, and / or their agents, employees, officers, and / or directors from any claims or damages resulting from the project, including reasonable attorney fees.

Section 8.

General Provisions

- 8.1. Termination: The City has the right to terminate any agreement under this Policy for any reason.
- 8.2. Changes During Construction: If an Applicant seeks to change the scope of their project after a Grant has been approved, the Applicant shall meet with Staff to discuss the desired change. Staff has the authorization to approve minor modifications during construction. Any other desired modification shall be placed before the approving body for reconsideration.
- 8.3. Flexibility: The terms and conditions of this Policy are a guideline for the Board during their deliberation and evaluation. The City reserves the right to modify the terms and conditions herein at any time, including for any pending application, and may approve a Grant on terms and conditions contrary to the guidelines set forth in this policy.
- 8.4. Section or Other Headings: Section or other headings contained in this Policy are for reference purposes only and shall not affect in any way the meaning or interpretation of this Policy.
- 8.5. Severability: In the event that any provision of this Policy is determined to be illegal, invalid, or unenforceable, then, and in that event, it is the intention that the remainder of this Policy shall not be affected thereby.

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City of Saginaw

City Council Memorandum

Prepared By: Janice England

Action regarding Sale of Outdated Taser Equipment--Russell Ragsdale, Police Chief

Meeting	Agenda Group	
Tuesday, April 2, 2024, 6:00 PM	Consent Agenda	Item: 2E
Reference File		
Community Goals		

BACKGROUND/DISCUSSION:

The Police Department has old, outdated Taser devices that we wish to sell. We have chosen Accredited Security, a company dedicated to refurbishing old equipment, and selling to small departments at reduced cost, as the vendor to dispose of this old equipment. Accredited will purchase our old equipment, regardless of working condition.

FINANCIAL IMPACT:

Accredited will purchase working Tasers with cartridge and holster for \$200. The majority of our Taser have a defective LCD screen, which will need to be repaired, as the LCD screen is the only way to trouble shoot the Taser. Accredited will inspect the Taser and offer a purchase price, depending on cost of repairs. The financial impact will be minimal, but will be a revenue to the City.

RECOMMENDATION:

Staff recommends Council approve authorization for this sale of old and outdated equipment.



City of Saginaw

City Council Memorandum

Prepared By: Janice England

Advisory Recreation & Parks Board Annual Presentation--Brack St. Clair, Board Chairman

Meeting	Agenda Group	
Tuesday, April 2, 2024, 6:00 PM	Proclamations-Presentations	Item: 3B
Reference File		
Community Goals		

BACKGROUND/DISCUSSION:

Advisory Recreation & Parks Board Chairman Brack St. Clair will present the Board's annual update.

FINANCIAL IMPACT:

N/A

RECOMMENDATION:

N/A

Attachments

Saginaw Parks Advisory Board - 2024 Annual Update.pdf



Parks Advisory Board

Annual Update to City Council

Agenda

- Introduction
- Park Funding
- 2021 Bond Program
- Volunteers
- Questions & Comments



Introduction

What is an Advisory Board?

An advisory board is a group of citizens called together to review certain aspects of city government and make recommendations and suggestions to City Council.

Why a Parks Advisory Board?

Having an advisory board over the Parks frees up much of the time that council would need to otherwise allocate to discussing park improvements and events. This also encourages involvement from more citizens than just the seven on council.

Introduction (cont.)

What does the Parks Advisory Board do?

According to our charter, the board is to:

- Make recommendations and suggestions to City Council on the use, control, and regulation of the parks and recreation centers and facilities of the City.
- Review existing facilities and determine the need for expansion
- Administer all gifts, bequests, and legacies made to the City for park & recreation purposes
- Administration of regular budget items for park & recreation purposes

Park Funding



Income

- Most of the regular income the board receives is in the form of donations when people pay their water bill.
- This accounts for \$5k-\$9k per month, with annual donations of a little over \$80k

Expenses

- Major Expenses are the 4th of July Fireworks Event and the Holiday Parade and Christmas Tree Lighting, and each event runs ~\$40k
- Christmas Light Decorations (usually a joint expense with Keep Saginaw Beautiful)
- Veteran Bricks
- Minor improvements



2021 Bond Program

\$4m in bond funds to be used on park improvements as determined by the Parks Advisory Board

Bond Projects

Improvement	Cost	Completion (Est.)
Highland Station Playgrounds (2)	\$427,000	Spring 2023
Relocation of Kiwanis Veterans Park	\$278,895	Fall 2023
Master Plan Update	\$113,000	Summer 2024
Switchyard/Willow Creek Parking	\$65,000	Summer 2024
Switchyard Pavilion and Food Truck Parking Expansion	\$367,000	Summer 2024
Switchyard Restroom Expansion*	\$TBD	Summer 2024
Brian Schwengler Park*	\$1,335,000	Summer 2025
Opal Jo Jennings Park*	\$1,060,000	Summer 2025

Bond Projects



If Council approves the last two playground improvements, we will have spent all but about \$350k of the money allocated by the \$4m bond.

The playground improvements proposed allow us to address many of the safety concerns brought up by the playground assessment. These two parks had more issues than the other playgrounds, so it made sense for us to prioritize them first.

A restroom expansion @ The Switchyard has been prioritized for spending, and we are close to a recommendation. I anticipate this item will be brought before the board in May and should be able to come to council in late May or early June.

Total Bond Program	\$4,000,000
Previously Allocated	\$1,250,895
Before Council	\$2,395,000
Left to Allocate	\$354,105

1. We need volunteers willing to serve on the board. Having 7 people on the board and 2 alternates allows for 4 to make a quorum, but having a diversity of opinions brings strength to the board and its recommendations to council.
2. Community involvement, especially when deciding on funding for major projects, is also important. The larger segment of the population that can provide input, the more certain the board can be that they are voting in the community's best interest.
3. Even if you are unable to participate in a meeting, please contact someone on the board and let them know your thoughts.



Volunteers

Questions & Final Thoughts

- The Parks Advisory Board should be looking at the overall conditions at playgrounds and parks not addressed with the 2021 bond and prioritizing those improvements.
- Examine grant funding to see if Saginaw can take advantage of state and/or federal dollars to make improvements to our parks.
- I would like the Advisory Board, with support from council, to look at forming or joining with a 501-3(c) where corporations could give a tax-deductible donation for improvements to be made to our parks. I believe that this has been done for the animal shelter and would like to see if a similar setup would be beneficial for our parks, while reducing taxpayer burden at the same time.

The advisory board meets and performs its duties in light of the council's desires. Are there items that the council would like to have the board address over the next year?

- Member Lawson mentioned having a Park Clean-up Day. Although this was done last year as a part of "The Big Event", I think emphasizing the cleanup of the parks is a good idea.
-
-
-



Thank you

Brack St. Clair

Parks Advisory Board Chair



City of Saginaw

City Council Memorandum

Prepared By: Janice England

PUBLIC HEARING - Consideration and Action regarding Resolution No. 2024-04, Adoption of Mid-Year Budget Revisions for Fiscal Year 2023-2024--Kim Quin, Finance Director

Meeting	Agenda Group	
Tuesday, April 2, 2024, 6:00 PM	Public Hearings	Item: 4A
Reference File		
Community Goals		

BACKGROUND/DISCUSSION:

Each year the current fiscal year budget is reviewed and updated for necessary changes. The attached memo outlines the proposed revisions. Adoption of the proposed resolution will modify the budget as detailed in the attachment.

FINANCIAL IMPACT:

The financial impact by fund can be found in the attachment. Funding for projects budgeted in the previous fiscal year but not completed by September 30, 2023 must be carried forward to budget for completion of the project in the current fiscal year. The budget must also be amended for items that have been approved by the City Council since the beginning of the fiscal year. The attachment details each of these items.

RECOMMENDATION:

Staff recommends approval of Resolution No. 2024-04 adopting the mid-year budget revisions.

Attachments

2024 mid yr budget adj detail.pdf

2024 Resolution Revised Budget-Mid Year.pdf

MEMORANDUM

DATE: March 21, 2024
TO: Gabe Reaume, City Manager
FROM: Kim Quin, Finance Director
RE: 2023-2024 Mid-year Budget Adjustments

The attached schedule shows the recommended mid-year budget adjustments. The changes are described below.

General Fund –

- Funding \$33,800 for the classification and compensation study approved by the City Council on August 15th, 2023.
- Carry forward \$7,940 balance of funding for employee programs not posted by last fiscal year end.
- Carry forward ARPA funding and \$656,800 expense for Police Station roof consultant and repairs approved by the City Council January 17th, 2023 and December 5th, 2023.
- Carry forward \$83,045 for Police Station HVAC rentals and repairs approved by the City Council on October 17th, 2023.
- Carry forward \$4,400 for Alliance for Children dues from prior fiscal year.
- A \$6,000 increase for Tarrant County Emergency Service District revenue for Fire Department calls approved by the City Council February 6th, 2024.
- Transfer \$26,600 from Fire Department budget for arson canine vehicle to Building/Code Compliance for a replacement code compliance vehicle approved by the City Council February 6th, 2024.
- Carry forward \$396,175 for the balance of the Square development agreement.
- Carry forward \$189,470 for ARPA funded emergency generator at the Recreation Center approved by the City Council May 2nd, 2023.
- Reduce Code Compliance budget by \$44,000 in FY23/24 for advance purchase of vehicle in FY22/23 approved by the City Council September 5th, 2023.
- ARPA funding \$13,500 for burial of electrical cable to the Highland Station Park restroom approved by the City Council on January 16th, 2024.
- Transfer of PEG fees to General Escrow Fund to account for funding of cable/streaming station equipment.
- Increase of \$7,345 for new ticket writer software approved by the City Council December 5th, 2023.

- Increase contract services for regional dispatch center \$429,650 partially offset by line item reductions of \$423,365 for budgeted dispatch expenses approved by the City Council January 2nd, 2024.
- Add \$500 for Animal Services dues not included in the approved budget.
- Funding of \$122,400 for contract IT services approved by the City Council December 5th, 2023.
- Line item increases of \$426,640 for employee retention payments approved by the City Council September 5th, 2023.
- Line item increases for insurance expense \$68,665 in FY23/24.

Net additional revenues total \$846,400. The use of General Fund balance is \$1,138,935. The projects being carried forward from last fiscal year total \$1,371,630. These projects were budgeted but not completed at fiscal year-end. The unspent balance of the incomplete projects was added back to the fund balance at the end of last fiscal year. The budget adjustment will provide funding for the completion of these projects in the current fiscal year. Net expenses added to the budget total \$631,835.

Enterprise Fund –

- Carry forward \$162,255 for the balance of the Square development agreement.
- Funding \$150,000 for the development agreement with Triton approved by the City Council October 18th, 2022 and September 5th, 2023.
- Carry forward \$479,320 for the purchase of a replacement vector truck approved by City Council on December 5th, 2023.
- Line item increases of \$79,565 for employee retention payments approved by the City Council September 5th, 2023
- Line item increases for insurance expense \$9,600 in FY23/24.
- Carry forward \$885,045 for continuation of the Northwest booster pump station; ARPA grant and impact fee funded.
- Carry forward \$75,000 for the continuation of the Belt Mill pump station.
- Carry forward \$84,500 for the continuation of Fairmount Sewer Rehab Phase 2 design which is ARPA grant funded.

Budget adjustments will reduce the Enterprise Fund balance by \$955,740. The unspent balance of the incomplete projects was added back to the fund balance at the end of last fiscal year. The budget adjustment will provide funding for the completion of these projects in the current fiscal year.

Capital Projects Fund –

- Projects carried forward with funding from the 2020 Certificates of Obligation: \$516,375 for Old Decatur Road North, \$65,970 for Knowles Drive, \$162,815 for Central Fire Station, \$410,995 for sidewalk improvements, and \$351,530 for Blue Mound/Industrial intersection improvements.
- Projects carried forward with funding provided from the 2021 General Obligation Bond proceeds: \$575,970 for Knowles Drive and \$811,870 for Library/Senior Center.
- Carry forward \$23,485,020 for 2022 General Obligation Bond proceeds for the Library/Senior Center project.
- ARPA funding of \$2,500,000 for the Library/Senior Center project.
- Carry forward Parks projects from 2023 General Obligation Bond proceeds: \$12,600 Parks Master Plan, \$3,200 Highland Station Park restroom, \$122,315 Veteran's Memorial Park, and \$341,345 Saginaw Switchyard.
- Funding of \$65,000 for additional parking at Willow Creek Park and Switchyard approved by City Council March 5th, 2024.
- Carry forward funding \$43,300 for design of West McLeroy Ph3.
- The estimated reimbursement from Tarrant County for the Knowles Ph1 project is \$190,370 in fiscal year 2023/2024.

The result of these budget adjustments will be an estimated \$30,825,255 use of fund balance, bond proceeds issued in previous years.

Crime Control and Prevention District Fund –

- Funding of \$420,815 is carried forward for the CAD/RMS transition project.
- Funding of \$14,065 for technical assistance provided after the Police Department server breach.
- Additional expense \$15,630 for 3 police patrol vehicles purchased in the prior year.
- Funding of \$1,385 for new ticket writer transition expense approved by City Council December 5th, 2023.

The use of CCPD Fund balance is \$451,895. The budget adjustment will provide funding for these items in the current fiscal year.

Drainage Utility Fund –

- Funding of \$220,000 for the Highland Station Park pedestrian bridge approved by City Council on January 21st, 2024.

The use of Drainage Utility Fund balance is \$220,000.

Street Maintenance Fund –

- Funding of \$88,625 for crack sealing machine approved by City Council October 3rd, 2023.

The use of Street Maintenance Fund balance is \$88,625.

Donations Fund –

- Carry forward \$1,300 parks donations for the design of the Highland Station Park drainage/pedestrian crossing issue. Approved by City Council April 4th, 2023.
- Funding of \$25,000 parks donations for the fireworks display approved by City Council February 20th, 2024.
- Funding of \$91,000 for sculpture, bench, and conference table from Library donations approved by City Council January 16th, 2024.
- Funding of \$12,000 Beautification donations for banners and installation approved by City Council October 3rd, 2023.

The use of Donations fund balance is \$129,300. The budget modifications will provide funding for these projects in the current fiscal year.

General Escrow Fund –

- Create escrow account for PEG fees \$19,370 previously collected in the General Fund.
- Provide additional funding \$9,675 for Farmer's Market administration approved by City Council February 6th, 2024.
- Budget \$9,400 of insurance proceeds for the replacement of a code compliance vehicle.

There is an estimated \$295 increase of General Escrow Fund balance.

Enterprise Escrow Fund –

- Water impact fees funding \$213,830 is carried forward for continuation of the Northwest Booster Pump project.

The use of Enterprise Escrow Fund balance is \$213,830. The budget modification will provide funding for the project in the current fiscal year.

Beltmill Public Improvement District Fund –

- Public improvement district assessments are budgeted to reimburse the developer for infrastructure \$944,380 within the district approved by City Council January 2nd, 2024.

The use of Beltmill Public Improvement District fund balance is \$944,380.

MID-YEAR BUDGET ADJUSTMENTS

FY 2023-2024

<u>ACCOUNT DESCRIPTION</u>	<u>ACCT NUMBER</u>	<u>DEPARTMENT</u>	<u>REVENUES</u>	<u>EXPENSES</u>	<u>COMMENTS</u>
<u>General Fund</u>					
Special Requests	01-7000-02-00	Admin		\$ 33,800.00	Baker Tilly classification and compensation study approved 8/15/23
ARPA Grant	01-3841-00-00		\$ 656,800.00		ARPA funding for Police Department roof repair
Employee Programs	01-5664-02-00	Admin		\$ 7,940.00	Carried forward balance not spent from previous year
Special Requests	01-7600-05-00	Police		\$ 656,800.00	Roof consultant and repairs approved 1/17/23 and 12/5/23
Maintenance & Repairs	01-4900-05-00	Police		\$ 83,045.00	HVAC repair and rental carried forward from 22/23 approved 10/17/23
Dues & Subscriptions	01-6100-05-00	Police		\$ 4,400.00	Alliance for Children dues carried forward from 22/23
County Fire Run Aid	01-3820-00-00		\$ 6,000.00		Additional TC ESD funding
Special Requests	01-7000-04-00	Fire		\$ (26,600.00)	Transfer funding from arson vehicle for code vehicle approved 2/6/24
Special Requests	01-7000-10-00	Insp/Code		\$ 26,600.00	Transfer funding from arson vehicle for code vehicle approved 2/6/24
Special Requests	01-7000-06-00	Public Serv		\$ 396,175.00	The Square developer's agreement carried forward
ARPA Grant	01-3841-00-00		\$ 189,470.00		ARPA funding for Rec Center emergency generator
Special Requests	01-7600-08-00	Recreation		\$ 189,470.00	Rec Center emergency generator carried forward approved 5/2/23
Special Requests	01-7000-10-00	Insp/Code		\$ (44,000.00)	23/24 budgeted vehicle purchased in 22/23 approved 9/5/23
ARPA Grant	01-3841-00-00		\$ 13,500.00		Bury electrical cable at HSP restroom approved 1/16/24
Special Requests	01-7600-07-00	Parks		\$ 13,500.00	ARPA funding for electrical cable
Franchise Fees-Cable TV	01-3683-00-00		\$ (12,370.00)		Change in accounting for PEG fees
Franchise Fees-Cable TV	01-3683-00-00		\$ (7,000.00)		Change in accounting for PEG fees
Trsf to Gen Escrow Fund	01-9221-02-00	Admin		\$ 12,370.00	Change in accounting for PEG fees
Data Processing Expense	01-4300-03-00	Court		\$ 7,345.00	New ticket writer software approved 12/5/23
Contract Services-Dispatch	01-5250-05-00	Police		\$ 429,650.00	Contract for dispatch services approved 1/2/24
Salaries	01-4010-05-00	Police		\$ (253,100.00)	Dispatch line item savings approved 1/2/24
Salaries Regular PT	01-4012-05-00	Police		\$ (40,500.00)	Dispatch line item savings approved 1/2/24
Social Security & Medicare	01-4150-05-00	Police		\$ (21,680.00)	Dispatch line item savings approved 1/2/24
TMRS Retirement	01-4160-05-00	Police		\$ (51,085.00)	Dispatch line item savings approved 1/2/24
Health Insurance	01-4180-05-00	Police		\$ (53,525.00)	Dispatch line item savings approved 1/2/24
Communications Supplies	01-4630-05-00	Police		\$ (3,475.00)	Dispatch line item savings approved 1/2/24
Dues & Subscriptions	01-6100-11-00	Animal Serv		\$ 500.00	Correction - dues not budgeted for Animal Services
Contract Services - IT	01-5245-14-00	IT		\$ 122,400.00	Contract IT services - approved 12/5/23
Salaries	01-4010-02-00	Admin		\$ 12,400.00	Retention payment approved 9/5/23
Salaries - Regular PT	01-4012-02-00	Admin		\$ 2,000.00	Retention payment approved 9/5/23
Social Security & Medicare	01-4150-02-00	Admin		\$ 1,100.00	Retention payment approved 9/5/23
TMRS Retirement	01-4160-02-00	Admin		\$ 3,105.00	Retention payment approved 9/5/23
Salaries	01-4010-03-00	Court		\$ 7,930.00	Retention payment approved 9/5/23
Social Security & Medicare	01-4150-03-00	Court		\$ 610.00	Retention payment approved 9/5/23
TMRS Retirement	01-4160-03-00	Court		\$ 1,710.00	Retention payment approved 9/5/23
Salaries	01-4010-04-00	Fire		\$ 43,105.00	Retention payment approved 9/5/23
Social Security & Medicare	01-4150-04-00	Fire		\$ 3,300.00	Retention payment approved 9/5/23
TMRS Retirement	01-4160-04-00	Fire		\$ 9,285.00	Retention payment approved 9/5/23
Salaries	01-4010-15-00	Emerg Mgt		\$ 1,225.00	Retention payment approved 9/5/23
Social Security & Medicare	01-4150-15-00	Emerg Mgt		\$ 95.00	Retention payment approved 9/5/23
TMRS Retirement	01-4160-15-00	Emerg Mgt		\$ 260.00	Retention payment approved 9/5/23
Salaries	01-4010-05-00	Police		\$ 93,460.00	Retention payment approved 9/5/23
Salaries - Regular PT	01-4012-05-00	Police		\$ 2,000.00	Retention payment approved 9/5/23
Social Security & Medicare	01-4150-05-00	Police		\$ 7,305.00	Retention payment approved 9/5/23
TMRS Retirement	01-4160-05-00	Police		\$ 20,115.00	Retention payment approved 9/5/23
Salaries	01-4010-06-00	Public Serv		\$ 38,835.00	Retention payment approved 9/5/23
Social Security & Medicare	01-4150-06-00	Public Serv		\$ 2,970.00	Retention payment approved 9/5/23
TMRS Retirement	01-4160-06-00	Public Serv		\$ 8,345.00	Retention payment approved 9/5/23

MID-YEAR BUDGET ADJUSTMENTS

FY 2023-2024

<u>ACCOUNT DESCRIPTION</u>	<u>ACCT NUMBER</u>	<u>DEPARTMENT</u>	<u>REVENUES</u>	<u>EXPENSES</u>	<u>COMMENTS</u>
Salaries	01-4010-07-00	Parks		\$ 8,430.00	Retention payment approved 9/5/23
Social Security & Medicare	01-4150-07-00	Parks		\$ 645.00	Retention payment approved 9/5/23
TMRS Retirement	01-4160-07-00	Parks		\$ 1,795.00	Retention payment approved 9/5/23
Salaries	01-4010-08-00	Recreation		\$ 14,140.00	Retention payment approved 9/5/23
Salaries - Regular PT	01-4012-08-00	Recreation		\$ 12,000.00	Retention payment approved 9/5/23
Social Security & Medicare	01-4150-08-00	Recreation		\$ 2,000.00	Retention payment approved 9/5/23
TMRS Retirement	01-4160-08-00	Recreation		\$ 5,630.00	Retention payment approved 9/5/23
Salaries	01-4010-09-00	Library		\$ 21,215.00	Retention payment approved 9/5/23
Salaries - Regular PT	01-4012-09-00	Library		\$ 10,000.00	Retention payment approved 9/5/23
Social Security & Medicare	01-4150-09-00	Library		\$ 2,390.00	Retention payment approved 9/5/23
TMRS Retirement	01-4160-09-00	Library		\$ 6,720.00	Retention payment approved 9/5/23
Salaries	01-4010-10-00	Insp/Code		\$ 30,460.00	Retention payment approved 9/5/23
Social Security & Medicare	01-4150-10-00	Insp/Code		\$ 2,330.00	Retention payment approved 9/5/23
TMRS Retirement	01-4160-10-00	Insp/Code		\$ 6,560.00	Retention payment approved 9/5/23
Salaries	01-4010-11-00	Animal Serv		\$ 19,460.00	Retention payment approved 9/5/23
Salaries - Regular PT	01-4012-11-00	Animal Serv		\$ 4,000.00	Retention payment approved 9/5/23
Social Security & Medicare	01-4150-11-00	Animal Serv		\$ 1,795.00	Retention payment approved 9/5/23
TMRS Retirement	01-4160-11-00	Animal Serv		\$ 5,035.00	Retention payment approved 9/5/23
Salaries	01-4010-12-00	Fleet Maint		\$ 4,400.00	Retention payment approved 9/5/23
Social Security & Medicare	01-4150-12-00	Fleet Maint		\$ 335.00	Retention payment approved 9/5/23
TMRS Retirement	01-4160-12-00	Fleet Maint		\$ 945.00	Retention payment approved 9/5/23
Salaries	01-4010-14-00	IT		\$ 3,670.00	Retention payment approved 9/5/23
Social Security & Medicare	01-4150-14-00	IT		\$ 280.00	Retention payment approved 9/5/23
TMRS Retirement	01-4160-14-00	IT		\$ 790.00	Retention payment approved 9/5/23
Salaries	01-4010-16-00	Communications		\$ 1,905.00	Retention payment approved 9/5/23
Social Security & Medicare	01-4150-16-00	Communications		\$ 145.00	Retention payment approved 9/5/23
TMRS Retirement	01-4160-16-00	Communications		\$ 410.00	Retention payment approved 9/5/23
Insurance-Workers Compensation	01-4190-02-00	Admin		\$ 15.00	Increased insurance expense
Insurance-Workers Compensation	01-4190-04-00	Fire		\$ 535.00	Increased insurance expense
Insurance-Workers Compensation	01-4190-05-00	Police		\$ 575.00	Increased insurance expense
Insurance-Workers Compensation	01-4190-06-00	Public Serv		\$ 160.00	Increased insurance expense
Insurance-Workers Compensation	01-4190-07-00	Parks		\$ 10.00	Increased insurance expense
Insurance-Workers Compensation	01-4190-08-00	Recreation		\$ 80.00	Increased insurance expense
Insurance-Workers Compensation	01-4190-09-00	Library		\$ 5.00	Increased insurance expense
Insurance-Workers Compensation	01-4190-10-00	Insp/Code		\$ 15.00	Increased insurance expense
Insurance-Workers Compensation	01-4190-11-00	Animal Serv		\$ 65.00	Increased insurance expense
Insurance-Workers Compensation	01-4190-12-00	Fleet Maint		\$ 20.00	Increased insurance expense
Public Official Liability	01-6562-02-00	Admin		\$ 715.00	Increased insurance expense
Police Liability	01-6550-05-00	Police		\$ (430.00)	Decreased insurance expense
Insurance-Gen Liability/Property	01-6500-02-00	Admin		\$ 3,790.00	Increased insurance expense
Insurance-Gen Liability/Property	01-6500-03-00	Court		\$ 945.00	Increased insurance expense
Insurance-Gen Liability/Property	01-6500-04-00	Fire		\$ 13,740.00	Increased insurance expense
Insurance-Gen Liability/Property	01-6500-05-00	Police		\$ 27,120.00	Increased insurance expense
Insurance-Gen Liability/Property	01-6500-06-00	Public Serv		\$ 5,210.00	Increased insurance expense
Insurance-Gen Liability/Property	01-6500-07-00	Parks		\$ 945.00	Increased insurance expense
Insurance-Gen Liability/Property	01-6500-08-00	Recreation		\$ 2,370.00	Increased insurance expense
Insurance-Gen Liability/Property	01-6500-09-00	Library		\$ 2,840.00	Increased insurance expense
Insurance-Gen Liability/Property	01-6500-10-00	Insp/Code		\$ 4,740.00	Increased insurance expense
Insurance-Gen Liability/Property	01-6500-11-00	Animal Serv		\$ 2,370.00	Increased insurance expense
Insurance-Gen Liability/Property	01-6500-12-00	Fleet Maint		\$ 945.00	Increased insurance expense

MID-YEAR BUDGET ADJUSTMENTS

FY 2023-2024

<u>ACCOUNT DESCRIPTION</u>	<u>ACCT NUMBER</u>	<u>DEPARTMENT</u>	<u>REVENUES</u>	<u>EXPENSES</u>	<u>COMMENTS</u>
Insurance-Gen Liability/Property	01-6500-14-00	IT		\$ 945.00	Increased insurance expense
Insurance-Gen Liability/Property	01-6500-15-00	Emerg Mgt		\$ 470.00	Increased insurance expense
Insurance-Gen Liability/Property	01-6500-16-00	Communications		\$ 470.00	Increased insurance expense
USE OF FUND BALANCE			\$ 1,138,935.00		
GENERAL FUND TOTAL			\$ 1,985,335.00	\$ 1,985,335.00	
<u>Enterprise Fund</u>					
Special Requests	05-7000-50-00	W/WW		\$ 162,255.00	The Square developer's agreement carried forward
Special Requests	05-7000-50-00	W/WW		\$ 150,000.00	Triton developer's agreement carried forward approved 10/18/22 & 9/5/23
Special Requests	05-7000-50-00	W/WW		\$ 479,320.00	Vac Truck carried forward approved 12/5/23
Salaries	05-4010-50-00	W/WW		\$ 61,600.00	Retention payment approved 9/5/23
Social Security & Medicare	05-4150-50-00	W/WW		\$ 4,715.00	Retention payment approved 9/5/23
TMRS Retirement	05-4160-50-00	W/WW		\$ 13,250.00	Retention payment approved 9/5/23
Insurance-Workers Compensation	05-4190-50-00	W/WW		\$ 125.00	Increased insurance expense
Insurance-Gen Liability/Property	05-6500-50-00	W/WW		\$ 9,475.00	Increased insurance expense
Tsf from EF Escrow	05-9125-00-00		\$ 213,830.00		Impact fee funding for NW Booster Pump project
ARPA Grant	05-3841-00-00		\$ 671,215.00		ARPA funding for NW Booster Pump project
NW Booster Pump	05-7027-55-00	W/WW project		\$ 885,045.00	Project carried forward
Belt Mill Pump Station	05-7029-55-00	W/WW project		\$ 75,000.00	Project carried forward
ARPA Grant	05-3841-00-00		\$ 84,500.00		ARPA funding for Fairmount Sewer rehab design
Fairmount Sewer Rehab	05-7031-55-00	W/WW project		\$ 84,500.00	Project carried forward
USE OF FUND BALANCE			\$ 955,740.00		
ENTERPRISE FUND TOTAL			\$ 1,925,285.00	\$ 1,925,285.00	

MID-YEAR BUDGET ADJUSTMENTS

FY 2023-2024

ACCOUNT DESCRIPTION	ACCT NUMBER	DEPARTMENT	REVENUES	EXPENSES	COMMENTS
Capital Projects Fund					
ODR North	06-1502-20-00			\$ 516,375.00	Project carried forward
Knowles Drive	06-1507-20-00			\$ 65,970.00	Project carried forward
Knowles Drive	06-1507-21-00			\$ 575,970.00	Project carried forward
Knowles Drive	06-1507-23-00			\$ 4,047,320.00	Project carried forward
Fire Station	06-1509-20-00			\$ 162,815.00	Project carried forward
Sidewalk improvements	06-1514-20-00			\$ 410,995.00	Project carried forward
Blue Mound/Industrial Intersection	06-1516-20-00			\$ 351,530.00	Project carried forward
Library	06-6021-21-00			\$ 556,230.00	Project carried forward
Senior Center	06-5006-21-00			\$ 255,640.00	Project carried forward
Library	06-6021-22-00			\$ 17,049,670.00	Project carried forward
Senior Center	06-5006-22-00			\$ 6,435,350.00	Project carried forward
ARPA Grant	06-3841-00-00		\$ 2,500,000.00		ARPA funding for Library/Sr Center
Library	06-6021-40-00			\$ 1,700,000.00	ARPA funding for Library/Sr Center
Senior Center	06-5006-40-00			\$ 800,000.00	ARPA funding for Library/Sr Center
Park Projects	06-7014-23-00			\$ 12,600.00	Project carried forward Parks Master Plan
Park Projects	06-7014-23-00			\$ 3,200.00	Project carried forward HSP restroom
Park Projects	06-7014-23-00			\$ 122,315.00	Project carried forward Veteran's Memorial Park
Park Projects	06-7014-23-00			\$ 341,345.00	Project carried forward Saginaw Switchyard
Park Projects	06-7014-23-00			\$ 65,000.00	Parking for Switchyard Willow Creek Park approved 3/5/24
West McLeroy	06-4021-45-00			\$ 43,300.00	Project carried forward
Tarrant County Funding	06-3851-00-00		\$ 190,370.00		Estimated TC reimbursment for Knowles Ph1
USE OF FUND BALANCE			\$ 30,825,255.00		
CAPITAL PROJECTS FUND TOTAL			\$ 33,515,625.00	\$ 33,515,625.00	
Crime Control and Prevention District Fund					
Capital Outlay/Special Request	11-7000-00-00	Police		\$ 45,815.00	Carry forward funding for CAD/RMS transition costs
Capital Outlay/Special Request	11-7000-00-00	Police		\$ 375,000.00	Carry forward funding for CAD/RMS
Capital Outlay/Special Request	11-7000-00-00	Police		\$ 14,065.00	Technical assistance for PD server security breach
Capital Outlay/Special Request	11-7000-00-00	Police		\$ 15,630.00	Additional expense for 3 police vehicles purchased in PY
Capital Outlay/Special Request	11-7000-00-00	Police		\$ 1,385.00	New ticket writer transition expense approved 12/5/23
USE OF FUND BALANCE			\$ 451,895.00		
CRIME CONTROL AND PREVENTION DISTRICT FUND TOTAL			\$ 451,895.00	\$ 451,895.00	
Drainage Utility Fund					
Capital Outlay/Special Request	14-7000-00-00			\$ 220,000.00	HSP pedestrian bridge approved 1/21/24
USE OF FUND BALANCE			\$ 220,000.00		
DRAINAGE UTILITY FUND TOTAL			\$ 220,000.00	\$ 220,000.00	

MID-YEAR BUDGET ADJUSTMENTS

FY 2023-2024

ACCOUNT DESCRIPTION	ACCT NUMBER	DEPARTMENT	REVENUES	EXPENSES	COMMENTS
Street Maintenance Fund					
Capital Outlay/Special Request	16-7000-00-00			\$ 88,625.00	Crack sealing machine approved 10/3/23
USE OF FUND BALANCE			\$ 88,625.00		
STREET MAINTENANCE FUND TOTAL			\$ 88,625.00	\$ 88,625.00	
Donation Fund					
Capital Outlay/Special Requests	20-7000-61-00	Parks		\$ 1,300.00	HSP pedestrian crossing design carried forward approved 4/4/23
Special Programs	20-5232-61-00	Parks		\$ 25,000.00	Fireworks display approved 2/20/24
Capital Outlay/Special Requests	20-7000-62-00	Library		\$ 91,000.00	Library sculpture, bench, conference table approved 1/16/24
Supplies-Beautification Donations	20-4750-63-00	Beautification		\$ 12,000.00	Banners and installation approved 10/3/23
USE OF FUND BALANCE			\$ 129,300.00		
DONATION FUND TOTAL			\$ 129,300.00	\$ 129,300.00	
General Escrow Fund					
Trsf from General Fund	21-9101-00-00		\$ 12,370.00		Change in accounting for PEG fees
PEG Fees	21-3683-73-00		\$ 7,000.00		Change in accounting for PEG fees
Contract Services	21-5245-32-00			\$ 9,675.00	cost increase for Farmer's Market administration approved 2/6/24
Capital Outlay	21-7000-43-00			\$ 9,400.00	Insurance funding for code vehicle replacement approved 2/6/24
ADDITION TO FUND BALANCE				\$ 295.00	
GENERAL ESCROW FUND TOTAL			\$ 19,370.00	\$ 19,370.00	
Enterprise Escrow Fund					
Tsf to Entrprise Fund	25-9205-51-00			\$ 213,830.00	Impact fee funding for NW Booster Pump project
USE OF FUND BALANCE			\$ 213,830.00		
ENTERPRISE ESCROW FUND TOTAL			\$ 213,830.00	\$ 213,830.00	
Beltmill Public Improvement District Fund					
Developer Reimbursement	31-6140-00-00			\$ 944,380.00	PID reimbursement of developer approved 1/2/24
USE OF FUND BALANCE			\$ 944,380.00		
BELTMILL PUBLIC IMPROVEMENT DISTRICT FUND TOTAL			\$ 944,380.00	\$ 944,380.00	

**CITY OF SAGINAW
RESOLUTION NO. 2024-4**

**BY THE CITY COUNCIL OF THE CITY OF SAGINAW, TEXAS
ADOPTING A REVISED BUDGET FOR THE CITY OF SAGINAW
FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023 AND
ENDING SEPTEMBER 30, 2024**

WHEREAS, in accordance with Chapter 102 of the Texas Local Government Code and Article XII of the City Charter, notice of a public hearing before the City Council was published in the official newspaper of the City to consider adoption of the revised budget for the City of Saginaw, Texas, for the fiscal year beginning October 1, 2023 and ending September 30, 2024; and

WHEREAS, the City Council has heretofore held the public hearing to receive public comment on the proposed revised budget; and

WHEREAS, the City Council is of the opinion and finds that the revised budget is in the best interest of the municipal taxpayers and that it should be adopted and approved as presented.

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

1. That the revised budget prepared by City Staff and filed with the City Secretary, with such modifications and amendments as have been made by the City Council, a copy of which revised budget with any and all such modifications and amendments is attached hereto and incorporated by reference as part of this Resolution, be and the same is hereby approved and adopted as the budget for the operation of the City of Saginaw, Texas, for the fiscal year beginning October 1, 2023 and ending September 30, 2024.

2. That a copy of said budget as hereby adopted is hereby authorized to be filed with the City Secretary at all offices required by law.

ADOPTED AND APPROVED this the 2nd day of April, 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

PUBLIC HEARING--Consideration and Action regarding Adoption of Resolution 2024-06, FY 2024 Community Development Block Grant (CDBG) Project (50th Year CDBG Project)--Trenton Tidwell, P.E., City Engineer

Meeting	Agenda Group	
Tuesday, April 2, 2024, 6:00 PM	Public Hearings	Item: 4B
Reference File		
Community Goals		

BACKGROUND/DISCUSSION:

The City has made application to Tarrant County seeking Community Development Block Grant (CDBG) Funds for the 50th year Community Development Block Grant Project (FY 2024). This project will install approximately 650 linear feet of concrete sidewalk along Southern Ave. with ADA compliant pedestrian curb ramps. The limits of this project will be from Bluebonnet Street to 150 linear feet east of South Hampshire Street.

The total estimated cost for the project is \$216,000. The requested CDBG Funding is an estimated \$180,000 leaving the City's share at approximately \$36,000 plus any overages.

FINANCIAL IMPACT:

The financial impact will be the City's share in the project which is estimated at \$36,000.

RECOMMENDATION:

Staff recommends adoption of Resolution No. 2024-06 designating the 50th Year Community Development Block Grant Project (FY 2024).

Attachments

50th Year CDBG Application - Resolution.pdf

**CITY OF SAGINAW
RESOLUTION NO. 2024-06**

**A RESOLUTION APPROVING THE CITY OF SAGINAW'S 2024 – 50th
YEAR COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION**

WHEREAS, the City of Saginaw is eligible to participate in the urban county Community Development Block Grant (CDBG) program administered through Tarrant County; and

WHEREAS, the City of Saginaw is desirous to receive CDBG funds to improve the quality of life within the identified target area of the City; and

WHEREAS, on April 2, 2024, the City Council of the City of Saginaw held a Public Hearing regarding the proposed 50th year CDBG application; and

WHEREAS, all interested citizens were provided an opportunity to address the City Council concerning said application;

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

1. The City of Saginaw's 2024 – 50th year CDBG project shall be approximately 650 linear feet of concrete sidewalk construction along Southern Ave. The limits of this project will be from Bluebonnet Street to 150 linear feet east of South Hampshire Street.
2. The said application shall include a request for a 2024 – 50th Year CDBG projected allocation of \$180,000 and \$36,000 estimated participation from the City of Saginaw.

PASSED AND APPROVED THIS 2nd DAY OF APRIL, 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

PUBLIC HEARING--Consideration and Action regarding Ordinance No. 2024-04, adopting updated Water Conservation Plan, and Drought Contingency and Emergency Water Management Plan--Trenton Tidwell, P.E., City Engineer

Meeting	Agenda Group	
Tuesday, April 2, 2024, 6:00 PM	Public Hearings	Item: 4C
Reference File		
Community Goals		

BACKGROUND/DISCUSSION:

See attached memo from Asst. Public Works Director Coursey.

Ordinance No. 2024-04 adopts the updated Water Conservation Plan, and the updated Drought Contingency & Emergency Water Management Plan.

FINANCIAL IMPACT:

N/A

RECOMMENDATION:

Staff recommends approval of Ordinance No. 2024-04 as presented.

Attachments

Memo--Water Conservation Plan and Drought Contingency Plan.pdf

Updated Water Conservation Drought Contingency Plan.2024.pdf

2024_Saginaw_Water_ConservationPlan.pdf

2024_Saginaw_Drought_Plan.pdf



City of Saginaw

March 26, 2024

Mayor and Council,

Every 5 years we are required to update and renew our Water Conservation Plan and Drought Contingency Plan. Since we purchase all of our water from the City of Fort Worth, we must comply with their standards of operation in regards to these two plans. The City of Fort Worth made no new adjustments to their plans, so there will be no new restrictions or updates to ours. The only new additions to our plans are the Beltmill and NW Booster Pump Stations we have added to our system. City staff is requesting the adoption of the Water Conservation Plan and Drought Contingency Plan that has been provided.

Respectfully,

Jarred Coursey
Asst. Public Works Director
City of Saginaw
(817)819-7740

ORDINANCE NO. 2024-04

AN ORDINANCE OF THE CITY OF SAGINAW, TEXAS, AMENDING ORDINANCE NO. 2014-10 AS AMENDED, ADOPTING AN UPDATED WATER CONSERVATION PLAN AND DROUGHT CONTINGENCY AND EMERGENCY WATER MANAGEMENT PLAN TO PROMOTE RESPONSIBLE USE OF WATER; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR A PENALTY FOR VIOLATIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR PUBLICATION IN THE OFFICIAL NEWSPAPER; 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 City Council of the City of Saginaw has previously adopted Ordinance No. 2014-10, which adopted an updated water conservation plan and a drought contingency and emergency water management plan (collectively the “Plans”); and

WHEREAS, 30 Tex. Admin. Code §288.30 requires that the Plans be updated every five years; and

WHEREAS, the City Council has previously adopted Ordinance No. 2019-06 which amended Ordinance No. 2014-10 by updating Exhibits “A” and “B” thereto, the Water Conservation Plan and the Drought Contingency and Emergency Water Management Plan of the City of Saginaw, respectively; and

WHEREAS, the City Council now desires to amend Ordinance No. 2014-10 by updating Exhibits “A” and “B” thereto, the Water Conservation Plan and the Drought Contingency and Emergency Water Management Plan of the City of Saginaw, respectively; and

WHEREAS, the City of Saginaw has prepared an updated Water Conservation Plan and Drought Contingency and Emergency Water Management Plan for retail water customers.

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

SECTION 1.

That Ordinance No. 2014-10 of the City of Saginaw, as amended, a copy of which is on file with the office of the City Secretary, is hereby amended by replacing Exhibits “A” and “B” thereto with a new Exhibit “A,” the Water Conservation Plan of the City of Saginaw, Texas, (attached as Exhibit “A” to this Ordinance for all purposes,) and a new Exhibit “B” the Drought Contingency and Emergency Water Management Plan of the City of Saginaw, Texas, (attached as Exhibit “B” to this Ordinance for all purposes).

SECTION 2.

The City Manager or his designee is hereby directed to file a copy of the Plans and this Ordinance with the Texas Commission on Environmental Quality in accordance with Title 30, Chapter 288 of the Texas Administrative Code.

SECTION 3. CUMULATIVE PROVISIONS

This Ordinance shall be cumulative of all provisions of the Saginaw City Code and other applicable City ordinances, except where the provisions of this Ordinance are in direct conflict with the provisions of such ordinances, in which event the applicability of the conflicting provisions of such ordinances are hereby repealed.

SECTION 4. SEVERABILITY CLAUSE

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 section, paragraph, sentence, clause, or phrase 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 sections, paragraphs, sentences, clauses, and phrases of this Ordinance, since the same would have been enacted by the City Council without the incorporation in this Ordinance of any such unconstitutional section, paragraph, sentence, clause or phrase.

SECTION 5. PENALTY CLAUSE

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 Two Thousand Dollars (\$2,000.00) for each offense. Each day that a violation is permitted to exist shall constitute a separate offense.

SECTION 6. SAVINGS CLAUSE

All rights and remedies of the City of Saginaw are expressly saved as to any and all violations of the provisions of any ordinances governing irrigation and water usage 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 and criminal, whether pending in court or not, under such ordinances, same shall not be affected by this Ordinance but may be prosecuted until final disposition by the courts.

**SECTION 7.
PUBLICATION**

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.
EFFECTIVE DATE**

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

PASSED AND APPROVED THIS ____ DAY OF _____, 2024.

Todd Flippo, Mayor

ATTEST:

Janice England, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Bryn Meredith, City Attorney

City of Saginaw

Water Conservation Plan



City of Saginaw

Prepared by:

City of Saginaw, Texas
205 Brenda Lane
Saginaw, Texas 76179
(817) 230-0500
PWS #2200023

Kimley-Horn and Associates Inc.
TBPE Firm No. F-928
801 Cherry Street, Unit 1300
Fort Worth, Texas
(817) 335-6511



City of Saginaw

Kimley»Horn

Adopted: April 2, 2024

Effective: May 1, 2024

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APPENDICES

APPENDIX A Ordinance Adopting the Plan

**APPENDIX B Letters to Region C Water Planning Group, Tarrant
Regional Water District, City of Fort Worth, and the Texas
Commission on Environmental Quality**

I. Introduction

The City of Saginaw developed the following Water Conservation Plan (Plan) to provide a framework for future efforts to conserve existing water resources and avoid wasting water in current water use practices. The Plan outlines procedures to conserve the available water supply and protect the integrity of water supply facilities, with particular regard for domestic water use and fire protection, and to protect and preserve public health, welfare, and safety. Further, the goal of the Plan is to minimize adverse impacts of water supply shortage or other water supply emergency conditions.

The Plan outlines water conservation procedures currently used by the City of Saginaw water system. The Plan also identifies practices that may reduce water usage in the future.

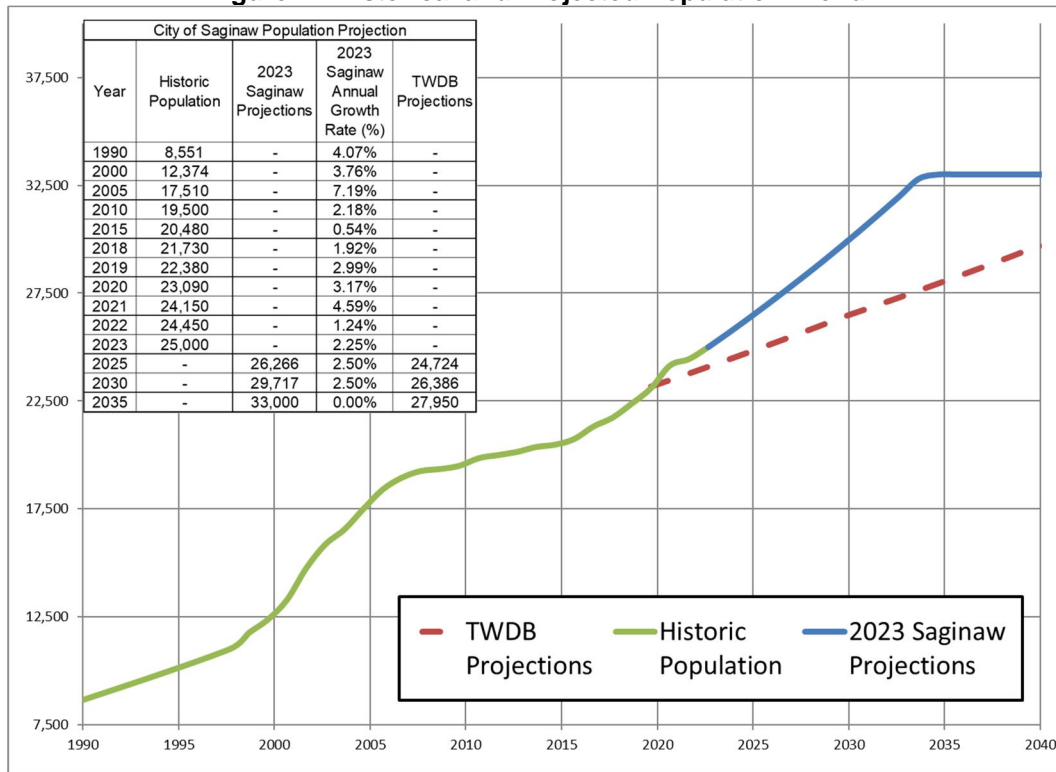
II. Utility Profile

This Utility Profile section provides information related to section 288.2(1)(A) of Chapter 288 of Title 30 of the Texas Administrative Code (TAC) including current population and customer data, water use data, and information about the water supply system and wastewater collection and treatment system.

A. Population and Customer Data

The current population (2023) of the City of Saginaw is 25,000. The service area is approximately 7.6 square miles and is coterminous with the City limits. **Figure 1** shows the historic and projected population trend line for the City of Saginaw.

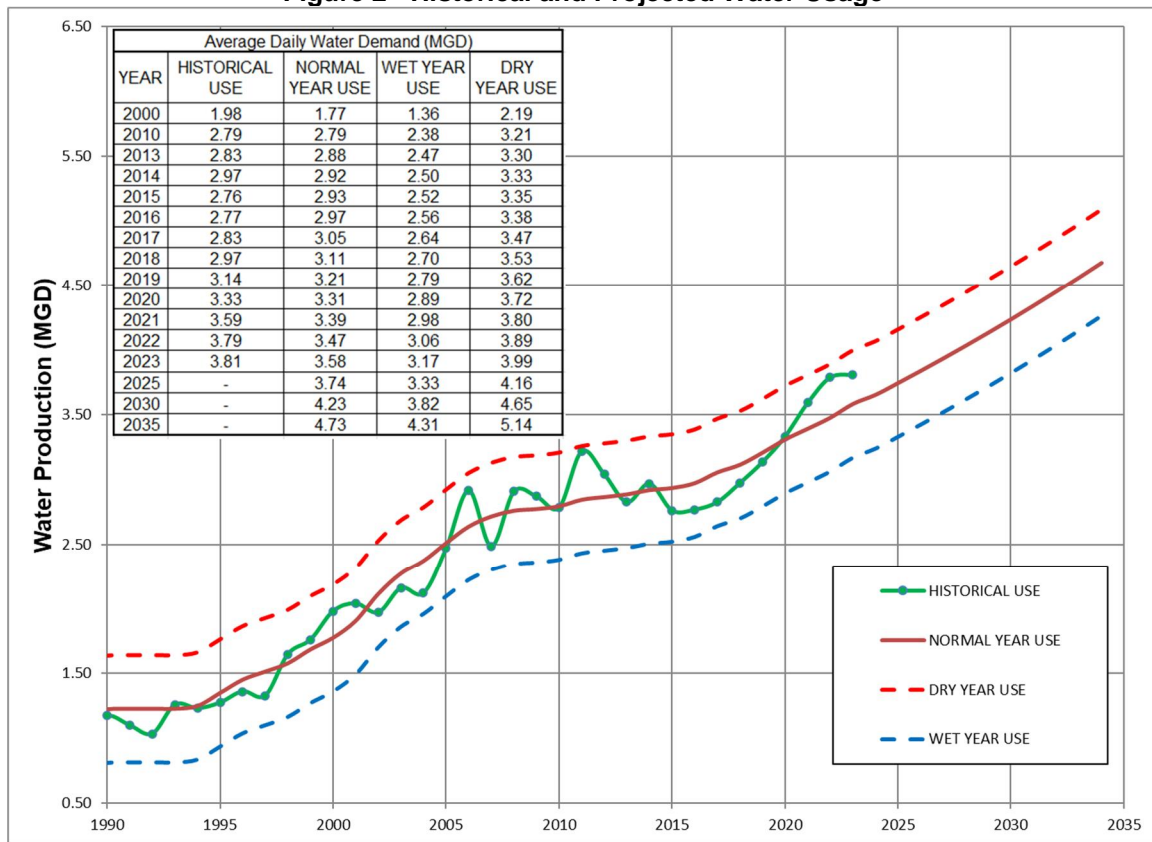
Figure 1 - Historical and Projected Population Trend



The historic population data is based on City data, while the projected population data is based upon the City's historic growth rates.

The City of Saginaw used an average of 148.1 gallons per capita per day over the past five years (2019-2023). **Figure 2** shows the City of Saginaw's historic and projected water usage.

Figure 2 - Historical and Projected Water Usage



The water system serves 7,921 metered residential connections and 480 metered commercial/ industrial connections. All known connections within the water system are metered.

B. Water Supply System Data

The City of Saginaw receives treated water from the neighboring City of Fort Worth, Texas through a single delivery point at Longhorn Pump Station. The delivery point from Fort Worth is rated up to 5,500 GPM. Longhorn pump station has a pumping capacity of 6,800 GPM. Within Saginaw's system there are also two booster pump stations that each have a capacity of 1,500 GPM and feed off existing system pressure. There is one emergency interconnect (Old Decatur and Bailey Boswell) with the City of Fort Worth. If an emergency occurs, Saginaw can lose its pumping and/or storage capabilities and still be supplied via the emergency interconnect.

C. Wastewater System Data

The City of Saginaw currently contracts with the City of Fort Worth for wastewater treatment. The City of Saginaw discharges to the City of Fort Worth wastewater system at four metered locations (North, East, Southeast, and Southwest.)

III. Conservation Goals

This Conservation Goals section provides information related to 30 TAC § 288.2(1)(C) including municipal water use goals, basis for the goals, and time frame for achieving the goals.

A. Municipal Per Capita Water Use Goals

The municipal per capita water use goals for the City of Saginaw include the following:

- 1% reduction in water use and water loss (per capita per day per year-pcpd/year) for five years and ten years.

Therefore, at this rate at the end of 2024, the average daily consumption of water including the 1% reduction will be 146.6 gallons per capita per day, in 2029 the average daily consumption of water will be 139.4 gallons per capita per day, and in 2034 the average daily consumption of water will be 132.6 gallons per capita per day. **Table 1** summarizes the City of Saginaw's water use goals for the next five and ten years.

Table 1 – Goal Summary

	5-Year Average	Baseline	5-yr Goal	10-yr Goal
Total GPCD	148.1	148.1	139.4	132.6
Residential GPCD	81.7	81.7	76.9	73.2
Water Loss (GPCD)	22.9	22.9	21.5	20.5
Water Loss (Percentage)	15%	15%	14%	13%

B. Basis for Goals

The City of Saginaw water use goals were set forth to achieve significant conservation savings without burdening the customer with extra costs while still generating enough water savings to extend the life of the existing water source supply. The City of Saginaw used an average of 148.1 gallons per capita per day over the past five years (2019-2023). After reviewing historic and projected water

use data, the City of Saginaw believes the reduction of per capita water use can continue to be decreased and that the water use goals set forth can be achieved without significantly impacting the City of Saginaw customers.

The City of Saginaw projects a significant population increase over the next ten years. Based on the typical growth patterns and projected increase in industrial and residential uses, the City of Saginaw anticipates the water usage per year would increase as the population grows. Although the base water usage per year is expected to increase, the City of Saginaw will attempt to implement the water conservation practices described within this Plan to reduce the per capita per day water usage and achieve the water conservation goals. The City of Saginaw feels the conservation goals set forth are reasonable with all factors considered. However, attaining the goals will require cooperation from the population served by the system.

C. Time Frame for Achieving Goals

The water use goals were determined by evaluating the population and water usage projections until the year 2034. It is anticipated the 1% reduction in water use (per capita per day per year) will be during the next ten years.

The conservation goals will only be reached if the City of Saginaw water users participate in the conservation efforts. The City of Saginaw will attempt to notify water users of the conservation goals and the proposed conservation plan so the goals can be achieved.

IV. Water Savings Targets

This Water Savings Targets section provides information related to 30 TAC § 288.2(1)(C) and 288.2(3) including quantified five-year and ten-year targets for water savings to include goals for water loss programs and goals for municipal use, in gallons per capita per day. Note that the goals established by a public water supplier under this subparagraph are not enforceable by the TCEQ.

In order to achieve the water conservation goals mentioned in Section III, the City of Saginaw has identified specific management and usage areas to target within the next five and ten years. These water saving target areas are divided into two categories: (1) Existing Water Conservation Efforts and (2) Future Water Conservation Efforts.

A. Existing Water Conservation Efforts

The City of Saginaw currently has several water conservation programs in place. A few of these programs include:

- Leak Detection Program
- Meter Replacement Program
- Record Management System
- Annual Water System Audit

Leak Detection Program: The City of Saginaw's Water Department is available to address water line breaks 24-hours a day. Trained personnel are dispatched to investigate reports of water line breaks within the distribution system and direct the corrective measures required. Immediate steps are taken to address waterline breaks or service leaks upon the staff's discovery.

Meter Replacement Program: The City of Saginaw Water Department has replaced all existing residential meters in their system that are 5 years or older within the last 5 years and staff are in the process of also replacing any commercial meters that are 5 years or older as well. The City of Saginaw will continue to test, identify, replace, and repair residential, commercial, and industrial metering devices annually. Replacing broken or inaccurate meters helps account for water usage and helps the water system operate more effectively.

Record Management System: The City of Saginaw Water and Billing Department maintains meter reading, meter count, and meter repair and replacement data. These records are updated as the City staff gathers the data and reports the information to the Public Works and Billing Department. Customer meters are qualified as either residential or commercial meters in the record management system.

Annual Water System Audit: Information gathered by the Water Department and reported to the Utility Billing Department is evaluated annually to identify potential water loss areas, as well as water loss quantities. The City of Saginaw will use the information gathered from the water audit to revise meter testing and repair procedures, reduce unauthorized water use, improve accounting for authorized but unbilled water and implement effective water loss management strategies.

B. Future Water Conservation Efforts

In cooperation with the Texas Water Development Board's Best Management Practice (BMP) recommendations, the City of Saginaw plans to implement a BMP over the next ten years known as the Showerhead, Aerator, and Toilet Flapper Retrofit BMP.

- Showerhead, Aerator, and Toilet Flapper Retrofit: The City of Saginaw plans to implement this program by first identifying how many single-family and multi-family housing units were built before 1995. The City of Saginaw will then determine the appropriate approach for implementing the retrofit program whether it is by ordinance, enforcement of the plumbing code, or increase in consumer awareness of the benefits of low-flow plumbing components. The goal of this BMP is to encourage the retrofit of specific plumbing components (showerheads, kitchen and bathroom aerators, and toilet flappers) to include high-quality low-flow devices and to require new installations to include these devices.
- Water Conservation Pricing BMP: Water Conservation Pricing is the use of rate structures that discourage the inefficient use or waste of water. Conservation pricing structures include increasing unit prices with increased consumption such as inverted block rates, base rates and excess use rates such as water budget rates, and seasonal rates. Seasonal rate structures may include additional charges for upper block (outdoor) usage or excess-use surcharges for commercial customers to reduce demand during summer months. The City of Saginaw staff plans to explore implementing this BMP by checking the current flat rate structure, the current water use trends and exploring the feasibility of changing to a conservation oriented structure. Any alteration to current rate structures will require approval and involvement of the City Council.

V. Metering Devices

This Metering Devices section provides information related to 30 TAC § 288.2(1)(D) including a description of the devices and their accuracy.

A. Existing Devices

Water metering devices are essential to ensuring that the City of Saginaw accurately measures the production and usage of the water within the water

system. The City of Saginaw has a 10-inch wholesale water meter located at the City of Fort Worth delivery point.

B. Accuracy

The City of Saginaw Water Department has replaced all existing residential meters in their system that are 5 years or older within the last 5 years and staff are in the process of also replacing any commercial meters that are 5 years or older as well. The City of Fort Worth is responsible for ensuring the wholesale water meter is tested and are calibrated to within 5% of the actual flow every year at a minimum.

VI. Universal Metering Program

This Universal Metering Program section provides information related to 30 TAC § 288.2(1)(E) including both customer and public uses of water, meter testing and repair, periodic meter replacement. The City of Saginaw has programs for universal metering, meter testing, meter repair, and periodic meter replacement in place. The programs follow American Water Works Association (AWWA) standards.

A. Customer and Public Uses of Water

The City of Saginaw requires all new and existing residential, commercial, and industrial customers to install individually approved meters through the City of Saginaw's Water Department. **Table 2** lists the number of meters currently in the City of Saginaw water system by meter size in inches.

Table 2 - Size and Number of Meters

Residential Meters		Commercial Meters	
Meter Size	Number of Meters	Meter Size	Number of Meters
3/4"	7,870	3/4"	162
1"	12	1"	154
2"	35	1 1/2"	9
3"	3	2"	134
4"	1	3"	12
Total	7,921	4"	7
		6"	2
		Total	480
TOTAL METERS = 8,401			

Construction contractors utilize temporary meters to obtain bulk water from the water system. A contractor performing work places a deposit with City of Saginaw's Water officials, indicates the location of temporary fire hydrant supply connection needs, and receives a standard fire hydrant meter assembly. Upon return of the assigned meter, the contractor compensates the City of Saginaw for all water used for construction purposes.

B. Meter Testing and Repair

The City of Saginaw Water Department has replaced all existing residential meters in their system that are 5 years or older within the last 5 years and staff are in the process of also replacing any commercial meters that are 5 years or older as well.. The City of Saginaw will continue to test, identify, replace, and repair residential, commercial, and industrial metering devices annually. Testing procedures are in accordance with AWWA M6.

VII. Unaccounted-For Water Use

This Unaccounted-For Water Use section provides information related to 30 TAC § 288.2(1)(F); 288.2(2)(A),(B) including procedures for periodic visual inspections along distribution lines; annual audits of the water system to determine illegal connections; and abandoned services.

The City of Saginaw continuously evaluates existing infrastructure and management practices to ensure the City of Saginaw accounts for as much water use as possible. Two areas for unaccounted water use include routine flushing of the hydrants and lines by the fire department and unexpected water line breaks and leaks.

To better account of the unaccounted for water use, the City of Saginaw will focus on two key areas: periodic visual inspections of water infrastructure and annual audits.

A. Periodic Visual Inspections of Water Infrastructure

The City of Saginaw's Public Works Department will continue to visually inspect the ground surface above underground distribution lines for potential indications of leaks in the pipe lines. Residents are often relied upon to notify City staff of potential water line leaks and main breaks. Once the City staff is notified of potential water leaks, the staff will repair the leak as quickly as possible.

B. Annual Audit

The purpose of annual or monthly water audits is to ensure the water system accounts for as much water as possible. As part of the City of Saginaw's annual water audit, staff takes monthly meter readings from all residential, commercial, and industrial customers. These reports are electronically stored for monthly billings and meter counts. The City of Saginaw maintains these readings for at least one year and performs a water audit at the end of that year. Water audit procedures are performed in accordance with the recommendation for conducting a water system audit in AWWA M36. The audit identifies potential areas of unaccounted for water use and the City of Saginaw, in turn, evaluates steps that may need to be taken to account for this type of usage.

VIII. Public Education Program

This Public Education Program section provides information related to 30 TAC § 288.2(1)(G). The City of Saginaw will periodically provide the public with information about water conservation and the water conservation target areas.

The City of Saginaw will provide public education concerning the provisions of the water conservation to include, but not limited to, the following:

- City web Page, flyers, cable TV, scheduled public meetings, and visitations to civic organizations, TV, radio, newspaper, and signage.
- Water Bill Inserts
- Periodic status reports to the City Council on drought response programs, water emergencies and their results.

IX. Water Rate Structure

This Water Rate Structure section provides information related to 30 TAC § 288.2(1)(H).

The City of Saginaw has three different categories of water rates-(1) Residential, (2) Multi-Family and (3) Commercial/ Industrial. Water users are charged a “Basic Monthly Charge” and then a usage rate based on the quantity of water used. **Table 3** provides a summary of the City of Saginaw rate structure for residential, multi-family, and commercial/industrial water use.

All three water rate structures are considered fixed fee or flat rate water structures. These cost-based structures discourage excessive use of water due to the customer paying for each unit of water used. The City will continue to study the potential use of a progressive rate structure by considering the benefits of a progressive rate structure against the demands of extra accounting and overhead.

Table 3 – Water Rate Structure (per Ordinance No. 2023-23 August 15, 2023)

Residential Water Rates	Basic Monthly Charge	\$16.32 per Customer
	Rate for volumes between 2,000 and 10,000 gallons	\$5.05 per 1,000 gallons
	Rate for volumes in excess of 10,000 gallons	\$5.39 per 1,000 gallons
Multi-Family Water Rates	Basic Monthly Charge	\$16.32 per Customer
	Rate for volumes between 2,000 and 8,000 gallons per dwelling unit	\$5.39 per 1,000 gallons
	Rate for volumes in excess of 8,000 gallons per dwelling unit	\$6.51 per 1,000 gallons
Commercial/ Industrial Water Rates	Basic Monthly Charge	\$16.32 per Customer
	Rate for volumes between 2,000 and 10,000 gallons	\$5.39 per 1,000 gallons
	Rate for volumes in excess of 10,000 gallons	\$6.51 per 1,000 gallons

X. Means of Implementation and Enforcement

This Means of Implementation and Enforcement section provides information related to 30 TAC § 288.2(1)(J).

The Water Conservation Plan was presented to the City Council during a regular council meeting and was adopted via ordinance. Enforcement procedures and penalties are provided by ordinance.

A. Authority and Enforcement

No person shall knowingly or intentionally allow the use of water from the City of Saginaw for residential, commercial, industrial, agricultural, governmental, or any

other purpose in a manner contrary to any provision of this Plan. Illegal water tapping and services will not be tolerated. Upon discovery of the illegal activity, the City Manager has the authority to file criminal charges against the assailant, in addition to any enforcement procedures and penalties that are provided by ordinance.

XI. Regional Water Planning Groups Coordination

This Coordination section provides information related to 30 TAC § 288.2(1)(K).

The City of Saginaw system is regulated by Region 6 of the U.S. Environmental Protection Agency (EPA) and Region 4 of the Texas Commission on Environmental Quality (TCEQ). The City strives to coordinate water conservation efforts with these regulatory authorities as well as the Texas Water Development Board (TWDB) and the City of Fort Worth. A copy of this water conservation plan has been provided to the regional water planning group for review.

A. Texas Water Development Board

In November 2013, the Texas Water Development Board published “Best Management Practices for Municipal Water Users.” The document provides guidance on implementing Best Management Practices (BMPs) for municipal water users in order to conserve water. The City of Saginaw will implement one of these recommended BMPs (Showerhead, Aerator, and Toilet Flapper Retrofit) over the next ten years in order to improve both the City’s and customer’s water use efficiency and thus, ultimately conserving water usage. The City of Saginaw will continue to evaluate other BMPs for the potential of incorporating them into the water system procedures and policies.

Appendix A

Ordinance Adopting the Plan

Appendix B

Letters to:

Region C Water Planning Group

Tarrant Regional Water District

City of Fort Worth

Texas Commission on Environmental Quality

City of Saginaw

Drought Contingency & Emergency Water Management Plan

For Retail Water Customers



City of Saginaw

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Effective: May 1, 2024

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APPENDICES

APPENDIX A	Ordinance Adopting the Plan
APPENDIX B	Letters to Region C Water Planning Group, Tarrant Regional Water District, City of Fort Worth, and the Texas Commission on Environmental Quality

1. INTRODUCTION AND OBJECTIVES

The purpose of this Drought Contingency and Emergency Water Management Plan (subsequently referred to as the Plan) is as follows:

- To conserve the available water supply in times of drought and emergency
- To maintain supplies for domestic water use, sanitation, and fire protection
- To protect and preserve public health, welfare, and safety
- To minimize the adverse impacts of water supply shortages
- To minimize the adverse impacts of emergency water supply conditions

2. TEXAS COMMISSION ON ENVIRONMENTAL QUALITY RULES

TCEQ rule Title 30, Part 1, Chapter 288, Subchapter A, Rule 288.1 (4) defines a drought contingency plan as “a strategy or combination of strategies for temporary supply and demand management responses to temporary and potentially recurring water supply shortages and other water supply emergencies.”

TCEQ rules governing development of and minimum requirements for drought contingency plans for municipal water suppliers and wholesale water suppliers are contained in Texas Administrative Code Title 30, Part 1, Chapter 288, Subchapter B, Rule 288.20 and Rule 288.22, respectively.

3. WATER SYSTEM PROFILE

The City of Saginaw receives treated water from the neighboring City of Fort Worth, Texas through a single delivery point at Longhorn Pump Station. The delivery point from Fort Worth is rated up to 5,500 GPM. Longhorn pump station has a pumping capacity of 6,800 GPM. Within Saginaw’s system there are also two booster pump stations that each have a capacity of 1,500 GPM and feed off existing system pressure. There is one emergency interconnect (Old Decatur and Bailey Boswell) with the City of Fort Worth. If an emergency occurs, Saginaw can lose its pumping and/or storage capabilities and still be supplied via the emergency interconnect.

The system capacity baseline for triggers is the reliable delivery capacity of 9.8 million gallons per day (MGD). This trigger number will be evaluated each year to take into consideration improvements that may have been added to the system.

The water supply triggers defined in Section 4.4 were provided to Saginaw by its water supplier, City of Fort Worth. The City of Fort Worth was provided its water supply triggers from its supplier, Tarrant Regional Water District. TRWD selected its triggers after hiring an outside consultant to evaluate where the triggers levels should be for the drought plan to achieve meaningful water savings.

4. DROUGHT CONTINGENCY/EMERGENCY WATER MANAGEMENT PLAN

4.1 Public Involvement

The public had several opportunities to provide input into the plan.

- A public meeting soliciting comments was held on April 2, 2024. The meeting was advertised on the city Web site, and through news releases.
- The draft plan was posted on the City of Saginaw website (www.ci.saginaw.tx.us) prior to City Council adoption.
- Copies were available to anyone upon request.

4.2 Public Education

Saginaw will inform and educate the public about the Drought Contingency / Emergency Water Management Plan by the following means:

- Preparing fact sheets describing the plan and making these available online and at various city sites, and at events where the water department may have a booth.
- Posting a copy of the Plan on the city's Web site.
- Notifying local organizations, schools, and civic groups that staff are available to make presentations on the plan.

At any time that the Drought Contingency/Emergency Water Management Plan is activated or the stage changes, customers will be notified through local media of the issues, the current response stage, and the specific actions required of the public. The information will also be publicized on the city's Web site. Bill inserts will also be used as appropriate.

4.3 Initiation & Termination of Drought & Emergency Response Stages

The provisions of this Plan shall apply to all persons, customers, and property utilizing potable water provided by the City of Saginaw. The terms "person" and "customer" as used in the Plan include individuals, corporations, partnerships, associations, and all other legal entities. The Plan does not apply to locations using treated wastewater effluent, private wells or possessing their own water rights in the Trinity River; however, any pond, impoundment, body of water, or other water source that is supplemented, or has the ability to supplement supply, with potable water shall adhere to the provisions of this plan.

The Plan may be applied to the entire city or geographic portions of the city as necessary. If the Plan is applied only to a limited sector, the boundaries will be defined in terms of roadways, creeks and other easily distinguishable features, such as city limits.

Initiation of a Drought / Emergency Water Management Stage

The City Manager or his/her official designee may order the implementation of a drought response or water emergency stage when one or more of the trigger conditions for that stage is met. The following actions will occur when a stage is initiated.

- The public will be notified through local media and the City of Saginaw Web site, as described in Section 4.2.
- City of Fort Worth and Tarrant Regional Water District will be notified by telephone and with a follow-up letter, e-mail, or fax that provides details of the reasons for initiation of the drought or water emergency stage.
- The Saginaw Public Works Department will notify the Executive Director of the TCEQ within 5 business days when mandatory provisions of the Plan are activated.

Stages imposed by TRWD and the City of Fort Worth action must be initiated by the City of Saginaw.

For other trigger conditions, the City Manager or his/her official designee may decide not to order the implementation of a drought response or water emergency stage even though one or more of the trigger criteria for the stage are met. Factors which could influence such a decision include, but are not limited to, the time of the year, weather conditions, the anticipation of replenished water supplies, or the anticipation that additional facilities will become available to meet needs. The reason for this decision should be documented

Termination of a Drought Stage

The City Manager may order the termination of a drought response or water emergency stage when the conditions for termination are met or at their discretion. The following actions will be taken when a drought stage is terminated:

- The public will be notified through local media and the City of Saginaw Web site as described in Section 4.2.
- City of Fort and Tarrant Regional Water District will be notified by telephone with a follow-up letter, e-mail, or fax.
- If any mandatory provisions of the drought contingency/emergency water management plan that have been activated are terminated, the Saginaw Public Works Department will notify the Executive Director of the TCEQ within 5 business days.

The City Manager or his/her official designee may decide not to order the termination of a drought response stage or water emergency even though the conditions for termination of the stage are met. The City Manager or his designee may choose to implement a phased out approach when exiting various stages to protect the integrity of the system. Factors which could influence such a decision include, but are not limited to, the time of the year, weather conditions, or the anticipation of potential changed conditions that warrant the

continuation of the drought stage. The reason for this decision should be documented.

4.4 Drought and Emergency Response Stages

Stage 1 – Water Watch

Triggering Conditions

- Water demand reaches or exceeds 90% of reliable delivery capacity for three consecutive days. The delivery capacity could be citywide or in a specified portion of the system.
- Saginaw's water distribution system becomes contaminated.
- Saginaw's water demand for all or part of the delivery system approaches delivery capacity because delivery capacity is inadequate.
- Saginaw's water supply system is unable to deliver water due to the failure or damage of major water system components.
- Fort Worth initiated Stage 1 – Water watch for one or more of the following reasons:
 - Fort Worth's water treatment or distribution system becomes contaminated.
 - Fort Worth's water demand for all or part of the delivery system approaches delivery capacity because delivery capacity is inadequate.
 - Fort Worth's water supply system is unable to deliver water due to the failure or damage of major water system components.
- TRWD initiated Stage 1 – Water Watch for one or more of the following reasons:
 - Total raw water supply in TRWD western and eastern division reservoirs drops below 75% (25% depleted) of conservation storage.
 - Water demand for all or part of the TRWD delivery system exceeds delivery capacity because delivery capacity is inadequate.
 - Water demand is projected to approach the limit of TRWD's permitted supply.
 - TRWD's supply source becomes contaminated.
 - TRWD's water supply system is unable to deliver water due to the failure or damage of major water system components.
 - The TRWD General Manager, with the concurrence of the TRWD Board of Directors, finds that conditions warrant the declaration of a Stage 1 drought.

Terminating Conditions for Stage 1

Stage 1 may terminate when TRWD and/or Fort Worth terminates its Stage 1 condition or when the circumstances that caused the initiation of Stage 1 no longer prevail.

Goal for Use Reduction for Stage 1

The goal for water use reduction under Stage 1, Water Watch, is five percent. If circumstances warrant or if required by TRWD, the City Manager or his/her official designee can set a goal for greater water use reduction.

Actions Available for Stage 1

The City Manager or his/her official designee may order the implementation of any of the actions listed below, as deemed necessary. The City Manager or his/her official designee must implement any action(s) required by the TRWD and/or Fort Worth.

All Water Users

Initiate mandatory restrictions to prohibit non-essential water use as follows:

- Discourage hosing of paved areas, such as sidewalks, driveways, parking lots, tennis courts, patios, or other impervious surfaces, except to alleviate an immediate health or safety hazard. This may include premises with raw or processed food, pharmaceutical or vaccine processing, storage or vending establishments including restaurants and grocery stores may be washed to extent necessary for sanitary purposes. These areas may include:
 - Trash and dumpster areas
 - Areas around fuel pumps
 - Store front cleaning of areas with accumulated bird droppings, feathers and debris
 - Localized spot cleaning of parking areas to remove oil, grease buildup that may pose a health and safety issue.
- Discourage hosing of buildings or other structures for purposes other than fire protection or surface preparation prior to painting.
- Prohibit using water in such a manner as to allow runoff or other waste, including:
 - failure to repair a controllable leak, including a broken sprinkler head, a leaking valve, leaking or broken pipes, or a leaking faucet;
 - operating a permanently installed irrigation system with: (a) a broken head; (b) a head that is out of adjustment and the arc of the spray head is over a street or parking lot; or (c) a head that is misting because of high water pressure; or

- during irrigation, allowing water to (a) to run off a property and form a stream in a street for a distance of 50 feet or greater; or (b) to pond in a street or parking lot to a depth greater than one-quarter of an inch.
- Allowing or causing an irrigation system or other lawn watering device to operate during any form of precipitation or when temperatures are at or below 32 degree Fahrenheit.
- Prohibit outdoor watering with sprinklers or irrigation systems between 10 a.m. and 6 p.m.
- Limit landscape watering with sprinklers or irrigation systems at each service address to a twice per week schedule as outlined below. This includes landscape watering of parks, and sports fields. Wholesale customers may use a different watering schedule than the one below as long as it limits each service address to a twice per week schedule; however, use of the same schedule would simplify the message passed to customers through the news media.
 - Residential addresses ending in an even number (0, 2, 4, 6, or 8) may water on Wednesdays and Saturdays.
 - Residential addresses ending in an odd number (1, 3, 5, 7 or 9) may water on Thursdays and Sundays.
 - All non-residential locations (apartment complexes, businesses, industries, parks, medians, etc.) may water on Tuesdays and Fridays.

Exceptions:

- Lawns and landscaping may be watered on any day by handheld hose, drip irrigation, a soaker hose or tree bubbler.
- Water use necessary for the repair of an irrigation system, plumbing line, fountain, etc. in the presence of the person making the repair.
- Outdoor watering at service addresses with large multi-station irrigation systems may take place in accordance with a variance granted by the City Manager, if the City determines that a property cannot be completely irrigated with an average of three-quarters of an inch of water in a single day, and that the property should be divided into sections to be irrigated on different days.
- Establishing new turf is discouraged. If hydromulch, grass sod, or grass seed is installed for the purpose of establishing a new lawn, there are no watering restrictions for the first 30 days while it is being established. After that, the watering restrictions set forth in this stage apply. (This does not include over seeding with rye since turf already exists.)
- Golf courses may water greens and tee boxes as necessary, however water must be done before 10 a.m. and after 6 p.m.

Encouraged to reduce water use by five percent.

- Skinned areas of sports fields may be watered as needed for dust control.
 - Watering of athletic fields (fields only, does not include surrounding landscaped areas) used for organized sports practice, competition, or exhibition events may occur as necessary to protect the health and safety of the players, staff, or officials present for athletic events. Encouraged to reduce water use by five percent.
 - Public areas that are open to the public at-large and have a high-impact from frequent use may be allowed additional watering, with a variance granted by the City Manager, if it is deemed to be beneficial to serve and protect the community amenity. Examples may include but are not limited to: outdoor amphitheaters, demonstration gardens, public art exhibitions, outdoor learning areas, arboretums, etc.
- All users are encouraged to reduce the frequency of draining and refilling swimming pools.
 - All users are encouraged to use native and adapted drought tolerant plants in landscaping.
 - Washing of any motor vehicle, motorbike, boat, trailer, airplane, or other vehicle shall be limited to the use of a hand-held bucket or a hand-held hose equipped with a positive-pressure shutoff nozzle for quick rinses. Vehicle washing may be done at any time on the premises of a commercial car wash or commercial service station. Companies with an automated on-site vehicle washing facility may wash its vehicles at any time. Further, such washing may be exempt from these requirements if the health, safety, and welfare of the public are contingent upon frequent vehicle cleansing, such as garbage trucks and vehicles used to transport food and perishables.
 - Discourage the filling, draining, or refilling of swimming pools, wading pools, hot tubs, and Jacuzzi type pools except to maintain adequate levels for structural integrity, proper operation and maintenance, and/or alleviate an issue that poses a public safety risk.

City and Local Governments

In addition to the actions listed above:

- Review conditions and problems that caused Stage 1. Take corrective action.
- Increase public education efforts on ways to reduce water use.
- Increase enforcement efforts.
- Intensify leak detection and repair efforts.
- Audit all city and local government irrigation systems to ensure proper

condition, settings, and operation.

- Identify and encourage voluntary reduction measures by high-volume water users through water use audits.
- Reduce non-essential water use. As used herein, non-essential water uses are those that do not have any health or safety impact and are not needed to meet the core function of the agency.

Commercial or Industrial

- All actions listed above for all water users apply to commercial and industrial users.
- Stock at commercial plant nurseries is exempt from Stage 1 watering restrictions.
- Hotels, restaurants, and bars are encouraged to serve drinking water to patrons on an “on demand” basis.
- Hotels are encouraged to implement laundry conservation measures by encouraging patrons to reuse linens and towels.
- Car wash facilities must keep equipment in good working order, which should include regular inspections to be sure there are no leaks, broken or misdirected nozzles, and that all equipment is operating efficiently.
- All commercial and industrial customers are encouraged to audit irrigation systems.

Stage 2 – Water Warning

Triggering Conditions for Stage 2

- Water demand reaches or exceeds 95% of reliable delivery capacity for three consecutive days. The delivery capacity could be citywide or in a specified portion of the system.
- Contamination of the water supply source(s) or water supply system.
- Demand for all or part of the delivery system equals or exceeds delivery capacity because delivery capacity is inadequate.
- Water supply system is unable to deliver water due to the failure or damage of major water system components.
- Fort Worth initiated Stage 2 – Water warning for one or more of the following reasons:
 - Fort Worth's water demand reaches or exceeds 95% of reliable delivery capacity for three consecutive days. The delivery capacity could be citywide or in a specified portion of the system.

- Contamination of the Fort Worth water supply source(s) or water supply system.
- Demand for all or part of the Fort Worth delivery system equals or exceeds delivery capacity because delivery capacity is inadequate.
- Fort Worth's water supply system is unable to deliver water due to the failure or damage of major water system components.
- TRWD initiated Stage 2 – Water Warning for one or more of the following reasons:
 - Total raw water supply in TRWD western and eastern division reservoirs drops below 60% (40% depleted) of conservation storage.
 - Water demand for all or part of the TRWD delivery system exceeds delivery capacity because delivery capacity is inadequate.
 - Water demand is projected to approach the limit of TRWD's permitted supply.
 - TRWD's supply source becomes contaminated.
 - TRWD's water supply system is unable to deliver water due to the failure or damage of major water system components.
 - The TRWD General Manager, with the concurrence of the TRWD Board of Directors, finds that conditions warrant the declaration of a Stage 2 drought.

Terminating Conditions for Stage 2

Stage 2 may terminate when TRWD and/or Fort Worth terminates its Stage 2 condition or when the circumstances that caused the initiation of Stage 2 no longer prevail.

Goal for Use Reduction for Stage 2

The goal for water use reduction under Stage 2 – Water Warning is to decrease use by 10 percent. If circumstances warrant or if required by TRWD and/or Fort Worth, the City Manager can set a goal for greater water use reduction.

Actions Available for Stage 2

The City Manager may order the implementation of any of the actions listed below, as deemed necessary. The City Manager must implement any action(s) required by the TRWD and/or Fort Worth.

- Continue or initiate any actions available under Stage 1.
- Initiate engineering studies to evaluate water supply alternatives should conditions worsen.

All Water Users

- Limit landscape watering with sprinklers or irrigation systems to a once per week schedule at each service address as determined by the City Manager. This includes landscape watering at parks, and sports fields. Wholesale customers may use a different watering schedule than the one used for Fort Worth retail customers as long as it limits each service address to once per week schedule; however, use of the same schedule would simplify the messages passed to customers through the news media.

Exceptions:

- Lawns and landscaping may be watered on any day, at any time, by handheld hose, drip irrigation, a soaker hose or tree bubbler.
- Outdoor watering at service addresses with large multi-station irrigation systems may take place in accordance with a variance granted by the City Manager, if he/she determines that a property cannot be completely irrigated with an average of three-quarters of an inch of water in a single day, and that the property should be divided into sections to be irrigated on different days.
- Golf courses may water greens and tee boxes as needed to keep them alive, however watering must be done before 10 a.m. and after 6 p.m. Fairways are restricted to once per week as outlined above. Golf course rough cannot be watered.
- Watering of athletic fields (fields only, does not include surrounding landscaped areas) used for organized sports practice, competition, or exhibition events may occur as necessary to protect the health and safety of the players, staff, or officials for athletic events. Encouraged to reduce water use by 10%.
- All users are encouraged to wait until the current drought or emergency situation has passed before establishing new landscaping and turf. If hydromulch, grass sod, or grass seed is installed for the purpose of establishing a new lawn, there are no watering restrictions for the first 30 days while it is being established. After that, the watering restrictions set forth in this stage apply. (This does not include over seeding with rye since turf already exists.)
- Discourage the operation of ornamental fountains or ponds that use potable water except where necessary to support aquatic life or where such fountains or ponds are equipped with a recirculation system.
- Discourage the filling, draining, or refilling of swimming pools, wading pools, hot tubs, and Jacuzzi type pools except to maintain adequate levels for structural integrity, proper operation and maintenance, and/or alleviate an issue that poses a public safety risk.
- Encourage the use of covers for all types of pools, hot tubs, and Jacuzzi type pools when not in use.

City and Local Governments

- Review conditions or problems that caused Stage 2. Take corrective action.
- Increase frequency of media releases on water supply conditions.
- Further accelerate public education efforts on ways to reduce water use.
- Eliminate non-essential water use. As used herein, non-essential water uses are those that do not have any health or safety impact and are not needed to meet the core function of the agency.
- Prohibit wet street sweeping.

Commercial or Industrial

- All actions listed above for all water users apply to commercial and industrial users.
- Use of water from fire hydrants for any purpose other than firefighting related activities or other activities necessary to maintain public health, safety and welfare requires a special permit issued by the City Manager. Fire hydrant use may be limited to only designated hydrants. Upon declaration of this drought stage, all holders or applicants of a Water Fire Hydrant Meter Agreement are required to apply for a variance as set forth in this plan. If conditions allow, as determined by the City Manager, the use of water from hydrants may continue until the City Manager or his/her designee issues a determination on the petition for variance. If conditions do not allow, the City Manager may require all fire hydrant meters be immediately returned from the field, pending determination of each petition for variance.

Stage 3 – Emergency Water Use

Triggering Conditions for Stage 3

- Water demand has reaches or exceeds 98% of reliable delivery capacity for one day. The delivery capacity could be citywide or in a specified portion of the system.
- Contamination of the water supply source(s) or water supply system.
- Demand for all or part of the delivery system exceeds delivery capacity because delivery capacity is inadequate.
- Water supply system is unable to deliver water due to the failure or damage of major water system components.
- Fort Worth has initiated Stage 3 – Emergency Water Use, which may also be initiated by one or more of the following:
 - Fort Worth's water demand has reaches or exceeds 98% of reliable delivery capacity for one day. The delivery capacity could be citywide or in a specified portion of the system.

- Contamination of the Fort Worth water supply source(s) or water supply system.
- Demand for all or part of the Fort Worth delivery system exceeds delivery capacity because delivery capacity is inadequate.
- Fort Worth's water supply system is unable to deliver water due to the failure or damage of major water system components.
- TRWD has initiated Stage 3 – Emergency Water Use, which may also be initiated by one or more of the following:
 - Total raw water supply in TRWD western and eastern division reservoirs drops below 45% (55% depleted) of conservation storage.
 - Water demand for all or part of the TRWD delivery system exceeds delivery capacity because delivery capacity is inadequate.
 - Water demand is projected to approach or exceed the limit of TRWD's permitted supply.
 - TRWD's supply source becomes contaminated.
 - TRWD's water supply system is unable to deliver water due to the failure or damage of major water system components.
 - The TRWD General Manager, with the concurrence of the TRWD Board of Directors, finds that conditions warrant the declaration of a Stage 3 drought.

Terminating Conditions for Stage 3

Stage 3 may terminate when TRWD and/or Fort Worth terminates its Stage 3 condition or when the circumstances that caused the initiation of Stage 3 no longer prevail.

Goals for Use Reduction for Stage 3

The goal for water use reduction under Stage 3, Emergency Water Use, is to decrease use by 20 percent. If circumstances warrant or if required by TRWD and/or Fort Worth, the City Manager can set a goal for a greater water use reduction.

Actions Available for Stage 3

The City Manager may order the implementation of any of the actions listed below, as deemed necessary. The City Manager must implement any action(s) required by the TRWD and/or Fort Worth.

- Continue or initiate any actions available under Stages 1 and 2.

All Water Users

- Prohibit landscape watering, including at parks, and sports fields.

Exceptions:

- Watering with hand-held hose, soaker hose or drip irrigation system may occur any day and any time. (The intent of this measure is to allow for the protection of structural foundations, trees, and other high value landscape materials).
 - Golf course greens only may be watered by hand-held hose as needed to keep them alive. Watering of athletic fields (fields only, does not include surrounding landscaped areas) used for organized sports practice, competition, or exhibition events may occur as necessary to protect the health and safety of the players, staff, or officials present for athletic events may be allowed to water by variance. A water management plan must be submitted to the City Manager detailing how each area will comply with Stage 3 drought measures.
- Prohibit establishment of new landscaping. Variances may be granted for those landscape projects started prior to the initiation of Stage 3 drought restrictions.
 - Vehicle washing restricted to commercial car wash, commercial service station or a private on-site vehicle washing facility and can only be done as necessary for health, sanitation, or safety reasons, including but not limited to the washing of garbage trucks and vehicles used to transport food and other perishables. All other vehicle washing is prohibited.
 - Prohibit the operation of ornamental fountains or ponds that use potable water except where necessary to support aquatic life.
 - Prohibit the draining, filling, or refilling of swimming pools, wading pools and Jacuzzi type pools. Existing private and public pools may add water to maintain pool levels; however they may not be refilled using automatic fill valves.
 - Prohibit hosing of buildings or other structures for purposes other than fire protection or surface preparation prior to painting with high-pressure equipment. Must be performed by a professional power washing service utilizing high efficiency equipment and a vacuum recovery system where possible.

City and Local Governments

In addition to actions listed above:

- Continue or initiate any actions available under Stages 1 and 2.
- Review conditions or problems that caused Stage 3. Take corrective action.
- Implement viable alternative water supply strategies.

- Increase frequency of media releases explaining emergency situation.
- Reduce city and local government water use to maximum extent possible.
- Prohibit the permitting of new swimming pools, Jacuzzi type pools, spas, ornamental ponds and fountain construction. Pools already permitted and under construction may be completely filled with water.

Commercial or Industrial

- All actions listed above for all water users apply to commercial and industrial users.
- Hotels, restaurants, and bars required to serve drinking water to patrons on an “on demand” basis.
- Hotels are required to implement laundry conservation measures by encouraging patrons to reuse linens and towels.
- Stock at commercial plant nursery may be watered only with a hand-held hose, handheld watering can, or drip irrigation system.
- Commercial and industrial water users required to reduce water use by a set percentage determined by the City Manager.
- Use of water from hydrants for any purpose other than firefighting related activities or other activities necessary to maintain public health, safety and welfare requires a special permit issued by the City Manager. Fire hydrant use may be limited to only designated hydrants.

4.5 Procedures for Granting Variances to the Plan

The City Manager may grant and revoke temporary variances to this Plan as provided by ordinance if one or more of the following conditions are met:

- Failure to grant such a variance would cause an emergency condition adversely affecting health, sanitation, or fire safety for the public or the person requesting the variance.
- Compliance with this plan cannot be accomplished due to technical or other limitations.
- Alternative methods that achieve the same level of reduction in water use can be implemented.

Variances shall be granted or denied at the discretion of the City Manager. All petitions for variances should be in writing and should include the following information:

- Name and address of the petitioner(s)
- Purpose of water use
- Specific provisions from which relief is requested
- Detailed statement of the adverse effect of the provision from which relief is

requested

- Description of the relief requested
- Period of time for which the variance is sought
- Detailed schedule of irrigation that shows a reduction in use over the 30 day period for new lawns and landscapes. Schedule should be designed so that at the end of the 30 day period, lawn and landscaped areas can adhere to the twice per week schedule defined in Stage 1.
- Alternative measures that will be taken to reduce water use
- Other pertinent information.

4.6 Procedures for Enforcing Mandatory Water Use Measures

Mandatory water use restrictions may be imposed in Stages 1, 2, and 3. These mandatory water use restrictions will be enforced by warnings and penalties as follows:

- On the first violation, customers will be given a written warning that they have violated the mandatory water use restriction.
- On the second and subsequent violations, citations may be issued to customers, with minimum and maximum fines established by ordinance.
- After three violations have occurred, the utility may cut off water service to the customer.

Appendix A contains a copy of the City of Saginaw City ordinance adopting this Plan and the enforcement actions and penalties.

4.7 Coordination with the Other Entities

Appendix B includes a copy of a letters sent to the chair of the Region C Water Planning Group, General Manager of TRWD, Public Education Coordinator of the City of Fort Worth and the Executive Director of TCEQ upon adoption of this Plan.

4.8 Review and Update of Drought Contingency Plan

Saginaw reviewed this drought contingency plan in 2024 and will review it at least every five years thereafter, or as required by TCEQ.

5.0 Drought Contingency Plan Definitions

Term	Definition
Aesthetic Water Use	Water use for ornamental or decorative features such as fountains, reflecting pools and water gardens.
Agriculture	<ul style="list-style-type: none"> a. Cultivating the soil to produce crops for human food, animal feed, or planting seed or for the production of fibers; b. The practice of floriculture, viticulture, silviculture, and horticulture, including the cultivation of plants in containers or non-soil media by a nursery grower; c. Raising, feeding, or keeping animals for breeding purposes or for the production of food or fiber, leather, pelts, or other tangible products having a commercial value; d. Raising or keeping equine animals e. Wildlife management; and f. planting cover crops, including cover crops cultivated for transportation, or leaving land idle for the purpose of participating in any governmental program or normal crop or livestock rotation procedure
Agriculture Use	Any use or activity involving agriculture, including irrigation
Alternative Water Source	Water produced by a source other than a water treatment plan and in not considered potable. These sources can include, but are not limited to: reclaimed/recycled water, collected rain water, collected grey water, private well water.
Athletic Field	A sport playing field, the essential feature of which is turf grass, used primarily for organized sports for schools, professional sports, or sanctioned league play.
Automatic Irrigation System	A site-specific system of delivering water generally for landscaping via a system of pipes or other conduits installed below ground that automatically cycles water use through water emitters to a preset program, whether on a designated timer or through manual operation.
Aquatic Life	A vertebrate organism dependent upon an aquatic environment to sustain its life.
Best Management Practices	Voluntary efficiency measures that save a quantifiable amount of water, either directly or indirectly, and that can be implemented within a specific time frame
Conservation	Those practices, techniques, and technologies that reduce water consumption; reduce the loss or waste of water; improve the efficiency in water use; and increase the recycling and reuse of water so that supply is conserved and made available for other or future uses.
Commercial	The use of water by a place of business, such as a hotel, restaurant, or office building. This does not include multi-family residences or agriculture, industrial, or institutional users
Customer	Any person, company, or organization using water supplied by TRWD or through an entity supplied by TRWD.
Drip Irrigation	An irrigation system (drip, porous pipe, etc.) that applies water at a predetermined controlled low-flow levels directly to the roots of the plant.
Drought Contingency Plan	A strategy or combination of strategies for temporary supply and demand management responses to temporary and potentially recurring water supply shortages and other water supply emergencies.
Fountain	An artificially created jet, stream or flow of water, a structure, often decorative, from which a jet, stream or flow of water issues.
Golf Course	An irrigated and landscaped playing area made up of greens, tees, fairways, roughs and related areas used for the playing of golf.
Hand-Held Hose	A hose physically held by one person, fitted with a manual or automatic shutoff nozzle.
Hand Watering	The application of water for irrigation purposes through a hand-held watering hose, watering can, or bucket.

Hose-End Sprinkler	A device through which water flows from a hose to a sprinkler to water any lawn or landscape.
Hosing	To spray, water, or wash with a water hose.
Industrial Use	The use of water in processes designed to convert materials of a lower order of value into forms having greater usability and commercial value, and the development of power by means other than hydroelectric, but does not include agricultural use.
Institutional Use	The use of water by an establishment dedicated to public service, such as a school, university, church, hospital, nursing home, prison or government facility. All facilities dedicated to public service are considered institutional regardless of ownership.
Irrigation	The agricultural use of water for the irrigation of crops, trees, and pastureland, including, but not limited to, golf courses and parks which do not receive water from a public water supplier.
Irrigation System	A system of fixed pipes and water emitters that apply water to landscape plants or turfgrass, including, but not limited to, in-ground and permanent irrigation systems.
Irrigation Water Use Efficiency	The percentage of that amount of irrigation water which is beneficially used by agriculture crops or other vegetation relative to the amount of water diverted from the source(s) of supply. Beneficial uses of water for irrigation include, but are not limited to, evapotranspiration needs for vegetative maintenance and growth, salinity management, and leaching requirements associated with irrigation.
Lake, Lagoon or Pond	Means an artificially created body of fresh or salt water.
Landscape Irrigation Use	Water used for the irrigation and maintenance of landscaped areas, whether publicly or privately owned, including residential and commercial lawns, gardens, golf courses, parks, right-of-ways, medians and entry ways.
Mining Use	The use of water for mining processes including hydraulic use, drilling, washing sand and gravel, and oil field re-pressuring.
Municipal Use	The use of potable water provided by a public water supplier as well as the use of sewage effluent for residential, commercial, industrial, agricultural, institutional, and wholesale users.
"New Landscape" Means	<ul style="list-style-type: none"> a. Installed during construction of a new house, multi-family dwelling, or commercial building; b. Installed as part of a governmental entity's capital improvement project; or c. Alters more than one-half the area of an existing landscape.
Non-Essential Water Use	<p>Water uses that are not required for the protection of public health, safety and welfare, such as:</p> <ul style="list-style-type: none"> a. Irrigating landscape areas, including parks, athletic fields, and golf courses, except as otherwise provided under this plan; b. Washing any sidewalks, walkways, driveways, parking lots, tennis courts, or other hard-surfaced areas; except to alleviate a public health and safety issue; c. Washing any automobile, motorbike, boat (and/or trailer), airplane, or other vehicle except where required by law for safety and sanitary purposes. d. Washing buildings or structures for purposes other than immediate fire protection, or other uses provided under this plan; e. Filling, refilling, or adding to any swimming pools or Jacuzzi-type pools, except to maintain safe operating levels; f. Filling or operation of a fountain or pond for aesthetic or scenic purposes except when necessary to support aquatic life; g. Failure to repair a controllable leak within a reasonable time period after being directed to do so by formal notice; and h. Drawing from hydrants for construction purposes or any other purpose other than firefighting or protection of public drinking water supplies.
Nursery Grower	A person engaged in the practice of floriculture, viticulture, silviculture, and horticulture, including the cultivation of plants in containers or nonsoil media, who grows more than 50% of the products that the person either sells or leases, regardless of the variety sold, leased, or grown. For the purpose of this definition,

	grow means the actual cultivation or propagation of the produce beyond the mere holding or maintaining of the item prior to sale or lease, and typically includes activities associated with the production or multiplying of stock such as the development of new plants from cuttings, grafts, plugs, or seedlings.
Park	Means a non-residential or multifamily tract of land, other than a golf course, maintained by a city, private organization, or individual, as a place of beauty or public recreation and available for use to the general public.
Power/Pressure Washer	Means a machine that uses water or a water-based product applied at high pressure to clean impervious surfaces.
Pressure Washer (High-Efficiency)	Means a machine that uses water or a water-based product applied at 1500 pounds per square inch (PSI) or greater.
Pollution	The alteration of the physical, thermal, chemical, or biological quality of, or the contamination of, any water in the state that renders the water harmful, detrimental, or injurious to humans, animal life, vegetation, or property, or to the public health, safety, or welfare, or impairs the usefulness or the public enjoyment of the water for any lawful or reasonable purpose.
Public Water Supplier	An individual or entity that supplies water to the public for human consumption.
Reclaimed Water	Municipal wastewater effluent that is given additional treatment and distributed for reuse in certain applications. Also referred to as recycled water.
Residential Use	The use of water that is billed to single and multi-family residences, which applies to indoor and outdoor uses.
Residential Gallons Per Capita Per Day	The total gallons sold for residential use by a public water supplier divided by the residential population served and then divided by the number of days in year.
Regional Water Planning Group	A group established by the Texas Water Development Board to prepare a regional water plan under Texas Water Code, §16.053.
Retail Public Water Supplier	An individual or entity that for compensation supplies water to the public for human consumption. The term does not include an individual or entity that supplies water to itself or its employees or tenants when that water is not resold to or used by others.
Reuse	The authorized use for one or more beneficial purposes of use of water that remains unconsumed after the water is used for the original purpose of use and before that water is either disposed of or discharged or otherwise allowed to flow into a watercourse, lake, or other body of state owned water.
Soaker Hose	Means a flexible hose that is designed to slowly emit water across the entire length and connect directly to a flexible hose or spigot. Does not include hose that by design or use sends a fine spray in the air. It is not considered drip irrigation.
Splash Pad/Spray Park	Means an area for water play that has no standing water. Typically, they utilize various spray nozzles which spray water in multiple directions.
Swimming Pool	Means any structure, basin, chamber, or tank including hot tubs, containing an artificial body of water for swimming, diving, or recreational bathing, and having a depth of two (2) feet or more at any point.
Total Use	The volume of raw or potable water provided by a public water supplier to billed customer sectors or nonrevenue uses and the volume lost during conveyance, treatment, or transmission of that water.
Total Gallons Per Capita Per Day (GPCD)	The total amount of water diverted and/or pumped for potable use divided by the total permanent population divided by the days of the year. Diversion volumes of reuse as defined in this chapter shall be credited against total diversion volumes for the purposes of calculation GPCD for targets and goals.
Vegetable Garden	Means any noncommercial vegetable garden planted primarily for household use; "noncommercial" includes incidental direct selling of produce from such a vegetable garden to the public.
Water Conservation Plan	A strategy or combination of strategies for reducing the volume of water withdrawn from a water supply source, for reducing the loss or waste of water, for maintaining or improving the efficiency in the use of water, for increasing the recycling and reuse of water, and for preventing the pollution of water. A water conservation plan may be a separate document identified as such or may be contained within another water management document(s).

Well Water	Means water that has been, or is, obtained from the ground by digging, boring, or drilling to access an underground aquifer.
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Appendix A

Ordinance Adopting the Plan

Appendix B

Letters to:

Region C Water Planning Group

Tarrant Regional Water District

City of Fort Worth

Texas Commission on Environmental Quality



City of Saginaw

City Council Memorandum

Prepared By: Janice England

Discussion of City Delegation to attend All America City Award Finalist Conference--Pedro Zambrano, Communications Manager

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

BACKGROUND/DISCUSSION:

Each year since 1949, The National Civic League has recognized 10 cities across the United States with the All-America City Award. The City of Saginaw has been named as a Finalist for the second year in a row and is invited to participate as one of twenty communities that are exhibiting the best in local innovation, civic engagement, and cross-sector collaboration finding innovative ways to equitably engage community members in activities that strengthen local democracy. The 2024 All-America City Award Event will be held in Denver, Colorado, June 7-9. This year's theme is "Strengthening Democracy through Local Action and Innovation". The Saginaw Community submitted an application highlighting the EMS-ISD Long Range Facility Planning, the Garage Gab program, and the Library's Adult Education Citizenship Courses. To proceed in the process, a Saginaw delegation must present the story of their work before a "jury" of nationally recognized civic leaders and answer questions over the programs, its positive results, and impacts on the community. This item is not only to inform the Council of the prestigious honor of being named a finalist, but to seek approval for the expenditure for the Saginaw delegation to attend the NCL conference and continue in the process. Costs would include air and ground transportation, hotel accommodations, per diem for meal and incidentals, and presentation materials.

FINANCIAL IMPACT:

Estimated cost for travel and expenses is approximately \$2000 per attendee. EMSISD will share in the expenses. Props and supplies are estimated at \$1500. Funds will be provided through an end-year budget adjustment which will be presented for Council approval.

RECOMMENDATION:

Staff recommends approval.