



City of Saginaw
Meeting and/or Executive Session Agenda

Tuesday, June 3, 2025, 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

- 1.A. Call To Order -- Todd Flippo, Mayor
- 1.B. 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"
- 1.C. Invocation
- 1.D. 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.

- 2.A. Action Regarding Minutes May 20, 2025 Meeting--Vicky Vega, City Secretary
- 2.B. Action Regarding Approval of Resolution No. 2025-11 for the 2026 Motor Vehicle Crime Prevention Authority Catalytic Converter Grant Program--Brandon Badovinac, Asst. Police Chief
- 2.C. Action Regarding Approval of Resolution No. 2025-12, Recommend Tarrant County to Award Bid for the Community Development Block Grant (CDBG) to the Apparent Lowest Bidder--Trenton Tidwell, P.E. City Engineer

3. Proclamations-Presentations

- 3.A. Employee Recognitions/Presentations--Gabe Reaume, City Manager
- 3.B. Recognition of the 2025 Home Town Hero--Pedro Zambrano, Director of Economic & Community Engagement
- 3.C. FY 2025/2026 Budget Workshop - Overview & Tax Rate--Kim Quin, Finance Director

3.D. Discussion Regarding Cameras in City Parks-- Randy Newsom, Director of Public Works

3.E. Discussion Regarding Senior Center--Joe Knox Reed, Saginaw Resident

4. Business

4.A. Consideration and action regarding Appointments: a. Advisory Recreation and Parks Board; b. Animal Shelter Advisory Committee; c. Board of Adjustment; d. Capital Improvements Advisory Committee; e. Keep Saginaw Beautiful Committee; f. Library Board; g. Planning and Zoning Commission; and h. Traffic Safety Advisory Board--Councilmember St. Clair, Mayor Pro-Tem Felegy & Councilmember Morrison

4.B. Consideration and action regarding Ordinance No. 2025-09 regulating the use and operation of Short Term Rental Properties in the City--Bryn Meredith, City Attorney

4.C. Consider approval of litigation regarding tax exempt property by authorizing and ratifying the filing of a tax exemption challenge under the Tax Code and the filing of a lawsuit against Texas Essential Housing Public Finance Corporation/ Texas Workforce Housing Foundation and other appropriate parties to invalidate removal of property from the ad valorem tax rolls--Bryn Meredith, City Attorney

5. Executive Session

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

5.A. 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:

5.B. Litigation regarding tax exempt property and authorization and ratification of the filing of a tax exemption challenge under the Tax Code and the filing of a lawsuit against Texas Essential Housing Public Finance Corporation/ Texas Workforce Housing Foundation and other appropriate parties to invalidate removal of property from the ad valorem tax rolls.

6. Adjournment

6.A. Adjournment--Todd Flippo, Mayor

Date Posted: _____ Time: _____ By: _____

Date Retrieved: _____ Time: _____ By: _____

Date Posted: May 29, 2025



City Council Memorandum

A. Action Regarding Minutes May 20, 2025 Meeting--Vicky Vega, City Secretary

Meeting	Agenda Group
Tuesday, June 3, 2025, 6:00 PM	Consent Agenda Item: 2A.
Reference File	
Community Goals	

BACKGROUND/DISCUSSION:

Minutes regarding the May 20, 2025 meeting.

FINANCIAL IMPACT:

N/A

RECOMMENDATION:

N/A

Attachments

[Draft Minutes--5-20-2025.pdf](#)

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

City of Saginaw

Minutes for the City Council

333 West McLeroy Boulevard, Saginaw, Texas 76179

May 20, 2025

Present at the Meeting:

- Todd Flippo, Mayor
- Paul Felegy, Mayor Pro-Tem, Place 1
- Nick Lawson, Place 2
- Valerie Junkersfeld, Place 3
- Brack St. Clair, Place 4
- Shawn Morrison, Place 5
- Mary Copeland, Place 6
- Bryn Meredith, City Attorney
- Gabe Reaume, City Manager
- Lee Howell, Asst. City Manager
- Kim Quin, Finance Director
- Russel Ragsdale, Police Chief
- Scott Craver, Asst. Fire Chief
- Randy Newsom, Director of Public Works
- Pedro Zambrano, Director of Economic Development & Community Engagement
- Melanie McManus, Director of Human Resources
- Ellen Ritchie, Library Director
- Vicky Vega, City Secretary

Absent from the Meeting:

- Doug Spears, Fire Chief
- Trenton Tidwell, City Engineer

Visitors at the Meeting:

- Kristina Ramirez
- Dolph Johnson
- Lynne Johnson
- Judy Deller

- Samuel Labreyer
- Jason Lebreyer
- Mark Towns
- Nathan Goldberg
- Alexandre Costet
- Cesar Guerrero
- MYAC Students & Family Members

1. Call To Order

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

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

1.B. 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"

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

Dr. Mark Towns gave the invocation.

1.D. 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 Felegy and seconded by Councilmember Junkersfeld to approve item 2A, 2B, 2C, 2D & 2F from the consent agenda as presented. Motion Passed unanimously 7-0-0-0

2.A. Action Regarding Minutes, May 6, 2025--Vicky Vega, City Secretary

2.B. Action Regarding Minutes, May 13, 2025--Vicky Vega, City Secretary

2.C. Action Regarding Appointment of Councilmember Place 5 Shawn Morrison to the Crime Control and Prevention District Board of Directors--Vicky Vega, City Secretary

Councilmember Morrison appointed to the Crime Control and Prevention District Board of Directors.

2.D. Action Regarding Appointment of Councilmember Place 5 Shawn Morrison to the Tax Increment Reinvestment Zone No. 1 Board of Directors--Vicky Vega, City Secretary

Councilmember Morrison appointed to the Tax Increment Reinvestment Zone No. 1 Board of Directors.

2.E. Action Regarding Building Improvement Grant Application for 416 Belmont St.--Susy Victor-Trevino, Asst. Director of Economic & Community Engagement

**** Item was Removed from Consent**

Council approved the Building Improvement Grant Application for 416 Belmont St. Saginaw, TX 76179. The applicant requested \$10,000 for an interior renovation of which entails a HVAC upgrade of one of their two 7.5-ton HVAC systems to a 10-ton system in order to provide a better customer experience during the hot summer months. On May 06, 2025, the City Council and City Staff met during an Executive Session to discuss the Building Improvement Grant application. During this session the City Council recommended to award \$5,000 to the applicant.

Motion was made by Mayor Pro-Tem Felegy and seconded by Councilmember Lawson to approve item 2E. Motion passed 6-0-1-0 (Councilmember Junkersfeld abstain due to conflict of interest)

2.F. Action Regarding Approval of Purchase of Commissioned Artwork for the New Library--Ellen Ritchie, Library Director

Council approved the purchase of Commissioned Artwork for the New Library. The Library Board recommended, the purchase of a commissioned artwork commemorating the railroad history of Saginaw for the new Library building. The Board and Library Director worked for several months with Dolan Geiman, an artist from Denver, Colorado, to create a design for a wall-hanging using reclaimed metal sculpture that would be installed in a prominent place in the new Library. The cost of the commissioned artwork is \$8,650 (\$8,500, less the \$500 deposit the Board Paid for design, plus \$650 shipping and handling). The money would come from the Library's Donations Fund.

2.G. Action Regarding the Multi-Year Drone Show Contract -- Planning Tech, Maria Hernandez

**** Item was Removed from Consent**

On Monday, May 19, 2025, the Parks Board voted to recommend that City Council reject all bids received for the multi-year drone show contract. The recommendation was based on concerns that the proposal did not meet the standards. Specifically, past events have consistently featured

20 or more pictures/elements, while the selected bid only offered 13, which was deemed insufficient. As a result, the Board recommends rejecting all bids.

Motion was made by Councilmember Junkersfeld and seconded by Councilmember St. Clair to reject all bids and re-start the bid process. Motion passed 6-1-0-0 (Councilmember Lawson "nay")

3. Proclamations-Presentations

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

No employee recognitions/presentations by City Manager Reaume.

3.B. Mayor's Youth Advisory Council Recognition Ceremony-- Maria Hernandez, Planning Tech; Luisa Piña, PW Admin. Coordinator

The 2025 Mayor's Youth Advisory Council was honored with a graduation video highlighting their services. Students received Certificates of Appreciation for their dedication and contributions. The video, created by City Videographer Kevin Morales, documented the student's experiences that show cased their unique and personal experiences.

3.C. American Public Works Association (APWA) Recognition--Susy Victor, Asst. Director of Economic & Community Engagement

It was announced that the City of Saginaw Public Works Department has achieved accreditation from the American Public Works Association (APWA). This prestigious recognition is awarded to cities that demonstrate full compliance with the nationally established best management practices. The APWA Accreditation Plaque was presented to the City of Saginaw by the Regional Director on behalf of the association.

3.D. Recognition of Service of Tenured Planning & Zoning Commissioners--Susy Victor, Asst. Director of Economic & Community Engagement

The Planning & Zoning Division recognized commissioners, Jason LaBruyere and William Barngrover for their retirement and years of dedicated service. Both were honored with Certificates of Appreciation for their commitment and contributions to the City.

3.E. Recognition of Councilmember Valerie Junkersfeld 10 Years of Service--Todd Flippo, Mayor

Mayor Flippo presented a service pin and recognized Councilmember Junkersfeld for her 10 years of dedicated service and commitment to the city.

4. Business

4.A. Consideration and Action Regarding Appointment of Council Subcommittee for Board Appointments--Todd Flippo, Mayor

Council approved the recommendation to appoint Mayor Pro-Tem Felegy, Councilmember St. Clair and newly elected Councilmember Morrison to serve on the subcommittee for Board Appointments.

4.B. Election of Mayor Pro-Tem--Vicky Vega, City Secretary

Each year following the election, the City Council must choose one of its members to serve as Mayor Pro-Tem. Council voted to reappoint Councilmember Felegy to serve another term as Mayor Pro-Tem.

4.C. Consideration and Action regarding authorization of the sale of \$17,800,000 in General Obligation Bonds--Kim Quin, Finance Director

Finance Director Quin presented to Council a proposal to authorize the issuance of the proposed \$17.8 million debt issuance for street and roadway improvements. This is the remaining authorized balance from the 2021 bond propositions. At the June 18, 2024, City Council meeting, City Council approved allocating the remaining bonds for construction of W McLeroy Phase 3, design of E McLeroy Phase 2A, and construction of North Old Decatur Road.

Mark McLiney with SAMCO Capital Markets briefed the Council regarding the proposed sale of the \$17.8 million in General Obligation Bonds previously approved by voters. He is requesting authorization to proceed with the sale, which is scheduled for July 15, 2025. He emphasized that the City's strong financial standing ensures high demand for its bonds, and the transaction is expected to proceed smoothly. Mr. McLiney concluded by highlighting that the city is in a position to deliver the bond project at a significantly lower interest rate than expected, ultimately benefitting taxpayers.

The Finance Director informed Council that the 4.5% interest rate is a conservative estimate and clarified that the actual interest rate will not be known until the bond sale on July 15, 2025. An ordinance authorizing the sale will be presented to Council at a regular meeting for consideration and action.

Motion was made by Councilmember St. Clair and seconded by Councilmember Junkersfeld to approve item 4C as presented. Motion passed unanimously 7-0-0-0

4.D. Consideration and Action regarding adoption of a resolution of the City Council of the City of Saginaw, Texas, directing publication of notice of intention to issue combination tax and revenue certificates of obligation; and resolving other matters relating to the subject.--Kim Quin, Finance Director

Finance Director Quin briefed the Council that during City Council deliberations of the Fiscal Year 2024/2025 budget for the Enterprise Fund (Water and Wastewater) presentations were made describing the need for the Fairmont 12" Sanitary Sewer Phase 2 replacement and water line replacement as part of the Opal Street Phase 1 reconstruction. Engineering for both projects is near completion, and we anticipate beginning construction before fiscal year end. The issuance of certificates of obligation will fund both of these projects. The action of directing publication of notice and approving Resolution No. 2025-10 will begin the process of funding these projects. The annual debt service requirements will average \$379,100 over 20 years.

Motion was made by Mayor Pro-Tem Felegy and seconded by Councilmember St. Clair to approve item 4D as presented. Motion passed unanimously 7-0-0-0

4.E. Discussion Regarding Warehouse Development on Spring Hollow Drive -- Nathan Goldberg, Saginaw Resident

Nathan Goldberg, Saginaw resident of the Spring Creek Community requested to be placed on the agenda to discuss concerns regarding the warehouse development on Spring Hollow Drive. Mr. Goldberg stated he had reviewed the video recording from the September 20, 2022, meeting where the plat was discussed. He asked questions and sought clarification on the details and decisions made during that meeting and expressed concerns regarding the traffic study conducted in the area.

Residents that live in the community requested to speak on the agenda item, Alexandre Costet and Cesar Guerrero spoke in opposition to the warehouse development. Each referenced the September 20, 2022, meeting where the plat was discussed, and raised questions regarding the decisions made at that time. They also directed questions to the Council and requested clarification on the details presented during that meeting and also expressed concerns in regards of the traffic study analysis. There was also discussion about the need for process improvements moving forward.

City Attorney Meredith addressed questions and provided feedback regarding concerns with the established processes.

Ms. Victor, the Asst. Director of Economic & Community Engagement, informed Council that the Falcon developer has been in communication with the owner of the adjacent property regarding a potential land swap. The Falcon developer has also kept the HOA President Mr. Costet, informed with any ongoing developments. At this time, the City is awaiting further details on the proposed arrangement and will continue to provide updates as new information becomes available.

No action was required; discussion was informational.

5. Executive Session

Mayor Flippo declared meeting in Executive Session at 7:20 p.m.

5.A. 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:

5.B. Any Posted Item-

5.C. 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:-

5.D. Discussion on Public Facility Corporation (PFC) Proposal Located at Beltmill in the City of Saginaw. -

6. Adjournment

6.A. Adjournment--Todd Flippo, Mayor

Mayor Flippo declared the meeting back in regular session at 7:56 p.m.

Motion was made Mayor Pro-Tem Felegy and seconded by Councilmember Junkersfeld to adjourn the meeting. Motion passed unanimously 7-0-0-0

Mayor Flippo declared the meeting adjourned at 7:57 p.m.



City Council Memorandum

B. Action Regarding Approval of Resolution No. 2025-11 for the 2026 Motor Vehicle Crime Prevention Authority Catalytic Converter Grant Program--Brandon Badovinac, Asst. Police Chief

Meeting	Agenda Group
Tuesday, June 3, 2025, 6:00 PM	Consent Agenda Item: 2B.
Reference File	
Community Goals	

BACKGROUND/DISCUSSION:

The Texas Department of Transportation's Motor Vehicle Crime Prevention Authority (MVCPA) is responsible for allocating grant funds to local law enforcement and other entities to combat motor vehicle theft, burglary from a motor vehicle and fraud related motor vehicle crimes, including catalytic converter thefts. Our agency is in the process of applying for this grant to offset costs for equipment and software to be used as investigative resources to combat the property crimes applicable under this grant requirement. A Resolution from Council is a requirement for our grant application.

FINANCIAL IMPACT:

This grant is an annual competitive grant that requires a minimum cash match of 20% for the program described in the application. Awarded activities are funded on a reimbursement basis. We are requesting \$53,400 in the FY 25-26 budget from CCPD for six additional Flock Safety Inc. ALPR cameras, a Flock Safety Inc. mobile security trailer and Clearview AI software to be used as investigative resources for our agency. If the MVCPA grant is approved it would re-reimburse the city \$42,720, leaving the financial impact on the city at \$10,680.

RECOMMENDATION:

Staff recommends the adoption of Resolution No. 2025-11 as a requirement for the MVCPA Grant Application.

Attachments

[MVCPA Council Resolution 2025-11.pdf](#)

RESOLUTION NO. 2025-11

A RESOLUTION OF THE CITY OF SAGINAW, TEXAS, AUTHORIZING THE APPLICATION FOR GRANT FUNDS FROM THE TEXAS DEPARTMENT OF TRANSPORTATION'S MOTOR VEHICLE CRIME PREVENTION AUTHORITY; AUTHORIZING STAFF TO TAKE ACTION ON THE APPLICATION FOR AND ADMINISTRATION OF SUCH GRANT FUNDS; 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, under the provisions of Chapter 1006 of the Texas Transportation Code and Title 43, Part 3, Chapter 57 of the Texas Administrative Code, entities are eligible to receive grants from the Texas Department of Transportation's Motor Vehicle Crime Prevention Authority (the "MVCPA") to provide financial support to law enforcement task forces and agencies for economic motor vehicle theft, including catalytic converter theft; and

WHEREAS, the City Council of the City desires to apply for the MVCPA's grant program to support its Police Department's efforts to combat catalytic converter theft (the "Grant"); and

WHEREAS, the City Council agrees and assures that, in the event it is awarded the Grant and those funds are lost or misused, the Grant funds will be returned in full to the MVCPA; and

WHEREAS, the City Council finds it in the best interest of the citizens of the City to apply for the Grant to support motor vehicle crime prevention.

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

SECTION 1.

All the above premises are true and correct findings of the City Council, and they are hereby approved, ratified, and incorporated into the body of this Resolution as if copied in their entirety.

SECTION 2.

The City hereby authorizes Police Chief Russell Ragsdale to apply for the Grant and to serve as the Authorized Official to apply for, accept, decline, modify, or cancel the Grant application from the MVCPA, and further authorizes the grant funds to be used for the purposes of preventing catalytic converter theft.

SECTION 3.

In the event the City is awarded the Grant, the City Council further designates, for the sole purposes of administering the Grant, Brandon Badovinac as the Program Director and Kim Quin as the Financial Officer.

SECTION 4.

This Resolution shall take effect immediately upon its passage and approval.

PASSED AND APPROVED on this 3rd day of June, 2025.

APPROVED: _____
Todd Flippo, Mayor

ATTEST: _____
Vicky Vega, City Secretary



City Council Memorandum

C. Action Regarding Approval of Resolution No. 2025-12, Recommend Tarrant County to Award Bid for the Community Development Block Grant (CDBG) to the Apparent Lowest Bidder--Trenton Tidwell, P.E. City Engineer

Meeting	Agenda Group
Tuesday, June 3, 2025, 6:00 PM	Consent Agenda Item: 2C.
Reference File	
Community Goals	

BACKGROUND/DISCUSSION:

Attached- Memo & Resolution No. 2025-15

FINANCIAL IMPACT:

N/A

RECOMMENDATION:

N/A

Attachments

[Memo--Southern Ave Sidewalks-Award Rec-Saginaw.pdf](#)

[Resolution No. 2025-15.pdf](#)



May 22, 2025

Mr. Randy Newsom
City of Saginaw
205 Brenda Lane
Saginaw, TX 76179

Re: Bid Results – Southern Avenue Sidewalks (South Hampshire St to South Bluebonnet St)

Dear Mr. Newsom:

On May 14, 2025, Tarrant County received bids for the Southern Ave Sidewalks project. The following bid proposals were received:

Contractor	Total Base Bid
Cam-Crete Contracting Inc.	\$158,840.00
A + D Paving, LLC	\$148,906.00
JAAY Concrete Paving, Inc.	\$193,460.00
G-Rod Construction, LLC	\$206,500.00
Excel 4 Construction, LLC	\$348,570.00
CI Pavement	\$141,066.45
Northstar Construction, LLC	\$188,995.00

Kimley-Horn and Associates, Inc. has reviewed the lowest bidder's qualifications and has verified that the Contractor's bonding company is licensed in the State of Texas. Based on these reviews, it appears that CI Pavement is the lowest bidder.

Enclosed is a copy of the bid tabulation for your reference.

Should you have any questions or comments, please do not hesitate to contact me.
Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.
TBPE No. F-928

Trenton Tidwell, P.E.

**CITY OF SAGINAW
RESOLUTION NO. 2025-15**

**A RESOLUTION APPROVING THE CITY OF SAGINAW'S 2024 – 50th
YEAR COMMUNITY DEVELOPMENT BLOCK GRANT PROJECT AWARD OF
CONTRACT BY TARRANT COUNTY**

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 applied for and received a 2024 – 50th year CDBG grant for new sidewalk construction on Southern Ave from Bluebonnet St to east of S Hampshire St; and

WHEREAS, on May 21, 2024, the Mayor of the City of Saginaw authorized an Individual Project Order with Kimley-Horn and Associates, Inc. for the design of the project; and

WHEREAS, Tarrant County has advertised and received bids for the project; and

WHEREAS, CI Pavement is the lowest responsive bidder with a bid of \$141,066.45 and is recommended for the award of the contract by the City's City Engineer

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

1. The City of Saginaw recommends that Tarrant County award the 2024 – 50th year CDBG project to CI Pavement in the amount of \$141,066.45.

PASSED AND APPROVED THIS _____ DAY OF _____ 2025.

APPROVED: _____
Todd Flippo, Mayor

ATTEST: _____
Vicky Vega, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Bryn Meredith, City Attorney



City Council Memorandum

C. FY 2025/2026 Budget Workshop - Overview & Tax Rate--Kim Quin, Finance Director

Meeting	Agenda Group
Tuesday, June 3, 2025, 6:00 PM	Proclamations-Presentations Item: 3C.
Reference File	
Community Goals	

BACKGROUND/DISCUSSION:

Budget preparation has begun for the 2025/2026 fiscal year. Presentations will be made to the City Council throughout the spring and summer to review and discuss issues pertinent to the budget.

FINANCIAL IMPACT:

Items discussed may impact the FY 2025/2026 Proposed Budget.

RECOMMENDATION:

This is a workshop to discuss budget issues. No action will be taken.

Attachments

[Budget Workshop FY25-26 6.3.25.pdf](#)



FY2025/2026 BUDGET WORKSHOP OVERVIEW & TAX RATE

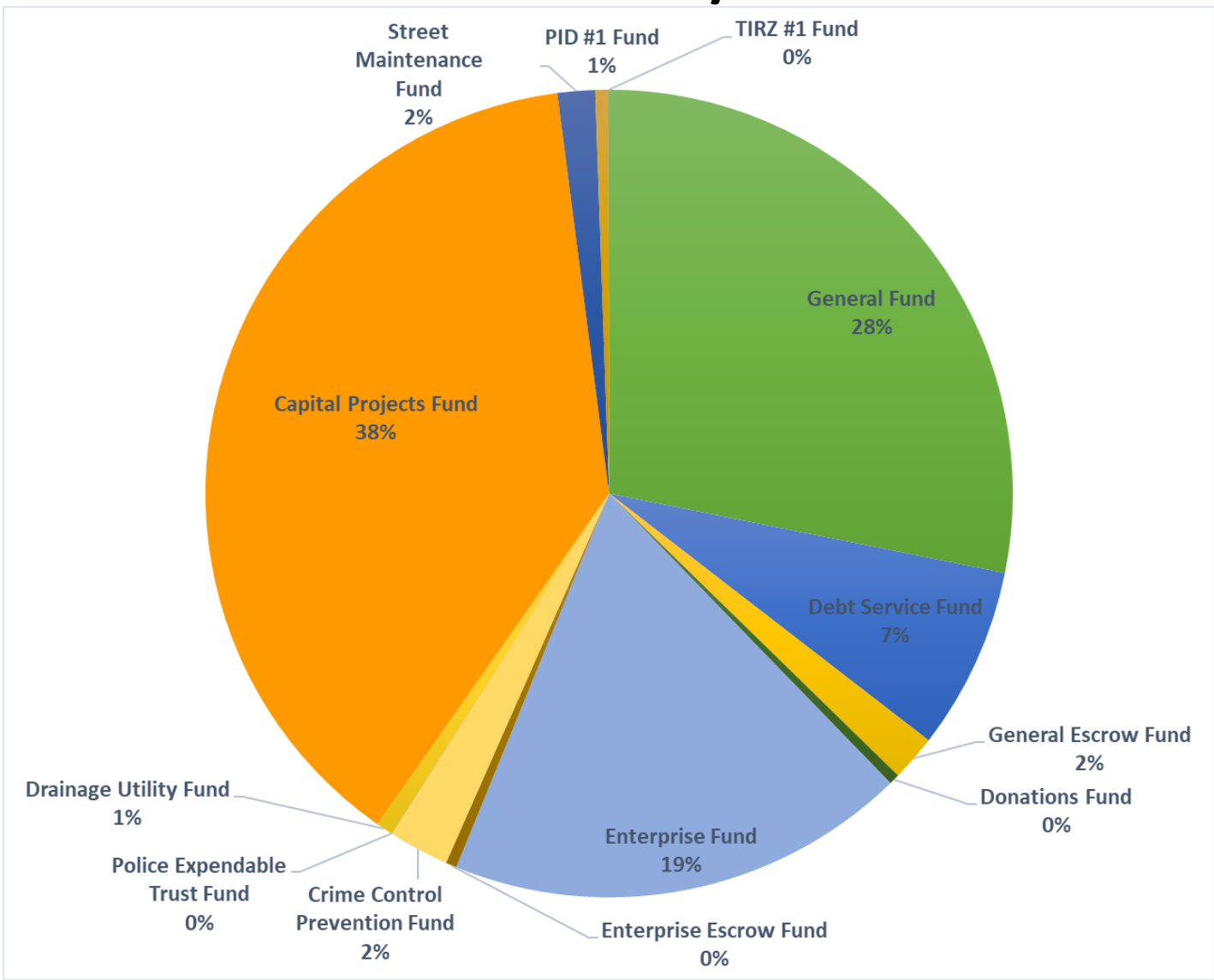


13 Different Fund Budgets

- General Fund
- Debt Service Fund
- Enterprise Fund (Water and Wastewater Utility Fund)
- Capital Projects Fund
- Crime Control and Prevention District Fund (CCPD)
- Police Expendable Trust Fund
- Drainage Utility Fund
- Street Maintenance Fund
- Donations Fund
- General Escrow Fund (Special Revenues)
- Water/Wastewater Escrow Fund (Impact Fees)
- Public Improvement District #1 Fund (Beltmill PID)
- Tax Increment Reinvestment Zone #1 Fund (TIRZ)



FISCAL YEAR 2024/2025 REVISED BUDGET



General Fund	27,029,730
Debt Service Fund	7,016,235
General Escrow Fund	1,765,675
Donations Fund	405,285
Enterprise Fund	17,719,020
Enterprise Escrow Fund	421,000
Crime Control Prevention Fund	2,325,320
Police Expendable Trust Fund	12,500
Drainage Utility Fund	646,795
Capital Projects Fund	36,687,240
Street Maintenance Fund	1,443,700
PID #1 Fund	496,290
TIRZ #1 Fund	30,000
TOTAL BUDGET	\$ 95,998,790

Balanced Budget



- Funding Sources = Funding Uses
- Structurally balanced budget
 - Ongoing sources = ongoing uses
 - One time sources used for one time uses

Revenue _(tax levy) = Base x Rate



- Property Tax Revenue – Revenue source for the General Fund, the Debt Service Fund, and the Tax Increment Reinvestment Zone Fund (TIRZ)
- Tax base - property values determined by Tarrant Appraisal District (TAD)
- Tax rate - determined by City Council



Property Tax Rate

Maintenance and Operations Tax Rate (General Fund)

+

Interest and Sinking Tax Rate (Debt Service Fund)

=

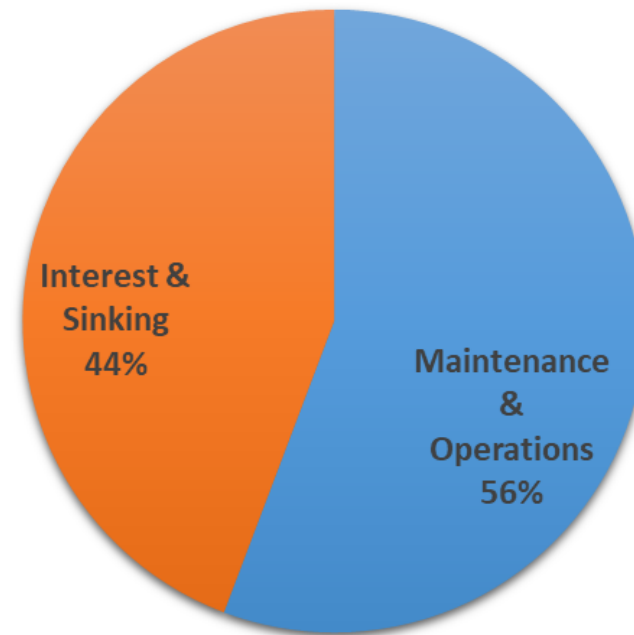
Total Tax Rate

FY24/25 Tax Rate:

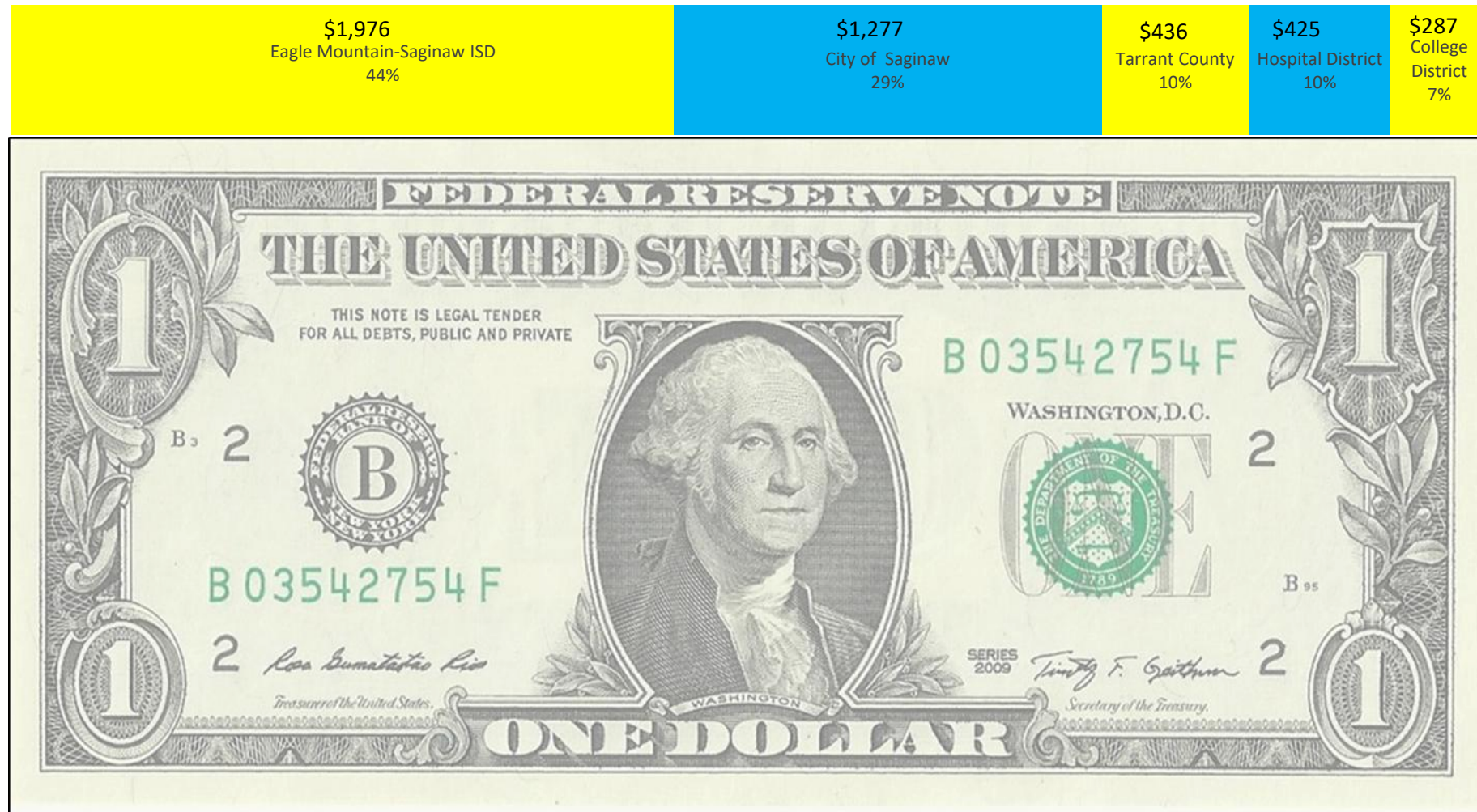
M&O 27.5330

I&S 21.8417

Total 49.3747



Where your Tax \$ goes





Property Tax Exemptions

- Exemption example:
 - Appraised value \$200,000
 - Less exemption (\$100,000)
 - Taxable value \$100,000
- Day Care exemption
- Disabled Person exemption
- Over 65 exemption



Tax Rate Terminology

No New Revenue
Tax Rate

Voter Approval
Tax Rate
3.5%

De Minimis
Tax Rate
+ \$500,000

Unused
Incremental Rate

No New Revenue Tax Rate



- The property tax rate that generates the same total property tax revenue as last year on the same properties
- Tax revenue = Base X Rate
 - If base increases, rate decreases
 - If base decreases, rate increases



Voter Approval Tax Rate

- The property tax rate that generates an increase of 3.5% more operating revenue than last year on the same properties plus amount required for debt service
- Any rate adopted over the voter approval rate will trigger an automatic election on uniform election date



De Minimis Tax Rate

- This rate may be used by special taxing districts and cities with a population of less than 30,000
- Rate is the no new revenue M&O rate plus the rate that will generate an additional \$500,000 plus the amount required for debt service
- If adopting this rate, must use the accelerated budget time table
- If adopt this rate and is less than 8%, no election
- If adopt this rate and is more than 8%, voter may petition
- If adopt a rate higher than this, automatic election

Unused Incremental Rate



- The difference between the adopted rate and the voter approval rate can be “saved” and used for up to three years

					Voter Approval		
			No New Revenue		Tax rate		De Minimis
		Current	Tax rate		3.50%		Tax rate
taxable value		3,091,142,549	3,152,965,400		3,152,965,400		3,152,965,400
new value			25,000,000		25,000,000		25,000,000
total value			3,177,965,400		3,177,965,400		3,177,965,400
M&O rate		0.275330	0.269931		0.279379		0.285665
I&S rate		0.218417	0.218417		0.218417		0.218417
Total rate		0.493747	0.488348		0.497796		0.504082
M&O revenue		8,510,843	8,578,326		8,878,567		9,078,326
I&S revenue		6,751,581	6,941,217		6,941,217		6,941,217
Total revenue		15,262,424	15,519,542		15,819,784		16,019,543
M&O revenue increase			67,483		367,724		567,483
I&S revenue increase			189,636		189,636		189,636
Total revenue increase			257,119		557,360		757,119
Date of adoption			9/2/2025		9/2/2025		8/12/2025
Avg homeowner	\$	1,276.91	\$ 1,288.21		\$ 1,313.13		\$ 1,329.71
Increased amount			\$ 11.30		\$ 36.22		\$ 52.80
Assumptions:							
	2% growth in existing tax base						
	25,000,000 new value added to tax base						
	debt rate to remain the same						
****THESE ARE SIMPLIFIED ESTIMATES FOR ILLUSTRATION PURPOSES ONLY****							
****ACTUAL CALCULATIONS WILL VARY****							



Next Steps

- Continue budget presentations at City Council Meetings
- 7/11/25 Preliminary Proposed Budget
- 7/12/25 or 7/19/25 City Council Budget Retreat (**Saturday**)
- 7/25/25 Receive certified values from TAD
- 7/28/25 Revised Proposed Budget
- 7/29/25 **Special** City Council meeting (tax rates)
- 8/5/25 Budget public hearing @ City Council meeting
- 8/12/25 **Special** City Council meeting (adopt budget & tax rate)



City Council Memorandum

D. Discussion Regarding Cameras in City Parks-- Randy Newsom, Director of Public Works

Meeting	Agenda Group
Tuesday, June 3, 2025, 6:00 PM	Proclamations-Presentations Item: 3D.
Reference File	
Community Goals	

BACKGROUND/DISCUSSION:

Attached - Requested agenda item by Councilmember Morrison.

FINANCIAL IMPACT:

N/A

RECOMMENDATION:

N/A

Attachments

[Request-5-28-2025.pdf](#)

Adding an Agenda Item

From Shawn Morrison <smorrison@saginawtx.org>

Date Wed 5/28/2025 8:49 AM

To Vicky Vega <vvega@saginawtx.org>

Cc Gabe Reaume <greaume@saginawtx.org>

Hello,

I would like to request an item be added to the city council agenda regarding the policy of installing surveillance cameras in city parks.

Specifically, I would like for council to discuss the development of a policy addressing this topic before we install any cameras. I'd like to discuss possible benefits, privacy and legal concerns, and financial impacts (both the initial installation and ongoing maintenance costs).

The goal is to ensure we have a thoughtful, transparent discussion about whether this approach aligns with our city's safety goals and community values. Cameras were mentioned during the most recent parks board meeting, so I believe we should have a clear direction regarding this issue.

Please let me know what date this item will be on the agenda or if you need any additional information from me to move forward.

Thank you,

Shawn Morrison
City Council Place 5



City Council Memorandum

E. Discussion Regarding Senior Center--Joe Knox Reed, Saginaw Resident

Meeting	Agenda Group
Tuesday, June 3, 2025, 6:00 PM	Proclamations-Presentations Item: 3E.
Reference File	
Community Goals	

BACKGROUND/DISCUSSION:

Submitted Request to be Placed on the Agenda on 05/14/2025 at 3:40 pm

Attached--Agenda Minutes from the January 07, 2025-Discussion Regarding Senior Center

Attached--Resolution No. 2007-06-Criteria and Guidelines for the Naming of Parks & Facilities after Individuals

FINANCIAL IMPACT:

N/A

RECOMMENDATION:

N/A

Attachments

[Request to be placed on City Council Agenda-Joe Knox Reed.pdf](#)

[Resolution No. 2007-06-Criteria & Guidelines for the Naming of Parks & Facilities After Individuals.pdf](#)

[Minutes--1-7-2025 Discussion Regarding Senior Center.pdf](#)

Request to be Placed on City Council Agenda



Date 5-14-25 (time stamp available upon request)
Name (please print): Joeknox Reed
Phone #: 682-557-7333 Email: _____
Address: 201 Audenson St Saginaw Tx
Requested Meeting Date: ~~5-20-25~~ 6-3-25 JB.
Who Do You Represent: MC

Who Will Attend the Meeting:

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

Will He/She/They Speak?

Yes or No

1. Joeknox Reed
2. _____
3. _____

Yes.

Subject to be Discussed: Senior Center

How Long Will Your Presentation Take: 2 minutes

Reason(s) for this Request: Follow up

Council Action Desired: Approval

FOR OFFICE USE ONLY

NOTICE: This request form must be submitted the City Secretary's office no later than 12:00 pm the Wednesday prior to an upcoming council meeting. If any prepared presentation or video(s) will be part of the presentation, the materials must be included, with the request, to be placed on the agenda, by the aforementioned deadline. If you have further questions, call 817-232-4640, extension 2327.

Request received by: J Buyle ☒ In person ☐ Mail ☐ Other _____
(explain)

Date: 5-14-25 Time: 3:40 pm

RESOLUTION NO. 2007-06

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAGINAW, TEXAS ESTABLISHING CRITERIA AND GUIDELINES FOR THE NAMING OF PUBLIC PARKS, FACILITIES AND ANY PARTS THEREOF; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Saginaw owns and operates numerous public parks and facilities; and

WHEREAS, in order to recognize exemplary public service, tenure and/or commitment to the community, the City Council desires to establish a program whereby public parks and facilities may be named in honor of individuals of distinction; and

WHEREAS, in order to provide uniformity and instill order in the naming procedure, the City Council desires to develop criteria and guidelines for the naming of parks and facilities after individuals.

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

SECTION 1. PURPOSE

The purpose of this resolution is to provide uniformity and instill order in the procedure of naming City-owned parks and facilities through the adoption of criteria and guidelines governing the same. In furtherance of such purpose it is hereby declared that the naming of City parks, facilities, and any parts thereof shall be governed by the guidelines contained in this Resolution.

SECTION 2. AUTHORITY

The naming of City-owned parks and facilities may be initiated and must be approved by the City Council, either on its own initiative or on the recommendation of a member of the public or the City Manager. With respect to the naming of a City Park, a recommendation of the City Advisory Recreation and Park Board is strongly encouraged.

SECTION 3. CRITERIA

In considering the naming of a City-owned park, facility or any part thereof, the nomination of an individual must be based on one or more of the following criteria:

1. A minimum of twenty-five (25) years service for an employee and a minimum of fifteen (15) years service for a Mayor, Council Member, or volunteer Board, Committee, or Commission Member.
2. Significant service contribution to the City.
3. Outstanding leadership in the City.

SECTION 4. PROCEDURE

The City Council shall consider the naming of a City-owned park, facility, or a part thereof on a case-by-case basis. Where a motion to name a park or facility is made and seconded, the motion shall be put to a formal vote of the entire Council. Upon the affirmative vote of a simple majority of the Council Members present and voting, the motion to name the park, facility or a part thereof shall take effect.

In the event an individual nominated does not meet one or more of the nomination criteria set forth in Section 3 above, the Council may approve the naming only upon the affirmative vote of three-fourths (3/4) of its members present and voting. The Mayor shall be the sole judge of whether a nominated individual satisfies one or more of the criteria set forth in Section 3 above and thus whether a supermajority vote is required.

Once approved, the park, facility or any part thereof shall thereafter be referred to in the official records and correspondence of the City by reference to the honored individual's name.

The selected name of a park, facility, or part thereof shall be memorialized at the site in question in the manner determined suitable by the City Council. In the absence of specific direction from the City Council the City Manager is authorized to erect appropriate signage as he or she deems appropriate.

SECTION 5. RENAMING PROHIBITED

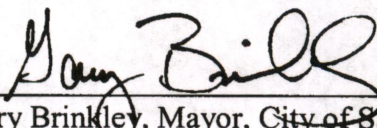
A name, once selected for a public park, facility or a part thereof should be bestowed with the intention that it will be permanent and changes are not permitted pursuant to this Resolution.

SECTION 6. EFFECTIVE DATE

This Resolution shall take effect from and after its date of its passage.

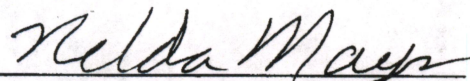
PASSED, APPROVED and ADOPTED THIS 6th day of March 2007.

APPROVED:



Gary Brinkley, Mayor, City of Saginaw, Texas

ATTEST:



Nelda Mays, City Secretary

Approved as to Form and Legality:


Bryn Meredith, City Attorney

3B. Discussion regarding Senior Center--Joe Knox Reed

Mr. Joe Knox Reed addressed the City Council. He requested the Council's consideration of naming the new senior center in honor of Ms. Gloria Dale Reed. He gave a brief history of Ms. Reed's service to the City over the past 60+ years. He added that Ms. Reed has always supported the Saginaw community; worked tirelessly to bring a senior citizen living complex to Saginaw; and loves this community. He expressed his appreciation for the Council's time and consideration. Mayor Flippo requested that staff email the resolution establishing the criteria and guidelines for naming city facilities to the Council for review.



City Council Memorandum

A. Consideration and action regarding Appointments: a. Advisory Recreation and Parks Board; b. Animal Shelter Advisory Committee; c. Board of Adjustment; d. Capital Improvements Advisory Committee; e. Keep Saginaw Beautiful Committee; f. Library Board; g. Planning and Zoning Commission; and h. Traffic Safety Advisory Board-- Councilmember St. Clair, Mayor Pro-Tem Felegy & Councilmember Morrison

Meeting	Agenda Group
Tuesday, June 3, 2025, 6:00 PM	Business Item: 4A.
Reference File	
Community Goals	

BACKGROUND/DISCUSSION:

The Council Sub Committee will present their recommendations for board appointments. The Sub Committee consisted of Mayor Pro-Tem Felegy, Councilmember St. Clair, and Councilmember Morrison.

FINANCIAL IMPACT:

N/A

RECOMMENDATION:

N/A

Attachments

[2025 Proposed Appointments \(1\).pdf](#)

PROPOSED BOARD MEMBERS							
PLACES	ANIMAL	BOA	CIAC/PZ	KSB	LIBRARY	PARKS	TRAFFIC
P1	Dr. Karen Metzler	Mike Collegrove	Vivian Anderson	Lisa Reames	Cara Cahalan	Jane Lyon	Crystal Philp
P2	Spencer Meara	Eric King	Benjamin Guttery	Pamela Macy	Samuel Cowlshaw	Lynn Moore	Spring Irby
P3	Joseph Stout	Bethany Sanderson	Philip Allen	Melissa Gorton	Belinda Henson	Adhel Torres	Kolby Jones
P4	Jose Wheeland	Rodney Lee	Malinda Julien	Lena Goff	Tabitha Meara	Liz Snow	Clayton Ray
P5	Breanna Farley	Derrick Thomas	Val Visas	Emily Stults	Mary Nichols	Ariana Escobar	Jimmy Burgdorf
P6	John Peet				Tricia Barbarick	Ronda Nyberg	
P7	Judy Deller				Jean King	Patrick Estes	
P8	Laura Yandell						
P9	Julie Jacobson						
A1	Daniela Fernandez	Osvaldo Vazquez	Peter Drolet	Brian Thompson	Benjamin Davila	Timothy Hamilton	Brian Gil
A2	Angel Ivicic	Allen Watson	John Hardy	George Ware	Joseph DeLeon	Scott Gillette	Elias Bolinos
Ad Hoc			Sonia Camp				
Council Liason	Valerie Junkersfeld			Shawn Morrison	Nicky Lawson	Brack St. Clair	Paul Felegy

Remains in Place - unexpired term

Recommended Reappointment

Recommended Nomination

Vacant Place

No Place

P9 is placement of
Alt #2

P1 is placement
of Alt #1

P1 is placement
of Alt #1

P4 is placement
of Alt #1

P5 is placement
of Alt #1

Alt #1 is placement
of Alt #2

P5 is placement
of Alt #2

P2 is placement
of Alt #2



City Council Memorandum

B. Consideration and action regarding Ordinance No. 2025-09 regulating the use and operation of Short Term Rental Properties in the City--Bryn Meredith, City Attorney

Meeting	Agenda Group
Tuesday, June 3, 2025, 6:00 PM	Business Item: 4B.
Reference File	
Community Goals	

BACKGROUND/DISCUSSION:

Attached is a draft copy of the Short Term Rental Ordinance.

With Council's direction, staff seeks clarification on which department will be responsible for the oversight and administration of the Short-Term Rental Program. Additionally, staff request Council's input on whether to include provisions in the ordinance requiring existing short-term rental operators to obtain a permit within a specified time frame following the adoption of the ordinance.

FINANCIAL IMPACT:

N/A

RECOMMENDATION:

N/A

Attachments

[Draft-- Short-Term Rental Ordinance No. 2025-09.pdf](#)

ORDINANCE NO. 2025-09

AN ORDINANCE OF THE CITY OF SAGINAW, TEXAS, AMENDING CHAPTER 14, “BUSINESSES,” OF THE SAGINAW CITY CODE BY CREATING A NEW ARTICLE IX, “SHORT-TERM RENTALS,” DEFINING AND REGULATING THE STANDARDS AND REQUIREMENTS FOR SHORT-TERM RENTAL OPERATIONS; AMENDING THE CITY FEE SCHEDULE, EXHIBIT A TO ORDINANCE 2023-30, TO PROVIDE FOR ADMINISTRATIVE AND INSPECTION FEES ASSOCIATED WITH SHORT-TERM RENTALS; PROVIDING THIS ORDINANCE SHALL BE CUMULATIVE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY FOR VIOLATION; 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 seeks to preserve the quality and stability of its residential neighborhoods while also allowing residents to operate short-term rentals in a regulated manner that protects public health and safety; and

WHEREAS, unregulated short-term rentals can result in adverse impacts to residential neighborhoods through excessive noise, traffic, and density, and may negatively affect the availability of long-term housing; and

WHEREAS, the City Council has reviewed data and information from other cities’ experiences with short-term rentals and used this data and information to develop a regulatory structure suitable for the circumstances within the City; and

WHEREAS, the City Council finds that the establishment of uniform regulations and a permitting process for short-term rentals is necessary and in the best interest of the public, and does hereby deem it advisable and in the public interest to adopt the regulations described herein.

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

SECTION 1.

The findings set forth above are true and correct and are incorporated as if set forth fully herein.

SECTION 2.

Chapter 14, “Businesses,” of the Saginaw City Code is hereby amended by adding a new Article IX, “Short-Term Rentals,” to read as follows:

“ARTICLE IX. - SHORT-TERM RENTALS

Sec. 14-270. - Purpose.

The purpose of this article is to provide a procedure to allow the rental of private residences to visitors on a short-term basis, while ensuring that such rental use does not create adverse impacts to residential neighborhoods due to excessive traffic, noise, and density and, additionally, to ensure that the number of occupants within such rental units do not exceed the design capacity of the structure to cause health and safety concerns, and that minimum health and safety standards are maintained in such units to protect visitors from unsafe or unsanitary conditions.

Sec. 14-271. - Definitions.

The following words, when used in this article, shall have the meanings ascribed to them in this section:

Code means the Saginaw City Code.

Department means the department of planning and community development of the city.

Director means the city’s director of planning and community development or their designee.

Fire marshal means the fire marshal of the city or their designee, including any code or building inspections official of the city.

Local contact means an individual designated by the owner and/or operator who resides within 30 miles and is available 24/7 to respond to complaints and emergencies at the short-term rental.

Occupant means the person(s) who have lawfully obtained the exclusive use and possession of the short-term rental from the owner and/or operator, and the guest(s) of such person(s).

Operator means the owner or local responsible party tasked with managing a property operating as a short-term rental on behalf of the owner.

Owner means the person or entity holding legal title to the short-term rental property.

Permit means the permit issued pursuant to the terms of this article authorizing the operation of a short-term rental.

Short-term rental or *STR* means the rental for compensation of all or part of a residence for a period of not more than twenty-nine (29) consecutive days. This definition does not include hotels, motels, boarding houses, or extended-stay hotels/motels.

Sec. 14-272. - Permit required.

No person shall hereafter advertise, offer to rent or rent, lease, sublease, license or sublicense a residential property within the city as a short-term rental for which a permit application has not been properly made and filed with the department, and a permit issued. A permit application shall be made upon forms furnished by the city for such purpose and shall specifically require the following minimum information:

- (1) Owner's name, contact information, and signature;
- (2) The name, address, and phone number of the local contact;
- (3) The registration number for payment of city hotel occupancy tax as required by this article;
- (4) A parking plan of the premises identifying the location of parking spaces to be used in conjunction with the short-term rental in relation to the residence;
- (5) A dimensioned floor plan of the proposed short-term rental identifying bedrooms or sleeping spaces, other living spaces, and emergency evacuation routes;
- (6) Proof of host protection or liability insurance, which shall include the following:
 - (a) The city its officials, employees, agents and officers shall be named as an "additional insured" on all policies; and
 - (b) Each policy shall be endorsed to provide the city with a minimum of a 30-day notice of cancellation, non-renewal, and/or material change in policy terms or coverage; provided, however, a minimum ten-days' notice shall be required in the event of non-payment of premium.
- (7) A tax certificate showing current taxes paid to the current year (a printout from the Tarrant County Appraisal District website (pdf) is acceptable in lieu of the original certificate);
- (8) A copy of the proposed host rules for occupants of the short-term rental; and
- (9) Statement certifying that the owner of the short-term rental complies with and will continue to comply with the standards and other requirements of this article.

Sec. 14-273. - Operational standards.

- (a) *Maximum stay.* It shall be unlawful for an owner and/or operator to rent or lease a short-term rental for a period of more than twenty-nine (29) consecutive days.
- (b) *Occupancy.* Limited to two (2) persons per bedroom, plus two (2) additional persons, not to exceed twelve (12) total occupants.

- (c) *Parking.* Parking is restricted to the number of spaces associated with the residential structure, either in the driveway and garage, or by location or number assigned to a specific unit.
- (d) *Life safety requirements.* Any property operating as an STR must be equipped with the following safety features:
 - (1) Functioning smoke and carbon monoxide (CO) detectors in accordance with the International Residential Code (IRC).
 - (2) A minimum of one 2A:10B:C type fire extinguisher (standard five-pound extinguisher) properly mounted within 75 feet of all portions of the structure on each floor.
 - (3) Emergency escape openings in compliance with the city's currently adopted International Residential Code (IRC), with at least one emergency escape opening for each bedroom opening directly to the outdoors.
 - (4) Evacuation plans posted in each bedroom.
 - (5) Any room that does not comply with this subsection shall not be used as a bedroom, and, where equipped with a door, such door shall remain locked at all times when the dwelling is being used as a short-term rental. Any non-compliant bedroom shall not be included in the maximum occupancy calculation for the short-term rental nor be advertised as a bedroom.
- (e) *Conduct.* Each short-term rental owner, operator, and occupant shall comply with all requirements of the code. The following conduct shall be prohibited and shall constitute a violation of this article:
 - (1) Any noise that violates article V of chapter 30 of this code;
 - (2) Sleeping outdoors;
 - (3) Improper waste/recycling container placement in violation of chapter 82 of this code;
 - (4) Advertising or promoting, or permitting the advertising or promotion of, the use of the STR for special events (including, but not limited to, a banquet, wedding, reception, reunion, bachelor/bachelorette party, concert, or similar activity that would assemble large numbers of invitees);
 - (5) Using the STR for illegal or other regulated purposes (including, but not limited to, housing sex offenders; operating a structured sober, recovery, or other purpose living home or similar enterprise; selling illegal drugs; selling alcohol or another activity that requires a permit or license under the Alcoholic Beverage Code; or operating as a sexually oriented business).
- (f) *Signage.* On-premises signage advertising or identifying the property as a STR shall not be permitted.

- (g) *Advertising.* The owner shall not advertise or promote, or allow another to advertise or promote, the short-term rental without including the occupancy limits and parking standards for the listing.
- (h) *Local contact.* An owner must designate the name and contact information of a local responsible party who can be contacted regarding immediate concerns and complaints from the public. Said individual must be available in person or by phone at all times while occupants are on the premises of the short-term rental. If called, the operator must be able to, and shall, be present at the premises within one (1) hour of receiving a call from the city. A local contact must be authorized to make decisions regarding the premises and its occupants.
- (i) *Occupant notification packet.* Must be posted in a conspicuous location on the short-term rental premises and shall include, at minimum, the following information:
 - (1) Occupancy limit;
 - (2) Location of required off-street parking, other available parking, and the prohibition of parking on landscaped areas or on the street;
 - (3) Quiet hours and noise restrictions;
 - (4) Contact information for the local contact;
 - (5) Property cleanliness requirements, including location of waste and recycling receptacles;
 - (6) Flood evacuation routes, as well as information on the outdoor warning siren system;
 - (7) Emergency and non-emergency contact numbers;
 - (8) Notice that failure to conform to the occupancy and parking requirements constitutes a violation of the City Code and an occupant or visitor may be cited.
- (j) *Rental agreements.* The rental agreement between the owner and/or operator of the short-term rental and the occupant shall include, by attachment, all of the information contained in the occupant notification packet.
- (k) *Ownership changes.* The purchaser of a short-term rental shall provide the city with current application materials required by this article, revised to include any new information associated with the change in ownership, within thirty (30) days of the closing date for the purchase of the short-term rental.
- (l) *Hotel occupancy tax.* Owner must register with the city to pay hotel occupancy taxes and remit such taxes to the city as required by article V, chapter 90 of this code.
- (m) *Occupancy history.* Upon request of the director, the owner of a premises used as a short-term rental shall remit, within 30 days, an accounting of all rental activity and the hotel occupancy taxes paid therefor.

- (n) *Inspections.* The city shall perform periodic inspections of each short-term rental property to ensure compliance with this article and other applicable laws. For the purpose of performing inspections, the city may enter, examine, and survey, at all reasonable times, all buildings, dwelling units, guest rooms, and the premises used as a short-term rental property. An owner or other authorized individual may refuse to consent to an inspection conducted by the city. If consent is refused, the city may seek an administrative search warrant
- (1) The fire marshal may perform annual fire inspections of the short-term rental property.
 - (2) If, upon completion of an inspection, the premises are found to be in violation of one or more provisions of this section, the city shall provide written notice of such violation and shall set a re-inspection date. If a property fails to pass an inspection, re-inspection fees will be charged in accordance with the city fee schedule. A property cannot be occupied as a short-term rental while its status with the fire marshal's office is noted as being in violation.
 - (3) The owner and/or operator is responsible for obtaining annual independent inspections of the fire extinguishers in compliance with city and state regulations.
 - (4) As part of the change in ownership process, the fire marshal shall conduct an inspection to verify compliance with this article.

Sec. 14-274. - Permit term and fees.

- (a) Permits issued under this article shall be valid for one (1) year from the date of issuance.
- (b) Non-refundable permit fees and inspection fees are charged as set forth by the city's fee schedule. Re-inspections shall be subject to fire department re-inspection fees as set forth in the city's fee schedule.

Sec. 14-275. - Violations and enforcement.

- (a) If the director finds that the owner, operator, or person in control of a short-term rental failed to comply with any requirement of this article at least twice within a 12-month period, the director may revoke an existing permit or deny an application to renew a permit. No new permit may be sought for the subject property for a period of 12 months following a denial or revocation pursuant to this section.
- (b) If a property is the subject of three or more violations of City Code, state or federal law within the previous 24-month period, the director may revoke an existing permit; may deny an application for an original permit; or may deny an application to renew a permit, based on (1) the frequency of any repeated violations, (2) whether a violation was committed intentionally or knowingly, and (3) any other information that demonstrates the degree to which the owner or occupant has endangered public health, safety, or welfare. No new permit may be sought for the subject property for a period of 12 months following the denial or revocation pursuant to this section.

- (c) The director's decision to revoke an existing permit or deny an application may be appealed pursuant to Sec. 14-276.

Sec. 14-276. - Appeals.

- (a) The revocation of a permit or the denial of an application for a permit to operate a short-term rental by the director may be appealed to the city manager in accordance with the provisions of this section.
- (b) An appeal filed under this section must be filed with the director no later than the 20th calendar day following the date on which the permit was revoked or denied. The appeal must identify each alleged point of error, facts and evidence supporting the appeal, reasons why the action of the director should be modified or reversed, and must be sworn.
- (c) The city manager or a designee shall, not later than the tenth calendar day after the date the notice of appeal is filed, hear the appeal, and may affirm, modify or reverse a permit revocation or application denial.
- (d) The city manager or designee shall give written notice of a decision on an appeal to the appellant.
- (e) An appellant who seeks judicial review of the city manager's review on appeal must file a petition with a court of competent jurisdiction not later than the 30th calendar day after receipt of the notice of the decision.

Sec. 14-277. - Enforcement and penalty.

- (a) If the owner, operator, or any occupant of the short-term rental property fails or refuses to comply with the standards and requirements contained herein, the city may initiate enforcement action against the owner, operator, or any occupant, including, but not limited to, the immediate issuance of a citation.
- (b) Any advertisement, whether it be digital or in print, promoting the availability of a property within the city for rent for a period of twenty-nine (29) days or less shall constitute prima facie evidence of the property's use as a short-term rental.

Sec. 14-278-14-279. - Reserved."

SECTION 3.

The City of Saginaw Fee Schedule, Exhibit A to Ordinance 2023-30, is hereby amended by adding fees pertaining to short-term rentals, to be added to the “Development Fees” section and to read as follows:

DEVELOPMENT FEES		
Short-term rental permit application or renewal	\$200	Subject to Fire Department inspection and reinspection fees

SECTION 4.

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

SECTION 5.

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

SECTION 6.

Any person, firm, or corporation who violates, disobeys, omits, neglects, or refuses to comply with or who resists the enforcement of any of the provisions of this Ordinance shall be punished in accordance with Section 1-13 of the Saginaw City Code for each violation of this Ordinance. Each day or fractional part of any day that a violation is permitted to exist shall constitute a separate offense.

SECTION 7.

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

SECTION 8.

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

SECTION 9.

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

PASSED AND APPROVED ON this the 3rd day of June, 2025.

Todd Flippo, Mayor

ATTEST:

Vicky Vega, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Bryn Meredith, City Attorney