

City Council Agenda

SAGINAW CITY COUNCIL NOTICE OF MEETING

Meeting and/or Executive Session Agenda

6:00 PM - Tuesday, May 3, 2022

Saginaw City Hall Council Chambers

333 West McLeroy Blvd.

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--Todd Flippo, Mayor

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"

(2) Invocation--Pastor Dennis Hudson, Saginaw Park Baptist Church

(3) Audience Participation--On the Video Screen

(4) Consent Agenda--All items listed with lower case letters 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.

(a) Action regarding Minutes, April 19, 2022--Janice England, City Secretary

(b) Action regarding Authorization of an Individual Project Order (IPO) with Kimley-Horn and Associates, Inc. (KHA) Fairmount 12-inch Sanitary Sewer Rehabilitation, Phase 2--Rick Trice, P.E., Director of Public Works

(c) Action regarding Release of Public Utility Easement in the Square

Development--Rick Trice, P.E., Director of Public Works

- (d) Action regarding Approval of Recommendation from Advisory Recreation and Parks Board to Purchase "12 Days of Christmas" Display--Rick Trice, P.E., Director of Public Works

- (5) Proclamation--Public Service Recognition Week--Todd Flippo, Mayor
- (6) Presentation regarding Industrial Pre-Treatment Program--Matt Regan, Environmental Manager
- (7) Consideration and Action regarding approval of Resolution No. 2022-12, adopting revisions to the City of Saginaw Personnel Policies and approving the said Personnel Policy Manual as revised.--Lee Howell, Asst. City Manager
- (8) FY2022/2023 Budget Workshop--Kim Quin, Finance Director
- (9) **Executive Session--The City Council may take action on any Executive Session item posted.**

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:

- (a) Any Posted Item

- (10) **Adjournment--Todd Flippo, Mayor**



City of Saginaw

Meeting Date: 5/3/2022

Staff Contact: Janice England
City Secretary

Agenda Items: (4)(a)

E-mail: jengland@saginawtx.org

Phone: 817-230-0327

SUBJECT:

Action regarding Minutes, April 19, 2022

BACKGROUND/DISCUSSION:

The minutes of the April 19th City Council Meeting are being presented for consideration.

FINANCIAL IMPACT:

N/A

RECOMMENDATION:

Staff recommends approval.

ATTACHMENTS:

Description

Minutes, 4-19-2022

**CITY OF SAGINAW
MINUTES OF CITY COUNCIL MEETING
AND PUBLIC HEARING
HELD AT THE SAGINAW CITY HALL
333 WEST MCLEROY BLVD.
APRIL 19, 2022**

Present at the meeting:

Mayor	Todd Flippo
Mayor Pro-Tem	Valerie Junkersfeld
Councilmember	Charles Beasley
Councilmember	Nicky Lawson
Councilmember	Charles Tucker
Councilmember	Mary Copeland
City Attorney	Bryn Meredith
City Manager	Gabe Reaume
Asst. City Manager	Lee Howell
Finance Director	Kim Quin
City Secretary	Janice England
Fire Chef	Doug Spears
Police Chief	Russell Ragsdale
Asst. Police Chief	Brandon Badovinac
Director of Public Works	Rick Trice, P.E.
Dir. of Community & Eco. Dev.	Keith Rinehart
Human Resources Director	Melanie McManus
Library Director	Ellen Ritchie
Management Analyst	Ayoub Kahondogoro
Police Sergeant	James Crippen

Absent from the meeting:

Councilmember	Cindy Bighorse
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Visitors at the meeting:

Brack St. Clair	Scott Bedford
Paul Felegy	Katie Johnson
Mark Towns	Lola Scheid
Larry Scheid	Kelly Stewart
Fred Stewart	John Peet

(1) Call to Order

Mayor Flippo called the meeting to order at 6:00 p.m. with a quorum present.

Pledge of Allegiance to the United States

Pledge of Allegiance to the State of Texas

(2) Invocation

Pastor Michael Orr of the Saginaw Church of Christ gave the invocation.

(3) Audience Participation

This item was covered on the video screen.

Mayor Flippo stated that Councilmember Bighorse will not be present at tonight's meeting.

Mayor Flippo reminded everyone of the following: Candidate Forum hosted by the Tarrant County League of Women Voters at 7:00 p.m. on April 20th at the Recreation Center; Concert in the Park featuring *Me and My Monkey* at 7:00 p.m. on Thursday; and the Farmers Market on Saturday from 8:00 a.m. to 12:00 noon.

(4) a. Action regarding Minutes, April 5, 2022

b. Action regarding Acceptance of Various Easements for the Beltmill Development

Summary: On April 20, 2021, City Council approved a preliminary and final plat for the Millstone Road and Beltmill Parkway right-of-ways. The plats allowed construction to commence ahead of the platting and development of the adjacent tracts. The roadway construction projects also require dedication of certain offsite drainage, water, sanitary sewer, pedestrian access, and utility easements to facilitate the construction of public facilities. The dedication instruments have been executed by Beltmill Saginaw, LLC, the developer of Beltmill. Upon approval by the City Council, these easements will be filed for record and will be reflected in the final plats upon development of the property.

c. Action regarding Approval of a Final Plat for The Cottages at Beltmill, Blocks A-I, 40.452

Acres out of Heirs of Benjamin Thomas Survey, Abstract 1497, City of Saginaw, Tarrant County, Texas
Summary: On April 20, 2021, City Council approved a Planned Development for the Beltmill Development located north of Bailey-Boswell Rd., west of Wagley-Robertson, and east of N. Saginaw Blvd., BNSF, and UP Railroads. The Planned Development was amended on November 16, 2021 to provide revised development standards in the northwest corner (Tracts 2 & 3) of the development. The Developer has submitted a Final Plat for consideration. The Preliminary Plat is being considered as a separate item (4d). The Planning and Zoning Commission voted unanimously to recommend approval at their April 12, 2022 meeting.

d. Action regarding Approval of a Preliminary Plat for Beltmill A-L, 115.432 Acres out of Benjamin Thomas Survey, Abstract 1497

Summary: On April 20, 2021, City Council approved a Planned Development for the Beltmill Development located north of Bailey-Boswell Rd., west of Wagley-Robertson, and east of N. Saginaw Blvd., BNSF, and UP Railroads. The Planned Development was amended on November 16, 2021 to provide revised development standards in the northwest corner (Tracts 2 & 3) of the development. Lot 1, Block B was previously platted for The Grand at Saginaw along with right-of-ways for Beltmill Parkway and Millstone Parkway. The developer has submitted a Preliminary Plat for consideration that incorporates the previously platted property as well as the currently unplatted property. The Planning and Zoning Commission voted unanimously to recommend approval at their April 12, 2022 meeting.

e. Action regarding Recommendation for Renewal of Highway Right-of-Way Mowing

Summary: In September 2019, the City went out for bids for right-of-way mowing. Greener Pastures Landscaping (A Yellowstone Landscape Co.) submitted a bid of \$785 per mowing cycle and was awarded the bid. The term of the original contract was from the date of award through December 31, 2020, with the option to renew the contract for two (2) additional one-year terms. Upon completion of the original contract, the City Council approved a one-year renewal (with no additional increase in price) that ended December 31, 2021. Staff is requesting approval of an additional one-year renewal that will end December 31, 2022. Yellowstone (formerly Greener Pastures Landscaping) has submitted a request for a 3% increase which would increase the per cycle mowing from \$785 per month to \$808.55 per month (\$23.55 per cycle increase). The reason for the requested increase is to cover standard inflation costs. Additional fees for weed abatement as opposed to just pulling weeds would increase from \$614.10 per month to \$685 per month. This fee includes maintaining the beds, removing weeds, and applying a chemical herbicide every other week. Residents, via their monthly water bill, will fund this project from the Keep Saginaw Beautiful voluntary \$1.00 donation.

f. Action regarding Aquatic Center Repairs and Renovations

Summary: In February 2021, the City as well as most of the State suffered from a debilitating winter storm. Residents and business owners incurred significant damages from temperatures that hovered below zero degrees for one week. The State electrical grid was also offline and not working thus providing no running water or electricity. City facilities including the Aquatic Center also suffered damage. In October 2021, the City Council approved a contract with DCC Inc. to begin repairs and renovations. At that time it was unknown what type of additional repairs might be needed once the electricity and water were turned on. The contractor has since found additional items that need to be repaired or replaced including filter media, lateral gaskets, safety grating, and security/facility lighting. These items must be addressed before the aquatic center will be able to open. The proposal from DCC Inc. for the repairs/replacements is \$23,045.89. The proposal from Tutor Electrical Service, Inc. is \$1,450 for the electrical work. The total estimated cost is \$24,495.89. Staff has submitted a portion of these repairs/replacements (\$20,500) to our insurance adjuster for consideration as part of the winter storm coverage.

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

For: Mayor Flippo, Mayor Pro-Tem Junkersfeld, Councilmembers
Beasley, Lawson, Tucker, and Copeland

Against: None

Abstain: None

Absent: Councilmember Bighorse

(5) PUBLIC HEARING—Consideration and Action regarding Ordinance No. 2022-05, Continuation of Curfew for Minors

Mayor Flippo declared the public hearing for this item opened at 6:05 p.m. Police Chief Ragsdale briefly explained the proposed ordinance. Mayor Flippo called for any public input. There was none. Mayor Flippo declared the public hearing closed at 6:06 p.m.

Motion was made by Mayor Pro-Tem Junkersfeld with a second by Councilmember Beasley to approve Ordinance No. 2022-05, continuation of curfew for minors. Motion carried unanimously. 6-0-0-1

For: Mayor Flippo, Mayor Pro-Tem Junkersfeld, Councilmembers
Beasley, Lawson, Tucker, and Copeland

Against: None

Abstain: None

Absent: Councilmember Bighorse

(6) PUBLIC HEARING—Consideration and Action regarding Resolution No. 2022-11, Readopting Guidelines and Criteria for Tax Abatement Agreements

Mayor Flippo declared the public hearing for this item opened at 6:06 p.m. City Secretary England briefly explained the proposed ordinance. Mayor Flippo called for any public input. There was none. Mayor Flippo declared the public hearing closed at 6:08 p.m.

Motion was made by Councilmember Lawson with a second by Mayor Pro-Tem Junkersfeld to approve Resolution No. 2022-11, readopting guidelines and criteria for tax abatement agreements. Motion carried unanimously. 6-0-0-1

For: Mayor Flippo, Mayor Pro-Tem Junkersfeld, Councilmembers
Beasley, Lawson, Tucker, and Copeland

Against: None

Abstain: None

Absent: Councilmember Bighorse

- (7) PUBLIC HEARING—Consideration and Action regarding a Request for a Development Plan and Change in Zoning on 10.811 Acres of Land out of Abstract 1849, Alexander F. Albright Survey, Tarrant County, Texas, from Community Commercial to a Planned Development (PD/ZLL). The property is located on the Northeast corner of McLeroy Blvd. and Old Decatur Rd. (Saginaw Cottages)

Mayor Flippo declared the public hearing opened at 6:08 p.m. Director of Public Works Trice briefly explained the request. He added that the request was considered at the April 12th Planning and Zoning Commission Meeting. The Commission voted unanimously to recommend the request be denied.

Mayor Flippo called for public input. Mr. John Peet expressed his concern about the Planning and Zoning Commission Meeting. Mr. Paul Felegy expressed his opposition to the request. There being no further public comment, Mayor Flippo declared the public hearing closed at 6:21 p.m.

Motion was made by Councilmember Beasley with a second by Councilmember Copeland to deny the request for a development plan and change in zoning on 10.811 acres of land out of Abstract 1849, Alexander F. Albright Survey, from Community Commercial to a Planned Development (PD/ZLL). Motion carried unanimously. 6-0-0-1

For: Mayor Flippo, Mayor Pro-Tem Junkersfeld, Councilmembers
Beasley, Lawson, Tucker, and Copeland

Against: None

Abstain: None

Absent: Councilmember Bighorse

- (8) Consideration and Action regarding Re-Naming the Saginaw Community Center

Ms. Kelly Stewart addressed the Council and requested the Council re-name the Saginaw Community Center to the Joyce Spindor Community Center. She gave a brief history of Ms. Spindor's involvement in the Saginaw community as well as Tarrant County for many years. She thanked the Council for their time and consideration.

Motion was made by Mayor Pro-Tem Junkersfeld with a second by Councilmember Tucker to rename the Saginaw Community Center to the Joyce Spindor Community Center. Motion carried unanimously. 6-0-0-1

For: Mayor Flippo, Mayor Pro-Tem Junkersfeld, Councilmembers
Beasley, Lawson, Tucker, and Copeland

Against: None

Abstain: None

Absent: Councilmember Bighorse

(9) Consideration and Action regarding Approval of Five-year Contract with Axon for the Purchase of Body Worn Cameras, Mobile Video Units, Tasers and Interview Room Recording Hardware

Motion was made by Mayor Pro-Tem Junkersfeld with a second by Councilmember Beasley to approve the five-year contract with Axon for the purchase of body worn cameras, mobile video units, tasers, and interview room recording hardware. Motion carried unanimously. 6-0-0-1

For: Mayor Flipppo, Mayor Pro-Tem Junkersfeld, Councilmembers Beasley, Lawson, Tucker, and Copeland

Against: None

Abstain: None

Absent: Councilmember Bighorse

(10) Staffing Update

Director of Human Resources McManus updated the Council on staffing for Summer Camp and the Aquatic Center. Police Chief Ragsdale gave a staffing update for the Police Department.

(11) Open Government Training

City Attorney Meredith gave an Open Government Training Presentation which included the Open Meetings Act, conflicts of interest, City Charter violations, and the Public Information Act.

(12) Executive Session

1 § 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:

a. Any Posted Item

(13) Adjournment

Motion was made by Mayor Pro-Tem Junkersfeld with a second by Councilmember Tucker to adjourn the meeting. Motion carried unanimously. 6-0-0-1

For: Mayor Flipppo, Mayor Pro-Tem Junkersfeld, Councilmembers Beasley, Lawson, Tucker, and Copeland

Against: None

Abstain: None

Absent: Councilmember Bighorse

Mayor Flippo declared the City Council Meeting of April 19, 2022 adjourned at 7:22 p.m.

ATTEST:

APPROVED:

City Secretary Janice England

Mayor Todd Flippo



City of Saginaw

Meeting Date: 5/3/2022

Staff Contact: Rick Trice, P.E.
Director of Public Works

Agenda Items: (4)(b)

E-mail: rtrice@saginawtx.org

Phone: (817) 230-0449

SUBJECT:

Action regarding Authorization of an Individual Project Order (IPO) with Kimley-Horn and Associates, Inc. (KHA) Fairmount 12-inch Sanitary Sewer Rehabilitation, Phase 2

BACKGROUND/DISCUSSION:

The Wastewater Capital Improvement Program identified the Fairmount 12-inch Sanitary Sewer Rehabilitation for design and construction.

On December 5, 2017, City Council authorized an Individual Project Order (IPO) with Kimley-Horn and Associates, Inc. (KHA) for the Fairmount Sanitary Sewer Rehabilitation, Phase 1. The project consisted of the rehabilitation of approximately 800 LF of 12-inch sanitary sewer line from approximately Southern Blvd. to Fairmount Ave. The project was awarded on September 3, 2019 and construction is complete.

The proposed IPO will prepare plans and contract documents for the installation of approximately 2,950 feet of 15-inch sanitary sewer from Fairmount Street eastward to an existing 12-inch sanitary sewer east of Sansom Boulevard. Easement documents will be prepared for acquisition by the City. It is anticipated that a BNSF Railroad permit will be required for a bore under BNSF Railroad's tracks.

The fee breakdown is as follows:

Task Name	Budget Amount	Fee Type
Task 1 - Alignment Study	\$ 25,000.00	Lump Sum
Task 2 - Preliminary Design	\$ 60,000.00	Lump Sum
Task 3 - Final Design	\$ 40,000.00	Lump Sum
Task 4 - Bidding	\$ 7,500.00	Lump Sum
Task 5 - Construction Contract Administration	\$ 25,000.00	Reimbursable
Subtotal	\$ 157,500.00	Estimated

FINANCIAL IMPACT:

The Fiscal Impact of this action is \$157,500. Funds will come from ARPA (American Rescue Plan Act) Funds.

RECOMMENDATION:

It is recommended that the City Council authorize the IPO with KHA as presented.

ATTACHMENTS:

Description

KHA IPO Fairmount 12-inch Sanitary Sewer Rehabilitation, Phase 2



February 15, 2022

Mr. Rick Trice
City of Saginaw
205 Brenda Lane
Saginaw, Texas 76179

RE: Fairmount 12" Sanitary Sewer Rehabilitation - Phase 2

Dear Rick:

Please find attached the Individual Project Order (IPO) No. Fairmount 12" Sanitary Sewer Rehabilitation - Phase 2 (reference the master agreement dated April 17, 2012).

Please contact me at (817) 339-2248 or andrew.simonsen@kimley-horn.com should you have any questions.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

TBPE No. F-928

A handwritten signature in blue ink that reads "Andrew Simonsen".

Andrew Simonsen, P.E.
Project Manager

INDIVIDUAL PROJECT ORDER NUMBER – Fairmount 12" Sanitary Sewer Rehabilitation - Phase 2

Describing a specific agreement between Kimley-Horn and Associates, Inc. (the Consultant), and The City of Saginaw, Texas (the Client) in accordance with the terms of the Master Agreement for Continuing Professional Services dated April 17, 2012, which is incorporated herein by reference.

Identification of Project: Fairmount 12" Sanitary Sewer Rehabilitation - Phase 2

Project Understanding:

This project is identified in the 2018-2019 Wastewater CIP. The Client desires to install approximately 2,950 LF of 15-inch sanitary sewer line from Fairmount St. east to an existing 12" sanitary sewer line east of Sansom Blvd. in order to relocate the Client's sewer line from beneath existing grain silos. The project is anticipated to be installed primarily by open cut with a bore underneath the BNSF Railroad. If required, easement acquisition will be performed by the City. A BNSF Railroad utility permit is anticipated to be necessary for construction of the sewer line across existing BNSF Railroad tracks.

Specific Scope of Basic Services:***Task 1 – Alignment Study***

The Consultant will provide the following professional services under this task related to design of the proposed sewer line.

1. Kick-Off Meeting - The Consultant will facilitate a kick-off meeting with City Staff to develop criteria for alignment selection and design parameters.
2. Alignment Evaluation – The Consultant will evaluate up to three (3) routes for the existing sanitary sewer line. The Consultant will collect publicly available data on existing utilities, property owners, and infrastructure along the proposed routes. The Consultant will provide survey of up to twenty (20) selective manholes to determine the viability of potential alignments. The Consultant will provide information on permitting requirements. Permitting will be provided as part of the Preliminary Design services. The Consultant will provide recommendations for temporary and permanent easements to be acquired, if any. The Consultant will provide a calculated sewer flow to be served by the proposed line and the capacity of each of the three (3) routes evaluated.
3. Alignment Exhibits – The Consultant will prepare 11"x17" alignment plan and profile exhibits summarizing the evaluation of the proposed alignments for the sanitary sewer line. The exhibits will include an aerial photograph showing the approximate alignment, property information obtained from the Appraisal District, and known infrastructure along the alignment. The exhibits will include recommended temporary construction and permanent easements.
4. Opinion of Probable Construction Cost (OPCC) – The Consultant will prepare preliminary opinions of probable construction cost for each alignment. The Consultant has no control over the cost of labor, materials, equipment, or over the Contractor's methods of determining prices or over competitive bidding or market conditions. Opinions of probable costs provided herein are based on the information known to Consultant at this time and represent only the Consultant's judgment as a design professional familiar with the construction industry. The Consultant cannot and does not guarantee that proposals, bids, or actual construction costs

will not vary from its opinions of probable costs.

Meetings:

- a. One (1) kick-off meeting with City Staff.

Deliverables:

- a. Six (6) copies of Alignment exhibits.
- b. Six (6) copies of the concept level OPCC.

Services/Deliverables provided by the Client:

- a. Attend Kick-off meeting.
- b. Select an alignment.

Task 2 – Preliminary Design

Once the proposed alignment has been approved by the client, the Consultant will proceed with the preliminary design and preliminary plans and specifications. Professional services under this task include:

- Utility and ROW Holder Coordination – Consultant will coordinate with the entities below throughout the design of the project. Coordination is understood to include obtaining design standards, gathering information on existing utilities, submitting utility plans and permits, and organizing and leading meetings.
 - o City Staff
 - o Franchise utilities (gas, phone, electric)
 - o BNSF Railroad
 - o Oncor
 - o Property Owners
- Design Survey – Consultant will perform a design level survey. The survey will include the following:
 - o Width of easement or alignment survey corridor not to exceed 60 feet. Extents of survey will be determined after Task 1 is complete.
 - o Locate visible topographic features such as marked existing utilities and their appurtenances, 6-inch diameter trees and larger, iron pins (if found), edge of pavement, fences.
 - o Establish control points along the route.
 - o It is understood that a vacuum truck will be provided by the City if potholing of existing utilities is necessary.
- Geotechnical Analysis – Consultant will perform a geotechnical analysis of the proposed sanitary sewer line alignment utilizing a qualified geotechnical laboratory to determine subsurface conditions and make recommendations regarding embedment, backfill and excavation parameters. The geotechnical analysis will include the following:
 - o Subsurface exploration including up to five (5) sample bores at various locations and depths along the proposed route.

- o Laboratory tests for classification purposes and strength characteristics.
 - o Engineering services that address soil and groundwater conditions for proposed horizontal boring, if necessary.
 - o Prepare a geotechnical report that presents the results of the field and laboratory data as well as analysis and recommendations. The data contained in the geotechnical report will be made available to contractors during the bidding process for information purposes.
-
- Preparation of 60% Preliminary Plans – Consultant will prepare preliminary plans for the sanitary sewer line design. Plans will consist of plan and profile view with stationing and limited noting. These plans will be prepared on 11"x17" sheets at a scale of 1" = 20'. Nine (9) plan and profile sheets are anticipated to be prepared for the sanitary sewer line design.
 - BNSF Utility Crossing Permit – Consultant will prepare and submit an application for a utility crossing across one BNSF Railroad track for approval by BNSF Railroad on behalf of the Client.
 - Opinion of Probable Construction Cost – Consultant will update the concept level OPCC to reflect changes from the alignment study. The Consultant has no control over the cost of labor, materials, equipment, or over the Contractor's methods of determining prices or over competitive bidding or market conditions. Opinions of probable costs provided herein are based on the information known to Consultant at this time and represent only the Consultant's judgment as a design professional familiar with the construction industry. The Consultant cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from its opinions of probable costs.
 - Separate Instrument Easement Exhibits – Consultant will prepare up to six (6) easement exhibits and metes & bound descriptions for separate instrument easements, as required.
 - Review Meeting – Consultant will facilitate a review meeting with City Staff to present the sanitary sewer line design.

Meetings:

- a. One (1) review meeting with City Staff.

Deliverables:

- a. Six (6) copies of preliminary plans.
- b. Six (6) copies of the preliminary OPCC.
- c. Six (6) copies of the geotechnical report.
- d. Six (6) copies of separate instrument easement exhibits.

Services/Deliverables provided by the Client:

- a. Attend review meeting.
- b. Review and comment on preliminary plans and specifications.
- c. Provide a vacuum truck for potholing of existing utilities, if necessary.
- d. Procure temporary and permanent easements from property owner(s).

Task 3 – Final Design

Once the preliminary design has been approved by City Staff, Consultant will proceed with the 90% and 100% Final Design. Consultant will provide the following professional services under this task:

- Civil Plans – Prepare engineering plans, specifications, and construction contract documents for project bidding and regulatory approval. Plans will consist of 22"x34" plan and profile sheets. The Consultant anticipates preparing approximately fifteen (15) plan sheets. The Consultant will provide the following information on the plan sheets:
 - Civil Sheets
 - Plan view
 - Profile View
 - Dimensional Control
 - Details
 - General Notes
- Contract Documents - Specifications will include technical specifications for materials and installation of the proposed facilities. The Contract Documents will be based upon the NCTCOG *Standard Specifications for Public Works Construction* and the Client's requirements for Public Works Construction will govern all other specifications.
- Opinion of Probable Construction Cost – Consultant will prepare final opinions of probable construction cost. Consultant has no control over the cost of labor, materials, equipment, or over the Contractor's methods of determining prices or over competitive bidding or market conditions. Opinions of probable costs provided herein are based on the information known to Consultant at this time and represent only Consultant's judgment as a design professional familiar with the construction industry. Consultant cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from its opinions of probable costs.

Meetings:

- a. One (1) meeting with City Staff to review 90% Design.
- b. One (1) meeting with City Staff to review 100% Design.

Deliverables:

- a. Six (6) copies of 90% plans, specifications, Contract Documents and OPCC for review and comment.
- b. Six (6) copies of 100% final plans, specifications, Contract Documents and final OPCC.

Services/Deliverables provided by the Client:

- a. Attend review meetings.
- b. Review and comment on the 90% submittal.
- c. Approve 100% submittal.

Task 4 – Bidding

Consultant will provide the following professional services under this task:

1. Final Contract Documents – Consultant will prepare and issue the project for advertisement utilizing the CivCast website. Consultant will print and issue sets of plans and specifications

as requested by contractors or plan houses. A non-refundable deposit will be required of contractors or plan houses for plans and specifications.

2. Notice to Bidders – Consultant will prepare a notice to bidders. The Client will be responsible for submitting the Notice to newspapers for advertisement. Advertising will be billed directly to the Client by the newspaper.
3. Addenda – Consultant will answer contractor questions during the bid process. Consultant will issue addenda as required.
4. Bid Opening – Consultant will attend the bid opening, prepare a tabulation of bids, and prepare a letter summarizing the bids to the Client for award of contract.
5. Execution – Consultant will prepare five (5) sets of the Contract Documents for execution by the contractor, receive and review such documents for completeness, and forward to the Client for review and execution.

Meetings:

- a. Bid Opening – as described above.

Deliverables:

- a. Final Contract Documents – as described above.
- b. Notice to Bidders – as described above.
- c. Addenda – as described above.
- d. Tabulation of Bids – as described above.
- e. Letter Summarizing Bids – as described above.
- f. Contract Documents for Execution – as described above.

Services/Deliverables provided by the Client:

- a. Award of Contract to Contractor.
- b. Review and Execute Contract Documents.

Task 5 – Construction Contract Administration

Consultant will provide professional construction phase services to the Client during construction of this project. The estimated construction period of the project is nine (9) months for the basis of establishing the Consultant's Fee. The construction phase services are as follows:

- Pre-Construction Conference – The Consultant will conduct a pre-construction conference prior to commencement of work at the site.
- Visits to Site and Construction Observation – The Consultant will provide on-site construction observation services during the construction phase. Consultant will make visits at intervals as directed by Client in order to observe the progress of the Work. Such visits and observations by Consultant are not intended to be exhaustive or to extend to every aspect of Contractor's work in progress. Observations are to be limited to spot checking, selective measurement, and similar methods of general observation of the Work based on Consultant's exercise of professional judgment. Based on information obtained during such visits and such observations, Consultant will evaluate whether Contractor's work is generally proceeding in

accordance with the Contract Documents, and Consultant will keep Client informed of the general progress of the Work.

- The purpose of Consultant's site visits will be to enable Consultant to better carry out the duties and responsibilities specifically assigned in this Agreement to Consultant, and to provide Client a greater degree of confidence that the completed Work will conform in general to the Contract Documents. Consultant shall not, during such visits or as a result of such observations of Contractor's work in progress, supervise, direct, or have control over Contractor's work, nor shall Consultant have authority over or responsibility for the means, methods, techniques, equipment choice and usage, sequences, schedules, or procedures of construction selected by Contractor, for safety precautions and programs incident to Contractor's work, nor for any failure of Contractor to comply with laws and regulations applicable to Contractor's furnishing and performing the Work. Accordingly, Consultant neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform its work in accordance with the Contract Documents.
- Recommendations with Respect to Defective Work – The Consultant will recommend to Client that Contractor's work be disapproved and rejected while it is in progress if, on the basis of such observations, Consultant believes that such work will not produce a completed Project that conforms generally to Contract Documents.
- Clarifications and Interpretations – The Consultant will respond to reasonable and appropriate Contractor requests for information and issue necessary clarifications and interpretations of the Contract Documents to Client as appropriate to the orderly completion of Contractor's work. Any orders authorizing variations from the Contract Documents will be made by Client.
- Change Orders – The Consultant may recommend Change Orders to Client, and will review and make recommendations related to Change Orders submitted or proposed by the Contractor.
- Shop Drawings and Samples – The Consultant will review and approve or take other appropriate action in respect to Shop Drawings and Samples and other data which Contractor is required to submit, but only for conformance with the information given in the Contract Documents. Such review and approvals or other action will not extend to means, methods, techniques, equipment choice and usage, sequences, schedules, or procedures of construction or to related safety precautions and programs.
- Substitutes and "or-equal" – The Consultant will evaluate and determine the acceptability of substitute or "or-equal" materials and equipment proposed by Contractor in accordance with the Contract Documents, but subject to the provisions of applicable standards of state or local government entities.
- Inspections and Tests – The Consultant may require special inspections or tests of Contractor's work as Consultant deems appropriate, and may receive and review certificates of inspections within Consultant's area of responsibility or of tests and approvals required by laws and regulations or the Contract Documents. Consultant's review of such certificates will be for the purpose of determining that the results certified indicate compliance with the Contract Documents and will not constitute an independent evaluation that the content or procedures of such inspections, tests, or approvals comply with the requirements of the Contract Documents. Consultant shall be entitled to rely on the results of such tests and the facts being certified.
- Disagreements between Client and Contractor – The Consultant will, if requested by Client, render written decision on all claims of Client and Contractor relating to the acceptability of Contractor's work or the interpretation of the requirements of the Contract Documents pertaining to the progress of Contractor's work. In rendering such decisions, Consultant shall

be fair and not show partiality to Client or Contractor and shall not be liable in connection with any decision rendered in good faith in such capacity.

- Applications for Payment – Based on its observations and on review of applications for payment and accompanying supporting documentation, Consultant will determine the amounts that Consultant recommends Contractor be paid. Such recommendations of payment will be in writing and will constitute Consultant's representation to Client, based on such observations and review, that, to the best of Consultant's knowledge, information and belief, Contractor's work has progressed to the point indicated and that such work-in-progress is generally in accordance with the Contract Documents subject to any qualifications stated in the recommendation. In the case of unit price work, Consultant's recommendations of payment will include determinations of quantities and classifications of Contractor's work, based on observations and measurements of quantities provided with pay requests.
- By recommending any payment, Consultant shall not thereby be deemed to have represented that its observations to check Contractor's work have been exhaustive, extended to every aspect of Contractor's work in progress, or involved detailed inspections of the Work beyond the responsibilities specifically assigned to Consultant in this Agreement. It will also not impose responsibility on Consultant to make any examination to ascertain how or for what purposes Contractor has used the moneys paid on account of the Contract Price, nor to determine that title to any portion of the work in progress, materials, or equipment has passed to Client free and clear of any liens, claims, security interests, or encumbrances, nor that there may not be other matters at issue between Client and Contractor that might affect the amount that should be paid.
- Substantial Completion – The Consultant will, promptly after notice from Contractor that it considers the entire Work ready for its intended use, in company with Client and Contractor, conduct a site visit to determine if the Work is substantially complete. Work will be considered substantially complete following satisfactory completion of all items with the exception of those identified on a final punch list. If after considering any objections of Client, Consultant considers the Work substantially complete, Consultant will notify Client and Contractor.
- Final Notice of Acceptability of the Work – The Consultant will conduct a final site visit to determine if the completed Work of Contractor is generally in accordance with the Contract Documents and the final punch list so that Consultant may recommend, in writing, final payment to Contractor. Accompanying the recommendation for final payment, Consultant shall also provide a notice that the Work is generally in accordance with the Contract Documents to the best of Consultant's knowledge, information, and belief based on the extent of its services and based upon information provided to Consultant upon which it is entitled to rely.
- Limitation of Responsibilities – The Consultant shall not be responsible for the acts or omissions of any Contractor, or of any of their subcontractors, suppliers, or of any other individual or entity performing or furnishing the Work. Consultant shall not have the authority or responsibility to stop the work of any Contractor.
- Record Drawings – Prepare project "Record Drawings" based on information provided by the Contractor and/or Client as to the actual field placement of the work including any changes or deletions. Consultant is not responsible for the accuracy of the information provided by the Contractor and/or the Client. Consultant will provide the following deliverables:
 - o One (1) set of reproducible (22" x 34") Record Drawings.
 - o One (1) set of .pdf file Record Drawings (each sheet will be a separate .pdf file)

Deliverables:

- Shop Drawing Reviews – as described above
- Contractor's Estimates – as described above
- Record Drawings – as described above

Services/Deliverables provided by the Client:

- Resident project representative and inspection.
- Provide input on progress of work.
- Payment of the Contractor.

ADDITIONAL SERVICES

Any services not specifically provided for in the above scope, as well as any changes in the scope requested by the Client, will be considered additional services. Additional services include, but are not limited to, the following:

- Professional Services Related to Easement Acquisition
- Separate Instrument Easement Exhibits beyond those specifically included in the Scope of Services referenced above.
- Franchise Utility Coordination and/or Design beyond those specifically included in the Scope of Services referenced above.
- Subsurface Utility Engineering (SUE)
- Preparation of Title Policies and Assisting in Condemnation Services during property acquisition.
- Attendance at Public Meetings beyond those specifically included in the Scope of Services referenced above.
- Preparation of platting documents and/or real property survey for site acquisition.
- Additional sets of bidding documents.
- Professional services associated with re-bidding the project.
- Construction Staking.
- Making significant modifications to the plans and specifications after the preliminary submittals have been approved by the Client.
- Any additional changes to the Contract Documents necessary to break the project into phases.
- Providing resident project representation services (RPR), on-site inspection, during the construction phase of the project.
- Additional construction contract administration responsibilities beyond those specifically included in the Scope of Services referenced above.
- Establish new survey monuments for any of the proposed sites.
- Sampling, testing, or analysis beyond that specifically included in the Scope of Services referenced herein above.
- Providing professional services associated with the discovery of any hazardous waste or materials in the project route.
- Assisting Client or Contractor in the defense or prosecution of litigation in connection with or in addition to those services contemplated by this Agreement. Such services, if any, will be furnished by Consultant on a fee basis negotiated by the respective parties outside of and in addition to this Agreement.
- Accompanying the Client's personnel when meeting with the Texas Commission on Environmental Quality, U.S. Environmental Protection Agency or other regulatory agencies during the course of the Project. Consultant will assist the Client's personnel on an as-needed basis in preparing

compliance schedules, progress reports, and providing general technical support for the Client's compliance efforts.

- Preparing applications and supporting documents for government grants, loans, or planning advances, and providing data for detailed applications.
- Appearing before regulatory agencies or courts as an expert witness in any litigation with third parties or condemnation proceedings arising from the development or construction of the Project, including the preparation of engineering data and reports for assistance to the Client.
- Any services not listed in the Scope of Services.

Schedule

Consultant will begin services upon receipt of Notice to Proceed.

Fee and Expenses

Task Name	Budget Amount	Fee Type
Task 1 – Alignment Study	\$ 25,000	(Lump Sum)
Task 2 – Preliminary Design	\$ 60,000	(Lump Sum)
Task 3 – Final Design	\$ 40,000	(Lump Sum)
Task 4 – Bidding	\$ 7,500	(Lump Sum)
<u>Task 5 – Construction Contract Administration</u>	<u>\$ 25,000</u>	<u>(Reimbursable)</u>
Subtotal	\$157,500	(Estimated)

Consultant will perform the services in Tasks 1 through 4 for the total lump sum fee of \$132,500. All permitting, application, and similar project fees will be paid directly by the Client. Lump sum fees will be invoiced monthly based upon the overall percentage of services performed.

Consultant will perform the Services in Task 5 and additional services on a labor fee plus expense basis. Consultant recommends the Client budget \$25,000 for this task based on the estimated construction period.

Payment will be due within 25 days of your receipt of the invoice.

ACCEPTED:

CITY OF SAGINAW, TEXAS

KIMLEY-HORN AND ASSOCIATES, INC.

BY: _____
Gabe Reaume
City Manager

BY: _____
Jeff James
Senior Vice President

DATE: _____

DATE: _____



City of Saginaw

Meeting Date: 5/3/2022

Staff Contact: Rick Trice, P.E.
Director of Public Works

Agenda Items: (4)(c)

E-mail: rtrice@saginawtx.org

Phone: (817) 230-0449

SUBJECT:

Action regarding Release of Public Utility Easement in the Square Development

BACKGROUND/DISCUSSION:

The City has received a request from the developer of the multi-family developer for proposed Lots 4 and 5, Block 1 in The Square to abandon an existing forty-foot wide “Public Utility Easement” located along the south property line of the property. The City has no existing public facilities located in the easement. The developer has produced letters from affected utility companies consenting to the release.

FINANCIAL IMPACT:

N.A.

RECOMMENDATION:

It is recommended that the City Council authorize the execution of the necessary “Release and Abandonment of a Public Utility Easement” instrument and its filing in the Deed Records of Tarrant County, Texas.

ATTACHMENTS:

Description

Easement Release Instrument

Exhibit A to Instrument

RELEASE AND ABANDONMENT OF A PUBLIC UTILITY EASEMENT

THE STATE OF TEXAS §
 § **KNOW ALL BY THESE PRESENTS**
COUNTY OF TARRANT §

WHEREAS, according to the Official Public Records of Tarrant County, Texas, AM & JK Development LLC, is the real property surface owner ("Owner") of all that certain lot, tract, or parcel of land, situated in the Benjamin Thomas Survey, Abstract No. 1497, City of Saginaw, Tarrant County, Texas, being all of that certain 15.0736 acre tract of land described as "TRACT ONE" in a Special Warranty Deed to Owner recorded in Instrument No. D217258083 of the Official Public Records of Tarrant County, Texas ("Property"); and

WHEREAS, Owner's predecessor in title to the Property conveyed to Tarrant County, Texas, a Public Utility Easement ("Easement"), as evidenced in Instrument No. 5008-343, recorded on March 10, 1971 in the Official Public Records of Tarrant County, Texas that impacts and encumbers the Property; and

WHEREAS, the successor in interest to the Easement, the City of Saginaw (“City”), has obtained consent from utility companies allowing the City to release and abandon the Easement; and

WHEREAS, the Owner and the City of Saginaw agree and consent to the release and abandonment as shown in the attached Exhibit "A".

NOW THEREFORE, the City of Saginaw, in consideration of \$10.00 and other good and valuable consideration, does hereby abandon, release and discharge all of its rights, title, and interests in, to, and under that Easement, as shown and defined in the attached Exhibit "A".

[SIGNATURES APPEAR ON FOLLOWING PAGE]

IN WITNESS WHEREOF, this instrument is executed this ____ day of May, 2022.

By: _____
Todd Flippo, Mayor

APPROVED AS TO FORM AND LEGALITY

Bryn Meredith, City Attorney

ACKNOWLEDGEMENT

STATE OF TEXAS §
 §
COUNTY OF TARRANT §

BEFORE ME, the undersigned authority in and for said County, Texas, on this day personally appeared Todd Flippo, Mayor of the City of Saginaw, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that the same was the act of the City of Saginaw and that he executed the same as the act of the City of Saginaw for the purposes and consideration therein expressed, and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this ____ day of _____, 2022.

Notary Public in and for the State of Texas

LEGAL DESCRIPTION
EASEMENT ABANDONMENT

EXHIBIT "A"

BEING a 42,651 square foot (0.9791 acre) tract of land situated in the Benjamin Thomas Survey, Abstract No. 1497, City of Saginaw, Tarrant County, Texas; said tract being part of a called 15.0736 acre tract of land described in Special Warranty Deed with Vendor's Lien to AM & JK Development LLC recorded in Instrument No. D217258083, Official Public Records, Tarrant County, Texas; said tract also being all of a 40' Public Utility Easement recorded in Volume 5008, Page 343, Deed Records, Tarrant County, Texas; said tract being more particularly described as follows:

BEGINNING at a 5/8-inch iron rod found for the southwest corner of the said called 15.0736 acre tract, and being in the east right-of-way line of Old Decatur Road (a variable width right-of-way);

THENCE North 18°19'35" West, along the said east right-of-way line of Old Decatur Road, a distance of 42.00 feet to a point for corner;

THENCE North 89°26'49" East, departing the said east right-of-way line, a distance of 1072.67 feet to a point for corner in the east line of said 15.0736 acre tract;

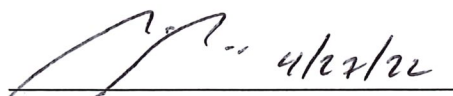
THENCE South 0°35'54" East, along the said east line of the 15.0736 acre tract, a distance of 40.00 feet to a 5/8-inch iron rod found for the southeast corner of said 15.0736 acre tract;

THENCE South 89°26'49" West, along the south line of said 15.0736 acre tract, a distance of 1059.88 feet to the **POINT OF BEGINNING** and containing 0.9791 acres or 42,651 square feet of land, more or less.

NOTES

Bearing system based on the Texas Coordinate System of 1983(2011 adjustment), North Central Zone (4202). A survey plat of even survey date herewith accompanies this metes & bounds description.

The undersigned, Registered Professional Land Surveyor, hereby certifies that the foregoing description accurately sets out the metes and bounds of the abandonment tract.


MICHAEL C. BILLINGSLEY
REGISTERED PROFESSIONAL
LAND SURVEYOR NO. 6558
801 CHERRY STREET,
UNIT 11 SUITE 1300
FORT WORTH, TEXAS 76102
PH. 817-335-6511
michael.billingsley@kimley-horn.com



EASEMENT ABANDONMENT
BENJAMIN THOMAS SURVEY
ABSTRACT NO. 1497
CITY OF SAGINAW
TARRANT COUNTY, TEXAS

Kimley»Horn

801 Cherry Street, Unit 11, # 1300
Fort Worth, Texas 76102 FIRM # 10194040

Tel. No. (817) 335-6511
www.kimley-horn.com

Scale	Drawn by	Checked by	Date	Project No.	Sheet No.
N/A	DMD	MCB	4/27/2022	061316601	1 OF 3

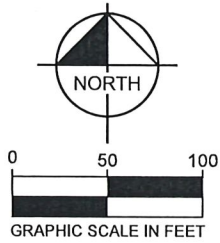
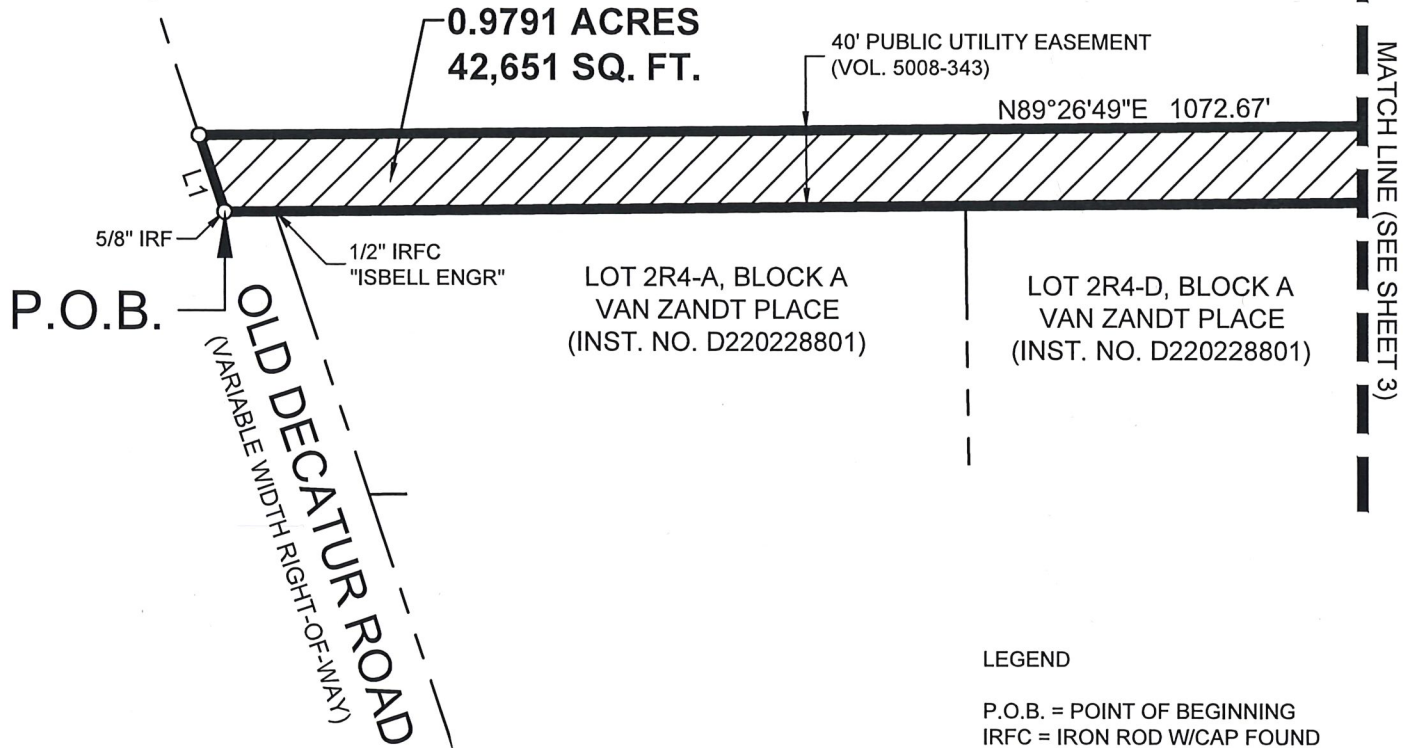


EXHIBIT "A"

LINE TABLE		
NO.	BEARING	LENGTH
L1	N18°19'35"W	42.00'
L2	S00°35'54"E	40.00'

CALLED 15.0736 ACRES
AM & JK DEVELOPMENT LLC
(INST. NO. D217258083)



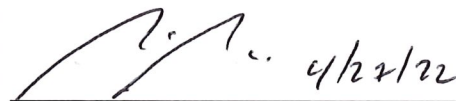
LEGEND

P.O.B. = POINT OF BEGINNING
IRFC = IRON ROD W/CAP FOUND
IRF = IRON ROD FOUND

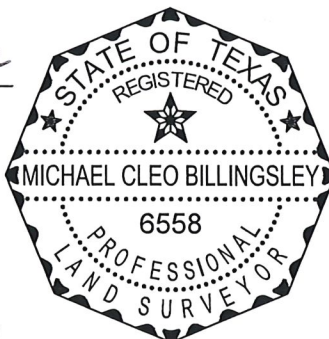
NOTES

Bearing system based on the Texas Coordinate System of 1983 (2011 adjustment), North Central Zone (4202). A metes and bounds description of even survey date herewith accompanies this survey plat.

The undersigned, Registered Professional Land Surveyor, hereby certifies that this survey plat accurately sets out the metes and bounds of the abandonment tract.


4/27/22

MICHAEL C. BILLINGSLEY
REGISTERED PROFESSIONAL
LAND SURVEYOR NO. 6558
801 CHERRY STREET,
UNIT 11 SUITE 1300
FORT WORTH, TEXAS 76102
PH. 817-335-6511
michael.billingsley@kimley-horn.com



EASEMENT ABANDONMENT
BENJAMIN THOMAS SURVEY
ABSTRACT NO. 1497
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Scale	Drawn by	Checked by	Date	Project No.	Sheet No.
1" = 100'	DMD	MCB	4/27/2022	061316601	2 OF 2

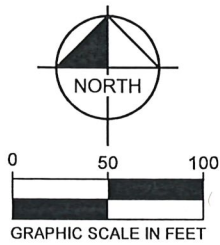
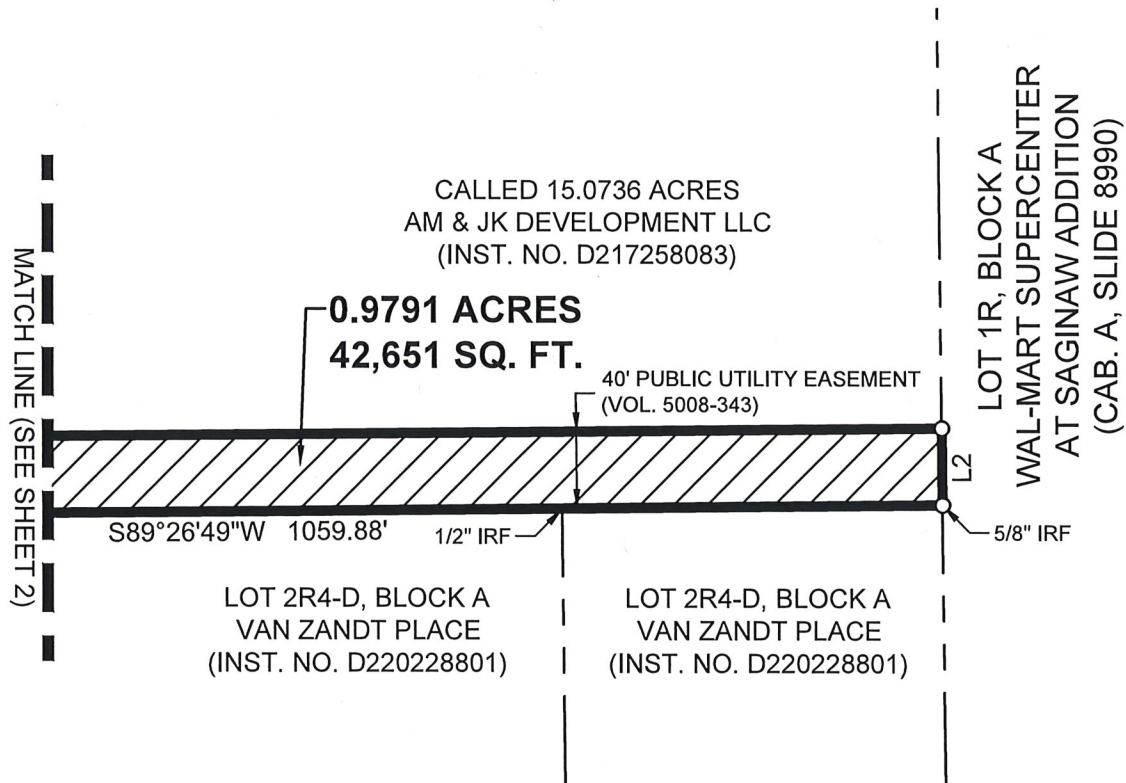


EXHIBIT "A"



LEGEND

P.O.B. = POINT OF BEGINNING
 IRFC = IRON ROD W/CAP FOUND
 IRF = IRON ROD FOUND

EASEMENT ABANDONMENT
 BENJAMIN THOMAS SURVEY
 ABSTRACT NO. 1497
 CITY OF SAGINAW
 TARRANT COUNTY, TEXAS

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Scale	Drawn by	Checked by	Date	Project No.	Sheet No.
1" = 100'	DMD	MCB	4/27/2022	061316601	3 OF 3



City of Saginaw

Meeting Date: 5/3/2022

Staff Contact: Rick Trice, P.E.
Director of Public Works

Agenda Items: (4)(d)

E-mail: rtrice@saginawtx.org

Phone: 817-230-0449

SUBJECT:

Action regarding Approval of Recommendation from Advisory Recreation and Parks Board to Purchase "12 Days of Christmas" Display

BACKGROUND/DISCUSSION:

The Advisory Recreation and Parks Board has recommended the approval of the purchase of a "12 Days of Christmas" Display in the amount of \$20,360.46. The proposed display will be the first to be placed on Basswood Boulevard in the center median between High Country Trail and East Bailey-Boswell Road.

FINANCIAL IMPACT:

The financial impact will be \$20,360.46. Funds are available in the Parks Donation Fund for this expenditure.

RECOMMENDATION:

Staff recommends approval.

ATTACHMENTS:

Description

Proposed Christmas Display

Memorandum

April 28, 2022

To: Rick Trice, DPW

From: Randy Newsom, Assist. PW Director

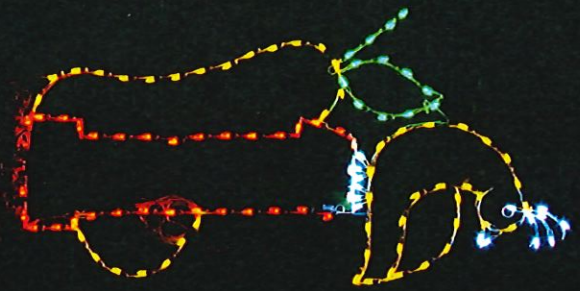
Subject: Recommendation to Purchase Christmas Display

At the Park Board meeting on April 11, 2022, the Board members discussed and voted on a Christmas Display for 2022. Over the last few years, the focus has been on Willow Creek Park. The result has created a tremendous Christmas display residents can enjoy while driving down Knowles Drive. In addition, the displays have also created a festive atmosphere for the Christmas Parade and tree lighting event.

It is now the Parks and Recreation Board's desire to focus on Christmas Displays for the east side of Saginaw. After discussing our options, the decision was made to focus on Basswood Boulevard since Highland Park doesn't offer views from the roadway like Willow Creek Park does.

The Board members decided to begin with the "12 Day's of Christmas" as the 1st display. It will be installed in the center median of Basswood Boulevard between High Country Trail and East Bailey Boswell Road. In addition to this display, the Beautification Committee has agreed to have the 61 trees between High Country Trail and Blue Mound Road wrapped in mini lights. This will create a nice travel corridor with Christmas Displays and lights on the east side of Saginaw.

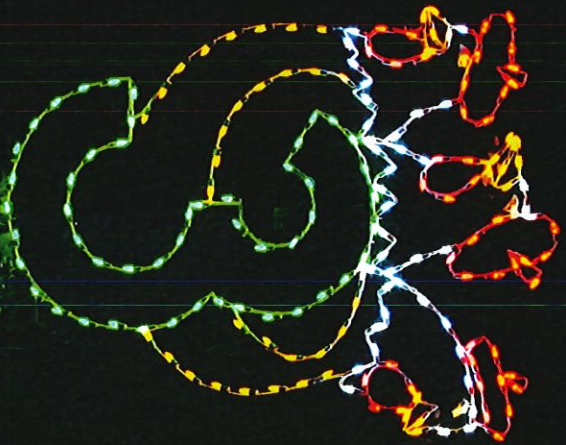
The "12 Days of Christmas" display will be purchased from Arnett Marketing utilizing the BuyBoard contract. The cost of this display is \$20,360.46 and will be funded from the Parks Donation Fund. The Parks and Recreation Board would like to request to Council for their consideration and approval of the purchase the "12 Days of Christmas" display.



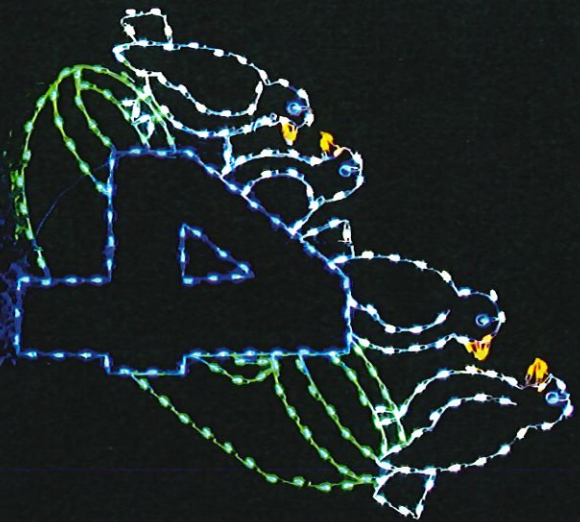
SSTD-1E \$ Partridge and Pear 4' x 7 1/2'



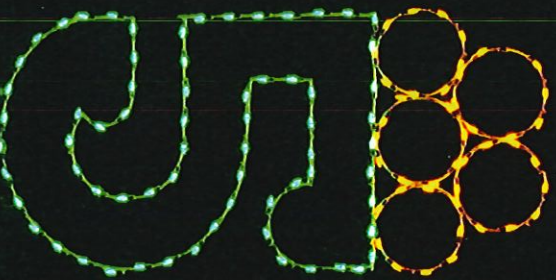
SSTD-2E \$ Two Turtle Doves 7' x 6 1/2'



SSTD-3E \$ Three French Hens 5' x 7'



SSTD-4E \$ Four Calling Birds 7 1/2' x 7'



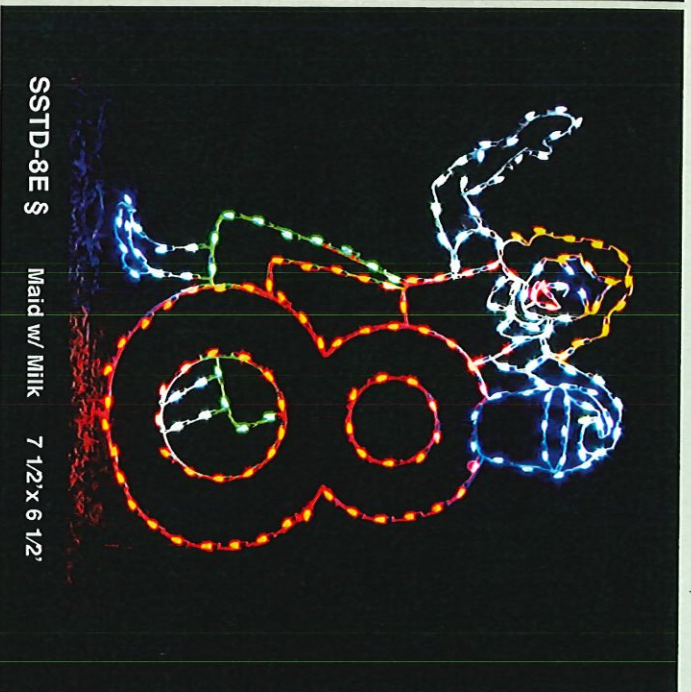
SSTD-5E \$ Five Golden Rings 3' x 6 1/2'



SSTD-6E \$ Six Geese 6 1/2' x 8'



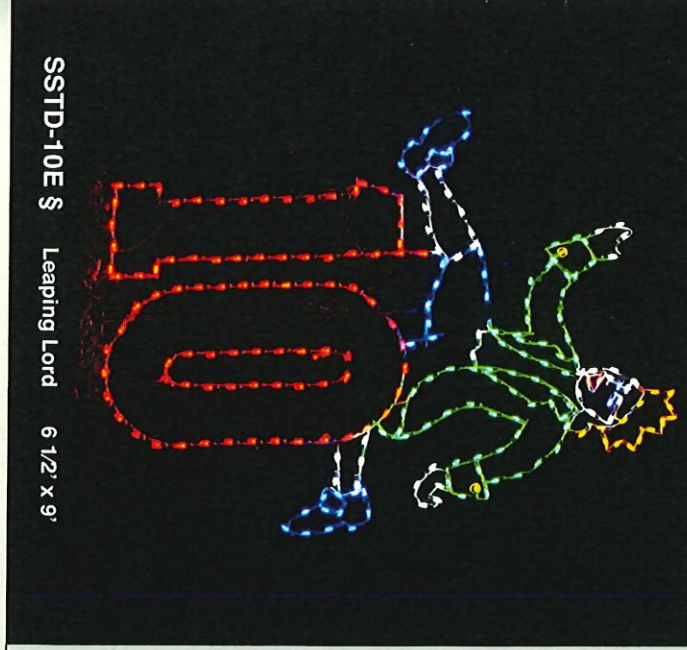
SSTD-7E \$ Seven Swans 6' x 7'



SSTD-8E \$ Maid w/ Milk 7 1/2' x 6 1/2'



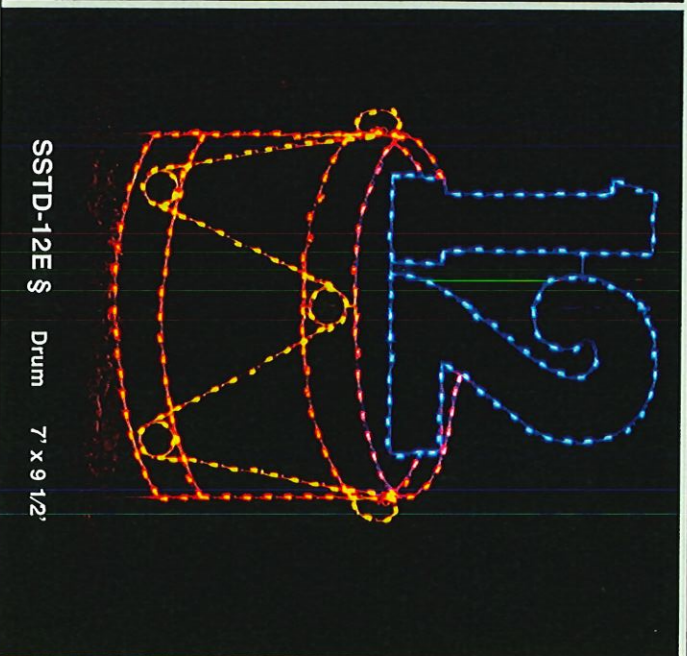
SSTD-9E \$ Dancing Lady 7' x 7'



SSTD-10E \$ Leaping Lord 6 1/2' x 9'



SSTD-11E \$ Piper 4 1/2' x 8 1/2'



SSTD-12E \$ Drum 7' x 9 1/2'



City of Saginaw

Meeting Date: 5/3/2022

Staff Contact: Gabe Reaume
City Manager

Agenda Items: (5)

E-mail: greaume@saginawtx.org

Phone: 817-230-0324

SUBJECT:

Proclamation--Public Service Recognition Week

BACKGROUND/DISCUSSION:

Mayor Flippo will read a proclamation declaring the week of May 1-7, 2022 to be *Public Service Recognition Week*.

FINANCIAL IMPACT:

N/A

RECOMMENDATION:

N/A

ATTACHMENTS:

Description

Proclamation

Office of the Mayor

Proclamation

City of Saginaw

Public Service Recognition Week

Whereas, Americans are served every single day by public servants at the federal, state, county and city levels. These unsung heroes do the work that keeps our nation, state, and city working;

Whereas, many public servants, including military personnel, police officers, firefighters, embassy employees, health care professionals and others, risk their lives each day in service to the people of the United States and around the world;

Whereas, public servants include teachers, doctors, nurses, scientists, building inspectors, social workers and countless other occupations. Day in and day out they provide the diverse services demanded by the American people of their government with efficiency and integrity; and

Whereas, without these public servants at every level, continuity would be impossible in a democracy that regularly changes its leaders and elected officials;

Now Therefore I, Todd Flippo, Mayor of the City of Saginaw, Texas do hereby proclaim the week of May 1-7, as **Public Service Recognition Week**. All citizens are encouraged to recognize and honor the men and women who serve our nation as federal, state, county and local government employees.

IN WITNESS WHEREOF, I do hereby set my hand and cause the seal of the City of Saginaw, Texas to be affixed this 3rd day of May, 2022.

Todd Flippo, Mayor





City of Saginaw

Meeting Date: 5/3/2022

Staff Contact: Matt Regan
Environmental Manager

Agenda Items: (6)

E-mail: mregan@saginawtx.org

Phone: 817-230-0442

SUBJECT:

Presentation regarding Industrial Pre-Treatment Program

BACKGROUND/DISCUSSION:

Environmental Manager Matt Regan will give a presentation regarding the Industrial Pre-Treatment Program

FINANCIAL IMPACT:

N/A

RECOMMENDATION:

N/A



City of Saginaw

Meeting Date: 5/3/2022

Staff Contact: Lee Howell
Assistant City Manager

Agenda Items: (7)

E-mail: lhowell@saginawtx.org

Phone: 817-230-0325

SUBJECT:

Consideration and Action regarding approval of Resolution No. 2022-12 adopting revisions to the City of Saginaw Personnel Policies and approving the said Personnel Policy Manual as revised.

BACKGROUND/DISCUSSION:

Approval of this item would revise the City Personnel Policies with the addition of the RTC recommended Clean Fleet Policy. NCTCOG has announced the first of several grants available to cities in Tarrant County. Adoption of the RTC Clean Fleet Policy is a prerequisite to application for a series of future grants that would provide funding to augment the City fleet, and provide enhancements to vehicular transportation available to our citizens.

This resolution was first adopted by RTC in 1996. Over 42 cities and counties, numerous school districts and private companies in DFW adopted the policy. An attached exhibit "2019 Data" illustrates the annual impact of the clean fleet coalition.

The North Central Texas Council of Governments (NCTCOG) has been designated as the Metropolitan Planning Organization (MPO) for the Dallas-Fort Worth (DFW) Metropolitan Area by the Governor of Texas.

The Regional Transportation Council (RTC), comprised primarily of local elected officials, is the regional transportation policy body associated with NCTCOG and has been and continues to be the regional forum for cooperative decisions on transportation.

NCTCOG has been designated as a Clean Cities Coalition for the DFW region by the US Department of Energy in accordance with federal law and the NCTCOG Executive Board authorized NCTCOG to serve as the host organization for the DFW Clean Cities (DFWCC) Coalition and its efforts.

The U.S. Environmental Protection Agency (EPA) has designated the DFW area as a nonattainment area for the pollutant ozone, and air quality impacts the public health of the entire region.

Emissions inventories from the Texas Commission on Environmental Quality (TCEQ) indicate that in 2012, approximately 76 percent of the nitrogen oxides (NO_x) emissions and 25 percent of the volatile organic

compounds (VOC) emissions in the DFW ozone nonattainment area are attributable to mobile sources.

The RTC is responsible for transportation conformity; and the Clean Air Act Amendments of 1990 require that transportation plans and improvement programs in air quality nonattainment areas conform to the adopted State Implementation Plan (SIP).

The RTC has adopted a resolution supporting the adoption and implementation of a Clean Fleet Policy by organizations with fleet operations in the DFW area; and reserves all future vehicle funding for entities that adopt and comply with a policy consistent with the provisions of this policy.

FINANCIAL IMPACT:

There is no financial impact to adopting the resolution or revising the personnel policies.

RECOMMENDATION:

Staff recommends approval.

ATTACHMENTS:

Description

Resolution 2022-12

Personnel Policy 13-10

DFW Clean Fleet Data

CITY OF SAGINAW RESOLUTION NO. 2022-12

**A RESOLUTION OF THE CITY OF SAGINAW, TEXAS, ADOPTING
REVISIONS TO THE CITY OF SAGINAW PERSONNEL POLICIES
AND APPROVING THE SAID CITY OF SAGINAW PERSONNEL
POLICIES MANUAL AS SO REVISED**

WHEREAS, the City Staff has prepared revisions to the City of Saginaw, Texas Personnel Policies Manual, as originally adopted on November 17, 1988; and as heretofore revised on July 7, 1988; February 20, 1990; June 16, 1992; and December 6, 1994; April 6, 1999; May 19, 2009; August 18, 2009; December 1, 2009; April 20, 2010; September 7, 2010; August 16, 2011; June 19, 2012; August 20, 2013; September 16, 2014; September 1, 2015; January 5, 2016; December 6, 2016; January 21, 2020 and

WHEREAS, the City Council has heretofore reviewed the proposed revisions as set forth in the attached exhibit;

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

1. That the City Council of the City of Saginaw, Texas does hereby formally approve the proposed revisions of the City of Saginaw Personnel Policies Manual, as presented to the City Council at the regular meeting of said City Council on the 3rd day of May, 2022 and set forth in the attached exhibit and reflected by the minutes of said meeting.

2. That henceforth the Personnel Policies Manual incorporating the said revisions, and bearing the date of May 3, 2022, be and is hereby adopted and approved as the City of Saginaw Personnel Policies Manual effective with the adoption of the resolution on May 3, 2022.

ADOPTED AND APPROVED this 3rd day of May, 2022

APPROVED:

Todd Flippo, Mayor

ATTEST:

Janice England, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Bryn Meredith, City Attorney

CHAPTER 13 MISCELLANEOUS PROVISIONS

13.10 CLEAN FLEET POLICY

Section 1.

City of Saginaw will reduce emissions from fleet activities by performing the following actions as practicable:

- 1.1** Implement an idle-reduction policy/standard operating procedure (SOP) that applies to all of the entity's vehicles and equipment, except where exempted as determined by City of Saginaw; communicate idle-reduction expectations to staff, vendors and visitors; and utilize idle-reduction technology.
- 1.2** Maximize use of vehicles and equipment with the lowest emissions wherever possible.
- 1.3** Ensure all conversions are EPA and/or California Air Resources Board (CARB) certified; ensure that aftermarket technologies are EPA and/or CARB verified, or are listed as an emerging technology by the EPA or a state environmental agency; and both conversions and aftermarket technologies are compatible with Texas Low Emission Diesel Program (TxLED) requirements.
- 1.4** Establish a plan to modify non-essential fleet activities on high ozone days to reduce air quality impacts.
- 1.5** Implement vehicle and equipment disposal strategies which minimize negative impacts on air quality.
- 1.6** Implement vehicle and equipment emissions inspection practices which meet or surpass the standards required by statute, including prompt resolution of any illuminated malfunction indicator lamp (MIL).

Section 2.

City of Saginaw will reduce overall fuel consumption, particularly the use of conventional petroleum fuels, by performing the following actions as practicable:

- 2.1** Pursue low-emission vehicles and equipment for acquisition, with an emphasis on alternative fuel, advanced technology, and/or SmartwaySM certified vehicles and equipment.
- 2.2** Improve overall fleet fuel efficiency.

- 2.3 Establish practices to reduce vehicle miles traveled, passenger miles traveled, engine hours, and/or ton miles traveled, as appropriate.

Section 3.

City of Saginaw will partner with the NCTCOG and DFWCC by performing the following actions as practicable:

- 3.1 Maintain membership and active participation in DFWCC and submit timely Clean Fleet Policy reporting.
- 3.2 Evaluate and consider participation in programs to test/commercialize/demonstrate new technologies to improve efficiency, reduce emissions, and/or increase fuel efficiency.
- 3.3 Pursue activities which support peer fleets' efforts to implement fuel- or emissions-reducing activities by sharing and maximizing resources.
- 3.4 Encourage fleet activities which minimize water, solid waste, or other environmental impacts of fleet activities, as appropriate.

Section 4.

City of Saginaw will ensure drivers/operators and fleet personnel are familiar with air quality and petroleum reduction goals by performing the following actions as practicable:

- 4.1 Provide in-house training and/or attending training administered by NCTCOG for fleet personnel and other staff involved in fleet decisions to review policy elements and provide recommendations for achieving objectives.
- 4.2 Consider other mechanisms to increase understanding and awareness among fleet personnel and others.

DFW CLEAN CITIES

Supporting transportation-related initiatives that improve air quality, reduce energy consumption and strengthen the local economy throughout North Texas

dfwcleancities.org

The Dallas-Fort Worth (DFW) Clean Cities Coalition works with local fleets to promote practices and decisions to reduce transportation energy use and improve air quality. DFW was one of the first regions to be designated as part of the DOE Clean Cities initiative in 1995. Each year, DFW Clean Cities stakeholders reduce petroleum use by over 20 million gallons by using advanced fuel vehicles, reducing idling, and other best practices.

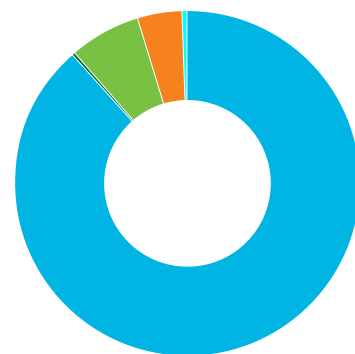
DFW Clean Cities is housed within the North Central Texas Council of Governments (NCTCOG). NCTCOG is a voluntary association of local governments

established in 1966 to assist local governments in planning for common needs, cooperating for mutual benefit, and coordinating for sound regional development. NCTCOG's purpose is to strengthen both the individual and collective power of local governments and to help them recognize regional opportunities, eliminate unnecessary duplication, and make joint decisions. NCTCOG serves a 16-county region of North Central Texas, which is centered on the two urban centers of Dallas and Fort Worth. Currently, NCTCOG has 238 member governments including 16 counties, 169 cities, 22 school districts, and 31 special districts.

Coalition Impact*

42 
Fleets Reporting

9,871 
Alternative Fuel Vehicles
& Equipment




~1.6
tons per day
ozone-forming
nitrogen oxides
(NO_x) reduced


236
lbs. of Fine
Particulate Matter
Reduced & Up
to ~\$100,000 in
Health Benefits


72,094
tons greenhouse
gases reduced
equivalent to
Eliminating 3,059
Tanker Trucks
of Gasoline

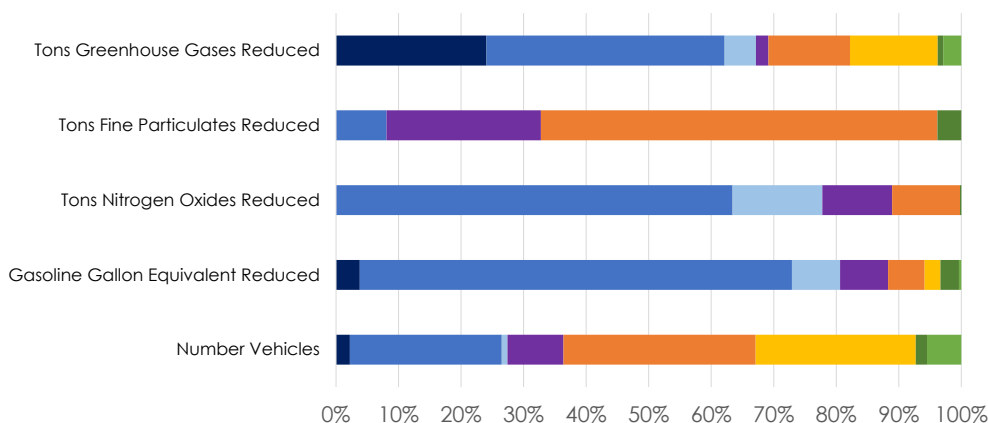
- Alternative Fuel Vehicles
- Hybrid Vehicles
- Fuel Economy Improvements
- Idle Reduction
- Alt Fuel Non-Road Equipment

*over calendar year 2019

Coalition Impact: It Takes All Fuels

- RNG
- CNG
- LNG
- Hybrid
- Propane
- Ethanol
- Biodiesel
- EV+PHEV

RNG- Renewable Natural Gas; CNG- Compressed Natural Gas; LNG- Liquefied Natural Gas; EV- Electric Vehicle; PHEV- Plug-In Hybrid Electric Vehicle; <https://www.dfwcleancities.org/annualreport>; Data on Emissions and Energy Impacts Provided by the National Renewable Energy Laboratory and Department of Energy, based on Vehicle Activity Information Submitted by DFW Clean Cities for the 2019 Calendar Year.



What We do

Funding Support



to Clean Vehicle/
Equipment Projects
Since 2006

EPA Clean Diesel Funds •
• CMAQ Funds •
DOE Clean Cities Funds

Grant Application Assistance

Technical Assistance



Helping Fleets
Identify Solutions
Best Suited for
Their Needs

Webinars • Workshops
• Peer Exchange

Raising Awareness



National Drive
Electric Week

Fleet Recognition

Community
Events

Planning the Future



Alternative Fuel Corridors

I-45 Zero-Emission
Corridor – Planning for
Hydrogen Fuel Cell and
Battery Electric Freight

Organic Waste to
Renewable Natural Gas –
Regional Feasibility Study

Highlights by Congressional District

District 3: One-of-a-Kind Hybrid Refuse Truck in Frisco; One of Texas' Largest Propane School Bus Fleets at Prosper ISD; FHWA-Designated Alternative Fuel Corridors

District 4: Propane and Electric Equipment at City of Rockwall; FHWA-Designated Alternative Fuel Corridors

District 5: CNG Buses Operated by DART; Propane at City of Mesquite; EV Commitments in Dallas' Climate Action Plan; FHWA-Designated Alternative Fuel Corridors

District 6: FHWA-Designated Alternative Fuel Corridors; I-45 Zero-Emission Vehicle Corridor Plan – Preparing for Hydrogen Fuel Cell and Battery Electric Freight

District 11: Propane Landscape Equipment at Granbury ISD

District 12: CNG and Electric Buses Operated by Trinity Metro; Propane School Buses at Fort Worth ISD; FHWA-Designated Alternative Fuel Corridors; Electric Motors Manufactured at Linear Labs

District 13: Propane School Buses at Chico ISD

District 24: Renewable Natural Gas at DFW Airport (the only Carbon-Neutral Airport in North America); Biofuels in City of Southlake; FHWA-Designated Alternative Fuel Corridors

District 25: FHWA-Designated Alternative Fuel Corridors

District 26: Biodiesel from Waste Cooking Oil at American BioSource; Electric Trucks by Peterbilt; One of Texas' Largest Propane School Bus Fleets at Denton ISD; FHWA-Designated Alternative Fuel Corridors

District 30: I-45 Zero-Emission Vehicle Corridor Plan – Preparing for Hydrogen Fuel Cell and Battery Electric Freight; CNG and Biodiesel at City of Dallas; EV Commitments in Dallas' Climate Action Plan; FHWA-Designated Alternative Fuel Corridors;

District 32: CNG and Biodiesel at City of Dallas; EV Commitments in Dallas' Climate Action Plan; FHWA-Designated Alternative Fuel Corridors

District 33: The First Electric School Buses in Texas at Everman ISD!; Propane School Buses at Fort Worth ISD; EV Commitments in Dallas' Climate Action Plan; FHWA-Designated Alternative Fuel Corridors



City of Saginaw

Meeting Date: 5/3/2022

Staff Contact: Kim Quin
Finance Director

Agenda Items: (8)

E-mail: kquin@saginawtx.org

Phone: 817-230-0332

SUBJECT:

FY2022/2023 Budget Workshop

BACKGROUND/DISCUSSION:

Budget preparation has begun for the 2022/2023 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:

The items discussed may impact the FY22/23 Proposed Budget.

RECOMMENDATION:

This is a workshop to discuss FY22/23 budget issues. No action will be taken.

ATTACHMENTS:

Description

Workshop Presentation



FY2022/2023 BUDGET WORKSHOP – TAX RATE

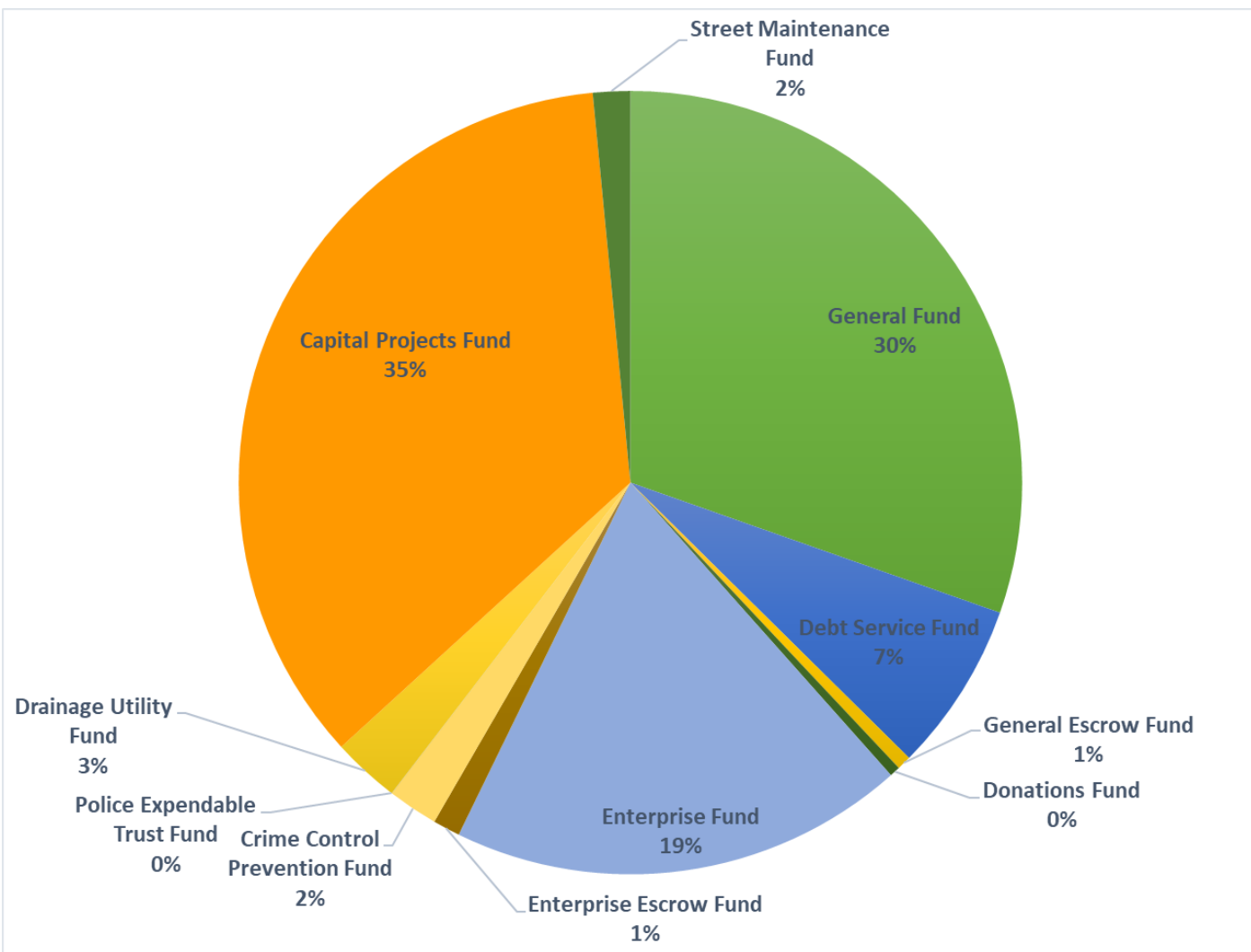


11 Different Fund Budgets

- 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)



FISCAL YEAR 2021/2022 REVISED BUDGET



General Fund	20,584,120
Debt Service Fund	4,753,725
General Escrow Fund	395,580
Donations Fund	294,220
Enterprise Fund	12,735,320
Enterprise Escrow Fund	760,845
Crime Control Prevention Fund	1,407,575
Police Expendable Trust Fund	3,290
Drainage Utility Fund	1,886,815
Capital Projects Fund	23,876,245
Street Maintenance Fund	1,041,480
TOTAL ADOPTED BUDGET	67,739,215

Revenue _(tax levy) = Base x Rate



- Property Tax Revenue – Revenue source for the General Fund and the Debt Service Fund
- 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)

=

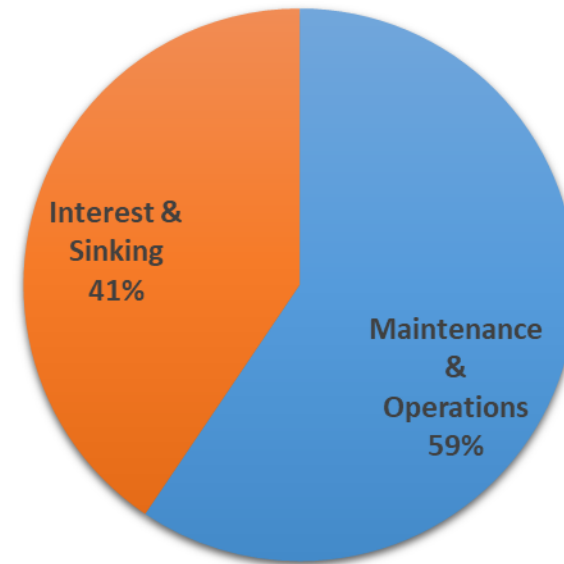
Total Tax Rate

FY21/22 Tax Rate:

M&O 28.5058

I&S 19.4458

Total 47.9516





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 operating revenue as last year on the same properties plus amount required for debt service
- 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

- Example:

Year	Voter Approval Rate	Adopted Rate	Difference	Unused Incremental Rate
2020	0.5000	0.5000	0.0000	0.0000
2021	0.5025	0.5000	0.0025	0.0025
2022	0.5100	0.5000	0.0100	0.0125

In 2023 could increase voter approval rate by 0.0125

- City of Saginaw:

Year	Voter Approval Rate	Adopted Rate	Difference	Unused Incremental Rate
2020	0.4687	0.4616	0.0071	0.0071
2021	0.4961	0.4795	0.0166	0.0237
2022				



Property Tax Exemptions

- Homestead Over 65 is \$50,000
- Homestead Disabled is \$30,000
 - Example: Appraised value \$200,000

less \$ 50,000

taxable value \$150,000

Property tax is \$719.27 instead of \$959.03 a \$239.76 savings

- An additional \$20,000 in exemption would be a savings of \$95.90 and would cost the other tax payers \$12.07
- Changes to exemptions must be submitted to TAD by July 1st

CITY-WIDE FY 22/23 BUDGET ISSUES



Competitive salaries and cost of living adjustments

Employee health insurance increases and/or plan
Changes