

Minutes for the City Council

333 West McLeroy Boulevard, Saginaw, Texas 76179

December 5, 2023, 5:59 PM - December 5, 2023, 8:14 PM

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

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

1. Call To Order

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

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

Present

City Attorney Bradley Anderle

City Engineer Trenton Tidwell, P.E.

City Manager Gabe Reaume

Asst. City Manager Lee Howell

Finance Director Kim Quin

City Secretary Janice England

Asst. Police Chief Brandon Badovinac

Police Lieutenant Corey Burnett

Director of Public Works Randy Newsom

Asst. Director of Public Works Jarred Coursey

Director of Community & Economic Development Keith Rinehart

Director of Human Resources Melanie McManus

Library Director Ellen Ritchie

Communications Manager Pedro Zambrano

Planning Tech Maria Hernandez

Absent

None

Visitors

Brack St. Clair

Glenn Reeves

Mark Towns

Caleb Towns

Nathan Towns

Ronnie Horton

Wes Horton

Matt Regan

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

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

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

1D. Audience Participation--Anyone wishing to speak during the discussion of an item listed on the agenda must complete an audience participation form. These forms are located by the Police Chief. After completing the form, give it to the City Secretary. She will give it to the Mayor. The Mayor will call on you when that item is discussed. You will have three (3) minutes to make your comments.

2. Consent Agenda

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.

Valerie Junkersfeld made a motion to Approve that was seconded by Paul Felegy with a result of 7-0-0-0

Motion was made by Mayor Pro-Tem Junkersfeld with a second by Councilmember Felegy to approve Items 2A, 2C, 2D, 2E and 2F of the Consent Agenda. Motion carried unanimously. 7-0-0-0

2A. Action regarding Minutes, November 7, 2023--Janice England, City Secretary

The minutes of the City Council Meeting held on November 7, 2023 were presented for approval.

2B. Action regarding approval of Memo of Understanding (MOU) for providing Detention Services to City of Blue Mound Police Department--Brandon Badovinac, Asst. Police Chief

**** Item was Removed from Consent**

The Blue Mound Police Department is requesting the Saginaw Police Department provide detention services for arrests made by their department. These services are addressed in the proposed Memo of Understanding. Saginaw Police Department provides a similar service for the Eagle Mountain-Saginaw Independent School District (EMS-ISD) Police Department. The financial impact will be a positive one for the City of Saginaw. Blue Mound will compensate the City of Saginaw for each arrest that is made and transported to the Saginaw Police Department Detention Center. Blue Mound estimates four to six arrests per month based on previous activity. The fee per arrestee will be \$415 which is the cost to process and detain an inmate. This is the same fee that is currently charged to EMS-ISD.

Nick Lawson made a motion to Approve that was seconded by Paul Felegy with a result of 6-0-1-0 Abstained by Mary Copeland

2C. Action regarding Reappointment of Tax Increment Reinvestment Zone No. 1 Board of Directors--Janice England, City Secretary

The terms of office for four members of the Tax Increment Reinvestment Zone No. 1 Board of Directors will expire on December 31, 2023. The four members are as follows: Place 5-Randy Edwards, Place 7-Mary Copeland, Place 8-Tracey Knight (Tarrant County Representative), and Place 9-Ronnie Watkins (Tarrant County College District Representative). The terms of office are two years. The Council will need to take action to reappoint the four members.

2D. Action regarding Cancellation of December 19, 2023 City Council Meeting--Janice England, City Secretary

Due to the upcoming Christmas Holidays and the fact that there are no pending items for the December 19th City Council Meeting, it has been suggested that the meeting be cancelled.

2E. Action regarding Interlocal Agreement with Tarrant County for Mill and Asphalt Overlay of Arcadia Dr., Straw Rd., Ridgecrest Dr. from Stallion Ln. to Canyon Dr., S. Hampshire Street from Hialeah Park St. to W. Southern Ave., Pimlico Way, and McLeroy Blvd. from Saginaw Blvd. to the Burlington Northern Santa Fe Railroad Crossing--Randy Newsom, Director of Public Works

The proposed Interlocal Agreement with Tarrant County includes mill and asphalt overlay of Arcadia Dr., Straw Rd., Ridgecrest Dr. from Stallion Ln. to Canyon Dr., S. Hampshire St. from Hialeah Park St. to W. Southern Ave., Pimlico Way, and McLeroy Blvd. from Saginaw Blvd. to the Burlington Northern Santa Fe Railroad Crossing. As in previous agreements, Tarrant County will furnish the labor and equipment. The responsibilities of both parties are specified in the proposed agreement. Projects are scheduled as Tarrant County's workload permits. Funds to cover these expenditures are budgeted in multiple accounts in the 2023-2024 Street Maintenance Fund Budget. Tarrant County approved the proposed agreement on November 7, 2023.

2F. Action regarding Purchase of Vac Truck for Water & Wastewater Department--Jarred Coursey, Asst. Director of Public Works

The City Council approved in the FY2022-2023 budget the purchase of a new Vac truck. Public Works chose to purchase from a new vendor, Gap Vax, and ordered the truck. The projected delivery date at that time was June/July 2023. In August 2023, Gap Vax advised that the expected delivery date had changed to September 2024. This presented a two year wait to receive the new truck. This created more risk to the City due to truck aging another year and the likelihood of more maintenance needs that would cause down time of the machine and require money to repair. It also created the risk of the trade-in value depreciating.

In September 2023, crews were working on a sewer main break and one of the main suction hoses on our current Vac truck busted. One of our crew members contacted Kinloch Vac Tron and their representative delivered a new hose on site, on a Saturday, and helped install the new hose to ensure the truck would operate correctly. We had never received that level of service in past years of being a Kinloch customer. The quality of Kinloch trucks was never in question when we decided to purchase the truck from Gap Vax. The decision was solely based on the customer service we received when trying to get our truck serviced or repaired. While on site, conversations began about Kinloch having trucks on hand and new trucks being readily

available in the near future. We expressed our concerns about their customer service and were told they had removed all personnel that had been employed at Kinloch during that time and had resolved their customer service issues. We once again contacted Gap Vax and made sure that we would not receive the truck any sooner than September 2024, and unfortunately they confirmed that was still the expected delivery date.

Kinloch currently has a Vac truck on hold for us that can be delivered in December. This truck will not exceed the budgeted amount. Also, we have confirmed with the Gap Vax representative that we are able to cancel the order with no issue.

The budgeted amount for a new Vac truck in the FY2022-2023 budget was \$561,525. The Gap Vax truck was priced at \$559,318.59 with a trade-in allowance of \$80,000 (total cost \$479,318.59). This was approved at the November 15, 2022 City Council Meeting. The Kinloch Vac truck that is available to us now is priced at \$556,028. They have given us a trade-in allowance of \$76,709.41 which will bring the total cost to \$479,318.59. The FY2023-2024 budget will be amended at midyear to reflect the unexpended funds from the FY2022-2023 budget.

3. Proclamations-Presentations

3A. Customer Service Request System Presentation--Maria Hernandez, Planning Tech

Planning Tech Hernandez gave a presentation regarding the new system for reporting concerns including sidewalk/street issues, water leaks, sewage issues, street sign issues, etc. The new system will be available to residents beginning on December 6, 2023.

4. Public Hearings

5. Business

5A. Consideration and Action regarding Resolution 2023-26, Revisions to the City of Saginaw Personnel Policies--Melanie McManus, HR Director

Director of Human Resources McManus stated that an Employee Suggestion Program was discussed at the September 5, 2023 City Council Meeting. The City Council directed staff to move forward and present a formal program at a later date. She explained that Resolution No. 2023-26 approves the addition of an Employee Suggestion Program to the Personnel Policies Manual (Chapter 11 Employee Incentive Program, Section 11.3 Employee Suggestion Program). She added that an employee suggestion program offers a way to gather new ideas, boost

performance, and commit to continuous improvement. Potential monetary awards will range from \$25 to a maximum of \$5,000 for documented and net savings. Awards for suggestions that have intangible value are determined according to their impact on City operations with a range of \$25 to a maximum of \$1,500.

Valerie Junkersfeld made a motion to Approve that was seconded by Cindy Bighorse with a result of 7-0-0-0

5B. Consideration and Action regarding a Final Change Order for the new Fire Station Project--Doug Spears, Fire Chief

Fire Chief Spears stated that staff is in the process of reconciling the Fire Station Project and closing out the financial components. He explained the purpose of this item is for approval of a final change order request for work done by Steele and Freeman Inc. The change order will cover the cost of an unanticipated but necessary Oncor underground service line relocation that was performed. The amount of the change order request is \$108,940. This amount will be covered by the remaining and unexpended Fire Station Project Funds.

Valerie Junkersfeld made a motion to Approve that was seconded by Paul Felegy with a result of 7-0-0-0

5C. Consideration and Action regarding Tyler Technologies Citation Software System--Corey Burnett, Police Lieutenant

This past year the Police Department had a higher-than-normal number of issues with the current ticket writer devices. Several surrounding police departments and court clerks were contacted regarding what they use and if they were satisfied with their products. We found the most widely used software to be Brazos Software by Tyler Technologies. The Brazos Software would allow the use of city owned cell phones via the software app and our current printers. The software and cell phone app process will not only be more efficient by reducing the length of time on a traffic stop but will also be more cost effective in the long run. The software will also allow us to do more than simply issue citations. It will allow us to issue criminal trespass warnings, vehicle inventory sheets, and print out driver exchange sheets for persons involved in a vehicle crash. All of these extra abilities are more efficient for the officers in the field and will reduce overhead on hard copies of these forms.

Prices were compared for three companies and the services provided, and it was determined that Tyler Technologies was the most cost effective on an annual basis as well as more efficient in the field. If approved, the Municipal Court will not have to change their software because Tyler Technologies has an interface with our current court software and the setup and

installation of this interface is included with our quote. The time frame for transitioning will be approximately ninety days.

The initial cost is \$30,634.87 which includes the initial set up, installation and training costs of \$13,535 plus the first year cost of \$17,099.87. The annual yearly cost is also \$17,099.87 compared to our current software and device cost of between \$17,817 to \$20,819 annually depending on how many new devices are purchased during the year. The funding for this software is currently paid by the Court Fund.

Nick Lawson made a motion to Approve that was seconded by Randy Edwards with a result of 7-0-0-0

5D. Consideration and Action regarding Service Agreement for managed security and IT services with iwerk--Lee Howell, Assistant City Manager

Asst. City Manager Howell stated that reliable and more sophisticated cyber security measures have become a necessity for cities. System intrusion attempts are on the rise and cities of all sizes are favorite targets of professional hackers and ransomware attacks. He explained that the proposed Standard Managed Security and IT Services Agreement with iwerk covers services that would immediately enhance system protection at the device level and provide consultation to begin development of a comprehensive cyber security plan for all systems. The cost for the Standard Managed Security and IT Services for all devices is \$122,400 annually. Funds to cover this expense will come from one-time unanticipated additional revenues. The costs will be added to the annual budget process hereafter.

Nick Lawson made a motion to Approve that was seconded by Paul Felegy with a result of 6-1-0-0 Opposed by Valerie Junkersfeld

5E. Consideration and Action regarding Award of Bid for Reroofing the Police Department Building--Brandon Badovinac, Asst. Police Chief

Asst. Police Chief Badovinac explained that at the January 17, 2023 City Council Meeting, the Council voted to approve a proposal for Professional Services for Roof Technical Services, Inc. for Professional Engineering/Roof Consulting Services for the Police Department. This was necessary due to the complexity of the existing roof. They prepared the bid documents. The project was advertised and bids were opened on November 9, 2023. Rondi Perry of Roof Technical Services, Inc. reviewed the bids extensively and interviewed the low bidder, Jeff Eubank Roofing, Inc. Based on the bids received and his review, Mr. Perry has recommended the bid be awarded to Jeff Eubank Roofing, Inc. in the amount of \$620,100. American Rescue Plan Act (ARPA) Funds in the amount of \$276,745 were included in the FY2022/2023 budget

(Police Department, Account 01-7600-05-00, COVID-19 Expense/ARPA) for this project. There are remaining ARPA Funds that will be used for the remaining \$343,355.

Paul Felegy made a motion to Approve that was seconded by Valerie Junkersfeld with a result of 7-0-0-0

6. Executive Session

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

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

6B. Any Posted Item -

6C. 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:-

6D. Building Improvement Grant Application--416 Belmont St. -

6E. Fuel City Intersection Improvements -

6F. Victory Western Center -

Mayor Flippo declared the meeting recessed into Executive Session at 7:27 p.m.

Mayor Flippo declared the meeting back in Regular Session at 8:14 p.m.

7. Adjournment

7A. Adjournment--Todd Flippo, Mayor

Mayor Flippo declared the meeting adjourned at 8:14 p.m.

Paul Felegy made a motion to Approve that was seconded by Randy Edwards with a result of 6-0-0-1 Absent was Valerie Junkersfeld