CITY COUNCIL OF THE CITY OF SACHSE

MEETING MINUTES

AUGUST 17, 2020

The City Council of the City of Sachse held a regular meeting on Monday, August 17, 2020, at 6:30 p.m. via virtual teleconference. Those present were Mayor Mike Felix, Mayor Pro Tem Michelle Howarth, Councilmembers Brett Franks, Paul Watkins, Chance Lindsey, Cullen King, and Jeff Bickerstaff; City Manager, Gina Nash; City Secretary, Michelle Lewis Sirianni; Parks and Recreation Director, Lance Whitworth; IT Manager, Danny Wheeler; Recreation Manager, Cynthia Wiseman; Strategic Services Manager, Lauren Rose; Finance Director, Teresa Savage; Public Works and CIP Director, Corey Nesbit; Development Services Director, Matt Robinson; Economic Development Corporation CEO, Leslyn Blake; Human Resources Director, Melinda Walter; Fire Chief, Marty Wade, Fire Deputy Chief, Lee Richardson, and Police Chief, Bryan Sylvester.

Mayor Felix opened the workshop meeting at 6:30 p.m.

MASTER FEE SCHEDULE: Discuss amending the Master Fee Schedule by amending ambulance services, engineering, development services, fire hydrant meters, and water and wastewater rates and providing an effective date.

Mrs. Savage presented proposed changes to the Master Fee Schedule including the update of ambulance services, adding a right-of-abandonment application fee in Development Services, lowering the construction inspection after hours fee in Engineering, updating fees for fire hydrant meters in Public Works, and making wastewater rate schedule changes in Utilities. Mrs. Savage requested feedback from the City Council and stated the City Council will consider adopting the changes at its September 8 meeting.

The City Council discussed the changes with requests for more examples regarding the type of meter tampering that is occurring.

PROPOSED FY 2020-2021 BUDGET: Discuss the City Manager's Proposed Budget for programs and services for the 2020-2021 fiscal year.

Mrs. Savage presented the proposed budget for the 2020-2021 fiscal year. Mrs. Savage reviewed the truth in taxation information; General Fund revenue and summaries; Departmental summaries; Utility Fund revenue and summaries; Debt Service summary; the vehicle/equipment replacement fund (VERF); Supplementals in the General and Utility funds; the capital budget, and fund summaries.

No comments were made by the City Council.

ADJOURNMENT:

Mayor Felix adjourned the workshop at 7:04 p.m.

Mayor Felix opened the regular meeting at 7:04 p.m.

INVOCATION AND PLEDGE OF ALLEGIANCE TO U.S. AND STATE FLAGS:

Councilman King offered the invocation and Councilman Bickerstaff led the pledges.

MAYOR AND CITY COUNCIL ANNOUNCEMENTS REGARDING SPECIAL EVENTS:

Councilman King reminded residents that the Animal Shelter is available by appointment only. He also encouraged residents to get involved in the school system's mentoring program.

Councilman Franks reminded residents that the Senior Center is closed, the Community Center is open by appointment, and the Library is open with limited capacity.

Mayor Felix announced the changes to bulk trash.

Recognize Alex Carroll for his Eagle Scout Project.

Alex Carroll with Troop 78 highlighted his project and the restoration of several signs for the City including the entrance signs and several park signs.

The Mayor and City Council recognized and thanked Alex for all his hard work and completion of his project.

CITIZEN INPUT:

No comments were received.

CONSENT AGENDA: All items listed on the Consent Agenda are considered routine and will be acted on by one motion, with no separate discussion of these items unless a City Councilmember or citizen so requests.

1. **Approve the minutes of the August 3, 2020, combined meeting.**
2. **Approve moving the first regular City Council meeting in September to Tuesday, September 8, 2020.**
3. **Accept the Quarterly Budget and Investment Reports for the quarter ending June 30, 2020.**

Councilman King made a motion to approve the consent agenda items as presented. Councilman Bickerstaff seconded that motion and the motion was unanimously approved.

REGULAR AGENDA ITEMS:

Consider receipt of the City Manager's Proposed Budget for programs and services for the 2020-2021 fiscal year.

Mrs. Nash stated this item is a required step. A public hearing on the budget is scheduled for the September 8 City Council meeting.

Mayor Felix read the following comments into the record.

Matthew Holboke, 5511 Oakridge Circle, stated "by the City's own standards Bailey Road has a PASER rating of one (1). Why no money for Bailey Road? The curb appeal is terrible."

Mrs. Nash stated when a street has received a PASER rating of one (1), the road has failed. Therefore, it would not make sense to spend monies on an overlay or patch repair on this road. However, the City Council will be discussing again with a possible Bond. As is today, it would cost four (4) million dollars to rebuild as a concrete two-lane road with curb and gutter and utility work.

Mrs. Wiseman read the following comments into the record.

Kirk Wood, 6322 Falcon Crest, asked if the City could pay with unreserved funds.

Mrs. Nash commented that there are several options, but the use of the unreserved fund balance needs to be part of a larger policy discussion with the City Council.

Councilman Watkins made a motion to accept receipt of the City Manager's Proposed Budget for programs and services for the 2020-2021 fiscal year. Councilman King seconded that motion and the motion was unanimously approved.

Consider placing a proposal to adopt a tax rate of $0.720000 per $100 of assessed property values for the 2020-2021 fiscal year as an action item on the September 8, 2020, City Council meeting.

Mrs. Savage stated the proposed tax rate is lower than the No-New Revenue rate, the Voter-Approval rate, and the De Minimis Rate as determined by Dallas County. Therefore, no public hearing is required, and the meeting can be held virtually. A public hearing on the budget will take place on September 8.

Councilman King made a motion to adopt a tax rate of $0.720000 per $100 of assessed property values for the 2020-2021 fiscal year as an action item on the September 8, 2020, City Council meeting. Councilman Bickerstaff seconded that motion and the motion was unanimously approved.

Conduct a public hearing to consider an ordinance amending the Code of Ordinances by amending Chapter 12 by continuing and readopting Section 12-1 "Curfew for Minors".

Chief Sylvester stated the ordinance was last renewed on August 7, 2017 and is required by statute to renew every three years. The primary intent is to promote overall safety of minors and prevent victimization. He outlined the hours and permissible conduct under the ordinance, and steps taken if a minor is seen or stopped. Staff is recommending approval.

Mayor Felix opened the public hearing.

No comments were made.

Mayor Felix closed the public hearing.

Councilman Franks and the Mayor thanked the Chief for bringing forward as they support having this tool to help schools and keeping children safe.

Councilman Watkins made a motion to approve an ordinance amending the Code of Ordinances by amending Chapter 12 by continuing and readopting Section 12-1 "Curfew for Minors". Councilman Franks seconded that motion and the motion was unanimously approved.

Consider approving and authorizing the City Manager to execute an Interlocal Agreement between the City of Sachse and Garland Independent School District (ISD) for School Resource Officer services.

Chief Sylvester provided a background of the partnership of this program and highlights of the provisions of the agreement with GISD. Chief commented that this is an extended term agreement with the provision to make modifications as necessary and agreed by both parties. The funding for these positions is allocated through the budgeting process with any ancillary expenses for items such as training, uniforms etc. accounted for in the existing budget or through use of special funds. Staff recommends approval.

Councilman Franks asked how the position is being handled in light of the pandemic and any changes that could happen throughout the school year. Chief Sylvester commented that the officers are not currently assigned to schools, but will have a presence as long as there are staff and/or children present.

Councilman Bickerstaff made a motion to approve and authorize the City Manager to execute an Interlocal Agreement between the City of Sachse and Garland Independent School District (ISD) for School Resource Officer services. Councilman Franks seconded that motion and the motion was unanimously approved.

Discuss and consider authorizing the City Manager to negotiate and execute a Purchase and Sale Agreement with PMB Station Developer LLC. to purchase a 1.73 acre property for City parkland.

Mr. Robinson stated the City has worked with The Station on parkland dedication improvements with the development. As part of an agreement, the City would "purchase" the parkland from PMB Station Developer, LLC. The proposed agreement would acquire 1.73 acres of improved parkland for the City. The land and park improvements exceed the parkland dedication fees that were paid for the development. Funds for this purchase will come from the fees paid by PMB when The Station Phase I Final Plat was filed. Mr. Robinson noted at the August 6 Parks and Recreation Board meeting, the board recommended approval of the donation of land in lieu of park development fees. Staff is recommending approval.

Councilman King asked who would be maintaining the ongoing maintenance of the park and if other citizens would be able to take advantage of the park. Mrs. Nash noted PMB would be maintaining through the PID assessment(s).

Councilman Franks stated that at the Park and Recreation Board meeting, the members commented that if the City were to fully outfit this park, it would take years to accomplish due to funding limitations, and with this route, the City is inheriting a fully functioning park. He commented that he also walked the property and there will be designated on-street parking allowing for others to take advantage of the park.

Councilman King made a motion to approve authorizing the City Manager to negotiate and execute a Purchase and Sale Agreement with PMB Station Developer LLC. to purchase a 1.73 acre property for City parkland. Councilman Lindsey seconded that motion and the motion was unanimously approved.

Receive an update regarding actions taken by the City as a result of the COVID-19 pandemic and any future measures that may be necessary including city operations and facilities, public safety, financial employee impact, and the CARES Act.

Mrs. Nash presented an update that included a reminder of the funding received by both counties from the CARES Act and the guidance on how those funds may be used. She stated staff received a detailed request from 5 Loaves covering projects that they would like get assistance on from the City. The City was able to justify $157,700 in project expenses based on the Treasury use guidelines for CARES Act funds. Staff submitted a detailed proposal to Dallas County, which was approved. It was noted that Dallas County also asked if the City would be willing to assist other cities with similar types of projects due to the nature of the request. Mrs. Nash outlined the details of the project and if approved by the City Council, the development of an MOU would be drafted.

Mrs. Nash also briefed the City Council on the upcoming agenda items regarding building modifications. The plan includes the enclosure of office on the second floor, the relocation of existing cubicles to allow for greater social distancing, and the relocation of the second-floor reception area to the rotunda. If approved, modifications will begin on Tuesday, August 18.

Staff continues to work on items outlined in the original plan and is closely monitoring the guidance set forth by Dallas and Collin counties, as well as the state and federal governments.

Councilman King stated he is pleased with the 5 Loaves submission and requested if possible an automatic door for the Community Center.

Councilman Franks stressed his concern of funds being available later if needed.

No further comments were made.

Consider authorizing the City Manager to negotiate and execute a Memorandum of Understanding by and between the City of Sachse and 5 Loaves Food Pantry for the use of the City's allocation of CARES Act funds.

Mrs. Nash stated this item is to allow staff to draft an MOU with 5 Loaves that would outline the scope of work and required terms on reporting to keep them in compliance with the CARES Act. Staff will be closely monitoring the projects with 5 Loaves to ensure they meet these requirements.

The City Council discussed the use of additional CARES Act funds, the benefits this project would add to the community, and the scope of items within the project.

Kirk Wood, 6322 Falcon Crest, asked if the City would be able to expedite any building permits that would be needed. Mr. Nash indicated yes, they would.

Councilman Lindsey made a motion to approve authorizing the City Manager to negotiate and execute a Memorandum of Understanding by and between the City of Sachse and 5 Loaves Food Pantry for the use of the City's allocation of CARES Act funds. Councilman Watkins seconded that motion and the motion was unanimously approved.

Discuss and consider authorizing the City Manager to enter into negotiations with Criterion Contractors to finalize and execute the final construction agreements on behalf of the City for a bid price in the amount not to exceed two hundred and eleven thousand six hundred twenty-nine dollars ($211,629.00).

Mr. Whitworth stated bids for this project were opened on August 4, 2020, and of the nine bids received, the City is requesting to award to Criterion Contractors, the lowest bidder.

Ron Hobbs Architects presented an overview of the building modifications that would be taking place on the first and second floor of City Hall. Mr. Hobbs stated of the nine bids, all came under the estimated budget and all bidders were invited to City Hall to receive more information about the project and to ask any questions. References were checked with good reviews.

Mr. Hobbs also presented an overview of the new furniture on the second floor of City Hall and explained that they will be able to re-purpose existing second floor furniture on the first floor. The reception desk currently outside the elevator on the second floor will be relocated to the rotunda area with the new desk being on casters so that it may be moved when needed.

Councilman King asked how durable is the desk that will be in the rotunda and if one person can move it. Mr. Hobbs stated that the desk will have a longer life span than wood furniture and could be moved by one person.

Councilman Watkins asked if they were confident they could get done in sixty (60) days since most bids indicated ninety (90) plus days to complete. Mr. Hobbs stated the original estimate was 90 days, and they will be starting as soon as possible with no time extensions. He is confident they will complete the project within the stated timeframe.

Councilman Bickerstaff made a motion to approve authorizing the City Manager to enter into negotiations with Criterion Contractors to finalize and execute the final construction agreements on behalf of the City for a bid price in the amount not to exceed two hundred and eleven thousand six hundred twenty-nine dollars ($211,629.00). Councilman Watkins seconded that motion and the motion was unanimously approved.

Discuss and consider authorizing the City Manager to execute an agreement for the purchase, design, and installation of furniture with Workplace Solutions for the City Hall Building renovation project in an amount not to exceed seventy-three thousand one hundred fifty dollars and zero cents ($73,150.00).

Mr. Whitworth stated this is a continuation from the previous item for the agreement with Workplace Solutions. Staff has added a 10% contingency fee onto the bid. Staff recommends approval.

Councilman King made a motion to approve authorizing the City Manager to execute an agreement for the purchase, design, and installation of furniture with Workplace Solutions for the City Hall Building renovation project in an amount not to exceed seventy-three thousand one hundred fifty dollars and zero cents ($73,150.00). Mayor Pro Tem Howarth seconded that motion and the motion was unanimously approved.

ADJOURNMENT:

Mayor Felix adjourned the meeting at 8:52 p.m.

MIKE J. FELIX, MAYOR

ATTEST:

Michelle Lewis Sirianni

Michelle Lewis Sirianni, City Secretary

CITY OF SACHSE • T • E • X • A • S •