



**Monday, August 1, 2022
City Council Meeting**

**Council Chambers
3815 Sachse Road, Building B
6:30 p.m.**

Members of the public who wish to submit their written comments on a listed agenda item can also submit their comments by filling out the public meeting speaker form at: <http://www.cityofsachse.com/328/Agendas-Minutes-Videos> or by visiting the Agendas & Minutes button on the homepage of the City's website.

Comments must be received before 4:00 p.m. on Monday, August 1, 2022.

The City of Sachse reserves the right to reconvene, recess, or realign the meeting, called Executive Session, or order of business at any time prior to adjournment.

As authorized by Section 551.071(2) of the Texas Government Code, these meetings may be convened into closed Executive Session at any time during the City Council meeting for the purpose of seeking confidential legal advice from the City Attorney on any agenda item listed herein.

A. 5:30 PM EXECUTIVE SESSION

1. Call to Order: The City Council of the City of Sachse will hold an Executive Session on Monday, August 1, 2022, at 5:30 p.m. to consider the following items of business:
2. The City Council shall convene into Executive Session pursuant to the Texas Government Code, Section §551.074: Personnel Matters: Regarding the review of the City Secretary.
3. Adjournment.

B. 6:30 PM REGULAR MEETING

1. Call to Order: The City Council of the City of Sachse will hold a Regular Meeting on Monday, August 1, 2022, at 6:30 p.m. to consider the following items of business:
2. Invocation and Pledges of Allegiance.

C. Special Announcements

1. Mayor and City Council announcements regarding special events, current activities, and local achievements.

D. Public Comment

1. Public Comment: The public is invited at this time to address the Council. Please come to the microphone and state your name and address for the record. However, if your remarks pertain to a specific agenda item, please hold them until that item, at which time the Mayor will solicit your comments. The time limit is 3 minutes per speaker. The City Council is prohibited by state law from discussing any item not posted on the agenda according to the Texas Open Meetings Act, but may take comments under advisement. Issues raised may be referred to City staff for research and possible future action.

E. Consent Agenda - All items listed on the consent agenda will be considered by the City Council and will be enacted on by one motion. There will be no separate discussion of these items unless a Councilmember or a member of the public so requests.

1. Approve the July 18, 2022 meeting minutes.
2. Accept the monthly revenue and expenditure report for the period ending June 30, 2022.
3. Approve moving the Monday, September 5, 2022 City Council meeting to Tuesday, September 6.

4. Authorize the reinstatement of the City of Sachse Personnel Policies and Procedures Manual Quarantine and Sick Leave Policy Addendum through January 31, 2023.
5. Authorize the City Manager to execute a contract for the Municipal Court Judge between the City of Sachse and the Honorable Robert Beasley.
6. Authorize the City Manager to execute a contract for the Municipal Court Prosecutor between the City of Sachse and Patrick Rogers.
7. Authorize the City Manager to execute and award the bid for the construction of the Sable Hills Lift Station project to Summit Solutions, Inc. in an amount not to exceed Eight Hundred Twenty Thousand and No/100 Dollars (\$820,000.00).
8. Approve the Consent Agenda Items as presented.

F. Regular Agenda Items

1. Take action as a result of Executive Session pursuant to the Texas Government Code, Section §551.074: Personnel Matters: Regarding the review of the City Secretary.
2. Discuss the preliminary 2022-2023 Fiscal Year Budget.

G. Regular Agenda Items/Meeting Closing

1. Adjournment.

I, the undersigned authority, do hereby certify that this notice of meeting was posted in accordance with the regulations of the Texas Open Meetings Act and was posted on the bulletin board, an accessible location at Sachse City Hall.


Leah K Granger, City Secretary

Posted: 7/29/2022 10:30 a.m. Removed: _____

Accommodation requests for persons with disabilities should be made at least 48 hours prior to the meeting by contacting Amanda Chi, ADA Coordinator, via phone at 975.429.4770, via email at achi@cityofsachse.com, or by appointment at 3815 Sachse Road, Building B, Sachse, Texas 75048.

**Agenda Item Details**

Meeting	Aug 01, 2022 - City Council Meeting
Category	A. 5:30 PM EXECUTIVE SESSION
Subject	2. The City Council shall convene into Executive Session pursuant to the Texas Government Code, Section §551.074: Personnel Matters: Regarding the review of the City Secretary.
Access	Public
Type	Closed Session

Public Content**BACKGROUND**

The City Council conducts a performance review of the City Secretary every six months. The annual review of the City Secretary is typically conducted in January and the mid-year review is in July.

POLICY CONSIDERATIONS

There are no policy considerations affiliated with this item.

RECOMMENDATION

Conduct Executive Session as appropriate.



Agenda Item Details

Meeting	Aug 01, 2022 - City Council Meeting
Category	E. Consent Agenda - All items listed on the consent agenda will be considered by the City Council and will be enacted on by one motion. There will be no separate discussion of these items unless a Councilmember or a member of the public so requests.
Subject	1. Approve the July 18, 2022 meeting minutes.
Access	Public
Type	Action (Consent), Minutes
Recommended Action	Approve the July 18, 2022 meeting minutes.
Minutes	View Minutes for Jul 18, 2022 - City Council Meeting

Public Content

BACKGROUND

Minutes from the July 18, 2022 Council meeting

POLICY CONSIDERATIONS

There are no policy considerations affiliated with this item.

RECOMMENDATION

Approve the July 18, 2022 meeting minutes.

[07.18.22 City Council Minutes.pdf \(202 KB\)](#)

All items listed on the consent agenda will be considered by the City Council and will be enacted on by one motion. There will be no separate discussion of these items unless a Councilmember or citizen so requests.

**CITY COUNCIL OF THE CITY OF SACHSE
MEETING MINUTES
JULY 18, 2022**

The City Council of the City of Sachse held a regular meeting on Monday, July 18, 2022, at 6:30 p.m. at Sachse City Hall, 3815-B Sachse Road. Those present were Mayor Jeff Bickerstaff; Mayor Pro Tem Brett Franks; Councilmembers Michelle Howarth, Frank Millsap, Chance Lindsey, Lindsay Buhler, and Matt Prestenberg; City Manager, Gina Nash; City Attorney, Joe Gorfida; City Secretary, Leah Granger; Assistant City Manager, Lauren Rose; IT Manager, Mike Pastor; Finance Director, David Baldwin; Assistant Finance Director Ryan Bredehoeft; Director of CIP and Public Works, Corey Nesbit; Development Services Director, Matt Robinson; Police Chief, Bryan Sylvester; Fire Chief, Marty Wade; Human Resources Director, Kristi Wong; Assistant to the City Manager, Amanda Chi; and Economic Development Manager, Jerod Potts.

Mayor Bickerstaff called the workshop to order at 6:30 p.m.

INVOCATION AND PLEDGES OF ALLEGIANCE TO THE U.S. AND TEXAS FLAGS:

Mayor Pro Tem Franks lead the invocation and Councilmember Buhler led the pledges.

MAYOR AND CITY COUNCIL ANNOUNCEMENTS:

Mayor and City Council announcements regarding special events, current activities, and local achievements.

Councilmember Prestenberg announced that August is “Clear the Shelter” month at the Animal Shelter. He encouraged people to adopt a pet. Mayor Pro Tem Franks reminded residents that the Michael J Felix Community Center is open and can be a refuge from the heat while you work out or participate in activities. Councilmember Howarth thanked staff for an excellent Red, White, and Blue Blast event and commented about how impressive the fireworks were.

Ms. Nash congratulated Jerod Potts for being promoted to the new Economic Development Manager. He has been doing an outstanding job and will be handling the day-to-day operations of the EDC. Chief Richardson has been elected to the board of directors of the International Association Fire Chiefs (IAFC) Emergency Medical Services section. This section addresses fire-based EMS issues and provides guidance and direction to the IAFC board, membership, the federal government, and other interest groups. Two school resource officers have received commendations for their commitment to the Sachse Community: Officer Morris showed her initiative in her preparation for Cops and Campers to help create a meaningful and successful program. Officer Price demonstrated his compassion when he recognized that one of his students was riding a bicycle that was unsafe and in disrepair. His concern lead to him purchasing a new bicycle for this student. These are the kind of efforts that make Sachse a great place to live. Ms. Nash thanked these two officers for their outstanding work and commitment to the community.

Mayor Bickerstaff noted that the Red, White, and Blue Blast drew over 20,000 attendees. He said it was awesome, it made him very proud, and he thanked sponsors, staff, and volunteers for all

their efforts. The Sachse Police Department and Sachse Fire-Rescue will be hosting a free bicycle safety event on Saturday, July 23, from 9-11 a.m. Kids are encouraged to attend with a parent or guardian, and participants must bring their own helmet.

Proclamation recognizing July 29, 2022, as Early Intervention Day in the City of Sachse.

Mayor Bickerstaff presented a proclamation to The Warren Center recognizing Early Intervention Day to bring awareness to children with developmental delays and disabilities.

PUBLIC COMMENT:

Diana Smith, 4802 Sachse Road, declared that the Mayor Pro Tem position should have gone to Councilmember Lindsey rather than Mayor Pro Tem Franks to follow the previous tradition of the title going to the next in line. She encouraged new councilmembers to ask questions and do better.

Cullen King, 7315 High Point Drive, reminded people to put Fallfest on their calendars. He also noted that along with “Clear the Shelter” there will be a low-cost shot clinic in the fall.

CONSENT AGENDA: All items listed on the consent agenda will be considered by the City Council and will be enacted on by one motion. There will be no separate discussion of these items unless a Councilmember or citizen so requests.

- 1. Approve the June 20, 2022, meeting minutes.**
- 2. Approve the July 12, 2022, special meeting minutes.**
- 3. Accept the monthly revenue and expenditure report for the period ending May 31, 2022.**
- 4. Approve an ordinance amending Chapter 10 titled “Utilities”, by amending Article I titled “In General” by deleting Section 10-8 titled “Testing of backflow prevention assemblies” in its entirety, and by adding a new Article III titled “Cross Connection Control Regulation”.**
- 5. Approve and adopt a resolution amending the Master Fee Schedule by adding a new Section XVII titled “Cross Connection Control Fees” to provide backflow testing, retest fees, and licensed BPAT registration fees.**
- 6. Approve the Consent Agenda Items as presented.**

Councilmember Howarth made a motion to approve the consent agenda as presented. Mayor Pro Tem Franks seconded the motion and it carried unanimously.

REGULAR AGENDA ITEMS:

Receive a recommendation and a report from the Charter Review Commission.

Ms. Nash introduced the Chairperson of the Charter Review Commission, Scott McMurdie, to provide the recommendation of the Commission. Mr. McMurdie presented the summary and findings for the proposed amendment to the Sachse Home Rule Charter. He explained the changes to each paragraph that were discussed and voted on. Some of the changes were minor, such as grammar, gender neutrality, and historical reference. Term limits was a big topic among

Commission members with the majority recommending a maximum six-term plan (three terms as councilmember and three terms as mayor), with a two-year break after the term limit before being eligible to run for office again. The Commission also discussed updating language regarding the type of technology that can be used to post various items; this would give flexibility if the state chooses to amend posting requirements. Mr. McMurdie recommended that all minutes and memos of the Commission be read to become familiar with all aspects of the review. Defining the role of “Council Liaison” and its structure was discussed but it was determined that the Charter was not the place to address this issue. Finally, Mr. McMurdie laid out the timeline for Council should they choose to call an election in November.

Councilmember Millsap asked if there was discussion for shorter term limits. Mr. McMurdie referenced the petition circulating for a shorter limit was mentioned but the Commission did not choose to pursue that option. Councilmember Millsap noted several other concerns. Other councilmembers thanked the Commission members for their time and hard work in creating this report of recommendations to bring to Council.

Jeanie Marten, 4908 Maple Shade Avenue, described the efforts of a resident group to gain signatures for term limits:

“In December, myself and 9 other Sachse residents delivered to the City Secretary a petition for a charter amendment to reinstate term limits in the City of Sachse. From December to June, we worked hard to get signatures, this was during a COVID surge, the council deciding to have a charter review discussion in February/March which lead to a huge discussion with city council members and the city attorney about whether we could even have this petition running at the same time as a Charter review (I want to be clear that this did cause a delay) an election and ultimately a Charter review with it’s [sic] own discussions about term limits.

We were required to get 5% of the total registered voters and there are 17,673 in Sachse so 884 signatures to ensure that this amendment was on the ballot. Other fun facts, only 1448 Sachse residents voted in the last election which is only 564 more than the signatures than we needed. Mayor Bickerstaff was elected with 784 votes so we had to get 100 more signatures than what it took to elect our mayor. This has been truly a grassroots effort with no money being spent on companies that specialize in this kind of endeavor. As you can see, this was a daunting task. Ultimately, we were only able to get 660 signatures before the June 20th deadline. That is huge. 660 Sachse residents want not only term limits but the limits specified in this petition.

Several weeks ago, the council handpicked community members to a charter review committee. Ultimately 13 people (one member resigned after the first meeting) sat in a room and discussed at length term limits. In an 8-5 vote, it was decided that the group was recommending term limits of some kind.

Ultimately, I believe that the message is clear from the committee and the residents of Sachse that it’s time to reinstate term limits in Sachse. 660 Sachse residents took the time to read and personally sign a petition for 2 terms for a council member and 2 additional

terms for the mayor and for this to be retroactive. The charter review committee recommendation is not what the 660 Sachse residents want.

Please listen to the 660 residents and put this amendment on the ballot in November. I have copies of the proposed amendment for each of you.

Thank you.”

Matthew Holboke, 5511 Oak Ridge Circle, believed the presentation was very good and a fair representation of what was discussed at the meetings. He commented that a shorter term-limit was discussed but the three and three plan was a good compromise. He told the Council they need to do a better job with the Council Liaison positions and let the boards/commissions know what to expect.

Cullen King, 7315 High Point Drive, congratulated the Commission on the work they did. He declared that the voters at elections are the term limits, but believes the Commission’s plan is a good compromise. Four terms are too long and two terms are not long enough to gain the experience needed to be effective. Three terms are the minimum a councilmember should be allowed. He commended the petitioners but agrees with the Commission. He also agreed with the Commission regarding pay for councilmembers.

Kirk Wood, 6322 Falcon Crest Court, thanked Ms. Rose and Ms. Granger for their work with the Commission. He believes a few things were left out from the report, including political views of the City Attorney. He thinks the general feel was that the term limits would be retroactive but the red-lines presented to the commission were to begin with the May 2023 election. He recommended putting multiple term limits options and the retrospective verses prospective option on the ballot.

Butch Kemper, 7107 Longmeadow Drive, pointed out that the discussion about term limits being prospective or retrospective was voted on and the previous gentleman was mistaken.

Brad Ford, 3605 Potomac Drive, thanked the Council for allowing him to be on the Commission and commended the chairperson for the job he did. He felt the discussion and petition make it obvious that the city wants term limits. He agreed that an election is effectively limiting terms, but including term limits on the ballot would show the public that the Council is listening.

Mayor Bickerstaff reviewed the options and timeline for the Council. After some discussion the Council thanked the commissioners for their work.

Conduct a public hearing to consider and act on a request for a Special Use Permit for TNT Gaming Center, located at 7010 State Highway 78.

Mr. Robinson detailed the project and purpose of the Special Use Permit (SUP) and noted that staff is recommending approval.

Mayor Bickerstaff opened the Public Hearing at 7:42 p.m.

Kirk Wood, 6322 Falcon Crest Court, thinks the gaming center is a great idea and wonders if any other tax would be collected besides food. Ms. Nash responded that there is no tax on the gaming machines.

Matthew Holboke, 5511 Oak Ridge Circle, asked if alcohol would be served. Mr. Robinson replied that alcohol would be for sale.

Mayor Bickerstaff closed the Public Hearing at 7:43 p.m.

Kendall Wallace, 105 Queensgate, owner of the prospective establishment, said they would have a beer and wine license. Councilmembers asked several questions regarding the process and business hours. Mr. Wallace stated that the gaming card would be rechargeable and the establishment will be family-friendly. Councilmember Millsap asked about deed restrictions being enforced. Mr. Gorfida and Mr. Robinson explained that the City does not enforce deed restrictions. Councilmember Howarth suggested that Pirates of the Caribbean pinball would be a welcomed addition.

Councilmember Lindsey made a motion to approve the item as presented. Councilmember Howarth seconded the motion and it carried unanimously.

Receive an update from HUB International, the City's benefits consultant, regarding the City's current claims status.

Ms. Nash introduced Andrew Weeger, the City's benefits advisor from HUB International, to give the Council the benefits strategy for the upcoming plan year, the mid-year claims update, and a budget projection. He reminded Council that last year, the City's costs were increased by 19% due to high claims. There was a catastrophic claim this year that accounted for 60% of all expenses. That employee is no longer with the City. Without the high claimant, the City performs very well and is within appropriate industry standards. Since that major hit is still on the City's account, Mr. Weeger warned that there could be as much as a 26% increase if the City were to remain with the same provider. As a result, HUB recommends putting out an RFP again this year. The firm is looking at several options to keep costs down and Mr. Weeger noted that the City has done a fantastic job promoting the health and wellness programs that are put in place to help reduce claims. He explained that they are also considering other resources and plans that will assist employees and be considered as an asset to prospective employees.

Councilmember Prestenberg showed concern about the projected increase. Mr. Weeger expounded that he anticipates a large increase from United Healthcare because they have incurred these losses during the last two years. However, the market is attractive and there is potential for less significant rate increases. After continued discussion, Councilmember Howarth stated her concern about the premium increases over the last four years and how that increase will be covered moving forward.

Receive an annual update from Community Waste Disposal (CWD), the City's solid waste and recycling services provider.

Ms. Nash introduced Jason Roemer with Community Waste Disposal (CWD) who gave a summary of the current process and programs CWD provides in Sachse. He noted that the next X-treme Green event will be September 10. One of the biggest challenges was the freeze in February of 2021. The company expected a large amount of trash and bulk the following week, but they had not anticipated the amount of dead vegetation that would need to be disposed of, and the associated significant increases in bulk and brush collections that followed for many weeks after the event. The following six weeks showed a 34% spike in bulk and brush across the industry. CWD made some route changes to help ensure that they meet the needs of the city. Mr. Roemer announced that there is a CWD mobile app to make service more convenient for residents and a paint reuse program is available if Sachse chooses to opt-in. CWD processes all of the paint surrendered at events, processes it, and a beige paint is created. This paint is then available, for free, to go back to the communities. In summary, Sachse recycled 2,203 tons of material in 2021 with equates to 37,451 trees, 837,140 gallons of oil, 15,421,000 gallons of water, 7,270 yards of landfill space, and 9,032,300 kilowatt hours of electricity. He thanked the City for their partnership. Councilmembers discussed previous issues, enforcement and education, and the resident survey.

Matthew Holboke, 5511 Oak Ridge Circle, gave kudos to CWD for the skills of his recycling truck driver and the service that he has received lately. He asked for the potential of being able to schedule bulk pick up rather than only having standard days. Ms. Rose explained that scheduling bulk pickup is a contractual change, as it is not in the current structure, and would incur increased charges. Mr. Roemer answered that he did not have a current cost estimate but scheduling could potentially increase service requests considerably since there is not a predictable schedule and those resources would need to be available. Currently, there is a paid collection available for special pickup projects and residents may contact CWD for a quote.

Receive an update on the City's long-range financial plan.

Mr. Baldwin provided a thorough summary of the City's long-range financial plan. He explained that 76% of general fund revenues come from taxes, 58% being from property taxes. Expenditures from the same fund are below budget largely due to employee vacancies. With the larger number of residents working from home, sales tax receipts have increased from purchases such as home deliveries. Mr. Baldwin described the anticipated general fund balance, summarized the utility fund projection, tax rate history, debt capacity, and the capital fund.

Mayor Pro Tem predicted that the revenues are not sustainable with a potential property tax correction. He expressed frustration that the fund balance has not been spent and considers Council not doing their job if the fund continues to rise. Ms. Nash said staff will be coming back to Council this budget season with a plan for how to spend some of the fund balance. It happened to be beneficial to have a healthy fund balance that increased the City's bond rating. As this became more evident, her suggestion was to get through the bond before addressing the fund. Now, this balance will give the Council the opportunity to look at some projects that may not have made the cut previously. Councilmember Buhler is also excited to see what the fund balance can do for Sachse. Councilmember Howarth also feels that holding the fund balance is doing a disservice to

the residents. It has built up from outperforming conservative projections and it needs to be spent conservatively knowing that costs are rising and project budgets will likely be pushed.

Consider authorizing the City Manager to execute and award the bid for the construction of the Southeast Water Tower Lighting project to FSG Electric in an amount not to exceed Two Hundred Twelve Thousand, Nine Hundred Ninety-Five and No/100 Dollars (\$212,995.00).

Mr. Nesbit gave a summary of the previous lighting plan of three white lights as compared to the new plan of seven colored LED lights. The project was bid incorrectly and has caused major delays. Councilmember Lindsey asked how the policy for setting the colors would work. Ms. Nash recommends changing the colors for certain City events, but the colors would be set internally. Councilmember Lindsey would prefer not to have the lights changed by resident requests as to not offend anyone. Mayor Pro Tem Franks has been wanting this project to be completed for two years. As the money is from the Utility Fund, could it be spent on a different utility project. Ms. Nash said the money could be used on other utility projects if the Council so chooses. She also noted that the project is eligible to be repaid from TIRZ funds once generated.

Councilmember Millsap does not think this is a good use of money and does not see the need for advertising the city. He would prefer to address the deteriorating screening walls. Councilmember Buhler asked for more explanation for the difference in cost.

After further discussion, Matthew Holboke, 5511 Oak Ridge Circle, submitted that the cost of the project should be reimbursed from the TIRZ and not paid for by tax dollars. Ms. Cat Hussy, 4608 Sachse Road, does not want the tower to be lit due to light pollution. She stated that one of the reasons she was excited to move to Sachse was being able to see the stars in the night sky. She also does not understand why The Station needs to be focused on rather than the community as a whole. Councilmember Prestenberg asked for clarification about spending the money since this particular amount cannot be spent on anything but utility projects. The screening wall would not be eligible for use but were other projects considered. Ms. Nash commented that there is no shortage of potential projects; however, the tank needs to be lit year-round and LED is the industry standard. It has been a challenge to find contractors that are willing to bid the project and supply issues have made this a less attractive project. Councilmember Prestenberg and Mayor Pro Tem Franks cleared up some misconception that lighting the tower would only benefit The Station but rather the entire city, especially since it is a prime location coming off of the President George Bush Highway.

Mayor Pro Tem Franks made a motion to approve the item as presented. Councilmember Prestenberg seconded the motion and it passed 6-1. Councilmember Millsap voted against the measure.

Mayor Bickerstaff adjourned the meeting to executive session at 9:54 p.m.

EXECUTIVE SESSION

The City Council shall convene into Executive Session pursuant to the Texas Government Code, Section §551.074: Personnel Matters: Regarding the review of the Municipal Judge.

The City Council shall convene into Executive Session pursuant to the Texas Government Code, Section §551.074: Personnel Matters: Regarding the review of the City Prosecutor.

The meeting reconvened at 10:58 p.m.

REGULAR AGENDA ITEMS / ADJOURNMENT:

Take action as a result of Executive Session pursuant to the Texas Government Code, Section §551.074: Personnel Matters: Regarding the review of the Municipal Judge.

Councilmember Howarth made a motion to authorize the City Attorney to draw up a contract for two years for the Municipal Judge with a rate of \$500 per session and \$75 per signature. Mayor Pro Tem Franks seconded the motion and it carried unanimously.

Take action as a result of Executive Session pursuant to the Texas Government Code, Section §551.074: Personnel Matters: Regarding the review of the City Prosecutor.

Councilmember Howarth made a motion to authorize the City Attorney to draw up a contract for two years for the City Prosecutor with compensation of a flat of \$2,000 per month. Mayor Pro Tem Franks seconded the motion and it carried unanimously.

Mayor Bickerstaff adjourned the meeting at 11:00 p.m.

Jeff Bickerstaff, Mayor

ATTEST:

Leah K Granger, City Secretary



Agenda Item Details

Meeting	Aug 01, 2022 - City Council Meeting
Category	E. Consent Agenda - All items listed on the consent agenda will be considered by the City Council and will be enacted on by one motion. There will be no separate discussion of these items unless a Councilmember or a member of the public so requests.
Subject	2. Accept the monthly revenue and expenditure report for the period ending June 30, 2022.
Access	Public
Type	Action (Consent)
Fiscal Impact	No
Recommended Action	Accept the monthly revenue and expenditure report for the period ending June 30, 2022.

Public Content

BACKGROUND

The Finance Department prepares a report each month to update the City Council regarding revenues and expenditures for the City. Included in the report are unaudited summaries for the General Fund, Utility Fund, Debt Service Fund, Sachse Economic Development Corporation, and the Sachse Municipal Development District, as well as a report of year-to-date sales tax revenue.

POLICY CONSIDERATIONS

The City Charter requires the City Manager to submit a monthly report covering revenues and expenditures of the city in such form as requested by the City Council.

RECOMMENDATION

Accept the monthly revenue and expenditure report for the period ending June 30, 2022.

[All Funds June 2022.pdf \(117 KB\)](#)

[Sales Tax Report July 2022.pdf \(85 KB\)](#)

All items listed on the consent agenda will be considered by the City Council and will be enacted on by one motion. There will be no separate discussion of these items unless a Councilmember or citizen so requests.

City of Sachse
Monthly Revenue and Expenditure Report
June 30, 2022
(Unaudited)

GENERAL FUND

75% of Year Completed

	Annual Budget	Current Month Actual	Actual YTD	YTD Actual as a Percent of Budget	Note Reference
Revenue Summary					
Property Tax	\$ 13,516,200	\$ 41,889	\$ 13,705,633	101.4%	A
Sales Tax	1,980,000	218,353	1,965,366	99.3%	B
Franchise Fees	1,876,250	85,320	1,503,279	80.1%	C
Licenses and Permits	904,500	65,402	1,398,003	154.6%	D
Service Fees	1,063,500	73,531	1,421,047	133.6%	E
Fines	250,000	24,807	180,991	72.4%	
Interest Income	50,000	4,387	40,106	80.2%	
Miscellaneous Income	401,718	29,105	287,686	71.6%	
Intergovernmental Revenue	1,408,831	117,403	1,056,625	75.0%	
Total Revenue	\$ 21,450,999	\$ 660,197	\$ 21,558,736	100.5%	
Expenditure Summary					
Animal Services	\$ 241,131	\$ 19,735	\$ 175,986	73.0%	
City Manager	531,986	43,471	354,329	66.6%	
City Secretary	240,862	10,175	124,808	51.8%	
Combined Services	430,805	11,180	335,603	77.9%	
Development Services	838,674	62,618	671,416	80.1%	F
Engineering	436,933	20,803	277,043	63.4%	
Facilities Maintenance	681,201	37,912	459,054	67.4%	
Finance	760,828	59,450	543,334	71.4%	
Fire	5,105,049	370,468	3,818,980	74.8%	
Human Resources	499,675	31,274	303,184	60.7%	
Information Technology	789,859	37,058	631,469	79.9%	G
Library	566,496	43,341	388,188	68.5%	
Municipal Court	248,682	22,309	159,341	64.1%	
Neighborhood Services	380,111	31,971	286,082	75.3%	
Parks	1,071,570	75,171	692,113	64.6%	
Police	5,735,348	404,501	4,221,857	73.6%	
Recreation	399,390	29,480	309,261	77.4%	
Senior Activity Center	147,367	10,217	94,813	64.3%	
Streets	2,397,856	76,264	1,509,378	62.9%	
Total Expenditures	\$ 21,503,823	\$ 1,397,396	\$ 15,356,238	71.4%	
Total Revenue Over/(Under) Expenses	\$ (52,824)	\$ (737,199)	\$ 6,202,498		H

Explanation of Major Variances:

- A** Property Tax receipts peak in December and January
- B** Sales Tax collections exceed projections
- C** Gas Franchise Fees leading strong collections (\$299K collected against \$206K budget)
- D** Building Permits are performing in excess of budget
- E** Plan Review, Developer, and Ambulance Service Fees are above projections
- F** Inspection fee expenses exceed budget but are offset by associated fee revenue (note D)
- G** Expenses include annual computer software license renewal
- H** Current Month Actual Revenue Over/(Under) Expenses variance due to timing of revenue collections and expenses

City of Sachse

Monthly Revenue and Expenditure Report

June 30, 2022

(Unaudited)

UTILITY FUND

75% of Year Completed

	Annual Budget	Current Month Actual	Actual YTD	YTD Actual as a Percent of Budget	Note Reference
Revenue Summary					
Water Revenue	\$ 7,921,000	\$ 970,768	\$ 5,642,214	71.2%	
Sewer Revenue	5,705,000	513,015	4,529,015	79.4%	
Drainage Revenue	215,000	18,527	164,856	76.7%	
Fees	151,000	17,915	153,422	101.6%	A
Interest Income	60,000	6,306	56,580	94.3%	B
Total Revenue	\$ 14,052,000	\$ 1,526,531	\$ 10,546,088	75.1%	
Expenditure Summary					
Utility Administration	\$ 491,941	\$ 34,683	\$ 328,187	66.7%	
Water Operations	6,614,493	558,778	4,607,799	69.7%	
Sewer Operations	4,417,149	342,609	3,156,425	71.5%	
Stormwater Projects	150,000	5,550	76,504	51.0%	C
Total Expenditures	\$ 11,673,583	\$ 941,620	\$ 8,168,915	70.0%	
Total Revenue Over/(Under) Expenses	\$ 2,378,417	\$ 584,911	\$ 2,377,173		

Explanation of Major Variances:

- A Penalties and reconnection charges exceed budget
- B Interest income will exceed budget projection
- C Projects are anticipated to be fully spent by fiscal year end

City of Sachse
Monthly Revenue and Expenditure Report
June 30, 2022
(Unaudited)

SACHSE ECONOMIC DEVELOPMENT CORPORATION

75% of Year Completed

	Annual Budget	Current Month Actual	Actual YTD	YTD Actual as a Percent of Budget	Note Reference
Revenue Summary					
Sales Tax	\$ 975,000	\$ 104,897	\$ 969,603	99.4%	A
Other Income	10,000	-	10,000	100.0%	B
Interest Income	5,000	690	6,327	126.5%	C
Total Revenue	\$ 990,000	\$ 105,587	\$ 985,930	99.6%	
Expenditure Summary					
Expenditures	\$ 627,204	\$ 27,141	\$ 464,011	74.0%	D
Total Expenditures	\$ 627,204	\$ 27,141	\$ 464,011	74.0%	
Total Revenue Over/(Under) Expenses	\$ 362,796	\$ 78,447	\$ 521,919		

Explanation of Major Variances:

- A** Sales Tax collections exceed projections
- B** Garland ISD grant received in December
- C** Interest income exceeds budget projection
- D** Includes asbestos abatement and demolition (\$156K)

City of Sachse
Monthly Revenue and Expenditure Report
June 30, 2022
(Unaudited)

DEBT SERVICE FUND

75% of Year Completed

	Annual Budget	Current Month Actual	Actual YTD	YTD Actual as a Percent of Budget	Note Reference
Revenue Summary					
Property Tax	\$ 5,311,399	\$ 15,959	\$ 5,378,405	101.3%	A
Interest Income	4,000	(591)	4,559	114.0%	B
Total Revenue	\$ 5,315,399	\$ 15,368	\$ 5,382,963	101.3%	
Expenditure Summary					
Fees	\$ 3,000	\$ -	\$ 950	31.7%	C
Principal	4,100,000	-	4,096,768	99.9%	
Interest	1,239,319	-	632,255	51.0%	
Total Expenditures	\$ 5,342,319	\$ -	\$ 4,729,973	88.5%	
Total Revenue Over/(Under) Expenses	\$ (26,920)	\$ 15,368	\$ 652,990		

Explanation of Major Variances:

- A** Property Tax receipts peak in December and January
- B** Interest income including fees exceeds budget projection
- C** Principal payments are primarily due in February and interest payments in February and August

City of Sachse
Monthly Revenue and Expenditure Report
June 30, 2022
(Unaudited)

MUNICIPAL DEVELOPMENT DISTRICT

75% of Year Completed

	Annual Budget	Current Month Actual	Actual YTD	YTD Actual as a Percent of Budget	Note Reference
Revenue Summary					
Sales Tax	\$ 450,000	\$ 50,235	\$ 463,522	103.0%	A
Interest Income	1,000	94	2,237	223.7%	B
Total Revenue	\$ 451,000	\$ 50,329	\$ 465,759	103.3%	
Expenditure Summary					
Expenditures	\$ 1,449,000	\$ 611,752	\$ 719,172	49.6%	C
Total Expenditures	\$ 1,449,000	\$ 611,752	\$ 719,172	49.6%	
Total Revenue Over/(Under) Expenses	\$ (998,000)	\$ (561,423)	\$ (253,413)		D

Explanation of Major Variances:

- A** Sales Tax collections exceed projections
- B** Interest income exceeds budget projection
- C** J.K. Sachse Park construction project is underway
- D** Current Month Actual Revenue Over/(Under) Expenses variance due to timing of revenue collections and expenses

CITY OF SACHSE

2021/2022 SALES TAX REPORT

	Total	General Fund	General Fund	YTD Percent		Total	General Fund	General Fund	YTD Percent	GF YTD Growth
FY 2021	Sales tax ¹	Sales Tax	Year-To-Date	of Budget	FY 2022	Sales tax ¹	Sales Tax	Year-To-Date	of Budget	Over Prior Yr
October	\$264,016	\$150,859	\$150,859	9%	October	\$308,288	\$176,156	\$176,156	9%	17%
November	374,502	213,991	364,850	22%	November	409,774	234,145	410,301	21%	12%
December	286,729	163,837	528,687	32%	December	342,831	195,894	606,194	31%	15%
January	323,637	184,926	713,613	43%	January	362,244	206,986	813,181	42%	14%
February	435,095	248,614	962,226	57%	February	512,916	293,095	1,106,275	57%	15%
March	279,789	159,871	1,122,098	67%	March	333,651	190,657	1,296,933	67%	16%
April	247,713	141,543	1,263,641	75%	April	303,762	173,578	1,470,511	75%	16%
May	387,674	221,517	1,485,158	89%	May	453,075	258,900	1,729,411	89%	16%
June	301,551	172,306	1,657,464	99%	June	367,141	209,795	1,939,206	99%	17%
July	311,326	177,892	1,835,356	110%	July	398,288	227,593	2,166,799	111%	18%
August	411,760	235,280	2,070,636	124%	August					
September	333,489	190,556	2,261,191	135%	September					
TOTAL	\$3,957,282	\$2,261,191			TOTAL	\$3,791,969	\$2,166,799			
BUDGET		\$1,675,000			BUDGET		\$1,950,000			

Notes

- ¹- Includes General Fund, Economic Development and Street Maintenance
- Sales tax displayed as cash-basis, reflecting month revenue was received
- Excludes mixed beverage sales tax



Agenda Item Details

Meeting	Aug 01, 2022 - City Council Meeting
Category	E. Consent Agenda - All items listed on the consent agenda will be considered by the City Council and will be enacted on by one motion. There will be no separate discussion of these items unless a Councilmember or a member of the public so requests.
Subject	3. Approve moving the Monday, September 5, 2022 City Council meeting to Tuesday, September 6.
Access	Public
Type	Action (Consent)
Recommended Action	Approve moving the Monday, September 5, 2022 City Council meeting to Tuesday, September 6.

Public Content

OVERVIEW

The first regularly scheduled City Council meeting in September falls on Labor Day. City offices will be closed for the holiday and staff recommends moving the meeting to Tuesday, September 6. Historically, this meeting is moved each year in recognition of the holiday.

POLICY CONSIDERATIONS

There are no policy considerations affiliated with this item.

RECOMMENDATION

Approve moving the Monday, September 5, 2022 City Council meeting to Tuesday, September 6.

All items listed on the consent agenda will be considered by the City Council and will be enacted on by one motion. There will be no separate discussion of these items unless a Councilmember or citizen so requests.



Agenda Item Details

Meeting	Aug 01, 2022 - City Council Meeting
Category	E. Consent Agenda - All items listed on the consent agenda will be considered by the City Council and will be enacted on by one motion. There will be no separate discussion of these items unless a Councilmember or a member of the public so requests.
Subject	4. Authorize the reinstatement of the City of Sachse Personnel Policies and Procedures Manual Quarantine and Sick Leave Policy Addendum through January 31, 2023.
Access	Public
Type	Action (Consent)
Recommended Action	Authorize the reinstatement of the City of Sachse Personnel Policies and Procedures Manual Quarantine and Sick Leave Policy Addendum through January 31, 2023.

Public Content

BACKGROUND

At the September 7, 2021 City Council meeting, staff presented the City of Sachse Personnel Policies and Procedures Manual Quarantine and Sick Leave Policy Addendum (Quarantine Leave). This policy created a leave bank for all City of Sachse employees to cover the extenuating leave circumstances associated with the COVID-19 pandemic. The policy also included the Public Safety Quarantine Policy, affiliated with HB 2073 and in accordance with Chapter 180.008 of the Local Government Code. The Council approved the policy at that time, granting a leave bank for all City employees through December 31, 2021. The Council granted a first extension of the Quarantine and Sick Leave Policy Addendum through April 30, 2022 at its January 18, 2022 regular meeting. As the policy had lapsed, this request is to reinstate the policy.

OVERVIEW

With the recent surge in cases seen with the new Omicron sub-variants, the City is seeing a rise in cases among employees. At this point in the pandemic, we are able to see that surges in cases tend to occur in the summer with travel and vacations, during back to school season, and following the Thanksgiving and Christmas holidays. As a result, staff recommends that Council consider reinstating the Quarantine Leave Policy for all employees through January 31, 2023. The Public Safety Quarantine Policy will remain in place in perpetuity, as it is required by law.

POLICY CONSIDERATIONS

This revised Quarantine Leave Policy applies to all City of Sachse employees. It encompasses the requirements for a paid quarantine leave policy for public safety and meets the intent of HB 2073 and the requirements of Chapter 180.008.

RECOMMENDATION

Authorize the reinstatement of the City of Sachse Personnel Policies and Procedures Manual Quarantine and Sick Leave Policy Addendum through January 31, 2023.

All items listed on the consent agenda will be considered by the City Council and will be enacted on by one motion. There will be no separate discussion of these items unless a Councilmember or citizen so requests.



Agenda Item Details

Meeting	Aug 01, 2022 - City Council Meeting
Category	E. Consent Agenda - All items listed on the consent agenda will be considered by the City Council and will be enacted on by one motion. There will be no separate discussion of these items unless a Councilmember or a member of the public so requests.
Subject	5. Authorize the City Manager to execute a contract for the Municipal Court Judge between the City of Sachse and the Honorable Robert Beasley.
Access	Public
Type	Action (Consent)
Recommended Action	Authorize the City Manager to execute a contract for the Municipal Court Judge between the City of Sachse and the Honorable Robert Beasley.

Public Content

BACKGROUND

Section 4.03 of the Sachse Home Rule Charter stipulates that, "the city council shall appoint by majority vote of its full membership such municipal judges of the municipal court as may be necessary... The municipal judge(s) of the municipal court shall be appointed to a term of two years and may be appointed to additional consecutive terms upon completion of his/her term(s) of office. The appointment of the municipal judge(s) may be terminated at any time by a majority vote of the full membership of the city council. The municipal judge(s) shall receive compensation as may be determined by the city council."

OVERVIEW

The City Council appointed the Honorable Robert Beasley as the Sachse Municipal Judge at the July 18, 2022 Council meeting. As action was not taken within 90 days of Judge Beasley's previous term expiration, in accordance with Section 29.005 of the Texas Government Code, his term was renewed automatically and will expire March 2023. This item sets the new contract terms for Judge Beasley and the City shall have the option to re-appoint the Judge every two years following the expiration of the current term in 2023.

POLICY CONSIDERATIONS

There are no policy considerations affiliated with this item.

RECOMMENDATION

Authorize the City Manager to execute a contract for the Municipal Court Judge between the City of Sachse and the Honorable Robert Beasley.

[20220721-SACHSE Agreement for Municipal Court Judge-130676.pdf \(116 KB\)](#)

All items listed on the consent agenda will be considered by the City Council and will be enacted on by one motion. There will be no separate discussion of these items unless a Councilmember or citizen so requests.

STATE OF TEXAS §
 § **AGREEMENT FOR MUNICIPAL COURT JUDGE**
COUNTY OF DALLAS §

This Agreement for Municipal Court Judge (“Agreement”) is made by and between the City of Sachse, Texas (“City”) and Robert Beasley (the “Judge”), (individually as the “Party” or collectively as the “Parties”), both of whom agree as follows:

Recitals:

WHEREAS, City desires to engage the services of the Judge as an independent contractor in accordance with the terms and conditions set forth in this Agreement; and

WHEREAS, Judge desires to render services as the Presiding Judge of Sachse Municipal Court, in accordance with the terms and conditions set forth in this Agreement;

NOW THEREFORE, in exchange for the mutual covenants set forth herein and other valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the parties agree as follows:

Article I
Term

1.1 Judge shall serve as the Municipal Judge commencing on August 1, 2022, through March 8, 2023, but may be removed at any time in accordance with the provisions of this Agreement, State law and the City Charter. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the City Council to terminate the services of the Municipal Judge at any time, with or without cause, subject to the terms of this Agreement.

1.2 The City shall have the option to re-appoint the Judge every two (2) years following the expiration of their current term in office (March 8, 2023). In accordance with Section 29.005 of the Texas Government Code, if the Judge is not reappointed by the 91st day following the expiration of a term of office, absent action by the City Council, the Judge shall continue to serve for another term of office beginning on the date the previous term of office expired.

Article II
Scope of Services

2.1 Judge shall preside over all municipal court proceedings for and on behalf of the City as its Presiding Judge and conduct services as may be required from time-to-time, including but not limited to all magistrate duties, issuance of search arrests and/or capias warrants, and such other judicial and administrative duties and responsibilities as are necessary and incidental to the office of Presiding Judge of the City’s Municipal Court. Judge’s magistration duties include, but are not limited to, setting bonds, accepting pleas, and conducting arraignments.

2.2 Judge shall maintain eligibility and the appropriate licenses as may be required under State law to serve in the capacity as the Presiding Judge of the City's Municipal Court for the Term of this Agreement.

2.3 Judge shall perform all services in accordance with the Code of Judicial Conduct applicable to judges of courts in the State of Texas and agrees to conduct herself in a judicial demeanor at all times in representing the City.

2.4 Judge is not precluded from performing such legal services in maintaining their private practice of law, and nothing construed herein shall preclude them from maintaining their private legal practice.

2.5 Judge hereby agrees not to knowingly undertake any legal matter that would compromise or conflict with their duties and responsibilities as Municipal Court Judge or otherwise knowingly undertake to represent a client on a legal matter against the City.

Article III Municipal Court Docket

Judge agrees to preside over the City's Municipal Court docket each week that has an Active Court Docket. If additional court dates in excess of the Active Court Docket are necessary, the Judge shall be compensated as provided in Section 4.2.

Article IV Compensation and Method of Payment

4.1 As an independent contractor and not an employee of the City, the Judge shall not receive any City benefits which are otherwise available to City of Sachse employees.

4.2 The City shall compensate the Judge as follows:

- (a) Five Hundred Dollars (\$500.00) per court session: and
- (b) Seventy-Five Dollars (\$75.00) per warrant review and per prisoner arraignment.

4.3 City shall compensate the Judge for services provided pursuant to this Agreement and, as set forth in this Article, within thirty (30) days after receiving the Judge's invoice reflecting their time and billing, provided there are no errors or discrepancies.

Article V Miscellaneous

5.1 Entire Agreement. This Agreement constitutes the sole and only agreement between the parties and supersedes any prior understandings written or oral agreements between the parties with respect to this subject matter.

5.2 Effective Date. This Agreement shall become effective on August 1, 2022.

5.3 Successors and Assigns. Subject to the provisions regarding assignment, this Agreement shall be binding on and inure to the benefit of the Parties to it and their respective heirs, executors, administrators, legal representatives, successors and assigns.

5.4 Governing Law. The laws of the State of Texas shall govern this Agreement; and venue for any action concerning this Agreement shall be in the State District Court of Dallas County, Texas. The Parties agree to submit to the personal and subject matter jurisdiction of said court.

5.5 Amendments. This Agreement may be amended by the mutual written agreement of the parties.

5.6 Severability. In the event any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions, and the Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in it.

5.7 Notice. Any notice required or permitted to be delivered hereunder may be sent by first class mail, overnight courier or by confirmed telefax or facsimile to the address specified below, or to such other party or address as either party may designate in writing, and shall be deemed received three (3) days after delivery set forth herein:

If intended for City:

Attn: Gina Nash
City Manager
City of Sachse
3815 Sachse Road
Sachse, Texas 75048
Phone: (972) 495-1212

With Copy to:

Joseph J. Gorfida, Jr.
Nichols, Jackson, Dillard, Hager & Smith, L.L.P.
500 North Akard
1800 Ross Tower
Dallas, Texas 75201
Phone: (214) 965-9900

If intended for Judge:

5.8 Counterparts. This Agreement may be executed by the Parties hereto in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument. Each counterpart may consist of any number of copies hereof each signed by less than all, but together signed by all of the parties hereto.

5.9 Independent Contractor. All services to be performed by the Judge pursuant to this Agreement shall be in the capacity of an independent contractor, and not as an agent or employee of the City. The Judge shall supervise the performance of their services and shall be entitled to control

the manner and means by which their services are to be performed, subject to the terms of this Agreement. City agrees during the Term of this Agreement, at its cost, to obtain and maintain public official liability insurance coverage covering the acts and omissions by the Judge in the scope of their duties and responsibilities as Presiding Municipal Court Judge.

EXECUTED this _____ day of _____, 2022.

City of Sachse, Texas

By: _____
Gina Nash, City Manager

Approved as to form:

By: _____
Joseph J. Gorfida, Jr., City Attorney
(07-18-2022:TM 130676)

EXECUTED this _____ day of _____, 2022.

Municipal Court Judge

By: _____
Robert Beasley



Agenda Item Details

Meeting	Aug 01, 2022 - City Council Meeting
Category	E. Consent Agenda - All items listed on the consent agenda will be considered by the City Council and will be enacted on by one motion. There will be no separate discussion of these items unless a Councilmember or a member of the public so requests.
Subject	6. Authorize the City Manager to execute a contract for the Municipal Court Prosecutor between the City of Sachse and Patrick Rogers.
Access	Public
Type	Action (Consent)
Recommended Action	Authorize the City Manager to execute a contract for the Municipal Court Prosecutor between the City of Sachse and Patrick Rogers.

Public Content

BACKGROUND

Section 4.04 of the Sachse Home Rule Charter stipulates that the Council shall appoint a competent, duly qualified, licensed, and practicing attorney in the State of Texas who shall represent the City in litigation and legal proceedings as directed by the City Council.

OVERVIEW

The City Council appointed Patrick Rogers as the Sachse Municipal Prosecutor at the July 18, 2022 Council meeting.

POLICY CONSIDERATIONS

There are no policy considerations affiliated with this item.

RECOMMENDATION

Authorize the City Manager to execute a contract for the Municipal Court Prosecutor between the City of Sachse and Patrick Rogers.

[20220722-SACHSE Patrick Rogers Agreement for Municipal Court Prosecutor-130689.pdf \(118 KB\)](#)

All items listed on the consent agenda will be considered by the City Council and will be enacted on by one motion. There will be no separate discussion of these items unless a Councilmember or citizen so requests.

STATE OF TEXAS §
 § **AGREEMENT FOR MUNICIPAL**
 § **COURT PROSECUTOR**
COUNTY OF DALLAS §

This Agreement for Municipal Court Prosecutor (“Agreement”) is made by and between the City of Sachse, Texas (“City”) and Patrick J. Rogers (“Prosecutor”), (individually as the “Party” or collectively as the “Parties”), acting by and through their authorized representatives.

Recitals:

WHEREAS, City desires to engage the services of Prosecutor as an independent contractor and not as an employee in accordance with the terms and conditions set forth in this Agreement; and

WHEREAS, Prosecutor desires to render services as the Municipal Prosecutor for the City of Sachse, Texas, in accordance with the terms and conditions set forth in this Agreement;

NOW THEREFORE, in exchange for the mutual covenants set forth herein and other valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the Parties agree as follows:

Article I
Term

The Term of this Agreement shall commence on August 1, 2022 (“Effective Date”), and shall continue for two (2) years, through July 31, 2024.

Article II
Scope of Services

2.1 As Prosecutor for the Municipal Court, Prosecutor’s duties shall include, but are not limited to, the following:

- (1) Prosecute cases filed in the Municipal Court;
- (2) Attend Pre-trial Docket;
- (3) Attend Bench and Jury trials;
- (4) Coordinate with law enforcement regarding prosecution of cases;
- (5) Meet with witnesses or victims regarding complaints;
- (6) Negotiate plea agreements with defendants;
- (7) Perform all aspects of legal prosecution; and
- (8) Perform all other duties of a Municipal Court Prosecutor as may be provided by applicable State law.

2.2 Prosecutor shall perform all services in accordance with the law applicable to Prosecutors of courts in the State of Texas and agrees to conduct him/herself in a professional demeanor at all times.

2.3 Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the City Council to terminate the services of Prosecutor or to remove Prosecutor from the position of Prosecutor of the Municipal Court in accordance with the City Charter and State law.

2.4 Prosecutor agrees to perform all services in accordance with requirements of the Texas State Bar as applicable to court prosecutors in the State of Texas, and conduct themselves in a professional demeanor at all times in representing the City.

2.5 Prosecutor hereby agrees not to knowingly undertake any legal matter that would compromise or conflict with their duties and responsibilities as the Prosecutor for Sachse Municipal Court otherwise knowingly undertake to represent a client on a legal matter against the City.

Article III Compensation and Method of Payment

3.1 City shall compensate Prosecutor in the amount of Two Thousand Dollars (\$2,000.00) per month, paid to the order of Kelsoe, Khoury, Rogers and Clark PC.

3.2 City shall compensate Prosecutor for services provided pursuant to this Agreement and, as set forth in this Article II, within thirty (30) days after receiving Prosecutor's invoice reflecting their time and billing, provided there are no errors or discrepancies.

Article IV Removal/Termination

4.1 The Parties acknowledge that Prosecutor can be removed with or without cause as provided herein.

4.2 Furthermore, either Party may terminate this Agreement with or without cause by giving thirty (30) days prior written notice to the other party. In the event of such termination, Prosecutor shall be entitled to compensation for any services completed to the reasonable satisfaction of City in accordance with this Agreement prior to such termination.

Article V Miscellaneous

5.1 Entire Agreement. This Agreement constitutes the sole and only agreement between the parties and supersedes any prior understandings written or oral agreements between the parties with respect to this subject matter.

5.2 Assignment. Prosecutor may not assign this Agreement in whole or in part without the prior written consent of City. In the event of an assignment by Prosecutor to which City has consented, the assignee shall agree in writing with City to personally assume, perform, and be bound by all the covenants, and obligations contained in this Agreement.

5.3 Successors and Assigns. Subject to the provisions regarding assignment, this Agreement shall be binding on and inure to the benefit of the Parties to it and their respective heirs, executors, administrators, legal representatives, successors and assigns.

5.4 Governing Law. The laws of the State of Texas shall govern this Agreement; and venue for any action concerning this Agreement shall be in the State District Court of Dallas County, Texas. The Parties agree to submit to the personal and subject matter jurisdiction of said court.

5.5 Amendments. This Agreement may be amended by the mutual written agreement of the parties.

5.6 Legal Construction. In the event one or more of the provisions contained in the Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect other provisions, and the Agreement shall be constructed as if such invalid, illegal, or unenforceable provision had never been contained in it.

5.7 Independent Contractor. It is understood and agreed by and between the Parties that the Prosecutor, in satisfying the conditions of this Agreement, is acting independently, and that City assumes no responsibility or liabilities to any third party in connection with these actions. All services to be performed by the Prosecutor pursuant to this Agreement shall be in the capacity of an independent contractor, and not as an agent or employee of City.

5.8 Notice. Any notice required or permitted to be delivered hereunder may be sent by first class mail, overnight courier or by confirmed telefax or facsimile to the address specified below, or to such other party or address as either party may designate in writing, and shall be deemed received three (3) days after delivery set forth herein:

If intended for City:

Attn: Gina Nash
City Manager
City of Sachse
3815 Sachse Road
Sachse, Texas 75048
Phone: (972) 495-1212

With Copy to:

Joseph J. Gorfida, Jr.
Nichols, Jackson, Dillard, Hager & Smith, L.L.P.
500 North Akard
1800 Lincoln Plaza
Dallas, Texas 75201
Phone: (214) 965-9900

If intended for Prosecutor:

Patrick J. Rogers
Kelsoe, Khoury, Rogers and Clark PC
5323 Spring Valley Road, Ste 350
Dallas, Texas 75254

(signature page to follow)

EXECUTED this _____ day of _____, 2022.

City of Sachse, Texas

By: _____
Gina Nash, City Manager

Approved as to form:

By: _____
Joseph J. Gorfida, Jr.
(07-21-2022:TM 130689)

EXECUTED this _____ day of _____, 2022.

Prosecutor

By: _____
Patrick J. Rogers



Agenda Item Details

Meeting	Aug 01, 2022 - City Council Meeting
Category	E. Consent Agenda - All items listed on the consent agenda will be considered by the City Council and will be enacted on by one motion. There will be no separate discussion of these items unless a Councilmember or a member of the public so requests.
Subject	7. Authorize the City Manager to execute and award the bid for the construction of the Sable Hills Lift Station project to Summit Solutions, Inc. in an amount not to exceed Eight Hundred Twenty Thousand and No/100 Dollars (\$820,000.00).
Access	Public
Type	Action (Consent)
Preferred Date	Aug 01, 2022
Absolute Date	Aug 15, 2022
Fiscal Impact	Yes
Dollar Amount	820,000.00
Budgeted	Yes
Budget Source	Utility Fund
Recommended Action	Authorize the City Manager to execute and award the bid for the construction of the Sable Hills Lift Station project to Summit Solutions, Inc. in an amount not to exceed Eight Hundred Twenty Thousand and No/100 Dollars (\$820,000.00).
Goals	Strategically invest in the City's existing and future infrastructure.

Public Content

BACKGROUND

The existing Sable Hills Lift Station was initially constructed in the 1960s. Recently there has been redevelopment and construction of approximately 50 new homes built in the service area of the existing lift station. This increase requires the lift station to be expanded and updated to accommodate the required additional capacity. This project will also update the wet wells, vaults, provide backup power, provide increased site security, and meet all current standards as required by the Texas Commission on Environmental Quality (TCEQ).

Birkhoff, Hendricks & Carter, LLP has prepared and designed plans and specifications for a new lift station including upgraded equipment, pumps, and communications to serve the current and future expansion needs of the city.

OVERVIEW

Sealed bids were requested by the City of Sachse for the Sable Hills Lift Station project with a deadline of 2 p.m. on July 21, 2022. The project was advertised in the Sachse News and four bids were received.

The apparent low bid was submitted by Summit Solutions, Inc. Based on the evaluation of their bid and checking their references, Summit Solutions, Inc. is considered capable of performing the proposed work in the contract documents. This contract amount is budgeted and anticipated in the Sable Hills Lift Station project, SS-21-10, and sufficient project funds exist to fund this contract. Therefore, based on review of the bids, staff recommends Summit Solutions, Inc. to be awarded the contract for the Sable Hills Lift Station project, SS-21-10, in the amount of Eight Hundred Twenty Thousand and No/100 Dollars (\$820,000.00).

POLICY CONSIDERATIONS

Funding was presented as part of the FY 21-22 Budget and is within the adopted budget amount allocated. The funds will be used from the Utility Fund.

RECOMMENDATION

Authorize the City Manager to execute and award the bid for the construction of the Sable Hills Lift Station project to Summit Solutions, Inc. in an amount not to exceed Eight Hundred Twenty Thousand and No/100 Dollars (\$820,000.00).

[Bid Award Recommendation to City-Sable Hills LS.pdf \(1,024 KB\)](#)

All items listed on the consent agenda will be considered by the City Council and will be enacted on by one motion. There will be no separate discussion of these items unless a Councilmember or citizen so requests.

BIRKHOFF, HENDRICKS & CARTER, L.L.P.
PROFESSIONAL ENGINEERS

11910 Greenville Ave., Suite 600

Dallas, Texas 75243

Phone (214) 361-7900

www.bhellp.com

JOHN W. BIRKHOFF, P.E.
GARY C. HENDRICKS, P.E., R.P.L.S.
JOE R. CARTER, P.E.
MATT HICKEY, P.E.
ANDREW MATA, JR., P.E.

DEREK B. CHANEY, P.E., R.P.L.S.
CRAIG M. KERKHOFF, P.E.
JUSTIN R. IVY, P.E.
COOPER E. REINBOLD, P.E.

July 27, 2022

Mr. Corey Nesbit, P.E., CFM
Director of CIP and Public Works
City of Sachse
3815 Sachse Road
Sachse, Texas 75048

Re: Sable Hills Lift Station Improvements
Bid Award Recommendation (for Re-Bid)

Dear Mr. Nesbit,

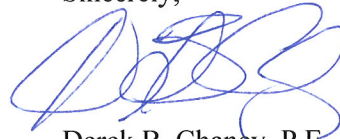
Sealed bids were received at 2:00 p.m., Thursday, July 21, 2022, for Sable Hills Lift Station Improvements project. Four (4) contractors submitted bids. We are enclosing one copy of the bid tabulation. Summit Solutions, Inc. was the apparent low bidder in the amount of \$820,000.00.

We have reviewed Summit Solutions, Inc.'s statement of qualifications and references provided and find that they have a record of satisfactorily completing projects similar to this project.

Based on the contractor's information provided to us, we recommend that the City accept the bid from Summit Solutions, Inc., and award them a construction contract in the amount of \$820,000.00.

We are available to discuss our recommendation further at your convenience.

Sincerely,



Derek B. Chaney, P.E., R.P.L.S.

Enclosures

TABULATION OF BIDS Date: July 25, 2022 Project: CITY OF SACHSE, TEXAS Sable Hills Lift Station & Force Main Improvements BIRKHOFF, HENDRICKS & CARTER, L.L.P. PROFESSIONAL ENGINEERS Dallas, Texas				BID OF Summit Solutions, Inc. 190 East Stacy Road#306-144 Allen, Texas 75002 Jack Treadwell 678-283-7355 jack@summitsolutions.com		BID OF Leetech Solutions P.O. Box 939 Aledo, Texas 76008 Bryan Henderson 817-805-6405 bryanh3874@leetech.com		BID OF Rey-Mar Construction 3416 Reed Street Fort Worth, Texas 76119 David Martinez 817-938-3537 david@reymarconstruction.com		BID OF Acadia Services, LLC 6750 Blvd. 26 Richland Hills, Texas 76180 Brad Catlett 817-729-2581 brad@acadiatx.com	
Item No.	Approximate Quantities	Unit	Description	Unit Bid Price	Extension	Unit Bid Price	Extension	Unit Bid Price	Extension	Unit Bid Price	Extension
1	1	L.S.	Mobilization, Bonds & Insurance (Max 5% of Bid)	\$43,000.00	\$ 43,000.00	\$80,000.00	\$ 80,000.00	\$48,000.00	\$ 48,000.00	\$53,000.00	\$ 53,000.00
2	1	L.S.	Site Preparation, Including Removal and Disposal of Pavement, Retaining Walls, Pumps, Equipment, Fences and other Obstructions	\$49,420.00	\$ 49,420.00	\$30,000.00	\$ 30,000.00	\$36,000.00	\$ 36,000.00	\$22,000.00	\$ 22,000.00
3	1	L.S.	Furnish all Labor, Materials, Tools and Equipment for Construction of the Sable Hills Lift Station, Including new Valve Vault, Wet Well Modifications, Furnishing & Installing Submersible Pumps, Motors and Pump Accessories, Site Piping, Ladder, Hatches, Vents, Valves, Couplings, Restraints, Fittings, Painting, Emergency Bypass Discharge Connection, Electrical Racks, Canopy and Equipment, SCADA/RTU & HMI Modifications, Testing, and required appurtenances to make the Lift Station Fully Functional and Operational	\$460,000.00	\$ 460,000.00	\$450,000.00	\$ 450,000.00	\$495,000.00	\$ 495,000.00	\$765,000.00	\$ 765,000.00
4	1	L.S.	Furnish, Install and Maintain Temporary Sewage Bypass System, Including all Necessary Equipment, Materials, Storage, Pumping and Required Appurtenances	\$20,000.00	\$ 20,000.00	\$60,000.00	\$ 60,000.00	\$55,000.00	\$ 55,000.00	\$172,000.00	\$ 172,000.00
5	1	L.S.	Furnish & Install 40 kW Standby Diesel Power Generator, Including Automatic Transfer Switch, Testing and required appurtenances to make the Generator Fully Functional and Operational	\$60,000.00	\$ 60,000.00	\$80,000.00	\$ 80,000.00	\$63,000.00	\$ 63,000.00	\$13,000.00	\$ 13,000.00
6	54	L.F.	Remove & Properly Dispose of Existing 2-Inch PVC Force Main Pipe	\$20.00	\$ 1,080.00	\$100.00	\$ 5,400.00	\$61.00	\$ 3,294.00	\$10.00	\$ 540.00
7	1	Ea.	Furnish & Install 4-ft Diameter Sanitary Sewer Manhole, including Epoxy Lining System	\$10,000.00	\$ 10,000.00	\$8,000.00	\$ 8,000.00	\$24,500.00	\$ 24,500.00	\$15,000.00	\$ 15,000.00
8	285	L.F.	Furnish & Install 4-inch DR-9 HDPE Force Main By Pipe Bursting of Existing 2-inch Force Main, including all necessary Cleaning, Testing, CCTV Inspection and appurtenances	\$100.00	\$ 28,500.00	\$180.00	\$ 51,300.00	\$173.00	\$ 49,305.00	\$285.00	\$ 81,225.00
9	22	L.F.	Furnish & Install 4-inch DR-9 HDPE Force Main By Open Cut With Class 'H' Embedment	\$100.00	\$ 2,200.00	\$180.00	\$ 3,960.00	\$200.00	\$ 4,400.00	\$80.00	\$ 1,760.00
10	3	Ea.	Connect to Existing 6-inch Sanitary Sewer	\$1,000.00	\$ 3,000.00	\$1,200.00	\$ 3,600.00	\$1,200.00	\$ 3,600.00	\$3,400.00	\$ 10,200.00
11	1	Ea.	Connect to Existing 4-inch Sanitary Sewer	\$750.00	\$ 750.00	\$1,000.00	\$ 1,000.00	\$2,500.00	\$ 2,500.00	\$3,200.00	\$ 3,200.00
12	1	L.S.	Furnish & Apply Protective Coating System To Existing Wet Well, Including Testing	\$12,500.00	\$ 12,500.00	\$3,000.00	\$ 3,000.00	\$7,500.00	\$ 7,500.00	\$7,500.00	\$ 7,500.00
13	1	L.S.	Furnish & Install Fall Safety Grate for Existing Wet Well Hatch Opening	\$3,500.00	\$ 3,500.00	\$1,500.00	\$ 1,500.00	\$5,500.00	\$ 5,500.00	\$2,900.00	\$ 2,900.00
14	1	L.S.	Furnish & Install New 4-inch DIP Vent on Existing Wet Well w/ Odor Control Module	\$6,500.00	\$ 6,500.00	\$1,000.00	\$ 1,000.00	\$8,500.00	\$ 8,500.00	\$4,900.00	\$ 4,900.00
15	62	L.F.	Construct Longitudinal Butt Joint	\$100.00	\$ 6,200.00	\$100.00	\$ 6,200.00	\$125.00	\$ 7,750.00	\$110.00	\$ 6,820.00

TABULATION OF BIDS Date: July 25, 2022				BID OF Summit Solutions, Inc. 190 East Stacy Road#306-144 Allen, Texas 75002 Jack Treadwell 678-283-7355 jack@summitsolutions.com		BID OF Leetech Solutions P.O. Box 939 Aledo, Texas 76008 Bryan Henderson 817-805-6405 bryanh3874@leetech.com		BID OF Rey-Mar Construction 3416 Reed Street Fort Worth, Texas 76119 David Martinez 817-938-3537 david@reymarconstruction.com		BID OF Acadia Services, LLC 6750 Blvd. 26 Richland Hills, Texas 76180 Brad Catlett 817-729-2581 brad@acadiatx.com	
Project: CITY OF SACHSE, TEXAS Sable Hills Lift Station & Force Main Improvements				BIRKHOFF, HENDRICKS & CARTER, L.L.P. PROFESSIONAL ENGINEERS Dallas, Texas							
Item No.	Approximate Quantities	Unit	Description	Unit Bid Price	Extension	Unit Bid Price	Extension	Unit Bid Price	Extension	Unit Bid Price	Extension
16	8	S.Y.	Construct Reinforced Concrete Foundation Pads (for Standby Generator and Electrical Equipment)	\$1,500.00	\$ 12,000.00	\$160.00	\$ 1,280.00	\$1,950.00	\$ 15,600.00	\$230.00	\$ 1,840.00
17	290	S.Y.	Construct 6-inch-thick Reinforced Concrete Access Drive Pavement on 6-inch Stabilized Subgrade	\$150.00	\$ 43,500.00	\$160.00	\$ 46,400.00	\$180.00	\$ 52,200.00	\$230.00	\$ 66,700.00
18	24	S.Y.	Construct 6-inch-thick Reinforced Concrete Site Pavement on Mechanically Compacted 6-inch Flexible Base	\$150.00	\$ 3,600.00	\$180.00	\$ 4,320.00	\$220.00	\$ 5,280.00	\$230.00	\$ 5,520.00
19	34	S.Y.	Remove and Replace Existing 6-inch-thick Reinforced Concrete Pavement, Including Full Depth Sawcut	\$200.00	\$ 6,800.00	\$200.00	\$ 6,800.00	\$275.00	\$ 9,350.00	\$320.00	\$ 10,880.00
20	96	L.F.	Furnish & Install 8-Foot High Ornamental Fence, Including 12-Foot Wide Double Swing Gate, Concrete Mow Strip and required appurtenances	\$200.00	\$ 19,200.00	\$180.00	\$ 17,280.00	\$285.00	\$ 27,360.00	\$745.00	\$ 71,520.00
21	1	L.S.	Furnish & Install 6-Foot High Wood Fence, including 14-Foot Wide Double Swing Gate (Stain to Match Existing Fences)	\$5,000.00	\$ 5,000.00	\$3,000.00	\$ 3,000.00	\$550.00	\$ 550.00	\$10,000.00	\$ 10,000.00
22	47	L.F.	Furnish & Install Reinforced Concrete Retaining Wall Including Excavation, Grading and Backfill	\$250.00	\$ 11,750.00	\$150.00	\$ 7,050.00	\$325.00	\$ 15,275.00	\$400.00	\$ 18,800.00
23	100	S.Y.	Furnish, Install, Water and Fertilize Solid Sod on 4-inches of Topsoil	\$10.00	\$ 1,000.00	\$8.00	\$ 800.00	\$78.00	\$ 7,800.00	\$20.00	\$ 2,000.00
24	2	Ea.	Existing Water Meter Adjustment	\$500.00	\$ 1,000.00	\$500.00	\$ 1,000.00	\$1,500.00	\$ 3,000.00	\$3,500.00	\$ 7,000.00
25	1	L.S.	Furnish & Implement Trench Safety Plan	\$1,000.00	\$ 1,000.00	\$3,000.00	\$ 3,000.00	\$3,000.00	\$ 3,000.00	\$1,500.00	\$ 1,500.00
26	1	L.S.	Furnish & Implement Traffic Control Plan	\$1,000.00	\$ 1,000.00	\$1,000.00	\$ 1,000.00	\$3,380.00	\$ 3,380.00	\$5,500.00	\$ 5,500.00
27	1	L.S.	Furnish & Implement Erosion Control Plan	\$5,000.00	\$ 5,000.00	\$3,000.00	\$ 3,000.00	\$5,200.00	\$ 5,200.00	\$9,000.00	\$ 9,000.00
28	1	L.S.	Bid Allowance for Providing Oncor Electric Service, Pole and Meter	\$2,500.00	\$ 2,500.00	\$2,500.00	\$ 2,500.00	\$2,500.00	\$ 2,500.00	\$2,500.00	\$ 2,500.00
TOTAL AMOUNT BID (Items 1 Through 28)					\$ 820,000.00		\$ 882,390.00		\$ 964,344.00		\$ 1,371,805.00

Contractor calculated this price incorrectly on their Bid Form

Contractor calculated this price incorrectly on their Bid Form



Agenda Item Details

Meeting	Aug 01, 2022 - City Council Meeting
Category	F. Regular Agenda Items
Subject	1. Take action as a result of Executive Session pursuant to the Texas Government Code, Section §551.074: Personnel Matters: Regarding the review of the City Secretary.
Access	Public
Type	Action, Discussion
Recommended Action	Take action as a result of Executive Session pursuant to the Texas Government Code, Section §551.074: Personnel Matters: Regarding the review of the City Secretary.

Public Content



Agenda Item Details

Meeting	Aug 01, 2022 - City Council Meeting
Category	F. Regular Agenda Items
Subject	2. Discuss the preliminary 2022-2023 Fiscal Year Budget.
Access	Public
Type	Discussion
Goals	Be a model of financial stewardship through growth management, responsible investment, and financial transparency.

Public Content

OVERVIEW

The long-range financial update was presented to Council at the July 18 regular meeting, depicting the current and projected financial condition of the City. Within that context, City Council is holding a discussion for the current preliminary budget with City staff. The City Manager's proposed budget will then be prepared and be presented to Council at the August 15 regular meeting.

Please note that the budget for the upcoming fiscal year is in draft form and is considered a working document.

[2023 Budget Workshop Presentation_FINAL.pdf \(1,010 KB\)](#)

City of Sachse 2022-2023 Budget

City Council Workshop
August 1, 2022



Workshop Agenda

- Budget Calendar
 - Base Budget
Overview/Summaries
 - Compensation
 - Supplemental Requests
 - Summary
- Funds
 - General
 - Utility
 - Debt Service
 - Sachse Economic Development Corp
 - Vehicle/Equipment Replacement



Budget Calendar

- **August 5** Dallas County submits completed No-New-Revenue and Voter-Approval Tax Rate worksheets to entities
- **August 11** Municipal Development District Board Meeting – approve final budget
- **August 15** City Council Meeting — City Manager presents budget to Council; schedule public hearings on tax rate and budget; record vote; discuss budget and tax rate
- **August 18** Sachse Economic Development Corporation Board Meeting – approve final budget
- **August 22** Post the “Notice of Public Hearing” and “Explanation of Tax Rates” on City website
- **August 25** Publish the “Notice of Public Hearing”
- **September 6** City Council meeting; hold public hearings on budget and tax rate; adopt budget; ratify tax rate in the budget; adopt tax rate



Budget Overview

- Base Budget – prior year budget less one-time items and capital project funding. The cost of continuing existing levels of service.
 - Revenues
 - Expenditures
- Supplemental Requests – requests for additional budget
 - Program enhancements
 - Service enhancements
 - One-time items



BASE BUDGETS



GENERAL FUND ASSUMPTIONS

- Revenues

- Certified value \$3.57 billion
- Tax rate – TBD
- 99.5% collection rate
- Property Tax Revenue – Est. 4.6% over FY 2022
- Conservative revenue projections – no growth from FY 2022 projections
 - Sales Tax
 - Franchise Fees
 - Permit Revenues

- Expenditures

- Health insurance contribution increased 26% per HUB International update



GENERAL FUND REVENUE

CATEGORY	2021-2022 ADOPTED BUDGET	2022-2023 PRELIMINARY BUDGET	CHANGE	% GROWTH
Property Taxes	\$13,516,000	\$14,377,679	\$861,479	6%
Sales Tax	1,980,000	2,670,000	690,000	35%
Franchise	1,876,250	1,946,750	70,500	4%
Licenses/Permits	904,500	1,963,600	1,059,100	117%
Fees	1,063,500	1,539,800	476,300	45%
Court Fines	250,000	205,000	(45,000)	(18%)
Interest	50,000	55,000	5,000	10%
Allocated Overhead	1,408,831	1,392,130	(16,701)	(1%)
Other Revenue	401,718	375,150	(26,568)	(7%)
TOTAL	\$21,450,999	\$24,525,109	\$3,074,110	14%



DEPARTMENTAL SUMMARY

DEPARTMENT	2021-2022 OPERATING BUDGET*	2022-2023 PRELIMINARY BUDGET	CHANGE	% GROWTH
Animal Services	\$241,131	\$245,661	\$4,530	2%
City Manager	531,986	786,366	254,380	48%
City Secretary	240,862	219,571	(21,291)	(9%)
Combined Services	430,805	459,225	28,420	7%
Development Services	838,674	1,132,424	293,750	35%
Engineering	436,933	438,605	1,672	0.4%
Facilities Maintenance	592,092	603,529	11,437	2%
Finance	760,828	786,012	25,184	3%
Fire	5,073,855	5,255,769	181,915	4%

*Excludes one-time supplementals & capital project funding



DEPARTMENTAL SUMMARY

DEPARTMENT	2021-2022 OPERATING BUDGET*	2022-2023 PRELIMINARY BUDGET	CHANGE	% GROWTH
Human Resources	\$499,675	\$483,810	(\$15,865)	(3%)
Information Technology	789,859	880,048	90,189	11%
Library	546,747	563,324	16,577	3%
Municipal Court	248,682	258,001	9,319	4%
Neighborhood Services	380,111	243,769	(136,343)	(36%)
Parks	1,071,570	1,117,071	45,501	4%
Police	5,735,348	5,863,325	127,977	2%
Recreation	399,390	404,050	4,660	1%
Senior Activity Center	147,367	140,860	(6,507)	(4%)
Streets	1,747,856	1,755,921	8,065	0.5%

*Excludes one-time supplementals & capital project funding



GENERAL FUND SUMMARY

CATEGORY	2021-2022 OPERATING BUDGET*	2022-2023 PRELIMINARY BUDGET	CHANGE	% GROWTH
Revenue	\$21,450,999	\$24,525,109	\$3,074,110	14%
Operating Expenses	20,713,771	21,637,341	923,570	4%
Surplus	(\$737,228)	\$2,887,768	\$2,150,540	

*Excludes one-time supplementals & capital project funding



UTILITY FUND ASSUMPTIONS

- Revenues
 - Water rates – 2% increase
 - Sewer rates – 3% increase
- Expenditures
 - North Texas wholesale water rates increase by 13.1%
 - Garland sewer treatment rates increase by 2%



UTILITY FUND REVENUE

CATEGORY	2021-2022 ADOPTED BUDGET	2022-2023 PRELIMINARY BUDGET	CHANGE	% GROWTH
Water Revenue	\$7,921,000	\$8,430,000	\$509,500	6%
Sewer Revenue	5,705,000	5,900,000	195,000	3%
Drainage Revenue	215,000	222,000	7,000	3%
Fees	151,000	167,375	16,375	11%
Interest	60,000	72,500	12,500	21%
TOTAL	\$14,052,000	\$14,792,375	\$740,375	5%



DEPARTMENTAL SUMMARY

DEPARTMENT	2021-2022 OPERATING BUDGET*	2022-2023 PRELIMINARY BUDGET	CHANGE	% GROWTH
Utility Administration	\$491,941	\$505,093	\$13,153	3%
Water Operations	6,531,811	6,946,086	414,274	6%
Sewer Operations	4,720,245	4,720,245	303,096	7%
Drainage**	-	-	-	-
TOTAL	\$11,440,901	\$12,171,423	\$730,523	6%

*Excludes one-time supplementals & capital project funding

**Drainage expenses are all capital project funding. All expenses excluded.



UTILITY FUND SUMMARY

CATEGORY	2021-2022 OPERATING BUDGET*	2022-2023 PRELIMINARY BUDGET	CHANGE	% GROWTH
Revenue	\$14,052,000	\$14,792,375	\$740,375	5%
Operating Expenses	11,440,901	12,171,423	730,523	6%
Available	\$2,611,099	\$2,620,952	\$9,852	

*Excludes one-time supplementals



DEBT SERVICE ASSUMPTIONS

- No change in tax rate – 0.194207
- Taxable value less TIRZ contribution – \$2.92 billion
 - Certified value – \$3.58 billion
 - Less Freeze values – \$443 million
 - Less TIRZ values – \$212 million
- 99.5% collection rate



DEBT SERVICE SUMMARY

CATEGORY	2021-2022 ADOPTED BUDGET	2022-2023 PRELIMINARY BUDGET	CHANGE	% GROWTH
Revenue	\$5,315,399*	\$6,271,937	\$956,538	18%
Debt Service Payments	5,371,688	6,189,422	817,735	15%
Available	(\$56,289)	\$82,515	\$138,804	

**Excludes 2021 Tax Note Proceeds and Transfer to VERF*



SACHSE ECONOMIC DEVELOPMENT CORPORATION SUMMARY

CATEGORY	2021-2022 ADOPTED BUDGET	2022-2023 PRELIMINARY BUDGET	CHANGE	% GROWTH
Revenue	\$990,000	\$1,317,000	\$327,000	33%
Operating Expenses	626,424	624,889	(1,535)	(0.2%)
Surplus	\$363,576	\$692,111	\$328,535	



VERF REVENUE ALLOCATIONS

DEPARTMENT	2021-2022 ADOPTED BUDGET	2022-2023 PRELIMINARY BUDGET	CHANGE	% GROWTH
Animal Services	\$5,971	\$11,344	\$5,373	90%
Development Services	11,340	11,568	228	2%
Engineering	7,635	7,810	175	2%
Facilities Maintenance	39,354	44,871	5,517	14%
Fire	344,700	355,041	10,341	3%
Information Technology	75,000	100,000	25,000	33%
Neighborhood Services	5,722	5,837	115	2%



VERF REVENUE ALLOCATIONS CONT'D

DEPARTMENT	2021-2022 ADOPTED BUDGET	2022-2023 PRELIMINARY BUDGET	CHANGE	% GROWTH
Parks	40,689	48,343	7,654	19%
Police	128,266	131,000	2,734	2%
Recreation	6,352	6,542	190	3%
Senior Activity Center	9,010	9,280	270	3%
Streets	40,616	41,429	813	2%
Tax Note Proceeds	1,720,631	-	(1,720,631)	(100%)
Auction Proceeds	-	10,000	10,000	-
Interest Income	1,000	1,000	-	0%
TOTAL	\$2,436,286	\$784,065	(\$1,652,221)	(68%)*

*Excluding debt proceeds, growth is 10%



VERF EXPENDITURES

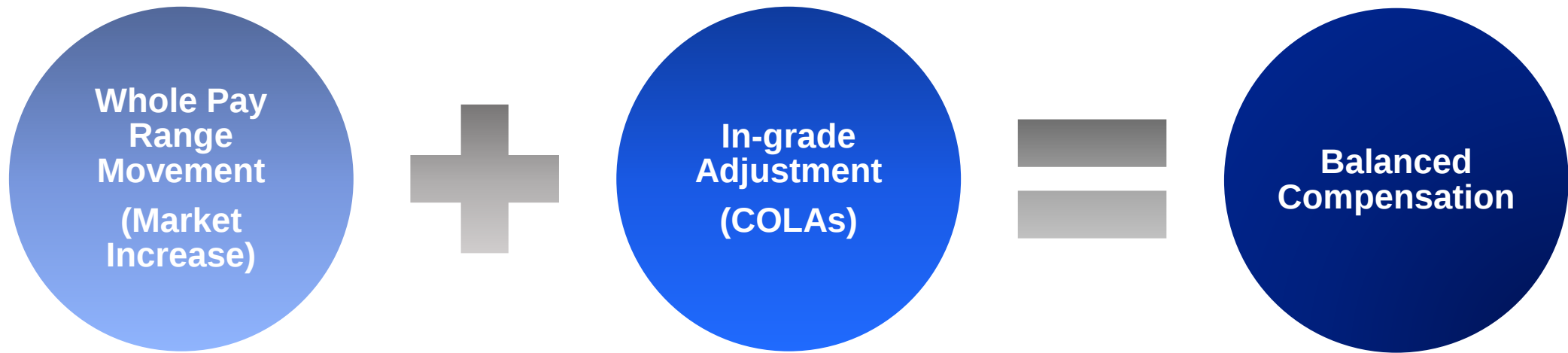
DEPARTMENT	2021-2022 ADOPTED BUDGET	2022-2023 PRELIMINARY BUDGET	CHANGE	% GROWTH
Animal Services	\$51,403	\$-	(\$51,403)	(100%)
Fire	1,720,631	-	(\$1,720,631)	(100%)
Information Technology	57,956	-	(57,956)	(100%)
Parks	7,054	-	(7,054)	(100%)
Police	198,290	-	(198,290)	(100%)
TOTAL	\$2,035,334	\$-	(\$2,035,334)	(100%)



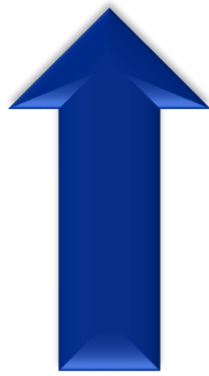
COMPENSATION UPDATE



SACHSE'S COMPENSATION PHILOSOPHY



COMPENSATION – WHOLE PAY RANGE MOVEMENT



Whole Pay
Range
Movement

- Market increases are adjustments to bring a classification to the approximate market value
- This is accomplished by adjusting the pay range
- This type of increase allows the City to maintain a level of competitiveness with other cities that have been identified as our market for comparison, particularly for recruitment purposes

MARKET CITIES

- The City Council approved the reduction and recalibration of the market comparator cities in 2019 to the following:
 - Allen
 - Colleyville
 - Coppell
 - Garland
 - Little Elm
 - Murphy
 - Prosper
 - Richardson
 - Rockwall
 - Rowlett
 - Wylie



COMPENSATION – IN-GRADE ADJUSTMENTS

- In-grade adjustment increases are adjustments to an employee's salary due to achievement of a goal and/or other criteria
- This type of increase allows the employee to progress through the pay range to reduce compression issues and retain current employees

Employee Movement
within the Pay Range



THE WAR FOR TALENT

- Staff presented information to Council in the spring regarding the “War for Talent” issue
- Continue to see increased competition in the public and private sector for skilled workers

Forbes

Apr 17, 2021, 11:43am EDT | 22,198 views

A War For Talent Is Starting—Spoiler Alert: Workers Will Win

Article

18 minute read · 23 May 2022

Government can win the talent race—Here's how

Many younger employees value flexibility, purpose, well-being, and more. What can the public sector do to attract and retain this new generation of workers?



USA TODAY

+ Follow

View Profile

Why hasn't U.S. recovered all the jobs lost during COVID-19? Because local governments can't attract workers.

Paul Davidson, USA TODAY - Jul 18



THE WAR FOR TALENT

- Issues stemming from the Great Resignation and a fundamental shift in workforce expectations have changed the playing field
- Now, local governments must compete not only with the private sector, but also with each other to attract the best and brightest
- Recent regional meeting revealed the measures other cities are taking to retain and attract individuals including:
 - Four-ten workdays
 - Flexible/remote work schedules
 - Casual dress
 - Improved leave policies and other benefits
 - Compensation, compensation, compensation



WHAT WE SAID WE WOULD DO...(APRIL 2022)

- **Market study for all positions to see where Sachse stands in the regional market**
- Using unique recruiting strategies
- Fight employee burnout and stress
 - Evaluate staffing composition
 - Revamp existing employee recognition
 - Evaluate benefits to ensure we are providing employees with physical, mental, and financial wellness
- Understand our “why”
 - Employee Engagement Survey
 - Brand recruitment efforts to “sell” Sachse
 - Create a culture that make us unique and an employer of choice within the Metroplex
 - Create Employee Engagement Committee



WHAT WE ARE DOING...(JULY 2022)

- Job fairs, message boards, and other enhanced recruitment techniques
- Working to speed up the hiring process
- Implemented pilot alternate schedule
- Implemented pilot casual dress code
- Created a culture committee
- Increased employee recognition
- Revisions to the P&P Manual
- **Full-scale market analysis**



COMPENSATION RECOMMENDATION

- Based on a comprehensive market analysis:
 - Sworn Public Safety: Adjust current step plan to reflect a market increase to place our positions at mid-market of our comparators and provide an in-grade 1 step increase effective October 2022
 - General Employees: Modify all pay ranges to reflect a market increase to place all positions at mid-market of our comparators; set \$15 minimum pay for pay range of the lowest classified positions; provide in-grade pay increases to maintain all employees at the same percentage achieved in the current pay range when moved to the new pay range effective October 2022



SUPPLEMENTAL REQUESTS



SUPPLEMENTAL REQUESTS

- Supplemental Requests – requests for additional budget
 - Program enhancements
 - Service enhancements
 - One-time items



SUPPLEMENTAL REQUESTS-DETAIL

- **Compensation Proposal**
 - Market adjustment that was planned
- **City Manager Charter Contingency**
 - Charter review revealed a budgetary item for emergencies
- **Logo Transition**
 - To address the remaining City vehicles and signage with the old logo
- **JustFOIA**
 - Open records request management software
- **Planner (1)**
 - To assist with plan review from substantial increase in development activity



SUPPLEMENTAL REQUESTS-DETAIL

- **Combination Building Inspector (1)**
 - To assist with substantial development activity
- **Firefighters (3)**
 - To meet the rising fire-rescue coverage needs for the growing community
- **Upgrade from Driver/Engineer to Lieutenant positions (3)**
 - To achieve the goal of adding the rank of lieutenant to Station Two
- **Department radio replacements**
 - Replace aging radio equipment
- **NEOGOV Onboard and eForms**
 - Enhanced workflows for Human Resources regarding to onboarding and processing new employees



SUPPLEMENTAL REQUESTS-DETAIL

- **CDL Program Management**

- To assist with compliance of federal regulations for drug testing of new hires and random drug testing of employees

- **Sentinel Cybersecurity Intrusion System**

- Helps to detect cybersecurity threats and enhances entire cybersecurity program

- **Veeam Back-up**

- Replace current back-up configuration with a more reliable solution

- **Library Meeting Room AV Upgrades**

- Replacing 10+ year old equipment that has failed and is no longer useable



SUPPLEMENTAL REQUESTS-DETAIL

- **AtoZ Database**

- Database of electronic resources targeted for job searches, small businesses, or home-based businesses

- **Niche Academy**

- Provides hub of video tutorials on each of the Library's online services

- **Police Officers (2)**

- To meet the needs of a growing community based on the staffing study

- **Leisure Services Coordinator**

- To accommodate the increasing activity at the Community Center and other Leisure Services facilities



SUPPLEMENTAL REQUESTS-DETAIL

- **Senior Center AV Upgrades**

- Replace failing audio-visual equipment at the Senior Center

- **Senior Center Carpet Replacement**

- Replace 12+ year old carpet in a very activity use



GENERAL FUND SUPPLEMENTALS			
DEPARTMENT	DESCRIPTION	REQUESTED	RECOMMENDED
Combined	Compensation Proposal	\$1,587,143	\$1,587,143
Combined	City Manager Charter Contingency	100,000	100,000
City Manager	Logo Transition (one-time)	41,610	41,610
City Secretary	JustFOIA	6,189	6,189
Development Svcs	Planner (1.0)	105,362	105,362
Development Svcs	Combination Building Inspector (1.0)	136,866	136,866
Fire	Firefighter Positions (3.0)	350,998	350,998
Fire	Upgrade 3 Driver/Engineer to Lieutenant	42,825	42,825
Fire	Department Radio Replacements	157,175	157,175
Human Resources	NEOGOV Onboard and eForms Modules	14,014	14,014
Human Resources	CDL Program Management	12,100	12,100



GENERAL FUND SUPPLEMENTALS			
DEPARTMENT	DESCRIPTION	REQUESTED	RECOMMENDED
Information Technology	Sentinel Intrusion Prevention System for Cybersecurity	\$34,520	\$34,520
Information Technology	Veeam Backup Upgrade	31,500	31,500
Library	Library Meeting Room AV Upgrades (one-time)	65,354	65,354
Library	AtoZ Databases Annual Subscription	2,160	2,160
Library	Niche Academy Annual Subscription	2,900	2,900
Police	Police Officers (2.0)	215,617	215,617
Recreation	Leisure Services Coordinator (1.0)	88,315	88,315
Senior Center	A/V System Upgrades (one-time)	83,075	83,075
Senior Center	Carpet Replacement (one-time)	22,349	22,349
	TOTAL (8.0)	\$3,100,071	\$3,100,071
	Funds Remaining	\$14,104	\$14,104

UTILITY FUND SUPPLEMENTAL

DEPARTMENT	DESCRIPTION	REQUESTED	RECOMMENDED
Combined	Compensation Proposal	\$176,030	\$176,030
Water Operations	Ford F-350 – Unit #703	67,521	67,521
Water Operations	Ford F-150 – Unit #707	40,841	40,841
Water Operations	Ford F-150 – Unit #731	40,841	40,841
Water Operations	Water Quality Specialist (1.0)	70,407	70,407
	TOTAL (1.0)	\$395,639	\$395,639
	Available for Funding-Base Budget	\$2,620,952	\$2,620,952
	Available for Capital Projects	\$2,225,313	\$2,225,313



VERF REQUESTS

DEPARTMENT	DESCRIPTION	REQUESTED	RECOMMENDED
Information Technology	HigherGround Audio Recording Server	\$20,285	\$20,285
Information Technology	Cisco Phone Refresh	6,764	6,764
Police	2022 Ford Explorer (Patrol)	58,547	58,547
Police	Two 2022 Ford Explorers (SRO)*	111,088	111,088
Police	2022 Chevy Tahoe (Patrol)	55,906	55,906
Police	Taser Assurance Plan Crew Payment	3,990	3,990
Police	Motorola In-Vehicle and Handheld Radio Replacement	134,944	134,944
Streets	Ford F-350	59,880	59,880
Streets	SaltDogg Pro Series Salt and Sand Spreader	7,000	7,000
*Garland ISD to fund half of vehicle expense TOTAL		\$458,403	\$458,403



SUMMARY



The City of
SACHSE

GENERAL FUND SUMMARY

CATEGORY	2022-2023 PRELIMINARY BUDGET
Revenue	\$24,525,109
Operating Expenses - Base Budget	21,637,341
Surplus	\$2,887,768
Add CARES Funds Available	226,406
Recommended Supplemental Requests	3,100,071
Capital Project Request	-
Revenues over Expenditures	\$14,104



GENERAL FUND BALANCE ANALYSIS

Fiscal Year	Unassigned Fund Balance	% of Following Year Operating Expense	25% - 35% Target (Millions)	Excess Fund Balance (Millions)
2018	\$8,663,617	51%	\$4.3 – \$6.0	\$2.6
2019	10,432,607	57%	4.6 – 6.4	4.0
2020	10,192,769	54%	4.8 – 6.7	3.5
2021	12,798,792	61%	5.2 – 7.3	5.5
2022 Estimate	15,200,000	62%	6.1 – 8.5	6.7
2023 Estimate	15,200,000	61%	6.3 – 8.8	6.4

Policy – Targeted level of General Fund unassigned reserves should be between 25% and 35%



GENERAL FUND BALANCE

- As a reminder, staff will return to the Council on August 15th with a detailed “buy-down” plan for the General Fund unreserved fund balance

UTILITY FUND SUMMARY

CATEGORY	2022-2023 PRELIMINARY BUDGET
Revenue	\$14,792,375
Operating Expenses - Base Budget	12,171,423
Surplus	\$2,620,952
Recommended Supplemental Requests	395,639
Available for Capital/Maintenance Projects	\$2,225,313



VERF SUMMARY

CATEGORY	
Estimated Balance 9/30/2022	\$1,507,118
FY 2022-2023 Revenues	784,065
FY 2022-2023 Budget Requests	(458,403)
Projected Ending Balance	\$1,832,781



Next Steps

- City Manager proposed budget to Council – August 15th
- City Council Meeting – September 6th
 - Budget and tax rate public hearings
 - Budget Discussion
 - Adopt Budget
 - Adopt Tax Rate
- Questions and feedback

