



Monday, July 15, 2019
Regular Combined City Council Meeting

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

The City of Sachse reserves the right to reconvene, recess or realign the workshop meeting, regular 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 workshop or regular meeting for the purpose of seeking confidential legal advice from the City Attorney on any workshop or regular meeting agenda item listed herein.

A. 6:30 PM WORKSHOP MEETING

1. Call to Order: The City Council of the City of Sachse will hold a Workshop Meeting on Monday, July 15, 2019 at 6:30 p.m. in the Council Chambers at Sachse City Hall, 3815 Sachse Road, Building B, Sachse, Texas to consider the following items of business:
2. Receive an update from HUB International, the City's benefits consultant, regarding the City's current claims status.
3. Discuss adding an additional Texas Department of State Health Services (TDSHS) ambulance license.
4. Discussion of City Council meeting agenda items.
5. Adjournment.

B. 7:30 PM REGULAR MEETING

1. Call to Order: The City Council of the City of Sachse will hold a Regular Meeting on Monday, July 15, 2019 at 7:30 p.m. in the Council Chambers at Sachse City Hall, 3815 Sachse Road, Building B, Sachse, Texas 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. Citizen Input

1. Citizen Input: 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. If your remarks pertain to a specific agenda item, please hold them until that item, at which time the Mayor may solicit your comments. 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 them 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 citizen so requests.

1. Approve the minutes of the June 17, 2019, combined meeting.

2. Approve a resolution authorizing the City Manager to execute an easement and right-of-way to Oncor Electric Delivery Company, LLC for underground electrical supply and communication facilities for the construction of the Sachse Community Center.

3. Accept the monthly revenue and expenditure report for the period ending May 31, 2019.

4. Approve the Consent Agenda Items as presented.

F. Regular Agenda Items

1. Discuss and consider the Sachse Community Center hours of operation.

2. Discuss and consider the Sachse Community Center membership fees.

3. Discuss and consider the Sachse Community Center reservation fees.

4. Consider authorizing the City Manager to execute an agreement with BrooksWatson & Co, PLLC to provide auditing services for the City's financial statements for the fiscal year ending September 30, 2019.

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

6. Discuss the City's draft Capital Improvement Plan (CIP).

G. Executive Session

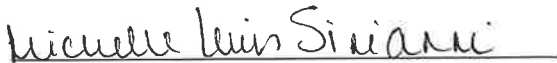
1. The City Council shall convene into Executive Session pursuant to Texas Government Code Section §551.087 Economic Development Deliberations: Discussion of a Development Agreement between the City of Sachse and PMB Acquisitions LLC and/or its affiliates to provide incentives related to the development of approximately 119 acres of land within the PGBT Area Zoning District.

2. Take any action as a result of Executive Session.

H. Regular 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.



Michelle Lewis Sirianni, City Secretary

Accommodation requests for persons with disabilities should be made at least 48 hours prior to the meeting by contacting Lauren Rose, ADA Coordinator, via phone at 972.429.4770, via email at lrose@cityofsachse.com, or by appointment at 3815 Sachse Road, Building B, Sachse, Texas 75048.

**Agenda Item Details**

Meeting	Jul 15, 2019 - Regular Combined City Council Meeting
Category	A. 6:30 PM WORKSHOP MEETING
Subject	2. Receive an update from HUB International, the City's benefits consultant, regarding the City's current claims status.
Access	Public
Type	Information
Goals	Provide excellent government services to Sachse citizens.

Public Content**BACKGROUND**

HUB International (formerly IPS Advisors) is the City's benefits consultant. It is customary for the consultants to provide the City with updates about its claims status on an annual basis.

POLICY CONSIDERATIONS

There are no policy considerations affiliated with this item.

RECOMMENDATION

There are no recommendations affiliated with this item. This is a presentation only.

**Agenda Item Details**

Meeting	Jul 15, 2019 - Regular Combined City Council Meeting
Category	A. 6:30 PM WORKSHOP MEETING
Subject	3. Discuss adding an additional Texas Department of State Health Services (TDSHS) ambulance license.
Access	Public
Type	Discussion, Information

Public Content**BACKGROUND**

Sachse Fire Rescue (SFR) currently has two Texas Department of State Health Services (TDSHS) ambulance licenses.

OVERVIEW

Chief Wade will provide an overview of the current model, anticipated call volumes, challenges, and a proposed solution through the additional ambulance license.

POLICY CONSIDERATIONS

The additional license would add a second demand ambulance. A supplemental budget funding request will be recommended in FY 2019- 2020 for the third license and related costs.

RECOMMENDATION

Discuss and provide feedback to staff.

**Agenda Item Details**

Meeting	Jul 15, 2019 - Regular Combined City Council Meeting
Category	C. 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.
Subject	1. Approve the minutes of the June 17, 2019, combined meeting.
Access	Public
Type	Action (Consent)
Recommended Action	Approve as presented.

Public Content**BACKGROUND**

Minutes of the June 17, 2019, combined meeting.

POLICY CONSIDERATIONS

There are no policy considerations affiliated with this item.

RECOMMENDATION

Approve the minutes of the June 17, 2019, combined meeting.

06.17.19 Combined Minutes.pdf (253 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

JUNE 17, 2019

The City Council of the City of Sachse held a workshop and regular meeting on Monday, June 17, 2019 at 6:30 p.m. at the City Council Chambers, 3815 Sachse Road, Sachse, Texas. Those present were Mayor Mike Felix, Mayor Pro Tem Bill Adams, Councilmembers Brett Franks, Michelle Howarth, Paul Watkins, Cullen King, and Jeff Bickerstaff; City Manager, Gina Nash; City Secretary, Michelle Lewis Sirianni; Strategic Services Manager, Lauren Rose; Director of Public Works and Engineering, Greg Peters; Project Manager, Martin Donk; Development Services Director, Matt Robinson; Finance Director, Teresa Savage; IT Manager, Danny Wheeler; Parks and Recreation Director, Lance Whitworth; Park and Recreation Manager, Cynthia Wiseman; Division Chief of Administrative Services, Chris Hall, and Police Chief, Bryan Sylvester.

Mayor Felix opened the workshop meeting at 6:31 p.m.

COMMUNITY CENTER UPDATE: Receive an update on the Sachse Community Center construction progress.

Ron Hobbs updated the City Council on the construction progress by showing pictures and describing the location of the building. Mr. Hobbs noted that sample stones were being matched and they are working with staff to pick out furniture and furnishings. Anticipated completion date is still on target for end of December, with time extensions for any bad weather.

ADJOURNMENT:

Mayor Felix adjourned the workshop at 6:45 p.m.

Mayor Felix opened the regular meeting at 7:30 p.m.

INVOCATION AND PLEDGE OF ALLEGIANCE TO U.S. AND STATE FLAG: The invocation was offered by Councilman Franks and Mayor Pro Tem Adams led the pledges.

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

1. Approve the minutes of the June 3, 2019, combined meeting.

2. Approve the cancellation of the July 1, 2019 combined workshop and regular City Council meeting.

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

MAYOR AND CITY COUNCIL ANNOUNCEMENTS REGARDING SPECIAL EVENTS:

Councilwoman Howarth announced upcoming Library events.

Mayor Felix announced the Red, White, and Blue Blast on July 3.

Proclaim the summer of 2019 the ‘Summer of Reading’ in the City of Sachse.

Mayor Felix read and presented a proclamation to Dr. Jovan Wells, Chief Academic Officer with GISD.

Administer the oath of office to newly appointed boards and commission members.

Mayor Felix administered the oath of office to Brandi Petee of the Animal Shelter Board, Jarvis Chambers of the Library Board, and Diane Smith, Valarie Pike, and Brett Franks of the Municipal Development District.

CITIZENS INPUT:

No comments were made.

REGULAR AGENDA ITEMS:

Conduct a public hearing to consider and act on a request by Inderpreet Sangha to rezone approximately 6.18 acres of land from Residential 1 (R-1) and Agricultural (AG) to Planned Development District (PD), to modify development standards and allow for neighborhood commercial uses, located at 5706 Sachse Road, within Sachse city limits.

Mr. Robinson provided an overview of the subject property, which included the location, current zoning, and how the proposed request relates to the Future Land Use Plan (FLUP). Mr. Robinson indicated that the FLUP does not support the proposed rezoning request; however, the FLUP did not consider the realignment of Merritt Road, which will create a signalized four-way intersection. The applicant desires to rezone the subject property from R-1 to AG to Planned Development (PD) to be used for neighborhood scale commercial uses. Mr. Robinson stated as proposed, no development can occur until the completion of construction of the realignment of Merritt Road, including signalization, and no development can occur on the property prior to approval of a development plan by the City Council. Mr. Robinson noted permitted uses versus non-permitted uses. The Planning and Zoning Commission recommended approval (5-0) of the proposed

rezoning request with the following four modifications to the development standards: any dry cleaning use must use off-site cleaning only; gas stations and restaurants (including drive-through) shall not be permitted until road widening improvements on Sachse Road are made to the limits of the subject property; all trees within 25' of the property line or floodplain limits, whichever is greater, are preserved; and, that lighting follow the standards of the PFBT and Old Town zoning districts. Staff recommends approval for several reasons: the realignment/ reconstruction of Merritt Road and modifications to Sachse Road creates an opportunity for neighborhood scale commercial uses; the viability for development of the property for a residential use is diminished with the realignment of Merritt Road, due to the splitting of the property into two separate tracts and the proximity to the intersection; and, the permitted uses within the PD district would be for neighborhood scale commercial and office use that are designed for the convenience of the people in adjacent residential areas.

Mayor Felix opened the public hearing.

David Dowland, 5615 Pinnacle Oak Drive, stated that he is concerned with sound and light pollution, as well as having anything with a drive-through with late night or early morning hours. He is in opposition to the request.

Randy Hale, 5012 Merritt Road, is against having any commercial development and has concerns with the ongoing flooding from development.

Cathy Taylor, 5114 Merritt Road, stated the applicant is not a Sachse resident and is against the request due to the increase in traffic.

Polly McDaniel, 5616 Pinnacle Oak Drive, stated the residents who spoke at the Planning and Zoning meeting were against the development even though it was approved. She believes it should stay residential, is concerned about property values being lowered, along with noise and light pollution. She is in opposition to the request.

David Taylor, 5114 Merritt Road, is not in favor of the request. The request does not fit and the City Council should consider the needs of the City.

Dorothy Hale, 5012 Merritt Road, stated she is against commercial property in this area and is concerned with flooding problems.

Larry Essary, 5905 Woodbridge Parkway, questioned the citizen input at the Planning and Zoning meeting, the appearance of the item being "pushed through", and if the impact of those affected was considered. He commented on the possibility of eminent domain and the decrease in property values. He is in opposition to the request.

Lola Smith, 6205 Big Valley Lane, asked about the notifications on this item and the concern of the citizens not being heard. She expressed concerns with flooding and discussed the use of eminent domain. She is in opposition to this request.

Tom Mahan, 5610 Pinnacle Oak, stated that this area should remain residential and commercial should be placed on major thoroughfares. He is in opposition to the request.

Mayor Felix closed the public hearing.

Councilman Watkins stated the request is inconsistent with the area as is no benefit to the citizens in that area, and the concerns of flooding. He is not in favor.

Councilman Bickerstaff stated he would rather see office/medical uses or a lower impact use on this area. His is not in favor of commercial/retail uses, and is not viable for residential. He would consider item with conditions.

Mayor Pro Tem Adams stated he prefers retail to stay within other areas of town and is not in favor of the proposed.

Councilman Franks stated he does not agree with all the comments. He commented on property values, flooding, and the realignment of Merritt Road. He stated that the City does not take eminent domain lightly. Mayor Pro Tem Adams added eminent domain is not condemnation.

Mayor Felix stated the proposed does not fit with the City and commercial has never been on a map for this location.

Inderpreet Sangha, owner of the property stated the commercial uses would be low impact and the building would be delayed until the realignment was done. He stated he has lived in north Texas for over twenty years and is willing to work with the residents and council.

Councilman King made a motion to deny a request by Inderpreet Sangha to rezone approximately 6.18 acres of land from Residential 1 (R-1) and Agricultural (AG) to Planned Development District (PD), to modify development standards and allow for neighborhood commercial uses, located at 5706 Sachse Road, within Sachse city limits. Mayor Pro Tem Adams seconded that motion and the motion was unanimously approved.

Discuss and consider traffic control devices on Blackburn Road and Ingram Road.

Mr. Peters gave an overview regarding the placement of stop signs at Blackburn/Ingram and 3rd Street /Longmeadow. Staff took traffic counts at these intersections to evaluate conditions. In analyzing an intersection for stop sign warrants, the critical volume is the volume of vehicles approaching the intersection on the smaller street. Mr. Peters reviewed daily counts at these intersections during the morning peak hour (7 a.m. to 8 a.m.), the evening peak hour (5 p.m. to 6 p.m.), four-hour peak (3 p.m. to 7 p.m.) and an eight-hour peak (1 p.m. to 9 p.m.). The manual on uniform traffic control devices has nine warrants. Out of those nine, the count meets two for Third Street for the eight-hour peak traffic volume and the roadway network. Even though the eight-hour volumes warrant a stop sign for interruption of continuous traffic, it only narrowly qualifies by two vehicles per hour. It is not yet known if a stop sign at Third Street would significantly improve the ability of motorists to turn onto Blackburn-Ingram at other intersections during peak traffic times.

Staff is concerned a four-way stop will increase traffic volumes on Longmeadow as vehicles on neighboring streets use Longmeadow to make turns onto Blackburn-Ingram. This will likely cause back-ups on Blackburn-Ingram during peak travel hours due to traffic volumes exceeding the maximum efficiency of a four-way stop with only one travel lane in each direction. Additionally, this may not be effective in creating a traffic gap for intersections to the west, including Abilene Drive and Southgate Drive. Beyond traffic movements, the greater presence of vehicles on smaller

streets creates resident safety concerns, due to children playing, and will likely have a negative impact on the quality of life of homeowners on Longmeadow.

Mr. Peters stated that staff recognizes that the intersection of Blackburn-Ingram with Third Street and Longmeadow does meet minimum criteria for two warrants. However, it is staff's professional opinion that implementing a four-way stop at the intersection should not be done due to excessive traffic backups during peak hours, increased traffic volume on Longmeadow from neighboring streets, and limited effectiveness in creating traffic gaps at other intersection to the west. Staff recommends that no changes be made until Lee Engineering has completed their study of the corridor and can present more comprehensive options for the City Council to consider. Staff will have results of Lee Engineering's work in the fall.

Mayor Pro Tem Adams stated he supports waiting.

Councilwoman Howarth asked if this particular issue is included in the scope of work for Lee Engineering's evaluation. Mr. Peters confirmed that it is.

Councilman Watkins asked if the residents of Longmeadow have been contacted. He would like to see staff get input from the residents.

Councilman King stated his concerns are of the impact on Longmeadow and any stacking issues that could arise on nearby streets such as Canyon Meadow, Foxglove, and Wilhelmina.

Councilman Bickerstaff shared same concerns as Councilman King. He prefers to wait for the report.

Councilman Franks stated to wait for the report.

Butch Kemper, 7107 Longmeadow, commented that he is not worried about the stacking. He would like to see stop signs put at these intersections. Mr. Kemper asked the City Council to install them to see if it works and to take them out if they do not.

Lola Smith, 6205 Big Valley Lane, stated they have the same issues getting out onto Blackburn. She has had to change habits and use other side streets to get to Dewitt. She commented that it is very dangerous with speeding and during school buses are not able to get out easily.

No further comments were made.

EXECUTIVE SESSION:

The City Council shall convene into Executive Session pursuant to the Texas Government Code, Section §551.072: Deliberation regarding the purchase, exchange, lease, or value of real property generally located along Sachse Road in the City of Sachse.

At 9:07 p.m., the City Council recessed into Executive Session.

At 9:30 p.m., the City Council reconvened back into regular session.

No action was taken.

ADJOURNMENT:

Mayor Felix adjourned the regular meeting at 9:30 p.m.

ATTEST:

MIKE J. FELIX, MAYOR

Michelle Lewis Sirianni, City Secretary



Agenda Item Details

Meeting	Jul 15, 2019 - Regular Combined City Council Meeting
Category	C. 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.
Subject	2. Approve a resolution authorizing the City Manager to execute an easement and right-of-way to Oncor Electric Delivery Company, LLC for underground electrical supply and communication facilities for the construction of the Sachse Community Center.
Access	Public
Type	Action (Consent)
Preferred Date	Jul 15, 2019
Absolute Date	Jul 15, 2019
Fiscal Impact	No
Budgeted	No
Budget Source	N/A
Recommended Action	Staff recommends approval of a resolution of the City Council of the City of Sachse, Texas, authorizing the City Manager to execute an easement and right-of-way to Oncor Electric Delivery Company, LLC for underground electrical supply and communication facilities for the construction of the Sachse Community Center; and providing for an effective date.

Public Content

BACKGROUND

The Sachse Community Center requires a new electrical connection from the Oncor transmission lines. This item is to provide Oncor Electric Delivery Company, LLC with an easement and right-of-way for the installation of the electrical service required for the facility.

OVERVIEW

Oncor Electric Delivery Company, LLC requires all properties to provide an easement and right-of-way for the purpose of installing new electrical services for facilities.

POLICY CONSIDERATIONS

The City Council has the right to dedicate easements and right-of-ways on City property as required for the construction, maintenance, and repair of franchise utilities which serve City facilities.

RECOMMENDATION

Staff recommends approval of a resolution of the City Council of the City of Sachse, Texas, authorizing the City Manager to execute an easement and right-of-way to Oncor Electric Delivery Company, LLC for underground electrical supply and communication facilities for the construction of the Sachse Community Center; and providing for an effective date.

Resolution Authorizing Oncor Easment - Community Center.pdf (671 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.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SACHSE, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE AN EASEMENT AND RIGHT-OF-WAY TO ONCOR ELECTRIC DELIVERY COMPANY, LLC FOR UNDERGROUND ELECTRICAL SUPPLY AND COMMUNICATION FACILITIES FOR THE CONSTRUCTION OF THE SACHSE COMMUNITY CENTER; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Sachse is the owner of real property located at 3815 Sachse Road in the City of Sachse, Texas; and

WHEREAS, the City of Sachse is causing to construct the Sachse Community Center at 3815 Sachse Road in the City of Sachse, Texas; and

WHEREAS, Oncor Electric Delivery Company, LLC has agreed to provide underground electrical supply to the Sachse Community Center; and

WHEREAS, an easement and right-of-way has been requested by Oncor Electric Delivery Company, LLC, to allow access, installation, and maintenance of franchise electric utilities on real property owned by the City of Sachse;

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

SECTION 1. That the City Manager is hereby authorized to execute the Easement and Right-of-way document for the land described in Exhibit "A" attached hereto, granting an easement and right-of-way to Oncor Electric Delivery Company, LLC for underground electrical supply and communication facilities.

SECTION 2. That this Resolution shall take effect immediately upon its passage.

DULY RESOLVED AND APPROVED by the City Council of the City of Sachse, Texas, on the ____ day of _____, 2019.

APPROVED:

Mike J. Felix, Mayor

ATTEST:

Michelle Lewis Sirianni, City Secretary

EXHIBIT "A"

EXHIBIT "A"
ONCOR ELECTRIC DELIVERY CO. EASEMENT
PART OF LOT 1, BLOCK A OF SACHSE CITY HALL
ISSAC RAMSEY SURVEY, ABSTRACT NO. 1248
CITY OF SACHSE, DALLAS COUNTY, TEXAS.

BEING 6,430.71 square feet of part of Lot 1, Block A of SACHSE CITY HALL (bearing source), an addition to the City of Sachse, Dallas County, Texas, recorded in Instrument No. 200900130174 of the Map Records of Dallas County, Texas, situated in the Issac Ramsey Survey, Abstract Number 1248, and being part of those same tracts of land described in deeds to the City of Sachse, recorded in Volume 84007, Page 1929, Volume 84007, Page 1933 and Instrument Number 200503568896 of the Deed Records of Dallas County, Texas, and said tract being more particularly described as follows:

BEGINNING at the common southwest corner of Lot 1, Block A of said Sachse City Hall addition and the southeast corner of Lot 19, Block K of Salmon Estates No. 5, an addition to the City of Sachse, Dallas County, Texas, recorded in Volume 83122, Page 1551 of the Map Records of Dallas County, Texas, and being in the north R.O.W. line of Sachse Road (a variable width R.O.W.);

THENCE N 08°28'44" W, 634.88' along the west line of Lot 1, Block A of said Sachse City Hall addition to a point for corner;

THENCE N 81°31'16" E, 15.00' over and across said Lot 1 to a point for corner;

THENCE S 08°28'44" E, 15' east of and parallel to the west line of said Lot 1, a distance of 15.00' to a point for corner;

THENCE S 81°31'16" W, 5.00' to a point for corner;

THENCE S 08°28'44" E, 10' east of and parallel to the west line of said Lot 1, a distance of 621.26' to a point for corner in the north line of Sachse Road;

THENCE S 89°21'49" W, 10.09' along the north line of Sachse Road to the Point of Beginning and containing 6,430.71 square feet or 0.1476 acres of land.

07/05/19

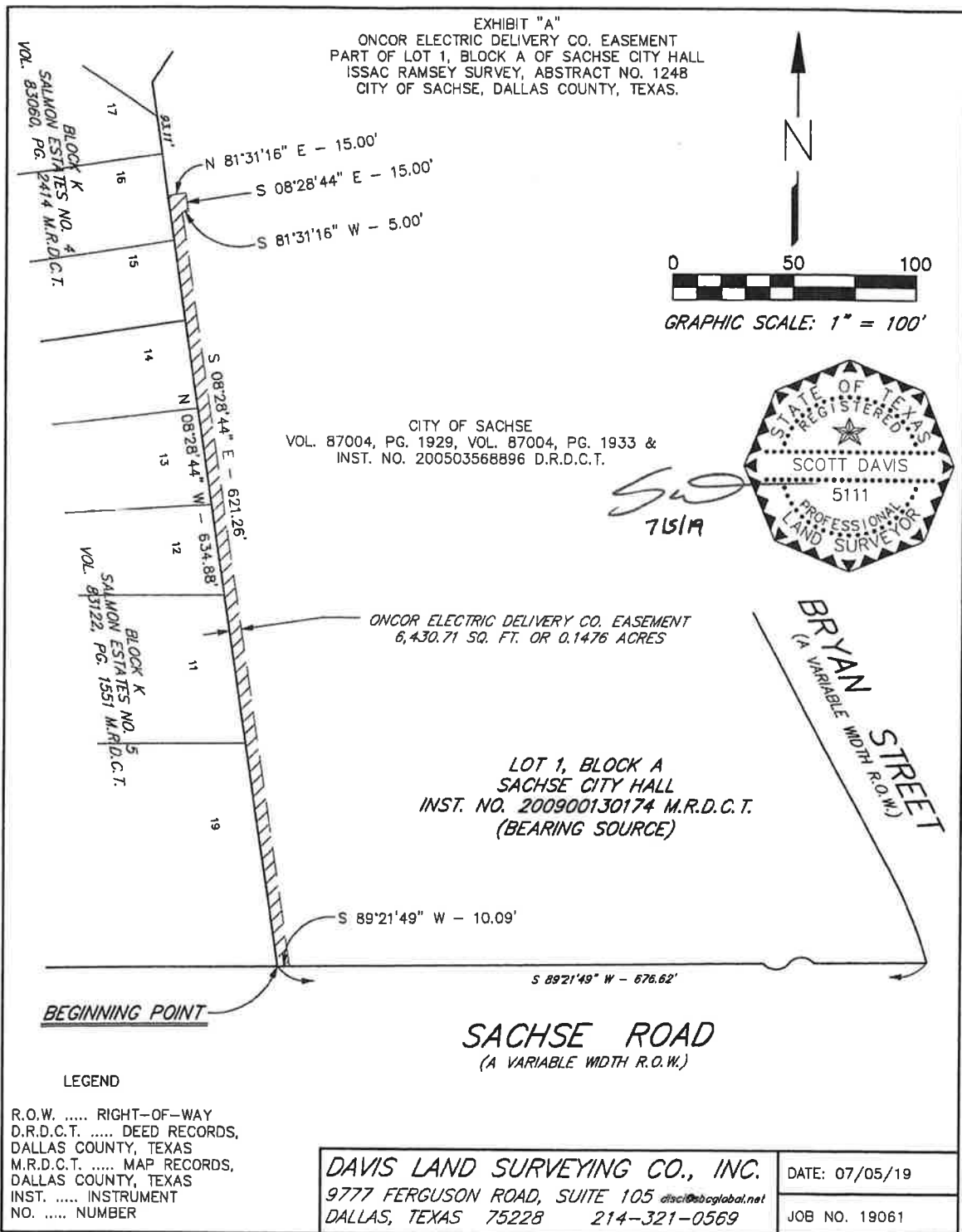

Scott Davis, Registered Professional Land Surveyor No. 5111



DAVIS LAND SURVEYING CO., INC.
9777 FERGUSON ROAD, SUITE 105 dlscl@bucglobal.net
DALLAS, TEXAS 75228 214-321-0569

DATE: 07/05/19

JOB NO. 19061



**Agenda Item Details**

Meeting	Jul 15, 2019 - Regular Combined City Council Meeting
Category	C. 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.
Subject	3. Accept the monthly revenue and expenditure report for the period ending May 31, 2019.
Access	Public
Type	Action (Consent)
Preferred Date	Jul 15, 2019
Fiscal Impact	No
Recommended Action	Accept the monthly revenue and expenditure report for the period ending May 31, 2019.
Goals	Be a model of financial stewardship through growth management, responsible investment, and financial transparency.

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 Sachse Municipal Development District, as well as an analysis of sales tax revenues received year-to-date.

POLICY CONSIDERATIONS

The City Charter requires that the City Manager submit a monthly report covering revenues and expenditures.

RECOMMENDATION

Accept the monthly revenue and expenditure report for the period ending May 31, 2019.

[Sales Tax Analysis July 2019.pdf \(78 KB\)](#)[All Funds 5-31-19-lr.pdf \(245 KB\)](#)

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

2018/2019 SALES TAX ANALYSIS

FY 2018	Total Sales Tax	General Fund Sales Tax	General Fund Year-To-Date	YTD Percent of Budget	FY 2019	Total Sales tax	General Fund Sales Tax	General Fund Year-To-Date	YTD Percent of Budget
October	192,025	109,723	109,723	9.00%	October	208,112	118,915	118,915	9.75%
November	419,139	239,496	349,219	24.94%	November	295,677	168,950	287,865	19.52%
December	192,626	110,067	459,286	32.81%	December	216,610	123,771	411,635	27.91%
January	208,475	119,123	578,409	41.31%	January	230,470	131,690	543,326	36.84%
February	313,995	179,416	757,825	54.13%	February	337,215	192,685	736,011	49.90%
March	181,691	103,818	861,644	61.55%	March	209,463	119,687	855,698	58.01%
April	185,503	105,996	967,640	69.12%	April	200,166	114,375	970,073	65.77%
May	268,970	153,689	1,121,329	80.09%	May	290,146	165,789	1,135,862	77.01%
June	222,767	127,295	1,248,624	89.19%	June	186,681	106,670	1,242,532	84.24%
July	241,223	137,835	1,386,459	99.03%	July				
August	281,001	160,564	1,547,023	110.50%	August				
September	208,158	118,941	1,665,964	119.00%	September				
TOTAL	2,915,572	1,665,964			TOTAL	2,174,540	1,242,532		
BUDGET		1,400,000			BUDGET		1,475,000		

City of Sachse
Monthly Revenue and Expenditure Report
 May 31, 2019
 (Unaudited)

GENERAL FUND

67% of Year Completed

	Annual Budget	Current Month Actual	Actual YTD	YTD Actual as a Percent of Budget	Note Reference
Revenue Summary					
Property Tax	\$ 12,019,803	\$ 38,685	\$ 12,037,710	100.15%	
Sales Tax	1,508,000	165,789	1,163,729	77.17%	
Franchise Fees	1,710,775	247,889	1,308,381	76.48%	
Licenses and Permits	566,500	28,360	272,718	48.14%	
Service Fees	709,600	77,269	605,460	85.32%	
Fines	250,000	17,390	158,109	63.24%	
Interest Income	50,000	26,738	182,493	364.99%	
Miscellaneous Income	326,618	29,783	222,372	68.08%	
Intergovernmental Revenue	1,182,205	98,517	788,137	66.67%	
Total Revenue	\$ 18,323,501	\$ 730,421	\$ 16,739,110	91.35%	
Expenditure Summary					
City Manager	\$ 426,258	\$ 37,053	\$ 300,087	70.40%	
City Secretary	193,198	15,106	118,213	61.19%	
Human Resources	374,546	37,290	237,881	63.51%	
Finance	592,461	50,676	420,455	70.97%	
Municipal Court	236,104	19,203	136,646	57.88%	
Parks & Recreation	1,224,007	116,155	741,947	60.62%	
Senior Programs	167,466	14,053	117,905	70.41%	
Library Services	468,323	46,897	309,979	66.19%	
Community Development	908,890	85,306	561,874	61.82%	
Streets & Drainage	1,988,077	90,614	1,403,711	70.61%	
Facility Maintenance	522,749	36,192	372,742	71.30%	
Police	5,238,314	522,698	3,597,097	68.67%	
Animal Control	232,199	22,047	156,295	67.31%	
Fire/EMS	4,254,812	402,090	2,868,496	67.42%	
Combined Services	390,630	20,154	311,646	79.78%	A
City Engineer	272,381	26,681	133,587	49.04%	
Information Technology	753,684	27,188	393,567	52.22%	
Total Expenditures	\$ 18,244,099	\$ 1,569,403	\$ 12,182,127	66.77%	
Total Revenue Over/Under Expenses	\$ 79,402	\$ (838,982)	\$ 4,556,983		

Explanation of Major Variances:

A Total annual property and liability premium paid in October

City of Sachse
Monthly Revenue and Expenditure Report
May 31, 2019
(Unaudited)

UTILITY FUND

67% of Year Completed

	Annual Budget	Current Month Actual	Actual YTD	YTD Actual as a Percent of Budget	Note Reference
Revenue Summary					
Water Revenue	\$ 6,421,324	\$ 487,189	\$ 3,805,121	59.26%	
Sewer Revenue	4,768,010	399,524	3,252,530	68.22%	
Drainage Revenue	204,000	17,493	139,379	68.32%	
Fees	159,500	14,652	132,572	83.12%	
Interest Income	100,000	36,288	322,472	322.47%	
Transfer In-Impact Fee	30,000	-	30,000	100.00%	
Miscellaneous Income	-	597	597		
Total Revenue	\$ 11,682,834	\$ 955,743	\$ 7,682,671	65.76%	
Expenditure Summary					
Utility Administration	\$ 428,484	\$ 53,314	\$ 285,421	66.61%	
Water Operations	6,631,947	706,856	5,215,788	78.65%	A
Sewer Operations	3,952,224	923,113	7,110,548	179.91%	A
Drainage Projects	255,000	38,335	53,710	21.06%	
Meter Reading	-	-	-		B
Total Expenditures	\$ 11,267,655	\$ 1,721,617	\$ 12,665,467	112.41%	
Total Revenue Over/Under Expenses	\$ 415,179	\$ (765,874)	\$ (4,982,796)		

Explanation of Major Variances:

- A** Current and year-to-date activity includes capital projects budgeted in previous years
- B** Department eliminated in FY2018-2019

City of Sachse
Monthly Revenue and Expenditure Report
May 31, 2019
(Unaudited)

Debt Service Fund					67% of Year Completed
	Annual Budget	Current Month Actual	Actual YTD	YTD Actual as a Percent of Budget	Note Reference
					0%
Revenue Summary					
Property Tax	\$ 4,474,801	\$ 14,239	\$ 4,481,238	100.14%	
Interest Income	1,000	4,210	12,072	1207.21%	
Miscellaneous Receipts					
Total Revenue	\$ 4,475,801	\$ 18,449	\$ 4,493,311	100.39%	
Expenditure Summary					
Fees	\$ 3,000		\$ 1,656	55.21%	
Principal	3,033,558	-	2,030,000	66.92%	A
Interest	1,430,051	-	731,204	51.13%	A
Transfer Out-Utility Fund					
Total Expenditures	\$ 4,466,609	\$ -	\$ 2,762,860	61.86%	
Total Revenue Over/Under Expenses	\$ 9,192	\$ 18,449	\$ 1,730,451		

A Principal payments are due in February and interest payments in February and August

City of Sachse
Monthly Revenue and Expenditure Report
May 31, 2019
(Unaudited)

SACHSE ECONOMIC DEVELOPMENT CORPORATION

67% of Year Completed

	Annual Budget	Current Month Actual	Actual YTD	YTD Actual as a Percent of Budget	Note Reference 0%
Revenue Summary					
Sales Tax	\$ 737,500	\$ 82,895	\$ 567,931	77.01%	
Other Income	\$ 27,550	\$ 888	\$ 11,437	41.51%	
Interest Income	2,500	587	5,244	209.77%	
Total Revenue	\$ 767,550	\$ 84,369	\$ 584,612	76.17%	
Expenditure Summary					
Expenditures	767,183	57,835	391,262	51.00%	
Total Expenditures	\$ 767,183	\$ 57,835	\$ 391,262	51.00%	
Total Revenue Over/Under Expenses	\$ 367	\$ 26,534	\$ 193,351		

Explanation of Major Variances:

City of Sachse
Monthly Revenue and Expenditure Report
May 31, 2019
(Unaudited)

MUNICIPAL DEVELOPMENT DISTRICT

67% of Year Completed

	Annual Budget	Current Month Actual	Actual YTD	YTD Actual as a Percent of Budget	Note Reference
Revenue Summary					
Sales Tax	\$ 350,000	\$ 37,721	\$ 253,949	72.56%	
Other Income	\$				
Interest Income	1,000	13	89	8.89%	
Total Revenue	\$ 351,000	\$ 37,734	\$ 254,038	72.38%	
Expenditure Summary					
Expenditures	455,000	2,516	52,144	11.46%	
Total Expenditures	\$ 455,000	\$ 2,516	\$ 52,144	11.46%	
Total Revenue Over/Under Expenses	\$ (104,000)	\$ 35,218	\$ 201,894		

Explanation of Major Variances:

**Agenda Item Details**

Meeting	Jul 15, 2019 - Regular Combined City Council Meeting
Category	F. Regular Agenda Items
Subject	1. Discuss and consider the Sachse Community Center hours of operation.
Access	Public
Type	Action, Discussion
Recommended Action	Make a motion to approve the hours of operation for the Sachse Community Center as follows...
Goals	Provide a high quality of life environment for families, individuals, businesses, and other organizations in Sachse.

Public Content**OVERVIEW**

Staff will present the City Council with options for hours of operation for the Sachse Community Center that is anticipated to open in January 2020. Staff presented to the City Council on June 3, 2019. Included in the presentation are recommendations based on feedback received from the City Council during the June 3 meeting.

POLICY CONSIDERATIONS

Staff will receive feedback from Council on the proposed hours of operation.

RECOMMENDATION

Discuss and receive a recommendation from the City Council on the Community Center hours of operation.

Community Center Operations Staff Presentation.pdf (463 KB)

Community Center Operations

JULY 15, 2019



Overview

- Hours of operation
- Membership fees
- Reservation fees

48 Hours of Operation – Option 1

Recreation Manager, Recreation Specialist, and 2 part-time Recreation Aides

48 hours of operation (total)

* This proposal would require 1 additional Recreation Aide at 19 hours a week

Monday: 10:00AM – 6:00PM

Tuesday: 11:00AM – 8:00PM

Wednesday: 10:00AM – 6:00PM

Thursday: 11:00AM – 8:00PM

Friday: 8:00AM – 4:00PM

Saturday: 10:00AM – 4:00PM



48 Hours of Operation – Option 2

Recreation Manager, Recreation Specialist, and 2 part-time Recreation Aides

48 hours of operation (total)

* This proposal would require 1 additional Recreation Aide at 19 hours a week

Monday: Closed

Tuesday: 7:00AM – 9:00PM

Wednesday: 10:00AM – 6:00PM

Thursday: 7:00AM – 9:00PM

Friday: 10:00AM – 4:00PM

Saturday: 10:00AM – 4:00PM



48 Hours of Operation – Option 3

Recreation Manager, Recreation Specialist, and 2 part-time Recreation Aides

48 hours of operation (total)

* This proposal would require 1 additional Recreation Aide at 19 hours a week

Monday: 10:00AM – 6:00PM

Tuesday: 1:00PM – 10:00PM

Wednesday: 6:00AM – 2:00PM

Thursday: 1:00PM – 10:00PM

Friday: 6:00AM – 2:00PM

Saturday: 10:00AM – 4:00PM



Discussion – Hours of Operation

- Staff recommends Option 2
 - Tuesdays and Thursdays will accommodate those that want to come in early and those that want to come in late.
 - More efficient when scheduling staff with 48 hours across 5 days with 2 part time and 2 full time.
 - Opening hours of operation are more consistent
- Council feedback and recommendation

Membership Fees

	Resident	Non-Resident	Family Rate (3 or more)	Seniors/ Veterans	Amenities
Neighboring Cities (Murphy, McKinney, and Garland)	Free- \$10/year	Free- \$50/year	N/A		Gymnasium, Game Room, Classroom, Kitchen, Racquetball Court (McKinney), Multipurpose Room
Sachse Senior Center	\$6/year	\$12/year	N/A		Fitness Room, Pool Room, Classroom, Craft Room, Kitchen, Gift Shop, Multipurpose Room, Weekly Lunches
Sachse Community Center (staff recommendation)	\$10/year (12+ years)	\$30/year (12+ years)	\$25/year (resident) \$75/year (non- resident)	Free – (resident) \$10/year – (non- resident)	Gymnasium, Walking Track, Multipurpose Room, Kitchen, Classrooms, Game Room, Wellbeats Virtual Fitness Program

- Class registrations are separate from membership fees
- Memberships will include discounted class fees
- \$2 daily drop in
- Calendar Year 2020 – Free memberships for residents

Discussion – Membership Fees

- Staff Recommendation
 - \$10/resident; \$30/non-resident (12+ years)
 - Family Rate: \$25/resident; \$75/non-resident
 - Reduced fee for seniors and veterans: Free (resident); \$10/year (non-resident)
- Council feedback and recommendation

Reservation Fees

	Operational Hours (Residents)	Operational Hours (Non-Residents)	Non-Operational Hours (Residents)	Non-Operational Hours (Non-Residents)	Operational Hours (Non-Profit, Resident)	Operational Hours (Non-Profit, Non-Resident)	Non-Operational Hours (Non-Profit, Resident)	Non-Operational Hours (Non-Profit, Non-Resident)
Room A	\$10/hour	\$25/hour	\$25/hour	\$50/hour	Free	\$10/hour	\$25/hour	\$35/hour
Room B	\$10/hour	\$25/hour	\$25/hour	\$50/hour	Free	\$10/hour	\$25/hour	\$35/hour
Room A+B	\$20/hour	Not Available	\$50/hour	Not Available	Free	Not Available	\$50/hour	Not Available
Gym Full Court	Not Available	Not Available	\$50/hour	Not Available	Not Available	Not Available	\$50/hour	Not Available
Gym Half Court	Not Available	Not Available	\$25/hour	\$50/hour	Not Available	Not Available	\$25/hour	Not Available

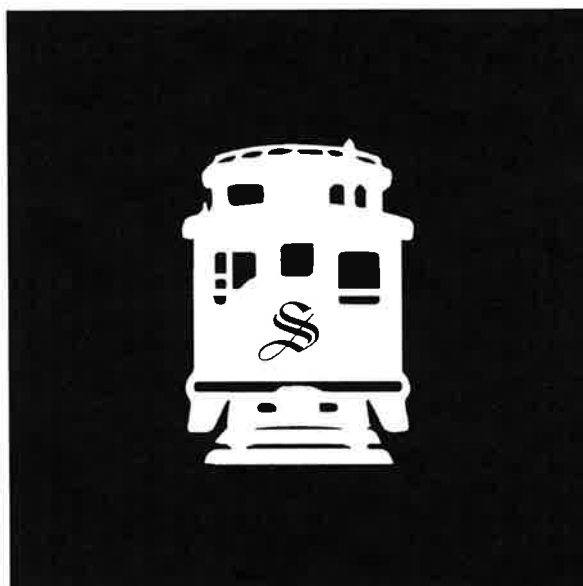
- Refundable Deposit - \$100
- Kitchen Use Fee - \$50

Discussion – Reservation Fees

- Staff recommends reservation fees as presented
- Council feedback and recommendation

Next Steps

- Staff will discuss the proposed positions with City Council at the July 22 budget meeting
- Fees will be included in the Master Fee Schedule for approval during the budget process
- Future meeting will include discussion on reservation and Community Center policies



**Agenda Item Details**

Meeting	Jul 15, 2019 - Regular Combined City Council Meeting
Category	F. Regular Agenda Items
Subject	2. Discuss and consider the Sachse Community Center membership fees.
Access	Public
Type	Action, Discussion
Recommended Action	Make a motion to approve the membership fees for the Sachse Community Center as follows...
Goals	Provide a high quality of life environment for families, individuals, businesses, and other organizations in Sachse.

Public Content**OVERVIEW**

Staff will present the City Council with options for membership fees for the Sachse Community Center that is anticipated to open in January 2020. Staff presented to the City Council on June 3, 2019. Included in the presentation are recommendations based on feedback received from the City Council during the June 3 meeting.

POLICY CONSIDERATIONS

Staff will receive feedback from Council on the proposed membership fees.

RECOMMENDATION

Discuss and receive a recommendation from the City Council on the Community Center membership fees.

***This item is one of three addressing Community Center operations. It is affiliated with the items on hours of operation and reservation fees. The full presentation on all three of these items is attached to the hours of operation agenda item.

**Agenda Item Details**

Meeting	Jul 15, 2019 - Regular Combined City Council Meeting
Category	F. Regular Agenda Items
Subject	3. Discuss and consider the Sachse Community Center reservation fees.
Access	Public
Type	Action, Discussion
Recommended Action	Make a motion to approve the reservation fees for the Sachse Community Center as follows...
Goals	Provide a high quality of life environment for families, individuals, businesses, and other organizations in Sachse.

Public Content**OVERVIEW**

Staff will present the City Council with options for reservation fees for the Sachse Community Center that is anticipated to open in January 2020. Staff presented to the City Council on June 3, 2019. Included in the presentation are recommendations based on feedback received from the City Council during the June 3 meeting.

POLICY CONSIDERATIONS

Staff will receive feedback from Council on the proposed reservation fees.

RECOMMENDATION

Discuss and receive a recommendation from the City Council on the Community Center reservation fees.

***This item is one of three addressing Community Center operations. It is affiliated with the items on membership fees and hours of operation. The full presentation on all three of these items is attached to the hours of operation agenda item.



Agenda Item Details

Meeting	Jul 15, 2019 - Regular Combined City Council Meeting
Category	F. Regular Agenda Items
Subject	4. Consider authorizing the City Manager to execute an agreement with BrooksWatson & Co, PLLC to provide auditing services for the City's financial statements for the fiscal year ending September 30, 2019.
Access	Public
Type	Action
Preferred Date	Jul 15, 2019
Absolute Date	Jul 15, 2019
Fiscal Impact	No
Budgeted	Yes
Budget Source	Budgeted in General Fund, Utility Fund and EDC Professional Services line item.
Recommended Action	Authorize the City Manager to execute an agreement with BrooksWatson & Co, PLLC to provide auditing services for the City's financial statements for the fiscal year ending September 30, 2019.
Goals	Be a model of financial stewardship through growth management, responsible investment, and financial transparency.

Public Content

BACKGROUND

City Charter Section 7.18 requires that an independent audit be performed at the close of each fiscal year by a certified public accountant. No more than five consecutive annual audits can be completed by the same firm. LaFollett & Company, PLLC has audited the prior two years of financial statements beginning with the fiscal year ending September 30, 2017. While in compliance with the Charter, the change in scope to include two additional Component Units, one Public Improvement District, and a potential Single Audit were unknown at the time of issuance of the 2017 Request For Proposals (RFP). This extensive change in scope with associated changes to the proposed hours of review were outside the criteria upon which the dollar cost bid was based; therefore, the City issued a 2019 RFP to allow for full disclosure and fairness for the additional financial review needs.

OVERVIEW

The RFP was issued on May 24 with a due date of June 14. Four proposals were received:

BrooksWatson & Co, PLLC, Houston, Texas
 LaFollett & Company, PLLC, Tom Bean, Texas
 McConnell & Jones, LLP, Dallas, Texas
 Pattillo, Brown & Hill, LLP, Waco, Texas

All of the firms submitting an RFP substantially met the minimum standards and mandatory requirements as set out in the RFP such as licensing requirements, independence standards, and a record of responsible work, peer review and continuing education requirements. Issues taken into consideration in evaluating the proposals were the firm's ability to meet stated deadlines, ability to complete interim and audit fieldwork in accordance with the City's schedule

and completion of the final report and presentation to City Council, as well as, the response to reference checks. Staff also considered the proposed number of hours and the proposed annual fee.

After reviewing the proposals in detail, staff eliminated one firm based on proposed fees and hours. Two of the remaining three firms have performed audits in the last five years. Though two of the firms have previously worked for the City, staff carefully considered the significant increase in scope as a determining factor in their recommendation.

POLICY CONSIDERATIONS

Section 7.18 of the City Charter sets forth a requirement for the City Council to call for an independent audit to be made of all accounts of the City by a Certified Public Accountant. In addition, it is the responsibility of the City to comply with reasonable internal controls and to make representations that the City's financial statements are presented fairly and with full disclosure of any and all financial implications.

RECOMMENDATION

Authorize the City Manager to execute an agreement with BrooksWatson & Co, PLLC to provide auditing services for the City's financial statements for the fiscal year ending September 30, 2019.

Professional Auditing Services Proposals - Staff Presentation.pdf (396 KB)

PROFESSIONAL AUDITING SERVICES PROPOSALS

CITY COUNCIL

JULY 15, 2019



2019 AUDITING SERVICES RFP REQUIREMENTS

- Technical Proposal
 - Independence
 - Licensing
 - Qualifications and Experience
 - Peer Review
- Specific Audit Approach
- Sealed Dollar Cost Bid
- Additional Professional Services
- Warranties/Insurance

TIMELINE

- May 24 – Issued Request for Proposals
- June 14 - Deadline for Submission
- July 15 – Selection by City Council
- July 26 – Execute Contract
- August – Pre-engagement Contract
- December 20 – Completion of Fieldwork
- March 2 – Audit report presented to Council

PROPOSALS RECEIVED

- BrooksWatson & Co, PLLC, Houston, TX
- LaFollett & Company, PLLC, Tom Bean, TX
- McConnell & Jones, LLP, Dallas, TX
- Pattillo, Brown & Hill, Waco, TX

PROPOSAL ANALYSIS

	BrooksWatson	LaFollett & Co	McConnell & Jones	Patillo, Brown & Hill
RFP Mandatory Elements	Met	Met	Met	Met
Technical Qualifications	Met	Met	Met	Met
Proposed Hours	307	413	325	355
Annual Fee	\$ 27,500	\$ 30,645	\$ 34,900	\$ 40,875

PROPOSED FEES

	BrooksWatson	LaFollett & Co	McConnell & Jones	Patillo, Brown & Hill
2019	\$ 27,500	\$ 30,645	\$ 34,900	\$ 40,875
2020	\$ 28,325	\$ 31,595	\$ 34,900	\$ 40,875
2021	\$ 29,175	\$ 32,595	\$ 34,900	\$ 42,255
2022	\$ 30,050	\$ 33,695	\$ 36,325	\$ 42,255
2023	\$ 30,952	\$ 34,895	\$ 37,800	\$ 43,665
Single Audit	\$ 4,500	\$ 5,500	\$4,500-\$4,900	\$3,000-\$3,200

STAFF RECOMMENDATIONS

- Staff analyzed proposals and determined that all proposing firms met the evaluation criteria of mandatory elements and technical qualifications; therefore, the final criterion of fees was the deciding factor.
- The RFP was for a potential five-year engagement with an initial agreement to include one year, with an option for subsequent four one-year engagements.
- Authorize the City Manager to execute an agreement with BrooksWatson & Co, PLLC to provide auditing services for the City of Sachse financial statements for the fiscal year ending September 30, 2019.

**Agenda Item Details**

Meeting	Jul 15, 2019 - Regular Combined City Council Meeting
Category	F. Regular Agenda Items
Subject	5. Receive an update on the City's financial long-range plan.
Access	Public
Type	Information

Public Content**BACKGROUND**

The preliminary FY 2019-2020 budget will be discussed for the first time at the Budget Workshop meeting on July 22, 2019. The high-level overview provided within the long-range financials update will depict the current financial condition of the City, projected revenues, and capital needs. This presentation is designed to preface the Budget Workshop.

OVERVIEW

Topics to be covered in tonight's presentation include: 1) update on current year budgetary performance; 2) three-year projections of key revenue and expenditures; 3) Senate Bill 2; 4) Debt Capacity, and; 5) Capital Funding Sources.

**Agenda Item Details**

Meeting	Jul 15, 2019 - Regular Combined City Council Meeting
Category	F. Regular Agenda Items
Subject	6. Discuss the City's draft Capital Improvement Plan (CIP).
Access	Public
Type	Discussion
Goals	Strategically invest in the City's existing and future infrastructure.

Public Content**BACKGROUND**

The City of Sachse Capital Improvement Plan includes the major paving, utility, drainage, parks, trails, and facilities projects planned for the Community. The Plan is updated on an annual basis as a part of the annual budget process.

OVERVIEW

Staff presented preliminary findings for the different components of the Capital Improvement Plan as follows:

- Utilities - May 6th
- Facilities - May 20th
- Drainage - May 20th
- Paving - June 3rd

This item includes a full draft of the Capital Improvement Plan, except for the proposed Parks and Trails projects, which will be presented in August. The Municipal Development District Board and the Parks Board are preparing their recommendations for projects in their meetings this summer, which will be presented to the City Council next month.

POLICY CONSIDERATIONS

The City of Sachse Annual Budget, including the Capital Improvement Plan, shall be consistent with the Local Government Code in the State of Texas.

RECOMMENDATION

There are no recommendations affiliated with this item. Staff is seeking feedback on the draft plan.

**Agenda Item Details**

Meeting	Jul 15, 2019 - Regular Combined City Council Meeting
Category	G. Executive Session
Subject	1. The City Council shall convene into Executive Session pursuant to Texas Government Code Section §551.087 Economic Development Deliberations: Discussion of a Development Agreement between the City of Sachse and PMB Acquisitions LLC and/or its affiliates to provide incentives related to the development of approximately 119 acres of land within the PGBT Area Zoning District.
Access	Public
Type	Discussion

Public Content

Conduct Executive Session and take any action necessary as a result.