



Sachse, Texas

Sachse City Hall
3815-B Sachse Road
Sachse, Texas 75048

Meeting Agenda City Council

Monday, June 1, 2015

7:30 PM

Council Chambers

The Mayor and Sachse City Council request that all cell phones and pagers be turned off or set to vibrate. Members of the audience are requested to step outside the Council Chambers to respond to a page or to conduct a phone conversation.

The City Council of the City of Sachse will hold a Regular Meeting on Monday, June 1, 2015, at 7:30 p.m. in the Council Chambers at the Sachse City Hall, 3815 Sachse Road, Building B, Sachse, Texas to consider the following items of business:

Invocation and Pledges of Allegiance to U.S. and Texas Flags.

A. Pledge of Allegiance to the Flag of the United States of America: I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands: one nation under God, indivisible, with liberty and justice for all.

B. Pledge of Allegiance to the Texas State Flag: Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.

1. CONSENT AGENDA.

1.a ALL ITEMS LISTED ON THE CONSENT AGENDA WILL BE CONSIDERED BY THE CITY COUNCIL AND WILL BE ENACTED BY ONE MOTION, THERE WILL BE NO SEPARATE DISCUSSION OF THESE ITEMS UNLESS A COUNCIL MEMBER OR CITIZEN SO REQUESTS.

[15-2822](#) Consider approval of the minutes of the May 18, 2015 regular meeting.

Executive Summary

Minutes from the recent Council meeting.

Attachments: [Minutes 05.18.15.pdf](#)

[15-2832](#) Consider receiving the Monthly Revenue and Expenditure Report for the period ending April 30, 2015.

Executive Summary

The Finance Department will prepare a report each month to update the City Council regarding revenues and expenditures for the City. The attached reports are for the month of April 2015.

Attachments: [Sales Tax Analysis June 2015.pdf](#)

[GF 4-30-15.pdf](#)

[UF 4-30-15.pdf](#)

[DS 4-30-15.pdf](#)

[SEDC 4-30-15.pdf](#)

- [15-2823](#) Consider acceptance of the resignation of City Secretary.

Executive Summary

Terry Smith has submitted his resignation for retirement.

Attachments: [city secretary resignation.pdf](#)

- [15-2830](#) Consider a resolution of the City Council of the City of Sachse, Texas, approving the purchase by Sachse Public Library of the 3M Radio frequency identification detection system (RFID) from Alpha Data Corporation through Txmas contract #TXMAS 6-70030, in the amount of \$80,284.36 and providing for an effective date.

Executive Summary

Resolution providing for the authorization for the City of Sachse to enter into an agreement with 3M to purchase the 3M Radio frequency identification system and authorizing the City Manager to execute the Agreement on behalf of the City of Sachse, Texas.

Attachments: [RFID Scope of Work PDF](#)

[51SACHSE Resolution RFID PDF](#)

- [15-2816](#) Consider a Resolution of the City Council of the City of Sachse, Texas, amending authorized representatives with the Texas Local Government Pool ("TexPool/TexPool Prime").

Executive Summary

The City of Sachse is a Participant in the Texas Local Government Investment Pool (Texpool), and in order to conduct investment transactions with Texpool, must designate authorized representatives. Changes to the City's authorized representatives due to changes in employment status or duties may be made by an Amending Resolution.

Attachments: [Resolution Amending Authorized Representatives June 2015](#)

2. MAYOR AND CITY COUNCIL ANNOUNCEMENTS REGARDING SPECIAL EVENTS, CURRENT ACTIVITIES, AND LOCAL ACHIEVEMENTS.

- [15-2824](#) Proclamation recognizing Sachse High School athlete Devin Duvernay.

Executive Summary

Devin Duvernay has won the state track meet in the 100 meter event and this proclamation will recognize that achievement.

Attachments: [Proclamation. Devin Duvernay.pdf](#)

[15-2827](#)

Recognition of service to the City for Mr. Alan Dickerson.

Executive Summary

Mr. Dickerson has served as Interim City Manager, and this item is to recognize his service to the City.

Attachments: [Alan Dickerson recognition.pdf](#)

3. CITIZEN INPUT.

The public is invited at this time to address the Council. The Mayor will ask you to 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 from discussing any item not on the posted agenda according to the Texas Open Meetings Act.

4. REGULAR AGENDA ITEMS.

[15-2825](#)

Administer Oath of Office to Council Members-elect.

Executive Summary

The 2015 election cycle is complete and reelected Council Members-elect Brett Franks, and Charlie Ross must take the Oath of Office.

Attachments: [Sample Oath.pdf](#)

[15-2826](#)

Consider the election of a Mayor Pro Tem.

Executive Summary

According to the City Charter, each year after the election, a Mayor Pro Tem must be designated.

Attachments: [Sachse code.pdf](#)

[15-2829](#)

Administer Oath of Office to Fernando Guterrez on the Planning and Zoning Commission.

Executive Summary

Mayor Felix will administer the Oath of Office to Fernando Guterrez on the Planning & Zoning Commission.

Attachments: [Sample Oath.pdf](#)

[15-2831](#) Receive early Citizen input for the 2015-2016 Fiscal Year Budget.

Executive Summary

Customary practice of the City Council is to extend to the Citizens of Sachse an opportunity for early input on the fiscal year budget being prepared.

Attachments: [2015-2016 Budget Calendar.pdf](#)

5. ADJOURNMENT.

Vision Statement: Sachse is a friendly, vibrant community offering a safe and enjoyable quality of life to all who call Sachse home.

The City of Sachse reserves the right to reconvene, recess or realign the regular session or called Executive Session or order of business at any time prior to adjournment. Note: The Sachse City Council reserves the right to convene into Executive Session pursuant to the Texas Government Code, Chapter 551 regarding posted items on the regular meeting agenda.

State law prohibits the introduction or discussion of any item of business not posted at least seventy-two (72) hours prior to the meeting time. Therefore, during Citizen Input for example, the Council is prohibited by state law to deliberate or take action on any issues introduced by the public other than to take them under advisement. Posted: May 29, 2015; 5:00 p.m. Terry Smith, City Secretary _____.

If you plan to attend this public meeting and you have a disability that requires special arrangements at the meeting, please contact Terry Smith, City Secretary, at (972) 495-1212, 48 business hours prior to the scheduled meeting date. Reasonable accommodations will be made to assist your needs.



Legislation Details (With Text)

File #:	15-2822	Version:	1	Name:	Consider approval of the minutes of the most recent Council meeting.
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	5/20/2015	In control:		In control:	City Council
On agenda:	6/1/2015	Final action:		Final action:	
Title:	Consider approval of the minutes of the May 18, 2015 regular meeting.				
	Executive Summary Minutes from the recent Council meeting.				

Sponsors:

Indexes:

Code sections:

Attachments: [Minutes 05.18.15.pdf](#)

Date	Ver.	Action By	Action	Result
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Title

Consider approval of the minutes of the May 18, 2015 regular meeting.

Executive Summary

Minutes from the recent Council meeting.

Background

Minutes from a recent Council meeting on May 18, 2015, for review and approval.

Policy Considerations

Not applicable.

Budgetary Considerations

Not applicable.

Staff Recommendations

Approval of the minutes of the May 18, 2015, regular meeting as a Consent Agenda Item.

REGULAR MEETING
OF THE
CITY COUNCIL OF THE CITY OF SACHSE
MAY 18, 2015

The City Council of the City of Sachse held a Regular Meeting on Monday, May 18, 2015 at 7:30 p.m. at the Sachse City Hall after proper notice. The roll of the duly constituted City Council Members was called which members are as follows, to wit:

Mayor Mike Felix
Mayor Pro Tem Jeff Bickerstaff
Councilman Charles Ross
Councilman Brett Franks
Councilman Paul Watkins
Councilman Cullen King
Councilman Bill Adams

and all were present.

Staff present: Interim City Manager Alan Dickerson, City Secretary Terry Smith, Executive Assistant Michelle Sirianni, Community Development Director Dan McGinn, Interim Police Chief Todd Renshaw, Human Resources Manager Stacy Buckley, Parks and Recreation Director Lance Whitworth, Library Manager Mignon Morse, City Engineer Greg Peters, Public Works Director Joe Crase, Fire Chief Rick Coleman, and Finance Director Teresa Savage.

Invocation and Pledge of Allegiance to U.S. and Texas Flags:

The invocation was offered by Councilman Watkins and the pledges were led by Mayor Pro Tem Bickerstaff.

1. Consent Agenda:

Councilman Adams moved to approve the Consent Agenda as presented, consisting of: 15-2798 Consider approval of the minutes of the May 4, 2015 regular meeting. The motion was seconded by Councilman King and carried unanimously.

2. Mayor and City Council Announcements regarding special events, current activities and local achievements:

15-2802 Proclamation recognizing Armstrong Elementary School Principal Chris Grey.
15-2801 Proclamation recognizing Motorcycle Safety Awareness campaign.
15-2785 Staff Briefing: Engineering Department Update.
15-2820 Presentation of scholarship award to Sachse High School Senior, Kevin Clardy.

Councilman Franks stated there will be a Memorial Day ceremony on Monday at 11:30 a.m. in front of City Hall. There will be a speaker, boy scouts and the Fire Department will be involved. Join us.

Councilman Adams stated Sachse High School track athlete Devin Devenray won the gold medal at the 6A, UIL State Track meet on Saturday with a time of 10:27. This was the fastest time in all the divisions.

Councilman King noted this is National Foster Care Month. It promotes families take in a child. He also noted this is National Pet Month, so visit the animal shelter and adopt a pet.

Mayor Pro Tem Bickerstaff stated AuthorCon is Tuesday from 6-8 p.m. The event will have 20 authors in attendance. There will also be refreshment. June 6th is the kickoff to the Summer Reading Program.

Mayor Felix noted that May 17-24, 2015 is National EMS month, so thank a fireman for their service.

Councilman Adams made a motion to move 15-2820 to the Regular Agenda. The motion was seconded by Councilman King and carried unanimously.

3. Citizen Input:

No comments were made.

4. Regular Agenda Items:

15-2815 Consider an ordinance of the City of Sachse, Texas, approving a negotiated settlement between the Atmos Cities Steering Committee ("ACSC") and Atmos Energy Corp., Mid-Tex Division regarding the company's 2014 and 2015 Rate Review Mechanism filings; approving a settlement agreement with attached rate tariffs and proof of revenues; declaring existing rates to be unreasonable; adopting tariffs that reflect rate adjustments consistent with the negotiated settlement; finding the rates to be set by the settlement tariffs to be just and reasonable and in the public interest; requiring the company to reimburse ACSC's reasonable ratemaking expenses; determining that this ordinance was passed in accordance with the requirements of the Texas Open Meetings Act; adopting a savings clause; declaring an effective date; and requiring delivery of this ordinance to the company and the ACSC's legal counsel.

City Secretary Smith stated that Councilman Watkins filed an affidavit due to a conflict of interest.

Following discussion, Councilman King moved to approve item 15-2815 (Ordinance No. 3670), as presented. The motion was seconded by Mayor Pro Tem Bickerstaff and carried with Councilman Watkins abstaining due to a conflict of interest.

15-2820 Presentation of scholarship award to Sachse High School Senior, Kevin Clardy:

Mayor Felix presented the \$1,000 scholarship award to Kevin Clardy.

15-2787 Discuss and consider a recommendation from the Library Board for the naming of the storybook area of the Sachse Public Library:

Following discussion, Mayor Pro Tem Bickerstaff moved to approve 15-2787 to name the storybook area for Pat Davis. The motion was seconded by Councilman Franks and carried unanimously.

15-2799 Consider appointments to Boards and Commissions:

Following discussion, Councilman Franks moved to appoint Fernando Guterrez to the Planning and Zoning Commission. The motion was seconded by Councilman Watkins and carried unanimously.

15-2818 Consider a resolution of the City Council of the City of Sachse, Texas, approving the terms and conditions of an Interlocal Cooperation Agreement, by and between the City of Sachse, Texas and the City of Garland, Texas, for public transportation improvements and sanitary sewer improvements; and providing for an effective date:

Following discussion, Councilman Adams moved to approve 15-2818 (Resolution No. 3671), as presented. The motion was seconded by Councilman Franks and carried unanimously.

15-2817 Discuss and consider equipment and furnishings for the Sachse Municipal Complex.

Following discussion, Councilman Franks moved to approve all additional items for consideration as presented. The motion was seconded by Councilman Watkins and failed by the following vote:

Voting Yes: Felix, Franks & Watkins

Voting No: Bickerstaff, King, Ross & Adams

Following additional discussion, Councilman King moved to approve the bond list with the exception of the Gator. The motion was seconded by Mayor Pro Tem Bickerstaff and carried with Councilman Franks voting no.

5. Adjournment:

There being no further business, Mayor Pro Tem Bickerstaff moved to adjourn. The motion was seconded by Councilman King and carried unanimously. The meeting adjourned at 9:13 p.m.

ATTEST:

APPROVED:

CITY SECRETARY

MAYOR



Legislation Details (With Text)

File #:	15-2832	Version:	1	Name:	Monthly Revenue and Expense Report
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	5/26/2015	In control:		In control:	City Council
On agenda:	6/1/2015	Final action:		Final action:	
Title:	Consider receiving the Monthly Revenue and Expenditure Report for the period ending April 30, 2015.				

Executive Summary

The Finance Department will prepare a report each month to update the City Council regarding revenues and expenditures for the City. The attached reports are for the month of April 2015.

Sponsors:

Indexes:

Code sections:

Attachments: [Sales Tax Analysis June 2015.pdf](#)
[GF 4-30-15.pdf](#)
[UF 4-30-15.pdf](#)
[DS 4-30-15.pdf](#)
[SEDC 4-30-15.pdf](#)

Date	Ver.	Action By	Action	Result
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Title

Consider receiving the Monthly Revenue and Expenditure Report for the period ending April 30, 2015.

Executive Summary

The Finance Department will prepare a report each month to update the City Council regarding revenues and expenditures for the City. The attached reports are for the month of April 2015.

Background

Included in the report are unaudited summaries for the General Fund, Utility Fund, Debt Service Fund, and Sachse Economic Development Corporation for the period ended April 30, 2015, as well as an analysis of sales tax receipts for the first eight months of the fiscal year.

Policy Considerations

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

Budgetary Considerations

None.

Staff Recommendations

Staff recommends that the City Council receive the Monthly Revenue and Expenditure Report for the period ending April 30, 2015 as a Consent Agenda item.

CITY OF SACHSE

2014/2015 SALES TAX ANALYSIS

FY 2014	Total Sales Tax	General Fund Sales Tax	General Fund Year-To-Date	YTD Percent of Budget	FY 2015	Total Sales Tax	General Fund Sales Tax	General Fund Year-To-Date	YTD Percent of Budget
October	93,523	62,349	62,349	7.25%	October	149,053	85,169	85,169	7.30%
November	151,568	101,046	163,395	19.01%	November	227,089	129,759	214,928	18.43%
December	99,161	56,661	220,055	25.60%	December	162,100	92,624	307,552	26.37%
January	107,510	61,431	281,486	32.75%	January	158,992	90,848	398,400	34.16%
February	189,230	108,126	389,612	45.33%	February	257,209	146,969	545,369	46.75%
March	104,381	59,643	449,256	52.26%	March	141,655	80,941	626,311	53.69%
April	97,372	55,638	504,894	58.74%	April	135,136	77,217	703,527	60.31%
May	187,319	107,034	611,928	71.19%	May	226,142	129,217	832,745	71.39%
June	153,599	87,766	699,694	81.40%	June				
July	129,621	74,065	773,760	90.02%	July				
August	199,329	113,897	887,656	103.27%	August				
September	141,803	81,026	968,683	112.69%	September				
TOTAL	1,654,417	968,683			TOTAL	1,457,376	832,745		
BUDGET		859,583			BUDGET		1,166,444		

City of Sachse
Monthly Revenue and Expenditure Report
April 30, 2015
(Unaudited)

GENERAL FUND

58% of Year Completed

	Annual Budget	Current Month Actual	Actual YTD	YTD Actual as a Percent of Budget	Note Reference 58%
Revenue Summary					
Property Tax	\$ 7,700,541	\$ (103,490)	\$ 7,646,400	99.30%	A
Sales Tax	1,184,444	83,546	720,387	60.82%	
Franchise Fees	1,486,816	148,952	1,089,063	73.25%	
Licenses and Permits	527,220	35,899	386,952	73.39%	
Service Fees	614,027	164,898	522,052	85.02%	
Fines	250,000	26,443	145,807	58.32%	
Interest Income	5,000	9	6,067	121.33%	
Miscellaneous Income	154,613	21,997	111,336	72.01%	
Intergovernmental Revenue	899,864	74,989	524,920	58.33%	
Total Revenue	\$ 12,822,525	\$ 453,243	\$ 11,152,983	86.98%	
Expenditure Summary					
City Manager	\$ 345,708	\$ 23,508	\$ 210,528	60.90%	
City Secretary	169,012	11,081	95,670	56.61%	
Human Resources	292,304	17,867	144,972	49.60%	
Finance	552,435	34,036	326,521	59.11%	
Municipal Court	185,400	13,209	91,999	49.62%	
Parks & Recreation	899,087	85,271	464,301	51.64%	
Senior Programs	115,061	9,212	64,055	55.67%	
Library Services	327,083	24,406	180,306	55.13%	
Community Development	677,969	54,396	385,403	56.85%	
Streets & Drainage	1,057,273	119,213	607,189	57.43%	
Facility Maintenance	389,947	26,958	201,879	51.77%	
Police	3,808,914	270,459	2,110,572	55.41%	
Animal Control	177,431	13,364	102,330	57.67%	
Fire/EMS	2,869,257	518,541	1,764,235	61.49%	
Combined Services	561,690	23,467	406,260	72.33%	
City Engineer	290,568	20,506	152,845	52.60%	
Total Expenditures	\$ 12,719,139	\$ 1,265,494	\$ 7,309,066	57.47%	
Total Revenue Over/Under Expenses	\$ 103,386	\$ (812,250)	\$ 3,843,918		

Explanation of Major Variances:

A Negative current month is transfer to TIF Fund

City of Sachse
Monthly Revenue and Expenditure Report
April 30, 2015
(Unaudited)

UTILITY FUND

58% of Year Completed

	Annual Budget	Current Month Actual	Actual YTD	YTD Actual as a Percent of Budget	Note Reference 58%
Revenue Summary					
Water Revenue	\$ 4,135,178	\$ 302,059	\$ 2,171,499	52.51%	
Sewer Revenue	3,712,681	304,970	2,111,037	56.86%	
Fees	168,200	13,160	105,525	62.74%	
Interest Income	2,000	-	941	47.05%	
Miscellaneous Income	-	-	-		
Total Revenue	\$ 8,018,059	\$ 620,189	\$ 4,389,002	54.74%	
Expenditure Summary					
Utility Administration	\$ 262,207	\$ 22,674	\$ 152,684	58.23%	
Water Operations	4,252,457	325,175	2,550,664	59.98%	
Sewer Operations	3,061,482	245,520	1,679,932	54.87%	
Meter Reading	217,977	13,424	121,714	55.84%	
Total Expenditures	\$ 7,794,123	\$ 606,793	\$ 4,504,993	57.80%	
Total Revenue Over/Under Expenses	\$ 223,936	\$ 13,397	\$ (115,991)		

Explanation of Major Variances:

Monthly Revenue and Expenditure Report
April 30, 2015
(Unaudited)

Debt Service Fund

58% of Year Completed

	Annual Budget	Current Month Actual	Actual YTD	YTD Actual as a Percent of Budget	Note Reference 58%
Revenue Summary					
Property Tax	\$ 2,964,058	\$ 14,292	\$ 2,949,256	99.50%	
Miscellaneous Receipts		\$ -	\$ 2,610		
Interest Income	1,500	-	848	56.51%	
Total Revenue	\$ 2,965,558	\$ 14,292	\$ 2,952,714	99.57%	
Expenditure Summary					
Fees	\$ 1,000	\$ -	\$ 806	80.63%	
Principal	1,195,000	-	1,195,000	100.00%	
Interest	1,762,191	-	1,010,570	57.35%	A
Total Expenditures	\$ 2,958,191	\$ -	\$ 2,206,376	74.59%	
Total Revenue Over/Under Expenses	\$ 7,367	\$ 14,292	\$ 746,338		

City of Sachse
Monthly Revenue and Expenditure Report
April 30, 2015
(Unaudited)

SACHSE ECONOMIC DEVELOPMENT CORPORATION

58% of Year Completed

	Annual Budget	Current Month Actual	Actual YTD	YTD Actual as a Percent of Budget	Note Reference 58%
Revenue Summary					
Sales Tax	\$ 583,222	\$ 38,608	\$ 351,764	60.31%	
Other Income	\$ -	\$ -			
Interest Income	7,500	39	4,550	60.66%	
Total Revenue	\$ 590,722	\$ 38,648	\$ 356,314	60.32%	
Expenditure Summary					
Expenditures	586,553	51,558	213,927	36.47%	
Total Expenditures	\$ 586,553	\$ 51,558	\$ 213,927	36.47%	
Total Revenue Over/Under Expenses	\$ 4,169	\$ (12,910)	\$ 142,386		

Explanation of Major Variances:



Legislation Details (With Text)

File #: 15-2823 **Version:** 1 **Name:** Accept resignation.
Type: Agenda Item **Status:** Agenda Ready
File created: 5/20/2015 **In control:** City Council
On agenda: 6/1/2015 **Final action:**
Title: Consider acceptance of the resignation of City Secretary.

Executive Summary
Terry Smith has submitted his resignation for retirement.

Sponsors:

Indexes:

Code sections:

Attachments: [city secretary resignation.pdf](#)

Date	Ver.	Action By	Action	Result
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Title

Consider acceptance of the resignation of City Secretary.

Executive Summary

Terry Smith has submitted his resignation for retirement.

Background

City Secretary Smith has resigned his position and will retire on June 30, 2015.

Policy Considerations

None

Budgetary Considerations

None

Staff Recommendations

Staff recommends the City Council accept the resignation of Terry Smith, City Secretary, as a Consent Agenda Item.



Office of City Secretary

May 19, 2015

Honorable Mike Felix and City Council Members
City of Sachse
3815-B Sachse Road
Sachse, Texas 75048

RE: Retirement

Dear Honorable Mayor Felix and City Council Members:

Please be advised I am retiring from my position as City Secretary, effective at 5:00 p.m. on June 30, 2015. It has been a privilege to work with you and all the Council Members here over the past 20 years.

Mayor, I have worked for 4 cities over the past 29 years and have been fortunate to work with some super people as mayor, but you are definitely the best. Your people skills and ability to always see the big picture separates you from the rest.

Best of luck to each of you and the City in the future.

Sincerely,

Terry Smith
City Secretary



Legislation Details (With Text)

File #:	15-2830	Version:	1	Name:	Resolution 3M RFID system
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	5/22/2015	In control:		In control:	City Council
On agenda:	6/1/2015	Final action:		Final action:	
Title:	Consider a resolution of the City Council of the City of Sachse, Texas, approving the purchase by Sachse Public Library of the 3M Radio frequency identification detection system (RFID) from Alpha Data Corporation through Txmas contract #TXMAS 6-70030, in the amount of \$80,284.36 and providing for an effective date.				
	Executive Summary Resolution providing for the authorization for the City of Sachse to enter into an agreement with 3M to purchase the 3M Radio frequency identification system and authorizing the City Manager to execute the Agreement on behalf of the City of Sachse, Texas.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	RFID Scope of Work PDF 51SACHSE Resolution RFID PDF				

Date	Ver.	Action By	Action	Result
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Title

Consider a resolution of the City Council of the City of Sachse, Texas, approving the purchase by Sachse Public Library of the 3M Radio frequency identification detection system (RFID) from Alpha Data Corporation through Txmas contract #TXMAS 6-70030, in the amount of \$80,284.36 and providing for an effective date.

Executive Summary

Resolution providing for the authorization for the City of Sachse to enter into an agreement with 3M to purchase the 3M Radio frequency identification system and authorizing the City Manager to execute the Agreement on behalf of the City of Sachse, Texas.

Background

Upgrading the library's security system to RFID was submitted to Council for consideration of funding through the Campus Bond Program. Council received the request from the Finance Director and approved the project on May18, 2015. The RFID system will allow citizens to checkout their own materials, provide a security system, and an accurate gate counter for the library. The system will improve efficiency with circulation of materials and inventory. Ongoing operations will start up in October 2016 (FY 16-17) with an estimated cost of \$8700.

Policy Considerations

The aquisition of the RFID System will be secured through state contract bidding and state

approved vendor. Therefore, all competitive bidding requirements of Chapter 252 of the Local Government Code are satisfied.

Budgetary Considerations

There is no impact to the FY 14-15 or FY 15-16 operations budgets.

Staff Recommendations

Staff recommends approval of a resolution of the City Council of the City of Sachse, Texas, approving the purchase by Sachse Public Library of the 3M Radio frequency identification system (RFID) system from Alpha Data Corporation through Txmas contract # TXMAS 6-70030, in the amount of \$80,284.36.

The statement of work is per the 3M Library Systems Quote dated 3/27/15

3M will provide Sachse Public Library with the products listed in the above referenced quote including products, set-up and configuration (if applicable), training and tagging services.

Tagging Services Deliverables:

Our work plan includes assignment of an onsite project manager who will work with the 3M project team, as well as Sachse Library staff to achieve your RFID conversion goals – all while trying to minimize disruptions to library operations. Our plan consists of tagging 40 hours per week, with a work week of Monday through Friday. Work hours will be 8:00 am to 4:30 pm. Our plan includes utilizing a single 3M Conversion Stations (3M provided) and library purchased 3M RFID Staff Workstations as needed. Tagging processes using our conversion station will be done in teams of two. 3M Library Systems' authorized service provider DecisionOne will provide both the onsite management and labor for converting your collection with overall responsibility and oversight provided by 3M.

Our RFID conversion will consist of the following:

- Program and apply tag(s) per the agreed tag data format and methodology provided by 3M for tag placement.
- Double tag all existing AV items by placing one square tag on the AV case and a second full disc/hub tag on the media itself as decided by the library
- Accurate logging of items tagged by type.

A plan will be mapped out and followed to ensure collection is completely converted. Conversion will consist of programming apply tag(s) as agreed upon according to methodology provided by 3M for tag placement. Most of the tagging will be done in the stacks. In some areas it may be decided that tagging in nearby areas are more appropriate. Returns will also be tagged as they come in. The onsite project manager will meet with your project lead from and library and staff to understand their concerns, any issues with space and electrical needs. From feedback from this meeting and library site assessment, the team lead will develop a plan for conversion. Although we have many instances of tagging at 450-500 items per hour, the proposed plan uses lower estimates to account for breaks, issues, movement of equipment and ramp-up. This plan will be updated and refined when contract is awarded as well as during the conversion phase when needed.

Project Timeframe

The estimated time to complete the project is three to four weeks. The conversion process will start delivery of the equipment. At this time the on-site manager will work with technicians to set-up equipment and train temporary staff hired for this project. Once training is concluded (1-2) days, tagging will begin and should be concluded in a four week time-frame. A more defined timeline will be developed upon discussions with Sachse Public Library staff to access considerations such as: facility issues, events planned at the library, or other issues that may affect timeline.

Project Workflow

The onsite project manager will work with Library personnel to determine the best workflow for the project. The library will provide the project manager input as to materials to be tagged, decisions on different material types. The various sections of the library and the type of media to be tagged, heavy patron activity in each section are all factors determining workflow.

- Project manager will provide direction to personnel regarding items to be tagged, plan for each day, monitor the activities and assure quality.

- Staff Stations (purchased by the library as part of their implementation) will be used in the returned book area and the returned books tagged each morning. It will be the responsibility of Library personnel to re-shelve the returned books that were tagged.
- The equipment will also need to be stored at a designated location within the library premises when the tagging equipment is not being used.

Tagging Personnel

Tagging personnel will be assigned specifically to the Sachse Library tagging project. Training for the tagging staff will take place at the library. Working primarily in teams of two, personnel would be assigned to conversion station or staff stations. Each team member would be responsible for:

- Removal of items from the shelf and returning to the correct location.
- Identifying and put aside materials that may be damaged or other issues.
- Scanning, programming and applying the RFID tag according to specification.
- Loading/unloading tags and general workstation operation and maintenance.
- Operation of equipment according to procedures and moving conversion station to a secured location at the end of the day.

Project Work Hours

Tagging employees will be on site and tagging from 8 am until 5 pm, Monday through Friday with a one hour lunch break unless otherwise specified by Sachse Library. The 8 hour workday can be shifted based on the needs of the library and the hours of the library staff. 40 hours per week of tagging is desirable to maintain project progress and efficiency.

Space, Furniture, & Equipment Required

The project team will provide all equipment needed. The library may have to provide extension cords depending upon where outlets are located. In addition one or more of the staff stations the library will be purchasing may need to be set up.

In addition, a room will need to be provided for training as well as setting up and configuring conversion station. We also ask you to provide a place to store the conversion stations when they are not being used.

RFID Deliverables:

3M will deliver to Sachse Public Library:

RFID tags (book and full disc).

Four (4) Staff Work Stations, Model 895

Two (2) 3M SelfCheck™ R-Series, Desktop Components

Two (2) 3M RFID Detection System, Model 9102 Direct Mount

Command Center, for 9100 Detection.

One (1) Digital Library Assistant (DLA)

Specifications for servers, workstations, and peripherals

The Library will need to supply electricity and data drops to the selfchecks and detections system.

Customer supplied computer and monitor for 3M Pad Staff Workstation

Operating System	Windows XP® Professional, SP2 or SP3	Windows Vista® Business or higher, SP1 And Windows 7
Processor	800 MHz minimum	1 GHz minimum, 32-bit (x86)
RAM	128 MB (minimum) 512 MB (recommended)	1 GB minimum
Hard drive	Minimum 40 GB hard disk with up to 100 MB space reserved for log and statistics files	Minimum 40 GB hard disk with up to 100 MB space reserved for log and statistics files
Monitor	Minimum: SVGA 800 x 600 (256 color) Recommended: VGA 1024 x 768 (32-bit color)	DirectXR 9 support with WDDM driver, 128 MB graphics memory (minimum), Pixel Shader 2.0 in hardware, 32 bits per pixel
Media	Recommended: CD or DVD drive	Recommended: CD or DVD drive
Sound card and speakers	Line-out sound card recommended but not required	Line-out sound card recommended but not required
Serial port	Required only if customer-supplied serial barcode scanner used	Required only if customer-supplied serial barcode scanner used
USB ports	Required for USB-connected components such as 3M RFID readers, printers, CF card readers, barcode readers, etc. If necessary, use a USB hub.	Required for USB-connected components such as 3M RFID readers, printers, CF card readers, barcode readers, etc. If necessary, use a USB hub.

The 3M Command Center has the specifications:

General requirements:

- The server or PC can be physical or virtual and support either Windows™ Server 2008, Windows Server 2003 R2, or Windows 7.
- IIS must be installed and ASP.NET 2.0 web traffic must be allowed.
- SQL Server 2005 (Express, Standard or Enterprise) or SQL Server 2008 with mixed mode authentication (Windows authentication and SQL Server authentication mode) must be available, and Microsoft .NET Framework 4.0 must be installed. The installation disk provides SQL Express 2005. If one of the preceding options is not already available, SQL Express 2005 should be installed prior to installation. Note that SQL Express is not recommended for customers with more than 25 nodes.

Hardware requirements:

Duo core processor or better, minimum 2GB ram, and at least 20 GB of available disk space.

- The software can run on any of the following operating systems
- Microsoft Windows Server 2008
- Microsoft Windows Server 2003
- Microsoft Windows Vista SP1

ILS Integration

3M's Selfcheck™ Systems connect through your network to your ILS via SIP, SIP2 or NCIP standards. A SIP connection is required for each SelfCheck™ System and Detection System to enable Item ID on the Detection System.

The 3M Model 895 Staff Workstation is designed to install on your existing staff workstations and will work with your barcode scanners and receipt printers.

The Staff Workstation comes with staff workstation software for reading RFID tags when checking items in or out, and it also allows you to read tags and change the security status on the tag. The 3M Conversion Software is also included which will allow programming and re-programming tags.

Training

3M's training model is the "Train the Trainer" approach. We have found this model very successfully used in both single branch implementations such as yours as well as complex implementations. Because our interfaces are so intuitive, staff as well as patrons, find use of our products is extremely easy. We have a first time user success of more than 90%. With matching components and interfaces, patrons will easily be able to use all components at any branch.

SelfCheck™ System

3M provides training in two sessions, one for Admin/IT Staff, as stated above, and one for general staff. The admin/IT portion, we will do training on the SelfCheck™ System with a focus on the admin software and troubleshooting. We will cover the patron usage of the device and basic functionality but with a focus on how to make changes in the workflow, making theme changes, messaging, reporting, etc. Prior to this training we will be conducting a software preview session so that staff will have many of the configuration options decided on prior to installation.

We will also conduct a second session to train key staff on the basic functionality of each product. On the SelfCheck™ System portion, we will cover patron usage and best practices for staff interaction. Topics covered during SelfCheck™ System training include:

- Basic Setup Tabs
- Advanced Setup Tabs for Administrative Users
- Financial Administration

Training is done onsite by the installing technician and can be for as many staff members as required. Training typically takes one to two hours depending on the product and the number of library staff involved.

Command Center

The Command Center training session will involve us helping staff with any set up issues they may have incurred. This is generally held as a webinar after the library has installed the software and has the equipment up and running. We will walk through the status and reporting functions with an emphasis on how to generate reports for the detection systems.

The 3M Command Center software training is done remotely using a web conference after the software is installed and in operation (2 hours or less).

Digital Library Assistant (DLA)

Training for the Digital Library Assistant (DLA) is done after the library has the collection tagged, and is ready to start using the DLA. Training for the DLA is done in two parts. The Digital Data Manager Software training is done remotely using a web conference (2-3 hours), and the DLA training is done onsite by a 3M trainer or your local Sales Representative (about 2 hours per session).

In addition, training can be provided at any time in the future as required by the library. A 3M Trainer or our Software Support Team can schedule webcast training sessions or onsite training can be provided. Our website also offers training videos and tools.

Documentation

User manuals and operation manuals are provided with the equipment and used during training. Many of our products also have online training available on the 3M web site www.3M.com/library. The manuals are updated as needed with product changes which are typically every six months or so depending on the product.

Each product will come with the following documentation:

- Digital Library Assistant User Guide and Owner's Manual
- Digital Data Manager Installation and User Guide
- Staff Workstation Administrator Guide, Staff Guide, Owner's Manual, and Site Planning Guide
- SelfCheck™ System Site Planning Guide, Owner's Manual, and User Guide
- Detection System Owner's Manual and Contractors Package
- Detection System Model 9100 Software Installation Guide
- 3M Command Center for 9100 Installation Guide

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SACHSE, TEXAS, APPROVING THE PURCHASE BY SACHSE PUBLIC LIBRARY OF THE 3M RADIO FREQUENCY IDENTIFICATION DETECTION (“RFID”) SYSTEM MODEL 9102 FROM ALPHA DATA CORPORATION THROUGH TXMAS CONTRACT #TXMAS 6-70030, IN THE AMOUNT OF \$80,284.36; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council has been presented a quote from Alpha Data Corporation for the purchase of the 3M RFID Model by the Sachse Public Library (the “Library”) through TXMAS Contract #TXMAS 6-70030, in the amount of \$80,284.36; and

WHEREAS, upon full review and consideration of the quote from Alpha Data Corporation for the purchase of the 3M RFID Model by the Library and all matters related thereto, the City Council is of the opinion and finds that the Library shall proceed with the purchase of the 3M RFID Model;

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

SECTION 1. That the Library is hereby authorized to proceed with the purchase of the 3M RFID Model through TXMAS Contract #TXMAS 6-70030, as set forth in the Alpha Data Corporation quote attached hereto as Exhibit “A”.

SECTION 2. That this Resolution shall take effect immediately from and after its passage, and it is accordingly so resolved.

DULY RESOLVED AND ADOPTED by the City Council of the City of Sachse, Texas, this the _____ day of _____, 2015.

CITY OF SACHSE, TEXAS

Mike Felix, Mayor

ATTEST:

Terry Smith, City Secretary

EXHIBIT "A"

Alpha Data Corporation Quote



Alpha Data Corp.
 Alpha Data Corp.
 139 Beal Pkwy, Unit 108
 Fort Walton Beach, FL 32548
 (850)315-0417
 sales@alphadata.com
 http://www.alphadata.com

Quote

Date	Quote #
05/20/2015	SPL0520A
Exp. Date	
07/20/2015	

Address

Sachse Public Library
 3815 Sachse Road
 Sachse, Texas 75048
 Mignon Morse
 mmorse@cityofsachse.com
 972-530-8966

Part Number	Item	Quantity	Price	Amount
70-0087-0001-8	• 3M RFID Detection System Model 9102 36" Direct Mount Wired Network	2	12,499.00	24,998.00
75-4700-2303-9	• 3M Staff Workstation Model 895 w/USB Reader	4	1,799.00	7,196.00
75-4700-3214-7	• 3M Basic ISO RFID Tags 6000/Case	48000	0.15	7,200.00
75-4700-3565-2	• Stingray Full Disc RFID Tag 1000/CTN	10000	0.65	6,500.00
75-4700-3276-6	• 3M R-Series Model 8405 Desktop Components RFID Selfcheck System	2	6,999.00	13,998.00
75-4700-3554-6	• 3M Command Center for RFID Detection Model 9100	1	1,599.00	1,599.00
75-4700-3713-8	• 3M Digital Library Assistant Model 804 Kit (Includes Digital Data Manager model 747)	1	5,999.00	5,999.00
3M-TAGGING-PT	• 3M Tagging Service - Print Material Labor Per Item	33000	0.29	9,570.00
3M-TAGGING-MD	• 3M Tagging Service - Media Material Labor Per Item	7000	0.33	2,310.00
SHIPPING	• SHIPPING	1	914.36	914.36
			Total	\$80,284.36

***Includes installation and 15 month warranty - Zone 2

TXMAS Contract# TXMAS-6-70030

Chuck Bachelder

Accepted By

Accepted Date



Legislation Details (With Text)

File #:	15-2816	Version:	1	Name:	Resolution Amending Authorized Representatives with TexPool
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	5/28/2015	In control:		In control:	City Council
On agenda:	6/1/2015	Final action:		Final action:	

Title: Consider a Resolution of the City Council of the City of Sachse, Texas, amending authorized representatives with the Texas Local Government Pool ("TexPool/TexPool Prime").

Executive Summary

The City of Sachse is a Participant in the Texas Local Government Investment Pool (Texpool), and in order to conduct investment transactions with Texpool, must designate authorized representatives. Changes to the City's authorized representatives due to changes in employment status or duties may be made by an Amending Resolution.

Sponsors:

Indexes:

Code sections:

Attachments: [Resolution Amending Authorized Representatives June 2015](#)

Date	Ver.	Action By	Action	Result
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Title

Consider a Resolution of the City Council of the City of Sachse, Texas, amending authorized representatives with the Texas Local Government Pool ("TexPool/TexPool *Prime*").

Executive Summary

The City of Sachse is a Participant in the Texas Local Government Investment Pool (Texpool), and in order to conduct investment transactions with Texpool, must designate authorized representatives. Changes to the City's authorized representatives due to changes in employment status or duties may be made by an Amending Resolution.

Background

This item is a housekeeping measure recommending an amendment to the authorized representatives who have authority to conduct transactions, including deposits, withdrawals and transfers between accounts. The authorized representatives will be Director of Finance Teresa Savage, Finance Manager Berna Fitzpatrick, and City Manager Gina Nash. Texpool requires that one authorized representative be designated as having primary responsibility for performing transactions and receiving confirmations and monthly statements; Teresa Savage, Director of Finance, is to be listed as the primary representative.

The City of Sachse Investment Policy, in compliance with the Public Funds Investment Act (PFIA), designates the City's Investment Officers to be the Director of Finance and the Finance Manager. The PFIA requires that all Investment Officers receive ten hours of

instruction within twelve months of assuming investment-related responsibilities; and shall then receive not less than ten hours of investment-related instruction within each subsequent two-year period. Ms. Savage completed a ten-hour course in April 2015; Ms. Fitzpatrick completed a ten-hour course in December 2014.

Policy Considerations

The recommended resolution is consistent with the rules of TexPool, City of Sachse Investment Policy, and the Public Funds Investment Act.

Budgetary Considerations

None.

Staff Recommendations

Staff recommends approval of a Resolution of the City Council of the City of Sachse, Texas amending authorized representatives with the Texas Local Government Pool ("TexPool/TexPool *Prime*") as a consent agenda item.

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SACHSE,
TEXAS, AMENDING AUTHORIZED REPRESENTATIVES WITH THE
TEXAS LOCAL GOVERNMENT INVESTMENT POOL
("TEXPOOL/TEXPOOL PRIME").**

WHEREAS, City of Sachse, Texas, location number 77347("Participant") is a local government of the State of Texas and is empowered to delegate to a public funds investment pool the authority to invest funds and to act as custodian of investments purchased with local investment funds; and

WHEREAS, it is in the best interest of the Participant to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; and

WHEREAS, the Texas Local Government Investment Pool ("TexPool/Texpool *Prime*"), a public funds investment pool, were created on behalf of entities whose investment objective in order of priority are preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act..

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

SECTION 1. That the individuals, whose signatures appear in this Resolution, are Authorized Representatives of the Participant and are each hereby authorized to transmit funds for investment in TexPool/TexPool *Prime* and are each further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.

SECTION 2. That an Authorized Representative of the Participant may be deleted by a written instrument signed by all remaining Authorized Representatives provided that the deleted Authorized Representative (1) is assigned job duties that no longer require access to the Participant's TexPool/TexPool *Prime* account or (2) is no longer employed by the Participant; and

SECTION 3. That the Participant may by Amending Resolution signed by the Participant add an Authorized Representative provided the additional Authorized Representative is an officer, employee, or agent of the Participant;

List the Authorized Representatives of the Participant. Any new individuals will be issued personal identification numbers to transact business with TexPool Participant Services.

1. Name: Teresa C. Savage Title: Director of Finance
Phone/Fax/Email: 469-429-4772 / 972-495-9356 / tsavage@cityofsachse.com
Signature: _____

2. Name: Berna D. Fitzpatrick Title: Finance Manager
Phone/Fax/Email: 469-429-4760 / 972-495-9356 / bfitzpatrick@cityofsachse.com
Signature: _____

3. Name: Gina Nash Title: City Manager
Phone/Fax/Email: 469-429-1520 / 972-530-0426 / gnash@cityofsachse.com
Signature: _____

List the name of the Authorized Representative listed above that will have primary responsibility for performing transactions and receiving confirmations and monthly statements under the Participation Agreement.

Name: Teresa C. Savage Email: tsavage@cityofsachse.com FAX: 972-495-9356

In addition and at the option of the Participant, one additional Authorized Representative can be designated to perform only inquiry of selected information. This limited representative cannot perform transactions. If the Participant desires to designate a representative with inquiry rights only, complete the following information.

4. Name: _____ Title: _____
Phone/Fax/Email: _____

SECTION 4. That this Resolution and its authorization shall continue in full force and effect until amended or revoked by the Participant, and until TexPool Participant Services receives a copy of any such amendment or revocation. This Resolution is hereby introduced and adopted by the Participant at its regular meeting held on the 1st day of June, 2015.

DULY RESOLVED AND ADOPTED by the City Council of the City of Sachse, Texas, this the _____ day of _____, 2015.

CITY OF SACHSE, TEXAS

Mike Felix, Mayor

ATTEST:

Terry Smith, City Secretary



Legislation Details (With Text)

File #:	15-2824	Version:	1	Name:	Proclamation recognizing Sachse High School Athlete.
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	5/20/2015	In control:		In control:	City Council
On agenda:	6/1/2015	Final action:		Final action:	
Title:	Proclamation recognizing Sachse High School athlete Devin Duvernay.				

Executive Summary

Devin Duvernay has won the state track meet in the 100 meter event and this proclamation will recognize that achievement.

Sponsors:

Indexes:

Code sections:

Attachments: [Proclamation. Devin Duvernay.pdf](#)

Date	Ver.	Action By	Action	Result
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Title

Proclamation recognizing Sachse High School athlete Devin Duvernay.

Executive Summary

Devin Duvernay has won the state track meet in the 100 meter event and this proclamation will recognize that achievement.

Background

Devin Duvernay has won the state track meet in the 100 meter event recently and this proclamation will recognize that achievement. Councilman Adams requested this agenda item. We are inviting Devin, Family and his Coach to the meeting.

Policy Considerations

None.

Budgetary Considerations

None.

Staff Recommendations

Mayor Felix present the proclamation to Mr. Devin Duvernay, on his accomplishments.

PROCLAMATION

WHEREAS, the City of Sachse takes great pride in student academic and athletic achievement; and

WHEREAS, the City of Sachse is "The Home of the Mustangs"; and

WHEREAS, Devin Duvernay is a highly recruited senior wide receiver on this year's Sachse High School Mustang football team; and

WHEREAS, Devin is an exceptional student who is well liked by both his teachers and classmates, and has also achieved perfect attendance for the 2014-2015 school year; and

WHEREAS, He also is an elite track team athlete, winning the gold medal at the Texas UIL 6A State Track meet; and

WHEREAS, Devin won the 100 meters in a time of 10:27, the fastest time in all divisions at the state meet; and

WHEREAS, Devin, with this accomplishment, became Sachse's first state champion in any sport and the fastest high school athlete in the State of Texas.

NOW, THEREFORE, by the powers vested in me as Mayor of the great City of Sachse, Texas, I do hereby proclaim

June 1, 2015 as Devin Duvernay Day

and urge all citizens to congratulate him on this achievement.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Sachse, Texas to be affixed this the 1st day of June, 2015.



Mike J. Felix
Mayor



Legislation Details (With Text)

File #:	15-2827	Version:	1	Name:	Recognition of service to the for City.
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	5/20/2015	In control:		In control:	City Council
On agenda:	6/1/2015	Final action:		Final action:	
Title:	Recognition of service to the City for Mr. Alan Dickerson.				
	Executive Summary Mr. Dickerson has served as Interim City Manager, and this item is to recognize his service to the City.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Alan Dickerson recognition.pdf				

Date	Ver.	Action By	Action	Result
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Title

Recognition of service to the City for Mr. Alan Dickerson.

Executive Summary

Mr. Dickerson has served as Interim City Manager, and this item is to recognize his service to the City.

Background

Mr. Dickerson has served as Interim City Manager since February and done an outstanding job for the City. This item is to recognize his contributions to the City of Sachse.

Policy Considerations

None.

Budgetary Considerations

None.

Staff Recommendations

Recognition of service to the City for Mr. Alan Dickerson.



Presented to

Alan R. Dickerson

June 2015

In February of 2015, Alan Dickerson was appointed Interim City Manager, after serving several years previously as Finance Director for the City. He has performed an outstanding job during his tenure. Alan has efficiently and effectively managed city business. He has played a key role in supporting the City Council in moving the City forward.

On behalf of the City Council we would like to show our appreciation of Alan's professionalism and hard work. Thanks for a job well done!

Mike Felix, Mayor

Jeff Bickerstaff, Mayor Pro Tem

Councilman Brett Franks

Councilman Charlie Ross

Councilman Paul Watkins

Councilman Bill Adams

Councilman Cullen King



Legislation Details (With Text)

File #: 15-2825 **Version:** 1 **Name:** Administer Oath of Office to Council Members-elect.
Type: Agenda Item **Status:** Agenda Ready
File created: 5/20/2015 **In control:** City Council
On agenda: 6/1/2015 **Final action:**
Title: Administer Oath of Office to Council Members-elect.

Executive Summary

The 2015 election cycle is complete and reelected Council Members-elect Brett Franks, and Charlie Ross must take the Oath of Office.

Sponsors:

Indexes:

Code sections:

Attachments: [Sample Oath.pdf](#)

Date	Ver.	Action By	Action	Result
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Title

Administer Oath of Office to Council Members-elect.

Executive Summary

The 2015 election cycle is complete and reelected Council Members-elect Brett Franks, and Charlie Ross must take the Oath of Office.

Background

As a result of the May 9, 2015 election, Councilmen-elect Brett Franks, and Charlie Ross were unopposed and declared elected. Each will take the Oath of Office to enable him to assume the duties of his office as required by the City Charter and State Law.

Policy Considerations

None.

Budgetary Considerations

None.

Staff Recommendations

Administer the Oath of Office to Councilmen-elect Brett Franks, and Charlie Ross.

In the name and by the authority of

THE STATE OF TEXAS

OATH OF OFFICE

Sample

I, Mike Felix do solemnly swear, that I will faithfully execute the duties of the office of the Mayor, of the City of Sachse, State of Texas, and will, to the best of my ability preserve, protect and defend the Constitution and laws of the United States and of this State, so help me God.

X
Affiant

SWORN TO and subscribed before me by affiant on the ____ day of June, 2013.

Signature of person administering oath

Printed Name

Title



Legislation Details (With Text)

File #: 15-2826 **Version:** 1 **Name:** Consider the election of a Mayor Pro Tem.
Type: Agenda Item **Status:** Agenda Ready
File created: 5/20/2015 **In control:** City Council
On agenda: 6/1/2015 **Final action:**
Title: Consider the election of a Mayor Pro Tem.

Executive Summary
According to the City Charter, each year after the election, a Mayor Pro Tem must be designated.

Sponsors:

Indexes:

Code sections:

Attachments: [Sachse code.pdf](#)

Date	Ver.	Action By	Action	Result
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Title

Consider the election of a Mayor Pro Tem.

Executive Summary

According to the City Charter, each year after the election, a Mayor Pro Tem must be designated.

Background

Sachse Home Rule Charter Section 3.05 reads:

Sec. 3.05 - MAYOR AND MAYOR PRO TEM (1) The mayor shall be the official head of the city government. He shall be the chairman and shall preside at all meetings of the city council. The mayor shall have the same voting rights and responsibilities as the other members of the city council, but shall have no power to veto. He shall, when authorized by the city council, sign all official documents, such as ordinances, resolutions, conveyances, grant agreements, official plats, contracts and bonds. He shall perform such other duties consistent with this Charter as may be imposed upon him by the city council. **(2) The mayor pro tem shall be a city council member elected by the city council at the first regular meeting after each regular election of the city council members and/or mayor. The mayor pro tem shall temporarily act as mayor during the disability or absence of the mayor, and in this capacity shall have the rights conferred upon the mayor.**

This agenda item is provided for the City Council to take action on to elect a mayor pro tem.

Policy Considerations

None.

Budgetary Considerations

None.

Staff Recommendations

Council take action to appoint a Mayor Pro Tem as appropriate.

Sec. 3.03 QUALIFICATIONS OF MEMBERS

In addition to any other qualifications prescribed by law, the mayor and each city council members shall meet the qualifications set forth in Article V of this Charter while in office.

Sec. 3.04 COMPENSATION

Compensation of the members of the city council shall be determined by the city council by ordinance, but no increase in such compensation shall take effect commencement of the terms of mayor and/or council members elected at the next regular election. Members of the city council shall be entitled to reimbursement for actual expenses incurred in the performance of official duties.

(Election of May 11, 2013)

Sec. 3.05 MAYOR AND MAYOR PRO TEM

(1) The mayor shall be the official head of the city government. He shall be the chairman and shall preside at all meetings of the city council. The mayor shall have the same voting rights and responsibilities as the other members of the city council, but shall have no power to veto. He shall, when authorized by the city council, sign all official documents, such as ordinances, resolutions, conveyances, grant agreements, contracts and bonds, unless authorization has been delegated by the city council to the city manager or other official. The mayor shall perform such other duties consistent with this Charter as may be imposed upon the mayor by the city council.

(2) The mayor pro tem shall be a city council member elected by the city council at the first regular meeting after each regular election of the city council members and/or mayor. The mayor pro tem shall temporarily act as mayor during the disability or absence of the mayor, and in this capacity shall have the rights conferred upon the mayor.

(Election of May 11, 2013)

Sec. 3.06 VACANCIES, FORFEITURES AND FILLING OF VACANCIES

(1) The office of a city council member or the mayor shall become vacant upon his death, resignation, forfeiture of, or removal from office by any manner authorized by law.

(2) If any member of the city council is absent from four (4) of seven (7) consecutive regular meetings, without explanation acceptable to a majority of the remaining city council members, his office shall be declared vacant at the next regular meeting of the city council by resolution. In addition, any member of the city council who has been absent for six (6) consecutive regular meetings due to any reason shall have his seat declared vacant at the next regular meeting of the city council by resolution.

(3) Any member of the city council who ceases to possess the required qualifications for office or who is convicted of a felony or of a misdemeanor involving moral turpitude or is convicted of violating state law concerning conflict of interest shall forfeit his office. Every forfeiture shall be declared and enforced by a majority of the city council.



Legislation Details (With Text)

File #: 15-2829 **Version:** 1 **Name:** Administer Oath of Office
Type: Agenda Item **Status:** Agenda Ready
File created: 5/20/2015 **In control:** City Council
On agenda: 6/1/2015 **Final action:**
Title: Administer Oath of Office to Fernando Guterrez on the Planning and Zoning Commission.

Executive Summary
Mayor Felix will administer the Oath of Office to Fernando Guterrez on the Planning & Zoning Commission.

Sponsors:

Indexes:

Code sections:

Attachments: [Sample Oath.pdf](#)

Date	Ver.	Action By	Action	Result
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Title

Administer Oath of Office to Fernando Guterrez on the Planning and Zoning Commission.

Executive Summary

Mayor Felix will administer the Oath of Office to Fernando Guterrez on the Planning & Zoning Commission.

Background

At the Council meeting on May 18, 2015, the Council appointed Fernando Guterrez to the Planning and Zoning Commission. Tonight Mayor Felix will administer the Oath of Office, to enable him to assume his appointed office.

Policy Considerations

None.

Budgetary Considerations

None.

Staff Recommendations

Mayor Felix administer the Oath of Office to Fernando Guterrez on the Planning and Zoning Commission.

In the name and by the authority of

THE STATE OF TEXAS

OATH OF OFFICE

SAMPLE

I, Scott Everett do solemnly swear, that I will faithfully execute the duties of the office of the Planning & Zoning Commissioner, of the City of Sachse, State of Texas, and will, to the best of my ability preserve, protect and defend the Constitution and laws of the United States and of this State, so help me God.

X
Affiant

SWORN TO and subscribed before me by affiant on the 18th day of November, 2013.

Signature of person administering oath

Printed Name

Title



Legislation Details (With Text)

File #:	15-2831	Version:	1	Name:	Early Citizen Input on Budget
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	5/22/2015	In control:		In control:	City Council
On agenda:	6/1/2015	Final action:		Final action:	
Title:	Receive early Citizen input for the 2015-2016 Fiscal Year Budget.				
	Executive Summary Customary practice of the City Council is to extend to the Citizens of Sachse an opportunity for early input on the fiscal year budget being prepared.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	2015-2016 Budget Calendar.pdf				

Date	Ver.	Action By	Action	Result
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Title

Receive early Citizen input for the 2015-2016 Fiscal Year Budget.

Executive Summary

Customary practice of the City Council is to extend to the Citizens of Sachse an opportunity for early input on the fiscal year budget being prepared.

Background

The purpose of this agenda item is to obtain information and ideas on programs and services that the Citizens of Sachse would like to see continued, enhanced, or initiated for the fiscal year beginning October 1, 2015 and ending September 30, 2016.

All comments and suggestions are customarily heard and noted with followup direction to the City Manager from City Council whether to include or not include Citizen recommendations in the budget process.

The Citizens of Sachse are encouraged to follow the budget process by reviewing posted agendas and required publications in the Sachse News, Wylie News, Dallas Morning News, or by browsing the City's website. The budget calendar is posted and updated on the City's website.

Policy Considerations

N/A

Budgetary Considerations

N/A

Staff Recommendations

No action is required on this item. It is suggested that the Mayor and Council open the floor to the public to receive input regarding budgetary considerations for the fiscal budget beginning October 1, 2015.

Budget Calendar (2015-2016 Fiscal Year)

February	City Council review of Comprehensive Annual Financial Report
February	Finance Department updates historical information and worksheet.
March 4	Budget kick off meeting with departments
March 31	Combined Services, IT related and payroll related budget requests due.
April – June	Analysis of revenue assumptions and forecast revenue for next fiscal year
May 1	Departmental operating budget requests due to Finance Department.
May 13	SEDC Board meeting to discuss Budget
May 29	Chief appraiser certifies estimate of taxable values.
June 1	Finance Department presents total budget requests to City Manager.
June 1	Public Hearing to allow early citizen input
June 1 – June 5	City Manager reviews budget requests with departments and provides preliminary direction regarding appropriate budget guidelines and strategy.
June 10	SEDC Preliminary draft Budget to SEDC Board
June 12	Revised budgets due to Finance Director from departments.
June 15	Council discussion of preliminary budget and multi-year projections; semi-annual review of strategic plan
June 26	Draft for presentation to City Council presented to City Manager
July 8	EDC Board meeting to discuss Budget
July 11	Budget Workshop for Departmental Budget Presentations
July 20	Council Workshop Session-discuss budget and tax rate
July 24	Certified values available from Appraisal Districts
August 3	Calculation of Effective/Rollback Rates by Dallas County
August 3	City Manager presents budget to Council; City Council determines maximum tax rate; accept certified tax rolls; schedule Public Hearings; record vote; discuss budget and tax rate
August 5	Publication of Effective and Rollback rates and required schedules

<i>August 5</i>	Publish 1 st quarter page notice: "Notice of Public Hearing on Tax Increase"
<i>August 12</i>	SEDC Board meeting to adopt budget
<i>August 17</i>	Regular City Council meeting; First Public Hearing on budget; First Public Hearing on tax rate; discuss budget and tax rate.
<i>September 7</i>	Regular City Council meeting; discuss budget and tax rate(optional); Second Public Hearing on budget and Second Public hearing on tax rate.
<i>September 9</i>	Publish 2 nd quarter page notice "Notice of Tax Revenue Increase."
<i>September 14</i>	Special City Council meeting; adopt budget and tax rate.
<i>October 1</i>	New fiscal year begins. Begin tracking performance measures.
<i>November 30</i>	Budget document is finalized and distributed.