



**Monday, April 17, 2023
City Council Meeting**

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

Sachse City Council Meetings are streamed live online (<https://sachsetx.swagit.com/live>) and available on-demand (<https://sachsetx.swagit.com/city-council>).

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

As authorized by Section 551.071(2) of the Texas Government Code, these meetings may be convened into closed Executive Session at any time during the City Council 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. Meeting Opening

1. Call to Order: The City Council of the City of Sachse will hold a Regular Meeting on Monday, April 17, 2023, at 6 p.m. to consider the following items of business:
2. Invocation and Pledges of Allegiance.

B. Workshop

1. Discuss and review applications for the 2023 City of Sachse Scholarship.

C. Special Announcements

1. Present a proclamation recognizing April 22, 2023, as Arbor Day in the City of Sachse.
2. Present a proclamation recognizing April 22, 2023, as Keep America Beautiful - Great American Cleanup Day in the City of Sachse.
3. Present a proclamation recognizing the week of April 23-29, 2023 as National Library Week in the City of Sachse.
4. Mayor and City Council announcements regarding special events, current activities, and local achievements.

D. Public Comment

1. The public is invited to address Council regarding any topic not already on the agenda. The time limit is 3 minutes per speaker. A Public Comment Card should be presented to the City Secretary prior to the meeting. According to the Texas Open Meetings Act, Council is prohibited from discussing any item not posted on the agenda but will take comments under advisement.

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

1. Approve the April 3, 2023, meeting minutes.

2. Authorize the City Manager to execute and award the bid for the construction of drainage and erosion control improvements for the Third Garland Connection Creek Stabilization project between the City of Sachse and Solid Bridge Construction in the amount of \$1,612,625.

F. Regular Agenda Items

1. Receive an update on the progress of the Evolve Biologics project.
2. Discuss and consider changes to the City of Sachse Personnel Policies and Procedures Manual.

G. Regular Agenda Items / Meeting Closing

1. Adjournment.

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


Leah K Granger, City Secretary

Posted: 04/14/2023 by 5 p.m. Removed: _____

Accommodation requests for persons with disabilities should be made at least 48 hours prior to the meeting by contacting Amanda Chi, ADA Coordinator, via phone at 972-495-1212, via email at achi@cityofsachse.com, or by appointment at 3815 Sachse Road, Building B, Sachse, Texas 75048.

B. Workshop

Subject	1. Discuss and review applications for the 2023 City of Sachse Scholarship.
Meeting	Apr 17, 2023 - City Council Meeting
Access	Public
Type	Discussion

BACKGROUND

The City of Sachse's contract with Community Waste Disposal (CWD) provides for \$1,000.00 to be used for a scholarship to a local high school senior residing in Sachse. This is the 10th year for the City of Sachse Scholarship. Staff received 19 applications this year. Staff met and reviewed the applications and narrowed those down to the top four candidates for the City Council to review.

RECOMMENDATION

Staff recommends that the City Council discuss, review, and select a recipient for the 2023 City of Sachse Scholarship.

C. Special Announcements

Subject	1. Present a proclamation recognizing April 22, 2023, as Arbor Day in the City of Sachse.
Meeting	Apr 17, 2023 - City Council Meeting
Access	Public
Type	Recognition
Goals	Provide a high quality of life environment for families, individuals, businesses, and other organizations in Sachse.

BACKGROUND

This year marks the 14th celebration of Arbor Day in the City of Sachse and the 15th year the City has received the designation as a “Tree City USA”. Sachse is proud to be an active community that recognizes the importance of having healthy trees and understands the long-term benefits of tree conservation.

RECOMMENDATION

Present a proclamation recognizing April 22, 2023, as Arbor Day in the City of Sachse.

Jordan Beaulieu and Cynthia Wiseman will be accepting the proclamation.

File Attachments

[C1 Arbor Day Proclamation 2023.pdf \(107 KB\)](#)

Proclamation

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, which became known as Arbor Day and is now observed throughout the nation and the world; and

WHEREAS, trees can reduce erosion of our precious topsoil by wind and water, decrease heating and cooling costs, clean the air, produce life-giving oxygen, and provide a habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us wood for our homes, fuel for our fires, and paper for learning, communication, and entertainment; and

WHEREAS, trees beautify our community, increase property values, and enhance the economic vitality of business areas, and wherever planted, trees become a source of joy and spirituality;

NOW, THEREFORE, I, Jeff Bickerstaff, Mayor of the City of Sachse, do hereby proclaim April 22, 2023, as

Arbor Day

in Sachse and encourage all to celebrate by supporting efforts to protect our trees and woodlands.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Sachse, Texas to be affixed on this 17th day of April, 2023.

Gold
Seal



Jeff Bickerstaff, Mayor

C. Special Announcements

Subject	2. Present a proclamation recognizing April 22, 2023, as Keep America Beautiful - Great American Cleanup Day in the City of Sachse.
Meeting	Apr 17, 2023 - City Council Meeting
Access	Public
Type	Recognition
Goals	Provide a high quality of life environment for families, individuals, businesses, and other organizations in Sachse.

BACKGROUND

The Keep America Beautiful - Great American Cleanup is the nation's largest annual community improvement program that the City of Sachse has participated in for the past 12 years. This is an outstanding community program where citizens of all ages can participate. In 2022, 2,640 pounds of trash was collected throughout the city as a part of the event. More than 180 individuals participated in the cleanup and collectively put in over 450 volunteer hours on beautification and cleanup projects at 14 sites across the City of Sachse. This year's event will be hosted on Saturday, April 22, 2023.

RECOMMENDATION

Present a proclamation recognizing April 22, 2023, as Keep America Beautiful - Great American Cleanup Day in the City of Sachse.

Jordan Beaulieu and Cynthia Wiseman will be accepting the proclamation.

File Attachments

[C2 Great American Cleanup Proclamation 2023.pdf \(113 KB\)](#)

§ *Proclamation*

WHEREAS, Keep America Beautiful, Inc., a national not-for-profit organization dedicated to helping individuals improve their community environment, has established the Great American Cleanup as its signature national effort for involving American citizens in environmental stewardship; and

WHEREAS, the City of Sachse is proud of its natural resources and neighborhoods and seeks to protect and improve the community through the action of the individuals, schools, governments, and businesses working together; and

WHEREAS, the President of the United States of America has recognized the important commitment to improve American communities through litter prevention, beautification, and solid waste management initiatives and has assumed the title of Honorary Chair of the Keep America Beautiful - Great American Cleanup;

NOW, THEREFORE, I, Jeff Bickerstaff, Mayor of the City of Sachse, do hereby proclaim April 22, 2023, as

Keep America Beautiful – Great American Cleanup Day

in Sachse and call upon the public to join in activities that promote responsible, environmental stewardship, and help us renew our commitment to building a better world for future generations.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Sachse, Texas to be affixed on this 17th day of April, 2023.

Gold
Seal



Jeff Bickerstaff, Mayor

C. Special Announcements

Subject	3. Present a proclamation recognizing the week of April 23-29, 2023 as National Library Week in the City of Sachse.
Meeting	Apr 17, 2023 - City Council Meeting
Access	Public
Type	Recognition
Goals	Provide a high quality of life environment for families, individuals, businesses, and other organizations in Sachse.

BACKGROUND

National Library Week is an annual celebration highlighting the valuable role libraries, librarians, and library staff play in transforming lives and strengthening communities. The mission of the Sachse Public Library is to "link people to the world by enriching lives, creating community, and inspiring curiosity." During National Library Week, residents are encouraged to learn about the numerous services and programs offered by their local library.

POLICY CONSIDERATIONS

There are no policy considerations affiliated with this item.

RECOMMENDATION

Present a Proclamation for National Library Week.

Library Manager Daniel Laney will accept the proclamation.

File Attachments

[C3 National Library Week Proclamation 2023.pdf \(111 KB\)](#)

Proclamation

WHEREAS, libraries provide the opportunity for everyone to pursue their passions and engage in lifelong learning, allowing them to live their best life; and

WHEREAS, today's libraries and their services extend far beyond the four walls of a building and everyone is welcome to use the resources provided; and

WHEREAS, libraries strive to develop and maintain programs and collections that are as diverse as the populations they serve and ensure equity of access for all members of the community; and

WHEREAS, libraries are cornerstones of democracy, promoting the free exchange of information and ideas for all; and

WHEREAS, libraries, librarians, and library workers are joining library supporters and advocates across the nation to celebrate National Library Week;

NOW, THEREFORE, I, Jeff Bickerstaff, Mayor of the City of Sachse, do hereby proclaim April 23-29, 2023, as

National Library Week

in Sachse and encourage all to celebrate by supporting efforts to protect our trees and woodlands.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Sachse, Texas to be affixed on this 17th day of April, 2023.

Gold
Seal



Jeff Bickerstaff, Mayor

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

Subject	1. Approve the April 3, 2023, meeting minutes.
Meeting	Apr 17, 2023 - City Council Meeting
Access	Public
Type	Action (Consent), Minutes
Recommended Action	Approve the April 3, 2023, meeting minutes.
Minutes	View Minutes for Apr 3, 2023 - City Council Meeting

BACKGROUND

Minutes from the April 3, 2023, Council meeting.

POLICY CONSIDERATIONS

There are no policy considerations affiliated with this item.

RECOMMENDATION

Approve the April 3, 2023, meeting minutes.

File Attachments 04.03.23 City Council Minutes.pdf (152 KB)
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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
APRIL 3, 2023

The City Council of the City of Sachse held a regular meeting on Monday, April 3, 2023, at 6:30 p.m. at Sachse City Hall, 3815-B Sachse Road. Those present were Mayor Jeff Bickerstaff; Mayor Pro Tem Brett Franks; Councilmembers Michelle Howarth, Frank Millsap, Chance Lindsey, Lindsay Buhler, and Matt Prestenberg; City Manager Gina Nash; City Attorney Joe Gorfida; City Secretary Leah Granger; Assistant City Manager Lauren Rose; Director of CIP and Public Works Corey Nesbit; Leisure Services Director Lance Whitworth; Finance Director David Baldwin; Assistant Finance Director Ryan Bredehoeft; Fire Chief Marty Wade; Police Lieutenant Steven Doerr; Animal Services Supervisor Terri O’Neal; Animal Services Officer Brenda Smith; Police Dispatcher Lorraine Massie; IT Manager Mike Pastor; and Assistant to the City Manager Amanda Chi.

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

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

Councilmember Prestenberg offered the invocation, and Councilmember Buhler led the pledges.

SPECIAL ANNOUNCEMENTS:

1. Present a proclamation for Animal Care and Control Appreciation Week.

Animal Service Officers and volunteer Cullen King showed off one of the shelter dogs, Julian, noting that the kennels are full and encouraged people to come adopt a pet. Mayor Bickerstaff thanked staff and presented a proclamation celebrating Animal Care and Control Appreciation Week.

2. Present a proclamation for National Public Safety Telecommunicators Week.

Observing the importance of dispatchers and the service they provide, Mayor Bickerstaff presented Police Dispatcher Lorraine Massie with a proclamation for National Public Safety Telecommunications Week and thanked the group for their continued assistance to the public.

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

Mayor Bickerstaff presented Ms. Nash flowers for her birthday and thanked her for all the work she does for the city. Mayor Pro Tem Franks reflected on the Retro Dodgeball event commenting on how much fun they had and encouraged people to attend next year. He noted that there were roughly 400 kids at the Easter Egg Scramble, approximately 75 dogs for the Doggy Bone Hunt, and about 600 kids at the Flashlight Egg Hunt. Franks thanked the Parks and Recreation Department for the many hours of work put into planning and execution of the events. The sentiment was echoed by Councilmembers Buhler and Prestenberg.

City Manager's announcements:

- New Employees:
 - Staff welcomes Denise Lewis as the new Economic Development Coordinator.

Mayor Bickerstaff's announcements:

- April 6 is the deadline to register to vote in the May 6 election.
- Early voting will be from April 24 through May 2 and Election Day is May 6. Dallas County residents may vote in the City Hall Courtroom or any Dallas County Vote Center, and Collin County residents may vote in the Michael J. Felix Community Center Room A & B or any Collin County Vote Center. Check the City website for details.
- City offices will be closed on April 7 in observance of Good Friday.
- The Arbor Day Jubilee Team Up & Clean Up will be on Saturday, April 22. If your group would like to register and help clean up our great city, please check the website for details. Breakfast will be provided, and gift trees will be handed out on a first-come, first-served basis.
- Get to know your Sachse Fire-Rescue Department by joining the third class of the Sachse Citizens Fire Academy. They meet from 6-8:30 p.m. on Wednesdays between April 26 and June 28.
- Several Councilmembers and staff traveled to Austin to meet with Senators and Representatives to discuss some legislative concerns and priorities for the city.

PUBLIC COMMENT:

- Travis Yates spoke about the issues behind Vicksburg Drive, including drainage, safety, and sanitation.
- Kayla Giasson voiced concerns related to the issues behind Vicksburg Drive, including access and use of property, safety, and drainage.
- Matthew Holboke talked about the lights on the water tower and budget concerns.

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 March 20, 2023, meeting minutes.

Mr. Holboke requested the minutes be removed from the Consent agenda for discussion. He believes the meeting minutes lack detail, asked for clarification related to Public Comment, and commented on the Maxwell Creek Trail item.

Councilmember Howarth made a motion to accept the minutes as presented. Councilmember Buhler seconded the motion, and it passed unanimously.

2. Accept the monthly revenue and expenditure report for the period ending February 28, 2023.

Councilmember Buhler made a motion to approve item D2 as presented. Councilmember Prestenberg seconded the motion, and it carried unanimously.

REGULAR AGENDA ITEMS:

1. Receive an update on J.K. Sachse Park Phase 1.

Mr. Whitworth thanked Council and the public for their support of projects and events. He noted the project is nearing completion in just a few weeks. He reviewed progress of construction as well as some minor challenges encountered. Mr. Whitworth reminded Council that J.K. Sachse Park will be the first park on the Collin County side of Sachse. The Grand Opening is scheduled for May 13 at 11 a.m. at the park, 4310 Ranch Road. The public is invited to attend the event and enjoy the activities and food that will be present.

2. Consider an ordinance authorizing certain Budget and Capital Improvement Program (CIP) amendments pertaining to the Fiscal Year 2022-2023 Budget and Capital Improvement Program.

Ms. Nash recounted that previously, budget amendments were brought to Council once a year. However, Mr. Baldwin has recommended that amendments be addressed more frequently to allow staff to prepare for the remainder of the fiscal year more effectively. The FY 22-23 budget was adopted in September 2022 and the audit of FY21-22 was completed in March, so the changes reflect those results. Mr. Baldwin reviewed the amendments and noted that, according to policy, they could not have reasonably been foreseen. Amendments related to timing of expenses in regards to the budget, eligibility of expenses to the revenue source, and available funds in the Street Maintenance Tax Fund. In total, the amounts requested were \$300,675 for budget amendments and \$660,000 for CIP amendments.

After a couple questions from Council, Councilmember Lindsey made a motion to approve the item as presented. Councilmember Howarth seconded the motion and it carried unanimously.

3. Discuss and consider changing the City's existing mission statement.

Ms. Nash recalled the discussion at the Council's annual planning retreat regarding updating the City's mission statement. Ms. Rose noted the current mission statement: "Sachse is a tranquil community welcoming the future while offering a safe and enjoyable quality of life to all those who call Sachse home." She commented that much has changed since that statement was developed with the Comprehensive Plan in 2016, and recapped exercise and discussion at the recent planning retreat. With the feedback provided, staff prepared sample statements for the Council consideration and ranking. Upon approval, staff will start incorporating the new mission statement into documents and it will play a major role in the budget process.

Councilmember Howarth made a motion to adopt option number 1, "Sachse is a vibrant community that offers exceptional opportunities for all to live, work, and play," as the new mission statement. Councilmember Prestenberg seconded the motion, and it passed unanimously.

EXECUTIVE SESSION:

Mayor Bickerstaff adjourned the meeting to Executive Session at 7:24 p.m.

1. **The City Council shall convene into Executive Session pursuant to the Texas Government Code, Section §551.072, for the purpose of Deliberations regarding the purchase, exchange, lease, or value of real property generally located along Merritt Road, between Sachse Road and Pleasant Valley Road.**
2. **The City Council shall convene into Executive Session pursuant to the Texas Government Code, Section §551.071(2) to consult with legal counsel on matters in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Government Code; wholesale water rates imposed by North Texas Municipal Water District (NTMWD) paid by Sachse as a customer city.**

The Council returned from Executive Session at 8:05 p.m.

REGULAR AGENDA ITEMS / MEETING CLOSING:

1. **Take any action as a result of Executive Session: Discuss and consider a resolution determining the necessity of acquiring real property for the construction of the Merritt Road Realignment and Widening Project, authorizing appropriation of the real property and/or the use of the power of eminent domain to acquire the real property for public use, delegating authority to initiate condemnation proceedings to the City Attorney and City Manager.**

Councilmember Prestenberg made a motion to approve a resolution determining the necessity of the acquisition of the real property for the construction of the Merritt Road Realignment and Widening Project, authorize the use of eminent domain to acquire the real property, and delegate authority to initiate condemnation proceedings to the City Attorney and City Manager for Parcels 6, 7, 17, and 51. The motion was seconded by Councilmember Lindsey and carried unanimously.

2. **Take action as a result of executive session as it relates to Item F2.**

No action necessary at this time.

3. **Adjournment.**

Mayor Bickerstaff adjourned the meeting at 8:07 p.m.

Jeff Bickerstaff, Mayor

ATTEST:

Leah K Granger, City Secretary

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

Subject	2. Authorize the City Manager to execute and award the bid for the construction of drainage and erosion control improvements for the Third Garland Connection Creek Stabilization project between the City of Sachse and Solid Bridge Construction in the amount of \$1,612,625.
Meeting	Apr 17, 2023 - City Council Meeting
Access	Public
Type	Action (Consent)
Preferred Date	Apr 17, 2023
Fiscal Impact	Yes
Dollar Amount	\$1,612,625.00
Budgeted	Yes
Budget Source	Utility Fund
Recommended Action	Authorize the City Manager to execute and award the bid for the construction of drainage and erosion control improvements for the Third Garland Connection Creek Stabilization project between the City of Sachse and Solid Bridge Construction in the amount of \$1,612,625.
Goals	Strategically invest in the City's existing and future infrastructure.

BACKGROUND

The existing 30" sanitary sewer line was installed in 2015. This is the third location where the Sachse sewer lines connect to the City of Garland sewer system. During major storm events, Rowlett Creek overtops the creek bank and floods the area surrounding the 30" sewer line. The excessive erosion has caused several locations of the sewer line to be exposed and could potentially cause a failure if not addressed.

OVERVIEW

Sealed bids were received and opened by the City of Sachse for the Third Garland Connection Creek Stabilization project on Thursday, March 30, 2023, at 2:00 p.m. The project was advertised in the Sachse News and on-line on Civcast.com; a total of four (4) bids were received.

The apparent low bid was submitted by Solid Bridge Construction. Based on the evaluation of their bid and checking of their references, Solid Bridge Construction is considered capable of performing the proposed work in the contract documents. Therefore, based on our review of the bids, staff recommends Solid Bridge Construction for an award in the amount of \$1,612,625 (total bid and selected alternatives) for the Third Garland Connection Creek Stabilization project, D-22-02. The bid amount exceeds the original \$1,575,000 project budget by \$37,625. Staff will return to Council before the end of the fiscal year to request a CIP project amendment for the cost increase.

POLICY CONSIDERATIONS

There are no policy considerations affiliated with this item. This project (D-22-02) was approved by the City Council as part of the 2021/22 and 2022/23 adopted budgets and will be funded from the Utility Fund.

RECOMMENDATION

Authorize the City Manager to execute and award the bid for the construction of drainage and erosion control improvements for the Third Garland Connection Creek Stabilization project between the City of Sachse and Solid Bridge Construction in the amount of \$1,612,625.

File Attachments

[E2 Presentation Third Garland Drainage and Erosion Control Construction.pdf \(582 KB\)](#)

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.

Third Garland Creek Stabilization Project (D-22-02) Construction Award

City Council
April 17, 2023

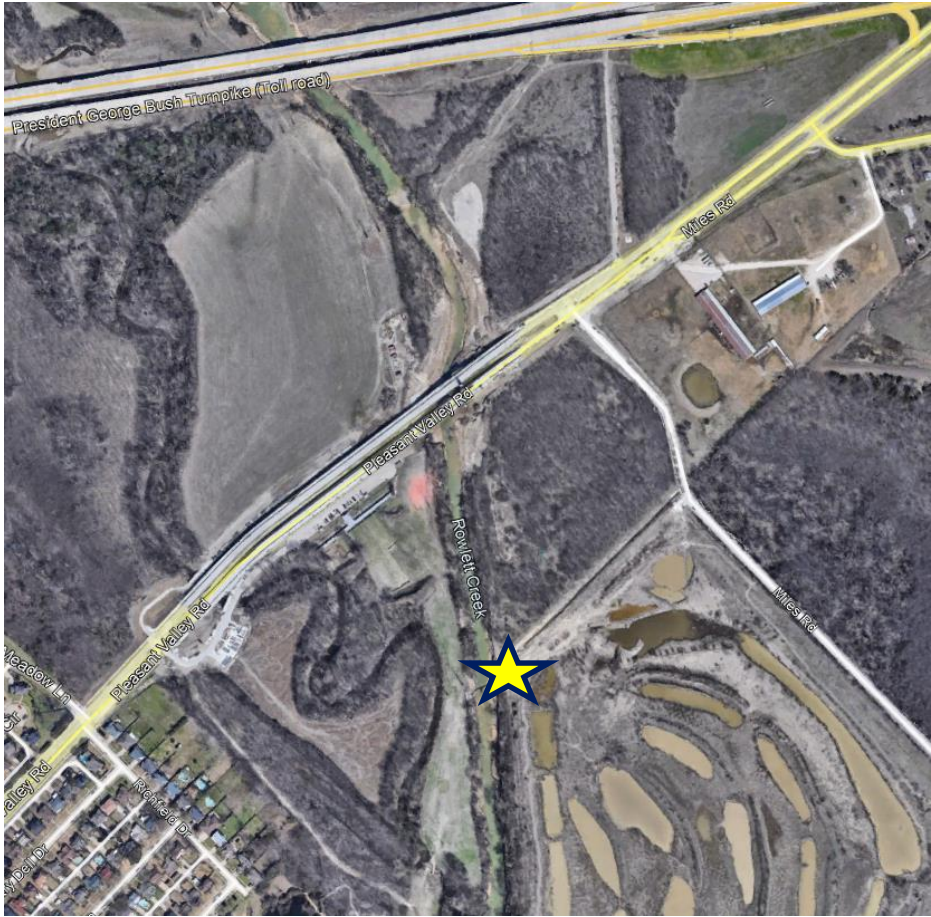


Overview

- Site Location
- Background
- Staff Recommendation
- Next Steps



Site Location



Site Location



Background

- The existing 30" sanitary sewer line was installed in 2015. This is the third location where the Sachse sewer lines connect to the City of Garland sewer system
- During major storm events Rowlett Creek overtops the creek bank and floods the area surrounding the 30" sewer line
- The excessive erosion has caused several locations of the sewer line to be exposed and could potentially cause a failure if not addressed
- This project will provide construction plans and alternatives to address the erosion and help stabilize the pipe from failure



Staff Recommendation

- The project was advertised in the Sachse News and on-line on Civcast.com; a total of four (4) bids were received
- Authorize the City Manager to execute and award the bid for the construction of drainage and erosion control improvements for the Third Garland Creek Stabilization project, D-22-02, between the City of Sachse and Solid Bridge Construction in the amount of \$1,612,625



Next Steps

- Original budget of \$1.5M
- Staff will propose amended budget with FY23-24 CIP Budget
- This contract will be funded from the Utility Fund. Sufficient funds exist to cover the original project and increased costs
- Construction will begin in May 2023



F. Regular Agenda Items

Subject	1. Receive an update on the progress of the Evolve Biologics project.
Meeting	Apr 17, 2023 - City Council Meeting
Access	Public
Type	Information
Goals	Make Sachse more prosperous through job creation and quality development that adds community value.

BACKGROUND

The City and Evolve Biologics entered into an agreement for the construction of Evolve's U.S. commercial manufacturing facility in 2021. Evolve hosted a groundbreaking ceremony in December 2021, with construction commencing shortly thereafter. The first of its kind, this state-of-the-art facility will be the first to use Evolve's proprietary technology, PlasmaCap EBA®, to commercially produce plasma-derived therapeutics and provide supply for the rising demand of plasma-based treatments for patients. Evolve will bring an estimated 300 plus jobs to the City of Sachse and will be the first activation of the southern portion of The Station development.

OVERVIEW

Mark Krause, Senior Vice President for Operations with Evolve Biologics, will be in attendance to present an update to the City Council. He will provide an overview of the construction activity at the site and provide a timeline of next steps.

POLICY CONSIDERATIONS

There are no policy considerations affiliated with this item.

RECOMMENDATION

Receive an update on the progress of the Evolve Biologics project.

F. Regular Agenda Items

Subject	2. Discuss and consider changes to the City of Sachse Personnel Policies and Procedures Manual.
Meeting	Apr 17, 2023 - City Council Meeting
Access	Public
Type	Action, Discussion, Information
Preferred Date	Apr 17, 2023
Absolute Date	Apr 17, 2023
Recommended Action	Approve changes to the City of Sachse Personnel Policies and Procedures Manual as presented.
Goals	Provide excellent government services to Sachse citizens. Make Sachse more prosperous through job creation and quality development that adds community value. Provide a high quality of life environment for families, individuals, businesses, and other organizations in Sachse.

BACKGROUND

The City of Sachse Personnel Policies and Procedures Manual (the P&P) is the governing document for City of Sachse employees. The P&P outlines a number of items affiliated with employees including workplace environment, recruitment and employment, benefits, and leave. In 2017, the City Council gave the City Manager authorization to make changes to the P&P that were operational in nature and did not have a monetary impact.

The City of Sachse Culture Committee, comprised of employee representatives from all of the City's departments, met over the course of a year to review City operations and make suggestions to the executive team based on employee experience and feedback. Specifically, the Culture Committee recommended that the executive team re-evaluate the following areas:

1. The City's tuition reimbursement program;
2. Leave accruals;
3. Family leave allowances;
4. Holidays; and
5. Compensable travel.

In addition to the work conducted by the Culture Committee, the City Council also provided direction at its strategic planning retreat to re-evaluate the family leave category in tandem with modernizing municipal operations to make the City of Sachse an employer of choice in the Metroplex. While the City cannot compete with private sector pay, the City Council indicated a desire to see benefits that were comparable to what is offered in the private sector to ensure that the City of Sachse can retain the best employees to serve the community.

Each of the aforementioned areas will be presented as a part of this item by City Manager Gina Nash.

POLICY CONSIDERATIONS

The City of Sachse Personnel Policies and Procedures Manual is the governing document for City of Sachse employees. This document was adopted in 2016 and was last updated in 2019. The proposals associated with this item were based on recommendations for the City's employee Culture Committee and recommendations based on best practices.

RECOMMENDATION

Approve changes to the City of Sachse Personnel Policies and Procedures Manual as presented.

File Attachments

[F2 Presentation PPM Updates 04.17.2023 Final.pdf \(783 KB\)](#)

City of Sachse Personnel and Procedures Manual Updates

City Council
April 17, 2023



Overview

- Genesis of P&P Changes
- Role of the Culture Committee
- War for Talent
- Recommended Changes
 - Tuition Reimbursement
 - Compensable Travel Time
 - Leave Policies
 - Holidays
- Impacts to Recruitment and Retention Goals
- Next Steps



Genesis of P&P Changes

- Many years have passed since the document was last reviewed and updated
- No leave revisions have taken place since 2009
- Last major policy manual revision was conducted in 2016
 - At that time, Council gave the City Manager the authority to make changes to the document if there is no financial impact
- COVID-19, changes in the workplace, “War for Talent”, employee suggestions, and Council direction provided catalyst for a review of the document
- Culture Committee reviewed the document and provided input on recommended changes and additions



Role of the Culture Committee

- Culture Committee started as a way to engage with employees about the City's organizational culture
- Includes representatives from each City department
- Meet monthly to discuss issues at the City, ask questions, and provide feedback on items to the executive team
- Group was tasked with reviewing leave and tuition reimbursement policies in the P&P manual and to provide feedback
- Several items up for consideration were proposed by the Culture Committee

Culture Committee Accomplishments

- Feedback used for implementing insurance changes for FY 22/23
- Improved communication City-wide
 - Bring positive feedback and concerns from work groups
 - Provide feedback on topics of discussion for each meeting
 - Take information back to work groups
- Additional employee events
 - Fiscal New Year's Eve
 - Employee Appreciation Day
 - Public Service Recognition Week/Family Fun Event



The War for Talent

- Presented information to the Council in Spring 2022 regarding the “War for Talent” phenomenon affecting local governments
- Two-pronged approach that included:
 - 1.Compensation
 - A comprehensive market update—**Completed**
 - 2.Culture
 - The Culture Committee and executive team review of policies—**In process**
- Sachse wishes to be an employer of choice in the Metroplex
- Sachse wishes to attract and retain high-quality employees to serve its residents
- These priorities were reiterated by the City Council at its strategic planning retreat in January



Recommended Changes



Tuition Reimbursement Recommended Changes

- Update language for easier interpretation and better alignment with academic calendar year
- Make reimbursement process more user-friendly
- Increase annual reimbursement from \$2,000 to \$5,250 per eligible employee with appropriate budget approval and availability of budgeted funds
- Tuition reimbursement is budgeted based on historical use rather than budgeting full funding for all eligible employees



Compensable Time Recommended Changes

- Create a written policy for compensable travel time in compliance with the Fair Labor Standards Act (FLSA) to ensure consistency in application across all departments
- Of note, this is a result of feedback gathered from the Culture Committee



Leave Policies – Recommended Changes

- Update language to make it easier to interpret
- All leave banks will operate on the calendar year vs. fiscal year for consistency with other benefits offered
- Change leave to reflect the amount of hours regularly scheduled for work to provide consistency among the different schedules worked at the City (general government, public safety)



Vacation Leave Recommended Changes

- New hires will receive vacation leave bank at time of hire – can be used during the probationary period with department head/supervisor approval
- Frontloading annual vacation vs. accruing per paycheck
- Add a leave tier for 10-14 years of service (not currently included in the City's policy)
- Increase amount of leave per tier to match offerings of comparable cities
- Change from current maximum accrual per tier to a maximum payout of vacation per tier which all employees are eligible for following one year of service
- Add levels of vacation buy-back that increase as years of service increase

Vacation Leave Comparison

CURRENT

Full-Time Regular

YEARS OF SERVICE	ACCRUAL RATE PER PAY PERIOD	HOURS PER YEAR	MAXIMUM ACCRUAL
1-4	3.34	86.84	180
5-14	5	130	260
15 years	6.67	173.42	340

Sworn Fire – 24 Hour Shift

YEARS OF SERVICE	ACCRUAL RATE PER PAY PERIOD	HOURS PER YEAR	MAXIMUM ACCRUAL
1-4	5.01	130.26	260
5-14	7.50	195	380
15 years	10.01	260	500

PROPOSED

Part-Time Employees (20-29 hours per week)

Date of Hire	30 hours
1+ years	60 hours
Maximum	180 hours

Full-Time Employees (40 hours week/80 hours per pay period)

Date of Hire	50 hours
1-4 years	100 hours
5-9 years	140 hours
10-14 years	160 hours
15+ years	200 hours
Maximum	340 hours



Sworn Fire Employees (24-hour shifts/56 hours per week)

Date of Hire	70 hours
1-4 years	140 hours
5-9 years	196 hours
10-14 years	224 hours
15+ years	280 hours
Maximum	500 hours



Sick Leave Recommended Changes

- New hires will receive sick leave at time of hire – can be used during the probationary period with department head/supervisor approval
- Frontloading annual sick leave vs. accrued per pay period
- Change maximum for sick leave banks to 410 for part-time, 560 for full-time general and police employees and 784 for sworn Fire employees to allow employees to build a bank approximately equivalent to 14 weeks to cover normal illness and their own FMLA, if needed
- Add levels of sick leave buy-back that increase as years of service increase

Family Care Leave Recommended Addition

- Recommending, per staff and Council request, six weeks of paid consecutive or intermittent leave in a 12-month period for maternity, paternity, adoption or placement of child, care of child/spouse due to serious health condition, and elder care
- Goal is to provide employees with a bank of time to address major life events without draining all sick or vacation time stored
- Many companies and cities offer paternity leave, but the City recommendation also includes elder care to provide a benefit for all employees, regardless of life phase

Family Care Leave—Mechanics

- Strict guidelines in place to access this leave category similar to Family and Medical Leave Act (FMLA) – must be here 12 months, work 1,250 hours in that time, and provide medical or legal documentation when applying to HR for leave
- Leave category only becomes available *if* the employee qualifies for leave under the guidelines
- If approved, employees must take one week of their banked leave (sick, vacation, etc.) before they become eligible to use the City-provided six weeks of paid leave

Family Care Leave—Mechanics (Continued)

- If needed, any additional leave to approved FMLA (up to 12 weeks total) running consecutively with Family Care Leave would be covered by employee's banked sick, vacation, or other paid leave before unpaid leave could be requested and approved
- Additional leave requested for non-FMLA qualifying Family Care Leave would be reviewed on a case-by-case basis by HR



Holiday Recommended Changes

- Recommend adding two federally-observed holidays:
 - Juneteenth – June 19
 - Veterans' Day – November 11
- These are current federally-observed holidays but are not formally recognized by the City



Impacts to Recruitment and Retention Goals

Recruitment

- Set ourselves apart as an “Employer of Choice”
- Vacation and sick leave provided on date of hire and available to use during probationary period
- Additional Holidays
- Paid Family Care Leave after one year of employment
- Annual leave loaded in January to allow for vacation planning
- Promote as a family-friendly employer/organization

Retention

- Increase amount of vacation/sick leave
- Add vacation tier at 10 years of service
- Load vacation/sick at beginning of year so employees can plan time off
- Additional holidays
- Paid Family Care Leave
- Increased vacation/sick buy-back based on years of service
- Leave paid based on number of hours scheduled
- Consistent policy for paid travel time



Employee Outcomes

- Culture Committee has generated a lot of great feedback about the types of events/benefits employees want to see
- More opportunities for employees to engage as an entire organization:
 - Employee-organized potlucks
 - Employee family dinner
- Better cross-departmental conversations
- Culture Committee provided invaluable input on health insurance



Employee Outcomes



Next Steps

- Staff recommends the Council consider and approve the recommended changes to the P&P
- If Council wishes to approve, they may do so in whole or in part
- Staff would then implement the approved changes on an appropriate timeline depending on the item, for example:
 - Changes to holidays and number of leave-hours to be paid, effective immediately
 - Family Care Leave, effective May 1, 2023
 - Leave banks for current employees go into effect on first pay check in January 2024
 - Current accruals continue through last pay check in December 2023
 - New hire leave banks effective June 5, 2023
 - Sick and vacation payout changes, effective November 2023