

CITY COUNCIL OF THE CITY OF SACHSE

MEETING MINUTES

APRIL 1, 2019

The City Council of the City of Sachse held a workshop and regular meeting on Monday, April 1, 2019 at 6:30 p.m. at the City Council Chambers, 3815 Sachse Road, Sachse, Texas. Those present were Mayor Mike Felix, Mayor Pro Tem Cullen King, Councilmembers Brett Franks, Michelle Howarth, Bill Adams, and Jeff Bickerstaff; City Manager, Gina Nash; City Secretary, Michelle Lewis Sirianni; Assistant to the City Manager, Lauren Rose; Director of Public Works and Engineering, Greg Peters; Director of Development Services, Matt Robinson; Finance Director, Teresa Savage; Finance Manager, Berna Fitzpatrick; IT Manager, Danny Wheeler; Parks and Recreation Director, Lance Whitworth; Recreation Supervisor, Cynthia Wiseman; Library Manager, Daniel Laney; Human Resources Director, Melinda Walter; Fire Chief, Marty Wade; and Police Chief, Bryan Sylvester. Councilman Watkins was absent.

Mayor Felix opened the workshop meeting at 6:35 p.m.

CITY FACILITIES: Discuss City facilities to include the Public Works facility, the Animal Shelter, and the Parks maintenance facility.

Mr. Peters provided an overview of the conditions at the existing Public Works facility. The building was initially reviewed in the 2003 City Facility Study. The findings at that time indicated the building was already at capacity. In 2019, many of the problems have worsened and new issues have been identified. These include significant mold issues, drainage issues, foundation failure in several spots contributing to the mold/drainage issues, inadequate storage, poor layout/ lack of workable space, and an insufficient power supply. Furthermore, the building is not compliant with the Americans with Disabilities Act (ADA).

Mr. Whitworth provided an overview of the conditions of the existing Parks Maintenance facility. The building was converted from a Fire Station to the current facility in 2011. The primary concerns related to the building include lack of space for maintenance projects, inadequate storage for expensive equipment, dilapidated working areas, and issues with ADA compliance. Additionally, the facility is located on a prime piece of property along SH 78.

Chief Sylvester provided an overview of the conditions at the existing Animal Shelter. The City purchased and re-purposed the building in 2003. The retrofit of the original space included dog/cat kennels, storage area, a laundry room, and an employee workspace. In 2014, the access roadway to the shelter was re-paved, and in 2016, minor remodeling was completed to expand the cat room. The primary concerns related to the building include lack of space for staff, lack of usable space for the visiting public, lack of dedicated space for veterinarians, inadequate housing for the volume

and type of animals brought to the shelter, drainage issues, and inadequate electrical, plumbing, and security features.

Mr. Peters outlined the current and future needs for the Parks and Public Works building. Specifically, Mr. Peters indicated that the Public Works facility and the Parks Maintenance facility could likely share the same space due to the amount of cross-over between functions.

Chief Sylvester outlined the current and future needs for the Animal Shelter.

Mrs. Nash stated staff is seeking feedback on whether to move forward with planning efforts for the replacement of these aging facilities. Planning efforts will include a proposed scope and replacement plan, along with cost estimates and potential funding options.

Mayor Pro Tem King stated based on a health and safety standpoint, new facilities are needed. He expressed interest in designs for a standalone Animal Shelter and a combined Public Works and Parks facility. He also would like staff to explore all funding options including bonds, if necessary.

Councilman Bickerstaff agreed with Mayor Pro Tem King and echoed his comments.

Councilman Adams asked about mold mitigation and regulations tied to it. He agreed with previous comments by Councilmembers King and Bickerstaff.

Councilman Franks agreed that the City should build new facilities. He inquired about location options and if the buildings would be in the same spot as the current facilities. He also discussed the potential to build one big building versus two separate facilities.

Councilwoman Howarth requested when building the facilities, that they be built for ultimate buildout. She also indicated that she would like to see the current Parks facility located on SH 78 cleaned up and sold.

Mayor Felix stated it is time for the Council to explore design, funding, and construction of new facilities.

Mrs. Nash noted that staff will bring back a scope and generalized cost estimates for the City Council to begin narrowing down the scope.

Mayor Pro Tem King asked if the cost-estimates could be generated in-house. Mrs. Nash replied that the initial estimates would be done in-house and brought back to the City Council for consideration. If they decide to move forward at that point, then an outside specialist would be brought in.

SUBDIVISION REGULATIONS: Discuss proposed revisions to the Subdivision Regulations (Chapter 8 of the Code of Ordinances).

Mr. Robinson stated this item will discuss updates in order to implement standards proposed by the PGBT and Old town zoning districts, streamline processes to facilitate development, and clean up outdated references and provisions. The notable proposed changes are under the plat approval

authority process, block requirements, lot requirements, and the creation of an Engineering Design Manual.

Mr. Robinson outlined the following updates within the plat approval process. It would be updated to name the Planning and Zoning Commission as the final approval board for preliminary plats. Preliminary plats are ministerial and state law requires that a plat must be approved if it meets the City's regulations. It would allow a 90-day filing extension to be approved by the Director of Development Services. It would also include the addition of administratively complete section, so a 30-day window for action on a plat would not be triggered at submittal, but rather when the application is deemed complete.

Mr. Robinson outlined the proposed changes under the block and lot requirements, which would align with the requirements established under the PGBT Zoning District. One of the main changes is the allowance of residential lots to front directly onto a park, open space, or common area on a case-by-case basis.

Mr. Peters stated the current engineering design standards are located within multiple sections of the City Code of Ordinances, including Building Regulations, the Subdivision Ordinance, and the Zoning Ordinance. This can make it difficult and confusing for developers and engineers when trying to locate the appropriate design standards. A complete Engineering Design Manual will place all of these standards/requirements in a simple, easy to follow document. Mr. Peters added the manual will address the new street cross-sections with different street and alley standards within the PGBT Zoning District as well as address the design needs for streets and drainage systems in estate residential areas.

Mr. Robinson stated staff is seeking feedback from the City Council on the proposed changes. If the City Council decides to move forward, public hearings would take place at the April 22 Planning and Zoning meeting and the May 6 City Council meeting.

Mayor Pro Tem King asked if the changes would be brought to the Planning and Zoning Commission along with the Engineering Design Manual. He likes the proposed changes, but his concern is the amount of material to evaluate and allowing for sufficient time for each body to review. Mr. Peters indicated they would bring back the changes with a separate document highlighting the specific changes.

Councilman Franks likes the Engineering Design Manual and especially the changes to the preliminary plat approval process.

No further comments were made.

ADJOURNMENT:

Mayor Felix adjourned the workshop at 7:27 p.m.

Mayor Felix opened the regular meeting at 7:43 p.m.

INVOCATION AND PLEDGE OF ALLEGIANCE TO U.S. AND STATE FLAG: The invocation was offered by Mayor Pro Tem King and pledges by Councilwoman Howarth.

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

A. Approve the minutes of the March 18, 2019 combined meeting.

B. Authorize the purchase of one (1) 25' Allstar 16 Passenger Bus with two wheelchair connections, E450 from Creative Bus Sales through Houston-Galveston Area Council purchasing program for the City of Sachse Senior Center in the amount of sixty-five thousand, five hundred thirty-three dollars and two cents. (\$65,533.02).

C. Accept the monthly revenue and expenditure report for the period ending February 28, 2019.

D. Approve a resolution authorizing the City Manager to execute an easement and right-of-way to Oncor Electric Delivery Company, LLC. for underground electrical supply and communication facilities for the construction of the southeast sewer lift station.

E. Approve a resolution authorizing the City Manager to sign closing documents related to the sale of Old City Hall.

Mayor Felix stated there is a resident that would like to pull item E for discussion.

Councilman Adams made a motion to approve items A, B, C, and D presented. Mayor Pro Tem King seconded that motion and the motion was unanimously approved.

Frank Millsap, 3904 Miles Road, asked in regards to item E, if it had been discussed in a public forum, who is buying it, how much is the City getting, and is it being zoned something specific as part of the purchase agreement. He expressed concern relative to the tax rolls.

Mrs. Nash responded that this item was on-going and was discussed during an executive session. The property was sold through a simultaneous transaction with the EDC then to a developer for commercial use. The intent is to bring the building back to productive use on the tax rolls.

Councilman Adams made a motion to approve item E. Mayor Pro Tem King seconded that motion and the motion was unanimously approved.

MAYOR AND CITY COUNCIL ANNOUNCEMENTS REGARDING SPECIAL EVENTS:

Mayor Pro Tem King welcomed members of Troop 57 that were in the audience working on their merit badges. He announced that this month is National Autism Awareness month. He noted the

new playground equipment at Firefighters Park and the initiatives being done through the City of Sachse for those with special needs.

Councilman Franks announced the Easter events taking place on Saturday, April 13 at Heritage Park beginning at 10:00 a.m. The Doggie Bone Hunt will take place at 7:30 p.m., followed by a Flashlight Egg Hunt around 8:15 p.m.

Councilwoman Howarth announced upcoming Library events.

Councilman Adams recognized and welcomed the high school students in attendance.

Mayor Felix announced the Arbor Day / Clean Up event on Saturday, April 6.

Presentation of the Texas Municipal Library Directors Association 2018 Achievement of Excellence in Libraries Award to the Sachse Public Library.

Thomas Finley, Adult Services Manager with the City of Frisco Public Library, presented Daniel Laney, Sachse Library Manager, with the Texas Municipal Library Directors Association 2018 Achievement of Excellence in Libraries Award. Mr. Finley noted that libraries are scored in ten categories. He stated the TML award it is not easily achieved and recognized the Library's continuing efforts.

Proclamation recognizing April 6, 2019 as Keep America Beautiful Great American Cleanup Day in Sachse.

Mayor Felix read and presented a proclamation to the Parks and Recreation Department.

Proclamation recognizing April 6, 2019 as Arbor Day in the City of Sachse.

Mayor Felix read and presented a proclamation to the Parks and Recreation Department.

Mr. Whitworth thanked the Mayor and commented on the upcoming Arbor Day /Clean Up event happening on April 6.

CITIZENS INPUT:

No comments were made.

REGULAR AGENDA ITEMS:

Discuss proposed revisions to the Subdivision Regulations (Chapter 8 of the Code of Ordinances). (Continuation from the Workshop if necessary.)

Mayor Felix noted this discussion took place in the Workshop session and no further discussion was necessary.

Receive a report regarding Library activities for 2018-2019.

Mr. Laney presented an overview of the 2018 Library statistics highlighting the 10,886 persons attending Library events, the 2018 Summer Reading Program, and the new programs and services that were added. Among the new programming added were three story times for three different age groups, family game nights, speakers and seminars, and the 3D printer. Mr. Laney discussed the upcoming additions to the Library programs and services including the 2019 Summer Reading Program, the circulating board game collection, and the button maker and supplies.

The City Council thanked Mr. Laney for all he does and the continued improvements being made to the Library.

Receive and consider the City's Comprehensive Annual Financial Report (CAFR) for the fiscal year ending September 30, 2018.

Mrs. Savage introduced Susan LaFollett with LaFollett and Abbott, PLLC, the City's audit firm to provide an overview of the CAFR.

Ms. LaFollette noted where to find the auditor's report, financial statements and notes within the CAFR presented to the City Council. She highlighted various areas of the CAFR including the changes and the Governmental Accounting Standards Board (GASB) implementations and General Fund balance policy goal of the unassigned fund balance.

No questions or comments were made.

Receive early citizen input regarding the fiscal year 2019-2020 budget.

Mrs. Savage stated the budget kickoff with Department Heads began on March 19. Early citizen input was moved from June to April this year to provide citizens the opportunity to make requests as departments are preparing their budgets for consideration.

Mayor Felix opened the floor for comments.

No comments were made.

ADJOURNMENT:

Mayor Felix adjourned the regular meeting at 8:29 p.m.



ATTEST:

Michelle Lewis Sirianni
Michelle Lewis Sirianni, City Secretary

Mike J. Felix
MIKE J. FELIX, MAYOR