



City of Sachse, Texas

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

Meeting Agenda City Council

Monday, December 7, 2015

7:30 PM

Council Chambers

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

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

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.

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.

[15-3137](#) Approve the minutes of the November 16, 2015 workshop meeting.

Attachments: [11.16.15 Minutes Workshop](#)

[15-3140](#) Approve the minutes of the November 16, 2015 regular meeting.

Attachments: [11.16.15 Minutes](#)

[15-3148](#) Consider approval of the Monthly Revenue and Expenditure Report for the period ending October 31, 2015.

Attachments: [GF 10-31-15.pdf](#)

[UF 10-31-15.pdf](#)

[DS 10-31-15.pdf](#)

[SEDC 10-31-15.pdf](#)

[Sales Tax Analysis December 2015.pdf](#)

[15-3147](#) Consider a resolution authorizing the purchase of a Case 580N T4 Loader/Backhoe from ASCO Equipment through the Houston-Galveston Area Council ('HGAC') Purchasing Program in the amount not to exceed

eighty five thousand dollars (\$85,000) for the City of Sachse Public Works Department; and providing for an effective date.

Attachments: [Resolution](#)

[4WD Backhoe Quote](#)

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

[15-3149](#) Administer Oath of Office to Board and Commission member(s).

[15-3142](#) Introduction of new public safety employees.

[15-3144](#) Presentation of Life Saving Awards.

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 by state law from discussing any item not posted on the agenda according to the Texas Open Meetings Act, but may take them under advisement.

4. REGULAR AGENDA ITEMS.

[15-3143](#) Discuss a Special Events Policy.

Attachments: [Presentation](#)

[Draft Permit Application](#)

[15-3132](#) Discuss and consider approval of a resolution for the Sachse Library Computer Use Policy.

Attachments: [Library Presentation](#)

[Internet Use Policy 2007](#)

[Sachse Computer Use Policy 2015](#)

[15-3138](#) Consider and act on a plat application for Malone Estates, Preliminary Plat, from Paul Taylor Homes, generally located on the west side of Merritt Road and south of Heritage Circle, within city limits.

Attachments: [Staff Presentation](#)

[15-3139](#) Discussion of the Comprehensive Plan's project scope.

Attachments: [Presentation](#)

[15-3106](#) Hear, discuss, and consider an appeal by Sachse 95 LP, regarding the construction of public infrastructure for the proposed development located at the northeast corner of Ben Road and Plesaant Valley Road.

Attachments: [Developer Appeal Presentation](#)
[Exhibit A - Proportionality Study](#)
[Exhibit B - Developer's Engineer Assessment](#)

5. EXECUTIVE SESSION.

[15-3141](#) The City Council shall convene into Executive Session pursuant to the Texas Government Code, Section §551.074: Personnel regarding the six month review of the City Manager.

Consider any action necessary as a result of Executive Session.

6. 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.

As authorized by Section 551.072(2) of the Texas Government Code, this meeting 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.

Posted: December 4, 2015; 5:00 p.m.

Michelle Lewis Sirianni, City Secretary

If you plan to attend this public meeting and you have a disability that requires special arrangements at the meeting, please contact Michelle Lewis Sirianni, City Secretary, at (972) 495-1212, 48 business hours prior to the scheduled meeting date.



Legislation Details (With Text)

File #: 15-3137 **Version:** 1 **Name:** November 16, 2015 Council workshop minutes
Type: Agenda Item **Status:** Agenda Ready
File created: 11/18/2015 **In control:** City Council
On agenda: 12/7/2015 **Final action:**
Title: Approve the minutes of the November 16, 2015 workshop meeting.

Sponsors:

Indexes:

Code sections:

Attachments: [11.16.15 Minutes Workshop](#)

Date	Ver.	Action By	Action	Result
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Title

Approve the minutes of the November 16, 2015 workshop meeting.

Background

Minutes of the November 16, 2015 workshop meeting.

Policy Considerations

None.

Budgetary Considerations

None.

Staff Recommendations

Approve the minutes of the November 16, 2015 workshop meeting.

CITY COUNCIL OF THE CITY OF SACHSE
WORKSHOP MEETING MINUTES
November 16, 2015

The City Council of the City of Sachse held a workshop meeting on Monday, November 16, 2015 at 6:30 p.m. at Sachse City Hall, 3815-B Sachse Road, Sachse, Texas. Those present were Mayor Mike Felix, Mayor Pro Tem Brett Franks, Council Members Charlie Ross, Paul Watkins, Bill Adams, Jeff Bickerstaff, and Cullen King. City Manager, Gina Nash; City Secretary, Michelle Lewis Sirianni; and Community Development Director, Dusty McAfee.

Mayor Felix called the meeting to order at 6:31 p.m.

DISCUSSION OF COMPREHENSIVE PLAN:

Mr. McAfee presented Council an outline of comprehensive planning, the process and roles of participants, the current plan versus the current situation, and next steps.

Mr. McAfee highlighted that a Comprehensive Plan is regulated by state law, is filed with the state, provides a legal foundation for regulations and policies, provides a shared vision, includes public participation, acts as a policy guide, provides a blue print for growth and development, is evolutionary, explores long range sustainability, requires City Council approval, and typically has an advisory committee.

The Plan allows for community engagement through social media, attendance at special events, HOA meetings, etc. Mr. McAfee commented that the community engagement component is labor and time intensive, but provides an opportunity to reach out to the entire community.

The planning consultant will offer an unbiased view of the community, professional engagement, have experience in similar situations, a proven methodology for plan development and citizen participation, and have experienced and diversified staff to address specific elements of the Comprehensive Plan.

The City staff will be the principal point of contact throughout the process and serve as a liaison between the consultant, City Council, and the advisory committee. Staff will coordinate and attend meetings, review drafts and recommendations, and use the adopted plan in on-going recommendations.

The advisory committee will provide input and discussion from a wide variety of interests, usually includes representatives from boards and commission, will meet with consultant team to review and comment on drafts, recommends the Plan to the Planning and Zoning Commission, and are appointed by City Council.

The Planning and Zoning Commission reviews and considers all the elements of the draft Plan, recommends adoption of the Plan to City Council, uses the Plan when evaluating zoning and development proposals, and recommends updates as needed.

The City Council will review and consider all the elements of the draft Plan, adopt the Plan, use the Plan to consider zoning and development proposals, implement the action steps as appropriate, and consider proposed updates to the Plan if or when needed through a public hearing process.

Mr. McAfee explained that using the Plan will provide a framework for land use decisions, should be a reflection on the community, should not “sit on the shelf” aids staff when meeting with developers, guides decisions for CIP, budget and growth management, and is an on-going process that should be updated on a regular basis.

Mr. McAfee stated that although there are a palette of options to choose from when doing an update, staff is recommending the following items to consider: the Thoroughfare Plan, the Parks Facilities Plan, the Corridor Plan (SH 78), Programs, the Future Land Use Plan (FLUP), the Master Trails Plan, Financial Forecasts, Visioning Exercises, and Commercial Design Standards.

The next steps would include Council direction regarding moving forward and on the elements to include within the Plan. The staff will return with a project scope and budget at the December 7 Council meeting depending on Council direction. This would require a budget amendment and cost estimate would depend on the scope. Staff would like to remain flexible, but prefers a nine to twelve month timeline to complete.

Mrs. Nash stated that moving forward the staff will be defining the project scope, budget amendment, RFP, consultant selection, appointing an advisory committee, and ultimately kick off the project. Mrs. Nash stated that the RFP will be done such as a cafeteria list, where the plan options will be listed so that bids will be done so that it provides an economy of scale and various price points to be considered.

The Council discussed the projected cost of the update, the size of the advisory committee, how the scope is defined, and the value of getting the community involved. The Council requested that more information be brought back on the Programs option.

No action was taken.

ADJOURNMENT: At 7:22 p.m. Mayor Felix adjourned the meeting.

MIKE FELIX, MAYOR

ATTEST:

Michelle Lewis Sirianni, City Secretary



City of Sachse, Texas

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

Legislation Details (With Text)

File #: 15-3140 **Version:** 1 **Name:** November 16, 2015 Council regular minutes
Type: Agenda Item **Status:** Agenda Ready
File created: 11/24/2015 **In control:** City Council
On agenda: 12/7/2015 **Final action:**
Title: Approve the minutes of the November 16, 2015 regular meeting.
Sponsors:
Indexes:
Code sections:
Attachments: [11.16.15 Minutes](#)

Date	Ver.	Action By	Action	Result
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Title

Approve the minutes of the November 16, 2015 regular meeting.

Background

Minutes of the November 16, 2015 regular meeting.

Policy Considerations

None.

Budgetary Considerations

None.

Staff Recommendations

Approve the minutes of the November 16, 2015 regular meeting.

CITY COUNCIL OF THE CITY OF SACHSE

MEETING MINUTES

November 16, 2015

The City Council of the City of Sachse held a regular meeting on Monday, November 16, 2015 at 7:30 p.m. at Sachse City Hall, 3815-B Sachse Road, Sachse, Texas. Those present were Mayor Mike Felix, Mayor Pro Tem Brett Franks, Council Members Charlie Ross, Paul Watkins, Bill Adams, Cullen King, and Jeff Bickerstaff; City Manager, Gina Nash; City Secretary, Michelle Lewis Sirianni; City Engineer, Greg Peters; Community Development Director, Dustin McAfee; Parks and Recreation Director, Lance Whitworth; Economic Development Director, Leslyn Blake; Human Resources Director, Stacy Buckley; Fire Chief, Rick Coleman; Police Chief, Bryan Sylvester; and Finance Director, Teresa Savage.

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

INVOCATION AND PLEDGE OF ALLEGIANCE TO U.S. AND STATE FLAG: The invocation was offered by Councilman King and the pledges by Councilman Ross.

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 Council member or citizen so requests. **15-3130** Approve the minutes of the November 2, 2015 workshop meeting. **15-3131** Approve the minutes of the November 2, 2015 regular meeting. **15-3135** Consider acceptance of the Quarterly Investment Report for the quarter ending September 30, 2015. **15-3121** Consider canceling the December 21, 2015 City Council Workshop and Meeting.

Councilman Watkins made a motion to approve items 15-3130, 15-3131, 15-3135, and 15-3121 as submitted. Councilman King seconded that motion and the motion was unanimously approved.

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

Mayor Felix announced that Thursday, November 19 the Library will be hosting Thanksgiving Storytime at 11:00 a.m. and on Monday, December 14 will host the children's Nutcracker Ballet at 6:00 p.m. The Park Department will be hosting the Daddy/Daughter Dance on Friday, December 4 at 7:00 p.m. at the Senior Center and on Saturday, December 12 the annual Christmas Parade and cookies with Santa; Thursday, November 26 the Sachse High School is hosting the annual Turkey Trot; City offices will be closed on Thursday, November 26 and Friday, November 27 for the Thanksgiving Holiday; Thursday, December 3 at 6:30 p.m. will be the annual Tree Lighting at City Hall; Saturday, December 5 the Firefighter's Association will have Pancakes with Santa, and Saturday, December 12 the annual Christmas Parade and Cookies with Santa.

15-3117 Administer Oath of Office to newly appointed Board and Commission members.

Mayor Felix administered the oath of office to the following:

- **Animal Shelter Board:** Barbara Johnson, Michelle Briggs, and Becky Rodriguez.
- **Board of Adjustments:** Aaron McCarty, Michelle Howarth, and David Landis.
- **EDC:** Marcia Harris-Daniel and Lyndsey Rhode.
- **Library Board:** Billy Ketner.
- **Parks and Recreation Board:** Lindsay Buhler and Terry Bennett.
- **Planning and Zoning Commission:** Scott Everett, Chance Lyndsey, and Louie Carter.

CITIZENS INPUT:

No comments were made.

REGULAR AGENDA ITEMS:

15-3113 Consider a resolution casting votes for member(s) of the Board of Directors of the Collin Central Appraisal District.

Councilman Bickerstaff made a motion to approve a resolution casting the City's ten (10) votes to Wayne Mayo for the Board of Directors of the Collin Central Appraisal District. Councilman Watkins seconded that motion and the motion was unanimously approved.

15-3123 Discuss appointments to the City's Boards and Commission and take any action necessary.

City Council discussed the current Boards and Commissions. Mrs. Lewis Sirianni informed council that they have three vacancies. One on the Library Board, one on the Parks and Recreation Board and one on the Animal Shelter Board due to a current appointment respectively declining the position.

Councilman Ross made a motion to appoint Jermaine McDaniel to the Parks and Recreation Board. Councilman Bickerstaff seconded that motion and the motion was unanimously approved.

15-3128 Consider appointment(s) of Council liaisons to the City's Boards and Commissions.

City Council discussed current liaisons to the City's Boards and Commissions. Councilman Bickerstaff respectively passed the Library Board to Councilman Ross and Councilman King stepped down from the SH 78 Advisory Committee to allow Councilman Watkins serve in his place.

The appointments are as follows:

Mayor Felix: SH 78 Advisory Committee, NTTA, and NCTCOG voting member.

Mayor Pro Tem Franks: Parks and Recreation Board

Councilman Ross: TIF Board, SH 78 Advisory Committee, and Library Board

Councilman Watkins: WISD and SH 78 Advisory Committee

Councilman Adams: Planning and Zoning Commission and Alternate to SH 78 Advisory Committee.

Councilman King: Animal shelter Board and Animal Shelter Advisory Committee.

Councilman Bickerstaff: EDC and GISD.

Councilman Bickerstaff made a motion to approve as noted. Councilman Adams seconded that motion and the motion was unanimously approved.

15-3134 Consider approval of a Preliminary Plat for Woodbridge Village Addition, Lots 1-2, Block A, being a total of 13.86 acres.

Mr. Peters introduced this item providing an overview of the subject property including the project location and the current zoning designation being Planned Development -11, which provides for a variety of land uses including commercial retail. Mr. Peters reminded Council that a Special Use Permit for retail sales with gas pumps was approved in October, 2015. The proposed project information for Lot 1 includes a single story building (3,010 square feet) and six fuel pumps. Lot 2 will remain undeveloped at this time. Mr. Peters indicated that the existing landscaping and pond entrance located at the corner of Woodbridge Parkway and SH 78 are on a separate tract of land owned by the Woodbridge HOA, and will not be altered by the proposed project. The proposed Preliminary Plat meets the requirements of the Subdivision Ordinance and the City's Code of Ordinances; therefore, staff recommends approval.

The Council discussed the landscaping entrance owned by the HOA and drainage. Don Herzog, President of the HOA noted that the HOA will maintain the landscaping and Mr. Peters commented that any drainage improvements will be done in phases.

Councilman Adams made a motion to approve a Preliminary Plat for Woodbridge Village Addition, Lots 1-2, Block A, consisting of 13.860 acre tract of land located at southeast corner of Woodbridge Parkway and SH 78. Councilman Watkins seconded that motion and the motion was unanimously approved.

15-3134 Consider an ordinance amending the Code of Ordinances by amending Chapter 9, “Traffic Regulations” by amending Section 9-6, “Parking”, to provide for no parking areas.

Mr. Peters stated that staff has drafted an ordinance that will add two more sections into the no parking areas within the City. The first location being Miles Road in front of Sachse High School. The amendment will include ‘no stopping, standing, leaving, or parking of motor vehicles’. Mr. Peters stated that there has been safety concerns during peak traffic times to drop off and pick up students causing increased potential for vehicle/pedestrian and vehicle/vehicle conflicts. The staff did meet with the Principal of the high school and received support from him as well as Garland ISD. The second location is on Cody Lane in front of the Mansions Development. The amendment will be for ‘no parking’ due to limited sight distance from the road geometry and parked vehicles near the drive entrances. The staff including the Police Department has discussed the concern with the property management staff at the Mansions. The staff at the Mansions has recommended to their patrons to park inside the property. However, the Sachse Police Department has determined that a no parking zone is necessary to deter parking in areas where sight distance is limited. Therefore, staff recommends approval of the ordinance amendment.

The Council discussed ensuring that this information would be communicated to ensure safety and made public and at any time could re-evaluate the concerns regarding these two areas.

Councilman Adams made a motion to approve an ordinance amending Chapter 9, “Traffic Regulations” by amending Section 9-6 “Parking” to provide for no parking areas as presented. Mayor Pro Tem Franks seconded that motion and the motion was unanimously approved.

ADJOURNMENT:

At 8:52 p.m. Mayor Felix adjourned the meeting.

MIKE FELIX, MAYOR

ATTEST:

Michelle Lewis Sirianni, City Secretary



Legislation Details (With Text)

File #:	15-3148	Version:	1	Name:	October 2015 Monthly Budget Report
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	12/2/2015	In control:		In control:	City Council
On agenda:	12/7/2015	Final action:		Final action:	
Title:	Consider approval of the Monthly Revenue and Expenditure Report for the period ending October 31, 2015.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	GF 10-31-15.pdf UF 10-31-15.pdf DS 10-31-15.pdf SEDC 10-31-15.pdf Sales Tax Analysis December 2015.pdf				

Date	Ver.	Action By	Action	Result
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Title

Consider approval of the Monthly Revenue and Expenditure Report for the period ending October 31, 2015.

Background

The Finance Department prepares a report each month to update the City Council regarding revenues and expenditures for the City. Included in the report are unaudited summaries for the General Fund, Utility Fund, Debt Service Fund, and Sachse Economic Development Corporation for the period ended October 31, 2015, and an analysis of sales tax receipts compared to the prior year.

Policy Considerations

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

Budgetary Considerations

None.

Staff Recommendations

Approve the Monthly Revenue and Expenditure Report for the period ending October 31, 2015.

City of Sachse
Monthly Revenue and Expenditure Report
October 31, 2015
(Unaudited)

GENERAL FUND

	8% of Year Completed				
	Annual Budget	Current Month Actual	Actual YTD	YTD Actual as a Percent of Budget	Note Reference 8%
Revenue Summary					
Property Tax	\$ 9,106,824	\$ 163,760	\$ 163,760	1.80%	A
Sales Tax	1,244,094	96,229	96,229	7.73%	
Franchise Fees	1,590,122	220,746	220,746	13.88%	
Licenses and Permits	535,500	83,033	83,033	15.51%	
Service Fees	681,500	81,239	81,239	11.92%	
Fines	275,000	17,696	17,696	6.43%	
Interest Income	12,000	263	263	2.19%	
Miscellaneous Income	372,360	7,386	7,386	1.98%	
Intergovernmental Revenue	986,945	82,245	82,245	8.33%	
Total Revenue	\$ 14,804,345	\$ 752,597	\$ 752,597	5.08%	
Expenditure Summary					
City Manager	\$ 345,708	\$ 35,699	\$ 35,699	10.33%	B
City Secretary	169,012	9,016	9,016	5.33%	
Human Resources	292,304	19,567	19,567	6.69%	
Finance	552,435	58,065	58,065	10.51%	
Municipal Court	185,400	14,256	14,256	7.69%	
Parks & Recreation	899,087	32,011	32,011	3.56%	
Senior Programs	115,061	7,036	7,036	6.11%	
Library Services	327,083	29,350	29,350	8.97%	
Community Development	677,969	47,600	47,600	7.02%	
Streets & Drainage	1,057,273	79,609	79,609	7.53%	
Facility Maintenance	389,947	37,479	37,479	9.61%	
Police	3,808,914	352,760	352,760	9.26%	
Animal Control	177,431	13,887	13,887	7.83%	
Fire/EMS	2,869,257	256,382	256,382	8.94%	
Combined Services	561,690	204,229	204,229	36.36%	
City Engineer	290,568	20,859	20,859	7.18%	
Total Expenditures	\$ 12,719,139	\$ 1,217,805	\$ 1,217,805	9.57%	
Total Revenue Over/Under Expenses	\$ 2,085,206	\$ (465,209)	\$ (465,209)		

Explanation of Major Variances:

- A** Property Tax receipts peak in December and January
B Total annual property and liability premium paid in October

City of Sachse
Monthly Revenue and Expenditure Report
October 31, 2015
(Unaudited)

UTILITY FUND

	8% of Year Completed				
	Annual Budget	Current Month Actual	Actual YTD	YTD Actual as a Percent of Budget	Note Reference 8%
Revenue Summary					
Water Revenue	\$ 4,839,836	\$ 728,633	\$ 728,633	15.05%	
Sewer Revenue	4,132,115	312,961	312,961	7.57%	
Fees	156,300	2,400	2,400	1.54%	
Interest Income	2,500	5	5	0.18%	
Transfer In-Debt Service	138,194			0.00%	
Miscellaneous Income	-	-	-		
Total Revenue	\$ 9,268,945	\$ 1,043,999	\$ 1,043,999	11.26%	
Expenditure Summary					
Utility Administration	\$ 285,823	\$ 22,554	\$ 22,554	7.89%	
Water Operations	5,034,698	330,503	330,503	6.56%	
Sewer Operations	3,427,132	218,983	218,983	6.39%	
Meter Reading	227,045	8,836	8,836	3.89%	
Total Expenditures	\$ 8,974,698	\$ 580,876	\$ 580,876	6.47%	
Total Revenue Over/Under Expenses	\$ 294,247	\$ 463,123	\$ 463,123		

Explanation of Major Variances:

Monthly Revenue and Expenditure Report
October 31, 2015
(Unaudited)

Debt Service Fund

	8% of Year Completed				
	Annual Budget	Current Month Actual	Actual YTD	YTD Actual as a Percent of Budget	Note Reference 8%
Revenue Summary					
Property Tax	\$ 3,001,087	\$ 52,932	\$ 52,932	1.76%	
Interest Income	1,500	31	31	2.06%	
Total Revenue	\$ 3,002,587	\$ 52,963	\$ 52,963	1.76%	
Expenditure Summary					
Fees	\$ 1,000	\$ -	\$ -	0.00%	
Principal	1,325,000	-	-	0.00%	A
Interest	1,553,433			0.00%	A
Transfer Out-Utility Fund	138,146				
Total Expenditures	\$ 3,017,579	\$ -	\$ -	0.00%	
Total Revenue Over/Under Expenses	\$ (14,992)	\$ 52,963	\$ 52,963		

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

City of Sachse
Monthly Revenue and Expenditure Report
October 31, 2015
(Unaudited)

SACHSE ECONOMIC DEVELOPMENT CORPORATION

8% of Year Completed

	Annual Budget	Current Month Actual	Actual YTD	YTD Actual as a Percent of Budget	Note Reference 8%
Revenue Summary					
Sales Tax	\$ 609,759	\$ 44,770	\$ 44,770	7.34%	
Other Income	\$ -	\$ -	\$ -		
Interest Income	8,000	591	591	7.39%	
Total Revenue	\$ 617,759	\$ 45,361	\$ 45,361	7.34%	
Expenditure Summary					
Expenditures	599,811	35,792	35,792	5.97%	
Total Expenditures	\$ 599,811	\$ 35,792	\$ 35,792	5.97%	
Total Revenue Over/Under Expenses	\$ 17,948	\$ 9,569	\$ 9,569		

Explanation of Major Variances:

CITY OF SACHSE

2015/2016 SALES TAX ANALYSIS

	Total	General Fund	General Fund	YTD Percent		Total	General Fund	General Fund	YTD Percent
FY 2015	Sales Tax	Sales Tax	Year-To-Date	of Budget	FY 2016	Sales Tax	Sales Tax	Year-To-Date	of Budget
October	149,053	85,169	85,169	7.30%	October	156,703	89,540	89,540	7.34%
November	227,089	129,759	214,928	18.43%	November	223,828	127,895	217,435	17.83%
December	162,100	92,624	307,552	26.37%	December				
January	158,992	90,848	398,400	34.16%	January				
February	257,209	146,969	545,369	46.75%	February				
March	141,655	80,941	626,311	53.69%	March				
April	135,136	77,217	703,527	60.31%	April				
May	226,142	129,217	832,745	71.39%	May				
June	166,541	95,162	927,907	79.55%	June				
July	155,796	89,022	1,016,929	87.18%	July				
August	228,922	130,806	1,147,735	98.40%	August				
September	165,152	94,368	1,242,103	106.49%	September				
TOTAL	2,173,787	1,242,103			TOTAL	380,531	217,435		
BUDGET		1,166,444			BUDGET		1,219,518		



Legislation Details (With Text)

File #:	15-3147	Version:	1	Name:	Backhoe Purchase
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	12/1/2015	In control:		In control:	City Council
On agenda:	12/7/2015	Final action:		Final action:	
Title:	Consider a resolution authorizing the purchase of a Case 580N T4 Loader/Backhoe from ASCO Equipment through the Houston-Galveston Area Council ('HGAC') Purchasing Program in the amount not to exceed eighty five thousand dollars (\$85,000) for the City of Sachse Public Works Department; and providing for an effective date.				

Sponsors:

Indexes:

Code sections:

Attachments: [Resolution](#)
[4WD Backhoe Quote](#)

Date	Ver.	Action By	Action	Result
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Title

Consider a resolution authorizing the purchase of a Case 580N T4 Loader/Backhoe from ASCO Equipment through the Houston-Galveston Area Council ('HGAC') Purchasing Program in the amount not to exceed eighty five thousand dollars (\$85,000) for the City of Sachse Public Works Department; and providing for an effective date.

Background

In the FY 2016 budget, the City Council authorized the purchase of a loader/backhoe. The Public Works Department has researched the available vehicles on the market and has chosen the 2016 Case 580N T4 Loader/Backhoe. This vehicle is available for purchase through Texas State Contract EM06-15 through ASCO Equipment in Euless, Texas. With options, the purchase price of the vehicle is \$84,263.00.

Staff has researched vehicles currently on the market and are requesting to purchase a loader/backhoe. The Public Works Department has purchased Case Equipment in the past and it has proven to be reliable and suitable for public works functions.

Policy Considerations

Replacement of existing loader/backhoe due to wear and hours.

Budgetary Considerations

A total of \$85,000 is required for this purchase. The monies for this purchase were budgeted in the FY2016 budget.

Staff Recommendations

Approve a resolution authorizing the purchase of a Case 580N T4 Loader/Backhoe from ASCO Equipment through the Houston-Galveston Area Council ('HGAC') Purchasing Program in the amount not to exceed eighty five thousand dollars (\$85,000) for the City of Sachse Public Works Department; and providing for an effective date.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SACHSE, TEXAS, AUTHORIZING THE PURCHASE OF A CASE 580N T4 LOADER/BACKHOE FROM ASCO EQUIPMENT, INCORPORATED THROUGH THE HOUSTON GALVESTON AREA COUNCIL PURCHASING PROGRAM NOT TO EXCEED THE BUDGETED FUNDS OF EIGHTY-FIVE THOUSAND DOLLARS (\$85,000) FOR THE CITY OF SACHSE PUBLIC WORKS DEPARTMENT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Sachse, Texas, pursuant to the authority granted by Chapter 271, Subchapter D, of the Texas Local Government Code, desires to participate in intergovernmental purchasing; and

WHEREAS, the City Council is of the opinion that participation in this program will be highly beneficial to the taxpayers of this City, through the anticipated savings to be realized through the intergovernmental purchase of products including municipal vehicles and equipment; and

WHEREAS, funding has been appropriated in the fiscal year 2015-2016 budget for the purchase of a loader/backhoe.

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

SECTION 1. The City Council approves the use of cooperative purchasing through the Houston Galveston Area Council from ASCO Equipment, Incorporated to purchase a CASE 580N T4 Loader/Backhoe.

SECTION 2. The City Manager is hereby authorized to execute any documents necessary to complete this transaction.

SECTION 3. 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 ____ day of December, 2015.

CITY OF SACHSE, TEXAS

Mike Felix, Mayor

ATTEST:

Michelle Lewis Sirianni, City Secretary

Exhibit “A”
Agreement for Professional Services
(to be attached)



CONTRACT PRICING WORKSHEET
For Standard Equipment Purchases

Contract
No.:

EM06-15

Date
Prepared:

11/16/2015

This Worksheet is prepared by Contractor and given to End User. If a PO is issued, both documents MUST be faxed to H-GAC @ 713-993-4548. Therefore please type or print legibly.

Buying Agency:	City of Sachse	Contractor:	ASCO Equipment
Contact Person:	Jeremy Wiseman	Prepared By:	Sharon Reeves
Phone:	469-429-9833	Phone:	817-313-8129
Fax:		Fax:	817-283-7836
Email:	jwiseman@cityofsachse.com	Email:	sreeves@ascoeq.com

Product Code:	07J	Description:	Case 580N T4 Loader/Backhoe - 4WD
			\$65,353.00

Description	Cost	Description	Cost
4WD Standard Transmission	N/C	Cab, LH Door w Heater/AC	\$5,879.00
Case "Sitewatch" (On-Board Telematics)	N/C	Mechanical Suspension Cloth Seat with armrests	\$365.00
CASE Standard 3-Stick Backhoe Controls	N/C	Radio	\$164.00
12 x 16.5, 10PR	N/C	24" Backhoe Bucket	\$896.00
82" Wide, Long Lip Bucket with Edge	\$1,367.00	Extendahoe	\$4,259.00
Dual Battery/Grid Heater	\$431.00	19.5L x 24, 10PR (R4)	\$190.00
Combo Auxillary w/Mechanical Controls	\$973.00	Battery Disconnect/Jump Start	\$108.00
		Flip-Style Stabilizer Pads	\$578.00
		Subtotal From Additional Sheet(s):	

		Subtotal B:	\$15,210.00
--	--	--------------------	-------------

Description	Cost	Description	Cost
		Hydraulic Thumb-installed	\$3,600.00
		Over the Bucket Forks-installed	\$1,800.00
		3 year/3000 HR Warranty	\$1,350.00
		Subtotal From Additional Sheet(s):	

Check: Total cost of Unpublished		Subtotal C:	\$6,750.00
---	--	--------------------	------------

Discounts, Etc.!	For this transaction the percentage is:		8%
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Quantity Ordered:	1	of A + B + C:	
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Miscellaneous	\$87,313.00	=	Subtotal D:	\$87,313.00
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Description	Cost	Description	Cost
		Freight	\$1,600.00
		Delivery to City	\$350.00
		Less One Time Special Discount	-\$5,000.00

	30-60 Days	Subtotal E:	-\$3,050.00
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16 Budget Pricing			\$84,263.00
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Legislation Details (With Text)

File #: 15-3149 **Version:** 1 **Name:** Administer Oath of Office
Type: Agenda Item **Status:** Agenda Ready
File created: 12/3/2015 **In control:** City Council
On agenda: 12/7/2015 **Final action:**
Title: Administer Oath of Office to Board and Commission member(s).
Sponsors:
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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Title

Administer Oath of Office to Board and Commission member(s).

Background

The City Council recently made appointments to the Boards and Commissions at their November 2, 2015 meeting. The City Council may now administer their Oath of Office to each Board and Commission member appointed. The following two board members will be in attendance:

- Nilfour Watkins - EDC
- Jermaine McDaniel - Parks and Recreation Board

Policy Considerations

None.

Budgetary Considerations

None.

Staff Recommendations

Administer Oath of Office to the newly appointed board members.



Legislation Details (With Text)

File #:	15-3142	Version:	1	Name:	Public Safety Employees Employee Recognition 4th Quarter 2013
Type:	Agenda Item	Status:			Agenda Ready
File created:	11/25/2015	In control:			City Council
On agenda:	12/7/2015	Final action:			
Title:	Introduction of new public safety employees.				

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Title

Introduction of new public safety employees.

Background

Fire Department:

- Seth Day - PT Firefighter
- Billy Martin - PT Firefighter
- Joseph Martin - PT Firefighter
- Ricky Patrick - FT Fire Rescue Specialist
- Hunter Willard - FT Fire Rescue Specialist

Police Department:

- Chris Hanks, Animal Control Officer
- Stephanie Angeli, Police Recruit
- Paul Robison, Police Recruit

Policy Considerations

None

Budgetary Considerations

None

Staff Recommendations

Introduce public safety employees.



Legislation Details (With Text)

File #: 15-3144 **Version:** 1 **Name:** Life saving awards for Brian Crutcher and John Morris
Type: Agenda Item **Status:** Agenda Ready
File created: 12/1/2015 **In control:** City Council
On agenda: 12/7/2015 **Final action:**
Title: Presentation of Life Saving Awards.
Sponsors:
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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Title

Presentation of Life Saving Awards.

Background

On July 9th, 2015 Firefighter/Paramedics Brian Crutcher and John Morris responded to a 911 call for possible seizures. Upon arrival, the men quickly ascertained that the citizen was in cardiac and respiratory arrest. Acting quickly, the men administered CPR and Advanced Life support to the victim. As soon as they could, they loaded the patient into the ambulance and transported to the hospital. During transport, the patient had a return of spontaneous heart beat and began to improve. The patient had a good blood pressure when he arrived at the hospital. CPRs normally account for 80% of out of hospital deaths. These two men's actions saved this citizen's life.

Policy Consideration

None.

Budgetary Consideration

None.

Staff Recommendation

Recognize Brian Crucher and John Morris.



Legislation Details (With Text)

File #: 15-3143 **Version:** 1 **Name:** Special Events Policy 120715
Type: Agenda Item **Status:** Agenda Ready
File created: 12/1/2015 **In control:** City Council
On agenda: 12/7/2015 **Final action:**
Title: Discuss a Special Events Policy.

Sponsors:

Indexes:

Code sections:

Attachments: [Presentation](#)
[Draft Permit Application](#)

Date	Ver.	Action By	Action	Result
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Title

Discuss a Special Events Policy.

Background

Over the last several years, we have seen an increase in special event requests from outside organizations. Most of the events consist of races or walks that are used as fundraisers for a variety of organizations. Staff presented a rough draft of the special events policy to the City Council on October 19, 2015. Staff presented the recommendations from the City Council to the Parks and Recreation Board at the November 12th board meeting. Park Board members discussed and made the changes recommended by Council as well as additional recommendations made by the Board. The most recent version has the recommendations from both Park Board and Council. Staff is here tonight to continue the discussion on the Special Events Policy. Once we finalize the policy, staff will return in the near future with a resolution adopting the policy.

Policy Considerations

None tonight, but staff would like to come back in the near future to adopt a Special Events Policy.

Budgetary Considerations

None

Staff Recommendations

Discussion item only.

SPECIAL EVENTS POLICY

Sachse City Council

December 7, 2015

Purpose

- ▣ Some gatherings or organized activities, due to their size and special requirements, may place unique demands on public resources or pose a danger to public health, safety and welfare. In order to plan for these demands on public resources and to ensure that public health and safety is protected, it is necessary that the city receive advance notice of these special events.

Definition

- ▣ Special event means a temporary event, gathering or organized activity, including but not limited to bike races, marathons, walk-a-thons, fireworks displays, concerts, parades, carnivals, or other types of races and festivals, using city-owned property.

City Council/Park Board Recommendations

- ▣ Fees will be assessed on an hourly basis according to the standard rates that the city sets for each type of personnel needed – *City Council and Park Board*
- ▣ The fee or portion of the fee may be waived as determined by City Staff, Parks & Recreation Board, or City Council – *City Council and Park Board*
- ▣ City staff shall determine the type of notification needed for the event – *City Council*
- ▣ Applications should be submitted at least 3 months prior to the event – *City Council*
- ▣ Individuals or organizations submitting the application must reside in the City of Sachse – *Park Board*
- ▣ Staff will determine based on the event and location, the number and type of personnel needed for your event – *Park Board*
- ▣ This process may take several weeks to determine approval or denial of the special event request – *Park Board*

APPLICATION FOR A SPECIAL EVENT PERMIT

So that we may assist you in the planning process for a Special Event and to help ensure that the date requested will be available, please complete this application at least 3 months in advance.

Additional information may be needed and requested as the event date approaches.

The organization or individual requesting a Special Event Permit must reside in the City of Sachse.

No alcohol will be permitted on City property for any event.

Please Read the following before completing this Special Event Permit application:

Event Name: _____

Event Location/Address: _____

Purpose: _____

Approximate Number of Persons Attending Event Per Day: _____

Applicant/Main Contact Information

Name: _____

Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

If the event is to be held by or for any person/organization other than the applicant, the applicant shall attach a written statement from that other person/organization showing authority to make this application.

Organization Hosting Event

Organization Name: _____ 501c3 Group: Yes ___ NO ___

Address: _____

Authorized Head of Organization: _____

Phone: _____ Email: _____

Is there a fee(s) for participation at this event?

YES ___ NO ___ *If yes, attach fee schedule, and include admissions, registrations, and activities.*

List all activities that will be conducted as a part of this event:

1.

2.

3.

4.

*** ALL EVENTS MUST INCLUDE A SITE PLAN AND/OR ROUTE MAP ***

Is Site Plan Attached: ☐ Yes ☐ No

Is Route Map Attached: ☐ Yes ☐ No

Event Information

Day 1 - Event Date:	Start Time:	End Time:
Day 2 - Event Date:	Start Time:	End Time:
Day 3 - Event Date:	Start Time:	End Time:
Event Set-Up Date:	Start Time:	End Time:
Event Tear Down Date:	Start Time:	End Time:

Parking

Proposed Parking Locations: _____

Applicant must submit written permission for use of parking from property owner. Parking location (s) must be indicated on the site plan.

Please mark all items that will be a part of this event:

___ Closing a public street ___ Sale of merchandise ___ Portable toilets/portable building ___ Inflatables
___ Food ___ Loudspeakers ___ Generators ___ Fencing ___ Stage ___ Tent (s)

For Stage: Indicate the size _____

Other _____

Staking of tents, stage, inflatables, etc., on City property must be approved by the City to avoid damage to underground lines. Proposed location(s) and/or the positioning of all items checked above must be indicated on the event site plan.

Food Permits:

If food will be sold or served, event applicant and/or food vendors must obtain the proper food permits as required by the City's Community Development Department. For questions on food permits or to schedule a food service inspection please contact the Sachse Health Services Department at 469.429.4781.

Trash/Sanitation/ Portable Restrooms

Explain how sanitation will be handled by this event. If service is contracted, provide the contractor name.

Portable Restrooms Contractor: _____

Disposal of trash/dumpsters: _____

If this application is for a Run/Walk or Parade, please complete below (see attached City approved run/walk or parade route):

To assist traffic safety planning, provide start time for each distance proposed:

1 mile _____ 5k _____ 10k _____ other distance _____

Onsite registration begins at _____

Onsite preparation and set-up begins at _____

Assembly location (street location) _____

Name of company providing registration/marketing/run timing _____

Event day contact name and phone number _____

Attach Map of Proposed Route - Run/Parade Route, including starting point and disbanding area (see approved run/walk or parade route attached)

Estimated number of participants/people in the run/parade _____

Estimated Number of vehicles/floats _____

Other types of participants (example: animals, etc.) _____

Will signs/banners be utilized for the event?

YES _____ NO _____

If yes, please submit an application to the Community Development Department for review and approval. The Sign Permit Application can be found on the City's website.

Property Owner Information

If any portion of the event will be held on property not owned and maintained by the City of Sachse, (including parking), please provide the following:

Name of Property Owner: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Applicant shall submit copy of letter from property owner giving written permission for event use.

If the event will impact surrounding property owners, notice must be sent to abutting property owners at least two (2) weeks before the event date to alert them of the event and the possible impact. City Staff can assist you in determining what type of notification is necessary based on the event and its' impact on surrounding property owners.

How will you notify property owners: _____

Date notice provided to property owners: _____

Insurance

Insurance coverage must be provided for the day of the event. The following shall be listed in the Description of Operation: *"The City of Sachse, its' officers, officials, employees, boards and commissions, agents, and volunteers are to be covered as "additional insured", as required by contract in respect to: liability arising out of premises owned, occupied or used by the Festival/Event."* The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees or volunteers.

Commercial General Liability: \$1,000,000 limit per occurrence for bodily injury, personal injury and property damage, \$2,000,000 Aggregate. If food is being provided to attendees or participants, Festival/Event must provide Product Liability in the amounts listed above. NOTE: The aggregate loss limit applies to each event.

City prefers that insurance be placed with insurers with a Best's rating of A-:VI or A or better by Standard and Poor. Certificate address is *City of Sachse, Attn. Special Events, 3815 B Sachse Rd., Sachse, TX 75048.*

Prior to permit approval, the following items are required. Application submittal does not guarantee permit approval.

- 1) Written authorization granting Applicant permission to submit this permit application on behalf of event host
- 2) Written permission from property owner for use of private or public property that is not owned or maintained by the City of Sachse
- 3) Detailed Event Site Plan including equipment, map of streets and pedestrian ways
- 4) Certificate of Insurance for event coverage as noted above
- 5) A plan for notifying affected property owners

In the event the City determines, upon review of this application, that this special event requires the special attention and involvement of the City personnel or facilities, the City shall so notify the applicant. In such event, prior to the issuance of a permit for this special event, the applicant shall pay to the City the cost estimated for policing, closure of roadways, and applicable fees, along with any required Clean - Up Deposit and Surety Bond. Should actual costs for policing and cleaning exceed the estimated amount, the applicant agrees to pay any additional costs to the City incurred as a result of the special event within five (5) days of the date upon which the City informs the applicant of the amount of such additional costs.

I, the undersigned, hereby confirm that the information stated above is true and correct to the best of my knowledge.

Signature of Authorized Event Representative

Date

I, THE UNDERSIGNED APPLICANT, AGREE TO INDEMNIFY AND HOLD HARMLESS THE CITY OF SACHSE, ITS OFFICERS, EMPLOYEES, AGENTS, AND REPRESENTATIVES AGAINST ALL CLAIMS OF LIABILITY AND CAUSES OF ACTION RESULTING FROM INJURY OR DAMAGE TO PERSONS OR PROPERTY ARISING OUT OF THE SPECIAL EVENT.

Signature of Authorized Organization Representative

Date

Charges and Fees

Staff will determine based on the event and location, the number and type of personnel needed for your event. Additional items, city staff assistance, agreements and/or permits may be needed as determined by the City. When the presence of City staff is determined necessary or requested for special events, the applicant shall be responsible for reimbursing the City for the cost for each assigned person. For example, if off duty officers are determined needed by City Staff, a fee will be assessed per hour per officer as determined by the Police Chief. Other staff needed, such as Fire Marshall, Maintenance Tech, etc., will be determined by Staff.

	<i>Cost/Hour/Flat Rate</i>
<i>Police Officer</i>	<i>\$35/hour</i>
<i>Fireman</i>	<i>\$50/hour</i>
<i>Maintenance Tech</i>	<i>\$25/hour</i>
<i>Fire Truck, Ladder Truck</i>	<i>\$400 flat rate</i>
<i>Ambulance, Grass Truck, Decon</i>	<i>\$200 flat rate</i>
<i>Specialized Staff</i>	<i>TBD depending on staff needed</i>
<i>*Rates may change and will be reviewed annually</i>	

The fee or portion of the fee may be waived if it's determined that the organization is associated with the City of Sachse. The level of fees waived will be determined by City Staff, Parks & Recreation Board, or City Council.

Application Approval/Denial

The applicant will be notified by City Staff if the application has been approved or denied. This process may take several weeks to finalize depending on the requests made or staff determined needed for your event.

Insurance

Insurance coverage must be provided for the day of the event. The following shall be listed in the Description of Operation: *"The City of Sachse, its' officers, officials, employees, boards and commissions, agents, and volunteers are to be covered as "additional insured", as required by contract in respect to: liability arising out of premises owned, occupied or used by the Festival/Event."* The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees or volunteers.

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- 3) Detailed Event Site Plan including equipment, map of streets and pedestrian ways
- 4) Certificate of Insurance for event coverage as noted above
- 5) A plan for notifying affected property owners (letters or signage, as determined by the City)

In the event the City determines, upon review of this application, that this special event requires the special attention and involvement of the City personnel or facilities, the City shall so notify the applicant. In such event, prior to the issuance of a permit for this special event, the applicant shall pay to the City the cost estimated for policing, closure of roadways, and applicable fees, along with any required Clean - Up Deposit and Surety Bond. Should actual costs for policing and cleaning exceed the estimated amount, the applicant agrees to pay any additional costs to the City

Special Events Check
DEPARTMENT REVIEW
(FOR CITY USE ONLY)

Event: _____ Event Date: _____

Department: **POLICE**

Date Routed for Review: _____

APPROVED _____ DISAPPROVED _____

CONDITIONS/COMMENTS:

REVIEWED BY: _____ REVIEW DATE: _____

Staff is looking for direction to proceed with
policy and application.

APPLICATION FOR A SPECIAL EVENT PERMIT

So that we may assist you in the planning process for a Special Event and to help ensure that the date requested will be available, please complete this application at least **3 months** in advance.

Additional information may be needed and requested as the event date approaches.

The organization or individual requesting a Special Event Permit must reside in the City of Sachse.

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Event Name: _____

Event Location/Address: _____

Purpose: _____

Approximate Number of Persons Attending Event Per Day: _____

Applicant/Main Contact Information

Name: _____

Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

If the event is to be held by or for any person/organization other than the applicant, the applicant shall attach a written statement from that other person/organization showing authority to make this application.

Organization Hosting Event

Organization Name: _____ 501c3 Group: Yes ___ NO ___

Address: _____

Authorized Head of Organization: _____

Phone: _____ Email: _____

Is there a fee(s) for participation at this event?

YES ___ NO ___ *If yes, attach fee schedule, and include admissions, registrations, and activities.*

List all activities that will be conducted as a part of this event:
1.
2.
3.
4.

***** ALL EVENTS MUST INCLUDE A SITE PLAN AND/OR ROUTE MAP *****

Is Site Plan Attached: ☐ Yes ☐ No

Is Route Map Attached: ☐ Yes ☐ No

Event Information

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___ Closing a public street ___ Sale of merchandise ___ Portable toilets/portable building ___ Inflatables
___ Food ___ Loudspeakers ___ Generators ___ Fencing ___ Stage ___ Tent (s)

For Stage: Indicate the size _____

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To assist traffic safety planning, provide start time for each distance proposed:

1 mile _____ 5k _____ 10k _____ other distance _____

Onsite registration begins at _____

Onsite preparation and set-up begins at _____

Assembly location (street location) _____

Name of company providing registration/marketing/run timing _____

Event day contact name and phone number _____

Attach Map of Proposed Route - Run/Parade Route, including starting point and disbanding area (see approved run/walk or parade route attached)

Estimated number of participants/people in the run/parade _____

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How will you notify property owners: _____

Date notice provided to property owners: _____

Charges and Fees

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	<i>Cost/Hour/Flat Rate</i>
<i>Police Officer</i>	<i>\$35/hour</i>
<i>Fireman</i>	<i>\$50/hour</i>
<i>Maintenance Tech</i>	<i>\$25/hour</i>
<i>Fire Truck, Ladder Truck</i>	<i>\$400 flat rate</i>
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<i>Specialized Staff</i>	<i>TBD depending on staff needed</i>
<i>*Rates may change and will be reviewed annually</i>	

The fee or portion of the fee may be waived if it's determined that the organization is associated with the City of Sachse. The level of fees waived will be determined by City Staff, Parks & Recreation Board, or City Council.

Application Approval/Denial

The applicant will be notified by City Staff if the application has been approved or denied. This process may take several weeks to finalize depending on the requests made or staff determined needed for your event.

Insurance

Insurance coverage must be provided for the day of the event. The following shall be listed in the Description of Operation; *"The City of Sachse, its' officers, officials, employees, boards and commissions, agents, and volunteers are to be covered as "additional insured", as required by contract in respect to: liability arising out of premises owned, occupied or used by the Festival/Event."* The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees or volunteers.

Commercial General Liability: \$1,000,000 limit per occurrence for bodily injury, personal injury and property damage, \$2,000,000 Aggregate. If food is being provided to attendees or participants, Festival/Event must provide Product Liability in the amounts listed above. NOTE: The aggregate loss limit applies to each event.

City prefers that insurance be placed with insurers with a Best's rating of A-:VI or A or better by Standard and Poor. Certificate address is *City of Sachse, Attn. Special Events, 3815 B Sachse Rd., Sachse, TX 75048.*

Prior to permit approval, the following items are required. Application submittal does not guarantee permit approval.

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- 3) Detailed Event Site Plan including equipment, map of streets and pedestrian ways
- 4) Certificate of Insurance for event coverage as noted above
- 5) A plan for notifying affected property owners (letters or signage, as determined by the City)

In the event the City determines, upon review of this application, that this special event requires the special attention and involvement of the City personnel or facilities, the City shall so notify the applicant. In such event, prior to the issuance of a permit for this special event, the applicant shall pay to the City the cost estimated for policing, closure of roadways, and applicable fees, along with any required Clean - Up Deposit and Surety Bond. Should actual costs for policing and cleaning exceed the estimated amount, the applicant agrees to pay any additional costs to the City

incurred as a result of the special event within five (5) days of the date upon which the City informs the applicant of the amount of such additional costs.

I, the undersigned, hereby confirm that the information stated above is true and correct to the best of my knowledge.

Signature of Authorized Event Representative

Date

I, THE UNDERSIGNED APPLICANT, AGREE TO INDEMNIFY AND HOLD HARMLESS THE CITY OF SACHSE, ITS OFFICERS, EMPLOYEES, AGENTS, AND REPRESENTATIVES AGAINST ALL CLAIMS OF LIABILITY AND CAUSES OF ACTION RESULTING FROM INJURY OR DAMAGE TO PERSONS OR PROPERTY ARISING OUT OF THE SPECIAL EVENT.

Signature of Authorized Organization Representative

Date

Special Events Check
DEPARTMENT REVIEW
(FOR CITY USE ONLY)

Event: _____ Event Date: _____

Department: **POLICE**

Date Routed for Review: _____

APPROVED _____ DISAPPROVED _____

CONDITIONS/COMMENTS:

REVIEWED BY: _____ REVIEW DATE: _____

Special Events Check
DEPARTMENT REVIEW
(FOR CITY USE ONLY)

Event: _____ Event Date: _____

Department: **FIRE**

Date Routed for Review: _____

APPROVED _____ DISAPPROVED _____

CONDITIONS/COMMENTS:

REVIEWED BY: _____ REVIEW DATE: _____

Special Events Check

DEPARTMENT REVIEW

(FOR CITY USE ONLY)

Event: _____ Event Date: _____

Department: **PUBLIC WORKS**

Date Routed for Review: _____

APPROVED _____ DISAPPROVED _____

CONDITIONS/COMMENTS:

REVIEWED BY: _____ REVIEW DATE: _____

Special Events Check
DEPARTMENT REVIEW
(FOR CITY USE ONLY)

Event: _____ Event Date: _____

Department: **PARKS**

Date Routed for Review: _____

APPROVED _____ DISAPPROVED _____

CONDITIONS/COMMENTS:

REVIEWED BY: _____ REVIEW DATE: _____

Special Events Check
DEPARTMENT REVIEW
(FOR CITY USE ONLY)

Event: _____ Event Date: _____

Department: **COMMUNITY DEVELOPMENT**

Date Routed for Review: _____

APPROVED _____ DISAPPROVED _____

CONDITIONS/COMMENTS:

REVIEWED BY: _____ REVIEW DATE: _____



Legislation Details (With Text)

File #: 15-3132 **Version:** 1 **Name:** Discuss, consider and make a recommendation to City Council for a Computer Use Policy.
Type: Agenda Item **Status:** Agenda Ready
File created: 11/10/2015 **In control:** City Council
On agenda: 12/7/2015 **Final action:**

Title: Discuss and consider approval of a resolution for the Sachse Library Computer Use Policy.

Sponsors:

Indexes:

Code sections:

Attachments: [Library Presentation](#)
[Internet Use Policy 2007](#)
[Sachse Computer Use Policy 2015](#)

Date	Ver.	Action By	Action	Result
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Title

Discuss and consider approval of a resolution for the Sachse Library Computer Use Policy.

Background

The original policy was an Internet Use Policy written in 2007. With the changes in technology and the requirements for security, this current policy is outdated. Staff reviewed policies from other cities and created a policy that is more specific to Sachse. The proposed policy has been expanded from the Internet Use Policy to a Computer Use Policy. Staff believes that usage will increase with the installation of new computers and this is a good time to put a more formal policy in place. Staff created a more detailed policy to encompass all computer usage.

The proposed policy states that out of state guests are eligible for a guest pass. Texas residents need to apply for a library card to use the computers. It requires people who have a library card to be in good standing with the library and not have fines over \$5.00 on their library cards. This is in compliance with the circulation policy which states users can not have over \$5.00 on their cards to checkout items in the library. The proposed policy has been rewritten to establish computer access rules and define illegal activity that will be prohibited on the library's computers. In addition, the policy gives staff the authority to restrict time limits on users to allow more citizens access of the library's computers. The proposed policy gives staff the authority to terminate computer usage and/or suspension from the facility as determined by the library manager if the policy is violated.

Policy Considerations

Policy reviewed by the Library Board on November 9, 2015, the Board unanimously recommended the policy to City Council for approval.

Budgetary Considerations

N/A

Staff Recommendations

Approve a resolution adopting the Sachse Public Library Computer Use Policy.

A graphic illustration on the left side of the slide. It features a stack of approximately 15 books of various colors (white, orange, blue, green) resting on a small globe showing the Americas. A computer mouse cursor with a green arrow points towards the stack of books. Above the stack, an open book is shown with its pages flying out, suggesting digital content or information. The background has blue and white abstract lines and a bright light source at the top left.

SACHSE PUBLIC LIBRARY COMPUTER USE POLICY

DECEMBER 7, 2015

"Leadership is communicating to people their worth and potential so clearly that they are inspired to see it in themselves." – Melissa Graves

Background

- 
- A stack of approximately 15 books of various colors (white, orange, blue, green) is positioned on top of a globe showing the Americas. Above the stack, a laptop with a green lid and an open book with white pages are floating. The background features blue and white abstract lines and a bright light source from the top right.
- Original policy was an Internet Use Policy written in 2007.
 - The proposed policy is expanded from the current Internet Use Policy.
 - With the new computers replacing the laptops staff anticipates an increase in usage.
 - Staff believes the current policy is outdated.
 - Staff created a more detailed policy to encompass all computer usage.
 - Over the last year the library computers average over 500 sessions a month.

“Leadership is communicating to people their worth and potential so clearly that they are inspired to see it in themselves.” – Melissa Graves

Policy Highlights

Access Rules

- Out of state users would require a guest pass for the day.
- Texas residents are required to get a library card to access computers.
- Customers with fines over \$5.00 can not use the computers until their record is clear.
- Computers are available first come first serve with a three hour a day limit.
- Minor's use of the computer is the responsibility of the parent

A stack of books is positioned on top of a globe. Above the stack, a computer monitor and an open book are shown floating. The background features abstract blue and white curved lines.

"Leadership is communicating to people their worth and potential so clearly that they are inspired to see it in themselves." – Melissa Graves

An illustration on the left side of the slide features a stack of approximately 15 books of various colors (white, orange, blue, green) resting on a small globe showing the Americas. A single book is shown in mid-air, having just been tossed or flying out from the top of the stack. The background consists of abstract blue and white swirling lines and dots, suggesting a digital or global theme.

Illegal Activity

- Users may not use the Internet or library computers for any illegal activity or to access illegal materials.
- Users may not intentionally display or distribute obscene material.
- The Library has a filtering software in place.
- Policy clearly states the laws with displaying obscene materials and copyright laws.

"Leadership is communicating to people their worth and potential so clearly that they are inspired to see it in themselves." – Melissa Graves

An illustration on the left side of the slide features a stack of approximately 15 books of various colors (white, orange, blue, green) resting on a small globe showing the Americas. A single book is shown in mid-air, having just been tossed or flying out from the top of the stack. The background consists of abstract blue and white curved lines and glowing dots, suggesting a digital or networked environment.

Software/Programs

- Installation, downloading or modification of software is prohibited.
- Users may not disrupt or interfere with the library's network.
- Thumb or USB drives may be used for the purpose of saving documents.

Enforcement

- Violation of the computer policy may result in termination of computer usage by library staff.
- All computer privileges may be revoked and/or violators may be suspended from the facility by the Library Manager.

A graphic illustration on the left side of the slide. It features a stack of approximately 15 books of various colors (white, orange, blue, green) resting on a globe showing the Americas. Above the stack, a computer monitor with a green screen and a white open book are depicted as if floating or falling. The background consists of blue and white abstract lines and circles, suggesting a digital or global theme.

“Leadership is communicating to people their worth and potential so clearly that they are inspired to see it in themselves.” – Melissa Graves

A stack of approximately 15 books of various colors (white, orange, blue, green) is positioned on top of a globe showing the Americas. The background features abstract blue and white swirling lines and light effects. An open book is shown floating above the stack, and another book with a green cover is shown floating to the right.

Summary

- Staff reviewed current policy.
- It was determined the policy was outdated.
- Staff created a policy that encompasses current computer usage.
- City attorney reviewed and edited the proposed policy.
- Policy was reviewed by the Library Board on November 9, 2015, and recommended to City Council for approval.
- Staff recommends approval of the Library's Computer Use Policy.

"Leadership is communicating to people their worth and potential so clearly that they are inspired to see it in themselves." – Melissa Graves

Internet Use Policy

Mission Statement

The mission of the Sachse Public Library is to provide an easily available collection of information and artistic expression for everyone.

Responsibilities of the library

In order for the library to be eligible for certain types of federal funding, the Children's Internet Protection Act (CIPA) requires software filtering to be installed on Internet accessible library computers. This software protects against obscenity and child pornography materials that are "harmful to minors".

The Internet has no single governing body and filtering software is unreliable, therefore the Sachse Public Library cannot control the content of materials available on the Internet. Also, library staff will only monitor a user's length of time on the Internet. This will ensure everyone's opportunity to access the Internet. If the user is a minor, the parent or guardian is responsible for his or her Internet session.

Responsibilities of users

The Internet provides users an excellent array of information, however some content is inaccurate. Therefore, library customers use it at their own risk. Internet users are responsible for evaluating the quality of materials they access. The Sachse Public Library does not endorse information available on the Internet. Internet users in the library are also responsible for dissemination of information. If the user is a minor, it is the responsibility of the parent or guardian.

Internet and computer use guidelines

The following guidelines have been established to maximize fair usage of the Sachse Public Library.

Users Must

- Be a registered Sachse Public Library card holder
- Use the Internet to make authorized entry into other computer networks or communication services or resources
- Not invade the privacy of others
- Not distribute unsolicited advertising
- Not attempt to damage computer equipment or software
- Use the Internet only for legal activity
- Not use their own software programs on the library's computer

While exploring the Internet, please remember

- Customers may not always be able to access all the sites they wish because the host computer may be out temporarily of service.
- Often the specific information customers need is available in the library's print or electronic databases.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SACHSE, TEXAS, APPROVING THE SACHSE PUBLIC LIBRARY COMPUTER USE POLICY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Sachse, Texas, desires to provide effective and efficient library services to meet the needs of its citizens; and

WHEREAS, the City Council of the City of Sachse has been presented with the Sachse Public Library Computer Use Policy (the "Policy") that was approved by the Library Board on November 9, 2015; and

WHEREAS, upon full review and consideration of the Policy and all matters related thereto, the City Council is of the opinion and finds that the Policy should be approved and adopted by the Sachse Public Library.

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

SECTION 1. The Policy attached hereto as Exhibit "A," is approved and shall be adopted by the Sachse Public Library.

SECTION 2. 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.

Mike Felix, Mayor

ATTEST:

Michelle Lewis Sirianni, City Secretary

EXHIBIT 'A'

SACHSE PUBLIC LIBRARY - COMPUTER USE POLICY

Regulations for Computer Lab Use

1. Access Rules:

- a. A Sachse Public Library card or guest pass issued to the User is required to use the computer lab. Card sharing is prohibited, including sharing amongst family members. Guest passes will be issued to persons 18 and over. Identification is required for a guest pass and be issued to out of state residents only. Texas residents will be required to get a library card.
- b. Patrons with overdue items or a fine over \$5.00 cannot use the computer lab until all overdue items are returned and there is a balance less than \$5.00 on their account.
- c. The computers are available on a first-come, first-served basis. Sessions are one hour long with a maximum of up to three hours per day. Users must close all programs and leave the workstation immediately at the end of their allotted time. Time limits may be limited depending on availability of computers.
- d. The computers will log off automatically at fifteen minutes before closing. Because of our software, any documents saved to the computers will be automatically deleted whenever the computers restart or the User logs off.
- e. No food or drinks are permitted in the computer lab.
- f. A minor's use of the computers is the responsibility of the minor's parents or legal guardians
- g. Users must comply with the Library's general rules of conduct when using the computer lab.

2. Illegal Activity Prohibited:

- a. Users may not use the Internet or Library computers for any illegal activity or to access illegal materials. This includes, but is not limited to, the following:
 - i. Texas Penal Code, §43.22, as amended: A person commits an offense if he intentionally or knowingly displays or distributes an obscene photograph, drawing, or similar visual representation or other obscene material and is reckless about whether a person is present who will be offended or alarmed by the display or distribution.
 - ii. Texas Penal Code, §43.23, as amended: A person commits an offense if, knowing its content and character, he wholesale promotes or possesses with intent to wholesale promote any obscene material or obscene device.
 - iii. Texas Penal Code, §43.24, as amended: A person commits an offense if, knowing that the material is harmful: (1) and knowing the person is a minor, he sells,

distributes, exhibits, or possesses for sale, distribution, or exhibition to a minor harmful material; (2) he displays harmful material and is reckless about whether a minor is present who will be offended or alarmed by the display; or (3) he hires, employs, or uses a minor to do or accomplish or assist in doing or accomplishing any of the acts prohibited in (1) or (2) above.

- iv. Texas Penal Code, §43.26, as amended: A person commits an offense if the person knowingly or intentionally possesses, or knowingly or intentionally accesses with intent to view, visual material that visually depicts a child younger than 18 years of age at the time the image of the child was made who is engaging in sexual conduct [...], and the person knows that the material depicts the child as described above.
- v. U.S. Copyright Law (Title 17, U.S. Code) prohibits unauthorized reproduction or distribution of copyrighted materials except as permitted by principles of “fair use.” Responsibility for copyright infringement lies solely with the User.
- vi. Federal Law (18 U.S. Code 1030) or state law (Texas Penal Code, Chapter 33) regarding computer crimes.

3. Privacy/Security:

- a. Users may not disrupt or disturb other computer users, and should respect the privacy and sensibilities of other Library patrons. This includes, but is not limited to, refraining from the following behavior: talking with other patrons, disruptive cell phone usage, loud music, or displaying text or graphics that may be reasonably construed as offensive.
- b. The Library does maintain internet filters. However, Users are responsible for what they access on the computers.
- c. Library staff can monitor computer usage and reserves the right to do so when a violation of its policies or regulations is suspected.
- d. Users shall be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding their activities. The Library will only release information on the use of specific resources by members of the public when required to do so by law or as may be necessary for the proper operation of the Library.

4. Installation/Modification of Software/Programs Prohibited:

- a. Installation, downloading, and modification of any software applications from the Internet or from USB, CDROM, or any other application on the hard drive of any computer in the Library’s computer lab are prohibited.
- b. Users may not reconfigure any files of any hardware or software on the computers.
- c. Users may not disrupt or interfere with the Library’s network services. This includes, but is not limited to: attempts to add, modify, or remove system software or other system elements. Thumb or USB drives and similar storage devices may be used with the computers for the purposes of saving documents and information.

5. Violations of Sachse Public Library Computer Use Policy:

Violation of any part of this Computer Use Policy, failure to use the computer workstations appropriately or responsibly, or failure to comply with Library staff directives regarding usage may result in termination and/or suspension from the facility as determined by the library manager online session by Library staff and/or the revocation of all computer privileges, as determined by the Library Manager. Unlawful activities will be referred to the appropriate legal authority and will be dealt with in a serious and appropriate manner.



Legislation Details (With Text)

File #:	15-3138	Version:	1	Name:	Malone Estates PP - CC
Type:	Agenda Item	Status:		Status:	Approved
File created:	11/23/2015	In control:		In control:	City Council
On agenda:	12/7/2015	Final action:		Final action:	
Title:	Consider and act on a plat application for Malone Estates, Preliminary Plat, from Paul Taylor Homes, generally located on the west side of Merritt Road and south of Heritage Circle, within city limits.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Staff Presentation				

Date	Ver.	Action By	Action	Result
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Title

Consider and act on a plat application for Malone Estates, Preliminary Plat, from Paul Taylor Homes, generally located on the west side of Merritt Road and south of Heritage Circle, within city limits.

Project Information

- Proposal to preliminary plat 37 residential lots & 1 HOA lot
- Applicant: Paul Taylor Homes, LTD
- Owner: Dwain Malone
- Size: Approximately 13.563 acres
- Proposed Use: Single Family Residential
- Current Zoning: PD with R-10 base zoning
- Site Attributes: existing farm house and associated agricultural structures (to be demolished)
- On November 9th, 2015, the Planning & Zoning Commission unanimously recommended approval of the proposed plat.

Staff Recommendation

- Per Staff's technical review, the proposed plat is in compliance with Sachse's subdivision regulations and zoning ordinance.
- Staff recommends approval of the proposed plat.
- Plat approval is not discretionary. If a plat meets all applicable standards and

regulations, State law requires the City to approve the plat.



MALONE ESTATES PP

CITY COUNCIL

DECEMBER 7, 2015

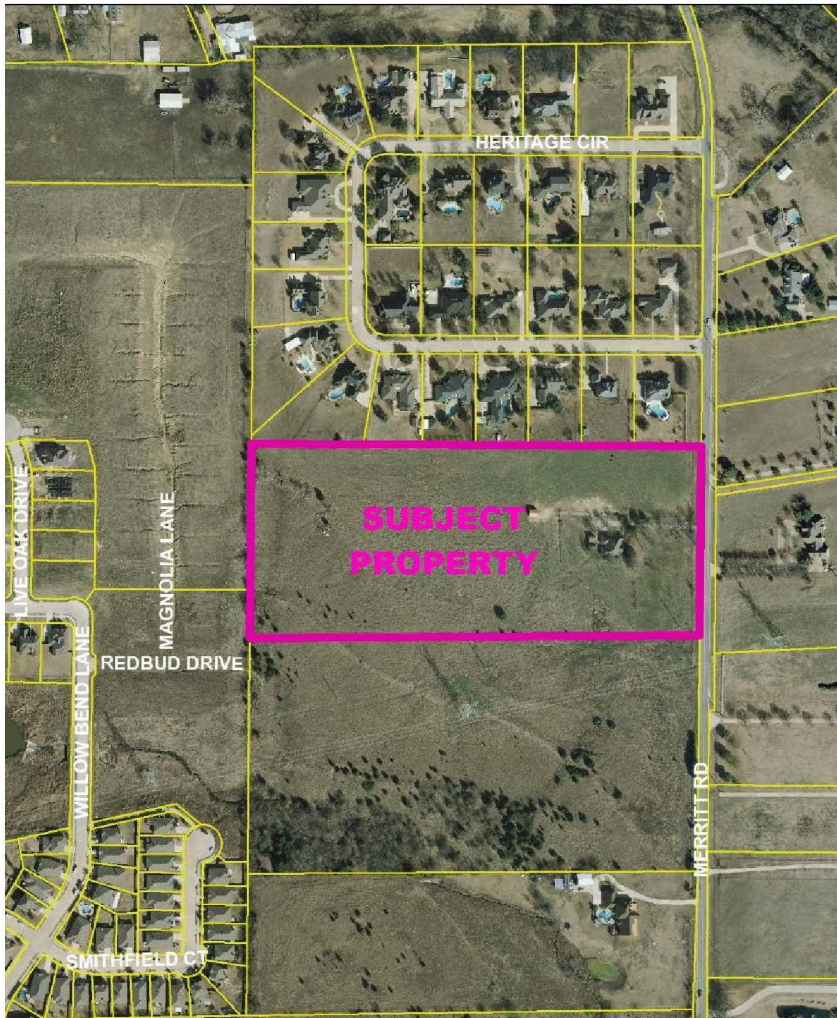
REQUEST

Consider and act on a plat application for Malone Estates, Preliminary Plat, from Paul Taylor Homes, generally located on the west side of Merritt Road and south of Heritage Circle, within city limits.

PROJECT INFORMATION

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- Site Attributes: existing farm house and associated agricultural structures (to be demolished)
- On November 9th, 2015, the Planning & Zoning Commission unanimously recommended approval of the proposed plat.

AERIAL LOCATION MAP



The subject property is generally located on the west side of Merritt Road and south of Heritage Circle, within city limits.

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STAFF RECOMMENDATION

- Per Staff's technical review, the proposed plat is in compliance with Sachse's subdivision regulations and zoning ordinance.
- Staff recommends approval of the proposed plat.

√

Plat approval is not discretionary. If a plat meets all applicable standards and regulations, State law requires the City to approve the plat.



Legislation Details (With Text)

File #: 15-3139 **Version:** 1 **Name:** Comprehensive Plan Project Scope
Type: Agenda Item **Status:** Agenda Ready
File created: 11/23/2015 **In control:** City Council
On agenda: 12/7/2015 **Final action:**
Title: Discussion of the Comprehensive Plan's project scope.
Sponsors:
Indexes:
Code sections:
Attachments: [Presentation](#)

Date	Ver.	Action By	Action	Result
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Title

Discussion of the Comprehensive Plan's project scope.

Project Objective

The City of Sachse is seeking the assistance of a professional planning consultant to develop a new Comprehensive Plan that focuses on specific areas of need with a methodology that involves meaningful public engagement and an expedited timeline.

Public Participation

The consultant will utilize a variety of approaches, mediums, and tools to survey the community, including, but not limited to maintaining active social media, attendance at special events, town hall meetings, presentations to boards and commissions, and other innovative techniques to ensure quality and comprehensive public outreach and involvement from the community, that all plan components are coordinated, and that the final document uniquely reflects Sachse.

Plan Components

Sachse is a land-locked city with a foreseeable build-out and has identified known areas of need to target. The following contents are priorities for Sachse:

- FLUP Update
- Visual Preference Surveys
- Parks Facilities Plan
- Master Trails Plan
- Thoroughfare Plan
- Corridor Plan (S.H. 78)
- Financial & Population Forecasts

- List of Ordinance Revisions (staff drafts in-house)
- Role of Mixed Use
- Programs (tool box of best practices, sustainability programs to consider, systematic recommendations)

Timeline

Sachse expects to release the RFP the first week of January with a late January deadline for submissions, interviews the first week of February, contract awarding and budget amendment in mid-February, and project kickoff and CPAC appointment in March. This is an expedited process with an expectation for plan approval in late 2016 and early 2017.

Staff Recommendation

Provide direction to Staff regarding the Comprehensive Plan's project scope.



COMPREHENSIVE PLAN

CITY COUNCIL

DECEMBER 7, 2015

PROJECT SCOPE

1. Project Objective
2. Public Participation
3. Plan Components
4. Timeline

PROJECT OBJECTIVE

- Seek the assistance of a professional planning consultant
- To develop a new Comprehensive Plan
- Focusing on specific areas of need as identified by City Council
- Methodology that involves meaningful public engagement
- Expedited timeline

PUBLIC PARTICIPATION

- Consultant will utilize a variety of approaches, mediums, and tools to survey and engage the community
- Maintaining active social media, attendance at special events, town hall meetings, HOAs, and presentations to boards and commissions
- To ensure quality and comprehensive public outreach and involvement from the community
- Labor & Time intensive (biggest cost / most important element)
- Ensures that various plans are coordinated, do not conflict with one another, and that the new Plan is designed uniquely for Sachse

PLAN COMPONENTS

- Future Land Use Plan (FLUP will focus on remaining 1,000 acres of undeveloped land and other targeted areas; simplifies future zoning cases by minimizing conflict)
- Visual Preference Surveys (helps extract and define ideas, values, and preferences; aids when revising the commercial design standards; visuals allow citizens to avoid confusing terminology to better represent ideas)
- Parks Facilities Plan (inventory of current facilities; listing of community wants; funding discussion; proposed prioritization)
- Master Trails Plan (graphically depicts current and future trails within Sachse; opportunities to tie-into regional trail systems; prerequisite for most grant applications; better defines developer contribution)
- Thoroughfare Plan (not a complete overhaul; mostly tweaking and massaging the current plan; opportunity for improvement)
- Can incorporate recent past efforts into new Plan (cohesive whole)

PLAN COMPONENTS

- SH 78 Corridor Plan (discusses options available to Sachse for corridor enhancements; funding mechanisms to implement various options; provides a unified strategic approach for its future)
- Financial & Population Forecasts (help identify challenges to future service delivery; can help in land use decisions; foundation for CIP plan)
- Commercial Design Standards (identification of ordinances that need attention, complete overhaul, or just minor revisions; staff can revise in-house; architecture, landscaping, signage, parking, lighting, fee chart, use chart, fences, etc.)
- Role of Mixed Use (helps clarify the Sachse/5th area and Bush frontage; current FLUP and zoning are not congruent; what is Mixed Use?)
- Programs (toolbox of best practices for future consideration; systematic recommendations; sustainability programs; e.g. rental registration, neighborhood integrity screening grant, commercial code enforcement, 78 corridor strategies, commercial irrigation audits, etc.)



PROPOSED TIMELINE

- 12-07-15: City Council approves the project scope, as discussed tonight
- 1st Week of January: RFP released
- 1-26-16: Deadline for proposals from consultants at noon
- 1st Week of February: Candidate interviews
- 2-15-16: Budget Amendment & Award Contract
- March 2016: Project kickoff & Appointment of CPAC
- Fall 2016/Winter 2017: Plan completed & approved

NEXT STEPS

- Approval to move forward, per the proposed Project Scope discussed by City Council
- Approval to move forward, per the proposed timeline discussed by City Council



Legislation Details (With Text)

File #:	15-3106	Version:	1	Name:	Hear, discuss & consider an appeal from the Developer of the Dominion of Pleasant Valley Estates related to the construction of public improvements.
Type:	Agenda Item	Status:			Agenda Ready
File created:	10/28/2015	In control:			City Council
On agenda:	12/7/2015	Final action:			
Title:	Hear, discuss, and consider an appeal by Sachse 95 LP, regarding the construction of public infrastructure for the proposed development located at the northeast corner of Ben Road and Pleasant Valley Road.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Developer Appeal Presentation Exhibit A - Proportionality Study Exhibit B - Developer's Engineer Assessment				

Date	Ver.	Action By	Action	Result
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Title

Hear, discuss and consider an appeal by Sachse 95 LP, a Texas Limited Partnership, regarding the construction of public infrastructure for the proposed development located at the northeast corner of Ben Road and Pleasant Valley Road.

Background

The 96.80-acre subject property is located at the northeast corner of Pleasant Valley Road and Ben Road. The property was re-zoned to a Planned Development (PD-30) by City Ordinance 3667 on May 4th, 2015.

The Planned Development includes:

- 66 residential lots (Minimum 1-acre)
- Minimum home size of 3,000 square feet
- Additional architectural and landscaping requirements (above City minimums)
- 24' wide concrete local streets with bar ditches for drainage
- 36' wide collector road (no curbs)
- 30-ft landscape easement along Pleasant Valley Road
- Homeowners Association (HOA) for the development

The anticipated roadway impact fees from the 66-lot development are anticipated to be

\$161,700.00.

Proportionality Study

In order to determine the proper infrastructure obligations of the Developer, City staff engaged Kimley Horn & Associates to conduct a proportionality study regarding the City requirements for street improvements related to the development. The Licensed Professional Engineer for Kimley-Horn has experience in reviewing and preparing proportionality studies related to land development and infrastructure for municipalities. The study was completed on August 24, 2015 and provided to City staff and the Developer for review and discussion (Exhibit A).

The proportionality study recommended the following:

- The Developer should construct the 36-foot wide collector road through the development and receive impact fee reimbursement for the difference between the City standard street (31') and the collector road (36')
- The Developer disagrees with the findings of the proportionality study related to the collector road. The Developer is requesting that the City Council consider reimbursing impact fees for the difference between the local street section of the PD (24') and the collector street (36') (anticipated reimbursement of \$175,752.00)
- The Developer has provided an assessment completed by his engineer, which is attached as Exhibit B.

Policy Considerations

The City of Sachse Subdivision Ordinance contains the following sections related to water and thoroughfare obligations of the Developer:

Sec. 8-16. - General requirements and design standards.

A. Streets.

(10) Local residential streets shall be paved 31 feet wide from back of curb to back of curb. Local streets in apartment, commercial, and industrial areas, and collector streets shall be paved 37 feet wide from back of curb to back of curb.

Sec. 8-18. - Street extensions and pro rata charges.

(2) Extensions within property to be developed.

(a) Developers of such property will defray the entire cost of streets within their subdivision. The size and construction of such streets and alleys shall be in conformance with this subdivision regulation and in accordance with the standard specifications and standard construction details of the City of Sachse.

Sec. 8-19. - Street design and construction costs.

B. Street, design construction costs and escrow requirement.

(3) The owner shall construct all internal and perimeter streets at the time of development unless, from an engineering standpoint, it is not feasible to do so. Upon such determination, the owner shall be required to place an amount equal to his share of the construction costs plus six percent of such sum for future engineering costs in escrow with the city.

(4) The owner shall be responsible for all of the engineering and design costs of all internal streets and also of all perimeter streets which are constructed either entirely by the owner or through participation.

State Law

September 2005 - 79th Session of Texas Legislature Passes HB 1835 amending Section 212 of the LGC

(a) If a municipality requires as a condition of approval for a property development project that the developer bear a portion of the costs of municipal infrastructure improvements by the making of dedications, the payment of fees, or the payment of construction costs, the developer's portion of the costs may not exceed the amount required for infrastructure improvements that are roughly proportionate to the proposed development as approved by a professional engineer who holds a license issued under Chapter 1001, Occupations Code, and is retained by the municipality.

(b) A developer who disputes the determination made under Subsection (a) may appeal to the governing body of the municipality. At the appeal, the developer may present evidence and testimony under procedures adopted by the governing body. After hearing any testimony and reviewing the evidence, the governing body shall make the applicable determination within 30 days following the final submission of any testimony or evidence by the developer.

(c) A developer may appeal the determination of the governing body to a county or district court of the county in which the development project is located within 30 days of the final determination by the governing body.

(d) A municipality may not require a developer to waive the right of appeal authorized by this section as a condition of approval for a development project.

(e) A developer who prevails in an appeal under this section is entitled to applicable costs and to reasonable attorney's fees, including expert witness fees.

(f) This section does not diminish the authority or modify the procedures specified by Chapter 395 [Impact Fees].

Budgetary Considerations

The Developer is requesting that the full amount of roadway impact fees be reimbursed for the construction of the collector road, totaling \$161,700.00. The proportionality study

recommends roadway impact fee reimbursement of 5-ft of road width, which is anticipated to cost \$73,230.00.

Staff Recommendations

- Staff finds that the proportionality study prepared by Kimley-Horn should be used for preparing a Development Agreement for the project.
- Staff recommends that the City Council deny the Developer's appeal.



Developer Appeal
The Estates of Dominion of Pleasant Valley

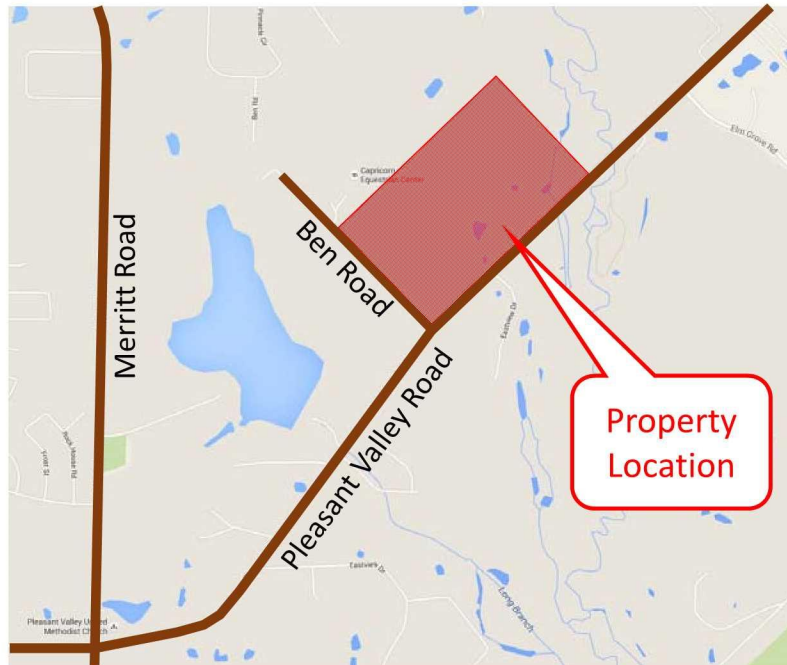
City Council
November 16, 2015

Overview

- Property Location
- Developer Information
- Development Concept Plan
- City Standard Requirements
- State Law Regarding Infrastructure
- Proportionality Study
- Staff Findings
- Staff Recommendations
- Developer Appeal
- Discussion

Property Location

The property is a 96.80 acre tract of land located at the northeast corner of Pleasant Valley Road and Ben Road

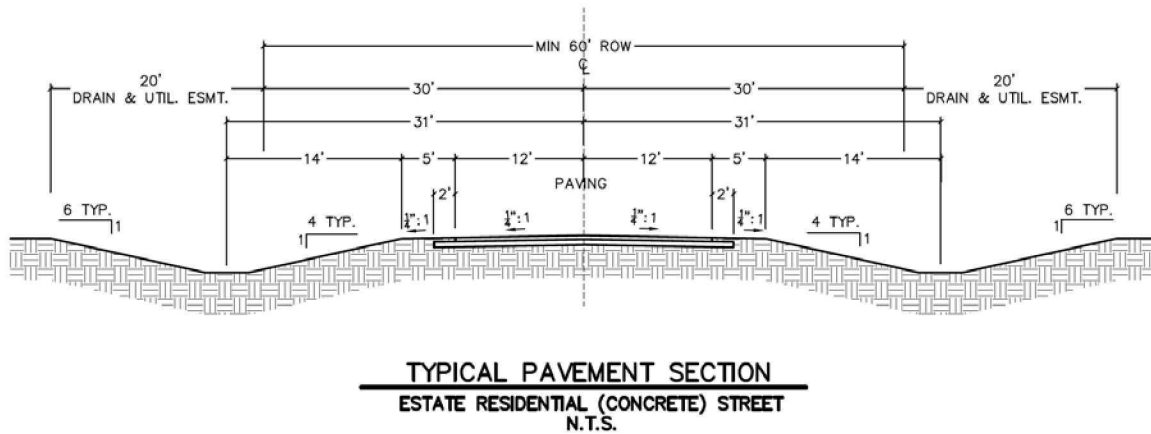


Developer Information

- The Developer for the project is Sachse 95 LP, a Limited Texas Partnership
- The Developer has requested an appeal to the City Council regarding the construction of public improvements for the project, specifically the proposed collector road.



Development Concept Plan – Local Streets



City Standard Requirements - Streets

Sec. 8-16. - General requirements and design standards.

A. Streets.

- (10) Local residential streets shall be paved 31 feet wide from back of curb to back of curb. Local streets in apartment, commercial, and industrial areas, and collector streets shall be paved 37 feet wide from back of curb to back of curb.

City Standard Requirements - Streets

Sec. 8-18. - Street extensions and pro rata charges.

(2) Extensions within property to be developed.

(a) Developers of such property will defray the entire cost of streets within their subdivision. The size and construction of such streets and alleys shall be in conformance with this subdivision regulation and in accordance with the standard specifications and standard construction details of the City of Sachse.

City Standard Requirements - Streets

Sec. 8-19. - Street design and construction costs.

B. Street, design construction costs and escrow requirement.

(1) The owner shall be responsible for the design and construction of all streets within his development and one-half of the same if an unimproved perimeter street.

(2) The owner shall be responsible for the construction of the following width perimeter streets to his development:

(b) When developing land zoned "C-1," "C-2," or "PD," the owner shall be responsible for construction of one-half of a 45-foot concrete street or one-half of the actual width of the proposed street, whichever is less.

(3) The owner shall construct all internal and perimeter streets at the time of development unless, from an engineering standpoint, it is not feasible to do so. Upon such determination, the owner shall be required to place an amount equal to his share of the construction costs plus six percent of such sum for future engineering costs in escrow with the city.

(4) The owner shall be responsible for all of the engineering and design costs of all internal streets and also of all perimeter streets which are constructed either entirely by the owner or through participation.

State Law Regarding Infrastructure

September 2005 – 79th Session of Texas Legislature Passes HB 1835 amending Section 212 of the LGC

(a) If a municipality requires as a condition of approval for a property development project that the developer bear a portion of the costs of municipal infrastructure improvements by the making of dedications, the payment of fees, or the payment of construction costs, **the developer's portion of the costs may not exceed the amount required for infrastructure improvements that are roughly proportionate to the proposed development as approved by a professional engineer who holds a license issued under Chapter 1001, Occupations Code, and is retained by the municipality.**

(b) A developer who disputes the determination made under Subsection (a) may appeal to the governing body of the municipality. At the appeal, the developer may present evidence and testimony under procedures adopted by the governing body. After hearing any testimony and reviewing the evidence, the governing body shall make the applicable determination within 30 days following the final submission of any testimony or evidence by the developer.

(c) A developer may appeal the determination of the governing body to a county or district court of the county in which the development project is located within 30 days of the final determination by the governing body.

(d) A municipality may not require a developer to waive the right of appeal authorized by this section as a condition of approval for a development project.

(e) A developer who prevails in an appeal under this section is entitled to applicable costs and to reasonable attorney's fees, including expert witness fees.

(f) This section does not diminish the authority or modify the procedures specified by Chapter 395 [Impact Fees].

Proportionality Study

- Staff engaged Kimley-Horn & Associates to conduct a proportionality study regarding the City requirements for street improvements related to the development.
- The Licensed Professional Engineer for Kimley-Horn has experience in reviewing and preparing proportionality studies related to land development and infrastructure for municipalities.
- The Study was completed on August 24, 2015 and provided to City staff and the Developer for review and discussion.

Proportionality Study - Findings

- The Proportionality Study recommended the following:
 - **The Developer should construct the 36-foot wide collector road through the development, and receive impact fee reimbursement for the difference between the City standard street (31') and the collector road (36')**
- **At the September 14, 2015 meeting the City Council recommended for staff to move forward with the drafting of a Development Agreement in accordance with the findings of the proportionality study prepared by Kimley-Horn.**

Developer Request

- The Developer disagrees with the findings of the proportionality study related to the collector road.
- The Developer is appealing to the City Council per State Law.
- The Developer's appeal is to request that the City reimburse impact fees for the difference between the local street section of the PD (24') and the collector street (36')
- **The 12-foot width of pavement requested for reimbursement in the appeal has an anticipated construction cost of \$175,752.00**

Anticipated Impact Fees

- The anticipated roadway impact fees from the development are \$161,700.00
- Study Recommendation
 - Reimburse for the difference between standard local street and collector road (31' to 36')
 - The impact fee reimbursement would be \$73,230.00
- **Developer Appeal**
 - Reimburse for the difference between the non-standard street in the PD and collector road (24' to 36')
 - The impact fee reimbursement would be the full amount of roadway impact fees, \$161,700.00

Staff Findings

- Staff finds that the proportionality study prepared by Kimley-Horn should be used for preparing a Development Agreement for the project.
- Staff finds that the 24-foot wide local streets in the PD were approved in order to establish a rural feel, and not based upon traffic volumes. Therefore, this special street section allowed on the local streets has no application toward the construction cost of the collector street.
- Staff finds that the City had no intent to increase the City (and subsequently the taxpayer's) obligation for the Developer's project by approving a special 24-foot local street section for the local streets in the development.

Staff Recommendations

- Staff recommends that the City Council deny the Developer's appeal.

Developer Appeal

- The Developer is present to explain his appeal and answer questions from the City Council.

Discussion

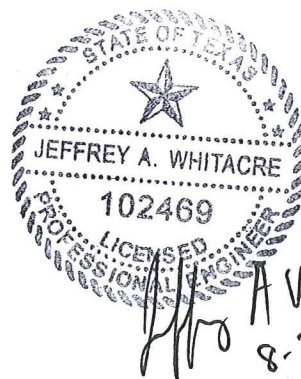
TECHNICAL MEMORANDUM

To: Gregory Peters, P.E.
City Engineer
City of Sachse

From: Jeff Whitacre, P.E., AICP, PTP
Kimley-Horn and Associates, Inc.
TBPE Firm Number F-928

Date: August 24, 2015

Subject: Estates of Dominion of Pleasant Valley Development – Rough
Proportionality Analysis
City of Sachse, Texas



Purpose

The purpose of this memorandum is to provide a “rough proportionality” calculation of the proposed Estates of Dominion of Pleasant Valley Single-Family Development located at the northeast corner of Pleasant Valley Road and Ben Road in the City of Sachse. For roads, the rough proportionality calculation is a comparison of the capacity provided by a development to the traffic impacts of the proposed development.

Proportionality Methodology

Traffic generation of new development impacts the area roadway system by using available capacity. To measure system impacts, an analysis using vehicle-miles of travel in the PM peak hour was conducted. Using vehicle-miles of travel, the capacity provided by roadway improvements can be compared with the traffic generated by a proposed development. For roadway improvements, supply (vehicle-miles) is determined by multiplying the length of the facility by its available capacity.

Capacity values are based on generalized criteria from the Highway Capacity Manual (HCM). For site traffic generation, demand (vehicle-miles) is determined by multiplying an appropriate trip rate for a specific use by an average trip length associated with such use. Trip generation rates and resulting trip estimates are found in the *Institute of Transportation Engineers* (ITE) publication entitled *Trip Generation*, 8th Edition (to be consistent with the Impact Fee Analysis). Trip length information is derived information the national household travel survey that analyzed Home-Work trips as well as aerial photography determining route choice.

Using this supply and demand information, a comparison can be made to determine the rough proportional impact.

Proposed Development and Roadway Improvements

Based upon information provided by the City of Sachse and the applicant, the proposed Estates of Dominion of Pleasant Valley Single-Family Development will ultimately consist of the following land use and intensity:

- 66 Single Family Dwelling Units

According the Subdivision Ordinance “the owner shall be responsible for the design and construction of all streets with his development and one-half of the same if an improved perimeter street.” The proposed roadway improvements for the development consist of the following (based upon the currently adopted *Master Thoroughfare Plan*):

- Pleasant Valley Road – The Sachse Master Thoroughfare shows this section of Pleasant Valley Road as a Minor Arterial (4-lane divided roadway). The request is to build two additional lanes of Pleasant Valley Road from Ben Road to the property boundary which is estimated to be 2,720’. Note that only two lanes are currently being requested on Pleasant Valley Road.
- Future Collector – The Sachse Master Thoroughfare shows this tract being bisected by a Future Collector (2-lane undivided roadway). The request is to build this collector from Pleasant Valley Road to the property boundary which is estimated to be 1,700’.

Proportionality Calculation

Projected Demand of Proposed Site

The projected vehicle-miles of demand are calculated by multiplying the proposed size of development by its appropriate trip rate and trip length. The PM peak hour trip rate per single-family land use is 1.01 vehicles per hour. This trip rate results in approximately 66 PM peak hour trips for the single-family development.

Trip length data from the Impact Fee Analysis was utilized to calculate the average trip length within the City. The resulting average trip length is approximately 2.35 miles.

- $66 \text{ dwelling units} \times 1.01 \text{ trips} \times 2.35 \text{ miles} =$

156.65 Total vehicle-miles of demand

Capacity Supplied by Proposed Roadway Improvements

This calculation determines the vehicle-miles of supply provided by the proposed roadway improvements and is based on length of improvement and hourly roadway capacity values. Capacity values are based on an area type of suburban residential resulting in hourly capacity values of 425 vehicles per hour per lane (vphpl) for a collector (Country Club Drive) and 650 vehicles per hour per lane (vphpl) for a four-lane divided arterial.

The request is to build Country Club Drive as a 36' collector. If Country Club Drive were not a collector and was a local street the roadway would be designed to 31' cross section. Within the Estates of Dominion of Pleasant Valley this minimum local roadway was changed to 24'. For this analysis it was assumed that the City's request was an additional 12' or one-third (1/3) of the collector. Note, this analysis could be modified to 5' or 13.89% of the collector.

▪ Pleasant Valley Road; 2,720'	
$(2,720' / 5,280' / \text{mile}) \times 2 \text{ lanes} \times 650 \text{ vphpl} =$	669.70 vm_s
▪ Future Collector (Country Club Drive); 1,700'	
$(1,700' / 5,280' / \text{mile}) \times 2 \text{ lanes} \times (1/3) \times 425 \text{ vphpl} =$	91.22 vm_s
Total vehicle-miles supplied	760.92 vm_s

Results

A comparison of projected demand of the site relative to the roadway supply being provided reveals that the projected demand does not exceed the capacity supplied.

$$156.65 \text{ vm}_d < 760.92 \text{ vm}_s [\sim 20.5\%]$$

Since the initial request exceeded the proportional share the request was reduced to only include the Future Collector (Country Club Drive).

▪ Future Collector (Country Club Drive); 1,700'	
$(1,700' / 5,280' / \text{mile}) \times 2 \text{ lanes} \times (1/3) \times 425 \text{ vphpl} =$	91.22 vm_s
Total vehicle-miles supplied	91.22 vm_s

With only the collector being requested a comparison of projected demand of the site relative to the roadway supply being provided reveals that the projected demand does exceed the capacity supplied and therefore requesting the Future Collector (Country Club Drive) being constructed to a 36' cross section is justified.

$$156.65 \text{ } v_{m_d} > 91.22 \text{ } v_{m_s} [\sim 171\%]$$

Credits for Impact Fees

We recommend the developer receive credit for the oversized participation on Country Club Road for the cost difference between a standard local street (31' cross section) and a collector (36' cross section).

Conclusion

The purpose of this evaluation is to assess the impacts of the proposed development on the City roadway system and to determine the roughly proportional supply of roadway capacity necessary to address the added demand. The analysis reveals that the City is justified in having the developer build the two-lane Future Collector (Country Club Drive). Impact Fee Credits should be received for the oversized participation on Country Club Road for the cost difference between a standard local street (31' cross section) and a collector (36' cross section).

Note further evaluation may need to be completed to determine if left-turn lanes would be necessary along Pleasant Valley Road. This evaluation would be based on requirements from *AASHTO: A Policy on the Geometric Design of Highways and Streets*. If left-turn lanes are determined to be necessary to serve the Estates of Dominion of Pleasant Valley Development, then they would be considered an improvement needed to adequately serve this development and would be a roughly proportional request.



16301 Quorum Drive
Suite 200 B
Addison, Texas 75001

T.972.248.7676
F.972.248.1414

September 24, 2015

Mr. Ron Haynes
Haynes Development
8214 Westchester, Ste. 650
Dallas, Texas 75225

Re: Estates of Dominion of Pleasant Valley development
Sachse, Texas

Dear Ron:

Pursuant to your request, I have reviewed the oversize question for Country Club Drive, a proposed collector street crossing the subject property. My conclusions herein are based on review of City of Sachse regulations, the rough proportionality technical memo prepared by Kimley-Horn dated August 24, 2015, and the approved Planned Development Zoning Ordinance No. 3667 for the property.

Country Club Drive is shown as a collector street on the Sachse Thoroughfare Plan dated March 10, 2010. The width of the collector street is not shown on this plan, however, collectors are described as roadways that should be "designed to accommodate 2 traffic lanes and 2 parking lanes" in the Transportation Element of the Sachse Comprehensive Plan prepared by Wilbur Smith Associates. The Thoroughfare Plan is part of this Sachse Comprehensive Plan, so the documents are related. Also, in the same Transportation Element document, a typical local street is described to "accommodate one travel lane and two parking lanes, although narrower cross-sections are acceptable."

The Sachse Subdivision Ordinance (ordinance 3401, adopted July 2, 2012) describes local and collector streets in Section 8-16.A(10) as: "Local residential streets shall be paved 31 feet wide from back of curb to back of curb. Local streets in apartment, commercial, and industrial areas, and collector streets shall be paved 37 feet wide from back of curb to back of curb." Section 8-16.A(1) states "The arrangement, character, extent, width, grade, and location of all streets shall conform to the City of Sachse thoroughfare plan when available, shall conform to the standard specifications and standard construction details of the City of Sachse, and shall be considered in their relation to existing and planned streets, to topographical conditions, to public safety and in their appropriate relation to the proposed uses of the land to be served by such streets."

With the zoning of the subject property, Sachse approved a 24-foot wide (edge of pavement to edge of pavement, no curb) street section with bar ditches for a local street within the development. This street section is shown on the Concept Plan for the development which is referenced as Exhibit "C" in the zoning ordinance. It is my opinion this street section is very appropriate for the large estate lot project you are developing. Many other cities in North Texas have adopted this same standard - Lucas and Parker are just a few adjacent cities which have adopted this standard.

Sachse has the authority to change their standard and approve a narrower street section as Section 8-8.A(3) of the subdivision ordinance states: "Waivers may be granted only when in harmony with the general purpose and intent of this chapter so that the public health, safety and welfare may be secured and substantial justice done." Further, Section 10.3 Planned Development District, Design Standards in the Zoning Ordinance states: "The city council shall, after receiving the recommendation of the planning and zoning commission, establish the standards for public or private streets and alleys to be observed in a planned development district and such standards shall be specified in the ordinance establishing the district." With the approval of the zoning on the property, Sachse determined the 24-foot street width was appropriate for the development and proceeded to change their street standard for this development from a 31-foot section to a 24-foot section.

The aforementioned Kimley-Horn memo used a 36-foot wide collector street width (37-foot less the 0.5-foot curbs on either side) and a local roadway width of 24-feet (consistent with the approved zoning) as the roadway widths in the capacity calculations in their report. However, Kimley-Horn recommended the developer receive credit for the oversized participation for Country Club Road for the cost difference between a 31-foot wide street and a 36-foot wide street. I am not sure why they recommended something different than what their calculations reflect. An appropriate two-lane street for this development was established to be a 24-foot wide street.

It is my understanding Country Club Road is eligible for impact fee credits. Typically, impact fee credits are given on a dollar for dollar basis, based on the size of the facility used in the impact fee cost estimates. If the cost of a full width collector street was in the cost calculations, then impact fees should be the same full width cost. However, in the case of your development, you are using the collector street as access to your proposed lots. As such, it is appropriate and fair to give impact fee credits for the difference of the street width needed to serve your development (24-feet) and the street width required by Sachse (36-feet).

To conclude, I believe a 24-foot street section is the appropriate street width required for this development and any request for oversize by Sachse should be calculated as the difference of the oversize width, in this case a 36-foot section and the 24-foot wide section. The difference, 12-feet, should then be given as impact fee credits.

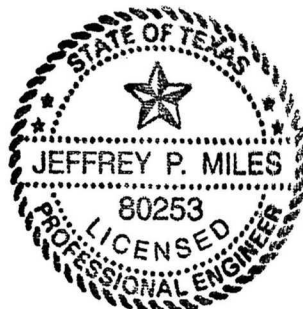
Please let me know if you have any questions.

Sincerely,

JBH Partners, Inc.



Jeffrey P. Miles, PE
Partner





Legislation Details (With Text)

File #: 15-3141 **Version:** 1 **Name:** Executive session- city manager review
Type: Agenda Item **Status:** Agenda Ready
File created: 11/24/2015 **In control:** City Council
On agenda: 12/7/2015 **Final action:**
Title: The City Council shall convene into Executive Session pursuant to the Texas Government Code, Section §551.074: Personnel regarding the six month review of the City Manager.

Consider any action necessary as a result of Executive Session.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Title

The City Council shall convene into Executive Session pursuant to the Texas Government Code, Section §551.074: Personnel regarding the six month review of the City Manager.

Consider any action necessary as a result of Executive Session.

Background

None

Policy Considerations

None

Budgetary Considerations

None

Staff Recommendations

Conduct Executive Session as appropriate.