



City of Sachse, Texas

Meeting Agenda

City Council

Monday, March 19, 2018

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, March 19, 2018, 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 on by one motion. There will be no separate discussion of these items unless a Council Member or citizen so requests.

[18-4183](#) Approve the minutes of the March 5, 2018 workshop meeting.

Attachments: [03.05.18 Minutes Workshop](#)

[18-4184](#) Approve the minutes of the March 5, 2018 regular meeting.

Attachments: [03.05.18 Minutes](#)

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

[18-4182](#) Proclamation recognizing the month of March as National Athletic Training Month.

Attachments: [Proclamation](#)

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.

- [18-4174](#) Discuss and consider an ordinance amending the Code of Ordinances by amending Chapter 1 titled "General Provisions" by adding a new Section 1-22 titled "Code of Ethics" setting forth a Code of Ethics for City Officials.
Attachments: [Ordinance](#)
- [18-4177](#) Receive an update, discuss, and consider cost estimates regarding the design of the Sachse Community Center from Ron Hobbs Architects.
- [18-4185](#) Consider an ordinance approving a tariff authorizing an annual rate review mechanism as a substitution for the annual interim rate adjustment process defined by Section 104.301 of the Texas Utilities Code, and as negotiated between Atmos Energy Corp., Mid-Tex Division and the Steering Committee of Cities Served by Atmos.
Attachments: [Ordinance](#)
[Mid-Tex RRM Tariff](#)
- [18-4197](#) Discuss and consider a resolution approving the acceptance of the bid proposals submitted by United Healthcare Dental for the purpose of providing group dental insurance benefits, renewing an agreement with United Healthcare for group medical insurance and benefits; renewing an agreement with Dearborn for life insurance, accidental death/dismemberment insurance, and disability insurance.
Attachments: [Presentation](#)
[Resolution](#)
- [18-4175](#) Discuss and consider the development of a special needs advisory task force.
Attachments: [Presentation](#)
- [18-4191](#) Discuss and consider the appointment of a Board of Directors for the Municipal Development District (MDD) and other responsibilities associated with the MDD Board.
Attachments: [Presentation](#)
- [18-4192](#) Discuss and consider a resolution approving the revised Laurie Schwenk Senior Activity Center Operations Manual.
Attachments: [Presentation](#)
[Resolution](#)
[Laurie Schwenk Senior Activity Center Operations Manual-Exhibit A](#)
- [18-4196](#) Present the Sachse Police Department's "Take Me Home" program.
Attachments: [Presentation](#)

5. ADJOURNMENT.

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

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

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: March 16, 2018; 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, please contact Michelle Lewis Sirianni, City Secretary, at (972) 495-1212, 48 business hours prior to the scheduled meeting date.



City of Sachse, Texas

Legislation Details (With Text)

File #: 18-4183 **Version:** 1 **Name:** March 5, 2018 Council workshop minutes.
Type: Agenda Item **Status:** Agenda Ready
File created: 3/8/2018 **In control:** City Council
On agenda: 3/19/2018 **Final action:**
Title: Approve the minutes of the March 5, 2018 workshop meeting.
Sponsors:
Indexes:
Code sections:
Attachments: [03.05.18 Minutes Workshop](#)

Date	Ver.	Action By	Action	Result
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Title
March 5, 2018 workshop minutes.

Background
Minutes of the March 5, 2018 workshop meeting.

Policy Considerations
None.

Budgetary Considerations
None.

Staff Recommendations
Approve the minutes of the March 5, 2018 workshop meeting.

CITY COUNCIL OF THE CITY OF SACHSE
WORKSHOP MEETING MINUTES
MARCH 5, 2018

The City Council of the City of Sachse held a workshop meeting on Monday, March 5, 2018 at 6:30 p.m. at the City Council Chambers. Those present were Mayor Mike Felix, Mayor Pro Tem Paul Watkins, Council Members Brett Franks, Charlie Ross, Bill Adams, and Jeff Bickerstaff. City Manager, Gina Nash; City Secretary, Michelle Lewis Sirianni; Assistant to the City Manager, Lauren Rose; Human Resources Director, Melinda Walter; Development Services Director, Dusty McAfee; Parks and Recreation Director, Lance Whitworth; Finance Director, Teresa Savage; Finance Manager, Berna Fitzpatrick; Fire Chief, Marty Wade, and Assistant Police Chief, Steven Baxter. Councilman Cullen King was absent.

Mayor Felix opened the meeting to order at 6:36 p.m.

SOLID WASTE SERVICES: Discuss solid waste services for the City.

Mrs. Savage stated the current contract for solid waste with Republic Services expires April 1, 2019. The contract has been renewed once and cannot be renewed again. Therefore, staff is required to issue a new request for proposals (RFPs). Republic Services acquired Allied Waste during the first contract term. Mrs. Savage outlined the current services provided by Republic Services and also highlighted the company's monetary support of several community events. Mrs. Savage indicated that the City would like to conduct a solid waste survey to obtain feedback from residents in anticipation of the upcoming RFP process. The survey would be conducted between March and April, and would be available in both electronic and paper formats. The electronic version would be made available on the City's website and the paper version would be available at City facilities.

An option to send a postcard out to all residents informing them of the survey could also be done. Mrs. Savage noted other considerations to include would be how many times recycling would be picked up, the option of quarterly or on-demand bulk collection, household hazardous waste drop-off, and the possibility of adding commercial services. Staff is seeking feedback regarding the services to be included in a RFP, as well as information to be included in the survey.

Councilman Franks stated every other week for recycling was sufficient, quarterly bulk collection would be okay, but likes the on-demand option, especially if a resident has a lot of branches. Mayor Felix added that he likes the on-demand option. Councilman Franks noted that the hours for hazardous waste drop-off are not acceptable, but has overall had no issues.

Councilman Bickerstaff commented on once a week recycling versus being able to receive extra carts, is agreeable to the on-demand option for bulk collection and has no concerns with household hazardous waste. Councilman Bickerstaff asked about the commercial trash collection and if businesses were responsible for providing their own. Mrs. Nash stated that the businesses currently have non-exclusive contracts and are responsible for their own. If the Council decides to add commercial businesses to the contract, the City would transition the businesses from their current

contracts, as they expire, to the City's contract. Mrs. Nash noted that this can be a difficult thing to administer, but it is worth exploring the option.

Councilman Ross stated that he would like to maintain balance and would favor recycling being every other week, keeping the monthly bulk collection as is or an on-demand option, consider an on-demand option for household hazardous waste versus a quarterly option, and consider adding commercial due to the cost savings. Councilman Ross asked how long the new contract would be and if they would be able to renegotiate rates. Mrs. Savage noted that the contract would be a four to five year contract with consumer price indexing built-in for the rate adjustments due to fuel, etc.

Mayor Pro Tem Watkins stated that Republic Services has been a good partner overall. He would prefer weekly recycling, quarterly hazardous waste or a minimum of twice a year, consider adding commercial as long as it doesn't create a financial issues with businesses, and an on-demand bulk collection option.

Councilman Adams stated the current services are adequate. He likes the weekly recycling, but would like to see the cost difference of once a week versus every other week and a free cart. He prefers on-demand bulk collection, and the option to consider commercial if that provides additional savings to residents. Mayor Felix shared the same commentary as Councilman Adams.

ADJOURNMENT:

At 7:25 p.m. Mayor Felix adjourned the meeting.

MIKE J. FELIX, MAYOR

ATTEST:

Michelle Lewis Sirianni, City Secretary



City of Sachse, Texas

Legislation Details (With Text)

File #: 18-4184 **Version:** 1 **Name:** March 5, 2018 Council minutes.
Type: Agenda Item **Status:** Agenda Ready
File created: 3/8/2018 **In control:** City Council
On agenda: 3/19/2018 **Final action:**
Title: Approve the minutes of the March 5, 2018 regular meeting.
Sponsors:
Indexes:
Code sections:
Attachments: [03.05.18 Minutes](#)

Date	Ver.	Action By	Action	Result
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Title
March 5, 2018 regular minutes.

Background
Minutes of the March 5, 2018 regular meeting.

Policy Considerations
None.

Budgetary Considerations
None.

Staff Recommendations
Approve the minutes of the March 5, 2018 regular meeting.

CITY COUNCIL OF THE CITY OF SACHSE

MEETING MINUTES

MARCH 5, 2018

The City Council of the City of Sachse held a regular meeting on Monday, March 5, 2018 at 7:30 p.m. at the City Council Chambers. Those present were Mayor Mike Felix, Mayor Pro Tem Paul Watkins, Council Members Brett Franks, Charlie Ross, Bill Adams, and Jeff Bickerstaff. City Manager, Gina Nash; City Secretary, Michelle Lewis Sirianni; Assistant to the City Manager, Lauren Rose; Human Resources Director, Melinda Walter; Director of Public Works and Engineering, Greg Peters; Economic Development Director, Leslyn Blake; Marketing Specialist, Bradley Weber; Finance Director, Teresa Savage; Finance Manager, Berna Fitzpatrick; Parks and Recreation Director, Lance Whitworth; Fire Chief, Marty Wade, and Assistant Police Chief, Steven Baxter. Councilman Cullen King was absent.

Mayor Felix opened the meeting at 7:42 p.m.

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

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.

18-4163 - Approve the minutes of the February 19, 2018 workshop meeting.

18-4164 – Approve the minutes of the February 19, 2018 regular meeting.

18-4166 – Approve the minutes of the February 24, 2018 workshop meeting.

18-4162 – Approve a resolution authorizing the City Manager to execute a drainage easement to the City of Wylie, Texas.

18-4167 – Accept the monthly revenue and expenditure report for the period ending January 31, 2018.

18-4169 – Accept the quarterly Budget and Investment reports for the quarter ending December 31, 2017.

Councilman Bickerstaff made a motion to approve items on the consent agenda items as presented. Mayor Pro Tem Watkins seconded that motion and the motion was unanimously approved.

MAYOR AND CITY COUNCIL ANNOUNCEMENTS REGARDING SPECIAL EVENTS:

Councilman Ross stated on Tuesday, March 6 the Library will host a DIY Teen art event at 6:00 p.m. that will involve lots of duct tape. On Thursday, March 8 at 6:00 p.m. there will be classic games and button making. On Saturday, March 10, the movie Thor Ragnarok will be shown at 12:30 p.m. The movie Coco will play at 12:30 p.m. on Monday, March 12 and Tuesday, March 13 is family game night at 6:00 p.m. Citizens can drop off their stuffed animals on Wednesday, March 14 for Stuffie Sleep Away until Friday, March 16. Lastly, on Tuesday, March 20 at 11:00 kid's yoga with the theme 'Frozen'.

Councilman Bickerstaff congratulated the Sachse High School girls' basketball team for a great season.

Mayor Felix stated that on March 24 the Easter Egg events will take place and on April 7, the Great American Cleanup/Arbor Day Event.

CITIZENS INPUT:

Terry Smith, 5011 Brook Hollow, stated his concerns and frustrations regarding recent and previous occurrences at his residence.

Tricia Lyndsey, 3718 Rock House Road, asked Council for an update on the Sachse Road widening project. Mrs. Nash commented that it will go out to bid in May with a fall construction start time.

Kristen Eleazer, 5007 Eureka Lane, offered her thanks to the City for responding to water issues on her street. Mrs. Eleazer stated that Mr. Peters responded to her email and addressed their concerns with the drainage on their street.

REGULAR AGENDA ITEMS:

18-4165 Receive a presentation regarding audio-visual upgrades in the Council Chambers.

Mrs. Rose stated that we are currently facing equipment challenges in the Council Chambers. Recently, the audio-visual equipment has caused disruptions during meetings. Much of the equipment is original to when Sachse City Hall was completed. Many of the platforms, are either outdated with limited functionality or are no longer serviceable, and the City does not have staff with expertise with this technology. Staff has been identifying the issues and begun to seek a long-term solution. These solutions include ways to improve the quality of the meetings, enhance video streaming services, the audio and video quality, as well as integration with the meeting agenda. Mrs. Rose outlined how the franchise fees collected from cable operations can be used and their limitations.

Mrs. Nash stated staff is seeking feedback on the services outlined and if there are any other items staff should consider. If Council chooses to move forward, staff will bring back an option for Council to review and approve in April.

Mayor Pro Tem Watkins asked if there is the ability to broadcast the Planning and Zoning meetings. Mrs. Nash stated that there are different packages offered based on a certain number of meetings, but Council would have that opportunity to consider including them.

Councilman Ross stated that the recent upgrades have been good additions and believes staff should cover the fundamentals first, which includes microphones, content that is displayed, and the overall conducting of the meeting. Councilman Ross also asked what the ultimate cost would be. Mrs. Nash stated that the service providers being explored will be able to evaluate what we are currently using and determine what will be needed to move forward. They will do all the services and would be an all in one solution, and staff would have built-in consultations.

Councilman Franks stated that the video, the sound quality, and the backup of the meetings all needs resolved. Councilman Franks asked if any of the recent enhancements would have to be replaced, as well as if the current cameras would remain or be replaced. Mrs. Rose replied that although the current cameras are sufficient, they would be replaced to improve the overall viewing quality of the meeting.

Councilman Adams expressed the importance of staying transparent.

Councilman Bickerstaff expressed that he would like the system to be convenient for citizens. He noted his liking of the agenda integration and the ability to go to specific items. Councilman Bickerstaff also asked about the funding source and what the City is currently paying in monthly service fees. Mrs. Nash commented that staff is comparing services and options and those will be included when the item is brought back to Council.

Mayor Felix stated that all of the equipment needs to be completely replaced.

Council consensus was to bring the item back in April for consideration.

Jim Mathis, 7002 Burning Bush, stated that he likes the audio upgrades and is in favor of this item.

18-4171 Consider a resolution approving a Project Specific Agreement with Dallas County, Texas for Sachse Road maintenance.

Mr. Peters stated that this item is separate from the Sachse Road widening project. This project is for two segments of Sachse Road, which include SH 78 to 5th Street and from the Public Works to the northeast City limit. The project is for maintenance only and the City will manage the project, but will partner with Dallas County for funding. Mr. Peters presented a timeline for the project with it be completed by December 1, 2018. Staff is recommending approval.

Councilman Ross asked if both segments would be worked on concurrently and would the west side section overlap with the 5th Street widening. Mr. Peters responded that the segments would be worked on at the same time and that he will be working with the contractor and the County in regards to the traffic patterns. Typically, flaggers are used to control traffic flow and workers will not be present during rush hour traffic.

Councilman Franks asked if there is a way to keep construction trucks off the road due to avoid quicker deterioration of the road. Councilman Adams stated he would prefer to see it done in concrete since it lasts longer.

Councilman Adams asked if there were plans on road rehab on Sachse Road from SH 78 to 5th Street where it is cut off at 5th Street. Mr. Peters explained how the road will be blended in when the widening occurs and the roundabout is constructed.

Councilman Bickerstaff made a motion to approve a Project Specific Agreement with Dallas County, Texas for Sachse Road maintenance. Mayor Pro Tem Watkins seconded that motion and the motion was unanimously approved.

EXECUTIVE SESSION: The Economic Development* shall convene into Executive Session pursuant to the Texas Government Code, Section §551.087: Deliberation regarding Economic Development Negotiations: Discussion of SEDC providing and sponsoring a Special Event.

At 8:52 p.m., City Council recessed into Executive Session.

At 9:31 p.m., City Council reconvened back into Regular Session.

Councilman Bickerstaff made a motion to authorize the Sachse Economic Development Corporation (SEDC) to promote a Food Truck event at 3324 5th Street, Sachse, Texas for the period of April 1, 2018 through November 30, 2018, subject to the SEDC and the applicable vendors obtaining the necessary permits for the event. Councilman Adams seconded that motion and the motion was unanimously approved.

*Scribner's error. Should read 'City Council'.

ADJOURNMENT:

Mayor Felix adjourned the meeting at 9:32 p.m.

MIKE J FELIX, MAYOR

ATTEST:

Michelle Lewis Sirianni, City Secretary



City of Sachse, Texas

Legislation Details (With Text)

File #: 18-4182 **Version:** 1 **Name:** Proclamation - National Athletic Training Month
Type: Agenda Item **Status:** Agenda Ready
File created: 3/8/2018 **In control:** City Council
On agenda: 3/19/2018 **Final action:**
Title: Proclamation recognizing the month of March as National Athletic Training Month.
Sponsors:
Indexes:
Code sections:
Attachments: [Proclamation](#)

Date	Ver.	Action By	Action	Result
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Title

Proclamation recognizing the month of March as National Athletic Training Month.

Background

The National Athletic Trainers' Association (NATA) is the professional membership association for certified athletic trainers and others who support the athletic training profession. Founded in 1950, the NATA has grown to more than 44,000 members worldwide. The majority of certified athletic trainers choose to be members of NATA to support their profession and to receive a broad array of membership benefits. By joining forces as a group, NATA members can accomplish more for the athletic training profession than they can individually.

Their vision is for athletic trainers to be globally recognized as vital practitioners in the delivery and advancement of health care. Through passionate provision of unique services, athletic trainers will be an integral part of the inter-professional health care team.

National Athletic Training Month is held every March in order to spread awareness about the important work of athletic trainers. In addition to providing logos, posters, press releases, sample media alerts, and PR toolkits, NATA also sponsors contests for its members.

The 2018 slogan is "compassionate care for all."

Policy Considerations

None

Budgetary Considerations

None

Staff Recommendations

Recognize and present a Proclamation to the Sachse High School Staff Athletic and Student Trainers.

Staff Athletic Trainers

Kathy Mihecoby - MS, ATC, LAT

Silvia Hausknecht - MAT, ATC, LAT

Student Trainers

Dallas Grato

Carley Calkins

Lindsay Cole

Blakelon Neal

Ashley Saucedo

Chloe Clearfield

Aminah Bland

Andria Marish

Jeremy Lande

Kayla Phothisaraj

Marcos Hillman

Danielle Curtis

Chloe Chetty

Dylan Pittsinger

Christian Myers

Hiya Gohel

MarcAnthony Abernathy

Lilly Balthrop

Taylor Hickman

PROCLAMATION

WHEREAS, athletic trainers provide prevention of injuries, recognition, evaluation, and aggressive treatment, rehabilitation, health care administration, education and guidance, compassionate care for all; and

WHEREAS, the National Athletic Trainers' Association represents and supports 44,000 members of the athletic training profession employed in many settings including professional sports, colleges and universities, high schools, clinics and hospitals, corporate and industrial settings, performing arts, and military branches; and

WHEREAS, leading organizations concerned with athletic training and health care have joined together in a common desire to raise public awareness of the importance of the athletic training profession and to emphasize the importance of quality health care within the aforementioned settings; and

WHEREAS, such an effort will improve health care for athletes and those engaged in physical activity and promote athletic trainers as health professionals; and

I, THEREFORE, Mike Felix, Mayor of the City of Sachse, Texas, do hereby proclaim the month of March as National Athletic Training Month in the City of Sachse. I urge all people to learn more about the importance of athletic training.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Sachse, Texas to be affixed this the 19th day of March, 2018.

Mike J. Felix
Mayor



City of Sachse, Texas

Legislation Details (With Text)

File #:	18-4174	Version:	2	Name:	City Council Ethics Policy
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	3/6/2018	In control:		In control:	City Council Workshop
On agenda:	3/19/2018	Final action:		Final action:	
Title:	Discuss and consider an ordinance amending the Code of Ordinances by amending Chapter 1 titled "General Provisions" by adding a new Section 1-22 titled "Code of Ethics" setting forth a Code of Ethics for City Officials.				

Sponsors:

Indexes:

Code sections:

Attachments: [Ordinance](#)

Date	Ver.	Action By	Action	Result
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Title

Discuss and consider the development of a Code of Ethics for elected and appointed officials.

Background

During the February 19 City Council Workshop Meeting, City Attorney Joe Gorfida presented the City Council with a draft Code of Ethics for elected and appointed officials. At this time, the City Council discussed individual components of the policy and gave further direction on which items to include.

The City Attorney will return to the City Council with the draft policy for discussion and final approval.

Policy Considerations

This is briefing material only. There are no policy considerations affiliated with this item.

Budgetary Considerations

There are no budgetary considerations affiliated with this item.

Staff Recommendations

There are no staff recommendations affiliated with this item.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF SACHSE, TEXAS, AMENDING THE CODE OF ORDINANCES BY AMENDING CHAPTER 1 TITLED “GENERAL PROVISIONS” BY ADDING A NEW SECTION 1-22 TITLED “CODE OF ETHICS” SETTING FORTH A CODE OF ETHICS FOR CITY OFFICIALS; PROVIDING A REPEALING CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR A PENALTY OF FINE NOT TO EXCEED THE SUM OF FIVE HUNDRED DOLLARS (\$500.00) FOR EACH OFFENSE; AND PROVIDING AN EFFECTIVE DATE.

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

SECTION 1. That the Sachse Code of Ordinances is amended by amending Chapter 1 titled “General Provisions” by adding a new Section 1-22 titled “Code of Ethics”, to read as follows:

“CHAPTER 1 GENERAL PROVISIONS

...

Sec. 1-22. Code of ethics.

- A. *Purpose.* It is hereby declared to be the policy of the City that the proper operation of democratic government requires that public officials be independent, impartial and responsible only to the people of the City; that no officer shall permit any interest, financial or otherwise, direct or indirect, or engagement in any business, transaction or professional activity to conflict with the proper discharge of such person's duties in the public interest; that public office not be used for personal gain; and that the City council at all times shall be maintained as a nonpartisan body. To implement such a policy, the City council deems it advisable to enact a code of ethics for officials, as defined in this article, whether elected or appointed, paid or unpaid, to serve not only as a guide for official conduct of the City's public servants, but also as a basis for discipline for those who refuse to abide by its terms, the overriding interest being that such officers of the City shall at all times strive to avoid even the appearance of impropriety.
- B. *Title; application.*
- (1) This section shall be known as the code of ethics.
 - (2) This code shall apply to all officials as defined in this section.
 - (3) This code of ethics does not apply to employees, including those individuals employed on a full-time, part-time or internship basis nor to independent

contractors of the City. The standards of conduct for employees are governed by the City of Sachse Personnel Policies.

- (4) This code of ethics applies to members of the City Council, all City boards, committees or commissions as defined in this article.
- (5) This code of ethics applies to the conduct or actions of public officers, as defined in this article which occurs in whole or in part after the date of adoption of this article.
- (6) This code of ethics applies to officers on while such persons hold such position or office.

C. *Definitions.* The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

- (1) *Benefit* means anything reasonably regarded as pecuniary or economic gain or pecuniary or economic advantage, including benefit to any other person in whose welfare the beneficiary has a direct and substantial interest.
- (2) *Business entity* means any person, entity, corporation (whether for-profit or nonprofit), general or limited partnership, sole proprietorship, joint venture, unincorporated association or firm, institution, trust, foundation, holding company, joint-stock company, receivership, or other entity recognized by law, whether or not organized for profit, which has an economic interest, or seeking such, in conducting business with the City. Business entity also includes any business entity that represents a party conducting or seeking to conduct business with the City.
- (3) *City* means the City of Sachse, Texas.
- (4) *City council* means the governing body of the City.
- (5) *Confidential information* means any information to which an official has access in such person's official capacity which may not be disclosed to the public except pursuant to state and/or federal law and which is not otherwise a matter of public record or public knowledge. Confidential information includes the following information, however transmitted: (i) any information from a meeting closed to the public pursuant to the Texas Open Meetings Act or other law regardless of whether disclosure violates the Texas Open Meetings Act or Texas Public Information Act; (ii) any information protected by attorney client, attorney work product, or other applicable legal privilege; and (iii) any information deemed confidential by law.

- (6) *Contract* means any lease, claim, account or demand against or agreement with any entity or person, whether express or implied, executed or executory, oral or written.
- (7) *Corporation* means any corporation that has a board of directors appointed in whole or in part by the City council that is operating under the direct authority of or subject to the direct control of the City council.
- (8) *Employee* means any person employed by the City, including those individuals on a part-time or internship basis, but does not include independent contractors.
- (9) *Gift* means anything of value, regardless of form, offered or given in the absence of adequate and lawful consideration. It does not include the receipt or acceptance of campaign contributions which are regulated by federal, state and/or local laws or ordinances.
- (10) *Knowingly* means a person acts knowingly, or with knowledge, with respect to the nature of the person's conduct or to circumstances surrounding the conduct when the person is aware of the nature of the conduct or that the circumstances exist. A person acts knowingly, or with knowledge, with respect to a result of the person's conduct whether the person is aware that the conduct is reasonably certain to cause the result.
- (11) *Officer or official* means any member of the City council and any appointed member of a City board, commission or committee established by resolution, ordinance, City Charter, state law or otherwise, on a temporary or permanent basis, operating either under the direct or indirect authority or subject to either the direct or indirect control of the City council. Such term includes but is not limited to the members of the City council, planning and zoning commission, the board of adjustment, the building and standards commission, the library board, the parks and recreation board, animal shelter advisory board and the board of directors of the City's economic development corporation.
- (12) *Relative* means any person related to an officer within the first degree by consanguinity or affinity. This relationship includes the spouse, parents, children, stepchildren, father and mother-in-law, or son and daughter-in-law of the officer.
- (13) *Special privilege* means a right, advantage or favor of or for a particular person, occasion or purpose not otherwise available to others.
- (14) *Substantial interest* means the following:
 - (a) In a business entity means:
 - (i) The person owns ten percent (10%) or more of the voting stock or shares of a business entity;

- (ii) The person owns ten percent (10%) or more or \$15,000.00 or more of the fair market value of a business entity; or
 - (iii) Funds received by the person from the business entity exceed ten percent (10%) of the person's gross income for the previous year; and action on the matter involving the business entity will have a specific economic effect on the business entity that is distinguishable from the effect on the public.
- (b) In real property means the person has an interest in the real property that is equitable or legal ownership with a fair market value of \$2,500.00 or more; and it is reasonably foreseeable that an action on a matter involving the real property will have a specific economic effect on the value of the real property distinguishable from its effect on the public.
 - (c) An official is considered to have a substantial interest under the code of conduct if a relative has a substantial interest under the code of conduct.

D. *Standards of conduct.* No officer of the City or a relative thereof shall:

- (1) Have a financial interest, direct or indirect, in any contract with the City, nor shall such person be financially interested, directly or indirectly, in the sale to the City of any land, or rights or interest in any land, materials, supplies or service. The "financial interest" contemplated under this section requires that such person receive an actual financial benefit from the transaction with the City. An actual financial benefit from the transaction shall include:
 - (a) An ownership in the entity transacting business with the City where the ownership interest is more than ten percent.
 - (b) Compensation as an employee, officer or director of the entity transacting business with the City where such compensation is affected by the entity's transaction with the City.
- (2) Participate in a vote or decision on any matter in which the officer has a substantial interest.
- (3) Represent or appear in behalf of private interests of others before the City council, or any agency, board, commission, corporation, or committee of the City, nor shall represent any private interests of others in any action or proceeding involving the City, nor voluntarily participate on behalf of others in any litigation to which the City is, or might be, an adverse party. The restrictions of this subsection do not prohibit an officer, or relative of an officer, who is the president, vice president or officer of a homeowner's association from appearing

before the City council, or any agency, board, commission, or committee of the City to represent such homeowner's association, except that no such officer or relative of such officer shall appear before the agency, board, commission or committee of the City of which such officer is a member.

- (4) Accept any gift from any person that might reasonably tend to influence such officer in the discharge of such person's official duties. The prohibition against gifts shall not apply to:
 - (a) A lawful campaign contribution;
 - (b) An honorarium in consideration for services unless the officer would not have been asked to provide the services but for the officer's position;
 - (c) Meals, lodging, transportation in connection with services rendered by the officer at a conference, seminar or similar event that is more than merely perfunctory;
 - (d) Complimentary copies of trade publications and other related materials;
 - (e) Attendance at hospitality functions at local, regional, state or national association meetings and/or conferences;
 - (f) Any gift which would have been offered or given to the person if such person was not an officer or employee of the City;
 - (g) An occasional item with a value less than \$50.00;
 - (h) Tee shirts, caps, mementos and other similar promotional material or items;
 - (i) Meals, transportation and lodging in connection with a seminar or conference at which the officer is providing services;
 - (j) Gifts on account of kinship or a personal, or professional, or business relationship independent of the officer's status;
 - (k) Complimentary attendance at political or charitable fundraising events; and
 - (l) Meals, lodging, transportation, or entertainment furnished in connection with public events, appearances or ceremonies related to official City business, if furnished by the sponsor of such public events.
- (5) Use such person's official position to secure special privileges or benefits for such person or others.
- (6) Grant any special consideration, treatment or advantage to any citizen, individual, business organization or group beyond that which is normally available to every other citizen, individual, business organization or group.
- (7) Disclose confidential information.
- (8) Engage in any outside activities which will conflict with or will be incompatible with such person's official position or duties as an officer of the City.

- (9) Use City supplies, personnel, property, equipment or facilities (whether tangible or intangible) for any purpose other than the conduct of official City business, unless otherwise provided for by law, ordinance or City policy.
- (10) Act as a surety on any official bond required for any officer or employee of the City, or for a business that has a contract, work or business with the City.
- (11) Fail to timely produce Public Information in response to a public information request. Public Information specifically includes any electronic communication created, transmitted, or received, or maintained on any device if the communication is in connection with the transaction of official business.

E. *Additional standards.*

- (1) No member of the City council who is on the board of a nonprofit organization may vote on any funding request by that nonprofit organization, unless the nonprofit organization has a board of directors or trustees appointed in whole or in part by the City council.
- (2) With the exception of those proceedings allowed under this article, no member of the City council shall personally appear in such person's own behalf before the City council, or any City board, commission, corporation or committee but may designate and be represented by a person of such person's choice in any such personal matter.
- (3) No member of the City council, the City plan commission, or board of adjustment shall participate in, or vote on, any land use matter in which such officer has a substantial interest in any real property within 200 feet of the real property, the subject of the land use matter.

F. *Use of Social Media.*

- (1) Officers who post on any social media website that may be viewed by the public are expected to exercise the highest levels of accuracy, professionalism, respect, and concern for the reputation and peace of mind of individuals who may be affected by the post and the reputation and image of the City. Any comments, opinions, or statements posted by an officer are subject to the restrictions under the Texas Open Meetings Act.
- (2) Multiple officers shall not comment on the same social media post so as not to create a "walking quorum" of the City council, board or commission.
- (3) Officers shall refrain from posting personal opinions on matters to be brought before the City council, board or commission including, but not limited to, personal opinions on pending matters before the City council, board or commission, declaration of how an officer intends to vote on an issue, engaging

or debating with citizens on items presented to the council, board or commission, or officers' arguments for or against an item. These postings could be considered a violation of the Texas Open Meetings Act and could result in criminal and civil liabilities for the officer under Texas Government Code Chapter 551.

- (4) Officers shall not post official statements on behalf of the City. Officers do not have the authority to make official statements or claim that they can fix or resolve an issue; or, that they can have an issue fixed or resolved. Official statements on behalf of the City shall come from the Mayor, Mayor Pro-Tem, City Manager, or City Attorney or other person designated by the City Manager or Mayor.
- (5) Officers shall maintain professionalism and common courtesy in their posts when commenting in their official capacity and remain neutral to prevent the interpretation that a decision has already been made in an Open Meeting which is a violation of the Texas Open Meetings Act.
- (6) Officers shall not use their official positions to post negative or derogatory comments or voice their personal opinions against an individual, business or entity. Such conduct could result in negative feedback for the officer and the City, and the officer could potentially be liable for slander, defamation of character or other civil remedies as determined by a court.
- (7) When posting an on-line communication that discusses City-related issues, but which is not posted as an approved representative of the City or on the City's behalf, all persons must make it clear that they are speaking for themselves, and not on behalf of the City by displaying a disclaimer that states that it is their own opinion and not necessarily the opinion or position held by the City, City council, board or commission.

G. *Disclosure of substantial interest.* Any officer, who has a substantial interest in any matter pending before the body, board, commission, corporation or committee of which the officer is a member, before a vote or decision on such matter, shall file an affidavit stating the nature and extent of the substantial interest, and shall abstain from further participation in such matter. The affidavit shall be on a form provided by the City and must be filed with record keeper for such body, board, commission, corporation or committee.

H. *Complaints against officers.*

- (1) All complaints or allegations of a violation of this code of ethics against an officer shall be made in writing on a form provided by the City, sworn to before a notary public, and filed of record with the City secretary. Such complaint shall describe in detail the act or acts complained of and the specific section(s) of this code of ethics alleged to have been violated. A general complaint lacking in detail shall not be sufficient to invoke the investigation procedures contained herein; and

anonymous complaints shall not be considered. The City secretary shall provide a copy of the complaint to the affected officer and the City council, and immediately refer the complaint to the City attorney, who shall initially review the complaint to determine if the complaint contains sufficient detail and alleges a violation of the code of ethics. The affected officer may file a written response to the complaint within seven business days after the complaint is filed with the City secretary, who shall forward the response, if any, to the City attorney.

- (2) The City attorney shall submit a written report to the City council as soon as possible but not later than 15 business days after the receipt of the complaint, unless an extension is granted by a majority of the non-implicated City council members. The City attorney may contact the complainant, interview witnesses and examine any documents necessary for the report. Such report shall be comprehensive and explain in detail all facts, findings, and conclusions in support of the City attorney's opinion as to whether or not a violation of this code of ethics occurred. When the City attorney receives a vague complaint or one lacking in detail, the City attorney shall contact the complainant to request a written clarification. If the complainant fails to provide the City attorney with written clarification, or if after written clarification is provided, it is the opinion of the City attorney that the complaint is insufficient in detail and/or fails to allege a prima facie violation of the code of ethics, a written report to that effect shall be submitted to the City council. If the City attorney determines that a criminal violation may exist, the City attorney shall refer the matter to the appropriate law enforcement agency.
- (3) If it is determined by the City attorney that the facts as alleged could constitute a violation of this code of ethics, then the City attorney shall, within 15 business days after receipt of the complaint, notify the mayor and City council members of the existence and nature of the complaint. The City council shall cause a meeting to convene, whether regular or special, within 15 business days after being so notified by the City attorney to further consider said complaint in executive session with a quorum of the City council causing such a meeting to be convened. In any event, the City attorney shall immediately proceed to fully investigate the alleged improprieties. For purposes of this investigation, the City attorney shall have all of the powers of investigation as are given to the City council by reason of the City Charter and shall report back to the City council as soon as possible but in no event more than 15 business days from the date of notification of the City council unless an extension is granted by the City council. Said report shall be comprehensive and explain in detail all facts, findings and conclusions in support of the City attorney's opinion as to whether a violation of this code of ethics occurred.
- (4) The City council shall consider the complaint and the City attorney's report at an executive session of the City council. The affected officer may request that the complaint be considered in a public meeting. At such meeting, the City attorney shall present a written report to the City council describing in detail the nature of

the complaint and the City attorney's findings and conclusions as to a possible violation of this code of ethics. The affected officer shall have the right to a full and complete hearing before the City council with the opportunity to call and cross-examine witnesses and present evidence in such person's behalf. The non-implicated City council members in attendance shall conduct a hearing and review the complaint. The City council may reject the complaint or take action authorized under Section I, *Violations*.

- (5) No action or decision with regard to the complaint shall be made except in a meeting which is open to the public.
- (6) The City council may appoint outside legal counsel, or may direct the City attorney to appoint outside legal counsel, or the City attorney in the City attorney's discretion, may appoint outside legal counsel, to perform the duties and responsibilities of the City attorney under subsections (b), (c) and (d) of this section.
- (7) A complaint or allegation of a violation of this article may only be made against an officer while such person holds such position or office. A complaint made against an officer pursuant to this section shall be processed and resolved even if such person resigns from, or ceases to hold such position or office, prior to resolution of the complaint.

I. *Violations*. The City council may take any one or more of the following actions in an open meeting concerning a complaint:

- (1) Issue a statement finding the complaint is totally without merit, brought for the purpose of harassment, or brought in bad faith.
- (2) Issue a letter of notification when the violation is unintentional. A letter of notification shall advise the officer of any steps to be taken to avoid future violations.
- (3) Issue a letter of admonition when the violation is minor or may have been unintentional but calls for a more substantial response than a letter of notification.
- (4) Issue a reprimand when a violation has been committed knowingly or intentionally.
- (5) Remove from office an officer, other than a City council member, for a serious or repeated violation of this code of ethics. Removal shall be, to the extent by and allowed, in compliance with the Charter and state law.
- (6) Pass a resolution of censure or a recommendation of recall when the City council finds that a serious or repeated violation of this code of ethics has been committed intentionally by a member of the City council.

- J. *Adoption of state statute.* Sections 171.001 and 176.002 of the Texas Local Government Code, as amended, being the statute which regulates conflicts of interest of officers of municipalities in the state and disclosure of certain relationships with local government officers, are hereby adopted and made a part of this code of conduct for all purposes, with the proviso that, in the case of a conflict between the provisions of this code of conduct and the state statute, then in that event the more restrictive provision shall govern.
- K. *Limitations.* A person must bring a complaint that an officer has violated a provision(s) of this code of conduct not later than twelve (12) months after the day the complained act(s) occurred.
- L. *Interpretation of content.* Any officer may request and the City attorney shall issue, a verbal or written opinion (as deemed appropriate) concerning the meaning or effect of any section, word, or requirement of this code of ethics as it affects such person.”

SECTION 2. That all provisions of the Ordinances of the City of Sachse, Texas, in conflict with the provisions of this ordinance be, and the same are hereby, repealed, and all other provisions of the Ordinances of the City not in conflict with the provisions of this ordinance shall remain in full force and effect.

SECTION 3. An offense committed before the effective date of this Ordinance is governed by state law and the provisions of the Ordinances of the City of Sachse, as amended, in effect when the offense was committed and the former law is continued in effect for this purpose.

SECTION 4. That should any word, sentence, paragraph, subdivision, clause, phrase or section of this ordinance, be adjudged or held to be void or unconstitutional, the same shall not affect the validity of the remaining portions of said ordinance, which shall remain in full force and effect.

SECTION 5. That any person violating any of the provisions or terms of this Ordinance shall be subject to the same penalty as provided for in the Code of Ordinances of the City of Sachse as heretofore amended and upon conviction shall be punished by a fine not to exceed the sum of Five Hundred Dollars (\$500.00) for each offense.

SECTION 6. This ordinance shall take effect immediately from and after its passage and the publication of the caption, as the law and charter in such cases provides.

PASSED AND APPROVED by the City Council of the City of Sachse, Texas on the _____ day of _____, 2018.

APPROVED:

Mike J. Felix
Mayor

DULY ENROLLED:

Michelle Lewis Sirianni
City Secretary

APPROVED AS TO FORM:

Joe Gorfida Jr.
City Attorney
(03-14-2018/TM94067)



City of Sachse, Texas

Legislation Details (With Text)

File #:	18-4177	Version:	1	Name:	Community Center Update from Ron Hobbs
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	3/8/2018	In control:		In control:	City Council
On agenda:	3/19/2018	Final action:		Final action:	

Title: Receive an update, discuss, and consider cost estimates regarding the design of the Sachse Community Center from Ron Hobbs Architects.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Title

Receive an update, discuss, and consider cost estimates regarding the design of the Sachse Community Center from Ron Hobbs Architects.

Background

Mr. Hobbs last updated the City Council on February 19 with preliminary design elements for the Sachse Community Center and received feedback from the City Council.

Per the design schedule, Mr. Hobbs is returning to provide the most recent updates on the Community Center, including cost estimates.

Policy Considerations

There are no policy considerations affiliated with this item.

Budgetary Considerations

The City Council will discuss and may approve the use of Certificate of Obligation Bond Funds designated for this project based on the cost estimates provided by Ron Hobbs for the Sachse Community Center project.

Staff Recommendations

There are no staff recommendations affiliated with this item.



City of Sachse, Texas

Legislation Details (With Text)

File #:	18-4185	Version:	1	Name:	Atmos Revised RRM Tariff
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	3/8/2018	In control:		In control:	City Council
On agenda:	3/19/2018	Final action:		Final action:	
Title:	Consider an ordinance approving a tariff authorizing an annual rate review mechanism as a substitution for the annual interim rate adjustment process defined by Section 104.301 of the Texas Utilities Code, and as negotiated between Atmos Energy Corp., Mid-Tex Division and the Steering Committee of Cities Served by Atmos.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Ordinance Mid-Tex RRM Tariff				

Date	Ver.	Action By	Action	Result
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Title

Consider an ordinance approving a tariff authorizing an annual rate review mechanism as a substitution for the annual interim rate adjustment process defined by Section 104.301 of the Texas Utilities Code, and as negotiated between Atmos Energy Corp., Mid-Tex Division and the Steering Committee of Cities Served by Atmos.

Background

The City, along with other similarly situated cities served by Atmos Energy Corp., Mid-Tex Division ("Company"), is a member of the Atmos Cities Steering Committee ("Cities"). In 2007, the Cities and Company settled a rate application filed by the Company pursuant to Section 104.301 of the Texas Utilities Code for an interim rate adjustment commonly referred to as a GRIP filing (arising out of the Gas Reliability Infrastructure Program legislation). That settlement created an alternative rate review process, referred to as Rate Review Mechanism ("RRM"), as a substitute for future filings under the GRIP statute.

Since 2007, there have been several modifications to the original RRM Tariff, most recently in 2017. The ordinance that resolved the Company's application under the RRM Tariff in 2017 also terminated the existing RRM Tariff and required a renegotiation of the terms of that tariff. Negotiations have taken place over the past several months, and have resulted in a revised RRM Tariff that has been agreed to by the Company. The Cities' Executive Committee has recommended acceptance of the revised RRM Tariff, which is attached to the ordinance.

Cities strongly opposed the GRIP process because it constitutes piecemeal ratemaking by ignoring declining expenses and increasing revenues and rewarding the Company for increasing capital investment. The GRIP process does not allow any review of the reasonableness of capital investment and does not allow cities to participate in the Railroad Commission's review of annual GRIP filings or recover their rate case expenses. The Railroad Commission undertakes a mere administrative review

of GRIP filings (instead of a full hearing) and rate increases go into effect without any material adjustments. In the Steering Committee's view, the GRIP process unfairly raises customers' rates without any regulatory oversight. In contrast, the RRM process has allowed for a more comprehensive rate review and annual evaluation of expenses and revenues, as well as capital investment.

The RRM Tariff on which the 2017 rates were based allowed a rate of return on equity of 10.50%. The revised RRM Tariff reduces that to 9.8%. The revised RRM Tariff also captures the reduction in federal income tax rates from 35% to 21%, and should result in a rate reduction effective by mid-March 2018. Prior RRM Tariffs allowed Cities only three months to review the Company's filing. The new revised Tariff expands that time period by two months. New applications by the Company should be made on or about April 1 of each year, with new rates effective October 1. A rate order from the Railroad Commission in an Atmos Texas Pipeline rate case adopted the position of Cities with regard to incentive compensation related to Atmos' Shared Services Unit that reduced allowed expenses. Future applications for rate changes will be based on the reduced level of expenses under the new RRM Tariff.

Policy Considerations

The City is required to approve all rate adjustments. The revised RRM Tariff includes changes that are favorable to the City and customers within the City.

Budgetary Considerations

None.

Staff Recommendations

Approve an ordinance approving a tariff authorizing an annual rate review mechanism as a substitution for the annual interim rate adjustment process defined by Section 104.301 of the Texas Utilities Code, and as negotiated between Atmos Energy Corp., Mid-Tex Division and the Steering Committee of Cities Served by Atmos.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SACHSE, TEXAS, APPROVING A TARIFF AUTHORIZING AN ANNUAL RATE REVIEW MECHANISM (“RRM”) AS A SUBSTITUTION FOR THE ANNUAL INTERIM RATE ADJUSTMENT PROCESS DEFINED BY SECTION 104.301 OF THE TEXAS UTILITIES CODE, AND AS NEGOTIATED BETWEEN ATMOS ENERGY CORP., MID-TEX DIVISION (“ATMOS MID-TEX” OR “COMPANY”) AND THE STEERING COMMITTEE OF CITIES SERVED BY ATMOS; REQUIRING THE COMPANY TO REIMBURSE CITIES’ REASONABLE RATEMAKING EXPENSES; ADOPTING A SAVINGS CLAUSE; DETERMINING THAT THIS ORDINANCE WAS PASSED IN ACCORDANCE WITH THE REQUIREMENTS OF THE OPEN MEETINGS ACT; DECLARING AN EFFECTIVE DATE; AND REQUIRING DELIVERY OF THIS ORDINANCE TO THE COMPANY AND LEGAL COUNSEL FOR THE STEERING COMMITTEE.

WHEREAS, the City of Sachse, Texas (“City”) is a gas utility customer of Atmos Energy Corp., Mid-Tex Division (“Atmos Mid-Tex” or “Company”), and a regulatory authority with an interest in the rates and charges of Atmos Mid-Tex; and

WHEREAS, the City and similarly-situated Mid-Tex municipalities created the Steering Committee of Cities Served by Atmos to efficiently address all rate and service matters associated with delivery of natural gas; and

WHEREAS, the Steering Committee formed an Executive Committee to direct legal counsel and to recommend certain specific actions to all aligned Mid-Tex Cities through resolution or ordinance; and

WHEREAS, pursuant to the terms of a November 2007 agreement between the Steering Committee and Atmos Mid-Tex that settled the Company’s interim rate filing under Section 104.301 of the Texas Utilities Code (a “GRIP” rate case), the Steering Committee and the Company collaboratively developed a Rate Review Mechanism (“RRM”) Tariff, ultimately authorized by the City in 2008, that allows for an expedited rate review process as a substitute for the GRIP process; and

WHEREAS, the City has kept some form of a RRM Tariff in place until 2017 when it adopted an ordinance approving an RRM Tariff filing settlement and specifically calling for termination of the existing RRM Tariff and negotiation of a replacement RRM Tariff following the Railroad Commission’s decision in a then-pending Atmos Texas Pipeline case (GUD No. 10580); and

WHEREAS, the Steering Committee's Executive Committee has recently approved a settlement with the Company on the attached RRM Tariff that contains certain notable improvements, from a consumer perspective, over the prior RRM Tariff, including a reduced rate of return on equity, acceptance of certain expense adjustments made by the Railroad Commission in the Order in GUD No. 10580, and the addition of two months to the time for processing a RRM Tariff application; and

WHEREAS, the RRM Tariff contemplates reimbursement of Cities' reasonable expenses associated with RRM Tariff applications; and

WHEREAS, the Steering Committee's Executive Committee recommends that all Steering Committee member cities adopt this ordinance and the attached RRM Tariff; and **WHEREAS**, the attached RRM Tariff is just, reasonable and in the public interest,

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

SECTION 1. That the findings set forth in this Ordinance are hereby in all things approved.

SECTION 2. That the attached RRM Tariff re-establishing a form of Rate Review Mechanism is just and reasonable and in the public interest, and is hereby adopted.

SECTION 3. That Atmos Mid-Tex shall reimburse the Cities' reasonable expenses associated with adoption of this Ordinance and the attached RRM Tariff and in processing future RRM Tariff applications filed pursuant to the attached tariff.

SECTION 4. That to the extent any resolution or ordinance previously adopted by the City is inconsistent with this Ordinance, it is hereby repealed.

SECTION 5. That the meeting at which this Ordinance was approved was in all things conducted in strict compliance with the Texas Open Meetings Act, Texas Government Code, Chapter 551.

SECTION 6. That if any one or more sections or clauses of this Ordinance is adjudged to be unconstitutional or invalid, such judgment shall not affect, impair or invalidate the remaining provisions of this Ordinance, and the remaining provisions of this Ordinance shall be interpreted as if the offending section or clause never existed.

SECTION 7. That this Ordinance shall become effective from and after its passage.

SECTION 8. That a copy of this Ordinance shall be sent to Atmos Mid-Tex, care of Chris Felan, Vice President of Rates and Regulatory Affairs, Atmos Energy Corporation, Mid-Tex Division, 5420 LBJ Freeway, Suite 1862, Dallas, Texas 75240, and to Geoffrey Gay, General Counsel to Mid-Tex Cities, at Lloyd Gosselink Rochelle & Townsend, P.C., 816 Congress Avenue, Suite 1900, Austin, Texas 78701.

PASSED AND APPROVED this 19th day of March, 2018.

Mike J. Felix, Mayor

ATTEST:

Michelle Lewis Sirianni, City Secretary

APPROVED AS TO FORM:

City Attorney

ATMOS ENERGY CORPORATION
MID-TEX DIVISION

RATE SCHEDULE:	RRM – Rate Review Mechanism	
APPLICABLE TO:	ALL CITIES IN THE MID-TEX DIVISION AS IDENTIFIED IN EXHIBIT A TO THIS RATE SCHEDULE	
EFFECTIVE DATE:	Bills Rendered on and after 04/01/2018	PAGE: 1

I. Applicability

Applicable to Residential, Commercial, Industrial, and Transportation tariff customers within the city limits of cities identified in Exhibit A that receive service from the Mid-Tex Division of Atmos Energy Corporation (“Company”). This Rate Review Mechanism (“RRM”) provides for an annual adjustment to the Company’s Rate Schedules R, C, I and T (“Applicable Rate Schedules”). Rate calculations and adjustments required by this tariff shall be determined on a System-Wide cost basis.

II. Definitions

“Test Period” is defined as the twelve months ending December 31 of each preceding calendar year.

The “Effective Date” is the date that adjustments required by this tariff are applied to customer bills. The annual Effective Date is October 1.

Unless otherwise provided in this tariff the term Final Order refers to the final order issued by the Railroad Commission of Texas in GUD No. 10170 and elements of GUD No. 10580 as specified in Section III below.

The term “System-Wide” means all incorporated and unincorporated areas served by the Company.

“Review Period” is defined as the period from the Filing Date until the Effective Date.

The “Filing Date” is as early as practicable, but no later than April 1 of each year.

III. Calculation

The RRM shall calculate an annual, System-Wide cost of service (“COS”) that will be used to adjust applicable rate schedules prospectively as of the Effective Date. The Company may request recovery of its total cost of service but will include schedules showing the computation of any adjustments. The annual cost of service will be calculated according to the following formula:

$$\text{COS} = \text{OM} + \text{DEP} + \text{RI} + \text{TAX} + \text{CD}$$

Where:

OM = all reasonable and necessary operation and maintenance expenses from the Test Period adjusted for known and measurable items and prepared

ATMOS ENERGY CORPORATION
MID-TEX DIVISION

RATE SCHEDULE:	RRM – Rate Review Mechanism	
APPLICABLE TO:	ALL CITIES IN THE MID-TEX DIVISION AS IDENTIFIED IN EXHIBIT A TO THIS RATE SCHEDULE	
EFFECTIVE DATE:	Bills Rendered on and after 04/01/2018	PAGE: 2

consistent with the rate making treatments approved in the Final Order. Incentive compensation (Management Incentive Plan, Variable Pay Plan and Long Term Incentive Plan) related to Atmos' Shared Services Unit will be applied consistent with treatment approved in GUD 10580. Additionally, O&M adjustments will be incorporated and applied as modified by a final order, not subject to appeal, issued by the Railroad Commission of Texas in subsequent rate cases involving the Atmos Mid-Tex or West Texas divisions. Known and measurable adjustments shall be limited to those changes that have occurred prior to the Filing Date. OM may be adjusted for atypical and non-recurring items. Shared Services allocation factors shall be recalculated each year based on the latest component factors used during the Test Period, but the methodology used will be that approved in the Final Order in GUD 10580.

DEP = depreciation expense calculated at depreciation rates approved by the Final Order. Additionally, if depreciation rates are approved in a subsequent final order, not subject to appeal, issued by the Railroad Commission of Texas for the Mid-Tex division those rates would be applicable for subsequent RRM filings.

RI = return on prudently incurred investment calculated as the Company's pretax return multiplied by rate base at Test Period end. Rate base is prepared consistent with the rate making treatments approved in the Final Order, and as in GUD 10580 as specifically related to capitalized incentive compensation (Management Incentive Plan, Variable Pay Plan and Long Term Incentive Plan) for Atmos' Shared Services Unit. However, no post Test Period adjustments will be permitted. Additionally, adjustments will be incorporated and applied as modified by a final order, not subject to appeal, issued by the Railroad Commission of Texas in subsequent rate cases involving the Atmos Mid-Tex or West Texas divisions. Pretax return is the Company's weighted average cost of capital before income taxes. The Company's weighted average cost of capital is calculated using the methodology from the Final Order including the Company's actual capital structure and long term cost of debt as of the Test Period end (adjusted for any known and measurable changes that have occurred prior to the filing date) and the return on equity of 9.8%. However, in no event will the percentage of equity exceed 58%. Regulatory adjustments due to prior regulatory rate base adjustment disallowances will be maintained. Cash working capital will be calculated using the lead/lag days approved in the Final Order. With respect to pension and other postemployment benefits, the Company will record a regulatory asset or liability for these costs until the amounts are included in the next annual rate adjustment implemented under this tariff. Each year, the Company's filing under this Rider RRM will clearly state the level of pension

ATMOS ENERGY CORPORATION
MID-TEX DIVISION

RATE SCHEDULE:	RRM – Rate Review Mechanism	
APPLICABLE TO:	ALL CITIES IN THE MID-TEX DIVISION AS IDENTIFIED IN EXHIBIT A TO THIS RATE SCHEDULE	
EFFECTIVE DATE:	Bills Rendered on and after 04/01/2018	PAGE: 3

and other postemployment benefits recovered in rates.

TAX = income tax and taxes other than income tax from the Test Period adjusted for known and measurable changes occurring after the Test Period and before the Filing Date, and prepared consistent with the rate making treatments approved in the Final Order. Atmos Energy shall comprehensively account for, including establishing a regulatory liability to account for, any statutory change in tax expense that is applicable to months during the Test Period in the calculation to ensure recovery of tax expense under new and old income tax rates.

CD = interest on customer deposits.

IV. Annual Rate Adjustment

The Company shall provide schedules and work papers supporting the Filing's revenue deficiency/sufficiency calculations using the methodology accepted in the Final Order. The result shall be reflected in the proposed new rates to be established for the effective period. The Revenue Requirement will be apportioned to customer classes in the same manner that Company's Revenue Requirement was apportioned in the Final Order. For the Residential Class, 50% of the increase may be recovered in the customer charge. However, the increase to the Residential customer charge shall not exceed \$0.60 per month in the initial filing and \$0.70 per month in any subsequent year. The remainder of the Residential Class increase not collected in the customer charge will be recovered in the usage charge. For all other classes, the change in rates will be apportioned between the customer charge and the usage charge, consistent with the Final Order. Test Period billing determinants shall be adjusted and normalized according to the methodology utilized in the Final Order.

V. Filing

The Company shall file schedules annually with the regulatory authority having original jurisdiction over the Company's rates on or before the Filing Date that support the proposed rate adjustments. The schedules shall be in the same general format as the cost of service model and relied-upon files upon which the Final Order was based. A proof of rates and a copy of current and proposed tariffs shall also be included with the filing. The filing shall be made in electronic form where practical. The Company's filing shall conform to Minimum Filing Requirements (to be agreed upon by the parties), which will contain a minimum amount of information that will assist the regulatory authority in its review and analysis of the filing. The Company and regulatory authority will endeavor to hold a technical conference regarding the filing within twenty (20) calendar days after the Filing Date.

ATMOS ENERGY CORPORATION
MID-TEX DIVISION

RATE SCHEDULE:	RRM – Rate Review Mechanism	
APPLICABLE TO:	ALL CITIES IN THE MID-TEX DIVISION AS IDENTIFIED IN EXHIBIT A TO THIS RATE SCHEDULE	
EFFECTIVE DATE:	Bills Rendered on and after 04/01/2018	PAGE: 4

A sworn statement shall be filed by an Officer of the Company affirming that the filed schedules are in compliance with the provisions of this Rate Review Mechanism and are true and correct to the best of his/her knowledge, information, and belief. No testimony shall be filed, but a brief narrative explanation shall be provided of any changes to corporate structure, accounting methodologies, allocation of common costs, or atypical or non- recurring items included in the filing.

VI. Evaluation Procedures

The regulatory authority having original jurisdiction over the Company's rates shall review and render a decision on the Company's proposed rate adjustment prior to the Effective Date. The Company shall provide all supplemental information requested to ensure an opportunity for adequate review by the relevant regulatory authority. The Company shall not unilaterally impose any limits upon the provision of supplemental information and such information shall be provided within seven (7) working days of the original request. The regulatory authority may propose any adjustments it determines to be required to bring the proposed rate adjustment into compliance with the provisions of this tariff.

The regulatory authority may disallow any net plant investment that is not shown to be prudently incurred. Approval by the regulatory authority of net plant investment pursuant to the provisions of this tariff shall constitute a finding that such net plant investment was prudently incurred. Such finding of prudence shall not be subject to further review in a subsequent RRM or Statement of Intent filing.

During the Review Period, the Company and the regulatory authority will work collaboratively and seek agreement on the level of rate adjustments. If, at the end of the Review Period, the Company and the regulatory authority have not reached agreement, the regulatory authority shall take action to modify or deny the proposed rate adjustments. The Company shall have the right to appeal the regulatory authority's action to the Railroad Commission of Texas. Upon the filing of an appeal of the regulatory authority's order relating to an annual RRM filing with the Railroad Commission of Texas, the regulatory authority having original jurisdiction over the Company's rates shall not oppose the implementation of the Company's proposed rates subject to refund, nor will the regulatory authority advocate for the imposition of a third party surety bond by the Company. Any refund shall be limited to and determined based on the resolution of the disputed adjustment(s) in a final, non-appealable order issued in the appeal filed by the Company at the Railroad Commission of Texas.

ATMOS ENERGY CORPORATION
MID-TEX DIVISION

RATE SCHEDULE:	RRM – Rate Review Mechanism	
APPLICABLE TO:	ALL CITIES IN THE MID-TEX DIVISION AS IDENTIFIED IN EXHIBIT A TO THIS RATE SCHEDULE	
EFFECTIVE DATE:	Bills Rendered on and after 04/01/2018	PAGE: 5

In the event that the regulatory authority and Company agree to a rate adjustment(s) that is different from the adjustment(s) requested in the Company's filing, the Company shall file compliance tariffs consistent with the agreement. No action on the part of the regulatory authority shall be required to allow the rate adjustment(s) to become effective on October 1. To the extent that the regulatory authority does not take action on the Company's RRM filing by September 30, the rates proposed in the Company's filing shall be deemed approved effective October 1. Notwithstanding the preceding sentence, a regulatory authority may choose to take affirmative action to approve a rate adjustment under this tariff. In those instances where such approval cannot reasonably occur by September 30, the rates finally approved by the regulatory authority shall be deemed effective as of October 1.

To defray the cost, if any, of regulatory authorities conducting a review of the Company's annual RRM filing, the Company shall reimburse the regulatory authorities on a monthly basis for their reasonable expenses incurred upon submission of invoices for such review. Any reimbursement contemplated hereunder shall be deemed a reasonable and necessary operating expense of the Company in the year in which the reimbursement is made. A regulatory authority seeking reimbursement under this provision shall submit its request for reimbursement to the Company no later than December 1 of the year in which the RRM filing is made and the Company shall reimburse regulatory authorities in accordance with this provision on or before December 31 of the year the RRM filing is made.

To the extent possible, the provisions of the Final Order shall be applied by the regulatory authority in determining whether to approve or disapprove of Company's proposed rate adjustment.

This Rider RRM does not limit the legal rights and duties of a regulatory authority. Nothing herein shall abrogate the jurisdiction of the regulatory authority to initiate a rate proceeding at any time to review whether rates charged are just and reasonable. Similarly, the Company retains its right to utilize the provisions of Texas Utilities Code, Chapter 104, Subchapter C to request a change in rates. The provisions of this Rider RRM are implemented in harmony with the Gas Utility Regulatory Act (Texas Utilities Code, Chapters 101-105).

The annual rate adjustment process set forth in this tariff shall remain in effect during the pendency of any Statement of Intent rate filing.

**ATMOS ENERGY CORPORATION
MID-TEX DIVISION**

RATE SCHEDULE:	RRM – Rate Review Mechanism	
APPLICABLE TO:	ALL CITIES IN THE MID-TEX DIVISION AS IDENTIFIED IN EXHIBIT A TO THIS RATE SCHEDULE	
EFFECTIVE DATE:	Bills Rendered on and after 04/01/2018	PAGE: 6

VII. Reconsideration, Appeal and Unresolved Items

Orders issued pursuant to this mechanism are ratemaking orders and shall be subject to appeal under Sections 102.001(b) and 103.021, et seq., of the Texas Utilities Code (Vernon 2007).

VIII. Notice

Notice of each annual RRM filing shall be provided by including the notice, in conspicuous form, in the bill of each directly affected customer no later than forty-five (45) days after the Company makes its annual filing pursuant to this tariff. The notice to customers shall include the following information:

- a) a description of the proposed revision of rates and schedules;
- b) the effect the proposed revision of rates is expected to have on the rates applicable to each customer class and on an average bill for each affected customer;
- c) the service area or areas in which the proposed rates would apply;
- d) the date the annual RRM filing was made with the regulatory authority; and
- e) the Company's address, telephone number and website where information concerning the proposed rate adjustment can be obtained.



City of Sachse, Texas

Legislation Details (With Text)

File #:	18-4197	Version:	1	Name:	Employee group insurance benefits
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	3/12/2018	In control:		In control:	City Council
On agenda:	3/19/2018	Final action:		Final action:	
Title:	Discuss and consider a resolution approving the acceptance of the bid proposals submitted by United Healthcare Dental for the purpose of providing group dental insurance benefits, renewing an agreement with United Healthcare for group medical insurance and benefits; renewing an agreement with Dearborn for life insurance, accidental death/dismemberment insurance, and disability insurance.				

Sponsors:

Indexes:

Code sections:

Attachments: [Presentation](#)
[Resolution](#)

Date	Ver.	Action By	Action	Result
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Title

Discuss and consider a resolution approving the acceptance of the bid proposals submitted by United Healthcare Dental for the purpose of providing group dental insurance benefits, renewing an agreement with United Healthcare for group medical insurance and benefits; renewing an agreement with Dearborn for life insurance, accidental death/dismemberment insurance, and disability insurance.

Background

The City currently maintains fully-insured group medical plan through United Healthcare; fully-insured dental insurance through MetLife; and life, accidental death/dismemberment, and disability insurance through Dearborn. The current rates and contracts for these providers expire on April 30, 2018. As a result, staff engaged IPS Advisors to release a request for proposal and compile the results. The City is realigning the benefits plan year with the calendar year. Due to the realignment, IPS Advisors requested proposals for eight (8) month and twenty (20) month contracts.

Five proposals for group medical coverage were received. United Healthcare (the incumbent) submitted the most competitive proposal with an 18.6% increase to current rates for an eight (8) month contract. The only benefit modification is a \$100 increase to the employee copay for Emergency Room visits. United Healthcare was the only vendor to submit a bid for a twenty (20) month proposal at a 33.7% increase to current rates.

Nine proposals for group dental coverage were received. MetLife (the incumbent) submitted a proposal for a 4% increase over current rates. United Healthcare Dental submitted the most competitive proposal with a 9.6% decrease to current rates and offered a twenty (20) month rate guarantee.

Nine proposals for life, accidental death/dismemberment, and disability insurance were received.

Dearborn (the incumbent) submitted a proposal for a 17% decrease to current rates for and a “true open enrollment” for voluntary life insurance. The “true open enrollment” is a one-time opportunity for current employees to elect coverage up to the guaranteed issue amount without completing an evidence of insurability. The most competitive proposal was from Ochs, Inc. with an 18% decrease to current rates. Both offer rate guarantees for twenty (20) months. Switching carriers would create significant disruption for nominal savings.

Policy Considerations

There are no policy considerations affiliated with this item.

Budgetary Considerations

Rate increases were anticipated as part of the renewal process. These additional costs will be included in the current and FY18-19 budget. When the increased medical rates are combined with the decreased dental and ancillary benefit rates, the overall budget impact is 29.8%.

Staff Recommendations

Approve a resolution executing a contract with United Healthcare Dental for group dental insurance; renew an agreement with United Healthcare for twenty (20) months for group medical insurance; and renew an agreement with Dearborn for life, accidental death/dismemberment, and disability insurance.

Where Experience and
Independence Matter

Corporate Benefits Consulting
Insurance Planning Services
Retirement Plan Consulting



RFP and Renewal Recommendations



March 19, 2018



2017-2018 UHC Claims vs Premium Report

Date	Subscribers	Medical	Rx	Total Cost	Premium	Loss Ratio
May-16	124	\$76,593	\$5,807	\$82,400	\$83,776	98.4%
Jun-16	124	\$75,504	\$8,875	\$84,379	\$83,226	101.4%
Jul-16	127	\$38,877	\$9,013	\$47,890	\$84,053	57.0%
Aug-16	124	\$75,598	\$26,671	\$102,269	\$84,592	120.9%
Sep-16	126	\$42,697	\$23,929	\$66,626	\$85,025	78.4%
Oct-16	127	\$45,814	\$10,436	\$56,250	\$85,554	65.7%
Nov-16	131	\$34,360	\$7,803	\$42,163	\$87,873	48.0%
Dec-16	131	\$101,289	\$29,250	\$130,539	\$88,580	147.4%
Jan-17	132	\$40,967	\$10,170	\$51,137	\$88,680	57.7%
Feb-17	132	\$106,593	\$32,382	\$138,975	\$88,319	157.4%
Mar-17	132	\$63,011	\$12,582	\$75,593	\$88,528	85.4%
Apr-17	133	\$168,077	\$10,819	\$178,896	\$88,451	202.3%
Plan Year Total	129	\$869,380	\$187,737	\$1,057,117	\$1,036,657	102.0%
May-17	132	\$163,712	\$14,488	\$178,200	\$97,353	183.0%
Jun-17	131	\$68,729	\$12,631	\$81,360	\$96,368	84.4%
Jul-17	131	\$79,636	\$11,579	\$91,215	\$96,678	94.3%
Aug-17	127	\$126,478	\$15,835	\$142,313	\$94,522	150.6%
Sep-17	127	\$35,462	\$29,568	\$65,030	\$92,577	70.2%
Oct-17	127	\$120,991	\$12,059	\$133,050	\$91,033	146.2%
Nov-17	128	\$79,235	\$16,337	\$95,572	\$91,412	104.6%
Dec-17	126	\$36,226	\$14,673	\$50,899	\$91,809	55.4%
Plan Year (YTD)	129	\$710,469	\$127,170	\$837,639	\$751,752	111.4%

***Last Twelve Months : 116.0%**

RFP Overview

Background

- The City released an RFP for insurance with a May 1, 2018 effective date for the following coverages:
 - Medical
 - Dental
 - Life (Basic and Voluntary)
 - Disability
- The City is realigning the benefit plan dates to a calendar year basis.
- Due to the realignment, 8 month contract rates and 20 month contract rates were requested.

RFP Vendor Responses

Medical (8 month contract)

United Healthcare - Incumbent (+18%)

Scott & White (+23%)

Cigna (+38%)

Aetna - Not Competitive (+44%)

TML - Not Competitive (+57%)

BCBS - Declined

Dental

MetLife - Incumbent (+4%)

United Healthcare - (-9%)

Cigna – (-9%)

United Concordia - Not Competitive

Aetna - Not Competitive

SunLife - Not Competitive

Unum - Not Competitive

TML - Not Competitive

The Standard - Not Competitive

Life/Disability

Dearborn - Incumbent (-17%)

Ochs (-18%)

The Standard - Not Competitive

Cigna - Not Competitive

SunLife - Not Competitive

Unum - Not Competitive

TML - Not Competitive

Mutual of Omaha - Not Competitive

Symetra - Not Competitive

RFP Overview & Recommendations

Medical – United Healthcare *(Recommended)*

- Multiple medical quotes (8 month contracts) were received from the market. Most were deemed not competitive and were in excess of 30%.
- UHC (current vendor) initially presented a renewal increase of 27% with the current benefits in place.
- Through negotiations, IPS was able to obtain a renewal reduction to 22%.
- IPS reviewed the plan design and recommends increasing the Emergency Room copay from \$150 + 30% to \$250 + 30%. This coupled with dental bundling will reduce the renewal rate to 18.6% over current rates.

RFP Overview & Recommendations

Medical – United Healthcare *(Recommended)*

- UHC submitted a 20 month contract for an extended plan year, with a 33.7% increase for the extension.
- A 20 month contract with a guaranteed rate would minimize disruption to the City and employees. It would also provide certainty regarding premiums for budgetary purposes.
- For both the 8 month and the 20 month contracts, a \$20 per month employee premium is recommend for employee only coverage on the PPO Core plan.

RFP Overview & Recommendations

Dental – United Healthcare *(Recommended)*

- MetLife (current vendor) presented a 7.5% increase. Through negotiations IPS was able to reduce the renewal increase to 3.7%.
- UHC dental proposed a 9.6% decrease (inclusive of Ubundle reduction) to rates with a 20 month rate guarantee. UHC was able to closely match benefits and provides a competitive network to the current MetLife network.
- As part of UHC's offer, they will provide a 1% Ubundle discount if the City purchases the medical and dental insurance.
- The bundling discount will apply annually if the City is contracted with UHC's dental and medical programs.

RFP Overview & Recommendations

Life/Disability – Dearborn *(Recommended)*

- Dearborn (current vendor) presented a 16.7% reduction to current rates for 20 months with no benefit design changes.
- Dearborn included a True Open enrollment period for Voluntary Life Insurance. Employees may increase life insurance amounts up to the guarantee issue without the evidence of insurability requirement.

Discontinuation of current benefits

Teledoc

- Effective May 1, 2018, it is recommended that the City discontinues utilizing Teladoc and engages employees in UHC's Virtual Visits. UHC includes its Virtual Visits program to employees which is embedded into the medical plan offerings. Costs associated with Virtual Visits is \$0 for PPO, \$49 for HSA.

Compass Professional Services

- Discontinuing Compass is recommended effective May 1, 2018. City employees enrolled in the medical plan have access to UHC concierge tools (ex. Advocate4me) to replace Compass. IPS will provide UHC educational materials at Open Enrollment Meetings which outline UHC's offerings.

Unaffected benefits

Additional Lines of Coverage

- Vision - Avesis
 - > The Voluntary Vision through Avesis will renew 1/1/2020.
- Employee Assistance Program - AWP
 - > The Employee Assistance Program through Alliance Work Partners will renew 1/1/2019.
- HSA/FSA/HRA – Flores & Associates
 - > The Health Savings Account, Flexible Spending Account, and Health Reimbursement Account through Flores & Associates will renew 1/1/21.

Total Financial Cost Comparison

FINACIALS - COST COMPARISON	Current - 2017/2018	8 months - 2018/2019	20 months - 2018/2019
Medical	\$1,101,712	\$1,306,481	\$1,472,456
Dental	\$75,490	\$65,824	\$65,824
Ancillary (Basic Life/Vol Life/LTD)	\$22,812	\$19,008	\$19,008
Annual Cost	\$1,200,014	\$1,391,313	\$1,557,288
Cost Difference (\$)	n/a	\$191,299	\$357,274
Cost Difference (%)	n/a	15.9%	29.8%

- IPS Advisors and staff recommend a 20 month medical contract with United Healthcare.
- This recommendation is based on a combination of rates received during the RFP process and current claims drivers, which are not anticipated to decrease during the next 8 months.
- With an 8 month contract, the City anticipates additional increases in January 2019 in line with the RFP responses of 38-57% increases. This would exceed the cost of the 20 month contract.



CORPORATE BENEFITS CONSULTING
INSURANCE PLANNING SERVICES
RETIREMENT PLAN CONSULTING
DALLAS - AUSTIN - HOUSTON

RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF SACHSE, TEXAS, APPROVING THE ACCEPTANCE OF THE BID PROPOSAL SUBMITTED BY UNITED HEALTHCARE DENTAL FOR THE PURPOSE OF PROVIDING GROUP DENTAL INSURANCE BENEFITS; RENEWING AN AGREEMENT WITH UNITED HEALTHCARE FOR GROUP MEDICAL INSURANCE AND BENEFITS; RENEWING AN AGREEMENT WITH DEARBORN FOR LIFE INSURANCE, ACCIDENTAL DEATH/DISMEMBERMENT INSURANCE, AND DISABILITY INSURANCE; AND PROVIDING AN EFFECTIVE DATE FOR EMPLOYEES OF THE CITY OF SACHSE.

WHEREAS, the City of Sachse provides group insurance as benefit for City employees;
and

WHEREAS, the City of Sachse received bids and information from various insurance underwriters, and

WHEREAS, staff reviewed the bids and information provided and is of the opinion that United Healthcare presented the best overall bid for group medical insurance, United Healthcare Dental for group dental insurance, and Dearborn for life, accidental death/dismemberment, and disability, and

WHEREAS, upon full review and consideration of the bid for medical insurance benefits from United Healthcare; dental benefits from United Healthcare Dental; and life, disability, and accidental death/dismemberment insurance from Dearborn, and all matters related thereto, the City Council is of the opinion and finds that the bids should be accepted, and that the City Manager should be authorized to renew the existing agreement with United Healthcare, renew the existing agreement with Dearborn, and execute a new contract with United Healthcare Dental, and all related documents thereto, on behalf of the City of Sachse, Texas;

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

SECTION 1. That the City Council of the City of Sachse, Texas does hereby authorize the City Manager to execute an agreement, and all documents related thereto, with United Healthcare Dental to provide group dental insurance to the employees of the City of Sachse.

SECTION 2. That the City Council of the City of Sachse, Texas does hereby authorize the City Manager to renew the agreement, and any documents related thereto with United Healthcare insurance to continue providing group medical insurance the employees of the City of Sachse.

SECTION 3. That the City Council of the City of Sachse, Texas does hereby authorize the City Manager to renew the agreement, and any documents related thereto with Dearborn insurance to continue providing life, accidental death/dismemberment, and disability insurance the employees of the City of Sachse.

SECTION 4. This Resolution shall take effect immediately from and after its passage, and it is accordingly so resolved.

DULY RESOLVED AND APPROVED by the City Council of the City of Sachse, Texas, this the 19th day of March, 2018.

APPROVED:

Mike J. Felix, Mayor

ATTEST:

Michelle Lewis Sirianni, City Secretary



City of Sachse, Texas

Legislation Details (With Text)

File #: 18-4175 **Version:** 1 **Name:** Special needs task force.
Type: Agenda Item **Status:** Agenda Ready
File created: 3/6/2018 **In control:** City Council
On agenda: 3/19/2018 **Final action:**
Title: Discuss and consider the development of a special needs advisory task force.
Sponsors:
Indexes:
Code sections:
Attachments: [Presentation](#)

Date	Ver.	Action By	Action	Result
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Title

Discuss the development of a special needs advisory task force.

Background

During the December 4, 2017 City Council meeting, the City Council initially discussed the creation of a Special Needs Advisory Committee. Staff returned to Council during the February 5, 2018 City Council Workshop Meeting to provide a briefing on research that was conducted on similar committees throughout the state, as well as opportunities for service enhancements. During the workshop, the Council asked that staff return with more information about the development of an Americans with Disabilities Act (ADA) Coordinator position, as well as additional details about a Special Needs Advisory Task Force.

Policy Considerations

This is briefing material only. The City Council will consider and discuss any policy issues affiliated with this item during the meeting.

Budgetary Considerations

There are no budgetary considerations affiliated with this item at this time.

Staff Recommendations

There are no staff recommendations affiliated with this item.

Special Needs Advisory Task Force

MARCH 19, 2018

Overview

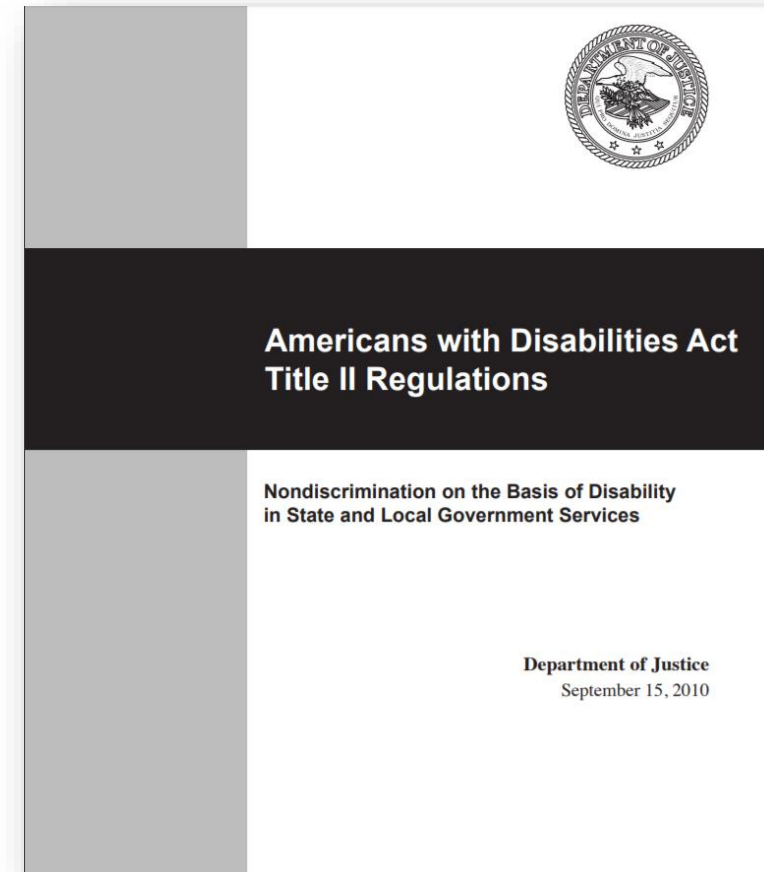
- Provide a recap of previous discussions
- Discuss Title II of the Americans with Disabilities Act
- Discuss the establishment of an Americans with Disabilities Act Coordinator position
- Discuss opportunities with the Special Needs Advisory Task Force
- City Council Discussion and Direction

Discussion Recap

- Staff presented information about special needs advisory committees and opportunities for service enhancements during the February 5 City Council Workshop Meeting
- City Council requested that staff return with more information about the development of an Americans with Disabilities Coordinator position and a framework for the Task Force

Americans with Disabilities Act

- Title II of the Americans with Disabilities Act (ADA) addresses requirements of state and local governments with respect to the Act.
- Title II specifically requires local governments to:
 - Develop a grievance process
 - Designate an ADA Coordinator to oversee compliance
 - Perform and retain a self-evaluation plan for three years
 - Develop a transition plan if structural changes are needed



ADA Coordinator

- Designate a lead position to coordinate all City efforts
- This title will not be a new position; but rather, added to current responsibilities
- The ADA Coordinator would help develop the City's formalized grievance process including the creation of procedures and a complaint portal
- Staff researched the topic and participated in a survey of ADA positions within North Texas
- The survey produced a wealth of information about the position and other ADA requirements
- In addition to addressing the ADA requirements, this position would serve as the staff liaison with the special needs advisory task force

ADA Next Steps

- The ADA coordinator will:
 - Create a grievance process including a statement of purpose, formal policy, and corresponding complaint forms (online and hard copy)
 - Create an idea suggestion form to correspond with grievance process
- The City Manager is appointing Lauren Rose, Assistant to the City Manager, to serve as the ADA Coordinator for the City of Sachse

Special Needs Community Roundtable

Starting a Conversation...

- After our last presentation to the City Council, staff further evaluated options for the development of a special needs advisory task force/committee
- Taking the best components of the other programs studied, staff suggests that the City Council consider the development of a Special Needs Community Roundtable
- The purpose of the Special Needs Community Roundtable to is provide Sachse residents with a forum to discuss needs within the community and foster ideas for the future, ultimately encouraging greater participation in the governmental process

Special Needs Community Roundtable

- This structure has a two-pronged approach:
 - First, it addresses the topic of special needs in the community by way of input from the residents
 - Second, it supports the ADA public input needs by outlining the issues facing the community

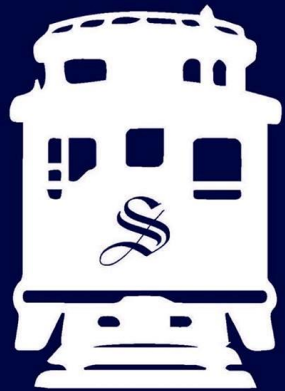


Special Needs Community Roundtable Format

- ADA Coordinator would serve as the staff liaison to the community group
- Would determine an initial meeting whereby residents could come and share their thoughts on special needs facing the community
- The roundtable group could also discuss the feedback received through the previously-mentioned grievance and idea suggestions
- The ADA coordinator would then take the input received and present it to the City Council for consideration and discuss opportunities for action
- Pending the outcome of the initial conversation, the roundtable group could meet on a quarterly or annual basis to ensure that the City is current on special needs issues affecting Sachse

Next Steps

- Staff is seeking direction from the City Council on the formulation of a Special Needs Community Roundtable
- Staff will determine a meeting schedule and promote the opportunity within the community
- Once a date is set, staff will promote the opportunity to encourage participation
- Staff will explore the opportunity to have someone with special needs expertise to participate in the roundtable conversation
- Staff will return to the City Council with a summary of the Special Needs Community Roundtable to determine the next steps



Council Discussion and Direction



City of Sachse, Texas

Legislation Details (With Text)

File #:	18-4191	Version:	1	Name:	MDD Board
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	3/9/2018	In control:		In control:	City Council
On agenda:	3/19/2018	Final action:		Final action:	
Title:	Discuss and consider the appointment of a Board of Directors for the Municipal Development District (MDD) and other responsibilities associated with the MDD Board.				

Sponsors:

Indexes:

Code sections:

Attachments: [Presentation](#)

Date	Ver.	Action By	Action	Result
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Title

Discuss and consider the appointment of a Board of Directors for the Municipal Development District (MDD) and other responsibilities associated with the MDD Board.

Background

The 2017 Comprehensive Plan recommended that the City explore allocating its remaining quarter cent sales tax for parks projects. At the June 19, 2017 City Council meeting, staff gave a detailed presentation and the City Council directed staff to proceed in preparing an election order for a Municipal Development District (MDD) to focus primarily on parks projects. On November 7, 2017, voters approved for the quarter cent to be imposed on the sales and use tax for the MDD. On December 4, 2017, the City Council approved a resolution establishing the MDD and specified that funds may only be used to fund parks projects within the city.

Policy Considerations

- Establish the guidelines for the appointment of a Board of Directors for the MDD Board.
- Receive direction on establishing the rules of governance for the Board of Directors for the MDD Board.
- Set a tentative date for the first MDD Board of Directors meeting.

Budgetary Considerations

There are no budgetary considerations affiliated with this item.

Staff Recommendations

There are no staff recommendations affiliated with this item. Staff will move forward with the MDD recommendations that the City Council directs.

Municipal Development District for Parks Projects

MARCH 19, 2018

Municipal Development District

- Review history of Municipal Development District (MDD) in Sachse
- Discuss MDD board composition requirements per the Local Government Code
- Discuss proposed MDD Board composition recommendations
- Discuss meeting schedule options
- Review future timeline for MDD

MDD History

The 2017 Comprehensive Plan recommended allocating its remainder quarter cent sales tax for parks and other projects



MDD History

- 6/17/2017 – Presentation was given to City Council to consider the establishment of an MDD to dedicate a quarter cent of the sales tax to fund parks projects
- 8/7/2017 – City Council approved an ordinance ordering a Special Election to be held in November for the purpose of creating the MDD; public was notified via website/legally required postings
- 11/7/2017 – Special Election: authorization to create the MDD passed by 58.90%
- 12/4/2017 – City Council approved the resolution establishing the MDD and specified that funds may only be used to fund parks and recreation development projects within the city

Board Composition Requirements

- Board must contain at least four directors
- Board is appointed by the governing body of the municipality that created the district
- Directors serve two-year staggered terms
- Directors may be removed by the appointing municipality at any time without cause
- To qualify as a director, a person must live in the municipality that created the district
- An employee, officer, or member of the governing body may serve as a director, but may not have a personal interest in a contract executed by the district

Board Recommendations

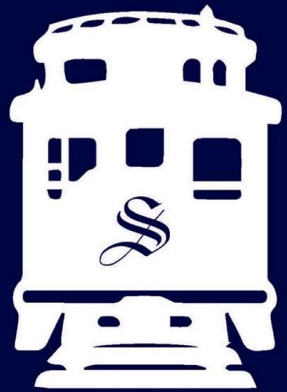
- The Texas Municipal League recommends that boards be comprised of an odd number of directors to avoid issues in the event of a split vote
- Staff recommends that the board be comprised of the following positions of either five or seven members:
 - City Councilmembers
 - City employee (must reside in Sachse)
 - Parks Board members
 - Sachse residents
- Monthly, Bi-monthly, quarterly, or as needed - The City Council Chambers are available on the 1st Thursday of the month – 7:00 P.M.

Timeline for MDD

- State Comptroller's Office was notified of the successful election in late 2017
- Sachse businesses began receiving letters notifying of the sales tax collection in January
- Board configurations and establishment in the spring
- State Comptroller's Office will begin collecting MDD funds from retailers in April 2018
- The City will begin receiving MDD sales tax revenues in June 2018

Next Steps

- Tonight:
 - City Council to determine the make-up and number of directors to serve on the MDD Board
 - City Council to determine the director selection process
- After tonight:
 - City Council will appoint a Board of Directors
 - The Board of Directors will meet, set rules of governance, and appoint officers
 - City Council will approve the rules of governance established by the MDD



Council Discussion



City of Sachse, Texas

Legislation Details (With Text)

File #:	18-4192	Version:	1	Name:	Senior Center Policy Manual
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	3/9/2018	In control:		In control:	City Council
On agenda:	3/19/2018	Final action:		Final action:	
Title:	Discuss and consider a resolution approving the revised Laurie Schwenk Senior Activity Center Operations Manual.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Presentation Resolution Laurie Schwenk Senior Activity Center Operations Manual-Exhibit A				

Date	Ver.	Action By	Action	Result
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Title

Discuss and consider an update to the Sachse Parks and Recreation Laurie Schwenk Senior Activity Center Operations Manual.

Background

In 2008, the City Council approved the Sachse Parks and Recreation Laurie Schwenk Senior Activity Center Operations Manual. With the increase in membership and new activities at the Senior Center, staff is proposing updates to current policies as well as additions to the manual.

Policy Considerations

The City Attorney reviewed and made necessary changes to the current the Sachse Parks and Recreation Laurie Schwenk Senior Activity Center Operations Manual.

Budgetary Considerations

There are no budgetary considerations affiliated with this item.

Staff Recommendations

Staff recommends that the City Council approve the updated Sachse Parks and Recreation Laurie Schwenk Senior Activity Center Operations Manual, as presented.

Update to the Senior Center Operations Manual

MARCH 19, 2018

Senior Center Operations Manual

- Originally approved by City Council in 2008
- Increased membership from approximately 80 in 2008 to more than 300 in 2018
- With increased membership and activities, staff and the city attorney recommend updating the Senior Center Policy manual and adding specific sections to address issues that may arise.

Edits Made to Operations Manual

- The following sections were updated to include minor edits:
 - Gift shop purchases
 - Contact information
 - Signage
 - Senior center exercise room
 - Staff supervision
- The following sections and forms were added to the operations manual:
 - A Complaint and Grievance Procedure
 - A Code of Conduct
 - Membership information form
 - Membership waiver and release of claim

Next Steps

Approve the revised Laurie Schwenk Senior Activity Center Operations Manual

GENERAL OPERATING POLICIES AND PROCEDURES

STAFF

The Center is a division of the Sachse Parks and Recreation Department. Currently Senior Center division staff includes: one full-time Senior Center Manager, and one part-time van/bus driver.

POLICY FOR SACHSE SENIOR SERVICES

Recreational services are eligible to all seniors 50 years of age and older. A spouse of a Senior Center member under the age of 50 is eligible to participate in senior recreational services. In order to participate in the services provided by the Sachse Senior Center, you must fill out a membership form, as well as pay the appropriate yearly membership fees as stated below. All membership renewal fees will be due by January 15 each year. Forms can be obtained and membership fees can be collected only by Senior Center staff.

Membership fees will be as follows:

- Sachse Resident Membership - \$6/year/person (can be prorated if joining after Jan.15)
- Non-Resident Membership - \$12/year/person (can be prorated if joining after Jan.15)
- *All new memberships starting after the 15th of each month can be prorated for the year, starting the following month.*

BUILDING USAGE

The Sachse Senior Center is operated and maintained by the City of Sachse Parks & Recreation Department. The building is available for rent by Sachse Residents only for a fee as stated in the City of Sachse Master Fee Schedule. All reservations must be made by the Parks & Recreation Department at 469.429.0275 and are subject to availability.

CENTER HOURS

The Senior Center will be open for business Monday through Friday, 8:00 a.m. to 4:00 p.m.
The Center will be closed on scheduled holidays and may be closed due to insufficient staffing or inclement weather.

VOLUNTEER REQUIREMENTS

Volunteer participation in activities held at the Senior Center is always encouraged. Volunteers are supervised by the Senior Center Manager and designated staff. Volunteer participation will be promoted in all areas of Senior Center programming. Senior Center staff will assess needs, and recruit, place, train, evaluate and recognize volunteers.

- Must register as a volunteer with the Senior Center Manager.
- Work under the direct supervision of Senior Center Manager and staff.

SENIOR SERVICES NEWSLETTER/CALENDAR

The Senior Center Newsletter/Calendar can be picked up at the Sachse Senior Center on the first day of the month. The newsletter/calendar contains information on programs and services offered at the Sachse Senior Center.

PARKS AND RECREATION DEPARTMENT RECREATION BROCHURE

An overview of Senior Services programs is included in the Recreation Brochure.

FACILITY MAINTENANCE

The City of Sachse Building Maintenance Department provides maintenance, repair, and cleaning services for the Senior Center. Senior Center staff and volunteers are to clean up after programs or activities. Senior Center staff is responsible for reporting repair, maintenance, and custodial needs to the Building Maintenance Department.

ADMINISTRATION AND CONTROL OF CASH

Manager is responsible for budgeting, monitoring and controlling Senior Services funds and requests, expense reports, charge card statements, cash deposits and petty cash reports to the Parks and Recreation Director for signature. Membership fees, daily drop-off fees and other fees for programs and trips will be paid directly to the Senior Center manager. The manager or employee will give participants a receipt reflecting their payment. The cash is processed through the finance department and deposited into the City of Sachse account.

Senior Center Manager will serve as Fund Administrator for the petty cash fund. The Senior Center cash balance shall not exceed \$1000.

SHOPPING POLICY

Shopping purchases must be made through the non-profit organization: The Sachse Go-getters. *Gift shop transactions.*

The philosophy of Senior Services is to include a variety of content, within a range of fees. Activity fees include cost of instructor, supplies, user fees, and administrative fees. Programs are designed around available resources. Transportation to activities and back to the Senior Center is a added at a cost of \$5/person/trip plus any cost that must be paid during the trip, including gas or ticket to an event.

POLITICAL ACTIVITY

Political activities, including organized forums or presentations, shall be allowed at the Senior Center. Seniors are welcome to attend Senior Center activities but must refrain from campaigning or soliciting votes.

Use of the Senior Center for polling places within the City of Sachse is permitted, if requested by an individual (no particular party affiliation (daily pick-up/drop-off fees will be assessed for this 50 one way or \$1.00 roundtrip). Campaign materials may not be posted on the vehicle or prohibited.

Sale of products is not allowed at the Senior Center as part of any programmed activity. Sales are permitted by local vendors but they may not solicit any sale of products. A sign in the Senior Center is provided for vendors to post business cards or flyers.

It is not allowed to give out addresses, phone numbers, age, or any other personal information to vendors soliciting the sale of products.

Only seniors 50 and older are eligible to participate in Senior Center programs.

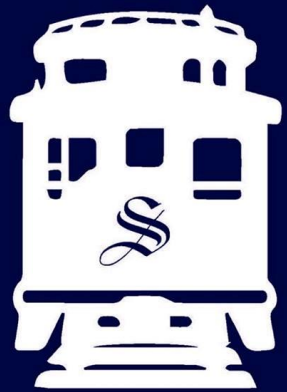
ANTI-DISCRIMINATION POLICY

The Senior Center shall offer its services without regard to race, color, creed, sex, or national origin.

REGISTRATION

Registration for all programs and activities at the Senior Center. Registration for all programs and activities will be processed by the Senior Center and Parks and Recreation staff.

Use of the Senior Center for special events, which may have an impact on equipment or facility space, must be approved by the Senior Center Program Manager, with approval by the Director of Parks and Recreation.



Council Discussion

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SACHSE, TEXAS, APPROVING THE REVISED LAURIE SCHWENK SENIOR ACTIVITY CENTER OPERATIONS MANUAL; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Sachse, Texas provides activities and programs for its senior citizens through the Laurie Schwenk Senior Activity Center (“Senior Center”); and

WHEREAS, the City Council of the City of Sachse previously approved rules and regulations for the Senior Center by Resolution No. 3043 which was passed and approved on March 17, 2008; and

WHEREAS, the City Council has been presented with a revised Senior Center Operations Manual;

WHEREAS, upon full review and consideration of the Senior Center Operations Manual, the City Council is of the opinion and finds that the Senior Center Operations Manual is approved and adopted.

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

SECTION 1. The Senior Center Operations Manual attached hereto as Exhibit “A,” is approved and shall be adopted by the Laurie Schwenk Senior Activity Center.

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 _____, 2018.

CITY OF SACHSE, TEXAS

Mike J. Felix, Mayor

ATTEST:

Michelle Lewis Sirianni, City Secretary

EXHIBIT "A"
SACHSE PARKS AND RECREATION
LAURIE SCHWENK SENIOR ACTIVITY CENTER
OPERATIONS MANUAL
RULES AND REGULATIONS



SACHSE PARKS AND RECREATION

LAURIE SCHWENK SENIOR ACTIVITY CENTER

OPERATIONS MANUAL

RULES AND REGULATIONS

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LAURIE SCHWENK SACHSE SENIOR ACTIVITY CENTER

OUR MISSION

The mission of the Laurie Schwenk Sachse Senior Activity Center (the Senior Center) is to enrich the lives of the City's senior citizens by providing high quality recreational opportunities and facilities.

OUR GOALS

To help senior citizens in the community live happier, healthier, independent lives by providing a variety of high quality social, recreational, physical and educational programs to meet their interests and needs, including: wellness, nutrition, information and referral services.

To provide a professional and well-trained staff.

To provide a place where senior citizens can have social interaction with their peers, thereby combating loneliness and isolation.

To keep senior citizens informed through newsletters, calendars and the Parks and Recreation Brochure.

To provide a transportation service to the Senior Center for those who have no other means of transportation.

To provide senior citizens the opportunity to remain creative by sharing their skills, knowledge and interests.

To promote senior citizen involvement in community and volunteer activities.

GENERAL OPERATING POLICIES AND PROCEDURES

STAFF

The Senior Center is a division of the Sachse Parks and Recreation Department. Currently, the Senior Center division staff includes: one full-time Senior Center Manager, and one part-time van/bus driver.

POLICY FOR SACHSE SENIOR SERVICES

Recreational services are eligible to all seniors 50 years of age and older. A spouse of a Senior Center member under the age of 50 is eligible to participate in senior recreational services. In order to participate in the services provided by the Senior Center, individuals must fill out a membership form, as well as pay the appropriate yearly membership fees as stated below. All membership renewal fees will be due by January 15 each year. Forms can be obtained at the Senior Center. Membership fees can be collected by Senior Center staff.

Membership rates will be as follows:

Sachse Resident Membership - \$6/year/person

Non-Resident Membership - \$12/year/person

**All new memberships starting after the 15th of each month can be prorated for the year, starting the following month.*

BUILDING USAGE

The Senior Center is operated and maintained by the City of Sachse Parks and Recreation Department. The building is available for rent by Sachse residents only for a fee as stated in the City of Sachse Master Fee Schedule. All reservations must be made by the Parks and Recreation Department at 469.429.0275 and are subject to availability.

CENTER HOURS

The Senior Center will be open for business Monday through Friday, 8:00 a.m. to 4:00 p.m.

The Center will be closed on scheduled holidays and may be closed periodically due to insufficient staffing or inclement weather.

VOLUNTEER REQUIREMENTS

Volunteer participation in activities held at the Senior Center is always encouraged. Volunteers are supervised by the Senior Center Manager and designated staff. Volunteer participation will be promoted in all areas of Senior Center programming. Senior Center staff will assess needs and recruit, place, train, evaluate and recognize volunteers.

Volunteers must:

- Register with the Senior Center Manager.
- Work under the direct supervision of Senior Center Manager and staff.

SENIOR SERVICES NEWSLETTER/CALENDAR

The Senior Center newsletter/calendar can be picked up at the Senior Center on the first day of the month. The newsletter/calendar contains information on programs and services offered at the Senior Center.

PARKS AND RECREATION DEPARTMENT RECREATION BROCHURE

An overview of services and programs offered at the Senior Center is included in the Recreation Brochure.

FACILITY MAINTENANCE

The City of Sachse Building Maintenance Department provides maintenance, repairs and cleaning services for the Senior Center. Senior Center staff and volunteers will clean up after programs or activities. Senior Center staff is responsible for reporting repairs, maintenance and custodial needs to the Building Maintenance Department.

ADMINISTRATION AND CONTROL OF CASH

The Senior Center Manager is responsible for budgeting, monitoring and controlling Senior Services funds and must approve all check requests, expense reports, charge card statements, cash deposits and petty cash reports before they are forwarded to the Parks and Recreation Director for signature. Membership fees, daily drop-off and pick-up fees, trip fees and other fees for programs and trips will be paid directly to the Senior Center Manager or Senior Center staff. The Manager or employee will give participants a receipt reflecting their payment. The funds are then processed through the Finance Department and deposited into the City of Sachse account.

PETTY CASH

The Senior Center Manager will serve as the administrator for the Senior Center petty cash fund. The Senior Center petty cash fund balance shall not exceed \$100.

GIFT SHOP PURCHASES

All Senior Center gift shop purchases must be made through the non-profit organization: "The Sachse Go-getters." *City staff cannot facilitate gift shop transactions.*

PROGRAM FEES

The programming philosophy of the Senior Center is to include a variety of content within a range of fees. Activity fees will be based on cost of instructor, supplies, user fees and administrative fees. Programs are designed around participant interest and/or available resources. Transportation to activities and back to the Senior Center is a service that will be provided at a cost of \$5/person/trip. Any additional costs incurred during the trip (e.g., lunch, tickets) are the responsibility of the participants.

PARTISAN POLITICAL ACTIVITY

No political programs including organized forums or presentations shall be allowed at the Senior Center. Political candidates are welcome to attend Senior Center activities but must refrain from campaigning or soliciting votes.

Transportation of seniors to polling places within the City of Sachse is permitted, if requested by an individual or groups representing no particular party affiliation. Daily pick-up/drop-off fees will be assessed for this service at a rate of \$0.50 one way or \$1.00 roundtrip. Campaign materials may not be posted on the vehicle and all partisan activity is prohibited.

SOLICITING

Soliciting for the sale of products is not allowed at the Senior Center as part of any programmed activity. Informative presentations are permitted by local vendors but they may not solicit the sale of any products. A community bulletin board in the Senior Center is provided for vendors to post business cards or flyers.

Senior Center staff is not allowed to give out addresses, phone numbers, age or any other personal information about participants to vendors soliciting the sale of products.

Senior Center rosters will only be available to Senior Center members.

EQUAL OPPORTUNITY POLICY

The Senior Center shall offer its services without regard to race, color, creed, sex or national origin.

PROGRAMS/SERVICES

The City of Sachse will provide and coordinate recreational activities at the Senior Center. Registration for all Senior Center activities will be processed by the Senior Center and Parks and Recreation staff.

All special programs, (*e.g.* speakers, film, trips, etc.) which may have an impact on equipment or facility space must be scheduled through the Senior Center Manager, with approval from the Director of Parks and Recreation.

CENTER SUPERVISION

During normal working hours, the Senior Center Manager will be responsible for the Center. In the event of the Manager's absence a designated staff person will be in charge. The staff person is responsible for seeing that the building is open during normal business hours (Monday-Friday, from 8:00 a.m. to 4:00 p.m.) and locked when operations conclude. All air-conditioning/heating thermostats are regulated by staff only.

CONTACT INFORMATION

Members must have updated emergency information on file in the office in the event of a serious medical emergency. Members and their families should be aware, that, in the event of an emergency, City staff will call 911 and will notify the emergency contact on file. A form to collect contact information and a Senior Center participation waiver are attached at the end of this manual. Please complete and return to the Senior Center Manager.

INCLEMENT WEATHER

If severe enough, inclement weather may cause the cancellation of activities, programs and/or trips. The Senior Center Manager or designated staff member will make the decision on the cancellation of activities, programs and trips due to weather. If the schools are closed for bad weather, then the Senior Center is automatically closed.

SENIOR CENTER USAGE

During normal working hours, depending upon space and availability, other City departments may use the facility.

When the Senior Center is closed or not in use for Senior Center functions, the facility may be used by other City agencies or departments for programs or activities, upon approval from the Senior Center Manager and the Director of Parks and Recreation.

DONATIONS

All non-financial donations must be approved by the Director of Parks and Recreation. All financial donations must be processed by the Finance Department.

SIGNAGE

No handwritten or printed signage shall be posted in the Senior Center by Senior Center members. Only City staff is authorized to post signage on the walls, tables, windows and doors in the Senior Center.

SENIOR CENTER EXERCISE ROOM

Members of the Senior Center are welcome to use any of the exercise equipment at their own risk. All participants must sign a waiver before using any of the equipment in the Exercise Room. A waiver for equipment use is at the end of this Senior Center Operations Manual and is available in the Senior Center Manager's office.

SENIOR CENTER ACCIDENTS

In case of an accident at the Senior Center, staff will determine the severity of the accident or injury. If serious enough, staff will call 911. An accident/injury report will be filed and proper notification will be given to the members' family or caretaker. A report will be filed and submitted to the Director of the Finance Department within 24 hours.

Good safety practices and habits are the best protection against injuries. It is the participant's responsibility to exercise precautionary measures and good judgment to avoid injury to self and others. Participants can help insure safety by following basic safety rules. Participants should report any accidents or unsafe conditions or practices to the Senior Center Manager immediately so that corrective action may be taken. Any suggestions that would lessen the possibility of accidents and injuries are appreciated and will be given serious consideration.

THE SENIOR CENTER PROVIDES:

- Wellness programs
- Classes, activities, presentations
- Special events
- Shopping trips
- Transportation to and from the Senior Center for Sachse residents
- Volunteer activities
- Information and referrals

THE SENIOR CENTER DOES NOT PROVIDE:

- Medical care for senior citizens
- Medication distribution
- Daycare of any sort for senior citizens
- Personal care or bathroom assistance for senior adults
- Assistance in the use of any medical equipment (oxygen tanks, blood sugar monitors, breathing monitors, etc.)
- Transportation requiring trained medical personnel

PARTICIPANTS' RESPONSIBILITIES:

- Recognizing his/her need for special assistance
- Maintaining an acceptable standard of personal hygiene
- Abiding by specific instructions from physicians
- Following instructions from staff
- Treating others with courtesy and respect
- Using equipment properly
- Following policies and procedures

- Registering in advance for all programs/trips as indicated in monthly newsletter and Recreation Brochure

DEFINITIONS

ELIGIBLE PARTICIPANTS

- 50 years of age and older
- Able to participate in programs without special assistance (see Special Assistance definition below)
- No health conditions for participating in programs

PARTICIPANT

Any individual who meets the requirements for eligibility as stated above and is registered as a Senior Center member.

SENIOR CENTER STAFF

Any individual who is employed by the City of Sachse and has been assigned responsibilities at the Sachse Senior Center by the Parks and Recreation Department.

VOLUNTEER

Any individual who willingly offers their time to assist the City of Sachse Senior Center with various tasks, as determined by the Senior Center staff with the understanding that there will be no compensation.

SPECIAL ASSISTANCE

Assistance requested to be performed by a Senior Center staff member, volunteer or participant that is above and beyond the boundaries of their training and expertise. This includes but is not limited to individuals in need of assistance with the following activities: walking, entering/ exiting the Senior Center, entering/exiting vehicles, eating, use of restroom facilities, the ability to listen and comprehend basic instructions or recommendations regarding participant safety and program details.

Potential participants that require special assistance will be eligible for participation if the participant has a willing and competent caretaker present with the participant during all scheduled programs/trips.

PROGRAM

Any activity hosted by the Senior Center and sponsored by the Parks and Recreation Department.

TRIP

Any activity that includes transportation to and from a destination away from the Senior Center.

WILLING AND COMPETENT CAREGIVER

Any individual who has agreed to care for a participant in need of special assistance is either eligible for participation in Senior Center programs and/or has been legally entrusted with the care of the individual in need.

GRIEVANCES AND COMPLAINTS

Inconsistent and/or unlawful treatment, interpretation and/or application of Senior Center policies, procedures, or practices; and retaliation. A disagreement over a non-existing law, ordinance, resolution, policy, rule or regulation will be defined as a “complaint,” not a grievance.

**LAURIE SCHWENK SENIOR ACTIVITY CENTER
POLICY FOR FOOD PREPARATION**

1. Food establishment means an operation that stores, prepares, packages, serves, vends or otherwise provides food for human consumption. Food establishment includes an operation that is conducted in a mobile, stationary, temporary or permanent facility or location, where consumption is on or off the premises, regardless of whether there is a charge for the food.
2. **The Senior Center is recognized as a food establishment and may cook, serve and store food under the following guidelines.**
3. Food cooked, heated or prepared at the Senior Center cannot be sold for any reason.
4. Food prepared at the Senior Center or a private home must be obtained from approved sources (approved sources such as Kroger, Albertsons, Wal-Mart, Sams Club, Tom Thumb, licensed restaurants, etc.) and can be served at Senior Center functions. Food prepared from an unlicensed food manufacturer or wholesaler is considered to be from an unapproved source and may not be used or offered for human consumption at the Senior Center (unapproved sources include vegetables, fruits or meats from private home or unlicensed farm).
5. Food must be served within four hours after it is cooked.
6. No cross-contamination of raw/cooked foods/others.
7. After food has been served at a Senior Center function (potluck, sack lunches, presentation lunches), it may not be left to be reheated/reused or served at a separate meal in the Senior Center. Leftovers may be handed out and taken home by Senior Center members on the same day.*
8. Water supply must be from an approved source.
9. Employees/volunteers shall keep their hands and exposed portions of their arms clean.
10. Food areas are to be kept free of garbage and trash.
11. All food preparation, storage and serving areas are kept clean and free of dust.
12. Unopened food must be frozen or consumed by the expiration date. If food is frozen it may be thawed and consumed that day. Any leftovers must be disposed of or may be taken home by Senior Center members on the same day.

*Any risk involved in taking home and consuming leftover food is not the responsibility of the City of Sachse. Participants assume all risk involved in consumption of all foods at their private home or residence.

By: *Billy Ho*
Environmental Health Specialist, R. S.
469-429-4788

Date: January 3, 2008

LAURIE SCHWENK SENIOR ACTIVITY CENTER TRIPS & TOURS POLICY

GENERAL TRIP INFORMATION

Trips depart from the Senior Center at 3815A Sachse Road. Pre-registration is required. Trips are for Senior Center members, caretakers or spouses of Senior Center members, unless otherwise advertised.

Qualified seniors take priority for seat availability on trips. If a member requiring assistance cannot be accompanied by a caregiver due to seat availability, the participant must make other travel arrangements.

REGISTRATION

Participants may register at the Senior Center during hours of operation.

TRIP FEES AND REQUIREMENTS

All day trips will require a minimum of eight participants for a trip to make. Transportation to activities and back to the Senior Center is a service that will be provided at a cost of \$5/person/trip plus any cost that must be paid during the trip, including the purchase of a lunch and/or ticket to an event. The \$5 trip fee must be paid at the time of the registration and will be refunded in the event that a trip is cancelled due to low registrations or other unforeseen circumstances (e.g. weather, insufficient staff, etc.).

WAIT LIST

If a trip is filled, participants may request to be put on a waitlist. As cancellations occur, the waitlist will be called. No payment is taken until the actual registration is available.

CANCELLATION AND REFUND POLICY

When a trip is canceled by the Senior Center due to low enrollment or other circumstance, the participant will receive credit to their account or a full refund within three weeks by mail.

In the event that the actual cost of a trip, program or event is less than the amount prepaid, a credit or a refund will be issued for the difference. If a refund is requested, the check will be mailed within three weeks of the request.

If a member would like to cancel his/her trip registration, the request for a refund must be made at least seven days before the trip. Non-recoverable costs cannot be refunded (e.g. admission tickets or meals paid for in advance) unless the space is filled. There is no refund after the trip has taken place or for a no show.

Information on trips is published in the Senior Center newsletter and the Parks and Recreation semi-annual brochure.

STAFF SUPERVISION

The number of staff supervisors (escorts) required for a given trip shall be determined based on the type of trip and the special needs of the group. In most cases, trips will require one staff member. For programs set up by Senior Center staff, allowances shall be built in to the program

fee to cover staff costs. This allowance includes tickets, travel and meals. In the event there is no staff available to supervise a trip or program then it may be cancelled. Senior Center Staff will make all efforts to provide advance notice when a trip must be cancelled. In the event of a cancellation, due to insufficient staff, all pre paid participants will receive a refund.

The Senior Center Manager shall have full discretion in determining whether a participant requires supervised assistance for a trip.

Participants will be responsible for all of their own personal expenses as well as their belongings while on the trip.

The City of Sachse and or Senior Center staff will not be allowed to handle any participant's personal funds, outside the stated prepaid trip fees and expenses, at any time during the trip.

CARE PROVIDER FOR TRIPS

A care provider may accompany any participant requiring assistance if an extra seat is available on the van/bus. The Senior Center Manager may require a note from the participant's doctor stating that the client can make the trip if accompanied by a caregiver. Care providers will be required to pay the \$5 trip fee, along with any other expenses associated with the trip, including but not limited to admission tickets, lunch, etc.

LAURIE SCHWENK SACHSE SENIOR ACTIVITY CENTER TRANSPORTATION SERVICE

PURPOSE

To provide transportation to and from the Senior Center to persons eligible to participate in Senior Center activities and services and who have no other means of transportation.

DRIVER

Senior Center bus drivers are required to maintain a Texas Commercial Drivers License, Class C, with a passenger endorsement.

Senior Center van drivers are required to maintain a Texas Class C Drivers License.

USER ELIGIBILITY

- Use of the service will be limited to those members, who have no other means of transportation to the Senior Center.
- Users for pick up and drop off purposes must live within the Sachse city limits.
- The van does not pick up at nursing homes, assisted living, health care facilities, or senior apartment facilities that provide transportation and/or activities as a part of their services.
- Users must be able to make their own reservations and should be able to board the van or bus with little or no assistance.
- A liability waiver must be signed before a participant may use the transportation service.

TRANSPORTATION FEES FOR DAILY PICK-UP/DROP-OFF SERVICE

Use of this service, will be made available to Sachse residents at a daily cost of \$0.50/one-way or \$1.00 roundtrip. These fees will also be charged for the use of this service for doctor appointments within the City limits.

RESERVATIONS

Anyone requesting a ride on the Senior Center van MUST make his or her reservation in person or by phone within a minimum of 24-hours before the time of the requested service. The Center will try to accommodate special requests for a ride on regularly scheduled runs.

CANCELLATIONS

Cancellations should be made 24-hours in advance.

Morning Pick-ups: In cases of illness or cancellations on the day of a ride, riders MUST call the Senior Center by 7:00 a.m. that morning so that the driver will not make an unnecessary trip.

Rides Home: Riders wishing to cancel a return ride must let the driver know and come to the front office to remove their name from the list by 1:00 p.m. that afternoon.

TRANSPORTATION FOR PERSONAL APPOINTMENTS

Examples of personal appointments are: doctor, dentist, physical therapy, etc. Participants are limited to the use of this service a maximum of one day per week. Appointments must be between the hours of 8:00 – 10:00 a.m. and 2:00 – 4:00 p.m. on Monday, Tuesday, Wednesday, Thursday

and Friday and only on days the Senior Center is open. This service will only be available when a van/bus and a driver are available. Appointments must be made 24-hours in advance. All personal appointments must be made within the Sachse city limits. Special requests such as appointments outside Sachse or at a time that is not within the hours scheduled may be considered by staff but will not be guaranteed. A \$0.50/one-way or \$1.00/roundtrip fee will be collected for each personal appointment.

HOURS OF OPERATION FOR TRANSPORTATION

The van will operate Monday, Tuesday, Wednesday, Thursday and Friday according to the following schedule:

- **Morning Pick-ups:** The van will pick up at homes between 8:30 a.m. and approximately 9:30 a.m. As the route can change from day to day according to the passenger list and traffic situations, all riders must be prepared for pick-up during this time frame. The van will only make one trip to pick up passengers for the day and will not make additional trips.
- **Afternoon Take Home:** The trip home will leave between 2:30 p.m. and 3:00 p.m. depending on registration and class schedules. The van will only make one trip to drop passengers off and will not make additional trips.

GUIDELINES FOR TRANSPORTATION PROGRAM RIDERS

Riders must:

- Be ready and watching for the van or bus at the appointed time. A maximum of three “no shows” will result in ineligibility for transportation services.
- Riders who live in security gated residences must either provide the drivers with information to access the gate or be waiting at the office or a designated place at the pick-up time.
- Make his or her reservations within 24-hours in advance of the requested service.
- Stay seated until van is completely stopped.
- Not eat or drink in the vehicle except under special circumstances.
- Be courteous to the driver and to other passengers.
- Be able to provide the driver and other Senior Center staff with information such as their address, phone number, etc.

GUIDELINES FOR BUS/VAN DRIVER

The driver must:

- Perform a walk-around inspection of the vehicle before use.
- Wear seat belt.
- Set emergency brake and remove keys whenever leaving vehicle.
- Return vehicle to Senior Center after each trip.
- Keep the vehicle clean inside and out and report maintenance needs.
- Drive courteously and safely at all times.

ROUTE SCHEDULING

Route scheduling will be at the discretion of the driver, with the approval of the Senior Center Manager.

MONITORING TRANSPORTATION

The Parks and Recreation Department retains the ultimate responsibility for monitoring the operation of the Senior Center Transportation Program. Senior Center programs have priority use of the vehicles. If available, the van and bus can be used by other City departments for other activities. Approval must be arranged through the Senior Center Manager and the Director of Parks and Recreation.

MAINTENANCE

Senior Center vehicles are maintained on a regular basis by the Parks and Recreation Department.

SAFETY GUIDELINES FOR SENIOR VAN TRANSPORTATION SERVICE

In case of flat tire or vehicle malfunction:

- Maintain control of vehicle.
- Get vehicle off road and out of traffic.
- In darkness or low light use flares or reflectors.
- Call for service:
Monday through Friday (8 a.m. - 5 p.m.): Sachse Service Center: 972.414.7781
After hours and weekends: Sachse Service Center: 972.414.7781
- Notify the Director of Parks and Recreation at 469.429.0276 during office hours, 8 a.m. to 5 p.m., Monday through Friday.

In case of an accident:

- Call **911** to report the accident and/or if emergency vehicles are required. Be sure to get the police report number from the police officer.
- Notify the Director of Parks and Recreation at 469.429.0276.
- Contact the Director of Human Resources at 972.495.1212 ext. 4799
- Fill out an incident report within 24-hours.

LAURIE SCHWENK SACHSE SENIOR ACTIVITY CENTER DISCIPLINE POLICY

MISCONDUCT

The Senior Center Manager will determine if there is misconduct and attempt to stop the action, remind the patrons of facility rules and verbally warn patron of the danger of having their privileges taken away.

Should a minor violation re-occur during the same day, suspension may be enforced. The Senior Center Manager and the Director of Parks and Recreation have the right to suspend individuals from the Senior Center for misconduct (**should the misconduct be in violation of the law and city ordinance or endanger the safety of other patrons, the police will be notified immediately**). If the incident or misconduct is ongoing or is severe enough, the patron may be suspended for an extended period of time and may only return after the approval of the Director of Parks and Recreation. Listed are examples of misconduct:

- Smoking
- Not maintaining an acceptable standard of personal hygiene
- Lack of cooperation with Senior Center personnel
- Littering
- Minor harassment of patrons in the facility
- Fighting
- Profanity
- Vandalism or abuse to building, property or equipment
- Theft
- Harassment of patrons or staff
- Excessive arguing

PARTICIPANTS NOT ABIDING BY THE ABOVE MAY BE:

- Dismissed from program(s) in which incident occurred.
- Denied access to trip(s) sponsored by the Senior Center.
- Dismissed from all center sponsored programs/trips.

PATRON INCIDENT REPORT

1. A patron incident report should be completed on any unsatisfactory incident involving patrons in the Senior Center.
2. The name, address and telephone number of patron should be obtained when possible.
3. Information on the incident should be acquired from any witnesses present.
4. The report is to be read and signed by the Senior Center Manager. If suspension is enforced, the patron will be notified in writing and the suspension will be recorded in the Senior Center's records.

COMPLAINT AND GRIEVANCE PROCEDURE

Senior Center staff will make every effort to resolve all complaints or concerns. It is recommended to voice your issues with the City staff so all complaints can be resolved in a timely manner. A

disagreement over a non-existing law, ordinance, resolution, policy, rule or regulation will be defined as a “complaint,” not a grievance.

Grievances are considered inconsistent and/or unlawful treatment, interpretation and/or application of Senior Center policies, procedures or practices; and retaliation. Any Senior Center member may also file a grievance for alleged violation of the Senior Center Code of Conduct.

Any Senior Center member wishing to submit a grievance must first discuss the grievance with the Senior Center Manager. If the matter is not resolved to the member’s satisfaction, they may take the grievance to the Director of Parks and Recreation. Grievances should be submitted in writing to the Director of Parks and Recreation within five business days after receiving the Senior Center Manager’s response.

Any Senior Center member failing to gain satisfaction after conferring with the Director of Parks and Recreation may present the grievance to the Human Resources Director, who will forward the written grievance to the City Manager. Grievances must be submitted within five business days after receiving the Director of Parks and Recreation’s response to have the grievance considered by the City Manager.

At the discretion of the City Manager, the grievance may be forwarded to a third party investigator who may make a recommendation to the City Manager as to how to resolve the grievance.

All registered Senior Center members are required to cooperate with any investigation procedures regarding complaints and/or grievances. Refusal to cooperate will result in the suspension and/or termination of your Senior Center membership.

The decision of the City Manager is final.

Sachse Senior Center Code of Conduct

1. The behavior of every participant must support the health, safety and well-being of others.
2. Treat everyone with respect including: outside organizations, other members, City staff and visitors.
3. Abstain from conduct intended to humiliate or intimidate others.
4. The Senior Center should be an environment where everyone can achieve their full potential without being impeded by discrimination or harassment based on: race, religion, national origin, age, sex, marital status, political affiliation, veteran status, disability, sexual orientation or any other status. Harassment can be defined as verbal, sexual, visual or physical. Harassment of any Senior Center member or City staff will not be tolerated.
5. Refrain from the use of profanity and offensive language.
6. Maintain an acceptable standard of personal hygiene.
7. Fighting, unwelcome teasing, pushing, kicking and sexually inappropriate behavior or gestures will not be tolerated. This includes inappropriate jokes; touching another Senior Center member or employee in a way that is unwelcome; and making sexual or romantic advances toward a Senior Center member or employee.
8. Cooperate with or assist the City staff in maintaining safety, order and discipline. Every participant in the program is expected to cooperate and follow City staff instructions.
9. Damage, destruction and/or theft of Senior Center or personal property is not allowed.
10. All Senior Center members are expected to abide by these rules. Any violation of these rules may result in suspension or expulsion from the Senior Center.

I have read and agree to abide by the Senior Center guidelines and policies listed in the Sachse Parks and Recreation Laurie Schwenk Senior Activity Center Operations Manual Rules, Regulations and Code of Conduct.

Print Name:

Signature:

_____ Date: _____

**CITY OF SACHSE SENIOR CITIZEN PROGRAM
INFORMATION FORM AND WAIVER**

PARTICIPANT INFORMATION

Name: _____

Date of Birth: _____

Address: _____

City _____ State _____ Zip _____

Telephone Number: Day _____ Evening _____

Physician Telephone Number: _____

EMERGENCY INFORMATION

Person to contact in case of emergency:

Name _____

Address: _____

City _____ State _____ Zip _____

Relationship: _____

Telephone Number: Day _____ Evening _____

MEDICAL INFORMATION

Do you have any medical conditions? (diabetes, epilepsy, heart condition, etc...)

Please list:

Are you taking any medication(s)? Please list:

Do you have any allergies? (foods, drugs, insect bites, etc...) Please list:

Do you have any limitations or special needs affecting your ability to participate in an activity? Please list:

WAIVER AND RELEASE OF CLAIM

I (Participant Name) _____ do hereby covenant and agree that I assume all risks associated with my participation in Sachse Senior Center activities and so hereby accept that any injury or injuries as a result of my participation in Sachse Senior Center programs, activities, trips, events, and exercise room and all other authorized activities shall be my responsibility. I hereby release, hold harmless and indemnify the City of Sachse, its agents, employees and representatives from any loss, claim or injury regardless of cause and even if attributable to the negligence or wrongful conduct of a party released hereby. Furthermore, I authorize emergency medical or dental treatment should it become necessary.

Signature of Participant

Date:



City of Sachse, Texas

Legislation Details (With Text)

File #: 18-4196 **Version:** 1 **Name:** Take Me Home Program
Type: Agenda Item **Status:** Agenda Ready
File created: 3/12/2018 **In control:** City Council
On agenda: 3/19/2018 **Final action:**
Title: Present the Sachse Police Department's "Take Me Home" program.
Sponsors:
Indexes:
Code sections:
Attachments: [Presentation](#)

Date	Ver.	Action By	Action	Result
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Title

Present the Sachse Police Department's "Take Me Home" program.

Background

The Sachse Police Department developed a registration program for persons with special needs. The program, entitled "Take Me Home" allows for persons with special needs to be registered with the City. The program is designed to aid with identification, communication, and return of an individual to a caregiver when a registered individual is reported as missing or is discovered by the police.

Policy Considerations

There are no policy considerations affiliated with this item.

Budgetary Considerations

There are no budgetary considerations affiliated with this item.

Staff Recommendations

There are no staff recommendations affiliated with this item.

Sachse Police Department

Take Me Home Program



Purpose



- Assist law enforcement during contacts with members of community
 - Autism, Dementia, Alzheimer's Disease, Down Syndrome, Deafness, Developmental Disabilities or other special needs.
- Searchable database
 - Provides for a safe and quick return to their home and family
- Investigative tool
 - If the person goes missing, Law Enforcement will already have the information



How It Works



- Enroll the family member into the Take Me Home Program:
 - Complete the online registration form and upload a digital photograph electronically, or
 - Complete and submit a Take Me Home form and a recent digital photograph by email to takemehome@cityofsachse.com
- Registration form will have a series of questions to assist the officer with identification, communication and emergency contact information.
- When a subject in the Program is located by police and needs assistance, the officer will search the Take Me Home database.
- With a match in the database, caregivers will be contacted immediately to let them know their loved one has been found.
- The reverse works too- if a member of the Program goes missing, their picture and description is immediately available.



Where To Enroll



www.cityofsachse.com/TakeMeHome



