



**Monday, March 15, 2021
City Council Combined Meeting**

This meeting will begin at 6:30 p.m.

This meeting will be closed to in person attendance by the public.

A temporary suspension of the Open Meetings Act to allow telephone or videoconference public meetings has been granted by Governor Greg Abbott. These actions are being taken to mitigate the spread of COVID-19 by avoiding meetings that bring people into a group setting and in accordance with Section 418.016 of the Texas Government Code.

**Citizens may join the Zoom Meeting by logging on at: <https://us02web.zoom.us/j/88188031146>
Or Telephone: (Toll Free) 877-853-5247
Webinar ID: 881 8803 1146**

**Members of the public who wish to submit their written comments on a listed agenda item must submit their comments by filling out the public meeting speaker form at:
<http://www.cityofsachse.com/328/Agendas-Minutes-Videos> or by visiting the Agendas & Minutes button on the homepage of the City's website.**

Comments must be received before 4:00 p.m. on Monday, March 15, 2021.

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

As authorized by Section 551.071(2) of the Texas Government Code, these meetings may be convened into closed Executive Session at any time during the City Council workshop or regular meeting for the purpose of seeking confidential legal advice from the City Attorney on any workshop or regular meeting agenda item listed herein.

A. 6:30 PM WORKSHOP MEETING

1. Call to Order: The City Council of the City of Sachse will hold a Workshop Meeting on Monday, March 15, 2021 at 6:30 p.m. to consider the following items of business:
2. The City Council shall convene into Executive Session pursuant to the Texas Government Code, Section §551.074 Personnel: Regarding the mid-year review of the City Secretary.
3. Discussion regarding amendments to the City's Code of Ethics for City Officials.
4. Discussion of City Council meeting agenda items.
5. Adjournment.

B. 7:00 PM REGULAR MEETING

1. Call to Order: The City Council of the City of Sachse will hold a Regular Meeting on Monday, March 15, 2021 at 7:00 p.m. to consider the following items of business:
2. Invocation and Pledges of Allegiance.

C. Special Announcements

1. Mayor and City Council announcements regarding special events, current activities, and local achievements.
2. Proclamation recognizing Chase Oaks Church and 5 Loaves Food Pantry for their efforts during the winter storm.

3. Proclamation recognizing CERT for their efforts during the winter storm.

4. Recognize the Sachse Public Library for the receipt of the 2020 Achievement of Excellence in Libraries Award from the Texas Municipal Library Directors Association.

5. Recognize the City of Sachse as a Heart Safe Community.

D. Citizen Input

1. Citizen Input: We request citizens wishing to use the chat function state their name, address, and question for the record. However, if your remarks pertain to a specific agenda item, please hold them until that item, at which time the Mayor may solicit your comments using the chat function. 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. Issues raised may be referred to City Staff for research and possible future action.

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

1. Approve the minutes of the March 1, 2021, combined meeting.

2. Accept the monthly revenue and expenditure report for the period ending January 31, 2021.

3. Authorize the City Manager to execute a renewal of the Microsoft Enterprise Software Licensing Agreement through the State of Texas' agreement with SHI Government Solutions.

4. Approve the Consent Agenda Items as presented.

F. Regular Agenda Items

1. Take any action as a result of Executive Session.

2. Receive an update on the City of Sachse efforts during the winter storm of February 2021.

3. Consider and act on a resolution authorizing a one-time credit up to 2,000 gallons of water per residential water account on all utility bills issued by the City in March 2021.

4. Consider adjustments to the employee pay plan effective April 1, 2021.

5. Discuss a re-opening plan for City of Sachse facilities including City Hall, the Public Safety building, the Animal Shelter, the Sachse Public Library, the Laurie Schwenk Senior Center, and the Michael J. Felix Community Center.

6. Discuss and consider amendments to the Sachse Economic Development Corporation's Bylaws.

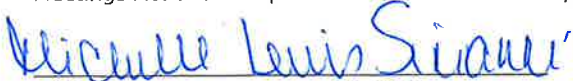
7. Review a list of potential projects for consideration as a part of the Bond 2021 program and issue a charge to the Bond 2021 committee.

8. Receive an update regarding actions taken by the City as a result of the COVID-19 pandemic and any future measures that may be necessary including city operations and facilities, public safety, financial employee impact, the CARES Act, and the American Rescue Plan.

G. Regular Meeting Closing

1. Adjournment.

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


Michelle Lewis Sirianni, City Secretary

Accommodation requests for persons with disabilities should be made at least 48 hours prior to the meeting by contacting Lauren Rose, ADA Coordinator, via phone at 972.429.4770, via email at lrose@cityofsachse.com, or by appointment at 3815 Sachse Road, Building B, Sachse, Texas 75048.

**Agenda Item Details**

Meeting	Mar 15, 2021 - City Council Combined Meeting
Category	A. 6:30 PM WORKSHOP MEETING
Subject	2. The City Council shall convene into Executive Session pursuant to the Texas Government Code, Section §551.074 Personnel: Regarding the mid-year review of the City Secretary.
Access	Public
Type	Closed Session

Public Content**BACKGROUND**

The City Council conducts a performance review of the City Secretary every six months from the date of hire. The mid-year review is currently conducted in March, and the annual review is conducted in September.

POLICY CONSIDERATIONS

There are no policy considerations affiliated with this item.

RECOMMENDATION

Conduct Executive Session as appropriate.

**Agenda Item Details**

Meeting	Mar 15, 2021 - City Council Combined Meeting
Category	A. 6:30 PM WORKSHOP MEETING
Subject	3. Discussion regarding amendments to the City's Code of Ethics for City Officials
Access	Public
Type	Discussion, Information

Public Content**BACKGROUND**

The City Council requested this item be brought back for discussion.

OVERVIEW

The City Council may discuss possible amendments to the Code of Ethics for City Officials.

POLICY CONSIDERATIONS

There are no policy considerations affiliated with this item.

RECOMMENDATION

Discuss and provide feedback to staff.

Ord. 3858 Setting Forth Code of Ethics Chapter 1 Section 1-22 - March 2018.pdf (609 KB)

ORDINANCE NO. 3858

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 19 day of March, 2018.

APPROVED:


Mike J. Felix
Mayor

DULY ENROLLED:

Michelle Lewis Sirianni

Michelle Lewis Sirianni
City Secretary

APPROVED AS TO FORM:

Joe Gorfida Jr.

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





Agenda Item Details

Meeting	Mar 15, 2021 - City Council Combined Meeting
Category	C. Special Announcements
Subject	2. Proclamation recognizing Chase Oaks Church and 5 Loaves Food Pantry for their efforts during the winter storm.
Access	Public
Type	Recognition

Public Content

BACKGROUND

During the winter storm, Chase Oaks Church and 5 Loaves Food Pantry provided Sachse and residents of surrounding areas aid and relief. They were instrumental in their assistance and coordination with the City.

OVERVIEW

The City would like to recognize Todd Baughman and Audrey Wallace for their efforts during this time. They will be in attendance virtually to receive the Proclamation.

POLICY CONSIDERATIONS

There are no policy considerations affiliated with this item.

RECOMMENDATION

Mayor Felix to issue Proclamation to Chase Oaks Church and 5 Loaves Food Pantry.

[Chase Oaks - 5 Loaves Proclamation.pdf \(30 KB\)](#)

PROCLAMATION

WHEREAS: On February 15, 2021 the City of Sachse was hit with a winter storm that caused extreme power outages and subfreezing temperatures; and

WHEREAS: Audrey Wallace with 5 Loaves and Todd Baughman with Chase Oaks Church came together to aid residents; and

WHEREAS: Chase Oaks provided residents with a warming station and place to stay for those without power; and

WHEREAS: 5 Loaves Food Pantry furnished a hot meal to residents visiting the warming station; and

WHEREAS: Their combined efforts offered residents a place of shelter, food, safety, comfort.

THEREFORE, I, Mike Felix, Mayor of the City of Sachse, do hereby proclaim and recognize Todd Baughman with Chase Oaks Church and Audrey Wallace with 5 Loaves Food Pantry for all their efforts and continued support to the City and its residents.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Sachse, Texas to be affixed this 15th day of March, 2021.

Mike J. Felix, Mayor



Agenda Item Details

Meeting	Mar 15, 2021 - City Council Combined Meeting
Category	C. Special Announcements
Subject	3. Proclamation recognizing CERT for their efforts during the winter storm.
Access	Public
Type	Recognition

Public Content

BACKGROUND

During the winter storm, CERT provided the City, and it's residents aid and relief. They were instrumental in their assistance and coordination with the City.

OVERVIEW

The City would like to recognize the CERT team for their efforts during this time. Tricia Lindsey will be in attendance virtually to receive the proclamation on behalf of the CERT team.

POLICY CONSIDERATIONS

There are no policy considerations affiliated with this item.

RECOMMENDATION

Mayor Felix to issue proclamation to CERT.

CERT Proclamation.pdf (80 KB)

PROCLAMATION

WHEREAS: On February 15, 2021 the City of Sachse was hit with a winter storm that caused extreme power outages and subfreezing temperatures; and

WHEREAS: The CERT team responded with vigilance and urgency to the damaging weather conditions; and

WHEREAS: They aided and responded to two significant structure fires to assist the City's fire crews with rehabilitation and demobilization activities; and

WHEREAS: Providing 24/7 support to the Chase Oaks warming shelter to protect the occupants that were staying overnight; and

WHEREAS: Giving the City of Sachse residents beverages and a sense of comfort during this challenging time.

THEREFORE, I, Mike Felix, Mayor of the City of Sachse, do hereby proclaim and recognize the City of Sachse CERT team for all their efforts and continued support to the City and its residents.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Sachse, Texas to be affixed this 15th day of March, 2021.

Mike J. Felix, Mayor



Agenda Item Details

Meeting	Mar 15, 2021 - City Council Combined Meeting
Category	C. Special Announcements
Subject	4. Recognize the Sachse Public Library for the receipt of the 2020 Achievement of Excellence in Libraries Award from the Texas Municipal Library Directors Association.
Access	Public
Type	Recognition

Public Content

BACKGROUND

The Achievement of Excellence in Libraries Award is selected annually by a committee of members from the Texas Municipal Library Directors Association. The winning libraries must demonstrate excellence in each of the following categories: Provide services to underserved populations, provide enhanced services to the public during the past year, provide current marketing materials, provide cultural, topical, and educational programs for adults and families, provide literacy support for all ages, conduct a Summer Reading Program, invest in collaborative efforts with community organizations, support workforce development, support digital inclusion, and establish professional staff training for staff at all levels.

Out of 568 public library systems in Texas, only 56 qualified for the Achievement of Excellence in Libraries Award this year, placing the Sachse Public Library in the top 10% of public libraries in Texas. This is the third straight year that the Sachse Public Library has received the Achievement of Excellence in Libraries Award.

OVERVIEW

Mayor Mike Felix will read a congratulatory letter from the Texas Municipal Library Directors Association and recognize the Sachse Public Library for the receipt of the 2020 Achievement of Excellence in Libraries Award.

POLICY CONSIDERATIONS

There are no policy considerations affiliated with this item.

RECOMMENDATION

Recognize the Sachse Public Library for the receipt of the 2020 Achievement of Excellence in Libraries Award.

[TMLDA Congratulatory Letter 2020.pdf \(515 KB\)](#)



February 17, 2021

Gina Nash
City Manager
3815-B Sachse Road
Sachse, TX 75048

Dear City Manager Gina Nash,

Congratulations to the City of Sachse. The Sachse Public Library has been awarded the 2020 Texas Achievement in Library Excellence Award.

Libraries awarded this honor met a high level of excellence in their programming and services. To be considered, recipients were required to demonstrate quality services across ten criteria.

This year, only 56 Libraries out of 568 Texas public library systems were awarded this honor. This means your library is in the top 10% of public libraries in the entire State of Texas.

Please accept our sincere congratulations to a city which values and provides quality library services and programs for the continued education and personal enrichment of its residents.

Sincerely,

A handwritten signature in cursive script that reads "Libby Holtmann".

Libby Holtmann, Plano Public Library
Chair, Achievement of Library Excellence Award
Texas Municipal Library Directors Association





Agenda Item Details

Meeting	Mar 15, 2021 - City Council Combined Meeting
Category	C. Special Announcements
Subject	5. Recognize the City of Sachse as a Heart Safe Community.
Access	Public
Type	Recognition

Public Content

BACKGROUND

The Heart Safe Community Program is designed to recognize the efforts a community makes to its citizens in protecting them from the effects of heart disease and sudden cardiac death by evaluating different aspects of the system as a whole. Recognition requires a multi-disciplinary team approach to review and complete the components of the Heart Safe Community Program. Communities that successfully complete the application process are eligible to display the North Central Texas Trauma Regional Advisory Council (NCTTRAC) Heart Safe Community street signs throughout their communities.

OVERVIEW

Below is an example of the signs that may be placed around town. Casey Rauschuber, Chair of the NCTTRAC Cardiac Committee, will be in attendance to present the item to the City Council.



POLICY CONSIDERATIONS

There are no policy considerations affiliated with this item.

RECOMMENDATION

Recognize the City of Sachse as a Heart Safe Community.



Agenda Item Details

Meeting	Mar 15, 2021 - City Council Combined Meeting
Category	E. Consent Agenda - All items listed on the consent agenda will be considered by the City Council and will be enacted on by one motion. There will be no separate discussion of these items unless a Councilmember or citizen so requests.
Subject	1. Approve the minutes of the March 1, 2021, combined meeting.
Access	Public
Type	Action (Consent), Minutes
Recommended Action	Approve as presented.
Minutes	View Minutes for Mar 1, 2021 - City Council Combined Meeting

Public Content

BACKGROUND

Minutes of the March 1, 2021, combined meeting.

POLICY CONSIDERATIONS

There are no policy considerations affiliated with this item.

RECOMMENDATION

Approve the minutes of the March 1, 2021, combined meeting.

03.01.21 Minutes.pdf (172 KB)

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

CITY COUNCIL OF THE CITY OF SACHSE

MEETING MINUTES

MARCH 1, 2021

The City Council of the City of Sachse held a regular meeting on Monday, March 1, 2021, at 6:30 p.m. via virtual teleconference. Those present were Mayor Mike Felix, Mayor Pro Tem Brett Franks, Councilmembers Michelle Howarth, Frank Millsap, Chance Lindsey, Cullen King, and Jeff Bickerstaff; City Manager, Gina Nash; City Secretary, Michelle Lewis Sirianni; IT Manager, Danny Wheeler; Director of CIP and Public Works, Corey Nesbit; Parks and Recreation Director, Lance Whitworth; Director of Strategic Services, Lauren Rose; Finance Director, Teresa Savage; Development Services Director, Matt Robinson; Human Resources Director, Melinda Walter; Fire Chief, Marty Wade; and Police Chief, Bryan Sylvester.

Mayor Felix opened the workshop meeting at 6:31 p.m.

BOND 2021 PROCESS: Discuss and provide feedback on the proposed public engagement plan for the Bond 2021 process.

Mrs. Rose provided a recap of the initial preparation of the potential bond in 2020. However, due to the impact of COVID-19, the process was put on hold. The City Council was briefed at their 2020 Strategic Planning Retreat regarding options to pursue a Bond Committee in 2021. Mrs. Rose outlined the timeline with meetings to begin in late March including live ZOOM Q&A sessions that will be done during various times of the day. If the committee decides to pursue a bond, a formal recommendation would be made to the City Council at their first meeting in August. The last day to call a bond election is the second meeting in August. Mrs. Rose stated that as part of the public engagement, recorded presentations and FAQs will be on the City's website, along with information posted at other City facilities. Residents will also be able to make one-on-one appointments if they are unable to engage digitally. Specific branding will be affiliated with the program to also help promote awareness and encourage public participation.

Councilman Howarth stated she would recommend doing live Q&As on the weekend to target more people.

Councilman Bickerstaff stated he would like to see the information easily accessible to the residents.

Councilman King suggested doing Q&As at a Chamber luncheon. Mayor Pro Tem Franks agreed that community groups could help reach more people, which the more people they reach, the better.

Mayor Felix would like the results of each meeting made available. Mrs. Rose indicated that presentations and results of meetings would be available on the City's website.

Councilman Millsap stated he agreed with Councilwoman Howarth on having weekend meetings and also like the idea of reaching out to HOAs and community groups to get the information out.

ADJOURNMENT:

Mayor Felix adjourned the workshop at 6:54 p.m.

Mayor Felix opened the regular meeting at 7:00 p.m.

INVOCATION AND PLEDGE OF ALLEGIANCE TO U.S. AND STATE FLAGS:

Councilman Bickerstaff offered the invocation and Councilman Lindsey led the pledges.

MAYOR AND CITY COUNCIL ANNOUNCEMENTS REGARDING SPECIAL EVENTS:

Mayor Pro Tem Franks stated the Community Center remains open by appointment only and the Daddy Daughter Dance this year will be held virtually. He encouraged residents to sign up and pick up their event bag from the Parks and Recreation Department.

Councilman King congratulated all the winners from the WISD Education's "BootsnBBQ" event that was held along with the WISD Lady Raiders for reaching regionals. Councilman King also announced the Sachse Chamber Annual Banquet being held virtually this year on March 25.

Mayor Felix recognized and thanked staff, City workers, Sachse Fire and Police, Chase Oaks Church, CERT, Audrey Wallace with 5 Loaves Food Pantry, and all those involved during the winter storm for their efforts and contributions made to assist Sachse residents.

CITIZEN INPUT:

Mayor read the following into the record from Richard Cho, 7504 Meadow Run Lane.

"We live in a zone where Thursdays are designated as our collection day. Prior to the recent freeze, the last collection of our trash and recycling was on 02/04/21. Since then, the next collection of our trash and recycling occurred on 02/25/21, which was a three (3) week gap in between collections. The trash, recycling, and bulk refuse collections for our zone that should've been scheduled on 02/11/21 did not occur, nor did the trash and recycling collections that should've been scheduled on 02/18/21.

We are charged a monthly fee for trash collection services - which includes a sales tax. My understanding of these fees are for services that include a weekly collection of trash and recycling

refuse, as well as a monthly collection of bulk trash. Through phone calls to CWD, as well as texts, emails, and website information from the Sachse PD and the City of Sachse, I understand that during the weeks that included 02/11/21 and 02/18/21, CWD decided not to pick up trash in our neighborhood due to the inclement weather. While this decision is understandable, the residents of Sachse who did not receive trash services should not be responsible to pay for services that were not provided, and a credit for this service interruption should be issued. Allowing three extra bags of trash to be picked up along with trash bin contents three weeks later does not negate the fact that there have been overflowing trash bins and garbage sitting out by the curb side for weeks.

When I called the City of Sachse Utility Billing department to ask for a credit due to non-service, I was told that I had to send an email to the Utility Billing Supervisor requesting a credit. I would imagine that this interruption of trash collection services occurred to all of the residents of Sachse - with varying dates of non-service dependent on zone. Already, some Sachse residents are still dealing with damage to pipes, and other property, as well as the after-effects from the power outages and other hardships that happened due to the freezing temperatures. Making Sachse residents go through additional “hoops” to have to request a credit for services that was not provided seems like another hardship that the City is asking of its residents – which does not seem right. I don’t think it would be excessive to request that the City do a review to see which zones were affected, when, and then provide an automatic credit for all Sachse residents for the time that the service interruptions occurred. That seems like the right thing to do. Thank you.”

Mrs. Nash stated that the City will look into the resident’s concern, as well as, checking the contract with CWD to see regarding missed pick ups during inclement weather. Mrs. Nash noted the landfills were also closed during this time. Therefore, there was no place for the trash to be dumped.

Scott McMurdie, 7510 Taylor Lane, expressed his concern and frustration of recent letters by Councilman Lindsey. He feels it is a conflict of interest and creates a liability for members of the City Council to be affiliated with CERT and organizations that represent the City. Mr. McMurdie stated he would like to see policies adopted or changes to ensure this doesn’t continue.

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

- 1. Approve the minutes of the February 1, 2021, combined meeting.**
- 2. Accept the monthly revenue and expenditure report for the period ending December 31, 2020.**
- 3. Accept the Quarterly Budget and Investment Reports for the quarter ended December 31, 2020.**

Councilman King made a motion to approve the consent agenda items as presented. Councilman Millsap seconded that motion and the motion was unanimously approved.

REGULAR AGENDA ITEMS:

Make appointments to the Bond 2021 Committee.

Mayor Felix asked for the Council to name who they would like to appoint to the committee.

Councilman Bickerstaff appointed Tim Shivers.

Mayor Pro Tem Franks appointed Lindsay Buhler.

Councilman Lindsay appointed Brad Ford.

Councilman Franks appointed John McKinney.

Mayor Felix appointed Charles Elk.

Councilwoman Howarth appointed Scott McMurdie.

Councilman King appointed Josh Ackles.

Mayor Pro Tem Franks made a motion to appoint persons as presented to the Bond Committee. Councilman Bickerstaff seconded that motion and the motion was unanimously approved.

Receive and consider the City's Comprehensive Annual Financial Report (CAFR) for the fiscal year ending September 30, 2020.

Louis Breedlove with BrooksWatson & Co., PLLC presented highlights and comments of the City's audit and its process. He indicated the City has received an unmodified or "clean" opinion, which is the highest opinion available. An unmodified opinion states that the governmental activities, the business-type activities, the discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Sachse, as of September 30, 2020, and the respective changes in financial position and cash flows, where applicable, thereof for the year then ended are in conformity with accounting principles generally accepted.

Councilman Bickerstaff made a motion to receive the City's Comprehensive Annual Financial Report (CAFR) for the fiscal year ending September 30, 2020 as presented. Mayor Pro Tem Franks seconded that motion and the motion was unanimously approved.

Consider and act on a resolution temporarily waiving permit fees for commercial and residential remodel projects for all permits related to plumbing repairs, including repairs to walls, floors and ceilings, for ninety (90) days for the repair of damages caused by the unprecedented arctic winter storm event occurring in the Dallas-Fort Worth Metroplex from February 14, 2021 through February 18, 2021.

Mrs. Nash stated in an effort to aid businesses and residents who suffered damage caused by the winter storm, staff is proposing a temporary waiver of permitting fees for plumbing repairs, walls, floors, ceilings, etc. for ninety days. The proposed resolution also authorizes the City Manager to extend the time period for waiving of fees for an additional thirty days if needed.

Councilman King asked about waiving water usage. Mrs. Nash stated that are analyzing data to see what if any financial impacts there would be. Once staff is able to evaluate the data, they will bring back to the City Council.

Councilman Lindsay expressed concern that this item was already announced before coming to the City Council.

Mayor Pro Tem Franks would like to see the City help with the water adjustment or anywhere it makes sense if they can.

Councilman Millsap stated he believes the 90 days is a must and may need to do a case-by-case basis afterwards especially in regards to landscaping and/or plant damage.

Councilman Bickerstaff asked if it was an automatic 30-day extension. Mrs. Nash noted she would have the ability to extend, but she can either bring back to the Council or report within the weekly updates.

Mayor Pro Tem Franks made a motion to approve a resolution temporarily waiving permit fees for commercial and residential remodel projects for all permits related to plumbing repairs, including repairs to walls, floors and ceilings, for ninety (90) days for the repair of damages caused by the unprecedented arctic winter storm event occurring in the Dallas-Fort Worth Metroplex from February 14, 2021 through February 18, 2021. Councilman King seconded that motion and the motion was unanimously approved.

Receive the Sachse Police Department 2020 Year End Review.

Chief Sylvester presented the Sachse Police Department's Year End Review. Chief Sylvester reviewed last year's crimes including Part I offenses (assaults, burglaries, robberies, and thefts) as well as Part II offenses (criminal mischief, fraud, disorderly conduct, public intoxication, drug possession, and DWIs.) He showed how the data in Sachse compared to Texas crime rates and national crime rates. He also commented on response times, number of traffic stops, and community policing activity. Chief Sylvester discussed departmental accomplishments including the creativity used in community outreach events due to COVID-19, current PPE protocols, and the new Police Transparency page on the City's website. He introduced new employees to the department, current promotions, and outlined the 2021 goals.

Discuss and consider the extension of memberships at the Michael J. Felix Community Center.

Mr. Whitworth stated the Community Center closed its doors in March 2020 due to COVID-19 and reopened in June 2020 by appointment only to the public, under limited operating hours, and

with limited capacity for activities. Between opening in January 2020 and the closure, there were 736 memberships purchased, and between the reopening in June 2020 to December 2020 there were 228 memberships purchased. Since reopening, staff has also opened youth classes and on average about 200 people a week check in for appointments. They have also expanded operational hours. Mr. Whitworth stated due to the closure and members not being able to fully utilize the Community Center at normal capacity, staff is recommending extending those memberships purchased in 2020 for an additional year.

Councilman King stated he agreed and that it is the right thing to do. He asked if there would be any financial impact. Mayor Pro Tem Franks agreed and reiterated it is something they can do for the community due to the impact of COVID-19.

Mayor Pro Tem Franks made a motion to approve the extension of memberships at the Michael J. Felix Community Center. Councilman Bickerstaff seconded that motion. The motion was approved with a 6-0-1 vote. Councilman Millsap abstained.

Receive an update regarding actions taken by the City as a result of the COVID-19 pandemic and any future measures that may be necessary including city operations and facilities, public safety, financial employee impact, and the CARES Act.

Mrs. Nash stated there is no update.

No further comments were made.

ADJOURNMENT:

Mayor Felix adjourned the meeting at 8:53 p.m.

MIKE J. FELIX, MAYOR

ATTEST:

Michelle Lewis Sirianni, City Secretary



Agenda Item Details

Meeting	Mar 15, 2021 - City Council Combined Meeting
Category	E. Consent Agenda - All items listed on the consent agenda will be considered by the City Council and will be enacted on by one motion. There will be no separate discussion of these items unless a Councilmember or citizen so requests.
Subject	2. Accept the monthly revenue and expenditure report for the period ending January 31, 2021.
Access	Public
Type	Action (Consent)
Preferred Date	Mar 15, 2021
Fiscal Impact	No
Recommended Action	Accept the monthly revenue and expenditure report for the period ending January 31, 2021.
Goals	Be a model of financial stewardship through growth management, responsible investment, and financial transparency.

Public Content

BACKGROUND

The Finance Department prepares a report each month to update the City Council regarding revenues and expenditures for the City. Included in the report are unaudited summaries for the General Fund, Utility Fund, Debt Service Fund, Sachse Economic Development Corporation, and the Sachse Municipal Development District, as well as an analysis of year-to-date sales tax revenue.

POLICY CONSIDERATIONS

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

RECOMMENDATION

Accept the monthly revenue and expenditure report for the period ending January 31, 2021.

[Sales Tax Analysis.pdf \(81 KB\)](#)

[All Funds 1-31-21.pdf \(115 KB\)](#)

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

CITY OF SACHSE
2020/2021 SALES TAX ANALYSIS

FY 2020	Total Sales tax	General Fund Sales Tax	General Fund Year-To-Date	YTD Percent of Budget	FY 2021	Total Sales tax	General Fund Sales Tax	General Fund Year-To-Date	YTD Percent of Budget
October	240,829	137,609	137,609	8.63%	October	264,016	150,859	150,859	9.01%
November	316,904	181,079	318,688	19.98%	November	374,502	213,991	364,850	21.78%
December	252,331	144,182	462,870	29.02%	December	286,729	163,837	528,687	31.56%
January	272,241	155,558	618,429	38.77%	January	323,637	184,926	713,613	42.60%
February	401,877	229,633	848,061	53.17%	February	435,095	248,614	962,226	57.45%
March	250,829	143,324	991,385	62.16%	March	279,789	159,871	1,122,098	66.99%
April	224,183	128,098	1,119,483	70.19%	April				
May	332,834	190,181	1,309,665	82.11%	May				
June	273,969	156,546	1,466,211	91.93%	June				
July	197,476	112,838	1,579,048	99.00%	July				
August	372,977	213,119	1,792,167	112.36%	August				
September	275,319	157,317	1,949,485	122.22%	September				
TOTAL	3,411,769	1,949,485			TOTAL	1,963,768	1,122,097		
BUDGET		1,595,000			BUDGET		1,675,000		

City of Sachse
Monthly Revenue and Expenditure Report
January 31, 2021
(Unaudited)

GENERAL FUND

33% of Year Completed

	Annual Budget	Current Month Actual	Actual YTD	YTD Actual as a Percent of Budget	Note Reference
Revenue Summary					
Property Tax	\$ 13,420,000	\$ 3,362,394	\$ 12,464,861	92.88%	A
Sales Tax	1,700,000	194,745	729,309	42.90%	
Franchise Fees	1,847,825	204,569	657,811	35.60%	
Licenses and Permits	621,000	164,027	532,020	85.67%	D
Service Fees	916,500	195,073	614,085	67.00%	E
Fines	250,000	20,043	68,143	27.26%	
Interest Income	50,000	7,971	23,433	46.87%	F
Miscellaneous Income	402,218	27,608	99,149	24.65%	
Intergovernmental Revenue	1,443,819	120,318	481,273	33.33%	
Total Revenue	\$ 20,651,362	\$ 4,296,748	\$ 15,670,083	75.88%	
Expenditure Summary					
City Manager	\$ 759,865	\$ 42,947	\$ 191,667	25.22%	
City Secretary	209,339	11,286	51,261	24.49%	
Human Resources	388,830	27,325	116,507	29.96%	
Finance	717,569	58,905	274,334	38.23%	
Municipal Court	241,740	15,676	60,328	24.96%	
Parks	1,010,900	60,464	291,423	28.83%	
Senior Programs	146,645	7,330	31,879	21.74%	
Library Services	515,646	31,307	139,724	27.10%	
Community Development	750,215	48,302	210,514	28.06%	
Streets & Drainage	3,341,560	62,743	321,616	9.62%	C
Facility Maintenance	562,072	57,589	152,828	27.19%	
Police	5,581,495	415,366	1,713,110	30.69%	
Animal Control	240,865	13,854	57,535	23.89%	
Fire/EMS	4,602,376	364,701	1,416,663	30.78%	
Combined Services	422,652	11,406	256,328	60.65%	B
Recreation	386,106	30,193	120,617	31.24%	
City Engineer	368,244	28,165	113,814	30.91%	
Information Technology	746,910	46,723	207,320	27.76%	
Total Expenditures	\$ 20,993,029	\$ 1,334,282	\$ 5,727,470	27.28%	
Total Revenue Over/Under Expenses	\$ (341,667)	\$ 2,962,466	\$ 9,942,613		

Explanation of Major Variances:

- A Property Tax receipts peak in December and January.
- B Total annual property and liability premium paid in October.
- C Budget includes one-time transfers to Capital Projects.
- D Building permit revenue reflects activity in Ranch Park Village and the Station.
- E Plan Review and Ambulance fees are above projections.
- F Interest is budgeted conservatively, and principal is higher than anticipated.

City of Sachse
Monthly Revenue and Expenditure Report
January 31, 2021
(Unaudited)

UTILITY FUND

33% of Year Completed

	Annual Budget	Current Month Actual	Actual YTD	YTD Actual as a Percent of Budget	Note Reference 0%
Revenue Summary					
Water Revenue	\$ 7,460,000	\$ 454,453	\$ 2,239,498	30.02%	
Sewer Revenue	5,197,500	434,192	1,734,551	33.37%	
Drainage Revenue	210,000	17,460	69,691	33.19%	
Fees	165,700	13,455	53,433	32.25%	
Interest Income	60,000	8,525	36,052	60.09%	A
Transfer In-Impact Fee	-	-	-		
Miscellaneous Income	-	-	-		
Total Revenue	\$ 13,093,200	\$ 928,085	\$ 4,133,226	31.57%	
Expenditure Summary					
Utility Administration	\$ 442,209	\$ 46,268	\$ 135,638	30.67%	
Water Operations	7,380,181	692,065	2,195,932	29.75%	
Sewer Operations	5,733,264	176,573	1,177,726	20.54%	
Drainage Projects	100,000	-	-	0.00%	
Total Expenditures	\$ 13,655,654	\$ 914,906	\$ 3,509,296	25.70%	
Total Revenue Over/Under Expenses	\$ (562,454)	\$ 13,179	\$ 623,930		

Explanation of Major Variances:

A Interest is budgeted conservatively, and principal is higher than anticipated.

City of Sachse
Monthly Revenue and Expenditure Report
January 31, 2021
(Unaudited)

Debt Service Fund

33% of Year Completed

	Annual Budget	Current Month Actual	Actual YTD	YTD Actual as a Percent of Budget	Note Reference 0%
Revenue Summary					
Property Tax	\$ 5,035,703	\$ 1,241,879	\$ 4,603,833	91.42%	B
Interest Income	5,000	1,048	1,371	27.41%	
Miscellaneous Receipts					
Total Revenue	\$ 5,040,703	\$ 1,242,926	\$ 4,605,203	91.36%	
Expenditure Summary					
Fees	\$ 3,000	\$ -	\$ 450	15.00%	A
Principal	3,543,300	-	-	0.00%	
Interest	1,495,917			0.00%	
Transfer Out-Utility Fund					A
Total Expenditures	\$ 5,042,217	\$ -	\$ 450	0.01%	
Total Revenue Over/Under Expenses	\$ (1,514)	\$ 1,242,926	\$ 4,604,753		

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

B Property Tax receipts peak in December and January.

City of Sachse
Monthly Revenue and Expenditure Report
January 31, 2021
(Unaudited)

SACHSE ECONOMIC DEVELOPMENT CORPORATION

33% of Year Completed

	Annual Budget	Current Month Actual	Actual YTD	YTD Actual as a Percent of Budget	Note Reference 0%
Revenue Summary					
Sales Tax	\$ 837,500	\$ 92,463	\$ 356,806	42.60%	
Other Income	\$ 12,500	\$ -	\$ 10,000	80.00%	A
Interest Income	5,000	592	1,936	38.71%	
Total Revenue	\$ 855,000	\$ 93,055	\$ 368,742	43.13%	
Expenditure Summary					
Expenditures	855,000	29,607	145,983	17.07%	
Total Expenditures	\$ 855,000	\$ 29,607	\$ 145,983	17.07%	
Total Revenue Over/Under Expenses	\$ -	\$ 63,448	\$ 222,759		

Explanation of Major Variances:

A GISD Grant received in November

City of Sachse
Monthly Revenue and Expenditure Report
January 31, 2021
(Unaudited)

MUNICIPAL DEVELOPMENT DISTRICT

33% of Year Completed

	Annual Budget	Current Month Actual	Actual YTD	YTD Actual as a Percent of Budget	Note Reference
Revenue Summary					
Sales Tax	\$ 385,000	\$ 42,470	\$ 165,832	43.07%	
Other Income	\$ -				
Interest Income	500	173	582	116.36%	A
Total Revenue	\$ 385,500	\$ 42,643	\$ 166,414	43.17%	
Expenditure Summary					
Expenditures	249,000	-	11,177	4.49%	
Total Expenditures	\$ 249,000	\$ -	\$ 11,177	4.49%	
Total Revenue Over/Under Expenses	\$ 136,500	\$ 42,643	\$ 155,236		

Explanation of Major Variances:

A Interest is budgeted conservatively, and principal is higher than anticipated.



The City of
SACHSE

Agenda Item Details

Meeting	Mar 15, 2021 - City Council Combined Meeting
Category	E. Consent Agenda - All items listed on the consent agenda will be considered by the City Council and will be enacted on by one motion. There will be no separate discussion of these items unless a Councilmember or citizen so requests.
Subject	3. Authorize the City Manager to execute a renewal of the Microsoft Enterprise Software Licensing Agreement through the State of Texas' agreement with SHI Government Solutions.
Access	Public
Type	Action
Fiscal Impact	Yes
Dollar Amount	265,201.08
Budgeted	Yes
Budget Source	IT Software Licensing
Recommended Action	Approve as presented.

Public Content

BACKGROUND

It is necessary for the City to maintain licensing for all computer network servers, Exchange email services, user authentication, firewall-security, workstation operating systems, and productivity software that each end-user utilizes on a daily basis. In addition to these licensing requirements, the City has to maintain licensing for anti-spam and anti-virus protection. The Microsoft Enterprise agreement and licensing renewal is proposed for purchase through SHI Government Solutions, which is the City's current Microsoft software vendor. The company is a licensed contract vendor of the State of Texas, Department of Information Services. The attached quote covers the first year of a three-year period.

OVERVIEW

The current Microsoft Enterprise software licensing agreement expired February 28, 2021, and has a 90-day grace period. The original agreement includes licensing for 165 combined devices/users. The updated agreement will add the following:

- The City will increase the overall number of licenses to 180 devices/users to reflect new staff growth.
- The City is also upgrading the server licensing to reflect new capability requirements for operations and public safety.
- Finally, the City is adding upgrades to functionality as well as cybersecurity protections to the Microsoft licensing agreement.

The approved FY 20-21 budget includes \$75,000 for these services. The quoted price of the first year of this agreement is \$88,436.00. This cost difference is primarily from increased cybersecurity services for telecommuting. For FY 20-21, this difference will be covered by funding earmarked in the CARES Act distributions from Dallas and Collin County for telecommunications upgrades. The IT budget will absorb the cost differences in FY 21-22 and FY 22-23.

POLICY CONSIDERATIONS

This agreement covers the required licenses needed to operate the Microsoft platform on City devices.

RECOMMENDATION

Authorize the City Manager to execute a renewal of the Microsoft Enterprise Software Licensing Agreement through the State of Texas' agreement with SHI Government Solutions.

[Staff Presentation - Microsoft Agreement Renewal.pdf \(76 KB\)](#)

[SHI Quote-20163331.pdf \(121 KB\)](#)

Microsoft Agreement Renewal

City Council
March 15, 2021



Renewal of the Agreement

- Covers licensing for all City computers, network servers, Microsoft Exchange email services, user authentication, firewall/security, workstation operating systems, and end-user productivity services (e.g., PowerPoint, SharePoint, etc.) and it is required to maintain compliance with appropriate licensing of devices
- Agreement renewal delayed due to the winter storm response but well within the 90-day grace period



Changes from Original Agreement

- Increases the number of licenses from 165 users to 180 users to account for new staff growth and expansion projects
- Upgrades server licensing to accommodate additional server capacity for operations and public safety
- Upgrades remote working capacity and associated required increases in cybersecurity



Budgetary Impact

- Originally approved as a part of FY 20-21 budget process at \$75,000 annually for the three year period
- New agreement amount is \$88,400.36 annually for the three year period
- Budgeted vs. quoted difference will be covered by CARES Act funding from Dallas and Collin County for FY 20-21 for telecommuting project. Remaining two years of contract will be absorbed and accounted for in future IT budgets





Pricing Proposal
Quotation #: 20163331
Created On: 3/8/2021
Valid Until: 3/31/2021

City of Sachse TX

Danny Wheeler

TX
United States
Phone: (469) 429-4762
Fax:
Email: dwheeler@cityofsachse.com

Inside Account Executive

Patrick Groh

SHI Government Solutions
P.O. Box 847434
Dallas, TX 75284-7434
Phone: 800-477-6479
Fax: 732-564-8224
Email: Patrick_Groh@SHI.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Azure prepayment - US Gov Microsoft - Part#: J5U-00001 Coverage Term: 3/1/2021 – 2/28/2022	2	\$1,227.90	\$2,455.80
2 ExchgOnlnP1GCC ShrdSvr ALNG SubsVL MVL PerUsr Microsoft - Part#: 3MS-00001 Coverage Term: 3/1/2021 – 2/28/2022	6	\$37.33	\$223.98
3 M365 E3 FromSA GCC Unified ShrdSvr ALNG SubsVL MVL PerUsr Microsoft - Part#: AAD-34700 Coverage Term: 3/1/2021 – 2/28/2022	165	\$295.68	\$48,787.20
4 M365 E3 GCC Unified ShrdSvr ALNG SubsVL MVL PerUsr Microsoft - Part#: AAD-34704 Coverage Term: 3/1/2021 – 2/28/2022	15	\$353.64	\$5,304.60
5 EntMobandSecE5FullGCC ShrdSvr ALNG SU MVL EntMobandSecE3GCC PerUsr Microsoft - Part#: MQY-00002 Coverage Term: 3/1/2021 – 2/28/2022	180	\$65.82	\$11,847.60
6 O365GCCF3 ShrdSvr ALNG SubsVL MVL PerUsr Microsoft - Part#: 3KS-00001 Coverage Term: 3/1/2021 – 2/28/2022	5	\$33.40	\$167.00
7 Project Plan3 GCC Shared All Lng Subs VL MVL Per User Microsoft - Part#: 7MS-00001 Coverage Term: 3/1/2021 – 2/28/2022	3	\$276.03	\$828.09
8 SQLCAL ALNG SA MVL UsrCAL Microsoft - Part#: 359-00961 Coverage Term: 3/1/2021 – 2/28/2022	109	\$33.56	\$3,658.04
9 SQLSvrStd ALNG SA MVL Microsoft - Part#: 228-04433	2	\$144.89	\$289.78

Coverage Term: 3/1/2021 – 2/28/2022

10	VisioStd ALNG SA MVL Microsoft - Part#: D86-01253 Coverage Term: 3/1/2021 – 2/28/2022	1	\$50.75	\$50.75
11	WinSvrSTDCore ALNG SA MVL 2Lic CoreLic Microsoft - Part#: 9EM-00270 Coverage Term: 3/1/2021 – 2/28/2022	160	\$18.01	\$2,881.60
12	WinSvrDCCore ALNG SASU MVL 2Lic WinSvrStdCore CoreLic Microsoft - Part#: 9EA-00279 Coverage Term: 3/1/2021 – 2/28/2022	48	\$248.04	\$11,905.92
			Subtotal	\$88,400.36
			Shipping	\$0.00
			Total	\$88,400.36

Additional Comments

The Products offered under this proposal are resold in accordance with the SHI Online Customer Resale Terms and Conditions, unless a separate resale agreement exists between SHI and the Customer.



Agenda Item Details

Meeting	Mar 15, 2021 - City Council Combined Meeting
Category	F. Regular Agenda Items
Subject	1. Take any action as a result of Executive Session.
Access	Public
Type	Action
Recommended Action	Motion to

Public Content



Agenda Item Details

Meeting	Mar 15, 2021 - City Council Combined Meeting
Category	F. Regular Agenda Items
Subject	2. Receive an update on the City of Sachse efforts during the winter storm of February 2021.
Access	Public
Type	Information

Public Content

BACKGROUND

In February 2021, a near record-breaking winter storm struck the State of Texas. The region was faced with frozen water lines, electrical power outages, hazardous road conditions, and more. The City of Sachse was one of many cities impacted.

OVERVIEW

This item is to provide the City Council with an update on the City's planning and actions related to the anticipated and realized winter storm threat.

POLICY CONSIDERATIONS

There are no policy considerations affiliated with this item.

RECOMMENDATION

There is no staff recommendation affiliated with this item. This is a presentation only.

Staff Presentation - Winter Storm Review 2021.pdf (339 KB)

Winter Storm 2021

City Council
March 15, 2021



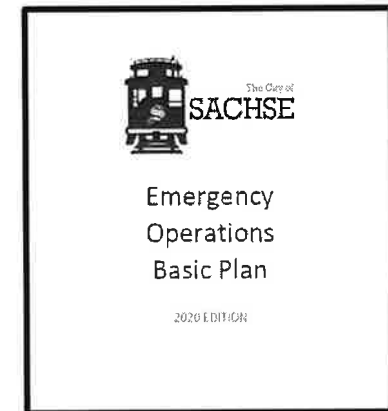
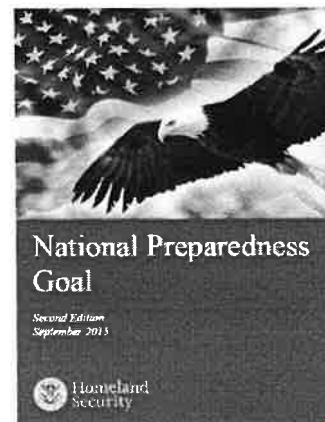
Overview

- The Storm
- Preparations Made
- Storm Impact
- Response Efforts
- Recovery
- After Action Review



Emergency Operations Planning

- All disasters are local until the scope exceeds the resources available
 - The City has very effective and efficient daily operation capabilities that easily extend into a disaster setting
 - Five mission areas guide the City in operations and disaster planning
 - Prevention, protection, mitigation, response, and recovery
 - These are outlined in the City of Sachse Emergency Operations Plan 2020



Storm Review

- The historic snow/ice storm began on Thursday, February 10, and concluded on February 20
- Near record freezing temperatures were sustained for many days
- Millions were without power for extended times, others with rolling outages
- Statewide water supply freezing and other problems occurred
- There are an estimated 70 fatalities resulting from the weather event across Texas



City of Sachse Prepares

▪ Strategic/Tactical Planning

▪ Emergency Operations Center Partially Activated

- WebEOC – initiated/updated

▪ CM/EMC-FD/PD/PW and Parks

- Action plans developed
- Emergency Operations Plan was referenced
- Communications network established
 - The public – social media, Nixle, others
 - External (TDEM, Dallas County, NWS, others)
 - Stakeholders (Atmos, Oncor, faith based coalition, others)

▪ Risk Management Activities

▪ Staff

- Alternate schedules
- Supplemental staffing

▪ Facilities, Fleet, and Equipment

- Winterize and protect strategies implemented
- Heating for critical; water, sewer, and fire protection systems
- Fuel
- Sufficient supplies
- Ice-melt



City of Sachse Prepares

- Agreements
 - Fuel options/locations
 - American Red Cross
- Shelter Options
 - Senior Center, Library, and Community Center
 - Considered staffing needs
- Faith-Based Coalition
 - The Mayor activated them early
 - Resource availability request



The Impact of the Storm

- Wide spread ice and snow covered roads
- No serious accidents reported
- Countless frozen water lines and associated damage
- Fire sprinkler systems out of service throughout the city
- Power outages
- Two structure fires
- City Hall – water line break
- The Library had a sprinkler system break
- The Community Center and Senior Center water and fire sprinkler systems shut down
- At one point, 18 residents took refuge at the Chase Oaks warming shelter



Response

- Situational Awareness
 - Frequent updates were communicated to staff
 - Disaster Summary Outline (DSO)
 - WebEOC damage assessment
- Critical Transportation
 - PW strategically placed sand
 - SPD requested TxDOT for sanding on SH 78
 - Parks cleared trees, limbs, debris, and moved snow from shelter parking lots
- Fire Management & Suppression
 - Two structure fires caused by trying to thaw frozen pipes
 - Responded 178 times over the 10-day period



Response

■ Mass Care Services

- The Senior Center was temporarily opened as a warming station – no residents utilized it
- Chase Oaks Church and 5 Loaves opened up a warming station and the city supported this effort
 - Parks kept the parking lot clear of snow and ice
 - CERT provided fire watch
 - SPD provided security checks

■ Infrastructure Systems

- The Library and City Hall required a lot of manpower
- City Hall specifically required a significant amount of work
- All City facilities sprinkler systems shut down and drained
- 1 Fire Hydrant developed a leak
- Power Supplies to water towers, pump, and lift stations were watched closely



Response

- Logistics and Supply Chain
 - No resources were requested from county or state
 - Fans, blowers, and a water extractor were borrowed from Murphy & Wylie
 - Fuel locations were utilized
- Operational Communications
 - City – Microsoft Teams, texting, and radio
 - WebEOC – State, Dallas County
 - Inter-local - PW - Wylie for sand
 - Mutual Aid – Garland, Rowlett, Murphy, Wylie
- Security and Protection
 - SPD – Utilized command staff and other personnel to focus on patrol needs
 - Staffed Senior Center warming station
 - Security checks at Chase Oaks
- Public Health, EMS
 - SFR placed one extra ambulance in service
 - Increased staffing levels on all apparatus



Response

- The Community

- Memory Care Facilities

- Oxford Glen was without power, Ariel Pointe agreed to take in residents.
 - All of the long term care facilities had water & fire sprinkler system problems

- Apartment Complexes

- Responded to a lot of water and fire sprinkler system breaks
 - Shut down systems
 - Ensured residents had places to stay

- Churches and Businesses

- Hit with the same problems from frozen systems
 - Required consistent follow up

- Schools

- Both Wylie ISD and Garland ISD experienced fire sprinkler system and water line breaks



Recovery

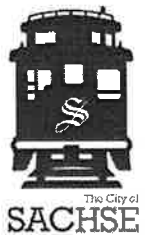
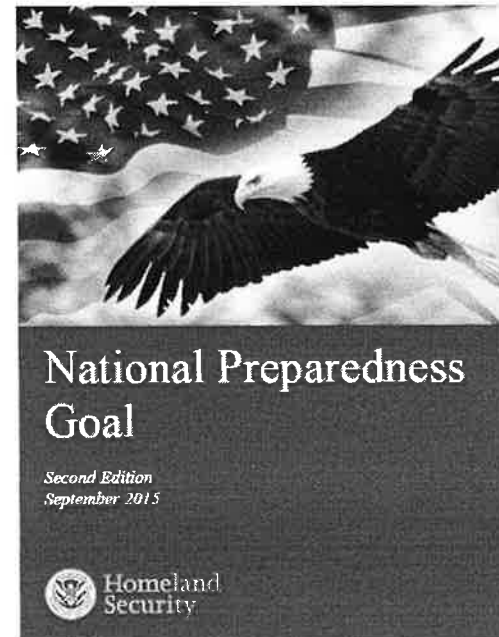
- Health and Social Services
 - The Library and Community Center were repaired and ready to open per current service levels
 - Memory Care & Assisted Living facilities – all systems restored
- Economic Recovery
 - Utility Billing – leak adjustments
 - Adjustment limits of one per year waived for frozen pipe damage

- Housing
 - The City provided information to the public regarding FEMA individual assistance
- Fire Sprinkler Systems
 - Ongoing effort
 - All schools, long-term care facilities, and most businesses are repaired



After Action Report

- A thorough after action review was conducted by City staff
 - This process is designed to focus attention to the actions taken as they relate to the national preparedness goal, mission areas, and core capabilities
- Five mission areas:
 - Prevention, protection, mitigation, response, and recovery
- 32 Core Capabilities



Summary

- Emergency management response is extremely complex
- Multiple, concurrent, competing, and often extreme variables at play in the backdrop of a disaster
- Emergency response is outlined ahead of time with proper emergency planning as defined by Homeland Security and the City's Emergency Operations Plan
- Once a disaster is eminent, the plan sets in motion accordingly
- Each member of the response team has a specific role to play in disaster response relative to the core areas mentioned previously



Next Steps

- Completion of after action review
- Review of eligible expenditures with FEMA
- Plan for Council and staff tabletop exercise



Discussion/Questions?





Agenda Item Details

Meeting	Mar 15, 2021 - City Council Combined Meeting
Category	F. Regular Agenda Items
Subject	3. Consider and act on a resolution authorizing a one-time credit up to 2,000 gallons of water per residential water account on all utility bills issued by the City in March 2021.
Access	Public
Type	Action
Preferred Date	Mar 15, 2021
Fiscal Impact	Yes
Dollar Amount	81,350.00
Budgeted	No
Budget Source	Water revenues
Recommended Action	Approve a resolution authorizing a one-time credit up to 2,000 gallons of water per residential water account on all utility bills issued by the City in March 2021.
Goals	Provide excellent government services to Sachse citizens. Be a model of financial stewardship through growth management, responsible investment, and financial transparency.

Public Content

BACKGROUND

As a result of the winter storm experienced the week of February 14, 2021, many water utility customers were forced to continuously run water in their homes to prevent major damage to the plumbing systems. Extremely low temperatures lasting several days required continuous use of water for an extended period of time, creating a potential hardship situation for customers that were also unable to work due to the inclement conditions.

OVERVIEW

An analysis of residential usage during the month of February shows that a higher than normal percentage of customers used water outside their normal usage patterns. Average household consumption was up almost 1,000 gallons over February 2020. Staff is proposing a temporary change to the rate table allowing the first 2,000 gallons of water to be eliminated from the billing calculation in March, since the February billing has already been calculated. Residential customers using more than 2,000 gallons in March will not be billed for the first 2,000 gallons; customers using less than 2,000 gallons will not be billed for volume charges.

POLICY CONSIDERATIONS

The rates used to calculate water, sewer and solid waste bills are set by City Council at the beginning of each fiscal year. Changes to the legally adopted rates must also be approved by City Council.

RECOMMENDATION

Approve a resolution authorizing a one-time credit up to 2,000 gallons of water per residential water account on all utility bills issued by the City in March 2021.

[Staff Presentation - Water Rate Adjustment - Winter Storm Review 2021.pdf \(45 KB\)](#)

[Resolution Allowing One-Time Credit up to 2,000 Gallons Per Water Account.pdf \(65 KB\)](#)

WATER RATE ADJUSTMENT WINTER STORM 2021

City Council
March 15, 2021



LEAK ADJUSTMENTS

- Existing policy includes adjustments for volume usage due to leaks.
- Customer limited to one adjustment per year—suggest waiving this requirement for winter storm.
- AMI data is used to evaluate and confirm the actual volume leaked vs. normal consumption patterns.
- Volume attributable to the leak is charged at NTMWD wholesale rate--\$3.13/1,000 gallons.
- Staff is monitoring leak alarms closely and contacting customers directly.
 - It is imperative that customers keep contact information updated.
 - Customers utilizing mywateradvisor.org could get direct alerts regarding possible leaks.
- February bills posted Friday, March 5th and included 13 leak adjustments totaling \$1,438 and 334,000 gallons, with more expected.



TIER DISTRIBUTION

0-10,000 gallons	7,696	7,711	7,490
10,001-20,000 gallons	381	511	715
20,001-30,000 gallons	29	44	60
30,001+ gallons	14	9	36
TOTAL	8,120	8,275	8,301



VOLUME CREDIT FOR PIPE PROTECTION

- Residents were advised to run water continuously to protect pipes.
- Temperatures/power loss necessitated doing this for an extended number of days.
- Average volume per residential household for February 2021 was 5,714 gallons compared to February 2020 of 4,778 and January 2021 of 5,018.
- The current rate table charges \$4.90/1,000 gallons for 0-10,000 gallons for all customer classes.
- The table can be amended to not charge for the first 2,000 gallons, and the \$4.90 tier be changed to 2,001-10,000 gallons, resulting in an across the board reduction of \$9.80.
- This would be applied to all bills issued in the month of March, with the adopted rate table restored in April.
- Revenue reduction would be approximately \$81,350 for residential customers.
- Year-to-date water revenue through February is at 35% of budget, typical for this point in the fiscal year.



RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SACHSE, TEXAS, AUTHORIZING A ONE-TIME CREDIT UP TO 2,000 GALLONS OF WATER PER RESIDENTIAL WATER ACCOUNT ON ALL WATER UTILITY BILLS ISSUED BY THE CITY IN MARCH 2021, INCLUDING FINAL BILLS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Dallas-Fort Worth Metroplex suffered an unprecedented Arctic winter storm from February 14, 2021 through February 18, 2021 (“Winter Storm Event”); and

WHEREAS, as a result of the Winter Storm Event, Sachse residents incurred financial hardship, including higher than normal water utility bills; and

WHEREAS, the City Council wants to provide assistance to its residents who incurred these higher water utility bills; and

WHEREAS, the City Council has determined that it is in the best interest of the City and its recovery efforts from the Winter Storm Event to allow a one-time credit up to 2,000 gallons of water per residential water account on all water utility bills issued by the City in March 2021, including final bills;

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

SECTION 1. The City Council hereby authorizes the City Manager to allow a one-time credit up to 2,000 gallons of water per residential water account on all water utility bills issued by the City in March 2021, including final bills.

SECTION 2. This Resolution shall take effect immediately upon its passage.

DULY RESOLVED AND ADOPTED by the City Council of the City of Sachse, Texas, this the _____ day of _____, 2021.

CITY OF SACHSE, TEXAS

Mike J. Felix, Mayor

ATTEST:

Michelle Lewis Sirianni, City Secretary
(03-12-2021:TM 121132)



Agenda Item Details

Meeting	Mar 15, 2021 - City Council Combined Meeting
Category	F. Regular Agenda Items
Subject	4. Consider adjustments to the employee pay plan effective April 1, 2021.
Access	Public
Type	Action
Preferred Date	Mar 15, 2021
Dollar Amount	210,171.00
Budgeted	Yes
Budget Source	General Fund and Utility Fund
Recommended Action	Approve a mid-year cost-of-living/step plan adjustment for City staff and the reclassification of three positions in the Fire Department.
Goals	Be a model of financial stewardship through growth management, responsible investment, and financial transparency.

Public Content

BACKGROUND

The budget approved by City Council for the 2020-2021 fiscal year included \$172,175 from the General Fund and \$13,029 from the Utility Fund for mid-year pay adjustments and \$24,967 for the reclassification of three Firefighter/Paramedic positions to Driver/Engineer. Ordinarily, revisions to the pay plan and authorization for tenure and step plan adjustments take effect at the beginning of the fiscal year, but due to economic uncertainties related to COVID-19, these adjustments were postponed to mid-year to allow for review of budget to actual revenues.

OVERVIEW

As of January 31, General Fund revenues are at 76% of budget, which is exactly the same as the previous year. Utility Fund revenues stand at 32% of budget, which is consistent with normal patterns. Expenditures within both funds are below the expected 33%, at 27% and 26% respectively.

RECOMMENDATION

Approve a mid-year cost-of-living/step plan adjustment for City staff and the reclassification of three positions in the Fire Department.

[Staff Presentation - Mid Year Pay Adjustments.pdf \(43 KB\)](#)

MID-YEAR PAY ADJUSTMENTS

City Council

March 15, 2021



Background

- FY 2020-2021 budget included mid-year adjustments.
 - City Manager recommendation:
 - Sworn Public Safety: 1 step increase effective April 2021
 - General Employees: 3% COLA increase effective April 2021
 - Sworn Public Safety and General Employees topped out of pay range: 1% of annual pay - lump sum effective April 2021
 - Reclassify 3 Firefighter/Paramedic positions to Driver/Engineer
- Bring back to Council with budgetary update.
- Calculations have changed due to retirements/resignations.



Year-to-Date Budgetary Progress

General Fund:

Revenues	\$20,651,362	\$15,670,083	75.88%
Expenditures	\$20,993,029	\$5,727,470	27.28%

Utility Fund:

Revenues	\$13,093,200	\$4,133,226	31.57%
Expenditures	\$13,655,654	\$3,509,296	25.70%



Budget/Actual Comparison

General Fund	\$172,775	\$149,368
Utility Fund	\$13,029	\$12,853
Fire Department Reclass	\$24,967	\$24,967





Agenda Item Details

Meeting	Mar 15, 2021 - City Council Combined Meeting
Category	F. Regular Agenda Items
Subject	5. Discuss a re-opening plan for City of Sachse facilities including City Hall, the Public Safety building, the Animal Shelter, the Sachse Public Library, the Laurie Schwenk Senior Center, and the Michael J. Felix Community Center.
Access	Public
Type	

Public Content

BACKGROUND

Governor Abbott recently announced several changes regarding COVID-19 restrictions.

OVERVIEW

Staff will present an overview of current operations and discussed a proposed re-opening plan for City facilities.

POLICY CONSIDERATIONS

There are no policy considerations affiliated with this item.

RECOMMENDATION

Discuss a re-opening plan for City of Sachse facilities including City Hall, the Public Safety building, the Animal Shelter, the Sachse Public Library, the Laurie Schwenk Senior Center, and the Michael J. Felix Community Center.

Staff Presentation - Facilities Re-Opening Plan.pdf (340 KB)

Re-opening Plan

City Council
March 15, 2021



Governor Abbott's Action

- Governor Abbott issued GA-34, which rescinded previous declarations related to limiting business capacities and the statewide mask mandates
- As of March 10, 2021, all businesses statewide were permitted to re-open to 100% capacity and the statewide mask mandate was lifted
- Governor Abbott did continue to extend the disaster declaration related to the Open Meetings Act, which allows open meetings to continue virtually



Damage at City Hall and the Sachse Public Library

- The first floor of City Hall sustained significant damage as a result of a pipe bursting during the February winter storm event
 - All first floor staff have been relocated to other parts of the building/other buildings until repairs can be made
 - Staff are currently housed in the City Council Chambers, Municipal Court, the second floor of City Hall, and throughout the Senior Center
- The Sachse Public Library also sustained significant damage as a result of a pipe burst at that building
 - Currently closed and offering curbside services only until repairs can be made
 - Anticipated completion of repairs soon



City Hall

- Current

- Prior to first floor flooding, City Hall was open by appointment only
- Since the water damage, City Hall employees have been relocated
- All staff continue to work on site as usual

- Proposed

- Reopen City Hall for all customer related services
- Safety measures in place
- Masks encouraged for guests, masks required for employees



Public Safety/Animal Shelter

- Current

- Public Safety Building and Animal Shelter are open by appointment only.
- All staff continue to work in buildings as usual.
- Social distancing and safety measures are in place (plexiglass, masks and separation)

- Proposed

- Open Public Safety Building and Animal Shelter.
- Masks encouraged for guests, masks required for employees



Michael J. Felix Community Center



Current Service Level

■ COVID Precautions

- Masks required for patrons 10 years and older
 - Staff regularly disinfects door handles, chairs, equipment in between use and other frequently used equipment throughout the day
 - Markers on the floor to encourage social distancing and signage throughout the building
 - Hand sanitizer stations and a temperature check kiosk
 - Contract cleaning twice a week and daily walk through from building maintenance staff
- Appointments made in 1 hour increments for basketball, walking track, pickleball, ping pong, and Wellbeats with limitations on the number of participants



Current Service Level

- Class sizes are limited and most children's classes are now drop off only with the exception of 1 parent max per child in some of the 3 years and under classes
- Hours of operation are limited
 - Tues/Thur: 10 a.m. - 9 p.m.
 - Wed/Fri/Sat: 10 a.m. - 5 p.m.



Expanded Service

- Hybrid of the current service level. Continue with appointments but also allow walk-ins
- Limit participants to 30 in gymnasium, and 8 on the walking track
- Allow use of the game room with limits on numbers per activity. Patrons would check out all game room equipment at the front desk so numbers can be closely monitored.
- Class sizes would remain limited but allow parents to stay in the room for classes that allow



Expanded Service

- Add a couple of additional days with later evening times
- Staff would continue with regular disinfection of door handles, chairs, and equipment in between use
- Outdoor pavilion reservations would resume with a suggested limit on numbers at 50 people



Hours of Operation

	Original Hours	Current Hours	Proposed Hours
Tuesday	7 AM-9 PM	10 AM-9 PM	10 AM-9 PM
Wednesday	10 AM-6 PM	10 AM-5 PM	10 AM-7 PM
Thursday	7 AM-9 PM	10 AM-9 PM	10 AM-9 PM
Friday	10 AM-4 PM	10 AM-5 PM	10 AM-7 PM
Saturday	10 AM-4 PM	10 AM-5 PM	9 AM-5 PM
Sunday	Closed	Closed	Closed
Monday	Closed	Closed	Closed



Considerations

- Currently there is one unfilled part time position
 - Operating hours and service level stay limited until recreation is fully staffed (mid-April)
 - Delay indoor reservations until mid-May (after elections are completed in the reservation room)
- Request to hire 3rd part time position - approved in the budget
 - Assist during the summer if hours are expanded, early morning camps and after hours indoor reservations once they resume
 - Suggested hours would be Tuesday-Friday from 10 AM-9 PM and Saturday from 9 AM-5 PM
 - Staff will come back to Council in April to review summer hour options



Laurie Schwenk Senior Activity Center



Senior Center Opening

- Delay opening of the Senior Center
- Senior Center Manager is currently on leave until the end of April
- Staff is currently using the Senior Center due to water damage caused by the winter storm at City Hall
- Staff will continue to monitor and evaluate the timing of when the Senior Center can open



Sachse Public Library



Current Service Level

- Capacity: 20 visitors
- Hours of operation are limited
 - Tues-Sat: 10 a.m. - 5 p.m.
- Virtual and take-home programming only
- Meeting room rentals unavailable
- Board games not available for checkout
- Children's educational computer stations unavailable
- Public computers limited to 4 stations



Current Service Level

■ COVID-19 Precautions

- Masks required for patrons 10 years and older
- Library staff clean high-contact surfaces during the day
- Markers on floor at checkout desk and between aisles to encourage social distancing
- Hand sanitizing station and a temperature check kiosk for visitors
- Returned items quarantined for 4 days
- Seating limited to allow for social distancing
- Contract cleaning service twice per week



Expanded Service

- Capacity: 40 visitors
- Normal hours of operation
 - Mon/Wed/Fri: 10 a.m. – 6 p.m.; Tue/Thu: 11 a.m. – 8 p.m.; Sat: 10 a.m. – 4 p.m.
 - Hours of operation would remain at previous level until open positions are filled
- In-person programs and events
 - Story Times resume mid-April
 - Limited number of attendees
- Meeting room rentals unavailable
 - Reserved for Story Time and other events



Expanded Service

- Quarantine period reduced to 24 hours
 - Would allow the use of the Meeting Room for Story Times and other Library events
- Allow checkout of board games
- Re-introduce educational computer stations for children
- Public computers limited to 4 stations
 - Other stations will remain out of service due to social distancing
- Staff will present a proposal for summer activities at a future meeting



Considerations

- Capacity level
- Hours of operation
- In-person programs and events
- Balancing service with staffing
 - In-person and remote programming
 - In-person service and curbside pickup
 - Quarantine and space requirements



Public Meetings

- Current

- Governor Abbott continues to extend the disaster declaration related to the Open Meetings Act, which allows open meetings to continue virtually. This is extended on a month-to-month basis. According to TML the Governor's Office has no immediate plans to change this but will let cities know in plenty of time before a change is made

- Proposed

- City Council direction needed



Next Steps

- Cost estimates obtained for repairs at City Hall
- Planning to address those repairs as soon as possible





Agenda Item Details

Meeting	Mar 15, 2021 - City Council Combined Meeting
Category	F. Regular Agenda Items
Subject	6. Discuss and consider amendments to the Sachse Economic Development Corporation's Bylaws.
Access	Public
Type	Action, Discussion, Information
Recommended Action	Discuss and consider amendments to the Sachse Economic Development Corporation's Bylaws.

Public Content

BACKGROUND

This item was originally discussed by the City Council at its January 19, 2021, regular meeting. It was requested that this item return for further discussion at a later date.

OVERVIEW

The City Council requested this item return for further discussion.

POLICY CONSIDERATIONS

The Sachse Economic Development Corporation is one of the City's boards and commissions.

RECOMMENDATION

Discuss and consider amendments to the Sachse Economic Development Corporation's Bylaws.

[ORIGINAL Bylaws of Sachse Economic Development Corporation.pdf \(142 KB\)](#)

[REDLINE Amended and Restated Bylaws Sachse Economic Development Corporation.pdf \(100 KB\)](#)

**AMENDED AND RESTATED BYLAWS OF
SACHSE ECONOMIC DEVELOPMENT CORPORATION**

**ARTICLE I
(Offices)**

The principal offices of the Corporation shall be in the City of Sachse, Counties of Dallas and Collin, State of Texas.

**ARTICLE II
(Members)**

The Corporation has no members and is a non-stock corporation.

**ARTICLE III
Board of Directors)**

Section 1. (Number and Term of Office) The business and property of the corporation shall be managed and controlled by a board of seven (7) directors. Each member of the Board of Directors shall serve at the pleasure of the City Council for a term of two (2) years, but in any event, shall service until their successors are appointed. Each member of the Board of Directors shall be a resident of the City of Sachse. Each member of the Board of Directors shall be entitled to one vote upon the business of the Corporation.

Section 2. (Vacancies) In case of any vacancy in the Board of Directors through death, resignation, disqualification, failure to continue to hold office as a member of the City Council, failure to maintain residency in the City, or other cause, a successor director shall be appointed by the City Council of the City of Sachse, Texas.

Section 3. (Place of Meeting) Regular meetings of the Board of Directors shall be held at the City Council Chambers, 3815 Sachse Road, Sachse, Texas, unless otherwise determined by resolution of the Board of Directors. A meeting of the Board of Directors for the election of officers and the transaction of such other business as may come before the meeting shall be held on the second Wednesday in December of each year, unless changed by resolution of the Board of Directors. All meetings, regular or special, shall be called and held in accordance with the provisions of the Texas Open Meetings Act, Chapter 551, Texas Government Code, as amended.

Section 4. (Special Meetings) Special meetings of the Board of Directors shall be held whenever called by direction of the president, or by one-third of the directors then in office.

Section 5. (Notice of Meetings) The Secretary shall cause notice of the time and place of holding each meeting of the Board of Directors to be given to each director. Such notice may be in writing, in person, or by telephone. Notice of each meeting shall be given to the public in accordance with the provisions of the Texas Open Meetings Act, Chapter 551, Texas government Code, as amended.

Section 6. (Quorum) A majority of the Board of Directors shall constitute a quorum for the transaction of business.

Section 7. (Order of Business) At meetings of the Board of Directors, business shall be transacted in such order as the board may determine.

At all meetings of the Board of Directors, the president, or in his or her absence the vice-president, or in the absence of both of these officers, a member of the Board selected by the members present, shall preside. The secretary of the Corporation shall sit as secretary at all meetings of the Board, and in case of his or her absence, the chairman of the meeting may designate any person to act as secretary.

Section 8. (Contracts) No contract or other transaction between this Corporation and any other corporation, person or entity shall be executed unless the majority of the Board who are present and approve by an affirmative vote such contract are persons with no interest in such other person or entity. Provided, that membership in the City Council shall not constitute an interest which shall disqualify Directors from voting on contracts between this Corporation and the City of Sachse.

Section 9. (Additional Powers) In addition to the powers and authorities by these Bylaws expressly conferred upon them, the Board of Directors may exercise all such powers of the Corporation and do all lawful acts and things as are not by statute or by the charter or by the Bylaws prohibited. Without prejudice to such general powers and other powers conferred by statute, by the charter and by these Bylaws, it is hereby expressly declared the Board of Directors shall have the following powers:

- (1) To purchase, or otherwise acquire for the corporation, any property, rights, or privileges which the corporation is authorized to acquire, at such price or consideration and generally on such terms and conditions as they think fit; and at their discretion to pay therefore either wholly or partly in money, notes, bonds, debentures, or other securities or contracts of the Corporation as may be lawful.
- (2) To create, make and issue notes, mortgages, bonds, deeds of trust, trust agreements and negotiable or transferable instruments and securities, secured by mortgage of deed or trust on any real property of the corporation or otherwise, and to do every other act or thing necessary to effect the same,
- (3) To sell or lease the real or personal property of the corporation on such terms as the board may see fit and to execute all deeds, leases and other conveyances or contracts that may be necessary for carrying out the purpose of this corporation.

ARTICLE IV (Officers)

Section 1. (Compensation of Directors and Officers) Directors and Officers, as such, shall not receive any salary for their services but, by Resolution of the Board, expenses incurred in the Corporation's business may be reimbursed.

Section 2. (Executive Officers) The Executive Officers of the Corporation shall be a President and a Vice-President, all of whom shall be elected by and subject to the control of the Board of Directors. The Board of Directors, at each annual meeting of the Board, shall elect by a ballot a President and Vice-President. One person may hold more than one office. The persons holding the office of Secretary and Treasurer shall be non-voting ex-officio members of the Board of Directors, and the office of Secretary and the office of the Treasurer shall be held by the City Manager's designee, ~~and the office of Treasurer shall be held by the City Manager.~~ The Board of Directors may appoint such other officers as they may deem necessary, who shall have such authority and shall perform such duties as from time to time may be prescribed by the Board of Directors. The City Manager or City Manager's designee shall serve as Executive Director of the corporation. In the event the City Manager does not serve as the Executive Director, such Executive Director shall be a compensated employee of the City under the direction and control of the City Manager. The Executive Director shall be the chief executive of the Corporation responsible for all daily operations and implementations of Board policies and resolutions and shall have general active management of the business of the Corporation and any employees of the Corporation. ~~in the absence of a paid Executive Director of the corporation to provide administrative support services for the corporation.~~ The Executive Director shall be a non-voting ex-officio member of the Board and shall attend all Board meetings.

Section 3. (Powers and Duties of the President) The President shall preside at all meetings of the Directors. He/she shall have the power to sign and execute all contracts and instruments of conveyance in the name of the Corporation, to sign checks, drafts, notes and orders for the payment of money, ~~and to appoint and discharge agents and employees, subject to the approval of the Board of Directors. He/she shall have general active management of the business of the Corporation, and shall perform all the duties usually incident to the office of President.~~

Section 4. (Vice-President) The Vice-President shall have such powers and perform such duties as may be delegated to him/her by the Board of Directors. In the absence or disability of the President, the Vice-President may perform the duties and exercise the powers of the President.

Section 5. (Power and Duties of the Secretary) The Secretary shall keep the minutes of all meetings of the Board of Directors in books provided for that purpose; he/she shall attend to the giving and service of all notices; he/she may sign with the President, or a Vice-President, in the name of the corporation, all contracts and instruments of conveyance authorized by the Board of Directors, and when so ordered by the Board of Directors, he/she shall affix the seal of the corporation thereto; he/she shall have charge of such other books and papers as the Board of Directors or the Executive Committee may direct, all of which shall, at all reasonable times, be opened to the examination of any director, upon application at the office of the corporation during business hours; and he/she shall, in general, perform all the duties incident to the office of

Secretary, subject to be maintained and riled in the office of the City Secretary of the City. He/she shall submit such reports to the Board of Directors as may be requested by them.

Section 6. (Treasurer) The treasurer shall have custody of all funds and securities of the Corporation which may come into his or her hands; when necessary or proper, he/she shall endorse, on behalf of the Corporation, for collection, checks, notes and other obligations and shall deposit the same to the credit of the Corporation in such bank or depository as the Board of Directors may designate. Whenever required by the Board of Directors, he/she shall render a statement of the Corporation's cash account; he/she shall enter regularly in the books of the corporation, to be kept by him/her for that purpose, a full and accurate account of the corporation; he/she shall, at all reasonable times, exhibit the corporation's books and accounts to any director of the corporation or any officer of the City of Sachse upon application at the office of the corporation during business hours; he/she shall perform all acts incident to the position of treasurer, subject to the control of the Board of Directors, such written statement and accounts to be maintained and filed in the office of the Director of Finance for the City.

He/she shall give a bond for the faithful discharge of his/her duties in such sum, if any, as the Board of Directors may require.

ARTICLE V (Corporation Seal)

No Corporate seal shall be required.

ARTICLE VI (Fiscal Year)

The fiscal year of the Corporation shall begin on the first day of October and terminate on the 30th day of September of each year.

ARTICLE VII (Miscellaneous)

Section 1. (Notices and Waivers Thereof) When, under the provisions of these Bylaws, notice is required to be given to any Director or Officer, unless otherwise provided, such notice may be given personally, or it may be given in writing by depositing the same in the post office or letter box in a post-paid envelope or postal card addressed to such director or officer, at such address as appears on the books of the corporation, and such notice shall be deemed to be given at the time when the same shall be thus mailed. When any notice whatsoever is required to be given by law, or by these Bylaws, a waiver thereof in writing signed by the person or persons entitled to said notice, whether before or after the time stated therein, shall be deemed equivalent thereto.

Section 2. (Negotiable Instruments) All checks, drafts, notes, or other obligations of the corporation shall be signed by such of the Officers of the Corporation or by such person or persons as may be thereunto authorized by the Board of Directors. All checks shall require

the signature of two persons.

Section 3. (Resignations) Any Director or Officer may, at any time, resign. Such resignations shall be made in writing and shall take effect at the time specified therein, or, if no time be specified, at the time of its receipt by the President or the Secretary. The acceptance of a resignation shall not be necessary to make effective, unless expressly so provided in the resignation.

Section 4. (Approval of the City Council) To the extent these Bylaws refer to any approval or other action to be taken by the City, such approval or action shall be evidenced by a certified copy of a Resolution, Ordinance, or motion duly adopted by the City Council.

Section 5. (Organizational Control) Other than as stated herein, the City, at its sole discretion, and at any time, may alter or change the structure, organization, or activities of the Corporation (including the termination of the Corporation), subject to any limitation on the impairment of contracts entered into by such Corporation. The foregoing notwithstanding, the City, at all times during which any indebtedness of the Corporation, the interest on which is exempt from federal income taxation, remains outstanding, will maintain a beneficial interest in the corporation.

Section 6. (Conflict of Interest and Disclosure) A director, an officer of the Corporation, or member of the City Council, or a person related to any of the foregoing in the first degree by consanguinity or affinity as determined under Chapter 573, Government Code, may not lend money to, or borrow money, from the Corporation or otherwise transact business with the Corporation. The Corporation may not lend money to, or borrow money from, or otherwise transact business with a director, an officer, or member of the City Council, or a person related to any of the foregoing in the first degree by consanguinity or affinity. The Corporation may not transact business with or contract with a former employee, officer or board of director member of the corporation for the sale of goods, services or property to the SEDC, or for the purchase of goods, services or property from the Corporation, including a grant, loan or incentive funded in whole or part by the Corporation for a business entity or real property in which the board member has a "substantial interest, until at least one year has elapsed since such person last served on the board of directors, or as an officer or employee of the Corporation.

For purposes of this Section "transact business" mean a contract or an interest, direct or indirect, in any contract for the sale of goods, services or property to the Corporation, or for the purchase of goods, services or property from the corporation, including a grant, loan or incentive funded in whole or part by the Corporation, for a business entity or real property in which a Board member has a substantial interest. For purposes of this Section "substantial interest means in a business entity means: (i) Board member who owns at least a 10% share of the voting stock or shares of the business entity, or owns either at least 10% or at least \$15,000 of the fair market value of the business entity; or (ii) funds received by the board member from the business entity exceed 10% of the Board member's gross income for the previous year. Substantial Interest in real property means Board member's interest is an equitable or legal ownership in the real property with a fair market value of \$2,500 or more.

In the event a Board member or an officer of the Corporation, or a person related to any of the foregoing in the first degree by consanguinity or affinity as determined under Chapter 573, Government Code, has any financial interest in any business transaction with the Corporation, such Board member or officer of the corporation shall file a written disclosure statement within ten (10) business days after the date that such person becomes aware of the facts that require the filing a disclosure statement. The disclosure statement shall be filed with the Executive Director of the Corporation and shall be in the form of an affidavit and state the nature and the extent of the financial interest in the business transaction with the Corporation.

ARTICLE VIII (Provisions Regarding Bylaws)

These Bylaws shall become effective only upon the occurrence of the following events:

- (1) the approval of these Bylaws by the City Council of the City, which approval may be granted prior to the creation of the corporation; and
- (2) the adoption of these Bylaws by the Board of Directors.

These Bylaws may be amended at any time and from time to time either by majority vote of the directors then in office with approval of the City or by the City, itself, at the sole discretion of the City Council.

These Bylaws shall be liberally construed to effectuate the purposes set forth herein. If any word, phrase, clause, sentence, paragraph, section, or other part of these Bylaws, or the application thereof to any person or circumstance, shall ever be held to be invalid or unconstitutional by any court of competent jurisdiction, the remainder of these Bylaws and the application of such word, phrase, clause, sentence, paragraph, section, or other part of these By- Laws to any other person or circumstance shall not be affected thereby.

ARTICLE IX (Dissolution of Corporation)

It shall not be the purpose of this Corporation to engage in carrying on propaganda or otherwise attempting to influence legislation. Upon the dissolution of the corporation after payment of all obligations of the corporation, all remaining assets of the corporation shall be transferred to the City of Sachse, Texas.



Agenda Item Details

Meeting	Mar 15, 2021 - City Council Combined Meeting
Category	F. Regular Agenda Items
Subject	7. Review a list of potential projects for consideration as a part of the Bond 2021 program and issue a charge to the Bond 2021 committee.
Access	Public
Type	Action, Information
Recommended Action	Issue a charge to the Bond 2021 Committee.

Public Content

BACKGROUND

City staff has presented a series of major capital projects to the City Council on several occasions in the last year. Corey Nesbit, Director of CIP and Public Works, will present a brief overview of those projects as well as some important considerations from the City's Bond Counsel. In light of these projects and with the Council's recent appointment to the Bond 2021 Committee, the following charge is recommended:

"Make a recommendation to the City Council regarding the need and size of a bond package to submit to Sachse voters in a November 2, 2021, referendum in light of:

- The condition of residential, collector, and arterial streets citywide;
- The condition of drainage systems citywide;
- The condition of select city facilities;
- The condition of select screening walls;
- The tax rate impact of various bond package amounts; and,
- The potential for a successful election outcome."

POLICY CONSIDERATIONS

The scope of these projects exceeds the City's ability to pay for them as they are needed. In these situations, it is typical for cities to evaluate the potential of a General Obligation bond as a means to pay for such projects.

RECOMMENDATION

Review the list of projects and issue a charge to the Bond 2021 Committee as appropriate.

[Staff Presentation - Bond CIP 2021.pdf \(591 KB\)](#)

2021 Bond Program Update

City Council
March 15, 2021



Overview

- Capital Projects
 - Major arterials
 - Minor arterials
 - Neighborhood streets
 - Maintenance and preservation
- Facility Projects
 - Animal Shelter
 - Public Works/Parks facility
- Screening Walls Project
- CIP Summary
- Texas Ethics Commission
- Charge to Bond Committee



Capital Projects



Capital Road Projects – Major Arterials

- Sachse Road

- Phase 2 – Miles Road to Merritt Road
- Phase 3 – Merritt Road to Country Club Drive
- Phase 4 – Country Club Drive to City limit (Includes Muddy Creek Bridge)



Capital Road Projects – Minor Arterials

- **Blackburn-Ingram Road**
 - Hilltop Trail to Dewitt Road
- **West Creek**
 - Sachse Road to Timbercreek
- **Williford Road**
 - SH 78 to Bailey (0.75 Miles)
 - Include drainage improvements recommended by Longbranch Flood Study
- **Bailey Road**
 - SH78 to Sachse Road (1.1 Miles)



Capital Road Projects – Neighborhood Streets

- Propose that funding be allocated to do residential and collector streets
- Utilize pavement ratings (PASER) to prioritize streets and areas
- Hierarchy would have to consider additional aspects such as drainage and utilities
- Expand on alley program to repair streets and alleys



Capital Road Projects – Maintenance and Preservation

- Propose that funding be allocated for maintenance of existing streets
- Extend longevity and life of roads in good to excellent condition
- Reduce long term costs associated with remove and replacement
- Important strategy to consider as Sachse roads continue to age
- Explore additional tools for pavement management



Facility Projects



Animal Shelter and Public Works/Parks Facility



MASTER SITE PLAN
SCALE 1" = 100'

SECTION 12.1.1.1.1.1



Animal Shelter Building

- Project Scope
 - Animal Shelter building with a dog park area for the public and associated parking



Public Works/Parks Maintenance Building

- Project Scope
 - Public Works/Parks building
 - Vehicle service building
 - Covered parking/storage
 - Enclosed storage building



Screening Walls Project



Screening Walls

- Some of the neighborhood walls are being neglected and not maintained
- Often there is no HOA and responsibility falls to the homeowner, who may be unable to take on significant maintenance costs
- Other walls are on private property



CIP Summary

- Like all cities, Sachse has multiple major projects that have been identified as long-term needs for the community
- Funding based on savings is not feasible for major projects
- Major focus would be towards large scale road projects
- Provide for neighborhood revitalization with screening wall replacement
- Sachse has growing facility needs related to City services:
 - Animal Shelter Facility with public dog park
 - Public Works/Parks Maintenance Facility
- Throughout the past year, staff has made recommendations for potential projects
- Seeking additional feedback from the Bond Committee to supplement these based on input provided through their meetings



Texas Ethics Commission

- Activity related to bond programs/propositions is governed by the Texas Ethics Commission, which has strict guidelines about the process
- Staff can only provide factual information about projects and cannot advocate in favor or opposition of the package if that route is determined appropriate by the Bond Committee
- Bond Counsel will present the Bond Committee with an overview of requirements and restrictions



Charge to the Bond Committee

- Staff has presented a list of projects that have been brought up as issues either by staff review or by residents
- Request that the Bond Committee consider these items as they review materials throughout their process
- Proposed charge:
 - “Make a recommendation to the City Council regarding the need and size of a bond package to submit to Sachse voters in a November 2, 2021, referendum in light of:
 - The condition of residential, collector, and arterial streets citywide;
 - The condition of drainage systems citywide;
 - The condition of select city facilities;
 - The condition of select screening walls;
 - The tax rate impact of various bond package amounts; and,
 - The potential for a successful election outcome.”



Next Steps

- Discussion of suggested potential projects
- Consider issuing a charge to the Bond 2021 Committee
- Bond 2021 Committee to commence meetings at end of March and continue to meet to review projects and discuss throughout the spring and into the summer
- Formal recommendation made to Council in the summer, with ability to call a general obligation election in August





Agenda Item Details

Meeting	Mar 15, 2021 - City Council Combined Meeting
Category	F. Regular Agenda Items
Subject	8. Receive an update regarding actions taken by the City as a result of the COVID-19 pandemic and any future measures that may be necessary including city operations and facilities, public safety, financial employee impact, the CARES Act, and the American Rescue Plan.
Access	Public
Type	Discussion, Information

Public Content