



**Monday, November 6, 2023
City Council Regular Meeting**

**Council Chambers
3815 Sachse Road, Building B
6:30 p.m.**

**Sachse City Council meetings are streamed live online or available on-demand
(<https://sachsetx.swagit.com/live>).**

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

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

A. Meeting Opening

1. Call to Order: The City Council of the City of Sachse will hold a Regular Meeting on Monday, November 6, 2023, at 6:30 p.m. to consider the following items of business:
2. Invocation and Pledges of Allegiance.

B. Council/Staff Reports and Updates

1. Present a proclamation declaring November 15, 2023, as America Recycles Day.
2. Recognize the 2023 Recycled Art Contest Winners.
3. Recognize the Development Services Department for receiving the 2023 Richard R. Lillie, FAICP Planning Excellence Achievement Award
4. Report on Public Comment from the October 16, 2023, City Council meeting.
5. Mayor and City Council announcements regarding special events, current activities, and local achievements.

C. Public Comment

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

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

1. Approve the October 16, 2023, regular meeting minutes.
2. Accept the monthly revenue and expenditure report for the period ending September 30, 2023.

3. Move the January 15, 2024, meeting to January 16, 2024, in observance of Martin Luther King, Jr. Day.
4. Approve the repeal of Resolution 3016, approved on November 19, 2007, which adopted the City's revised Purchase Card Policy, in its entirety.
5. Adopt a resolution accepting and approving the Collin County 2023 Tax Roll.
6. Authorize the purchase Opticom Traffic Signal Upgrades (F-24-10) from Consolidated Traffic Controls, Inc. through the Houston Galveston Area Cooperative purchasing program (PE-05-21) not to exceed the budgeted funds of One Hundred Seventy-Nine Thousand, Four Hundred Twenty-Eight Dollars (\$179,428.00) for the City of Sachse Public Works Department and the Sachse Fire-Rescue Department.

E. Regular Agenda Items

1. Consider a resolution casting the City of Sachse's 13 vote(s) for the Collin Central Appraisal District Board of Directors (CCAD).
2. Receive a briefing regarding City Ordinance Chapter 9, Section 6, governing on-street parking.
3. Consider authorizing a construction contract with Hellas Construction for two pickleball courts at J.K. Sachse Park in an amount not to exceed Three Hundred Eighty-Two Thousand and Eighty-Five Dollars and Zero Cents (\$382,085.00).
4. Discuss and consider authorizing the addition of a new dedicated communications full time equivalent position at the City of Sachse.
5. Approve an ordinance authorizing certain budget amendments pertaining to the Fiscal Year 2023-2024 Budget.
6. Discuss updating the 2017 Comprehensive Plan

F. Executive Session

1. The City Council shall convene into Executive Session pursuant to Texas Government Code Section §551.087 Economic Development Deliberations: Deliberate the offer of a financial or other incentive relating to the development of Project Mockingbird.
2. The City Council shall convene into Executive Session pursuant to Texas Government Code Section §551.087 Economic Development Deliberations: Deliberate the offer of a financial or other incentive relating to the development of Project Red Fox.

G. Regular Agenda Items / Meeting Closing

1. Take any action as a result of Executive Session - deliberate the offer of a financial or other incentive relating to the development of Project Mockingbird.
2. Take any action as a result of Executive Session - deliberate the offer of a financial or other incentive relating to the development of Project Red Fox.
3. Adjournment.

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



Leah K Granger, City Secretary

Posted: 11/3/2023 by 5:00pm Removed: _____

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 469-429-0415, via email at lrose@cityofsachse.com, or by appointment at 3815 Sachse Road, Building B, Sachse, Texas 75048.

B. Council/Staff Reports and Updates

Subject	1. Present a proclamation declaring November 15, 2023, as America Recycles Day.
Meeting	Nov 6, 2023 - City Council Regular Meeting
Access	Public
Type	Recognition

BACKGROUND

America Recycles Day is an annual event held nationwide by Keep America Beautiful. This year's America Recycles Day will be held on November 15. The day is recognized several ways in Sachse including a proclamation, an art contest, and educational materials posted on social media platforms.

Staff will post recycling tips on social media to promote the importance of recycling in parks and the community.

RECOMMENDATION

Proclaim November 15, 2023, as America Recycles Day.

The Leisure Services Department will be in attendance to accept the proclamation.

File Attachments

[B1. America Recycles Day_2023.pdf \(108 KB\)](#)

Proclamation

WHEREAS, the City of Sachse recognizes the importance of protecting and preserving our natural resources and adopting conscientious habits that will improve our daily lives and bring about a cleaner, safer, and more sustainable environment; and

WHEREAS, although there has been a significant increase in the amount of recycling in Sachse to date, we must also continue to focus on other initiatives such as waste reduction, composting, the reuse of products and materials, and purchasing recycled products; and

WHEREAS, by encouraging businesses, state agencies, nonprofit organizations, schools, and individuals to celebrate America Recycles Day 2023, we can further promote recycling as an environmentally efficient and economically smart habit; and

WHEREAS, it is important that the Sachse community become involved in recycling activities and learn more about the many recycled and recyclable products available to them as consumers; it is also fitting for the City of Sachse to celebrate America Recycles Day 2023 and take action by educating the public about the recycling options available in the area;

NOW, THEREFORE, I, Jeff Bickerstaff, Mayor of the City of Sachse, do hereby proclaim November 15, 2023, as

America Recycles Day

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Sachse, Texas, to be affixed on this 6th day of November, 2023.

Gold
Seal



Jeff Bickerstaff, Mayor

B. Council/Staff Reports and Updates

Subject **2. Recognize the 2023 Recycled Art Contest Winners.**

Meeting Nov 6, 2023 - City Council Regular Meeting

Access Public

Type Recognition

BACKGROUND

In honor of America Recycles Day, students at Cheri Cox Elementary were challenged to design art pieces using recycled materials. The only rule was that all artwork should be made from recycled magazines, boxes, scrap paper, etc. The students did an excellent job creating masterpieces from recycled materials.

OVERVIEW

The City will recognize one student contest winner from each grade who was selected for having the best recycled art project. The winning projects will be on display in the rotunda of City Hall, then moved to be displayed in the Michael J. Felix Community Center until November 15, 2023.

RECOMMENDATION

Recognize winners from the 2023 Recycled Art Contest.

Jackson Henry, Kindergarten
Stella Christie, 1st Grade
Hatice Kirimli, 2nd Grade
Riley Michael, 4th Grade
Hugo Allen, Honorable Mention

No entries were submitted for the 3rd grade classes.

B. Council/Staff Reports and Updates

Subject **3. Recognize the Development Services Department for receiving the 2023 Richard R. Lillie, FAICP Planning Excellence Achievement Award**

Meeting Nov 6, 2023 - City Council Regular Meeting

Access Public

Type Recognition

BACKGROUND

Each year the Texas Chapter of the American Planning Association recognizes planning excellence in municipalities throughout the state. This award recognizes the professional planning standards exhibited by City staff and the support of Sachse's City Council and Planning Commission. Additionally, the City of Sachse meets the Chapter's goals for increasing awareness of professional planning in meeting a variety of professional requirements.

The Development Services team was acknowledged at the October 16 regular City Council meeting before the full details of the award were released. This is a follow-up on that item.

OVERVIEW

The goal of the Planning Excellence recognition program include:

- Increasing community awareness of the importance of planning;
- Recognizing planning departments which meet certain professional requirements;
- Recognizing planning efforts that have achieved community support;
- Encouraging the funding of professional training for Planning Commissioners and staff; and
- Aiding economic development and community image.

As part of the qualifications for the recognition, staff is evaluated on the amount of annual training that is attended, their membership in professional organizations, and professional certifications (i.e. American Institute of Certified Planners) held by staff related to the field of planning. In addition, a major component of the evaluation is based on the type and number of planning initiatives and the recency in which they were completed. This includes long range planning items such as a Master Land Use Plan, Thoroughfare Plan or other special studies. Major updates to the zoning ordinance, subdivision regulations and other ordinances are also evaluated for consideration.

Sachse is one of 46 communities across the state being recognized this year for planning excellence.

B. Council/Staff Reports and Updates

Subject **4. Report on Public Comment from the October 16, 2023, City Council meeting.**

Meeting Nov 6, 2023 - City Council Regular Meeting

Access Public

Type Information,Reports

In order to ensure that the public is fully informed regarding concerns or issues raised during Public Comments and resolution of those concerns, the council and/or staff may present a response to a comment made in a previous city council meeting.

B. Council/Staff Reports and Updates

Subject	5. Mayor and City Council announcements regarding special events, current activities, and local achievements.
Meeting	Nov 6, 2023 - City Council Regular Meeting
Access	Public
Type	Information

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

Subject **1. Approve the October 16, 2023, regular meeting minutes.**

Meeting Nov 6, 2023 - City Council Regular Meeting

Access Public

Type Action (Consent),Minutes

Minutes [View Minutes](#) for Oct 16, 2023 - City Council Regular Meeting

BACKGROUND

Minutes from October 16, 2023, Council regular meeting.

POLICY CONSIDERATIONS

There are no policy considerations affiliated with this item.

RECOMMENDATION

Approve the October 16, 2023, regular meeting minutes.

File Attachments

[D1. 10.16.23 City Council Minutes.pdf \(217 KB\)](#)

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
OCTOBER 16, 2023**

The City Council of the City of Sachse held a regular meeting on Monday, October 16, 2023, at 6:30 p.m. at Sachse City Hall, 3815-B Sachse Road. Councilmembers present were Mayor Jeff Bickerstaff; Mayor Pro Tem Brett Franks; Councilmembers Michelle Howarth, Frank Millsap, Chance Lindsey, Lindsay Buhler, and Matt Prestenberg.

MEETING OPENING

1. Call to Order

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

2. Invocation and Pledges of Allegiance.

Councilmember Howarth offered the invocation and Councilmember Buhler led the pledges.

PUBLIC COMMENT:

Sachse resident, Matthew Holboke, addressed Council regarding a Sachse Newspaper article, 5th Street District, the Sachse Economic Development Corporation, and property taxes.

Mayor Bickerstaff read an email from Sachse resident, Ryan Tucker, addressing Council regarding the Bailey Road project.

COUNCIL/STAFF REPORTS AND UPDATES:

1. Present a proclamation recognizing October as National Code Compliance Month.

Mayor Bickerstaff proclaimed the month of October 2023 as National Code Compliance Month in Sachse. Mayor Bickerstaff and the City Council recognized and expressed their appreciation for the dedication and service of the individuals who serve as our Code Enforcement Officers in the Neighborhood Services Division.

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

Councilmember Prestenberg invited all to attend the Sachse High School Community Pep Rally at 7p.m. on October 18th, and the Sachse High School Football game at 7p.m. Friday, October 20th. Mayor Pro Tem Franks invited all to attend the annual Pumpkin Prowl on October 21st at Salmon Park at sunset/6 p.m., Toddler Time will be starting Friday, October 20th, at 10 a.m. at Michael J. Felix Community Center, and Glow in the Dark Pickle Ball Night will be on October 27th, at the Michael J. Felix Community Center. Councilmember Millsap invited all to look at the City of

Sachse Library Calendar, a lot of new events coming, and to go by the City of Sachse Library to view all of the pumpkins in the pumpkin carving contest.

Ms. Nash's announcements.

- Welcome Kayla Bumpas to the City of Sachse as a Police Officer.
- Welcome Alberto Morales to the City of Sachse as a Maintenance Technician I for Public Works.
- Welcome Abraham Aguilar to the City of Sachse as a Library Assistant.
- Welcome Pamela Scott to the City of Sachse as a Library Assistant.
- Welcome Jonathan Bates to the City of Sachse as an Animal Service Officer.
- Welcome Emily Hartwig to the City of Sachse as a Seasonal School Crossing Guard.
- Resident email read during public comment, the resident asked for it to be read on the October 2nd City Council meeting, but that meeting was cancelled and so it was addressed at this meeting. Staff has already contacted the resident and has started to resolve that issue.

Mayor Bickerstaff's announcements:

- Annual Fallfest Celebration host by the Sachse Chamber of Commerce, October 21st from 10 a.m. to 5 p.m. at Heritage Park.
- Mandatory Rental Registration program is under way. This program is designed to provide the necessary contact information to the city. There is no inspection or fees with the program. Owners are required to register by July 31st, 2024, and within thirty (30) days of changing occupancy. Please contact Neighborhood Services and it is on our website.
- Thank you all who support the North Texas Food Bank with the peanut butter donations. Your generosity is greatly appreciated.
- The Community Tool Shed is ready for service. You can checkout and borrow tools and equipment to help maintain your property. The shed is mobile and the equipment can be brought to you and picked up as needed. This is a unique service in our area and we hope you can take advantage of it by contacting Neighborhood Services.
- November 11th is Veterans Day and city offices will be closed Friday, November 10th in observance of the holiday.
- Congratulations to our Development Services department for being named one of the 2023 Richard R. Little Planning Excellence Award recipients from the Fellows of American Institute of Certified Planners. This program recognizes planning excellence in municipalities throughout the state and the City of Sachse is one (1) of forty-six (46) Texas cities that earned the recognition this year.

CONSENT AGENDA:

- 1. Approve the August 21, 2023, regular meeting minutes.**
- 2. Approve the September 18, 2023 regular meeting minutes.**
- 3. Approve the September 26, 2023 special meeting minutes.**
- 4. Accept the monthly revenue and expenditure report for the period ending August 31, 2023.**

Item #4 was removed from the Consent Agenda and addressed after the Consent Agenda vote. Councilmember Millsap addressed the Council regarding the Utility Fund and Storm Water projects listed within the report. Mayor Bickerstaff clarified that he had a question about the

status of the projects, not the funding associated within the report. Councilmember Millsap confirmed that his question was related to the status of the projects.

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

- 5. Authorize the purchase of books and library materials from Ingram Library Services through the Texas SmartBuy Program not to exceed the budgeted funds of Sixty-One Thousand and Eighty and No/100 Dollars (\$61,080.00) for the Sachse Public Library.**
- 6. Authorize the purchase of one (1) 2024 Ford F-550 Pipe Hunter Jet Truck from Rush Truck Centers of Texas through the Texas Local Government BuyBoard cooperative purchasing program (#601-19) not to exceed Two Hundred Fifty-Four Thousand, One Hundred Seventy-Eight and No/100 Dollars (\$254,178.00) for the truck and outfitting for the City of Sachse Public Works Department.**

Item #6 was removed from the Consent Agenda and addressed after the Consent Agenda vote. Sachse resident, Matthew Holboke, addressed the Council regarding the 5th Street project and property taxes.

Councilmember Prestenberg made a motion to approve the item as presented. Mayor Pro Tem Franks seconded the motion, and it carried unanimously.

- 7. Authorize the City Manager to negotiate and enter into a contract in an amount not to exceed Ninety Thousand, Three-Hundred Twenty and No/100 Dollars (\$90,320.00) with North Texas Contracting, Inc. for water line repairs at Pleasant Valley Place.**

Councilmember Howarth made a motion to approve items 1, 2, 3, 5, and 7 of the Consent Agenda as presented. Mayor Pro Tem Franks seconded the motion, and it carried unanimously.

REGULAR AGENDA ITEMS:

1. Receive an update from the City's Neighborhood Services Division.

Ray Mendez, Neighborhood Services Manager, brought forward updates from the Neighborhood Services Division from the previous fiscal year. Mr. Mendez discussed performance measures, top five violations, fiscal year 2022-2023 accomplishments, and program highlights. Mr. Mendez discussed the additional position with Neighborhood Services, the Environmental Services Specialist, helping coordinate some of the outsourced services such as restaurant inspections. Mr. Mendez stated the program highlights for the year are the launching of the Tool Shed and the Rental Registration Program. The Rental Registration program is featured on the website. Neighborhood Services also has an email address for the Rental Registration program and the Tool Shed program for residents to reach out for either of the services. The new email address is NeighborhoodServices@cityofsachse.com. Applications are online for both the Rental Registration Program and Tool Shed program.

Councilmembers asked questions to clarify the 2022-2023 fiscal year performance measures, along with the projected performance for the fiscal year 2023-2024.

2. Discuss potential ordinance amendments to Chapter 3 “Building Regulations” and Chapter 11 “Zoning Ordinance” of the Sachse Code of Ordinance.

Matt Robinson, Director of Development Services, presented potential areas to update the sign regulations:

- Clean up of wording and formatting for ease of use
 - Single use chart
 - Clean up language and definitions
- Relocation of sign regulations to the zoning ordinance
- Regulation amendments for the following:
 - Changeable Electronic Variable Message Signs (CEVMS)
 - Light intensity
 - No flashing/scrolling
 - Size, location, and number of structures regulated by base sign requirements
 - Political Signs
 - Placement in right-of-way (ROW) and placement on private property without the consent of the property owner
 - Height greater than eight feet
 - Sign area greater than 36 square feet
 - Permitted 24 hours before, during, and 24 hours after the voting period
 - Allowed only at City-owner property designated as a polling place
 - Limited to four electioneering signs per candidate
 - Billboards
 - Clearly state billboards are prohibited in all zoning districts
 - Murals
 - Sachse sign code does not address where murals are allowed or not allowed
 - Stand alone definition of murals, not defined as a sign
 - Permitted in Old Town District (OTD) and President George Bush Turnpike (PGBT) commercial areas only
 - Limited to one exterior surface
 - Cannot be on any fence, building, or portion of building used for residential purposes
 - Maintenance criteria to repair or repaint within 60-days of notice
 - Electric Vehicle Chargers
 - There is nothing specific in the ordinance just for EV chargers, potential options include:
 - Option 1:
 - Keep regulating EV charges as a monument sign
 - Option 2:
 - Make EV chargers except from sign permit if the screen stays under 2.25 square feet
 - No flashing and cannot be distracting to drivers

Councilmembers discussed, clarified and asked questions regarding the potential revisions to the Sign Regulations.

1. Adjournment.

Mayor Bickerstaff adjourned the meeting at 8:13 p.m.

Jeff Bickerstaff, Mayor

ATTEST:

Leah K Granger, City Secretary

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

Subject	2. Accept the monthly revenue and expenditure report for the period ending September 30, 2023.
Meeting	Nov 6, 2023 - City Council Regular Meeting
Access	Public
Type	Action (Consent)
Recommended Action	Accept the monthly revenue and expenditure report for the period ending September 30, 2023.

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 a report of the year-to-date sales tax revenue.

POLICY CONSIDERATIONS

City Charter section 7.16(4) says the City Manager shall submit to the City Council each month a report covering revenues and expenditures of the City in such a form as requested by the City Council.

RECOMMENDATION

Accept the monthly revenue and expenditure report for the period ending September 30, 2023.

File Attachments

[D2.1 All Funds September 2023.pdf \(102 KB\)](#)

[D2.2 Sales Tax Report October 2023.pdf \(156 KB\)](#)

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

Monthly Revenue and Expenditure Report

September 30, 2023 (Unaudited)

GENERAL FUND

	100% of Year Completed				
		Current Month		YTD Actuals	
	Annual Budget*	Actual		% of Budget	Note
Revenue Summary					
Property Tax	\$ 14,734,419	\$ 122,635	\$ 14,897,439	101%	
Sales Tax	2,670,000	258,332	2,946,786	110%	A
Franchise Fees	1,946,750	102,440	2,142,369	110%	B
Licenses and Permits	1,963,600	76,319	637,619	32%	C
Service Fees	1,539,800	191,164	1,491,157	97%	
Fines	205,000	22,285	255,532	125%	D
Interest Income	55,000	69,121	792,124	1440%	E
Miscellaneous Income	375,150	120,442	1,350,391	360%	F
Intergovernmental Revenue	1,733,328	116,948	1,731,754	100%	
Total Revenue	\$ 25,223,047	\$ 1,079,685	\$ 26,245,170	104%	
Expenditure Summary					
Animal Services	\$ 280,041	\$ 19,072	\$ 276,218	99%	
City Manager	880,103	54,471	822,196	93%	G
City Secretary	230,338	30,060	229,530	100%	
Combined Services	559,225	9,712	464,553	83%	H
Development Services	1,426,383	69,059	1,014,057	71%	I
Engineering	529,947	37,735	424,557	80%	J
Facilities Maintenance	675,762	45,385	718,977	106%	K
Finance	864,221	51,687	825,423	96%	
Fire-Rescue	6,216,501	462,199	6,059,222	97%	
Human Resources	594,270	49,767	485,975	82%	J
Information Technology	996,487	70,143	954,182	96%	
Library	680,936	47,190	646,257	95%	
Municipal Court	277,808	21,157	274,987	99%	
Neighborhood Services	258,846	29,455	260,474	101%	
Parks	1,192,255	97,821	1,251,690	105%	L
Police	6,634,829	634,282	6,745,505	102%	
Recreation	536,429	18,957	584,620	109%	M
Senior Activity Center	257,343	17,002	256,115	100%	
Streets	2,156,182	148,548	2,009,576	93%	N
Total Expenditures	\$ 25,247,906	\$ 1,913,702	\$ 24,304,113	96%	
Revenue Over/(Under) Expenses	\$ (24,859)	\$ (834,017)	\$ 1,941,057		O
Beginning Fund Balance October 1, 2022			\$ 16,001,939		

*Includes City Council-approved budget amendments - Ord. 4103, April 3, 2023; Ord. 4122, September 18, 2023.

See following page for explanation of major variances

Explanation of General Fund Major Variances:

- A** Sales Tax collections reflect 9% year-over-year growth
- B** Overall franchise revenues exceed prior year by 5% (\$43K). Gas collections exceed budget by 21% (\$74K)
- C** Building permit activity below budget due to timing of anticipated residential and commercial construction
- D** Municipal Court fines exceed budget
- E** Interest revenue returns greatly exceed budgeted projections due to favorable interest rates
- F** Revenue collections include unbudgeted TML Insurance recoveries and school resource officer revenues that are trending to exceed anticipated budget and receipt of land
- G** Expenses below "YTD Actuals % of Budget" spend primarily due to professional services expense savings
- H** Expenses below "YTD Actuals % of Budget" spend due to unspent Contingency
- I** Newly budgeted position vacancy and low inspection expenses decreases "YTD Actuals % of Budget" spent trend
- J** Period of position vacancy decreased "YTD Actuals % of Budget" spent trend
- K** Exceeds budget due to Building Repairs and Maintenance expenses
- L** Expenses above "YTD Actuals % of Budget" due to Park Repairs and Maintenance expense
- M** Exceeds budget due to Special Events and Programs and Program Contracts and Services expenses
- N** Expenses below "YTD Actuals % of Budget" spend primarily due to Street and Alley Repairs and Materials
- O** Current Month Actual variance due to timing of revenue collections and expenses

City of Sachse

Monthly Revenue and Expenditure Report September 30, 2023 (Unaudited)

UTILITY FUND

		100% of Year Completed			
		Current Month		YTD Actuals	
	Annual Budget	Actual	YTD Actuals	% of Budget	Note
Revenue Summary					
Water Revenue	\$ 8,430,500	\$ 1,248,155	\$ 9,885,081	117%	A
Sewer Revenue	5,900,000	572,354	6,609,922	112%	B
Drainage Revenue	222,000	19,421	229,626	103%	
Fees	167,375	24,972	212,444	127%	C
Interest Income	72,500	96,436	874,583	1206%	D
Auction & Lease Proceeds	-	6,398	79,402	-	
Total Revenue	\$ 14,792,375	\$ 1,967,736	\$ 17,891,059	121%	
Expenditure Summary					
Utility Administration	\$ 525,059	\$ 67,883	\$ 579,480	110%	E
Water Operations	7,322,340	652,890	7,487,762	102%	
Sewer Operations	4,819,471	143,829	4,555,407	95%	
Stormwater Projects	120,000	22,458	59,015	49%	F
Total Expenditures	\$ 12,786,870	\$ 887,061	\$ 12,681,664	99%	
Beginning Fund Balance October 1, 2022			\$ 22,494,452		
Revenue Over/(Under) Expenses	\$ 2,005,505	\$ 1,080,675	\$ 5,209,395		

*Includes City Council-approved budget amendment - Ord. 4122, September 18, 2023.

Explanation of Major Variances:

- A** Water Revenue collections exceed budget
- B** Sewer Revenue collections exceed budget
- C** Reconnection charges and penalties exceed budget
- D** Interest revenue returns greatly exceed budgeted projections due to favorable interest rates
- E** Bank Charges and Fees exceed budget due to volume and fee increases
- F** Small drainage projects delayed to next fiscal year due to bids over budget and difficulties with contractor scheduling

City of Sachse

Monthly Revenue and Expenditure Report

September 30, 2023 (Unaudited)

SACHSE ECONOMIC DEVELOPMENT CORPORATION

		Current Month		100% of Year Completed	
	Annual Budget*	Actual	YTD Actuals	YTD Actuals % of Budget	Note
Revenue Summary					
Sales Tax	\$ 1,300,000	\$ 126,003	\$ 1,457,154	112%	A
Other Income	10,000	-	10,000	100%	B
Interest Income	7,000	20,293	185,330	2648%	C
Total Revenue	\$ 1,317,000	\$ 146,296	\$ 1,652,485	125%	
Expenditure Summary					
Expenditures	\$ 1,340,240	\$ 42,308	\$ 1,190,614	89%	D
Total Expenditures	\$ 1,340,240	\$ 42,308	\$ 1,190,614	89%	
Revenue Over/(Under) Expenses	\$ (23,240)	\$ 103,988	\$ 461,870		
Beginning Fund Balance October 1, 2022			\$ 6,773,169		

*Includes City Council-approved budget amendment - Ord. 4103, April 3, 2023.

Explanation of Major Variances:

- A** Sales Tax collections reflect 9% year-over-year growth
- B** Garland ISD grant received in October
- C** Interest revenue returns greatly exceed budgeted projections due to favorable interest rates
- D** Period of position vacancy decreases personnel portion of expenditures. Professional services under spent by approximately \$62K

City of Sachse

Monthly Revenue and Expenditure Report

September 30, 2023 (Unaudited)

DEBT SERVICE FUND

			100% of Year Completed		
	Annual Budget	Current Month Actual	YTD Actuals	YTD Actuals % of Budget	Note
Revenue Summary					
Property Tax	\$ 6,263,477	\$ 51,953	\$ 6,338,175	101%	
Interest Income	5,500	5,753	102,365	1861%	A
Total Revenue	\$ 6,268,977	\$ 57,706	\$ 6,440,540	103%	
Expenditure Summary					
Fees	\$ 3,000	\$ (480)	\$ 2,470	82%	
Principal	4,185,000	-	4,185,000	100%	
Interest	2,001,422	-	2,001,421	100%	
Total Expenditures	\$ 6,189,422	\$ (480)	\$ 6,188,891	100%	
Revenue Over/(Under) Expenses	\$ 79,555	\$ 58,186	\$ 251,649		
Beginning Fund Balance October 1, 2022			\$ 1,165,246		

Explanation of Major Variances:

A Interest revenue returns greatly exceed budgeted projections due to favorable interest rates

City of Sachse

Monthly Revenue and Expenditure Report September 30, 2023 (Unaudited)

MUNICIPAL DEVELOPMENT DISTRICT

			100% of Year Completed		
	Annual Budget	Current Month Actual	YTD Actuals	YTD Actuals % of Budget	Note
Revenue Summary					
Sales Tax	\$ 775,000	\$ 61,366	\$ 707,761	91%	A
Other Agency Grants	-	-	161,294	-	B
Interest Income	-	644	1,054	-	
Total Revenue	\$ 775,000	\$ 62,010	\$ 870,108	112%	
Expenditure Summary					
Expenditures	\$ 778,250	\$ -	\$ 775,867	99.7%	C
Total Expenditures	\$ 778,250	\$ -	\$ 775,867	100%	
Revenue Over/(Under) Expenses	\$ (3,250)	\$ 62,010	\$ 94,242		
Beginning Fund Balance October 1, 2022			\$ 173,402		

Explanation of Major Variances:

- A** Sales tax collections remain strong. FY21-22 collections of \$661,000 exceeded \$450,000 budget. Current year collections exceed prior year collections by 7 percent
- B** Collin County reimbursement grant for J.K. Sachse park trail received in July
- C** Project expenditures completed for the current fiscal year. Expenditures are primarily J.K. Sachse Park construction

CITY OF SACHSE

2023/2024 SALES TAX REPORT

FY 2024								FY 2023	
	Economic Dev. Corp.	Municipal Dev. Dist.	Street Maint.	General Fund			Total ¹	General Fund	Total ¹
Month	0.50%	0.25%	0.25%	1.00%	Year-To-Date (YTD)	YTD % of Budget	YTD Growth Over Prior Yr	2.00%	Year-To-Date
October	\$110,567	\$53,734	\$55,283	\$221,133	\$221,133	8%	-2%	\$440,717	\$224,603
November									\$447,710
December									486,894
January									522,100
February									713,752
March									452,381
April									961,683
May									494,146
June									1,275,400
July									624,980
August									1,477,638
September									402,980
TOTAL	\$110,567	\$53,734	\$55,283	\$221,133				\$440,717	1,668,624
BUDGET	\$1,430,000	\$750,000	\$725,000	\$2,825,000				\$5,730,000	380,762
									510,577
									1,924,897
									502,377
									2,914,309
									\$5,807,801
									\$5,355,000

Notes

- ¹ - Includes General Fund, Economic Development, Municipal Development District, Street Maintenance, and General Fund
- Sales tax displayed as cash-basis, reflecting distributions from Texas Comptroller for month revenue was received
 - Cash receipts are received two months after month of activity (i.e. October sales tax transaction revenue received in December)
 - Excludes 380 Agreement grants
 - Excludes mixed beverage sales tax

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

Subject	3. Move the January 15, 2024, meeting to January 16, 2024, in observance of Martin Luther King, Jr. Day.
Meeting	Nov 6, 2023 - City Council Regular Meeting
Access	Public
Type	Action (Consent)
Recommended Action	Move the January 15, 2024, meeting to January 16, 2024, in observance of Martin Luther King, Jr. Day.

BACKGROUND

Occasionally, as needed, City Council will move or cancel meetings that are near holidays or conferences. The January 15, 2024, meeting falls on Martin Luther King, Jr. Day and staff recommends moving the meeting to Tuesday, January 16, 2024, as the City Council has done in years past.

POLICY CONSIDERATIONS

There are no policy considerations associated with this item.

RECOMMENDATION

Move the January 15, 2024, meeting to January 16, 2024, in observance of Martin Luther King, Jr. Day.

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.

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

Subject **4. Approve the repeal of Resolution 3016, approved on November 19, 2007, which adopted the City's revised Purchase Card Policy, in its entirety.**

Meeting Nov 6, 2023 - City Council Regular Meeting

Access Public

Type Action (Consent)

Recommended Approve the repeal of Resolution 3016, approved on November 19, 2007, which
Action adopted the City's revised Purchase Card Policy, in its entirety.

BACKGROUND

The City's procurement card policy was adopted by Council in November 2006 by Resolution 2560 and amended in November 2007 by Resolution 3016. The policy was again amended in 2014, however, staff has not identified an associated resolution approved by the City Council.

OVERVIEW

The Comprehensive Financial Management Policy, as adopted by the City Council with each annual budget, sets the City's policy for expenditure management and identifies the Finance Department as being responsible for the development of procurement policies. Staff, however, identified 2006 and 2007 resolutions that adopted and amended the City's procurement card policy. As procurement card policy is subject to the guidance of Comprehensive Financial Management Policy and is reviewed annually by the City Council, a separate procurement card policy review by the City Council via resolution is redundant and is in conflict with current practices. Staff requests that the City Council approve the repeal of Resolution 3016 and allow staff to modify procurement card policies as necessary to facilitate purchases, as long as the policies remain within the parameters of the Comprehensive Financial Management Policy.

POLICY CONSIDERATIONS

City of Sachse Procurement Card Program Policy and Procedures were last amended by the City Council in November 2007. The policies that govern the procurement card program, however, are reviewed and approved as a part of the annual budget process. While the City Council has not seen a separate resolution since November 2007, the last review and approval of the procurement card policies was recently completed as a part of the FY 23-24 budget process.

RECOMMENDATION

Approve the repeal of Resolution 3016, approved on November 19, 2007, which adopted the City's revised Purchase Card Policy, in its entirety.

File Attachments

[D4.1 SACHSE Resolution Repealing 3016 Procurement Policy.pdf \(101 KB\)](#)

[D4.2 Procurement Card \(P-Card\) Resolution Repeal.pdf \(172 KB\)](#)

[D4.3 Resolution 3016 - P-Card Policy Amendments.pdf \(556 KB\)](#)

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.

RESOLUTION NO. _____

**AN RESOLUTION OF THE CITY COUNCIL OF SACHSE, TEXAS,
REPEALING RESOLUTION 3016, APPROVED ON NOVEMBER 19, 2007,
WHICH ADOPTED THE CITY'S REVISED PURCHASE CARD POLICY,
IN ITS ENTIRETY; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the City Council has adopted the Comprehensive Financial Management Policy with the adoption of the annual budget, and such policy sets forth the City's policy for expenditure management and identifies the Finance Department as being responsible for the development of the procurement policy; and

WHEREAS, the repeal of Resolution 3016 is necessary because such Resolution conflicts with the current practice of allowing the City Manager or designee to be responsible for the development of the procurement policy; and

WHEREAS, the City Council authorizes the City Manager or designee to modify the procurement policy as necessary to facilitate purchases, as long as the policies remain within the parameters of the Comprehensive Financial Management Policy.

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

SECTION 1. Resolution 3016, approved on November 19, 2007, adopting the City's Revised Purchase Card Policy is repealed in its entirety because such Resolution conflicts with the current practice of allowing the City Manager or designee to be responsible for the development of the procurement policy.

SECTION 2. The City Council authorizes the City Manager or designee to modify the procurement policy as necessary to facilitate purchases, as long as the policies remain within the parameters of the Comprehensive Financial Management Policy.

PASSED AND APPROVED by the City Council of the City of Sachse, Texas this the 6th day of November, 2023.

APPROVED:

Jeff Bickerstaff, Mayor

DULY ENROLLED:

Leah K Granger, City Secretary
(10-30-2023:4871-3223-4892, v. 1)

Procurement Card (P-Card) Resolution Repeal

City Council
November 6, 2023



Overview

- Genesis of Procurement Card Policy
- Comprehensive Financial Management Policy
- Redundancy of Council Oversight of Internal Procurement Card Policy
- Recommended Changes
- Next Steps



Genesis of Procurement Card Policy

- Adopted by the City Council in November 2006 (Res. 2560)
- Revised in November 2007 (Res. 3016)
- Amended in 2014 (Res. not identified)
- Many years have passed since the policy was last revised by Council

Comprehensive Financial Management Policy

■ IV. Expenditure Management

■ M. Procurement Card (P-Card) Policy

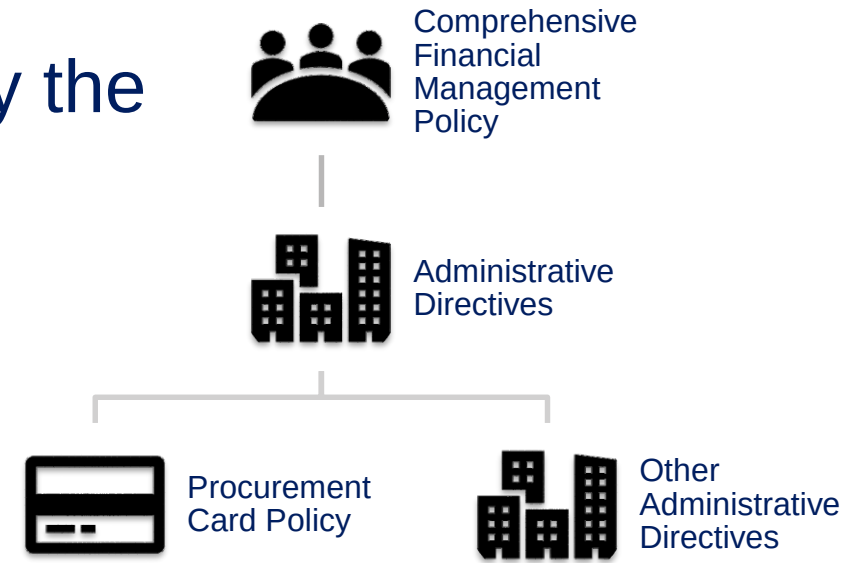
1. The Finance Department is responsible for the development of procurement policies.
2. Procurement cards may be utilized for purchasing consumable supplies, but must comply with the purchasing levels defined in the policy.
3. The purpose of the procurement card (also known as the purchasing card and/or P-Card) is for efficient, cost-effective purchasing and for small-dollar (\$3,000 or less), as well as high-volume purchases. This program is designed as an alternative to the traditional purchasing process and can result in a significant reduction in the volume of purchase orders, invoices, and checks processed. The policy supports the use of purchasing cards for appropriate business transactions while assuring that the appropriate internal controls are in place to minimize the City's risk of financial loss. All purchasing cards shall be governed by the P-Card policy and used in a manner that complies with the said policy.

Redundancy of Council Oversight of Internal Procurement Card Policy

- Procurement card policies intended to facilitate city staff purchases while maintaining legal requirements
- Procurement card policies do not replace, but rather supplement existing Comprehensive Financial Management Policies, approved by Council upon budget adoption
- Allows staff to more quickly make necessary card program and approval form changes to reduce inconveniences/hassles/friction
- Request- Council give the City Manager/Finance the authority to make changes to Procurement Card Policies
 - Policy changes must not supersede Comprehensive Financial Management Policy

Recommended Changes

- Staff recommends Council approve the repeal of Resolution 3016 (Nov. 2007), adopting the revised Purchase Card Policy as submitted by staff
- Future Card Policy changes would be made by the Finance Department to facilitate purchasing
 - Policies will appear in Administrative Directives
 - Policies must not exceed authority authorized in Comprehensive Financial Management Policy, as approved by Council
 - Policies will facilitate efficient, cost-effective purchasing while maintaining legal requirements



Next Steps

- Staff recommends Council approve the repeal of Resolution 3016 (Nov. 2007), adopting the revised Purchase Card Policy as submitted by staff



CITY COUNCIL REGULAR SESSION



ITEM # 6

Consider a resolution adopting a revised
Purchase Card Policy

DATE: November 19, 2007

BACKGROUND:

For several months, if not for over a year, the Department Heads and the City Manager's Office have been discussing the benefits of joining the State of Texas Procurement Card Program. The Policies and Procedures Guide was revised to include more definitive language relating to disciplinary action being administered through Human Resources. The revised policies include a reference to an employee agreement and credit card application.

The Merchant Category Codes (MCC) will be established to restrict purchases to certain vendors. These codes are very similar to the SIC codes that the State uses for sales tax. Each card will be set up with MCC codes and purchase amount (limits) per the recommendation of each Department Head. The purchasing card program is designed to provide a more efficient means of making routine purchases and payments by reducing paperwork, allowing for more control and responsibility at the department level, and streamlining the purchasing cycle. The attached Policies and Procedures is intended as a guideline and recommended practice for the end-user of the card program. The Policies and Procedures attempts to outline the benefits of the program, describe the responsibilities of cardholders and fiscal managers, and enumerate the program's policies.

Responsibility for financial control and stewardship of the purchasing card program rests with each Department Head, Program Administrator and Human Resources.

POLICY CONSIDERATIONS:

"Fiscal Policies" – Section X, Internal Controls – Wherever possible, written procedures will be established and maintained by the Director of Finance for all functions involving cash handling and/or accounting throughout the City.

BUDGETARY CONSIDERATIONS:

The purchase card program can be a management tool for the individual departments as they will have readily available reports on types of supplies purchased. The on line reports will provide the departments ready available detail. The department can request reports through Finance but with the purchase card program this data would be available.

ATTACHMENTS:

- Resolution
- Purchase Card Policies and Procedures

STAFF RECOMMENDATION:

City staff recommends consideration and approval of revised Purchase Card Policies and Procedures.

Initial

City Manager ☐ Finance ☒ Library ☐ Public Works ☐ Parks ☐ HR ☐
City Secretary ☐ Police ☐ Fire ☐ Comm Dev ☐ ENG ☐

APPROVED ☐ DENIED ☐ TABLED ☐ WITHDRAWN ☐

RESOLUTION NO. 3016

Whereas, the purchase of equipment and supplies are necessary to perform the governmental functions of the City of Sachse; and

Whereas, purchase cards provide efficiency in purchasing, produce added controls, prevent fraud and provide a rebate to the City; and

Whereas, a purchase card policy was adopted by the City Council on November 20, 2006 and needs to be revised.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Sachse, Texas:

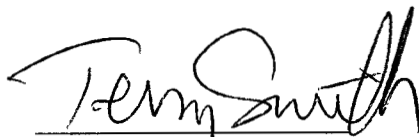
That the City Council does hereby adopt the revised Purchase Card Policy as submitted by staff on this date.

PASSED AND APPROVED, this 19h day of November, 2007

APPROVED


MAYOR

ATTEST


CITY SECRETARY



PURCHASING CARD POLICIES AND PROCEDURES

Adopted and Approved by Resolution: _____

I. Purpose

The purpose of the Purchasing Card Program is to provide the City with an efficient and controllable method of making small dollar commodity, service, and travel purchases. The City will issue cards via JP Morgan Chase. The card will be primarily used in place of petty cash, small regular purchase orders, blanket purchase orders (where sales are made over-the-counter), emergency purchase orders, and other credit card use. This card policy is not intended to replace, but rather supplement existing purchasing policies and procedures.

II. Advantages to the City

- Better control of cash
- Improved timeliness of paying vendors and recording expenditures
- More frequent point of sale matching of expenditure and goods/services received
- More internal control for purchases
- Reduced paper work
- Cards can be programmed for a particular use, such as travel, to help stream line the process

III. Usage

A The card will be used for the following

- 1 Any transaction that doesn't exceed the Cardholder's transaction limit
- 2 Over-the-counter type retail purchases
- 3 Purchases made by telephone or online
- 4 Travel, conference fees, and training
- 5 Any other business related purchase as long as goods/services purchased are **not** covered under a City supply contract such as for fuel, utilities, cell phones, and computer equipment or software

B Purchases made on the card will be for City business only. The card is not a personal line of credit. When in doubt as to whether a purchase is allowable under City policy, the Cardholder should contact their Department Director before making the purchase.

C Employee Expense Reports with Credit Card Transactions. Credit card purchases that are reported on travel expense reports will be itemized and copies of credit card receipts should be submitted as supporting documentation. The original receipts would accompany the card holder's weekly reconciliation.

IV. Duties and Responsibilities

A CARDHOLDER

- 1 The Cardholder (employee issued a card) should use the Internet to reconcile his/her purchases every Thursday by ensuring each charge on the online worksheet is proper, sales tax was not applied, hard copy receipt is present, and each charge is updated with a proper description and cost center. After reconciliation of the online cycle statement, the system will automatically send an email to the approver (Department Director or Designee). The Cardholder will also print the reconciled cycle statement, attach the related receipts, and promptly submit to the Department Director for approval. After approving the hard copy cycle statement/receipts, the Department Director or designee will forward them to the Program Administrator for review and filing for audit purposes. The online approval of the cycle statement is used by the Program Administrator to update the general ledger. Each Cardholder is provided with a unique numbered card, and a user ID/password for secure access to the Cardholder's account on the Internet. Cardholder will maintain the individual security of password. The Cardholder will be required to complete the JPMorgan Chase "Cardholder Account Application Form and Instructions" (Appendix A).
- 2 Each Cardholder is responsible for all charges to his/her assigned card and a card is **not** to be loaned or made available to another employee to purchase items for the City.
- 3 Cardholder is to maintain the card in a safe and secure manner that prevents unauthorized or improper use.
4. Each Cardholder shall use the card only for authorized purchases which are consumables goods and services used solely for City business and are in compliance with the City's Purchasing Policies. Cards should NOT be used to replace good planning of required items.

A hardcopy receipt listing each individual item purchased **must** be obtained from the vendor each time the card is used. A receipt from a restaurant must include the card swipe receipt with the tip amount and the original detail receipt itemizing the food/beverage order – this is generally the first cash ticket before card or cash presentment. Online and telephone charges must also be documented by a receipt, which may require the Cardholder to request the vendor to fax or mail the Cardholder a receipt. Cardholders are responsible for ensuring cards are secured at all times.
- 5 **A Cardholder is responsible for immediately notifying JP Morgan Chase, his/her supervisor, and the Program Administrator if the card is lost or stolen. The contact number at JP Morgan Chase is 800 316-6056. The Cardholder shall then complete the Lost Card form and submit it to the Program Administrator promptly.**
- 6 Each Cardholder must acknowledge receipt of the purchase card, understand the rules of usage, and sign the "Employee Agreement Form" (Appendix B). Failure to abide by this Purchasing Card policy will result in revocation of card, disciplinary action up to termination of employment. The Cardholder will be required to reimburse any unauthorized transactions with the City reserving the right to withhold final paychecks until final reconciliation of purchases are resolved.

- 7 After the Cardholder makes a card purchase, the transaction will appear on the Cardholder's current statement under the cycle-to-date transactions. The transaction usually takes two to three days to appear online.

B DEPARTMENT DIRECTOR (APPROVER)

- 1 The Department Director is responsible for providing guidance to the Program Administrator in designating Cardholders and what transaction and merchant limits shall apply to each card's use. The Director or designee ensures that purchases are proper and within City policies by approving each statement submitted by a Cardholder(s) online. Department Directors may implement more stringent internal authorization procedures that its Cardholders must follow in order to make purchases with the card. In addition, activity reports are available for additional review by the Department Director if so requested.

The "approver" is the Department Director or supervisory level employee who is responsible for approving the Cardholder's use of the purchasing card. The approver will receive e-mail notification when his/her subject Cardholder has reconciled a cycle statement, generally every Thursday. The approver will also be provided with a hard copy of the cycle statement with attached detailed receipts from the Cardholder which the Department Director is responsible for signing off on hard copy of report prior to submission to Finance. Both the online and hard copy cycle statements will need to be approved by **Friday**. After approval, the online statement will be retrieved and used by the Program Administrator to update the general ledger and the approver will send the hard copy cycle statement/receipts to the Program Administrator for review and filing for audit purposes.

- 2 Upon resignation, transfer, or termination of a Cardholder, the supervising Department Director shall notify the Program Administrator immediately and the card shall be turned in to the Program Administrator. In the event of unauthorized or inappropriate purchases, the City reserves the right to withhold final paychecks until this is resolved.
- 3 In the event a Cardholder has used the card fraudulently, the Department Director shall immediately retrieve the card and report the misuse to the Program Administrator. Fraudulent activity of any kind is cause for immediate suspension or termination which is handled through the City's Human Resources Department.

C PROGRAM ADMINISTRATOR

- 1 The "Program Administrator" manages the purchasing card program and is the City's point of contact for the card program. In the absence of the Program Administrator, the co-administrator is the point of contact. The administrator trains and sets up users, maintains card limits and documentation, and monitors the usage of the cards online, as well as the online and hard copy reconciliation and approval of the cycle statements. The administrator has no approval power over card transactions, but verifies all information about the transaction prior to download to the General Ledger. The administrator and backup are knowledgeable of all the procedures in the purchasing card policy. The administrator may not modify or revise the purchasing card policy, but rather is charged with implementing the policy and advising the Director of Finance of problems that may prompt a need to revise the policy.

- 2 Program Administrator is responsible for downloading the purchase card transactions into the general ledger after they have been reconciled by the Cardholder and approved by the Department Director or designee. It is imperative that each Cardholder and approver routinely and promptly reconcile and approve the transactions online and forward the hard copy approved cycle reports with attached receipts to the Program Administrator to afford timely recording of expenditures. A failure to process these steps in a prompt manner will subject the Cardholder to revocation of card privileges.
- 3 The Program Administrator will also report to the responsible Department Director and Director of Finance any Cardholder infractions or potential infractions. The Program Administrator in concert with all key stakeholders retains the sole right of determining if the cardholder remains active in the purchase card procurement program. Misuse and/or abuse of card privileges will be dealt with as follows:

STRIKE 1: The Department determines if the cardholder should be individually responsible for an inappropriate charge (see section VIII), if the individual should be allowed to continue in the program, and if any disciplinary action should be administered.

STRIKE 2: The Program Administrator and Director of Finance will determine if the individual Cardholder will continue in the card program, the Department Head will confer with Human Resources on disciplinary action as necessary.

STRIKE 3: The Program Administrator and Director of Finance will terminate the cardholder's privileges with deferral to the Human Resources Department for disciplinary action.

V. JP MORGAN

- A Payment will be made to JP Morgan 30 days after the date of invoice, which includes charges during the past 30 day period. Payment will be processed regardless of whether the transactions have been approved by the Cardholder or approver.

VI. CARD LIMITS & SALES TAX

- A Each individual purchasing card can have individual transaction and/or monthly spending limits as well as restrictive merchant codes (MCC). The card may be restricted as to the number of swipes that may be made for a given period of time and vendors the Cardholder may purchase from. Card may also be restricted as to the daily, monthly, or transaction amount(s) of card purchases. A card transaction will be denied when swiped if the transaction exceeds any of the limits. These limits and restrictions can be adjusted on-line by the Program Administrator and will take effect immediately.
- B As a tax-exempt government agency, the City of Sachse does not pay sales tax. The Card will display the City's tax exempt number and each Cardholder will be provided with a tax exempt card indicating the City's tax exemption status. The Finance Department maintains the official and approved Vendors List of the City. If cardholders purchase from this list of vendors then sales tax should not be an issue. Cardholders are responsible for insuring that the merchant does not include sales tax in the transaction. If tax is included, the Cardholder is responsible for reversal of the sales tax charge.

VII. RETURNS

Each cardholder is responsible for coordinating returns with the vendor and making sure a proper credit slip is obtained. Credit shall be issued to the cardholder account. Cash refunds are not allowed.

VIII. RESTRICTIONS AND EXEMPTIONS

A Employees may *not* use the card for the following

- 1 Any purchase of items for personal use
- 2 Cash refunds or advances
- 3 Any purchase of goods/services or, at a merchant type not considered prudent or of good judgment
- 4 Any transaction amount greater than the Cardholder's transaction limit
- 5 Items under contract, unless an emergency exception is granted by the Director of Finance
- 6 Alcohol or liquor of any kind. Patronization of bars, drinking places and package liquor stores should not be paid for with the purchasing card.
- 7 Separate, sequential, and component purchases or any transaction made with intent to circumvent City purchasing policy or state law
- 8 Any other purchase specifically excluded in the City purchasing policy
- 9 Fuel purchases in lieu of a fuel card
- 10 Computer hardware, software and services (except as approved by the Director of Finance or within the recommendations of the City's IT Consultants)
- 11 Communications hardware, software and services (except as approved by the Director of Finance or the City's IT Consultants)
- 12 Services - such as contracts and agreements
- 13 Entertainment - theater and movies, shows etc

B Documentation Supporting documentation, which lists each item purchased, must accompany each transaction

C Personal Use Restrictions The card may *not* be used to pay spouse/family expenses incurred while traveling. Only City business expenses are allowable and the Cardholder will pay personal expenses separately

IX Obtaining A Purchasing Card

A Steps

- 1 Department Director requests a procurement card and meets with Program Administrator to determine appropriate transaction limits

- 2 Employee submits a completed signed application form and employee agreement form to the Program Administrator.
- 3 The Program Administrator will request issuance of purchasing card from JP Morgan Chase
- 4 Upon receipt of the card, the Program Administrator will schedule employee's training. Upon completion of training, the Cardholder signs the Cardholder agreement in the presence of the Program Administrator, and the Program Administrator issues the card to the new Cardholder

X. Revocation of the Purchasing Card

- A The purchasing card is subject to revocation at any time at the discretion of the Department Director. The Program Administrator will recommend to the Director of Finance and Department Director that the card be revoked upon indication of any violation of the Purchasing Card policy and procedures. When a card is revoked, changes are made on-line and take effect immediately. The Program Administrator is further authorized to temporarily suspend use of the card via electronic methods if unauthorized use is discovered and such use poses a threat to internal financial controls.

XI. Transaction Limits (Unless otherwise designated)

<u>Cardholder Class</u>	<u>Transaction Limit</u>	<u>Per Month</u>
Management		
City Manager, Department Directors	\$1,000	\$10,000
Supervisory		
Division Director and Supervisors	\$1,000	\$5,000
Staff		
All Other Employees	\$≤1,000	≤ \$2,500

Note Department Directors may set limits for their staff Cardholders for any amount up to the transaction limit.

After limit is exceeded, employees must utilize the regular purchase order process or the Department Director may petition the Program Administrator for a temporary increase in transaction limits.

XII. Summary

As a public entity, the City is expected to be able to demonstrate to the public that it has spent their tax dollars wisely. All participants in the purchasing card program are responsible for insuring purchases made with the card are in accordance with the terms and conditions of this and all other policies of the City of Sachse. Therefore, the Cardholder must make sure he/she has adequate documentation, including a clear explanation of exactly what the purchase is for.

Participating in the purchasing card program will be the option of the employee as recognized by signing the User Agreement.



Purchase Cardholder Account Application Form & Instructions

For State of Texas Use Only

(A) Check One

☐ New

(B) Corp #

☐ Change (*Only complete fields to be changed*)

☐ Delete/Close Cardholder Account # - - - (16 digits)

(C) State Of Texas Agency / University / Co-Op Information

Agency / University / Co-Op
Name.

Agency / University
/Co-Op Code.

(D) Cardholder Information (*Please Print Required Information*)

Cardholder Name

(24 Characters)

Name Line 2

(24 Characters)

Employee ID

Social Security #

XXX -XX -

Email Address

Address Line 1

(35 Characters)

Address Line 2

(35 Characters)

City

(23 Characters)

Work Phone

() - -

Home Phone

() - -

State Zip Code

(E) Reporting Hierarchy Level Numbers (*Required Information*)

Level 1 Number

Level 2

Level 3

Level 4

(F) Cardholder Controls (*Required unless specified*)

Credit Limit (CSL)

Single Purchase Limit (SPL)

Authorizations Per Day

Transactions Per Cycle

MCC Group

(Merchant Category Code Group)

(G) Cardholder Approvals

Program

Administrator

Date

Signature

Approved By

Date

Verification

ID Number

Applicant Please Complete form and forward to: (Insert Program Administrator's instructions for cardholder to send application.)

(H) Bank Use Only

Account Number - - - - -

Verification ID# Verified

Date

Initials

Program Administrator: Please fax completed form to 888-297-0785 or submit application online

(Appendix A)



**CITY OF SACHSE and JPMORGAN CHASE BANK CARD SERVICES
EMPLOYEE AGREEMENT FORM**

Employee Agreement for _____

By signing this agreement, I will act in my capacity as a City employee and use the issued JPMorgan Chase Bank Commercial MasterCard as outlined in the accompanying procedures

My responsibilities include

- 1 The purchase of items covered under the Purchasing Card Policies, these items will be legitimate business purchases currently falling under my responsibilities as a City Employee
- 2 I am personally liable for any and all charges made on the card issued to me (except unauthorized charges made by persons other than myself); it is understood that use of this card is restricted to me, alone
- 3 I will keep accurate receipts and invoices reflecting use of this card, promptly forwarding them to my Department Credit Card Coordinator
- 4 I will not attempt to use the card for personal items or transactions, specifically CASH ADVANCES ARE PROHIBITED This credit card may not be used as a reference to secure other personal credit cards All items purchased with these cards are transactions; there is NO provision for personal purchases and subsequent reimbursements to the City Violations of this and the other above provisions will result in removal from this program with the understanding that disciplinary action up to termination may occur.
- 5 Loss or theft of this card will be report IMMEDIATELY to my Department Head and the following:

Lost/Stolen Card Dept 1-800-316-6056

Finance Department 972 495 1212 extensions 26, 33 or 39

- 6 I will surrender my card to my Department Head upon request and/or termination of employment with the City

Employee Signature * _____ Employee # * _____

Social Security #. * _____ Drivers License # * _____
(Attach Photo Copy)

Work Phone * _____ Home Phone # * _____

Department Name * _____

Department Coordinator _____

Authorized Fund/Center _____

Date _____ Witness Signature * _____

Witness Job Title & Department. * _____

(Please attach photocopy of Employee's Driver's License and City Employee ID Card)

* Required information

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

Subject **5. Adopt a resolution accepting and approving the Collin County 2023 Tax Roll.**

Meeting Nov 6, 2023 - City Council Regular Meeting

Access Public

Type Action (Consent)

Recommended Adopt a resolution accepting and approving the Collin County 2023 Tax Roll.
Action

BACKGROUND

The Texas Property Tax Code, Section 26.09(e), requires the City Council to approve the appraisal roll with tax amounts entered by the assessor. The Collin County Tax Assessor Collector provided the attached 2023 Tax Roll Summary with a total levy of \$9,790,603.20. Although the enclosed document is titled "Collin County", this refers to the Tax Assessor Collector, who performs tax collections for Sachse properties in Collin County.

POLICY CONSIDERATIONS

Section 26.09(e) of the Texas Property Tax Code states that, "the assessor shall enter the amount of tax determined as provided by this section in the appraisal roll and submit it to the governing body of the unit for approval. The appraisal roll with amounts of tax entered as approved by the governing body constitutes the unit's tax roll."

RECOMMENDATION

Adopt a resolution accepting and approving the Collin County 2023 Tax Roll.

File Attachments

[D5.1 Resolution Accepting Collin County 2023 Tax Roll.pdf \(11 KB\)](#)

[D5.2 Exhibit A-Collin County 2023 Tax Roll Summary.pdf \(169 KB\)](#)

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.

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SACHSE,
TEXAS, ACCEPTING AND APPROVING THE 2023 TAX ROLL;
RESOLVING OTHER MATTERS RELATING TO THE SUBJECT; AND
PROVIDING AN EFFECTIVE DATE.**

WHEREAS, Section 26.09(e) of the Texas Property Tax Code requires the City Council to approve the Tax Roll; and

WHEREAS, the City received notification from the Collin County Tax Assessor Collector as to the Tax Roll jurisdiction summary as of October 10, 2023, and

WHEREAS, a summary statement of said 2023 Tax Roll is attached hereto as Exhibit A.

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

SECTION 1. All matters stated in the preamble of this Resolution are true and correct and are hereby incorporated into the body of this Resolution as if copied in their entirety.

SECTION 2. The City Council of the City of Sachse, Texas, does hereby accept and approve the 2023 Tax Roll as submitted by the Collin County Tax Assessor Collector.

SECTION 3. The attached Exhibit A constitutes the official City of Sachse 2023 Tax Roll for Collin County, containing a tax levy of \$9,790,603.20.

SECTION 4. This Resolution is effective on the date of passage by the City Council.

DULY RESOLVED AND ADOPTED by the City Council of the City of Sachse, Texas, this the 6th day of November, 2023.

CITY OF SACHSE, TEXAS

Jeff Bickerstaff, Mayor

ATTEST:

Leah K. Granger, City Secretary

Exhibit A



KENNETH L. MAUN
TAX ASSESSOR COLLECTOR
COLLIN COUNTY
2300 Bloomdale Road, Suite 2366
P.O. Box 8006
McKinney, TX 75070-8006
(972) 547-5020
Fax: (214) 491-4808
Email: kmaun@collincountytx.gov

October 10, 2023

Jeff Bickerstaff, Mayor
City of Sachse
3815 Sachse Rd, Building B
Sachse, TX 75048

Dear Mayor Bickerstaff,

Attached is the 2023 Tax Roll Summary for City of Sachse.

Submission of the 2023 Tax Roll to your governing body for approval, in accordance with *Texas Property Tax Code*, Section 26.09, will constitute the 2023 Tax Roll for City of Sachse.

Please provide my office a copy of your ordinance approving the Tax Roll at your earliest convenience. While this is a formality in the Texas Property Tax Code, we do want to fulfill the requirements of the law and do appreciate your cooperation.

If you have any questions, please contact me.

Sincerely,

A handwritten signature in blue ink that reads "Ken Maun".

Kenneth L. Maun
Tax Assessor Collector

KLM:jd

Enclosure

cc: David Baldwin

2023 TAX ROLL SUMMARY

29 - SACHSE CITY

	Amount	Count
NUMBER OF ACCOUNTS		3,369
MARKET VALUES		
ROLLCODE: PERSONAL		
Personal	\$29,709,165	
ROLLCODE: REAL		
Agriculture	\$4,913,510	
Improvement	\$1,066,682,009	
Improvement Non-Home Site	\$266,493,606	
Land	\$373,400,594	
Land Aq Land	\$6,590	
Land Non-Home Site	\$71,655,264	
TOTAL MARKET VALUE	\$1,812,860,738	
DEFERRALS		
Ag	\$4,913,510	7
TOTAL DEFERRALS	\$4,913,510	
EXEMPTIONS		
Absolute Exemption , XN , XN	\$30,000	1
Autos , XO , PPV , XO , PPV	\$3,743,872	20
Cap Adjustment , XT , XT	\$158,071,803	2,231
Disabled	\$1,700,000	36
Disabled Veteran	\$13,815,593	105
Homestead	\$0	12
Miscellaneous , XV , XV	\$53,871,060	58
Nominal Value	\$29,458	39
Over 65	\$22,845,500	482
Pollution Control	\$9,461	1
Solar/Wind	\$30,572	2
TOTAL EXEMPTIONS	\$254,147,319	
GRAND TOTAL FOR DEFERRALS AND EXEMPTIONS	\$259,060,829	
TOTAL MARKET VALUE	\$1,812,860,738	
TAXABLE VALUE	\$1,553,799,909	
TAX RATE	0.650416	
ROLLCODE: PERSONAL		
Levy	\$168,235.32	166
ROLLCODE: REAL		
Levy	\$9,622,367.88	3,203
TOTAL LEVY	\$9,790,603.20	
LEVY LOST DUE TO FROZEN	\$315,559.64	
OTHER LOST LEVY	\$0.00	
TOTAL LOST LEVY	\$315,559.64	

2023 TAX ROLL SUMMARY

29 - SACHSE CITY

Calculation Analysis							
	Calc Levy	- Tax Amount	=	Diff.	Market Value	Exemption	Taxable Value
Frozen	1,060,530.05	744,305.16		316,224.89	225,206,179	62,152,048	163,054,131
DV100 (Excl. Frozen)	0.00	0.00		0.00	10,042,499	8,907,358	1,135,141
Prorated (Excl. Frozen)	0.00	0.00		0.00	0	0	0
Other	9,210,413.46	9,210,413.46		0.00	1,605,995,557	191,050,263	1,414,945,294
Total	10,270,943.51	9,954,718.62		316,224.89	1,841,244,235	262,109,669	1,579,134,566
DV100 (Incl. Frozen)	0.00	0.00		0.00	4,591,988	3,970,373	621,615
Prorated (Incl. Frozen)	0.00	0.00		0.00	0	0	0

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

Subject	6. Authorize the purchase Opticom Traffic Signal Upgrades (F-24-10) from Consolidated Traffic Controls, Inc. through the Houston Galveston Area Cooperative purchasing program (PE-05-21) not to exceed the budgeted funds of One Hundred Seventy-Nine Thousand, Four Hundred Twenty-Eight Dollars (\$179,428.00) for the City of Sachse Public Works Department and the Sachse Fire-Rescue Department.
Meeting	Nov 6, 2023 - City Council Regular Meeting
Access	Public
Type	Action (Consent)
Preferred Date	Nov 06, 2023
Fiscal Impact	Yes
Budgeted	Yes
Budget Source	General Capital Fund
Recommended Action	Authorize the purchase Opticom Traffic Signal Upgrades (F-24-10) from Consolidated Traffic Controls, Inc. through the Houston Galveston Area Cooperative purchasing program (PE-05-21) not to exceed the budgeted funds of One Hundred Seventy-Nine Thousand, Four Hundred Twenty-Eight Dollars (\$179,428.00) for the City of Sachse Public Works Department and the Sachse Fire-Rescue Department.

BACKGROUND

In the FY 2023-2024 budget, the City Council approved funds for the purchase of Opticom Traffic Signal Upgrades (F-24-10) through the General Capital Fund. This is a joint project between Public Works and Sachse Fire-Rescue to upgrade each traffic signal and fire apparatus to utilize the Opticom GPS System.

Using a global network of satellites, GPS eliminates "line-of-sight" issues between traffic signals and response vehicles and can better anticipate signal timing based on vehicle location, direction, speed, and identification information.

Throughout the DFW region, cities are transitioning to a GPS based system for emergency response vehicles, which allows coordinated traffic signals for faster response times. The Opticom GPS System allows cities the ability to have coordinated response efforts across city limit lines.

OVERVIEW

This purchase was approved as part of the FY 2023-2024 budget. All purchases of \$50,000 and above must be approved by the City Council. The budgeted amount for the Opticom GPS System is \$200,000 and the requested project expenses are estimated at \$179,428.00. The requested amount is under the authorized budgeted amount.

Public Works and Sachse Fire-Rescue will coordinate with the vendor on installation of both the response vehicles and traffic signals. Installation is anticipated to begin in January 2024.

POLICY CONSIDERATIONS

There are no policy considerations affiliated with this item.

RECOMMENDATION

Authorize the purchase Opticom Traffic Signal Upgrades (F-24-10) from Consolidated Traffic Controls, Inc. through the Houston Galveston Area Cooperative purchasing program (PE-05-21) not to exceed the

budgeted funds of One Hundred Seventy-Nine Thousand, Four Hundred Twenty-Eight Dollars (\$179,428.00) for the City of Sachse Public Works Department and the Sachse Fire-Rescue Department.

File Attachments

[D6. BH1742 Sachse GPS Upgrade.pdf \(229 KB\)](#)

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.

HGACBuy		CONTRACT PRICING WORKSHEET For Catalog & Price Sheet Type Purchases		Contract No.:	PE-05-21	Date Prepared:	10/24/2023
<i>This Worksheet is prepared by Contractor and given to End User. If a PO is issued, both documents MUST be faxed to H-GAC @ 713-993-4548. Therefore please type or print legibly.</i>							
Buying Agency:		Sachse		Contractor:		Consolidated Traffic Controls, Inc.	
Contact Person:		Corey Nesbit		Prepared By:		Bobby Hale	
Phone:		469-429-4792		Phone:		800-448-8841	
Fax:				Fax:		800-448-8850	
Email:		cnesbit@cityofsachse.com		Email:		Bobby.Hale@ctc-traffic.com	
Catalog / Price Sheet Name:		Traffic Control, Enforcement & Signal Preemption Equipment					
General Description of Product:		Traffic Control Equipment					
A. Catalog / Price Sheet Items being purchased - Itemize Below - Attach Additional Sheet If Necessary							
Line Number	Quan	Description				Unit Pr	Total
721	15	110610-MM Model 764 Multimode Phase Selector				\$ 3,175.00	\$ 47,625.00
724	15	110603-MM Model 768 Auxiliary Panel				\$ 712.00	\$ 10,680.00
726	15	110611 3100 GPS Radio Unit (Mast or Cabinet Mount)				\$ 3,153.00	\$ 47,295.00
756	11	110609 MM Vehicle Kit (2100 GPS VCU/Radio, 794HM, Cable & Hdwre)				\$ 5,057.00	\$ 55,627.00
773	3000	110605A GPS Cable 500 Ft Roll (Per Ft.)				\$ 1.77	\$ 5,310.00
777	15	201011 (hub) Mast Arm Mount (GPS)				\$ 114.00	\$ 1,710.00
778	15	100201 Model 380 Card Rack				\$ 498.00	\$ 7,470.00
813	200	CTCINSTALL CTC Labor: GPS Opticom Intersection Antenna on Mast Arm Two men Two pickups (Crash Truck)				\$ 180.00	\$ 36,000.00
814	100	CTCINSTALL Bucket Truck Upcharge (Include Both Drive and On Site Time)				\$ 75.00	\$ 7,500.00
Total From Other Sheets, If Any:							
Subtotal A:						\$ 219,217.00	
B. Unpublished Options, Accessory or Service items - Itemize Below - Attach Additional Sheet If Necessary (Note: Unpublished Items are any which were not submitted and priced in contractor's bid.)							
Quan	Description					Unit Pr	Total
1	Upgrade one multimode kit to Test station					\$ 500.00	\$ 500.00
							\$ -
							\$ -
							\$ -
Total From Other Sheets, If Any:							
Subtotal B:						\$ 500.00	
Check: The total cost of Unpublished Options (Subtotal B) cannot exceed 25% of the total from Section A.						For this transaction the percentage is:	0%
C. Other Allowances, Discounts, Trade-Ins, Freight, Make Ready or Miscellaneous Charges							
Quan	Description					Unit Pr	Total
15	Discount on 764 Opticom					\$ (793.00)	\$ (11,895.00)
15	Discount on 768					\$ (178.00)	\$ (2,670.00)
11	Discount on Vehicle Kit					\$ (1,264.00)	\$ (13,904.00)
15	Discount on 3100					\$ (788.00)	\$ (11,820.00)
Subtotal C:						\$ (40,289.00)	
Delivery Date:		30 to 45 Days ARO		D. Total Purchase Price (A+B+C):		\$ 179,428.00	

E. Regular Agenda Items

Subject	1. Consider a resolution casting the City of Sachse's 13 vote(s) for the Collin Central Appraisal District Board of Directors (CCAD).
Meeting	Nov 6, 2023 - City Council Regular Meeting
Access	Public
Type	Action,Discussion
Preferred Date	Nov 06, 2023
Absolute Date	Dec 04, 2023
Recommended Action	Approve a resolution to cast ____ votes to _____ for the Collin Central Appraisal District Board of Directors (CCAD).

BACKGROUND

Every two years, in odd numbered years, the City Council casts its votes for member(s) of the Board of Directors of the Collin Central Appraisal District. In 2011 and 2013, Sachse City Council voted for Dr. Leo Fitzgerald; in 2015 and 2017, the Council voted for Wayne Mayo; in 2019, the Council voted for Michelle Howarth; and in 2021, the Council cast three votes for Earnest Burke and each other candidate one vote. The vote cast would be for a one-year term commencing on January 1, 2024.

OVERVIEW

This year, the City Council has 13 votes to cast. All votes can be cast for one individual or can be split in any manner among any of the nominees. This year's candidates and nominating parties are as follows:

- Dan Bollner - City of Frisco
- David Gensler - Town of Saint Paul
- Richard "Rick" Grady - City of Plano and Plano ISD
- Michelle Howarth - City of Sachse
- Ronald L. Kelley - Plano ISD
- Brian Mantzey - City of McKinney
- Clint Pruett - Collin County
- Scott Sperling - City of Lucas
- Charles Weis - City of Parker
- Richard Williams - City of Parker
- Veronica Yost - City of Allen and Allen ISD

POLICY CONSIDERATIONS

There are no policy considerations affiliated with this item.

RECOMMENDATION

Approve a resolution casting the City of Sachse's 13 votes for the Collin Central Appraisal District Board of Directors (CCAD).

File Attachments

[E1.1 Collin CAD 2023.pdf \(157 KB\)](#)

[E1.2 Collin County Appraisal District Nomination Resolution 2023.pdf \(70 KB\)](#)



Collin Central Appraisal District

October 18, 2023

Gina Nash, City Manager
Sachse City
3815 Sachse Rd.
Sachse, TX 75048

RE: Board of Directors election, one-year term, beginning January 1, 2024

Dear Ms. Nash:

Enclosed you will find the ballot listing the nominees for the Board of Director positions for the Collin Central Appraisal District. The candidates are listed alphabetically by their surname.

Each voting unit must vote in an open meeting, report its vote by written resolution, and submit the resolution to the chief appraiser before December 15, 2023, **except taxing units with 250 or more votes.**

Taxing Units with 250 or more votes MUST determine its votes by Resolution adopted at the FIRST or SECOND open meeting of the governing body held after the chief appraiser delivers the ballot and their voting Resolution must be submitted to the chief appraiser not later than the THIRD day following the date the Resolution was adopted.

Each unit may cast all its votes for one candidate or distribute the votes among any number of the candidates listed. Since there is no provision for write-in candidates, the chief appraiser will not count votes for someone not listed on the official ballot.

Regards,

Marty Wright
Chief Appraiser

Enclosure



Collin Central Appraisal District

OFFICIAL BALLOT

ISSUED TO: **Sachse City**

NUMBER OF VOTES: **13**

FOR: BOARD OF DIRECTORS, COLLIN CENTRAL APPRAISAL DISTRICT, ONE-YEAR TERM
BEGINNING JANUARY 1, 2024.

NOMINEES	VOTES
<i>DAN BOLLNER</i>	
<i>DAVID GENSLER</i>	
<i>RICHARD "RICK" GRADY</i>	
<i>MICHELLE HOWARTH</i>	
<i>RONALD L. KELLEY</i>	
<i>BRIAN MANTZEY</i>	
<i>CLINT PRUETT</i>	
<i>SCOTT SPERLING</i>	
<i>CHARLES WEIS</i>	
<i>RICHARD WILLIAMS</i>	
<i>VERONICA YOST</i>	

October 18, 2023

Marty Wright, Chief Appraiser

Section 6.03 (g) of the State Property Tax Code requires the above action be taken by resolution, therefore, please attach a copy of the resolution to this ballot and return to the chief appraiser, at 250 Eldorado Pkwy., McKinney, Texas 75069, before December 15, 2023, **except taxing units with 250 or more votes.**



Collin Central Appraisal District

2024 - 2025
COLLIN CENTRAL APPRAISAL DISTRICT
BOARD OF DIRECTOR'S NOMINATIONS

DAN BOLLNER	Nominated by the City of Frisco. Resides in Frisco, TX.
DAVID GENSLER	Nominated by the Town of Saint Paul. Resides in Saint Paul, TX
RICHARD "RICK" GRADY	Nominated by the City of Plano and Plano ISD. Resides in Plano, TX.
MICHELLE HOWARTH	Nominated by the City of Sachse. Resides in Sachse, TX.
RONALD L. KELLEY	Nominated by Plano ISD. Resides in Plano, TX. Current Board member.
BRIAN MANTZEY	Nominated by the City of McKinney. Resides in McKinney, TX. Current Board member.
CLINT PRUETT	Nominated by Collin County. Resides in McKinney, TX.
SCOTT SPERLING	Nominated by the City of Lucas. Resides in Fairview, TX.
CHARLES WEIS	Nominated by the City of Parker. Resides in Parker, TX.
RICHARD WILLIAMS	Nominated by the City of Parker. Resides in Parker, TX.
VERONICA YOST	Nominated by the City of Allen and Allen ISD. Resides in Allen, TX.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF SACHSE, TEXAS, CASTING ITS VOTES FOR THE BOARD OF DIRECTORS OF THE COLLIN COUNTY CENTRAL APPRAISAL DISTRICT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Sachse is a member of the Collin County Central Appraisal District; and

WHEREAS, as a member of such organization, Sachse is entitled to nominate and vote on nominees for the Board of Directors; and

WHEREAS, the City of Sachse has 13 votes to cast regarding the election of the Board of Directors; and

WHEREAS, the City of Sachse does hereby cast its vote(s) by marking the ballot below:

<u>Candidate</u>	<u>Votes</u>
Dan Bollner	
David Gensler	
Richard “Rick” Grady	
Michelle Howarth	
Ronald L. Kelley	
Brian Mantzey	
Clint Pruett	
Scott Sperling	
Charles Weis	
Richard Williams	
Veronica Yost	

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

SECTION 1. That the Council of the City of Sachse, Texas does hereby confirm its 11 votes for the election of the Board of Directors of the Collin County Central Appraisal District.

SECTION 2. That this resolution shall become effective immediately upon approval.

DULY RESOLVED AND APPROVED by the City Council of the City of Sachse, Texas, this 6th day of November, 2023.

CITY OF SACHSE, TEXAS

Jeff Bickerstaff, Mayor

ATTEST:

Leah K Granger, City Secretary

E. Regular Agenda Items

Subject **2. Receive a briefing regarding City Ordinance Chapter 9, Section 6, governing on-street parking.**

Meeting Nov 6, 2023 - City Council Regular Meeting

Access Public

Type Discussion

BACKGROUND

City Ordinance Chapter 9, Section 6 governs on-street parking. The Police Department is responsible for addressing on-street parking concerns and receives numerous complaints annually regarding recreational vehicles, trailers of all types, and commercial vehicles.

OVERVIEW

Chief Sylvester will provide an overview of the existing ordinance, its provisions and limitations, and will seek input from the Council regarding desired changes, if any, to the ordinance.

POLICY CONSIDERATIONS

City Ordinance Chapter 9, Section 6 governs on-street parking. Other parking matters, including parking on unimproved services, fall under the jurisdiction of the Neighborhood Services Division and are governed by the Zoning Code.

RECOMMENDATION

Discuss and provide feedback on City Ordinance Chapter 9, Section 6, governing on-street parking.

File Attachments

[E2. Parking Ordinance Review Nov 2023.pdf \(900 KB\)](#)

Parking Ordinance Review and Discussion

City Council
November 6, 2023



Overview

- Review the current ordinance governing on-street parking
- Review types of vehicles governed by ordinance
- Limitations of existing ordinance
- Council input for any desired changes

Note: Neighborhood Services oversees parking issues on private property, which is covered in Article 4, Sec. 4 of the Zoning Ordinance (Storage and Parking of Commercial Trailers and Vehicles).



Chapter 9 Section 6 - Parking

■ Current Ordinance Language:

A. Truck parking.

- (1) Unlawful. It shall be unlawful for any person or any owner to leave, park or stand any truck-tractor, road tractor, semi-trailer, bus, truck or trailer with a rated capacity in excess of one ton, according to the manufacturer's classification, upon any public street or highway within any area zoned as either single-family dwelling district, duplex district, multiple family district, commercial district or industrial district, according to the zoning ordinance of the city.
- (2) Exception provided for purpose of expeditiously loading or unloading passengers, freight or merchandise.



Examples - Prohibited

Truck Tractor



Truck



Bus



Semi-Trailer



Trailer



Examples – Allowed/Not Designated



Texas Transportation Code

- Existing ordinance language governing on street parking does not account for towable recreational vehicles nor motorized recreational vehicles



Options and Discussion

- Does the Council wish to adjust?:
 - Hours restrictions (sun down to sun up)
 - Vehicle length restrictions
 - Gross weight adjustments
 - Temporary variance permit process
- Council input and direction



Honor
Integrity



Respect
Compassion



E. Regular Agenda Items

Subject	3. Consider authorizing a construction contract with Hellas Construction for two pickleball courts at J.K. Sachse Park in an amount not to exceed Three Hundred Eighty-Two Thousand and Eighty-Five Dollars and Zero Cents (\$382,085.00).
Meeting	Nov 6, 2023 - City Council Regular Meeting
Access	Public
Type	Action
Fiscal Impact	Yes
Dollar Amount	\$382,085.00
Budgeted	Yes
Budget Source	Municipal Development District Funds
Recommended Action	Authorize the construction of two pickleball courts at J.K. Sachse Park, through the 1GPA purchasing program, in an amount not to exceed Three Hundred and Eighty-Two Thousand and Eighty-Five Dollars and Zero Cents (\$382,085.00) which includes a 10% contingency and authorize the City Manager to execute necessary documents for the pickleball courts construction.

BACKGROUND

Phase 1 of construction at J.K. Sachse Park was completed in April of 2023 and included a pavilion, splash pad, restrooms, sand volleyball court, and trails. The Municipal Development District (MDD) Board approved funding the construction of pickleball courts using MDD funds in the FY 2023-2024 budget at the August 10, 2023, meeting.

OVERVIEW

Hellas Construction is a registered 1GPA (1Government Procurement Alliance) vendor. Under Contract #23-01DP-03 IGPA has negotiated and entered into an agreement with Hellas Construction. By utilizing 1GPA, the City has met all competitive bidding requirements.

POLICY CONSIDERATIONS

This project has been approved by the Municipal Development District Board. Funding will come from the Municipal Development District. Sufficient capital project budget exists in CIP #P-22-04, J.K. Sachse Park construction, to fund this project.

RECOMMENDATION

Authorize the construction of two pickleball courts at J.K. Sachse Park, through the 1GPA purchasing program, in an amount not to exceed Three Hundred and Eighty-Two Thousand and Eighty-Five Dollars and Zero Cents (\$382,085.00) which includes a 10% contingency and authorize the City Manager to execute necessary documents for the pickleball courts construction.

File Attachments

[E3.1 JK Sachse Park Pickleball - Hellas Proposal.pdf \(922 KB\)](#)

[E3.2 City of Sachse Hellas Presentation November.pdf \(16,539 KB\)](#)



October 20th, 2023

Lance Whitworth, Director of Leisure Services
JK Sachse Park
4310 Ranch Road, Sachse, TX 75048
469-628-0424
Lwhitworth@cityofsachse.com

RE: JK Sachse Park Pickleball Courts
Pickleball Courts Proposal

Hellas is pleased to provide you with this proposal. Pricing is based on Hellas' current cooperative contract entitled Purchase via 1GPA Contract No. 23-01DP-03 Athletic Surfaces, Appurtenances and Minor Structures. Through this contract, Hellas' products have been competitively and lawfully bid providing member schools and agencies with quality and preferential pre-priced products and services.

General Conditions

Hellas will:

1. Provide project Insurance, Supervision and Mobilization.
2. Provide construction surveying, layout and staking.
3. Provide performance and payment bonds.
4. Provide, prior to construction, construction drawings.
5. Provide, prior to construction, all required submittals.
6. Provide final punch-out and clean-up of the completed project.
7. This proposal assumes a start date by Spring 2024. Pricing to be adjusted if the start date is rescheduled to a later date.

BASE PROPOSAL

Sitework

Hellas scope of work:

1. Construct one (1) construction entrance.
2. Excavation to subgrade. Excavated materials will be disposed off site.

Sidewalks

Hellas scope of work:

1. *Sidewalks* - Construct ±990 square feet of 5" thick concrete sidewalks.





Fence

Hellas scope of work:

1. Furnish and install approximately 200 linear feet of 8' tall vinyl coated chain link fence with 3 single leaf gates, along with windscreen.
2. Furnish and install approximately 58 linear feet of 4' tall vinyl coated chain link fence with 1 single leaf gate, along with windscreen.

Post Tensioned Slab

Hellas will:

1. Provide and place 2" of fines for a leveling course.
2. Provide and place 10mil vapor barrier.
3. Construct approximately 4,900 square feet of 5" thick post tensioned slab, with tendon spacing per engineering.

Athletic Equipment

Hellas will:

1. Furnish and install two (2) sets of 3" Edwards Classic Net Posts and Nets.
2. Provide two (2) Pickleball Paddle Racks.

Miscellaneous

Hellas scope of work:

1. **Bleachers** – Provide and install one (1) 2 Row x 24'-0" L (Model BP-0224; 10" Nominal Seat Plans, 10" Nominal Tread Planks, 17" Front Row Seat Height, 8" Rise, 24" Tread), Aluminum Frame, Double Footboard Bleacher.
2. **Shade Structures** – Provide and install one (1) Stand Alone Bay 11' x 43' x 12' ht. Full Cantilevered HIP Shade Structure **MAYA** model.
3. **Benches** - Provide three (3) 6' wide benches.
4. **Netting** - Provide and place approximately 40 lineal feet of 3' tall netting in between the courts as shown per rendering.
5. **Padding** - Vinyl pad top in the viewing area on the bleacher side and opposite bleacher side for 4' fence.

Lighting

Hellas scope of work:

1. Install 2 new 50' poles with 12 Cooper Lighting fixtures. Both poles will be on a shared 20A 480V circuit/circuit breaker.
2. All calculations were based on 480V three phase being available within 100' of the southeast corner of the pickleball courts.



Pickleball Court Surfacing (4,160 SF)

Hellas will:

1. Clean off each court with a pressure washer and blower to remove all dirt and debris and acid wash the new concrete surface. All bird baths will be patched with TPS 5000® Rhinofill crack filler.
2. Apply one (1) coat of TPS 5000® Acrylic Surface at a rate of 0.7 gal/SY. Silica sand shall be mixed to achieve a medium to slow ball speed.
3. Apply two (2) coats of TPS 5000® Fortified Acrylic Color Coating.
4. Layout and paint 2" wide lines using Line Tape Sealer as a primer coat to ensure razor sharp edges. Paint shall be TPS 5000® White Line Paint and painted in accordance to USTA specifications.

Base Proposal Price

\$ 347,350.00

**Pricing valid for 14 days from the date of this proposal.*

NOTE:

Please note the Landscape Area shown on attached rendering is not part of base proposal.

EXCLUSIONS

1. Any item of work not specifically listed above.
2. Any form of subgrade stabilization.
3. Poor subgrade soils – Hellas will proof roll subgrade to check for subgrade soil stability. Any failing subgrade remediation will be negotiated between owner and contractor. *Hellas requires the owner to contract with a Geotechnical Engineer to perform a Geotechnical investigation of the site to determine the nature of the existing subgrade soils and make recommendations for any subgrade stabilization requirements. Pricing to be adjusted to recommendations of new report performed.*
4. Geotechnical Investigation.
5. Rock excavation or haul off.
6. Any embankment or processing of imported soils.
7. Any asphalt paving.
8. Engineering.
9. Construction materials inspection and testing.
10. Supply or installation of perimeter safety or construction fencing.
11. Site security.
12. Any Allowances or Contingencies.
13. Taxes.
14. Prevailing or union wages.



15. Any permits or fees, including any utility impact fees generated by construction improvements.
16. Owner shall provide ingress/egress for ALL personnel, equipment and materials; typical construction traffic shall be expected for the duration of this contract. Contractor NOT responsible for damage due to typical construction traffic ingress/egress to the construction site.
17. Owner to supply secure laydown area for Hellas materials.

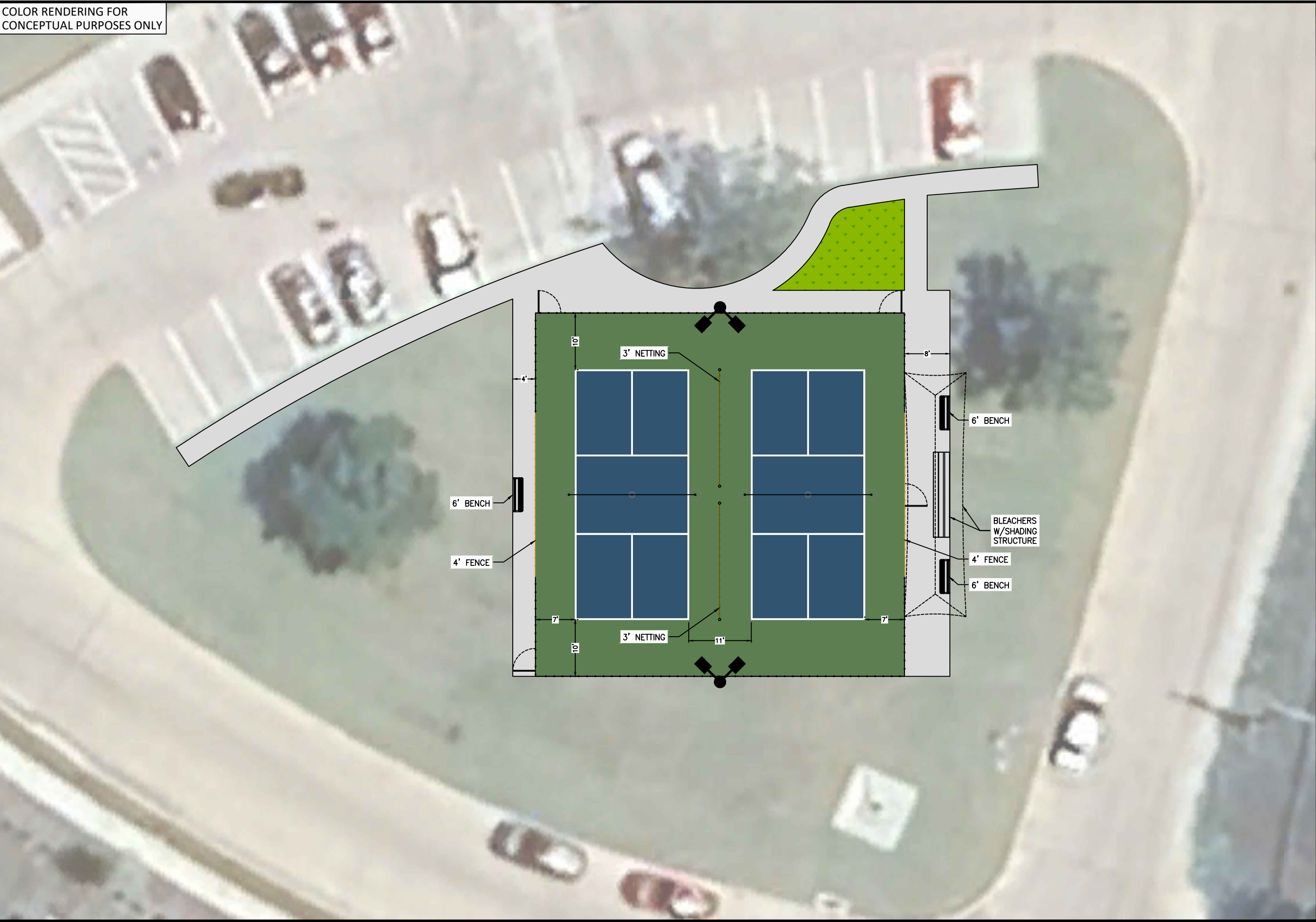
Notwithstanding anything to the contrary in any of the Contract documents, under no circumstances shall the Performance bonds, maintenance bonds or the obligations of the Surety be liable for any warranty obligations that exceed 1 year from the date of substantial completion as defined in the Contract documents.

Hellas looks forward to the award of this project and is eager to work with you.

A handwritten signature in black ink, appearing to read "Ashish".

Ashish Kachakayala
Estimator,
Hellas Construction

COLOR RENDERING FOR
CONCEPTUAL PURPOSES ONLY





Hellas Construction, Inc. (P) (512) 250-2910
12000 West Parmer Lane (F) (512) 250-1960
Austin, TX 78613 hellasconstruction.com

OWNER:
City Of Sachse
JK Sachse Park
4310 Ranch RD, Sachse, TX 75048

PROJECT:
PICKLEBALL COURT CONSTRUCTION

PROJECT LOCATION:
SACHSE, TEXAS

TPS COURT SURFACES

COMMENTS:
Drawing scale accurate ONLY when printed on 11x17 paper. For visual purposes only, actual colors may vary.

CREATED BY: HN

DATE:
OCTOBER 12, 2023

REVISION:
3

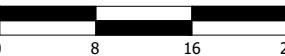
SHEET TITLE:
COLOR RENDERING

SHEET NUMBER:
1

© 2020



SCALE: 1:16





CITY OF SACHSE

NOVEMBER, 2023

© 2023 Hellas Construction, Inc. All rights reserved.



MANUFACTURING



DESIGN / BUILD



CONSTRUCTION



TURF



TRACK



COURT
SURFACES



SPORT
LIGHTING



SERVICE &
MAINTENANCE

ABOUT HELLAS

- The Nation's Largest Sports Construction Contractor
- The complete, one-stop solution for sports construction
- Specializing in building turf, track, and court systems

Since the Company's inception Hellas has impacted millions of students across the country. With clients ranging from K-12 schools, to local parks, to professional teams nationwide, Hellas delivers on time, every time, for every client.



AUSTIN, TX HEADQUARTERS



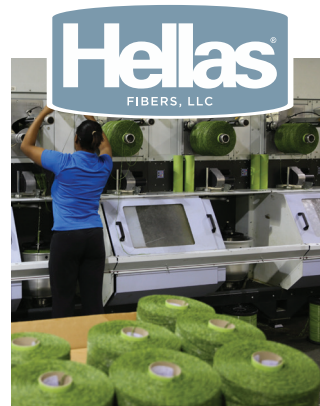
FRISCO, TX OFFICE



HOUSTON, TX OFFICE



LIBERTY HILL, TX
POLYMERS PLANT



DADEVILLE, AL
FIBERS PLANT



CHATSWORTH, GA
TEXTILE PLANT



THE HELLAS DIFFERENCE

100% VERTICALLY INTEGRATED

BY CONTROLLING THE SUPPLY CHAIN, HELLAS DELIVERS QUALITY FROM START TO FINISH.

As the only vertically integrated company in the market, Hellas can provide clients quality control from manufacturing to construction to after-the-sale service.



AWARDS AND RECOGNITIONS

2018

EY ENTREPRENEUR OF THE YEAR WINNER

Reed J. Seaton – CEO
Austin Business Journal



MULTI-FIELD FACILITY AWARD WINNER

Municipal Park & Sports Complex,
City of Portland, TX
American Sport Builder Association – ASBA



SPORTS PROJECT OF THE YEAR AWARD

Municipal Park & Sports Complex,
City of Portland, TX
Synthetic Turf Council



2019

TOP 600 SPECIALTY CONTRACTOR

Ranked Number 143
Engineering News-Record



2020

INC. 5000 LIST OF AMERICA'S FASTEST
GROWING COMPANIES
Inc.



AUSTIN-AREA COMMERCIAL CONSTRUCTION COMPANIES

Ranked Number 9
Austin Business Journal



JUDGE - EY ENTREPRENEUR OF THE YEAR

Reed J. Seaton – CEO
Austin Business Journal



TOP 600 SPECIALTY CONTRACTOR

Ranked Number 102
Engineering News-Record



SPORTS PROJECT OF THE YEAR AWARD - MULTI-FIELD

Berl Huffman Champion Soccer Fields
City of Lubbock, TX
Synthetic Turf Council



LARGEST PRIVATE COMPANIES
Austin Business Journal



2021

FASTEST GROWING COMPANIES
Austin Business Journal



INC. 5000 LIST OF AMERICA'S FASTEST
GROWING COMPANIES
Inc.



INC. BEST-LED COMPANIES OF 2021
Inc.



TOP 600 SPECIALTY CONTRACTOR

Ranked Number 65
Engineering News-Record



BEST CEO AWARDS

Reed J. Seaton – CEO
Austin Business Journal



2022

INC. REGIONALS: SOUTHWEST
LIST OF FASTEST GROWING COMPANIES
Inc.



LARGEST COMMERCIAL
CONSTRUCTION COMPANIES
Austin Business Journal



INC. 5000 LIST OF AMERICA'S FASTEST
GROWING PRIVATE COMPANIES
Inc.



TOP 600 SPECIALTY CONTRACTOR

Ranked Number 86
Engineering News-Record



2023

INC. 5000 LIST OF AMERICA'S FASTEST
GROWING COMPANIES
Inc.



TOP 600 SPECIALTY CONTRACTOR

Ranked Number 86
Engineering News-Record





REFERENCE PROJECTS



PICKLEBALL COURTS



THE GREENS GOLF CLUB
OKLAHOMA CITY, OK



CHICKEN N PICKLE
OKLAHOMA CITY, OK



LEGION PARK
WOODBURN, OR



CHICKEN N PICKLE
GRAPEVINE, TX



LEGION PARK

CITY OF WOODBURN

1385 PARK AVENUE,
WOODBURN, OR 97071

PRODUCTS INSTALLED

matrix^{HI} TURF



TPS COURT SURFACES

SPORTS INSTALLATION

FIFA sized Soccer Field and warm
up area 1, Basketball court 1,
Pickleball court 4, Futsal 1,
Playground 1

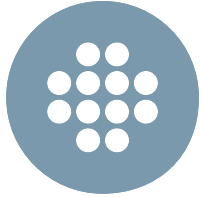
WORK

Desig/Build, Lights, Bleachers,
Sidewalks, Field Construction,
Fencing, Scoreboard, Pre-
Engineered Metal Building,
800 seat covered bleacher with
LED lighting

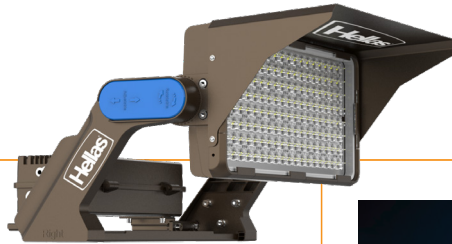


TPS[®] COURT SURFACES **POST-TENSION SYSTEM**





SPORT LIGHTING DIVISION

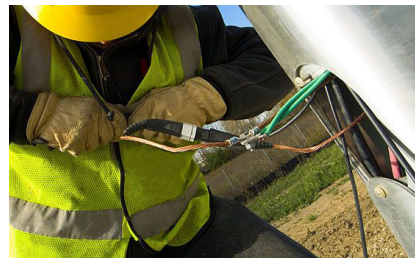


EFFICIENT. INNOVATIVE. BRIGHTER.

Hellas is the nation's largest vertically-integrated sports company, offering a full scope of project services, including an in-house lighting department.

AREAS OF EXPERTISE

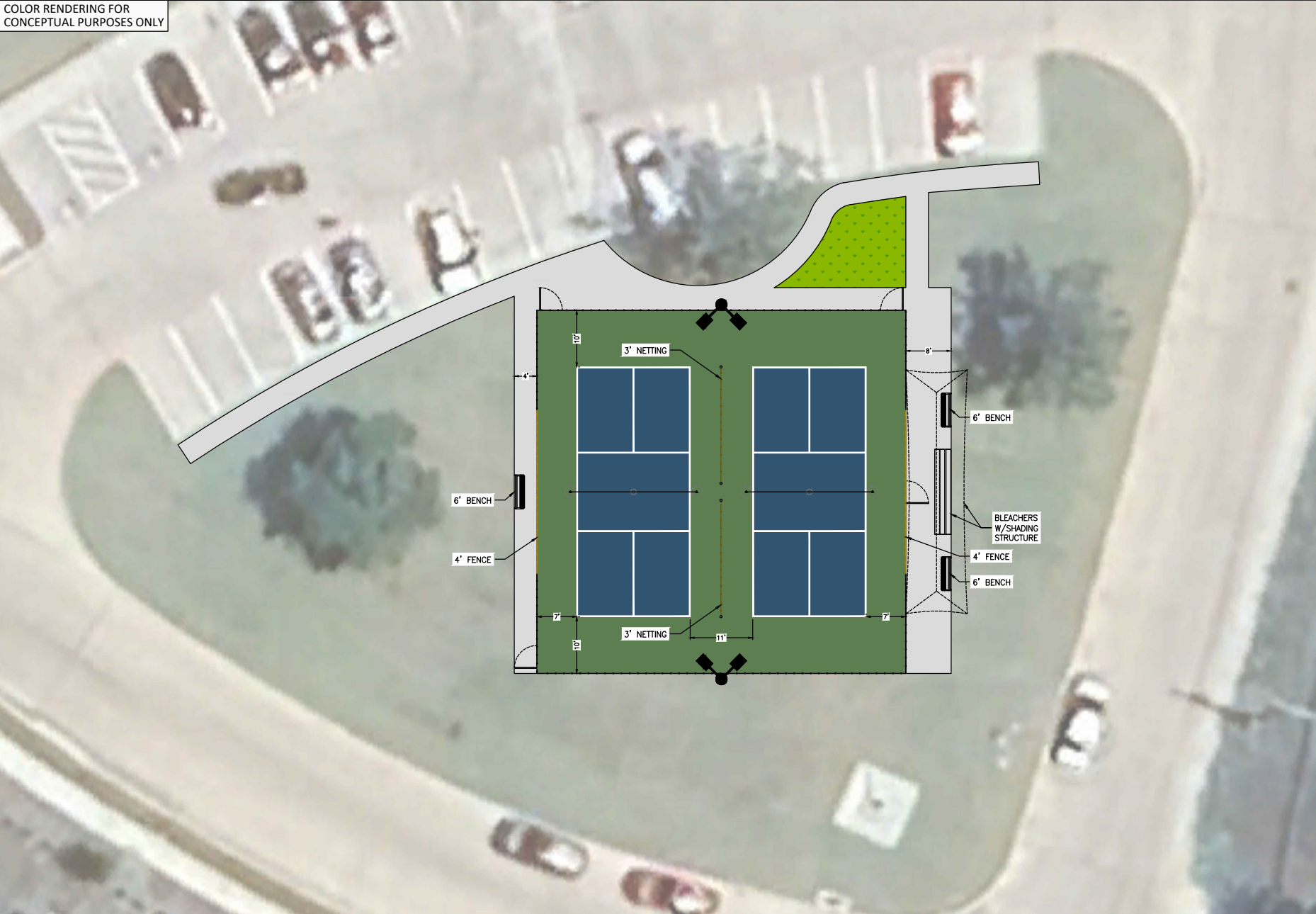
- Design-build services, including retrofit design or new construction
- Offering Hellas Manufactured Z600 LED light systems and other premier brand lighting systems
- Pole design and installation
- Precise light laser aiming
- Underground conduit installation by means of trenching or boring
- Electrical design and wiring
- Foundation drilling including rock excavation, casing or slurry
- Warranty service





SACHSE PROJECT

COLOR RENDERING FOR
CONCEPTUAL PURPOSES ONLY



Hellas Construction, Inc.
12000 West Parmer Lane
Austin, TX 78613

(P) (512) 250-2910
(F) (512) 250-1960
hellasconstruction.com

OWNER:
City Of Sachse
JK Sachse Park
4310 Ranch RD, Sachse, TX 75048

PROJECT:
PICKLEBALL COURT CONSTRUCTION

PROJECT LOCATION:
SACHSE, TEXAS

TPS COURT SURFACES



COMMENTS:
Drawing scale accurate ONLY when printed on 11x17
paper. For visual purposes only, actual colors may vary.

CREATED BY: HN

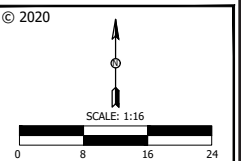
All drawings and written material appearing herein
constitute original unpublished work, and may not be
duplicated, used or disclosed without the written
consent of Hellas Construction, Inc.

DATE:
OCTOBER 12, 2023

REVISION:
3

SHEET TITLE:
COLOR RENDERING

SHEET NUMBER:
1





QUESTIONS

E. Regular Agenda Items

Subject	4. Discuss and consider authorizing the addition of a new dedicated communications full time equivalent position at the City of Sachse.
Meeting	Nov 6, 2023 - City Council Regular Meeting
Access	Public
Type	Action,Discussion
Preferred Date	Nov 06, 2023
Absolute Date	Nov 06, 2023
Fiscal Impact	Yes
Budget Source	General Fund
Recommended Action	Authorize the addition of a new Communications Strategist full time equivalent position at the City of Sachse.

BACKGROUND

Local government communications have become an essential part of municipal operations. For the sake of transparency and general understanding of what is occurring in the community, it is imperative that local governments communicate effectively with their residents. For many years, Sachse has taken a modified approach to communications. In the mid- 2010s, Sachse utilized a third-party contractor to handle major press releases, a monthly employee communications piece, and some periodic social media graphics. Sachse quickly outgrew those services and then started to assign social media oversight and content creation to existing roles within the organization. This approach was challenging as it was difficult to ensure that there was a consistent presence and voice for the community with the functions split between departments. For two years, the city was able to tack communications responsibilities onto the Assistant to the City Manager role, however, those duties quickly took over the position and the other research-based Assistant to the City Manager responsibilities were limited as a result.

Traditionally, new position requests are handled through the annual budget process, however, a recent position vacancy with the Assistant to the City Manager position created a new opportunity to consider the addition of a full-time dedicated communications position. Had the City been aware of the forthcoming vacancy during the budget process, the communications position request would have been included as a part of the traditional annual budget process.

POLICY CONSIDERATIONS

New positions are typically handled as a part of the annual budget process, however, from time-to-time, needs arise that necessitate an off-cycle request. The City has existing funds available to satisfy this request without impacting the tax rate. If the Council wishes to move forward with the position add, it would need to authorize an associated budget amendment to reflect the change.

RECOMMENDATION

Discuss and consider authorizing the addition of a new Communications Strategist full time equivalent position at the City of Sachse.

File Attachments

[E4. Communications Position Request.pdf \(1,940 KB\)](#)

Communications Position Request

City Council

November 6, 2023



Overview

- Communications History
- Current Communications
 - Examples
- Position Vacancy
- Importance of Communications in Local Government
- Position Request
- Next Steps



Communications History

- Social media launched in early 2000s, with cities beginning to embrace the platforms in early 2010s
- In mid-2010s, Sachse worked with a contract Public Information Officer who handled a monthly employee publication, press releases, and various social media posts
- Determined that a full-time, dedicated communications position was needed right before COVID hit, which altered plans
- Responsibilities split amongst departments with communications strategist position, but that position was re-classified to the Assistant to the City Manager role



Current Communications

- Currently, primary responsibility for communications rests with the Assistant to the City Manager (A2) position and that position works with designated communicators throughout the organization
- Challenges:
 1. Mashing two very different skill sets into one position
 2. Communication demands have grown considerably in the years post-COVID, taking up a significant amount of time
 3. Communications cannot be partially done, otherwise it is an immediate poor reflection on the City
 4. Primarily reactant or emergent communications, not able to be as proactive



Current Communications

- In addition to other responsibilities, the A2 must:
 - Oversee all social media platforms
 - Oversee brand management and logo usage
 - Oversee departmental social media platforms
 - **Plan, develop, create, and distribute social media content and associated content calendars**
 - Respond to major issues or emergency issues on social media
 - Plan, develop, create, and distribute social media content and other communications for major City events
 - Respond to social media and other communications inquiries
 - Draft and develop press releases
 - **Create marketing content for various campaigns**
 - Oversee communications generated by other departments
 - Oversee the City's website and ensure all events are up to date and emergency communications are posted
 - Complete social media marketing for new positions or vacancies
 - **Work to share information from community partners**
 - Maintain the City's directory and headshots
 - Maintain the City's logo signature block system
 - Other duties as assigned...



Example: Plan, develop, create, and distribute social media content and associated content calendars

Facebook Page: City of Sachse, Texas Government

+ Add stream + Add social account

My Posts City of Sachse, Texas Government

Last 7 days

3 posts 82 engagements

1 from 4 37 from 45

View on Analytics

City of Sachse, Texas Government • 2 days ago

Looks like it was a blast!



Boost unavailable

5

Write a comment...

City of Sachse, Texas Government • 5 days ago

Sachse employees were sporting their

My Posts cityofsachse, Texas

Last 7 days

0 posts 0 engagements

0 from 0 0 from 0

View on Analytics

Official City Of Sachse, Texas • Oct 17

We are hiring a Plans Examiner. If you or someone you know is interested, please send them our way!

www.sachsejob.com



Boost post

2

Write a comment...

My Tweets Sachse_TX

City of Sachse @Sachse_TX • 6 days ago

CWD ran into issues with weather and landfill conditions yesterday, resulting in delaying recycle pickup in the attached areas. If you live in the areas circled in the photos, please leave your recycle carts out for collection.

Show Media

1

City of Sachse @Sachse_TX • Oct 17

We are hiring a Plans Examiner. If you or someone you know is interested, please send them our way!

sachsejob.com

Show Media

City of Sachse @Sachse_TX • Oct 17

At Monday's Council Meeting, Mayor Bickerstaff presented a proclamation to our Neighborhood Services Department recognizing the month of October as National Code Compliance Month. Let's join the Mayor in thanking Neighborhood Services for all their hard work.

Show Media

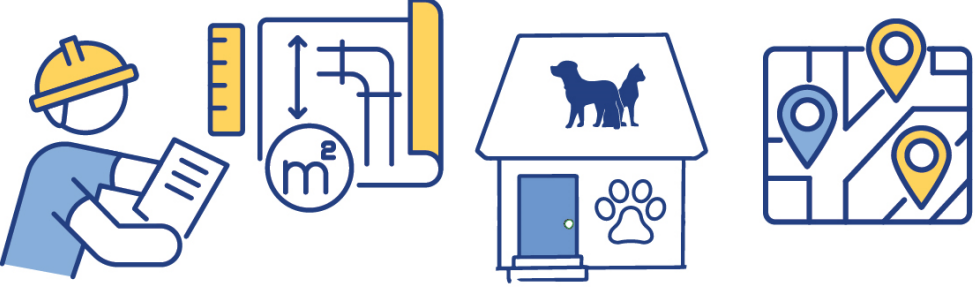
2



Example: Create marketing content for various campaigns

BOND ELECTION 2021: NOV. 2
EARLY VOTING: OCT. 18 – 29

SACHSE
2021
→ **BOND**



The 2021 Bond includes the design and construction of **a new animal shelter**, as well as **upgrades and improvements to City of Sachse roads**



Follow our progress!



Future home of the new
SACHSE ANIMAL SHELTER
Funded by the Sachse Bond 2021



Example: Create marketing content for various campaigns

NOW AVAILABLE!



Community Tool Shed



Want to borrow from the Community Tool Shed?
Contact Neighborhood Services!
NeighborhoodServices@cityofsachse.com

RENTAL
REGISTRATION
PROGAM

Current rental property owners
required to complete application
by January 31, 2024



The City of
SACHSE

For questions contact Neighborhood Services at
NeighborhoodServices@cityofsachse.com
or visit www.cityofsachse.com/RentalRegistration



Example: Create marketing content for various campaigns



Example: Work to share information from community partners



Example: Work to share information from community partners



HANDBOOK

SEPTEMBER

Social Media Graphics



Social Media Language

Platforms	Graphic options (find downloadable files in handbook)	Suggested Messaging (you're encouraged to personalize these messages)
Facebook, LinkedIn & Instagram		Option 1: We're hosting a Peanut Butter Drive to help the @North Texas Food Bank collect this kid-friendly food item and raise funds to purchase peanut butter throughout the year! Visit ntfb.org/peanutbutterdrive for more information on how you can host your own Peanut Butter Drive or ntfb.org/VirtualPBDrive to start a virtual drive today! Option 2: We are excited to partner with the @North Texas Food Bank for their annual Spread the Hope Peanut Butter Drive. Learn how you can get involved to help our hungry neighbors at ntfb.org/peanutbutterdrive
		Option 1: We're hosting a Peanut Butter Drive to help the @North Texas Food Bank collect this kid-friendly food item and raise funds to purchase peanut butter throughout the year! Visit ntfb.org/peanutbutterdrive for more information on how you can host your own Peanut Butter Drive or ntfb.org/VirtualPBDrive to start a virtual drive today! Option 2: We are excited to partner with the @North Texas Food Bank for their annual Spread the Hope Peanut Butter Drive. Learn how you can get involved to help our hungry neighbors at ntfb.org/peanutbutterdrive

Social Media Tips

Share your fundraiser on Facebook or Instagram and invite friends to join. Use graphics like those in our toolbox on [page 13](#) or create your own.

Don't forget to Tag NTFB in your posts:

- Twitter: @ntfb
- Facebook: @North Texas Food Bank
- Instagram: @northtexasfoodbank
- LinkedIn: @North Texas Food Bank

Use hashtags like #NTFB, #PeanutButterDrive, or #FightHunger.

Raising Funds During Your Peanut Butter Drive

Throughout your peanut butter drive, you may receive cash donations. Please convert your cash and coins to a check or money order and place it in a sealed envelope. Please note the Peanut Butter Drive on the check or money order. If you are participating in a community drive like a neighborhood, school, or organization, name that drive on the check, so they get credit.

You can drop off your donation during business hours or mail your check directly to NTFB at:

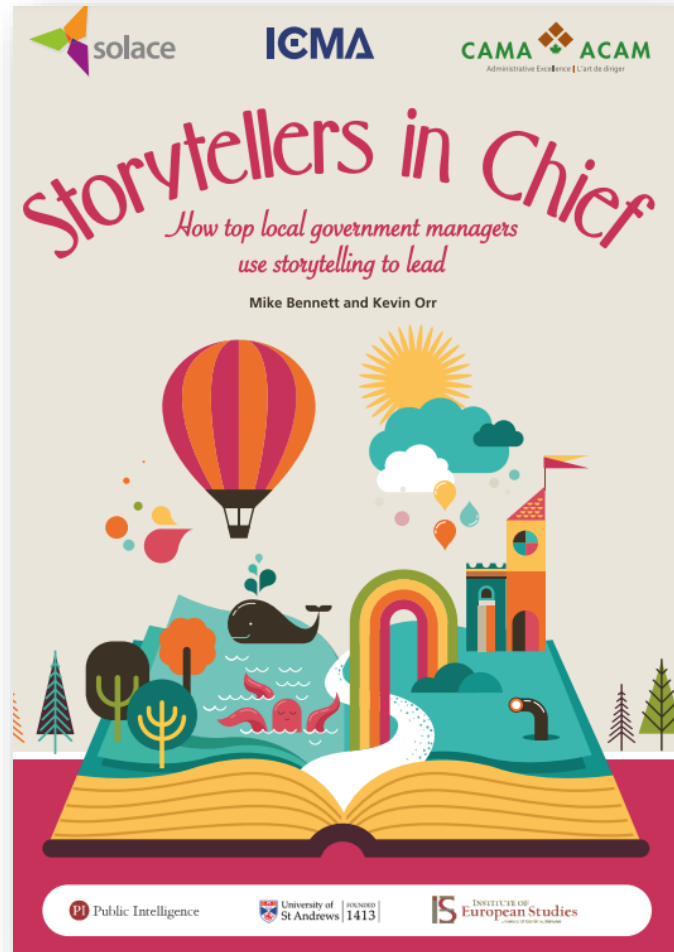
North Texas Food Bank
3677 Mapleshade Ln.
Plano, TX 75075

Position Vacancy

- Recent vacancy provided an opportunity to re-evaluate the way communications function in Sachse
- The vacancy occurred after the normal budget process was completed, so the request could not have been submitted on the normal timeline



Importance of Communications in Local Governments



- Research and best practices have demonstrated the importance and need for local governments to tell their stories
- Essential for residents to understand their communities and how changes impact them
- Also critically important for transparency purposes
 - Our residents have a right to know what is going on at the City and we are to the point where we need a dedicated professional telling them on a consistent basis

Position Request: Communications Specialist

- Request to add an additional full-time equivalent (FTE) for a communications specialist
- Position is costed at \$108,725 for salary and benefits
- The position would report to the City Manager's Office and would be responsible for all City communications



Next Steps

- Seeking Council feedback and direction on the creation of a full-time dedicated communications position
- If the Council wishes to move forward with approving the position, Council would approve this position and approve the associated budget amendment

E. Regular Agenda Items

Subject	5. Approve an ordinance authorizing certain budget amendments pertaining to the Fiscal Year 2023-2024 Budget.
Meeting	Nov 6, 2023 - City Council Regular Meeting
Access	Public
Type	Action,Discussion
Recommended Action	Approve an ordinance authorizing certain budget amendments pertaining to the Fiscal Year 2023-2024 Budget.

BACKGROUND

The Fiscal Year 2023-2024 Budget, including the 2023-2024 Capital Improvement Plan, was adopted by Council on September 18, 2023. The Sachse Charter allows Council to amend or change the budget to provide for additional expense and this routinely occurs through-out the fiscal year. Budget amendments have been identified for the current fiscal year and shall become an attachment to the original Budget upon Council approval.

OVERVIEW

Budget adjustments are shown below by fund:

Fund	FY 2023-2024 Adopted Budget	Operating Changes	Capital Changes	Proposed Amended Budget
General	\$34,249,004	\$273,912	-	\$34,522,916
<u>Other Governmental Funds</u>				
2022 Bond Construction	-	-	-	-
American Rescue Plan Act	1,166,587	-	-	1,166,587
General Capital Projects	13,230,000	-	-	13,230,000
Debt Service	7,032,034	-	-	7,032,034
Impact Fee	2,120,000	-	-	2,120,000
Special Revenue	174,000	-	-	174,000
Street Maintenance Tax	1,450,000	-	-	1,450,000
Vehicle/Equipment Replacement	417,527	221,345	-	638,872
<u>Internal Service Funds</u>				
Health Insurance	80,000	-	-	80,000
<u>Enterprise Funds</u>				
Utility	30,561,844	-	-	30,561,844
<u>Component Units</u>				
Economic Development Corporation	909,632	-	-	909,632
Municipal Development District	886,500	-	-	886,500
TIRZ 1 - PGBT	300,000	-	-	300,000
TIRZ 2 - The Station	800,000	-	-	800,000
TIRZ 3 - Highway 78	800,000	-	-	800,000
Total Budget	\$94,177,128	\$495,257	\$-	\$94,672,385

POLICY CONSIDERATIONS

According to Section 7.09 of the City Charter, "Under conditions which may arise, and which could not reasonably have been foreseen in the normal process of planning the budget, the city council may, by a majority vote of the full membership, amend or change the budget to provide for any additional expense in

which the general welfare of the citizenry is involved. These amendments shall be by ordinance and shall become an attachment to the original budget."

RECOMMENDATION

Approve an ordinance authorizing certain budget amendments pertaining to the Fiscal Year 2023-2024 Budget.

File Attachments

[E5.1 1 Presentation Budget Amendment FY 2023-2024.pdf \(155 KB\)](#)

[E5.2 2 Ordinance Amending 2023-2024 Budget Nov 2023 \(1\).pdf \(80 KB\)](#)

[E5.3 2023-2024 Budget Amendment Detail Nov 2023.pdf \(103 KB\)](#)

2023-2024 Budget Amendments

City Council
November 6, 2023



Agenda

- Budget Adoption and Amendment Policy
- Requested Changes by Fund
- Recommended Action



Budget Adoption and Amendment Policy

- Budget Adoption – September 18, 2023
 - Budget Appropriation
 - Capital Improvement Program (CIP)
- Amendment Policy - City Charter, Section 7.09
 - Could not reasonably have been foreseen
 - Amendment must be by ordinance
 - Amendment shall be attachment to original budget



General Fund

- Request of effective budget surplus funds and prior year savings available due to timing of expense

Item	CIP No.	Budget Amendment	CIP Amendment	Revenue Source
Communications Strategist (1.0 FTE) ¹		\$108,725	\$-	Effective Budget Surplus
Fire-Rescue Motorola Vehicle and Handheld Radio Replacement ²		165,187	-	Fund Balance
TOTAL		\$273,912	\$-	

¹ Request for salary and benefits budget of 1.0 full time equivalent (FTE) position.

² Purchase was approved in the FY 22-23 budget via supplemental requests. Unspent prior year supplemental request is re-requested along with an additional \$8,013 for the current year expense.



Vehicle/Equipment Replacement Fund

- Request of prior year savings available due to timing of expense

Item	CIP No.	Budget Amendment	CIP Amendment	Revenue Source
Police Motorola Vehicle and Handheld Radio Replacement ¹	-	\$221,345	-	Prior Year Savings
TOTAL		\$221,345	\$-	

¹ Purchase was approved in the FY 21-22, FY 22-23, and FY 23-24 budgets via supplemental requests. Unspent prior year supplemental requests is re-requested for the current year expense.

Summary of Changes

- Budget amendments requested

Fund	Budget Amendment	CIP Amendment
General Fund	\$273,912	\$-
Vehicle/Equipment Replacement Fund	221,345	-
TOTAL	\$495,257	\$-

Recommended Action

- Approve an ordinance authorizing certain budget amendments pertaining to the Fiscal Year 2023-2024 Budget



ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF SACHSE, TEXAS (“CITY”),
AUTHORIZING CERTAIN BUDGET AMENDMENTS PERTAINING TO THE
FISCAL YEAR 2023-2024 BUDGET; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the City is required by the City Charter to approve a budget amendment by ordinance and upon approval such amendment shall become an attachment to the original budget; and

WHEREAS, a budget amendment has been prepared for certain appropriations and expenditures in the 2023-2024 Budget and submitted to the City Council for approval and a true and correct copy is attached as Exhibit A; and

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

SECTION 1. Pursuant to the City Charter requirements of the City of Sachse, Texas, in the year 2023-2024, a Budget Amendment attached as Exhibit A is hereby authorized and approved.

SECTION 3. This Ordinance shall take effect immediately from and after its passage as the law in such cases provides.

PASSED AND APPROVED by the City Council of the City of Sachse, Texas this the 6th day of November, 2023.

APPROVED:

Jeff Bickerstaff, Mayor

DULY ENROLLED:

Leah K Granger, City Secretary

APPROVED AS TO FORM:

Joseph J. Gorfida, Jr., City Attorney
(10-30-2023:TM 4855-8191-4764, v. 1)

EXHIBIT A

City of Sachse Budget Fiscal Year Ending September 30, 2024

Fund	2023-2024 Budget	Budget Amendments			2023-2024 Amended Budget
		Operating Budget	Capital Budget	Total	
General Fund	\$34,249,004	\$273,912		273,912	\$34,522,916
<u>Other Governmental Funds</u>					
2022 Bond Construction Fund	-				-
American Rescue Plan Act Fund	1,166,587				1,166,587
General Capital Projects Fund	13,230,000				13,230,000
Debt Service Fund	7,032,034				7,032,034
Impact Fee Fund	2,120,000				2,120,000
Special Revenue Fund	174,000				174,000
Street Maintenance Tax Fund	1,450,000				1,450,000
Vehicle/Equipment Replacement Fund	417,527	221,345		221,345	638,872
<u>Internal Service Funds</u>					
Health Insurance Fund	80,000				80,000
<u>Enterprise Funds</u>					
Utility Fund	30,561,844				30,561,844
<u>Component Units</u>					
Economic Development Corporation	909,632				909,632
Municipal Development District	886,500				886,500
TIRZ 1 - PGBT	300,000				300,000
TIRZ 2 - The Station	800,000				800,000
TIRZ 3 - Highway 78	800,000				800,000
Total City Budget	\$94,177,128	\$495,257	\$0	\$495,257	\$94,672,385

City of Sachse
Budget Fiscal Year Ending September 30, 2024
Budget Amendment Detail by Fund

General Fund Budget			
Fund	Revenues	Expenses	Rev over Exp
FY 2023-2024 Adopted Budget	\$27,244,426	\$34,249,004	(\$7,004,578) ¹
<u>Other Governmental Funds</u>			
² Communications Strategist (1.0 FTE)	-	108,725	(108,725)
³ Fire-Rescue Motorola Vehicle and Handheld Radio Replacement	-	165,187	(165,187)
Subtotal	-	273,912	(273,912)
FY 2023-2024 Amended Budget	\$27,244,426	\$34,522,916	(\$7,278,490) ⁴

¹ The FY 23-24 budget includes the intention of drawing down excess General Fund balance. Council-authorized fund balance draw-down projects total \$7,120,000. Excluding these one-time, intentional draw-downs, the effective Revenues over Expenditures would be a budget surplus of \$115,422 at budget adoption.

² Communications Strategist (1.0 FTE). Requested budget includes salary and benefits. FY 23-24 effective budget surplus is requested to fund this position. With funding of this budget position, a \$6,697 effective budget surplus would remain. Funding source: Effective budget surplus.

³ Purchase was approved in the FY 22-23 budget via supplemental request. The unspent prior year supplemental request is re-requested along with an additional \$8,013 to match the timing and amount of the actual expense in the current fiscal year. Funding source: Fund Balance.

⁴ The FY 23-24 budget includes the intention of drawing down excess General Fund balance. Council-authorized fund balance draw-down projects total \$7,120,000. Excluding these one-time, intentional draw-downs, and the one-time Fire-Rescue Motorola Vehicle and Handheld Radio Replacement expense, the effective Revenues over Expenditures would be a budget surplus of \$6,697 with approval of the amended budget.

City of Sachse
Budget Fiscal Year Ending September 30, 2024
Budget Amendment Detail by Fund

Vehicle/Equipment Replacement Fund Budget			
Fund	Revenues	Expenses	Rev over Exp
FY 2023-2024 Adopted Budget	\$1,185,976	\$417,527	\$768,449
<u>Other Governmental Funds</u>			
¹ Police Motorola Vehicle and Handheld Radio Replacement	-	221,345	(221,345)
Subtotal	-	221,345	(221,345)
FY 2023-2024 Amended Budget	\$1,185,976	\$638,872	\$547,104

- ¹ Purchase was approved in the FY 21-22, FY 22-23, and FY 23-24 budgets via supplemental requests. Unspent prior year supplemental requests is re-requested for the current year expense. Funding source: Fund Balance.

E. Regular Agenda Items

Subject	6. Discuss updating the 2017 Comprehensive Plan
Meeting	Nov 6, 2023 - City Council Regular Meeting
Access	Public
Type	Discussion

BACKGROUND

The Comprehensive Plan is the City's guiding policy document that sets forth the vision for how the community develops and grows. This document helps to guide long-range decisions for the community as it relates to land use, transportation, infrastructure, and public services, among others. More specifically, the Comprehensive Plan:

- Makes recommendations on the type and character of development/redevelopment appropriate in different areas of the city;
- Recommends and prioritizes policies, actions, and resources to achieve the vision of the plan;
- Serves as a guide for growth (development/redevelopment);
- Provides recommendations to the city in developing future capital budgets; and
- Serves as a guide for zoning recommendations and development regulations.

The existing Comprehensive Plan was adopted in 2017 and has been vital in steering the growth and development of Sachse over the last several years. Typically, comprehensive plans are reviewed and updated every 5-7 years in order for it to remain relevant and reflect current conditions and market trends. The proposed update is intended to be less robust than the 2017 comprehensive planning effort as it is not envisioned to rewrite the entire plan, but to review and refine components of the currently adopted plan.

OVERVIEW

To start the Comprehensive Plan update, staff would anticipate releasing a request for qualifications (RFQ) at the beginning of January for a comprehensive planning consultant. As part of their role, they would be responsible for research, analysis, engagement, advisement, and document creation. City staff would function as project manager and be the liaison between the consultant, City Council, and boards, while also providing support and recommendations on the development of the update. The potential timeline for the update contemplates a kick-off in the Spring of 2024, with public meetings and plan creation to follow. A full schedule and timeline will be provided once a consultant has been selected.

Staff has identified the following components as priorities for the update:

- Future Land Use Plan (FLUP);
- Parks and Facilities (including sidewalks, trails, and pathways);
- Thoroughfare Plan;
- Critical Infrastructure Plan;
- Urban Design, Corridor, and Gateway Plan;
- Market Context and Financial Analysis;
- Neighborhood Integrity; and
- Implementation.

POLICY CONSIDERATIONS

Direction and included components of the Comprehensive Plan update.

RECOMMENDATION

Discuss and provide direction on a Comprehensive Plan update.

File Attachments

[E6. Comp Plan Overview and Proposed Timeline.pdf \(836 KB\)](#)

Comprehensive Plan Update

City Council

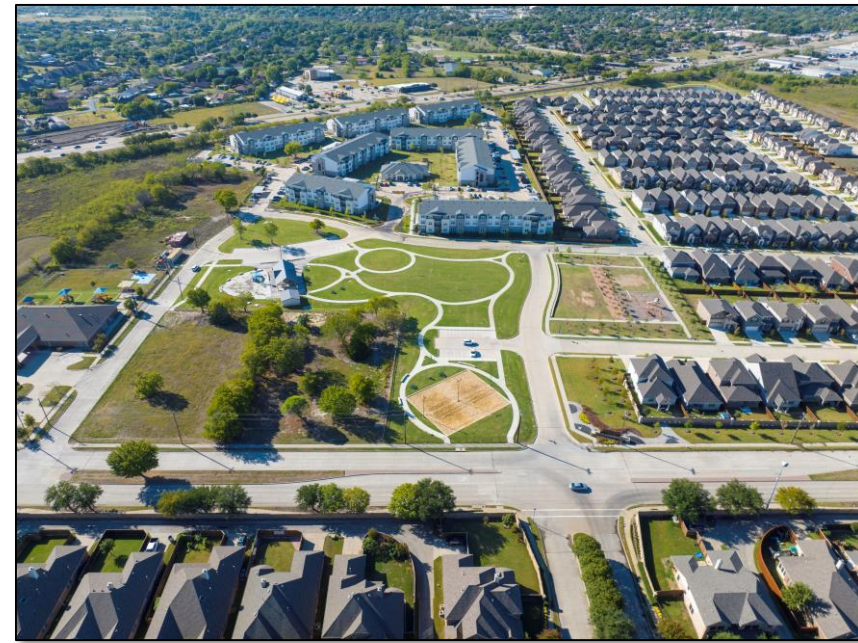
November 6, 2023



The City of
SACHSE

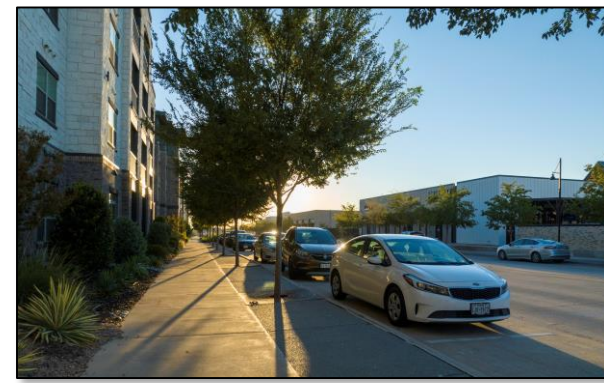
Overview

- Comprehensive Plan recap
 - What is a Comprehensive Plan?
 - Comprehensive Planning in Sachse
 - Key outcomes – 2017 Comprehensive Plan
- Update to the Comprehensive Plan
 - Process and funding
 - Plan components and scope
 - Timeline
- Next steps
- Questions



Comprehensive Plan Recap

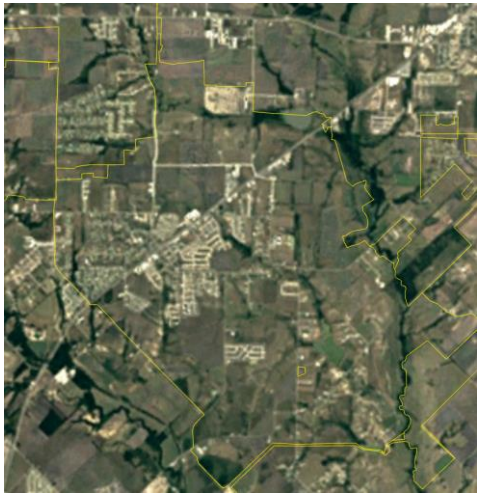
- What is a comprehensive plan?
 - Shared vision
 - Long-range blueprint for City growth
 - Policy guide directing future decision-making
 - CIP, budget, programming, land use decisions
 - Typically updated every 5-7 years
 - Regulated by Texas Local Government Code
 - Zoning regulations must be in accordance with the comprehensive plan
 - Unique to Sachse but contemplates regional context



Comprehensive Plan Recap

- Comprehensive planning in Sachse

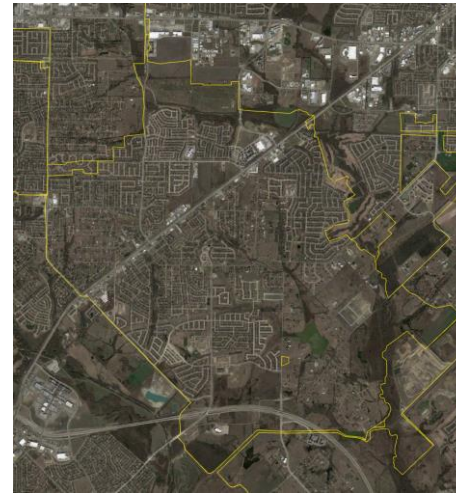
- 1986 – first comprehensive plan adopted (pop. 3k)
- 1991 – thoroughfare and future land use plan adopted (pop. 5.5k)
- 2001 – comprehensive plan update adopted (pop. 10.5k)
- 2017 – current comprehensive plan adopted (pop. 24k)



Sachse 1986



Sachse 2001



Sachse 2017



Sachse 2023

Key outcomes – 2017 Comprehensive Plan

■ Delivers on the adopted Sachse Strategic Plan

○ Infrastructure:

- PGBT water tower
- South water main loop
- Alexander St. improvements
- Merritt Rd. improvements initiated
- Regional drainage detention in the 5th Street District
- Bunker Hill Sewer
- Stormwater/drainage utility services program created
- Sable Hills public infrastructure

○ Financial Stewardship:

- Creation of Municipal Development District (MDD)
- Creation of TIRZ #2 and a Public Improvement District (PID) for The Station
- Initiated update to impact fee ordinance



Key outcomes – 2017 Comprehensive Plan

- Quality of Life:
 - Heritage Park improvements
 - The Commons Park
 - JK Sachse Park
 - Community Center
 - MOU for regional trail through NTMWD property
 - Substandard building program established
 - Improvements to all neighborhood parks through MDD funding
- Quality Development:
 - PGBT / Old Town District zoning and land use create adjacency predictability
 - The Station mixed-use development (live, work play)
 - Evolve Biologics
 - Building material standards included in developer agreements for incentives
- Excellent Government Services:
 - Local Business Grant program created
 - Rental registration program
 - Neighborhood Improvement Partnership Program
 - Creation of TIRZ #3 in 2021 to improve the Hwy 78 Corridor
 - Streamlined development process



Process and Funding

- City to hire comprehensive planning consultant after RFQ process
 - Role of consultant:
 - Research, analysis, engagement, advisement, document creation
- City staff to function as project manager
 - Liaison between consultant, City Council, etc.
 - Provide support including key input, local and regional context, data, etc.
 - Review and make recommendations
- P&Z to make recommendation on comprehensive plan approval (Charter requirement)
- Final comprehensive plan approval/adoption by City Council
- Jointly funded by EDC/City in the adopted FY2024 budget

Plan Components and Scope

- 2023 Comprehensive Plan update less robust than 2017 effort
 - Update envisioned to review and refine currently adopted plan
 - Much of the heavy lifting done in 2017
 - Opportunities for public engagement throughout the process

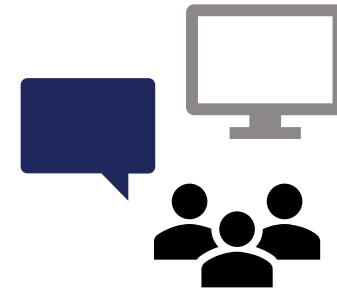
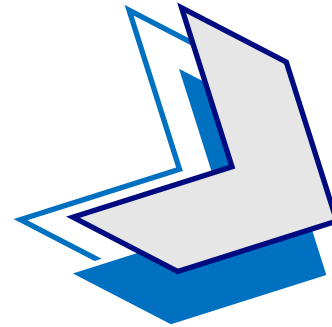
- Components of update:

- Future land use
- Master thoroughfare plan
- Market context and fiscal analysis
- Parks and facilities
- Sidewalks, trails, pathways
 - Connectivity of citywide trail system
- Neighborhood integrity
- Urban design
- Corridor / gateway planning
- Wayfinding
- Critical infrastructure
- Implementation
 - Costs
 - Prioritization
 - Funding mechanisms



Timeline

- November 2023 – Comprehensive Plan discussion
- January 2024 – RFQ released
- February/March 2024 – Consultant selected
- Staff will return to City Council with refined Comprehensive Plan calendar and timeline after consultant selection



Opportunities for public engagement throughout the process

Next Steps

- City Council direction on Comprehensive Plan update
- If City Council wishes to move forward staff will prepare and post an RFQ to identify a consultant for this project and make a recommendation



Questions?



F. Executive Session

Subject	1. The City Council shall convene into Executive Session pursuant to Texas Government Code Section §551.087 Economic Development Deliberations: Deliberate the offer of a financial or other incentive relating to the development of Project Mockingbird.
Meeting	Nov 6, 2023 - City Council Regular Meeting
Access	Public
Type	Closed Session

F. Executive Session

Subject	2. The City Council shall convene into Executive Session pursuant to Texas Government Code Section §551.087 Economic Development Deliberations: Deliberate the offer of a financial or other incentive relating to the development of Project Red Fox.
Meeting	Nov 6, 2023 - City Council Regular Meeting
Access	Public
Type	Closed Session

G. Regular Agenda Items / Meeting Closing

Subject	1. Take any action as a result of Executive Session - deliberate the offer of a financial or other incentive relating to the development of Project Mockingbird.
Meeting	Nov 6, 2023 - City Council Regular Meeting
Access	Public
Type	Action,Discussion

G. Regular Agenda Items / Meeting Closing

Subject	2. Take any action as a result of Executive Session - deliberate the offer of a financial or other incentive relating to the development of Project Red Fox.
Meeting	Nov 6, 2023 - City Council Regular Meeting
Access	Public
Type	Action,Discussion