



Sachse, Texas

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

Meeting Agenda City Council

Monday, November 4, 2013

7:30 PM

Council Chambers

The City Council of the City of Sachse will hold a Regular Meeting on Monday, November 4, 2013, at 7:30 p.m. in the Council Chambers at the Sachse City Hall, 3815 Sachse Road, Building B, Sachse, Texas to consider the following items of business:

Invocation and Pledges of Allegiance to U.S. and Texas Flags.

A. Pledge of Allegiance to the Flag of the United States of America: I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands: one nation under God, indivisible, with liberty and justice for all.

B. Pledge of Allegiance to the Texas State Flag: Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.

1. CONSENT AGENDA.

1.a ALL ITEMS LISTED ON THE CONSENT AGENDA WILL BE CONSIDERED BY THE CITY COUNCIL AND WILL BE ENACTED BY ONE MOTION, THERE WILL BE NO SEPARATE DISCUSSION OF THESE ITEMS UNLESS A COUNCIL MEMBER OR CITIZEN SO REQUESTS.

[13-1862](#) Consider approval of the minutes of the October 21, 2013, regular meeting.

Executive Summary
Minutes from the recent Council meeting.

Attachments: [Min. 10.21.13.pdf](#)

[13-1863](#) Consider approval of the minutes of the October 23, 2013, special meeting.

Executive Summary
Minutes from the recent Council meeting.

Attachments: [Min.SP.10.23.13.pdf](#)

[13-1860](#) Consider receiving the Monthly Revenue and Expenditure Report for the period ending September 30, 2013.

Executive Summary
The Finance Department will prepare a report each month to

update the City Council regarding revenue and expenditures for the City. The attached report is for the month ended September 30, 2013.

Attachments: [GF 9-30-2013 Budget Report.pdf](#)
[UF 9-30-2013 Budget Report.pdf](#)
[DS 9-30-2013 Budget Report.pdf](#)
[SEDC 9-30-2013 Budget Report.pdf](#)

- [13-1864](#) Consider the acceptance of the resignation of Barbara Johnson from the Animal Shelter Board.

Executive Summary

Ms. Johnson has resigned her seat on the Animal Shelter Board.

Attachments: [Barbara Johnson resignation.pdf](#)

- [13-1875](#) Consider a resolution of the City Council of the City of Sachse, Texas, approving the terms and conditions of the agreement for professional services between the City of Sachse, Texas, and R-Delta Engineers, Inc.

Executive Summary

This contract will enable the engineering consultant, R-Delta Engineers, to begin final engineering for sanitary sewer improvements in the southeast section of the city, including a third sanitary sewer connection to the City of Garland sewer system, an 8-inch trunk sewer main along Pleasant Valley Road, and a 24-inch trunk sewer main from Garland to the north side of the President George Bush Turnpike.

Attachments: [RESO approving R-Delta Engineers Agreement for Professional Services Agreement for Professional Services - R-Delta - 3rd Sewer Connection Revised Third Sewer Connection Layout](#)

- [13-1876](#) Consider a resolution of the City Council of the City of Sachse, Texas, approving the terms and conditions of the agreement for professional services between the City of Sachse, Texas, and BW2 Engineers, Inc.

Executive Summary

This contract will enable the engineering consultant, BW2 Engineer, to begin engineering design for the construction of the southern two lanes of Ranch Road from Harlan Drive to Clearmeadow Lane. This project, once constructed, will complete Ranch Road as a four-lane divided thoroughfare from Dewitt Road to State Highway 78.

Attachments: [Sachse RESO approving BW2 Engineers Agreement for Professional Services Agreement for Professional Services - BW2 - Ranch Road Exhibit B - Project Limits](#)

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

[13-1874](#) Proclamation Declaring November 15, 2013 as America Recycles Day.

Executive Summary

Proclamation for America Recycles Day on November 15, 2013.

Attachments: [Proc. America Recycles.pdf](#)

[13-1861](#) Staff briefing by the Director of Finance.

Executive Summary

Department Heads provide the City Council with periodic updates on activities in various city departments. This month the Director of Finance will update the Council on activities in the Finance Department.

Attachments: [CityCouncilBriefingNovember 4.pdf](#)

3. CITIZEN INPUT.

The public is invited at this time to address the Council. The Mayor will ask you to come to the Microphone and state your name and address for the record. If your remarks pertain to a specific Agenda item, please hold them until that item, at which time the Mayor may solicit your comments.

The City Council is prohibited from discussing any item not on the posted agenda according to the Texas Open Meetings Act.

4. REGULAR AGENDA ITEMS.

[13-1878](#) Discuss the application and requirements for the City of Sachse \$1,000.00 scholarship sponsored by Allied Waste.

Executive Summary

Allied Waste is providing \$1,000 to the City of Sachse to be used for a scholarship for the upcoming Fall of 2014 college semester. The scholarship would be awarded to a High School Senior that is a resident of Sachse. The City of Sachse City Council will be discussing some of the requirements students will have to meet to be eligible for the scholarship. The Council will also discuss the application process including deadlines and award dates.

Attachments: [CityofSachseAlliedScholarship2013](#)
[AlliedWasteContract](#)

- [13-1859](#) Consider a resolution of the City Council of the City of Sachse, Texas, adopting the City of Sachse, Sachse Economic Development Corporation, and President George Bush Turnpike Reinvestment Zone Tax Increment Investment Policy ("Sachse Investment Policy") attached hereto as Exhibit "A"; declaring that the City Council has completed its review of the Investment Policy and investment strategies of the City and that Exhibit "A" records any changes to either the Investment Policy or investment strategies; providing a repealing clause; providing a severability clause; and providing for an effective date.

Executive Summary

To ensure that the City's policy document is in conformance with the Public Funds Investment Act, City policy and to provide a viable framework for the City to utilize in structuring an effective investment policy, it is required that the Investment Policy of the City of Sachse be reviewed and approved by City Council on an annual basis.

Attachments: [Explanation of Changes 2013.pdf](#)
[Investment Policy 2013 Proposed with markup.pdf](#)
[51SACHSE Resolution Approving Investment Policy 2013.pdf](#)
[Presentation Inv Policy Changes 2013.pdf](#)

- [13-1865](#) Consider appointments to Boards and Commissions.

Executive Summary

Council to make the annual appointments to the City's Boards and Commissions.

Attachments: [B&C applications.pdf](#)
[B&C Board lists.pdf](#)
[B&C attendance.pdf](#)

- [13-1877](#) Discuss Railroad Quiet Zone Update.

Executive Summary

Staff will provide an update on the Quiet Zone project for the City of Sachse.

Attachments: [QUIET ZONE UPDATE COLOR PDF](#)

- [13-1881](#) The City Council shall convene into Executive Session pursuant to the TEXAS GOVERNMENT CODE, Section § 551.072 deliberation

regarding real property; discussion of potential leasing of land located southeast of the intersection of Sachse Road and Country Club Drive in Sachse, Texas.

Consider any action necessary as a result of executive session.

Executive Summary

Closed Executive Session as provided by State Law.

[13-1880](#)

Adjourn to Executive Session pursuant to the provisions of the Texas Government Code, Section 551.074 relating to personnel matters: Discuss duties of the City Manager.

Consider any action necessary as a result of Executive Session.

Executive Summary

Discuss performance expectations and personnel matters related to the City Manager.

5. ADJOURNMENT.

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

The City of Sachse reserves the right to reconvene, recess or realign the regular session or called Executive Session or order of business at any time prior to adjournment. Note: The Sachse City Council reserves the right to convene into Executive Session pursuant to the Texas Government Code, Title 5, Chapter 551 regarding posted items on the regular meeting agenda.

State law prohibits the introduction or discussion of any item of business not posted at least seventy-two (72) hours prior to the meeting time. Therefore, during Citizen Input for example, the Council is prohibited by state law to deliberate or take action on any issues introduced by the public other than to take them under advisement. Posted: November 1, 2013; 5:00 p.m.
Terry Smith, City Secretary _____.

If you plan to attend this public meeting and you have a disability that requires special arrangements at the meeting, please contact Terry Smith, City Secretary, at (972) 495-1212, 48 business hours prior to the scheduled meeting date. Reasonable accommodations will be made to assist your needs.



Legislation Details (With Text)

File #: 13-1862 **Version:** 1 **Name:** Consider approval of the minutes of the October 21, 2013, regular meeting.

Type: Agenda Item **Status:** Agenda Ready

File created: 10/24/2013 **In control:** City Council

On agenda: 11/4/2013 **Final action:**

Title: Consider approval of the minutes of the October 21, 2013, regular meeting.

Executive Summary
Minutes from the recent Council meeting.

Sponsors:

Indexes:

Code sections:

Attachments: [Min. 10.21.13.pdf](#)

Date	Ver.	Action By	Action	Result
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Title

Consider approval of the minutes of the October 21, 2013, regular meeting.

Executive Summary

Minutes from the recent Council meeting.

Background

Minutes from a recent Council meeting on October 21, 2013, for review and approval.

Policy Considerations

Not applicable.

Budgetary Considerations

Not applicable.

Staff Recommendations

Approval of the minutes of the October 21, 2013, regular meeting, as a Consent Agenda Item.

REGULAR MEETING
OF THE
CITY COUNCIL OF THE CITY OF SACHSE

OCTOBER 21, 2013

The City Council of the City of Sachse held a Regular Meeting on Monday, October 21, 2013 at 7:30 p.m. at the Sachse City Hall after proper notice. The roll of the duly constituted City Council Members was called which members are as follows, to wit:

Mayor Mike Felix
Mayor Pro Tem Bill Adams
Councilman Charles Ross
Councilman Brett Franks
Councilman Todd Ronnau
Councilman Cullen King
Councilman Jeff Bickerstaff

and all were present except Councilman Ronnau.

Staff present: City Manager Billy George, City Secretary Terry Smith, Project Coordinator Denise Vice, Community Development Director Marc Kurbansade, Police Chief Dennis Veach, Human Resources Manager Laura Morrow, Parks and Recreation Director Lance Whitworth, Library Manager Mignon Morse, City Engineer Greg Peters, Sachse EDC Director Carlos Vigil, Public Works Director Joe Crase, Finance Director Teresa Savage, Fire Chief Rick Coleman.

Invocation and Pledge of Allegiance to U.S. and Texas Flags:

The invocation was offered by Councilman Franks and the pledges were led by Councilman Ross.

1. Consent Agenda:

Councilman Ross requested to pull agenda Item No. 13-1842 for discussion.

Councilman Ross moved to approve the Consent Agenda consisting of: 13-1844 Consider approval of the minutes of the October 7, 2013, regular meeting; and 13-1854 Consider approval of the minutes of the October 16, 2013, special meeting. The motion was seconded by Councilman King and passed unanimously.

13-1842 Consider a resolution of the City Council of the City of Sachse, Texas, amending the Sachse Public Library Circulation Policy.

Following Discussion, Councilman Ross moved to approve Resolution No. 3537 amending the Sachse Public Library Circulation Policy with the change as noted (correction to the date in the 3rd paragraph in the resolution to October 14, 2013). The motion was seconded by Councilman Bickerstaff and passed unanimously.

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

13-1845 Recognition of service to the City for Charlie Ross.

13-1856 Staff briefing by the Fire Chief.

Councilman Franks stated the Sachse Historical Society will conduct a Veterans Day event on November 2nd, and they are accepting items that have military significance on loan for the event. He also noted the Pumpkin Prowl on October 26th at Salmon Park, which includes a costume contest and bounce house. And on October 26th at 2:00 p.m. is the Police Department's annual drug take back program.

Councilman King thanked the City for the services of the staff at Fallfest including the Parks Department, traffic control and the Police Department.

Mayor Felix thanked the visitors at Fallfest as the Lion's Club sold out of turkey legs and sausage.

Mayor Po Tem Adams noted the Sachse High School Football Team is undefeated with 8 wins and 0 losses. They beat Garland last Friday night. The GISD invited the City Council to the Press Box for the game and they had a good visit and good food.

Mayor Felix stated the constitutional Amendment Election is November 5th and early voting is currently being conducted.

3. Citizen Input:

No comments were made.

4. Regular Agenda Items:

13-1839 Approve a resolution of the City Council of the City of Sachse, Texas, establishing positions for two youths who shall serve as non-voting advisor members on the Sachse Parks and Recreation Board; establishing guidelines for the youth advisors.

Following discussion, Mayor Pro Tem Adams moved to approve Resolution No. 3538 establishing positions for two youths who shall serve as non-voting advisor members on the Sachse Parks and Recreation Board; establishing guidelines for the youth advisors. The motion was seconded by Councilman King and carried unanimously.

13-1840 Discuss changes to the public transportation services in Collin County:

Lance Whitworth briefed the Council on the matter. Following discussion, no formal Council action was taken.

13-1843 Discuss provisions in Chapter 3, Building Regulations pertaining to permitted fence materials:

Community Development Director Kurbansade briefed the Council on the matter. Following discussion, no formal Council action was taken.

13-1850 Discuss the potential extension of Country Club Drive to the south of Sachse Road:

Community Development Director Kurbansade briefed the Council on the matter. Following discussion, no formal Council action was taken.

13-1853 Discuss State Highway 78 Visioning Process:

Community Development Director Kurbansade briefed the Council on the matter. Following discussion, no formal Council action was taken.

13-1851 The City Council shall convene into Executive Session pursuant to the TEXAS GOVERNMENT CODE, Section § 551.072 deliberation regarding real property; discussion of potential leasing of land located southeast of the intersection of Sachse Road and Country Club Drive in Sachse, Texas: Consider any action necessary as a result of executive session:

13-1852 Adjourn to Executive Session pursuant to the provisions of the Texas Government Code, Section 551.074: To discuss the annual evaluation of the City Manager: Consider any action necessary as a result of Executive Session regarding the annual evaluation of the City Manager:

At 9:55 p.m. Councilman Franks moved to recess to executive session. The motion was seconded by Councilman Ross and carried unanimously.

At 12:06 a.m. Mayor Pro Tem Adams moved to return to open session. The motion was seconded by Councilman Franks and carried unanimously.

13-1851 Consider any action necessary as the result of executive session:

Mayor Felix stated no action was being taken.

13-1852 Consider any action necessary as the result of executive session:

Councilman Bickerstaff moved to increase the City Manager's base salary by 4%. The motion was seconded by Councilman Ross and carried unanimously.

5. Adjournment:

There being no further business, Mayor Pro Tem Adams made a motion to adjourn. The motion was seconded by Councilman King and carried unanimously. The meeting adjourned at 12:08 a.m.

ATTEST:

APPROVED:

CITY SECRETARY

MAYOR



Legislation Details (With Text)

File #: 13-1863 **Version:** 1 **Name:** Consider approval of the minutes of the October 23, 2013, special meeting.

Type: Agenda Item **Status:** Agenda Ready

File created: 10/24/2013 **In control:** City Council

On agenda: 11/4/2013 **Final action:**

Title: Consider approval of the minutes of the October 23, 2013, special meeting.

Executive Summary
Minutes from the recent Council meeting.

Sponsors:

Indexes:

Code sections:

Attachments: [Min.SP.10.23.13.pdf](#)

Date	Ver.	Action By	Action	Result
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Title

Consider approval of the minutes of the October 23, 2013, special meeting.

Executive Summary

Minutes from the recent Council meeting.

Background

Minutes from a recent Council meeting on October 23, 2013, for review and approval.

Policy Considerations

Not applicable.

Budgetary Considerations

Not applicable.

Staff Recommendations

Approval of the minutes of the October 23, 2013, special meeting, as a Consent Agenda Item.

**SPECIAL MEETING
OF THE
CITY COUNCIL OF THE CITY OF SACHSE**

OCTOBER 23, 2013

The City Council of the City of Sachse held a Special Meeting on Wednesday October 23, 2013, at 6:30 p.m. at the Sachse City Hall after proper notice. The roll of the duly constituted City Council members was called which members are as follows, to wit:

Mayor Mike Felix
Mayor Pro Tem Bill Adams
Councilman Charles Ross
Councilman Brett Franks
Councilman Todd Ronnau
Councilman Cullen King
Councilman Jeff Bickerstaff

and all were present except Councilman Ronnau.

Staff present: City Secretary Terry Smith.

1. Open Special Meeting: Mayor Felix opened the special meeting at 6:30 p.m.

2. Agenda Items:

13-1846 Conduct interviews for board and commission applicants:

Interviews were conducted with Billy Ketner, Suzanne Politz, Marcia Harris-Daniel, Jose Aguilar, Erica Gotez, Ed Ferren, Nieves Marquez, and Kevin Quinn.

3. Adjournment:

There being no further business, Mayor Felix adjourned the meeting at 8:05 p.m.

APPROVED:

ATTEST:

MAYOR

CITY SECRETARY



Legislation Details (With Text)

File #: 13-1860 **Version:** 1 **Name:** Monthly Revenue and Expenditure Report for September 2013
Type: Agenda Item **Status:** Agenda Ready
File created: 10/23/2013 **In control:** City Council
On agenda: 11/4/2013 **Final action:**

Title: Consider receiving the Monthly Revenue and Expenditure Report for the period ending September 30, 2013.

Executive Summary

The Finance Department will prepare a report each month to update the City Council regarding revenue and expenditures for the City. The attached report is for the month ended September 30, 2013.

Sponsors:

Indexes:

Code sections:

- Attachments:** [GF 9-30-2013 Budget Report.pdf](#)
[UF 9-30-2013 Budget Report.pdf](#)
[DS 9-30-2013 Budget Report.pdf](#)
[SEDC 9-30-2013 Budget Report.pdf](#)

Date	Ver.	Action By	Action	Result
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Title

Consider receiving the Monthly Revenue and Expenditure Report for the period ending September 30, 2013.

Executive Summary

The Finance Department will prepare a report each month to update the City Council regarding revenue and expenditures for the City. The attached report is for the month ended September 30, 2013.

Background

Included in the report are unaudited summaries for the General Fund, Utility Fund, Debt Service Fund, and Sachse Economic Development Corporation, for the period ended September 30, 2013.

Policy Considerations

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

Budgetary Considerations

N/A

Staff Recommendations

Staff recommends that the City Council receive the Monthly Revenue and Expenditure Report for the period ending September 30, 2013 as a Consent Agenda item.

City of Sachse
 Monthly Revenue and Expenditure Report
 September 30, 2013
 (Unaudited)

GENERAL FUND

100% of Year Completed

	Annual Budget	Current Month Actual	Actual YTD	YTD Actual as a Percent of Budget	Note Reference 100%
Revenue Summary					
Property Tax	\$ 7,036,517	\$ 32,549	\$ 7,060,996	100.35%	
Sales Tax	833,553	61,386	843,161	101.15%	
Franchise Fees	1,385,412	119,824	1,372,411	99.06%	A
Licenses and Permits	323,775	73,917	484,191	149.55%	
Service Fees	734,341	74,454	852,059	116.03%	A
Fines	330,000	15,955	319,652	96.86%	
Interest Income	5,000	463	6,050	121.01%	
Miscellaneous Income	143,097	14,325	158,191	110.55%	
Intergovernmental Revenue	960,271	79,988	959,856	99.96%	
Total Revenue	\$ 11,751,966	\$ 472,860	\$ 12,056,567	102.59%	
Expenditure Summary					
City Manager	\$ 309,558	\$ 20,584	\$ 296,577	95.81%	A
City Secretary	171,241	28,514	166,902	97.47%	A
Human Resources	248,104	14,866	213,475	86.04%	
Finance	478,268	21,707	412,882	86.33%	
Municipal Court	166,610	16,162	162,577	97.58%	
Parks & Recreation	762,643	79,802	746,755	97.92%	A
Senior Programs	104,312	8,209	99,869	95.74%	
Library Services	291,436	18,366	282,231	96.84%	
Community Development	603,315	43,690	587,684	97.41%	
Streets & Drainage	1,138,483	97,368	1,128,846	99.15%	
Facility Maintenance	336,581	26,296	283,424	84.21%	A
Police	3,262,153	208,013	3,121,695	95.69%	A
Animal Control	137,201	11,525	135,019	98.41%	
Fire/EMS	2,282,631	170,820	2,101,100	92.05%	A
Combined Services	1,176,674	64,154	1,094,442	93.01%	
City Engineer	274,155	19,408	216,519	78.98%	
Total Expenditures	\$ 11,743,365	\$ 849,483	\$ 11,049,997	94.10%	
Total Revenue Over/Under Expenses	\$ 8,601	\$ (376,623)	\$ 1,006,569		

Explanation of Major Variances:

A Budget Amendments approved 7/1/2013 and 9/3/2013 included

City of Sachse
 Monthly Revenue and Expenditure Report
 September 30, 2013
 (Unaudited)

UTILITY FUND

100% of Year Completed

	Annual Budget	Current Month Actual	Actual YTD	YTD Actual as a Percent of Budget	Note Reference 100%
Revenue Summary					
Water Revenue	\$ 4,062,949	\$ 622,001	\$ 4,069,592	100.16%	
Sewer Revenue	2,974,582	263,943	2,940,018	98.84%	
Fees	150,900	19,482	190,987	126.57%	
Impact Fees	120,000	80,305	217,605	181.34%	A
Interest Income	3,500	412	3,934	112.41%	
Miscellaneous Income	1,200	-	95	7.92%	
Total Revenue	\$ 7,313,131	\$ 986,143	\$ 7,422,231	101.49%	
Expenditure Summary					
Utility Administration	\$ 250,758	\$ 15,091	\$ 224,791	89.64%	
Water Operations	3,823,654	311,269	3,776,996	98.78%	
Sewer Operations	2,934,366	232,653	2,621,941	89.35%	
Meter Reading	121,994	6,005	128,365	105.22%	B
Total Expenditures	\$ 7,130,772	\$ 565,018	\$ 6,752,092	94.69%	
Total Revenue Over/Under Expenses	\$ 182,359	\$ 421,124	\$ 670,139		

Explanation of Major Variances:

- A** Year-to-date Impact Fees are at 181% of budget compared to 76% in the previous year.
- B** Water Meters purchased are at 133% of budget; includes new services.

Monthly Revenue and Expenditure Report
September 30, 2013
(Unaudited)

Debt Service Fund

100% of Year Completed

	Annual Budget	Current Month Actual	Actual YTD	YTD Actual as a Percent of Budget	Note Reference 100%
Revenue Summary					
Property Tax	\$ 2,492,137	\$ 9,947	\$ 2,502,651	100.42%	
Interest Income	500	82	1,735	347.02%	
Total Revenue	\$ 2,492,637	\$ 10,029	\$ 2,504,386	100.47%	
Expenditure Summary					
Fees	\$ 1,000	\$ -	\$ 823	82.33%	
Principal	1,035,000		1,035,000	100.00%	
Interest	1,830,446	907,576	1,830,446	100.00%	
Total Expenditures	\$ 2,866,446	\$ 907,576	\$ 2,866,270	99.99%	
Total Revenue Over/Under Expenses	\$ (373,809)	\$ (897,547)	\$ (361,884)		

City of Sachse
 Monthly Revenue and Expenditure Report
 September 30, 2013
 (Unaudited)

SACHSE ECONOMIC DEVELOPMENT CORPORATION

100% of Year Completed

	Annual Budget	Current Month Actual	Actual YTD	YTD Actual as a Percent of Budget	Note Reference 100%
Revenue Summary					
Sales Tax	\$ 410,273	\$ 30,693	\$ 413,911	100.89%	A
Interest Income	7,500	229	6,984	93.12%	
Total Revenue	\$ 417,773	\$ 30,922	\$ 420,895	100.75%	
Expenditure Summary					
Expenditures	485,866	28,064	239,032	49.20%	
Total Expenditures	\$ 485,866	\$ 28,064	\$ 239,032	49.20%	
Total Revenue Over/Under Expenses	\$ (68,093)	\$ 2,858	\$ 181,863		

Explanation of Major Variances:

A Current year sales tax is \$413,911 compared to \$380,664 previous year



Legislation Details (With Text)

File #: 13-1864 **Version:** 1 **Name:** Consider the acceptance of the resignation of Barbara Johnson from the Animal Shelter Board.

Type: Agenda Item **Status:** Agenda Ready

File created: 10/24/2013 **In control:** City Council

On agenda: 11/4/2013 **Final action:**

Title: Consider the acceptance of the resignation of Barbara Johnson from the Animal Shelter Board.

Executive Summary
Ms. Johnson has resigned her seat on the Animal Shelter Board.

Sponsors:

Indexes:

Code sections:

Attachments: [Barbara Johnson resignation.pdf](#)

Date	Ver.	Action By	Action	Result
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Title

Consider the acceptance of the resignation of Barbara Johnson from the Animal Shelter Board.

Executive Summary

Ms. Johnson has resigned her seat on the Animal Shelter Board.

Background

Animal Shelter Board Member Barbara Johnson has resigned her seat on the Board. She will be recognized for her service at a future meeting. Staff has advertised for the vacancy.

Policy Considerations

None.

Budgetary Considerations

None.

Staff Recommendations

Acceptance of the resignation of Barbara Johnson from the Animal Shelter Board, as a Consent Agenda Item.

Terry Smith

From: Barbara Johnson [babsisachse@yahoo.com]
Sent: Monday, October 21, 2013 8:15 AM
To: Terry Smith
Cc: Dennis Veach
Subject: Resignation

Mr. Smith:

It is with regret that I am writing to inform you of my decision to resign my position on the Animal Shelter Board, effective immediately.

My other commitments have become too great for me to be able to fulfill the requirements of my position on the Board, and I feel it is best for me to make room for someone with the time and energy to devote to the job.

Regretfully
Barbara Johnson
6503 Creek Crossing Lane
Sachse, TX 75048



Legislation Details (With Text)

File #: 13-1875 **Version:** 1 **Name:** Consider a resolution authorizing the City Manager of Sachse to execute a contract

Type: Agenda Item **Status:** Agenda Ready

File created: 10/28/2013 **In control:** City Council

On agenda: 11/4/2013 **Final action:**

Title: Consider a resolution of the City Council of the City of Sachse, Texas, approving the terms and conditions of the agreement for professional services between the City of Sachse, Texas, and R-Delta Engineers, Inc.

Executive Summary

This contract will enable the engineering consultant, R-Delta Engineers, to begin final engineering for sanitary sewer improvements in the southeast section of the city, including a third sanitary sewer connection to the City of Garland sewer system, an 8-inch trunk sewer main along Pleasant Valley Road, and a 24-inch trunk sewer main from Garland to the north side of the President George Bush Turnpike.

Sponsors:

Indexes:

Code sections:

Attachments: [RESO approving R-Delta Engineers Agreement for Professional Services Agreement for Professional Services - R-Delta - 3rd Sewer Connection Revised 10-28-13 Third Sewer Connection Layout](#)

Date	Ver.	Action By	Action	Result
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Title

Consider a resolution of the City Council of the City of Sachse, Texas, approving the terms and conditions of the agreement for professional services between the City of Sachse, Texas, and R-Delta Engineers, Inc.

Executive Summary

This contract will enable the engineering consultant, R-Delta Engineers, to begin final engineering for sanitary sewer improvements in the southeast section of the city, including a third sanitary sewer connection to the City of Garland sewer system, an 8-inch trunk sewer main along Pleasant Valley Road, and a 24-inch trunk sewer main from Garland to the north side of the President George Bush Turnpike.

Background

The City of Sachse previously had a contract with R-Delta Engineers for the preliminary engineering design of a sanitary sewer system in the southeast section of the city. The preliminary design included a route study, design recommendations, and preliminary engineering plans for a third sanitary sewer connection to Garland and associated sewer mains. The preliminary design was completed in August of this year. A map of the proposed sewer alignments resulting from the study is attached as Exhibit "B".

The project is now ready to move forward into final design and the development of construction documents. The scope of the project will include a metering station at the connection point to the City of Garland sewer system, an aerial crossing of Rowlett Creek, approximately 5,310 linear feet of 24" sanitary sewer trunk main from Rowlett Creek to the North side of the President George Bush Turnpike, and approximately 2,025 linear feet of 8" sanitary sewer main in the Pleasant Valley Road Right-of-way South of the President George Bush Turnpike.

Policy Considerations

The design contract encompasses three separate sanitary sewer projects that are included in the City's Capital Improvements Plan, which include the third sewer connection to Garland, the 8-inch trunk main in Pleasant Valley Road, and the 24-inch trunk main from the City of Garland to the north side of the President George Bush Turnpike.

Budgetary Considerations

The Capital Improvement Program has a remaining budget of \$161,700.00 for the design of the third sanitary sewer connection to the City of Garland, including \$70,000.00 allocated to the project in the 2013-2014 fiscal year budget. The consultant fee is \$161,700.00.

Staff Recommendations

Staff recommends approval of a resolution of the City Council of the City of Sachse, Texas, approving the terms and conditions of the agreement for professional services between the City of Sachse, Texas, and R-Delta Engineers, Inc. as a Consent Agenda Item.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SACHSE, TEXAS, APPROVING THE TERMS AND CONDITIONS OF THE AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN THE CITY OF SACHSE, TEXAS, AND R-DELTA ENGINEERS, INC.; AUTHORIZING ITS EXECUTION BY THE CITY MANAGER; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council has been presented with a proposed Agreement for Professional Services (herein the "Agreement") between the City of Sachse, Texas, and R-Delta Engineers, Inc. for engineering services related to Sanitary Sewer Design in the City of Sachse, including: the design of an aerial sanitary sewer crossing new Rowlett Creek and Miles Road, a gravity sewer main from the aerial crossing to the Northeast corner of the Right-of-Way at Miles Road and the President George Bush Toll Road, and a gravity sewer in the Pleasant Valley Right-of-Way South of the President George Bush Toll Road, and being further described in Exhibit "A" attached hereto; and

WHEREAS, upon full review and consideration of the Agreement, and all matters related thereto, the City Council is of the opinion and finds that the terms and conditions thereof should be approved, and that the City Manager should be authorized to execute the Agreement on behalf of the City of Sachse, Texas;

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

SECTION 1. The terms, provisions, and conditions of the Agreement for Professional Services, a copy of which is attached hereto as Exhibit "A", be and the same are hereby approved.

SECTION 2. The City Manager is hereby authorized to execute the Agreement for Professional Services on behalf of the City, and any amendments or other instruments related thereto.

SECTION 3. This Resolution shall take effect immediately from and after its passage, and it is, accordingly, so resolved.

DULY RESOLVED AND ADOPTED by the City Council of the City of Sachse, Texas,
this ____ day of November, 2013.

CITY OF SACHSE, TEXAS

Mike Felix, Mayor

ATTEST:

Terry Smith, City Secretary

Exhibit "A"
Agreement for Professional Services

(to be attached)

STATE OF TEXAS §
 § **AGREEMENT FOR PROFESSIONAL SERVICES**
COUNTY OF DALLAS §

This agreement (“Agreement”) is made by and between the City of Sachse, Texas (“City”) and R-Delta Engineers, Inc. (the “Professional”) acting by and through their authorized representatives.

Recitals:

WHEREAS, the City desires to engage the services of Professional as an independent contractor and not as an employee in accordance with the terms and conditions set forth in this Agreement; and

WHEREAS, the Professional desires to render professional services for the City for Final Engineering related to Sanitary Sewer Design in the City of Sachse, including: the design of an aerial sanitary sewer crossing near Rowlett Creek and Miles Road, a gravity sewer main from the aerial crossing to the Northeast corner of the Right-of-way at Miles Road and the President George Bush Toll road, and a gravity sewer in the Pleasant Valley Right-of-way South of the President George Bush Toll road (the “Project”) in accordance with the terms and conditions set forth in this Agreement;

NOW THEREFORE, in exchange for the mutual covenants set forth herein and other valuable consideration, the sufficiency and receipt of which is hereby acknowledged, the parties agree as follows:

Article I
Term

1.1 This term of this Agreement shall begin on the last date of execution hereof (the “Effective Date”) and continue until completion of the services provided herein.

1.2 Either party may terminate this Agreement by giving thirty (30) days prior written notice to the other party. In the event of such termination, the Professional shall be entitled to compensation for any services completed to the reasonable satisfaction of the City in accordance with this Agreement prior to such termination.

Article II
Scope of Services

2.1 The Professional shall provide the services specifically set forth in Exhibit “A.”

2.2 The parties acknowledge and agree that any and all opinions provided by the Professional represent the best judgment of the Professional.

2.3 Final Design Documents, Construction Documents, Specifications, Estimates, and other documents, including those in electronic form, prepared by the Professional and its consultants, agents, representatives, and/or employees in connection with the Project are intended for the use and benefit of the City. The Professional and its consultants, agents, representatives, and/or employees shall be deemed the authors of their respective part of said Project documents. Notwithstanding, the City shall own, have, keep and retain all rights, title and interest in and to all Project documents, including all ownership, common law, statutory, and other reserved rights, including copyrights, in and to all such Project documents, whether in draft form or final form, which are produced at its request and in furtherance of this Agreement or the Project. The City shall have full authority to authorize the Contractor, Subcontractors, Sub-subcontractors, City consultants, and material or equipment suppliers to reproduce applicable portions of the Project documents to and for use in their execution of the work or for any other purpose. All materials and reports prepared by the Professional in connection with this Agreement are “works for hire” and shall be the property of the City. The City shall have the right to publish, disclose, distribute and otherwise use such materials and reports in accordance with the Engineering Practice Act of the State of Texas. Professional shall upon completion of the services, or earlier termination, provide the City with reproductions of all materials reports, and exhibits prepared by Professional pursuant to this Agreement, and in electronic format if requested by the City.

Article III Schedule of Work

The Professional agrees to commence services upon written direction from the City and to complete the required services in accordance with a work schedule established by the City (the “Work Schedule”).

Article IV Compensation and Method of Payment

4.1 The City shall compensate the Professional for the services by payment of a fee not to exceed \$161,700.00 without the City’s prior written approval.

4.2 The Professional shall be responsible for all expenses related to the services provided pursuant to this Agreement including, but not limited to, travel, copying and facsimile charges, reproduction charges, and telephone, internet and e-mail charges.

Article V Devotion of Time; Personnel; and Equipment

5.1 The Professional shall devote such time as reasonably necessary for the satisfactory performance of the work under this Agreement. Should the City require additional services not included under this Agreement, the Professional shall make reasonable efforts to provide such additional services at mutually agreed charges or rates, and within the time schedule prescribed by the City, and without decreasing the effectiveness of the performance of services required under this Agreement.

5.2 To the extent reasonably necessary for the Professional to perform the services under this Agreement, the Professional shall be authorized to engage the services of any agents, assistants, persons, or corporations that the Professional may deem proper to aid or assist in the performance of the services under this Agreement. The cost of such personnel and assistance shall be borne exclusively by the Professional.

5.3 The Professional shall furnish the facilities, equipment, telephones, facsimile machines, email facilities, and personnel necessary to perform the services required under this Agreement unless otherwise provided herein.

Article VI Relationship of Parties

It is understood and agreed by and between the parties that in satisfying the conditions of this Agreement, the Professional is acting independently, and that City assumes no responsibility or liabilities to any third party in connection with these actions. All services to be performed by Professional pursuant to this Agreement shall be in the capacity of an independent contractor, and not as an agent or employee of City. Professional shall supervise the performance of its services and shall be entitled to control the manner and means by which its services are to be performed, subject to the terms of this Agreement. As such, City shall not: train the Professional, require the Professional to complete regular oral or written reports, require that Professional devote his full-time services to City, or dictate the Professional's sequence of work or location at which the Professional performs his work.

Article VII Insurance

7.1 Professional shall during the term hereof maintain in full force and effect the following insurance: (1) a policy of insurance for bodily injury, death and property damage insuring against all claims, demands or actions relating to the Professional's performance of services pursuant to this Agreement with a minimum combined single limit of not less than \$1,000,000.00 Dollars per occurrence for injury to persons (including death), and for property damage; (2) policy of automobile liability insurance covering any vehicles owned and/or operated by Professional, its officers, agents, and employees, and used in the performance of this Agreement; and (3) statutory Worker's Compensation Insurance covering all of Professional's employees involved in the provision of services under this Agreement.

7.2 All insurance and certificate(s) of insurance shall contain the following provisions: (1) name the City, its officers, agents and employees as additional insureds as to all applicable coverage with the exception of Workers Compensation Insurance; (2) provide for at least thirty (30) days prior written notice to the City for cancellation, non-renewal, or material change of the insurance; and (3) provide for a waiver of subrogation against the City for injuries, including death, property damage, or any other loss to the extent the same is covered by the proceeds of insurance.

7.3 All insurance companies providing the required insurance shall either be authorized to transact business in Texas and rated at least “B” by AM Best or other equivalent rating service, or approved by the City Manager.

7.4 A certificate of insurance evidencing the required insurance shall be submitted to the City prior to commencement of services.

Article VIII Miscellaneous

8.1 Entire Agreement. This Agreement constitutes the sole and only agreement between the parties and supersedes any prior understandings, written or oral agreements between the parties with respect to this subject matter.

8.2 Authorization. Each party represents that it has full capacity and authority to grant all rights and assume all obligations granted and assumed under this Agreement.

8.3 Assignment. The Professional may not assign this Agreement in whole or in part without the prior written consent of City. In the event of an assignment by the Professional to which the City has consented, the assignee shall agree in writing with the City to personally assume, perform, and be bound by all the covenants, and obligations contained in this Agreement.

8.4 Successors and Assigns. Subject to the provisions regarding assignment, this Agreement shall be binding on and inure to the benefit of the parties to it and their respective heirs, executors, administrators, legal representatives, successors and assigns.

8.5 Governing Law. The laws of the State of Texas shall govern this Agreement; and venue for any action concerning this Agreement shall be in the State District Court of Dallas County, Texas. The parties agree to submit to the personal and subject matter jurisdiction of said court.

8.6 Amendments. This Agreement may be amended by the mutual written agreement of the parties.

8.7 Severability. In the event any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or unenforceability shall not effect any other provisions, and the Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in it.

8.8 Survival of Covenants. Any of the representations, warranties, covenants, and obligations of the parties, as well as any rights and benefits of the parties, pertaining to a period of time following the termination of this Agreement shall survive termination.

8.9 Recitals. The recitals to this Agreement are incorporated herein.

8.10 Notice. Any notice required or permitted to be delivered hereunder may be sent by first class mail, overnight courier or by confirmed telefax or facsimile to the address specified below, or to such other party or address as either party may designate in writing, and shall be deemed received three (3) days after delivery set forth herein:

If intended for City:
William K. George
City Manager
City of Sachse, Texas
3915-B Sachse Road
Sachse, Texas 75048

With Copy to:
Peter G. Smith
Nichols, Jackson, Dillard, Hager & Smith, L.L.P.
1800 Lincoln Plaza
500 North Akard
Dallas, Texas 75201

If intended for Professional:
Frank A. Polma, P.E.
President
R-Delta Engineers, Inc.
618 Main Street
Garland, TX 75040

8.11 Counterparts. This Agreement may be executed by the parties hereto in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument. Each counterpart may consist of any number of copies hereof each signed by less than all, but together signed by all of the parties hereto.

8.12 Exhibits. The exhibits attached hereto are incorporated herein and made a part hereof for all purposes.

8.13 Indemnification. City SHALL NOT BE LIABLE FOR ANY LOSS, DAMAGE, OR INJURY OF ANY KIND OR CHARACTER TO ANY PERSON OR PROPERTY ARISING FROM THE SERVICES OF THE PROFESSIONAL PURSUANT TO THIS AGREEMENT. PROFESSIONAL HEREBY WAIVES ALL CLAIMS AGAINST City, ITS OFFICERS, AGENTS AND EMPLOYEES (COLLECTIVELY REFERRED TO IN THIS SECTION AS "City") FOR DAMAGE TO ANY PROPERTY OR INJURY TO, OR DEATH OF, ANY PERSON ARISING AT ANY TIME AND FROM ANY CAUSE OTHER THAN THE NEGLIGENCE OR WILLFUL MISCONDUCT OF City. PROFESSIONAL AGREES TO INDEMNIFY AND SAVE HARMLESS City FROM AND AGAINST ANY AND ALL LIABILITIES, DAMAGES, CLAIMS, SUITS, COSTS (INCLUDING COURT COSTS, ATTORNEYS' FEES AND COSTS OF INVESTIGATION) AND ACTIONS BY REASON OF INJURY TO OR DEATH OF ANY PERSON OR DAMAGE TO OR LOSS OF PROPERTY TO THE EXTENT CAUSED BY THE PROFESSIONAL'S NEGLIGENT PERFORMANCE OF SERVICES UNDER THIS AGREEMENT OR BY REASON OF ANY ACT OR OMISSION ON THE PART OF PROFESSIONAL, ITS OFFICERS, DIRECTORS, SERVANTS, AGENTS, EMPLOYEES, REPRESENTATIVES, CONTRACTORS, SUBCONTRACTORS, LICENSEES, SUCCESSORS OR PERMITTED ASSIGNS (EXCEPT WHEN SUCH LIABILITY, CLAIMS, SUITS, COSTS, INJURIES, DEATHS OR DAMAGES ARISE FROM OR ARE ATTRIBUTED TO SOLE

NEGILGENCE OF THE City). IF ANY ACTION OR PROCEEDING SHALL BE BROUGHT BY OR AGAINST City IN CONNECTION WITH ANY SUCH LIABILITY OR CLAIM, THE PROFESSIONAL, ON NOTICE FROM City, SHALL DEFEND SUCH ACTION OR PROCEEDINGS AT PROFESSIONAL'S EXPENSE, BY OR THROUGH ATTORNEYS REASONABLY SATISFACTORY TO City. THE PROFESSIONAL'S OBLIGATIONS UNDER THIS SECTION SHALL NOT BE LIMITED TO THE LIMITS OF COVERAGE OF INSURANCE MAINTAINED OR REQUIRED TO BE MAINTAINED BY PROFESSIONAL UNDER THIS AGREEMENT. THIS PROVISION SHALL SURVIVE THE TERMINATION OF THIS AGREEMENT

8.14 Audits and Records. The Professional agrees that during the term hereof the City and its representatives may, during normal business hours and as often as deemed necessary, inspect, audit, examine and reproduce any and all of the Professional's records relating to the services provided pursuant to this Agreement for a period of one year following the date of completion of services as determined by the City or date of termination if sooner.

8.15 Conflicts of Interests. The Professional represents that no official or employee of the City has any direct or indirect pecuniary interest in this Agreement.

(Signature page to follow)

EXECUTED this _____ day of _____, 2013.

City of Sachse, Texas

By: _____
William K. George, City Manager

Approved as to form:

By: _____
Peter G. Smith, City Attorney

EXECUTED this _____ day of _____, 2013.

Professional

By: _____
Name: Frank A. Polma
Title: President

Exhibit "A"
Scope of Services



October 21, 2013

City of Sachse
3815 – B Sachse Road
Sachse, Texas 75048

ATTENTION: Mr. Greg A. Peters, P.E., LEED AP

**SUBJECT: Sachse – Garland Third Sanitary Sewer Connection
PGBT to Rowlett Creek Interceptor
Preparation of Plans, Specifications, and Estimates
Engineering Services Proposal**

Dear Mr. Peters,

R-Delta Engineers, Inc. (R-Delta) is pleased to submit this proposal to provide professional surveying and engineering services for the subject project. We understand that we have been selected to perform this work based on our qualifications and are submitting this cost proposal at your request. Following is a brief discussion of the design tasks involved and the proposed compensation to furnish the necessary professional services.

SCOPE OF SERVICES

The City of Sachse proposes to construct a third metered sanitary sewer connection to the City of Garland sewer system. In addition, a sanitary sewer is proposed to serve properties along Pleasant Valley Road. Design of the proposed sanitary sewer improvements is being performed in two phases; a preliminary engineering phase followed by production of final plans, specifications and estimates for project construction. The preliminary engineering phase was completed by R-Delta in July 2013 under separate contract with the City of Sachse.

Work completed during the preliminary engineering phase included property abstracting, schematic mapping of rights-of-way/property boundaries/easements, LiDAR scanning and detailed topographic mapping, record research and surveying to identify significant potential utility conflicts, schematic Plan-Profile design of the proposed 24-inch and 8-inch diameter sanitary sewers, preliminary design of metering equipment/facilities and Rowlett Creek aerial crossing, summary of required new utility easements, and a detailed opinion of probable cost. Coordination with the City of Garland during the preliminary engineering included consideration of the proposed sanitary sewer alignment as well as discussions related to embankment breach and erosion at their manmade "wetlands" area along the sewer route (adjacent to the Hinton Landfill). We understand that the City of Garland is in

the process of draining the "wetlands" area to accommodate the proposed sanitary sewer construction.

As shown in our *Sachse-Garland Third Sanitary Sewer Connection Schematic Design* plans dated July 2013; the proposed improvements for this project generally include 5221 LF of 24-inch sanitary sewer, 2025 LF of 8-inch sanitary sewer, a 152 foot long aerial sewer crossing at the Rowlett Creek main channel, one Easton Accuron 7700 In Line Ultrasonic Flow Meter with vault, 35 sewer manholes, and associated incidental improvements.

The scope of work for this contract includes production of plans, specifications, and estimates for construction of the proposed sanitary sewers and related improvements. The detailed design will utilize the approved horizontal and vertical alignments for the proposed sanitary sewers. Minor modifications are anticipated as detailed design progresses however additional fees may become necessary if there are significant alignment deviations for non-technical reasons (i.e. changing developer needs, problems with easement acquisition, unanticipated subsurface conditions, etc.).

The services to be furnished under this contract include right-of-way and property line surveying, topographic surveying, utility surveying, detailed engineering design, preparation of survey exhibits for easement acquisition, Engineer's Opinions of Probable Construction Cost, detailed Bid Items, Technical Specifications, Bid Book production, limited Construction Administration, and preparation of record ("As-Built") drawings. Coordination with the Cities of Sachse and Garland, North Texas Tollway Authority (NTTA), Texas Department of Transportation (TxDOT), and local Franchise Utilities is included in the proposed scope of services.

The following is a detailed discussion of our proposed scope of services

Property and Right-of-Way Surveying: Building from our previous property abstracting and deed/right-of-way sketches; R-Delta will provide detailed field survey, boundary retracement, and mapping of the right-of-way/property/easement lines along and adjacent to the proposed sanitary sewer route(s). These lines, along with property title or subdivision citations and found monuments of title, will be illustrated on a project right-of-way map as well as Plan-Profile sheets as appropriate. This information will also be used in the preparation of land descriptions and graphical exhibits for acquisition of new easements necessary for construction. All surveying for this project will be tied to City of Sachse and/or Garland GPS monumentation for horizontal and vertical control as necessary. Seven (7) primary project control monuments were previously constructed within the project limits by R-Delta. Monument descriptions and horizontal/vertical position data will be included on a project layout/control plan sheet for use as primary construction survey control points.

Topographic Surveying: High definition laser scanning (ground based LiDAR) along the sanitary sewer routes was performed during the preliminary design phase to produce very detailed topographic mapping and point clouds. This work, while

superior to that originally proposed, was outside of the preliminary engineering contract scope of work. The cost for the previously performed LiDAR scanning and mapping is included in the fee proposed for this detailed design contract. The additional topographic mapping anticipated for this detailed design phase includes the following:

- Mapping of paint marks/pin flags from one-call utility locators
- Additional utility and drainage structure flow line ties as may be necessary
- Additional ground topography at the City of Garland "wetland" area once it has been drained
- Field ties of geotechnical borings
- Field review and map updates to reflect any construction or changes that have occurred since our original survey
- Other mapping as necessary for design

Underground Utility Location: R-Delta will provide research and field surveying to establish the location and sizes of significant existing underground utilities based on available record information. This research will include contacting all available utility companies to request their maps and delineation of their underground facilities in the field. R-Delta will field survey all location marks provided by the various utilities or the one-call locator service to aid in mapping of the existing underground facilities in the project corridor. The location of existing and future utilities of which we are advised will be considered in the detailed design as necessary. The existing sanitary sewer schematic plan-profile sheets will be submitted to the City of Garland, NTTA, and franchise utilities active in the area with a written request for information regarding their existing facilities and potential conflicts. The scope of services for this project does not include excavation of existing underground utilities by R-Delta. Should excavation of existing underground utilities become necessary at critical crossing areas, R-Delta will provide a separate proposal for subsurface utility exploration (SUE) services.

Easement Survey Exhibits

Land descriptions (metes and bounds) and graphical exhibits for up to fourteen (14) easements or right-of-way parcels are included in the project base fee. The anticipated number of easements is based on our preliminary design. Additional survey exhibits, if necessary, will be billed at a fixed fee of \$400 per parcel. All survey exhibits will be sealed and signed by a Registered Professional Land Surveyor (Texas)

Plans, Specifications and Estimates: R-Delta will provide plans, specifications and estimates for construction of the proposed improvements. The project plans and specifications may include, but are not limited to the following:

- Title Sheet with Index and Project Location
- Project Layout

- R.O.W. Map indicating existing right-of-way and easements and annotated with abstracting information, subdivision names, volume and page of recorded instruments, street names, and proposed easements for the project.
- Typical Paving Sections as necessary (metering station driveway)
- Control/Geometric Layout indicating title monuments found and set, control monuments set for use in construction, benchmarks used and/or set, and horizontal alignment data for the various sanitary sewers
- Demolition Plan
- Bid Item Quantities listed by sheet number and project total
- Earthwork Summary (for "wetland" berm reconstruction only)
- Sanitary Sewer Plan & Profile
- Aerial Crossing Layout
- Aerial Crossing Structural Details
- Flow Metering Equipment, Vault, Electrical Service, Electrical Panel, and Lighting,
- Construction Sequencing and Traffic Control (Utilities)
- Erosion Control Plans
- Technical Specifications and/or Special Provisions for the project
- Project Bid Book (using standard City of Sachse template documents)
- Cross-Sections at 50 feet intervals (for "wetland" berm reconstruction only)
- Horizontal and vertical utility locations
- All Construction Details

Submittals for City review and comment will include preliminary (60%), prefinal (95%), and final (100%) plans. Each plan submittal will include an Engineer's Opinion of Probable Construction Cost with items correlated to City of Sachse standard numeric pay item designations (if applicable). The prefinal and final plan submittals will include the project Bid Book and technical specifications. All project design plans and technical specifications will be sealed and signed by a Licensed Professional Engineer (Texas). Survey exhibits for acquisition of easements as described elsewhere in this proposal will be included with the preliminary plan submittal. Final plans will be delivered in PDF format as well as 22" x 34" hard copy bound sets. The number of hard copy plan and bid book sets will be as directed by the City of Sachse. Costs for reproductions of final bid documents will be charged to the City at our actual cost (no markup) with no sales tax.

Coordination with Other Parties: R-Delta will coordinate with other parties during the project design as necessary to collect data related to existing conditions, design requirements, preferences, and permit requirements. The coordination will include discussions with the Cities of Sachse and Garland Texas, TxDOT, NTTA, and various local franchise utilities. Anticipated coordination issues include ongoing discussions related to construction at the City of Garland "wetland" area, metering equipment details, aerial sewer creek crossing details, permitting for construction in Garland rights-of-way, existing franchise utilities, and permit requirements for proposed construction in the PGBT right-of-way. City of Sachse staff will receive advance notice of all coordination meetings so they may select the meetings they wish to attend.

Construction Administration: R-Delta will provide the following services during bidding and project construction:

- Attendance at pre-bid meeting, bid opening, and preconstruction meeting
- Review of Contractor's material submittals for conformance to design and specification requirements
- Review of material testing reports
- Review of monthly invoicing including assistance to City Inspector verifying progress as required
- Up to three (3) Engineer's site visits during construction at times specified by the City Engineer
- Engineer's attendance at final walkthrough
- Preparation of project Record Drawings ("As-Builts") based on plan markups provided by the project Contractor and/or City of Sachse

Geotechnical Investigation: The project geotechnical investigation will provide soil classification, boring logs, groundwater conditions observed at the time of boring, design parameters for aerial crossing drilled shaft foundations, evaluation of existing conditions and earthwork recommendations for the "wetlands" embankment, and trench safety design criteria. Our project subcontractor, Terracon Inc., has provided a budgetary estimate of eight thousand nine hundred dollars (\$ 8,980) for this special services item. Their budgetary estimate is based on a total of twelve borings; eight varying from ten to fifteen feet in depth and two drilled into rock at the Rowlett Creek aerial crossing. The budget includes traffic control, truck and all terrain vehicle equipment mobilization, laboratory testing, and a report. Invoicing for this special services item will be based on the actual work performed by Terracon with no markup of their invoices.

Based on our understanding of the scope of project services, the following items are not included in this proposal:

1. Environmental Investigation.
2. Wetlands or Waters of the United States Delineation
3. Negotiations for easement acquisition
4. Corps of Engineers 404 permitting
5. Design of utility relocations
6. Subsurface Utility Exploration
7. Post construction surveying for as-built verification
8. Post construction surveying to restore property/title/control monuments

COMPENSATION

We propose to perform all work described in this proposal, except for the geotechnical investigation, on a fixed fee basis as follows:

Basic Surveying and Engineering Services

Property/ROW Surveying: \$ 9,500.

Topographic Surveying and Mapping:	26,400.
Easement Survey Exhibits:	5,600.
Plans, Specifications, and Estimates:	105,020.
Construction Administration:	<u>5,200.</u>
Basic Surveying and Engineering Fee:	\$ 151,720.

<u>Special Services and Reimbursables:</u>	
Geotechnical Investigation (estimated):	\$ 8,980.
Estimated Reimbursables (reproductions, etc):	<u>1,000.</u>
Estimated Special Services/Reimbursables:	\$ 9,980.

Total Estimated Fee: \$ 161,700.

SCHEDULE

We propose a project schedule of one hundred forty (140) calendar days exclusive of review periods. Contract time for this project is assumed to be suspended during review periods for project inquiries and plan submittals.

SUMMARY

This proposal, unless otherwise noted, constitutes our understanding of the services to be provided by R-Delta Engineers, Inc. on the project described above. This proposal is offered for a period of ninety (90) days after which, if said proposal has not been executed, said proposal shall no longer be valid. Additional work outside the scope of that presently defined, with the exception of work covered by subsequent specific written proposals, will be charged on an Hourly Rate basis. A schedule of our current hourly rates is attached to this proposal. Any significant modification from the present Scope of Services must be approved in writing by the client.

We appreciate the opportunity to submit this proposal and look forward to working with you on this important project. Please contact me with any questions or comments you may have regarding this proposal.

Best Regards,

R-DELTA ENGINEERS, INC.
TBPE FIRM No. F-001515

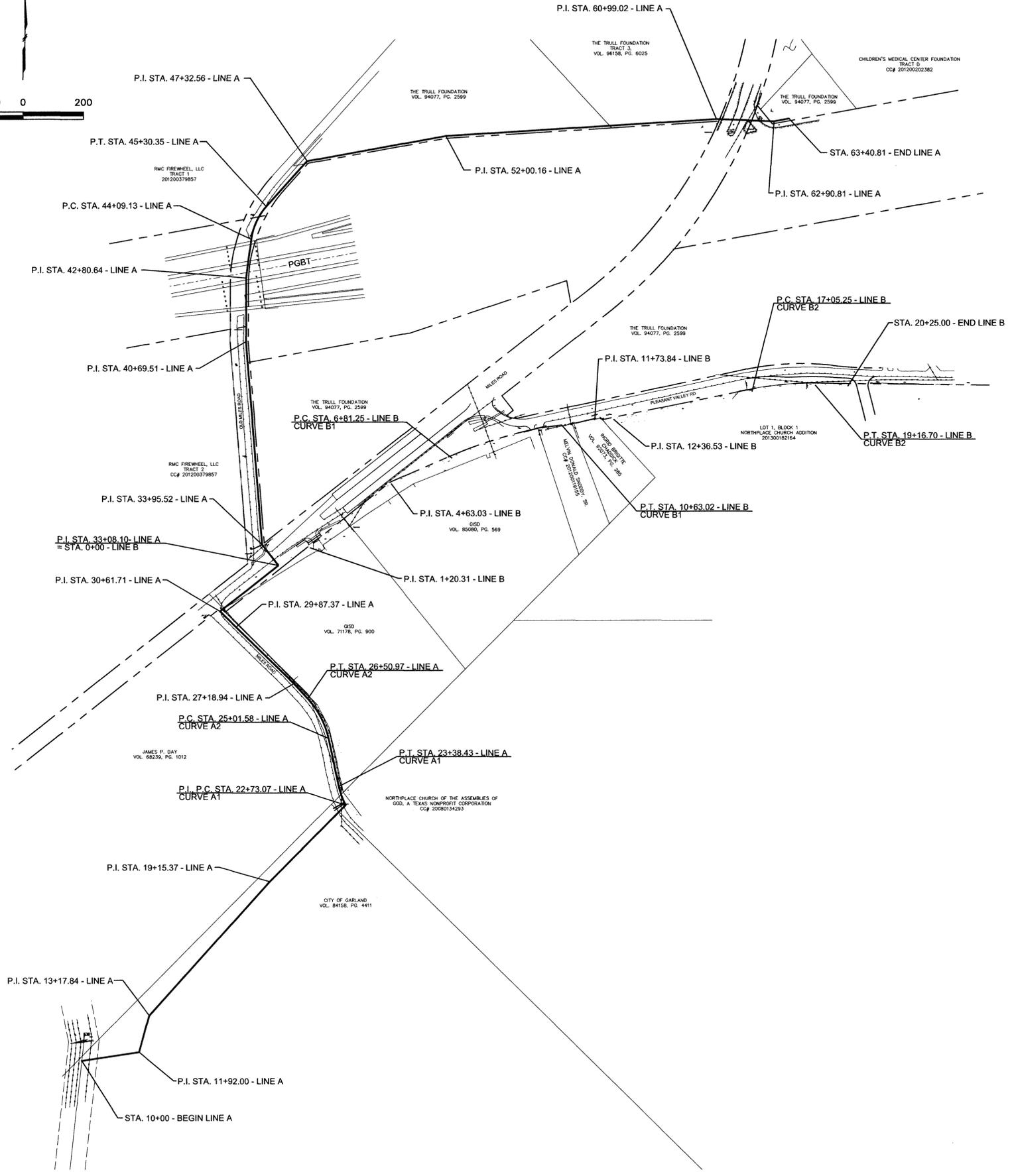
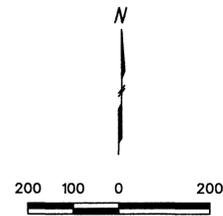


Frank A. Polma, P.E.
President

**R-DELTA ENGINEERS, INC.
HOURLY RATE SCHEDULE**

October 2013

Principal	\$ 160.00
Structural Engineer	\$130.00
Civil Engineer	\$130.00
Electrical Engineer	\$ 130.00
CADD Technician	\$ 70.00
Survey Field Crew (3 man)	\$140.00
Survey Field Crew (2 man)	\$ 120.00
GPS Field Crew (1 man)	\$ 100.00
High Definition Scanning (LiDAR)	\$ 250.00
Licensed State Land Surveyor (LSLS)	\$ 120.00
Surveyor (RPLS)	\$ 100.00
Surveyor in Training (SIT)	\$ 80.00
Survey Technician	\$ 70.00
Clerical	\$ 35.00



LINE A - HORIZONTAL ALIGNMENT DATA			
STA.	NORTHING	EASTING	DESCRIPTION
10+00.00	7,031,324.91	2,554,064.44	POB
11+92.00	7,031,353.44	2,554,254.30	P.I.
13+17.84	7,031,474.69	2,554,287.95	P.I.
19+15.37	7,031,917.77	2,554,688.86	P.I.
22+73.07	7,032,171.52	2,554,940.97	P.C. CURVE A1
23+38.43	7,032,232.74	2,554,918.71	P.T. CURVE A1
25+01.58	7,032,392.19	2,554,884.17	P.C. CURVE A2
26+50.97	7,032,523.21	2,554,816.13	P.T. CURVE A2
27+18.94	7,032,573.20	2,554,770.08	P.I.
30+61.71	7,032,812.86	2,554,525.02	P.I.
33+08.10	7,032,965.05	2,554,718.80	P.I.
33+95.52	7,033,033.80	2,554,664.80	P.I.
40+69.51	7,033,705.79	2,554,613.02	P.I.
42+80.64	7,033,916.92	2,554,613.71	P.I.
44+09.13	7,034,044.38	2,554,629.99	P.C. CURVE A3
45+30.35	7,034,152.89	2,554,679.76	P.T. CURVE A3
47+32.56	7,034,303.15	2,554,815.07	P.I.
52+00.16	7,034,386.22	2,555,275.23	P.I.
60+99.02	7,034,442.32	2,556,172.34	P.I.
62+90.81	7,034,435.42	2,556,364.00	P.I.
63+40.81	7,034,444.30	2,556,413.21	POE

LINE A - CURVE DATA TABLE						
CURVE	DELTA	RADIUS	TANGENT	LENGTH	Ch. BRNG.	Ch. DIST.
A1	16°15'50"	230.26'	32.90'	65.36	N19°59'01"W	65.14'
A2	30°25'55"	281.25'	76.50'	149.38'	N27°26'25"W	147.63'
A3	34°43'41"	200.00'	62.54'	121.22'	N24°38'22"E	119.38'

LINE B - HORIZONTAL ALIGNMENT DATA			
STA.	NORTHING	EASTING	DESCRIPTION
0+00	7,032,965.05	2,554,718.80	POB
1+20.31	7,033,022.59	2,554,824.45	P.I.
4+63.03	7,033,234.27	2,555,093.98	P.I.
6+81.25	7,033,320.62	2,555,294.40	P.C. CURVE B1
10+63.02	7,033,428.62	2,555,659.63	P.T. CURVE B1
11+73.84	7,033,447.16	2,555,768.89	P.I.
12+36.53	7,033,447.46	2,555,831.57	P.I.
17+05.25	7,033,541.09	2,556,290.85	P.C. CURVE B2
19+16.70	7,033,561.03	2,556,500.95	P.T. CURVE B2
20+25.00	7,033,559.73	2,556,609.25	POE

LINE B - CURVE DATA TABLE						
CURVE	DELTA	RADIUS	TANGENT	LENGTH	Ch. BRNG.	Ch. DIST.
B1	13°40'37"	1,599.30'	191.79'	381.77'	N73°31'41"E	380.86'
B2	12°12'24"	992.50'	106.13'	211.05'	N84°34'50"E	211.05'

THIS DOCUMENT IS RELEASED FOR THE PURPOSE OF INTERIM REVIEW UNDER THE AUTHORITY OF DAVID B. PORTER, P.E. 69825 ON JULY 17, 2013. IT IS NOT TO BE USED FOR CONSTRUCTION, BIDDING OR PERMIT PURPOSES.

PROJECT CONTROL SHEET		
LINE A - STA. 10+00 TO STA. 63+10.97 LINE B - STA. 0+00 TO STA. 20+25.00 SACHSE - GARLAND THIRD SANITARY SEWER CONNECTION CITY OF SACHSE, TEXAS		
 618 Main Street Garland, TX 75040 Ph. (972) 494-5031 Fax (972) 497-2270 www.rdelta.com TBPE No. F-1515		SHEET 3 OF 20
DESIGN: DBP	CHECK: RDE	SCALE: AS SHOWN
DRAWN: RDE	DATE: JULY 2013	RDE PROJECT: 2129-13



Legislation Details (With Text)

File #: 13-1876 **Version:** 1 **Name:** Consider a resolution authorizing the City Manager of Sachse to execute a contract

Type: Agenda Item **Status:** Agenda Ready

File created: 10/29/2013 **In control:** City Council

On agenda: 11/4/2013 **Final action:**

Title: Consider a resolution of the City Council of the City of Sachse, Texas, approving the terms and conditions of the agreement for professional services between the City of Sachse, Texas, and BW2 Engineers, Inc.

Executive Summary

This contract will enable the engineering consultant, BW2 Engineer, to begin engineering design for the construction of the southern two lanes of Ranch Road from Harlan Drive to Clearmeadow Lane. This project, once constructed, will complete Ranch Road as a four-lane divided thoroughfare from Dewitt Road to State Highway 78.

Sponsors:

Indexes:

Code sections:

Attachments: [Sachse RESO approving BW2 Engineers Agreement for Professional Services Agreement for Professional Services - BW2 - Ranch Road Exhibit B - Project Limits](#)

Date	Ver.	Action By	Action	Result
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Title

Consider a resolution of the City Council of the City of Sachse, Texas, approving the terms and conditions of the agreement for professional services between the City of Sachse, Texas, and BW2 Engineers, Inc.

Executive Summary

This contract will enable the engineering consultant, BW2 Engineer, to begin engineering design for the construction of the southern two lanes of Ranch Road from Harlan Drive to Clearmeadow Lane. This project, once constructed, will complete Ranch Road as a four-lane divided thoroughfare from Dewitt Road to State Highway 78.

Background

Ranch Road is shown to be a four-lane divided minor arterial on the City of Sachse Thoroughfare Plan. Currently, Ranch Road exists as a four-lane divided roadway from Dewitt Road to Harlan Drive, and from Clearmeadow Lane to State Highway 78. In between Harland Drive and Clearmeadow Lane, Ranch Road is still a two-lane concrete road. The City of Sachse has partnered with Collin County to provide funding for the project. A map of the proposed project is attached as Exhibit "B".

The scope of the project will include the design of two 24-foot lanes of concrete roadway on

the south side of Ranch Road from Harlan to Clearmeadow, and associated drainage improvements.

Policy Considerations

The project is currently listed in the City's Capital Improvements Plan.

Budgetary Considerations

The City of Sachse has previous funds allocated to the construction of Ranch Road through Roadway Impact Fees as shown in the 2012-2013 Capital Improvements Plan. In addition, Collin County has agreed to partner in the construction of Ranch Road, with a 50% match not to exceed \$480,000.00.

Staff Recommendations

Staff recommends approval of a resolution of the City Council of the City of Sachse, Texas, approving the terms and conditions of the agreement for professional services between the City of Sachse, Texas, and BW2 Engineers, Inc. as a Consent Agenda Item.

RESOLUTION NO. ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SACHSE, TEXAS, APPROVING THE TERMS AND CONDITIONS OF THE AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN THE CITY OF SACHSE, TEXAS, AND BW2 ENGINEERS, INC.; AUTHORIZING ITS EXECUTION BY THE CITY MANAGER; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council has been presented with a proposed Agreement for Professional Services (herein the "Agreement") between the City of Sachse, Texas, and BW2 Engineers, Inc. for engineering services related to the construction of paving and drainage improvements for Ranch Road from Harland Drive to Clearmeadow Lane in the City of Sachse, and being further described in Exhibit "A" attached hereto; and

WHEREAS, upon full review and consideration of the Agreement, and all matters related thereto, the City Council is of the opinion and finds that the terms and conditions thereof should be approved, and that the City Manager should be authorized to execute the Agreement on behalf of the City of Sachse, Texas;

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

SECTION 1. The terms, provisions, and conditions of the Agreement for Professional Services, a copy of which is attached hereto as Exhibit "A", be and the same are hereby approved.

SECTION 2. The City Manager is hereby authorized to execute the Agreement for Professional Services on behalf of the City, and any amendments or other instruments related thereto.

SECTION 3. This Resolution shall take effect immediately from and after its passage, and it is, accordingly, so resolved.

DULY RESOLVED AND ADOPTED by the City Council of the City of Sachse, Texas,
this ____ day of November, 2013.

CITY OF SACHSE, TEXAS

Mike Felix, Mayor

ATTEST:

Terry Smith, City Secretary

Exhibit "A"
Agreement for Professional Services
(to be attached)

STATE OF TEXAS §
 § **AGREEMENT FOR PROFESSIONAL SERVICES**
COUNTY OF DALLAS §

This agreement (“Agreement”) is made by and between the City of Sachse, Texas (“City”) and BW2 Engineers, Inc. (the “Professional”) acting by and through their authorized representatives.

Recitals:

WHEREAS, the City desires to engage the services of Professional as an independent contractor and not as an employee in accordance with the terms and conditions set forth in this Agreement; and

WHEREAS, the Professional desires to render professional services for the City for Final Engineering related to Roadway Design in the City of Sachse, including: the design of 2 lanes of concrete roadway for Ranch Road from Harlan to Clearmeadow, and associated storm drainage (the “Project”) in accordance with the terms and conditions set forth in this Agreement;

NOW THEREFORE, in exchange for the mutual covenants set forth herein and other valuable consideration, the sufficiency and receipt of which is hereby acknowledged, the parties agree as follows:

**Article I
Term**

1.1 This term of this Agreement shall begin on the last date of execution hereof (the “Effective Date”) and continue until completion of the services provided herein.

1.2 Either party may terminate this Agreement by giving thirty (30) days prior written notice to the other party. In the event of such termination, the Professional shall be entitled to compensation for any services completed to the reasonable satisfaction of the City in accordance with this Agreement prior to such termination.

**Article II
Scope of Services**

2.1 The Professional shall provide the services specifically set forth in Exhibit “A.”

2.2 The parties acknowledge and agree that any and all opinions provided by the Professional represent the best judgment of the Professional.

2.3 Final Design Documents, Construction Documents, Specifications, Estimates, and other documents, including those in electronic form, prepared by the Professional and its consultants, agents, representatives, and/or employees in connection with the Project are intended

for the use and benefit of the City. The Professional and its consultants, agents, representatives, and/or employees shall be deemed the authors of their respective part of said Project documents. Notwithstanding, the City shall own, have, keep and retain all rights, title and interest in and to all Project documents, including all ownership, common law, statutory, and other reserved rights, including copyrights, in and to all such Project documents, whether in draft form or final form, which are produced at its request and in furtherance of this Agreement or the Project. The City shall have full authority to authorize the Contractor, Subcontractors, Sub-subcontractors, City consultants, and material or equipment suppliers to reproduce applicable portions of the Project documents to and for use in their execution of the work or for any other purpose. All materials and reports prepared by the Professional in connection with this Agreement are “works for hire” and shall be the property of the City. The City shall have the right to publish, disclose, distribute and otherwise use such materials and reports in accordance with the Engineering Practice Act of the State of Texas. Professional shall upon completion of the services, or earlier termination, provide the City with reproductions of all materials reports, and exhibits prepared by Professional pursuant to this Agreement, and in electronic format if requested by the City.

Article III Schedule of Work

The Professional agrees to commence services upon written direction from the City and to complete the required services in accordance with a work schedule established by the City (the “Work Schedule”).

Article IV Compensation and Method of Payment

4.1 The City shall compensate the Professional for the services by payment of a fee not to exceed \$66,400.00 without the City’s prior written approval.

4.2 The Professional shall be responsible for all expenses related to the services provided pursuant to this Agreement including, but not limited to, travel, copying and facsimile charges, reproduction charges, and telephone, internet and e-mail charges.

Article V Devotion of Time; Personnel; and Equipment

5.1 The Professional shall devote such time as reasonably necessary for the satisfactory performance of the work under this Agreement. Should the City require additional services not included under this Agreement, the Professional shall make reasonable efforts to provide such additional services at mutually agreed charges or rates, and within the time schedule prescribed by the City, and without decreasing the effectiveness of the performance of services required under this Agreement.

5.2 To the extent reasonably necessary for the Professional to perform the services under this Agreement, the Professional shall be authorized to engage the services of any agents, assistants, persons, or corporations that the Professional may deem proper to aid or assist in the

performance of the services under this Agreement. The cost of such personnel and assistance shall be borne exclusively by the Professional.

5.3 The Professional shall furnish the facilities, equipment, telephones, facsimile machines, email facilities, and personnel necessary to perform the services required under this Agreement unless otherwise provided herein.

Article VI Relationship of Parties

It is understood and agreed by and between the parties that in satisfying the conditions of this Agreement, the Professional is acting independently, and that City assumes no responsibility or liabilities to any third party in connection with these actions. All services to be performed by Professional pursuant to this Agreement shall be in the capacity of an independent contractor, and not as an agent or employee of City. Professional shall supervise the performance of its services and shall be entitled to control the manner and means by which its services are to be performed, subject to the terms of this Agreement. As such, City shall not: train the Professional, require the Professional to complete regular oral or written reports, require that Professional devote his full-time services to City, or dictate the Professional's sequence of work or location at which the Professional performs his work.

Article VII Insurance

7.1 Professional shall during the term hereof maintain in full force and effect the following insurance: (1) a policy of insurance for bodily injury, death and property damage insuring against all claims, demands or actions relating to the Professional's performance of services pursuant to this Agreement with a minimum combined single limit of not less than \$1,000,000.00 Dollars per occurrence for injury to persons (including death), and for property damage; (2) policy of automobile liability insurance covering any vehicles owned and/or operated by Professional, its officers, agents, and employees, and used in the performance of this Agreement; and (3) statutory Worker's Compensation Insurance covering all of Professional's employees involved in the provision of services under this Agreement.

7.2 All insurance and certificate(s) of insurance shall contain the following provisions: (1) name the City, its officers, agents and employees as additional insureds as to all applicable coverage with the exception of Workers Compensation Insurance; (2) provide for at least thirty (30) days prior written notice to the City for cancellation, non-renewal, or material change of the insurance; and (3) provide for a waiver of subrogation against the City for injuries, including death, property damage, or any other loss to the extent the same is covered by the proceeds of insurance.

7.3 All insurance companies providing the required insurance shall either be authorized to transact business in Texas and rated at least "B" by AM Best or other equivalent rating service, or approved by the City Manager.

7.4 A certificate of insurance evidencing the required insurance shall be submitted to the City prior to commencement of services.

Article VIII Miscellaneous

8.1 Entire Agreement. This Agreement constitutes the sole and only agreement between the parties and supersedes any prior understandings, written or oral agreements between the parties with respect to this subject matter.

8.2 Authorization. Each party represents that it has full capacity and authority to grant all rights and assume all obligations granted and assumed under this Agreement.

8.3 Assignment. The Professional may not assign this Agreement in whole or in part without the prior written consent of City. In the event of an assignment by the Professional to which the City has consented, the assignee shall agree in writing with the City to personally assume, perform, and be bound by all the covenants, and obligations contained in this Agreement.

8.4 Successors and Assigns. Subject to the provisions regarding assignment, this Agreement shall be binding on and inure to the benefit of the parties to it and their respective heirs, executors, administrators, legal representatives, successors and assigns.

8.5 Governing Law. The laws of the State of Texas shall govern this Agreement; and venue for any action concerning this Agreement shall be in the State District Court of Dallas County, Texas. The parties agree to submit to the personal and subject matter jurisdiction of said court.

8.6 Amendments. This Agreement may be amended by the mutual written agreement of the parties.

8.7 Severability. In the event any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or unenforceability shall not effect any other provisions, and the Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in it.

8.8 Survival of Covenants. Any of the representations, warranties, covenants, and obligations of the parties, as well as any rights and benefits of the parties, pertaining to a period of time following the termination of this Agreement shall survive termination.

8.9 Recitals. The recitals to this Agreement are incorporated herein.

8.10 Notice. Any notice required or permitted to be delivered hereunder may be sent by first class mail, overnight courier or by confirmed telefax or facsimile to the address specified below, or to such other party or address as either party may designate in writing, and shall be deemed received three (3) days after delivery set forth herein:

If intended for City:
William K. George
City Manager
City of Sachse, Texas
3915-B Sachse Road
Sachse, Texas 75048

With Copy to:
Peter G. Smith
Nichols, Jackson, Dillard, Hager & Smith, L.L.P.
1800 Lincoln Plaza
500 North Akard
Dallas, Texas 75201

If intended for Professional:
Jim Waldbauer, P.E.
Partner
BW2 Engineers, Inc.
1919 S. Shiloh Road
Garland, TX 75042

8.11 Counterparts. This Agreement may be executed by the parties hereto in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument. Each counterpart may consist of any number of copies hereof each signed by less than all, but together signed by all of the parties hereto.

8.12 Exhibits. The exhibits attached hereto are incorporated herein and made a part hereof for all purposes.

8.13 Indemnification. City SHALL NOT BE LIABLE FOR ANY LOSS, DAMAGE, OR INJURY OF ANY KIND OR CHARACTER TO ANY PERSON OR PROPERTY ARISING FROM THE SERVICES OF THE PROFESSIONAL PURSUANT TO THIS AGREEMENT. PROFESSIONAL HEREBY WAIVES ALL CLAIMS AGAINST City, ITS OFFICERS, AGENTS AND EMPLOYEES (COLLECTIVELY REFERRED TO IN THIS SECTION AS "City") FOR DAMAGE TO ANY PROPERTY OR INJURY TO, OR DEATH OF, ANY PERSON ARISING AT ANY TIME AND FROM ANY CAUSE OTHER THAN THE NEGLIGENCE OR WILLFUL MISCONDUCT OF City. PROFESSIONAL AGREES TO INDEMNIFY AND SAVE HARMLESS City FROM AND AGAINST ANY AND ALL LIABILITIES, DAMAGES, CLAIMS, SUITS, COSTS (INCLUDING COURT COSTS, ATTORNEYS' FEES AND COSTS OF INVESTIGATION) AND ACTIONS BY REASON OF INJURY TO OR DEATH OF ANY PERSON OR DAMAGE TO OR LOSS OF PROPERTY TO THE EXTENT CAUSED BY THE PROFESSIONAL'S NEGLIGENT PERFORMANCE OF SERVICES UNDER THIS AGREEMENT OR BY REASON OF ANY ACT OR OMISSION ON THE PART OF PROFESSIONAL, ITS OFFICERS, DIRECTORS, SERVANTS, AGENTS, EMPLOYEES, REPRESENTATIVES, CONTRACTORS, SUBCONTRACTORS, LICENSEES, SUCCESSORS OR PERMITTED ASSIGNS (EXCEPT WHEN SUCH LIABILITY, CLAIMS, SUITS, COSTS, INJURIES, DEATHS OR DAMAGES ARISE FROM OR ARE ATTRIBUTED TO SOLE NEGLIGENCE OF THE City). IF ANY ACTION OR PROCEEDING SHALL BE BROUGHT BY OR AGAINST City IN CONNECTION WITH ANY SUCH LIABILITY OR CLAIM, THE PROFESSIONAL, ON NOTICE FROM City, SHALL DEFEND SUCH ACTION OR PROCEEDINGS AT PROFESSIONAL'S EXPENSE, BY OR THROUGH ATTORNEYS

REASONABLY SATISFACTORY TO City. THE PROFESSIONAL'S OBLIGATIONS UNDER THIS SECTION SHALL NOT BE LIMITED TO THE LIMITS OF COVERAGE OF INSURANCE MAINTAINED OR REQUIRED TO BE MAINTAINED BY PROFESSIONAL UNDER THIS AGREEMENT. THIS PROVISION SHALL SURVIVE THE TERMINATION OF THIS AGREEMENT

8.14 Audits and Records. The Professional agrees that during the term hereof the City and its representatives may, during normal business hours and as often as deemed necessary, inspect, audit, examine and reproduce any and all of the Professional's records relating to the services provided pursuant to this Agreement for a period of one year following the date of completion of services as determined by the City or date of termination if sooner.

8.15 Conflicts of Interests. The Professional represents that no official or employee of the City has any direct or indirect pecuniary interest in this Agreement.

(Signature page to follow)

EXECUTED this _____ day of _____, 2013.

City of Sachse, Texas

By: _____
William K. George, City Manager

Approved as to form:

By: _____
Peter G. Smith, City Attorney

EXECUTED this _____ day of _____, 2013.

Professional

By: _____
Name: Jim Waldbauer
Title: Partner

Exhibit "A"
Scope of Services



BW2 ENGINEERS, INC.

October 25, 2013

Mr. Greg Peters, P.E.
City Engineer
City of Sachse
3815 Sachse Road, Building B
Sachse, Texas 75048

Re: Ranch Road Paving and Drainage Project
Proposal for Engineering and Surveying Services

Dear Greg:

BW2 Engineers, Inc. (BW2) is pleased to provide this proposal to the City of Sachse (City) for the provision of professional engineering and surveying services associated with paving and drainage improvements for Ranch Road generally between Harlan Drive and Clearmeadow Lane. The roadway that currently exists in this location is one half (westbound side) of a proposed four-lane divided thoroughfare (25' wide with curb and gutter). The City now wishes to construct the eastbound side (two 12' lanes) in order to complete this four-lane divided thoroughfare. Storm drain piping and stubouts to future eastbound inlets already exist under the westbound lanes per the as-built construction plan information so it is anticipated that no major storm drainage improvements will be necessary. Also, no water system or wastewater system improvements will be required for this section of the roadway. It is anticipated that the proposed right of way width for this roadway will be 80'.

It is our understanding that this roadway improvement project is being partially funded by Regional Toll Revenue (RTR) funds; consequently, coordination with Collin County and the North Central Texas Council of Governments (NCTCOG) will be required. Environmental engineering services are required to assist with the environmental compliance process as this is an RTR-funded project in accordance with NCTCOG criteria.

The proposed scope of services for the engineering and surveying services to be performed by BW2 is described in the attached Scope of Services. The scope of this project generally includes paving improvements, drainage improvements, and pavement markings/signs. The services required for this project will include civil engineering design, boundary and topographic surveying, and environmental engineering.

Fees

In order to assist with the overall project budgeting, BW2 has prepared an Opinion of Probable Construction Cost for this project. The Opinion results in an estimated construction cost of \$616,056 (see attached copy). BW2 proposes to complete the aforementioned scope of services for the fees provided below.

❖ Surveying Services	\$ 6,750
❖ Civil Engineering Services	\$ 48,700
❖ Environmental Engineering Services	<u>\$ 3,000</u>
TOTAL FIXED FEE:	\$ 58,950

Mr Greg Peters, P.E.
October 25, 2013
Page Two

❖ Easement Document Services (8 parcels @ \$900 per property)	\$ 7,200
❖ Reimbursables (printing, copying, etc.)	\$ <u>750</u>
TOTAL FEE NOT-TO-EXCEED:	\$ 66,400

Assumptions

The following assumptions have been made in preparing this proposed:

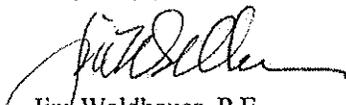
- ❖ Right of Way / Easement documents for permanent acquisition or easement purposes for eight (8) properties are included in this proposal. These documents will be completed on an as-needed basis.
- ❖ Any temporary construction space required for the project will be obtained by the City by letter agreement with property owners.
- ❖ Environmental engineering services, in order to meet NCTCOG requirements with regard to RTR-funded projects will be performed by Integrated Environmental Solutions, Inc. (IEA) and will be completed as a subconsultant to BW2.
- ❖ Geotechnical services are not included in this proposal.
- ❖ Full time inspection services during construction are not included in this proposal.

Terms and Conditions

Terms and conditions for the engineering and surveying services to be provided for this project will be included in the Agreement for Engineering and Surveying Services for the project. Receipt of a Notice-to-Proceed letter from the City will be considered authorization for BW2 to proceed with the project.

Thank you for the opportunity to provide these services to the City. We look forward to working with you on this important project. If you have any questions, please call me.

Very truly yours,


Jim Waldbauer, P.E.
Project Manager

Attachment

OPINION OF PROBABLE CONSTRUCTION COST



Ranch Road
(HARLAN DRIVE TO CLEARMEADOW LANE)

Date: 10/18/2013

City of Sachse

Item No.	Description	Unit	Est. Quantity	Unit Cost	Cost
Controls/Demolition/Preparation					
1	Mobilization, Bonds, Insurance	L.S.	1	\$ 25,000.00	\$25,000.00
2	All traffic control measures, including, but not limited to, construction sequencing, barricading, traffic control design	L.S.	1	\$ 10,000.00	\$10,000.00
3	Erosion Control with SWPPP	L.S.	1	\$ 7,500.00	\$7,500.00
4	Excavation Unclassified	C.Y.	3,000	\$ 15.00	\$45,000.00
5	Remove and dispose of existing asphalt pavement	S.Y.	225	\$ 12.00	\$2,700.00
6	Remove and dispose of existing traffic controls including barricades, pavement stripes and buttons	L.S.	1	\$ 2,500.00	\$2,500.00
7	Bermuda block sod	S.Y.	785	\$ 7.00	\$5,495.00
8	Hydromulch	S.Y.	675	\$ 1.50	\$1,012.50
9	Install Temporary Project Sign	E.A.	2	\$ 500.00	\$1,000.00
10	Sawcut and remove existing concrete curb	L.F.	115	\$ 18.00	\$2,070.00
Paving					
11	4" thick 3,000 PSI reinforced concrete sidewalk pavement	S.F.	7348	\$ 4.25	\$31,229.00
12	8" thick 4000 PSI reinforced concrete pavement	S.Y.	5310	\$ 55.00	\$292,050.00
13	6" 4000 PSI standard concrete integral curb	L.F.	3655	\$ 6.00	\$21,930.00
14	8" thick lime treated subgrade	S.Y.	5480	\$ 8.00	\$43,840.00
15	Hydrated lime (at 44 lbs/SY)	TON.	125	\$ 145.00	\$18,125.00
16	Install Class C-W (4" Round) Non Reflective White Marker	EA.	650	\$ 7.00	\$4,550.00
17	Install Class B-II CR (4" Square) Two Way Reflective Red/White Marker	EA.	165	\$ 10.00	\$1,650.00
18	Install 18" White Thermoplastic Solid Stop Bar	L.F.	30	\$ 10.00	\$300.00
Drainage					
19	Install 18" Class III RCP, including bends and embedment	L.F.	160	\$ 55.00	\$8,800.00
20	Install 15' Std. Curb inlet	EA.	1	\$ 3,500.00	\$3,500.00
21	Install 10' Std. Curb inlet	EA.	1	\$ 3,000.00	\$3,000.00
22	Install Std. Type "Y" inlet	EA.	1	\$ 3,500.00	\$3,500.00
22	Remove plug and connect to existing RCP with concrete collar	EA.	2	\$ 475.00	\$950.00

Sub-Total:	\$535,701.50
Contingency (15%)	\$80,355.23
TOTAL PROJECT COST:	\$616,056.73

- Notes:
1. Does not include and right-of-way, easement or property acquisition costs or Engineering/Admin. costs.
 2. Does not include any permitting or mitigation costs.
 3. Does not include costs for utility relocations (electrical, water, phone, etc.)
 4. Proposed full road typical section is 4-12' lanes w/ 6" curbs and 15' grassed median.
 5. This estimate is for construction of the two eastbound lanes (including a left turn lane for Meadow Glen Dr.)
 6. Length of proposed road is approximately 1825 LF.
 7. Does not include costs for street lighting.

RANCH ROAD PAVING AND DRAINAGE IMPROVEMENTS

SCOPE OF SERVICES

I. BASIC SERVICES

A. Part A: Surveying: Upon receipt of written authorization, the ENGINEER will perform surveying services for Part A, Surveying for facilities consisting of a two-lane roadway (being the south half of a four-lane divided thoroughfare) that is approximately 2,000 linear feet in length, as follows:

- (1) Provide detailed topographic survey for project with control. This will include horizontal and vertical location of right-of-way, easements, existing above ground features and visible utility appurtenances throughout the project area.
- (2) Establishment of a control network utilizing GPS and City of Sachse published datum. Unless otherwise required, horizontal datum will be NAD 83 and NAVD 88 for vertical datum.
- (3) Establishment of vertical control benchmarks within the project limits on existing permanent structures (minimum of 2).
- (4) Identify properties by subdivision, lot, address and/or business name.
- (5) Tie benchmarks to as-built plans for correlation of datum.
- (6) Tie right-of-way lines, property lines and corners pertinent to roadway alignments, as needed.
- (7) Locate and tie existing pavement along proposed alignments.
- (8) Tie fences and other above ground ancillary features in easements and rights-of-way as needed.
- (9) Tie all water appurtenances such as water valves, water meters and fire hydrants.
- (10) Tie all sanitary sewer appurtenances such as cleanouts for each property and manholes.
- (11) Tie drainage structures, drainage inlets and/or manholes, channels, swales, ponds and creeks along sewer and water line alignments.
- (12) Contact utility companies and request locates of all utilities within the project limits. Franchise utility location graphical representations will be required on all plan submittals to the City that show survey information.

B. Part B: Design: Upon receipt of written authorization, the ENGINEER will perform engineering services for Part A, Design for facilities consisting of a two-lane roadway (being the south half of a four-lane divided thoroughfare) as follows:

- (1) Participate in conferences with representatives of the CITY.
- (2) Gather data to determine requirements and constraints as they relate to design of the facilities.

- (3) Analyze collected data.
- (4) Perform preliminary design of roadway and prepare preliminary plans.
- (5) Whenever preparation of preliminary drawings is complete, the ENGINEER shall:
 - (a) Furnish two (2) copies of preliminary drawings for the water line to the CITY for review and comments,
 - (b) Make modifications and additions to the drawings resulting from the CITY review.
- (6) Prepare detailed final drawings for the paving and drainage improvements.
- (7) Prepare specifications and contract documents.
- (8) Whenever preparation of detailed final drawings is complete, the ENGINEER shall:
 - (a) Furnish two (2) copies of drawings to the CITY for review and comments,
 - (b) Make modifications and additions to the drawings resulting from the CITY review.
- (9) Prepare a detailed statement of the ENGINEER's opinion of the construction cost for the roadway improvements based upon the final design developed. The ENGINEER's opinion of construction cost will be based on materials and labor prices prevailing at the time of preparation, without consideration of inflationary increases in costs. The ENGINEER does not warrant the accuracy of the cost estimate.

C. Part C: Environmental Engineering: Upon receipt of written authorization, the ENGINEER will perform environmental engineering services for Part C, Environmental Engineering for facilities consisting of a two-lane roadway (being the south half of a four-lane divided thoroughfare) as follows:

- (1) Completion of necessary research, meetings, site visits, documentation, responses and surveys to comply with NCTCOG Environmental Review for this RTR-Funded "Off-System" project.

D. Part D: Contract Administration: Upon receipt of written authorization, the ENGINEER will perform engineering services for Part D, Contract Administration for facilities consisting of a two-lane roadway (being the south half of a four-lane divided thoroughfare) as follows:

- (1) Participate in conferences with the representatives of the CITY.
- (2) Assist the CITY in the advertising for bids and in securing bids for construction, including preparation of addenda and fielding Contractor's questions.
- (3) Assist the CITY in the opening, tabulating, and analyzing of bids for construction.
- (4) Assist in the preparation of formal construction contract documents.
- (4) As requested by the City, make periodic visits to the site of the construction to become familiar generally with the progress and quality of the construction work and to determine, in general, if the results of the construction work are in accordance with the drawings and the specifications. In performing these services, the ENGINEER shall endeavor to assist the CITY if apparent defects and deficiencies in the permanent work constructed by the Contractor are observed by the CITY'S on-site representative, but the ENGINEER does not guarantee the performance of the

Contractor. The ENGINEER shall not be responsible for construction performance, programs or for any safety precautions utilized in connection with the construction work. The ENGINEER shall not be responsible for the Contractor's failure to execute the work in accordance with the construction contract.

- (6) Advise and consult with the CITY, issue all instructions to the Contractor requested by the CITY, prepare routine change orders as required, and keep the CITY informed of the progress of the work as required by the construction contract documents.
- (7) Review samples, catalog data, shop drawings, laboratory, shop and mill test reports of material and equipment and other data which the Contractor submits as substitutions to specified materials and equipment. This review is for the benefit of the CITY and covers only general compliance with the information given by the construction contract documents. It does not relieve the Contractor of any responsibility such as dimensions to be confirmed and correlated at the job site, appropriate safety measures to protect workers and the public, or the necessity to construct a complete and workable facility in accordance with the construction contract documents.
- (8) Review monthly and final pay estimates prepared by the Contractor based on quantities submitted by the Contractor as approved by the CITY's on-site representative.
- (9) Assist representatives of the CITY with the final inspection of the PROJECT for conformance with the design concept of the PROJECT and for compliance with the construction documents, and approve final payment to the Contractor.
- (10) Revise construction drawings (unless complete redrawing is required) with the assistance of and based on the CITY's on-site representative's input and field observations in order to produce construction records and furnish one reproducible set and one digital copy of these revised drawings to the CITY.
- (11) The ENGINEER shall not be responsible for the acts or omissions of the Contractor, or any Subcontractor, or any of the Contractor's or Subcontractor's agents or employees, or any other person performing any of the work on the PROJECT, except those employees, agents and Subcontractors of the ENGINEER.

E. Part E: Right of Way / Easement Document Services: Upon receipt of written authorization, the ENGINEER will perform surveying services for Part E, Right of Way / Easement Document Services for facilities consisting of a two-lane roadway (being the south half of a four-lane divided thoroughfare) as follows:

- (1) Prepare legal descriptions for permanent easements on eight properties.
- (2) Prepare plats for permanent easements on eight properties.

Ranch Road





Legislation Details (With Text)

File #:	13-1874	Version:	1	Name:	America Recycles Day
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	10/30/2013	In control:		In control:	City Council
On agenda:	11/4/2013	Final action:		Final action:	
Title:	Proclamation Declaring November 15, 2013 as America Recycles Day.				
	Executive Summary Proclamation for America Recycles Day on November 15, 2013.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Proc. America Recycles.pdf				

Date	Ver.	Action By	Action	Result
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Title
Proclamation Declaring November 15, 2013 as America Recycles Day.

Executive Summary
Proclamation for America Recycles Day on November 15, 2013.

Background
This will be the second year that the City of Sachse celebrates America Recycles Day. There will be a special Library Story Time on November 14, at 11 am. During this story time Park Board members will read stories about recycling and will also be giving out recycling items to the participants. There is an informational table set up at the Sachse Library where library patrons can view helpful information regarding recycling and we are also posting daily recycling tips on Facebook to promote the importance of recycling not only in our parks but also in the community.

Policy Considerations
None

Budgetary Considerations
None

Staff Recommendations
Proclaim November 15, 2013 as America Recycles Day.

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 2013, we can further promote recycling as an environmentally efficient and economically smart habit; and

Whereas, it is important that all Sachse citizens 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.

NOW, THEREFORE, by the powers vested in me as Mayor of the great City of Sachse, Texas: **I DO HEREBY PROCLAIM**

November 15, 2013 as America Recycles Day in Sachse

and call upon our citizens to join in activities that promote responsible environmental stewardship and help us renew our commitment to building a better world today for future generations.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Sachse, Texas to be affixed this the 4th day of November, 2013.



Mike J. Felix
Mayor



Legislation Details (With Text)

File #:	13-1861	Version:	1	Name:	Staff Briefing from the Director of Finance
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	10/23/2013	In control:		In control:	City Council
On agenda:	11/4/2013	Final action:		Final action:	
Title:	Staff briefing by the Director of Finance.				

Executive Summary

Department Heads provide the City Council with periodic updates on activities in various city departments. This month the Director of Finance will update the Council on activities in the Finance Department.

Sponsors:

Indexes:

Code sections:

Attachments: [CityCouncilBriefingNovember 4.pdf](#)

Date	Ver.	Action By	Action	Result
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Title

Staff briefing by the Director of Finance.

Executive Summary

Department Heads provide the City Council with periodic updates on activities in various city departments. This month the Director of Finance will update the Council on activities in the Finance Department.

Background

City departments provide periodic updates to the City Council.

Policy Considerations

None.

Budgetary Considerations

N/A

Staff Recommendations

Staff recommends that the Council receive the Finance Department update.



FINANCE DEPARTMENT
CITY COUNCIL BRIEFING
NOVEMBER 4, 2013

FINANCE DEPARTMENT DIVISIONS

- ❖ FINANCE
- ❖ MUNICIPAL COURT
- ❖ INFORMATION TECHNOLOGY
- ❖ UTILITY BILLING
- ❖ METER SERVICES

FINANCE DIVISION FUNCTIONS

- ❖ ACCOUNTS PAYABLE
- ❖ PAYROLL PROCESSING/REPORTING
- ❖ RISK MANAGEMENT—PROPERTY/LIABILITY CLAIMS
- ❖ P-CARDS/FUEL CARDS
- ❖ BUDGET
- ❖ FINANCIAL REPORTING
- ❖ DEBT MANAGEMENT
- ❖ TREASURY MANAGEMENT
- ❖ REVENUE MANAGEMENT

FINANCE STATS/ACCOMPLISHMENTS

- ❖ 14th Consecutive GFOA CAFR Award
- ❖ 1st Ever GFOA Distinguished Budget Award
- ❖ Clean Audit Opinion
- ❖ Multi-Year Forecasting
- ❖ Added Monthly Budget Reports/Enhanced Quarterly Reports
- ❖ Implemented Project Accounting/Fund Balance Tracking
- ❖ Updated Financial Policies
- ❖ FY 2013 Stats: 2806 AP Checks, 268 EFT/Wires, 809 Payroll Checks, 3656 Payroll Direct Deposits.

MUNICIPAL COURT

- ❖ 183 Open Records Requests Processed
- ❖ 3267 Cases Filed
- ❖ \$319,652 Fines Collected
- ❖ 83 Trials by Judge
- ❖ 615 Warrants Issued

INFORMATION TECHNOLOGY

- ❖ Support over 175 Users
- ❖ Monitor over 500 Networked Devices
- ❖ Data Recovery/Restoration
- ❖ Monitor and Troubleshoot Telephone and Security Systems
- ❖ Assist with Whitlock A/V Systems
- ❖ Wi-Fi Access in City Facilities
- ❖ Replaced Exchange Server
- ❖ Continued Computer Replacement/Reallocation Program
- ❖ 782 Help Desk Tickets Resolved
- ❖ Upgraded Cisco Telephone System
- ❖ PEG Channel Broadcasts
- ❖ ARK7 Animal Shelter Software

UTILITY BILLING

- ❖ Set Up New Accounts
- ❖ Process Account/Service Changes
- ❖ Post Payments
- ❖ Coordinate Solid Waste Services with 3rd Party Provider
- ❖ Collect Delinquent Accounts
- ❖ Identify/Notify Past Due Accounts
- ❖ Process/Calculate Utility Bills Monthly
- ❖ Process Deposit/Refund Requests
- ❖ Calculate Sewer Averaging
- ❖ Assist Customers with Account Issues(Leaks, Inability to Pay, etc.)
- ❖ 80,376 Monthly Bills sent to Printer
- ❖ 7,758 E-bills Transmitted
- ❖ 16,179 Late Notices Generated
- ❖ 76,605 Payments Posted Totaling \$7,601,060
- ❖ Collected 742 Customer Deposits Totaling \$89,795
- ❖ 1,461 Disconnect Notices Printed

METER SERVICES

- ❖ Timely and Accurate Reading of Meters Monthly
- ❖ Maintain Meters in Service—Replace as Needed
- ❖ Assist Customers with Identifying Leaks
- ❖ Complete Service Changes—New and Departing Customers
- ❖ Set Meters for New Construction Homes
- ❖ 87,865 Meters Read
- ❖ 7,011 Service Orders Completed
- ❖ 1,068 Leak Checks
- ❖ 1,082 Connects
- ❖ 859 Disconnects
- ❖ 1,649 Occupant Changes
- ❖ 123 New Construction Meter Sets
- ❖ 1,611 Meter and/or Register Changes



GOALS/FUTURE NEEDS

- ❖ Complete and Implement Utility Rate Study
- ❖ Identify Financing Alternatives for Infrastructure Needs
- ❖ Improve Internal Controls/Update Procedures/Citywide Training
- ❖ Repeat GFOA Awards, Clean Audit Opinion
- ❖ Present Investment Policy for GTOT Certification Program
- ❖ Improve Collection Rates for Utility Accounts
- ❖ Identify and Implement Long-Term Data Backup Solution
- ❖ Improve Network Security
- ❖ Increase Level of Service to Internal and External Customers
- ❖ Prepare for Increased Number of Utility Accounts/Multiple Billing Zones



Legislation Details (With Text)

File #: 13-1878 **Version:** 2 **Name:** City of Sachse Scholarship
Type: Agenda Item **Status:** Agenda Ready
File created: 10/29/2013 **In control:** City Council
On agenda: 11/4/2013 **Final action:**
Title: Discuss the application and requirements for the City of Sachse \$1,000.00 scholarship sponsored by Allied Waste.

Executive Summary

Allied Waste is providing \$1,000 to the City of Sachse to be used for a scholarship for the upcoming Fall of 2014 college semester. The scholarship would be awarded to a High School Senior that is a resident of Sachse. The City of Sachse City Council will be discussing some of the requirements students will have to meet to be eligible for the scholarship. The Council will also discuss the application process including deadlines and award dates.

Sponsors:

Indexes:

Code sections:

Attachments: [CityofSachseAlliedScholarship2013](#)
[AlliedWasteContract](#)

Date	Ver.	Action By	Action	Result
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Title

Discuss the application and requirements for the City of Sachse \$1,000.00 scholarship sponsored by Allied Waste.

Executive Summary

Allied Waste is providing \$1,000 to the City of Sachse to be used for a scholarship for the upcoming Fall of 2014 college semester. The scholarship would be awarded to a High School Senior that is a resident of Sachse. The City of Sachse City Council will be discussing some of the requirements students will have to meet to be eligible for the scholarship. The Council will also discuss the application process including deadlines and award dates.

Background

The City of Sachse scholarship is a wonderful opportunity for the City to provide educational funds to a Sachse resident that is a Senior in High School. The funds were provided by Allied Waste in the renewal of their city-wide trash and waste contract.

Several department heads worked as a committee to create a example scholarship application for the City Council to review. We want to gather the Council's input before moving forward with the application process.

Policy Considerations

None.

Budgetary Considerations

The scholarship is for \$1,000 and will be eligible to disperse once the new contract starts on April 1, 2014, which allows us time to gather applications, select the recipient, and award the scholarship in the Spring of 2014 to a High School Senior residing in Sachse.

Staff Recommendations

There is no staff recommendation, this is a discussion item only.

Embedded Adobe XML Form

The file <https://sachse.legistar.com/View.ashx?M=F&ID=2669773&GUID=EDF4041B-603F-4627-9978-19E04F251A4E> is an Adobe XML Form document that has been embedded in this document. Double click the pushpin to view.



original delivered to
Terry Smith on 10/22/13

Notify Allied prior to
9/29/18 if not
renewing.

 COPY

**FIRST AMENDMENT TO AGREEMENT FOR CITY OF SACHSE
SOLID WASTE COLLECTION & DISPOSAL**

This First Amendment to Agreement for City of Sachse Solid Waste Collection & Disposal (the "Amendment") is dated effective April 2, 201~~3~~⁴ (the "Effective Date"), by and between the **CITY OF SACHSE, TEXAS** (the "City"), and **ALLIED WASTE SYSTEMS, INC.** ("Contractor").

RECITALS

A. The City and Contractor entered into that certain Agreement for City of Sachse Solid Waste Collection & Disposal, dated September April 2, 2009 (the "Agreement"), pursuant to which Contractor agreed to provide for the collection and disposal of residential and commercial solid waste and recycling services within the City.

B. The parties desire to enter into this Amendment to extend the Agreement and modify certain provisions of the Agreement as more fully set forth in this Amendment.

AGREEMENT

The City and Contractor agree as follows:

1. Extension of Term. The parties agree that the term of the Agreement shall be extended for an additional five years to expire on April 2, 201~~8~~⁹ (the "Extended Term"). At the end of the Extended Term, the parties agree that the Extended Term may be extended in accordance with Article 1 of the Agreement.

2. Rate Increases. The parties agree that notwithstanding anything to the contrary in Section 3.2 of the Agreement, Contractor will not implement a CPI increase until October, 2014.

3. Additional Services. The parties agree that Contractor shall provide the following additional services to the City beginning on each anniversary date during the Extended Term on an annual basis:

(a) Annual Christmas Tree Collections. Contractor agrees that, in connection with any residents Christmas trees that it collects pursuant to Section 3.3(j) of the Agreement, Contractor shall recycle such Christmas trees into mulch and return the mulch to the City.

(b) Annual "Great American Clean Up Event". During the City's annual "Great American Clean Up Event", from the City's residents (with proof of residency), Contractor agrees to provide the following services:

(i) Electronic Waste and Universal Waste Collection and Disposal. Contractor, or its subcontractor(s), shall collect one time per year. Items collected listed on Exhibit A.

(ii) Household Hazardous Waste Collection and Disposal. Contractor, or its subcontractor(s), shall provide residential collection one time per year. Items collected listed on Exhibit B. At no time will medical waste be collected at a household hazardous waste collection.

(iii) Document Shredding. Contractor, or its subcontractor(s), shall provide residential document shredding once per year at cleanup event as more fully set forth on Exhibit C. Due to healthcare confidential laws, medical records cannot be accepted.

4. Annual Donation. Beginning on each anniversary date during the Extended Term, Contractor shall provide the City with a total annual donation of \$10,000, distributed as the following: \$2,500 to City animal shelter, \$2,500 to City library collection, \$1,000 to City college scholarship, \$1,000 to 4th of July celebration, \$2,000 City beautification and park system and \$1,000 to educational purposes / calendar.

5. Insurance. The parties agree that notwithstanding anything to the contrary in Exhibit "C" of the Agreement to the contrary:

(a) The certificate of insurance shall only provide thirty (30) days notice for a cancellation; and

(b) Contractor shall not be required to carry professional services insurance.

6. Capitalized Terms. Capitalized terms used but not otherwise defined in this Amendment shall have the meanings assigned to them in the Agreement. In the case of a conflict in meaning between the Agreement and this Amendment, this Amendment shall prevail.

7. Continuing Effect; Execution in Counterparts. Except as expressly modified or amended by this Amendment, all terms and provisions of the Agreement shall remain in full force and effect. This Amendment may be executed in any number of counterparts, each of which shall be deemed an original.

[Signatures on following page]

In witness whereof, the parties have entered into this Amendment to be effective as of the date first written above.

Contractor:

Allied Waste Systems, Inc.

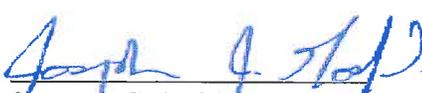
By: 
Name: KEITH CAPOESMAN
Title: AREA PRESIDENT

City:

City of Sachse, Texas

By: 
Name: William K. George
Title: City Manager

Approved as to Form:

By: 
for Peter G. Smith, City Attorney
(09-25-13/62542)



Legislation Details (With Text)

File #:	13-1859	Version:	1	Name:	Annual Investment Policy Review
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	10/23/2013	In control:		In control:	City Council
On agenda:	11/4/2013	Final action:		Final action:	
Title:	<p>Consider a resolution of the City Council of the City of Sachse, Texas, adopting the City of Sachse, Sachse Economic Development Corporation, and President George Bush Turnpike Reinvestment Zone Tax Increment Investment Policy("Sachse Investment Policy") attached hereto as Exhibit "A"; declaring that the City Council has completed its review of the Investment Policy and investment strategies of the City and that Exhibit "A" records any changes to either the Investment Policy or investment strategies; providing a repealing clause; providing a severability clause; and providing for an effective date.</p> <p>Executive Summary To ensure that the City's policy document is in conformance with the Public Funds Investment Act, City policy and to provide a viable framework for the City to utilize in structuring an effective investment policy, it is required that the Investment Policy of the City of Sachse be reviewed and approved by City Council on an annual basis.</p>				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Explanation of Changes 2013.pdf Investment Policy 2013 Proposed with markup.pdf 51SACHSE Resolution Approving Investment Policy 2013.pdf Presentation Inv Policy Changes 2013.pdf				

Date	Ver.	Action By	Action	Result
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Title

Consider a resolution of the City Council of the City of Sachse, Texas, adopting the City of Sachse, Sachse Economic Development Corporation, and President George Bush Turnpike Reinvestment Zone Tax Increment Investment Policy("Sachse Investment Policy") attached hereto as Exhibit "A"; declaring that the City Council has completed its review of the Investment Policy and investment strategies of the City and that Exhibit "A" records any changes to either the Investment Policy or investment strategies; providing a repealing clause; providing a severability clause; and providing for an effective date.

Executive Summary

To ensure that the City's policy document is in conformance with the Public Funds Investment Act, City policy and to provide a viable framework for the City to utilize in structuring an effective investment policy, it is required that the Investment Policy of the City of Sachse be reviewed and approved by City Council on an annual basis.

Background

The City's current Investment Policies were last reviewed, revised and approved in October, 2012. In accordance with the Public Funds Investment Act (PFIA), the City's investment policies are to be reviewed on an annual basis and the City Council must approve any modifications made thereto. The purpose of this agenda item is to present staff recommendations for changes to policy and to comply with the annual review provision of the PFIA whereby each entity shall adopt a resolution annually attesting to an annual review.

The changes to the previously approved policy are summarized as follows:

Section VII. The list of authorized broker/dealers shall be included in the Investment Policy as Exhibit A and approval of the list will be included in the approval of the Investment Policy.

Section XVI. Weighted Average Maturity was added to the title. Language changed to limit direct investments to 2 years from date of purchase and average weighted maturity for the total portfolio to twelve months.

Section XXIV. Investment Policy Certification section was added to include all providers (language was previously located in Section VII-Authorized Broker/Dealers).

Policy Considerations

The recommended policy for adoption is in compliance with the Public Funds Investment Act (PFIA).

Budgetary Considerations

None

Staff Recommendations

Staff recommends approval of a resolution of the City Council of the City of Sachse, Texas, adopting the City of Sachse, Sachse Economic Development Corporation, and President George Bush Turnpike Reinvestment Zone Tax Increment Fund Investment Policy ("Sachse Investment Policy") attached hereto as Exhibit "A"; declaring that the City Council has completed its review of the Investment Policy and investment strategies of the City and that Exhibit "A" records any changes to either the Investment Policy or investment strategies; providing a repealing clause; providing a severability clause; and providing for an effective date.

City of Sachse
Sachse Economic Development Corporation
President George Bush Turnpike Reinvestment Zone Tax Increment Fund

Investment Policy 2013
Explanation of Changes

Section VII. Authorized Broker/Dealers

The list of authorized broker/dealers shall be included in the Investment Policy as Exhibit A and approval of the list will be included in the approval of the Investment Policy.

Language requiring organizations offering to engage in investment transactions to review the City's Investment Policy has been moved to Section XXIV—Investment Policy Certification.

Section IX. B. 2. Authorized & Suitable Investments Finance Institution Deposits

Add "and."

Section XVI. Maximum Maturities and Weighted Average Maturity

Limit direct investments to 2 years from date of purchase and average weighted average maturity for the total portfolio to twelve months.

Section XXIV. Investment Policy Certification

Language moved from section VII to comply with PFIA.

**CITY OF SACHSE
SACHSE ECONOMIC DEVELOPMENT CORPORATION
PRESIDENT GEORGE BUSH TURNPIKE REINVESTMENT ZONE TAX INCREMENT FUND
INVESTMENT POLICY**

I. Policy

Throughout this Investment Policy, the City of Sachse, Sachse Economic Development Corporation, and President George Bush Turnpike Reinvestment Zone Tax Increment Fund shall be singularly referred to as "ENTITY" and collectively referred to as "SACHSE."

It is the policy of SACHSE to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of SACHSE and conforming to the Public Funds Investment Act ("PFIA"), Chapter 2256 of the Texas Government Code, and all other State and local statutes governing the investment of public funds.

II. Scope

This Investment Policy applies to all funds or financial resources available for investment under SACHSE's financial control and accounted for in the City of Sachse's Comprehensive Annual Financial Report (CAFR) which includes the General Fund, Debt Service Fund, Special Revenue Fund, Capital Projects Fund, Water and Sewer Enterprise Fund, Sachse Economic Development Corporation Fund, President George Bush Turnpike Reinvestment Zone Tax Increment Fund, and any new fund created by SACHSE unless specifically exempt.

To maximize the effective investment of assets, all funds may pool their cash balances for investment purposes. The income derived from investing activities will be distributed to the various funds based on calculation of their average balances.

III. Prudence

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The standard of prudence to be used by Investment Officers shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment Officers, acting in accordance with written procedures and the Investment Policy and exercising due diligence, shall be relieved of personal responsibility for an individual investment's credit risk or market price changes, provided deviation from expectations are reported immediately upon knowledge of the deviation and appropriate action is taken to control adverse developments.

IV. Objective

The primary objectives, in priority order, of SACHSE investment activities shall be:

- A. **Safety:** Safety of principal is the foremost objective of the investment program. Investments of SACHSE shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.
- B. **Liquidity:** The SACHSE investment portfolio will remain sufficiently liquid to enable SACHSE to meet all operating requirements which might be reasonably anticipated.
- C. **Public Trust:** Investment Officers shall seek to act responsibly as custodians of the public trust. Investment Officers shall avoid any transaction that might impair public confidence in SACHSE's ability to govern effectively.
- D. **Return on Investments:** SACHSE's investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with SACHSE's investment risk constraints and the cash flow characteristics of the portfolio.

V. Delegation of Authority

Management responsibility for the investment program is hereby delegated to the Director of Finance and the Finance Manager of the City of Sachse (the "Investment Officers"). The Director of Finance shall establish written procedures for the operation of the investment program consistent with this Investment Policy. Procedures should include reference to: safekeeping, repurchase agreements, wire transfer agreements, banking service contracts, and collateral/depository agreements. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this Investment Policy and the procedures established by the Director of Finance. The Investment Officers shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinates.

VI. Ethics and Conflicts of Interest

Investment Officers involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Investment Officers shall disclose to SACHSE any material financial interest in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of SACHSE, particularly with regard to the time of purchases and sales.

Investment Officers involved in the investment process shall adhere to the business relationship and other disclosure requirements as described in the PFIA by filing statements with the Texas Ethics Commission and each ENTITY's governing body.

VII. Authorized Broker/Dealers

The list of authorized broker/dealers shall be annually approved by the City Council (Appendix A)~~each ENTITY's governing body~~. These may include "primary" dealers or regional dealers that qualify under Securities & Exchange Commission Rule 15C3-1 (uniform net capital rule).

- A. All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the Investment Officer with the following: audited financial statements, proof of Financial Industry Regulatory Authority (FINRA) certification, trading resolution, and/or proof of State registration, as applicable.
- B. Requirement and Selection of all Investment Providers:

~~The qualified representative of the organization offering to engage in an investment transaction must execute a written instrument substantially to the effect that the business organization has received and reviewed the Investment Policy and that the business organization has implemented reasonable procedures and controls in an effort to preclude imprudent investment activities arising out of investment transactions conducted between the organization and SACHSE.~~

It is at the discretion of the Investment Officer as to which authorized broker/dealer shall be used for any buy/sell transactions.

VIII. Investment Strategy

SACHSE's basic investment strategy for all financial assets is to preserve principal. In order to achieve that objective, SACHSE restricts the authorized investment instruments to those with suitable and limited credit and market risk. In order to make effective use of SACHSE's resources, all monies may be pooled into one portfolio, if practical, except for those monies required to be accounted for in other accounts as stipulated by applicable laws, bond covenants, ordinances, contracts, agreements, or other policies.

The objective of liquidity stems from the need of SACHSE to maintain available cash balances sufficient to cover financial outlays. Since the timing and amount of some financial disbursements are not predictable, fund-type strategies shall adjust for the uncertainty of projected cash flows.

Investment marketability will be maintained based on the fund-type strategies to sufficiently and reasonably assure that investments could be liquidated prior to the maturity, if cash needs dictate.

Whenever practical or appropriate, it is the policy of SACHSE to diversity its investment portfolio. Assets held in the investment portfolio may be diversified to minimize the risk of loss resulting from concentration of assets in a specific maturity, a specific issuer, or a specific class of investment.

SACHSE funds shall seek to achieve a competitive yield appropriate for each strategy. Yield objectives shall at all times be subordinate to the objectives of safety and liquidity. Tax-exempt debt proceeds shall be invested to maximize the interest earnings retained by SACHSE, while

at the same time fully complying with all applicable State laws and federal regulations, including the arbitrage rebate regulations. A competitive yield environment shall be achieved by soliciting quotes from multiple investment providers, monitoring comparable investment alternatives, and reviewing general market conditions.

The overall investment strategy of SACHSE is based on the premise that a certain amount of SACHSE's funds will be needed to pay current year expenditures or for projects that are to be complete within a specific time frame. Remaining funds are considered to be reserves and, barring any unforeseen emergencies or events beyond SACHSE's control, it is considered that these funds may be invested, within the maturity limits of this Policy, in an advantageous position on the yield curve. It is understood that investments in longer term instruments are sensitive to changes in interest rates and other market conditions; however, it is SACHSE's belief that such investments may be held to maturity if necessary.

SACHSE may maintain one portfolio in which all funds under its control are pooled for investment purposes. Within the pooled portfolio are fund components, each having an investment strategy as described below:

- A. Governmental Funds – the funds through which most governmental functions are financed and the primary operating funds of SACHSE. The investment strategy must allow for the investment of anticipated cash flows to meet the anticipated expenditures of the following funds:
 - 1. General Fund
 - 2. Debt Service Fund
 - 3. Special Revenue Fund
 - 4. Capital Projects Fund
 - 5. Sachse Economic Development Corporation Fund
 - 6. President George Bush Reinvestment Zone Tax Increment Fund
- B. Proprietary Funds - the funds used in SACHSE's business-type activities or Enterprise activities financed primarily by user charges and fees. The strategy for these funds is to time investment maturities to anticipated cash requirements. The projects may require investments with short to intermediate maturities.
- C. The Debt Service and Interest/Sinking Funds should consist of short-term investments, whose maturities meet the scheduled debt service payments. Reserves may be invested in longer-term investments.
- D. Special Revenue Fund and other Non-operating Funds investments should be in short-term instruments with maturities laddered to meet projected cash needs. Reserves are idle funds that may be invested in intermediate to long-term investments after analysis of future plans for use of the funds.

IX. Authorized & Suitable Investments

SACHSE is empowered by statute to invest in the following:

- A. Obligations of, or guaranteed by, governmental entities:

1. obligations of the United States or its agencies and instrumentalities;
2. direct obligations of this State or its agencies and instrumentalities;
3. other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of this State or the United States or their respective agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation or by the explicit full faith and credit of the United States; and
4. obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent.

B. Financial Institution Deposits: A financial institution deposit is an authorized investment under this Policy if the deposit is with a state or national bank, a savings and loan association, or credit union that is:

1. guaranteed or insured by the Federal Deposit Insurance Corporation or its successor, or the National Credit Union Share Insurance Fund, or its successor;
2. secured by obligations that are described in Section XII Collateralization; and
3. executed through a depository institution or broker that has its main office or a branch office in Texas and meets the requirements of the PFIA.

C. Repurchase Agreements:

1. A fully collateralized repurchase agreement is an authorized investment if the repurchase agreement:
 - (a) has a defined termination date;
 - (b) is secured by cash or obligations described by Section IX.A1;
 - (c) requires the cash or securities being purchased by SACHSE to be delivered versus payment to SACHSE, held in SACHSE's account with a third party selected and approved by SACHSE; and
 - (d) is placed through a primary government securities dealer, as defined by the Federal Reserve, or a financial institution doing business in this State.
2. "Repurchase agreement" means a simultaneous agreement to buy, hold for a specified time, and sell back at a future date, obligations described by Section IX.A1 at a market value at the time the funds are disbursed of not less than the principal amount of the funds disbursed.

D. Mutual Funds:

1. A no-load money market mutual fund is an authorized investment under this Policy if the mutual fund:
 - (a) is registered with and regulated by the Securities and Exchange Commission;
 - (b) provides SACHSE with a prospectus and other information as required by the PFIA and federal regulations;
 - (c) includes in its investment objectives the maintenance of a stable net asset value of \$1 for each share; and
 - (d) is continuously rated no lower than AAAm or at an equivalent rating by one nationally recognized rating service.
2. SACHSE is not authorized by this section to invest its funds or funds under its control, including bond proceeds and reserves and other funds held for debt service, in any one mutual fund in an amount that exceeds 10 percent of the total assets of the mutual fund.

E. Investment Pools:

1. SACHSE may invest its funds and funds under its control through an eligible investment pool if each ENTITY's governing body by rule, order, ordinance, or resolution, as appropriate, authorizes investment in the particular pool. An investment pool shall invest the funds it receives from entities in authorized investments permitted by the PFIA.
2. To be eligible to receive funds from and invest funds on behalf of an entity under the PFIA, an investment pool must furnish to the Investment Officers or other authorized representative of the entity an offering circular or other similar disclosure instrument that contains at a minimum, the following information:
 - (a) the types of investments in which money is allowed to be invested;
 - (b) the maximum average dollar-weighted maturity allowed, based on the stated maturity date, of the pool;
 - (c) the maximum stated maturity date any investment security within the portfolio has;
 - (d) the objectives of the pool;
 - (e) the size of the pool;
 - (f) the names of the members of the advisory board of the pool and the dates their terms expire;

- (g) the custodian bank that will safekeep the pool's assets;
 - (h) whether the intent of the pool is to maintain a net asset value of one dollar and the risk of market price fluctuation;
 - (i) whether the only source of payment is the assets of the pool at market value or whether there is a secondary source of payment, such as insurance or guarantees, and a description of the secondary source of payment;
 - (j) the name and address of the independent auditor of the pool;
 - (k) the requirements to be satisfied for an entity to deposit funds in and withdraw funds from the pool and any deadlines or other operating policies required for the entity to invest funds in and withdraw funds from the pool; and
 - (l) the performance history of the pool, including yield, average dollar-weighted maturities, and expense ratios.
3. To maintain eligibility to receive funds from and invest funds on behalf of an entity under the PFIA, at a minimum an investment pool must furnish to the Investment Officer or other authorized representative of the entity:
- (a) investment transaction confirmations; and
 - (b) a monthly report that contains, as a minimum, the following information:
 - (1) the types and percentage breakdown of securities in which the pool is invested;
 - (2) the current average dollar-weighted maturity, based on the stated maturity date, of the pool;
 - (3) the current percentage of the pool's portfolio in investments that have stated maturities of more than one year;
 - (4) the book value versus the market value of the pool's portfolio, using amortized cost valuation;
 - (5) the size of the pool;
 - (6) the number of participants in the pool;
 - (7) the custodian bank that is safekeeping the assets in the pool;
 - (8) a listing of daily transaction activity of the entity participating in the pool;

- (9) the yield and expense ratio of the pool;
 - (10) the portfolio managers of the pool; and
 - (11) any changes or addenda to the offering circular.
4. SACHSE, by contract, may delegate to an investment pool the authority to hold legal title as custodian of investments purchased with its local funds.
 5. Investment Pool “yield” shall be calculated in accordance with regulations governing the registration of open-end management investment companies under the Investment Company Act of 1940, as promulgated from time to time by the Federal Securities and Exchange Commission.
 6. A public funds investment pool created to function as a money market mutual fund must mark its portfolio to market daily and, to the extent reasonably possible, stabilize at a \$1 net asset value. If the ratio of the market value of the portfolio divided by the book value of the portfolio is less than 0.995 or greater than 1.005, portfolio holdings shall be sold as necessary to maintain the ratio between 0.995 and 1.005.
 7. An Investment pool must have an advisory board composed:
 - (a) Equally of participants in the pool and other persons who do not have a business relationship with the pool and are qualified to advise the pool, for pools created under Chapter 791 Texas State Code and managed by a state agency; or
 - (b) of participants in the pool and other persons who do not have a business relationship with the pool and are qualified to advise the pool, for other investment pools.
 8. A public funds investment pool must be continuously rated no lower than AAA or AAAM or at an equivalent rating by one nationally recognized rating service.

X. Unauthorized Investments

The following are not authorized investments under this section:

- A. Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal;
- B. Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest; and
- C. Collateralized mortgage obligations.

Any Authorized & Suitable Investment that requires a minimum rating does not qualify during the period the investment does not have the minimum rating. SACHSE shall take all prudent measures that are consistent with this Policy to liquidate an investment that does not have the minimum rating. Additionally, SACHSE is not required to liquidate investments that were authorized at the time of purchase.

XI. Depository

In compliance with State legislation, a primary Depository shall be selected through SACHSE'S banking services procurement process, which shall include a formal request for application (RFA). In selecting a depository the Director of Finance shall conduct a review of prospective depository's credit characteristics and financial history.

No public deposit shall be made except in a qualified public depository as established by State laws.

XII. Collateralization

Collateralization will be required on two types of investments: financial institution deposits (in amounts exceeding F.D.I.C. insurance coverage) and repurchase agreements. With the exception of Letters of Credit issued for 100% of amount, the minimum collateralization level will be 102% of market value of principal and accrued interest, less F.D.I.C. insurance when applicable.

SACHSE chooses to limit collateral (including letters of credit) to the obligations of, or guaranteed by, governmental entities as outlined in Section IX.A.

All financial institution deposits shall be insured or collateralized in compliance with applicable State law. SACHSE reserves the right, in its sole discretion, to accept or reject any form of insurance or collateralization pledged towards depository deposits. Financial institutions serving as depositories will be required to sign a depository agreement with SACHSE. The collateralized deposit portion of the agreement shall define SACHSE's rights to the collateral in case of default, bankruptcy, or closing and shall establish a perfected security interest in compliance with Federal and State regulations, including:

- The agreement must be in writing;
- The agreement has to be executed by the Depository and SACHSE contemporaneously with the acquisition of the asset;
- The agreement must be approved by the Board of Directors or designated committee of the Depository and a copy of the meeting minutes must be delivered to SACHSE; and
- The agreement must be part of the Depository's "official record" continuously since its execution.

Securities pledged as collateral shall be held by an independent third party with whom SACHSE has a custodial agreement. The agreement is to specify the acceptable investment securities

as collateral, including provisions relating to possession of the collateral, the substitution or release of investment securities, ownership of securities at default, and the method of valuation of securities.

XIII. Safekeeping and Custody

All security transactions, including collateral for repurchase agreements, entered into by SACHSE shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by a third party custodian designated by the Investment Officers and evidenced by safekeeping receipts.

XIV. Electronic Fund Transfer

SACHSE may use electronic means to transfer or invest all funds collected or controlled by the local government.

XV. Diversification

SACHSE will diversify its investments by types, maturity dates, and/or institutions, as appropriate.

XVI. Maximum Maturities and Weighted Average Maturity

To the extent possible, SACHSE will attempt to match its anticipated cash flow requirements with maturing investments. ~~Unless matched to a specific cash flow,~~ SACHSE will not directly invest in instruments maturing more than 2 years from the date of purchase, with the maximum weighted average maturity for the total portfolio to not exceed twelve months. However, SACHSE may collateralize its repurchase agreements using longer-dated investments not to exceed 5 years to maturity.

Reserve funds may be invested in instruments up to and including 5 years if the maturities of such investments are made to coincide as nearly as practicable with the expected use of the funds.

XVII. Internal Control

The Director of Finance shall establish an annual process of independent review by an external auditor in conjunction with the annual audit. This review will provide internal control by assuring compliance with policies and procedures.

XVIII. Performance Standards

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs. "Weighted Average Yield to Maturity" shall be the standard for calculating portfolio rate of return.

XIX. Reporting

- A. The Investment Officers shall prepare and submit quarterly a written report of investment transactions for all funds covered by this Investment Policy for the preceding reporting period.
- B. The report must include the following:
1. describe in detail the investment position of SACHSE on the date of the report;
 2. be prepared jointly by all Investment Officers of SACHSE;
 3. be signed by each Investment Officer of SACHSE;
 4. contain a summary statement of each pooled fund group that states the:
 - (a) beginning market value for the reporting period;
 - (b) ending market value for the period; and
 - (c) fully accrued interest for the period.
 5. state the book value and market value of each separately invested asset at the beginning and end of the reporting period by type of asset and fund type invested;
 6. state the maturity date of each separately invested asset that has a maturity date;
 7. state the account or fund or pooled group fund in the local government for which each individual investment was acquired; and
 8. state the compliance of the Investment Portfolio of the local government as it relates to:
 - (a) the Investment Strategy expressed in SACHSE's Investment Policy; and
 - (b) relevant provisions of the PFIA.
- C. The report shall be presented not less than quarterly to each ENTITY's governing body within a reasonable time after the end of the period.
- D. The market values and credit ratings presented in all portfolio reports shall be accurate and reliable estimates of the investment's true value and risk. Market value and credit rating sources may include, but are not limited to, rating agency reports, newspapers, financial websites, custodian reports, broker/dealer reports, and investment advisor research.

XX. Investment Policy Adoption

SACHSE's Investment Policy shall be adopted by resolution of each ENTITY's governing body. This Policy shall be reviewed annually and any modifications made thereto must be approved

by each ENTITY's governing body. Each ENTITY's governing body shall adopt a written instrument attesting to each annual review.

XXI. Auditor

As part of the annual audit, the independent auditor must formally review the quarterly investment reports to comply with the PFIA and report the results of that review to each ENTITY's governing body.

XXII. Training

In order to ensure qualified and capable investment management, the Investment Officers, their designated subordinates, Treasurer, and Chief Financial Officer of SACHSE shall attend training that includes education in investment controls, security risks, strategy risks, market risks, diversification of investment portfolio, and PFIA compliance. SACHSE approves the Government Finance Officers' Association, Government Finance Officers' Association of Texas, Government Treasurers' Organization of Texas, North Central Texas Council of Governments, Texas City Managers Association, Texas Municipal League, and University of North Texas as independent sources of training.

Each individual shall attend a training session containing at least 10 hours of instruction within twelve months of assuming investment-related responsibilities; and shall then receive not less than 10 hours of investment-related instruction within each subsequent two-year period aligned with SACHSE's fiscal year end.

XXIII. Donated Investments

This Policy does not apply to an investment donated to SACHSE for a particular purpose or under terms of use specified by the donor.

XXIV. Investment Policy Certification

The qualified representative of any business organization (including but not limited to investment pool, financial institution, broker/dealer) offering to engage in an investment transaction must execute a written instrument substantially to the effect that the business organization has received and reviewed the Investment Policy and that the business organization has implemented reasonable procedures and controls in an effort to preclude imprudent investment activities arising out of investment transactions conducted between the organization and SACHSE.

PASSED AND APPROVED by the City Council of the City of Sachse, Texas this 4th day of November, 20132.

Mayor
City of Sachse, Texas

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ATTEST:

City Secretary
City of Sachse, Texas

Acknowledged by the Sachse Economic Development Corporation, Texas this _____ day of _____, 201~~3~~2.

President
Sachse Economic Development Corporation

ATTEST:

Executive Director
Sachse Economic Development Corporation

Acknowledged by the President George Bush Turnpike Reinvestment Zone Tax Increment Fund, Texas this _____ day of _____, 2013.

President
President George Bush Turnpike Reinvestment Zone

Tax Increment Fund

ATTEST:

Board Secretary
President George Bush Turnpike Reinvestment Zone Tax Increment Fund

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Appendix A
Authorized Broker/Dealer Firms

Cantor Fitzgerald
Coastal Securities
Raymond James
Rice Financial
UBS

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SACHSE, TEXAS, ADOPTING THE CITY OF SACHSE, SACHSE ECONOMIC DEVELOPMENT CORPORATION, AND PRESIDENT GEORGE BUSH TURNPIKE REINVESTMENT ZONE TAX INCREMENT FUND INVESTMENT POLICY (“SACHSE INVESTMENT POLICY”) ATTACHED HERETO AS EXHIBIT “A”; DECLARING THAT THE CITY COUNCIL HAS COMPLETED ITS REVIEW OF THE INVESTMENT POLICY AND INVESTMENT STRATEGIES OF THE CITY AND THAT EXHIBIT “A” RECORDS ANY CHANGES TO EITHER THE INVESTMENT POLICY OR INVESTMENT STRATEGIES; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, in accordance with the Public Funds Investment Act, Chapter 2256, TEX. GOV’T CODE, the City Council of the City of Sachse, Texas by resolution adopted an investment policy; and

WHEREAS, Section 2256.005, Tex. Gov’t Code requires the City Council to review the investment policies and investment strategies not less than annually and to adopt a resolution or order stating the review has been completed and recording any changes made to either the investment policies or investment strategies.

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

SECTION 1. The Sachse Investment Policy, attached hereto as Exhibit “A” be and the same is hereby adopted and shall govern the investment policies and investment strategies for the City, and shall define the authority of the investment official of the City from and after the effective date of this Resolution.

SECTION 2. That the City Council of the City of Sachse has completed its review of the investment policies and investment strategies and any changes made to either the investment policies or investment strategies are recorded in Exhibit “A” hereto.

SECTION 3. That all provisions of the Resolutions of the City of Sachse, Texas, in conflict with the provisions of this Resolution be, and the same are hereby, repealed, and all other provisions of the Resolutions of the City not in conflict with the provisions of this resolution shall remain in full force and effect.

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

SECTION 5. That this Resolution shall become effective immediately from and after its passage.

SECTION 6. This Resolution shall take effect immediately from and after its passage, and it is accordingly so resolved.

DULY RESOLVED AND ADOPTED by the City Council of the City of Sachse, Texas, this the _____ day of _____, 2013.

CITY OF SACHSE, TEXAS

Mike Felix, Mayor

ATTEST:

Terry Smith, City Secretary

Exhibit “A”
CITY OF SACHSE
SACHSE ECONOMIC DEVELOPMENT CORPORATION
PRESIDENT GEORGE BUSH TURNPIKE REINVESTMENT ZONE TAX INCREMENT
FUND
INVESTMENT POLICY

I. Policy

Throughout this Investment Policy, the City of Sachse, Sachse Economic Development Corporation, and President George Bush Turnpike Reinvestment Zone Tax Increment Fund shall be singularly referred to as “ENTITY” and collectively referred to as “SACHSE.”

It is the policy of SACHSE to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of SACHSE and conforming to the Public Funds Investment Act (“PFIA”), Chapter 2256 of the Texas Government Code, and all other State and local statutes governing the investment of public funds.

II. Scope

This Investment Policy applies to all funds or financial resources available for investment under SACHSE’s financial control and accounted for in the City of Sachse’s Comprehensive Annual Financial Report (CAFR) which includes the General Fund, Debt Service Fund, Special Revenue Fund, Capital Projects Fund, Water and Sewer Enterprise Fund, Sachse Economic Development Corporation Fund, President George Bush Turnpike Reinvestment Zone Tax Increment Fund, and any new fund created by SACHSE unless specifically exempt.

To maximize the effective investment of assets, all funds may pool their cash balances for investment purposes. The income derived from investing activities will be distributed to the various funds based on calculation of their average balances.

III. Prudence

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The standard of prudence to be used by Investment Officers shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment Officers, acting in accordance with written procedures and the Investment Policy and exercising due diligence, shall be relieved of personal responsibility for an individual investment’s credit risk or market price changes, provided deviation from

expectations are reported immediately upon knowledge of the deviation and appropriate action is taken to control adverse developments.

IV. Objective

The primary objectives, in priority order, of SACHSE investment activities shall be:

- A. **Safety:** Safety of principal is the foremost objective of the investment program. Investments of SACHSE shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.
- B. **Liquidity:** The SACHSE investment portfolio will remain sufficiently liquid to enable SACHSE to meet all operating requirements which might be reasonably anticipated.
- C. **Public Trust:** Investment Officers shall seek to act responsibly as custodians of the public trust. Investment Officers shall avoid any transaction that might impair public confidence in SACHSE's ability to govern effectively.
- D. **Return on Investments:** SACHSE's investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with SACHSE's investment risk constraints and the cash flow characteristics of the portfolio.

V. Delegation of Authority

Management responsibility for the investment program is hereby delegated to the Director of Finance and the Finance Manager of the City of Sachse (the "Investment Officers"). The Director of Finance shall establish written procedures for the operation of the investment program consistent with this Investment Policy. Procedures should include reference to: safekeeping, repurchase agreements, wire transfer agreements, banking service contracts, and collateral/depository agreements. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this Investment Policy and the procedures established by the Director of Finance. The Investment Officers shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinates.

VI. Ethics and Conflicts of Interest

Investment Officers involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Investment Officers shall disclose to SACHSE any material financial interest in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large

personal financial/investment positions that could be related to the performance of SACHSE, particularly with regard to the time of purchases and sales.

Investment Officers involved in the investment process shall adhere to the business relationship and other disclosure requirements as described in the PFIA by filing statements with the Texas Ethics Commission and each ENTITY's governing body.

VII. Authorized Broker/Dealers

The list of authorized broker/dealers shall be annually approved by the City Council (Appendix A). These may include "primary" dealers or regional dealers that qualify under Securities & Exchange Commission Rule 15C3-1 (uniform net capital rule).

A. All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the Investment Officer with the following: audited financial statements, proof of Financial Industry Regulatory Authority (FINRA) certification, trading resolution, and/or proof of State registration, as applicable.

B. Requirement and Selection of all Investment Providers:

It is at the discretion of the Investment Officer as to which authorized broker/dealer shall be used for any buy/sell transactions.

VIII. Investment Strategy

SACHSE's basic investment strategy for all financial assets is to preserve principal. In order to achieve that objective, SACHSE restricts the authorized investment instruments to those with suitable and limited credit and market risk. In order to make effective use of SACHSE's resources, all monies may be pooled into one portfolio, if practical, except for those monies required to be accounted for in other accounts as stipulated by applicable laws, bond covenants, ordinances, contracts, agreements, or other policies.

The objective of liquidity stems from the need of SACHSE to maintain available cash balances sufficient to cover financial outlays. Since the timing and amount of some financial disbursements are not predictable, fund-type strategies shall adjust for the uncertainty of projected cash flows.

Investment marketability will be maintained based on the fund-type strategies to sufficiently and reasonably assure that investments could be liquidated prior to the maturity, if cash needs dictate.

Whenever practical or appropriate, it is the policy of SACHSE to diversify its investment portfolio. Assets held in the investment portfolio may be diversified to minimize the risk

of loss resulting from concentration of assets in a specific maturity, a specific issuer, or a specific class of investment.

SACHSE funds shall seek to achieve a competitive yield appropriate for each strategy. Yield objectives shall at all times be subordinate to the objectives of safety and liquidity. Tax-exempt debt proceeds shall be invested to maximize the interest earnings retained by SACHSE, while at the same time fully complying with all applicable State laws and federal regulations, including the arbitrage rebate regulations. A competitive yield environment shall be achieved by soliciting quotes from multiple investment providers, monitoring comparable investment alternatives, and reviewing general market conditions.

The overall investment strategy of SACHSE is based on the premise that a certain amount of SACHSE's funds will be needed to pay current year expenditures or for projects that are to be complete within a specific time frame. Remaining funds are considered to be reserves and, barring any unforeseen emergencies or events beyond SACHSE's control, it is considered that these funds may be invested, within the maturity limits of this Policy, in an advantageous position on the yield curve. It is understood that investments in longer term instruments are sensitive to changes in interest rates and other market conditions; however, it is SACHSE's belief that such investments may be held to maturity if necessary.

SACHSE may maintain one portfolio in which all funds under its control are pooled for investment purposes. Within the pooled portfolio are fund components, each having an investment strategy as described below:

- A. Governmental Funds – the funds through which most governmental functions are financed and the primary operating funds of SACHSE. The investment strategy must allow for the investment of anticipated cash flows to meet the anticipated expenditures of the following funds:
 - 1. General Fund
 - 2. Debt Service Fund
 - 3. Special Revenue Fund
 - 4. Capital Projects Fund
 - 5. Sachse Economic Development Corporation Fund
 - 6. President George Bush Reinvestment Zone Tax Increment Fund
- B. Proprietary Funds - the funds used in SACHSE's business-type activities or Enterprise activities financed primarily by user charges and fees. The strategy for these funds is to time investment maturities to anticipated cash requirements. The projects may require investments with short to intermediate maturities.
- C. The Debt Service and Interest/Sinking Funds should consist of short-term investments, whose maturities meet the scheduled debt service payments. Reserves may be invested in longer-term investments.

- D. Special Revenue Fund and other Non-operating Funds investments should be in short-term instruments with maturities laddered to meet projected cash needs. Reserves are idle funds that may be invested in intermediate to long-term investments after analysis of future plans for use of the funds.

IX. Authorized & Suitable Investments

SACHSE is empowered by statute to invest in the following:

A. Obligations of, or guaranteed by, governmental entities:

1. obligations of the United States or its agencies and instrumentalities;
2. direct obligations of this State or its agencies and instrumentalities;
3. other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of this State or the United States or their respective agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation or by the explicit full faith and credit of the United States; and
4. obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent.

B. Financial Institution Deposits: A financial institution deposit is an authorized investment under this Policy if the deposit is with a state or national bank, a savings and loan association, or credit union that is:

1. guaranteed or insured by the Federal Deposit Insurance Corporation or its successor, or the National Credit Union Share Insurance Fund, or its successor;
2. secured by obligations that are described in Section XII Collateralization; and
3. executed through a depository institution or broker that has its main office or a branch office in Texas and meets the requirements of the PFIA.

C. Repurchase Agreements:

1. A fully collateralized repurchase agreement is an authorized investment if the repurchase agreement:

- (a) has a defined termination date;
 - (b) is secured by cash or obligations described by Section IX.A1;
 - (c) requires the cash or securities being purchased by SACHSE to be delivered versus payment to SACHSE, held in SACHSE's account with a third party selected and approved by SACHSE; and
 - (d) is placed through a primary government securities dealer, as defined by the Federal Reserve, or a financial institution doing business in this State.
2. "Repurchase agreement" means a simultaneous agreement to buy, hold for a specified time, and sell back at a future date, obligations described by Section IX.A1 at a market value at the time the funds are disbursed of not less than the principal amount of the funds disbursed.

D. Mutual Funds:

1. A no-load money market mutual fund is an authorized investment under this Policy if the mutual fund:
- (a) is registered with and regulated by the Securities and Exchange Commission;
 - (b) provides SACHSE with a prospectus and other information as required by the PFIA and federal regulations;
 - (c) includes in its investment objectives the maintenance of a stable net asset value of \$1 for each share; and
 - (d) is continuously rated no lower than AAAM or at an equivalent rating by one nationally recognized rating service.
2. SACHSE is not authorized by this section to invest its funds or funds under its control, including bond proceeds and reserves and other funds held for debt service, in any one mutual fund in an amount that exceeds 10 percent of the total assets of the mutual fund.

E. Investment Pools:

1. SACHSE may invest its funds and funds under its control through an eligible investment pool if each ENTITY's governing body by rule, order, ordinance, or resolution, as appropriate, authorizes investment in the particular pool. An investment pool shall invest the funds it receives from entities in authorized investments permitted by the PFIA.

2. To be eligible to receive funds from and invest funds on behalf of an entity under the PFIA, an investment pool must furnish to the Investment Officers or other authorized representative of the entity an offering circular or other similar disclosure instrument that contains at a minimum, the following information:
 - (a) the types of investments in which money is allowed to be invested;
 - (b) the maximum average dollar-weighted maturity allowed, based on the stated maturity date, of the pool;
 - (c) the maximum stated maturity date any investment security within the portfolio has;
 - (d) the objectives of the pool;
 - (e) the size of the pool;
 - (f) the names of the members of the advisory board of the pool and the dates their terms expire;
 - (g) the custodian bank that will safekeep the pool's assets;
 - (h) whether the intent of the pool is to maintain a net asset value of one dollar and the risk of market price fluctuation;
 - (i) whether the only source of payment is the assets of the pool at market value or whether there is a secondary source of payment, such as insurance or guarantees, and a description of the secondary source of payment;
 - (j) the name and address of the independent auditor of the pool;
 - (k) the requirements to be satisfied for an entity to deposit funds in and withdraw funds from the pool and any deadlines or other operating policies required for the entity to invest funds in and withdraw funds from the pool; and
 - (l) the performance history of the pool, including yield, average dollar-weighted maturities, and expense ratios.

3. To maintain eligibility to receive funds from and invest funds on behalf of an entity under the PFIA, at a minimum an investment pool must furnish to the Investment Officer or other authorized representative of the entity:

- (a) investment transaction confirmations; and
 - (b) a monthly report that contains, as a minimum, the following information:
 - (1) the types and percentage breakdown of securities in which the pool is invested;
 - (2) the current average dollar-weighted maturity, based on the stated maturity date, of the pool;
 - (3) the current percentage of the pool's portfolio in investments that have stated maturities of more than one year;
 - (4) the book value versus the market value of the pool's portfolio, using amortized cost valuation;
 - (5) the size of the pool;
 - (6) the number of participants in the pool;
 - (7) the custodian bank that is safekeeping the assets in the pool;
 - (8) a listing of daily transaction activity of the entity participating in the pool;
 - (9) the yield and expense ratio of the pool;
 - (10) the portfolio managers of the pool; and
 - (11) any changes or addenda to the offering circular.
4. SACHSE, by contract, may delegate to an investment pool the authority to hold legal title as custodian of investments purchased with its local funds.
5. Investment Pool "yield" shall be calculated in accordance with regulations governing the registration of open-end management investment companies under the Investment Company Act of 1940, as promulgated from time to time by the Federal Securities and Exchange Commission.
6. A public funds investment pool created to function as a money market mutual fund must mark its portfolio to market daily and, to the extent reasonably possible, stabilize at a \$1 net asset value. If the ratio of the market value of the portfolio divided by the book value of the portfolio is

less than 0.995 or greater than 1.005, portfolio holdings shall be sold as necessary to maintain the ratio between 0.995 and 1.005.

7. An Investment pool must have an advisory board composed:
 - (a) Equally of participants in the pool and other persons who do not have a business relationship with the pool and are qualified to advise the pool, for pools created under Chapter 791 Texas State Code and managed by a state agency; or
 - (b) of participants in the pool and other persons who do not have a business relationship with the pool and are qualified to advise the pool, for other investment pools.
8. A public funds investment pool must be continuously rated no lower than AAA or AAAM or at an equivalent rating by one nationally recognized rating service.

X. Unauthorized Investments

The following are not authorized investments under this section:

- A. Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal;
- B. Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest; and
- C. Collateralized mortgage obligations.

Any Authorized & Suitable Investment that requires a minimum rating does not qualify during the period the investment does not have the minimum rating. SACHSE shall take all prudent measures that are consistent with this Policy to liquidate an investment that does not have the minimum rating. Additionally, SACHSE is not required to liquidate investments that were authorized at the time of purchase.

XI. Depository

In compliance with State legislation, a primary Depository shall be selected through SACHSE'S banking services procurement process, which shall include a formal request for application (RFA). In selecting a depository the Director of Finance shall conduct a review of prospective depository's credit characteristics and financial history.

No public deposit shall be made except in a qualified public depository as established by State laws.

XII. Collateralization

Collateralization will be required on two types of investments: financial institution deposits (in amounts exceeding F.D.I.C. insurance coverage) and repurchase agreements. With the exception of Letters of Credit issued for 100% of amount, the minimum collateralization level will be 102% of market value of principal and accrued interest, less F.D.I.C. insurance when applicable.

SACHSE chooses to limit collateral (including letters of credit) to the obligations of, or guaranteed by, governmental entities as outlined in Section IX.A.

All financial institution deposits shall be insured or collateralized in compliance with applicable State law. SACHSE reserves the right, in its sole discretion, to accept or reject any form of insurance or collateralization pledged towards depository deposits. Financial institutions serving as depositories will be required to sign a depository agreement with SACHSE. The collateralized deposit portion of the agreement shall define SACHSE's rights to the collateral in case of default, bankruptcy, or closing and shall establish a perfected security interest in compliance with Federal and State regulations, including:

- The agreement must be in writing;
- The agreement has to be executed by the Depository and SACHSE contemporaneously with the acquisition of the asset;
- The agreement must be approved by the Board of Directors or designated committee of the Depository and a copy of the meeting minutes must be delivered to SACHSE; and
- The agreement must be part of the Depository's "official record" continuously since its execution.

Securities pledged as collateral shall be held by an independent third party with whom SACHSE has a custodial agreement. The agreement is to specify the acceptable investment securities as collateral, including provisions relating to possession of the collateral, the substitution or release of investment securities, ownership of securities at default, and the method of valuation of securities.

XIII. Safekeeping and Custody

All security transactions, including collateral for repurchase agreements, entered into by SACHSE shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by a third party custodian designated by the Investment Officers and evidenced by safekeeping receipts.

XIV. Electronic Fund Transfer

SACHSE may use electronic means to transfer or invest all funds collected or controlled by the local government.

XV. Diversification

SACHSE will diversify its investments by types, maturity dates, and/or institutions, as appropriate.

XVI. Maximum Maturities and Weighted Average Maturity

To the extent possible, SACHSE will attempt to match its anticipated cash flow requirements with maturing investments. SACHSE will not directly invest in instruments maturing more than 2 years from the date of purchase, with the maximum weighted average maturity for the total portfolio to not exceed twelve months. However, SACHSE may collateralize its repurchase agreements using longer-dated investments not to exceed 5 years to maturity.

Reserve funds may be invested in instruments up to and including 5 years if the maturities of such investments are made to coincide as nearly as practicable with the expected use of the funds.

XVII. Internal Control

The Director of Finance shall establish an annual process of independent review by an external auditor in conjunction with the annual audit. This review will provide internal control by assuring compliance with policies and procedures.

XVIII. Performance Standards

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs. "Weighted Average Yield to Maturity" shall be the standard for calculating portfolio rate of return.

XIX. Reporting

- A. The Investment Officers shall prepare and submit quarterly a written report of investment transactions for all funds covered by this Investment Policy for the preceding reporting period.
- B. The report must include the following:
 - 1. describe in detail the investment position of SACHSE on the date of the report;

2. be prepared jointly by all Investment Officers of SACHSE;
 3. be signed by each Investment Officer of SACHSE;
 4. contain a summary statement of each pooled fund group that states the:
 - (a) beginning market value for the reporting period;
 - (b) ending market value for the period; and
 - (c) fully accrued interest for the period.
 5. state the book value and market value of each separately invested asset at the beginning and end of the reporting period by type of asset and fund type invested;
 6. state the maturity date of each separately invested asset that has a maturity date;
 7. state the account or fund or pooled group fund in the local government for which each individual investment was acquired; and
 8. state the compliance of the Investment Portfolio of the local government as it relates to:
 - (a) the Investment Strategy expressed in SACHSE's Investment Policy; and
 - (b) relevant provisions of the PFIA.
- C. The report shall be presented not less than quarterly to each ENTITY's governing body within a reasonable time after the end of the period.
- D. The market values and credit ratings presented in all portfolio reports shall be accurate and reliable estimates of the investment's true value and risk. Market value and credit rating sources may include, but are not limited to, rating agency reports, newspapers, financial websites, custodian reports, broker/dealer reports, and investment advisor research.

XX. Investment Policy Adoption

SACHSE's Investment Policy shall be adopted by resolution of each ENTITY's governing body. This Policy shall be reviewed annually and any modifications made thereto must be approved by each ENTITY's governing body. Each ENTITY's governing body shall adopt a written instrument attesting to each annual review.

XXI. Auditor

As part of the annual audit, the independent auditor must formally review the quarterly investment reports to comply with the PFIA and report the results of that review to each ENTITY's governing body.

XXII. Training

In order to ensure qualified and capable investment management, the Investment Officers, their designated subordinates, Treasurer, and Chief Financial Officer of SACHSE shall attend training that includes education in investment controls, security risks, strategy risks, market risks, diversification of investment portfolio, and PFIA compliance. SACHSE approves the Government Finance Officers' Association, Government Finance Officers' Association of Texas, Government Treasurers' Organization of Texas, North Central Texas Council of Governments, Texas City Managers Association, Texas Municipal League, and University of North Texas as independent sources of training.

Each individual shall attend a training session containing at least 10 hours of instruction within twelve months of assuming investment-related responsibilities; and shall then receive not less than 10 hours of investment-related instruction within each subsequent two-year period aligned with SACHSE's fiscal year end.

XXIII. Donated Investments

This Policy does not apply to an investment donated to SACHSE for a particular purpose or under terms of use specified by the donor.

XXIV. Investment Policy Certification

The qualified representative of any business organization (including but not limited to: investment pool, financial institution, broker/dealer) offering to engage in an investment transaction must execute a written instrument substantially to the effect that the business organization has received and reviewed the Investment Policy and that the business organization has implemented reasonable procedures and controls in an effort to preclude imprudent investment activities arising out of investment transactions conducted between the organization and SACHSE.

PASSED AND APPROVED by the City Council of the City of Sachse, Texas this 4th day of November, 2013.

Mayor
City of Sachse, Texas

ATTEST:

City Secretary
City of Sachse, Texas

Acknowledged by the Sachse Economic Development Corporation, Texas this _____
day of _____, 2013.

President
Sachse Economic Development Corporation

ATTEST:

Executive Director
Sachse Economic Development Corporation

Acknowledged by the President George Bush Turnpike Reinvestment Zone Tax
Increment Fund, Texas this _____ day of _____, 2013.

President
President George Bush Turnpike
Reinvestment Zone Tax Increment Fund

ATTEST:

Board Secretary
President George Bush Turnpike Reinvestment Zone Tax Increment Fund

Appendix A
Authorized Broker/Dealer Firms

Cantor Fitzgerald
Coastal Securities
Raymond James
Rice Financial
UBS

CITY OF SACHSE
SACHSE ECONOMIC DEVELOPMENT CORPORATION
PGBT REINVESTMENT ZONE TAX INCREMENT FUND
INVESTMENT POLICY UPDATE 2013

PRESENTED TO CITY COUNCIL NOVEMBER 4, 2013

EXPLANATION OF CHANGES

- REQUIRED BY PUBLIC FUNDS INVESTMENT ACT (PFIA)
- REQUIRED FOR GOVERNMENT TREASURERS' ORGANIZATION OF TEXAS (GTOT) CERTIFICATION PROGRAM

EXPLANATION OF CHANGES BY SECTION

- Section VII—Authorized Broker/Dealers List included in Investment Policy rather than a separate document.
- Section VII—Language requiring organizations offering to engage in investment transactions to review City's Investment Policy moved to a separate section(XXIV).
- Section IX—Add “and” to clarify all 3 parts of the definition of Financial Institution Deposits as required.
- Section XVI—Limit maturity to 2 years from date of purchase and weighted average maturity of total portfolio to twelve months.
- Section XXIV—Add section on Investment Policy Certification to include any business organization(including but not limited to investment pool, financial institution, broker/dealer).



Legislation Details (With Text)

File #: 13-1865 **Version:** 1 **Name:** Consider appointments to Boards and Commissions.
Type: Agenda Item **Status:** Agenda Ready
File created: 10/24/2013 **In control:** City Council
On agenda: 11/4/2013 **Final action:**
Title: Consider appointments to Boards and Commissions.

Executive Summary
 Council to make the annual appointments to the City's Boards and Commissions.

Sponsors:

Indexes:

Code sections:

Attachments: [B&C applications.pdf](#)
[B&C Board lists.pdf](#)
[B&C attendance.pdf](#)

Date	Ver.	Action By	Action	Result
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Title
 Consider appointments to Boards and Commissions.

Executive Summary
 Council to make the annual appointments to the City's Boards and Commissions.

Background
 Annually, half of each City board is up for appointment. The City Council conducted interviews on October 16th and October 23rd, 2013. This agenda item is provided for the Council to make appointments as appropriate. Oaths of Office are scheduled for the November 18th Council meeting. It will help staff if the Council makes appointments one board at a time. It is suggested the Council make the appointments to each board in the order they are listed on the Status Memo, Planning and Zoning Commission, Board of Adjustments, etc.

Board members that are not reappointed will be recognized at our annual board appreciation banquet in January.

Policy Considerations
 These appointments complete the process for the annual appointments.

Budgetary Considerations
 None

Staff Recommendations

Council make the annual appointments to the City's Boards and Commissions as appropriate.



To: Mayor & Council Members, City Manager

From: Terry Smith, City Secretary

Date: October 30, 2013

Subject: Status - Appointments to Boards and Commissions (Total : 25 vacancies 27 total applicants)

The following information will bring you up-to-date on the status of appointments to the various boards:

NAME REAPPLIED

Planning & Zoning Commission (P&Z) (4)

Julie Morris-----No
Paul Watkins-----Yes
Scott Everett-----Yes
Vacant (C. Ross)-----

Board of Adjustments (ZBA) (4)

James Cron-----No
Kevin Quinn-----Yes
Steve Oliver-----Yes
David Darr, ALT.-----Yes-ZBA, P&Z

Parks & Recreation Commission (PK) (5)

Niloufer Watkins-----Yes-EDC/PK/ASB
J.D. Pruitt-----Yes
Michael Kellam-----Yes
Juanita Miller-----No
Vacant (D. Reiley)-----

Library Board (LB) (3)

Dixie Scogin-----Yes-EDC/LB
Robert Rodgers-----Yes
Judith Lensch-----No

Economic Development Corp. (EDC) (4)

Suzanne Politz-----Yes-EDC/P&Z/PK
Ken Thomas-----Yes
Marcia Harris-Daniel-----Yes
Jeff Bickerstaff-----

Animal Shelter Board (ASB) (5)

Stephanie Wilson-----No
Michele Briggs-----Yes
Erica Goetz-----Yes
Barbara Johnson-----No, resigned
Vacant (J. Schmulbach)-----

Note: TIF Board terms expire in March

NEW APPLICANTS/Board Preferences: (In order of 1st, 2nd & 3rd Choices)

David Landis-EDC/ZBA/PK	Wendy Stewart-P&Z/EDC/PK	Billy Ketner-PK/P&Z/LB
Jack Bickler-EDC/P&Z/PK	Jose Aguilar-ZBA/PK/TIF	Thomas Gooch-EDC/P&Z/PK
Ed Ferren-EDC	Nieves Marquez-PK/ASB/LB	Stephen Hibbs-ASB/ZBA/P&Z
Terri Hibbs-PK/P&Z	Jennifer Gower-ASB	



City of Sachse

APPLICATION FOR BOARDS / COMMISSIONS AND OTHER POSITIONS

As an applicant for a Board or Commission, your name, address, and telephone number will be available to the press and the public. You will be contacted when action is taken on your appointment.

Board or Commission of first, second and third choice:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Planning & Zoning Commission | <input type="checkbox"/> Animal Shelter Board |
| <input type="checkbox"/> Parks & Recreation Commission | <input type="checkbox"/> Economic Development Corporation Board |
| <input type="checkbox"/> Zoning Board of Adjustments | <input type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> Library Board | _____ |

Name: PAUL WATKINS

Address: 6703 FALCON CREST LN

Business Phone: 972-342-7948 Home Phone: 972-429-7540

Occupation: IT MANAGER, APPLICATION DEVELOPMENT & SUPPORT

Education: B.S. BUSINESS MANAGEMENT, OKLAHOMA CHRISTIAN UNIVERSITY

Resident of Sachse for 13 Years 2 Months

Voter Registration Number: 1075399018

List qualifications you feel make you a good candidate for this position:
AS AN IT MANAGER, I AM RESPONSIBLE FOR MANY PROJECTS IN A GIVEN YEAR AND MANAGE THEM THROUGH THE ENTIRE LIFE CYCLE FROM CONCEPT TO IMPLEMENTATION. RANGING FROM SEVERAL THOUSAND TO SEVERAL MILLION. MY JOB IS TO FIND SOLUTIONS OF FIX PROBLEMS. I'VE ENJOYED SERVING THE PEOPLE AND CITY OF SACHSE. I DESIRE TO CONTINUE MY SERVICE AND DESIRE TO BE REAPPOINTED TO THE P&Z.

Professional and/or Community Activities:

Boards/ Commissions Previously Served on (Sachse or other city):

<u>PLANNING & ZONING COMMISSION</u>	From <u>2013</u> to <u>CURRENT</u>
_____	From _____ to _____
_____	From _____ to _____

Signature Paul Watkins

Date 9/9/2013

PLEASE RETURN COMPLETED FORM TO:
OFFICE OF THE CITY SECRETARY
CITY OF SACHSE
3815 SACHSE ROAD, BUILDING B
SACHSE, TX 75048
469-429-4775 OR FAX 972-530-0426



City of Sachse

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As an applicant for a Board or Commission, your name, address, and telephone number will be available to the press and the public. You will be contacted when action is taken on your appointment.

Board or Commission of first, second and third choice:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Planning & Zoning Commission | <input type="checkbox"/> Animal Shelter Board |
| <input type="checkbox"/> Parks & Recreation Commission | <input type="checkbox"/> Economic Development Corporation Board |
| <input type="checkbox"/> Zoning Board of Adjustments | <input type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> Library Board | _____ |

Name: Scott Everett

Address: 5205 miles Rd

Business Phone: 972 578 651 Home Phone: 214 686 3111

Occupation: Engineer - Telecommunication

Education: BA in Business Management

Resident of Sachse for 18 Years _____ Months

Voter Registration Number: DL# 10767769

List qualifications you feel make you a good candidate for this position:

- Currently serving on P+Z Board
- Familiar with Sachse City ordinances + building codes
- I'm well aware of the issues that the city faces in growing its business tax base for city maintenance + growth

Professional and/or Community Activities:

Ran for City Council in 2012

Boards/ Commissions Previously Served on (Sachse or other city):

_____	From _____	to _____
_____	From _____	to _____
_____	From _____	to _____

Signature [Handwritten Signature]

Date 9/18/13

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CITY OF SACHSE
3815 SACHSE ROAD, BUILDING B
SACHSE, TX 75048
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City of Sachse

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As an applicant for a Board or Commission, your name, address, and telephone number will be available to the press and the public. You will be contacted when action is taken on your appointment.

Board or Commission of first, second and third choice:

- | | |
|---|---|
| <input type="checkbox"/> Planning & Zoning Commission | <input type="checkbox"/> Animal Shelter Board |
| <input type="checkbox"/> Parks & Recreation Commission | <input type="checkbox"/> Economic Development Corporation Board |
| <input checked="" type="checkbox"/> Zoning Board of Adjustments | <input type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> Library Board | _____ |

Name: KEVIN QUINN

Address: 6613 EASTVIEW DR.

Business Phone: _____ Home Phone: 214-578-2662

Occupation: COO - BEST IN CLASS RESOURCES

Education: B.S. MATHEMATICS

Resident of Sachse for 11 Years 0 Months

Voter Registration Number: 1087206841

List qualifications you feel make you a good candidate for this position:

Professional and/or Community Activities:

- ~~ZONING BOARD~~
- BOY SCOUTS
- KNIGHTS OF COLUMBUS

Boards/ Commissions Previously Served on (Sachse or other city):

ZONING BOARD OF ADJUSTMENTS	From 2005	to PRESENT
_____	From _____	to _____
_____	From _____	to _____

Signature

Date

PLEASE RETURN COMPLETED FORM TO:
 OFFICE OF THE CITY SECRETARY
 CITY OF SACHSE
 3815 SACHSE ROAD, BUILDING B
 SACHSE, TX 75048
 469-429-4775 OR FAX 972-530-0426

Terry Smith

From: noreply@civicplus.com
Sent: Tuesday, September 24, 2013 4:30 PM
To: Terry Smith; Denise Vice
Subject: Online Form Submittal: Application for Boards and Commissions

If you are having problems viewing this HTML email, click to view a [Text version](#).

Application for Boards and Commissions

As an applicant for a Board or Commission, your name, address, and telephone number will be available to the press and the public.

Please select the Board / Commission you are applying for:

First choice: [Zoning Board of Adjustments
Second choice: [Zoning Board of Adjustments
Third choice: [Zoning Board of Adjustments

Personal Information

Name: Steve Oliver
Address: 7120 Vista Hill Lane Sachse, TX 75048
Business Phone: 972-205-3558 Home Phone: 972-429-5116
Email Address: WoodbridgeVol@aol.com
Occupation: Director of Streets - City of Garland
Education: Bachelor of Science - Civil Engineering University of Tennessee

Residency Information

How long have you lived in Sachse? 13 years, 8 months
Are you a registered voter? Yes No Voter Registration Number: Unsure

Organization Membership Information

List qualifications you feel make you a good candidate for this position: I have been a member of the Zoning Board of Adjustments for 13 years. The last several years, I have been the chairman. I have been employed by various municipal governments for nearly 30 years, which gives me insight that is very helpful while serving on the ZBA.
Professional and/or community activities: Professional Engineer (Texas Registration No. 65878) Member - American Public Works Association Member - Institute of Traffic Engineers Voting Member - National Committee on Uniform Traffic Control Devices Finance Committee - Wylie United Methodist Church United Methodist Men - Wylie UMC

If you are currently serving on a City of Sachse board or commission, which one: [Zoning Board of Adjustments
Service dates (from/to): August 2000 to present
If you have previously served on a City of Sachse board or commission, which one: [Select from dropdown list
Service dates (from/to):

By typing my name in the box I certify the above statements to be true and correct and that this information can be used for the purpose of processing my application for service on a Sachse Board and/or Commission. Steve Oliver

Date: 9/24/13

Thank you for your interest. You will be contacted when action is taken on your application.

The following form was submitted via your website: Application for Boards and Commissions

First choice:: Zoning Board of Adjustments

Second choice:: Zoning Board of Adjustments

Third choice:: Zoning Board of Adjustments

Name:: Steve Oliver

Address:: 7120 Vista Hill Lane Sachse, TX 75048

Business Phone:: 972-205-3558

Home Phone:: 972-429-5116

Email Address:: WoodbridgeVol@aol.com

Occupation:: Director of Streets - City of Garland

Education:: Bachelor of Science - Civil Engineering
University of Tennessee

How long have you lived in Sachse?: 13 years, 8 months

Are you a registered voter?: Yes

Voter Registration Number:: Unsure

List qualifications you feel make you a good candidate for this position:: I have been a member of the Zoning Board of Adjustments for 13 years. The last several years, I have been the chairman. I have been employed by various municipal governments for nearly 30 years, which gives me insight that is very helpful while serving on the ZBA.

Professional and/or community activities:: Professional Engineer (Texas Registration No. 65878)
Member - American Public Works Association
Member - Institute of Traffic Engineers
Voting Member - National Committee on Uniform Traffic Control Devices
Finance Committee - Wylie United Methodist Church
United Methodist Men - Wylie UMC

If you are currently serving on a City of Sachse board or commission, which one:: Zoning Board of Adjustments

Service dates (from/to):: August 2000 to present

If you have previously served on a City of Sachse board or commission, which one:: Select from dropdown list



City of Sachse

APPLICATION FOR BOARDS / COMMISSIONS AND OTHER POSITIONS

As an applicant for a Board or Commission, your name, address, and telephone number will be available to the press and the public. You will be contacted when action is taken on your appointment.

Board or Commission of *first, second and third choice*:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Planning & Zoning Commission | <input type="checkbox"/> Animal Shelter Board |
| <input type="checkbox"/> Parks & Recreation Commission | <input type="checkbox"/> Economic Development Corporation Board |
| <input checked="" type="checkbox"/> Zoning Board of Adjustments | <input type="checkbox"/> Other (please specify): _____ |
| <input type="checkbox"/> Library Board | |

Name: DAVID DARR

Address: 4226 LEE HUTSON LANE

Business Phone: 214 775 6 Home Phone: 469 964 1315

Occupation: ARCHITECT

Education: UT - ARLINGTON - B.S. ARCHITECTURE

Resident of Sachse for 5 Years _____ Months

Voter Registration Number: 1002543174

List qualifications you feel make you a good candidate for this position:
I HAVE EXPERIENCE SERVING ON BOARDS SUCH AS THE ZONING BOARD OF ADJUSTMENTS. AS AN ARCHITECT, I FEEL I BRING A LEVEL OF TECHNICAL EXPERTISE AND EXPERIENCE TO EITHER BOARD I AM REQUESTING.

Professional and/or Community Activities:
NORTHLAKE BAPTIST CHURCH PROPERTY & SPACE COMMITTEE

Boards/ Commissions Previously Served on (Sachse or other city):
ZONING BOARD OF ADJUSTMENTS From APR 13 to PRESENT
From _____ to _____
From _____ to _____

Signature [Handwritten Signature]

Date 9.3.2013

PLEASE RETURN COMPLETED FORM TO:
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SACHSE, TX 75048
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City of Sachse

APPLICATION FOR BOARDS / COMMISSIONS AND OTHER POSITIONS

As an applicant for a Board or Commission, your name, address, and telephone number will be available to the press and the public. You will be contacted when action is taken on your appointment.

Board or Commission of *first, second and third choice*:

<u>5</u> Planning & Zoning Commission	<u>3</u> Animal Shelter Board
<u>2</u> Parks & Recreation Commission	<u>1</u> Economic Development Corporation Board
<u>6</u> Zoning Board of Adjustments	Other (please specify): _____
<u>4</u> Library Board	_____

Name: NILOUFER WATKINS

Address: 6703 FALCON CREST LN.

Business Phone: _____ Home Phone: _____

Occupation: IT Consultant

Education: MBA.

Resident of Sachse for 9 Years 5 Months

Voter Registration Number: 1167753812

List qualifications you feel make you a good candidate for this position:

Manage multi million \$ programs at HP.
Good communication skills.
A desire to continue to make Sachse a great place to live.

Professional and/or Community Activities:

Currently serve on Park + Recreation Commission.

Boards/ Commissions Previously Served on (Sachse or other city):

<u>Parks + Recreation Commission</u>	From <u>Aug</u>	to <u>current</u>
_____	From _____	to _____
_____	From _____	to _____

Signature Niloufer Watkins

Date 9/17/2013

PLEASE RETURN COMPLETED FORM TO:

OFFICE OF THE CITY SECRETARY

CITY OF SACHSE

3815 SACHSE ROAD, BUILDING B

SACHSE, TX 75048

469-429-4775 OR FAX 972-530-0426

Terry Smith

From: noreply@civicplus.com
Sent: Tuesday, September 24, 2013 9:21 AM
To: Terry Smith; Denise Vice
Subject: Online Form Submittal: Application for Boards and Commissions

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Application for Boards and Commissions

As an applicant for a Board or Commission, your name, address, and telephone number will be available to the press and the public.

Please select the Board / Commission you are applying for:

First choice: [Parks and Recreation Commission

Second choice: [Parks and Recreation Commission

Third choice: [Parks and Recreation Commission

Personal Information

Name: John (J.D.) Pruitt

Address: 3665 Frost Street

Business Phone: 972 623 8876

Home Phone: 972
212
4126

Email Address: j_d_pruitt@yahoo.com

Occupation: Electrician

Education: Associates of Business, currently enrolled in Bachelor program at University of Phoenix

Residency Information

How long have you lived in Sachse? 4

Are you a registered voter? Yes No

Voter Registration Number:

Organization Membership Information

List qualifications you feel make you a good candidate for this position: I feel that my experience with Sachse youth will help with Park and Rec agenda.

Professional and/or community activities: Sachse Baseball Association coach and Garland Pee Wee Football Coach

If you are currently serving on a City of Sachse board or commission, which one: [Parks and Recreation Commission

Service dates (from/to): 11/2012-present

If you have previously served on a City of Sachse board or commission, which one: [Select from dropdown list

Service dates (from/to):

By typing my name in the box I certify the above statements to be true and correct and that this information can be used for the purpose of processing my application for service on a Sachse Board and/or Commission. J.D. Pruitt

Date: 09/24/2013

Thank you for your interest. You will be contacted when action is taken on your application.

The following form was submitted via your website: Application for Boards and Commissions

First choice:: Parks and Recreation Commission

Second choice:: Parks and Recreation Commission

Third choice:: Parks and Recreation Commission

Name:: John (J.D.) Pruitt

Address:: 3665 Frost Street

Business Phone:: 972 623 8876

Home Phone:: 972 212 4126

Email Address:: j_d_pruitt@yahoo.com

Occupation:: Electrician

Education:: Associates of Business, currently enrolled in Bachelor program at University of Phoenix

How long have you lived in Sachse?: 4

Are you a registered voter?: Yes

Voter Registration Number::

List qualifications you feel make you a good candidate for this position:: I feel that my experience with Sachse youth will help with Park and Rec agenda.

Professional and/or community activities:: Sachse Baseball Association coach and Garland Pee Wee Football Coach

If you are currently serving on a City of Sachse board or commission, which one:: Parks and Recreation Commission

Service dates (from/to):: 11/2012-present

If you have previously served on a City of Sachse board or commission, which one:: Select from dropdown list

Service dates (from/to)::

By typing my name in the box I certify the above statements to be true and correct and that this information can be used for the purpose of processing my application for service on a Sachse Board and/or Commission.: J.D. Pruitt

Date:: 09/24/2013

Additional Information:

TIME RECEIVED
September 19, 2013 10:54:52 AM CDT

REMOTE CSID
9725838176

DURATION
51

PAGES
1

STATUS
Received

19-Sep-2013 10:54 Ericsson 9725838176

1/1



City of Sachse

APPLICATION FOR BOARDS / COMMISSIONS AND OTHER POSITIONS

As an applicant for a Board or Commission, your name, address, and telephone number will be available to the press and the public. You will be contacted when action is taken on your appointment.

Board or Commission of first, second and third choice:

Planning & Zoning Commission Animal Shelter Board
 Parks & Recreation Commission Economic Development Corporation Board
 Zoning Board of Adjustments Other (please specify):
 Library Board

Name: Michael Kellam

Address: 5619 Pinnacle Cr. Sachse Tx 75048

Business Phone: 9-583-1585 Home Phone: 214-912-6920 (cell)

Occupation: Engineer

Education: BSEE

Resident of Sachse for 27 Years _____ Months

Voter Registration Number: 1078949066

List qualifications you feel make you a good candidate for this position:
Understand how to analyze the site situation & make informed decision. Quick learner & committed to the success of the Sachse Community in ^{provide a} _{top place for miss families.}

Professional and/or Community Activities:
member of Knights of Columbus, SHS band booster, coach GPWF, previous coach GVA (5 yrs), coach other ^{with sport}

Boards/ Commissions Previously Served on (Sachse or other city):
Rank - Rec. 2002-2013. From Nov-2012 to Nov 2013
 From _____ to _____
 From _____ to _____

Signature: [Handwritten Signature] Date: 9/18/2013

PLEASE RETURN COMPLETED FORM TO:
 OFFICE OF THE CITY SECRETARY
 CITY OF SACHSE
 3815 SACHSE ROAD, BUILDING B
 SACHSE, TX 75048
 469-429-4775 OR FAX 972-530-0426



City of Sachse

APPLICATION FOR BOARDS / COMMISSIONS AND OTHER POSITIONS

As an applicant for a Board or Commission, your name, address, and telephone number will be available to the press and the public. You will be contacted when action is taken on your appointment.

Board or Commission of *first, second and third choice*:

- Planning & Zoning Commission 1 Animal Shelter Board
- Parks & Recreation Commission 1 Economic Development Corporation Board
- Zoning Board of Adjustments _____ Other (please specify): _____
- 2 Library Board _____

Name: DIXIE SCOGIN

Address: 1802 VICKSBURG DR.

Business Phone: _____ Home Phone: 972-530-1725

Occupation: _____

Education: MASTERS IN ART EDUCATION

Resident of Sachse for 25 Years 8 Months

Voter Registration Number: 1080947777

List qualifications you feel make you a good candidate for this position:

I took a Leadership Sachse course the first year it was offered. I served as president of 2 different art appreciation clubs, of a large Sunday school class twice. Served on Personnel Comm, Buildings & grounds comm. in 2 different churches. Taught private art lessons + 2 yrs on Library Board.

Professional and/or Community Activities: *taught art in college, private art lessons, participated in art shows, participated in Wylie Art Gallery - served on Sachse Library Board for 2 years*

Boards/ Commissions Previously Served on (Sachse or other city):

Library Board From 2011 to 2013
 _____ From _____ to _____
 _____ From _____ to _____

Signature Dixie B Scogin

Date 9/14/13

PLEASE RETURN COMPLETED FORM TO:
OFFICE OF THE CITY SECRETARY
CITY OF SACHSE
3815 SACHSE ROAD, BUILDING B
SACHSE, TX 75048
469-429-4775 OR FAX 972-530-0426

Terry Smith

From: noreply@civicplus.com
Sent: Friday, September 27, 2013 10:48 AM
To: Terry Smith; Denise Vice
Subject: Online Form Submittal: Application for Boards and Commissions

If you are having problems viewing this HTML email, click to view a [Text version](#).

Application for Boards and Commissions

As an applicant for a Board or Commission, your name, address, and telephone number will be available to the press and the public.

Please select the Board / Commission you are applying for:

First choice: [Library Board
Second choice: [Library Board
Third choice: [Library Board

Personal Information

Name: Robert Rodgers
Address: 1518 bonanza ct
Business Phone: 2142062581 Home Phone: 2146621889
Email Address: robert.rodgers@atmosenergy.com
Occupation: Gas Utility Marketing
Education: BS Business Louisiana State University

Residency Information

How long have you lived in Sachse? 25 years
Are you a registered voter? Yes No
Voter Registration Number:

Organization Membership Information

List qualifications you feel make you a good candidate for this position: Library Board member since 1990s
Professional and/or community activities:
If you are currently serving on a City of Sachse board or commission, which one: [Library Board
Service dates (from/to):
If you have previously served on a City of Sachse board or commission, which one: [Library Board
Service dates (from/to):

By typing my name in the box I certify the above statements to be true and correct and that this information can be used for the purpose of processing my application for service on a Sachse Board and/or Commission. Robert Rodgers

Date: 9-27-2013

Thank you for your interest. You will be contacted when action is taken on your application.

The following form was submitted via your website: Application for Boards and Commissions

First choice:: Library Board

Second choice:: Library Board

Third choice:: Library Board

Name:: Robert Rodgers

Address:: 1518 bonanza ct

Business Phone:: 2142062581

Home Phone:: 2146621889

Email Address:: robert.rodgers@atmosenergy.com

Occupation:: Gas Utility Marketing

Education:: BS Business Louisiana State University

How long have you lived in Sachse?: 25 years

Are you a registered voter?: not checked

Voter Registration Number::

List qualifications you feel make you a good candidate for this position:: Library Board member since 1990s

Professional and/or community activities::

If you are currently serving on a City of Sachse board or commission, which one:: Library Board

Service dates (from/to)::

If you have previously served on a City of Sachse board or commission, which one:: Library Board

Service dates (from/to)::

By typing my name in the box I certify the above statements to be true and correct and that this information can be used for the purpose of processing my application for service on a Sachse Board and/or Commission.: Robert Rodgers

Date:: 9-27-2013

Additional Information:

Form submitted on: 9/27/2013 10:47:31 AM

Submitted from IP Address: 72.37.249.164



City of Sachse

APPLICATION FOR BOARDS / COMMISSIONS AND OTHER POSITIONS

As an applicant for a Board or Commission, your name, address, and telephone number will be available to the press and the public. You will be contacted when action is taken on your appointment.

Board or Commission of first, second and third choice:

- | | |
|--|--|
| <u>2</u> Planning & Zoning Commission | <input type="checkbox"/> Animal Shelter Board |
| <u>3</u> Parks & Recreation Commission | <input checked="" type="checkbox"/> Economic Development Corporation Board |
| <input type="checkbox"/> Zoning Board of Adjustments | <input type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> Library Board | |

Name: Suzanne Politz

Address: 2503 Berger Ct

Business Phone: 9-889-1833 Home Phone: 9-352-3852

Occupation:

Education: BS in Recreation

Resident of Sachse for 3 Years Months

Voter Registration Number:

List qualifications you feel make you a good candidate for this position:

Interest in community.
Experience on EDC board - 2 years

Professional and/or Community Activities:

YMCA Board member in Richardson
YMCA Sachse Steering Committee - President

Boards/ Commissions Previously Served on (Sachse or other city):

<u>EDC</u>	From <u>2011</u>	to <u>2013</u>
_____	From _____	to _____
_____	From _____	to _____

Signature [Handwritten Signature]

Date 9-2-13

PLEASE RETURN COMPLETED FORM TO:

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CITY OF SACHSE
3815 SACHSE ROAD, BUILDING B
SACHSE, TX 75048
469-429-4775 OR FAX 972-530-0426

TIME RECEIVED

September 19, 2013 10:37:43 AM CDT

REMOTE CSID

DURATION

78

PAGES

1

STATUS

Received

Sep 19 13 10:35a

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City of Sachse

APPLICATION FOR BOARDS / COMMISSIONS AND OTHER POSITIONS

As an applicant for a Board or Commission, your name, address, and telephone number will be available to the press and the public. You will be contacted when action is taken on your appointment.

Board or Commission of first, second and third choice:

- | | |
|--|--|
| <input type="checkbox"/> Planning & Zoning Commission | <input type="checkbox"/> Animal Shelter Board |
| <input type="checkbox"/> Parks & Recreation Commission | <input checked="" type="checkbox"/> Economic Development Corporation Board |
| <input type="checkbox"/> Zoning Board of Adjustments | <input type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> Library Board | _____ |

Name: KEN THOMAS

Address: 7204 RANCH ROAD

Business Phone: 469-424-8551 Home Phone: 972-428-5808

Occupation: AMX - DIRECTOR OF FACILITIES

Education: BS - TEXAS A&M COMMERCE
MBA - AMERSON UNIV.

Resident of Sachse for 10 Years _____ Months

Voter Registration Number: 1077951262

List qualifications you feel make you a good candidate for this position:

GUARANTEE ON RDC.
LIBRARIANSHIP SKILLS
PLANNING SKILLS
COMMUNICATION SKILLS

Professional and/or Community Activities:

INTERNATIONAL FACILITIES MANAGER ASSOC.
QUAIL HOLLOW HORSE OWNERS ASSOC
SATURN ROAD CHURCH OF CHRIST - GARLAND

Boards/ Commissions Previously Served on (Sachse or other city):

<u>EDC</u>	From <u>2010</u>	to <u>DATE</u>
_____	From _____	to _____
_____	From _____	to _____

Signature Ken Thomas

Date 9/19/13

PLEASE RETURN COMPLETED FORM TO:

OFFICE OF THE CITY SECRETARY
CITY OF SACHSE
3815 SACHSE ROAD, BUILDING B
SACHSE, TX 75048
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City of Sachse

APPLICATION FOR BOARDS / COMMISSIONS AND OTHER POSITIONS

As an applicant for a Board or Commission, your name, address, and telephone number will be available to the press and the public. You will be contacted when action is taken on your appointment.

Board or Commission of first, second and third choice:

- | | |
|--|--|
| <input type="checkbox"/> Planning & Zoning Commission | <input type="checkbox"/> Animal Shelter Board |
| <input type="checkbox"/> Parks & Recreation Commission | <input checked="" type="checkbox"/> Economic Development Corporation Board |
| <input type="checkbox"/> Zoning Board of Adjustments | <input type="checkbox"/> Other (please specify): _____ |
| <input type="checkbox"/> Library Board | |

Name: MARCIA L. HARRIS-DANIEL

Address: 5612 CREEK CROSSING LANE SACHSE TX 75048

Business Phone: — Home Phone: 214-280-9462

Occupation: RETIRED

Education: BFA Radio/TV/film, MARKETING mgmt Emphasis, Sam Houston State Univ.
MBA Strategic Leadership, AMERTON UNIVERSITY

Resident of Sachse for 5 Years 2.5 Months

Voter Registration Number:

List qualifications you feel make you a good candidate for this position:

I was just appointed, and look forward to continue serving.
Thanks.

Professional and/or Community Activities:

Boards/ Commissions Previously Served on (Sachse or other city):

_____	From _____	to _____
_____	From _____	to _____
_____	From _____	to _____

Signature

Date

9 September 2013

PLEASE RETURN COMPLETED FORM TO:

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SACHSE, TX 75048
469-429-4775 OR FAX 972-530-0426



City of Sachse

APPLICATION FOR BOARDS / COMMISSIONS AND OTHER POSITIONS

As an applicant for a Board or Commission, your name, address, and telephone number will be available to the press and the public. You will be contacted when action is taken on your appointment.

Board or Commission of first, second and third choice:

- | | |
|--|---|
| <input type="checkbox"/> Planning & Zoning Commission | <input checked="" type="checkbox"/> Animal Shelter Board |
| <input type="checkbox"/> Parks & Recreation Commission | <input type="checkbox"/> Economic Development Corporation Board |
| <input type="checkbox"/> Zoning Board of Adjustments | <input type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> Library Board | _____ |

Name: Michele BRIGGS
Address: 1407 Westgate Dr Sachse TX 75048
Business Phone: _____ **Home Phone:** 972 495 4954

Occupation: Housewife Volunteer
Education: M.S. Interdisciplinary Studies California State Stanislaus
 M.S. International Business Management Troy State University

Resident of Sachse for 3 **Years** 10 **Months**

Voter Registration Number: 1168302723

List qualifications you feel make you a good candidate for this position:
 Volunteer Animal Shelter
 Animal Shelter Board member 2012-2013
 LEPC Board member

Professional and/or Community Activities:
 CERT Medical Reserve Corp
 Amateur Radio
 Hazmat

Boards/ Commissions Previously Served on (Sachse or other city):

LEPC Board (Lincoln County ME.)	From	<u>2004</u>	to	<u>2010</u>
Animal Control Board Sachse TX	From	<u>2012</u>	to	<u>2013</u>
Shelter	From	_____	to	_____

Signature Michele Briggs **Date** 3 Sept 2013

PLEASE RETURN COMPLETED FORM TO:
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 SACHSE, TX 75048
 469-429-4775 OR FAX 972-530-0426

Terry Smith

From: noreply@civicplus.com
Sent: Thursday, September 26, 2013 11:16 PM
To: Terry Smith; Denise Vice
Subject: Online Form Submittal: Application for Boards and Commissions

If you are having problems viewing this HTML email, click to view a [Text version](#).

Application for Boards and Commissions

As an applicant for a Board or Commission, your name, address, and telephone number will be available to the press and the public.

Please select the Board / Commission you are applying for:

First choice: [Animal Shelter Board
Second choice: [Animal Shelter Board
Third choice: [Animal Shelter Board

Personal Information

Name: Erica Goetz
Address: 6904 Falcon Crest Lane
Business Phone: 214-818-8325 Home Phone: 214-240-8849
Email Address: sachsemama@gmail.com
Occupation: Research Nurse
Education: Bachelor's of Science, Nursing

Residency Information

How long have you lived in Sachse? 5 years 5 months
Are you a registered voter? Yes No Voter Registration Number: 1070628449

Organization Membership Information

List qualifications you feel make you a good candidate for this position: First of all I love animals and the city of Sachse. My training in the Air Force (I served as an officer for 5 years) has prepared me to serve in leadership positions and my work as a research nurse has taught me how to work independently and to take managing my own time and projects without a lot of direct oversight.

Professional and/or community activities: Former MOMS Club of Murphy/Sachse president for one year and treasurer for one year.

If you are currently serving on a City of Sachse board or commission, which one: [Animal Shelter Board

Service dates (from/to): November 2011 to present

If you have previously served on a City of Sachse board or commission, which one: [Select from dropdown list

Service dates (from/to):

By typing my name in the box I certify the above statements to be true and correct and that this information can be used for the purpose of processing my application for service on a Sachse Board and/or Commission. Erica Goetz

Date: 9/25/13

Thank you for your interest. You will be contacted when action is taken on your application.

The following form was submitted via your website: Application for Boards and Commissions

First choice:: Animal Shelter Board

Second choice:: Animal Shelter Board

Third choice:: Animal Shelter Board

Name:: Erica Goetz

Address:: 6904 Falcon Crest Lane

Business Phone:: 214-818-8325

Home Phone:: 214-240-8849

Email Address:: sachsemama@gmail.com

Occupation:: Research Nurse

Education:: Bachelor's of Science, Nursing

How long have you lived in Sachse?: 5 years 5 months

Are you a registered voter?: Yes

Voter Registration Number:: 1070628449

List qualifications you feel make you a good candidate for this position:: First of all I love animals and the city of Sachse. My training in the Air Force (I served as an officer for 5 years) has prepared me to serve in leadership positions and my work as a research nurse has taught me how to work independently and to take managing my own time and projects without a lot of direct oversight.

Professional and/or community activities:: Former MOMS Club of Murphy/Sachse president for one year and treasurer for one year.

If you are currently serving on a City of Sachse board or commission, which one:: Animal Shelter Board

Service dates (from/to):: November 2011 to present

If you have previously served on a City of Sachse board or commission, which one:: Select from dropdown list

Service dates (from/to)::

By typing my name in the box I certify the above statements to be true and correct and that this information can be used for the purpose of processing my application for service on a Sachse Board and/or Commission.: Erica Goetz

Terry Smith

From: noreply@civicplus.com
Sent: Friday, September 13, 2013 4:21 PM
To: Terry Smith; Denise Vice
Subject: Online Form Submittal: Application for Boards and Commissions

If you are having problems viewing this HTML email, click to view a [Text version](#).

Application for Boards and Commissions

As an applicant for a Board or Commission, your name, address, and telephone number will be available to the press and the public.

Please select the Board / Commission you are applying for:

First choice: [Economic Development Corporation Board]
Second choice: [Zoning Board of Adjustments]
Third choice: [Parks and Recreation Commission

Personal Information

Name: David E Landis
Address: 2705 Granite Ave
Business Phone: 214 728-8208 Home Phone: 972 202 0158
Email Address: alln1rec@yahoo.com
Occupation: police officer city of Garland
Education: AAS Richland college

Residency Information

How long have you lived in Sachse? 7 years
Are you a registered voter? Yes No Voter Registration Number: 1078451027

Organization Membership Information

List qualifications you feel make you a good candidate for this position: 21 years with the city of Garland in Law Enforcement. Working Knowledge of city government
Professional and/or community activities: Armstrong PTA Aviator Aces (formerly watch dogs)
If you are currently serving on a City of Sachse board or commission, which one: [Select from dropdown list
Service dates (from/to): n/a
If you have previously served on a City of Sachse board or commission, which one: [Select from dropdown list
Service dates (from/to): n/a
By typing my name in the box I certify the above statements to be true and correct and that this information can be used for the purpose of processing my application for service on a Sachse Board and/or Commission.
Date: 9/13/13

Thank you for your interest. You will be contacted when action is taken on your application.

The following form was submitted via your website: Application for Boards and Commissions

First choice:: Economic Development Corporation Board

Second choice:: Zoning Board of Adjustments

Third choice:: Parks and Recreation Commission

Name:: David E Landis

Address:: 2705 Granite Ave

Business Phone:: 214 728-8208

Home Phone:: 972 202 0158

Email Address:: alln1rec@yahoo.com

Occupation:: police officer city of Garland

Education:: AAS Richland college

How long have you lived in Sachse?: 7 years

Are you a registered voter?: Yes

Voter Registration Number:: 1078451027

List qualifications you feel make you a good candidate for this position:: 21 years with the city of Garland in Law Enforcement. Working Knowledge of city government

Professional and/or community activities:: Armstrong PTA
Aviator Aces (formerly watch dogs)

If you are currently serving on a City of Sachse board or commission, which one:: Select from dropdown list

Service dates (from/to):: n/a

If you have previously served on a City of Sachse board or commission, which one:: Select from dropdown list

Service dates (from/to):: n/a

By typing my name in the box I certify the above statements to be true and correct and that this information can be used for the purpose of processing my application for service on a Sachse Board and/or Commission.: David E Landis

Date:: 9/13/13

Terry Smith

From: noreply@civicplus.com
Sent: Monday, September 09, 2013 2:38 PM
To: Terry Smith; Denise Vice
Subject: Online Form Submittal: Application for Boards and Commissions

If you are having problems viewing this HTML email, click to view a [Text version](#).

Application for Boards and Commissions

As an applicant for a Board or Commission, your name, address, and telephone number will be available to the press and the public.

Please select the Board / Commission you are applying for:

First choice: [Economic Development Corporation Board
Second choice: [Planning and Zoning Commission
Third choice: [Parks and Recreation Commission

Personal Information

Name: Jack P Bickler
Address: 6520 Lake Forest Ln, Sachse, TX 75048
Business Phone: Home Phone: 903-495-4101
Email Address: jackbickler@hotmail.com
Occupation: Consultant/Teacher
Education: Rocky Mountain Technical Institute - USAF San Antonio College - Business Management American Institute of Baking, Grad. 2009 128 Continuing Education Units

Residency Information

How long have you lived in Sachse? 1 year 5 months
Are you a registered voter? Yes No Voter Registration Number: 1002698811

Organization Membership Information

List qualifications you feel make you a good candidate for this position: 38 yrs. management experience with five major corporations (10 yrs. served in corporate mgt. position).
Professional and/or community activities: > Independent Consultant for the food industry > Currently teach three non-credit courses in Business Management at Richland College (DCCCD) > Professional Member - Institute of Food Technologists & American Society for Quality Control

If you are currently serving on a City of Sachse board or commission, which one: [Select from dropdown list

Service dates (from/to):

If you have previously served on a City of Sachse board or commission, which one: [Select from dropdown list

Service dates (from/to):

By typing my name in the box I certify the above statements to be true and correct and that this information can be used for the purpose of processing my application for service on a Sachse Board and/or Commission.
Jack P bickler

Date: Sept 9, 2103

Thank you for your interest. You will be contacted when action is taken on your application.

The following form was submitted via your website: Application for Boards and Commissions

First choice:: Economic Development Corporation Board

Second choice:: Planning and Zoning Commission

Third choice:: Parks and Recreation Commission

Name:: Jack P Bickler

Address:: 6520 Lake Forest Ln, Sachse, TX 75048

Business Phone::

Home Phone:: 903-495-4101

Email Address:: jackbickler@hotmail.com

Occupation:: Consultant/Teacher

Education:: Rocky Mountain Technical Institute - USAF
San Antonio College - Business Management
American Institute of Baking, Grad. 2009
128 Continuing Education Units

How long have you lived in Sachse?: 1 year 5 months

Are you a registered voter?: Yes

Voter Registration Number:: 1002698811

List qualifications you feel make you a good candidate for this position:: 38 yrs. management experience with five major corporations (10 yrs. served in corporate mgt. position).

Professional and/or community activities:: > Independent Consultant for the food industry
> Currently teach three non-credit courses in Business Management at Richland College (DCCCD)
> Professional Member - Institute of Food Technologists & American Society for Quality Control

If you are currently serving on a City of Sachse board or commission, which one:: Select from dropdown list

Service dates (from/to)::

If you have previously served on a City of Sachse board or commission, which one:: Select from dropdown list

Service dates (from/to)::

Terry Smith

From: noreply@civicplus.com
Sent: Saturday, July 20, 2013 12:54 PM
To: Terry Smith; Denise Vice
Subject: Online Form Submittal: Application for Boards and Commissions

If you are having problems viewing this HTML email, click to view a [Text version](#).

Application for Boards and Commissions

As an applicant for a Board or Commission, your name, address, and telephone number will be available to the press and the public.

Please select the Board / Commission you are applying for:

First choice: [Economic Development Corporation Board
Second choice: [Economic Development Corporation Board
Third choice: [Economic Development Corporation Board

Personal Information

Name: Ed Ferren
Address: 5215 Willow Bend Lane, Sachse, TX 75048
Business Phone: Home Phone: 972-495-6215

Email Address: Bigdoged13@aol.com
Occupation: Retired Financial Controller for Kraft Foods
Education: BS from Rutgers University - Camden, NJ in Management & Associates Degree from Camden County College in three fields, Accounting, Marketing and Management

Residency Information

How long have you lived in Sachse? 4 years, 2 months
Are you a registered voter? Yes No Voter Registration Number: ?

Organization Membership Information

List qualifications you feel make you a good candidate for this position: As a company Controller & Director of Financial I was responsible for making all financial decisions and served in over 8 different locations in the US and had created annual budgets in each, some exceeding \$500 million.

Professional and/or community activities: Just recently I have retired. In previous locations I have served as VP of Homeowners Associations in Naperville, IL & Riversale, NJ as Chairman of their Financial Committee and Chairman of their Rules & Regulations Committee. Also A vertern of the United States Marine Corp, serving in Viet Nam

If you are currently serving on a City of Sachse board or commission, which one: [Select from dropdown list

Service dates (from/to):

If you have previously served on a City of Sachse board or commission, which one: [Select from dropdown list

Service dates (from/to):

By typing my name in the box I certify the above statements to be true and correct and that this information can be used for the purpose of processing my application for service on a Sachse Board and/or Commission. Edward J. Ferren

Date:

Terry Smith

From: noreply@civicplus.com
Sent: Tuesday, October 01, 2013 10:10 AM
To: Terry Smith; Denise Vice
Subject: Online Form Submittal: Application for Boards and Commissions

If you are having problems viewing this HTML email, click to view a [Text version](#).

Application for Boards and Commissions

As an applicant for a Board or Commission, your name, address, and telephone number will be available to the press and the public.

Please select the Board / Commission you are applying for:

First choice: [Parks and Recreation Commission

Second choice: [Planning and Zoning Commission

Third choice: [Planning and Zoning Commission

Personal Information

Name: Terri L Hibbs

Address: 6514 Lake Forest Lane

Business Phone: 972-530-6969

Home Phone: 972-530-6969

Email Address: hibbspi1@verizon.net

Occupation: retired investigator

Education: high school/ some college reserve police officer academy (1987) Sachse EMT school (1995)

Residency Information

How long have you lived in Sachse? 20 years

Are you a registered voter? Yes No

Voter Registration Number:

Organization Membership Information

List qualifications you feel make you a good candidate for this position: I have time and previous experience on the P&R Board. I plan on living in Sachse for life and have a vested interest in seeing the city grow and improve. My children and friends children utilize the park system often and are very involved in sports at Heritage.

Professional and/or community activities: see above previous involvement attendance at Sachse High School and Hudson sport and band events attend Woodbridge Homeowner Association meetings

If you are currently serving on a City of Sachse board or commission, which one: [Select from dropdown list

Service dates (from/to):

If you have previously served on a City of Sachse board or commission, which one: [Parks and Recreation Commission

Service dates (from/to): not sure of date/ also served on Budget Review Comm

By typing my name in the box I certify the above statements to be true and correct and that this information can be used for the purpose of processing my application for service on a Sachse Board and/or Commission.
Terri L. Hibbs

Date: 10/01/2013

Thank you for your interest. You will be contacted when action is taken on your application.

The following form was submitted via your website: Application for Boards and Commissions

First choice:: Parks and Recreation Commission

Second choice:: Planning and Zoning Commission

Third choice:: Planning and Zoning Commission

Name:: Terri L Hibbs

Address:: 6514 Lake Forest Lane

Business Phone:: 972-530-6969

Home Phone:: 972-530-6969

Email Address:: hibbspil@verizon.net

Occupation:: retired investigator

Education:: high school/ some college
reserve police officer academy (1987)
Sachse EMT school (1995)

How long have you lived in Sachse?: 20 years

Are you a registered voter?: Yes

Voter Registration Number::

List qualifications you feel make you a good candidate for this position:: I have time and previous experience on the P&R Board.

I plan on living in Sachse for life and have a vested interest in seeing the city grow and improve.
My children and friends children utilize the park system often and are very involved in sports at Heritage.

Professional and/or community activities:: see above previous involvement
attendance at Sachse High School and Hudson sport and band events
attend Woodbridge Homeowner Association meetings

If you are currently serving on a City of Sachse board or commission, which one:: Select from dropdown list

Service dates (from/to)::

If you have previously served on a City of Sachse board or commission, which one:: Parks and Recreation Commission

Service dates (from/to):: not sure of date/ also served on Budget Review Comm

By typing my name in the box I certify the above statements to be true and correct and that this information can be used for the purpose of processing my application for service on a Sachse Board and/or Commission.: Terri

Terry Smith

From: noreply@civicplus.com
Sent: Friday, August 30, 2013 12:00 PM
To: Terry Smith; Denise Vice
Subject: Online Form Submittal: Application for Boards and Commissions

If you are having problems viewing this HTML email, click to view a [Text version](#).

Application for Boards and Commissions

As an applicant for a Board or Commission, your name, address, and telephone number will be available to the press and the public.

Please select the Board / Commission you are applying for:

First choice: [Planning and Zoning Commission
Second choice: [Economic Development Corporation Board
Third choice: [Parks and Recreation Commission

Personal Information

Name: Wendy Stewart
Address: 4609 Teal Court
Business Phone: 2146495211 Home Phone: 9725304551
Email Address: wendstewart@yahoo.com
Occupation: Sr. Client Relations Manager - Major Accounts
Education: BS|Business, Management, and Ethics

Residency Information

How long have you lived in Sachse? 11 Years
Are you a registered voter? Yes No Voter Registration Number:

Organization Membership Information

List qualifications you feel make you a good candidate for this position: Leadership Richardson, Class 28 Board of Directors - The Counseling Place
Professional and/or community activities: Leadership Richardson, Class 28 Board of Directors - The Counseling Place
If you are currently serving on a City of Sachse board or commission, which one: [Select from dropdown list
Service dates (from/to):
If you have previously served on a City of Sachse board or commission, which one: [Select from dropdown list
Service dates (from/to):
By typing my name in the box I certify the above statements to be true and correct and that this information can be used for the purpose of processing my application for service on a Sachse Board and/or Commission. Wendy Stewart
Date: 8.30.2013

Thank you for your interest. You will be contacted when action is taken on your application.

The following form was submitted via your website: Application for Boards and Commissions

First choice:: Planning and Zoning Commission

Second choice:: Economic Development Corporation Board

Third choice:: Parks and Recreation Commission

Name:: Wendy Stewart

Address:: 4609 Teal Court

Business Phone:: 2146495211

Home Phone:: 9725304551

Email Address:: wendstewart@yahoo.com

Occupation:: Sr. Client Relations Manager - Major Accounts

Education:: BS|Business, Management, and Ethics

How long have you lived in Sachse?: 11 Years

Are you a registered voter?: Yes

Voter Registration Number::

List qualifications you feel make you a good candidate for this position:: Leadership Richardson, Class 28
Board of Directors - The Counseling Place

Professional and/or community activities:: Leadership Richardson, Class 28
Board of Directors - The Counseling Place

If you are currently serving on a City of Sachse board or commission, which one:: Select from dropdown list

Service dates (from/to)::

If you have previously served on a City of Sachse board or commission, which one:: Select from dropdown list

Service dates (from/to)::

By typing my name in the box I certify the above statements to be true and correct and that this information can be used for the purpose of processing my application for service on a Sachse Board and/or Commission.:

Wendy Stewart

Date:: 8.30.2013

Terry Smith

From: noreply@civicplus.com
Sent: Friday, September 20, 2013 4:15 PM
To: Terry Smith; Denise Vice
Subject: Online Form Submittal: Application for Boards and Commissions

If you are having problems viewing this HTML email, click to view a [Text version](#).

Application for Boards and Commissions

As an applicant for a Board or Commission, your name, address, and telephone number will be available to the press and the public.

Please select the Board / Commission you are applying for:

First choice: [Zoning Board of Adjustments
Second choice: [Parks and Recreation Commission
Third choice: [Tax Increment Financing Board

Personal Information

Name: Jose Aguilar
Address: 3809 Cedar Creek In
Business Phone: 214-669-4931 Home Phone:
Email Address: joaa98@yahoo.com
Occupation:
Education: high school diploma

Residency Information

How long have you lived in Sachse? 10 years
Are you a registered voter? Yes No Voter Registration Number:

Organization Membership Information

List qualifications you feel make you a good candidate for this position: quick learner big
Professional and/or community activities:
If you are currently serving on a City of Sachse board or commission, which one: [Select from dropdown list
Service dates (from/to):
If you have previously served on a City of Sachse board or commission, which one: [Select from dropdown list
Service dates (from/to):
By typing my name in the box I certify the above statements to be true and correct and that this information can be used for the purpose of processing my application for service on a Sachse Board and/or Commission.
Date: 09-20-2013

Thank you for your interest. You will be contacted when action is taken on your application.

The following form was submitted via your website: Application for Boards and Commissions

First choice:: Zoning Board of Adjustments

Second choice:: Parks and Recreation Commission

Third choice:: Tax Increment Financing Board

Name:: Jose Aguilar

Address:: 3809 Cedar Creek Ln

Business Phone:: 214-669-4931

Home Phone::

Email Address:: joaa98@yahoo.com

Occupation::

Education:: high school diploma

How long have you lived in Sachse?: 10 years

Are you a registered voter?: No

Voter Registration Number::

List qualifications you feel make you a good candidate for this position:: quick learner
big

Professional and/or community activities::

If you are currently serving on a City of Sachse board or commission, which one:: Select from dropdown list

Service dates (from/to)::

If you have previously served on a City of Sachse board or commission, which one:: Select from dropdown list

Service dates (from/to)::

By typing my name in the box I certify the above statements to be true and correct and that this information can be used for the purpose of processing my application for service on a Sachse Board and/or Commission.:

Date:: 09-20-2013

Additional Information:

Form submitted on: 9/20/2013 4:15:24 PM

Submitted from IP Address: 50.11.168.121

Terry Smith

From: noreply@civicplus.com
Sent: Tuesday, May 21, 2013 4:15 PM
To: Terry Smith; Denise Vice
Subject: Online Form Submittal: Application for Boards and Commissions

If you are having problems viewing this HTML email, click to view a [Text version](#).

Application for Boards and Commissions

As an applicant for a Board or Commission, your name, address, and telephone number will be available to the press and the public.

Please select the Board / Commission you are applying for:

First choice: [Parks and Recreation Commission]

Second choice: [Animal Shelter Board]

Third choice: [Library Board]

Personal Information

Name: Nieves Marquez Jr.

Address: 3702 Hudson Drive

Business Phone: 972 278 8861

Home Phone: 214 293 0441

Email Address: z71raider@aol.com

Occupation: Custom & Collision Repair

Education: graduated Naaman Forest in 1999 and attended Richland & Texas Tech.

Residency Information

How long have you lived in Sachse? 2003

Are you a registered voter? Yes No

Voter Registration Number:

Organization Membership Information

List qualifications you feel make you a good candidate for this position: I love getting to know the different people in my community and I want to help Sachse excell anyway I can. Problem solving is key and I don't shy away from difficult issues. I prefer to get right into it and find a answer. I am fluent in English and Spanish & currently I am learning Vietnamese.

Professional and/or community activities: I have 3 daughters and a son. My daughter Kaci played in the Garland Soccer leagues and my son Anthony plays baseball in Sachse. So I am a Salmon Park regular.

If you are currently serving on a City of Sachse board or commission, which one: [Select from dropdown list]

Service dates (from/to):

If you have previously served on a City of Sachse board or commission, which one: [Select from dropdown list]

Service dates (from/to):

By typing my name in the box I certify the above statements to be true and correct and that this information can be used for the purpose of processing my application for service on a Sachse Board and/or Commission. Nieves Marquez Jr.

Date: 05.21.2013

Thank you for your interest. You will be contacted when action is taken on your application.

The following form was submitted via your website: Application for Boards and Commissions

First choice:: Parks and Recreation Commission

Second choice:: Animal Shelter Board

Third choice:: Library Board

Name:: Nieves Marquez Jr.

Address:: 3702 Hudson Drive

Business Phone:: 972 278 8861

Home Phone:: 214 293 0441

Email Address:: z71raider@aol.com

Occupation:: Custom & Collision Repair

Education:: graduated Naaman Forest in 1999 and attended Richland & Texas Tech.

How long have you lived in Sachse?: 2003

Are you a registered voter?: Yes

Voter Registration Number::

List qualifications you feel make you a good candidate for this position:: I love getting to know the different people in my community and I want to help Sachse excell anyway I can. Problem solving is key and I don't shy away from difficult issues. I prefer to get right into it and find a answer. I am fluent in English and Spanish & currently I am learning Vietnamese.

Professional and/or community activities:: I have 3 daughters and a son. My daughter Kaci played in the Garland Soccer leagues and my son Anthony plays baseball in Sachse. So I am a Salmon Park regular.

If you are currently serving on a City of Sachse board or commission, which one:: Select from dropdown list

Service dates (from/to)::

If you have previously served on a City of Sachse board or commission, which one:: Select from dropdown list

Service dates (from/to)::

By typing my name in the box I certify the above statements to be true and correct and that this information can be used for the purpose of processing my application for service on a Sachse Board and/or Commission.: Nieves Marquez Jr.

Terry Smith

From: noreply@civicplus.com
Sent: Thursday, September 05, 2013 2:10 PM
To: Terry Smith; Denise Vice
Subject: Online Form Submittal: Application for Boards and Commissions

If you are having problems viewing this HTML email, click to view a [Text version](#).

Application for Boards and Commissions

As an applicant for a Board or Commission, your name, address, and telephone number will be available to the press and the public.

Please select the Board / Commission you are applying for:

First choice: [Parks and Recreation Commission]
Second choice: [Planning and Zoning Commission]
Third choice: [Library Board

Personal Information

Name: Billy J Ketner
Address: 4723 Jackson Meadows Dr, Sachse
Business Phone: Home Phone: 972-414-9922
Email Address: bket7@verizon.net
Occupation: Retired
Education: BA History - North Texas State University - 1971

Residency Information

How long have you lived in Sachse? 10 years
Are you a registered voter? Yes No
Voter Registration Number:

Organization Membership Information

List qualifications you feel make you a good candidate for this position: I have never served on a city board or commission. I have served on some charity boards in Lions Clubs International.
Professional and/or community activities: Lions Clubs for 25 years.
If you are currently serving on a City of Sachse board or commission, which one: [Select from dropdown list
Service dates (from/to):
If you have previously served on a City of Sachse board or commission, which one: [Select from dropdown list
Service dates (from/to):
By typing my name in the box I certify the above statements to be true and correct and that this information can be used for the purpose of processing my application for service on a Sachse Board and/or Commission. Billy J. Ketner
Date: 09/05/13

Thank you for your interest. You will be contacted when action is taken on your application.

The following form was submitted via your website: Application for Boards and Commissions

First choice:: Parks and Recreation Commission

Second choice:: Planning and Zoning Commission

Third choice:: Library Board

Name:: Billy J Ketner

Address:: 4723 Jackson Meadows Dr, Sachse

Business Phone::

Home Phone:: 972-414-9922

Email Address:: bkct7@verizon.net

Occupation:: Retired

Education:: BA History - North Texas State University - 1971

How long have you lived in Sachse?: 10 years

Are you a registered voter?: Yes

Voter Registration Number::

List qualifications you feel make you a good candidate for this position:: I have never served on a city board or commission. I have served on some charity boards in Lions Clubs International.

Professional and/or community activities:: Lions Clubs for 25 years.

If you are currently serving on a City of Sachse board or commission, which one:: Select from dropdown list

Service dates (from/to)::

If you have previously served on a City of Sachse board or commission, which one:: Select from dropdown list

Service dates (from/to)::

By typing my name in the box I certify the above statements to be true and correct and that this information can be used for the purpose of processing my application for service on a Sachse Board and/or Commission.: Billy J. Ketner

Date:: 09/05/13

Additional Information:

Form submitted on: 9/5/2013 2:10:02 PM

Submitted from IP Address: 173.57.154.71

Terry Smith

From: noreply@civicplus.com
Sent: Saturday, July 20, 2013 10:49 AM
To: Terry Smith; Denise Vice
Subject: Online Form Submittal: Application for Boards and Commissions

If you are having problems viewing this HTML email, click to view a [Text version](#).

Application for Boards and Commissions

As an applicant for a Board or Commission, your name, address, and telephone number will be available to the press and the public.

Please select the Board / Commission you are applying for:

First choice: [Economic Development Corporation Board

Second choice: [Planning and Zoning Commission

Third choice: [Parks and Recreation Commission

Personal Information

Name: Thomas Gooch

Address: 1603 Vicksburg Drive

Business Phone: 9723451173

Home
Phone:

9725301494

Email Address: tgooch83@gmail.com

Occupation:

Education: Bachelor of Science in Public Administration Working on Master of City and Regional Planning

Residency Information

How long have you lived in Sachse? 5 years

Are you a registered voter? Yes No

Voter
Registration
Number:

1089116417

Organization Membership Information

List qualifications you feel make you a good candidate for this position: 11 years of municipality work experience 6 years of community service experience

Professional and/or community activities: Assisted in coordinating many community events, festivals, health fairs, etc.

If you are currently serving on a City of Sachse board or commission, which one: [Select from dropdown list

Service dates (from/to):

If you have previously served on a City of Sachse board or commission, which one: [Select from dropdown list

Service dates (from/to):

By typing my name in the box I certify the above statements to be true and correct and that this information can be used for the purpose of processing my application for service on a Sachse Board and/or Commission. Thomas Gooch

Date: 7/20/2013

Thank you for your interest. You will be contacted when action is taken on your application.

The following form was submitted via your website: Application for Boards and Commissions

First choice:: Economic Development Corporation Board

Second choice:: Planning and Zoning Commission

Third choice:: Parks and Recreation Commission

Name:: Thomas Gooch

Address:: 1603 Vicksburg Drive

Business Phone:: 9723451173

Home Phone:: 9725301494

Email Address:: tgooch83@gmail.com

Occupation::

Education:: Bachelor of Science in Public Administration
Working on Master of City and Regional Planning

How long have you lived in Sachse?: 5 years

Are you a registered voter?: Yes

Voter Registration Number:: 1089116417

List qualifications you feel make you a good candidate for this position:: 11 years of municipality work
experience
6 years of community service experience

Professional and/or community activities:: Assisted in coordinating many community events, festivals, health
fairs, etc.

If you are currently serving on a City of Sachse board or commission, which one:: Select from dropdown list

Service dates (from/to)::

If you have previously served on a City of Sachse board or commission, which one:: Select from dropdown list

Service dates (from/to)::

By typing my name in the box I certify the above statements to be true and correct and that this information can
be used for the purpose of processing my application for service on a Sachse Board and/or Commission.:

Thomas Gooch

Terry Smith

From: noreply@civicplus.com
Sent: Tuesday, October 01, 2013 9:44 AM
To: Terry Smith; Denise Vice
Subject: Online Form Submittal: Application for Boards and Commissions

If you are having problems viewing this HTML email, click to view a [Text version](#).

Application for Boards and Commissions

As an applicant for a Board or Commission, your name, address, and telephone number will be available to the press and the public.

Please select the Board / Commission you are applying for:

First choice: [Animal Shelter Board]
Second choice: [Zoning Board of Adjustments]
Third choice: [Planning and Zoning Commission

Personal Information

Name: Stephen M. Hibbs
Address: 6514 Lake Forest Ln
Business Phone: 2149980182 Home Phone: 9725304984
Email Address: hibbspi1@verizon.net
Occupation: Retired
Education: Some college

Residency Information

How long have you lived in Sachse? 20 years
Are you a registered voter? Yes No Voter Registration Number:

Organization Membership Information

List qualifications you feel make you a good candidate for this position: 10 years management experience with Wal-Mart Stores, Inc. Several years employment with the City of Sachse Police Dept. Self employed in customer service field.

Professional and/or community activities: At this time, enjoying retirement and have time to devote to the City of Sachse

If you are currently serving on a City of Sachse board or commission, which one: [Select from dropdown list

Service dates (from/to):

If you have previously served on a City of Sachse board or commission, which one: [Select from dropdown list

Service dates (from/to):

By typing my name in the box I certify the above statements to be true and correct and that this information can be used for the purpose of processing my application for service on a Sachse Board and/or Commission. Stephen Hibbs

Date: 10/01/2013

Thank you for your interest. You will be contacted when action is taken on your application.

The following form was submitted via your website: Application for Boards and Commissions

First choice:: Animal Shelter Board

Second choice:: Zoning Board of Adjustments

Third choice:: Planning and Zoning Commission

Name:: Stephen M. Hibbs

Address:: 6514 Lake Forest Ln

Business Phone:: 2149980182

Home Phone:: 9725304984

Email Address:: hibbsp1@verizon.net

Occupation:: Retired

Education:: Some college

How long have you lived in Sachse?: 20 years

Are you a registered voter?: Yes

Voter Registration Number::

List qualifications you feel make you a good candidate for this position:: 10 years management experience with Wal-Mart Stores, Inc. Several years employment with the City of Sachse Police Dept. Self employed in customer service field.

Professional and/or community activities:: At this time, enjoying retirement and have time to devote to the City of Sachse

If you are currently serving on a City of Sachse board or commission, which one:: Select from dropdown list

Service dates (from/to)::

If you have previously served on a City of Sachse board or commission, which one:: Select from dropdown list

Service dates (from/to)::

By typing my name in the box I certify the above statements to be true and correct and that this information can be used for the purpose of processing my application for service on a Sachse Board and/or Commission.:

Stephen Hibbs

Date:: 10/01/2013

Terry Smith

From: noreply@civicplus.com
Sent: Wednesday, October 30, 2013 9:46 AM
To: Terry Smith; Denise Vice
Subject: Online Form Submittal: Application for Boards and Commissions

If you are having problems viewing this HTML email, click to view a [Text version](#).

Application for Boards and Commissions

As an applicant for a Board or Commission, your name, address, and telephone number will be available to the press and the public.

Please select the Board / Commission you are applying for:

First choice: [Animal Shelter Board

Second choice: [Animal Shelter Board

Third choice: [Animal Shelter Board

Personal Information

Name: Jennifer Gower

Address: 6618 Falcon Crest Ln. Sachse Tx, 75048

Business Phone: 469-371-1136

Home
Phone:

Email Address: jenngower@gmail.com

Occupation: Part Time Children's Computer Teacher

Education: Bachelors of Science in History and a Minor in Biblical Studies

Residency Information

How long have you lived in Sachse? 1994-2005 and 2011-present so about 13 years

Are you a registered voter? Yes No

Voter
Registration
Number:

Organization Membership Information

List qualifications you feel make you a good candidate for this position: Growing up my family was known for being dog people because we breed them, but I have taken care of most house pets you can think of. After high school I wanted to either be a teacher or a veterinary technician so I got a job at a veterinary clinic in Plano. My plans changed after attending Dallas Baptist University, I married and moved to Arizona where I taught 7th/8th grade Science and math. Now that my husband and I have moved back into the area and we have no children-yet, I feel like I have the free time to help. Give me a call or email me anytime. Thanks, Jennifer

Professional and/or community activities:

If you are currently serving on a City of Sachse board or commission, which one: [Select from dropdown list

Service dates (from/to):

If you have previously served on a City of Sachse board or commission, which one: [Select from dropdown list

Service dates (from/to):

By typing my name in the box I certify the above statements to be true and correct and that this information can be used for the purpose of processing my application for service on a Sachse Board and/or Commission. Jennifer Gower

Commission.

Commission.

Date: 10/30/2013

Thank you for your interest. You will be contacted when action is taken on your application.

The following form was submitted via your website: Application for Boards and Commissions

First choice:: Animal Shelter Board

Second choice:: Animal Shelter Board

Third choice:: Animal Shelter Board

Name:: Jennifer Gower

Address:: 6618 Falcon Crest Ln. Sachse Tx, 75048

Business Phone:: 469-371-1136

Home Phone::

Email Address:: jenngower@gmail.com

Occupation:: Part Time Children's Computer Teacher

Education:: Bachelors of Science in History and a Minor in Biblical Studies

How long have you lived in Sachse?: 1994-2005 and 2011-present so about 13 years

Are you a registered voter?: Yes

Voter Registration Number::

List qualifications you feel make you a good candidate for this position:: Growing up my family was known for being dog people because we breed them, but I have taken care of most house pets you can think of. After high school I wanted to either be a teacher or a veterinary technician so I got a job at a veterinary clinic in Plano. My plans changed after attending Dallas Baptist University, I married and moved to Arizona where I taught 7th/8th grade Science and math. Now that my husband and I have moved back into the area and we have no children-yet, I feel like I have the free time to help. Give me a call or email me anytime. Thanks, Jennifer

Professional and/or community activities::

If you are currently serving on a City of Sachse board or commission, which one:: Select from dropdown list

Service dates (from/to)::

If you have previously served on a City of Sachse board or commission, which one:: Select from dropdown list

Service dates (from/to)::

By typing my name in the box I certify the above statements to be true and correct and that this information can be used for the purpose of processing my application for service on a Sachse Board and/or Commission.:

Jennifer Gower

Date:: 10/30/2013

PLANNING & ZONING COMMISSION

<u>MEMBERS</u>	<u>TITLE</u>	<u>CONTACT INFO</u>	<u>TERM EXPIRES</u>
Julie Morris 7624 Courtney Circle Sachse, TX 75048		214-578-5780 (W) 972-575-8468 (H)	November 2013
Paul Watkins 6703 Falcon Crest Ln. Sachse, TX 75048		972-342-7948 (W) 972-429-7540 (H)	November 2013
Scott Everett 5205 Miles Rd. Sachse, TX 75048		972-578-6512 (W) 972-530-4851 (H)	November 2013
Warren Becker 3905 Sunrise Tr Sachse, TX 75048	Secretary	214-802-0335 (W) 972-496-9076 (H)	November 2014
David Hock 2614 Pleasant Valley Sachse, TX 75048	Vice- Chairman	972-489-7460 (W) 972-489-7460 (H)	November 2014
Ty Lamb 6712 Southgate Dr. Sachse, Texas 75048		214-244-1501 (W) 972-675-6870 (H)	November 2014
Vacant (C. Ross) Sachse, TX 75048	Chairman	(W) (H)	November 2014
Bill Adams	City Council Liaison		214-502-4998

BOARD OF ADJUSTMENTS

<u>MEMBERS</u>	<u>TITLE</u>	<u>CONTACT INFO</u>	<u>TERM EXPIRES</u>
James Cron 4912 Williford Sachse, Texas 75048		(W) 972- 495-0648(H)	November 2013
Kevin Quinn 6613 Eastview Dr. Sachse, TX 75048		214-578-2662 (W) 214-607-4852 (H) 214-578-2662 (C)	November 2013
Steve Oliver 7120 Vista Hill Lane Sachse, TX 75048	Chairman	972-205-3558 (W) 972-429-5116 (H)	November 2013
Corey Hill 7527 Vista Ridge Ln. Sachse, Texas 765048		(W) 972-849-4729 (H)	November 2014
Stephen Klash 2209 Ranch Road Sachse, TX 75048		(W) 972-442-0840 (H)	November 2014
David Darr 4226 Lee Hutson Lane Sachse, Texas 75048	Alternate	469-964-1315(W)	November 2013
Jeremy Staab 7624 Forest Ridge Trail Sachse, Texas 75048	Alternate	469-385-1616 (W) 972-461-0967 (H)	November 2014
Jeremy Hallock 2517 Ridgeview Dr. Sachse, Texas 75048	Alternate	214-891-7085 (W) 214-395-2386 (H)	November 2014

PARKS & RECREATION COMMISSION

<u>MEMBERS</u>	<u>TITLE</u>	<u>CONTACT INFO</u>	<u>TERM EXPIRES</u>
Niloufer Watkins 6703 Falcon Crest Ln. Sachse, TX 75048		469-286-7891 (W) 972-429-7540 (H)	November 2013
J.D. Pruitt 3655 Frost Sachse, TX 75048		972-623-8876 (H)	November 2013
Diana Smith 4802 Sachse Road Sachse, TX 75048	Secretary	972-495-7847 (H)	November 2014
Michael Kellam 5619 Pinnacle Circle Sachse, TX 75048		214-912-6970 (H)	November 2013
Juanita Miller 6505 Hilltop Trail Sachse, TX 75048		972-822-1550 (C) 972-746-9602 (W)	November 2013
Cyndi Mitchell 3128 Welch Lane Sachse, TX 75048	Chairman	972-730-1858 (W) (H)	November 2014
Druce Reiley 6115 Widgeon Ct. Sachse, TX 75048		(W) 972-496-6518 (H)	November 2014
Brett Franks	City Council Liaison	214-869-1288	

ECONOMIC DEVELOPMENT CORPORATION BOARD OF DIRECTORS

<u>MEMBERS</u>	<u>TITLE</u>	<u>CONTACT INFO</u>	<u>TERM EXPIRES</u>
Suzanne Politz 2503 Barger Ct. Sachse, TX 75048		972-342-3852 (H) 972-889-1833 (W)	November 2013
Ken Thomas 2204 Ranch Road Sachse, Texas 75048		972-429-5808 (H) 214-683-1898 (W)	November 2013
Marcia Harris-Daniel 5612 Creek Crossing Lane Sachse, Texas 75048		214-280-9462 (W) 972-429-3969 (H)	November 2013
Jeff Bickerstaff 6502 Baycrest Circle Sachse, Texas 75048		214-869-1884(c)	November 2013
Eric Dumois 7008 Royal Oaks Estates Dr. Sachse, TX 75048	President	214-438-7888 (H) 214-570-5259	November 2014
Spencer Hauenstein 6619 Baycrest Cir. Sachse, TX 75048	Vice-President	214-717-9894 (W) 972-429-3559 (H)	November 2014
Mark Caldwell 7518 Clearmeadow Sachse, TX 75048		972-429-3655 (H) 972-991-7700 (W)	November 2014

NOTE:

Terms for Board Members are two years.

Terms for Officers are one year.

Resolution No. 1366, 5/20/96.

LIBRARY BOARD

<u>MEMBERS</u>	<u>TITLE</u>	<u>CONTACT INFO</u>	<u>TERM EXPIRES</u>
Dixie Scogin 1802 Vicksburg Dr. Sachse, TX 75048		972-530-1725 (H)	November 2013
Robert Rodgers 1518 Bonanza Court Sachse, TX 75048	Chairman	214-206-2581 (W) 972-530-9720 (H)	November 2013
Judith Lensch 1714 Cornwall Sachse, TX 75048		972-530-6478 (H)	November 2013
Mary Saathoff 4108 Emerson Way Sachse, TX 75048		(W) 214-629-0522 (H)	November 2014
Dia Rhoden 7008 Oak Lawn Sachse, TX 75048	Secretary	972-800-2427 (W) 972-495-7059 (H)	November 2014
Patrece King 3404 Potomac Drive Sachse, TX 75048	Vice-Chairman	214-417-6185 (W) 972-496-5482 (H)	November 2014
Terry Bennett 7004 Morningside Way Sachse, TX 75048		(W) 972-496-2503 (H)	November 2014
Jeff Bickerstaff	City Council Liaison	214-869-1844	

ANIMAL SHELTER BOARD

<u>MEMBERS</u>	<u>TITLE</u>	<u>CONTACT INFO</u>	<u>TERM EXPIRES</u>
Stephanie Wilson 2712 Ingram Road Sachse, TX 75048		214-647-5454(W)	November 2013
Michele Briggs 1407 Westgate Sachse, TX 75048		972-495-4954 (H))	November 2013
Erica Goetz 6904 Falcon Crest Lane Sachse, TX 75048	Secretary	214-240-8849 (H)	November 2013
Barbara Johnson 6503 Creek Crossing Lane Sachse, TX 75048	Chariperson	972-344-8161 (W) 972-429-6627 (H)	November 2013
Vicki Ewing 4517 Westcreek Lane Sachse, TX 75048		972-530-8432 (H)	November 2014
Debbie Langham 6802 Southgate Dr. Sachse, Texas 75048	Vice- Chariperson	972-675-3954 (H)	November 2014
Vacant (J Schmulbach) Sachse, TX 75048		(W)	November 2014
Cullen King 7315 High Point Drive	City Council Liaison	214-869-1083 (H)	

Library Board		(Meets 2nd Monday)											
<u>NAME</u>	<u>Nov</u> NM	<u>Dec</u>	<u>Jan</u> NM	<u>Feb</u>	<u>Mar</u> NM	<u>Apr</u>	<u>May</u>	<u>Jun</u> A	<u>Jul</u>	<u>Aug</u>	<u>Sep</u> NM	<u>Oct</u>	
Patrece King								A					
Dia Rhoden													
Dixie Scogin													
Robert Rodgers													
Judith Lensch								A	A				

BOARD OF ADJUSTMENT		(meets 3rd Thursday-as called)											
<u>NAME</u>	<u>Nov</u> NM	<u>Dec</u>	<u>Jan</u>	<u>Feb</u> NM	<u>Mar</u> NM	<u>Apr</u> NM	<u>May</u> NM	<u>Jun</u> NM	<u>Jul</u> NM	<u>Aug</u> NM	<u>Sep</u> NM	<u>Oct</u> NM	
Steve Oliver													
Kevin Quinn		A											
Corey Hill													
Jordan Dean													
Stephen Klash, Alternate													
Donald Stockton, Alternate													

ANIMAL SHELTER BOARD		(Meets every other 4th Thursday)											
<u>NAME</u>	<u>Nov</u>	<u>Dec</u> NM	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	
Judith Lensch													
Leslie Pettengill													
Debbie Langham	A												
Shelyle R. Joseph													
Stephanie Wilson 8/12													
Barbara Johnson 8/12													

* Every other month

Library Board	(Meets 2nd Monday)											
<u>NAME</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>
Patrece King		NM										
Dia Rhoden												
Dixie Scogin												
Robert Rodgers					A							
Terry Bennett 1/13										A		
Judith Lensch												
Mary Saathoff 1/13										A		

BOARD OF ADJUSTMENT	(meets 3rd Thursday-as called)											
<u>NAME</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>
Steve Oliver				NM								
Corey Hill					A							
Kevin Quinn												
Stephen Klash												
David Darr												
Jeremy Staab, ALT												
Jeremy Hallock, ALT												

ANIMAL SHELTER BOARD	(Meets every other 4th Thursday)											
<u>NAME</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>
Michelle Briggs					NM							
Erica Goetz												
Debbie Langham												
Vicki Ewing												
Barbara Johnson 8/12												
Stephanie Wilson 8/12												

* Every Other Month



Legislation Details (With Text)

File #:	13-1877	Version:	1	Name:	Quiet Zone Update
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	10/30/2013	In control:		In control:	City Council
On agenda:	11/4/2013	Final action:		Final action:	
Title:	Discuss Railroad Quiet Zone Update.				
	Executive Summary Staff will provide an update on the Quiet Zone project for the City of Sachse.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	QUIET ZONE UPDATE COLOR PDF				

Date	Ver.	Action By	Action	Result
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Title
Discuss Railroad Quiet Zone Update.

Executive Summary
Staff will provide an update on the Quiet Zone project for the City of Sachse.

Background

The City of Sachse is currently going through the process of establishing a railroad quiet zone designation for the Kansas City Southern railroad that bisects the City along State Highway 78. In a quiet zone, railroads are directed to not sound their horns when approaching public roadway-rail grade crossings. Train horns may still be used in emergency situations or to comply with other Federal regulations or railroad operating rules.

The governing body for railroads in the United States is the Federal Railroad Administration, or FRA. The FRA reviews all requests for quiet zones and makes a determination based upon a number of factors, mainly risk. The FRA utilizes a Quiet Zone Risk Index (QZRI) and compares this tabulation to the Nationwide Significant Risk Threshold (NSRT). If the QZRI is less than or equal to the NSRT, a quiet zone designation may be applied for through the FRA.

The City of Sachse has engaged a planning consultant to manage the request process, complete the risk assessment, prepare submittal documents, and coordinate with the Federal Railroad Administration. City Staff are completing the in-house engineering design of proposed roadway and signage improvements that are required to achieve the quiet zone designation.

Quiet Zone Process & Status

Step 1 - Notice of Intent (Completed July 2, 2013)

- o This document informs all stakeholders that the City intends to proceed with the evaluation and implementation of a quiet zone.
- o The stakeholders include the City of Sachse, FRA, KCS Railway, and TxDOT.

Step 2 - Diagnostic Meeting (Completed July 25, 2013)

- o This meeting was held with representatives from the City of Sachse, FRA, and KCS.
- o The purpose of the diagnostic meeting was to discuss potential crossing improvements at each crossing and to identify any other concerns related to safety, traffic, or operations.

Step 3 - Engineering Design (Current)

- o City Staff are currently preparing the engineering plans for review by the planning consultant. The plans are 75% complete.
- o Once the planning consultant comments have been addressed in the plans, City Staff will issue the plans to KCS for feedback.

Step 4 - Quiet Zone Application (Current)

- o The Quiet Zone Application is currently being prepared by the planning consultant.
- o The application outlines the specific improvements the City intends to make and addresses any comments or concerns that were brought up at the diagnostic meeting.
- o The risk calculations show that the proposed improvements will sufficiently reduce the risk index in the corridor to allow for a quiet zone
- o The application has a 60-day comment period before review and approval by the FRA. Generally, the anticipated timeframe for this process to be completed is 3-9 months.

Step 5 - Installation of the proposed improvements (Future - Spring/Summer 2014)

- o Once the engineering plans are finalized, the project will be advertised for bid. The lowest qualified bidder will be selected to construct the project.
- o The planning consultant has determined that Sachse could establish a quiet zone with relatively minor improvements at the six railroad crossings in Sachse that are not currently in a quiet zone.
 - o The necessary improvements differ between the improved crossings (Woodbridge Parkway, Ranch Road, 5th Street), and the unimproved crossings (Park Lane, Ben Davis Road, 3rd Street).
 - o For the improved crossings, the necessary improvements include additional signage and the removal or relocation of signage.
 - o For the unimproved crossings, the necessary improvements include curb extensions, striping, signage, traffic delineators, pavement extensions, and

similar modifications.

- o It is not anticipated that Sachse would be required to make any improvements to KCS' infrastructure at the crossings.

Step 6 - Notice of Establishment (Future - Late Summer 2014)

- o Once the improvements are installed and the FRA has approved the application, the notice of establishment may be sent out. The railroad must then cease the routine sounding of horns 21 days from the date of the notice submittal.

Policy Considerations

The establishment of a railroad quiet zone in Sachse will end the regular sounding of train horns in the City, adding to the quality of life for Sachse residents. In addition, the quiet zone may cause Sachse to be more appealing for future development.

Budgetary Considerations

The Quiet Zone project currently has a budget of \$534,900. The project is being funded through a partnership between the City of Sachse, Western Rim Properties, and the Sachse Economic Development Corporation (SEDC). The Developer has agreed to pay fifty percent of the costs. The City will pay 25% of the cost and the SEDC will grant the remaining 25% of the Project costs not to exceed \$142,450.00 to be paid to the City for the establishment of the Quiet Zone.

Staff Recommendations

None.



QUIET ZONE UPDATE

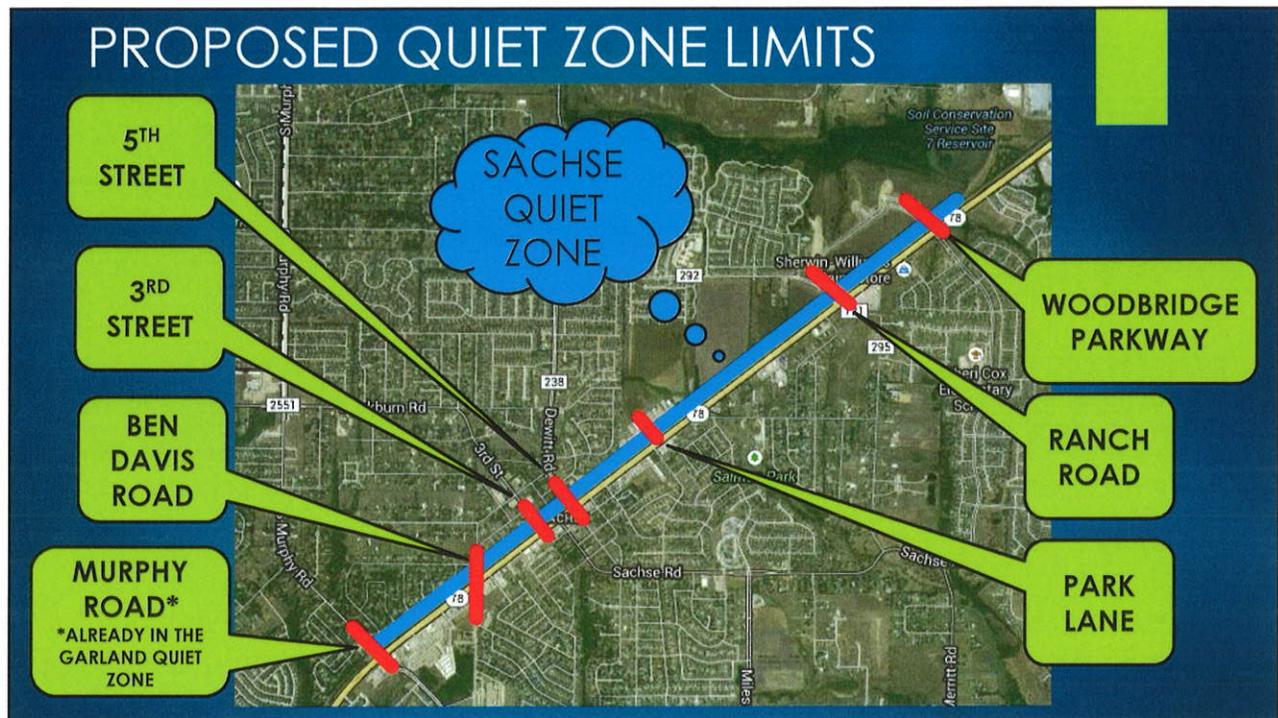
CITY COUNCIL MEETING

CITY OF SACHSE

NOVEMBER 4, 2013

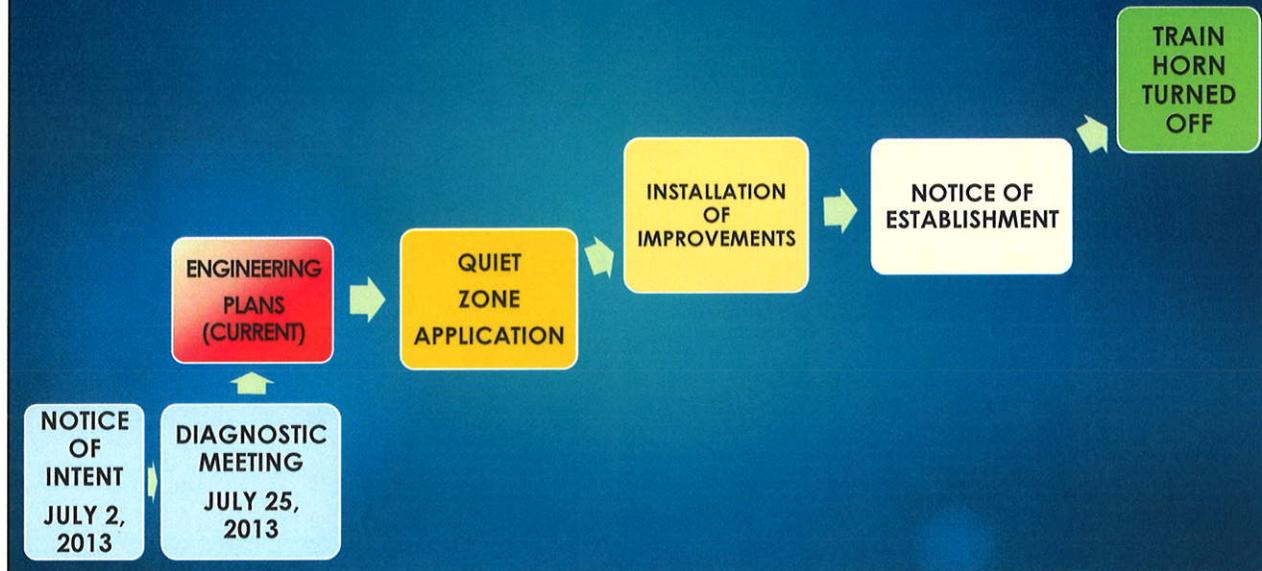
OVERVIEW

- ▶ QUIET ZONE LOCATION
- ▶ STAKEHOLDERS
- ▶ APPROVAL PROCESS
- ▶ PROJECT TIMELINE
- ▶ PROPOSED CONSTRUCTION
- ▶ WHAT'S NEXT



- ## PROJECT STAKEHOLDERS
- ▶ SACHSE CITIZENS
 - ▶ KANSAS CITY SOUTHERN RAILROAD
 - ▶ FEDERAL RAILROAD ADMINISTRATION
 - ▶ TEXAS DEPARTMENT OF TRANSPORTATION
 - ▶ PRIVATE DEVELOPERS LOOKING TO BUILD IN SACHSE

PROJECT TIMELINE



APPROVAL PROCESS

- ▶ NOI – NOTICE OF INTENT **ISSUED JULY 2, 2013**
 - ▶ DOCUMENT INFORMS ALL STAKEHOLDERS THAT THE CITY INTENDS TO PROCEED WITH THE EVALUATION AND IMPLEMENTATION OF A QUIET ZONE
- ▶ DIAGNOSTIC MEETING **HELD JULY 25, 2013**
 - ▶ ON-SITE MEETING TO DISCUSS POTENTIAL CROSSING IMPROVEMENTS AT EACH RAILROAD CROSSING AND TO IDENTIFY ADDITIONAL SAFETY, TRAFFIC, AND OPERATIONAL CONCERNS
- ▶ DESIGN OF PROPOSED IMPROVEMENTS **DESIGN IS 75% COMPLETE**
 - ▶ PROPOSED IMPROVEMENTS INCLUDE ROADWAY IMPROVEMENTS AND SIGNAGE IMPROVEMENTS AT ALL UNIMPROVED CROSSINGS, AND THE INSTALLATION OF SIGNAGE AT THE IMPROVED CROSSINGS

APPROVAL PROCESS (CONT'D)

- ▶ QUIET ZONE APPLICATION **CONSULTANT CURRENTLY PREPARING**
 - ▶ THE APPLICATION OUTLINES THE SPECIFIC IMPROVEMENTS THAT THE CITY INTENDS TO MAKE AND ADDRESSES ANY COMMENTS OR CONCERNS BROUGHT UP AS A RESULT OF THE DIAGNOSTIC MEETING
 - ▶ RISK CALCULATIONS ARE INCLUDED TO SHOW THAT THE PROPOSED IMPROVEMENTS WILL SUFFICIENTLY REDUCE THE RISK INDEX IN THE CORRIDOR TO ALLOW FOR A QUIET ZONE
 - ▶ THE APPLICATION HAS A 60-DAY COMMENT PERIOD BEFORE REVIEW AND APPROVAL BY THE FRA. THE ANTICIPATED TIMEFRAME FOR APPROVAL IS 3-9 MONTHS

APPROVAL PROCESS (CONT'D)

- ▶ INSTALLATION OF PROPOSED IMPROVEMENTS **SPRING/SUMMER 2014**
 - ▶ ONCE THE DESIGN IS COMPLETE AND THE QUIET ZONE APPLICATION HAS BEEN SUBMITTED, STAFF WILL PUT THE PROPOSED RAILROAD CROSSING IMPROVEMENTS OUT FOR A PUBLIC BID. THE LOWEST QUALIFIED BIDDER WILL BE CONTRACTED TO INSTALL THE PROPOSED IMPROVEMENTS.
- ▶ NOTICE OF ESTABLISHMENT **SUMMER 2014**
 - ▶ ONCE THE IMPROVEMENTS ARE INSTALLED AND THE FEDERAL RAILROAD ADMINISTRATION HAS APPROVED THE APPLICATION, THE NOTICE OF ESTABLISHMENT MAY BE SENT OUT. THE RAILROAD MUST THEN CEASE THE ROUTINE SOUNDING OF HORNS 21 DAYS FROM THE DATE OF THE SUBMITTAL OF THE NOTICE OF ESTABLISHMENT.

SCOPE OF IMPROVEMENTS

- ▶ IMPROVED CROSSINGS
 - ▶ INCLUDES:
 - ▶ WOODBRIDGE PARKWAY
 - ▶ RANCH ROAD
 - ▶ 5TH STREET
 - ▶ IMPROVEMENTS NEEDED:
 - ▶ "NO TRAIN HORN" SIGNS
 - ▶ ADJUSTMENT AND/OR REMOVAL OF SOME EXISTING SIGNS

SCOPE OF IMPROVEMENTS

- ▶ UNIMPROVED CROSSINGS
 - ▶ INCLUDES:
 - ▶ BEN DAVIS ROAD
 - ▶ 3RD STREET
 - ▶ PARK LANE
 - ▶ IMPROVEMENTS NEEDED:
 - ▶ NON-TRAVERSIBLE CONCRETE MEDIANS
 - ▶ SIGNAGE AND STRIPING
 - ▶ MINOR PAVING IMPROVEMENTS

LOOKING FORWARD

- ▶ PLANNING CONSULTANT CURRENTLY REVIEWING ENGINEERING PLANS (NOVEMBER 2013)
- ▶ STAFF TO SUBMIT ENGINEERING PLANS TO KANSAS CITY SOUTHERN RAILROAD FOR THEIR FEEDBACK (NOVEMBER 2013)
- ▶ QUIET ZONE APPLICATION SUBMITTAL (DECEMBER 2013)
- ▶ INSTALLATION OF CROSSING IMPROVEMENTS (SPRING 2014)
- ▶ NOTICE OF ESTABLISHMENT (SUMMER 2014)
- ▶ TRAIN HORNS ARE TURNED OFF (LATE SUMMER 2014)

QUESTIONS





Legislation Details (With Text)

File #: 13-1881 **Version:** 1 **Name:** Potential Land Lease Exec Session
Type: Agenda Item **Status:** Agenda Ready
File created: 11/1/2013 **In control:** City Council
On agenda: 11/4/2013 **Final action:**

Title: The City Council shall convene into Executive Session pursuant to the TEXAS GOVERNMENT CODE, Section § 551.072 deliberation regarding real property; discussion of potential leasing of land located southeast of the intersection of Sachse Road and Country Club Drive in Sachse, Texas.

Consider any action necessary as a result of executive session.

Executive Summary
 Closed Executive Session as provided by State Law.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Title

The City Council shall convene into Executive Session pursuant to the TEXAS GOVERNMENT CODE, Section § 551.072 deliberation regarding real property; discussion of potential leasing of land located southeast of the intersection of Sachse Road and Country Club Drive in Sachse, Texas.

Consider any action necessary as a result of executive session.

Executive Summary

Closed Executive Session as provided by State Law.

Background

This agenda item is provided for the City Council to meet in executive session to deliberate potential leasing of land, in accordance with Texas Government Code.

Policy Considerations

None.

Budgetary Considerations

None.

Staff Recommendations

Conduct executive session and take any action appropriate.



Legislation Details (With Text)

File #: 13-1880 **Version:** 1 **Name:** Executive Session: City Manager Personnel Matters- Discuss Duties of the City Manager

Type: Agenda Item **Status:** Agenda Ready

File created: 11/1/2013 **In control:** City Council

On agenda: 11/4/2013 **Final action:**

Title: Adjourn to Executive Session pursuant to the provisions of the Texas Government Code, Section 551.074 relating to personnel matters: Discuss duties of the City Manager.

Consider any action necessary as a result of Executive Session.

Executive Summary
Discuss performance expectations and personnel matters related to the City Manager.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Title

Adjourn to Executive Session pursuant to the provisions of the Texas Government Code, Section 551.074 relating to personnel matters: Discuss duties of the City Manager.

Consider any action necessary as a result of Executive Session.

Executive Summary
Discuss performance expectations and personnel matters related to the City Manager.

Background

The City Council conducted the annual employee evaluation of the City Manager during the October 21, 2013 City Council meeting. This item is an extension of the annual review process.

Policy Considerations

None.

Budgetary Considerations

None.

Staff Recommendations

To conduct the Executive Session as appropriate.