



# City of Sachse, Texas

## Meeting Agenda

### City Council

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Monday, March 21, 2016

7:30 PM

Council Chambers

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

The City Council of the City of Sachse will hold a Regular Meeting on Monday, March 21, 2016, at 7:30 p.m. in the Council Chambers at Sachse City Hall, 3815 Sachse Road, Building B, Sachse, Texas to consider the following items of business:

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

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

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

#### **1. CONSENT AGENDA.**

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

[16-3270](#) Approve the minutes of the March 7, 2016 workshop meeting.

*Attachments:* [03.07.16 Minutes Workshop](#)

[16-3271](#) Approve the minutes of the March 7, 2016 regular meeting.

*Attachments:* [03.07.16 Minutes](#)

[16-3280](#) Consider a resolution authorizing the purchase of a 2017 Ford F650 Diesel Dump Truck from Chastang Ford through the Houston-Galveston Area Council ('HGAC') Purchasing Program in the amount not to exceed seventy thousand dollars (\$70,000.00) for the City of Sachse Public Works Department; and providing for an effective date.

*Attachments:* [Dump Truck HGAC Pricing Worksheet](#)

[Resolution](#)

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

[16-3277](#) Recognize the Sachse High School and Hudson Middle School Robotics teams.

### 3. CITIZEN INPUT.

*The public is invited at this time to address the Council. The Mayor will ask you to come to the microphone and state your name and address for the record. If your remarks pertain to a specific agenda item, please hold them until that item, at which time the Mayor may solicit your comments. Time limit is 3 minutes per speaker. The City Council is prohibited by state law from discussing any item not posted on the agenda according to the Texas Open Meetings Act, but may take them under advisement.*

### 4. REGULAR AGENDA ITEMS.

[16-3276](#) Consider a resolution authorizing the City Manager to execute a contract with United HealthCare for group health and dental insurance.

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

[Resolution](#)

[16-3279](#) Consider a resolution adopting the City of Sachse Surplus Equipment Policy.

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

[City of Sachse Surplus Property Policy](#)

[Surplus Property Form](#)

[Fixed Asset Transfer Form](#)

[16-3278](#) Consider a resolution approving the City of Sachse's Sidewalk Maintenance Policy.

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

### 5. ADJOURNMENT.

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

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

As authorized by Section 551.072(2) of the Texas Government Code, this meeting may be convened into closed Executive Session at any time during the City Council workshop or regular meeting for the purpose of seeking confidential legal advice from the City Attorney on any workshop or regular meeting agenda item listed herein.

Posted: March 18, 2016; 5:00 p.m.

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Michelle Lewis Sirianni, City Secretary

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



# City of Sachse, Texas

## Legislation Details (With Text)

<b>File #:</b>	16-3270	<b>Version:</b>	1	<b>Name:</b>	March 7, 2016 Council Workshop minutes.
<b>Type:</b>	Agenda Item	<b>Status:</b>		<b>Status:</b>	Agenda Ready
<b>File created:</b>	3/10/2016	<b>In control:</b>		<b>In control:</b>	City Council
<b>On agenda:</b>	3/21/2016	<b>Final action:</b>		<b>Final action:</b>	
<b>Title:</b>	Approve the minutes of the March 7, 2016 workshop meeting.				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">03.07.16 Minutes Workshop</a>				

Date	Ver.	Action By	Action	Result
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### Title

Approve the minutes of the March 7, 2016 workshop meeting.

### Background

Minutes of the March 7, 2016 workshop meeting.

### Policy Considerations

None.

### Budgetary Considerations

None.

### Staff Recommendations

Approve the minutes of the March 7, 2016 workshop meeting.

## CITY COUNCIL OF THE CITY OF SACHSE

### WORKSHOP MEETING MINUTES

MARCH 7, 2016

The City Council of the City of Sachse held a workshop meeting on Monday, March 7, 2016 at 6:30 p.m. at Sachse City Hall, 3815-B Sachse Road, Sachse, Texas. Those present were Mayor Mike Felix, Council Members Brett Franks, Charlie Ross, Paul Watkins, Bill Adams, Jeff Bickerstaff and Cullen King. City Manager, Gina Nash; City Secretary, Michelle Lewis Sirianni; City Attorney, Joe Gorfida; Director of Public Works and Engineering, Greg Peters; Community Development Director, Dusty McAfee; Chief of Police, Bryan Sylvester; Interim Fire Chief, Marty Wade; Finance Director, Teresa Savage; Parks and Recreation Director, Lance Whitworth, and Human Resources Director, Stacy Buckley.

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

#### **DISCUSS FRIENDS OF SACHSE PARKS AND RECREATION PROPOSAL TO CONSTRUCT A TEMPORARY DOG PARK ON CITY PROPERTY, INCLUDING COST FOR CONSTRUCTION AND MAINTENANCE:**

Mr. Whitworth introduced this item stating that the construction of a dog park was discussed at the October 19, 2015 City Council meeting. City Council had asked for staff and the Park Pals to work together on a temporary dog park option and bring back a proposal.

A short video was played that showed dogs playing in a dog park in Dallas.

Mike Kellam, President of Sachse Park Pals provided Council with their objectives, the benefits, and requirements, including fencing and site options for a temporary dog park. Mr. Kellam stated that the Park Pals would look for community partnership by providing different levels of sponsorship support as well as marketing signage for those higher level donations. They would fundraise with the options listed as well as a possible "Strut Your Mutt" 3K Dog Walk Fundraiser and proposal to the Sachse EDC. Mr. Kellam stated that the Sachse Park Pals is requesting that the City Council approval a site location for a temporary dog park.

Mr. Whitworth presented Council with information that included staffing for maintenance, research on area dog parks, a concept plan for a permanent dog park, cost estimates for the construction of a permanent dog park, and recommended amenities for a temporary and permanent dog park. Mr. Whitworth also touched on some observations from surrounding cities for Council to consider, which included: dog parks require services from other city departments, getting input from surrounding property owners of potential dog park sites, regular monitoring to ensure rules are being followed, and maintenance. Mr. Whitworth asked for Council direction regarding the use of City property by the Sachse Park Pals for them to fund and operate a temporary dog park.

Council discussed the maintenance including staff resources, monitoring, ADA requirements, proposed site location, operational hours of the park, and amenities.

Council census was that if the Sachse Park Pals can support and raise the funds to construct a temporary dog park, then Council would be in favor at placing the temporary dog park near the Sachse Animal Shelter with no additional cost(s) or staffing from the City.

**ADJOURNMENT:** At 7:43 p.m. Mayor Felix adjourned the meeting.

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MIKE J FELIX, MAYOR

ATTEST:

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Michelle Lewis Sirianni, City Secretary



# City of Sachse, Texas

## Legislation Details (With Text)

<b>File #:</b>	16-3271	<b>Version:</b>	1	<b>Name:</b>	March 7, 2016 Council minutes.
<b>Type:</b>	Agenda Item	<b>Status:</b>		<b>Status:</b>	Agenda Ready
<b>File created:</b>	3/10/2016	<b>In control:</b>		<b>In control:</b>	City Council
<b>On agenda:</b>	3/21/2016	<b>Final action:</b>		<b>Final action:</b>	
<b>Title:</b>	Approve the minutes of the March 7, 2016 regular meeting.				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">03.07.16 Minutes</a>				

Date	Ver.	Action By	Action	Result
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### Title

Approve the minutes of the March 7, 2016 regular meeting.

### Background

Minutes of the March 7, 2016 regular meeting.

### Policy Considerations

None.

### Budgetary Considerations

None.

### Staff Recommendations

Approve the minutes of the March 7, 2016 regular meeting.

# CITY COUNCIL OF THE CITY OF SACHSE

## MEETING MINUTES

MARCH 7, 2016

The City Council of the City of Sachse held a regular meeting on Monday, March 7, 2016 at 7:30 p.m. at Sachse City Hall, 3815-B Sachse Road, Sachse, Texas. Those present were Mayor Mike Felix, Council Members Brett Franks, Charlie Ross, Paul Watkins, Bill Adams, Cullen King, and Jeff Bickerstaff; City Manager, Gina Nash; City Secretary, Michelle Lewis Sirianni; City Attorney, Joe Gorfida; City Engineer, Greg Peters; Community Development Director, Dustin McAfee; Parks and Recreation Director, Lance Whitworth; Human Resources Director, Stacy Buckley; Interim Fire Chief, Martin Wade; Police Chief, Bryan Sylvester, and Finance Director, Teresa Savage.

Mayor Felix opened the meeting at 7:54 p.m.

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

**CONSENT AGENDA:** All items listed on the Consent Agenda are considered routine and will be acted on by one motion, with no separate discussion of these items unless a Council member or citizen so requests. **16-3244** Approve the minutes of the February 15, 2016 workshop meeting. **16-3246** Approve the minutes of the February 15, 2016 regular meeting. **16-3257** Approve the minutes of the February 29, 2016 special joint meeting. **16-3248** Consider an ordinance cancelling the May 7, 2016 General Election. **16-3254** Consider receiving the Monthly Revenue and Expenditure Report for the period ending January 31, 2016. **16-3258** Consider authorizing the City Manager to enter into a Development Agreement with Sachse 95, LTD, a Texas Limited Partnership, for the development of Kensington Park.

Councilman Adams made a motion to approve items 16-3244, 16-3246, 16-3257, 16-3248, 16-3254 and 16-3258 as submitted. Councilman Bickerstaff seconded that motion and the motion was unanimously approved.

### **MAYOR AND CITY COUNCIL ANNOUNCEMENTS REGARDING SPECIAL EVENTS,**

Councilman Adams congratulated Mayor Felix on the birth of his first grandchild, Hattie Suzanne.

Councilman King mentioned the Sachse Historical Society meeting that occurred over the weekend, along with thanking those involved with the Eagle Scout project at the Animal Shelter and for their efforts in putting up shelves and remodeling the play area for the cats. Councilman King acknowledged those from Troop 78 that were in the audience working on their badges.

Councilman Ross stated that on Tuesday, March 8 at noon the *Hunger Games* Marathon will begin. On Wednesday, March 9 at 2:00 p.m. the Library will show the movie *Goosebumps*. On Thursday, March 10 an intro to Photoshop workshop will take place at 2:00 p.m., and on Monday, March 21 at 6:00 p.m. join the Library for a hat making class.

Mayor Pro Tem Franks congratulated Mayor Felix, Cullen King and Jeff Bickerstaff for going unopposed in this year's Election. Mayor Pro Tem Franks announced the City's Easter Events. On Saturday, March 19 at Heritage Park, the City will host the Easer Egg Scramble at 10:00 a.m., the Doggie Bone Hunt at 7:30 p.m., and the Flashlight Egg Hunt at 8:15 p.m.

Mayor Felix stated that the City will host its annual citywide trash cleanup and Arbor Day Jubilee on April 8 and April 9. He also thanked Odie Hall for doing a great job at the Sachse Historical Society meeting held over the weekend.

### **CITIZENS INPUT:**

Tiry Williams, 3116 Lance Lane, stated that the circus will be in town on March 23 and 24 at the First Baptist Church. There will be two shows a day at 4:30 p.m. and 7:30 p.m. For more information you can visit the Chamber of Commerce website.

Martha Lloyd, 6605 Eastview Drive, Sachse, asked Council to reconsider the speed limit on Pleasant Valley Road as well as to do another traffic study. Ms. Lloyd submitted a petition of individuals in opposition to the 30 mph speed limit. Of the 190 signatures, 60 were from Sachse residents.

Linda Knight, 2960 Whitley Road, Wylie, stated that the 30 mph speed limit on Pleasant Valley is too low and asked Council to reconsider changing it back to 40 mph.

Chance Lindsey, 3715 Rock House Road, Sachse, stated that the speed limit on Pleasant Valley road is too low and asked Council to consider changing to 40 mph.

### **REGULAR AGENDA ITEMS:**

#### **16-3250 Consider receiving the City's Comprehensive Annual Finance Report (CAFR) for the fiscal year ending September 30, 2015.**

Anthony Cardiel, CPA with BrooksCardiel, PLLC provided financial highlights on the report including the City's revenues and expenditures. Mr. Cardiel stated the firm has issued an unmodified or "clean" opinion with an emphasis-of-a-matter paragraph to highlight the adoption of new accounting pronouncements.

Councilman Ross made a motion to approve the Comprehensive Annual Finance Report. Councilman Watkins seconded that motion and the motion was unanimously approved.

**16-3260 Discuss and receive direction from the City Council regarding retail energy supply services for the City of Sachse and move forward with the Texas Coalition for Affordable Power, Inc. (TCAP) or negotiating services with a retail energy broker.**

Mrs. Nash introduced this item stating that the City can only purchase power directly from a Retail Electric Provider, which under Texas law exists to give the impressions of a competitive market. The City has relied on TCAP for analysis of the market and guidance, but that is not the only option available. The City is free to obtain individual pricing on its own or by utilizing a retail energy broker. While these brokers are offering potential additional savings, these lower rates are not guaranteed until the City selects a Retail Energy Provider directly or signs a contract with a retail energy broker to negotiate electric rates. TCAP has provided a resolution for consideration on the next agenda item with NextEra, the designated supplier for deliveries of electricity for five years beginning January 1, 2018. It sets the rate per kWh at a not to exceed price of 4.1 cents. Mrs. Nash is asking for direction from Council on the following options: (1) Sign the TCAP resolution and direct staff to enter into the contract with TCAP with a “not to exceed threshold” or (2) Direct staff to select an energy broker to obtain competitive quotes for purchasing electricity beginning in January 2018.

The Council discussed both options and the advantages and disadvantages of both, the current market rate(s), as well as what their threshold rate.

Councilman Adams made a motion to direct the City Manager to move forward with TCAP. Councilman Ross seconded that motion. The motion passes with a 6-1 vote. Mayor Pro Tem Franks opposed.

**16-3255 Consider a resolution authorizing the Texas Coalition for Affordable Power, Inc. (TCAP) to negotiate an electric supply agreement for five years for deliveries of electricity effective January 1, 2018.**

Mrs. Nash stated that the City’s current charge per kWh is 7.44 cents. The resolution provided sets the rate per kWh at a not-to-exceed price of 3.9 cents. Mrs. Nash asked Council within their consideration that if they choose to approve the resolution, the Council is not bound to enter into a contract with TCAP, but if they do enter a contract the Council needs to authorize herself or the Mayor to execute the agreement as well as consider their threshold rate.

Jay Doegey, Executive Director of TCAP, noted the latest trends in the pricing that he has seen as well as noted rates within the other Zones. The Zones are set geographically. The City is in the North Zone and the rate will be finalized in a conference call on March 8.

Councilman Bickerstaff made a motion to approve a resolution authorizing the TCAP to negotiate an electric supply agreement for five years for deliveries of electricity effective January 1, 2018 with a rate not to exceed 3.6 cents per kWh as well as authorize the City Manager or the Mayor to execute said agreement. Councilman King seconded that motion and the motion was unanimously approved.

**16-3259 Discuss and consider approval of a contract for Professional Services with Gateway Planning Group, Inc. and authorize the City Manager to execute for the same.**

Mr. McAfee provided a timeline overview and review of the final scope for the Comprehensive Plan update. Mr. McAfee stated the City will fund the Comprehensive Plan components and the EDC will fund the EDC related components. Staff is recommending approval of a contract with Gateway Planning Group, Inc., and to authorize the City Manager to execute said agreement.

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

**16-3253 Consider an ordinance authorizing certain budget amendments pertaining to the fiscal year 2015-2016 budget; and providing an effective date.**

Mrs. Nash stated the budget amendment is to approve the funding for the Comprehensive Plan update and the funds have been ear marked until the Council decides to move forward with the project.

Councilman King made a motion to approve an ordinance authorizing budget amendments pertaining to fiscal year 2015-2016 budget. Mayor Pro Tem Franks seconded that motion and the motion was unanimously approved.

**16-3229 Consider and authorize the City Manager to execute an amendment to the lease agreement with the Sachse Chamber of Commerce to lease a portion of the former municipal building at 5560 S.H. 78.**

Mrs. Nash stated that the Chamber of Commerce staff and City staff have discussed the renewal of the lease agreement. Although the lease agreement had lapsed, the Chamber of Commerce wanted comfort in knowing where they'd be in the next few years. This amendment to the lease agreement would propose a one year lease with the option for one additional one year renewal by the City of Sachse, providing written notice within 30 days prior to the end of the term.

Councilman Bickerstaff made a motion to approve an amendment to the lease agreement with the Sachse Chamber of Commerce. Councilman Watkins seconded that motion and the motion was unanimously approved.

**16-3247 Consider and act on a Preliminary Plat application for Kensington Park from JBI Partners, generally located north of the intersection of Ben Road and Pleasant Valley Estates, within city limits.**

Mr. McAfee introduced this item stating that the proposed Preliminary Plat is approximately 95 acres with 65 residential lots and three HOA lots. The proposed plat is in compliance with the zoning ordinance and subdivision regulations. At the February 8, 2016 Planning and Zoning meeting, the Commission unanimously recommended approval of the proposed plat. Staff recommends approval.

Councilman Adams made a motion to approve a Preliminary Plat application for Kensington Park. Councilman Watkins seconded that motion and the motion was unanimously approved.

**16-3241 Discuss sidewalk maintenance policies.**

Mr. Peters introduced this item providing an overview of the City’s current sidewalk policy and repair/replacement methods, sidewalk condition types, status of Sachse sidewalks, and repairs that have been made in the 2015-2016 fiscal year. Mr. Peters discussed current challenges and policies in other cities including construction cost information. Staff is recommending Council to define trip hazard, structural failure, and cosmetic damage including the eligibility and prioritization of each repair/replacement based on these definitions. Staff is also seeking feedback on the sidewalk policy items including: minimum requirements for replacement, construction method, and funding.

The Council discussed the funding, the prioritization, the proposed sidewalk schedule, and the time it takes to complete such repairs/replacements. The Council was supportive of the proposed funding mechanisms based on the condition, the levels of prioritization, and how projects would be selected based on staff’s recommendations.

**EXECUTIVE SESSION:**

**16-3245 The City Council shall convene into Executive Session pursuant to the Texas Government Code, Section §551.074: Personnel: regarding the six month review of the City Secretary.**

At 10:26 p.m. a motion was made by Councilman Adams to recess into Executive Session. Councilman Watkins seconded that motion and the motion was unanimously approved.

At 10:51 p.m., City Council reconvened back into regular session.

No action was taken.

**ADJOURNMENT:**

At 10:52 p.m. Mayor Felix adjourned the meeting.

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MIKE J. FELIX, MAYOR

ATTEST:

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Michelle Lewis Sirianni, City Secretary



# City of Sachse, Texas

## Legislation Details (With Text)

**File #:** 16-3280      **Version:** 1      **Name:** Dump Truck Purchase  
**Type:** Agenda Item      **Status:** Agenda Ready  
**File created:** 3/16/2016      **In control:** City Council  
**On agenda:** 3/21/2016      **Final action:**  
**Title:** Consider a resolution authorizing the purchase of a 2017 Ford F650 Diesel Dump Truck from Chastang Ford through the Houston-Galveston Area Council ('HGAC') Purchasing Program in the amount not to exceed seventy thousand dollars (\$70,000.00) for the City of Sachse Public Works Department; and providing for an effective date.

**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Dump Truck HGAC Pricing Worksheet Resolution](#)

Date	Ver.	Action By	Action	Result
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### Title

Consider a resolution authorizing the purchase of a 2017 Ford F650 Diesel Dump Truck from Chastang Ford through the Houston-Galveston Area Council ('HGAC') Purchasing Program in the amount not to exceed seventy thousand dollars (\$70,000.00) for the City of Sachse Public Works Department; and providing for an effective date.

### Background

In the FY 2016 budget, the City Council authorized the purchase of a new dump truck. The Public Works Department has researched the available vehicles on the market and has chosen the 2016 Ford U451-10 Dump Truck. This vehicle is available for purchase through Texas State Contract HT06-14 through Chastang Ford in Houston, Texas. The final purchase price of the vehicle is \$69,165.00. The cost for delivery has been quoted to be \$700.00.

The current large dump truck in use by the department is 17 years old. Due to the high hours and wear on the vehicle, it is at the end of its service life.

Public Works staff utilize dump trucks for a wide range of street and utility maintenance projects throughout the City. The dump truck will be utilized to haul project materials to and from project sites, and also to haul demolished materials away from project sites.

### Policy Considerations

Replacement of existing dump truck due to wear and hours.

### Budgetary Considerations

A total of \$70,000.00 is budgeted for this purchase. The monies for this purchase were budgeted in the FY2016 budget.

Staff Recommendations

Approve a resolution authorizing the purchase of a 2017 Ford F650 Dump Truck from Chastang Ford through the Houston-Galveston Area Council ('HGAC') Purchasing Program in the amount not to exceed seventy thousand dollars (\$70,000.00) for the City of Sachse Public Works Department; and providing for an effective date.



**CONTRACT PRICING WORKSHEET**  
For MOTOR VEHICLES Only

Contract No.:

HT06-14

Date Prepared:

03/05/2016

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

Buying Agency:	CITY OF SACHSE	Contractor:	CHASTANG FORD
Contact Person:	JEREMY WISEMAN	Prepared By:	ED MILLER
Phone:	469-429-9833	Phone:	713-678-5007
Fax:		Fax:	713-678-5001
Email:	JWISEMAN@CITYOFSACHSE.COM	Email:	emiller@chastangford.com
Product Code:	C4	Description:	2017 FORD F650

**A. Product Item Base Unit Price Per Contractor's H-GAC Contract:** 44,373

**B. Published Options - Itemize below - Attach additional sheet(s) if necessary - Include Option Code in description if applicable.**  
(Note: Published Options are options which were submitted and priced in Contractor's bid.)

Description	Cost	Description	Cost
99K - 6.7L 260HP ENGINE	2895	U451-10 - 10' 5/6 YARD DUMP	13194
55M - JUMP START STUD	25	FP30 - FLOOR PLAN INT DURING UPFIT 10X60	600
17M - BACKUP ALARM	110		
59C - BODY BUILDER WIRING	130		
88C - AIR RIDE SEAT	488		
WT3 - BFT WORK TRUCK PACKAGE	1495		
UDK1 - UNDECKING CHARGE	275		
TCT - TIRES, FRONT GOODYEAR 11R22.5G G661	91		
RCT - TIRES, REAR, GOODYEAR 11R22.5G G661	183		
		<b>Subtotal From Additional Sheet(s):</b>	
		<b>Subtotal B:</b>	19486

**C. Unpublished Options - Itemize below / attach additional sheet(s) if necessary.**  
(Note: Unpublished options are items which were not submitted and priced in Contractor's bid.)

Description	Cost	Description	Cost
99C - UPGRADE TO 270 HP	1116	16V - VOLTMETER	100
65B - 50 GAL ALUMINUM TANK	275	17A - 200 AMI ALTERNATOR	325
41A - PTO CAPABILITY	895	MANUAL TARP	1230
536- 14.18/120,000 FRAME	365		
		<b>Subtotal C:</b>	4306

**Check:** Total cost of Unpublished Options (C) cannot exceed 25% of the total of the Base Unit Price plus Published Options (A+B). For this transaction the percentage is: 7%

**D. Total Cost Before Any Applicable Trade-In / Other Allowances / Discounts (A+B+C)**

Quantity Ordered:	1	X Subtotal of A + B + C:	68165	=	Subtotal D:	68165
					Subtotal E:	1000

**E. H-GAC Order Processing Charge (Amount Per Current Policy):**

**F. Trade-Ins / Other Allowances / Special Discounts / Freight / Installation**

Description	Cost	Description	Cost
		<b>Subtotal F:</b>	0

**Delivery Date:** 150 DAYS ARO **G. Total Purchase Price (D+E+F):** 69165

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SACHSE, TEXAS, AUTHORIZING THE PURCHASE OF A 2017 FORD F-650 DIESEL DUMP TRUCK FROM CHASTANG FORD THROUGH THE HOUSTON GALVESTON AREA COUNCIL PURCHASING PROGRAM NOT TO EXCEED THE BUDGETED FUNDS OF SEVENTY THOUSAND DOLLARS (\$70,000.00) FOR THE CITY OF SACHSE PUBLIC WORKS DEPARTMENT; AND PROVIDING FOR AN EFFECTIVE DATE.**

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

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

**WHEREAS**, funding has been appropriated in the fiscal year 2015-2016 budget for the purchase of a dump truck.

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

**SECTION 1.** The City Council approves the use of cooperative purchasing through the Houston Galveston Area Council from Chastang Ford to purchase a 2017 Ford F-650 Diesel Dump Truck.

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

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

**DULY RESOLVED AND ADOPTED** by the City Council of the City of Sachse, Texas,  
this 21<sup>st</sup> day of March, 2016.

CITY OF SACHSE, TEXAS

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Brett Franks, Mayor Pro Tem

ATTEST:

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Michelle Lewis Sirianni, City Secretary

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



# City of Sachse, Texas

## Legislation Details (With Text)

<b>File #:</b>	16-3277	<b>Version:</b>	1	<b>Name:</b>	Recognize Sachse High School Robotics team(s)
<b>Type:</b>	Agenda Item	<b>Status:</b>		<b>Status:</b>	Agenda Ready
<b>File created:</b>	3/15/2016	<b>In control:</b>		<b>In control:</b>	City Council
<b>On agenda:</b>	3/21/2016	<b>Final action:</b>		<b>Final action:</b>	
<b>Title:</b>	Recognize the Sachse High School and Hudson Middle School Robotics teams.				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>					

Date	Ver.	Action By	Action	Result
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### Title

Recognize the Sachse High School and Hudson Middle School Robotics teams.

### Background

Beginning in November through spring, each Sachse Robotics team uses science, technology, engineering and math (STEM) to design, build and program their robot. These robots are a team effort and are used in local and regional competitions which are attended by hundreds of people in the community. While competing, the students take on the roles of drivers and coaches and develop strategies for the challenges of the competition.

The robotics teams include young men and women in 9th-12th grade. As these Sachse High School students work together to build their robots and compete, they are building their skills in math, science, technology, engineering, computer programming, problem solving, team work, leadership, social skills and a host of other valuable skills that will improve their future educational success as well as their future career success.

The first goal of the robotics program each year is for every team to produce a competition-ready robot. The second goal is to enter Vex competitions at the local and regional level. The third goal is to advance from the regional level to the State Regional Competition and ultimately to the Vex World Championship.

The Sachse High School Robotics teams advanced this year to the State Championship in Greenville, TX. Team D and their alliance won the 2016 State Championship and Team A won the Judges award and competed all the way to the semi-final round. Both teams are now qualified to attend the 2016 Vex World Championship in Louisville, Kentucky to be held April 20-23, 2016. There the top 480 high school teams and 160 Middle school teams from around the world will compete for the 2016 world title.

## **Sachse High School - Under direction of Michael Roha (pronounced Ro'a)**

### **Team 5408A Texas Torque: Kristen Fitzgerald, Kaci Le, and Christen Waite.**

Team 5408A Texas Torque were tournament finalist numerous times throughout the season and also won two judges awards. They ranked 4th overall in qualifying rounds at the Texas State Championship where they advanced and competed in the semifinals which qualified them for the 2016 Vex world championship.

### **Team 5408 D Colossus - Parker Youngman, Ryan Nelson, Alexis Odegbaro, and Caleb Hernandez.**

Team 5408D, Sachse Colossus, began this season undefeated through qualifying rounds in their first tournament. They were Tournament Champions at the Garland ISD VEX Tournament in January which qualified them for the North Texas Regional State competition. There they and their alliance finished as Tournament Champions of the 2016 Texas State Championship. This win qualified the team for the 2016 Vex World Championship.

### **Team 5408 X Hax - Zach Smith, Ian Pearce, Jacinta Tran, and Trace Black.**

Team 5408 X Hax was one of the first teams to become tournament champions early in the regular season, which qualified them to compete at the state level. They went on to win second place for programming skills in a local tournament. While competing at the Regional State Competition they ranked second in programming skills at regionals and fifth in the entire state with a score of 263, which qualified them to advance to the 2016 Vex World Championship.

## **Hudson Middle School: Under direction of Gye Kraemer**

### **Team RoboBros V2: Thom Pham, Felix Matos Colon, Alan Tran, and Danny Lee.**

These 7<sup>th</sup> grade students were the Tournament Champions at the McKamy Middle School tournament in Flower Mound, qualifying them for the state championship. At the Texas state championship Team RoboBros V2 were ranked in 2<sup>nd</sup> place and were awarded the Excellence Award. The Excellence Award is the highest honor offered by Vex Robotics, qualifying them for 2016 Vex World Championship.

### **Policy Considerations**

None.

### **Budgetary Considerations**

None.

### **Staff Recommendations**

Recognition of the Sachse High School and Hudson Middle School Robotics teams.





# City of Sachse, Texas

## Legislation Details (With Text)

**File #:** 16-3276      **Version:** 1      **Name:** 2016-2017 Benefits Renewal  
**Type:** Agenda Item      **Status:** Agenda Ready  
**File created:** 3/15/2016      **In control:** City Council  
**On agenda:** 3/21/2016      **Final action:**  
**Title:** Consider a resolution authorizing the City Manager to execute a contract with United HealthCare for group health and dental insurance.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Presentation](#)  
[Resolution](#)

Date	Ver.	Action By	Action	Result
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### Title

Consider a resolution authorizing the City Manager to execute a contract with United HealthCare for group health and dental insurance.

### Background

#### **Healthcare**

In an effort to ensure the City’s cost of benefits are as competitive as possible with the market, the City requested bids for group health and dental insurance.

The City currently maintains a fully-insured benefit offering through BlueCross BlueShield. The City offers employees a triple plan option that includes the following plans:

#### High Deductible HSA

\$5,000 individual/\$10,000 family deductible then plan pays 100%  
OOP \$5,000 individual/\$10,000 family

#### Core PPO

\$5,000 individual/\$10,000 family deductible  
OOP \$6,350 individual/\$12,700 family

#### High PPO - Buy Up Plan

\$3,000 individual/\$9,000 family deductible  
OOP \$6,350 individual/\$12,700 family

### **Medical Financial Results**

BCBS' initial increase was 41.1% due to the City's high loss ratio of 108.4% (YTD) and large claims affecting the plan (two over \$100,000). Multiple options were secured through the RFP that closely matched IPS' initial projections, namely from United HealthCare (UHC), Scott & White and Cigna. Through negotiations, BCBS reduced their renewal to 29.8%, or \$286,624, with no plan design changes. It is recommended to contract with United HealthCare for the 2016-2017 plan year due to substantial savings. IPS is recommending for the City to move to Exclusive Provider Organization (EPO) options offered by UHC.

- EPO Plans combine flexibility of PPO plans with cost-savings of HMO plans. Employees won't need to choose a primary care physician, and will not need referrals to see a specialist. However, EPO plans do not cover care outside the network except for emergency care and non-network care that may have been received in a in-network hospital. Copays for Primary Care Physician visits as well as Specialist Physician visits have changed. Employees will now pay a \$30 Copay for a PCP visit and a \$30 Copay for Tier One Specialists and \$50 Copay for Specialists not in Tier One rather than the \$40 Copay for PCP and Specialists with BlueCross BlueShield. In addition, dependents under the age of 19 will have a \$0 Copay for all PCP visits with UnitedHealthCare.

- With the City electing to move to EPO options, the City will see a 7.19% increase, roughly \$53,000, increase from current rates today with minor plan design changes. For example, the Family Deductible on the Buy Up option will move from \$9,000 to \$6,000 and UHC offers \$0 PCP Copays for dependents under the age of 19. Both plan designs and network access substantially match BCBS.

- As part of UHC's best and final offer, they will be providing Sachse a wellness program, Simply Engaged, at no cost, which includes on-site biometric screenings and gift card incentives for employees that participate. This program will be in conjunction with the City's Shine On Wellness Program.

### **Dental - Renewal**

It is recommended to renew with United HealthCare for the 2016-2017 plan year and adjusting the plan PPO plan design. To align with benchmarking among other cities, it's recommended for the City to modify the Type I - Preventative Services from 80% to 100% covered.

- By packaging the dental and medical insurance together, the City will receive a \$5 per employee per month credit discount towards the medical bill which is worth approximately \$7,440 annually.

- The renewal rates represent a 19.8% or \$10,221 increase for the 2016-2017 plan year.

### **Policy Considerations**

N/A

Budgetary Considerations

Due to position vacancies, the City can absorb the increase in insurance costs for the remainder of the current fiscal year. In budget planning for FY 2016-17, staff will include an increase to cover the remainder of the fiscal year, from May 2017 through September 2017, as has been done in years past.

Staff Recommendations

Approve a resolution authorizing the City Manager to execute a contract with United HealthCare for group health and dental insurance.

Where Experience and  
Independence Matter

Corporate Benefits Consulting  
Insurance Planning Services  
Retirement Plan Consulting



# RFP and Renewal Recommendations



March 21, 2016



# Overview

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## **Background**

The City currently maintains a fully-insured benefit offering through BlueCross BlueShield. The City offers employees a triple plan option:

### High Deductible HSA

\$5,000 individual/\$10,000 family deductible then plan pays 100%

OOP \$5,000 individual/\$10,000 family

### Core PPO

\$5,000 individual/\$10,000 family deductible

OOP \$6,350 individual/\$12,700 family

### High PPO – Buy Up Plan

\$3,000 individual/\$9,000 family deductible

OOP \$6,350 individual/\$12,700 family

# Vendor List

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## » Medical

- BlueCross BlueShield – Incumbent – Presented
- United HealthCare – Presented - Recommended
- Cigna – Presented
- Aetna – Quoted – Not Competitive
- TML – Quoted – Not Competitive
- Scott & White – Quoted – Not Competitive

## » Dental

- United HealthCare – Incumbent – Presented - Recommended
- United Concordia – Presented
- Cigna – Quoted – Not Competitive
- TML – Quoted – Not Competitive
- Lincoln Financial – Quoted – Not Competitive
- BlueCross BlueShield – Quoted – Not Competitive
- Delta Dental – Declined – Not Competitive
- MetLife – Declined – Not Competitive
- SunLife – Declined – Not Competitive
- Aetna - Declined – Not competitive
- Dental Select – Declined – Not Competitive
- Unum – Declined – Not Competitive

# Overview & Recommendations

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## Medical

- BCBS' initial increase was 41.1% increase due to the City's high loss ratio of 108.4% (YTD) and large claims effecting the plan (2 over 100K). Multiple options were secured through the RFP that closely matched IPS' initial projections, namely from United HealthCare, Scott & White, and Cigna. Through negotiations, BCBS reduced their renewal to 29.8% increase, or \$286,624, with no plan design changes.
- It is recommended to contract with United HealthCare for the 2016-2017 plan year due to substantial savings. IPS is recommending for the City to move to Exclusive Provider Organization (EPO) options offered by UHC. EPO Plans combine flexibility of PPO plans with cost- savings of HMO plans. Employees won't need to choose a primary care physician and will not need referrals to see a specialist. However, EPO plans do not cover care outside the network except for emergency care, and non-network care that may have been received in a in-network hospital.
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- With the City electing to move to EPO options, the City will see a 7.19% increase, roughly \$53,000, from current rates today with minor plan design changes. For example, the Family Deductible on the Buy Up option will move from \$9,000 to \$6,000 and UHC offers \$0 PCP Copays for dependents under the age of 19. Both plan designs and network access substantially match BCBS.
- As part of UHC's best and final offer, they will be providing Sachse a wellness program, Simply Engaged, at no cost, which includes on-site biometric screenings and gift card incentives for employees that participate. This program will be in conjunction with the City's Shine On Wellness Program.

# Overview & Recommendations (continued)

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## Dental

- It is recommended to renew with United HealthCare for the 2016-2017 plan year and adjusting the plan PPO plan design. To align with benchmarking, it's recommended for the City to modify the Type I – P r e v e n t a t i v e Services from 80% to 100% covered.
- By packaging the dental and medical insurance together, the City will receive a \$5 per employee per month credit discount towards the medical bill which is worth approximately \$7,440 annually.
- The renewal rates represent a 19.8% or \$10,221 increase for the 2016-2017 plan year.

## Additional Lines of Coverage

- Vision
  - > The Vision Insurance through Avesis is currently in a rate guarantee until 5/1/2018.
- Basic Life/ Voluntary Life / LTD
  - > The Basic Life/ Voluntary Life & Accidental Death & Dismemberment Insurance is in a rate guarantee with Dearborn National until 5/1/2018. The Long Term Disability is in a rate guarantee until 5/1/2017 through Dearborn National.
- COBRA
  - > IPS provides the City with COBRA administration per our consulting agreement. This produces a savings of \$2,600 annually for the City.
- Medical Concierge
  - > Compass Professional Services is in a current rate guarantee until 12/1/2017.
- Teledoc
  - > No changes are recommended to this benefit at this time. Currently the City pays \$5,200 annually for employees to have access to telamedicine at a \$0 Copay.

# Current BCBS Rates vs. UHC Rates

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Employee Only	Blue Cross Blue Shield Current Rates			Blue Cross Blue Shield Renewal Rates			United HealthCare EPO Rates		
	Buy-Up Plan	Core Plan	HSA Plan	Buy-Up Plan	Core Plan	HSA Plan	Buy-Up Plan	Core Plan	HSA Plan
	<b>\$451.24</b>	<b>\$419.94</b>	<b>\$354.92</b>	<b>\$598.34</b>	<b>\$544.24</b>	<b>\$452.88</b>	<b>\$477.86</b>	<b>\$444.55</b>	<b>\$374.35</b>

# United HealthCare – Recommended Dental Rates

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Dental	UHC PPO	UHC DHMO		UHC PPO	\$ Change from Current (Monthly)	UHC DHMO	\$ Change from Current (Monthly)
Financials	Current	Current		Recommended		Recommended	
Employee Only	\$21.91	\$9.18		\$29.56	\$7.65	\$10.80	\$1.62
+ Spouse	\$43.82	\$17.16		\$59.12	\$15.30	\$20.19	\$3.03
+ Child(ren)	\$49.08	\$15.59		\$66.22	\$17.14	\$18.34	\$2.75
+ Family	\$74.61	\$22.38		\$100.66	\$26.05	\$26.33	\$3.95

# SimplyEngaged Wellness Program

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- » The United HealthCare Wellness Program will be added to enhance the City of Sachse's current wellness program.
- » Individuals can earn rewards by completing any of the following:
  - Taking a health survey
  - Participating in telephone-based health coaching and receive a \$75 gift card
  - Completing at least 3 personalized goals set by the health survey and receive a \$50 gift card
  - Visiting a participating gym or YMCA 12 times per month and receive a \$20 gift card
  - Use the myHealthcare Cost Estimator to make more informed decisions about their health and receive a \$25 gift card
  - Additional opportunities are available
- » Once an action is completed, the individual can choose from an array of electronic gift cards from retailers all over the nation.
- » Individuals also have access to myuhc.com in order to access all of these features, as well as Care24, a 24-hour NurseLine, and the Employee Assistance Program.



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

**City of Sachse**

UHC Rates

Buy-Up										
If 25% for all Dependent Tiers	Enrolled EE's	Medical Rate	Combined Medical Rate	Percentage	City's Contribution Rate Based off of Percentage \$	Total City	Annual Employer	Total Employee	Annual Employee	Total Employee / Employer Combined
Employee	5	\$477.86	\$477.86	90%	\$430.07	\$430.07	\$25,804.44	\$47.79	\$2,867.16	\$28,671.60
Spouse	2	\$563.87	\$1,041.73	25%	\$140.97	\$571.04	\$13,705.00	\$470.69	\$11,296.56	\$25,001.56
Child(ren)	2	\$291.49	\$769.35	25%	\$72.87	\$502.95	\$12,070.72	\$266.40	\$6,393.68	\$18,464.40
Family	2	\$931.83	\$1,409.69	25%	\$232.96	\$663.03	\$15,912.76	\$746.66	\$17,919.80	\$33,832.56
<b>Total</b>			\$8,830.84							\$105,970.12

Core										
If 40% for all Dependent Tiers	Enrolled EE's	Medical Rate	Combined	Percentage	City's Contribution Rate Based off of Percentage \$	Total City	Annual Employer	Total Employee	Annual Employee	Total Employee / Employer Combined
Employee	49	\$444.55	\$444.55	100%	\$444.55	\$444.55	\$261,395.40	\$0.00	\$0.00	\$261,395.40
Spouse	7	\$524.57	\$969.12	40%	\$209.83	\$654.38	\$54,967.75	\$314.74	\$26,438.16	\$81,405.91
Child(ren)	21	\$271.18	\$715.73	40%	\$108.47	\$553.02	\$139,361.54	\$162.71	\$41,002.42	\$180,363.96
Family	18	\$866.87	\$1,311.42	40%	\$346.75	\$791.30	\$170,920.37	\$520.12	\$112,346.35	\$283,266.72
<b>Total</b>			\$67,202.68							\$806,431.99

HSA												
If 40% for all Dependent Tiers	Enrolled EE's	Medical Rate	Combined	Percentage	City's Contribution Rate Based off of Percentage \$	Total City	Annual Employer	Total Employee	Annual Employee	Total City's HSA Contribution PEPM	Total Employee / Employer Combined Without HSA Contribution	Annual HSA City Contribution
Employee	8	\$374.35	\$374.35	100%	\$374.35	\$374.35	\$35,937.60	\$0.00	\$0.00	\$71.78	\$35,937.60	\$6,890.88
Spouse	0	\$441.73	\$816.08	40%	\$176.69	\$353.38	\$0.00	\$462.70	\$0.00	\$153.04	\$0.00	\$1,836.48
Child(ren)	4	\$228.35	\$602.70	40%	\$91.34	\$268.03	\$12,865.54	\$334.67	\$16,064.06	\$113.03	\$28,929.60	\$4,069.08
Family	3	\$729.98	\$1,104.33	40%	\$291.99	\$468.68	\$16,872.62	\$635.65	\$22,883.26	\$207.09	\$39,755.88	\$7,455.24
<b>Total</b>			\$8,718.59								\$104,623.08	\$20,251.68

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY OF SACHSE, TEXAS, APPROVING THE ACCEPTANCE OF THE BID PROPOSAL SUBMITTED BY UNITED HEALTHCARE FOR THE PURPOSE OF PROVIDING GROUP HEALTH AND DENTAL INSURANCE BENEFITS FOR EMPLOYEES OF THE CITY OF SACHSE; AND PROVIDING FOR AN EFFECTIVE DATE.**

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

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

**WHEREAS**, staff has reviewed the bids and information provided and is of the opinion that United Healthcare has the best overall bid for medical and dental insurance.

**WHEREAS**, upon full review and consideration of the bid for medical and dental insurance benefits from United Healthcare, and all matters related thereto, the City Council is of the opinion and finds that the bid from United Healthcare should be accepted, and that the City Manager should be authorized to execute an agreement with United Health, and all related documents thereto, on behalf of the City of Sachse, Texas;

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

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

**SECTION 2.** That this ordinance shall take effect immediately from and after its passage, and publication of the caption, as the law and charter in such cases provide.

**PASSED AND APPROVED** by the City Council of the City of Sachse, Texas on the 21<sup>st</sup> day of March, 2016.

APPROVED:

\_\_\_\_\_  
Brett Franks, Mayor Pro Tem

DULY ENROLLED:

\_\_\_\_\_  
Michelle Lewis Sirianni, City Secretary



# City of Sachse, Texas

## Legislation Details (With Text)

<b>File #:</b>	16-3279	<b>Version:</b>	1	<b>Name:</b>	Surplus Equipment Policy
<b>Type:</b>	Agenda Item	<b>Status:</b>		<b>Status:</b>	Agenda Ready
<b>File created:</b>	3/16/2016	<b>In control:</b>		<b>In control:</b>	City Council
<b>On agenda:</b>	3/21/2016	<b>Final action:</b>		<b>Final action:</b>	
<b>Title:</b>	Consider a resolution adopting the City of Sachse Surplus Equipment Policy.				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">Resolution</a> <a href="#">City of Sachse Surplus Property Policy</a> <a href="#">Surplus Property Form</a> <a href="#">Fixed Asset Transfer Form</a>				

Date	Ver.	Action By	Action	Result
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### Title

Consider a resolution adopting the City of Sachse Surplus Equipment Policy.

### Background

The purpose of this policy is to establish a framework and process for the disposal of assets no longer useful in the course of conducting City business.

The City's Financial Policies and Procedures do not include specific guidance on the disposal of City equipment and property which has reached the end of its useful life. Obsolete vehicles and equipment are currently being stored pending adoption of a policy that outlines the criteria for disposal. The benefits of adopting the policy include potential funds from auction or other disposal means, as well as clearing asset records of equipment no longer needed and creating a safer and more aesthetic environment at the Public Works facility, where the bulk of the items are being stored.

The major elements of the policy include:

1. Assets with an original cost over \$50,000 require City Council approval to be declared surplus, as well as approval of the method of disposal.
2. Assets with an original cost less than \$50,000 may be declared as surplus by the City Manager, as well as determining the best method of disposal.
3. Any funds generated from disposal are to be deposited into the Equipment Replacement Fund.

### Policy Considerations

The currently adopted Fiscal and Budgetary Policy Statements do not address the disposal of surplus property and equipment. Upon approval of this resolution, the Surplus Equipment Policy will be incorporated into the Fiscal and Budgetary Policy Statements.

Budgetary Considerations

None.

Staff Recommendations

Approve a resolution adopting the City of Sachse Surplus Equipment Policy.

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SACHSE, TEXAS, ADOPTING THE CITY OF SACHSE SURPLUS EQUIPMENT POLICY; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Sachse, Texas, by resolution, adopted a Surplus Equipment Policy;  
and

**WHEREAS**, upon full review and consideration of the Policy and all matters related thereto, the City Council is of the opinion and finds that the Policy for setting guidelines for disposal of surplus property should be approved;

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

**SECTION 1.** The City of Sachse Surplus Equipment Policy, attached hereto as Exhibit “A”, be and the same is hereby adopted.

**SECTION 2.** 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 3.** 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 4.** That this Resolution shall become effective immediately from and after its passage.

**DULY RESOLVED AND ADOPTED** by the City Council of the City of Sachse, Texas, this the 21<sup>st</sup> day of March, 2016.

CITY OF SACHSE, TEXAS

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Brett Franks, Mayor Pro Tem

ATTEST:

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Michelle Lewis Sirianni, City Secretary

# City of Sachse, Texas

## Surplus Equipment Policy

### *Purpose*

The purpose of this policy is to establish a framework and process for the disposal of assets no longer useful in the course of conducting City business.

Once a department has determined property owned by the City is no longer useful, the department head shall complete a "Surplus Property Form" and submit to the City Manager and Finance Department. The Finance Department will confirm the acquisition cost, depreciation, and book value; the City Manager shall make the determination of method of disposal: transfer, trade-in, sell, or scrap. The City Manager will determine if the asset has potential usefulness in another department. If an asset is transferred, a "Fixed Assets Transfer" form will be completed.

The method of disposal and authorization for disposal shall be based on the original cost of the asset according to the following criteria:

1. If the asset's original cost was more than \$50,000, the disposal must be authorized by the City Council, along with the preferred method of disposal.
2. If the asset's original cost was less than \$50,000, the City Manager is authorized to declare the item as surplus property and to determine the best method of disposal: sell at auction, sell through a sealed bid process, or disposal by any other method permitted under State Law.

Funds generated through the sale of surplus equipment will be deposited in the Equipment Replacement Fund.

# City of Sachse, Texas

## Surplus Equipment Policy

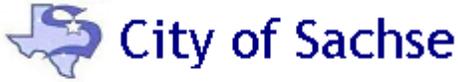
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Once a department has determined property owned by the City is no longer useful, the department head shall complete a "Surplus Property Form" and submit to the City Manager and Finance Department. The Finance Department will confirm the acquisition cost, depreciation, and book value; the City Manager shall make the determination of method of disposal: transfer, trade-in, sell, or scrap. The City Manager will determine if the asset has potential usefulness in another department. If an asset is transferred, a "Fixed Assets Transfer" form will be completed.

The method of disposal and authorization for disposal shall be based on the original cost of the asset according to the following criteria:

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2. If the asset's original cost was less than \$50,000, the City Manager is authorized to declare the item as surplus property and to determine the best method of disposal: sell at auction, sell through a sealed bid process, or disposal by any other method permitted under State Law.
3. Funds generated through the sale of surplus equipment will be deposited in the Equipment Replacement Fund.



## SURPLUS PROPERTY FORM

Declaring Department \_\_\_\_\_ Asset/Vehicle Number \_\_\_\_\_

Contact Name \_\_\_\_\_ Contact Number \_\_\_\_\_

Department Head Signature \_\_\_\_\_

**Description of Property:** Include type of asset including year, make, model, brand, mileage, hours of use, tonnage, capacity, horsepower, gallons, extra accessories, missing parts, color, etc.

**Condition:**

New                  Good                  Fair                  Poor                  Broken                  Wrecked

**Known Problems:**

Estimated Value\$ \_\_\_\_\_ Location \_\_\_\_\_

**Reason for Surplus:**

Obsolete                  Replaced                  Other \_\_\_\_\_

Has staff removed all City logos, data, scrubbed drives, etc.? Yes No

**Disposition Recommendation(City Manager):**

Transfer                  Sell                  Trade-in                  Disposal

<b>FINANCE DEPT ONLY:</b> Fixed Asset Schedule: Yes or No		Original Cost \$ _____
Fund/Department _____	Salvage Value\$ _____	
<b>Disposition Method—choose one</b>		
Transfer	Online Auction	Public Auction    Public Sale    Sealed Bid    Trade-in    Scrap
City Manager Approval _____		
Property Records Transfer Completed: Yes or No		



City of Sachse  
Fixed Assets  
Transfers

Asset # \_\_\_\_\_

Asset Description \_\_\_\_\_

Amount \_\_\_\_\_

**Transfer From:**

Department \_\_\_\_\_

Asset Control Account \_\_\_\_\_

Accumulated Depreciation \_\_\_\_\_

Depreciation Account \_\_\_\_\_

**Transfer To:**

Department \_\_\_\_\_

Asset Control Account \_\_\_\_\_

Accumulated Depreciation \_\_\_\_\_

Depreciation Account \_\_\_\_\_



# City of Sachse, Texas

## Legislation Details (With Text)

<b>File #:</b>	16-3278	<b>Version:</b>	1	<b>Name:</b>	Consider a resolution establishing a Sidewalk Policy for the City of Sachse, Texas.
<b>Type:</b>	Agenda Item	<b>Status:</b>		<b>Status:</b>	Agenda Ready
<b>File created:</b>	3/16/2016	<b>In control:</b>		<b>In control:</b>	City Council
<b>On agenda:</b>	3/21/2016	<b>Final action:</b>		<b>Final action:</b>	
<b>Title:</b>	Consider a resolution approving the City of Sachse’s Sidewalk Maintenance Policy.				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">Resolution</a>				

Date	Ver.	Action By	Action	Result
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### Title

Consider a resolution approving the City of Sachse’s Sidewalk Maintenance Policy.

### Background

This agenda item is to consider approval of a resolution establishing a policy for the repair and replacement of sidewalks within the public right-of-way.

Currently, it is the policy of the City of Sachse to remove and replace, or lift and repair the subgrade, of all sidewalks in the public right-of-way that are in need of repair or replacement. This work is funded and completed 100% by the City of Sachse.

Historically, sidewalk repair and replacement has been completed by Public Works street maintenance crews. Projects have been completed based upon the condition of the sidewalk and available resources. When staff receives a request, a staff member goes to the site, assesses the sidewalk condition, and determines the scope of replacement or repair need. The sidewalks found to be in the worst condition are repaired/replaced first. This results in some sidewalk requests not being repaired or replaced for multiple years.

The attached ordinance provides policy details for sidewalk rehabilitation and replacement in the public right-of-way, including:

- Definitions
- Eligibility for replacement/rehabilitation
- Methodology for the selection and prioritization of projects
- Construction Methods
- Project Funding

### Policy Considerations

The current policy of the City of Sachse is to remove and replace, or lift and repair the subgrade of all public sidewalks in the City that are in need of repair or replacement. The current policy is not formally written in an ordinance, and is thus unclear regarding the specific conditions of sidewalks that require repair/replacement, and how such repair/replacement is conducted.

The proposed policy more clearly defines the eligibility, selection, prioritization, and funding of the rehabilitation and replacement of sidewalks within the public right-of-way.

#### Budgetary Considerations

The proposed policy identifies the City as continuing to be responsible for the funding of rehabilitation and replacement of sidewalks in the public right-of-way. The policy identifies specific criteria for rehabilitation and for replacement of sidewalks. The proposed policy also identifies opportunities for property owners to fund sidewalk replacement for sidewalks that do not meet the minimum criteria, if replacement is desired.

#### Staff Recommendations

Approve a resolution approving the City of Sachse's Sidewalk Maintenance Policy.

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SACHSE, TEXAS, APPROVING THE CITY OF SACHSE'S SIDEWALK MAINTENANCE POLICY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Sachse, Texas, has sidewalks located throughout the City that provide access to schools, parks and communities; and

**WHEREAS**, the City Council believes that these sidewalks enhance the beauty of the City and the quality of life for its citizens and visitors; and

**WHEREAS**, the City Council believes it is in the best interest of Sachse citizens and visitors to provide safe and well-maintained sidewalks throughout the City; and

**WHEREAS**, the City Council of the City of Sachse has been presented with the City's Sidewalk Maintenance Policy (the "Policy") that establishes regulations for City staff to replace and maintain City sidewalks located in the public right-of-way for the benefit of Sachse citizens and visitors; and

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

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

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

**SECTION 2.** This Resolution shall take effect immediately from and after its passage, and it is accordingly so resolved.

**DULY RESOLVED AND ADOPTED** by the City Council of the City of Sachse, Texas, this the 21<sup>st</sup> day of March, 2016.

CITY OF SACHSE, TEXAS

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Brett Franks, Mayor Pro Tem

ATTEST:

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Michelle Lewis Sirianni, City Secretary

**EXHIBIT "A"**  
**CITY OF SACHSE**  
**SIDEWALK MAINTENANCE POLICY**



**Sidewalk Maintenance  
Policy**

**March 17, 2016**



## Sidewalk Maintenance Policy

### *Purpose*

The purpose of this policy is to provide guidelines for the rehabilitation and replacement of sidewalks in the public right-of-way. This policy does not apply to walkways and pavement on private property. The maintenance of all pavement on private property is the responsibility of the property owner.

### *Definitions*

Trip Hazard - A trip hazard shall be defined as a vertical separation of two sidewalk panels with an elevation difference of 1.5 inches or greater between two panels.

Structural Failure - Structural failure of a sidewalk shall be defined as the cracking or crumbling of concrete through the entire depth of the sidewalk panel as determined by the Director of Public Works & Engineering, or his/her designee.

Cosmetic Damage - Cosmetic damage shall be defined as the wear, aging, and/or movement of a concrete sidewalk panel which does not result in either structural failure or trip hazard as defined above.



## Sidewalk Maintenance Policy

### *Project Selection, Eligibility, and Prioritization*

#### A. Project Selection

1. The Director of Public Works & Engineering, or his/her designee, is responsible for selecting sidewalk rehabilitation and replacement projects in the City of Sachse.
2. Public Works staff will visit the site of each request for sidewalk maintenance as they are received, and will determine if the request is eligible for rehabilitation or replacement.

#### B. Eligibility

1. Trip hazards
  - a. Sidewalks with a vertical difference of less than 1.5-inches do not meet the definition of a trip hazard included herein. If and when City staff is notified that the vertical difference
  - b. Sidewalks with a vertical difference of 1.5-inches to 2.5-inches is defined as a trip hazard, and will be placed on the Public Works list for rehabilitation.
  - c. Sidewalks with a vertical difference of 2.5-inches or greater is defined as a trip hazard and will be placed on the Public Works list for replacement.
2. Structural Failures.
  - a. Sidewalks determined by the Director of Public Works & Engineering or his/her designee as being in the condition of structural failure will be placed on the Public Works list for replacement.
3. Cosmetic damage.
  - a. The City will not repair or replace sidewalk panels for cosmetic damage.



## Sidewalk Maintenance Policy

### C. Prioritization

- a. The rehabilitation of sidewalk panels with a vertical difference of 1.5-inches to 2.5-inches will be completed based upon on the age of request. The oldest requests will be completed first.
- b. The replacement of sidewalk panels will be based upon the severity of damage. The highest priority sidewalks will be replaced first as follows:
  - a. Structural failure
  - b. Trip hazards of 3 or more inches
  - c. Trip hazards of 2.5 to 3 inches.



## Sidewalk Maintenance Policy

### *Project Funding*

The City of Sachse will complete sidewalk maintenance projects on an annual basis, based upon available funding in the Public Works Street Maintenance Budget. The Public Works Street Maintenance budget is reviewed and approved by the City Council of the City of Sachse for each fiscal year. The number of eligible projects identified may exceed the available funding in a single fiscal year. Projects that are identified for rehabilitation or replacement that are not able to be funded in the current fiscal year will be considered for funding in the next fiscal year. The City of Sachse may select a private contractor to complete the rehabilitation and/or replacement of sidewalks in the public right-of-way based upon available resources and project scope.

Funding for sidewalk maintenance projects will be implemented as follows:

#### 1. Trip Hazards

- a. Sidewalks with vertical separations of less than 1.5 inches do not meet the definition of a Trip Hazard, and are not eligible for project funding. These requests will be monitored by Public Works staff on an annual basis. The property owner may choose to fund the replacement of the sidewalk in accordance with the City of Sachse Standard Construction Details at their expense. The property owner shall obtain a building permit from the City of Sachse Community Development Department.
- b. Sidewalks with a vertical separation of 1.5-inches to 2.5-inches will be rehabilitated by the Public Works Department at the expense of the City. The property owner may choose to fund the replacement of the sidewalk in accordance with the City of Sachse Standard Construction Details at their expense. The property owner shall obtain a building permit from the City of Sachse Community Development Department.
- c. Sidewalks with a vertical separation of more than 2.5 inches will be replaced by the Public Works Department at the expense of the City.

#### 2. Structural Failures



## Sidewalk Maintenance Policy

- a. Sidewalks identified as containing a structural failure will be replaced by the Public Works Department at the expense of the City.
3. Cosmetic Damage
- a. Sidewalks with cosmetic damage are not eligible for project funding. The property owner may choose to fund the replacement of the sidewalk in accordance with the City of Sachse Standard Construction Details at their expense. The property owner shall obtain a building permit from the City of Sachse Community Development Department.