



City of Sachse, Texas

Meeting Agenda

City Council

Monday, April 4, 2016

7:30 PM

Council Chambers

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

The City Council of the City of Sachse will hold a Regular Meeting on Monday, April 4, 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.

[16-3284](#) Approve the minutes of the March 21, 2016 workshop meeting.

Attachments: [03.21.16 Minutes Workshop](#)

[16-3285](#) Approve the minutes of the March 21, 2016 regular meeting.

Attachments: [03.21.16 Minutes](#)

[16-3291](#) Consider receiving the Monthly Revenue and Expenditure Report for the period ending February 29, 2016.

Attachments: [GF 2-28-16](#)

[UF 2-28-16](#)

[DS 2-28-16](#)

[SEDC 2-28-16](#)

[Sales Tax Analysis April 2016](#)

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

[16-3273](#) Proclaim April 9, 2016 as Arbor Day in the City of Sachse.

Attachments: [Arbor Day Proclamation](#)

- [16-3274](#) Proclaim April 9, 2016 Keep America Beautiful's Great American Cleanup Day in the City of Sachse.
Attachments: [Proclamation](#)
- [16-3275](#) Proclaim April 4, 2016 as National 811 Day in the City of Sachse.
Attachments: [Proclamation](#)
- [16-3286](#) Presentation of the Texas Municipal Library Directors Association 2015 Achievement of Excellence Award to the Sachse Public Library.
- [16-3289](#) Recognize employees for their service to the City of Sachse.

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.

- [16-3282](#) Conduct a public hearing to consider and act on a request for a Special Use Permit for Major Automotive Repair and Auto Sales on approximately 0.433 acres of land, generally located at 6315 Industrial Drive, currently zoned Industrial (I-1).
Attachments: [Staff Presentation](#)
[Ordinance](#)
[Location Map \(Exhibit A\)](#)
[Concept Plan \(Exhibit B\)](#)
- [16-3290](#) Discuss placement of the North Central Texas Council of Governments (NCTCOG) Microwave Tower on the City of Sachse Public Safety Campus.
Attachments: [Presentation](#)
[Interlocal Agreement](#)
[Microwave Tower Detail](#)
- [16-3283](#) Make appointments to the Comprehensive Plan Advisory Committee (CPAC).
Attachments: [Staff Presentation](#)
- [16-3287](#) Discuss a change in the start time of City Council meetings.
Attachments: [Ordinance 4 - 1956](#)
[Ordinance 318 - 1982](#)
- [16-3293](#) Consider a resolution adopting the 2016 Strategic Plan.

Attachments: [2016 Strategic Plan Presentation](#)
[Sachse 2016 Strategy Workshop Report](#)
[Strategic Plan Identified Tasks 16-17](#)
[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: April 1, 2016; 5:00 p.m.

Michelle Lewis Sirianni, City Secretary

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



City of Sachse, Texas

Legislation Details (With Text)

File #: 16-3284 **Version:** 1 **Name:** March 21, 2016 Council Workshop minutes.
Type: Agenda Item **Status:** Agenda Ready
File created: 3/23/2016 **In control:** City Council
On agenda: 4/4/2016 **Final action:**
Title: Approve the minutes of the March 21, 2016 workshop meeting.
Sponsors:
Indexes:
Code sections:
Attachments: [03.21.16 Minutes Workshop](#)

Date	Ver.	Action By	Action	Result
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Title

Approve the minutes of the March 21, 2016 workshop meeting.

Background

Minutes of the March 21, 2016 workshop meeting.

Policy Considerations

None.

Budgetary Considerations

None.

Staff Recommendations

Approve the minutes of the March 21, 2016 workshop meeting.

CITY COUNCIL OF THE CITY OF SACHSE

WORKSHOP MEETING MINUTES

MARCH 21, 2016

The City Council of the City of Sachse held a workshop meeting on Monday, March 21, 2016 at 6:30 p.m. at Sachse City Hall, 3815-B Sachse Road, Sachse, Texas. Those present were Council Members Brett Franks, Charlie Ross, Paul Watkins, Bill Adams, Jeff Bickerstaff and Cullen King. City Manager, Gina Nash; City Secretary, Michelle Lewis Sirianni; Director of Public Works and Engineering, Greg Peters; Community Development Director, Dusty McAfee; Police Lieutenant, Marty Cassidy; Interim Fire Chief, Marty Wade; Finance Director, Teresa Savage; and Human Resources Director, Stacy Buckley. Mayor Mike Felix was absent.

Mayor Pro Tem Franks called the meeting to order at 6:30 p.m.

DISCUSS THE CITY'S GROUP HEALTH AND DENTAL INSURANCE:

Mrs. Buckley introduced Andrew Weegar with IPS Advisors to review the City's RFP and renewal recommendations for group health and dental insurance.

Mr. Weegar provided an overview and background of the City's current insurance benefits, the medical and dental vendor list that submitted during the RFP and whether they were competitive or not, along with their recommendation(s) based on their offerings.

Mr. Weegar stated that IPS Advisors is recommending the City to contract with United HealthCare (UHC) for medical and dental due to substantial savings. UHC also offers a Simply Engaged Wellness Program that will be added to enhance the City's current program. The City's Vision Plan is currently in a rate guarantee through May 1, 2018 with Avesis, the Basic Life/Voluntary Life/ LTD Plan is in a rate guarantee until May 1, 2017 through Dearborn National, IPS currently provides COBRA administration as part of their agreement, Compass Professional Services is in a rate guarantee until December 1, 2017, and no changes are being recommended to Teledoc.

The Council discussed the differences in networks, fees, and plans offered between the City's current provider, Blue Cross Blue Shield of Texas versus United HealthCare who is being recommended. The Council also asked about the utilization of Teladoc, the increase in the loss ratio and ways to possibly decrease large claims including tobacco surcharges and/or wellness incentives.

ADJOURNMENT: At 7:02 p.m. Mayor Pro Tem Franks adjourned the meeting.

BRETT FRANKS, MAYOR PRO TEM

ATTEST:

Michelle Lewis Sirianni, City Secretary



City of Sachse, Texas

Legislation Details (With Text)

File #: 16-3285 **Version:** 1 **Name:** March 21, 2016 Council minutes.
Type: Agenda Item **Status:** Agenda Ready
File created: 3/23/2016 **In control:** City Council
On agenda: 4/4/2016 **Final action:**
Title: Approve the minutes of the March 21, 2016 regular meeting.
Sponsors:
Indexes:
Code sections:
Attachments: [03.21.16 Minutes](#)

Date	Ver.	Action By	Action	Result
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Title

Approve the minutes of the March 21, 2016 regular meeting.

Background

Minutes of the March 21, 2016 regular meeting.

Policy Considerations

None.

Budgetary Considerations

None.

Staff Recommendations

Approve the minutes of the March 21, 2016 regular meeting.

CITY COUNCIL OF THE CITY OF SACHSE

MEETING MINUTES

MARCH 21, 2016

The City Council of the City of Sachse held a regular meeting on Monday, March 21, 2016 at 7:30 p.m. at Sachse City Hall, 3815-B Sachse Road, Sachse, Texas. Those present were 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 Engineer, Greg Peters; Community Development Director, Dustin McAfee; Human Resources Director, Stacy Buckley; Interim Fire Chief, Martin Wade; Police Lieutenant, Marty Cassidy and Finance Director, Teresa Savage. Mayor Mike Felix was absent.

Mayor Pro Tem Franks opened the meeting at 7:32 p.m.

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

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. **16-3270** Approve the minutes of the March 7, 2016 workshop meeting. **16-3271** Approve the minutes of the March 7, 2016 regular meeting. **16-3280** Consider a resolution authorizing the purchase of a 2017 Ford F-650 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.

Councilman Adams made a motion to approve items 16-3270, 16-3271, and 16-3280 as submitted. Councilman Ross seconded that motion and the motion was unanimously approved.

MAYOR AND CITY COUNCIL ANNOUNCEMENTS REGARDING SPECIAL EVENTS,

Councilman Ross announced that the Library would be hosting a Graphic Novel program on Tuesday, March 22 at 6:00 p.m., on Thursday, March 24 the Library will have their Easter Egg story time and will include an Easter egg hunt, and on Tuesday, March 29 at 6:00 p.m., the Library will host the Geronimo Stilton program and Paws to Read for the younger children.

Councilman Watkins stated that the Police Department held an officer banquet over the weekend and was very nice and special. The officers were recognized for their best practices. Councilman Watkins encouraged all to take time to thank them for all they do.

Councilman Adams stated that the Easter Egg Scramble had a great turnout despite the cooler temperatures and is a great family event. Councilman Adams thanked all the staff and volunteers that helped put the event together.

Mayor Pro Tem Franks stated the Easter Events went very well over the weekend with over 250 kids and families at the Easter Egg Scramble, 100 dogs (200 owners) at the Doggie Bone Hunt, and over 500 kids and families at the Flashlight Egg Hunt. Mayor Pro Tem Franks stated that the Circus will at the First Baptist Church on Wednesday, March 23 and Thursday, March 24 with two shows daily at 4:30 p.m. and 7:30 p.m., City offices will be closed on Friday, March 25 for the Good Friday holiday, and on Saturday, April 9 Sachse's inaugural Water Expo will take place here in the amphitheater. Experts on water conservation and lawn care will be here from 11 a.m. to 2 p.m. At 12:15, the nationally-syndicated author and radio personality Howard Garrett, better known as "The Dirt Doctor." will speak, offer advice and answer questions.

16-3277 Recognize the Sachse High School and Hudson Middle School Robotics teams.

Mayor Pro Tem Franks recognized the following Sachse High School and Hudson Middle School Robotics teams.

Sachse High School - Under the direction of Michael Roha.

- Team 5408A Texas Torque: Kristen Fitzgerald, Kaci Le, and Christen Waite.
- Team 5408 D Colossus - Parker Youngman, Ryan Nelson, Alexis Odegbaro, and Caleb Hernandez.
- Team 5408 X Hax - Zach Smith, Ian Pearce, Jacinta Tran, and Trace Black.

Hudson Middle School: Under the direction of Gye Kraemer.

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

CITIZENS INPUT:

Bobby Tillman, President of the Sachse Historical Society stated that they are compiling pictures for a mural that will be placed in a Wells Fargo Bank. The banks like to feature cities by placing a mural and/or pictures inside the bank. Mr. Tillman showed examples of a mural and canvas photo that has been placed in other locations.

Rhonda Bridges, 4416 Haverhill Lane, stated that Sachse High School students continue to park in front of fire hydrants and mailboxes in front of their residences causing the postal carriers not to deliver their mail. Ms. Bridges asked if the City could post better or more signage in order to stop the students from parking in front of her house.

REGULAR AGENDA ITEMS:

16-3276 Consider a resolution authorizing the City Manager to execute a contract with United Health Care for group health and dental insurance.

Mrs. Buckley stated that based on the information provided by IPS Advisors, the staff is recommending United HealthCare for the City's group health and dental insurance.

Councilman Watkins made a motion to approve a resolution authorizing the City Manager to execute a contract with United Health Care for group health and dental insurance. Councilman King seconded that motion and the motion was unanimously approved.

16-3279 Consider a resolution adopting the City of Sachse Surplus Equipment Policy.

Mrs. Savage introduced this item stating that the currently adopted Fiscal and Budgetary Policy do not address the disposal of surplus property and equipment. The proposed policy would allow staff to dispose of obsolete vehicles and equipment currently being stored. The policy outlines that an assets with an original cost over \$50,000 would require City Council approval; assets with an original cost less than \$50,000 may be declared as surplus by the City Manager; and any funds generated from disposal are to be deposited into the Equipment Replacement Fund. Methods of disposal include auctioning, transferring, selling, trade-in, and/or disposal.

Council discussed any associated fees with any of the methods of disposal, if there was an equipment eligible policy adopted, and how soon could staff begin cleanup.

Councilman Adams made a motion to approve a resolution adopting a Surplus Equipment Policy. Councilman Watkins seconded that motion and the motion was unanimously approved.

16-3278 Consider a resolution approving the City of Sachse's Sidewalk Maintenance Policy.

Mr. Peters stated the proposed policy is consistent with staff's recommendations and contains 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, and project funding.

Councilman Bickerstaff made a motion to approve a resolution approving a Sidewalk Maintenance Policy. Councilman King seconded that motion and the motion was unanimously approved.

ADJOURNMENT:

At 8:10 p.m. Mayor Pro Tem Franks adjourned the meeting.

BRETT FRANKS, MAYOR PRO TEM

ATTEST:

Michelle Lewis Sirianni, City Secretary



City of Sachse, Texas

Legislation Details (With Text)

File #:	16-3291	Version:	1	Name:	February 2016 Budget Report
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	3/30/2016	In control:		In control:	City Council
On agenda:	4/4/2016	Final action:		Final action:	
Title:	Consider receiving the Monthly Revenue and Expenditure Report for the period ending February 29, 2016.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	GF 2-28-16 UF 2-28-16 DS 2-28-16 SEDC 2-28-16 Sales Tax Analysis April 2016				

Date	Ver.	Action By	Action	Result
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Title

Consider receiving the Monthly Reveue and Expenditure Report for the period ending February 29, 2016.

Background

The Finance Department will prepare a report each month to update the City Council regarding revenues and expenditures for the City. The report includes unaudited summaries for the General Fund, Utility Fund, Debt Service Fund, and Sachse Economic Development Corporation. The attached reports are for the month ending February 29, 2016.

Policy Considerations

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

Budgetary Considerations

There are no significant variances requiring a budget amendment at this time. Major transactions that posted during the month of February included debt service principal and interest payments and the inter-fund transfers related to funding of the Third Sewer Connection project.

Staff Recommendations

Receive the Monthly Revenue and Expenditure Report for the period ending February 29, 2016 as a Consent Agenda item.

City of Sachse
 Monthly Revenue and Expenditure Report
 February 29, 2016
 (Unaudited)

GENERAL FUND

42% of Year Completed

	Annual Budget	Current Month Actual	Actual YTD	YTD Actual as a Percent of Budget	Note Reference 42%
Revenue Summary					
Property Tax	\$ 9,106,824	\$ 819,287	\$ 9,056,936	99.45%	A
Sales Tax	1,244,094	159,001	598,013	48.07%	
Franchise Fees	1,590,122	143,436	732,866	46.09%	
Licenses and Permits	535,500	82,048	314,093	58.65%	
Service Fees	681,500	89,678	344,506	50.55%	
Fines	275,000	31,514	101,422	36.88%	
Interest Income	12,000	1,761	2,829	23.57%	
Miscellaneous Income	372,360	3,892	83,252	22.36%	
Intergovernmental Revenue	986,945	82,245	411,227	41.67%	
Total Revenue	\$ 14,804,345	\$ 1,412,862	\$ 11,645,145	78.66%	
Expenditure Summary					
City Manager	\$ 374,652	\$ 41,384	\$ 167,870	44.81%	
City Secretary	157,148	10,324	52,131	33.17%	
Human Resources	294,803	27,016	118,059	40.05%	
Finance	608,428	40,229	263,211	43.26%	
Municipal Court	212,197	15,908	76,006	35.82%	
Parks & Recreation	1,004,375	83,123	403,846	40.21%	
Senior Programs	122,821	7,795	49,183	40.04%	
Library Services	371,686	27,309	156,811	42.19%	
Community Development	810,899	53,545	321,418	39.64%	
Streets & Drainage	1,259,147	118,972	508,297	40.37%	
Facility Maintenance	463,404	35,905	176,443	38.08%	
Police	4,566,001	323,238	1,926,630	42.20%	
Animal Control	225,172	14,739	102,754	45.63%	
Fire/EMS	3,295,682	247,930	1,370,182	41.58%	
Combined Services	577,463	108,833	409,654	70.94%	B
City Engineer	299,968	21,326	113,224	37.75%	
Total Expenditures	\$ 14,643,846	\$ 1,177,575	\$ 6,215,721	42.45%	
Total Revenue Over/Under Expenses	\$ 160,499	\$ 235,287	\$ 5,429,424		

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Explanation of Major Variances:

- A** Property Tax receipts peak in December and January
- B** Total annual property and liability premium paid in October

City of Sachse
Monthly Revenue and Expenditure Report
February 29, 2016
(Unaudited)

UTILITY FUND

42% of Year Completed

	Annual Budget	Current Month Actual	Actual YTD	YTD Actual as a Percent of Budget	Note Reference 42%
Revenue Summary					
Water Revenue	\$ 4,839,836	\$ 359,058	\$ 2,214,557	45.76%	
Sewer Revenue	4,132,115	339,662	1,663,093	40.25%	
Fees	156,300	17,728	64,793	41.45%	
Interest Income	2,500	6	(224)	-8.95%	
Transfer In-Debt Service	138,194			0.00%	
Miscellaneous Income	-	-	-		
Total Revenue(Budgeted)	\$ 9,268,945	\$ 716,454	\$ 3,942,220	42.53%	
Transfer In-EDC		1,271,301	1,271,301	N/A	A
Transfer In-TIF		1,074,272	1,074,272	N/A	A
Total Revenue	\$ 9,268,945	\$ 3,062,026	\$ 6,287,793	N/A	
Expenditure Summary					
Utility Administration	\$ 285,823	\$ 14,417	\$ 110,091	38.52%	
Water Operations	5,034,698	250,232	1,880,972	37.36%	
Sewer Operations	3,427,132	131,660	1,241,155	36.22%	
Meter Reading	227,045	15,924	123,125	54.23%	
Total Expenditures	\$ 8,974,698	\$ 412,234	\$ 3,355,344	37.39%	
Total Revenue Over/Under Expenses	\$ 294,247	\$ 2,649,792	\$ 2,932,449		

Explanation of Major Variances:

A Project-specific transfers for Third Sewer Connection Project

Monthly Revenue and Expenditure Report
February 29, 2016
(Unaudited)

Debt Service Fund

42% of Year Completed

	Annual Budget	Current Month Actual	Actual YTD	YTD Actual as a Percent of Budget	Note Reference
Revenue Summary					
Property Tax	\$ 3,001,087	\$ 264,912	\$ 2,927,542	97.55%	
Interest Income	1,500	40	51	3.41%	
Total Revenue	\$ 3,002,587	\$ 264,951	\$ 2,927,593	97.50%	
Expenditure Summary					
Fees	\$ 1,000	\$ 806	\$ 806	80.63%	
Principal	1,325,000	1,325,000	1,325,000	100.00%	A
Interest	1,553,433	787,441	787,441	50.69%	A
Transfer Out-Utility Fund	138,146	-	-	0.00%	
Total Expenditures	\$ 3,017,579	\$ 2,113,248	\$ 2,113,248	70.03%	
Total Revenue Over/Under Expenses	\$ (14,992)	\$ (1,848,296)	\$ 814,346		

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

City of Sachse
 Monthly Revenue and Expenditure Report
 February 29, 2016
 (Unaudited)

SACHSE ECONOMIC DEVELOPMENT CORPORATION

42% of Year Completed

	Annual Budget	Current Month Actual	Actual YTD	YTD Actual as a Percent of Budget	Note Reference 42%
Revenue Summary					
Sales Tax	\$ 609,759	\$ 79,500	\$ 291,385	47.79%	
Other Income	\$ -	\$ 10,000	\$ 10,000	N/A	
Interest Income	8,000	576	1,783	22.29%	
Total Revenue	\$ 617,759	\$ 90,077	\$ 303,168	49.08%	
Expenditure Summary					
Expenditures	599,811	19,211	130,028	21.68%	
Total Budgeted Expenditures	\$ 599,811	\$ 19,211	\$ 130,028	21.68%	
Economic Development Grants	\$ -	\$ 1,271,301	\$ 1,271,301	N/A	A
Total Expenditures	\$ 599,811	\$ 1,290,512	\$ 1,401,328		
Total Revenue Over/Under Expenses	\$ 17,948	\$ 70,865	\$ 173,140		

Explanation of Major Variances:

A Grant to City of Sachse for Third Sewer Connection

CITY OF SACHSE
2015/2016 SALES TAX ANALYSIS

FY 2015	Total Sales Tax	General Fund Sales Tax	General Fund Year-To-Date	YTD Percent of Budget	FY 2016	Total Sales Tax	General Fund Sales Tax	General Fund Year-To-Date	YTD Percent of Budget
October	149,053	85,169	85,169	7.30%	October	156,703	89,540	89,540	7.34%
November	227,089	129,759	214,928	18.43%	November	223,828	127,895	217,435	17.83%
December	162,100	92,624	307,552	26.37%	December	162,793	93,020	310,455	25.46%
January	158,992	90,848	398,400	34.16%	January	198,309	113,314	423,769	34.75%
February	257,209	146,969	545,369	46.75%	February	278,265	159,001	582,769	47.79%
March	141,655	80,941	626,311	53.69%	March	168,935	96,530	679,299	55.70%
April	135,136	77,217	703,527	60.31%	April				
May	226,142	129,217	832,745	71.39%	May				
June	166,541	95,162	927,907	79.55%	June				
July	155,796	89,022	1,016,929	87.18%	July				
August	228,922	130,806	1,147,735	98.40%	August				
September	165,152	94,368	1,242,103	106.49%	September				
TOTAL	2,173,787	1,242,103			TOTAL	1,188,833	679,299		
BUDGET		1,166,444			BUDGET		1,219,518		



City of Sachse, Texas

Legislation Details (With Text)

File #:	16-3273	Version:	1	Name:	Arbor Day Proclamation April 9, 2016
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	3/14/2016	In control:		In control:	City Council
On agenda:	4/4/2016	Final action:		Final action:	
Title:	Proclaim April 9, 2016 as Arbor Day in the City of Sachse.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Arbor Day Proclamation				

Date	Ver.	Action By	Action	Result
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Title

Proclamation recognizing Arbor Day in the City of Sachse as April 9, 2016.

Executive Summary

The Arbor Day event is sponsored by the Arbor Day Foundation in cooperation with the National Association of State Forester and the USDA Forest Service. Arbor Day is a day that is recognized nationally and is usually in the early part of April but some communities celebrate it in the Fall or later in the Spring.

Background

This is the 8th year we have celebrated Arbor Day. The City of Sachse has also met the requirements for the Tree City USA for the 8th year in a row. We are proud to be an active community that recognizes the importance of having healthy trees and vegetation and the long term benefits of tree planting.

Policy Considerations

None

Budgetary Considerations

None

Staff Recommendations

Present Proclamation to the Parks and Recreation Department.

PROCLAMATION

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

WHEREAS, this special day, called Arbor Day is now observed throughout the nation and the world, and

WHEREAS, trees can reduce erosion of our precious topsoil by wind and water, cut heating and cooling costs, clean the air, produce life-giving oxygen and provide a habitat for wildlife, and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and beautify our community, and

WHEREAS, trees in our city increase property values and enhance the economic vitality of business areas, and

WHEREAS, trees wherever they are planted, are a source of joy and spirituality.

I, THEREFORE, Mike Felix, Mayor of the City of Sachse, do hereby proclaim: **April 9, 2016 as Arbor Day in Sachse** and urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands.

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 April, 2016.

Mike J. Felix
Mayor



City of Sachse, Texas

Legislation Details (With Text)

File #: 16-3274 **Version:** 1 **Name:** Great American Cleanup Proclamation April 9, 2016
Type: Agenda Item **Status:** Agenda Ready
File created: 3/14/2016 **In control:** City Council
On agenda: 4/4/2016 **Final action:**
Title: Proclaim April 9, 2016 Keep America Beautiful's Great American Cleanup Day in the City of Sachse.
Sponsors:
Indexes:
Code sections:
Attachments: [Proclamation](#)

Date	Ver.	Action By	Action	Result
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Title

Proclamation recognizing Keep America Beautiful's Great American Cleanup for the City of Sachse.

Executive Summary

This Proclamation is a kick off to our April 9, 2016 community event. Hundreds of volunteers show up to assist in cleaning up public parks, right of ways and green space.

Background

Keep America Beautiful's Great American Cleanup is the nation's largest annual community improvement program. The City of Sachse has participated in this annual event for the past 6 years. This event is an outstanding community program where citizens of all ages can participate. Last year we were able to collect 160 bags (3,200 lbs.) of trash, planted over 120 flowers and 3 trees in various parks and facilities in the City. Over 220 individuals participated in the cleanup and beautification of 14 sites across the City of Sachse.

Policy Considerations

None

Budgetary Considerations

None

Staff Recommendations

Present proclamation to the Parks and Recreation Department.

PROCLAMATION

WHEREAS, Keep America Beautiful, Inc. a national not-for-profit organization dedicated to helping individuals improve their community environment, has established the Great American Cleanup as its signature national effort for involving American citizens in environmental stewardship; and

WHEREAS, the City of Sachse is proud of its natural resources and its neighborhoods and seeks to protect and improve our community through the action of citizens, schools, governments and businesses working together; and

WHEREAS, the President of the United States of America has recognized the important commitment to improve American communities through litter prevention, beautification and solid waste management initiatives and has assumed the title of Honorary Chair of the Keep America Beautiful Great American Cleanup.

I, **THEREFORE**, Mike Felix, Mayor of the City of Sachse, do hereby proclaim: **April 9, 2016 as Keep America Beautiful Great American Cleanup 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 April, 2016.

Mike J. Felix
Mayor



City of Sachse, Texas

Legislation Details (With Text)

File #: 16-3275 **Version:** 1 **Name:** Proclamation for National 811 Day as April 4, 2016
Type: Agenda Item **Status:** Agenda Ready
File created: 3/14/2016 **In control:** City Council
On agenda: 4/4/2016 **Final action:**
Title: Proclaim April 4, 2016 as National 811 Day in the City of Sachse.
Sponsors:
Indexes:
Code sections:
Attachments: [Proclamation](#)

Date	Ver.	Action By	Action	Result
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Title

Proclamation recognizing April 4, 2016, in the City of Sachse as National 811 Day.

Executive Summary

Atmos Energy, Texas 811, and Texas Trees Foundation have joined together by “fueling greener and cleaner communities.” They are encouraging customers to call 811 before they dig, which notifies all appropriate utilities about the excavation. Professional locators mark all underground utility lines at the digging site with flags or spray paint. Their goal is to plant 811 tree by National Safe Digging Month in April of 2016.

Background

In continuation of Atmos Energy’s commitment to plant 811 trees by National Safe Digging Month in April, 2016, Atmos has partnered with Texas Trees Foundation and planted 20 trees in the Sachse City Municipal Complex .

Policy Considerations

None

Budgetary Considerations

None

Staff Recommendations

Present Proclamation to the Eva Hummel with Atmos Energy.

PROCLAMATION

WHEREAS, Atmos Energy, Texas 811, and Texas Trees Foundation join together by “fueling greener and cleaner communities”, and

WHEREAS, August 11th is known as National 811 Day, and

WHEREAS, Atmos Energy encourages customers to call 811 before they dig, which notifies all appropriate utilities about the excavation. Professional locators mark all underground utility lines at the digging site with flags or spray paint, and

WHEREAS, The trees will provide a total of \$3.9 million in cleaner air and reduced energy cost, and

WHEREAS, Texas Trees Foundation planted 20 trees in the Sachse City Municipal Complex in continuation of Atmos Energy’s commitment to plant 811 trees by National Safe Digging Month in April, 2016.

I, THEREFORE, Mike Felix, Mayor of the City of Sachse, do hereby proclaim: **April 4, 2016 as National 811 Day in Sachse** and urge all citizens to call 811 before they dig.

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 April, 2016.

Mike J. Felix
Mayor



City of Sachse, Texas

Legislation Details (With Text)

File #: 16-3286 **Version:** 1 **Name:** TMLDA Award 2015
Type: Agenda Item **Status:** Agenda Ready
File created: 3/28/2016 **In control:** City Council
On agenda: 4/4/2016 **Final action:**
Title: Presentation of the Texas Municipal Library Directors Association 2015 Achievement of Excellence Award to the Sachse Public Library.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Title

Presentation of the Texas Municipal Library Directors Association 2015 Achievement of Excellence Award to the Sachse Public Library.

Background

The "Achievement of Excellence in Libraries Award" is selected annually by a committee of members from the Texas Municipal Library Directors Association. The winning libraries must demonstrate excellence in all of the following categories: conduct a Summer Reading Program, provide services to underserved populations, provide enhanced service to the public during the past year, provide current marketing materials, develop a set of policies and procedures for the library which have been reviewed and updated within the last five years, provide cultural, topical and educational programming for adults and families, provide literacy support for all ages, invest in collaborative efforts, establish staff training, and provide a web presence. This will be the 10th year that the Sachse Public Library has received this award.

Policy Considerations

None.

Budgetary Considerations

None.

Staff Recommendations

Present Award to Library staff.



City of Sachse, Texas

Legislation Details (With Text)

File #: 16-3289 **Version:** 1 **Name:** Employee Recognition 1st Quarter 2016
Type: Agenda Item **Status:** Agenda Ready
File created: 3/29/2016 **In control:** City Council
On agenda: 4/4/2016 **Final action:**
Title: Recognize employees for their service to the City of Sachse.
Sponsors:
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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Title
Recognize employees for their service to the City of Sachse.

Background

Fifteen Years

Mario Bautista, Parks Foreman
Craig Roan, Streets Foreman

Five Years

Chris Mitchell, Parks Maintenance Technician (Will not be in attendance)
Gary Robinson, Streets Maintenance Technician

Employee of the Quarter

Mary Bodine, Animal Control Attendant. Mary has worked for the City of Sachse since 2008. Mary most recently received accolade for the work she did following the expansion of the cat room in the animal shelter. She and her husband voluntarily offered to paint and tile the walls and floor of the new room. Her efforts are very much appreciated and Sachse is very fortunate to have such an amazing employee who goes above and beyond on a routine basis.

Policy Considerations

None.

Budgetary Considerations

None.

Staff Recommendations

Present awards to employees.



City of Sachse, Texas

Legislation Details (With Text)

File #:	16-3282	Version:	1	Name:	SUP 16-01 6315 Industrial - CC
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	3/23/2016	In control:		In control:	City Council
On agenda:	4/4/2016	Final action:		Final action:	
Title:	Conduct a public hearing to consider and act on a request for a Special Use Permit for Major Automotive Repair and Auto Sales on approximately 0.433 acres of land, generally located at 6315 Industrial Drive, currently zoned Industrial (I-1).				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Staff Presentation Ordinance Location Map (Exhibit A) Concept Plan (Exhibit B)				

Date	Ver.	Action By	Action	Result
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Title

Conduct a public hearing to consider and act on a request for a Special Use Permit for Major Automotive Repair and Automotive Sales on approximately 0.433 acres of land, generally located at 6315 Industrial Drive, currently zoned Industrial (I-1).

SUP Overview

Chapter 11 of the Sachse Code of Ordinances requires Major Auto Repair and Auto Sales uses obtain a Special Use Permit (SUP) to legally operate in the I-1 district.

An SUP is required of uses that the zoning ordinance may allow, but uses that are screened and specially approved for situational suitability. The purpose of the SUP requirement is to allow the City to determine the appropriateness of a proposal. Thus, Council has broad discretionary approval of the requested SUP.

Project Information

- SUP for Major Auto Repair and Auto Sales
- Applicant: Francisco Ramirez
- Owner: Francisco Ramirez
- Size: Approximately 0.433 acres
- Current Zoning: Industrial 1 (I-1)
- 225 property owners noticed @ 1,000' (2 phone calls concerned about parking)
- Both uses (Major Auto Repair, Auto Sales) individually require an SUP to legally operate in the I-1 district.

Policy Considerations

- Approximately eleven (11) SUPs have been issued in the industrial park for auto related uses.
- The Future Land Use Plan (FLUP) designates this area as Industrial, which supports more intense land uses.
- 2 empty lots remain in Phase 1 of the industrial park. This would be a new building. Metal buildings are allowed in the I-1 zoning district.
- The illegal parking situation in the industrial park is a performance issue (code enforcement), not a zoning land use issue.
- Fiscal Impact: Estimated \$200 thousand increase in property value.

Proposed Special Ordinance Provisions

- The outside repair of vehicles and storage of vehicles under repair shall be prohibited.
- The subject property shall generally develop per the attached site plan exhibit.
- No parking or storage of vehicles shall be permitted outside of designated parking spaces as shown on the approved site plan.

P&Z Recommendation

- On March 14th, the Planning & Zoning Commission recommended approval (5-1) of the proposed SUP.
- In addition, P&Z recommended an 8' tall wooden privacy fence along the western and northern property lines to screen the site.
- 1 resident spoke in opposition to the request, citing concerns noise, appearance, and parking.
- The lone dissenting vote did not believe that the City should require the fence.

Staff Recommendation

- Staff recommends approval of the proposed SUP with the special ordinance provisions discussed herein.



PAQUITO'S AUTO SUP

CITY COUNCIL

APRIL 4, 2016

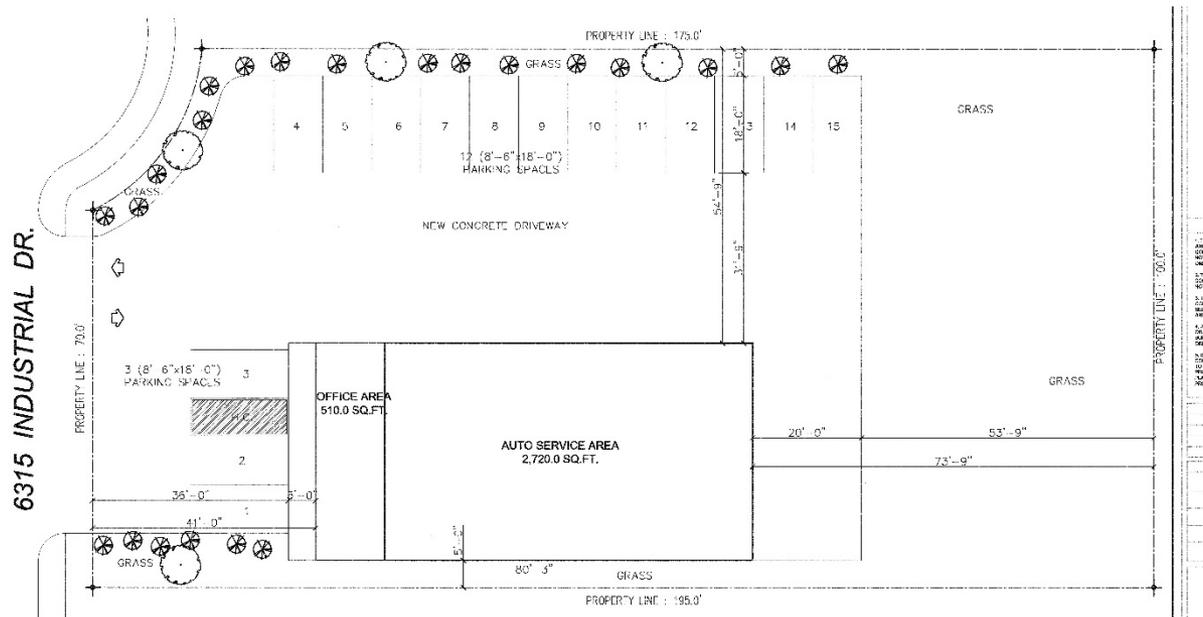
SUP OVERVIEW

Chapter 11 of the Sachse Code of Ordinances requires Major Auto Repair and Auto Sales uses obtain a Special Use Permit (SUP) to legally operate in the I-1 district.

An SUP is required of uses that the zoning ordinance may allow, but uses that are screened and specially approved for situational suitability. The purpose of the SUP requirement is to allow the City to determine the appropriateness of a proposal. Thus, Council has broad discretionary approval of the requested SUP.

APPLICANT REQUEST

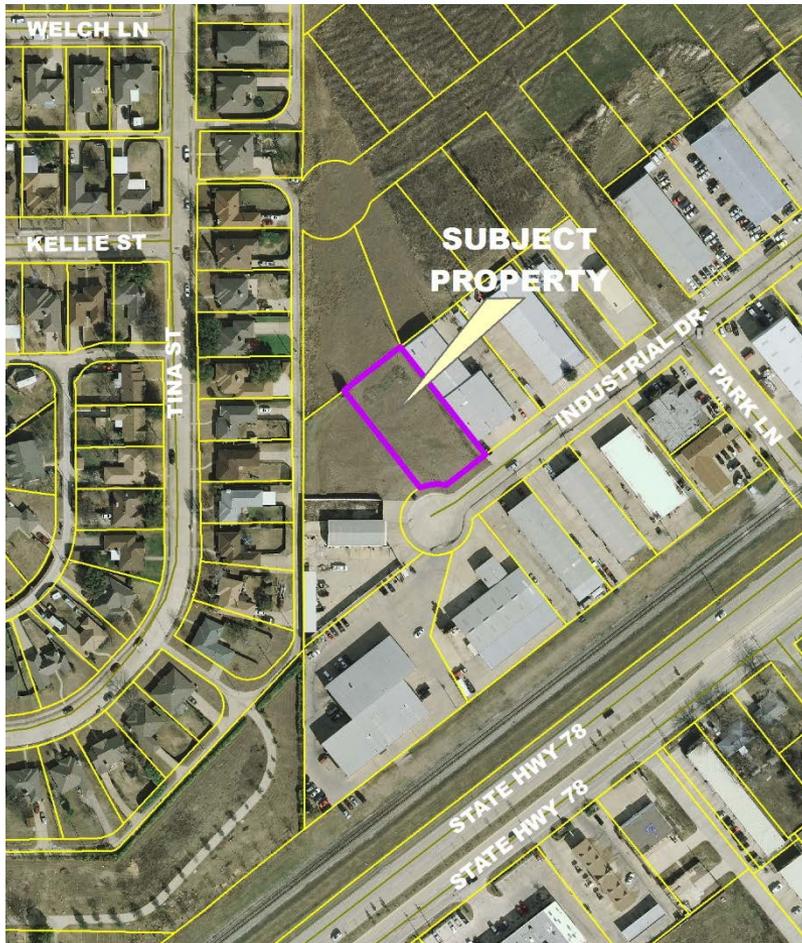
Conduct a public hearing to consider and act on a request for a Special Use Permit for Automotive Sales and Major Automotive Repair on approximately 0.433 acres of land, generally located at 6315 Industrial Drive, currently zoned Industrial (I-1).



PROJECT INFORMATION

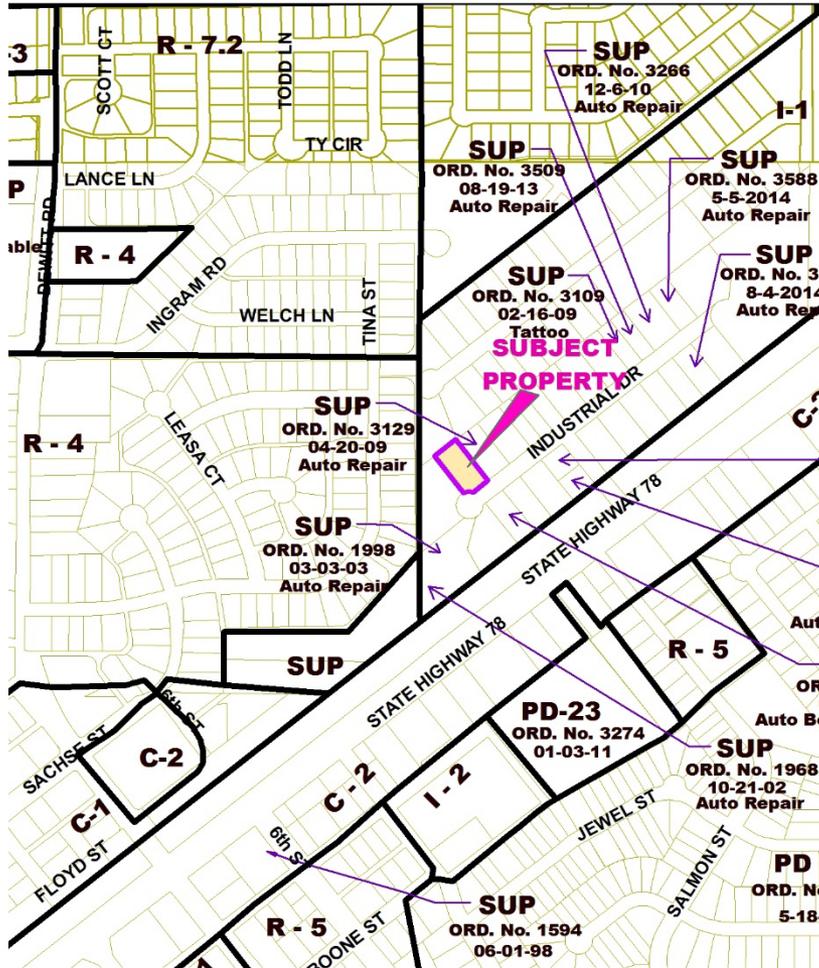
- SUP for Major Auto Repair and Auto Sales
- Applicant: Francisco Ramirez
- Owner: Francisco Ramirez
- Size: Approximately 0.433 acres
- Current Zoning: Industrial 1 (I-1)
- 225 property owners noticed @ 1,000' (2 phone calls concerned about parking)
- Both uses (Major Auto Repair, Auto Sales) individually require an SUP to legally operate in the I-1 district.

AERIAL MAP



The subject property is located at 6315 Industrial Drive within City limits, and is 1 of 2 empty lots remaining in Phase 1 of the industrial park.

ZONING MAP



Approximately eleven (11) SUPs have been issued in the industrial park for auto related uses.

The Future Land Use Plan (FLUP) designates this area as Industrial, which supports more intense land uses.

POLICY CONSIDERATIONS

- Approximately eleven (11) SUPs have been issued in the industrial park for auto related uses.
- The Future Land Use Plan (FLUP) designates this area as Industrial, which supports more intense land uses.
- 2 empty lots remain in Phase 1 of the industrial park. This would be a new building. Metal buildings are allowed in the I-1 zoning district.
- The illegal parking situation in the industrial park is a performance issue (code enforcement), not a zoning land use issue.
- Fiscal Impact: Estimated \$200 thousand increase in property value.

PROPOSED SPECIAL ORDINANCE PROVISIONS

- The outside repair of vehicles and storage of vehicles under repair shall be prohibited.
- The subject property shall generally develop per the attached site plan exhibit.
- No parking or storage of vehicles shall be permitted outside of designated parking spaces as shown on the approved site plan.

P&Z RECOMMENDATION

- On March 14, the Planning & Zoning Commission recommended approval (5-1) of the proposed SUP.
- In addition, P&Z recommended an 8' tall wooden privacy fence along the western and northern property lines to screen the site.
- 1 resident spoke in opposition to the request, citing concerns about noise, appearance, and parking.
- The lone dissenting vote did not believe that the City should require the fence.

STAFF RECOMMENDATION

√ - Staff recommends approval of the proposed SUP with the special ordinance provisions discussed herein.

STREET VIEW



ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF SACHSE, TEXAS, AMENDING THE COMPREHENSIVE ZONING ORDINANCE AND MAP SO AS TO GRANT A SPECIAL USE PERMIT FOR AUTOMOTIVE SALES AND AUTOMOTIVE REPAIR, MAJOR USE, ON APPROXIMATELY 0.433 ACRES OF LAND LOCATED AT 6315 INDUSTRIAL DRIVE, MORE PARTICULARLY DESCRIBED IN EXHIBIT “A”, AND LOCATED IN A RESTRICTED MANUFACTURING/WAREHOUSING DISTRICT (“I-1”); PROVIDING SPECIAL CONDITIONS; PROVIDING FOR THE APPROVAL OF THE SITE PLAN ATTACHED AS EXHIBIT “B”; PROVIDING A REPEALING CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000.00) FOR EACH OFFENSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Planning and Zoning Commission of the City of Sachse and the governing body of the City of Sachse, in compliance with state laws with reference to amending the Comprehensive Zoning Ordinance and Map, have given the requisite notice by publication and otherwise, and after holding due hearings and affording a full and fair hearing to all property owners generally and to all persons interested and situated in the affected area and in the vicinity thereof, and in the exercise of its legislative discretion, the City Council of the City of Sachse has concluded that the Comprehensive Zoning Ordinance and Map should be amended as provided herein;

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

SECTION 1. That the Comprehensive Zoning Ordinance and Map of the City of Sachse, Texas, as heretofore amended, be and the same are hereby amended to grant a Special Use Permit for the property located at 6315 Industrial Drive, (hereinafter the “Property”), being situated in the City of Sachse, Dallas County, Texas, and being more particularly described as set forth in Exhibit “A,” attached hereto and incorporated as if set forth herein.

SECTION 2. That the above-described property shall be used only in the manner and for the purposes provided for by the Comprehensive Zoning Ordinance of the City of Sachse, as heretofore amended, subject to the following special conditions:

- (1) the Special Use Permit shall be for automotive sales and automotive repair, major use;
- (2) the establishment shall be developed and operated in accordance with the Site Plan attached hereto as Exhibit “B” and incorporated as if set forth herein;

- (3) outside repair of vehicles and storage of vehicles under repair shall be prohibited;
- (4) no parking or storage of vehicles shall be permitted outside of designated parking spaces as shown on the Site Plan; and
- (5) prior to the issuance of a Certificate of Occupancy, an 8' tall wooden privacy fence shall be constructed and thereafter continuously maintained along the western and northern Property lines for the purpose of screening the site.

SECTION 3. That all provisions of the ordinances of the City of Sachse in conflict with the provisions of this ordinance be and the same are hereby repealed.

SECTION 4. That should any sentence, paragraph, subdivision, clause, phrase or section of this ordinance be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this ordinance as a whole, or any part or provision hereof other than the part so decided to be invalid, illegal or unconstitutional, and shall not affect the validity of the Comprehensive Zoning Ordinance as a whole.

SECTION 5. That an offense committed before the effective date of this ordinance is governed by the prior law and the provisions of the Code of Ordinances, as amended, in effect when the offense was committed and the former law is continued in effect for this purpose.

SECTION 6. That any person, firm or corporation violating any of the provisions or terms of this ordinance shall be subject to the same penalty as provided for in the Comprehensive Zoning Ordinance of the City of Sachse, as heretofore amended, and upon conviction shall be punished by a fine not to exceed the sum of two thousand dollars (\$2,000.00) for each offense; and each and every day such violation shall continue shall be deemed to constitute a separate offense.

SECTION 7. This ordinance shall take effect immediately from and after its passage and the publication of the caption, as the law and Charter in such cases provide.

PASSED AND APPROVED by the City Council of the City of Sachse, Texas on the _____ day of _____, 2016.

APPROVED:

Mike J. Felix
Mayor

DULY ENROLLED:

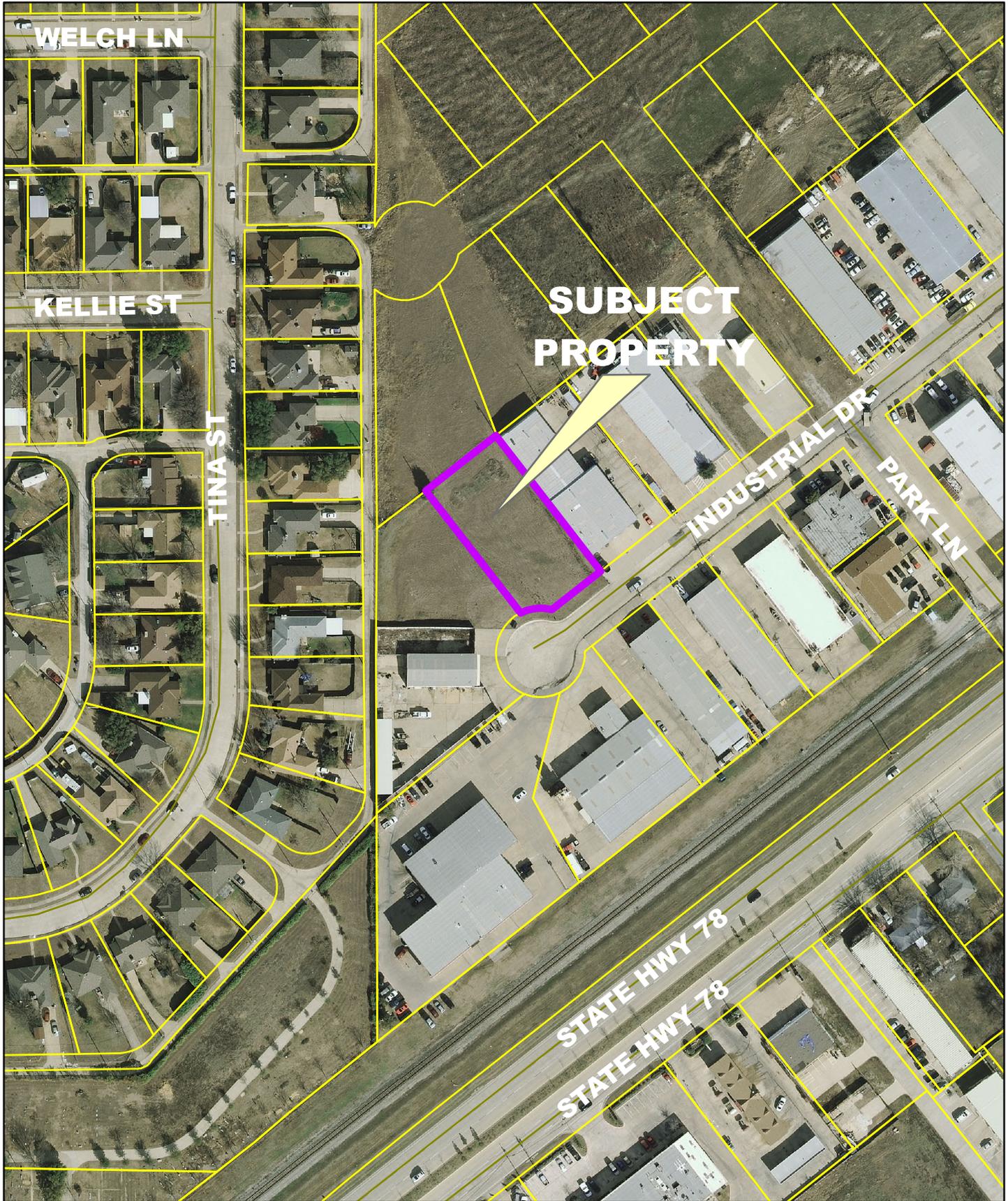
Michelle Lewis Sirianni
City Secretary

APPROVED AS TO FORM:

Peter G. Smith
City Attorney
(01-26-16/75048)

EXHIBIT "A"
LEGAL DESCRIPTION

EXHIBIT "B"
SITE PLAN



**SUBJECT
PROPERTY**

WELCH LN

KELLIE ST

TINA ST

INDUSTRIAL DR

PARK LN

STATE HWY 78

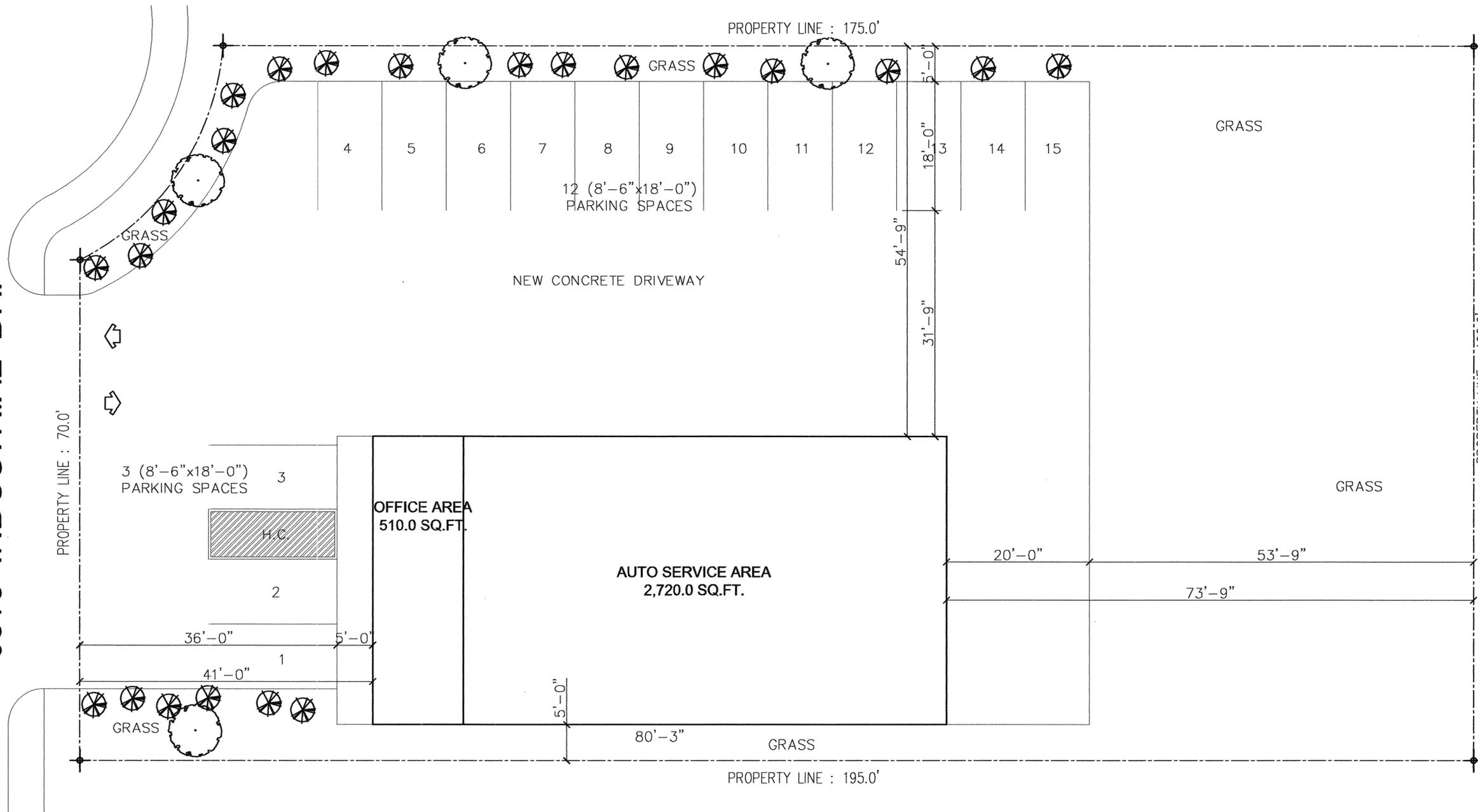
STATE HWY 78



AERIAL LOCATION MAP

6315 INDUSTRIAL DRIVE
FILE: SUP 16-01, MAJOR AUTO. & SALES
Map Created: February 15, 2016

6315 INDUSTRIAL DR.



LANDSCAPE PLAN

SCALE : 3/32" = 1'-0"

PLANT LEGEND						
SYM.	TYPE	BOTANICAL NAME	COMMON NAME	QUAN.	SIZE	REMARKS
CE	Trees	Ulmus Crassifolia	Cedar Elm	4	3" Cal	10'- 12' HT.
DB	Shrubs	Regular Burford Holly	Dwarf Burford Holly	22	5 Gal.	Plant 36" O.C.



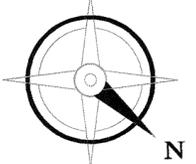
Xavier Chapa
 F-9156
 01/28/2016

GENERAL NOTES

1. THE GENERAL CONTRACTOR/BUILDER SHALL EXAMINE AND VERIFY THE ACCURACY OF ALL DIMENSIONS AND CONDITIONS OF THESE PLANS/DOCUMENTS AND SHALL NOTIFY OWNER OF ANY DISCREPANCIES AND/OR OMISSIONS PRIOR TO THE START OF CONSTRUCTION.
2. THESE PLANS ARE INTENDED FOR THE GENERAL COMMERCIAL CONSTRUCTION PURPOSES ONLY AND ARE NOT EXHAUSTIVELY DETAILED OR FULLY SPECIFIED.
3. THE GENERAL CONTRACTOR SHALL SUPERVISE CONSTRUCTION AND IT SHALL BE RESPONSIBILITY TO SELECT, VERIFY, RESOLVE, AND INSTALL ALL EQUIPMENT AND MATERIALS AND TO CONTROL THE QUALITY THEREOF.
4. ALL WORK PERFORMED ON THIS PROJECT SHALL MEET OR EXCEED THE CURRENT EDITION OF THE UNIFORM BUILDING CODE AND ALL APPLICABLE STATE AND LOCAL ORDINANCES, CODE, AND REGULATIONS.
5. IT IS THE RESPONSIBILITY OF THE GENERAL CONTRACTOR TO PROVIDE ANY ENGINEERING NECESSARY TO THE STABILITY OF THE STRUCTURE(S) OF THE PROJECT. FURTHERMORE IT RECOMMENDS THAT THESE PLANS SHALL BE REVIEWED BY A QUALIFIED PROFESSIONAL ENGINEER.

SQUARE FOOTAGE

REVISIONS



Project Name:

**NEW METAL SHOP
 (OFFICE & AUTO SERVICE)**

Project Address:

**6315 INDUSTRIAL DR.
 SACHSE TX, 75048**

Plan Name:

LANDSCAPE PLAN

Project #: 011416

Drawn By: J.A.M.

Date: 01-14-2016

Scale: 3/32" = 1'-0"

Sheet #:

of:

2 18



City of Sachse, Texas

Legislation Details (With Text)

File #: 16-3290 **Version:** 2 **Name:** NCTCOG Tower - Public Safety
Type: Agenda Item **Status:** Agenda Ready
File created: 3/30/2016 **In control:** City Council
On agenda: 4/4/2016 **Final action:**

Title: Discuss placement of the North Central Texas Council of Governments (NCTCOG) Microwave Tower on the City of Sachse Public Safety Campus.

Sponsors:

Indexes:

Code sections:

Attachments: [Presentation](#)
[Interlocal Agreement](#)
[Microwave Tower Detail](#)

Date	Ver.	Action By	Action	Result
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Title

Discuss placement of the North Central Texas Council of Governments (NCTCOG) Microwave Tower on the City of Sachse Public Safety Campus.

Background

Currently the City of Sachse partners with the North Central Texas Council of Governments (NCTCOG) for delivery of 911 calls to the city's Public Safety Answering Point (Dispatch). NCTCOG routes the city's 911 calls through a T-1 Data Line. NCTCOG proposes to construct a 90 foot microwave tower adjacent to the city's existing radio tower located on the Public Safety campus. This tower is necessary for the migration to a networked microwave based delivery of 911 calls.

Policy Considerations

None.

Budgetary Considerations

None.

Staff Recommendations

Discuss and provide feedback to staff.

Sachse Police Department & North Central Texas Council of Governments

»» Alternate Network Overview



Current 911 Service

- ▶ Partnership with NCTCOG, who provide infrastructure and equipment related to 911
- ▶ 911 Calls are received thru T-1 Data Line
- ▶ Single point of failure–Collin Co. Sheriff Backup
- ▶ No cost to city
- ▶ Fees collected thru Wireline and Wireless billing are disbursed by Comptroller to NCTCOG

Proposed Service

- ▶ Microwave based 911 call routing
- ▶ Significant increase in redundancy
- ▶ Construction of 90' tower. (Existing tower insufficient)
- ▶ No single point of failure
- ▶ No cost to the city
- ▶ T-1 Technology remains intact as tertiary redundancy
- ▶ Execution of Interlocal Agreement

Alternate Network

- ▶ What are we looking to accomplish?
 - Increase resiliency and bandwidth
 - Enhance our Service Level Agreements (SLA)

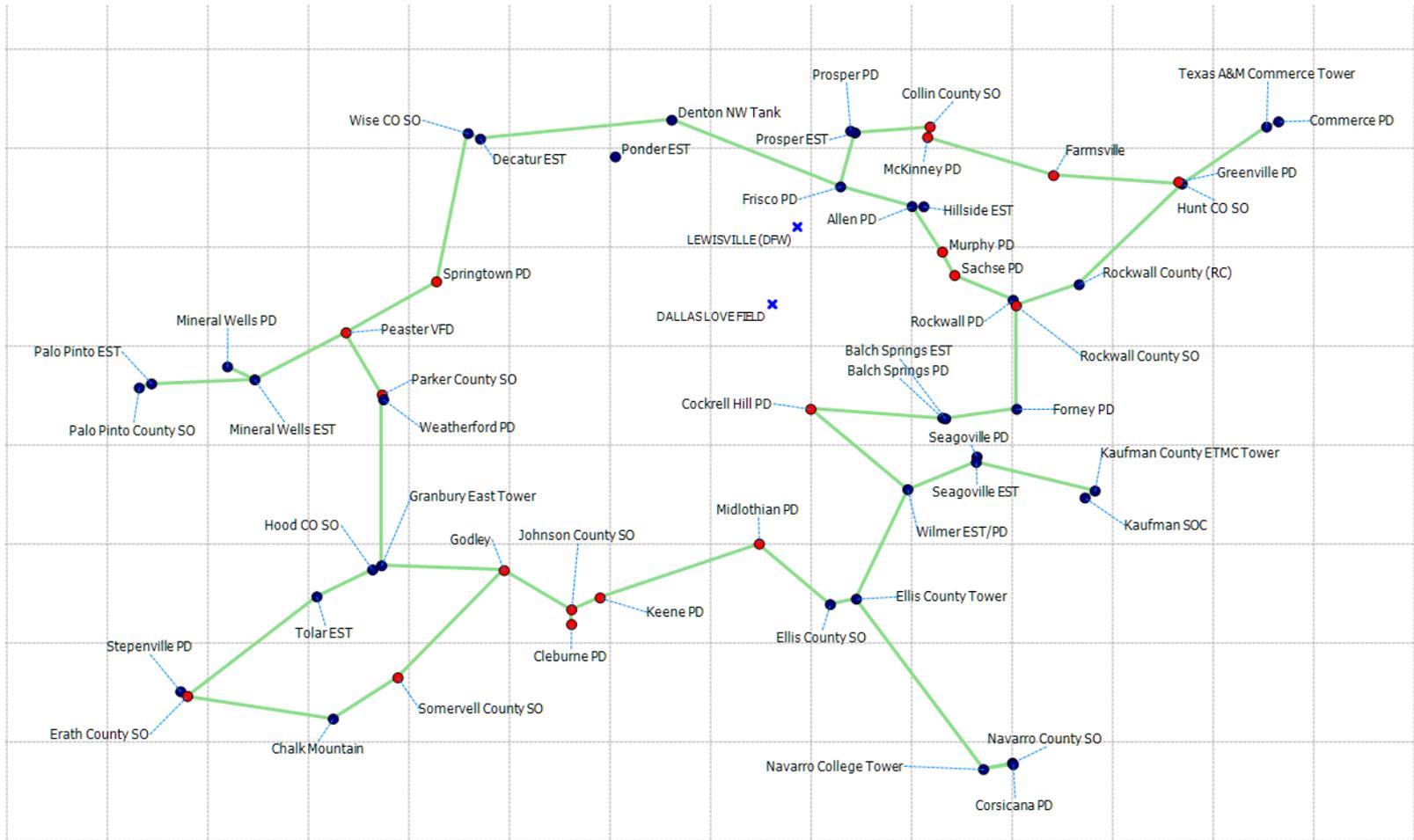
- ▶ How?
 - Combining of technologies
 - Microwave
 - Terrestrial links
 - Software Defined Network

Microwave

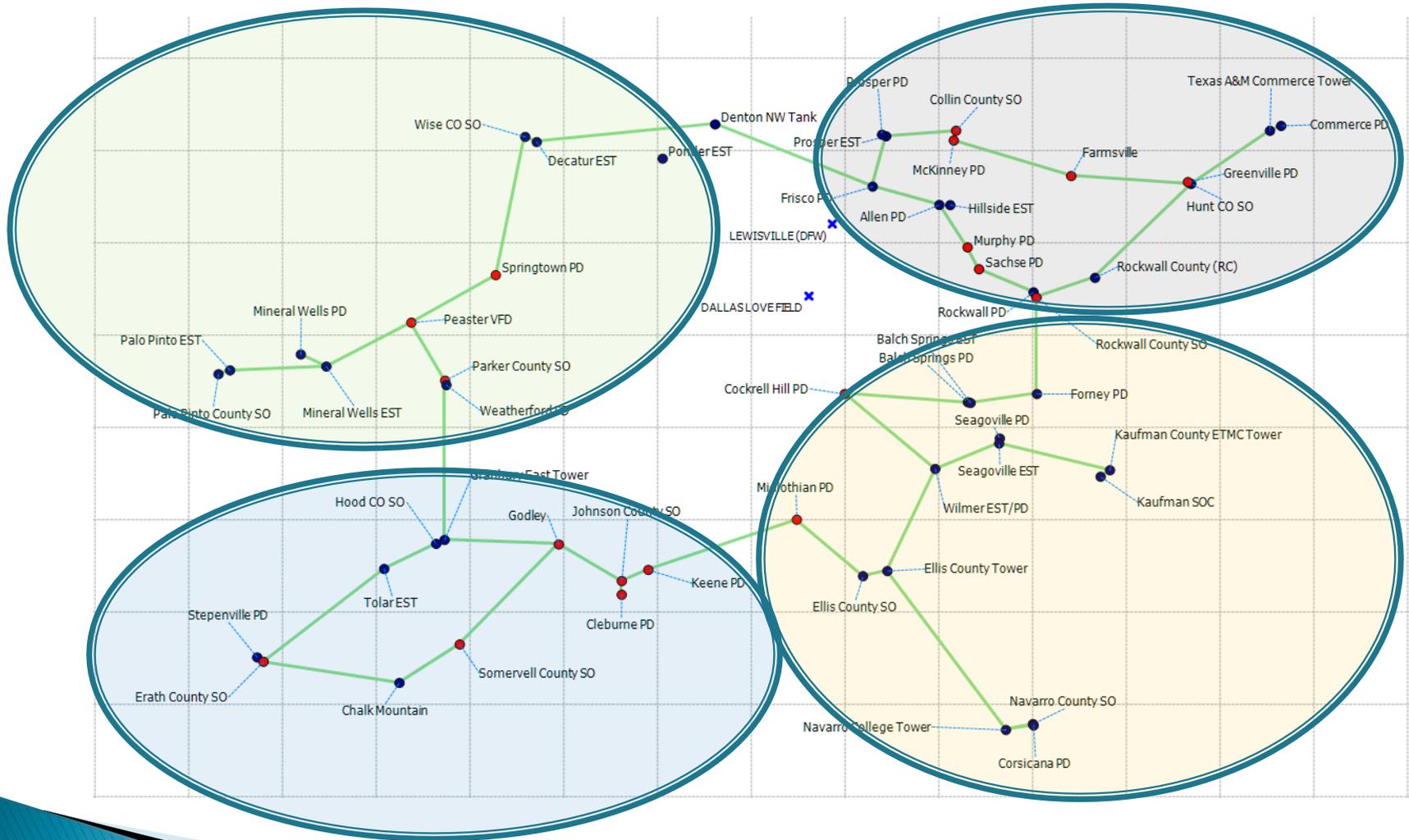
- ▶ Microwave links interconnecting all PSAPs
 - Ring topology (where possible)
 - Spur links where necessary

- ▶ Towers
 - Available existing towers (PSAP, County, State)
 - Build new towers
 - Lease commercial towers

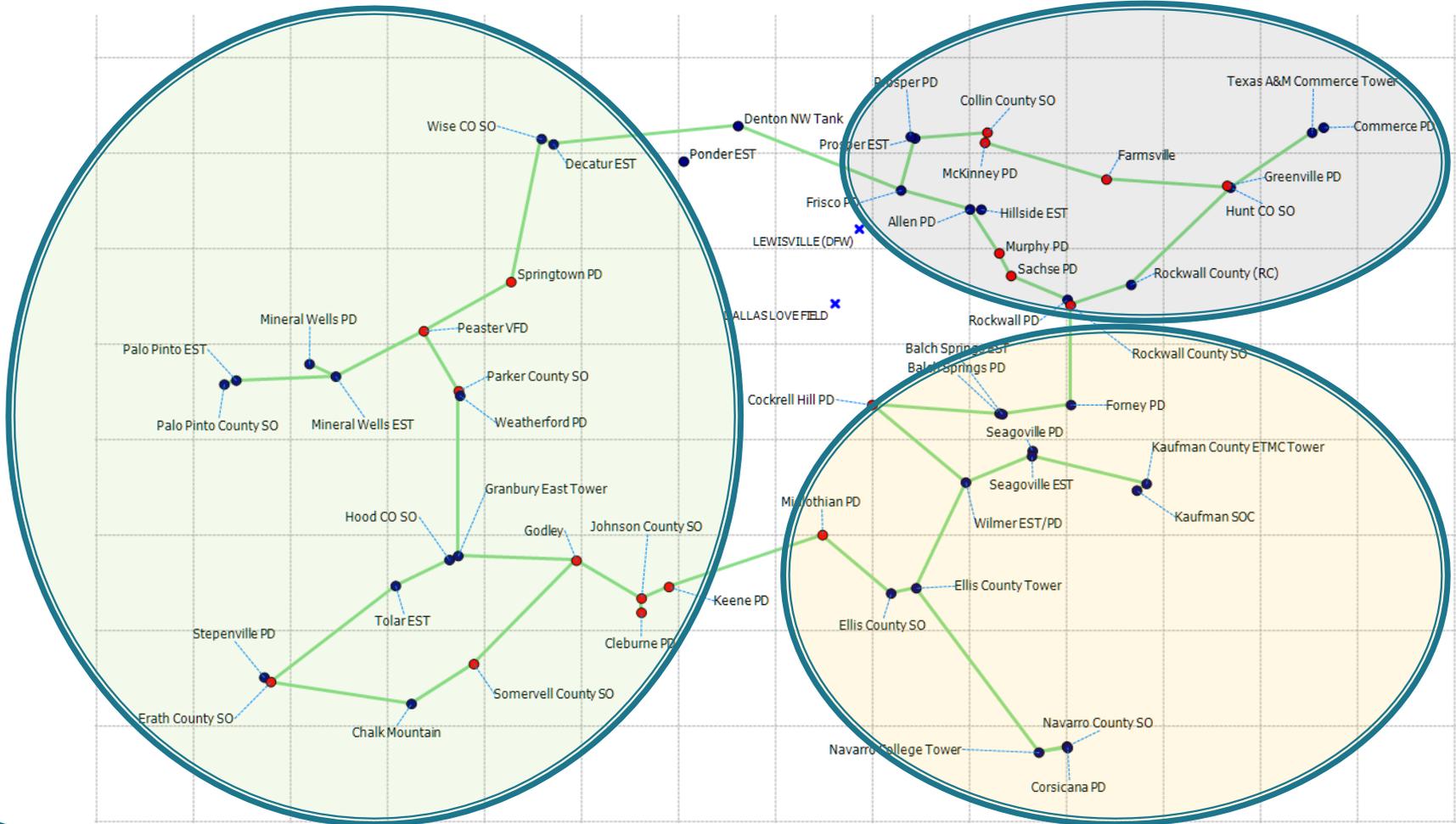
Microwave Network



Backhaul Traffic Areas



Loss of Backhaul Links



SD-WAN

- ▶ Software Defined Wide Area Network
 - Interconnect multiple network topologies
 - Combines multiple networks into large pipe
 - Packet Duplication – voice traffic is sent down multiple paths to ensure timely delivery
 - Encryption – traffic is encrypted in transit

Tower View Looking West

Pad Site:
13ft X 13ft



Tower View Looking North



Next Steps

- ▶ Execution of Interlocal Agreement
10 yrs, renewal & severance clause, allowance for placement of city equipment, no for profit equipment
- ▶ Construction of Tower, NLT Aug. 2016
- ▶ Installation of Infrastructure
- ▶ Spring 2017. No disruption of service
- ▶ Existing tower remains for future considerations

Questions

INTERLOCAL AGREEMENT

THIS INTERLOCAL AGREEMENT (“ILA”), made and entered into pursuant to the Texas Interlocal Cooperation Act, Chapter 791, Texas Government Code (the “Act”), by and between the North Central Texas Council of Governments, hereinafter referred to as “NCTCOG,” having its principal place of business at 616 Six Flags Drive, Arlington, TX 76011, and _____, a local government, a state agency, or a non-profit corporation created and operated to provide one or more governmental functions and services, hereinafter referred to as “Participant,” having its principal place of business at _____.

WHEREAS, NCTCOG is a regional planning commission and political subdivision of the State of Texas operating under Chapter 391, Texas Local Government Code; and

WHEREAS, pursuant to the Act, NCTCOG is authorized to contract with eligible entities to perform governmental functions and services, including the operation, management and facilitation of emergency communication services in North Texas; and

WHEREAS, in reliance on such authority, NCTCOG, as part of its 9-1-1 Services Program, has contracted to construct multiple telecommunication towers on selected sites throughout North Texas, many of which sites are located on property owned/leased by other local governments; and

WHEREAS, Participant has agreed to allow for the location of one such tower on property owned by Participant and has represented that it is an eligible entity under the Act, that its governing body has authorized this Agreement on _____ (Date), and that it desires to contract with NCTCOG on the terms set forth below;

NOW, THEREFORE, NCTCOG and the Participant do hereby agree as follows:

ARTICLE 1: LEGAL AUTHORITY

The Participant represents and warrants to NCTCOG that it is eligible to contract with NCTCOG under the Act for the purposes recited herein because it is one of the following: a local government, as defined in the Act (a county, a municipality, a special district, or other political subdivision of the State of Texas or any other state, or a combination of two or more of those entities, a state agency (an agency of the State of Texas as defined in Section 771.002 of the Texas Government Code, or a similar agency of another state), or a non-profit corporation created and operated to provide one or more governmental functions and services, and it possesses adequate legal authority to enter into this Agreement.

ARTICLE 2: DESCRIPTION OF PROJECT

NCTCOG agrees to construct at its expense a telecommunication tower on property owned by Participant at the location described on Exhibit A. The description of the tower, including height, design and materials is set forth on Exhibit B. Construction shall commence no later than August 31, 2016 unless otherwise agreed by the parties. NCTCOG agrees during the term hereof to maintain the tower and related facilities at its sole expense. The tower shall at all times be exclusively owned by NCTCOG. NCTCOG shall have the right at all times to allow third parties access to the tower for installation of additional third party equipment provided such equipment not for profit. Participant shall also have the non-exclusive right of access to the tower for installation of Participant’s equipment so long as it does not materially interfere with tower operations. All expenses incurred in the installation of Participant’s equipment, including structural analysis and possible tower improvements shall be paid by Participant. Participant shall maintain such equipment at its sole expense.

ARTICLE 3: TOWER REVENUE; INSURANCE

All revenue generated from tower operations, with the exception of Participant equipment, shall be the property of NCTCOG. All taxes and fees, if any, assessed on such revenue shall be paid by NCTCOG. PARTICIPANT shall at all times maintain adequate insurance on the tower and all related improvements, including comprehensive general liability coverage that includes NCTCOG as the tower owner. Participant shall at all times maintain adequate insurance on its equipment, if any, located on the tower and shall insure NCTCOG to the extent of its interest in the tower.

ARTICLE 4: TERM

This Agreement shall be effective on the Effective Date shown below and shall remain in full force and effect for ten (10) years. This Agreement shall automatically renew for successive five (5) year terms unless sooner terminated in accordance with Article 6 below. Any modification of this Agreement must comply with the requirements of Article 5 below. Upon termination of this Agreement NCTCOG shall be responsible at its expense for removing the tower and all related equipment from the tower site.

ARTICLE 5: CHANGES AND AMENDMENTS

This Agreement may be amended only by a written amendment executed by both parties, except that any alternations, additions, or deletions to the terms of this Agreement which are required by changes in Federal and State law or regulations are automatically incorporated into this Agreement without written amendment hereto and shall become effective on the date designated by such law or regulation.

ARTICLE 6: TERMINATION PROCEDURES

NCTCOG or the Participant may cancel this Agreement for cause provided written notice is provided to the other party specifying the nature of the cause and allowing the defaulting party six (6) months' time to cure any alleged default under the Agreement. If the default is not cured, this Agreement will terminate upon thirty (30) days written notice by certified mail to the other party. The parties may also terminate this Agreement by mutual agreement.

ARTICLE 7: AVAILABILITY OF FUNDING

Except for tort or tort-related claims, this Agreement and all claims, suits, or obligations arising under or related to this Agreement are subject to and limited to the receipt and availability of funds which are received from the funding agencies by NCTCOG and that are dedicated for the purposes of this Agreement. NCTCOG will give prompt written notice to Participant in the event NCTCOG loses funding. In the event NCTCOG loses funding, Participant and NCTCOG shall immediately terminate this Agreement.

ARTICLE 8: DISPUTE RESOLUTION

The parties to this Agreement agree to the extent possible and not in contravention of any applicable state or federal law or procedure established for dispute resolution, to attempt to resolve any dispute between them regarding this Agreement informally through voluntary mediation, arbitration or any other local dispute mediation process before resorting to litigation.

ARTICLE 9: MISCELLANEOUS

- a. This Agreement has been made under and shall be governed by the laws of the State of Texas. Venue and jurisdiction of any suit or cause of action arising under, or in connection with, this Agreement shall lie exclusively in Dallas County, Texas.
- b. The persons executing this Agreement hereby represent that they have authorization to sign on behalf of their respective entities.
- c. This Agreement and the rights and obligations contained herein may not be assigned by either party without the prior written approval of the other party to this Agreement.
- d. All parties agree that should any provision of this Agreement be determined to be invalid or unenforceable, such determination shall not affect any other term of this Agreement, which shall continue in full force and effect.
- e. To the extent that either party to this Agreement shall be wholly or partially prevented from the performance within the term specified of any obligation or duty placed on such party by reason of or through strikes, stoppage of labor, riot, fire, flood, acts of war, insurrection, accident, order of any court, order of God, or specific cause reasonably beyond the party's control and not attributable to its neglect or nonfeasance, in such event, the time for the performance of such obligation or duty shall be suspended until such disability to perform is removed; provided, however, force majeure shall not excuse an obligation solely to pay funds.
- f. This Agreement and any attachments/addendums, as provided herein, constitute the complete agreement between the parties hereto, and supersede any and all oral and written agreements between the parties relating to matters herein.

THIS INSTRUMENT HAS BEEN EXECUTED IN TWO ORIGINALS BY THE PARTIES HERETO AS FOLLOWS:

(SIGNATURES TO FOLLOW ON NEXT PAGE)

**North Central Texas
Council of Governments**
Next Generation 911 Services Program
616 Six Flags Drive
Arlington, Texas 76011

NCTCOG Executive Director or Designee

Signature of Executive Director or Designee

Date: _____

EFFECTIVE DATE: _____, 2016

Participant

Name & Title of Authorized Official or Designee

By: _____
Signature of Authorized Official or Designee

Date: _____

Name of Entity

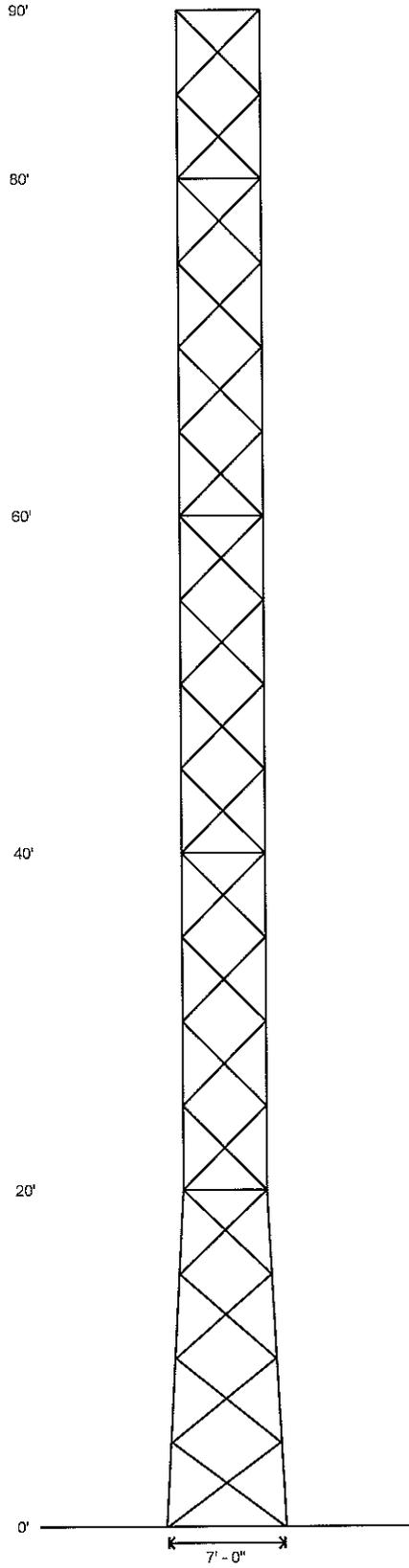
Mailing Address

City, State, ZIP Code

EXHIBIT A
(Legal Description of Tower location)

EXHIBIT B
(Tower Description)

SIZES ARE PRELIMINARY AND MAY CHANGE UPON FINAL DESIGN									
Legs	2.875 OD X .203	2.375 OD X .218	2.375 OD X .154						
Diagonals		L 2 X 2 X 1/8							
Horizontals	NONE	A	NONE	A	NONE	A	NONE	A	A
Brace Bolts			(1) 5/8"						
Top Face Width	5'								
Panel Count/Height	903	805	721	721	408				
Section Weight									



Designed Appurtenance Loading

Elev	Description	Tx-Line
65	Leg Dish Mount	
65	(1) 2' Solid Dish w/ Radome	(1) LMR-400
50	Leg Dish Mount	
50	(1) 2' Solid Dish w/ Radome	(1) LMR-400

Base Reactions

Total Foundation		Individual Footing	
Shear (kips)	6.65	Shear (kips)	3.97
Axial (kips)	17.69	Compression (kips)	52
Moment (ft-kips)	308	Uplift (kips)	45
Torsion (ft-kips)	1.98		

Material List

Display	Value
A	L 2 X 2 X 1/8

Notes

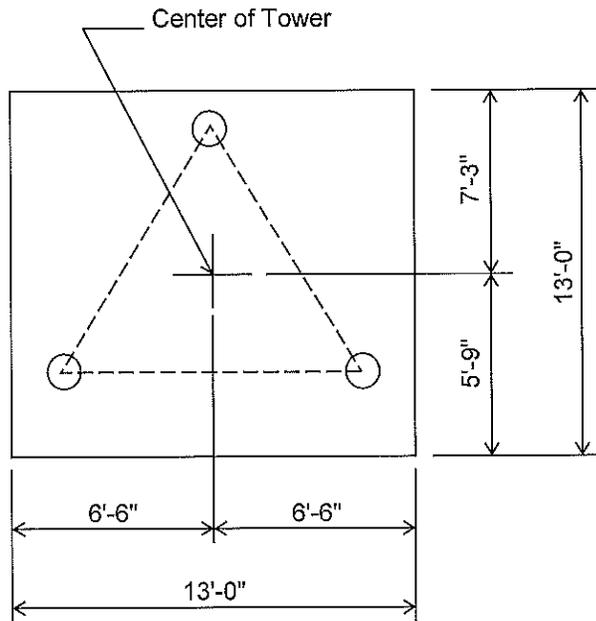
- 1) All legs are 50 ksi.
- 2) All braces are 36 ksi.
- 3) All brace bolts are A325-X.
- 4) The tower model is S3TL Series HD1.
- 5) Transmission lines are to be attached to standard 6 hole waveguide ladders.
- 6) Azimuths are relative (not based on true north).
- 7) Foundation loads shown are maximums.
- 8) (4) 3/4" dia. F1554 grade 105 anchor bolts per leg. Minimum 23.5" embedment from top of concrete to top of nut.
- 9) All unequal angles are oriented with the short leg vertical.
- 10) Weights shown are estimates. Final weights may vary.
- 11) This tower was designed for a basic wind speed of 90 mph with 0" of radial ice, and 30 mph with 3/4" of radial ice, in accordance with ANSI/TIA-222-G, Structure Class III, Exposure Category C, Topographic Category 1.
- 12) The foundation loads shown are factored loads.
- 13) This structure has been designed with a 250% increase in antenna and line loading.

	Sabre Communications Corporation 7101 Southbridge Drive P.O. Box 658 Sioux City, IA 51102-0658 Phone: (712) 258-6680 Fax: (712) 279-0814		Quote: 16-1436-JAC-R1
	Information contained herein is the sole property of Sabre Communications Corporation, constitutes a trade secret as defined by Iowa Code Ch. 650 and shall not be reproduced, copied or used in whole or part for any purpose whatsoever without the prior written consent of Sabre Communications Corporation.		Customer: JTS INC
		Site Name: Sachse PD, TX	Description: 90' S3TL
		Date: 11/18/2015	By: KJL Page: 1

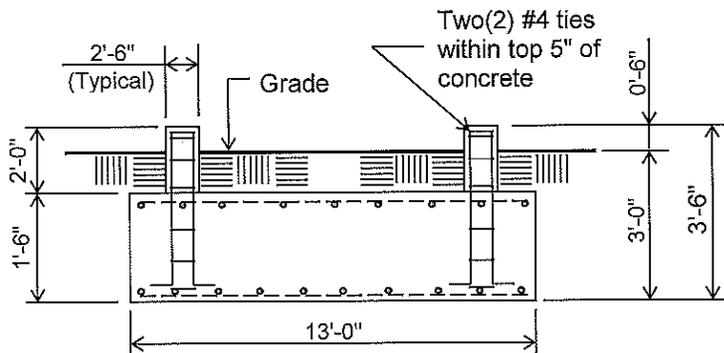
Customer: JTS INC
Site: Sachse PD, TX

90 ft. Model S3TL Series HD1 Self Supporting Tower At
90 mph Wind with no ice and 30 mph Wind with 0.75 in. Ice per ANSI/TIA-222-G.

PRELIMINARY -NOT FOR CONSTRUCTION-



PLAN VIEW



ELEVATION VIEW

(10.48 Cu. Yds.)
(1 REQD.; NOT TO SCALE)

CAUTION: Center of tower is not in center of slab.

Notes:

- 1). Concrete shall have a minimum 28-day compressive strength of 4500 PSI, in accordance with ACI 318-05.
- 2). Rebar to conform to ASTM specification A615 Grade 60.
- 3). All rebar to have a minimum of 3" concrete cover.
- 4). All exposed concrete corners to be chamfered 3/4".
- 5). The foundation design is based on presumptive clay soil as defined in ANSI/TIA-222-G-2005. It is recommended that a soil analysis of the site be performed to verify the soil parameters used in the design.
- 6). The foundation is based on the following factored loads:
Factored download (kips) = 4.01
Factored overturn (kip-ft) = 308.21
Factored shear (kips) = 6.65

Rebar Schedule per Mat and per Pier	
Pier	(10) #6 vertical rebar w/ hooks at bottom w/ #4 Rebar ties, two (2) within top 5" of pier then 12" C/C
Mat	(13) #6 horizontal rebar evenly spaced each way top and bottom. (52 total)

8). 1.5 ft of soil cover is required over the entire area of the foundation slab.



City of Sachse, Texas

Legislation Details (With Text)

File #: 16-3283 **Version:** 1 **Name:** CPAC Appointments - CC
Type: Agenda Item **Status:** Agenda Ready
File created: 3/23/2016 **In control:** City Council
On agenda: 4/4/2016 **Final action:**
Title: Make appointments to the Comprehensive Plan Advisory Committee (CPAC).
Sponsors:
Indexes:
Code sections:
Attachments: [Staff Presentation](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Title

Make appointments to the Comprehensive Plan Advisory Committee (CPAC).

Composition

- 10 total members
- 7 residents (1 appointed by each Council member)
- 1 from P&Z
- 1 from EDC
- 1 from Parks
- Boards & Commissions choose their own representative at their next meeting

Duties

- Meets with the Consultant team
- Provides input in terms of visioning, recommendations, and community values
- Reviews first drafts of various plan elements
- Ambassadors for the Plan
- Purpose: Assist in forging a shared vision for Sachse’s future

Commitment & Expectations

- Attendance is imperative
- Meets irregularly & intensely - meetings are for purpose and sometimes with considerable content to review
- Participation (sharing & listening)
- Positive approach to problem solving
- Selfless - allow the process to work
- Community focused & driven (no hi-jackers)

Staff Recommendation

- Appoint 7 members to the CPAC. Remaining 3 members will be appointed by P&Z, Parks, and EDC, respectively, at their next regular meeting.



CPAC APPOINTMENTS

CITY COUNCIL

APRIL 4, 2016

COMPOSITION

- 10 total members
- 7 residents (1 appointed by each Council member)
- 1 from P&Z
- 1 from EDC
- 1 from Parks
- Boards & Commissions choose their own representative at their next meeting

DUTIES

- Meets with the Consultant team
- Provides input in terms of visioning, recommendations, and community values
- Reviews first drafts of various Plan elements
- Ambassadors for the Plan
- Purpose: Assist in forging a shared vision for Sachse's future

COMMITMENT & EXPECTATIONS

- Attendance is imperative
- Meets irregularly & intensely – meetings are for purpose and sometimes with considerable content to review
- Participation (sharing & listening)
- Positive approach to problem solving
- Selfless - allow the process to work
- Community focused & driven (no hi-jackers)

NEXT STEPS

- Each member of City Council appoint one (1) resident to the Comprehensive Plan Advisory Committee (CPAC) tonight.
- Remaining 3 members will be appointed by P&Z, Parks, and EDC, respectively, at their next regular meeting.



City of Sachse, Texas

Legislation Details (With Text)

File #:	16-3287	Version:	1	Name:	City Council Meetings Start Time
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	3/29/2016	In control:		In control:	City Council
On agenda:	4/4/2016	Final action:		Final action:	
Title:	Discuss a change in the start time of City Council meetings.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Ordinance 4 - 1956 Ordinance 318 - 1982				

Date	Ver.	Action By	Action	Result
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Title

Discuss a change in the start time of City Council meetings.

Background

On July 16, 1956, the City Council approved an ordinance designating regular meetings to be held on Wednesday night of each week at 7:30 p.m. at the Recreation Hall of the Sachse Christian Church until a Town Hall was built or purchased. On April 26, 1982, the City Council approved an ordinance declaring regular meetings to be held on the first and third Monday of each month at 7:30 p.m. in Sachse City Hall. Since that time, the City Council has continued to hold their meetings on the first and third Monday. Workshop sessions as far back as 1980 began to be held as they were needed. In more recent years, workshop sessions were being held prior to each regular meeting at 6:30 p.m. The City of Sachse does not have a City ordinance regarding workshop sessions.

Recently, inquiries have been made to start the regular meetings at 6:30 p.m. If a workshop session is required, the meeting would start at 6:30 p.m. and the regular meeting would immediately follow. If a workshop session is not required, the regular meeting would start at 6:30 p.m.

Policy Considerations

If the City Council approves a change in the start time of their regular meetings, the current City ordinance must be amended.

Budgetary Considerations

None.

Staff Recommendations

Discuss and provide feedback to staff.

ORDINANCE NO. 4
AN ORDINANCE
FIXING TIME AND PLACE FOR REGULAR MEETINGS
AND DESIGNATING A TOWN HALL

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF SACHSE:

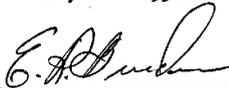
SECTION 1.

REGULAR MEETINGS OF THE TOWN COUNCIL OF THE TOWN OF SACHSE SHALL BE HELD ON WEDNESDAY NIGHT OF EACH WEEK AT 7:30 O' CLOCK, P.M., AT THE TOWN HALL, HERINAFTER DESIGNATED, UNLESS THE PLACE OF MEETING IS OTHERWISE SPECIFIED BY THE MAYOR.

SECTION 2.

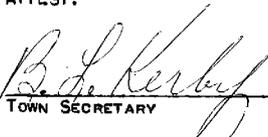
UNTIL A TOWN HALL IS BUILT OR PURCHASED, OR OTHERWISE DESIGNATED, THE TOWN HALL OF THE TOWN OF SACHSE, SHALL BE THE RECREATION HALL OF THE SACHSE CHRISTIAN CHURCH.

PASSED AND APPROVED THIS THE 16TH DAY OF JULY, A.D. 1956.



MAYOR, TOWN OF SACHSE, TEXAS

ATTEST:



TOWN SECRETARY

ORDINANCE No. 318

AN ORDINANCE OF THE CITY OF SACHSE, TEXAS, FIXING TIME AND PLACE FOR REGULAR MEETING; AMENDING ALL OTHER ORDINANCES AFFIXING TIME AND PLACE; AND PROVIDING EFFECTIVE DATE.

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

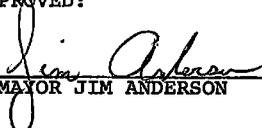
SECTION 1. Regular Meetings of the City Council, of the City of Sachse, Texas shall be held on the first (1st) and third (3rd) Monday of each Month at 7:30 PM in the Sachse City Hall. Hereinafter designated, unless the place of meeting is otherwise specified by the Mayor.

SECTION 2. All other Ordinances affixing City Council time and place of meetings are hereby amended and are no longer in effect.

SECTION 3. This Ordinance shall take effect immediately from and after its passage, as the law in such case provides, and it is accordingly so ordained.

DULY PASSED by the City Council of the City of Sachse, Texas on the 26th day of April, 1982.

APPROVED:



MAYOR JIM ANDERSON

ATTEST:



ALICE ALEXANDER, CITY SECRETARY



City of Sachse, Texas

Legislation Details (With Text)

File #:	16-3293	Version:	1	Name:	Strategic Planning
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	4/1/2016	In control:		In control:	City Council
On agenda:	4/4/2016	Final action:		Final action:	
Title:	Consider a resolution adopting the 2016 Strategic Plan.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	2016 Strategic Plan Presentation Sachse 2016 Strategy Workshop Report Strategic Plan Identified Tasks 16-17 Resolution				

Date	Ver.	Action By	Action	Result
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Title

Adopting 2016 Strategic Plan.

Background

In January 2015, the City Council adopted a Strategic Plan with six strategic goals critical in planning Sachse's future. On January 23, 2016, the City Council held a Strategic Planning all day session in which those goals were revisited and new areas of focus were identified. Since that planning session, department directors and other staff have received goal setting training and worked in groups to identify tasks needed to carry out the established City Council strategic goals.

Policy Considerations

None.

Budgetary Considerations

None.

Staff Recommendations

Approve a resolution adopting 2016 Strategic Plan.



Strategic Plan Update

City Council

April 4, 2016

Overview

- Strategic Plan Process for Sachse
- City Council Retreat & Goal Setting
- Identified Strategic Plan Goals
- GAP Analysis
- Staff Action Plan
- Strategic Plan Action Items
- Discussion

Strategic Plan Process for Sachse

- The City of Sachse engaged Azimuth Group, Inc. (AGI) to plan and facilitate a strategic planning process for the City of Sachse.
- AGI worked with the City Council through individual meetings and a Council Retreat to review Sachse's past, identify Sachse's current position, and plan for the future of Sachse.
- The City Council confirmed the existing six strategic goals that are critical in planning for Sachse's future, while identifying new focus areas for the six goals.
- City staff was engaged to identify the tasks needed to carry out the six strategic goals and new focus areas established by the City Council.

City Council Retreat & Goal Setting



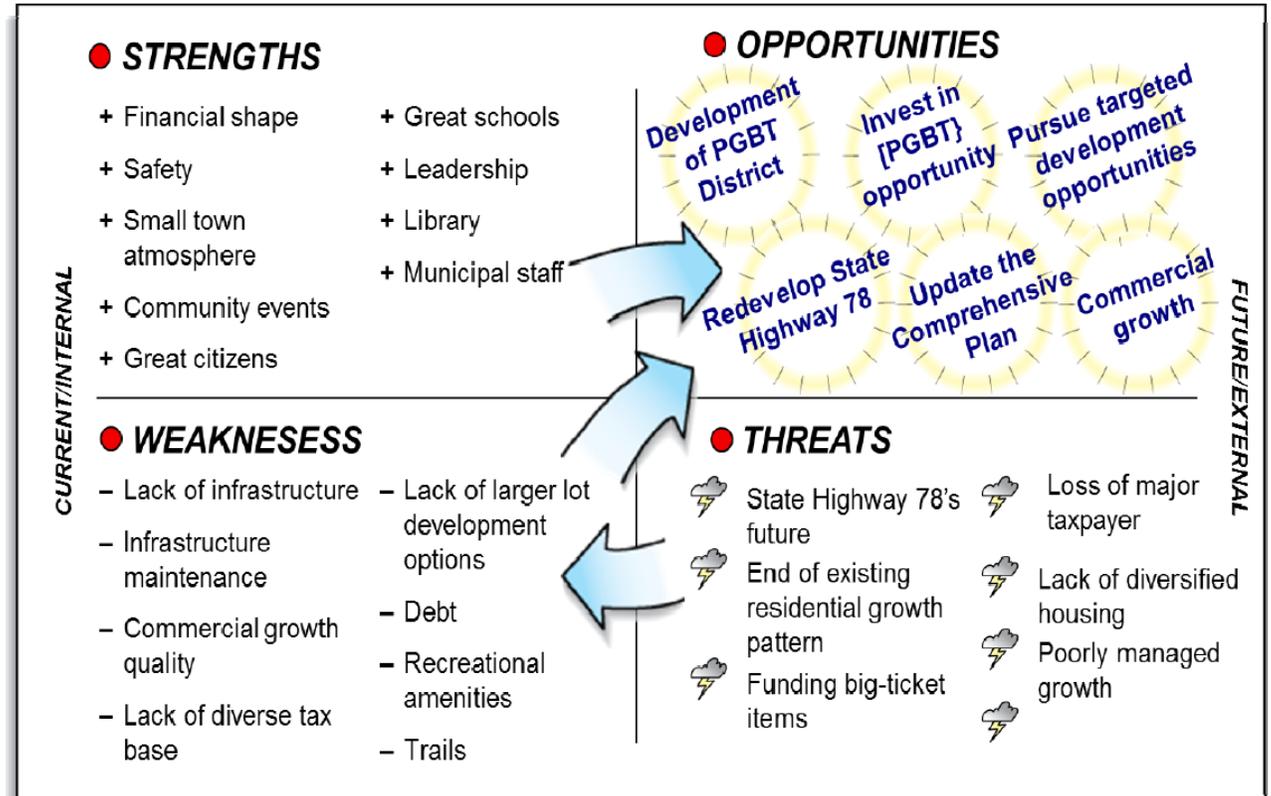
City Council Retreat & Goal Setting

- The City Council completed a Visioning Exercise to identify what Sachse could be in 10 years.



City Council Retreat & Goal Setting

- The City Council then completed a SWOT Analysis, which identified Sachse's:
 - Strengths
 - Weaknesses
 - Opportunities
 - Threats

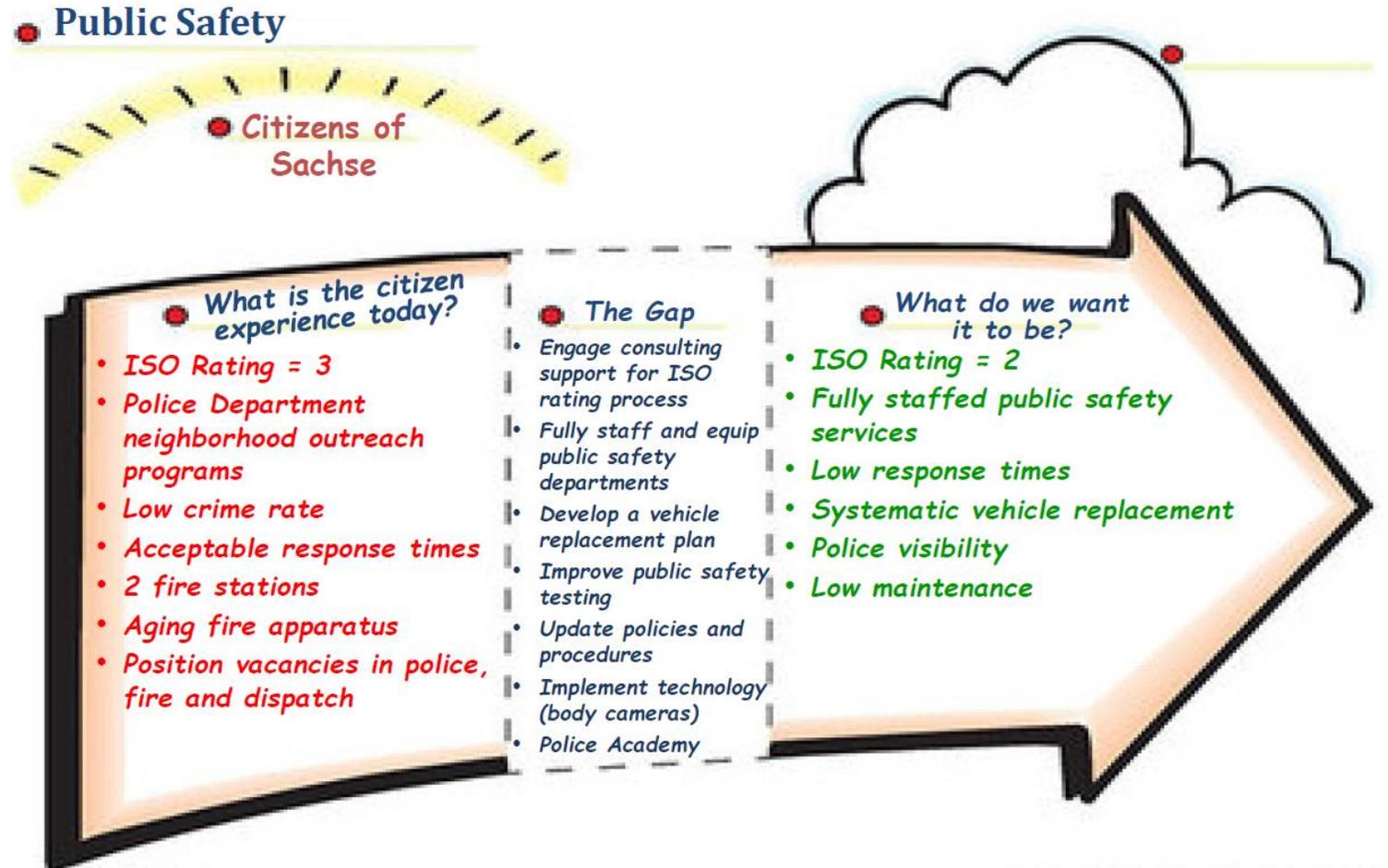


Identified Strategic Plan Goals

- Through the Visioning Exercise and SWOT Analysis, the existing six strategic goals were confirmed:
 1. Meet the public safety needs of a growing citizen, student and business population.
 2. Strategically invest in the city's existing and future infrastructure.
 3. Be a model of financial stewardship through growth management, responsible investment and financial transparency.
 4. Provide a high quality of life environment for families, individuals, businesses, and other organizations in Sachse.
 5. Make Sachse more prosperous through job creation and quality development that adds community value.
 6. Provide excellent government services to Sachse citizens.

GAP Analysis

- For each goal, the City Council completed a GAP analysis, looking at:
 - **Where is Sachse now?**
 - **Where does Sachse need to be in the future?**
 - **What needs to happen to get there (the GAP)?**



Staff Action Plan

- City Council identified the:
 - Vision
 - Goals
 - Needs
- City staff and the Sachse EDC then prepared action plans to achieve the goals



Strategic Plan – Action Items

- In February, department directors and many of their staff received goal setting training
- Since that time, all department directors met in groups centered on each goal to prepare action items linked to the Council's strategic plan
- Staff identified 87 action items linked to the six goals set by the City Council

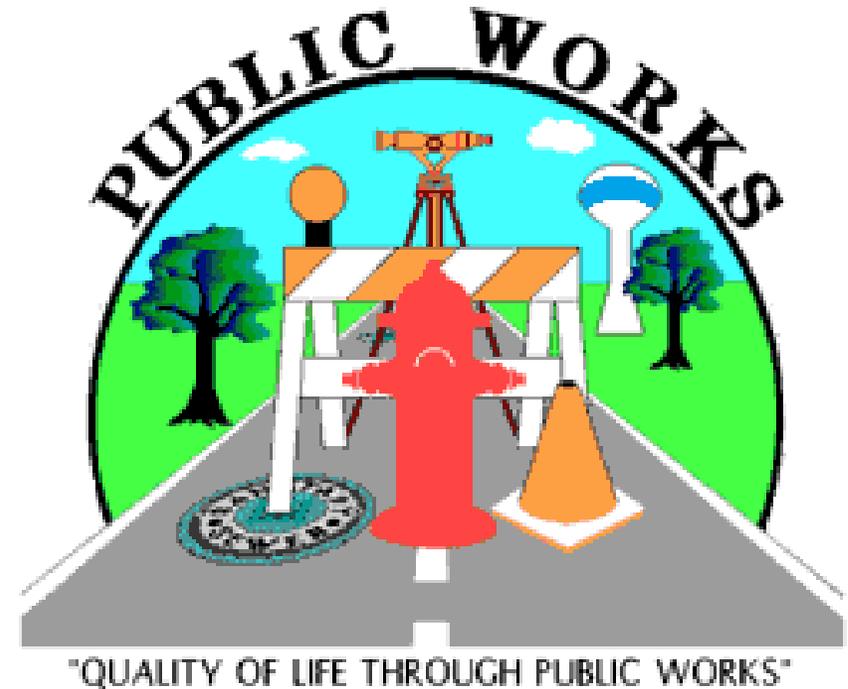
Meet the public safety needs of a growing citizen, student and business population

- Action Item Highlights:
 - Develop comprehensive training, testing, and policy programs
 - Develop staffing plans to ensure staffing needs are met
 - Expand citizen safety programs
 - Partner with local businesses and schools to improve safety
 - Identify, implement, and enhance public safety equipment acquisition and use
 - Improve response times



Strategically invest in the city's existing and future infrastructure

- Action Item Highlights:
 - Complete the design of key utility and roadway infrastructure projects
 - Complete the construction of key utility and roadway infrastructure projects
 - Implement comprehensive infrastructure assessment programs to better manage and maintain assets
 - Identify substandard utility and roadway assets and prepare a funding plan for replacement
 - Implement a sidewalk maintenance policy



Be a model of financial stewardship through growth management, responsible investment and financial transparency

- Action Item Highlights:
 - Implement vehicle and equipment replacement fund
 - Identify grant opportunities and strategies to partner with external organizations to fund City needs
 - Provide long-range financial analysis and planning strategies to the City Council
 - Improve online access to City financial information and reporting



Provide a high quality of life environment for families, individuals, businesses, and other organizations in Sachse

- Action Item Highlights:
 - Initiate and complete a comprehensive plan update for the City
 - Enhance current Parks and Recreation programs and events
 - Develop plans for a Community Development Corporation (CDC) to fund the development and enhancement of new and existing City parks



Make Sachse more prosperous through job creation and quality development that adds community value

- Action Item Highlights:
 - Develop marketing plans and strategies to develop new businesses in Sachse
 - Provide logistical support for businesses in Sachse
 - Engage local developers and potential business targets to provide opportunities in Sachse
 - Enhance development reporting to the City Council



Provide Excellent Government Services to Sachse Citizens

- Action Item Highlights:
 - Improve citizen website access to tools and information on the City website
 - Enhance and create internal policies to improve internal and external customer service
 - Provide customer service training to all levels of City staff
 - Continue to provide citizen's opportunities to give feedback through the City website and email systems



Discussion & Next Steps

- Receive input from the City Council on the 2016 Strategic Plan and related action items
- Adopt 2016 Strategic Plan, with any changes as necessary
- Once adopted, staff will continue to use the plan as the guiding document for:
 - FY 16/17 budget preparation
 - Department goal setting
 - Employee development planning



City of Sachse, Texas

2016 Strategic Planning Retreat

Final Report





Table of Contents

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2016 Strategic Planning Retreat

**BACKGROUND,
OBJECTIVES & APPROACH**



Background, Objectives & Approach ... Background and Objectives

The City of Sachse engaged the Azimuth Group, Inc. (“AGI”) to plan and facilitate a strategic planning workshop retreat for the Mayor, City Council and City Manager. The retreat was held on January 23, 2016 at The Depot in the Frisco Heritage Center.

Background

- The City of Sachse, Texas is a thriving community of just over 20,000 population located 20 miles northeast of downtown Dallas. Given the resurgence of growth in the Dallas / Fort Worth Metroplex, Sachse could well become one of the next “boom towns” in the region.
- Organized under a Council Manager form of local government, the elected and appointed leaders of the city are focused on ensuring that the decisions they make over the course of the next several years with respect to such matters as land development, city service levels, infrastructure investment and fiscal management are the best possible ones for the City’s future success.
- Accordingly, the newly-appointed City Manager and Mayor identified the need for the governing body to engage in a deliberate, thoughtful and strategic approach to planning and priority-setting. A focused strategic planning workshop for the City Council and City Manager was scheduled and conducted in mid January of 2016.
- The 2016 strategic planning workshop was designed to build upon the city’s existing strategic plan, developed in 2014 by the current City Council with a prior City Manager.

Objectives

- The specific objectives for the 2016 City Council strategy workshop included the following:
 - Provide an opportunity for open City Council dialog about the high-priority issues and challenges facing the City of Sachse.
 - Promote and reinforce understanding and collaboration among members of the City Council and city management.
 - Review and validate key elements of the previously – developed Sachse Strategic Plan.
 - Review the city’s current status and progress against goals and initiatives established in the existing strategic plan.
 - Confirm and prioritize the strategic goals of the City Council in light of current conditions.
 - Identify any existing gaps between the current state and desired future state of the City of Sachse across key strategic domains.
 - Discuss and document actions needed to close those gaps over time.

Background, Objectives & Approach ... Scope and Approach

The City of Sachse engaged the Azimuth Group, Inc. (“AGI”) to plan and facilitate a strategic planning workshop retreat for the Mayor, City Council and City Manager. The retreat was held on January 23, 2016 at The Depot in the Frisco Heritage Center.

Scope and Approach

- The scope of AGI’s assignment for the City of Sachse encompassed the following:
 - Meet with the City Manager to confirm the scope, timing and deliverables of the strategic planning workshop.
 - Collect and review the current City of Sachse strategic plan.
 - Schedule and conduct individual interviews with the Mayor and each member of the City Council to:
 - Introduce the workshop facilitator and the purpose of the planning workshop.
 - Receive input on their expectations for a successful use of their time in the planning workshop
 - Gather information regarding individual members’ key priorities and goals for the City of Sachse.
 - Conduct a 2-3 hour working session with the City’s department heads to gain an understanding of current operational issues, staff priorities, constraints and desired or useful outcomes of the planning process.
 - Develop, review and confirm the strategic planning workshop agenda with the City Manager to ensure that the City’s goals and expectations are fully addressed.
 - Facilitate a full day offsite strategic planning workshop and document results, findings and conclusions.
- This document is AGI’s report on planning workshop, summarizing the planning process, its results and Council direction for further action.



2016 Strategic Planning Retreat

MANAGEMENT STAFF INPUT



Management Staff Input Plus / Delta Exercise

AGI facilitated a group discussion with the city's department directors , with the purpose of securing their input . Staff members were asked to describe Sachse's "pluses" (positive attributes / assets) and "deltas" (opportunities for positive change).

 (What is working well?)	 (What positive changes would be helpful?)
<ul style="list-style-type: none">✓ Location as a 2nd ring suburb of Dallas✓ Small town feel✓ Recent momentum shifts✓ Known city size and service levels.✓ Public safety - low crime rate✓ Bush corridor development opportunity✓ Income demographics – families with disposable incomes✓ Quality city staff✓ Eager employees excited to do great things✓ Great potential	<ul style="list-style-type: none">✓ ¼ cent CDC sales tax for public improvements✓ Railroad✓ Address roadway infrastructure maintenance and expansion opportunities✓ Limit / reduce staff turnover✓ Provide leisure services / recreation center✓ Improve GISD partnership.✓ Reduce retail leakage to other communities✓ Update standards for development✓ Improve commercial design standards✓ Enhance development reputation (Garland spillover, anti-growth, difficult to work with, professionalism)✓ Renew focus on the BIG PICTURE✓ Become more opportunistic and aggressive vs reactive✓ Update the Comprehensive Plan✓ Improve SH 78 aesthetics



2016 Strategic Planning Retreat

PLANNING WORKSHOP

AGENDA & EXPECTATIONS



Planning Workshop Agenda & Expectations ... Agenda

Based on input received from both Council and staff, AGI prepared a workshop agenda including a variety of activities, group discussion and technology-enabled prioritization techniques.

Time	Activity	Participants
7:30 – 8:00	Participants Assemble / Continental Breakfast	All
8:00 – 8:10	Welcome/Introductions	Mayor/City Manager
8:10 – 8:30	Ice Breaker / Team Exercise	Facilitator / Council / Staff
8:30 – 8:45	Session Overview / Group Expectations	Facilitator / Council / Staff
8:45 – 10:15	Envisioning the Future (<i>Cover Story Vision</i>)	Facilitator / Council / Staff
10:15 – 10:30	Break	All
10:30 – 11:00	Review / Validate Current Strategic Plan Elements	Facilitator / Council / Staff
11:00 – 11:30	Evidence of Success	Facilitator / Council / Staff
11:30 – 1:00	Lunch (<i>Babes</i>)	All
1:00 – 2:30	Goal Prioritization (<i>Conexus Voting</i>)	Facilitator / Council
2:30 – 3:00	Discussion of Council's Top Priorities (<i>Gap Analysis</i>)	Facilitator / Council / Staff
3:00 – 3:15	Break	
3:15 – 4:00	Discussion of Council's Top Priorities (<i>Gap Analysis – cont.</i>)	Facilitator / Council / Staff
4:00 – 5:00	General City Council / Staff Dialog	Mayor / Council / Manager
5:00	Adjourn	

Planning Workshop Agenda & Expectations ... Expectations

Council members listed the following as their specific expectations and aspirations for the strategic planning workshop.

Council Expectations

- Develop / reinforce our strategic plan
- Prioritize our goals and objectives
- “Clean up” the existing plan where needed
- Find common ground (among Council members and between council and staff)
- Identify things that will help or hurt our long term success



2016 Strategic Planning Retreat
COVER STORY VISION



Workshop participants described their future aspirations for Sachse, using the metaphor of a cover story on the city's success published in a major news magazine in the year 2026.

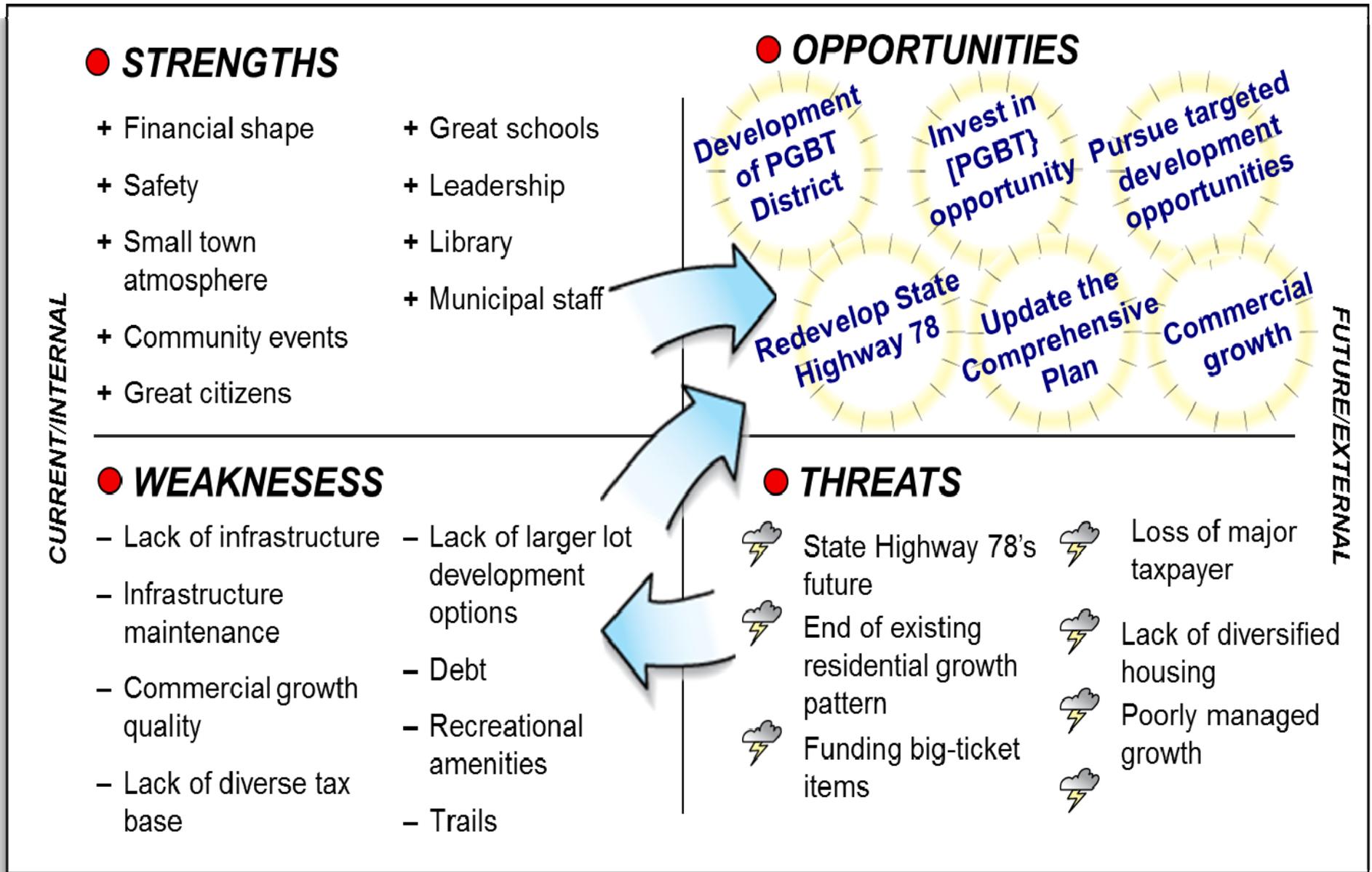




2016 Strategic Planning Retreat
CURRENT STRATEGIC PLAN



Workshop participants reviewed and confirmed the existing assessment of Sachse’s most important strengths, weaknesses, threats and opportunities. Good strategy leverage strengths, overcome weaknesses, mitigate threats and capture opportunities. Council members validated the SWOT chart below.



The current vision statement for the City of Sachse was reviewed and confirmed by the City Council.



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

Current Strategic Plan ... Strategic Goals

Sachse has adopted six strategic goals that define the important areas that the city's elected leaders believe are most important to the achievement of Sachse's future potential. These strategic goals were reviewed and confirmed by the Council and, subsequently, rated in terms of immediate priority.

Strategic Goals

1. Strategically invest in the city's existing and future **infrastructure** to ensure those needs are met.
2. Be a model of **financial stewardship** through growth management, responsible investment and financial transparency.
3. Provide a high **quality of life** environment for families, individuals, businesses and other organizations in Sachse.
4. Make Sachse more prosperous through **job creation and quality development** that adds community value.
5. Meet the **public safety** needs of a growing citizen, student and business population.
6. Provide **excellent governmental services** to Sachse's citizens.

Current Strategic Plan ... Evidence of Success

Sachse has adopted six strategic goals that define the important areas that the city's elected leaders believe are most important to the achievement of Sachse's future potential. These strategic goals were reviewed and confirmed by the Council and, subsequently, rated in terms of immediate priority.

Evidence of Success

- Declining crime rate
- Sales and property tax REVENUE (not rate) increasing
- Increasing commercial occupancy rate
- Increasing commercial certificates of occupancy
- Reduced city staff turnover
- High citizen satisfaction with city service levels
- Dated infrastructure is addressed
- City Manager is presented a 10 year service certificate
- Park and trail improvements are implemented
- Reduction in debt
- Infrastructure no longer a barrier to development
- Lower residential tax burden
- Improved ISO rating
- Various other indicators of commercial success

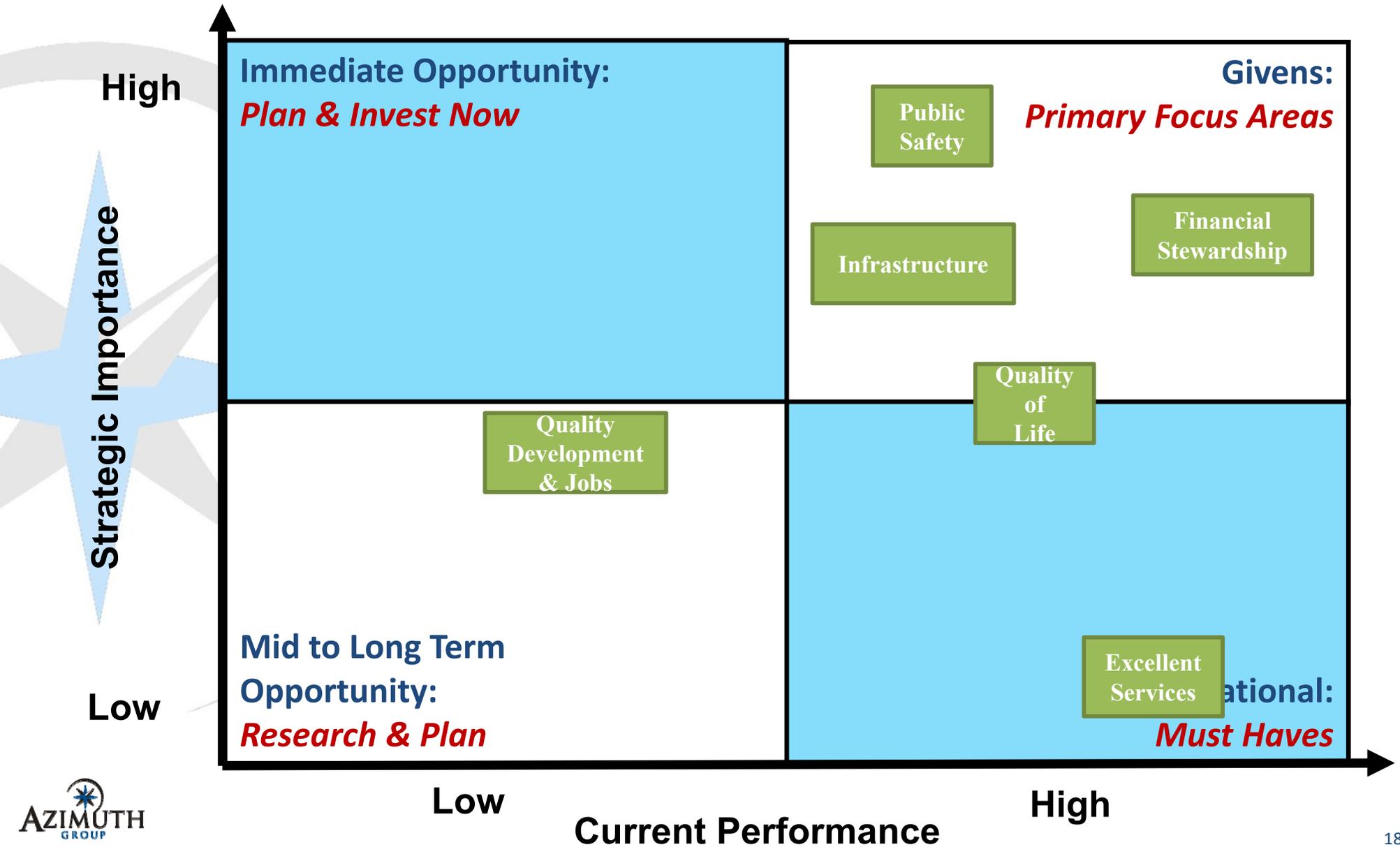


2016 Strategic Planning Retreat
STRATEGIC PRIORITIES



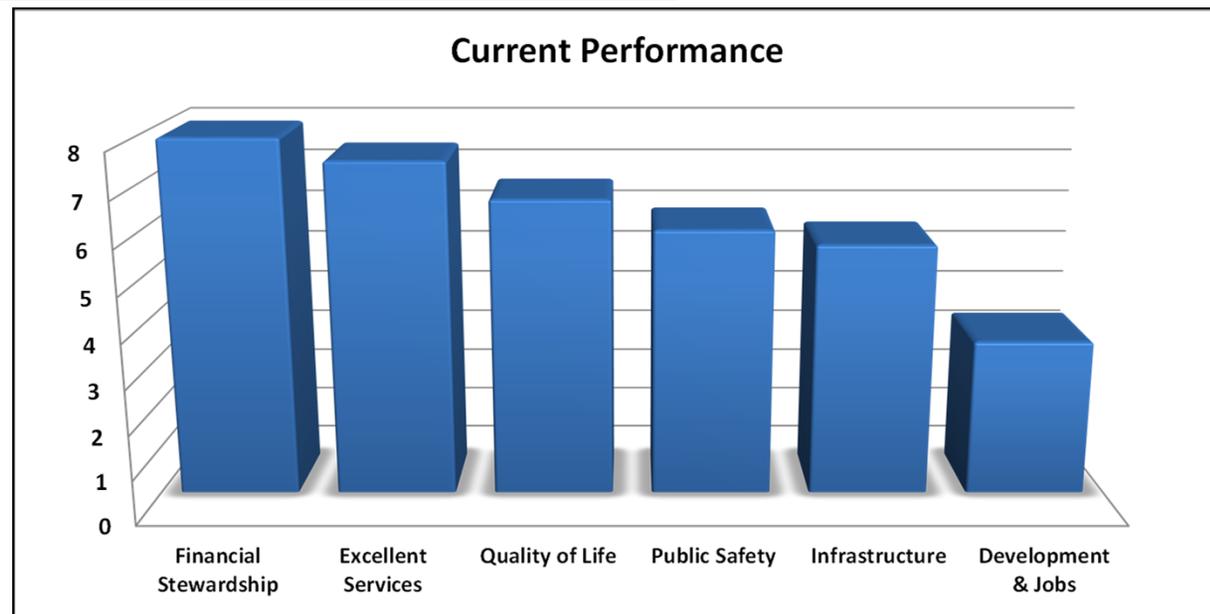
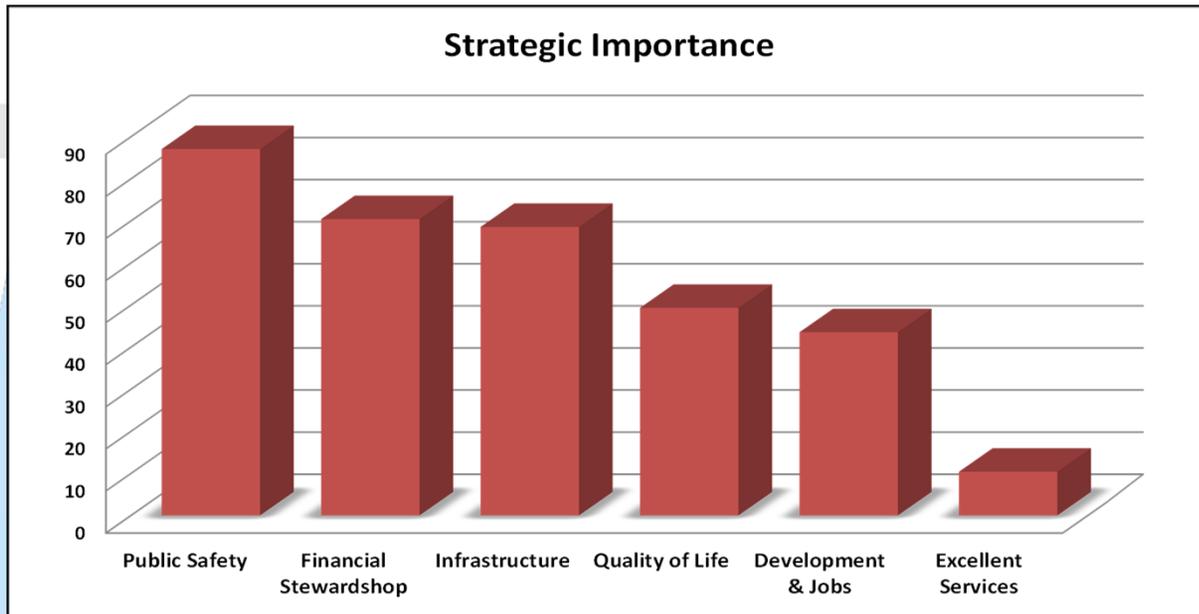
Strategic Priorities ... Strategy Profile

Using anonymous voting technology, participants rated each of the six strategic goals in terms of both their strategic importance to Sachse’s future and the city’s current performance. These results suggest that addressing the city’s economic development and job creation goal will require long term focus, based on a thoroughly researched and consistently executed plan.



Strategic Priorities ... Strategic Importance and Current Performance Detail

While all six goals are important, the highest strategic priorities were assigned to Public Safety, Financial Stewardship and Infrastructure, in that order. Current performance was rated relatively high on all but Quality Development & Jobs.





2016 Strategic Planning Retreat
GAP ANALYSIS



Gap Analysis

After discussion of the strategic priority rankings, the Council identified four of the six strategic goals to explore in more depth through the technique of gap analysis.

Gap Analysis

For each of the following strategic goals, City Council members worked in small groups to evaluate the current state of the goal area from the perspective of the experience a citizen of Sachse can expect. Then, they described what the desired experience should be and identified specific steps to close the gap between the two.

- Public Safety
- Financial Stewardship
- Infrastructure
- Quality Development & Jobs

Gap analysis results are displayed on the following pages. Gap closure strategies listed in the middle of each of the templates are a starting point for more detailed action planning by the city staff.

Public Safety

Citizens of Sachse

What is the citizen experience today?

- **ISO Rating = 3**
- **Police Department neighborhood outreach programs**
- **Low crime rate**
- **Acceptable response times**
- **2 fire stations**
- **Aging fire apparatus**
- **Position vacancies in police, fire and dispatch**

The Gap

- **Engage consulting support for ISO rating process**
- **Fully staff and equip public safety departments**
- **Develop a vehicle replacement plan**
- **Improve public safety testing**
- **Update policies and procedures**
- **Implement technology (body cameras)**
- **Police Academy**

What do we want it to be?

- **ISO Rating = 2**
- **Fully staffed public safety services**
- **Low response times**
- **Systematic vehicle replacement**
- **Police visibility**
- **Low maintenance**

Financial Stewardship

Citizens of Sachse

What is the citizen experience today?

- Steady tax rate for ~5 years
- Tiered water rate
- City pays 100% of sidewalk repair costs
- Contract services (solid waste, wastewater)
- Developer fees
- Significant unfunded liabilities (infrastructure, public safety)

The Gap

- Increase / diversify the tax base
- Reduce supplemental spending
- Pass ordinances
- Skillfully negotiate contract service arrangements
- Apply for grants
- Disciplined spending choices
- Develop and approve financial policies

What do we want it to be?

- Lower property tax rate
- Maintain tiered water rate structure
- 50/50 cost sharing on sidewalk repairs
- Best contracted services for the best possible rate
- Developer fee schedule that allows city to truly cover full costs of development
- Realistic plan for funding future liabilities
- Well-documented financial policies

Infrastructure

Citizens of Sachse

What is the citizen experience today?

- RMT - Tax
- E&R all roads
- Video sewers
- Identify 190 TIF needs
- Road connectivity
- Some outdated water mains
- City facilities

The Gap

- Invest \$\$
- 3rd sewer system connection
- Improved developer agreements
- Tax Increment Financing
- RMT / EDC cooperation
- Interlocal agreements
- Fee structure improvements
- Dallas & Collin County funding
- RTC funding
- Bond issues
- Facility assessment
- ½ cent CDC sales tax
- Stormwater utility

What do we want it to be?

- TIF for water tower
- TIF for water sewer
- 5+ pavement rating
- Continued upgrade to 30 year old +/- sewers
- TIF lift station - Rowlett side
- Current tech WM
- Improved Public Works, Parks & Rec facilities

Quality Development & Jobs

Citizens of Sachse

What is the citizen experience today?

- Frustrated with the lack of dining options
- Lack of diverse retail
- Limited large lot residential properties
- Improved grocery shopping options
- Good gasoline vendor options
- Unrealistic land prices along 78 and 190

The Gap

- Offer financial incentives
- Invest in infrastructure
- Acquire land
- Public Improvement Districts
- Market city effectively
- Regional draw for simultaneous deal closings

What do we want it to be?

- Several sit down restaurant choices
- Specialty retail stores
- Major department store (not WalMart #3)
- Healthy inventory of 1+ acre lots
- Maintain existing grocery options and add a Trader Joes @ 190
- Maintain existing gas options an add options @ 190 , et/ Racetrac



2016 Strategic Planning Retreat

RECOMMENDATIONS / NEXT STEPS



Recommendations / Next Steps ... Expectations Review

At the end of the session, the Council expectations for the workshop were reviewed. Four of the five expectations were met, with more work still required to clean up or refine the existing plan going forward.

- Develop / reinforce our strategic plan
- Prioritize our goals and objectives
- “Clean up” the existing plan where needed
- Find common ground (among Council members and between council and staff)
- Identify things that will help or hurt our long term success

Recommendations / Next Steps ... Recommendations

At the end of the session, the Council expectations for the workshop were reviewed. Four of the five expectations were met, with more work still required to clean up or refine the existing plan going forward.

Recommendations

The 2016 planning workshop was a continuation of the City of Sachse's emphasis on strategic thinking, and management in order to secure its future and ensure control of its own direction. The results of the planning retreat validated much of the content of the existing strategic plan, added a focus on prioritization and suggested certain specific actions in response to the identified priorities.

RECOMMENDATION: Review, discuss and refine the strategic priorities, gap analysis and gap closure actions presented in this report as necessary and appropriate.

The Council and staff should work together to review and confirm the specific conclusions and suggested gap closure activities and, importantly, revise the strategic plan objectives and initiatives contained in the current plan to reflect the most current thinking and direction of the governing body.

RECOMMENDATION: *Commit to a regular, annual process of strategic planning directly linked to the budget process.*

Going forward, the Mayor, Council and staff should develop a disciplined practice of collaborative strategic planning. An annual planning retreat should be considered and used to evaluate progress made on projects and objectives established for the year, to review current and projected financial conditions and to consider needed updates to the strategic goals, objectives and priorities.

The results of the annual strategic planning retreat and any guidance provided by the City Council should become the foundation for the staff's development of the annual budget and supporting departmental operating plans and performance measures and targets.

Recommendations / Next Steps ... Recommendations

At the end of the session, the Council expectations for the workshop were reviewed. Four of the five expectations were met, with more work still required to clean up or refine the existing plan going forward.

Recommendations (continued)

RECOMMENDATION: Develop and implement a strategy deployment and execution plan.

The City Manager, in the role of the city's chief executive and administrative officer, should have the primary responsibility for **strategy execution**. For the City Manager to do so, the City Council, acting in its role as a policy-setting Board, must take responsibility **for strategy formulation**. Just as policy is the province of the Council and administration the province of the staff, so it is with strategy. The Council sets strategic priorities, defines how their accomplishment will be measured, and then holds management accountable for the effective execution.

RECOMMENDATION Identify and adopt reporting tools and processes to track and report results, identify further improvement opportunities, and document results.

Once the Council confirms the city's updated strategy, that strategy becomes the documented policy of the governing body and the City Manager is accountable for its execution. The Council should regularly review the accomplishment of the outcomes / results they expect the city government to achieve and can then focus less on the detailed means / tactics by which those results are obtained, subject to limitations and guidelines established by the Council and law.

By ensuring that strategic goal attainment and operating results are measured and reported by management to the Council and the general public, a higher degree of transparency and accountability for results is created and can foster a climate of mutual confidence and trust between elected officials and appointed staff.

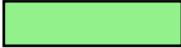


6611 Hillcrest, Suite 441
Dallas, Texas 75205
214.987.3423 office
214.987.0919 fax
www.azimuthgrp.com



2016-2017

Strategic Plan Action Items

-  Action Item is complete/ongoing
-  Action Item is underway
-  Action Item has not yet begun

Goal 1

Meet the public safety needs of a growing citizen, student and business population

Action Item	Department	Target Date	Notes	Completion Date
Develop a comprehensive training program and competency testing for all ranks.	Fire Department	04/01/2016		
Develop an Action Plan for the maintenance and replacement of all apparatus and equipment.	Fire Department	04/02/2016		
Develop Key Performance Indicators for emergency response.	Fire Department	04/03/2016		
Identify current status and needs of the department training program.	Fire Department	04/04/2016		
Creating Staffing Matrix for Fire Station 2	Fire Department	04/05/2016		
Creating a Rank Structure to support the supervisory and operational needs of the Fire Department.	Fire Department	04/06/2016		
Developing an action plan to eliminate all part time positions.	Fire Department	04/07/2016		
Develop an Action Plan based on the ISO Consultant's Recommendations.	Fire Department	04/08/2016		
Developing eligibility requirements and hire 6 personnel to fill current vacant positions.	Fire Department	04/09/2016		
Identifying current status and needs of the community outreach program.	Fire Department	04/10/2016		
Identifying current status and needs of the Public Education program.	Fire Department	04/11/2016		
Identifying current status and needs of the Fire Prevention program.	Fire Department	04/12/2016		
Identifying current status and needs of citizen involvement program.	Fire Department	04/13/2016		
Identifying current oversight, status, and needs of the CERT program.	Fire Department	04/14/2016		
Collaborate and assist with the Police Department's IT policy goal.	Fire Department/ Police Department	04/15/2016		
Integrating prevention methods with Walmart thru a collaborative partnership to reduce theft offenses and evaluate monthly, Target reduction 10%	Police Department	04/16/2016		
Expanding existing E-Watch and Neighborhood Video Watch programs by 15%	Police Department	04/17/2016		

Goal 1

Meet the public safety needs of a growing citizen, student and business population

Action Item	Department	Target Date	Notes	Completion Date
Developing Public Service Office proposal for inclusion in the 2017 budget request.	Police Department	04/18/2016		
Conducting Command & Supervision training.	Police Department	04/19/2016		
Continuing development of COMPSTAT monthly crime analysis process by fully integrating accurate reporting processes, accountability expectation and deployment strategies.	Police Department	04/20/2016		
Realigning organizational structure components and implementation of changes.	Police Department	04/21/2016		
Completing infusion of policy with HCM platform.	Police Department	04/22/2016		
Conducting Defensive Tactics Training for sworn personnel.	Police Department	04/23/2016		
Develop new Crime Prevention programming tailored to the prevention of business and vehicle Related Crimes. Take, Lock & Hide Program	Police Department	04/24/2016		
Develop new Crime Prevention programming tailored to the prevention of business and vehicle Related Crimes. Door Reinforcement Program	Police Department	04/25/2016		
Developing Summer Children's program and implementation	Police Department	04/26/2016		
Conducting Procedural Justice Training for sworn personnel.	Police Department	04/27/2016		
Develop new Crime Prevention programming tailored to the prevention of business and vehicle Related Crimes. No Hats, Hoods, Sunglasses Bank Robbery Prevention	Police Department	04/28/2016		
Pursuing Campus Video Access thru GISD and implementation	Police Department	04/29/2016		
Completing the agency process for certification as a TCOLE training provider.	Police Department	04/30/2016		
Developing departmental volunteer program, Research, policy and ordinance development completion. (No defined due to budget implication)	Police Department	05/01/2016		

Goal 1

Meet the public safety needs of a growing citizen, student and business population

Action Item	Department	Target Date	Notes	Completion Date
Pursuing grant opportunity for Body Camera Upgrade with implementation.	Police Department	05/02/2016		
Reinstating AOR Community meetings beginning the week of February 15th with initial meetings, completion by May 15th and evaluate second series of meetings for last quarter of 2016.	Police Department	05/03/2016		
Providing for individual executive level training for Commanders	Police Department	05/04/2016		
Expansion of National Night Out Event. Conduct Pre-NNO event at Senior Center focusing on senior related crime prevention.	Police Department	05/05/2016		
Expansion of National Night Out Event. Incorporate Canned Food Drive within NNO event,	Police Department	05/06/2016		
Expansion of National Night Out Event. Explore feasibility of Pre-NNO Public Safety Day event and prepare for its inclusion in 2017.	Police Department	05/07/2016		
Implementation of departmental volunteer program.	Police Department	05/08/2016		

Goal 2
Strategically invest in the City's existing and future infrastructure

Action Item	Department	Target Date	Notes	Completion Date
Complete Engineering Design of Southwest Water Tower	Engineering	08/01/2016		
Issue RFP for Stormwater Management study	Public Works	05/01/2016		
Video all sewer mains ≥ 30 years of age, (As Budget Allows)	Public Works	10/01/2016		
Begin Final Design of Southeast Lift Station, President George Bush Tollway Phase II Sewer, and 24th Trunk Sewer. (Complete 2017)	Engineering	08/01/2016		
Research/ Budgeting options for replacement and (or) upgrade of the water metering system to include progression to AMI to potentially include a customer portal	Public Works	06/30/2016		
Develop water/ sewer rehabilitation cost/ rating list	Public Works	01/01/2017		
Establish and implement a sidewalk maintenance policy and program, to include replacement criteria	Public Works/ Community Development	10/01/2016		
Complete PASER Rating of all streets ≥ 20 years old	Public Works/ Engineering	10/01/2016		
Complete construction of 3rd Sewer Connection to Garland	Public Works/ Engineering	10/01/2016		
Review Capital Road Expansion in conjunction with Development Interest in the TIF District	Public Works/ Engineering	10/01/2016		
Review partnership opportunities with neighboring cities	Public Works	04/01/2016		
Review funding sources for infrastructure rehabilitation and expansion	Public Works	04/01/2016		
Identify sub-standard size and material water mains in need of replacement	Public Works	07/01/2016		
Working with Comprehensive Plan consultants, prepare Mater Plan for PGBT overlay district and present plan to Council for approval.	SEDC	12/01/2016		

Goal 3

Be a model of financial stewardship through growth management, responsible investment, and financial transparency

Action Item	Department	Target Date	Notes	Completion Date
Prepare SMT Election for May 2017	Engineering	02/01/2017		
Issue RFP for Impact Fee Review Study	Engineering & Community Development	01/01/2017		
Maintain steady tax rate for 2016-2017 budget, balancing operation and debt ratio to provide maximum funding by budget approval	Finance	09/01/2016		
Review/ update the Master Fee Schedule on an annual basis with participation from all departments during the budget process	Finance & Community Development	07/01/2016		
Review & approve financial policies, Amend to include surplus property, debt, IT and grants prior to approval of 2017 budget.	Finance/ City Manager	07/01/2016		
Grant strategy defined to utilize professional contract services for opportunities \$25,000 or greater. Grant opportunities below \$24,999 are handles in-house by department head or designee for dept. specific grants.	Finance & Parks & Recreation	07/01/2016		
Implement Equipment Replacement Fund in the 2016-2017 Budget by budget approval. (All department allocation show as recurring line item, Equipment purchases made by the Equipment Replacement Fund)	Finance	09/01/2016		
Provide options to City Council regarding long range financial plan elements.	Finance	04/01/2017		
Engage a professional service consultant to prepare the RFP and aid in evaluation/ selection of a Solid Waste provider due to current agreement maturing. RFP to be advertised not later than 03/30/2017 to meet change notification criteria.	Finance & City Manager	04/01/2016		
Obtain ballpark quotes, prepare a budget request for a comprehensive Facilities Study for the 2016/2017 budget.	Public Works & Engineering	08/01/2016		

Goal 4

Provide a high quality of life environment for families, individuals, businesses, and other organizations in Sachse

Action Item	Department	Target Date	Notes	Completion Date
Meet bi-weekly with City Manager to discuss EDC projects and goals.	SEDC	2016 bi-weekly		
Work with City Manager and key City Staff Directors to manage SEDC specific components of Comprehensive Plan Update.	SEDC	2016 weekly		
Prepare comprehensive written report of previous quarter's efforts in regards to Goal One and send to Council for review prior to meeting.	SEDC	2016 quarterly		
Summarize in oral report to Council, key successes, failures, and findings from sales efforts from previous quarter outlined in Goal One.	SEDC	2016 quarterly		
Update Council on any activity with regards to pending or active projects and/or incentives proposed for recruitment of targets.	SEDC	2016 quarterly		
Facilitate potential new projects when appropriate and necessary, by offering incentives from approved incentive list. Prepare when appropriate and necessary, customized incentive packages for projects that require non-traditional and significantly more competitive approaches. Discuss all potential incentive packages with City Manager and present to EDC Board of Directors for approval prior to offering to target.	SEDC	2016 as required		
Invite City Manager and each Department Director to present an update on their department's activity, with specific focus on potential synergies between groups, to the SEDC Board of Directors.	SEDC	4/1/2016-11/1/2016		
Research and prepare target prospect list of quality restaurants and retail businesses. Actively pursue direct contact with targets through email, telephone, marketing, attendance at industry events and other methods to encourage expansion/ new stores in Sachse on Sachse. Meet directly with at least four targets per month.	SEDC	2016 monthly		
Research and prepare new projects list of reputable area developers with proven track records of successful projects in the North Texas area or beyond, and meet with targets to sell opportunities in Sachse. Meet directly with at least two targets per month.	SEDC	2016 monthly		

Goal 4

Provide a high quality of life environment for families, individuals, businesses, and other organizations in Sachse

Action Item	Department	Target Date	Notes	Completion Date
Parks and Recreation staff will decide if we will pursue combining the Christmas events into one signature event this year. Christmas events include: Tree Lighting, Christmas Parade, Cookie with Santa, and Story Time with Santa.	Parks and Recreation	05/01/2016		
Enhance two successful programs, activities or events. 1.) Identify the programs, activity or event to enhance. 2.) Determine if additional funding is needed and how much	Parks and Recreation	05/01/2016		
Develop a plan to implement a CDC (Community Development Corporation) funded 1/4 cent sales taxes for Trails, Parks, and Open Space development 1.) Petition must be completed 62 days to the election.	Parks and Recreation	05/01/2017		
City Manager and Parks and Recreations Director will meet with the City Council regarding potential future park land acquisitions.	Parks and Recreation/ City Manager	06/01/2016		
Parks and Recreation Director and Human Resources Director will discuss the volunteer program and procedures.	Parks and Recreation/ Human Resources	12/01/2016		

Goal 5

Make Sachse more prosperous through job creation and quality development that adds community value

Action Item	Department	Target Date	Notes	Completion Date
Develop a six month marketing plan that includes Social Media; media support, promotion and logistical support for new Sachse business groundbreaking, grand openings and other business retention and expansion related events; event sponsorship/exhibition; presentations to organizations that represent constituent groups; updated collateral materials; media releases that promote economic development in Sachse; evaluation of website for refresh; a retail market, demand and workforce analysis and market research/optimization study to inform prospects of the current potential in Sachse; print advertising opportunities that reach constituent groups. Present final plan to SEDC Board for approval and upon approval, implement plan according to deadlines.	SEDC	3/1/2016- 9/1/2016		
Conduct a work session with City Council regarding the modernization of commercial related ordinances.	Community Development	04/01/2016		
Share feedback from all prospects during City Council executive session on a quarterly basis	Community Development	05/01/2016		
Directly following first staff meeting of the month host a coordination meeting with the City Manager, Engineering Director, and Community Development Director.	Community Development/ City Manager/ Engineering	03/31/2016		
Initiate Commercial Site Integrity (COSI) program and utilize current staff in the interim until code enforcement is formally transferred to Community Development.	Community Development	02/29/2016		

Goal 6

Provide Excellent Government Services to Sachse Citizens

Action Item	Department	Target Date	Notes	Completion Date
Hire a Comprehensive Plan consultant, commence the process, and finish it.	Community Development			
Fully implement reporting using Incode Employee Services (ESS). Adding all departments except Fire sequentially by September 2016. (Ability to adopt Fire Schedules to the system is not guaranteed).	Finance			
Provide citizen website access to online register and quarterly reports, and upon completion apply for the Texas Comptrollers Leadership Circle Recognition for transparency in local government	Finance			
Create a policy for supervisors to meet with employees after 30 days and 6 months on the job.	Human Resources			
Submit budget request detail for an employee classification study.	Human Resources			
Create a project timeline with the City Manager to set Policy Manual update.	Human Resources/ City Manager			

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SACHSE, TEXAS, ADOPTING THE 2016 STRATEGIC PLAN; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the strategic plan for the City of Sachse is a continuously evolving guide to build a vibrant, dynamic community that consistently seeks to improve the quality of life for the residents of the City; and

WHEREAS, the City Council has received a presentation and recommendations from the City Manager and staff and desires to adopt the 2016 Strategic Plan as attached as Exhibit "A".

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

SECTION 1. The 2016 Strategic Plan attached hereto as Exhibit "A" is hereby adopted.

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 4th, day of April, 2016.

CITY OF SACHSE, TEXAS

Mike J. Felix, Mayor

ATTEST:

Michelle Lewis Sirianni, City Secretary