



City of Sachse, Texas

Meeting Agenda

City Council

Monday, August 15, 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, August 15, 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 on by one motion. There will be no separate discussion of these items unless a Council Member or citizen so requests.

[16-3446](#) Approve the minutes of the July 23, 2016 workshop meeting.

Attachments: [07.23.16 Minutes Budget Workshop](#)

[16-3450](#) Approve the minutes of the August 1, 2016 workshop meeting.

Attachments: [08.01.16 Minutes Workshop](#)

[16-3451](#) Approve the minutes of the August 1, 2016 regular meeting.

Attachments: [08.01.16 Minutes](#)

[16-3447](#) Consider acceptance of the Quarterly Budget and Investment Report for the quarter ending June 30, 2016.

Attachments: [3rd Quarter Budget Report](#)

[3rd Quarter 2016 Investment Report](#)

[16-3453](#) Approve a resolution renewing the authorization for an Interlocal Agreement for Food Establishment Inspection and Environmental Health Services between Dallas County, on behalf of Dallas County Health and Human Services, and the City of Sachse.

Attachments: [Resolution](#)

[Interlocal Agreement](#)

- [16-3454](#) Approve a resolution approving the terms and conditions of an agreement by and between Dallas County and the City of Sachse for fire protection services.
Attachments: [Resolution](#)
[Fire Protection Agreement](#)
[Map - Sachse](#)
- [16-3455](#) Approve a resolution approving the terms and conditions of an agreement by and between Dallas County and the City of Sachse for ambulance services.
Attachments: [Resolution](#)
[Ambulance Services Agreement](#)
[Map - Sachse](#)
- [16-3457](#) Approve a resolution authorizing the creation of the North Central Texas Regional 9-1-1 Emergency Communications District.
Attachments: [Presentation](#)
[Resolution](#)
- [16-3460](#) Approve a resolution approving the terms and conditions of an agreement, by and between the City of Sachse and BrooksCardial, PLLC, to provide auditing services for the City's financial statements for the fiscal year ending September 30, 2016 and authorizing its execution by the City Manager.
Attachments: [Resolution](#)
[Sachse Engagement Letter 2016](#)
- [16-3474](#) Approve a resolution adopting the City of Sachse Comprehensive Financial Management Policy Statements.
Attachments: [Presentation](#)
[Resolution](#)
- [16-3463](#) Approve a resolution amending the Master Fee Schedule by amending building and building regulation fees; standard zoning fee, health and sanitation permit fee, occupancy permit fee, board of adjustment variance fee, engineering grading permit fee, temporary retail and seasonal sales electrical fee, fire hydrant meter deposit, and printing/copy charges in the Library.
Attachments: [Presentation](#)
[Resolution](#)
- [16-3467](#) Approve an ordinance amending the Code of Ordinances by amending Chapter 10 titled "Utilities" by amending Section 10-2 titled "Sewer Service Fees" and by amending Section 10-3 titled "Water and Sewer Service Billing Procedures" to provide fees under Master Fee Schedule.

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

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

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.

[16-3456](#) Conduct a public hearing to consider an ordinance amending PD #10, a retail tract generally located at the southwest corner of SH 78 and Woodbridge Parkway, by removing the restricted uses for food product centers and food service uses.

Attachments: [Staff Presentation](#)
[Ordinance Amending PD #10](#)
[Aerial Map](#)

[16-3476](#) Conduct a public hearing to consider an ordinance amending PD #11, a retail tract generally located at the southeast corner of SH 78 and Woodbridge Parkway, by removing the restricted uses for food product centers and food service uses.

Attachments: [Staff Presentation](#)
[Ordinance Amending PD #11](#)
[Aerial Map](#)

[16-3477](#) Conduct a public hearing to consider an ordinance amending PD #19, a retail tract generally located north of SH 78, along Ranch Road, Cody Lane, and Woodbridge Parkway, by removing the restricted uses for food product centers and food service uses.

Attachments: [Staff Presentation](#)
[Ordinance Amending PD #19](#)
[Aerial Map](#)

[16-3462](#) Consider receipt of and discuss the City Manager's Proposed Budget for Programs and Services for the 2016-2017 Fiscal Year.

Attachments: [Presentation](#)
[Notice of public hearing on budget 2016](#)

[16-3461](#) Consider placing an action item on the September 19, 2016 regular City Council meeting agenda for a proposal to adopt a tax rate of 0.757279 per \$100 assessed property valuation for the 2016-2017 fiscal year, and

to schedule two public hearings to be held on August 29, 2016 at 7:30 p.m. and September 6, 2016 at 7:30 p.m. at Sachse City Hall.

Attachments: [City of Sachse Tax Notice 2016](#)

[16-3458](#)

Discuss the Fiscal Year 2016-2017 update to the Five Year Capital Improvement Plan (CIP).

Attachments: [Presentation](#)

[2016-17 CIP Update](#)

[FY 2016-2017 CIP Projects](#)

[Pavement Replacement Needs List](#)

[16-3475](#)

Receive a status update on the Comprehensive Plan from staff.

Attachments: [Staff Presentation](#)

[16-3452](#)

Discuss and consider moving the first regular City Council meeting in September from Monday, September 5, 2016 to Tuesday, September 6, 2016.

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: August 12, 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 #: 16-3446 **Version:** 1 **Name:** July 23, 2016 Council Workshop meeting minutes.
Type: Agenda Item **Status:** Agenda Ready
File created: 7/27/2016 **In control:** City Council
On agenda: 8/15/2016 **Final action:**
Title: Approve the minutes of the July 23, 2016 workshop meeting.
Sponsors:
Indexes:
Code sections:
Attachments: [07.23.16 Minutes Budget Workshop](#)

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

Title
 July 23, 2016 workshop minutes.

Background
 Minutes of the July 23, 2016 workshop meeting.

Policy Considerations
 None.

Budgetary Considerations
 None.

Staff Recommendations
 Approve the minutes of the July 23, 2016 workshop meeting.

CITY COUNCIL OF THE CITY OF SACHSE

WORKSHOP MEETING MINUTES

JULY 23, 2016

The City Council of the City of Sachse held a workshop meeting on Saturday, July 23, 2016 at 8:00 a.m. in the Police Department Training Room (Emergency Operations Center), 3815-D Sachse Road, Sachse, Texas. Those present were Mayor Mike Felix, Council Members Brett Franks, Charlie Ross, Paul Watkins, Bill Adams, Cullen King and Jeff Bickerstaff. City Manager, Gina Nash; City Secretary, Michelle Lewis Sirianni; Community Development Director, Dusty McAfee; Economic Development Coordinator, Leslyn Blake; Director of Public Works and Engineering, Greg Peters; Finance Director, Teresa Savage; Finance Manager, Berna Fitzpatrick; Accountant, Karen Ramirez; Police Chief, Bryan Sylvester; and Fire Chief, Marty Wade

Council convened at 8:00 a.m. with Mayor Felix calling the meeting to order at 8:30 a.m. and thanked everyone for coming.

FY 2016-2017 BUDGET: Discuss the preliminary 2016-2017 Fiscal Year Budget.

Mrs. Nash provided Council with an overview and update of their Strategic Plan and goals including base budget initiatives and program enhancements for each goal.

Council discussed these initiatives and enhancements as it pertains to the budget including the street repairs as they relate to the Street Maintenance Tax, the City's solid waste contract, compensation and class study, a vehicle and equipment reserve fund, and the AMI conversion of the water meters. Future workshops were requested for cost comparison of the water meter conversion and discussing the city's solid waste contract.

Council took brief break.

Mr. Peters provided a brief update of the City's long-term CIP with projects, status of each project, challenges and funding sources of each.

Council took brief lunch break.

Mrs. Savage and Mrs. Nash presented the preliminary FY 2016-2017 budget by providing an overview of the General and Utility Funds including revenues and expenditures, a reorganization summary of positions within departments, individual department budgets, goals, and supplemental's.

Council and staff discussed the preliminary budget and recommended supplements to be added. Council requested a future workshop on a facility assessment study as well as possible funding scenarios/options on adding restrooms at requested Parks.

No formal action was taken.

ADJOURNMENT: At 1:36 p.m. Mayor Felix adjourned the meeting.

MIKE J FELIX, MAYOR

ATTEST:

Michelle Lewis Sirianni, City Secretary



City of Sachse, Texas

Legislation Details (With Text)

File #: 16-3450 **Version:** 1 **Name:** August 1, 2016 Council Workshop meeting minutes.
Type: Agenda Item **Status:** Agenda Ready
File created: 8/4/2016 **In control:** City Council
On agenda: 8/15/2016 **Final action:**
Title: Approve the minutes of the August 1, 2016 workshop meeting.
Sponsors:
Indexes:
Code sections:
Attachments: [08.01.16 Minutes Workshop](#)

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

Title
August 1, 2016 workshop minutes.

Background
Minutes of the August 1, 2016 workshop meeting.

Policy Considerations
None.

Budgetary Considerations
None.

Staff Recommendations
Approve the minutes of the August 1, 2016 workshop meeting.

CITY COUNCIL OF THE CITY OF SACHSE

WORKSHOP MEETING MINUTES

AUGUST 1, 2016

The City Council of the City of Sachse held a workshop meeting on Monday, August 1, 2016 at 6:30 p.m. at Sachse City Hall, 3815-B Sachse Road, Sachse, Texas. Those present were Mayor Mike Felix, Council Members Brett Franks, Charlie Ross, Paul Watkins, Bill Adams, and Jeff Bickerstaff. City Manager, Gina Nash; City Secretary, Michelle Lewis Sirianni; Human Resources Manager, Stacy Buckley; Community Development Director, Dusty McAfee; Director of Public Works and Engineering, Greg Peters; Finance Director, Teresa Savage; Parks and Recreation Director, Lance Whitworth; Police Chief, Bryan Sylvester; and Fire Chief, Marty Wade. Councilman Cullen King was absent.

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

FINANCIAL MANAGEMENT POLICY: Discuss a comprehensive financial management policy.

Mrs. Nash introduced this item stating that the next three items will be reviewing and discussing changes to the Financial Policy along with changes to the Master Fee Schedule and fees associated with water and sewer services. Mrs. Nash stated that these items will come back to Council as action items at their next meeting with any changes based on their feedback discussed this evening.

Mrs. Savage stated that financial policies are reviewed annually during the budget process. They guide Council and management policy decisions, employ balanced revenue and adequate funding for services, maintain appropriate financial capacity for present and future needs, helps maintain sufficient reserves, provides accurate and timely information on City's financial condition, protects the City's credit rating, and enhance internal controls. Mrs. Savage highlighted on the new changes to the policy as well as within the following areas of the policy: accounting, auditing and financial reporting, budget and long range financial planning, revenue management, expenditure management, reserves, capital expenditures and improvements, debt, cash management and investments, grants and intergovernmental revenues, and financial consultants.

The Council discussed the increase in authorization levels, which is in keeping with state statutes.

No further action was taken.

MASTER FEE SCHEDULE: Discuss changes to the Master Fee Schedule.

Mr. McAfee presented the development fees within the Master Fee Schedule for Council to review and discuss, which will allow for improved cost recovery opportunities, reflected changes within the market, response to state law changes, clarify internal policies, and general clean-up purposes. Mr. McAfee highlighted the proposed fee changes some of which included the standard zoning fee, health and sanitation health permit fee, occupancy permit fee, board of adjustment variance

fee, fire hydrant meter deposit, engineering grading permit fee, and printing/copying charges in the library.

Council discussed how often these updates should be done, which is typically done yearly in conjunction with the budget.

No further action was taken.

UTILITY SERVICE FEES: Discuss an ordinance amending the Code of Ordinances, Chapter 10, “Utilities” by amending Section 2 “Sewer Service Fees” and Section 3 “Water and Sewer Service Billing Procedures” to provide for service billing policies and procedures.

Mrs. Savage stated that utility billing fees and procedures should be reviewed on a regular basis to remain consistent with the current economic climate and recommended practices in order to recover the cost of providing water and sewer services to the City. The proposed changes are in conjunction with the Master Fee Schedule and amended through Section 2 and Section 3 of the Code of Ordinances.

Council discussed timeline on leak adjustments and how they are configured related to swimming pool repairs.

No further action was taken.

ADJOURNMENT: At 7:28 p.m. Mayor Felix adjourned the meeting.

MIKE J FELIX, MAYOR

ATTEST:

Michelle Lewis Sirianni, City Secretary



City of Sachse, Texas

Legislation Details (With Text)

File #:	16-3451	Version:	1	Name:	August 1, 2016 Council meeting minutes.
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	8/4/2016	In control:		In control:	City Council
On agenda:	8/15/2016	Final action:		Final action:	
Title:	Approve the minutes of the August 1, 2016 regular meeting.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	08.01.16 Minutes				

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

Title
August 1, 2016 meeting minutes.

Background
Minutes of the August 1, 2016 regular meeting.

Policy Considerations
None.

Budgetary Considerations
None.

Staff Recommendations
Approve the minutes of the August 1, 2016 regular meeting.

CITY COUNCIL OF THE CITY OF SACHSE

MEETING MINUTES

AUGUST 1, 2016

The City Council of the City of Sachse held a regular meeting on Monday, August 1, 2016 at 7:30 p.m. at Sachse City Hall, 3815-B Sachse Road, Sachse, Texas. Those present were Mayor Mike Felix, Council Members Brett Franks, Charlie Ross, Paul Watkins, Bill Adams and Jeff Bickerstaff. City Manager, Gina Nash; City Secretary, Michelle Lewis Sirianni; Park and Recreation Director, Lance Whitworth; Director of Public Works and Engineering, Greg Peters; Community Development Director, Dustin McAfee; Economic Development Director, Leslyn Blake; Human Resources Manager, Stacy Buckley; Finance Director, Teresa Savage; Fire Chief, Marty Wade and Police Chief, Bryan Sylvester. Councilman Cullen King was absent.

Mayor Felix opened the meeting at 7:40 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 Adams.

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. **16-3442** Approve the minutes of the July 18, 2016 workshop meeting. **16-3443** Approve the minutes of the July 18, 2016 regular meeting. **16-3438** Approve the Monthly Revenue and Expenditure Report for the period ending June 30, 2016. **16-3439** Consider acceptance of the 2016 certified tax rolls as approved by the Dallas and Collin County Appraisal Districts.

Councilman Bickerstaff made a motion to approve items 16-3442, 16-3443, 16-3438, and 16-3439 as submitted. Mayor Pro Tem Ross seconded that motion and the motion was unanimously approved.

MAYOR AND CITY COUNCIL ANNOUNCEMENTS REGARDING SPECIAL EVENTS,

Councilman Bickerstaff thanked the Sachse CERT members for their participation in the Cars Under the Stars event. It's a great Chamber event.

Mayor Pro Tem Ross stated that the summer reading program concluded. It was another successful year with a 16% increase in participation and a 68% increase in reading hours.

Mayor Felix stated that the Clear the Shelter event held was very successful again this year with 17 animals adopted from the Sachse Animal Shelter and 3300 from the Metroplex. Mayor Felix also recognized a young girl named Julia who held her 9th birthday at the animal shelter to raise monies that were given to the shelter.

Mayor Felix stated the next CERT class will be held Saturday, September 10 and 17.

Mayor Felix commented about the Cars Under the Stars event held by the Chamber. There were many in attendance and reflects what a great event it is.

Mayor Felix added that Tax Free weekend is Friday, August 5 through Sunday, August 7.

CITIZENS INPUT:

No comments were made.

REGULAR AGENDA ITEMS:

16-3444 Discuss the proposed traffic signal and pedestrian crossing improvements on Miles Road at Sachse High School.

Mrs. Nash presented this item stating the City has reached out to Dallas County and Garland ISD to discuss partnering on the construction of the proposed improvements. The goal being to develop agreements to partner on funding the construction of the improvements.

Mr. Peters provided an overview along with some history regarding the proposed improvements. The road traffic study that was conducted found that there are operational problems along Miles Road and traffic signals are warranted. The following recommendations were made: to install traffic signals on Miles Road at Haverhill and at Hunters Ridge as well as to link the signals to existing signals at Hudson and Bunker Hill; to extend the northbound left turn lane and southbound right turn lane at Hunters Ridge along with constructing new curb ramps at crossing locations for Sachse High School; and potential future improvements being upgraded sidewalks along Miles Road and connection to the High School from Hudson Drive. Mr. Peters discussed the engineering design, the potential future private and public improvements, and project funding.

Mrs. Nash added staff will continue to work with Dallas County to prepare a project specific agreement as well as continue informal conversations with Garland ISD. The City has set aside partial construction funds in the FY 2016-2017 Budget and if partner agree, plans for construction would be in summer 2017.

The Council discussed if any contingency plans were in place if Garland ISD was not able to offer funds, the engineering design plans of the project, no parking signs along Miles Road, and the timing of the signals/lights when school is not in session or during non-peak times. Mr. Peter commented that they will be a static green on Miles Road until a vehicle pulls up to trigger the signal to change.

No further action was taken.

16-3440 Receive ISO rating update.

Chief Wade presented an update regarding the City's ISO rating. Chief Wade provided an overview of what Sachse is currently rated (Class 3 PPC) and that this classification is established

by the Insurance Services Office (ISO) based on cities abilities to extinguish or contrail a structural fire. The ISO evaluates municipalities by utilizing the Fire Suppression Rating Schedule (FSRS) that includes five key elements: Fire Service Communications, Fire Department, Water Supply, Community Risk Reduction, and the Texas Exception to the FSRS. Points are awarded within each element for a cumulative credit. Chief Wade has been working with an ISO representative and would like to rate the city before the end of the year. Based on the visit with the ISO consultant, there were areas identified where additional points could be accumulated. The areas identified included staffing, a third engine company, annual fire pump testing on apparatus, the road miles criteria, and program planning. Chief Wade stated the department will be looking to schedule the ISO survey for late October or November to earn an ISO Class 2 rating, work with the consultant to ensure they are prepared, initiate the hydrant flow testing program, and hire three personnel at the beginning of the next fiscal budget. They will also be working to complete the property pre-fire plan and update the Fire Code to the 2015 edition.

Council discussed the differences is the rating classifications and how often evaluations are done. Chief Wade commented that ratings are valid for ten years, but can be re-evaluated anytime. The rating from a three to a two is different from city to city based on capabilities, however, it does help in insurance savings.

No further action was taken.

16-3445 Discuss water meter replacement strategy.

Mrs. Nash stated that the following is a continuation from the July 5th meeting and will present Council with some funding options.

Mrs. Savage gave Council an overview of the City's current challenges regarding the aging meters, the differences between Automated Meter Reading (AMR) versus Advanced Metering Infrastructure (AMI), pricing based on a full system replacement, financing options, as well as how staff would operate if meters were implemented in phases versus doing a full system replacement.

Council discussed implementing all at once versus in phases and how that would affect the budget based on the funding option chose, as well as how long it would take to complete the replacing of all meters. Council also discussed the meters and functionality and capabilities of reviewing data from the meters.

Mrs. Nash added that staff will prepare scenarios based on full system replacement and funding options based on a seven and fifteen year amortization as part of the budget review.

ADJOURNMENT:

Council Adams made a motion to adjourn. Councilman Watkins seconded that motion and the motion was unanimously approved.

Mayor Felix adjourned the meeting at 9:31 p.m.

MIKE J FELIX, MAYOR

ATTEST:

Michelle Lewis Sirianni, City Secretary



City of Sachse, Texas

Legislation Details (With Text)

File #: 16-3447 **Version:** 1 **Name:** 3rd Quarter Budget and Investment Report
Type: Agenda Item **Status:** Agenda Ready
File created: 8/1/2016 **In control:** City Council
On agenda: 8/15/2016 **Final action:**
Title: Consider acceptance of the Quarterly Budget and Investment Report for the quarter ending June 30, 2016.
Sponsors:
Indexes:
Code sections:
Attachments: [3rd Quarter Budget Report](#)
[3rd Quarter 2016 Investment Report](#)

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

Title
Quarterly Budget and Investment Report

Background
The Finance Department releases a report quarterly on the City's finances. The report is comprised of two sections: Budget and Investments. The Budget section includes revenues and expenditures for the General, Utility, Debt Service, Impact Fee, Special Revenue, Street Maintenance Tax, and Health Insurance funds. The Investment Report provides investment activity details for the Money Market, Investment Pool, and Certificate of Deposit accounts.

It is the strategy of the City to maintain a high percentage of idle funds invested in safe, secure and liquid investment securities and pooled investment types in accordance with the Public Funds Investment Act (PFIA) and City policy.

Cash on hand available for investing at 06/30/2016 was \$32,790,890 in all funds. The average interest/yield on all investments was .38%, and investment earnings totaled \$23,836.

General Fund revenues are at 94% of budget and expenditures are at 72% as of 6/30/2016. Utility Fund revenues are at 103% of budget and expenditures are at 75%. Year-to-date Utility Fund revenue includes transfers in from the Sachse Economic Development Corporation and the Tax Increment Financing Fund totaling \$2,345,572 for sewer capital projects. The adjusted revenue of \$7,211,191 represents 78% of budgeted revenue.

Policy Considerations
The PFIA requires that the Investment Officers prepare and submit quarterly a written report of investment transactions for all funds covered by the Investment Policy.

Budgetary Considerations

There are no significant aberrations in the budget that would require budget adjustments at this time.

Staff Recommendations

Accept the Quarterly Budget and Investment Report for the quarter ending June 30, 2016.

3rd Quarter Budget Report (Unaudited)

As of June 30, 2016



The City of Sachse Finance Department is dedicated to excellence in local government, comprehensive fiscal management, compliance, and reporting.

The Quarterly Budget Report complies with the City Charter's quarterly financial reporting requirement and is aimed at providing our users (internal and external) with a general awareness of the City's financial position.



Finance Department

TO: GINA NASH, CITY MANAGER
FROM: KAREN RAMIREZ, ACCOUNTANT
SUBJ: QUARTERLY BUDGET REPORT FOR 3RD QUARTER ENDING JUNE 30, 2016
DATE: AUGUST 2, 2016
CC: MAYOR AND CITY COUNCIL

Attached is the 3rd Quarter Budget Report for the 2015-2016 fiscal year. The fiscal year for the City of Sachse is October 1st through September 30th. Nine months, or 75%, of the fiscal year was completed as of the end of June 2016.

Overall, the City received \$5 million for the 3rd quarter and cumulatively received \$28.4 million for the fiscal year, representing 99% of budgeted revenues.

CITY-WIDE REVENUES			
<i>Fund</i>	<i>Budget</i>	<i>YTD</i>	<i>% Collected</i>
General Fund	\$ 14,804,345	\$ 13,966,840	94.34%
Utility Fund	9,268,945	9,556,763	103.11%
Debt Service	3,002,587	2,985,745	99.44%
Special Revenue	57,680	44,832	77.73%
Impact Fee	330,000	963,084	291.84%
Street Maint. Tax	305,079	259,238	84.97%
Health Ins	994,058	672,759	67.68%
Total	\$ 28,762,694	\$ 28,449,261	98.91%

Expenditures totaled \$6.4 million for the 3rd quarter and cumulatively totaled \$20.6 million for the fiscal year, representing 71% of budgeted expenditures.

CITY-WIDE EXPENDITURES			
<i>Fund</i>	<i>Budget</i>	<i>YTD</i>	<i>% Expended</i>
General Fund	\$ 14,843,846	\$ 10,757,843	72.47%
Utility Fund	8,974,698	6,702,418	74.68%
Debt Service	3,017,579	2,251,794	74.62%
Special Revenue	230,200	42,202	18.33%
Impact Fee	728,000	0	0.00%
Street Maint. Tax	314,879	167,665	53.25%
Health Ins	993,977	670,785	67.48%
Total	\$ 29,103,179	\$ 20,592,707	70.76%

Revenue

- Through June, total General Fund revenues are \$13,966,840 or 94% of expected collections. Total revenues increased \$1,831,084 compared to the same period last fiscal year.
- Sales tax revenues through June are 85% of expected collections, an increase of \$105,310 over last fiscal year.
- Franchise fees are at \$1,310,108 or 82% of budget; a \$60,066 increase over prior year.
- General Fund current ad valorem tax revenues are 101% collected at \$9,176,802 resulting in an increase of \$1,455,791 over prior fiscal year.
- Through June, collections for Licenses & Permits are a total of \$591,057 or 110% of expected collections; an \$88,936 increase over prior fiscal year.
- Charges for services and fees year-to-date are \$741,078 or 109% of budget. This is an increase of \$56,303 from the prior fiscal year.
- Court fine revenues finished June at \$195,693 or 71% of anticipated collections; an increase of \$4,234 during the prior fiscal year.
- Through June, Utility Fund revenues total \$9,556,763 or 103% of budget; an increase of \$3,879,239 from prior fiscal year. Year-to-date revenue includes transfers in from the Sachse Economic Development Corporation and the Tax Increment Financing Fund totaling \$2,345,572 for sewer capital projects. The adjusted revenue of \$7,211,191 represents 78% of budgeted revenue.

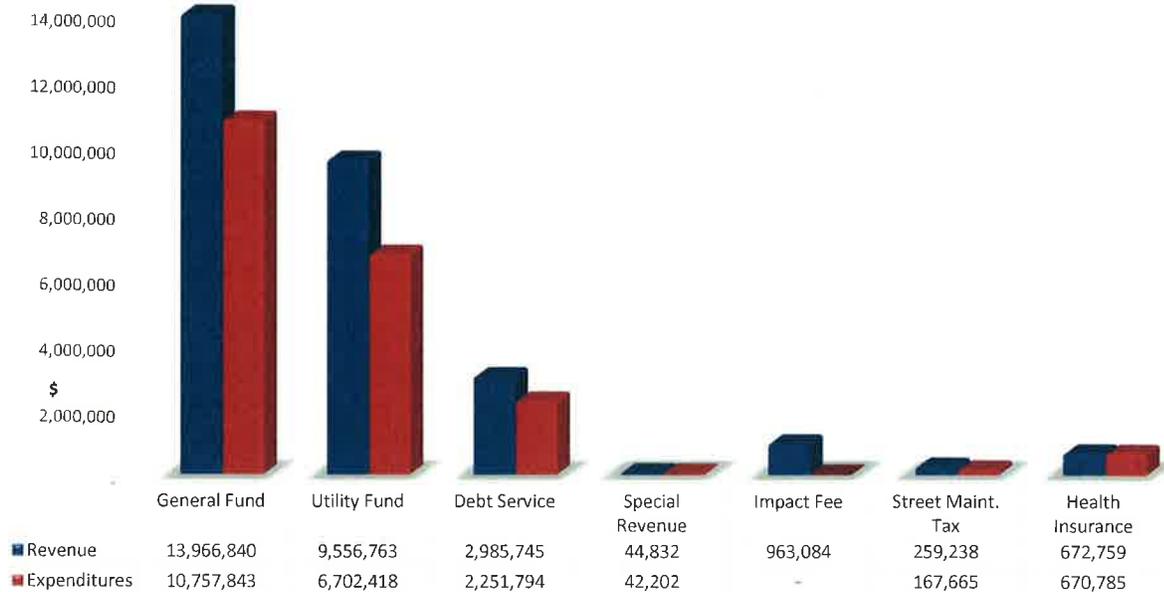
Expenditures

- Through June, total General Fund expenditures are \$10,757,843 or 72% expended; an increase of \$1,439,893 over prior fiscal year.
- Utility Fund expenditures are \$6,702,418 or 75% of budget; an increase of \$863,679 from prior fiscal year.

**CITY OF SACHSE
REVENUE AND EXPENDITURE SUMMARY
AND CHANGES IN FUND BALANCE RESERVES
QUARTER ENDED 06/30/2016 - 75% OF YEAR COMPLETE (UNAUDITED)**

	General Fund	Utility Fund	Debt Service Fund	Special Revenue Fund	Impact Fee Fund	Street Maintenance Tax Fund	Health Insurance Fund	Total
Revenues								
Budget	\$ 14,804,345	\$ 9,268,945	\$ 3,002,587	\$ 57,680	\$ 330,000	\$ 305,079	\$ 994,058	\$ 28,762,694
YTD Actual	13,966,840	9,556,763	2,985,745	44,832	963,084	259,238	672,759	28,449,261
Budget Remaining	\$ 837,505	\$ (287,818)	\$ 16,842	\$ 12,848	\$ (633,084)	\$ 45,841	\$ 321,299	\$ 313,433
% of Budget	94.34%	103.11%	99.44%	77.73%	291.84%	84.97%	67.68%	98.91%
Expenditures								
Budget	\$ 14,843,846	\$ 8,974,698	\$ 3,017,579	\$ 230,200	\$ 728,000	\$ 314,879	\$ 993,977	\$ 29,103,179
YTD Actual	10,757,843	6,702,418	2,251,794	42,202	-	167,665	670,785	20,592,707
Budget Remaining	\$ 4,086,003	\$ 2,272,280	\$ 765,785	\$ 187,998	\$ 728,000	\$ 147,214	\$ 323,192	\$ 8,510,472
% of Budget	72.47%	74.68%	74.62%	18.33%	0.00%	53.25%	67.48%	70.76%
Net Over/under	\$ 3,208,997	\$ 2,854,345	\$ 733,951	\$ 2,630	\$ 963,084	\$ 91,573	\$ 1,973	\$ 7,856,554

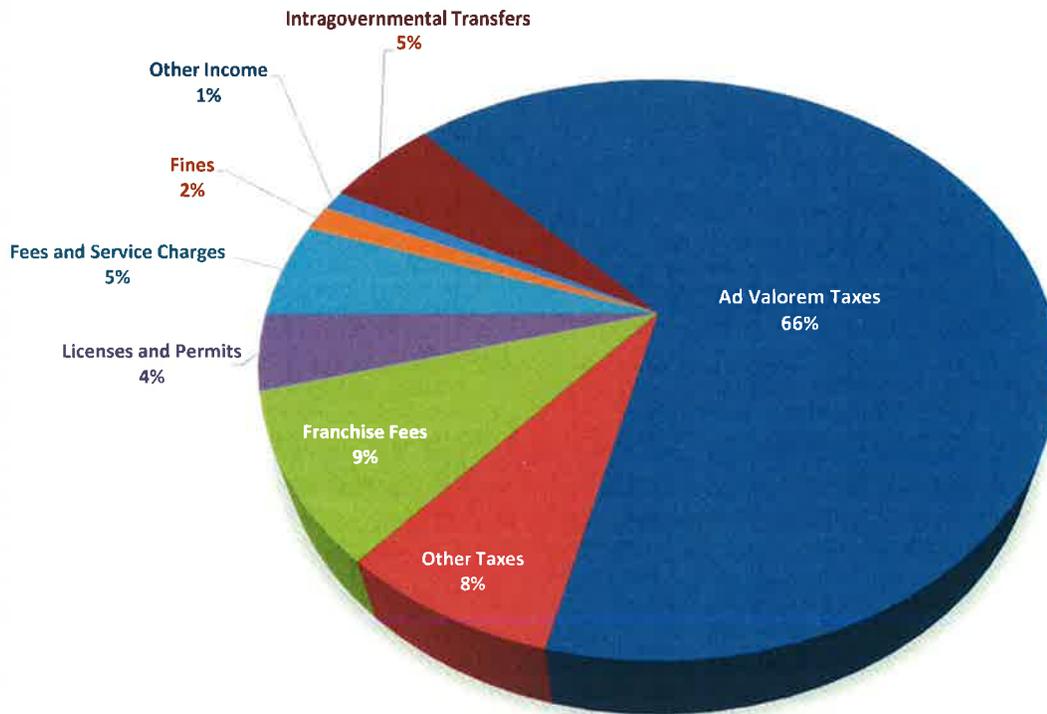
Revenue and Expenditure Summary



**CITY OF SACHSE
GENERAL FUND REVENUES
QUARTER ENDED 06/30/2016 - 75% OF YEAR COMPLETE (UNAUDITED)**

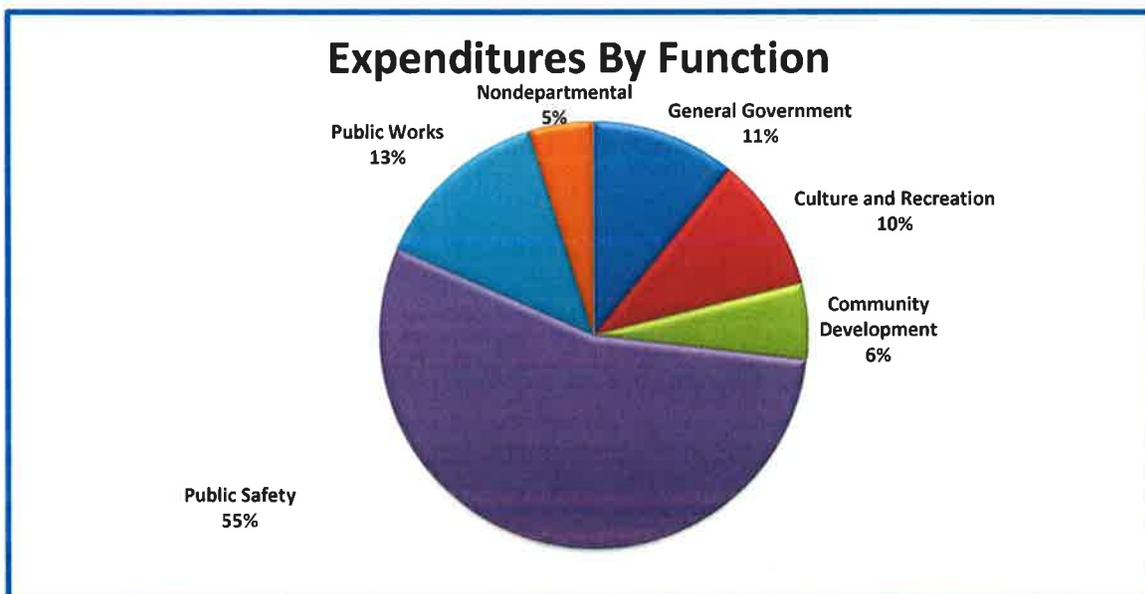
	FY 2015 BUDGET	FY 2015 YEAR- TO-DATE	FY 2016 BUDGET	FY 2016 YEAR- TO-DATE	BUDGET REMAINING	% OF BUDGET
Ad Valorem Taxes	\$ 7,700,541	\$ 7,721,011	\$ 9,106,824	\$ 9,176,802	\$ (69,978)	100.77%
Other Taxes	1,184,444	944,767	1,244,094	1,055,975	\$ 188,119	84.88%
Franchise Fees	1,564,816	1,250,042	1,590,122	1,310,108	\$ 280,014	82.39%
Licenses and Permits	527,220	502,121	535,500	591,057	\$ (55,557)	110.37%
Fees and Service Charges	614,027	684,775	681,500	741,078	\$ (59,578)	108.74%
Fines	250,000	191,459	275,000	195,693	\$ 79,307	71.16%
Other Income	179,613	166,683	384,360	155,919	\$ 228,441	40.57%
Intragovernmental Transfers	899,864	674,898	986,945	740,209	\$ 246,736	75.00%
TOTAL REVENUES	\$ 12,920,525	\$ 12,135,756	\$ 14,804,345	\$ 13,966,840	\$ 837,505	94.34%

General Fund Revenue



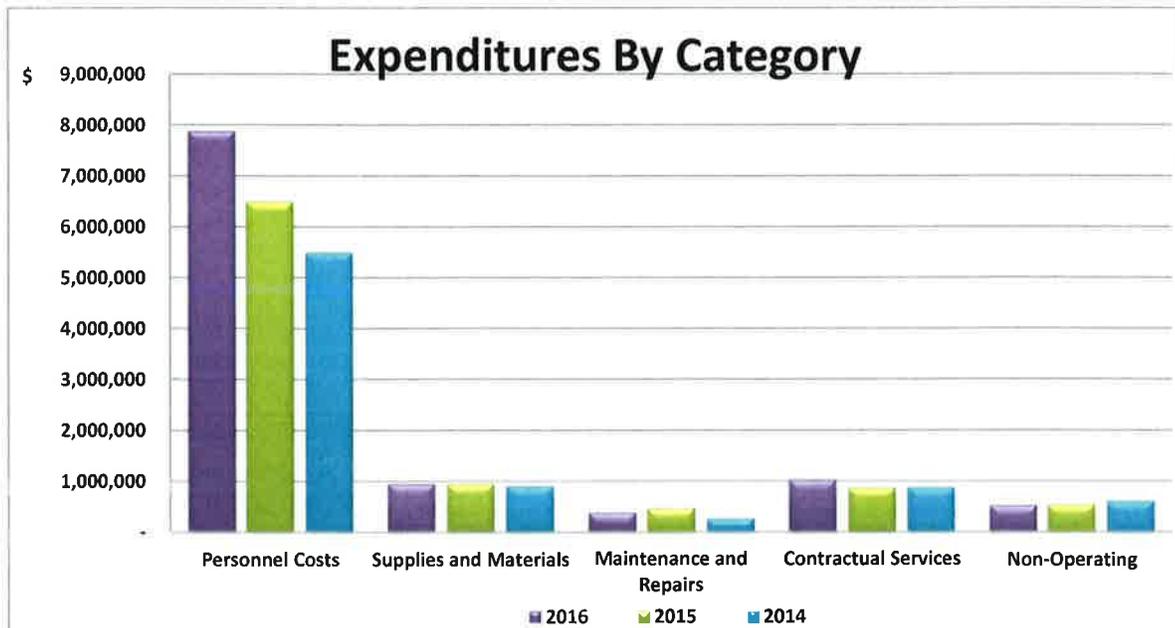
**CITY OF SACHSE
GENERAL FUND EXPENDITURES
QUARTER ENDED 06/30/2016 - 75% OF YEAR COMPLETE (UNAUDITED)**

	<u>FY 2015 BUDGET</u>	<u>FY 2015 YEAR- TO-DATE</u>	<u>FY 2016 BUDGET</u>	<u>FY 2016 YEAR- TO-DATE</u>	<u>BUDGET REMAINING</u>	<u>% OF BUDGET</u>
General Government						
City Manager	\$ 407,133	\$ 312,623	\$ 374,652	\$ 276,898	\$ 97,754	73.91%
City Secretary	189,827	118,343	157,148	92,360	\$ 64,788	58.77%
Human Resources	292,304	188,273	294,803	213,657	\$ 81,146	72.47%
Finance	561,910	408,674	608,428	439,428	\$ 169,000	72.22%
Municipal Court	185,400	123,522	212,197	148,580	\$ 63,617	70.02%
	<u>1,636,574</u>	<u>1,151,435</u>	<u>1,647,228</u>	<u>1,170,923</u>	<u>\$ 476,305</u>	<u>71.08%</u>
Culture and Recreation						
Parks and Recreation	879,087	615,976	1,004,375	736,849	\$ 267,526	73.36%
Senior Citizen Programs	117,561	83,470	122,821	85,714	\$ 37,107	69.79%
Library Services	336,608	236,620	371,686	279,030	\$ 92,656	75.07%
	<u>1,333,256</u>	<u>936,066</u>	<u>1,498,882</u>	<u>1,101,593</u>	<u>\$ 397,289</u>	<u>73.49%</u>
Public Safety						
Police	3,755,414	2,729,709	4,566,001	3,229,451	\$ 1,336,550	70.73%
Animal Control	177,471	130,028	225,172	167,087	\$ 58,085	74.20%
Fire and Ambulance	3,319,257	2,136,873	3,295,682	2,498,230	\$ 797,452	75.80%
	<u>7,252,142</u>	<u>4,996,609</u>	<u>8,086,855</u>	<u>5,894,768</u>	<u>\$ 2,192,087</u>	<u>72.89%</u>
Public Works						
Streets and Drainage	1,065,773	780,299	1,259,147	922,223	\$ 336,924	73.24%
Facility Maintenance	409,947	301,950	463,404	341,481	\$ 121,923	73.69%
City Engineer	290,568	193,912	299,968	190,640	\$ 109,328	63.55%
	<u>1,766,288</u>	<u>1,276,162</u>	<u>2,022,519</u>	<u>1,454,344</u>	<u>\$ 568,175</u>	<u>71.91%</u>
Community Development						
Nondepartmental	701,469	508,265	1,010,899	618,405	\$ 392,494	61.17%
	561,690	449,414	577,463	517,810	\$ 59,653	89.67%
TOTAL EXPENDITURES	<u>\$ 13,251,419</u>	<u>\$ 9,317,950</u>	<u>\$ 14,843,846</u>	<u>\$ 10,757,843</u>	<u>\$ 4,086,003</u>	<u>72.47%</u>



**CITY OF SACHSE
GENERAL FUND EXPENDITURES BY CATEGORY
QUARTER ENDED 06/30/2016 - 75% OF YEAR COMPLETE (UNAUDITED)**

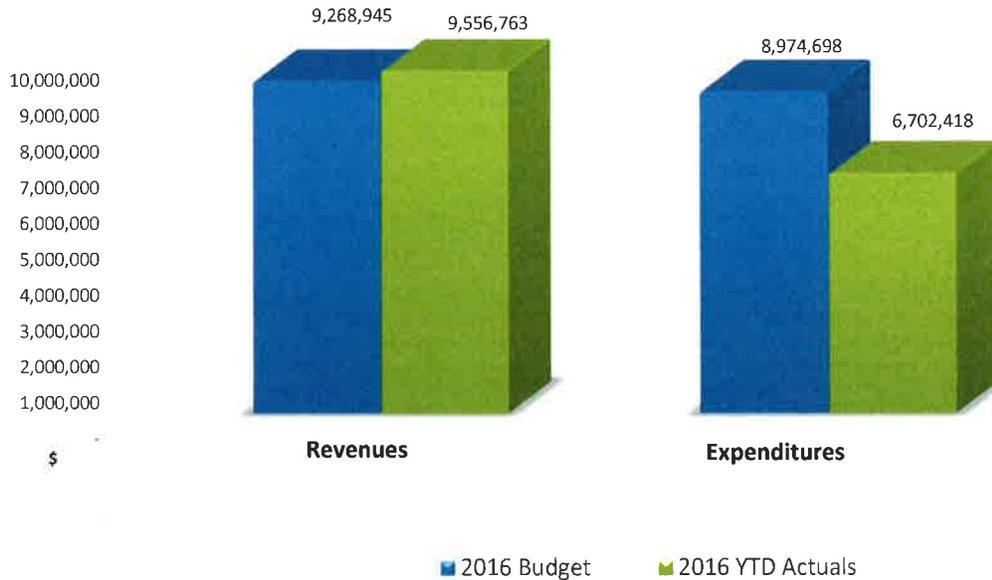
	FISCAL YEAR	BUDGET	YEAR-TO-DATE	BUDGET REMAINING	% OF BUDGET
Personnel Costs	2016	\$ 10,817,372	\$ 7,879,869	\$ 2,937,503	72.84%
	2015	8,949,577	6,494,939	2,454,638	72.57%
	2014	7,876,666	5,492,268	2,384,398	69.73%
Supplies and Materials	2016	1,485,348	947,872	537,476	63.81%
	2015	1,395,145	941,090	454,055	67.45%
	2014	1,304,760	899,312	405,448	68.93%
Maintenance and Repairs	2016	542,843	381,953	160,890	70.36%
	2015	501,392	472,881	28,511	94.31%
	2014	469,084	269,065	200,019	57.36%
Contractual Services	2016	1,184,751	1,024,601	160,150	86.48%
	2015	1,309,452	869,171	440,281	66.38%
	2014	1,115,237	871,761	243,476	78.17%
Non-Operating	2016	813,532	523,549	289,983	64.36%
	2015	1,095,853	539,869	555,984	49.26%
	2014	879,003	612,450	266,553	69.68%
TOTAL EXPENDITURES	2016	14,843,846	10,757,843	4,086,003	72.47%
	2015	13,251,419	9,317,950	3,933,469	70.32%
	2014	\$ 11,644,750	\$ 8,144,857	\$ 3,499,893	69.94%



**CITY OF SACHSE
UTILITY FUND SUMMARY
QUARTER ENDED 06/30/2016 - 75% OF YEAR COMPLETE (UNAUDITED)**

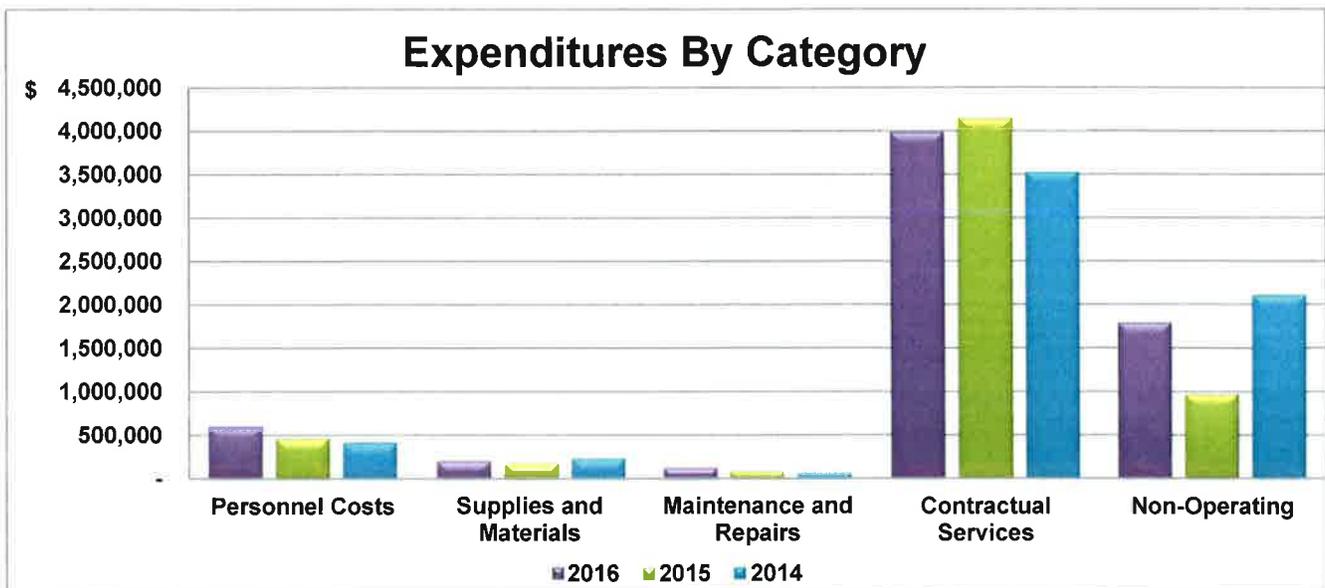
	<u>FY 2015 BUDGET</u>	<u>FY 2015 YEAR- TO-DATE</u>	<u>FY 2016 BUDGET</u>	<u>FY 2016 YEAR- TO-DATE</u>	<u>BUDGET REMAINING</u>	<u>% OF BUDGET</u>
REVENUES						
Water Revenue	\$ 4,102,178	\$ 2,771,661	\$ 4,803,836	\$ 3,844,151	\$ 959,685	80.02%
Sewer Revenue	3,712,681	2,721,017	4,132,115	3,036,677	\$ 1,095,438	73.49%
Fees and Service Charges	178,000	165,705	169,300	171,556	\$ (2,256)	101.33%
Other Gov'ts & Sources	22,000	16,747	22,500	17,377	\$ 5,123	77.23%
Other Income	3,200	2,395	141,194	2,487,003	\$ (2,345,809)	1761.41%
TOTAL REVENUES	\$ 8,018,059	\$ 5,677,524	\$ 9,268,945	\$ 9,556,763	\$ (287,818)	103.11%
EXPENDITURES						
Utility Administration	\$ 262,207	\$ 194,809	\$ 285,823	\$ 218,666	\$ 67,157	76.50%
Water Operations	4,252,457	3,205,887	5,034,698	3,409,107	\$ 1,625,591	67.71%
Sewer Operations	3,061,482	2,284,863	3,427,132	2,886,674	\$ 540,458	84.23%
Meter Reading	217,977	153,180	227,045	187,971	\$ 39,074	82.79%
TOTAL EXPENDITURES	\$ 7,794,123	\$ 5,838,739	\$ 8,974,698	\$ 6,702,418	\$ 2,272,280	74.68%

Utility Fund Revenues and Expenditures



**CITY OF SACHSE
UTILITY FUND EXPENDITURES BY CATEGORY
QUARTER ENDED 06/30/2016 - 75% OF YEAR COMPLETE (UNAUDITED)**

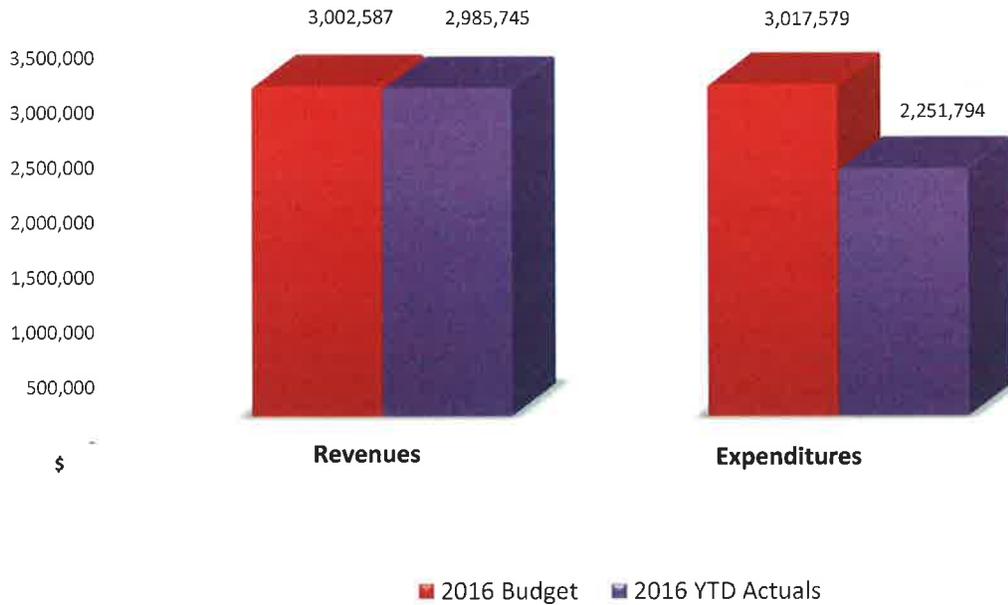
	FISCAL YEAR	BUDGET	YEAR-TO-DATE	BUDGET REMAINING	% OF BUDGET
Personnel Costs	2016	\$ 771,317	\$ 597,031	\$ 174,286	77.40%
	2015	659,424	461,553	197,871	69.99%
	2014	572,937	413,592	159,345	72.19%
Supplies and Materials	2016	333,772	204,937	128,835	61.40%
	2015	327,747	183,746	144,001	56.06%
	2014	300,838	234,546	66,292	77.96%
Maintenance and Repairs	2016	177,696	123,527	54,169	69.52%
	2015	176,250	83,944	92,306	47.63%
	2014	175,850	75,419	100,431	42.89%
Contractual Services	2016	6,025,614	3,988,731	2,036,883	66.20%
	2015	5,540,717	4,141,830	1,398,887	74.75%
	2014	5,285,342	3,536,194	1,749,148	66.91%
Non-Operating	2016	1,666,299	1,788,193	(121,894)	107.32%
	2015	1,089,985	967,666	122,319	88.78%
	2014	1,057,349	2,107,127	(1,049,778)	199.28%
TOTAL EXPENDITURES	2016	8,974,698	6,702,418	2,272,280	74.68%
	2015	7,794,123	5,838,739	1,955,384	74.91%
	2014	\$ 7,392,316	\$ 6,366,879	\$ 1,025,437	86.13%



**CITY OF SACHSE
DEBT SERVICE FUND SUMMARY
QUARTER ENDED 06/30/2016 - 75% OF YEAR COMPLETE (UNAUDITED)**

	<u>FY 2015 BUDGET</u>	<u>FY 2015 YEAR- TO-DATE</u>	<u>FY 2016 BUDGET</u>	<u>FY 2016 YEAR- TO-DATE</u>	<u>BUDGET REMAINING</u>	<u>% OF BUDGET</u>
REVENUES						
Ad Valorem Taxes	\$ 2,964,058	\$ 2,974,830	\$ 3,001,087	\$ 2,985,561	\$ 15,526	99.48%
Other Income	1,500	3,687	1,500	184	\$ 1,316	12.25%
TOTAL REVENUES	\$ 2,965,558	\$ 2,978,517	\$ 3,002,587	\$ 2,985,745	\$ 16,842	99.44%
EXPENDITURES						
Principal	\$ 1,195,000	\$ 1,195,000	\$ 1,325,000	\$ 1,325,000	\$ -	100.00%
Interest	1,762,191	1,010,570	1,553,433	787,441	\$ 765,992	50.69%
Transfer Out Utility Fund	-	-	138,146	138,146	\$ -	100.00%
Agent Fees	1,000	806	1,000	1,206	\$ (206)	120.63%
TOTAL EXPENDITURES	\$ 2,958,191	\$ 2,206,376	\$ 3,017,579	\$ 2,251,794	\$ 765,785	74.62%

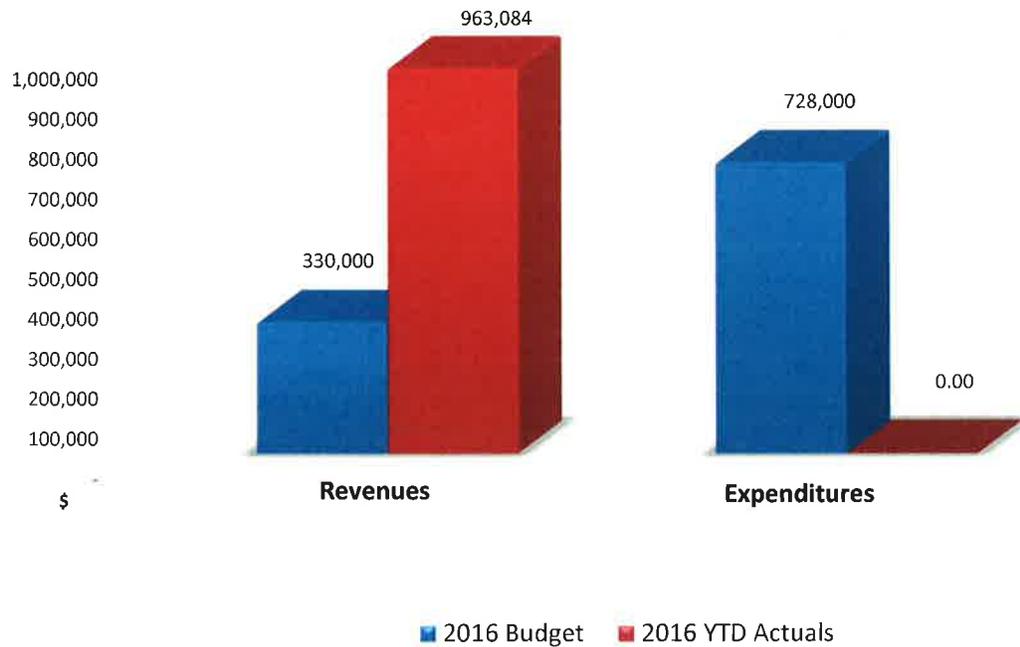
Debt Service Fund Revenues and Expenditures



**CITY OF SACHSE
IMPACT FEE FUND SUMMARY
QUARTER ENDED 06/30/2016 - 75% OF YEAR COMPLETE (UNAUDITED)**

	<u>FY 2015 BUDGET</u>	<u>FY 2015 YEAR- TO-DATE</u>	<u>FY 2016 BUDGET</u>	<u>FY 2016 YEAR- TO-DATE</u>	<u>BUDGET REMAINING</u>	<u>% OF BUDGET</u>
REVENUES						
Total Impact Fees	\$ 250,000	\$ 1,363,305	\$ 325,000	\$ 952,000	\$ (627,000)	292.92%
Other Income	4,000	4,925	5,000	11,084	(6,084)	221.68%
TOTAL REVENUES	\$ 254,000	\$ 1,368,231	\$ 330,000	\$ 963,084	\$ (633,084)	291.84%
EXPENDITURES						
Intergovernmental	\$ 885,000	\$ -	\$ 728,000	\$ -	\$ 728,000	0.00%
TOTAL EXPENDITURES	\$ 885,000	\$ -	\$ 728,000	\$ -	\$ 728,000	0.00%

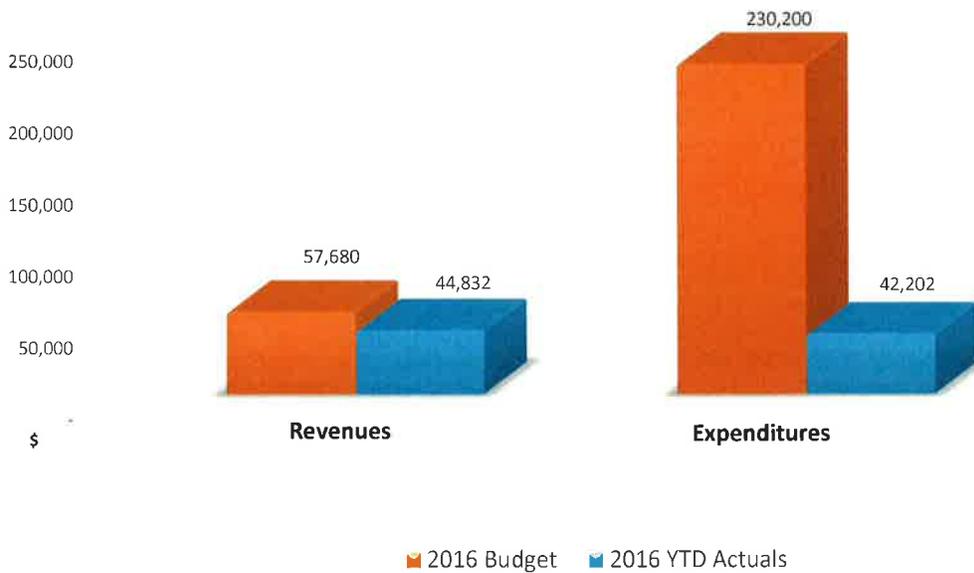
Impact Fee Fund Revenues and Expenditures



**CITY OF SACHSE
SPECIAL REVENUE FUND SUMMARY
QUARTER ENDED 06/30/2016 - 75% OF YEAR COMPLETE (UNAUDITED)**

	<u>FY 2015 BUDGET</u>	<u>FY 2015 YEAR- TO-DATE</u>	<u>FY 2016 BUDGET</u>	<u>FY 2016 YEAR- TO-DATE</u>	<u>BUDGET REMAINING</u>	<u>% OF BUDGET</u>
REVENUES						
Fees	\$ 85,500	\$ 28,767	\$ 57,200	\$ 34,969	\$ 22,231	61.13%
Other Income	800	4,561	480	5,404	\$ (4,924)	1125.83%
Grants and Donations	-	6,072	-	4,459	\$ (4,459)	0.00%
TOTAL REVENUES	\$ 86,300	\$ 39,400	\$ 57,680	\$ 44,832	\$ 12,848	77.73%
EXPENDITURES						
City Manager	\$ 52,000	\$ -	\$ 52,000	\$ -	\$ 52,000	0.00%
Finance	-	-	-	471	\$ (471)	0.00%
Municipal Court	55,000	20,085	31,200	6,870	\$ 24,330	22.02%
Parks and Recreation	100,000	-	100,000	-	\$ 100,000	0.00%
Senior Citizen Programs	2,000	-	2,000	-	\$ 2,000	0.00%
Library Services	-	-	27,000	22,795	\$ 4,205	84.43%
Police	3,000	-	3,000	6,348	\$ (3,348)	211.61%
Animal Control	5,000	-	10,000	5,719	\$ 4,282	57.19%
Fire and Ambulance	12,500	2,125	5,000	-	\$ 5,000	0.00%
TOTAL EXPENDITURES	\$ 229,500	\$ 22,211	\$ 230,200	\$ 42,202	\$ 187,998	18.33%

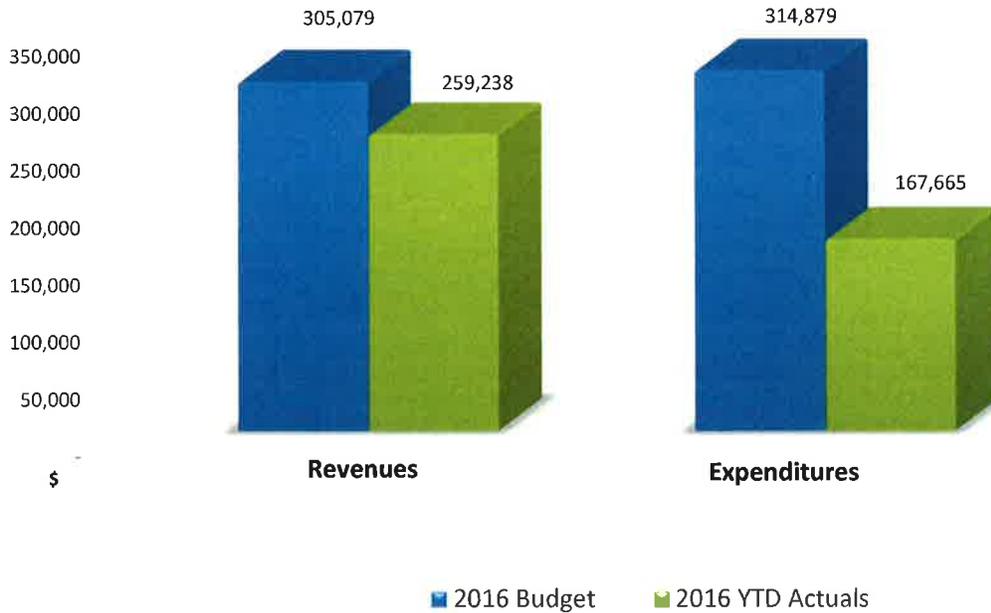
Special Revenue Fund Revenues and Expenditures



**CITY OF SACHSE
STREET MAINTENANCE TAX FUND
QUARTER ENDED 06/30/2016 - 75% OF YEAR COMPLETE (UNAUDITED)**

	<u>FY 2015 BUDGET</u>	<u>FY 2015 YEAR- TO-DATE</u>	<u>FY 2016 BUDGET</u>	<u>FY 2016 YEAR- TO-DATE</u>	<u>BUDGET REMAINING</u>	<u>% OF BUDGET</u>
REVENUES						
Sales Tax	\$ 291,611	\$ 232,058	\$ 304,879	\$ 259,250	\$ 45,629	85.03%
Other Income	200	108	200	(12)	212	-5.76%
TOTAL REVENUES	\$ 291,811	\$ 232,166	\$ 305,079	\$ 259,238	\$ 45,841	84.97%
EXPENDITURES						
Street Maintenance	\$ 282,000	\$ 16,459	\$ 314,879	\$ 167,665	\$ 147,214	53.25%
TOTAL EXPENDITURES	\$ 282,000	\$ 16,459	\$ 314,879	\$ 167,665	\$ 147,214	53.25%

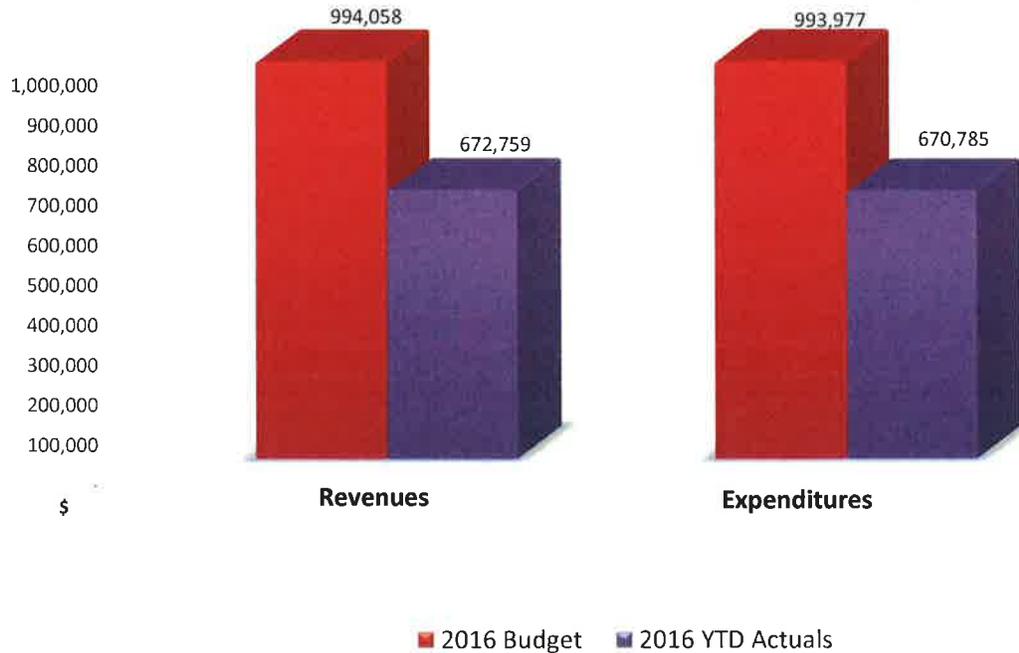
Street Maintenance Tax Fund Revenues and Expenditures



**CITY OF SACHSE
HEALTH INSURANCE FUND SUMMARY
QUARTER ENDED 06/30/2016 - 75% OF YEAR COMPLETE (UNAUDITED)**

	FY 2015 BUDGET	FY 2015 YEAR- TO-DATE	FY 2016 BUDGET	FY 2016 YEAR- TO-DATE	BUDGET REMAINING	% OF BUDGET
REVENUES						
Other Income	\$ 35	\$ 124	\$ 80	\$ (21)	\$ 101	-26.11%
Transfers In - Utility Fund	70,796	53,100	78,944	53,923	\$ 25,021	68.31%
Transfers In-General Fund	865,978	649,485	993,978	672,779	\$ 321,199	67.69%
TOTAL REVENUES	\$ 866,013	\$ 649,609	\$ 994,058	\$ 672,759	\$ 321,299	67.68%
EXPENDITURES						
Health Insurance	\$ 726,351	\$ 468,020	\$ 795,548	\$ 565,724	\$ 229,824	71.11%
Dental Insurance	33,428	24,927	34,882	28,380	\$ 6,502	81.36%
H.R.A. Deductible Reimb.	73,320	19,256	79,032	49,343	\$ 29,689	62.43%
H.S.A. Contribution	12,152	9,773	60,775	12,447	\$ 48,328	20.48%
Life and LTD Insurance	20,727	13,712	23,740	14,891	\$ 8,849	62.73%
TOTAL EXPENDITURES	\$ 865,978	\$ 535,689	\$ 993,977	\$ 670,785	\$ 323,192	67.48%

Health Insurance Fund Revenues and Expenditures



Memo

To: **Gina Nash, City Manager**
 From: Berna Fitzpatrick, Finance Manager *BFW*
 CC: Mayor and City Council
 Date: July 29, 2016
 Re: **Investment Report for period ending June 30, 2016**

Attached is the Quarterly Investment Report for the quarter ending June 30 of the fiscal year 2015-2016. This report complies with the requirements of the City's Investment Policy and the Public Funds Investment Act as amended. For this period, the City's portfolio consisted of the following investments:

Portfolio at Quarter Close:	Rate at 03/31/16	% Total	Total Investment
Money Market Account –ANB	.20%	56.31%	18,464,195
Money Market Account(EDC)-ANB	.14%	1.75%	572,757
Investment Pool – Tex Pool	.3633%	2.14%	700,797
CD---Comerica Bank	.67%	3.09%	1,013,496
CD---Independent Bank	.55%	3.07%	1,008,283
CD---Independent Bank	.35%	3.07%	1,006,267
CD – Independent Bank	.60%	3.08%	1,009,064
CD---Legacy Bank	.90%	3.05%	1,000,000
CD---Legacy Bank	1.00%	3.05%	1,000,000
CD---Independent Bank	.50%	3.06%	1,002,461
CD---Independent Bank	.50%	3.06%	1,002,461
CD---Independent Bank	.60%	3.06%	1,002,954
CD---Independent Bank	.70%	3.06%	1,003,504
CD---Independent Bank	.70%	3.06%	1,003,504
CD---Legacy Bank	.60%	3.05%	1,000,510
CD---Legacy Bank	.75%	3.05%	1,000,637
Total Invested City Funds:		100.0%	\$32,790,890

The City does not carry any security instrument (investment type) on its books that is traded on the open market; therefore all investments are listed at 100% of market value. Interest earnings on all certificate of deposit accounts are accreted quarterly or at maturity. All Funds on deposit with American National Bank, Independent Bank, Comerica Bank, and Investment Pools are fully secured and safeguarded. **Total investment interest earned for the quarter ending June 30 was \$23,836.**

Citywide cash and investments for the period ending June 30 was \$32,790,890. Of this amount, \$1,865,326 is for the Sachse EDC. It is the strategy of the Finance Department to maintain a high percentage of its idle funds invested in safe and secure investment securities and pooled investment types in accordance with the Public Funds Investment Act.

56% of the City's current portfolio has liquidity of 30 days or less, which is more than adequate for daily operations. The City investments are liquid and have same day access. The City's investment and cash management strategy will be to maintain operational and capital needs in money market accounts and liquid asset pools. The City's funds are swept into the above accounts and withdrawn as needed for operational cash flow requirements.

The average interest rate/yield on the City's investments for the period was .38%. The Texpool Prime Fund interest rate was .55% and the Texpool interest rate was .3633% at June 30, 2016. The rolling three month Treasury yield was .26% with the rolling six month Treasury yield at .42%.



QUARTERLY INVESTMENT REPORT

For the Quarter Ended

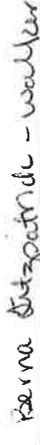
June 30, 2016

Prepared by
Valley View Consulting, L.L.C.

The investment portfolio of the City is in compliance with the Public Funds Investment Act and the Investment Policy and strategies.



Director of Finance



Finance Manager

Disclaimer: These reports were compiled using information provided by the City of Sachse. No procedures were performed to test the accuracy or completeness of this information. The market values included in these reports were obtained by Valley View Consulting, L.L.C. from sources believed to be accurate and represent proprietary valuation. Due to market fluctuations these levels are not necessarily reflective of current liquidation values. Yield calculations are not determined using standard performance formulas, are not representative of total return yields and do not account for investment advisor fees.

Summary

Quarter End Results by Investment Category:

Asset Type	June 30, 2016		March 31, 2016	
	Ave. Yield	Book Value	Market Value	Market Value
Bank/Pool	0.21%	\$ 19,737,750	\$ 19,737,750	\$ 22,521,561
CDs/Securities	0.65%	13,053,141	13,053,141	11,044,385
Totals		\$ 32,790,890	\$ 32,790,890	\$ 33,565,945

Current Quarter Average Yield (1)

Total Portfolio	0.38%
Rolling Three Mo. Treas. Yield	0.26%
Rolling Six Mo. Treas. Yield	0.42%

Fiscal Year-to-Date Average Yield (2)

Total Portfolio	0.34%
Rolling Three Mo. Treas. Yield	0.23%
Rolling Six Mo. Treas. Yield	0.35%
Average Quarterly TexPool Yield	0.29%

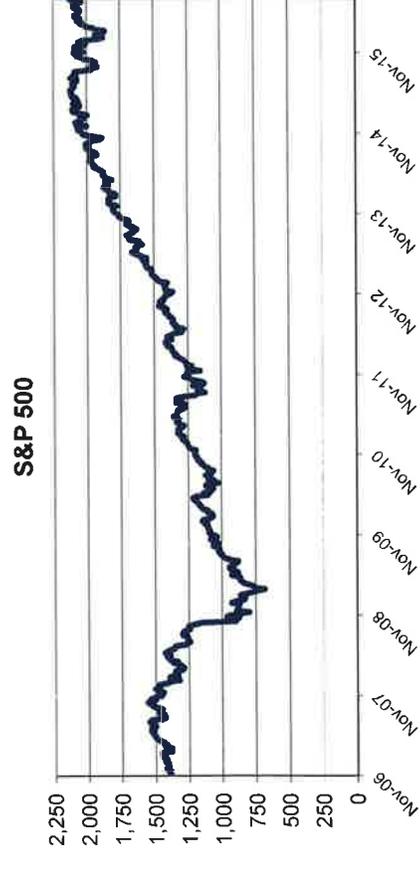
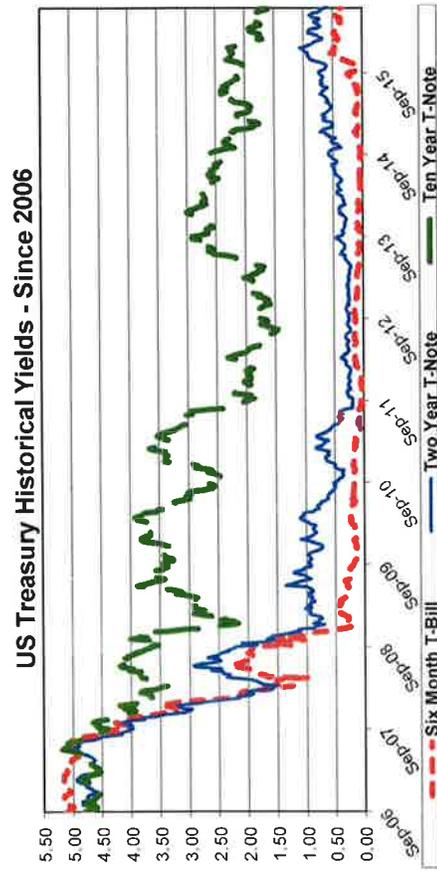
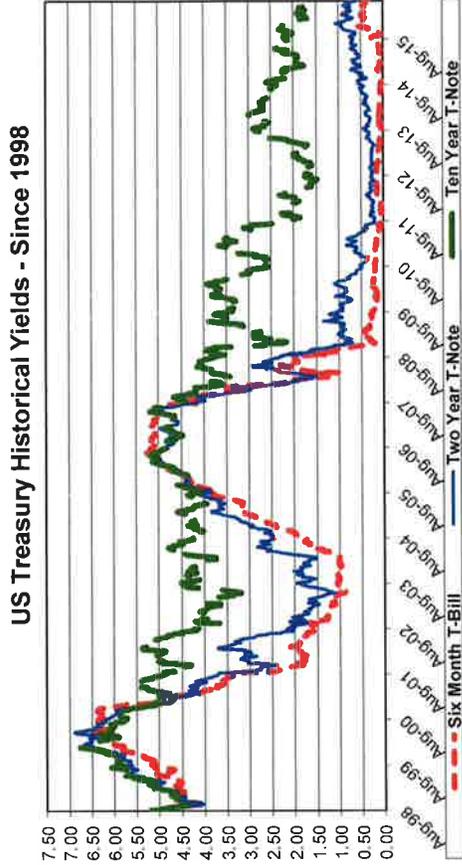
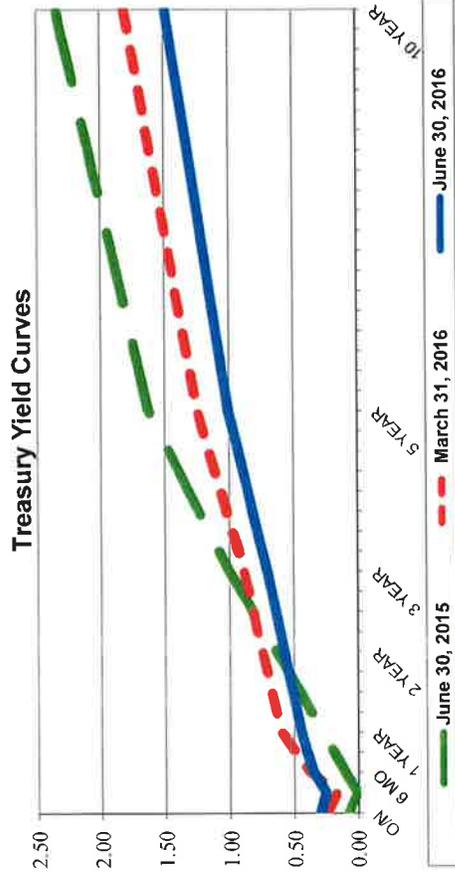
	City	EDC
Interest Earnings QTR	\$ 21,372	\$ 1,317
Interest Earnings YTD	\$ 51,777	\$ 6,442

(1) Average Yield calculated using quarter end report yields and adjusted book values and does not reflect a total return analysis or account for advisory fees.
 (2) Fiscal Year-to-Date Average Yields calculated using quarter end report yields and adjusted book values and does not reflect a total return analysis or account for advisory fees.

Economic Overview

6/30/2016

The Federal Open Market Committee (FOMC) maintained the Fed Funds target range of 0.25% - 0.50% (actual Fed Funds trading +/-35 to 40 bps). The June FOMC meeting expressed concerns over reduced economic expectation. First Quarter US GDP was revised up to +1.1% (final revision). The June Non-Farm Payroll surged 287k new jobs, although other unemployment data remained modest. The British "Brexit" vote to leave the European Union Global jolted the markets. The US Stock markets plunged, then recovered. Treasury yields dove on the flight to quality. Taxable municipal bonds or CDs offer the best interest earnings opportunity, if available.



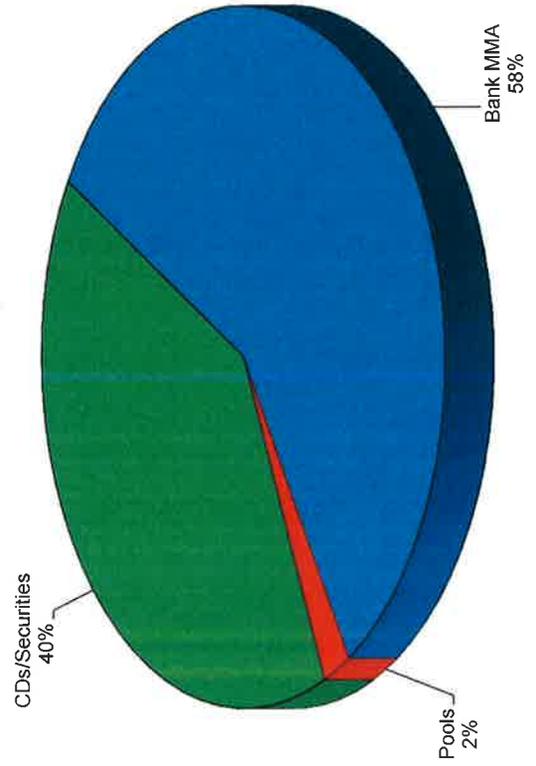
**Investment Holdings
June 30, 2016**

Description	Rating	Coupon/ Discount	Maturity Date	Settlement Date	Original Face/ Par Value	Book Value	Market Price	Market Value	Life (days)	Yield
ANB MMA		0.20%	07/01/16	06/30/16	\$ 19,036,952	\$ 19,036,952	1.00	\$ 19,036,952	1	0.20%
TexPool	AAAm	0.36%	07/01/16	06/30/16	700,797	700,797	1.00	700,797	1	0.36%
Comerica Bank CD		0.67%	07/01/16	06/30/14	1,013,496	1,013,496	100.00	1,013,496	1	0.67%
Independent Bank CD		0.60%	07/01/16	12/18/14	1,009,064	1,009,064	100.00	1,009,064	1	0.60%
Independent Bank CD		0.50%	07/12/16	12/10/15	1,002,461	1,002,461	100.00	1,002,461	12	0.50%
Independent Bank CD		0.50%	08/10/16	12/10/15	1,002,461	1,002,461	100.00	1,002,461	41	0.50%
Independent Bank CD		0.60%	10/12/16	12/10/15	1,002,954	1,002,954	100.00	1,002,954	104	0.60%
LegacyTexas Bank CD		0.60%	11/10/16	05/10/16	1,000,510	1,000,510	100.00	1,000,510	133	0.60%
Independent Bank CD		0.35%	12/17/16	12/31/15	1,006,267	1,006,267	100.00	1,006,267	170	0.35%
Independent Bank CD		0.70%	03/15/17	12/10/15	1,003,504	1,003,504	100.00	1,003,504	258	0.70%
Independent Bank CD		0.70%	04/12/17	12/10/15	1,003,504	1,003,504	100.00	1,003,504	286	0.70%
LegacyTexas Bank CD		0.75%	05/10/17	05/10/16	1,000,637	1,000,637	100.00	1,000,637	314	0.75%
Independent Bank CD		0.55%	06/17/17	03/17/16	1,008,283	1,008,283	100.00	1,008,283	352	0.55%
LegacyTexas Bank CD		0.90%	06/20/17	06/20/16	1,000,000	1,000,000	100.00	1,000,000	355	0.90%
LegacyTexas Bank CD		1.00%	12/20/17	06/20/16	1,000,000	1,000,000	100.00	1,000,000	538	1.00%
						\$ 32,790,890		\$ 32,790,890	79	0.38%
									(1)	(2)

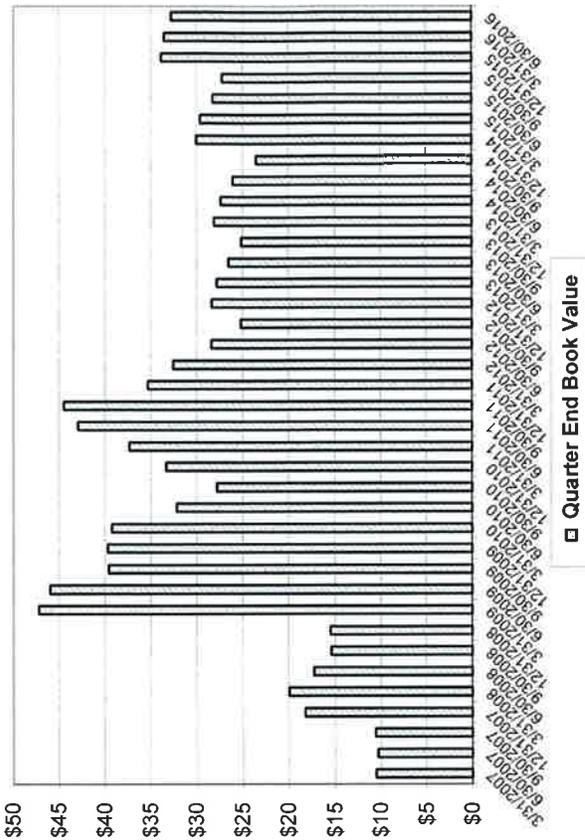
(1) **Weighted average life** - For purposes of calculating weighted average life, pool investments are assumed to have a one day maturity.

(2) **Weighted average yield to maturity** - The weighted average yield to maturity is based on adjusted book value, realized and unrealized gains/losses and investment advisory fees are not considered.

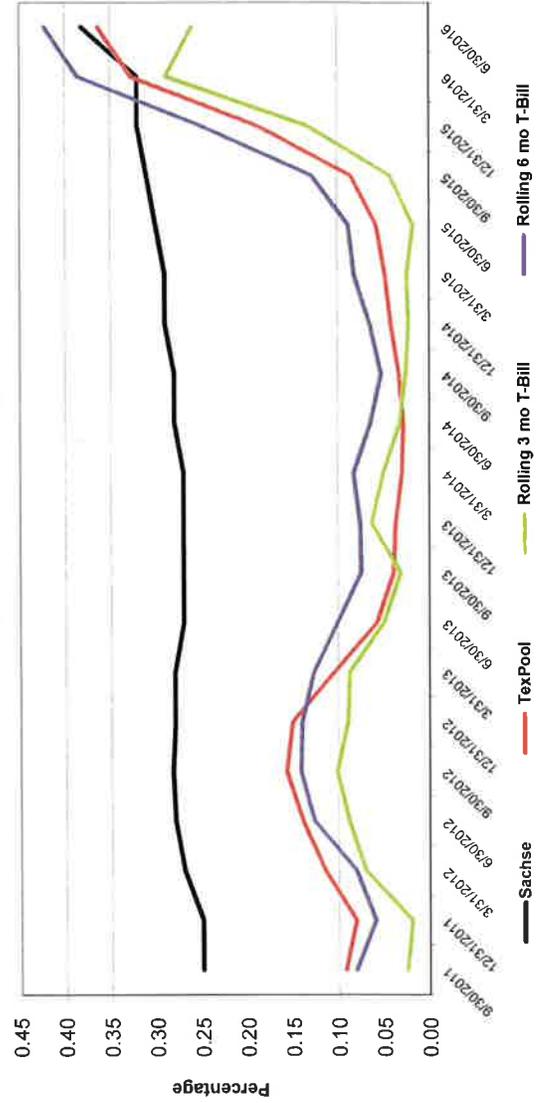
Portfolio Composition



Total Portfolio (Millions)



Total Portfolio Performance



Book Value Comparison

Description	Coupon/ Discount	Maturity Date	March 31, 2016			June 30, 2016		
			Original Face/Par Value	Book Value	Purchases/ Accretions	Amortizations/ Sales/Maturities	Original Face/Par Value	Book Value
ANB MMA	0.20%	07/01/16	\$ 22,321,213	\$ 22,321,213	\$ —	\$ (3,284,260)	\$ 19,036,952	\$ 19,036,952
TexPool	0.36%	07/01/16	200,348	200,348	500,449		700,797	700,797
Independent Bank CD	0.55%	05/14/16	1,003,289	1,003,289	905	(1,004,194)	—	—
Independent Bank CD	0.50%	05/20/16	1,003,784	1,003,784	1,234	(1,005,018)	—	—
Comerica Bank CD	0.67%	07/01/16	1,010,107	1,010,107	3,389		1,013,496	1,013,496
Independent Bank CD	0.60%	07/01/16	1,007,515	1,007,515	1,549		1,009,064	1,009,064
Independent Bank CD	0.50%	07/12/16	1,001,230	1,001,230	1,231		1,002,461	1,002,461
Independent Bank CD	0.50%	08/10/16	1,001,230	1,001,230	1,231		1,002,461	1,002,461
Independent Bank CD	0.60%	10/12/16	1,001,476	1,001,476	1,478		1,002,954	1,002,954
Legacy Texas Bank CD	0.60%	11/10/16	—	—	1,000,510		1,000,510	1,000,510
Independent Bank CD	0.35%	12/17/16	1,005,382	1,005,382	885		1,006,267	1,006,267
Independent Bank CD	0.70%	03/15/17	1,001,742	1,001,742	1,763		1,003,504	1,003,504
Independent Bank CD	0.70%	04/12/17	1,001,742	1,001,742	1,763		1,003,504	1,003,504
Legacy Texas Bank CD	0.75%	05/10/17	—	—	1,000,637		1,000,637	1,000,637
Independent Bank CD	0.55%	06/17/17	1,006,887	1,006,887	1,396		1,008,283	1,008,283
Legacy Texas Bank CD	0.90%	06/20/17	—	—	1,000,000		1,000,000	1,000,000
Legacy Texas Bank CD	1.00%	12/20/17	—	—	1,000,000		1,000,000	1,000,000
TOTAL			\$ 33,565,945	\$ 33,565,945	\$ 4,518,417	\$ (5,293,472)	\$ 32,790,890	\$ 32,790,890

Market Value Comparison

Description	Coupon/ Discount	Maturity Date	March 31, 2016			June 30, 2016		
			Original Face/Par Value	Market Value	Qtr to Qtr Change	Original Face/Par Value	Market Value	
ANB MMA TexPool	0.20% 0.36%	07/01/16 07/01/16	\$ 22,321,213 200,348	\$ 22,321,213 200,348	\$ (3,284,260) 500,449	\$ 19,036,952 700,797	\$ 19,036,952 700,797	
Independent Bank CD	0.55%	05/14/16	1,003,289	1,003,289	(1,004,194)	—	—	
Independent Bank CD	0.50%	05/20/16	1,003,784	1,003,784	(1,005,018)	—	—	
Comerica Bank CD	0.67%	07/01/16	1,010,107	1,010,107	3,389	1,013,496	1,013,496	
Independent Bank CD	0.60%	07/01/16	1,007,515	1,007,515	1,549	1,009,064	1,009,064	
Independent Bank CD	0.50%	07/12/16	1,001,230	1,001,230	1,231	1,002,461	1,002,461	
Independent Bank CD	0.50%	08/10/16	1,001,230	1,001,230	1,231	1,002,461	1,002,461	
Independent Bank CD	0.60%	10/12/16	1,001,476	1,001,476	1,478	1,002,954	1,002,954	
Legacy Texas Bank CD	0.60%	11/10/16	—	—	1,000,510	1,000,510	1,000,510	
Independent Bank CD	0.35%	12/17/16	1,005,382	1,005,382	885	1,006,267	1,006,267	
Independent Bank CD	0.70%	03/15/17	1,001,742	1,001,742	1,763	1,003,504	1,003,504	
Independent Bank CD	0.70%	04/12/17	1,001,742	1,001,742	1,763	1,003,504	1,003,504	
Legacy Texas Bank CD	0.75%	05/10/17	—	—	1,000,637	1,000,637	1,000,637	
Independent Bank CD	0.55%	06/17/17	1,006,887	1,006,887	1,396	1,008,283	1,008,283	
Legacy Texas Bank CD	0.90%	06/20/17	—	—	1,000,000	1,000,000	1,000,000	
Legacy Texas Bank CD	1.00%	12/20/17	—	—	1,000,000	1,000,000	1,000,000	
TOTAL			\$ 33,565,945	\$ 33,565,945	\$ (777,194)	\$ 32,790,890	\$ 32,790,890	

**Allocation
June 30, 2016**

Book & Market Value	Total	GO I&S	General Fund	W/S Restricted	W/S Operations	Capital Project	2009 GO Bonds	Restricted Park Development
ANB MMA Texpool	19,036,952 700,797	\$ 1,070,837	\$ 5,209,897 700,797	\$ 220,874	\$ 3,727,547	\$ 348,494	\$ 1,155,290	\$ 382,609
07/01/16–Comerica Bank CD	1,013,496						1,013,496	
07/01/16–Independent Bank CD	1,009,064		1,009,064					
07/12/16–Independent Bank CD	1,002,461		1,002,461					
08/10/16–Independent Bank CD	1,002,461							
10/12/16–Independent Bank CD	1,002,954				1,002,954			
11/10/16–LegacyTexas Bank CD	1,000,510		1,000,510					
12/17/16–Independent Bank CD	1,006,267							
03/15/17–Independent Bank CD	1,003,504						1,003,504	
04/12/17–Independent Bank CD	1,003,504						1,003,504	
05/10/17–LegacyTexas Bank CD	1,000,637		1,000,637					
06/17/17–Independent Bank CD	1,008,283							1,008,283
06/20/17–LegacyTexas Bank CD	1,000,000				1,000,000			
12/20/17–LegacyTexas Bank CD	1,000,000		1,000,000					
Totals	\$ 32,790,890	\$ 1,070,837	\$ 10,923,366	\$ 220,874	\$ 5,730,501	\$ 348,494	\$ 5,184,077	\$ 382,609

(continued)

Allocation

June 30, 2016

Book & Market Value

	Restricted General	Restricted Water Impact	Restricted Sewer Impact	Restricted Roadway	Street Maintenance	Health Insurance	EDC
ANB MMA Texpool	\$ 544,393	\$ 1,585,422	\$ 1,706,742	\$ 1,902,268	\$ 119,745	\$ 203,776	\$ 859,059
07/01/16—Comerica Bank CD							
07/01/16—Independent Bank CD							
07/12/16—Independent Bank CD				1,002,461			
08/10/16—Independent Bank CD							
10/12/16—Independent Bank CD							
11/10/16—LegacyTexas Bank CD							
12/17/16—Independent Bank CD							
03/15/17—Independent Bank CD							
04/12/17—Independent Bank CD							
05/10/17—LegacyTexas Bank CD							
06/17/17—Independent Bank CD							
06/20/17—LegacyTexas Bank CD							
12/20/17—LegacyTexas Bank CD							1,006,267
Totals	\$ 544,393	\$ 1,585,422	\$ 1,706,742	\$ 2,904,729	\$ 119,745	\$ 203,776	\$ 1,865,326

Allocation

March 31, 2016

Book & Market Value	Total	GO I&S	General Fund	W/S Restricted	W/S Operations	Capital Project	2009 GO Bonds	Restricted Park Development
ANB MMA	22,321,213	\$ 1,180,745	\$ 7,509,476	\$ 220,874	\$ 4,924,137	\$ 228,135	\$ 1,161,786	\$ 382,593
Texpool	200,348		200,348					
05/14/16-Independent Bank CD	1,003,289		1,003,289					
05/20/16-Independent Bank CD	1,003,784		1,003,784					
06/30/16-Comerica Bank CD	1,010,107						1,010,107	
06/30/16-Independent Bank CD	1,007,515		1,007,515					
07/12/16-Independent Bank CD	1,001,230		1,001,230					
08/10/16-Independent Bank CD	1,001,230		1,001,230					
10/12/16-Independent Bank CD	1,001,476			1,001,476				
12/17/16-Independent Bank CD	1,005,382							
03/15/17-Independent Bank CD	1,001,742						1,001,742	
04/12/17-Independent Bank CD	1,001,742						1,001,742	
06/17/17-Independent Bank CD	1,006,887						1,006,887	
Totals	\$ 33,565,945	\$ 1,180,745	\$ 11,725,643	\$ 220,874	\$ 5,925,613	\$ 228,135	\$ 5,182,263	\$ 382,593

Allocation
(continued)

March 31, 2016

Book & Market Value	Restricted General	Restricted Water Impact	Restricted Sewer Impact	Restricted Roadway	Restricted Roadway	Street Maintenance	Health Insurance	EDC
ANB MMA Texpool	\$ 543,896	\$ 1,476,849	\$ 1,631,446	\$ 1,629,001	\$	\$ 21,619	\$ 188,801	\$ 1,221,852
05/14/16-Independent Bank CD								
05/20/16-Independent Bank CD								
06/30/16-Comerica Bank CD								
06/30/16-Independent Bank CD								
07/12/16-Independent Bank CD								
08/10/16-Independent Bank CD								
10/12/16-Independent Bank CD								
12/17/16-Independent Bank CD					1,001,230			
03/15/17-Independent Bank CD								1,005,382
04/12/17-Independent Bank CD								
06/17/17-Independent Bank CD								
Totals	\$ 543,896	\$ 1,476,849	\$ 1,631,446	\$ 2,630,232	\$	\$ 21,619	\$ 188,801	\$ 2,227,235

Portfolio Summary
City of Sachse, TX
June 30, 2016

Safety - Investment Type

Investment Type	Book Value	Percent
Money Market Account*	\$ 19,036,952	58.1%
Investment Pools	700,797	2.1%
CD's	13,053,141	39.8%
Total*	\$ 32,790,890	100%

*(Includes Sachse EDC Money Market)

Liquidity - Investments by Maturity Date

Under 30 days	\$ 22,762,770	69%
30 - 90 days	1,002,461	3%
91 - 180 days	3,009,730	9%
181 - 365 days	5,015,928	15%
366 - 760 days	1,000,000	3%
Total Principal Invested	\$ 32,790,890	100%

Portfolio Yield	Fiscal YTD Interest	Int Earned this QTR	(FYTD) Percent of total
<i>Portfolio</i>			
Debt Service	\$ 342	\$ 127	0.58%
General Fund	\$ 15,049	5,773	25.35%
Water and Sewer Fund	\$ 3,009	1,501	5.07%
Capital Project Fund	\$ 19,554	8,960	32.94%
Special Revenue Fund	\$ 2	1	0.00%
Impact Fee Fund	\$ 14,969	6,158	25.21%
Street Maintenance Fund	\$ -	0	0.00%
Health Insurance Fund	\$ -	0	0.00%
Sachse EDC	\$ 6,442	1,317	10.85%
Total Portfolios	\$ 59,366	\$ 23,836	100.00%

Portfolio Balance	Beginning Balances	Ending Book Balances	Change
<i>Portfolio</i>			
Debt Service	\$ 1,180,745	\$ 1,070,837	\$ (109,908.50)
General Fund	11,725,643	10,923,366	(802,276.52)
Water and Sewer Fund	6,146,487	5,951,375	(195,112.23)
Capital Project Fund	5,410,398	5,532,571	122,173.48
Special Revenue Fund	926,489	927,001	511.83
Impact Fee Fund	5,738,527	6,196,893	458,366.05
Street Maintenance Fund	21,619	119,745	98,126.12
Health Insurance Fund	188,801	203,776	14,975.26
Sachse EDC	2,227,235	1,865,326	(361,908.54)
Total Portfolios	\$ 33,565,945	\$ 32,790,890	\$ (775,053)

Historical Interest Rates

	April	May	June
Pooled Money Market Account	2016	0.2000%	0.2000%
	2015	0.2500%	0.2500%
	2014	0.2500%	0.2500%
Tex Pool	2016	0.3380%	0.3399%
	2015	0.0524%	0.0553%
	2014	0.0336%	0.0244%

City of Sachse, TX
Investment Portfolios
April 30, 2016

Source	Description	Cusip/ Ref	Purchase Date	Maturity Date	Coupon (Int. Rate)	Days to Maturity	Book Value			Market Value			
							Principal Invested	Beginning of Month	Change 1	End of Month	Beginning of Month	Change	End of Month
GO Bond I&S Fund	Money Market	114512	04/30/2016	05/01/2016	0.2000%	1	1,180,745	1,180,745	(125,153)	1,055,592	1,180,745	(125,153)	1,055,592
Total							1,180,745	1,180,745	(125,153)	1,055,592	1,180,745	(125,153)	1,055,592
General Fund	TexPool	1111-000	04/30/2016	05/01/2016	0.3380%	1	200,348	200,348	56	200,404	200,348	56	200,404
General Fund	Money Market	114512	04/30/2016	05/01/2016	0.2000%	1	7,509,476	7,509,476	(859,492)	6,649,984	7,509,476	(859,492)	6,649,984
General Fund	CD	2200005584	12/18/2014	06/30/2016	0.6000%	61	1,000,000	1,007,515	0	1,007,515	1,007,515	0	1,007,515
General Fund	CD	220006096	05/20/2015	05/14/2016	0.5500%	14	1,000,000	1,003,289	453	1,003,742	1,003,289	453	1,003,742
General Fund	CD	220006621	12/10/2015	07/12/2016	0.5000%	73	1,000,000	1,001,230	0	1,001,230	1,001,230	0	1,001,230
General Fund	CD	220006097	05/20/2015	05/20/2016	0.5000%	50	1,000,000	1,003,784	0	1,003,784	1,003,784	0	1,003,784
Total							11,709,824	11,725,643	(858,983)	10,866,659	11,725,643	(858,983)	10,866,659
Water and Sewer Fund	Money Market	114512	04/30/2016	05/01/2016	0.2000%	1	220,874	220,874	0	220,874	220,874	0	220,874
W/S Restricted Fund	Money Market	114512	04/30/2016	05/01/2016	0.2000%	1	4,924,137	4,924,137	105,758	5,029,895	4,924,137	105,758	5,029,895
W/S Operations	CD	220006629	12/10/2015	10/12/2016	0.6000%	165	1,000,000	1,001,476	0	1,001,476	1,001,476	0	1,001,476
Total							6,145,011	6,146,487	105,758	6,252,245	6,146,487	105,758	6,252,245
Capital Project Funds	Money Market	114512	04/30/2016	05/01/2016	0.2000%	1	228,135	228,135	198,004	426,139	228,135	198,004	426,139
2009 GO Bonds	CD	1k 220006623	12/10/2015	03/15/2017	0.7000%	319	1,000,000	1,001,742	0	1,001,742	1,001,742	0	1,001,742
2009 GO Bonds	CD	1k 220006624	12/10/2015	04/12/2017	0.7000%	347	1,000,000	1,001,742	0	1,001,742	1,001,742	0	1,001,742
2009 GO Bonds	CD	1k 220005583	03/17/2016	06/17/2017	0.5500%	413	1,000,000	1,006,887	0	1,006,887	1,006,887	0	1,006,887
2009 GO Bonds	CD	351-11429176	06/30/2014	06/30/2016	0.6700%	61	1,000,000	1,010,107	0	1,010,107	1,010,107	0	1,010,107
2009 GO Bonds	Money Market	114512	04/30/2016	05/01/2016	0.2000%	1	1,161,786	1,161,786	(260)	1,161,526	1,161,786	(260)	1,161,526
Total							5,389,921	5,410,398	197,744	5,608,142	5,410,398	197,744	5,608,142
Special Revenue Funds	Money Market	114512	04/30/2016	05/01/2016	0.2000%	1	382,593	382,593	5	382,598	382,593	5	382,598
Restricted Park Development Fee Fun	Money Market	114512	04/30/2016	05/01/2016	0.2000%	1	543,896	543,896	(2,494)	541,402	543,896	(2,494)	541,402
Restricted General Fund	Money Market	114512	04/30/2016	05/01/2016	0.2000%	1	926,489	926,489	(2,489)	924,000	926,489	(2,489)	924,000
Total							1,852,978	1,852,978	(4,477)	1,848,000	1,852,978	(4,477)	1,848,000
Impact Fee Fund	Money Market	114512	04/30/2016	05/01/2016	0.2000%	1	1,476,849	1,476,849	65,220	1,542,069	1,476,849	65,220	1,542,069
Restricted Water Impact Fee	Money Market	114512	04/30/2016	05/01/2016	0.2000%	1	1,631,446	1,631,446	43,234	1,674,680	1,631,446	43,234	1,674,680
Restricted Sewer Impact Fee	Money Market	114512	04/30/2016	05/01/2016	0.2000%	1	1,629,001	1,629,001	215,217	1,844,218	1,629,001	215,217	1,844,218
Restricted Roadway Impact Fee	Money Market	114512	04/30/2016	05/01/2016	0.2000%	1	1,000,000	1,001,230	0	1,001,230	1,001,230	0	1,001,230
Impact Fee Fund	CD	220006628	12/10/2015	08/10/2016	0.5000%	102	5,737,296	5,738,527	323,671	6,062,198	5,738,527	323,671	6,062,198
Street Maintenance Fund	Money Market	114512	04/30/2016	05/01/2016	0.2000%	1	21,619	21,619	23,648	45,267	21,619	23,648	45,267
Street Maintenance Tax	Money Market	114512	04/30/2016	05/01/2016	0.2000%	1	21,619	21,619	23,648	45,267	21,619	23,648	45,267
Total							188,801	188,801	17,910	206,711	188,801	17,910	206,711
Health Insurance Fund	Money Market	114512	04/30/2016	05/01/2016	0.2000%	1	188,801	188,801	17,910	206,711	188,801	17,910	206,711
Health Insurance	Money Market	114512	04/30/2016	05/01/2016	0.2000%	1	188,801	188,801	17,910	206,711	188,801	17,910	206,711
Total							188,801	188,801	17,910	206,711	188,801	17,910	206,711
EDC Fund	CD	1k 220005585	12/17/2015	12/17/2016	0.3500%	231	1,004,508	1,005,382	0	1,005,382	1,005,382	0	1,005,382

City of Sachse, TX
Investment Portfolios
April 30, 2016

Source	Description	Cusip/ Ref	Purchase Date	Maturity Date	Coupon (Int. Rate)	Days to Maturity	Book Value			Market Value			
							Principal Invested	Beginning of Month	Change 1	End of Month	Beginning of Month	Change	End of Month
EDC PNMKT	Money Market	114512	04/30/2016	05/01/2016	0.1400%	1	1,221,853	1,221,853	(442,636)	779,217	1,221,853	(442,636)	779,217
							2,226,361	2,227,235	(442,636)	1,784,599	2,227,235	(442,636)	1,784,599
							33,526,067	33,565,945	(760,530)	32,805,414	33,565,945	(760,530)	32,805,414

Summary of Portfolios by Security Type
04/30/16

Security Type	Percent of Total (Book Value)	Average # of days	Average Yield	Principal Invested	Book Value			Market Value		
					Beginning of Month	Change	End of Month	Beginning of Month	Change	End of Month
Money Market Account	65.72%	1	0.1957%	19,530,424	22,321,212	-761,039	21,560,173	22,321,212	-761,039	21,560,173
TexPool	0.61%	1	0.3350%	200,348	200,348	56	200,404	200,348	56	200,404
CD's	33.67%	167	0.4098%	10,004,508	11,044,384	453	11,044,837	11,044,384	453	11,044,837
Total	100.00%			29,735,280	33,565,945	-760,530	32,805,414	33,565,945	-760,530	32,805,414

1Change = Investment activity including earnings, deposits and withdrawals.

City of Sachse, TX
Investment Portfolios
May 31, 2016

Source	Description	Cusip/ Ref	Purchase Date	Maturity Date	Coupon (Int. Rate)	Days to Maturity	Principal Invested	Book Value		Market Value		
								Beginning of Month	Change 1	End of Month	Change	
GO Bond I&S Fund	Money Market	114512	05/31/2016	06/01/2016	0.2000%	1	1,055,592	1,055,592	7,939	1,063,531	7,939	1,063,531
Total							1,055,592	1,055,592	7,939	1,063,531	7,939	1,063,531
General Fund	TexPool	1111-000	05/31/2016	06/01/2016	0.3399%	1	200,404	200,404	500,184	700,588	500,184	700,588
General Fund	Money Market	114512	05/31/2016	06/01/2016	0.2000%	1	6,649,984	6,649,984	(768,285)	5,881,699	(768,285)	5,881,699
General Fund	CD	rd 220005584	12/18/2014	06/17/2016	0.6000%	17	1,000,000	1,007,515	0	1,007,515	0	1,007,515
General Fund	CD	220006096	11/16/2015	05/14/2016	0.0000%	(17)	1,000,000	1,003,742	452	1,004,194	452	1,004,194
General Fund	CD	60050000947	05/10/2016	11/10/2016	0.6000%	163	1,000,000	0	1,000,000	1,000,000	0	1,000,000
General Fund	CD	60050000948	05/10/2016	05/10/2016	0.7500%	344	1,000,000	0	1,000,000	1,000,000	0	1,000,000
General Fund	CD	220006621	12/10/2015	07/12/2016	0.5000%	42	1,000,000	1,001,230	0	1,001,230	0	1,001,230
General Fund	CD	220006097	05/20/2015	05/20/2016	0.5000%	50	1,000,000	1,003,784	1,234	1,005,018	1,234	1,005,018
Total							12,850,388	10,866,659	1,733,584	12,600,244	10,866,659	1,733,584
Water and Sewer Fund	Money Market	114512	05/31/2016	06/01/2016	0.2000%	1	220,874	220,874	0	220,874	0	220,874
W/S Restricted Fund	Money Market	114512	05/31/2016	06/01/2016	0.2000%	1	5,029,895	5,029,895	(220,482)	4,809,413	(220,482)	4,809,413
W/S	CD	220006629	12/10/2015	10/12/2016	0.6000%	134	1,000,000	1,001,476	0	1,001,476	0	1,001,476
Total							6,250,769	6,252,245	(220,482)	5,031,764	(220,482)	5,031,764
Capital Project Funds	Money Market	114512	05/31/2016	06/01/2016	0.2000%	1	426,139	426,139	(5,165)	420,974	(5,165)	420,974
2009 GO Bonds	CD	nk 220006623	12/10/2015	03/15/2017	0.7000%	288	1,000,000	1,001,742	0	1,001,742	0	1,001,742
2009 GO Bonds	CD	nk 220006624	12/10/2015	04/12/2017	0.7000%	316	1,000,000	1,001,742	0	1,001,742	0	1,001,742
2009 GO Bonds	CD	nk 220005583	03/17/2016	06/17/2017	0.5500%	382	1,000,000	1,006,887	0	1,006,887	0	1,006,887
2009 GO Bonds	CD	351-11429176	06/30/2014	06/30/2016	0.6700%	30	1,000,000	1,010,107	0	1,010,107	0	1,010,107
2009 GO Bonds	Money Market	114512	05/31/2016	06/01/2016	0.2000%	1	1,161,526	1,161,526	(11,721)	1,149,805	(11,721)	1,149,805
Total							5,587,665	5,608,142	(16,886)	5,591,256	(16,886)	5,591,256
Special Revenue Funds	Money Market	114512	05/31/2016	06/01/2016	0.2000%	1	382,598	382,598	5	382,603	5	382,603
Restricted Park Development Fee Fun	Money Market	114512	05/31/2016	06/01/2016	0.2000%	1	541,402	541,402	6,142	547,544	6,142	547,544
Restricted General Fund	Money Market	114512	05/31/2016	06/01/2016	0.2000%	1	924,000	924,000	6,147	930,148	6,147	930,148
Total							1,848,000	1,848,000	11,294	1,860,296	11,294	1,860,296
Impact Fee Fund	Money Market	114512	05/31/2016	06/01/2016	0.2000%	1	1,542,069	1,542,069	17,334	1,559,403	17,334	1,559,403
Restricted Water Impact Fee	Money Market	114512	05/31/2016	06/01/2016	0.2000%	1	1,674,680	1,674,680	12,275	1,686,955	12,275	1,686,955
Restricted Sewer Impact Fee	Money Market	114512	05/31/2016	06/01/2016	0.2000%	1	1,844,218	1,844,218	32,754	1,876,972	32,754	1,876,972
Restricted Roadway Impact Fee	Money Market	114512	05/31/2016	06/01/2016	0.2000%	1	1,000,000	1,001,230	0	1,001,230	0	1,001,230
Impact Fee Fund	CD	220006628	12/10/2015	08/10/2016	0.5000%	71	6,060,967	6,062,198	62,363	6,124,561	62,363	6,124,561
Street Maintenance Fund	Money Market	114512	05/31/2016	06/01/2016	0.2000%	1	45,267	45,267	47,239	92,506	47,239	92,506
Street Maintenance Tax	Money Market	114512	05/31/2016	06/01/2016	0.2000%	1	45,267	45,267	47,239	92,506	47,239	92,506
Total							13,988,000	13,988,000	149,800	14,137,800	149,800	14,137,800
Health Insurance Fund	Money Market	114512	05/31/2016	06/01/2016	0.2000%	1	206,711	206,711	10,986	217,697	10,986	217,697
Health Insurance	Money Market	114512	05/31/2016	06/01/2016	0.2000%	1	206,711	206,711	10,986	217,697	10,986	217,697

City of Sachse, TX
Investment Portfolios
May 31, 2016

Source	Description	Cusip/ Ref	Purchase Date	Maturity Date	Coupon (Int. Rate)	Days to Maturity	Principal Invested	Book Value			Market Value		
								Beginning of Month	Change ¹	End of Month	Beginning of Month	Change	End of Month
	Total						206,711	206,711	10,986	217,697	206,711	10,986	217,697
EDC Fund													
EDC	CD	nk 220005585	12/17/2015	12/17/2016	0.3500%	200	1,004,508	1,005,382	0	1,005,382	1,005,382	0	1,005,382
EDC PIMMKT	Money Market	114512	05/31/2016	06/01/2016	0.1400%	1	779,217	779,217	49,928	829,145	779,217	49,928	829,145
							1,783,725	1,784,599	49,928	1,834,527	1,784,599	49,928	1,834,527
							34,765,084	32,805,414	1,680,819	34,486,233	32,805,414	1,680,819	34,486,233

Summary of Portfolios by Security Type
05/31/16

Security Type	Percent of Total (Book Value)	Average # of days	Average Yield	Book Value			Market Value			
				Principal Invested	Beginning of Month	Change	End of Month	Beginning of Month	Change	End of Month
Money Market Account	60.14%	1	0.1957%	21,560,171	21,560,173	-821,051	20,739,121	21,560,173	-821,051	20,739,121
TexPool	2.03%	1	0.3399%	200,404	200,404	500,184	700,588	200,404	500,184	700,588
CD's	37.83%	170	0.5400%	11,004,508	11,044,837	1,686	13,046,524	11,044,837	1,686	11,046,524
Total	100.00%			32,765,083	32,805,414	-319,181	34,486,233	32,805,414	-319,181	34,486,233

¹Change = Investment activity including earnings, deposits and withdrawals.

City of Sachse, TX
Investment Portfolios
June 30, 2016

Source	Description	Cusip/ Ref	Purchase Date	Maturity Date	Coupon (Int. Rate)	Days to Maturity	Book Value		Market Value		
							Beginning of Month	Change 1	Beginning of Month	Change	
Best Service											
GO Bond I&S Fund	Money Market	114512	06/30/2016	07/01/2016	0.2000%	1	1,063,531	7,306	1,070,837	7,306	1,070,837
Total							1,063,531	7,306	1,070,837	7,306	1,070,837
General Fund											
General Fund	TexPool	1111-000	06/30/2016	07/01/2016	0.3633%	1	700,588	209	700,797	209	700,797
General Fund	Money Market	114512	06/30/2016	07/01/2016	0.2000%	1	5,881,699	(671,801)	5,209,898	(671,801)	5,209,898
General Fund	CD	nd 220005584	12/18/2014	06/30/2016	0.6000%	0	1,004,511	1,549	1,009,064	1,549	1,009,064
General Fund	CD	220006096	05/20/2015	05/14/2016	0.0000%	(47)	1,000,000	(1,004,194)	0	(1,004,194)	0
General Fund	CD	60050000947	05/10/2016	11/10/2016	0.6000%	133	1,000,000	510	1,000,510	510	1,000,510
General Fund	CD	60050000948	05/10/2016	05/10/2017	0.7500%	314	1,000,000	637	1,000,637	637	1,000,637
General Fund	CD	220006621	12/10/2015	07/12/2016	0.5000%	12	1,000,000	1,231	1,002,461	1,231	1,002,461
General Fund	CD	220006097	05/20/2015	05/20/2016	0.0000%	(41)	1,000,000	(1,005,018)	0	(1,005,018)	0
General Fund	CD	1013	06/20/2016	12/20/2017	1.0000%	538	1,000,000	0	1,000,000	0	1,000,000
Total							13,586,798	(1,676,877)	10,923,366	(1,676,877)	10,923,366
Water and Sewer Fund											
W/S Restricted Fund	Money Market	114512	06/30/2016	07/01/2016	0.2000%	1	220,874	0	220,874	0	220,874
W/S Operations	Money Market	114512	06/30/2016	07/01/2016	0.2000%	1	4,809,413	(1,081,866)	3,727,547	(1,081,866)	3,727,547
W/S	CD	220006629	12/10/2015	10/12/2016	0.6000%	104	1,000,000	1,478	1,002,954	1,478	1,002,954
W/S	CD	1012	06/20/2016	06/20/2017	0.9000%	355	1,000,000	0	1,000,000	0	1,000,000
Total							6,030,287	(80,388)	5,951,375	(80,388)	5,951,375
Capital Project Funds											
Capital Project Funds	Money Market	114512	06/30/2016	07/01/2016	0.2000%	1	420,974	(72,480)	348,494	(72,480)	348,494
2009 GO Bonds	CD	nk 220006623	12/10/2015	03/15/2017	0.7000%	258	1,000,000	1,762	1,003,504	1,762	1,003,504
2009 GO Bonds	CD	nk 220006624	12/10/2015	04/12/2017	0.7000%	286	1,000,000	1,001,742	1,003,504	1,762	1,003,504
2009 GO Bonds	CD	nk 220005583	03/17/2016	06/17/2017	0.5500%	352	1,006,887	1,396	1,008,283	1,396	1,008,283
2009 GO Bonds	CD	951-11429176	06/30/2014	06/30/2016	0.6700%	0	1,000,000	1,010,107	1,013,496	3,389	1,013,496
2009 GO Bonds	Money Market	114512	06/30/2016	07/01/2016	0.2000%	1	1,149,805	5,485	1,155,289	5,485	1,155,289
Total							5,577,666	(68,686)	5,532,571	(68,686)	5,532,571
Special Revenue Funds											
Restricted Park Development Fee Fun	Money Market	114512	06/30/2016	07/01/2016	0.2000%	1	382,603	6	382,609	6	382,609
Restricted General Fund	Money Market	114512	06/30/2016	07/01/2016	0.2000%	1	547,544	(3,151)	544,393	(3,151)	544,393
Total							930,147	(3,146)	927,001	(3,146)	927,001
Impact Fee Fund											
Restricted Water Impact Fee	Money Market	114512	06/30/2016	07/01/2016	0.2000%	1	1,559,403	26,019	1,585,422	26,019	1,585,422
Restricted Sewer Impact Fee	Money Market	114512	06/30/2016	07/01/2016	0.2000%	1	1,686,955	19,787	1,706,742	19,787	1,706,742
Restricted Roadway Impact Fee	Money Market	114512	06/30/2016	07/01/2016	0.2000%	1	1,876,972	25,296	1,902,268	25,296	1,902,268
Impact Fee Fund	CD	220006628	12/10/2015	08/10/2016	0.5000%	41	1,000,000	1,231	1,002,461	1,231	1,002,461
Total							6,123,330	72,333	6,196,893	72,333	6,196,893
Street Maintenance Fund											
Street Maintenance Tax	Money Market	114512	06/30/2016	07/01/2016	0.2000%	1	92,506	27,239	119,745	27,239	119,745
Total							92,506	27,239	119,745	27,239	119,745

City of Sachse, TX
Investment Portfolios
June 30, 2016

Source	Description	Cusip/ Ref	Purchase Date	Maturity Date	Coupon (Int. Rate)	Days to Maturity	Principal Invested	Book Value		Market Value		
								Beginning of Month	Change 1	End of Month	Change	End of Month
Health Insurance	Money Market	114512	06/30/2016	07/01/2016	0.2000%	1	217,697	217,697	(13,921)	217,697	(13,921)	203,776
	Total						217,697	217,697	(13,921)	217,697	(13,921)	203,776
EDC Fund												
EDC	CD	nk 220005585	12/17/2015	12/17/2016	0.3500%	170	1,004,508	1,005,382	885	1,006,267	885	1,006,267
EDC PIMMKT	Money Market	114512	06/30/2016	07/01/2016	0.1400%	1	829,145	829,145	29,914	859,059	29,914	859,059
	Total						1,833,653	1,834,527	30,799	1,865,326	30,799	1,865,326
	Total						35,455,615	34,486,233	(1,695,342)	32,790,890	(1,695,342)	32,790,890

Summary of Portfolios by Security Type
06/30/16

Security Type	Percent of Total (Book Value)	Average # of days	Average Yield	Principal Invested	Book Value		Market Value		
					Beginning of Month	Change	End of Month	Change	End of Month
Money Market Account	58.06%	1	0.1957%	20,739,120	20,739,121	-1,702,169	19,036,952	-1,702,169	19,036,952
TexPool	2.14%	1	0.3633%	700,588	700,588	209	700,797	209	700,797
CD's	39.81%	197	0.5613%	11,015,906	13,046,524	6,618	13,053,141	6,618	13,053,141
Total	100.00%			32,455,614	34,486,233	-1,695,342	32,790,890	-1,695,342	32,790,890

1Change = Investment activity including earnings, deposits and withdrawals.



City of Sachse, Texas

Legislation Details (With Text)

File #: 16-3453 **Version:** 1 **Name:** ILA Dallas County - Food Establishment Inspection
Type: Agenda Item **Status:** Agenda Ready
File created: 8/5/2016 **In control:** City Council
On agenda: 8/15/2016 **Final action:**
Title: Approve a resolution renewing the authorization for an Interlocal Agreement for Food Establishment Inspection and Environmental Health Services between Dallas County, on behalf of Dallas County Health and Human Services, and the City of Sachse.

Sponsors:

Indexes:

Code sections:

Attachments: [Resolution](#)
[Interlocal Agreement](#)

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

Title

Interlocal Agreement for Food Establishment Inspection and Environmental Health Services

Background

This Interlocal Agreement is renewed on an annual basis and requires City Council approval. As indicated in the Agreement, Dallas County will perform a minimum of two inspections for each food establishment and any additional follow-up inspections. The City will collect and submit to Dallas County a minimum of \$150 from each food establishment and \$75 for each additional follow-up inspection. Additionally, the Agreement also addresses the environmental health services associated with vector and/or mosquito control through ground applications.

Policy Considerations

This Agreement includes two separate services-Food Establishment Inspections and Environmental Health Services. Both are described below:

Food Establishment Inspections

The City of Sachse simply acts as a collection agent for fees associated food establishment inspections. The food establishment pays the fee directly to the City of Sachse and the City then remits the money to Dallas County on an annual basis.

Environmental Health Services

Environmental Health Services address Vector and/or Mosquito Control. These services only include ground application services upon written request by the City of Sachse to Dallas

County. Ground application services are limited to ground spraying of pesticides by County vehicles (“adulticiding”) and application of larvacide to standing water.

Budgetary Considerations

None.

Staff Recommendations

Approve a resolution renewing the authorization for an Interlocal Agreement for Food Establishment Inspection and Environmental Health Services between Dallas County, on behalf of Dallas County Health and Human Services, and the City of Sachse.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SACHSE, TEXAS, AUTHORIZING EXECUTION OF THE INTERLOCAL AGREEMENT FOR FOOD ESTABLISHMENT INSPECTION AND ENVIRONMENTAL HEALTH SERVICES BETWEEN DALLAS COUNTY, ON BEHALF OF DALLAS COUNTY HEALTH AND HUMAN SERVICES, AND CITY OF SACHSE.

WHEREAS, the City of Sachse has a responsibility to provide inspections to its food establishments and environmental health services for the citizens; and

WHEREAS, the Dallas County Health and Human Services Department has the resources to provide these health services; and

WHEREAS, the Dallas County Health and Human Services Department has the resources to respond to Vector and/or Mosquito Control; and

WHEREAS, the Dallas County Health and Human Services Department has provides these health services in the past.

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

The City Council of the City of Sachse hereby authorizes the City Manager to execute the agreement with Dallas County to provide inspections to all food establishments and environmental health services in the City.

DULY RESOLVED AND ADOPTED by the City Council of the City of Sachse, Texas, this 15th day of August, 2016.

CITY OF SACHSE, TEXAS

Mike Felix, Mayor

ATTEST:

Michelle Lewis Sirianni, City Secretary

STATE OF TEXAS	§	INTERLOCAL AGREEMENT FOR FOOD
	§	ESTABLISHMENT INSPECTION AND
	§	ENVIRONMENTAL HEALTH SERVICES BETWEEN
	§	DALLAS COUNTY, ON BEHALF OF DALLAS
COUNTY OF DALLAS	§	COUNTY HEALTH AND HUMAN SERVICES, AND
	§	CITY OF SACHSE

1. PARTIES

This Interlocal Agreement ("Agreement") is made by and between the City of Sachse, Texas ("City"), a Texas municipal corporation, and Dallas County, Texas ("County"), on behalf of Dallas County Health and Human Services ("DCHHS"), a governmental entity, pursuant to the authorities granted by Texas Local Government Code Chapter 791, Interlocal Cooperation Act, Texas Health and Safety Code Chapters 437, Food and Drug Health Regulations, and 121, Local Regulation of Public Health, along with 25 Texas Administrative Code, Chapter 229, and any other applicable laws, as well as the City ordinance for inspection services of food establishments within City's jurisdiction and other environmental health services to City.

2. TERM

This Agreement is effective from October 1, 2016 through September 30, 2017 unless otherwise stated in this Agreement.

3. INSPECTION SERVICES AND REQUIREMENTS

- A. County will perform a minimum of two (2) inspections per Agreement Term of each food establishment for which the City has submitted an inspection request and for which a fee has been collected from the said food establishment;
- B. Additional follow-up inspections will be performed as deemed necessary by County;
- C. Any additional request for follow-up inspections by City of food establishments, including food establishments that are closed due to non-compliance with the State and other applicable rules and regulations will be charged additional fees;
- D. Each food establishment inspection will be made by a Registered Professional Sanitarian employed by DCHHS, in compliance with all state laws and regulations;
- E. An examination of the following will be made during each inspection: food and food protection; personnel; food equipment and utensils; water source; sewage; plumbing; toilet and hand-washing facilities; garbage and refuse disposal; insect, rodent, and animal control; floors, walls, and ceiling; light; ventilation; and other operations.

4. BUDGET AND PAYMENT TO COUNTY

- A. City will collect and submit to the County a minimum of One Hundred Fifty and 00/100 Dollars (\$150.00) per Agreement Term.
- B. Beginning with the third food establishment inspection, City will pay a Seventy Five

and 00/100 Dollars (\$75.00) fee for each additional inspection requested by City.

- C. City will collect Seventy Five and 00/100 Dollars (\$75.00) to be paid to the County for a re-opening or inspection fee of a food establishment that has been closed due to non-compliance of Chapter 437 of the Texas Health and Safety Code, or any other state rules and regulations.
- D. The fees are subject to change, upon prior written notice to City, if additional cost is associated with the services under this Agreement
- E. City shall pay County the stipulated fees within thirty (30) days of the monthly request for payment, or if County fails to make the payment request, then City shall pay the stipulated fees no later than the last date of this Agreement Term. Any payment not made within thirty (30) days of its due date shall bear interest in accordance with Chapter 2251 of the Texas Government Code.

5. OTHER ENVIRONMENTAL HEALTH SERVICES

- A. Upon written request from City, County will respond to Vector and/or Mosquito Control complaints. Ground application services will include spraying for adult mosquitoes ("adulticiding"), and treating standing water ("larvaciding") services.
- B. In the event aerial spraying is needed to control St. Louis Encephalitis or West Nile virus throughout the County, City will have the option to participate in the County's emergency aerial mosquito spraying plan. Should City agree to participate in the plan, City must provide written notice to County and agree to the following:
 - 1) Indicate the areas and amount of acres to be sprayed; and
 - 2) Pay City's proportioned share of the cost based upon the number of acres to be sprayed multiplied by the per-acre spraying cost.

6. RECORDS

City shall have the sole responsibility of responding to requests for records of food inspection results produced under this Agreement. County will make its best effort to forward any requests for such records that it received to City within three business days after County's receipt of such requests.

7. TERMINATION

- A. Without Cause: This Agreement may be terminated in writing, without cause, by either party upon thirty (30) days prior written notice to the other party;
- B. With Cause: The County reserves the right to terminate the Agreement immediately, in whole or in part, at its sole discretion, for the following reasons:
 - 1) Lack of, or reduction in, funding or resources;
 - 2) Non-performance;
 - 3) City's improper, misuse or inept use of funds or resources; and/or

- 4) City's submission of data, statements and/or reports that are incorrect, incomplete and/or false in any way.

8. CITY ORDINANCE

In order for this Agreement to be valid, the City must have or adopt a City ordinance that provides for the inspection of food establishments by a Registered Professional Sanitarian. City must require the payment of a fee(s) by each food establishment. Ordinance enforcement shall be the responsibility of the City.

9. INDEMNIFICATION

County and City, including their respective employees and elected officials, agree that each shall be responsible for its own negligent acts or omissions or other tortious conduct in the course of performance of this Agreement, without waiving any governmental immunity available to County or City under Texas and other applicable laws, and without waiving any available defenses under Texas and other applicable laws. Nothing in this paragraph shall be construed to create or grant any rights, contractual or otherwise, in or to any third persons or entities.

10. INSURANCE

City agrees that it will at all times during the term of this Agreement maintain in full force and effect insurance, or self-insurance, to the extent permitted by applicable law under a plan of self-insurance, that is also maintained in accordance with sound accounting practices. It is expressly agreed that City will be solely responsible for all cost of such insurance; any and all deductible amounts in any policy; and in the event that the insurance company should deny coverage.

11. NOTICE

Any notice or certification required or permitted to be delivered under this Agreement shall be deemed to have been given when personally delivered, or if mailed, seventy-two (72) hours after deposit of the same in the United States Mail, postage prepaid, certified, or registered, return receipt requested, properly addressed to the contact person shown at the respective addresses set forth below, or at such other addresses as shall be specified by written notice delivered in accordance herewith:

COUNTY

Zachary Thompson, Director
Dallas County Health & Human Svcs.
2377 N. Stemmons Frwy., Suite 600
Dallas, Texas 75207-2710

CITY OF SACHSE

Gina Nash, City Manager
City of Sachse
Attn: Billy Ho, Health Official
3815 Sachse Road, Building #B
Sachse, TX 75048

12. ENTIRE AGREEMENT AND AMENDMENT

This Agreement, including any Exhibits and Attachments, constitutes the entire agreement between the parties and supersedes any other agreements concerning the subject matter of this transaction,

whether oral or written. No modification, amendment, novation, renewal or other alteration of this Agreement shall be effective unless mutually agreed upon in writing and executed by the parties

13. COUNTERPARTS, NUMBER/GENDER AND HEADINGS

This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. Words of any gender used in this Agreement shall be held and construed to include any other gender. Any words in the singular shall include the plural and vice versa, unless the context clearly requires otherwise. Headings are for the convenience of reference only and shall not be considered in any interpretation of this Agreement.

14. SEVERABILITY

If any provision of this Agreement is construed to be illegal, invalid, void or unenforceable, this construction will not affect the legality or validity or any of the remaining provisions. The unenforceable or illegal provision will be deemed stricken and deleted, but the remaining provisions shall not be affected or impaired, and such remaining provisions shall remain in full force and effect.

15. FISCAL FUNDING CLAUSE

Notwithstanding any provisions contained in this Agreement, the obligations of the County under this Agreement are expressly contingent upon the availability of funding for each item and obligation for the term of the Agreement and any pertinent extensions. City shall not have a right of action against County in the event County is unable to fulfill its obligations under this Agreement as a result of lack of sufficient funding for any item or obligation from any source utilized to fund this Agreement or failure to budget or authorize funding for this Agreement during the current or future fiscal years. In the event that County is unable to fulfill its obligations under this Agreement as a result of lack of sufficient funding, or if funds become unavailable, County, at its sole discretion, may provide funds from a separate source or may terminate this Agreement by written notice to City at the earliest possible time prior to the end of its fiscal year.

16. DEFAULT/CUMULATIVE RIGHTS/MITIGATION

It is not a waiver of default if the non-defaulting party fails to immediately declare a default or delays in taking any action. The rights and remedies provided by this Agreement are cumulative, and either party's use of any right or remedy will not preclude or waive its right to use any other remedy. These rights and remedies are in addition to any other rights the parties may have by law, statute, ordinance or otherwise. Both parties have a duty to mitigate damages.

17. IMMUNITY

This Agreement is expressly made subject to City's and County's Governmental Immunity, including, without limitation, Title 5 of the Texas Civil Practice and Remedies Code and all applicable State and federal laws. The parties expressly agree that no provision of this Agreement is in any way intended to constitute a waiver of any immunities from suit or from liability, or a waiver of any tort limitation, that City or County has by operation of law, or otherwise. Nothing in this Agreement is intended to benefit any third party beneficiary.

18. COMPLIANCE OF LAWS AND VENUE

In providing services required by this Agreement, City and County must observe and comply with all licenses, legal certifications, or inspections required for the services, facilities, equipment, or materials, and all applicable federal, State, and local statutes, ordinances, rules, and regulations. Texas law shall govern this Agreement and venue shall lie exclusively in Dallas County, Texas.

19. RELATIONSHIP OF PARTIES

City is an independent contractor and not an agent, servant, joint enterpriser, joint venturer or employee of County. City and County agree and acknowledge that each entity shall be responsible for its own acts, forbearance, negligence and deeds, and for those of its agents or employees in conjunction with the performance of work covered under this Agreement.

20. SIGNATORY WARRANTY

City and County represent that each has the full right, power and authority to enter and perform this Agreement in accordance with all of the terms and conditions, and that the execution and delivery of Agreement have been made by authorized representatives of the parties to validly and legally bind the respective parties to all terms, performances and provisions set forth in this Agreement.

<signatures appear on following page>

COUNTY:

CITY:

BY: Clay Lewis Jenkins
County Judge

BY: _____
City Manager

DATE: _____

DATE: _____

Recommended:

BY: Zachary Thompson
Director, DCHHS

BY: _____
Title: _____

Approved as to Form*:

Approved as to Form:

SUSAN HAWK
DISTRICT ATTORNEY

BY: Melanie Barton
Assistant District Attorney

BY: _____
Title: _____

*By law, the District Attorney's Office may only advise or approve contracts or legal documents on behalf of its clients. It may not advise or approve a contract or legal document on behalf of other parties. Our review of this document was conducted solely from the legal perspective of our client. Our approval of this document was offered solely for the benefit of our client. Other parties should not rely on this approval, and should seek review and approval by their own respective attorney(s).



City of Sachse, Texas

Legislation Details (With Text)

File #: 16-3454 **Version:** 1 **Name:** Fire Protection Agreement with Dallas County
Type: Agenda Item **Status:** Agenda Ready
File created: 8/5/2016 **In control:** City Council
On agenda: 8/15/2016 **Final action:**

Title: Approve a resolution approving the terms and conditions of an agreement by and between Dallas County and the City of Sachse for fire protection services.

Sponsors:

Indexes:

Code sections:

Attachments: [Resolution](#)
[Fire Protection Agreement](#)
[Map - Sachse](#)

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

Title
Fire Protection Services Agreement

Background
The City of Sachse currently provides Ambulance and Fire protection to the adjoining Dallas County Area per a three year agreement. The current agreement expires September 2016. The only main change from the current agreement is that Dallas County has increased the run amounts.

Policy Considerations
None.

Budgetary Considerations
An increase in the amount of compensation for coverage will go from \$400.00 per incident to \$420.00 per incident.

Staff Recommendations
Approve a resolution approving the terms and conditions of an agreement by and between Dallas County and the City of Sachse for fire protection services.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SACHSE, TEXAS, APPROVING THE TERMS AND CONDITIONS OF THE AGREEMENT BY AND BETWEEN DALLAS COUNTY AND THE CITY OF SACHSE FOR FIRE PROTECTION SERVICES TO BE PROVIDED BY THE CITY OF SACHSE IN THE UNINCORPORATED AREAS OF DALLAS COUNTY, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Dallas County (“County”) has requested to the City of Sachse (“City”) to provide fire protection services (“Services”) to the unincorporated areas of Dallas County, Texas; and

WHEREAS, Dallas County has agreed to reimburse the City for providing such services; and

WHEREAS, the City Council finds that it is in the public interest to approve the agreement between Dallas County and the City; and

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

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

SECTION 1. That the agreement for Fire Protection Services, attached hereto as Exhibit “A”, hereby authorizes the Mayor to execute the agreement with Dallas County to provide fire protection services to the City.

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 15th day of August, 2016.

CITY OF SACHSE, TEXAS

Mike J. Felix, Mayor

ATTEST:

Michelle Lewis Sirianni, City Secretary

STATE OF TEXAS §
 §
COUNTY OF DALLAS §

FIRE PROTECTION AGREEMENT

WHEREAS, the City of Sachse Texas (the “City”), has agreed to provide fire protection services to the unincorporated areas of the County of Dallas, (the “County”) adjacent to the City’s corporate limits, and

WHEREAS, County has requested the City to provide such services with City owned and City operated fire protection equipment;

NOW THEREFORE, this Agreement (the “Agreement”) is entered pursuant to Chapter 791, Texas Government Code and Texas Local Government Code § 352.001, between City and County and the City and County hereby agree as follows:

**I.
SERVICES**

For the consideration stated herein, the City agrees to (i) furnish fire protection services, (ii) to answer all fire calls in the assigned unincorporated area adjacent or near the corporate limits of said City, as shown on the official fire protection zone map of the County, a copy of which is attached hereto as **Exhibit A** and incorporated herein for all purposes, and (iii) perform Fire Runs and Ambulances Runs in connection with these services. Any deletions due to annexations or any additions due to de-annexations will be furnished to the City by the County Fire Marshal and the official map shall be updated by the City to reflect these changes and **Exhibit A** shall be automatically updated without the requirement of a formal amendment. The City’s fire call responses shall continue into any annexed area until official notice is received from the County Fire Marshal. The City’s fire call response shall commence into any de-annexed area when official notice is received from the County Fire Marshal.

II. **TERM**

This Agreement shall be in effect for the County's fiscal year of October 1, 2016 through September 30, 2017, and shall automatically be extended for two additional one-year fiscal periods (October 1, 2017 through September 30, 2018, and October 1, 2018 through September 30, 2019) (collectively the "Term"). The two one-year extensions to this Agreement are contingent on the County appropriating and budgeting the necessary funds to pay for fire services in each of the succeeding one-year extensions. In the event that funds are not appropriated by County for a succeeding one-year extension, this Agreement shall terminate on the last day of the fiscal year in which funds are appropriated for such fiscal year.

III. **DEFINITIONS & CONDITIONS**

1) "Fire Run" shall mean a fire department response with a fire fighting vehicle into the assigned unincorporated area of the County where any type of extinguishing agent is applied to a fire, or where valid reasons can be provided by City as to why there was no need to apply an extinguishing agent to a fire. A Fire Run does not include the routine dispatch of a fire vehicle to the location or address of an "Ambulance Run" (as defined below), when the necessity of the fire vehicle at such location or address does not exist and is not required to meet the requirements of a valid Fire Run or an Ambulance Run.

2) "Ambulance Run" shall mean an ambulance response into the assigned unincorporated area of the County where any type of emergency medical treatment is performed, or when valid reasons are provided by City as to why there was no need to administer treatment.

3) The following three conditions may justify a Fire Run made in conjunction with an Ambulance Run:

- A) an unconscious person is involved where CPR may need to be performed to sustain life; or

- B) an individual is experiencing breathing difficulties where additional personnel are needed for patient evaluation and administering life support; or
- C) a motor vehicle accident (“MVA”) has occurred where extrication is needed or fuel is leaking and must be washed away from the vehicle to assure safety of responders/patients or other types of rescue, where a fire apparatus or fire skills are required.

IV.
REIMBURSEMENT BY COUNTY

A. The County agrees to reimburse the City at the rate of FOUR HUNDRED AND TWENTY 00/100 DOLLARS (\$420.00) for each approved Fire Run that the City makes into the defined unincorporated area made in accordance with this Agreement.

B. In order for the City to be eligible for reimbursement for a Fire Run, the Fire Run must be to a location within the unincorporated area assigned to City in attached **Exhibit A**. When the City receives an original call for a Fire Run, the City must immediately notify the County Fire Marshal by contacting the Sheriff’s Department by telephone or radio. The City must file with the County Fire Marshal, not later than five (5) days after the end of the calendar month, a certified list of the Fire Runs made into said unincorporated areas during the preceding month. Fire Runs that are not to a location in the assigned unincorporated area, or that have not been approved prior to a mutual aid assistance call, will be disallowed by the County Fire Marshal and no reimbursement will be made to the City for such Fire Runs.

C. The County Fire Marshal will notify the City of any response locations that cannot be located from the information provided on the run sheet, and of Fire Runs which are not eligible for reimbursement within thirty (30) days after the receipt of said City report. If a reply is not received from the City after the second request from the County Fire Marshal, the Fire Run will be disallowed and not reimbursed. City will not be reimbursed for a Fire Run when (i) a fire vehicle is routinely dispatched to the same location/address of an Ambulance Run, (ii) the necessity for a fire vehicle at the location or

address of an Ambulance Run does not exist, or (iii) a fire vehicle is not required to meet the requirements of a valid Fire Run or an Ambulance Run. All duplicate Fire Runs and Ambulance Runs to the same location or address must be verified by the County Fire Marshal for validity and the necessity of such duplicate runs must be established by the City in order to be eligible for reimbursement. County will reimburse the City for all eligible Fire Runs within thirty (30) days after the end of each quarter year during the Agreement Term.

V.
MUTUAL AID ASSISTANCE

City agrees that it will provide mutual aid assistance to the County when requested, provided it may do so without endangering the property and lives of its own citizens.

VI.
TERMINATION

This Agreement may be terminated by either party without cause by giving the other party ninety (90) days prior written notice of the termination.

VII.
LIABILITY

City and County agree to be responsible each for their own negligent acts or omissions, or other tortious conduct in the course of performance of this Agreement without waiving any sovereign immunity, governmental immunity or other defenses available to the parties under federal or State law. Nothing in this paragraph shall be construed to create or grant any rights, contractual or otherwise, in or to any third persons or entities. All parties agree that any such liability or damages occurring during the performance of this Agreement caused by the joint or comparative negligence of the parties, or their employees, agents or officers, shall be determined in accordance with comparative responsibility laws of Texas.

City acknowledges and agrees that County is prohibited by Article XI, Section 7 of the Texas Constitution from indemnifying City or any other third party for damages arising under this Agreement.

**VIII.
NOTICE**

Any notice or certification provided for in this Agreement to be given by either party to the other shall be required to be in writing and shall be deemed given when personally delivered or within three (3) business days after being deposited in the United States mail, postage prepaid, certified, return receipt requested or registered addressed as follows:

To County: Fire Marshal
 County of Dallas
 George Allen Building
 600 Commerce Street RM B-15
 Dallas, Texas 75202

To City: Fire Chief Marty Wade
 Sachse Fire & Rescue
 3815 Bldg. D Sachse Rd
 Sachse, Texas 75048

**IX.
MISCELLANEOUS**

A. Applicable Law. This Agreement is expressly made subject to County’s Sovereign Immunity, Title 5 of the Texas Civil Remedies Code and all applicable laws. This Agreement and all matters pertinent thereto shall be construed and enforced in accordance with the laws of the State of Texas and venue shall lie exclusively in the state and federal courts of competent jurisdiction sitting in Dallas County, Texas.

B. Entire Agreement. This Agreement, including all Exhibits, and Addendum, constitutes the entire agreement between the parties hereto and may only be modified or amended by an instrument in writing executed by the parties hereto, except for changes to Exhibit A as discussed in Section I above.

C. Binding Effect. This Agreement and the respective rights and obligations of the parties hereto shall inure to the benefit of and be binding upon the successors and assigns of the parties hereto as well as the parties themselves; provided, however, that County, its successors and assigns shall be obligated to perform County's covenants under this Agreement only during, and in respect of their successive periods as County during the Term of this Agreement.

D. Fiscal Funding. Notwithstanding any provisions contained in this Agreement, the obligations of the County under this Agreement are expressly contingent upon the availability of funding for each item and obligation for the Term of the Agreement and any pertinent extensions. City shall have no right of action against County in the event County is unable to fulfill its obligations under this Agreement as a result of lack of sufficient funding for any item or obligation from any source utilized to fund this Agreement or failure to budget or authorize funding for this Agreement during the current or future fiscal years. In the event that County is unable to fulfill its obligations under this Agreement as a result of lack of sufficient funding, or if funds become unavailable, County, at its sole discretion, may provide funds from a separate source or may terminate this Agreement by written notice to City at the earliest possible time.

E. Severability. If any provision of this Agreement shall be held invalid, void or unenforceable, the remaining provisions hereof shall not be affected or impaired, and such remaining provision shall remain in full force and effect.

F. Number and Gender. Words of any gender used in this Agreement shall be held and construed to include any other gender and words in the singular shall include the plural and vice versa, unless the context clearly requires otherwise.

G. Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument.

H. This Agreement shall not become effective until approved by a City Resolution and a Commissioners' Court Order. A copy of the respective Resolution and Order will be furnished to each signing entity.

By their signatures below, the duly authorized representatives of City and County accept the terms of this Agreement in full.

[Remainder of Page Intentionally Left Blank]

[Signature Page to Follow]

EXECUTED this the _____ day of _____, 2016.

COUNTY:

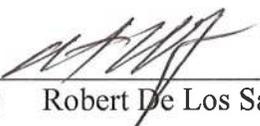
CITY:

BY: Clay Lewis Jenkins
Dallas County Judge

BY: _____
Mayor of Sachse

RECOMMENDED:

BY: Darryl Martin – Dallas County Court Administrator



BY: Robert De Los Santos - Dallas County Fire Marshal

APPROVED AS TO FORM*:

SUSAN HAWK
CRIMINAL DISTRICT ATTORNEY

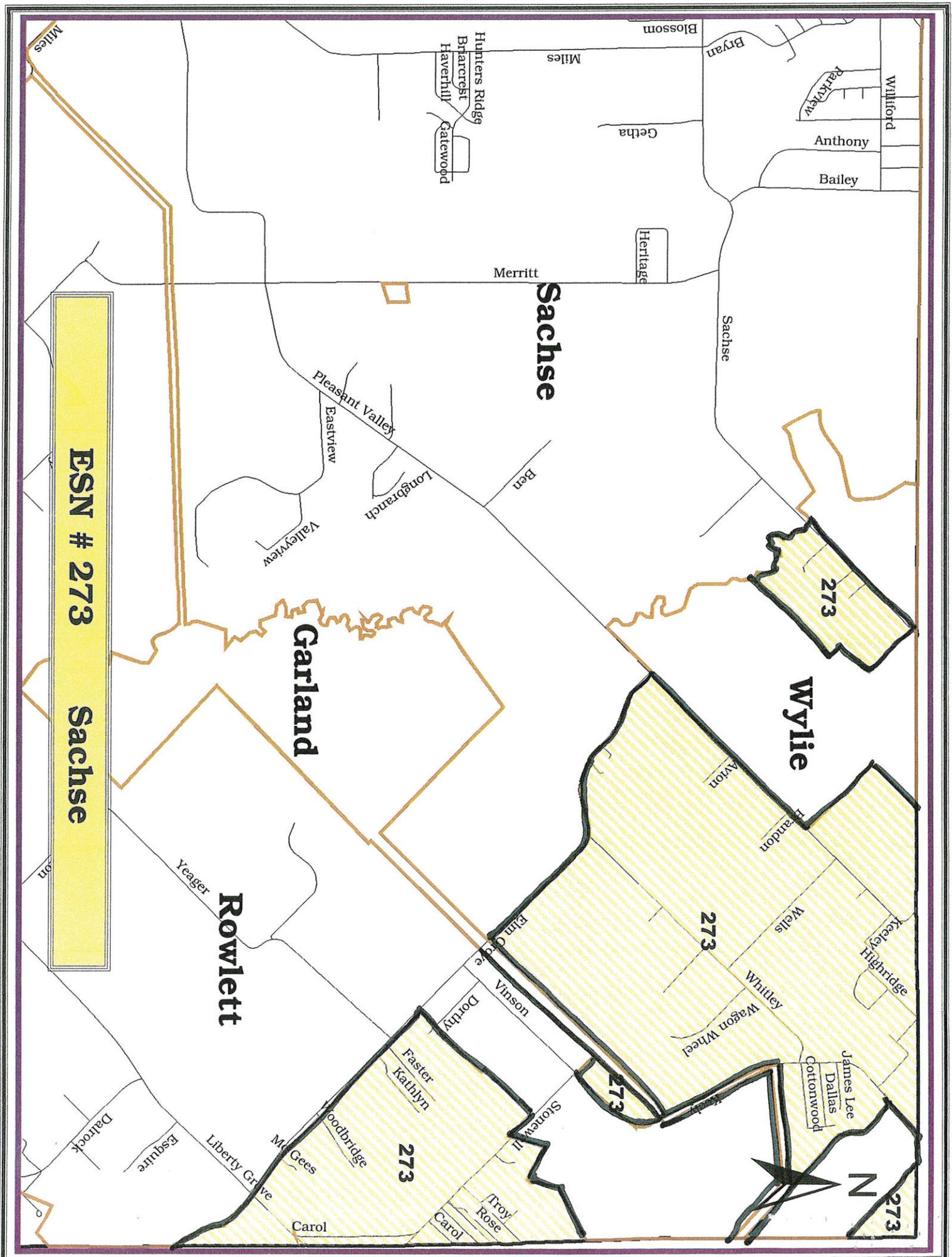


BY: Randall Miller
Assistant District Attorney

** By law, the Dallas County District Attorney's Office may only advise or approve contracts or legal documents on behalf of its clients. It may not advise or approve a contract or legal document of other parties. Our review of this document was conducted solely from the legal perspective of our client. Our approval of this document was offered solely for the benefit of our client. Other parties should not rely on this approval, and should seek review and approval by their own respective attorney(s).*

EXHIBIT A

FIRE PROTECTION ZONE MAP



ESN # 273 Sachse





City of Sachse, Texas

Legislation Details (With Text)

File #:	16-3455	Version:	1	Name:	Ambulance Services - Dallas County
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	8/5/2016	In control:		In control:	City Council
On agenda:	8/15/2016	Final action:		Final action:	
Title:	Approve a resolution approving the terms and conditions of an agreement by and between Dallas County and the City of Sachse for ambulance services.				

Sponsors:

Indexes:

Code sections:

Attachments: [Resolution](#)
[Ambulance Services Agreement](#)
[Map - Sachse](#)

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

Title

Ambulance Services Agreement

Background

The City of Sachse currently provides Ambulance and Fire protection to the adjoining Dallas County Area per a three year agreement. The current agreement expires September 2016. The primary change from the current agreement is that Dallas County has increased the amount of compensation per incident.

Policy Considerations

None.

Budgetary Considerations

An increase in the amount of compensation for coverage from \$420.00 per incident to \$450.00 per incident.

Staff Recommendations

Approve a resolution approving the terms and conditions of an agreement by and between Dallas County and the City of Sachse for ambulance services.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SACHSE, TEXAS, APPROVING THE TERMS AND CONDITIONS OF AN AGREEMENT BY AND BETWEEN DALLAS COUNTY AND THE CITY OF SACHSE FOR AMBULANCE SERVICES TO BE PROVIDED BY THE CITY OF SACHSE IN THE UNINCORPORATED AREAS OF DALLAS COUNTY, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Dallas County (“County”) has requested to the City of Sachse (“City”) to provide ambulance services (“Services”) to certain unincorporated areas of Dallas County, Texas; and

WHEREAS, Dallas County has agreed to reimburse the City for providing such services; and

WHEREAS, the City Council finds that it is in the public interest to approve the agreement between Dallas County and the City; and

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

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

SECTION 1. That the agreement for Ambulance Services, attached hereto as Exhibit “A”, hereby authorizes the Mayor to execute the agreement with Dallas County to provide ambulance services to the City.

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 15th day of August, 2016.

CITY OF SACHSE, TEXAS

Mike J. Felix, Mayor

ATTEST:

Michelle Lewis Sirianni, City Secretary

STATE OF TEXAS §
 §
COUNTY OF DALLAS §

AMBULANCE SERVICES AGREEMENT

WHEREAS, the City of Sachse Texas, (the “City”), has agreed to provide ambulance services to the unincorporated areas for the County of Dallas, (the “County”) adjacent to the City’s corporate limits, and

WHEREAS, County has requested the City to provide such services with City owned and City operated ambulance equipment,

NOW THEREFORE, this Agreement (the “Agreement”) is entered pursuant to Chapter 791, Texas Government Code, between City and County and the City and County hereby agree as follows:

I.
SERVICES

For the consideration stated herein, the City agrees to (i) furnish ambulance services, (ii) to answer all ambulance calls in the assigned unincorporated area adjacent or near the corporate limits of said City, as shown on the official ambulance zone map of County, a copy of which is attached hereto as **Exhibit A** and incorporated herein for all purposes, (iii) perform Ambulance Runs and Fire Runs in connection with these services, and (iv) meet Minimum Ambulance Staffing requirements as defined below for all Ambulance Runs. Any deletions due to annexations or any additions due to de-annexations will be furnished the City by the County Fire Marshal and the official map shall be updated by the City to reflect these changes and **Exhibit A** shall be automatically updated without the requirement of a formal amendment. The City’s ambulance call responses shall continue into any annexed area until official notice is received from the County Fire Marshal. The City’s ambulance call responses shall commence into any de-annexed area when official notice is received from the County Fire Marshal.

II. TERM

This Agreement shall be in effect for the County fiscal year of October 1, 2016 through September 30, 2017 and shall automatically be extended for two (2) additional one-year fiscal periods (October 1, 2017 through September 30, 2018, and October 1, 2018 through September 30, 2019) (collectively the “Term”). The two one-year extensions to this Agreement are contingent on the County appropriating and budgeting the necessary funds to pay for ambulance services in each of the succeeding one-year extensions. In the event that funds are not appropriated by County for a succeeding one-year extension, this Agreement shall terminate on the last day of the fiscal year in which funds are appropriated for such fiscal year.

III. DEFINITIONS

1) “Ambulance Run” shall mean an ambulance response into the assigned unincorporated area of the County where any type of emergency medical treatment is performed, or where valid reasons can be provided by City as to why there was no need to administer treatment. An Ambulance Run does not include the routine dispatch of an ambulance vehicle to the location or address of a “Fire Run” (as defined below), when the necessity of an ambulance vehicle at such location or address does not exist and is not required to meet the requirements of a valid Ambulance Run or a Fire Run.

2) The “Minimum Ambulance Staffing” shall be defined as follows: (i) “Advanced Life Support” (ALS) units shall have a minimum of one EMT-Paramedic and one EMT-Basic (ii) “Basic Life Support” (BLS) units shall have a minimum of two EMT-Basics.

3) A “Fire Run” shall mean a fire department response with a fire protection vehicle into the assigned unincorporated area of the County where any type of extinguishing agent is applied to a fire, or

when valid reasons are provided by City as to why there was no need to apply an extinguishing agent to a fire.

IV.
REIMBURSEMENT BY COUNTY

A. The County agrees to reimburse the City at the rate of FOUR HUNDRED AND FIFTY NO/100 DOLLARS (\$450.00) for each approved Ambulance Run that the City makes into the defined unincorporated area made in accordance with this Agreement.

B. In order for the City to be eligible for reimbursement for a Ambulance Run, the Ambulance Run must be to a location within the unincorporated area assigned to the City in attached **Exhibit A**. When the City receives an original call for an Ambulance Run, the City must immediately notify the County Fire Marshal by contacting the Sheriff's Department by telephone or radio. The City must file with the County Fire Marshal, not later than five (5) days after the end of the calendar month, a certified list of the Ambulance Runs made into said unincorporated areas during the preceding month. Ambulance Runs that are not to a location in the assigned unincorporated area or that have not been approved prior to mutual aid assistance call will be disallowed by the County Fire Marshal and no reimbursement will be made to the City for such Ambulance Runs.

C. The County Fire Marshal will notify the City of any response locations that cannot be located from the information provided on the run sheet and of Ambulance Runs which are not eligible for reimbursement within thirty (30) days after the receipt of said City report. If a reply is not received from the City after the second request from the County Fire Marshal, the Ambulance Run will be disallowed and not reimbursed. City will not be reimbursed for an Ambulance Run when (i) an ambulance is routinely dispatched to the same location or address of a Fire Run, (ii) the necessity for an ambulance at the location or address of a Fire Run does not exist, or (iii) an ambulance is not required to meet the requirements of a valid Ambulance Run or a Fire Run. County will reimburse City for all eligible Ambulance Runs within thirty (30) days after the end of each quarter year during the Agreement Term.

V.
FEES CHARGED TO CITIZENS

A. The City may collect from the citizens the same fee for ambulance service in the assigned unincorporated areas that it charges for like services in the City. The City shall not charge the citizens in the assigned unincorporated area more for services than it charges for like services in the City. The County shall not assist in the collection of any fees charged by the City. No reimbursement for uncollected fees shall be made by County.

B. Payment shall be for “per ambulance utilized” not for “per patient transported”. In multi-injury incidents or situations, each ambulance must transport two patients per ambulance, except in those cases where CPR is in progress or where multiple injuries involving a patient in a life-threatening situation must receive extensive personal treatment while being transported.

VI.
TERMINATION

This Agreement may be terminated by either party without cause by giving the other party ninety (90) days prior written notice of the termination.

VII.
LIABILITY

City and County agree to be responsible each for their own negligent acts or omissions, or other tortious conduct in the course of performance of this Agreement without waiving any sovereign immunity, governmental immunity or other defenses available to the parties under federal or State law. Nothing in this paragraph shall be construed to create or grant any rights, contractual or otherwise, in or to any third persons or entities. All parties agree that any such liability or damages occurring during the performance of this Agreement caused by the joint or comparative negligence of the parties, or their employees, agents or officers, shall be determined in accordance with comparative responsibility laws of Texas.

City acknowledges and agrees that County is prohibited by Article XI, Section 7 of the Texas Constitution from indemnifying City or any other third party for damages arising under this Agreement.

**VIII.
NOTICE**

Any notice or certification provided for in this Agreement to be given by either party to the other shall be required to be in writing and shall be deemed given when personally delivered or within three (3) business days after being deposited in the United States mail, postage prepaid, certified, return receipt requested or registered addressed as follows:

To County: Dallas County Fire Marshal
George Allen Building
600 Commerce Street RM B-15
Dallas, Texas 75202

To City: Fire Chief Marty Wade
Sachse Fire & Rescue
3815 Bldg. D Sachse Rd.
Sachse, Texas 75048

**IX.
MISCELLANEOUS**

A. **Applicable Law.** This Agreement is expressly made subject to County's Sovereign Immunity, Title 5 of the Texas Civil Remedies Code and all applicable laws. This Agreement and all matters pertinent thereto shall be construed and enforced in accordance with the laws of the State of Texas and venue shall lie exclusively in Dallas County, Texas.

B. **Entire Agreement.** This Agreement including all Exhibits, and Addendum, constitutes the entire agreement between the parties hereto and may only be modified or amended by an instrument in writing executed by the parties hereto, except for changes to **Exhibit A** as discussed in Section I above.

C. **Binding Effect.** This Agreement and the respective rights and obligations of the parties hereto shall insure to the benefit of and be binding upon the successors and assigns of the parties hereto as

well as the parties themselves, provided, however, that County, its successors and assigns shall be obligated to perform County's covenants under this Agreement only during, and in respect of their successive periods as County during the Term of this Agreement.

D. Fiscal Funding. Notwithstanding any provisions contained in this Agreement, the obligations of the County under this Agreement are expressly contingent upon the availability of funding for each item and obligation for the Term of the Agreement and any pertinent extensions. City shall have no right of action against County in the event County is unable to fulfill its obligations under this Agreement as a result of lack of sufficient funding for any item or obligation from any source utilized to fund this Agreement or failure to budget or authorize funding for this Agreement during the current or future fiscal years. In the event that County is unable to fulfill its obligations under this Agreement as a result of lack of sufficient funding, or if funds become unavailable, County, at its sole discretion, may provide funds from a separate source or may terminate this Agreement by written notice to City at the earliest possible time.

E. Severability. If any provision of this Agreement shall be held invalid, void or unenforceable, the remaining provisions hereof shall not be affected or impaired, and such remaining provisions shall remain in full force and effect.

F. Number and Gender. Words of any gender used in this Agreement shall be held and construed to include any other gender and words in the singular shall include the plural and vice versa, unless the context clearly requires otherwise.

G. Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument.

H. This Agreement shall not become effective until approved by a City Resolution and a Commissioners Court Order. A Copy of the respective Resolution and Order will be furnished to each signing entity.

By their signatures below, the duly authorized representatives of City and County accept the terms of this Agreement in full.

EXECUTED this the _____ day of _____, 2016.

COUNTY:

CITY:

BY: Clay Lewis Jenkins
Dallas County Judge

BY: _____
Mayor of Sachse

RECOMMENDED:

BY: Darryl Martin – Dallas County Court Administrator



BY: Robert De Los Santos - Dallas County Fire Marshal

APPROVED AS TO FORM*:

SUSAN HAWK
CRIMINAL DISTRICT ATTORNEY



BY: Randall Miller
Assistant District Attorney

** By law, the Dallas County District Attorney's Office may only advise or approve contracts or legal documents on behalf of its clients. It may not advise or approve a contract or legal document of other parties. Our review of this document was conducted solely from the legal perspective of our client. Our approval of this document was offered solely for the benefit of our client. Other parties should not rely on this approval, and should seek review and approval by their own respective attorney(s).*

EXHIBIT A

AMBULANCE RESPONSE ZONE MAP



City of Sachse, Texas

Legislation Details (With Text)

File #: 16-3457 **Version:** 1 **Name:** Emergency Communication District
Type: Agenda Item **Status:** Agenda Ready
File created: 8/9/2016 **In control:** City Council
On agenda: 8/15/2016 **Final action:**
Title: Approve a resolution authorizing the creation of the North Central Texas Regional 9-1-1 Emergency Communications District.

Sponsors:

Indexes:

Code sections:

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

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

Title

Emergency Communication District

Background

The City of Sachse has received 911 service, infrastructure and equipment through a contract with the NCTCOG since 1991. The wireline and wireless subscriber 911 fees are collected by the State Comptroller and disbursed through legislative appropriation back to the NCTCOG for use in 911 service delivery and technology improvements. Historically, the legislature has not appropriated the full monies collected back to the NCTCOG. Chapter 772, Subchapter H of the Texas Health and Safety Code provides for the creation of a Regional Emergency Communications District by the NCTCOG. Doing so will allow the NCTCOG to receive all monies collected through the existing 911 fees for use in maintaining and enhancing service delivery. Each entity receiving service must adopt a resolution authorizing the NCTCOG to create an Emergency Communications District. Currently of the 149 entities receiving 911 service through the NCTCOG 90 have passed this necessary resolution.

Policy Considerations

None.

Budgetary Considerations

None.

Staff Recommendations

Approve a resolution authorizing the creation of the North Central Texas Regional 9-1-1 Emergency Communications District.

Proposed Regional Emergency Communications District

City of Sachse

City Council Work Session

August 15th 2016

9-1-1 LEGISLATIVE HISTORY

1987

Legislation directed COGS to administer a 9-1-1 System in their Regions for all Counties and Cities Except for Counties and Municipalities that were already operating 9-1-1 Systems

1999

Advisory Commission on State Emergency Communications became the Commission on State Emergency Communications and fee remittance changed from local COGs to the State Comptroller's Office with Legislative Appropriations

2013

Legislation allowing CAPCOG (Austin area) to create a 9-1-1 District as a political subdivision of the state (Accomplished in 2013)

2015

Legislation Allowing all other COGS to create a 9-1-1 District as a political subdivision of the state (Accomplished in 2016 by Houston-Galveston Area Council – HGAC)

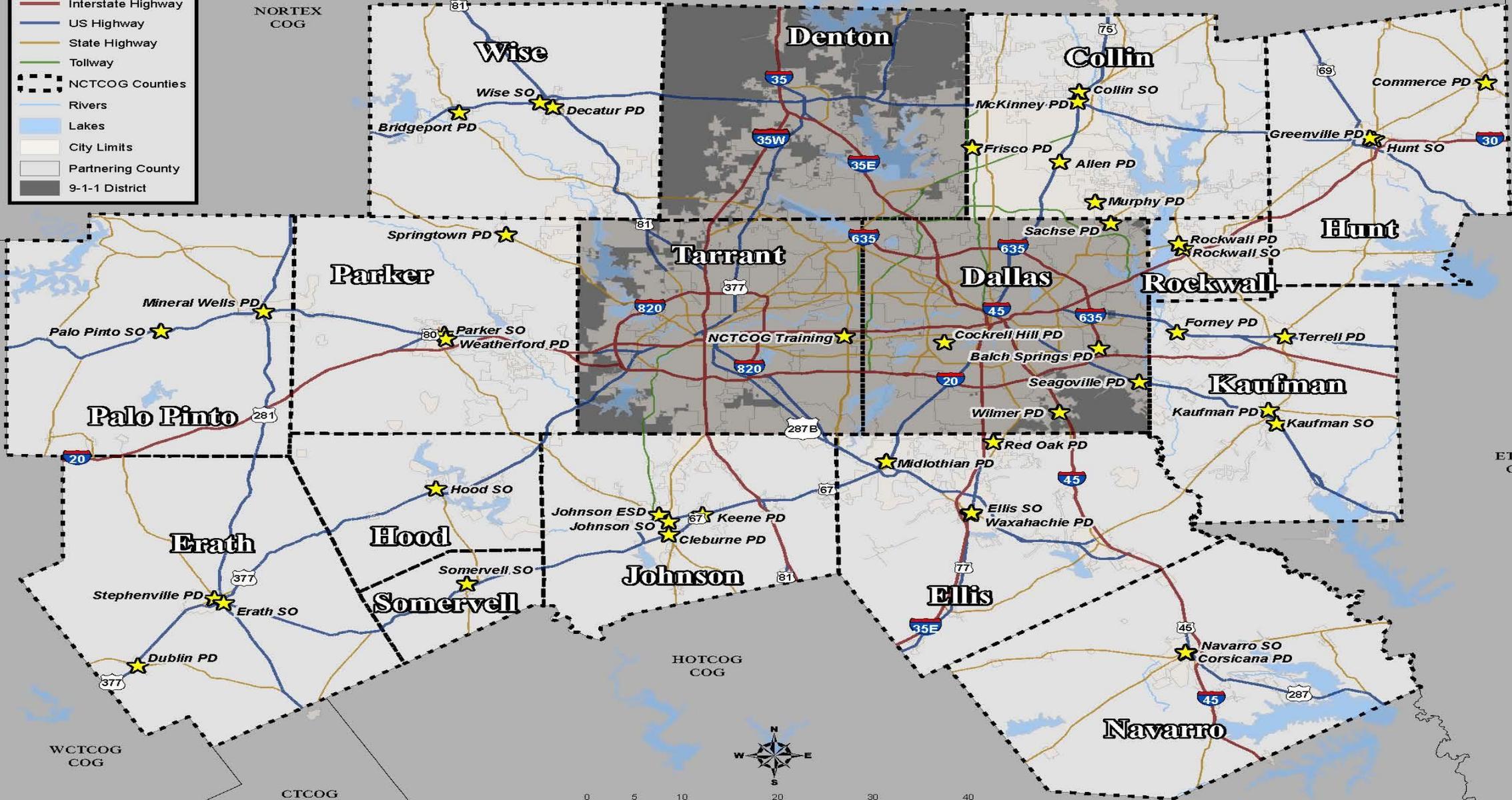
9-1-1 SYSTEM PROVIDERS

- **Emergency Communication Districts (24)**
Under Chapter 772, Health and Safety Code - HSC (such as Tarrant, Denton)
- **Emergency Communication Districts (27)**
Under Chapter 771.001 (3) (A) HSC (such as Plano, Wylie, Richardson)
- **Councils of Governments (2)**
Under Chapter 772 HSC (such as CAPCOG)
- **Councils of Governments (22)**
Under Chapter 771 HSC (such as NCTCOG)

NCTCOG 9-1-1 Program Partners

Legend

- ★ Partnering PSAP
- Interstate Highway
- US Highway
- State Highway
- Tollway
- NCTCOG Counties
- Rivers
- Lakes
- City Limits
- Partnering County
- 9-1-1 District



TEXOMA COG

NORTEX COG

ARK TEX COG

ETCOG COG

HOTCOG COG

WCTCOG COG

CTCOG COG



DISTRICTS vs. COGS

	DISTRICTS	COGS
<i>Governance</i>	Local Boards	Commission on State Emergency Communications (CSEC)
<i>Revenue From Fee</i>	All fees collected and remitted to District	<ol style="list-style-type: none">1. Legislature decides how much to appropriate2. CSEC determines how to allocate

Local Control

District Governed by Local Elected Officials

- Sets Policies
- Adopts Bylaws, Rules and Regulations
- Adopts Annual Budget
- Approves Long-Term Master Plans for System Improvements

District is Administered by NCTCOG

- Executive Director is Responsible for Executing Board Policies
- 9-1-1 Staff will Continue to Operate and Maintain the System
- Seamless Transition with no impact on 9-1-1 System or Service at County/Municipal Dispatch Centers

APPROPRIATIONS/ALLOCATIONS NCTCOG HISTORY

YEAR	APPROPRIATED	ALLOCATED	DIFFERENCE	CSEC WITHELD
2010-11	\$17,825,791	\$15,356,721	<\$2,469,070>	
2012-13	\$18,621,138	\$12,529,808	<\$6,091,330>	
2014-15	\$19,561,487	\$13,122,513	<\$3,866,866>	<\$2,572,108>
2016-17	\$20,646,838	\$20,772,881	(+\$126,043)	<\$1,199,158>
			\$12,427,266	\$3,770,266

2010-11 through 2016-17 RECAP

FUNDS WITHELD

BY LEGISLATURE	\$12,427,266
BY CSEC	\$3,770,266
TOTAL	\$16,198,532

ONE TIME OFFSETS IN 2013-15:

CAPCOG Remaining Funds:	\$4,448,112
Federal Reimbursement:	\$1,556,503
Total:	\$6,004,615

Creation and Interim Board

- Every Entity Receiving 9-1-1 Services by NCTCOG must pass a resolution
- Representatives from each entity that attends the first meeting shall serve as the Interim Board
- Interim Board will decide the size of a Board and the Qualifications for Members

Funding For District

- **Current Fee of \$.50 remains and cannot be increased**
- **No taxing authority**
- **No ability to issue long-term debt**
- **Could do short-term loans**

Dissolution:

Regional Emergency Communications District

- As directed in the state statute, must be in compliance with districts' policies and bylaws
- COG assumes district's assets, the provision of the 9-1-1 Service and the district's debt
- If assets are insufficient to retire debts, COG may continue to impose all or part of district's user fee to retire debt
- COG's governing body adopts rules to administer the retirement of debt

History: NCTCOG 9-1-1

- Implemented 9-1-1 services in the region in 1991.
 - Enhanced 9-1-1 (landline)
 - Routes to the correct 9-1-1 Answering Center
 - Provides subscriber's name and phone number
 - Provides subscriber address
 - Wireless Phase I – coverage area from a single tower. No specific dispatchable location
 - Wireless Phase II – approximate location of caller. Multiple tower triangulation/GPS signals (appears on GIS map in PSAP)
 - Ability to receive calls via the Internet

History: Transition to Next Generation 9-1-1

- (NG9-1-1)2007: Master plan developed
 - Standards based solutions
 - Complies with Commission on State Emergency Communications (CSEC) NG9-1-1 master plan
- 2008: Implemented Digital 9-1-1 equipment and network
- 2010–2011: Implemented design improvements to stabilize system
- 2012–2013: Implemented Core Services on Digital network to allow for multimedia and improved routing
- 2013: Text to 9-1-1

Future NCTCOG 9-1-1 Projects

- Multiple ways to transport data to PSAPs (microwave/fiber cable) to improve Resiliency and Diversity of 9-1-1 Network
- Improving Location Accuracy through use of Wi-Fi technology, beacons in cell phones and buildings
- Increasing Network Security from viruses/malware transmitted by smart devices

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SACHSE, TEXAS, AUTHORIZING THE CREATION OF THE NORTH CENTRAL TEXAS REGIONAL 9-1-1 EMERGENCY COMMUNICATIONS DISTRICT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Chapter 772, Subchapter H, of the Texas Health and Safety Code, cited as the Regional Emergency Communications District Act (the “act”), provides for the creation of a Regional Emergency Communications District; and

WHEREAS, the act applies to a state planning region established under Chapter 391 of the Texas Local Government Code with a population of under 1.5 million, composed of counties and municipalities that operate a 9-1-1 system solely through a regional planning commission; and

WHEREAS, the Act requires that the governing bodies of each participating county and municipality in the region adopt a resolution approving the creation of the Regional Emergency Communications District (the “District”); and

WHEREAS, as of August 1, 2016, the City of Sachse exclusively receives 9-1-1 system services operated through the North Central Texas Council of Governments, a regional planning commission; and

WHEREAS, the City Council of the City of Sachse finds it to be in the best interest of its citizens to authorize the creation of the North Central Texas Regional 9-1-1 Emergency Communications District;

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF SACHSE, TEXAS, HEREBY AUTHORIZES THE CREATION OF THE NORTH CENTRAL TEXAS REGIONAL 9-1-1 EMERGENCY COMMUNICATIONS DISTRICT.

DULY RESOLVED AND ADOPTED by the City Council of the City of Sachse, Texas, this the 15th day of August, 2016.

CITY OF SACHSE, TEXAS

Mike J. Felix, Mayor

ATTEST:

Michelle Lewis Sirianni, City Secretary



City of Sachse, Texas

Legislation Details (With Text)

File #: 16-3460 **Version:** 1 **Name:** Audit Services for 2016
Type: Agenda Item **Status:** Agenda Ready
File created: 8/10/2016 **In control:** City Council
On agenda: 8/15/2016 **Final action:**

Title: Approve a resolution approving the terms and conditions of an agreement, by and between the City of Sachse and BrooksCardial, PLLC, to provide auditing services for the City's financial statements for the fiscal year ending September 30, 2016 and authorizing its execution by the City Manager.

Sponsors:

Indexes:

Code sections:

Attachments: [Resolution](#)
[Sachse Engagement Letter 2016](#)

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

Title
 Audit Services

Background
 City Charter Section 7.18 requires that an independent audit be performed at the close of each fiscal year by a certified public accountant. No more than five consecutive annual audits can be completed by the same firm. The independent audit firm of BrooksCardiel, PLLC, has completed audits of the City's financial statements for the past four years.

Policy Considerations
 Section 7.18 of the City Charter sets forth a requirement for the City Council to call for an independent audit to be made of all accounts of the City by a certified public accountant. In addition, it is the responsibility of the City to comply with reasonable internal controls and to make representations that the City's financial statements are presented fairly and with full disclosure of any and all financial implications.

Budgetary Considerations
 The City has proposed an amount equal to the contract amount of \$26,984 for auditing services in the 2016-2017 budget, allocated between the General Fund, Utility Fund, and SEDC. By comparison, the 2015-2016 budgeted amount was \$26,198.

Staff Recommendations
 Approve a resolution approving the terms and conditions of an agreement, by and between the City of Sachse and BrooksCardial, PLLC, to provide auditing services for the City's financial statements for the fiscal year ending September 30, 2016 and authorizing its execution by the City Manager.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SACHSE, TEXAS, APPROVING THE TERMS AND CONDITIONS OF AN AGREEMENT, BY AND BETWEEN THE CITY OF SACHSE AND BROOKSCARDIEL, PLLC, TO PROVIDE AUDITING SERVICES FOR THE CITY'S FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2016, AUTHORIZING ITS EXECUTION BY THE CITY MANAGER; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, it is the responsibility of the City of Sachse to maintain its finances in conformity with generally accepted accounting principles in order to conduct City business in a fair and business-type manner; and

WHEREAS, the City Council for the City of Sachse desires to secure professional auditing services for the City's financial statements; and

WHEREAS, the City Council of the City of Sachse has been presented with a proposed Agreement between the City of Sachse and BrooksCardiel, PLLC (the "Agreement") to provide auditing services for the City's financial statements for the fiscal year ending September 30, 2016; and

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

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

SECTION 1. The City Manager is hereby authorized to execute the Agreement, attached hereto as Exhibit "A," with BrooksCardiel, PLLC to provide auditing services for the City's financial statements for the fiscal year ending September 30, 2016.

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 _____ day of _____, 2016.

CITY OF SACHSE, TEXAS

Mike Felix, Mayor

ATTEST:

Michelle Lewis-Sirianni, City Secretary

AUDIT ENGAGEMENT LETTER

August 1, 2016

City of Sachse, Texas
3815-B Sachse Road
Sachse, TX 78415

Dear Mayor Felix:

You have requested that we audit the financial statements of the governmental activities, the business-type activities, the discretely presented component units, each major fund, and the aggregate remaining fund information of City of Sachse, Texas, as of September 30, 2016, and for the year then ended and the related notes to the financial statements, which collectively comprise City of Sachse, Texas's basic financial statements as listed in the table of contents. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on each opinion unit.

Accounting principles generally accepted in the United States of America require that the included supplementary information, such as management's discussion and analysis and budgetary comparison information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by accounting principles generally accepted in the United States of America.

This RSI will be subjected to certain limited procedures but will not be audited:

1. Management's Discussion and Analysis
2. Budgetary Comparison Information
3. GASB-required supplementary pension schedules

Supplementary information other than RSI will accompany the City's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on the following supplementary information in relation to the financial statements as a whole:

1. Individual nonmajor fund financial statements
2. Combining statements

Also, the document we submit to you will include the following other additional information that will not be subjected to the auditing procedures applied in our audit of the financial statements:

1. Introductory section
2. Statistical section

The Objective of an Audit

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

General Audit Procedures

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS). Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Internal Control Audit Procedures

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and, if applicable, in accordance with Government Auditing Standards, and/or any state or regulatory audit requirements.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

Compliance with Laws and Regulations

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Management Responsibilities

Our audit will be conducted on the basis that management acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
- b. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements; and
- c. To provide us with:
 - i. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation, and other matters;
 - ii. Additional information that we may request from management for the purpose of the audit; and
 - iii. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
- d. For including the auditor's report in any document containing financial statements that indicates that such financial statements have been audited by the entity's auditor;
- e. For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities; and
- f. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility: (a) for the preparation of the supplementary information in accordance with the applicable criteria; (b) to provide us with the appropriate written representations regarding supplementary information; (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information; and (d) to present the supplementary information with the audited financial statements, or if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

Nonattest Services

With respect to any nonattest services we perform, the City of Sachse, Texas's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities. BrooksCardiel, PLLC considers the preparation of the City's Comprehensive Annual Financial Report (CAFR) a nonattest service.

Reporting

We will issue a written report upon completion of our audit of the City's basic financial statements. Our report will be addressed to the governing body of the City. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

Other

We understand that your employees will prepare all confirmations we request and will locate any documents or invoices selected by us for testing.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Provisions of Engagement Administration, Timing and Fees

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

The timing of our audit will be scheduled for performance and completion as follows:

	<i>Begin</i>	<i>Complete</i>
Document internal control and preliminary tests	August 15	August 19
Mail confirmations	October 1	October 1
Perform year-end audit procedures	November 21	December 2
Issue audit report	n/a	December 19

Anthony Cardiel is the engagement partner for the audit services specified in this letter. His responsibilities include supervising BrooksCardiel, PLLC's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our fees are based on the amount of time required at various levels of responsibility, plus actual out-of-pocket expenses. Invoices will be rendered every two weeks and are payable upon presentation. We estimate that our fee for the audit will be \$26,984. We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate. Whenever possible, we will attempt to use the City's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit.

Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

During the course of the audit we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

At the conclusion of our audit engagement, we will communicate to the City Council the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;

- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

The audit documentation for this engagement is the property of BrooksCardiel, PLLC and constitutes confidential information. However, we may be requested to make certain audit documentation available to regulators or other authoritative bodies pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of BrooksCardiel, PLLC's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to said regulators. They may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

If the foregoing is in accordance with your understanding, please indicate your agreement by signing the duplicate copy of this letter and returning it to us. If you have any questions, please let us know.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Respectfully,



BrooksCardiel, PLLC
The Woodlands, TX

RESPONSE:

This letter correctly sets forth our understanding.

Approved by: _____

Title: _____



City of Sachse, Texas

Legislation Details (With Text)

File #:	16-3474	Version:	1	Name:	Resolution Approving Financial Policies 2016
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	8/10/2016	In control:		In control:	City Council
On agenda:	8/15/2016	Final action:		Final action:	
Title:	Approve a resolution adopting the City of Sachse Comprehensive Financial Management Policy Statements.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Presentation Resolution				

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

Title

Comprehensive Financial Management Policy

Background

The City's approved Budget Document includes "Fiscal and Budgetary Policy Statements" each fiscal year; however, the last Council review of the policy statements took place in 2013. Goal 3 of the Strategic Plan adopted by City Council in 2016 is to "be a model of financial stewardship through growth management, responsible investment, and financial transparency." One of the identified action items for reaching this goal is to review and approve financial policies, appended to include surplus property, debt, IT and grants prior to approval of the 2017 budget.

The policy document included for your consideration incorporates previously approved financial and budgetary policies, fiscal management contingency plan, fund balance policy, and surplus equipment policy. It also references several stand-alone policies: 1) Investment Policy, which is required by state statute to be reviewed each year; 2) City Travel Policy, which is covered in the Employee Policy Manual and requires changes from time to time in order to comply with Internal Revenue Service guidelines; 3) EDC Travel Policy, adopted by the SEDC Board of Directors to specifically address travel and entertainment issues specific to EDC objectives; 4) Petty Cash Policy, a procedural guide that also requires periodic updates due to technology and staffing changes; and, 5) Purchasing Card Policy, a sub-set of the Purchasing Policy that requires periodic adjustments due to changes in technology and staffing.

The primary additions to the policy statements are in the areas of Debt, Post-Issuance Tax Compliance, and Grant financing guidelines. Bond Counsel has requested that the post-issuance written procedures be adopted by resolution in order to comply with SEC requirements on tax-exempt financing. The debt policies included are more detailed than previous versions, and the grant policy defines the criteria for seeking outside help in obtaining grant funds.

The final area of change from previous versions of the fiscal policy statements is a requested increase in expenditure approval levels. The current authorization levels date back more than ten years. The requirement of City Manager approval of all purchases \$2500 and over is cumbersome and is recommended to increase to \$10,000; likewise the City Manager approval level is proposed to increase from \$25,000 to \$50,000, which is in keeping with state statutes.

Policy Considerations

The objectives of the Fiscal and Budgetary Policy Statements are to:

- 1) Guide Council and management policy decisions.
- 2) Employ balanced revenue/adequate funding for services.
- 3) Maintain appropriate financial capacity for present and future needs.
- 4) Maintain sufficient reserves.
- 5) Provide accurate, timely information on City's financial condition.
- 6) Protect City's credit rating.
- 7) Enhance internal controls.

Budgetary Considerations

The policies included have been followed in the development of the budget for the upcoming year.

Staff Recommendations

Approve a Resolution adopting the City of Sachse Comprehensive Financial Management Policy Statements; providing a repealing clause; providing a severability clause; and providing for an effective date.



**COMPREHENSIVE FINANCIAL
MANAGEMENT POLICY**

CITY COUNCIL WORKSHOP
AUGUST 1, 2016

WHY NOW?

- Annual Review during budget process
- Strategic Plan Goal 3:3 *Financial Stewardship*



OBJECTIVES

- Guide Council and management policy decisions
- Employ balanced revenue/adequate funding for services
- Maintain appropriate financial capacity for present and future needs
- Maintain sufficient reserves
- Provide accurate, timely information on City's financial condition
- Protect City's credit rating
- Internal Controls



SCOPE

- Accounting, Auditing, and Financial Reporting
- Budget and Long Range Financial Planning
- Revenue Management
- Expenditure Management
- Reserves
- Capital Expenditures and Improvements
- Debt
- Cash Management and Investments
- Grants and Intergovernmental Revenues
- Financial Consultants



NEW TO THE POLICY

- Assembles individual policies
 - Financial & Budgetary Policy Statement
 - Fiscal Management Contingency Plan
 - Fund Balance Policy
 - Surplus Equipment Policy
- References these Stand-alone policies
 - Investment Policy
 - City Travel Policy
 - EDC Travel Policy
 - Petty Cash Policy
 - Purchasing Card Policy
- Reassigns Expenditure Approval Levels
 - Establishes new thresholds for Capital Assets (Fixed Assets) from individual items rather than groups of items
- Details Debt Issuance and Post Issuance Tax Compliance required by Bond Counsel
- Establishes Grant Guidelines



ACCOUNTING, AUDITING AND FINANCIAL REPORTING

- Role of Finance Director/Department
- Basis of Accounting and Budgeting
 - Includes Vehicle Replacement Fund
- Financial and Management Reporting
 - Audit Requirements, Local Government Code, Title 4, Chapter 103
- Financial Policy reviewed annually



BUDGET AND LONG RANGE FINANCIAL PLANNING

- Recurring Revenues
- Use of Non-recurring Revenues
- Tax Rate
- Pay As You Go Capital Projects
- Revenue Estimating for Budgeting
 - Conservative Estimation
- Budget Management
- Amended Budget
- Operating Deficits
 - Appendix A- Fiscal Management Contingency Plan
- Long-Range Financial Plans
 - Inclusion from City Charter



REVENUE MANAGEMENT

- Basic Concepts—Reliable, Equitable, Diversification
- User Fees
 - General Fund
 - Enterprise Fund
- Impact Fees
 - Adopted during the budget process, included in the Master Fee Schedule
- Revenue Collection
- Write-offs
 - Utility accounts delinquent 3 or more years versus 360 days
- Bond Revenue Coverage Requirements



EXPENDITURE MANAGEMENT

- Texas State Constitution and Statutes, Local Government Code, Government Code
- Disbursement Approval Levels
 - Department Head: Current \$2,499/Proposed \$9,999
 - City Manager: Current \$2,500-\$24,999/Proposed \$10,000-\$49,999
 - City Council: Current \$25,000 and up/Proposed \$50,000 and up
 - Local Government Code, Chapter 252 Purchasing and Contracting Authority of Municipalities
- Disbursement Graphic for procurement requirements
- Purchasing Summary with procurement verbiage
- Prompt Payment
 - >10% variance
- Signature of Checks
 - Check signer initials: Current \$1,500/Proposed \$2,500
- Budget Tracking
 - Capital items clarified



EXPENDITURE MANAGEMENT CONT.

- Competitive Bidding
 - Local Government Code, Chapter 252.021
- Historically Underutilized Business
 - Government Code, Chapter 2161
- Travel/ Training and Business Meals Policy highlighted
 - City of Sachse Employee Manual Section 3.1
- SEDC Travel Policy highlighted
 - EDC Board
- Petty Cash Fund Policy highlighted
- Procurement Card Policy highlighted



RESERVES (FUND BALANCE POLICY)

- General Fund Unassigned
 - No Change from Fund Balance Policy and Fiscal and Budgetary Policy Statements
- Utility Enterprise Unassigned
 - No Change from Fiscal and Budgetary Policy Statements
- Debt Service Unassigned
 - No Change from Fiscal and Budgetary Policy Statements
- Equipment Replacement Fund--New
- GASB 54 Definitions/Order of Expenditure
 - No Change from Fund Balance Policy



CAPITAL EXPENDITURES AND IMPROVEMENTS

- Capitalization Threshold for Tangible Capital Assets
 - \$5,000 per individual item
 - Safeguarding responsibility of Department Director
 - Inventory and audit responsibility assigned to Finance and department
 - Infrastructure Evaluation and Replacement/Rehabilitation
 - Replacement of Capital Assets on a Regular Schedule (Fleet, Fire Trucks, and High-Tech)
 - Equipment Replacement Fund funding discussed with annual budget process
 - Capital Expenditure Financing
 - Current revenue
 - Fund Balance
 - Debt Issuance
- Asset Disposal (Surplus Property Policy)



DEBT

- Use of Debt Financing
- Affordability
- Types of Long-Term Debt including Lease Purchase Agreements
- Debt Structures
- Debt Issuance Process, Competitive vs. negotiated sale
- Application of Bond Proceeds
- Bond Ratings
- Post-issuance compliance



CASH MANAGEMENT AND INVESTMENTS

Summary Only. Main guiding document
Investment Policy and Debt Issuance

- Investment Management established by Investment Policy
- Investment Strategy – safety, liquidity, yield
- Interest distribution by funds provided
- Positive Arbitrage earnings rebatable to IRS
- Depository formal bidding process every 5 years
- Collateralization 102%



GRANTS AND INTERGOVERNMENTAL REVENUES

- Grant Guidelines
 - Consideration of Strategic Plan
 - Consideration of ongoing costs
 - Professional services contracted for \$25,000 and greater
 - In-house application for less than \$25,000 by department
- Grant Review Process
 - Uniform pre-application process to be generated
 - Grant agreements reviewed by appropriate City Staff for compliance with state and local regulations
- Grant expenditures discussed/ prioritized via the budget process
- Grant Termination and/or Reduced Grant Funding
 - Reduced grant funding results in City resources only if
 - Obligated through grant terms or
 - Evaluated/Approved during the budget process
 - Terminate grant-funded programs and positions when
 - Funds no longer available or
 - No longer supports City goals



FINANCIAL CONSULTANTS

- Auditors
- Post-issuance Compliance – No rotation requirement
 - Arbitrage Calculation
 - Continuing Disclosure
- Bond Counsel – No rotation requirement
- Financial Advisory Services – No rotation requirement
- Depository Bank – not to exceed 5 years



RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SACHSE, TEXAS, ADOPTING THE CITY OF SACHSE COMPREHENSIVE FINANCIAL MANAGEMENT POLICY STATEMENTS; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council has adopted a Strategic Plan; and the adopted Plan includes the goal to be a model of financial stewardship through growth management, responsible investment, and financial transparency;

WHEREAS, a review of financial policies was included as an action item in the Strategic Plan.

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

SECTION 1. The City of Sachse Comprehensive Financial Management Policy Statements, attached hereto as Exhibit “A”, be and the same is hereby adopted.

SECTION 2. That all provisions of the Resolutions of the City of Sachse, Texas, in conflict with the provisions of this Resolution be, and the same are hereby, repealed, and all other provisions of the Resolutions of the City not in conflict with the provisions of this resolution shall remain in full force and effect.

SECTION 3. That should any word, sentence, paragraph, subdivision, clause, phrase or section of this Resolution, be adjudged or held to be void or unconstitutional, the same shall not affect the validity of the remaining portions of said resolution, which shall remain in full force and effect.

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

DULY RESOLVED AND ADOPTED by the City Council of the City of Sachse, Texas, this the _____ day of _____, 2016.

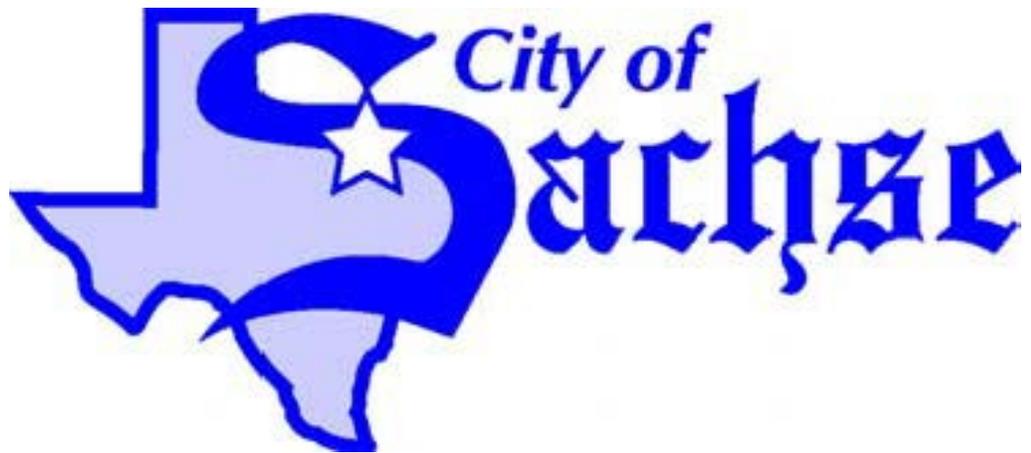
CITY OF SACHSE, TEXAS

Mike Felix, Mayor

ATTEST:

Michelle Lewis-Sirianni, City Secretary

EXHIBIT "A"



COMPREHENSIVE FINANCIAL MANAGEMENT
POLICY STATEMENTS

FISCAL YEAR 2017

CITY OF SACHSE
3815 Sachse Rd, Bldg., B, Sachse, TX 75048

TABLE OF CONTENTS

	PAGE
Purpose	5
Objectives	5
I. Accounting, Auditing and Financial Reporting	5-6
A. Accounting Practices and Principles	5
B. Basis of Accounting and Budgeting	5
C. Auditing	6
D. Financial and Management Reporting	6
E. Internal Controls	6
F. Compliance with Council Policy Statements	6
II. Budget and Long Range Financial Planning	7-9
A Operating Budget Preparation	7
B. Balanced Budget	7
C. Recurring Revenues	7
D. Use of Non-recurring Revenues	7
E. Tax Rate	8
F. Pay as You Go Capital Projects	8
G. Revenue Estimating for Budgeting	8
H. Budget Preparation	8
I. Budget Management	8
J. Amended Budget	8
K. Operating Deficits	8-9
L. Long-Range Financial Plans	9
III. Revenue Management	9
A. Balance and Diversification in Revenue Sources	9
B. User Fees – General Fund	9
C. User Fees – Enterprise Funds	9
D. Impact Fees	9
E. Revenue Collection	10
F. Write-off of Uncollectible Receivables	10
G. Bond Revenue Coverage Requirements	10
IV. Expenditure Management	10-13
A. Disbursement Approvals	10
B. Purchasing Summary	11
C. Prompt Payment	11
D. Signature of Checks	11
E. Budget Tracking	11
F. Competitive Bidding	12
G. Historically Underutilized Business	12
H. Cooperative Purchasing	12
I. Risk Management	12

TABLE OF CONTENTS

	PAGE
J. City Travel Policy highlights. Complete policy in Employee Manual	12
K. SEDC Travel Policy highlights. Complete policy by EDC Board	12
L. Petty Cash Policy highlights. Complete policy available	13
M. Procurement Card (P-Card) Policy highlights. Complete policy available	13
V. Reserves	13
A. Fund Balance Policy. See Appendix B	13
B. General Fund Unassigned Fund Balance	13
C. Utility Enterprise Funds/Unassigned Working Capital	13
D. Debt Service Fund Unassigned Fund Balance	13
E. Vehicle and Equipment Replacement Fund	13
VI. Capital Expenditures and Improvements	14-15
A. Capitalization Threshold for Tangible Capital Assets	14
B. Infrastructure Evaluation and Replacement/Rehabilitation	14
C. Replacement of Capital Assets on a Regular Schedule	14
D. Capital Expenditure Financing	14
E. Capital Improvements/Project Reporting	14
F. Surplus Equipment Policy	14-15
VII. Debt	15-19
A. Use of Debt Financing	15
B. Affordability	15
C. Types of Long-Term Debt	15-16
D. Debt Limits	16
E. Debt Structures	16
F. Debt Issuance Process	16
G. Application of Bond Proceeds	17
H. Underwriting Syndicates	17
I. Bond Ratings	17
J. Post Issuance Tax Compliance	17-19
1. Arbitrage	17
2. Procedures applicable to Obligations issued for construction and acquisition purposes	17
3. Procedures applicable to Obligation with debt service reserve fund	18
4. Procedures applicable to Escrow Accounts for Refunding Issues	18
5. Procedures applicable to all Tax-exempt Obligations Issues	18
6. Ownership and Use of Project (Private Business Use)	18
7. Continuing Disclosure Compliance Requirements	18-19
8. Record Retention	19
9. Responsible Persons	19
VIII. Cash Management and Investments highlights.	20
A. Investment Management	20
B. Investment Strategy	20
C. Interest Income	20

TABLE OF CONTENTS

	PAGE
D. Arbitrage Investments	20
E. Depository	20
F. Collateralization of Deposits	20
IX. Grants and Intergovernmental Revenues	21
A. Grant Guidelines	21
B. Grant Review Process	21
C. Budgeting for Grant Expenditures	21
D. Grant Termination and/or Reduced Grant Funding	21
XI. Financial Consultants	22
A. Selection of Auditors	22
B. Arbitrage	22
C. Bond Counsel	22
D. Financial Advisory Services	22
E. Depository Bank	22
Appendix A Fiscal Management Contingency Plan	23-25
Appendix B Fund Balance Policy	26-27



Comprehensive Financial Management Policy Statements

Responsible Office: Finance Department

Issuance Date:

Last Revision:

Purpose

The Comprehensive Financial Management Policy Statements assembles all of the City's financial policies into one document. These statements are tools used to ensure that the City is financially able to meet its current and future service needs. The individual statements contained herein serve as guidelines for both the financial planning and internal financial management of the City.

Objectives

- A. To guide City Council and management policy decisions that have significant fiscal impact.
- B. To employ balanced revenue policies that provide adequate funding for services and service levels.
- C. To maintain appropriate financial capacity for present and future needs.
- D. To maintain sufficient reserves so as to maintain service levels during periods of economic downturn.
- E. To promote sound financial management by providing accurate and timely information on the City's financial condition.
- F. To protect the City's credit rating and provide for adequate resources to meet the provisions of the City's debt obligations on all municipal debt.
- G. To ensure the legal use of financial resources through an effective system of internal controls.

I. ACCOUNTING, AUDITING, AND FINANCIAL REPORTING

The City will maintain accounting practices that conform to generally accepted accounting principles and comply with prevailing federal, state, and local statutes and regulations. The City will provide for, prepare, and present regular reports that analyze and evaluate the City's financial performance and economic conditions. The Director of Finance is the City's Chief Fiscal Officer and is responsible for establishing the Chart of Accounts and for properly recording financial transactions.

A. Accounting Practices and Principles

The City will maintain accounting practices that conform to generally accepted accounting principles (GAAP) as set forth by the Governmental Accounting Standards Board (GASB, the authoritative standard setting body for units of local governments). All City financial documents, except monthly interim financial reports, including official statements accompanying debt issues, Comprehensive Annual Financial Reports and continuing disclosures statements, will meet these standards. Monthly interim financial reports are on a cash basis and will be reported as budgeted. At year-end, the general ledger and financials will be converted to GAAP and GASB.

B. Basis of Accounting and Budgeting

The City's finances shall be accounted for in accordance with generally accepted accounting principles as established by the Governmental Accounting Standards Board.

The accounts of the City are organized and operated on the basis of funds and account groups. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds is maintained consistent with legal and managerial requirements. Account groups are a reporting device to account for certain assets and liabilities of the governmental funds not recorded directly in those funds. Governmental funds are used to account for the government's general government activities and include the General, Special Revenue, Debt Service and Capital Project, Impact Fee, Street Maintenance Tax, Tax Increment Financing (TIF) Funds and Vehicle Replacement Fund.

Governmental Fund types use the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they are “measurable and available”). “Measurable” means the amount of the transaction can be determined and “available” means collectible within the current period or soon enough thereafter to pay liabilities of the current period. Substantially all revenues are considered to be susceptible to accrual. Ad valorem, sales, franchise and tax revenues recorded in the General Fund, ad valorem tax revenues recorded in the Debt Service Fund and sales taxes in the Street Maintenance Tax Fund are recognized under the susceptible to accrual concept. Licenses and permits, charges for services, fines and forfeitures, and miscellaneous revenues (except earnings on investments) are recorded as revenues when received in cash because they are generally not measurable until actually received. Investment earnings are recorded as earned since they are measurable and available. Expenditures are recognized when the related fund liability is incurred, if measurable, except for principal and interest on general long-term debt, which are recorded when due, and compensated absences, which are recorded when payable from currently available financial resources.

The City’s Proprietary Fund types are accounted for on a flow of economic resources measurement focus and use the accrual basis of accounting. Under this method, revenues are recorded when earned, expenses are recorded at the time liabilities are incurred.

The City’s annual budget shall be prepared and adopted on a basis consistent with generally accepted accounting principles for all governmental and proprietary funds except the capital projects funds, which adopt project-length budgets. Depreciation of fixed assets is recognized in proprietary fund budgets. All annual appropriations lapse at fiscal year end. Under the City’s budgetary process, outstanding encumbrances are reported as reservations of fund balances and do not constitute expenditures or liabilities since the commitments will be reappropriated and honored in subsequent fiscal year.

C. Auditing

An annual audit shall be conducted in conformance with the City’s Charter and provision of the Texas Local Government Code, Title 4, Chapter 103 by outside independent accountants (auditor). The audit firm must be a CPA firm of regional reputation and demonstrate breadth and depth of staff to conduct the City’s audit in accordance with GAAP and contractual requirements. The audit firm must be registered as a partnership or corporation of certified public accountants, holding a license under Article 41a-1, Section 9, of the Civil Statutes of Texas. The auditor will jointly review the management letter with City Council within 30 days of its receipt by the staff. The Director of Finance shall respond in writing to the City Manager and City Council regarding the auditor’s Management Letter, addressing the issues contained therein. The auditor is retained by and is accountable directly to the City Council and will have access to direct communication with the City Council if City staff is unresponsive to auditor recommendation, or if the auditor considers such communication necessary to fulfill its legal and professional responsibilities. The auditor’s report should be completed and the Comprehensive Annual Financial Report (CAFR) presented to City Council within 120 days of the City’s fiscal year end. Should new auditing standards and reporting requirements delay the CAFR presentation, the Director of Finance will inform the City Manager who, in turn, will inform the City Council of the delay and reasons therefore.

D. Financial and Management Reporting

1. Interim Financial Reports will be provided monthly to City Council covering revenues and expenditures of the City.
2. The accepted CAFR will be presented annually to the Government Finance Officers Association (GFOA) for evaluation and awarding of the Certificate of Achievement for Excellence in Financial Reporting.

E. Internal Controls

Each Department Director shall ensure that effective internal controls are followed throughout his(her) Department, that all Finance Department directives or internal controls are implemented, and that all independent auditor internal control recommendations are addressed.

F. Compliance with Council Policy Statements

The Comprehensive Financial Management Policy Statements will be reviewed annually and updated, revised or refined as deemed necessary. Policy statements adopted by City Council are guidelines, occasional exceptions may be appropriate and required. Exceptions will be identified, documented, and approved by the City Council before an exception is granted.

II. BUDGET AND LONG-RANGE FINANCIAL PLANNING

These guidelines for budgeting will help to ensure a financially sound City and to establish a long-range financial planning process that assesses the long-term financial implications of current and proposed operating and capital budgets.

A. Operating Budget Preparation

Budgeting is an essential element of the financial planning, control and evaluation process of municipal government. The City's "operating budget" is the City's annual financial operating plan. It comprises governmental and proprietary funds, special revenue funds and the debt service fund. The City's Capital Budget includes the General Capital Project Fund and Capital Projects included in the Utility Fund. Projects included in the Capital Budget are budgeted for the life of each project.

The budget is prepared by the Director of Finance at the direction of the City Manager with the cooperation of all City departments. The budget should be presented to the City Council in accordance with the City Charter, and should be enacted by the City Council prior to fiscal year end. The City Council shall hold public hearings in accordance with the City Charter and State Law.

The budget shall include four basic segments for review and evaluation. These segments are: (1) Personnel Costs, (2) Base Budget for Operations and Maintenance Costs, (3) Decision Packages for Capital and Other Non-capital Projects (i.e., new or expanded programs), and (4) Revenues. The operating budgets are subdivided by personnel costs, consumable supplies, contract services, capital outlays and transfers. The operating budgets are presented by object category with comparative data to one prior year of actual audited and estimated financial data. In addition the budget is presented with current year end estimates compared to current budget with percent changes. There shall be supplementary documents to reconcile new operating expenses or programs to the budget.

Revenues shall be summarized and scheduled with comparative and trend analysis for presentation. The Director of Finance shall calculate and prepare a statement of probable income for the City from property taxes supporting the General Fund operating budget and to fund the next year's debt requirements. The proposed budget shall contain a suggested and recommended tax rate to be levied to support the expenditures proposed.

A Combined Budget Summary with scheduled Interfund transfers will be included in the budget presented to the City Council. The budget review process shall include Council participation in the development of each of the four segments of the proposed budget and a Public Hearing in accordance with City Charter and State Law. The City Council shall adopt the budget in accordance with the City Charter and State Law. An annual tax rate ordinance shall be passed by City Council following compliance with the "truth-in-taxation" procedures as outlined in the Texas Property Tax Code.

A copy of the proposed budget shall be filed with the City Secretary and made available to the public in accordance with the City Charter and State Law.

B. Balanced Budget

The City Manager shall present annually, a structurally balanced budget for the ensuing fiscal year to City Council pursuant to the prevailing state and local law. A structurally balanced budget is defined as recurring revenues funding recurring expenditures and adherence to fund balance policies. One-time revenues sources (i.e. Fund Balances) may be used for one-time expenditures.

Deferrals, short-term loans, or one-time sources will be avoided as budget balancing techniques. Reserves will be used only for emergencies or non-recurring expenditures except when balances can be reduced because their levels exceed guideline minimums.

C. Recurring Revenues

Recurring expenditures shall be budgeted and controlled so as not to exceed current revenues. Recurring expenses will be funded exclusively with recurring revenue sources to facilitate operations.

D. Use of Non-recurring Revenues

Non-recurring revenue sources, such as a one-time revenue remittance of fund balance in excess of policy can only be budgeted/used to fund non-recurring expenditures, such as capital purchases or capital improvement projects. This will ensure that recurring expenditures are not funded by non-recurring sources.

E. Tax Rate

The City Manager will recommend a tax rate that the City service and/or programs require in order to operate efficiently, yet effectively, and pay its debt. Final adoption of the budget by the City Council establishes the official levy of the property tax rate to be assessed and collected for the corresponding tax year.

F. Pay As You Go Capital Projects

The transfer from the City's General Fund and Utility Fund to fund pay-as-you-go capital projects will be budgeted when financially feasible and when projects are identified as needed. The transfer will be based on the financial health of each fund with the long-term goal of adequately funding rehabilitation and providing infrastructure to accommodate future growth.

G. Revenue Estimating for Budgeting

1. To protect the City from revenue shortfalls and to maintain a stable level of service, the City shall use a conservative, objective, reasonable and analytical approach when preparing revenue estimates. All revenues will be budgeted at 95-98% of anticipated revenues or as appropriate based on the variability of the revenue source, with the exception of property tax and inter-fund transfers. The process shall include historical collection rates, trends, and potential economic changes. This approach is intended to reduce the likelihood of actual revenues falling short of budget estimates and should avoid mid-year service changes.

2. All real and business personal property located within the City shall be valued at 100% of the fair market value provided each year by Dallas Central Appraisal District and Collin County Central Appraisal District.

3. The City, whenever possible, will seek outside sources of revenue, such as federal, state, and local grants as outlined by Section IX. Grants and Intergovernmental Revenues.

H. Budget Preparation

1. Department Directors have primary responsibility for formulating budget proposals with the guidance of the Director of Finance and the direction of the City Manager. New or expanded services shall support City Council goals, City Manager priority direction and department goals. The City Manager and Departments are charged with implementing the goals and priorities once they are approved.

2. All competing requests for City resources will be weighed within the formal annual budget process.

3. Actions on items that arise throughout the year with significant financial impacts should be withheld until they can be made in the full context of the annual budget process and long-range plan, unless unforeseen circumstances present themselves.

4. The Budget will be presented in a way that clearly communicates to the public the City's proposed level of services and capital projects planned for the coming year. The approved Budget shall be printed and available online in accordance with the City Charter and State law.

5. The adopted Budget will be presented annually to the Government Finance Officers Association (GFOA) for evaluation in the Distinguished Budget Presentation Award Program.

I. Budget Management

The City Council shall delegate authority to the City Manager in managing the budget after it is formally adopted by City Council. The City Manager may further delegate levels of authority for the daily operations of the budget to Department Directors. Expenditures/expenses are legally adopted at the fund level. Expenditures/expenses should not exceed the adopted budget, plus subsequent changes approved by the City Council.

J. Amended Budget

In order to preserve fund balances/ending balances, based on projected revenues and expenditures/expenses for the current fiscal year, City Council may periodically amend the budget during the year if budget adjustments are required at the fund level (total budget of revenues or expenditures for the fund would change). Amendments shall be by Ordinance with a majority vote of the full membership and shall become an attachment to the original budget.

Budget adjustments between and among departments require City Manager approval. Budget appropriation amendments at lower levels shall be allowed at the Department Director level with the exception of recognized salary or capital budgetary funds. No recognized salary or capital budgetary funds shall be spent in any department without prior written authorization of the City Manager.

K. Operating Deficits

The City shall take corrective action following three (3) consecutive months where estimated annual revenue is below budget projections. Appendix A, Fiscal Management Contingency Plan details the steps the City has established to counter economic situations that impact revenue significantly. Short-term loans as a means to balance the budget shall be avoided except as defined by City Charter Emergency Funding for situations arising from circumstances involving imminent threats to public health and safety or sudden unforeseen situations mandating immediate action by the governing body.

The use of fund balance, which is a one-time revenue source, may be used to fund an annual operating deficit with City Council approval and a plan to replenish the fund balance if drawn down below policy level. Reserve requirements are addressed in Section V. Reserves.

L. Long-Range Financial Plans

1. The City shall develop and maintain a three-year Financial Forecast and Capital Improvement Plan (CIP) for each major operating fund, in conjunction with the annual budget process.

2. All capital project expenditures must be appropriated in the capital budget. Finance Department shall certify the availability of resources for any capital project prior to requesting City Council approval

2. The forecast should enable current services and current service levels provided to be sustained over the forecast period. Operating impacts of future maintenance and operational costs from completed capital improvement projects in the City's Five-Year CIP shall be included in the forecast. Commitments/obligations that require future financial resources shall also be included.

3. Major financial decisions should be made in the context of the Long-Range Plan. The forecast assesses long-term financial implications of current and proposed policies, programs, and assumptions that develop appropriate strategies to achieve the City's goals. The forecast will provide an understanding of available funding; evaluate financial risk; assess the likelihood that services can be sustained; assess the level at which capital investment can be made; identify future commitments and resource demands; and identify the key variable that may cause a change in the level of revenue.

III. REVENUE MANAGEMENT

The City will design, maintain and administer a revenue system that will assure a reliable, equitable, diversified and sufficient revenue stream to support desired City services.

The City will use due caution in the analysis of any tax or fee incentives that are used to encourage development. A cost/benefit (fiscal impact) analysis will be performed as a part of such caution.

A. Balance and Diversification in Revenue Sources

The City will strive to maintain a balanced and diversified revenue system to protect the City from fluctuations in any one source due to changes in local economic conditions which may adversely impact that source.

B. User Fees – General Fund

1. For services that benefit specific users, the City shall establish and collect fees to recover the costs of those services. Where services provide a general public benefit, the City shall recover the costs of those services through property and sales taxes.

2. At a minimum, the City will strive to cover direct costs. User charges may be classified as full cost recovery, partial cost recovery and minimal cost recovery.

3. User fees will be reviewed annually and adjusted to avoid sharp changes.

4. Factors in setting fees shall include, but not be limited to, market and competitive pricing, effect of demand for services, and impact on users, which may result in recovering something less than direct, indirect, and overhead costs.

5. The City may set a different fee for residents versus non-residents.

6. All user fees shall be adopted by City Ordinance during the budget process and included in the Master Fee Schedule.

C. User Fees – Enterprise Funds

1. Utility rates shall be set at levels sufficient to cover operating expenditures (direct and indirect), meet debt obligations and debt service coverage, provide funding for capital improvements, and provide adequate levels of working capital.

2. Components of the Utility rates will include a transfer to the General Fund for an administrative fee for services of general overhead, such as administration, finance, personnel and data processing. This fee is documented with the budget process through a cost allocation.

3. The City may set a different fee for residential versus non-residential.

4. The approved Utility Rate Study of Water and Wastewater rates prepared by a third party vendor shall serve as the basis for rate change considerations.

5. User fees will be structured for smaller rate increases versus higher rate increases periodically.

6. All user fees shall be adopted by City Ordinance during the budget process and included in the Master Fee Schedule.

D. Impact Fees

1. Impact fees for Water, Wastewater and Thoroughfare will be imposed in accordance with state requirements.

2. Impact fees will be re-evaluated as required by law.

3. All impact fees shall be adopted by City Ordinance during the budget process and included in the Master Fee Schedule.

E. Revenue Collection

1. A ninety-nine percent (99%) collection rate shall serve each year as a goal for tax collections. All delinquent taxes shall be aggressively pursued with delinquents greater than 150 days being turned over to the delinquent tax attorney in July of each year, and a penalty assessed to compensate the attorney as allowed by State law and contractual agreement.
2. The City shall follow a consistent yet reasonable approach to collecting revenues to the fullest extent allowed by law.
3. Revenues received will be compared to budgeted revenues by the Director of Finance and any variances considered to be material will be investigated and reported in the monthly interim financial report.

F. Write-off of Uncollectible Receivables (excluding property taxes, court fines and warrants)

1. Receivables shall be considered for write-off as follows:
 - a. State statute authorizing the release or extinguishment, in whole or in part, of any indebtedness, liability, or obligation, if applicable.
 - b. Utility accounts delinquent three (3) or more years shall be written off annually prior to fiscal year end.
2. The write-off of uncollected accounts is a bookkeeping entry only and does not release the debtor from any debt owed to the City.

G. Bond Revenue Coverage Requirements

The City shall meet the required legal revenue coverage requirements as set forth in all bond rate covenants.

IV. EXPENDITURE MANAGEMENT

The City will identify services, establish appropriate service levels and administer the expenditure of available resources to assure fiscal stability and the effective and efficient delivery of those services.

The City must follow the Texas State Constitution and Statutes for purchasing and contracting expressed in the Local Government Code, and Government Code. These policies and procedures are established to incorporate the Texas state guidelines in one encompassing document and to establish rules and regulations for disbursements through check requests, procurement cards (P-cards), petty cash, requisitions and purchase orders. The purpose of this document is to make every effort to ensure the efficient disbursement of funds, maximize prompt payment discounts, minimize late payment penalties, and encourages good relations with citizens, vendors and other departments throughout the City.

A. Disbursement Approvals

The Finance Director shall approve the disbursement of City funds; however, such approval shall not be given without authorization by the responsible Department Head in the form of a purchase order transaction, a check request, petty cash, p-cards or other acceptable written documentation based on the following approval level:

Area of Responsibility	From	To
Dept. Head Designee	\$0.00	\$499.99
Dept. Head	\$500.00	\$9999.99
City Manager	\$10,000.00	\$49,999.99
City Council	\$50,000.00	And up

Dollar Limits	Procurements	Requirements
Under \$1,000	Under the small purchase limit	No competitive bid required; P-cards may be used.
\$1,000 to \$9,999.99	Within informal bid limit	A minimum of two informal competitive bids required unless exempted.
\$10,000 to \$49,999.99	Within City Manager’s approval	A minimum of three informal competitive bids required. City Manager must approve the purchase.
\$50,000 and above	Competitive bidding required	Formal solicitations, which includes public notices, required unless exempted. City Council approval required.

Dollar Amount	0-499.99	500-999.99	1000-2,499.99	2,500-2,999.99	3,000-9,999.99	10,000-24,999.99	25,000 – 49,999.99	50,000 or above
2 Written Quotes								
3 Written Quotes								
Formal Competitive Bid								
2 Historically Underutilized Bus.								
Dept. Head Designee								
Dept. Head								
City Manager								
City Council								

1. Over \$1,000 to \$10,000.
 - a. Two (2) written quotes are to be obtained for single item purchases over \$1,000 up to \$10,000. (Attach quote documentation to the requisition).
2. \$3,000 to \$10,000
 - a. Contact at least two (2) historically underutilized business on a rotating basis.
2. All purchases over \$10,000
 - a. Require City Manager pre-authorization and pre-approval.
3. Over \$10,000 to \$50,000.
 - a. Three (3) written quotes or pricing obtained through any inter-local purchasing authority or cooperative. (Attach quote documentation to the requisition).
4. Over \$50,000
 - a. All City purchases and contracts over \$50,000 shall conform to a competitive bidding process as set forth in Chapter 252 of the Local Government Code of Texas.
 - b. Recommendations on purchases and contracts shall be submitted to the Council by the City Manager for Council approval.
 - c. Upon Council approval, the City shall confirm the bid award to the successful bidder by means of a written City purchase order.

B. Purchasing Summary

A Form W-9 and Conflict of Interest are required to be on file for each vendor the City conducts business.

C. Prompt Payment

All invoices approved for payment by the proper City authorities shall be paid by the Finance Department within thirty (30) calendar days of receipt in accordance with the provisions of Article 601(f), Section 2 of the State of Texas Civil Statutes.

1. All overage >10% must be signed by Department Head and/or City Manager based on approval level.

D. Signature of Checks

All checks shall have two authorized employee signatures, one of which must be the Director of Finance. Signatures may be affixed using a facsimile check-signing machine or secure laser check printing system. On any one (1) check that exceeds an amount of \$2,500 or greater, it shall bear the initial of an authorized check signer.

E. Budget Tracking

The City Manager, in coordination with each Department Head is responsible for insuring the total expenses in each fund do not exceed the adopted annual budget.

1. Budgeted Capital Items.

- a. If the bid received for a capital item varies from the budgeted amount by \$10,000 or more, any savings cannot be reallocated to new capital items without City Council approval.
- b. City Manager will report to Council any expenditures that varies by more than \$10,000.
- c. Contracts and related Change Orders must follow these City purchasing guidelines and State law. In accordance with State law, change orders are limited to 25% of the total contract amount.
- d. Change orders greater than \$50,000 require the same Council approvals as the original contracts.

F. Competitive Bidding

A municipality is required to follow competitive requirements for purchases pursuant to Chapter 252.021 *Competitive Requirements for Purchases*, Local Government Code. Before a municipality may enter into a contract that requires an expenditure of more than \$50,000 from one or more municipal funds, the municipality must: (1) comply with the procedure prescribed by 252.021 Subchapter C for competitive sealed bidding or competitive sealed proposals; (2) use the reverse auction procedure, as defined by Section 2155.062(d), Government Code for purchasing; or (3) comply with the method described by Chapter 2267, Government Code for public and private facilities and infrastructure; or (4) comply with the method described by Chapter 2269, Government Code for contracting and delivery procedures for construction projects; and (5) comply with all notice requirements described by Section 252.041 Subchapter C, Local Government or Section 2269.052 Subchapter B, Government Code dependent upon the project.

A municipality may use the competitive sealed proposal procedure for the purchase of goods or services, including high technology items and insurance. Section 252.042 *Requests for proposals* made under Chapter 252.021 must solicit quotations and must specify relative importance of price and other evaluation factors.

1. Notice requirements – Section 252.041, Subchapter C, Local Government or Section 2269.052 Subchapter B, Government Code depending on the project. Notice of the time and place at which the bids will be publicly opened and read aloud must be published at least once a week for two consecutive weeks in a newspaper published in the municipality. The date of the first publication must be before the 14th day before the date set to publicly open the bids and read aloud.

2. Award of Contract – Section 252.043 *Award of Contract* specifies award of contract must be awarded to the lowest responsible bidder or to the bidder who provides goods or services at the best value for the municipality.

3. A municipality additionally must follow the guidelines established by the Section 2269, Government Code for construction projects.

G. Historically Underutilized Business

A municipality, in making an expenditure of \$3,000.00 - \$50,000.00, shall contact at least two (2) historically underutilized businesses on a rotating basis, based on information provided by the General Services Commission pursuant to Chapter 2161, Government Code. Section 2161.064 Directory provides a directory of businesses certified as historically underutilized business updated semiannually available for review at <http://www.window.state.tx.us/procurement/prog/hub/>. Five (5) businesses for the City of Sachse are listed and should be considered for purchasing compliance.

H. Cooperative Purchasing

Any purchase made through a purchasing authority or cooperative shall be made in accordance with State Law, and nothing in this policy shall be construed as placing additional requirements on such a purchase.

I. Risk Management

The City will aggressively pursue every opportunity to provide for the Public's and City employees' safety and to minimize the risk of loss of resources through liability claims with an emphasis on safety programs. All reasonable options will be investigated to finance risks. Such options may include risk transfer, risk avoidance, and risk retention. Where risk is retained, reserves will be established based upon actuarial determinations and not be used for purposes other than for financial losses.

J. City Travel/Training and Business Meals Policy

The Travel/Training Policy is contained in the City of Sachse Employee Manual Section 3.11 *Travel*. Individuals (including elected or appointed officials) who travel on official City business and/or to promote the interest of the City are required to adhere to these regulations. Business and travel expense reimbursements must likewise meet the Internal Revenue Service (IRS) accountable plan rules. A plan under which an employee is reimbursed for expenses or receives an allowance to cover expenses is an accountable plan only if three conditions are satisfied: (1) There must be a business connection for the expenses, (2) the employee must either substantiate or be deemed to have substantiated the expenses, and (3) the employee must return to the employer amounts in excess of the substantiated expense. The City meets the IRS accountable plan rules.

K. Sachse Economic Development Corporation Travel Policy

Sachse Economic Development Corporation is a separate entity and follows the travel and training guidelines adopted by the EDC Board. Individuals who travel on official EDC business and/or to promote the interest of the EDC are required to adhere to the regulations adopted by the EDC Board. Business and travel expense reimbursements must likewise meet the Internal Revenue Service (IRS) accountable plan rules. A plan under which an employee is reimbursed for expenses or receives an allowance to cover expenses is an accountable plan only if three conditions are satisfied: (1) There must be a business connection for the expenses, (2) the employee must either substantiate or be deemed to have substantiated the expenses, and (3) the employee must return to the employer amounts in excess of the substantiated expense. The EDC Travel/Training Policy meets the IRS accountable plan rules.

L. Petty Cash Policy

The Petty Cash Fund Policy provides guidelines and procedures to encourage effective administration and internal control of cash handling operations throughout the City. The Petty Cash Fund Policy supports the use of petty cash for appropriate business transactions, while assuring that the appropriate internal controls are in place to minimize the City's risk of financial loss.

M. Procurement Card (P-Card) Policy

1. Procurement cards may be utilized for purchasing consumable supplies, but must comply with the purchasing levels defined in the policy.

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

V. RESERVES

The City will maintain the fund balance and working capital of the various operating funds at levels sufficient to protect the City's credit worthiness as well as its financial position during emergencies or economic fluctuations. In addition, the City may accumulate Fund Balances for a specific purpose and for unexpected financial opportunities.

A. Fund Balance Policy

The City has adopted a Fund Balance Policy, revised to comply with GASB 54. The policy as adopted is included in Appendix B.

B. General Fund Unassigned Fund Balance

1. The City shall maintain a minimum of 90 days of regular General Fund operating expenditures (25%). The targeted level of General Fund unassigned should be between 25% and 35%. A fiscal year ending balance of less than 25% of current year expenses is cause for concern, and should indicate a need for corrective action.

2. Excess fund balance levels may be used to fund emergencies, nonrecurring expenditures or major capital purchases that cannot be accommodated through the current year's budgeted revenues with Council approval.

3. Funds accumulated for a specific purpose should be identified as such in the City's Financial Statements.

4. Methods used to replenish fund balances that fall below required levels include an increase in property tax and/or a decrease in budgeted expenses as economic conditions allow. The City should seek to replenish fund balance levels within two (2) years of use.

C. Utility Enterprise Funds/Unassigned Working Capital

1. The Utility Fund working capital should be maintained at a minimum of 20-25% of the total operating expenditures or the equivalent of 75 days.

2. Excess fund balance levels may be used to fund emergencies, nonrecurring expenditures or major capital purchases that cannot be accommodated through the current year's budgeted revenues with Council approval. The City shall not use proceeds or reserves from an Enterprise fund except for expenditures within the purpose of the fund, unless those expenditures have been approved for other purposes as part of the adopted budget.

3. Funds accumulated for a specific purpose should be identified as such in the City's Financial Statements.

4. Methods used to replenish fund balances that fall below required levels include an increase in utility rates and/or a decrease in budgeted expenses as economic conditions allow. The City should seek to replenish fund balance levels within two (2) years of use.

D. Debt Service Fund Unassigned Fund Balance

1. Debt service Fund reserves are maintained at a level to support interest and principal payments in the event of a delay in property tax collections.

2. The City should set aside resources to fund a reserve for years of decline and/or to fund capital out of current funds for projects that would have otherwise been funded by debt financing.

E. Vehicle and Equipment Replacement Fund

1. Funding for the replacement of these assets will be accomplished through the annual budget process with the establishment of the Vehicle and Equipment Replacement Fund.

VI. CAPITAL EXPENDITURES AND IMPROVEMENTS

A. Capitalization Threshold for Tangible Capital Assets

1. Tangible capital items should be capitalized only if they have an estimated useful life of two (2) years or more following the date of acquisition or significantly extend the useful life of the existing asset and cannot be consumed, unduly altered, or materially reduced in value immediately by use and have a cost of \$5,000 or greater for any individual item. Items could include a piece of equipment, vehicle, furniture, fixture, capital improvement, addition to existing capital investments, land or buildings.

2. The capitalization threshold of \$5,000 will be applied to individual items rather than to a group of similar items (i.e. desks, chairs, etc.)

3. Safeguarding the City's fixed asset is the responsibility of the Department Director of the department to which the fixed asset is assigned. Accurate inventories of all tangible items will be maintained by the Department to ensure proper stewardship of public property. The Finance Department shall maintain the permanent records of the City's fixed assets including description, cost, department of responsibility, date of acquisition, depreciation and expected useful life. The Finance Department shall also perform an annual inventory of assets using random sampling at the department level. Inventory will be performed by the designee of the Finance Department and the designee of the department of responsibility. The Finance Department has the granted rights and responsibilities to audit all fixed assets of any City department.

B. Infrastructure Evaluation and Replacement/Rehabilitation

Utilities, street lighting, streets and sidewalks, municipal facilities and other infrastructure are fundamental and essential functions for public health and safety, environmental protections and the economic wellbeing of the City. As a result, the City's CIP should be focused on ensuring that infrastructure is replaced as necessary to protect the City's investment, to minimize future replacement and maintenance costs, and to maintain existing levels of service and accommodate growth.

1. High priority should be given to replacing/rehabilitating capital improvements, prior to the time that they have deteriorated to the point where they are hazardous, incur high maintenance costs, negatively affect property values, or no longer serve their intended purpose.

2. The decision on whether to repair, replace or to rehabilitate an existing capital asset will be based on which alternative is most cost-effective and provides the best value to the City.

C. Replacement of Capital Assets on a Regular Schedule (Fleet, Fire Trucks, and High- Tech)

The City shall annually prepare a schedule for the replacement of its fleet, fire trucks, and high technology capital assets. Funding for the replacement of these assets will be accomplished through the annual budget process through the establishment of the Vehicle and Equipment Replacement Fund (VERF). The VERF is to be utilized for replacement of existing vehicles and equipment in the General Fund. Utility Fund assets will be financed within the Utility Fund as needed.

D. Capital Expenditure Financing

The City recognizes that there are three (3) basic methods of financing its capital requirements: 1) Funding from current revenues; 2) funding from fund balance; or 3) funding through the issuance of debt. Types of debt and guidelines are included in Section VII. Debt. Capital Project funds continue from year to year or until expended for the purpose for which they were issued with the exception of abandoned funds. An appropriation is deemed abandoned when three (3) years pass without disbursement or encumbrance of the appropriation. All funds not expended, disbursed or encumbered shall be deemed excess funds.

E. Capital Improvements/Project Reporting

A summary/status report on the City's various capital projects will be prepared quarterly by Engineering and available to the City Manager and to City Council.

F. Surplus Equipment Policy

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

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

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

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

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

VII. DEBT

A. Use of Debt Financing

Debt financing, to include general obligation bonds, revenue bonds, certificates of obligation, certificates of participation, lease/purchase agreements, tax notes and other obligations permitted to be issued or incurred under State and local laws, shall only be used to purchase capital assets that cannot be prudently acquired from either current revenues or fund balance and to fund infrastructure improvements and additions. Debt will not be used to fund current operating expenditures.

The City will pay cash for capital improvements within the financial affordability of each fund versus issuing debt when funding capital expenditures and capital improvements, which shall include but not be limited to sales tax, utility system revenues, developer fees, inter-local agreements, and state and federal grants.

B. Affordability

The City shall use an objective analytical approach to determine whether it can afford to issue general-purpose debt, both General Obligation and Certificates of Obligation, and any other financing permitted by State law. The process shall include a feasibility analysis for each long-term financing which analyzes the impact on current and future budgets which would include the tax and utility rates. The process shall also include the benefits of the proposed projects. The decision on whether or not to issue new debt shall be based on the benefits of the project, current conditions of the municipal bond market, and the City's ability to afford new debt. The analysis will ensure that debt to operations component of the tax rate should not exceed 30%.

C. Types of Long-Term Debt

1. General Obligation Bonds (GO)

General Obligation bonds required voter approval and are secured by a promise to levy taxes in an amount necessary to pay annual debt service.

- a. General Obligation bonds must be issued for projects that are in accordance with the wording in the bond proposition.

2. Certificates of Obligation

Certificates of Obligation may be issued without voter approval to finance any public works project or capital improvement, as permitted by State law. It is the City's policy to utilize Certificates of Obligation to finance public improvements in certain circumstances and only after determining the City's ability to assume additional debt. Circumstances in which Certificates might be issued include, but are not limited to the following:

- a. The City may issue CO's when there is insufficient funding on a general obligation bond-financed capital improvement.

- b. The City may issue CO's when emergency (urgent, unanticipated) conditions require a capital improvement to be funded rapidly.

- c. The City may issue CO's for projects when the City can participate with others to reduce the City's capital cost for a community improvement.

- d. The City may issue CO's for projects when there is no other adequate funding source available, the project is determined to be in the best interest of the City, and where a determination is made that waiting for the next bond referendum or having a bond referendum for a small issue amount or a small number of projects is impractical and where a public notice versus a voted bond referendum is deemed acceptable by the City Council.

- e. The City may issue CO's if it would be more economical to issue Certificates of Obligations rather than issuing revenue bonds.

3. Enterprise Revenue Bonds

Revenue bonds are generally payable from a designated source of revenue. They do not require voter approval.

For the City to issue new Revenue Bonds, revenues, as defined by City Charter, shall be received from the properties and/or interest pledged at the time of issuance. Municipal water and sewer are examples of revenue producing enterprises within the City.

4. Refunding Obligations

The City's financial advisor shall monitor the municipal bond market for opportunities to obtain interest savings by refunding outstanding debt. As a general rule, the net present value savings of a particular refunding should exceed 3.0% of the refunded maturities unless (1) a debt restructuring is necessary or (2) bond covenant revisions are necessary to facilitate the ability to provide services or to issue additional debt or (3) the refunding is combined with a new debt issuance.

5. Tax Notes

Tax Notes have a shorter amortization schedule, no more than seven years, and can be utilized for large equipment purchases or small projects. Debt service is supported by an I&S tax levy.

6. Lease Purchase Agreements

The City shall use lease/purchase agreements for the acquisition of equipment when it is cost-effective and provides for attractive terms. All lease/purchase agreements must be approved by City Council regardless of the dollar amount. Lease payments must be made from M&O funds.

D. Debt Limits

The debt to operations component of the tax rate should not exceed 30% to 70%. This limit should be reviewed periodically to ensure continued compatibility with the City's needs.

E. Debt Structures

1. The City shall normally issue bonds with a life not to exceed 25 years for General Obligation bonds and 30 years for revenue bonds, but in no case longer than the useful life of the financed asset.

2. The City shall seek level or declining debt repayment schedules and will avoid issuing debt that provides for balloon principal payments reserved at the end of the term of the issue, unless such debt issue is originally intended to be refinanced to produce level or declining overall debt repayment.

3. The City will seek to retire at least 25% of the total General Fund supported principal outstanding within the next 10 fiscal years of the issue.

4. The City will issue debt based on a fixed rate and limit use of variable-rate debt due to the volatility of such instruments.

5. The City shall pay at least interest in the first fiscal year after a bond sale and principal payments starting generally no later than the second fiscal year after the bond issue.

F. Debt Issuance Process

1. The City staff with the assistance of financial advisors and bond counsel, will prepare the necessary materials for presentation to the rating agencies, will aid in the production of Offering Statements, and will take responsibility for the accuracy of all financial information released. The City will also comply with all federal tax law provisions, including arbitrage requirements.

2. The City shall utilize the service of independent financial advisor(s) and bond counsel on debt financing.

3. The Finance Department shall review each debt issuance transaction on a case by case basis to determine the most appropriate method of sale.

4. The City shall use a competitive bidding process in the sale of bonds unless the nature of the issue warrants a negotiated bid. In situations where a competitive bidding process is not elected, the City will publicly present the reasons why and the City will participate with the financial advisor in the selection of the underwriter or direct purchaser.

a. **Competitive Sale.** In a competitive sale, bids for the purchase of the bonds are opened at a specified place and time and are awarded to the underwriter (or syndicate) whose conforming bid represents the lowest true interest cost to the City (TIC). This method is most advantageous when the debt to be issued is less complex, the municipal bond market for high grade credits is stable, and the sale of the City's bonds is assured.

b. **Negotiated Sale.** In a negotiated sale, the City chooses the initial buyer of the bonds in advance of the sale date. The initial buyer is usually an investment banking firm, or a syndicate of investment banking firms interested in reoffering the bond to investors through an underwriting process. This type of sale allows the City to discuss different financing techniques with the underwriter in advance of the sale date. This method is most advantageous when the debt issue is complex, debt structuring flexibility is required (as would be the case in a bond refunding) or the municipal bond market is unstable or uncertain.

5. The City will reimburse with proceeds of the Obligations any amount expended prior to the issue date for the acquisition, renovation or construction of the facilities.

G. Application of Bond Proceeds

1. Assignment of Responsibility and Establishment of Calendar

On the date of issuance of any bond, the Finance Director will identify and document in the Bond Resolution for the bond issue:

- a. The funds and/or accounts into which bond proceeds are deposited.
- b. The types of expenditures expected to be made with bond proceeds
- c. The dates by which all proceeds must be spent or become subject to arbitrage yield limitations and all interim dates by which funds and/or accounts must be evaluated to ensure compliance with the applicable expenditure deadlines.

H. Underwriting Syndicates

The City's financial advisor shall attempt to involve qualified and experienced firms, which actively participate in the City's competitive sale in its negotiated underwritings. In conjunction with the City, the City's financial advisor shall recommend the structure of underwriting syndicates, which will be optimal for the type and amount of debt being issued.

I. Bond Ratings

Full disclosure of operations and open lines of communication shall be maintained with the rating agencies. Credit ratings will be sought from one or more of the nationally recognized municipal bond rating agencies as recommended by the City's financial advisor.

The City will continually strive to maintain or increase the City's current bond ratings by prudently managing its funds and by reviewing and monitoring financial policies, budgets, forecasts and the financial health of the City.

J. Post Issuance Tax Compliance

The City will comply with post-issuance requirements of federal income tax law to preserve the tax-exempt status of any tax-exempt bonds or other obligations.

1. Arbitrage

Arbitrage is the simultaneous purchase and sale of an asset in order to profit from a difference in the price. It is a trade that profits by exploiting price differences of identical or similar financial instruments, on different markets or in different forms. Federal guidelines generally restrict the ability to earn arbitrage in connection with Obligations. The Responsible Person (as defined below) will review the Closing documents at least annually to ascertain if an exception to arbitrage compliance applies.

- a. Investment Restrictions. The Responsible Person will monitor the investment of bond proceeds to ensure compliance with the yield restriction rules. A general requirement under the Internal Revenue Code is that proceeds of tax-exempt bonds cannot be used to make investments at a higher yield than the yield on the bonds
- b. Arbitrage Yield Calculation and Rebate. Investment earnings on bond proceeds will be tracked and monitored to comply with applicable yield restrictions and/or rebate requirements. The City utilizes an arbitrage rebate consultant. The Responsible Person will provide the arbitrage rebate consultant with requested documents and information on a prompt basis, reviewing applicable rebate reports and other calculations to ensure the timely preparation of rebate reports and/or payments of any rebate liability.
- c. Arbitrage Rebate Payments. The reports and calculations provided by the arbitrage rebate consultant will confirm compliance with rebate requirements, which include the City to make rebate payments (if any rebate liability exists) at least every 5 years after the Issue Date and within 30 days after the final maturity of the Obligation. The Responsible Person will confer and consult with the arbitrage rebate consultant and bond counsel to determine whether any rebate spending exception may be met.

2. Procedures applicable to Obligations issued for construction and acquisition purposes

With respect to the investment and timely expenditure of the bond proceeds that are issued to finance public improvements or to acquire land or personal property, the Responsible person will:

- a. Instruct the appropriate person who is primarily responsible for the construction, renovation or acquisition of the facilities financed with the Obligations ("Project"), that binding contracts for the expenditure of at least 5% of the proceeds of the Obligations are entered into within 6 months of the date of closing of the Obligations (the "Issue Date") and that the Project must proceed with due diligence.
- b. Monitor that at least 85% of all proceeds of the Obligations to be used for construction, renovation, or acquisition of the projects are expended within three (3) years of issuance.
- c. Monitor the yield on the investments purchased with proceeds of the Obligations and restrict the yield of such investments to the yield on the Obligations after 3 years of the Issue Date;
- d. Monitor all amounts deposited into a sinking fund or funds pledged (directly or indirectly) to the payment of the Obligations, such as the Interest and Sinking Fund, to assure that the maximum amount invested within such applicable fund at a yield higher than the yield on the Obligations does not exceed an amount equal to the debt service on the

Obligations in the succeeding 12 month period plus a carryover amount equal to one-twelfth (1/12) of the principal and interest payable on the Obligations for the immediately preceding 12-month period; and

e. Ensure that no more than 50% of the proceeds of the Obligations are invested in an investment with a guaranteed yield for 4 years or more.

3. Procedures applicable to Obligation with a debt service reserve fund

In addition to the foregoing, if the Obligations are secured by a debt service reserve fund, the City will assure that the maximum amount of any reserve fund for the Obligations invested at a higher yield than the yield on the issuance will not exceed the lesser of (1) 10% of the principal amount of the Obligations, (2) 125% of the average annual debt service on the Obligations as of the issue date, or (3) 100% of the maximum annual debt service on the Obligations as of the issue date.

4. Procedures applicable to Escrow Accounts for Refunding Issues

In addition to the foregoing, if the City issues Obligations and proceeds are deposited to an escrow fund to be administered pursuant to the terms of an escrow agreement, the Responsible Person will:

- a. Monitor the actions of the escrow agent to ensure compliance with the applicable provisions of the escrow agreement, including with respect to reinvestment of cash balances;
- b. Contract the escrow agent on the date of redemption of obligations being refunded to ensure that they were redeemed;
- c. Monitor any unspent proceeds of the refunded obligations to ensure that the yield on any investments applicable to such proceeds are invested at the yield on the applicable obligations or otherwise applied as shown in closing documents.

5. Procedures applicable to all Tax-exempt Obligations Issues

For all issuances of Obligations the Responsible Person will:

- a. Maintain any official action of the City (such as reimbursement resolution) stating the City's intent to reimburse with the proceeds of the Obligations any amount expended prior to the Issue Date for the acquisition, renovation or construction of the facilities;
- b. Ensure that the application information return (e.g., IRS Form 8038-G, 8038-GC, or any successor forms) is timely filed with the IRS;
- c. Assure that, unless excepted from rebate and yield restriction under section 148(f) of the Code, excess investment earnings are computed and paid to the U.S. government (if any rebate liability exists) at least every 5 years after the Issue Date and within 30 days after the final maturity of the Obligation.

6. Ownership and Use of Project (Private Business Use)

Generally, to be tax-exempt, only an insignificant amount of the proceeds of each issue of Obligations can benefit (directly or indirectly) private businesses. The Responsible Persons will review the Closing Documents periodically (at least once a year) for the purpose of determining that the use of the facilities financed or refinanced with the proceeds of the Obligations (the "Project") do not violate provisions of federal tax law that pertain to private business use. In addition, the Responsible Persons will:

- a. Develop procedures or a "tracking system" to identify all property financed with tax-exempt debt;
- b. Monitor and record the date on which the Project is substantially complete and available to be used for the intended purpose;
- c. Monitor and record whether, at any time the Obligations are outstanding, any person, other than the City, the employees of the City, the agents of the City or members of the general public has any contractual right (such as a lease, purchase, management or other service agreement) with respect to any portion of the facilities;
- d. Monitor and record whether, at any time the Obligations are outstanding, any person, other than the City, the employees of the City, the agents of the City or members of the general public has a right to use the output of the facilities (e.g., water, gas, electricity);
- e. Monitor and record whether, at any time the Obligations are outstanding, any person, other than the City, the employees of the City, the agents of the City or members of the general public has a right to conduct or to direct the conduct of research;
- f. Monitor and record whether, at any time the Obligations are outstanding, any person, other than the City, has a naming right for the facilities or any other contractual right granting an intangible benefit;
- g. Monitor and record whether, at any time the Obligations are outstanding, the facilities are sold or otherwise disposed of; and
- h. Take such action as is necessary to remediate any failure to maintain compliance with the covenants contained in the Bond Order related to the public use of the Project.

7. Continuing Disclosure Compliance Requirements

In each year that the City has bonds outstanding subject to SEC Rule 15c2-12, the Responsible Person will provide updated information for the Annual report with the Municipal Securities Rulemaking Board (MSRB) through its Electronic Municipal

Market Access system for municipal securities disclosure (“EMMA”) by the date specified in each bond’s official statement. The Responsible Person will continuously monitor other events relevant to the bonds and provide proper notice to the MSRB through EMMA as may be required. Relevant events may include but not limited to principal and interest payment delinquencies, unscheduled draws on debt service reserves, adverse tax opinions, defeasances, rating changes, bankruptcy, merger and modifications to rights of bondholders if material. The City will coordinate any submissions with the MSRB through EMMA with Bond Counsel or other legal counsel.

8. Record Retention

The Finance Department shall be responsible for maintaining the following documents for the term of each issue of bond or other obligation plus at least three (3) years:

- a. Bond closing transcript
- b. All records of investments, arbitrage reports, and underlying documents
- c. Construction contracts, purchase orders, invoices and payment records
- d. Documents relating to costs reimbursed with bond proceeds
- e. All contracts and arrangements involving private use of the bond-financed property
- f. All reports relating to the allocation of bond proceeds and private use of bond-financed property
- g. Itemization of property financed with bond proceeds

If any portion of the Obligation is refunded, records shall be maintained until three (3) years after the refunding is completely extinguished. Records can be maintained in paper or electronic format.

9. Responsible Persons

The City’s Chief Financial Officer together with other employees of the City to whom report to such officer, is collectively the responsible person. Each Responsible Person shall receive appropriate training regarding the City’s accounting system, contract intake system, facilities management and other systems necessary to track the investment and expenditure of the proceeds and the use of the Project financed or refinanced with the proceeds of the Obligations. The foregoing notwithstanding, each Responsible Person shall report to the City Council whenever experienced advisors and agents may be necessary to carry out the purposes of these instructions for the purpose of seeking City Council approval to engage or utilize existing advisors and agents for such purposes.

VIII. CASH MANAGEMENT AND INVESTMENTS

The City will maintain cash and investments in such a manner so as to ensure the absolute safety of principal, to meet the liquidity needs of the City, and to achieve the highest possible yield. The City Council and applicable governing boards will annually review and adopt the City's Investment Policy, as required by the Public Funds Investment Act (PFIA).

A. Investment Management

1. All aspects of cash/investment management shall be conducted in full compliance of the prevailing local, state, and federal regulations authorized annually in the City of Sachse, Sachse Economic Development Corporation, President George Bush Turnpike Reinvestment Zone Tax Increment Fund Investment Policy.

2. The City will utilize competitive quotes from approved broker/dealers, affording no special advantage to any individual or corporate member of the financial or investment community.

3. Investments of the City shall be made with the exercise of judgement and care which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment.

B. Investment Strategy

The City of Sachse maintains a consolidated portfolio in which it pools the funds for investment purposes. The City's investment program seeks to achieve safety of principal, adequate liquidity to meet cash needs, public trust, and reasonable yields.

C. Interest Income

Interest earned from investments shall be distributed to the funds from which the funds were provided.

D. Arbitrage Investments

Investment on bond proceeds will be made with safety of principal and liquidity in mind, but with a competitive rate of return. If there is positive arbitrage, the rebatable earnings will be sent to the IRS as necessary. Section VII. Debt contains more in depth explanation.

E. Depository

The City will select its official bank through a formal bidding process in order to provide the City with the most comprehensive, flexible and cost-effective banking services available. The City will, at a minimum, bid depository services every five (5) years.

F. Collateralization of Deposits

1. The value of the pledged collateral should be marked to market monthly and shall be at least 102 % of market value of principal and accrued interest less F.D.I.C. insurance when applicable.

2. The pledge of collateral shall comply with the City's Investment Policy.

IX. GRANTS AND INTERGOVERNMENTAL REVENUES

The City may seek, apply for, and effectively administer federal, state, and local grants which support the City's current priorities and objectives. The City shall utilize opportunities to enhance service delivery through intergovernmental cooperation, shared revenues, and grants.

A. Grant Guidelines

1. The City shall apply and facilitate the application for only those grants that are consistent with the objectives and high priorities identified by City Council and management.
2. Grant funding will be considered to leverage City funds. Inconsistent and/or fluctuating grants should not be used to fund ongoing programs and services.
3. The potential for incurring ongoing costs, to include assumptions of support for grant-funded positions from local revenues, will be considered prior to applying for a grant.
4. Professional services for grant-writing may be contracted for potential grant acceptances greater than \$25,000.
5. Grant opportunities \$24,999 and below will be written in-house by the department head or designee of the department specific grant.

B. Grant Review Process

1. A uniform grants pre-application process will be utilized to assure the City has all the information necessary to make a decision regarding a potential grant. Information to be provided should include but not be limited to:
 - a. The grant being pursued and the use to which it would be placed.
 - b. The objectives or goals of the City which will be achieved through the use of the grant.
 - c. The local match required, if any, plus the source of the local match.
 - d. The increased cost to be locally funded upon the termination of the grant.
2. All grant agreements will be reviewed by the appropriate City staff, including Finance, legal, HR and the sponsoring department, to ensure compliance with state, federal, and City regulations.
3. The City Manager shall approve all grant submissions
4. The City Council shall approve all grant acceptances over \$50,000.

C. Budgeting for Grant Expenditures

Annually via the budget process, departments will submit for possible funding of known grant opportunities. These grant opportunities will be prioritized and ranked along with all other supplemental requests. If approved, the expenditure and associated revenue will be appropriated to the grant recipient fund and/or department. If there are grant opportunities that arise during the year and are received by the City, the budget will be amended via the projections if the City can fund the local match required.

D. Grant Termination and/or Reduced Grant Funding

1. In the event of reduced grant funding, City resources will be substituted only after all program priorities and alternative are considered during the budget process, unless the City is obligated through the terms of the grant to maintain the positions, services, or equipment.
2. The City shall terminate grant-funded programs and associated positions when grant funds are no longer available, and it is determined that the program no longer supports City goals and/or is no longer in the best interest of the City, unless the City has obligated itself through the terms of the grant to maintain the positions, services, or equipment.

X. FINANCIAL CONSULTANTS

The City will employ qualified financial advisors and consultants as needed in the administration and management of the City's financial function. These areas include but are not limited to audit services, debt administration, and financial modeling. The principal factors in the selection of these consultants will be experience/expertise, ability to perform, the services offered, references, and methodology to name a few. In no case should price be allowed as the sole criterion for the selection.

A. Selection of Auditors

At least every five (5) years, the City shall request proposals from qualified firms. The City Council shall select an independent firm of certified public accountants to perform an annual audit of the accounts and records, and render an opinion on the financial statements of the City.

The City's Charter requires that no more than five consecutive audits shall be completed by the same firm unless no other certified public accountants have submitted a proposal to provide audit services for the city, in which event the existing firm may be retained for an additional one year period until another certified public accountant is available and selected by the City. The rotation of the audit firm will be based upon the proposals received, the qualifications of the firm, and the firm's ability to perform a quality audit.

B. Post-Issuance Compliance Consultants

1. The City shall review the closing documents of obligations annually for Federal arbitrage compliance. While the City is responsible to ensure that the records are in order, the calculations made, reporting complete, and filings made, the actual arbitrage calculation and reporting shall be contracted with a qualified firm.

2. There is not a requirement for rotation.

C. Bond Counsel

1. Bond Counsel to the City has the role of an Independent expert who provides an objective legal opinion concerning the issuance and sale of bonds and other debt instruments. As bond counsel are specialized attorneys who have developed necessary expertise in a broad range of practice areas, the City will always use a consultant for these services. Generally, bonds are not marketable without an opinion of nationally recognized bond counsel stating that the bonds are valid and binding obligations stating the sources of payment and security for the bonds and the at the bonds are exempt from Federal income taxes.

2. There is not a requirement for rotation.

D. Financial Advisory Services

1. Financial advisors to governmental entities have developed the necessary expertise in a broad range of services to comply with Federal, state, and local guidelines in the areas of debt financing and investment transactions. A Consultant is beneficial for these services.

2. There is not a requirement for rotation.

E. Depository Bank

1. Pursuant to State law, Local Government Code, Chapter 105, the City may approve a depository contract whose term does not exceed five (5) years.

2. There is no requirement for rotation. The City will select its official banking institution through a formal process based on best value in order to provide the City with the most comprehensive, flexible, and cost-effective banking services available.

APPENDIX A

FISCAL MANAGEMENT CONTINGENCY PLAN

The Fiscal Management Contingency Plan is a guide to assist in budget balancing strategies in response to economic and financial conditions that impact the current adopted budget. Economic and budget conditions will be evaluated monthly to identify negative budget impacts. A negative budget impact is defined as a shortfall in adopted budget revenue for three (3) consecutive months directly related to an identified economic or financial condition.

The plan is comprised of the following components:

(1) Indicators – Serve as warnings that potential budgetary revenue shortfalls are increasing in probability. Staff will monitor state and national economic indicators to identify recessionary or inflationary trends that could negatively impact consumer spending or property values.

(2) Levels – Serve to classify and communicate the severity of the estimated budgetary revenue shortfalls and identify the actions to be taken at the given phase.

(3) Actions – Preplanned steps to be taken in order to prudently address and counteract the estimated budgetary revenue shortfall.

Four levels of severity will be assigned to estimate budgetary revenue shortfalls and identify the appropriate action based on the consecutive months of shortfall. Level I, plan of action occurs with three consecutive months of shortfall; Level II, six consecutive months of shortfall; Level III, nine consecutive months of shortfall; Level 4, twelve consecutive months of shortfall. All four (4) levels are intended to be short-term in nature, In the event the underlying economic situation is expected to last for consecutive years, more permanent actions will be taken.

The City Manager or designee will apprise City Council at the regular Council meeting of any action that is being considered at all levels. Information will include underlying economic condition, economic indicators, estimated budgetary revenue shortfalls, actions considered and expected duration of shortfall. City Council may appropriate available fund balance necessary to cover any estimated revenue shortfall. Appropriation of fund balance will be carefully analyzed and long-term budgetary impacts will be considered in conjunction with the projected length of the economic downturn. Any action taken with the contingency plan will make every effort to not impact revenue generation. Actions taken should first reduce expense well in excess of resulting revenue losses.

Throughout the contingency plan process, the goal is to protect current service levels while continuing to provide competitive pay and benefits to all employees. At all levels of action, some parts of the plan may be implemented sooner or later, in accordance with direction from City Council.

A. Level I. Estimated annual revenue is below budget projections for three consecutive months with current economic conditions expected to continue.

1. Expenditures:

- a. Freeze newly created positions
- b. Implement a time delay for hiring vacant positions
- c. Increase/decrease temperatures in all City buildings during hours not open to the public

2. Revenues

- a. Identify any new potential revenue sources

3. Service Level Impacts:

- a. Minor service level disruptions and/or delays
- b. New projects may be postponed or deferred
- c. Begin planning for Levels II – IV
- d. Implement Community Communication Plan in order to communicate to citizens any service levels that may be impacted.

4. Improvement in Economic Conditions. When the estimated annual revenue equals or exceeds the budget projections for three consecutive months, and economic indicators are anticipated to continue to improve, initiate normal operating procedures.

B. Level II: The estimated annual revenue is below budget projections for six consecutive months. Current economic conditions and indicators are anticipated to continue.

1. Expenditures:

- a. Implement a managed-hiring program for vacant positions.
 - b. Reduce the hours/number of part-time and seasonal employees as per Reduction In Force Policy.
 - c. Reduce travel and training expenses.
 - d. Review and prioritize reductions of operating and capital expenditures.
 - e. Eliminate or defer capital outlay expenses.
 - f. Review and prioritize expenses for professional and contracted services.
2. Revenues:
- a. Evaluate user fees in order to remain competitive.
 - b. Identify and/or implement new revenue sources.
 - c. Evaluate property tax rate increase.
 - d. Evaluate water and wastewater rate increases.
 - e. Evaluate use of available fund balance.
3. Service Levels Impacts:
- a. Cutbacks or reductions in non-essential day-to-day operations (number of times parks are mowed, hours of operations of facilities).
 - b. Adjust service hours for City Facilities. (example: increase hours of City Hall from 9 to 11 for four days and close one day per week with increased/decreased temperatures or adjust hours of Library, etc.)
 - c. Defer general (non-essential) maintenance.
 - d. Prioritize and defer or freeze vehicle replacements, computer upgrades and new computer purchases. Replacements for essential non-working equipment are allowed, subject to approval by the City Manager.
 - e. Reduce or defer non-essential repair and maintenance expenses. Examples – vehicles, communications, office equipment, machinery and buildings. Repair and maintenance of essential non-working equipment is permitted, subject to approval by the City Manager.
4. Improvement in Economic Conditions. When the estimated annual revenue equals or exceeds the budget projections for three consecutive months, and economic indicators are anticipated to continue to improve, initiate Level I.

C. Level III: The estimated annual revenue is below budget projections for nine consecutive months, or is below budget projections by more than 6% for six consecutive months. Current economic conditions and indicators are anticipated to continue or possibly worsen.

1. Expenditures:
- a. Prepare for implementation of a Reduction in Force Plan.
 - b. Implement a compensation freeze.
 - c. Identify overtime expenses that may likely be reduced.
 - d. Reduce external program funding.
 - e. Eliminate or defer pending capital improvement projects.
 - f. Consider deferring payments to City-owned utilities – water and wastewater services.
2. Revenues:
- a. Recommend property tax increase.
 - b. Recommend water and/or wastewater rate increase.
 - c. Recommend new revenues, or increases in current fees.
 - d. Recommend use of available fund balance.
3. Service Level Impacts:
- a. Significant reductions in service levels.
 - b. Evaluate and/or recommend a reduction in hours of operation at all facilities.
 - c. Essential programs and services will be evaluated for reductions.
 - d. Reduce energy costs through reduction in hours of operations.
4. Improvement in Economic Conditions. When the estimated annual revenue equals or exceeds the budget projections for three consecutive months, and economic indicators are anticipated to continue to improve, initiate Level II.

D. Level IV: The estimated annual revenue is below budget projections for twelve consecutive months, or is below budget projections by more than 6% for nine consecutive months. Current economic conditions and indicators are anticipated to continue and are likely to worsen.

1. Expenditures:
- a. Implement Reduction in Force Plan (reduce employee personnel costs, including an employee furlough plan for time off without pay and/or four-day work weeks, laying off of personnel, etc.).
 - b. Consider other cost reduction strategies.
 - c. Reduce departmental budgets by a fixed percentage or dollar amount.
 - d. Eliminate external program funding.

- e. Reduce and/or eliminate overtime expenses throughout departments.
- 2. Revenues:
 - a. Implement property tax rate increase.
 - b. Implement water and wastewater rate increase.
 - c. Increase user fees.
 - d. Implement use of available fund balance.
- 3. Service Level Impacts:
 - a. Reduce hours of operations of all facilities.
 - b. Implement service level reductions throughout all departments and/or eliminate specific programs.
 - c. Departments will prioritize service levels and programs according to City Council goals and objectives.
 - d. Defer infrastructure and street overlay maintenance.
- 4. Improvement in Economic Conditions. When the estimated annual revenue equals or exceeds the budget projections for three consecutive months, and economic indicators are anticipated to continue to improve, initiate Level III.

APPENDIX B

CITY OF SACHSE, TEXAS FUND BALANCE POLICY Revised for GASB 54

I. Purpose

The purpose of this policy is to establish a key element of the financial stability of the City by setting guidelines for fund balance. Unassigned fund balance is an important measure of economic stability. It is essential that the City maintain adequate levels of unassigned fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances. The fund balance also provides cash flow liquidity for the City's general operations.

II. Definitions

Fund Equity – A fund's equity is generally the difference between its assets and its liabilities.

Fund Balance – An accounting distinction is made between the portions of fund equity that are spendable and nonspendable. These are divided into five categories:

- 1) **Nonspendable fund balance** – includes amounts that are not in a spendable form or are required to be maintained intact. Examples are inventory or permanent funds.
- 2) **Restricted fund balance** – includes amounts that can be spent only for the specific purposes stipulated by external resource providers either constitutionally or through enabling legislation. Examples include grants and child safety fees.
- 3) **Committed fund balance** – includes amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority. Commitments may be changed or lifted only by the government taking the same formal action that imposed the constraint originally.
- 4) **Assigned fund balance** – comprises amounts *intended* to be used by the government for specific purposes. Intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority. In governmental funds other than the general fund, assigned fund balance represents the amount that is not restricted or committed. This indicates that resources in other governmental funds are, at a minimum, intended to be used for the purpose of that fund.
- 5) **Unassigned fund balance** – is the residual classification of the general fund and includes all amounts not contained in other classifications. Unassigned amounts are technically available for any purpose.

III. Policy

Committed Fund Balance

- The City Council is the City's highest level of decision-making authority and the formal action that is required to be taken to establish, modify, or rescind a fund balance commitment is a resolution approved by the City Council at a council meeting. The resolution must either be approved or rescinded, as applicable, prior to the last day of the fiscal year for which the commitment is made. The amount subject to the constraint may be determined in the subsequent period.

Assigned Fund Balance

- The City Council has authorized the City Manager as the official authorized to assign fund balance to a specific purpose as approved by this fund balance policy.

IV. Minimum Unassigned Fund Balance

It is the goal of the City to achieve and maintain an unassigned fund balance in the general fund equal to 25% to 35% of expenditures. The City considers a balance of less than 25% to be cause to implement actions that will achieve a 25% balance, barring unusual or deliberate circumstances.

If unassigned fund balance falls below the goal or has a deficiency, the City will implement the steps outlined in the City's Fiscal Management Contingency Plan.

V. Order of Expenditure of Funds

When multiple categories of fund balance are available for expenditure (for example, a construction project is being funded partly by a grant, funds set aside by the City Council, and unassigned fund balance), the City will start with the most restricted category and commit those funds first before moving down to the next category with available funds, generally.



City of Sachse, Texas

Legislation Details (With Text)

File #: 16-3463 **Version:** 1 **Name:** Resolution Updating Master Fee Schedule 2016
Type: Agenda Item **Status:** Agenda Ready
File created: 8/10/2016 **In control:** City Council
On agenda: 8/15/2016 **Final action:**
Title: Approve a resolution amending the Master Fee Schedule by amending building and building regulation fees; standard zoning fee, health and sanitation permit fee, occupancy permit fee, board of adjustment variance fee, engineering grading permit fee, temporary retail and seasonal sales electrical fee, fire hydrant meter deposit, and printing/copy charges in the Library.

Sponsors:

Indexes:

Code sections:

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

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

Title

Amending Master Fee Schedule

Background

The Master Fee Schedule is a convenient tool for citizens and customers to use to acquaint themselves with various charges for City services. The schedule can be updated periodically for necessary changes without amending the associated Ordinance.

Policy Considerations

None.

Budgetary Considerations

The fees as outlined provide the basis for revenue assumptions provided in the Proposed Budget for 2016-2017.

Staff Recommendations

Approve a Resolution amending the Master Fee Schedule by amending building and building regulation fees; standard zoning fee, health and sanitation permit fee, occupancy permit fee, board of adjustment variance fee, engineering grading permit fee, temporary retail and seasonal sales electrical fee, fire hydrant meter deposit, and printing/copy charges in the Library; and providing for an effective date.



FEE CHART

CITY COUNCIL

AUGUST 1, 2016

DEVELOPMENT FEES

- Various codes and regulations require the submission of plans for review, permitting, and inspection of development projects
- Fees are intended to recover the cost of providing such services (for growth communities) so that residents are not subsidizing costs that rightfully should be bore by the development community
- Current departmental budget is greater than permit fee revenue, which does not include engineering and fire plan review and inspection costs
- 80% of revenue is from new construction; 20% from miscellaneous permits (non-revenue generating; i.e. provided at a loss)
- NCTCOG publishes annual fee survey for region
- Best practice advises to review the fee chart annually

JUSTIFICATION

Primary fee adjustment justification reasons:

- Remove duplicate and/or abandoned fees
- Monitor for improved cost recovery opportunities
- Better match regional standard
- Codify new fees created by ordinances during the year (if applicable)
- Reflect changes in the market
- Response to State law changes
- Clarify internal policies
- General clean-up purposes

THINGS TO KNOW

- Current fee chart structurally outdated, fails to recover development related expenses, and needs attention
- The proposed fee changes are Phase 1 of several phases needed to restructure and modernize the fee chart
- Many fees that should be revised are not included because they are listed with a specific dollar amount in the code of ordinances
- These ordinances, over time, should be revised to reference the master fee chart
- All proposed fees are within regional standard
- Most are minor modifications (e.g. \$25 to \$50) to miscellaneous permits for cost recovery purposes

PROPOSED FEE CHANGES

- Elimination of duplicate contractor registration categories for electricians (consolidation effort)
- Elimination of contractor registration fees for plumbers (State law changed several years back to preclude)
- Consolidation of plumbing related project fees (currently confusing and outdated)
- Increase of minimum building permit fee from \$25 to \$50 (cost recovery; within regional standard)
- Increase to project valuation calculation from \$70 to \$85 per square foot (to better reflect market)
- Increase to contractor registration fee from \$50 to \$100 (within regional standard)

PROPOSED FEE CHANGES

- Mechanical permit (\$30 to \$50)
- Sign permit (\$75 to \$100)
- Fence permit (residential \$35 to \$50)
- Fence permit (non-residential \$70 to \$100)
- Trades permit (residential - \$40 to \$75)
- Trades permit (non-residential - \$50 to \$100)
- Irrigation permit (\$50 to \$100)
- Grading permit (\$100 to \$150)
- Health permit (\$150 to \$200)
- Pool permit (\$100 to \$200)
- Demolition fee (\$50 to \$100)
- Certificate of Occupancy (\$50 to \$75)

PROPOSED FEE CHANGES

- After hour inspection (\$50 to \$100 – hourly)
- Re-inspection fee (\$50 to \$75)
- Revised plan review fee (after permit issuance; \$50 to \$200 – hourly)
- 15% admin fee (above cost) for use of 3rd party plan review or inspections
- Multi-Family rental inspection fee (\$25 to \$50)
- Rezoning application (\$325 to \$400)
- Consolidating Board of Adjustment and variance fees (\$300)
- Temporary Sales electrical inspection, if necessary (\$15 to \$30)

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SACHSE, TEXAS, AMENDING THE MASTER FEE SCHEDULE ADOPTED BY RESOLUTION 3433 BY AMENDING BUILDING AND BUILDING REGULATION FEES; STANDARD ZONING FEE, HEALTH AND SANITATION PERMIT FEE, OCCUPANCY PERMIT FEE, BOARD OF ADJUSTMENT VARIANCE FEE, ENGINEERING GRADING PERMIT FEE, TEMPORARY RETAIL AND SEASONAL SALES ELECTRICAL FEE, FIRE HYDRANT METER DEPOST, AND PRINTING/COPY CHARGES IN THE LIBRARY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, The City Council desires to amend the Master Fee Schedule adopted by Resolution 3433, as provided herein.

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

SECTION 1. The Master Fee Schedule adopted by Resolution 3433 is hereby amended by amending Solid Waste rates for residential service, as set forth in the attached Exhibit "A".

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

DULY RESOLVED AND ADOPTED by the City Council of the City of Sachse, Texas, this the 15th day of August, 2016.

CITY OF SACHSE, TEXAS

Mike Felix, Mayor

ATTEST:

Michelle Lewis Sirianni, City Secretary

APPENDIX A

MASTER FEE SCHEDULE

FY 2017

	Effective 10/01/2016
ANIMAL CONTROL	
Adoption fee for cats/kittens and dogs/puppies (Fee includes sterilization/combo vaccine/rabies vaccine and microchip)	\$80.00
Adoption fee for cats/kittens and dogs/puppies already sterilized (Fee includes combo vaccine/rabies vaccine and microchip)	\$25.00
Dangerous dog annual registration	\$100.00
Pot-bellied Pig Permit (annual per animal)	\$20.00
Pigeon permit (fancy or racing loft) (annual)	\$5.00
Dog and Cat Permit & tags	
Application Fee w/o spayed or neutered proof	\$7.00
Application Fee w spayed or neutered proof	\$2.00
Replacement tag (w original registration proof)	\$1.00
Impoundment (registration will be additional if the animal is not currently on file)	
1st Impound	\$25 + \$5 boarding fee
2nd Impound	\$50 + \$5 boarding fee
3rd Impound	\$75 + \$5 boarding fee
4th Impound	\$100 + \$5 boarding fee
BUILDING & BUILDING REGULATIONS	
Care of public trees in street or right of way	Hourly fee based on current hourly wage of City Maint. Workers
BUILDING PERMIT FEE SCHEDULE	
Total Valuation	
\$1.00 to \$500	\$50.00
\$501 to \$2,000	\$50.00 for the first \$500 + \$3.05 for each additional \$100
\$2001 to \$25,000	\$95.75 for the first \$2,000 + \$14 for each additional \$1,000
\$25,001 to \$50,000	\$417.75 for the first \$25,000 + \$10 for each additional \$1,000
\$50,001 to \$100,000	\$667.00 for the first \$50,000 + \$7 for each additional \$1,000
\$100,001 to \$500,000	\$1017.00 for the first \$100,000 + \$5.60 for each additional \$1,000
\$501,000 to \$1,000,000	\$3,257.00 for the first \$500,000 + \$4.75 for each additional \$1,000
\$1,000,001 and up	\$5,632.00 for the first \$1,000,000 + \$3.65 for each additional \$1,000
RESIDENTIAL HOMES	
Residential Plan Review fee (New single-family homes)	30% of total building permit fee (based on Building Permit Fee Schedule)
New home construction	\$85.00 per square foot (including garages, porches, and/or patios)
Residential Remodel/Addition	\$85.00 per square foot (including garages, porches, and/or patios)
COMMERCIAL PLANS	
Commercial Plan Review Fee (New Construction & Remodel)	30% of total building permit fee (based on Building Permit Fee Schedule)
LICENSES AND CONTRACTOR REGISTRATION	
Plumber - Master Registration	State Law \$0.00
Electrician - Master, Journeyman, or Res. Registration	\$100.00
Mechanical - License Holder Registration	\$100.00
Backflow Specialist - Testers Registration	\$100.00
Irrigation License Holder Registration	\$100.00
SWIMMING POOLS	
Storable Swimming Pool	\$50.00
Above Ground Swimming Pool	\$200.00
In-Ground Swimming Pool	\$500.00
Spa / Hot Tub	\$200.00

**MASTER FEE SCHEDULE
FY 2017**

	Effective 10/01/2016
MECHANICAL PERMIT FEE SCHEDULE	
Initial Fee For the issuance of each permit	\$50.00
New (Fee for inspecting heating, ventilating, ductwork, air-conditioning, exhaust, venting, combustion air, pressure, vessel, solar, fuel oil and refrigeration systems and appliance installation)	\$15.00 for the first \$1,000.00 valuation plus \$5.00 for each additional \$1,000.00 or fraction thereof
Repair (Fee for inspecting repairs, alterations and additions to an existing system)	\$10.00 for the first \$1,000.00 valuation plus \$3.00 for each additional \$1,000.00 or fraction thereof
Boiler Inspection	\$100.00
SIGN PERMITS	
Permanent (per sign)	\$100.00
Temporary (per sign)	\$25.00
Repair (per sign)	\$10.00
Sign Variance Application	\$25.00
Sign Variance	\$300.00
CERTIFICATE OF OCCUPANCY	\$75.00
OTHER PERMITS & FEES	
Lawn Irrigation Permit	\$100.00
Antenna Permit - Private	\$50.00
Electrical Permit - Residential	\$75.00
Electrical Permit - Non-Residential	\$100.00
Plumbing Permit - Residential	\$75.00
Plumbing Permit - Non-Residential	\$100.00
Demolition of Residential Structure Permit	\$100.00
Demolition of Commercial Structure Permit	\$200.00
Fence Permit - Residential	\$50.00
Screening Wall/Commercial Fence	\$100.00
Flatwork (patios, driveways, pads, sidewalks)	Based on Valuation of Construction Materials Only - See Building Permit Fee Schedule
Accessory Building in excess of 120 square feet	Based on Valuation of Construction Materials Only - See Building Permit Fee Schedule
All Other Permits for work that increases value of the property (examples include but are not limited to foundation repair, flag poles, residential roofing)	\$50.00
Inspections outside of normal business hours	\$100.00
Re-inspection Fees after permit approval	\$75.00 per inspection
Additional plan review required by changes, additions or revisions to plans after permit approval	\$250.00
For use of outside consultants for plan checking and inspections or both	Actual costs + 15% admin
TaxiCab and Limousine Permit per vehicle per year	\$200.00
Massage Establishment (permit per year)	\$400.00
Solicitation Registration Fee (not to exceed 90 days)	\$30.00 plus \$10.00 per additional person
Residential Alarm Permit Fee	\$10 initial and renewal. Valid for 2 years from date of issuance
Sexually-oriented business license (initial and renewal)	\$500.00
HEALTH AND SANITATION	

**MASTER FEE SCHEDULE
FY 2017**

	Effective 10/01/2016
Health Permit	\$200.00
Temporary Food Sales	\$50.00
Public Swimming Pool Health Permit	\$100.00
Alcohol Permit	The fee shall equal one-half of the state fee for each permit.
Liquid Waste Transport Permit	\$25.00 each vehicle
ENGINEERING	
Traffic Calming Application * 02/06/15	\$50.00
Engineering Inspection Fees	4.5% of cost of public improvements
Floodplain Permit	\$100.00
Grading Permit	\$150.00
Construction Plan Review	\$300.00
FIRE DEPARTMENT	
INSTALLATION/REPLACEMENT/RE-MODEL OF FIRE PROTECTION SYSTEMS	
Plan Review Fee	\$100
Fire Sprinkler Installation Permit (Per building)	
1 to 100 sprinklers	\$275
101 to 200 sprinklers	\$325
201 to 300 sprinklers	\$350
301 to 400 sprinklers	\$375
401 to 500 sprinklers	\$425
Over 500 sprinklers	\$500.00 + \$0.33 each sprinkler over 500
Fire Alarm Installation Permit (Per building)	
Less than 10 devices	\$50.00
11 to 25 devices	\$75.00
25 to 100 devices	\$150.00
100 to 200 devices	\$200.00
More than 200 devices	\$400.00
Fire Alarm Panel Replacement Only	\$100.00
Hydro & Flush (Per System)	\$50.00
Fire Pump (Per System)	\$50.00
Hydrant Flow Test (2 Hydrants)	\$50.00
Work started without a permit	\$100.00 + Required Fee
Fire Dept. Permit Replacement	\$10.00
Replacement Job Site plan re-stamp	\$15.00
Vent/Hood/Booth Extinguishing System (Per System)	\$50.00
2nd and subsequent re-inspections Fee	\$50.00 per re-inspection
FIRE DEPARTMENT INSPECTION/OCCUPANCY PERMIT	
Carnivals and Fairs	\$50.00
Exhibits and Trade Shows	\$50.00
Temporary Structures, Tents or Canopies (Used for permits not included in a Community Development permit fee)	\$50.00
In-Home Day Care Certificate of Occupancy	\$50.00
Multi-Family Certificate of Occupancy	\$50.00
Foster Care/Adoption Home Inspection	\$25.00
Dangerous Building Abatement Admin Fee	\$250.00
After Hour Inspection Fee	\$50/hr min 2hr/\$100.00

**MASTER FEE SCHEDULE
FY 2017**

	Effective 10/01/2016
FIRE DEPARTMENT PERMIT	
Outdoor/Open Burning	\$150.00
Pyrotechnic Special Effects	\$100.00
Hazardous Material Response Reimbursement	\$400.00/hr for each engine and \$200.00/hr for each ambulance plus supplies
Fire Watch/Stand-by	\$50.00 per/hr for each Fire employee
AMBULANCE SERVICE	
ALS (Resident) *Residents. Waive co-pay and deductible	\$650.00
ALS (Non-Resident)	\$650.00
ALS2 (Resident) *Residents. Waive co-pay and deductible	\$750.00
ALS2 (Non-Resident)	\$750.00
SCT	N/A
BLS (Resident) *Residents. Waive co-pay and deductible	\$550.00
BLS (Non-Resident)	\$550.00
Mileage	\$12.00
Oxygen	\$110.00
BLS supplies	\$250.00
ALS supplies	\$350.00
Extrication	\$500.00
Technology fee	\$10.00
No transport	\$150.00
Extra attendant	\$75.00
ZONING	
Standard Zoning	\$400.00 per request, plus \$15.00 per acre
Special Use Permit	\$650.00
Planned Development Zoning Request	\$750.00 per request, plus \$15.00 per acre
Zoning Verification Letter	\$150.00
SUBDIVISION / PLAT APPLICATIONS	
Preliminary Plat	\$350.00 per plat, plus \$15.00 per acre
Final Plat, Replat, Conveyance Plat	\$450.00 per plat, plus \$15.00 per acre
Minor Plat, Amending Plat, Vacating Plat	\$350.00 per plat, plus \$15.00 per acre
BOARD OF ADJUSTMENT OR APPEALS	
Variance Request	\$300.00
TEMPORARY RETAIL AND SEASONAL SALES	
Temporary Seasonal Sales (Church, school, civic and city sponsored events are exempt from this permit fee.)	\$200.00
Temporary Food Sales Permit (Must be obtained from the Dallas County Health Department and applies to all applicants that are providing food products.)	See Health & Sanitation Section
Temporary Retail Sales (Five (5) consecutive days, at six (6) month intervals by the same merchant holding Certificate of Occupancy.)	\$50.00
Electrical Fee, if applicable	\$30.00
LIBRARY	
<i>The fees for failure to return library materials within the time allowed:</i>	

**MASTER FEE SCHEDULE
FY 2017**

	Effective 10/01/2016
Book (per day)	\$0.10
DVD (per day)	\$1.00
CD (per day)	\$0.10
E-book readers (per day)	\$5.00
Copies (Copier, black/white)	\$0.20
Copies (Copier, Color)	\$0.50
Copies (Computer printer)	\$0.25
MUNICIPAL COURT	
Building Security Fund (State Statute)	\$3.00
Technology Fund (State Statute)	\$4.00
Granting Defensive Drive Course	Not to exceed \$10.00
Dismissal fee for certain traffic cases	\$10 or \$20 depending on offense type
Warrant Fee	\$50.00
PARKS & RECREATION	
<i>BALL FIELD RESERVATIONS AND DEPOSITS</i>	
Families, churches, businesses, organizations or individuals requesting to reserve ball field(s) shall be charged as follows (based on daily rates)	
Reservation fee	\$ 25.00/field up to 4 hours (Additional \$10.00 per field for each hour over 4 hours)
Light key deposit	\$25.00
Clean-up deposit (For tournaments and/or concession stand use)	\$50.00
<i>COVERED PICNIC FACILITIES AND CITY COMPLEX AMPHITHEATER FEES (BASED ON DAILY RATES)</i>	
Reservation fee	\$ 25.00/rental up to 4 hours (Additional \$10.00 per hour for each hour over 4)
Light key deposit	\$0.00
Reservation fee for restrooms during Amphitheater rental	\$ 25.00/hour
<i>FACILITY FEES</i>	
<i>Library Meeting Room & Old City Hall Meeting Room</i>	
Deposit (without food served)	\$25.00
Deposit (with food served)	\$50.00
Deposit (VGA/Audio Cable) Library Meeting Rm *11/17/14	\$15.00
Room rental (Non-profits)	None
Room rental (groups other than non-profits)	\$25.00
<i>Senior Activity Center Multi-Purpose Room A</i>	
Deposit	\$100.00
Room Rental	\$25.00/hour
<i>SENIOR CENTER</i>	
Senior Center (Resident)	\$ 6.00 per year
Senior Center (Non-Resident)	\$12.00 per year
Daily Pick-Up/Drop-Off for Seniors (Residents only and for locations only within the City)	\$0.50/one way or \$1.00 roundtrip
PARK LAND DEDICATION	
Park Land dedication by developers	\$1,100 per residential lot; \$600 per multi-family dwelling unit

**MASTER FEE SCHEDULE
FY 2017**

	Effective 10/01/2016
SOLID WASTE	
<i>Residential</i>	
Trash Collection	\$7.37
Recycle Collection	\$2.45
Bulk Collection	\$2.87
Residential Franchise Fees	\$0.50
Additional Polycart	\$6.39
Administrative Fee	\$0.26
Polycart replacement Fee	\$75.00
Individual Bulk collection (Billed direct to customer)	\$95.00
<i>Commercial Container Service</i>	
Monthly per unit charge	\$24.82
Additional Polycart	\$10.66
IMPACT FEE (State requires update every 5 years. Last revision 12/3/12)	
ROADWAY IMPACT FEE	
Land Use Category	
<i>Port and Terminal</i>	
Truck Terminal (acre)	\$15,880.78
<i>Industrial</i>	
General Light Industrial (1,000 SF GFA)	\$2,356.57
General Heavy Industrial (1,000 SF GFA)	\$458.80
Industrial Park (1,000 SF GFA)	\$2,085.46
Warehousing (1,000 SF GFA)	\$771.62
Mini-Warehouse (1,000 SF GFA)	\$625.64
<i>Residential</i>	
Single-Family Detached Housing (Dwelling Unit)	\$2,450.42
Apartment / MultiFamily (Dwelling Unit)	\$1,501.53
Residential Condominium/ Townhome (Dwelling Unit)	\$1,261.70
Mobile Home Park / Manufactured Housing (Dwelling Unit)	\$1,428.54
Senior Adult Housing-Detached (Dwelling Unit)	\$656.92
Senior Adult Housing-Attached (Dwelling Unit)	\$385.81
Assisted Living (Beds)	\$531.79
<i>Lodging</i>	
Hotel (Room)	\$761.55
Motel / Other Lodging Facilities (Room)	\$761.51
<i>Recreational</i>	
Golf Driving Range (Tee)	\$3,034.34
Golf Course (acre)	\$729.91
Recreational Community Center (1,000 SF GFA)	\$2,063.42
Ice Skating Rink (Seats)	\$291.96
Miniature Golf Course (Hole)	\$802.90
Multiplex Movie Theater (Screens)	\$16,076.19
Racquet / Tennis Club (Court)	\$8,122.87
<i>Institutional</i>	
Church (1,000 SF GFA)	\$0
Day Care Center (1,000 SF GFA)	\$2,537.90
Primary / Middle School (1-8) (Students)	\$385.81
High School (Students)	\$312.82

**MASTER FEE SCHEDULE
FY 2017**

	Effective 10/01/2016
Junior / Community College (Students)	\$291.96
University / College (Students)	\$510.94
Medical	
Clinic (1,000 SF GFA)	\$6,277.74
Hospital (Beds)	\$2,200.15
Nursing Home (Beds)	\$531.79
Animal Hospital / Veterinary Clinic (1,000 SF GFA)	\$4,577.59
Office	
Corporate Headquarters Building (1,000 SF GFA)	\$2,549.48
General Office Building (1,000 SF GFA)	\$2,705.89
Medical-Dental Office Building (1,000 SF GFA)	\$6,287.66
Single Tenant Office Building (1,000 SF GFA)	\$3,143.83
Office Park (1,000 SF GFA)	\$2,690.24
Commercial – Automobile Related	
Automobile Care Center (1,000 SF Occ. GFA)	\$4,921.69
Automobile Parts Sales (1,000 SF GFA)	\$8,258.42
Gasoline / Service Station (Vehicle Fueling Position)	\$19,373.92
Gasoline / Service Station w Conv Market (Vehicle Fueling Position)	\$14,274.97
Gasoline / Service Station w/ Conv Market and Car Wash (Vehicle Fueling Position)	\$14,869.33
New Car Sales (1,000 SF GFA)	\$5,025.96
Quick Lubrication Vehicle Shop (Servicing Bays)	\$6,287.66
Self-Service Car Wash (Stall)	\$6,715.18
Tire Store (1,000 SF GFA)	\$7,246.97
Commercial – Dining	
Fast Food Restaurant with Drive-Thru Window (1,000 SF GFA)	\$12,057.22
Fast Food Restaurant without Drive-Thru Window (1,000 SF GFA)	\$4,441.03
High Turnover (SitDown) Restaurant (1,000 SF GFA)	\$1,903.33
Quality Restaurant (1,000 SF GFA)	\$1,268.79
Coffee / Donut Shop with Drive-Thru Window (1,000 SF GFA)	\$10,788.44
Commercial – Other Retail	
Free-Standing Retail Store (1,000 SF GFA)	\$4,363.83
Nursery (Garden Center) (1,000 SF GFA)	\$3,686.05
Home Improvement Superstore (1,000 SF GFA)	\$1,496.32
Pharmacy / Drugstore without Drive-Thru Window (1,000 SF GFA)	\$4,796.56
Pharmacy / Drugstore with Drive-Thru Window (1,000 SF GFA)	\$6,397.15
Shopping Center (1,000 SF GFA)	\$2,982.21
Supermarket (1,000 SF GFA)	\$8,143.72
Toy / Children's Superstore (1,000 SF GFA)	\$4,233.49
Department Store (1,000 SF GFA)	\$1,511.96
Video Rental Store (1,000 SF GFA)	\$16,485.56
Services	
Walk-In Bank (1,000 SF GFA)	\$17,642.99
Drive-In Bank (Drive-In Lanes)	\$33,179.67
Hair Salon (1,000 SF GFA)	\$2,815.37
WATER IMPACT FEE	
Simple 5/8" X 3/4"	\$2,521.69
Simple-Residential 3/4"	\$2,521.69

**MASTER FEE SCHEDULE
FY 2017**

	Effective 10/01/2016
Simple-Commercial 3/4"	\$3,782.54
Simple 1"	\$6,304.24
Simple 1 1/2"	\$12,608.48
Simple 2"	\$20,173.57
Compound 2"	\$20,173.57
Turbine 2"	\$25,216.95
Compound 3"	\$40,347.13
Turbine 3"	\$60,520.70
Compound 4"	\$63,042.39
Turbine 4"	\$105,911.22
Compound 6"	\$126,084.78
Turbine 6"	\$231,996.00
Compound 8"	\$201,735.65
Turbine 8"	\$403,471.30
Compound 10"	\$289,995.00
Turbine 10"	\$630,423.91
Turbine 12"	\$832,159.56
WASTEWATER IMPACT FEE (Meter Equivalent)	
Simple 5/8" X 3/4"	\$1,857.68
Simple-Residential 3/4"	\$1,857.68
Simple-Commercial 3/4"	\$2,786.53
Simple 1"	\$4,644.21
Simple 1 1/2"	\$9,288.42
Simple 2"	\$14,861.47
Compound 2"	\$14,861.47
Turbine 2"	\$18,576.83
Compound 3"	\$29,722.94
Turbine 3"	\$44,584.40
Compound 4"	\$46,442.09
Turbine 4"	\$78,022.71
Compound 6"	\$92,884.17
Turbine 6"	\$170,906.88
Compound 8"	\$148,614.68
Turbine 8"	\$297,229.36
Compound 10"	\$213,633.60
Turbine 10"	\$464,420.87
Turbine 12"	\$613,035.55

**UTILITY MULTI YEAR
MASTER FEE SCHEDULE**

WATER	Effective 10/01/2016	Effective 10/01/2017	Effective 10/01/2018
<i>Water Meter Base Rate by meter size (Residential)</i>			
5/8" - 3/4"	\$14.15	\$15.57	\$16.50
1"	\$14.15	\$15.57	\$16.50
1.5"	\$14.15	\$15.57	\$16.50
2"	\$14.15	\$15.57	\$16.50
<i>Water Meter Base Rate by meter size (Non-Residential)</i>			
5/8" - 3/4"	\$14.15	\$15.57	\$16.50
1"	\$22.38	\$24.62	\$26.10
1.5"	\$36.15	\$39.77	\$42.16
2"	\$52.65	\$57.92	\$61.39
3"	\$85.60	\$85.60	\$85.60
4"	\$114.10	\$114.10	\$114.10
6" and above	\$285.30	\$285.30	\$285.30
<i>Water Meter Base Rate by meter size (Irrigation)</i>			
5/8" - 3/4"	\$14.15	\$15.57	\$16.50
1"	\$22.38	\$24.62	\$26.10
1.5"	\$36.15	\$39.77	\$42.16
2"	\$52.65	\$57.92	\$61.39
3"	\$85.60	\$85.60	\$85.60
4"	\$114.10	\$114.10	\$114.10
6" and above	\$285.30	\$285.30	\$285.30
<i>Tier Rate Detail by water usage per 000's gallons</i>			
0-10,000	\$4.89	\$5.38	\$5.71
10,0001-15,000	\$6.10	\$6.71	\$7.11
15,001-20,000	\$7.34	\$8.07	\$8.56
20,001-30,000	\$8.56	\$9.42	\$9.98
Over 30,000 gallons	\$9.79	\$10.77	\$11.41
<i>Water Meter Deposits</i>			
5/8" - 3/4"	\$100.00	\$100.00	\$100.00
1"	\$150.00	\$150.00	\$150.00
1.5"	\$175.00	\$175.00	\$175.00
2"	\$200.00	\$200.00	\$200.00
3"	\$300.00	\$300.00	\$300.00
4"	\$400.00	\$400.00	\$400.00
6" and above	\$600.00	\$600.00	\$600.00
Multi-family Unit	\$100.00	\$100.00	\$100.00
Real Estate properties(per 5 units)	\$150.00	\$150.00	\$150.00
Late Charge	10%. Not to exceed \$50 per statement	10%. Not to exceed \$50 per statement	10%. Not to exceed \$50 per statement

**UTILITY MULTI YEAR
MASTER FEE SCHEDULE**

WATER	Effective 10/01/2016	Effective 10/01/2017	Effective 10/01/2018
Disconnect/Reconnect Service Fee	\$35.00	\$35.00	\$35.00
Disconnect/Reconnect Fee (after 4 p.m.)	\$75.00	\$75.00	\$75.00
Returned Check Fee	\$35.00	\$35.00	\$35.00
Transfer Fee	\$10.00	\$10.00	\$10.00
Tampering Fee	\$250.00 minimum plus the actual costs of any damage to City property.	\$250.00 minimum plus the actual costs of any damage to City property.	\$250.00 minimum plus the actual costs of any damage to City property.
Meter Testing	Reimburse the City actual costs of meter testing plus shipping and handling.	Reimburse the City actual costs of meter testing plus shipping and handling.	Reimburse the City actual costs of meter testing plus shipping and handling.
Meter Box	\$75.00	\$75.00	\$75.00
Meter Lid	\$25.00	\$25.00	\$25.00
Trip Charge	\$35.00	\$35.00	\$35.00
Obstruction Charge	\$10.00	\$10.00	\$10.00
<i>Water Meter Installation Fee</i>			
5/8" - 3/4"	\$225.00	\$225.00	\$225.00
1"	\$300.00	\$300.00	\$300.00
1.5"	\$520.00	\$520.00	\$520.00
2"	\$675.00	\$675.00	\$675.00
3" and above	Developer installs/bears cost	Developer installs/bears cost	Developer installs/bears cost
<i>Water Meter Installation Fee (Installation Cost when tap is not present (single family and/or multi-family))</i>			
5/8" - 3/4"	\$225.00	\$225.00	\$225.00
1"	\$300.00	\$300.00	\$300.00
1.5"	\$520.00	\$520.00	\$520.00
2"	\$675.00	\$675.00	\$675.00
3" and above	Developer installs/bears cost	Developer installs/bears cost	Developer installs/bears cost
<i>Tap Fee</i>			
5/8" - 3/4"	\$300.00	\$300.00	\$300.00
1"	\$300.00	\$300.00	\$300.00
1.5"	\$322.00	\$322.00	\$322.00
2"	\$345.00	\$345.00	\$345.00
3" and above	Developer installs/bears cost	Developer installs/bears cost	Developer installs/bears cost
<i>Bore Fee</i>			
5/8" - 3/4"	\$450.00	\$450.00	\$450.00
1"	\$500.00	\$500.00	\$500.00
1.5"	\$500.00	\$500.00	\$500.00
2"	\$500.00	\$500.00	\$500.00

**UTILITY MULTI YEAR
MASTER FEE SCHEDULE**

WATER	Effective 10/01/2016	Effective 10/01/2017	Effective 10/01/2018
3" and above	Developer installs/bears cost	Developer installs/bears cost	Developer installs/bears cost
<i>Fire Hydrant Meter</i>			
Fire Hydrant Meter Deposit (refundable)	\$875.00	\$875.00	\$875.00
Fire Hydrant Meter Connect Fee	\$25.00	\$25.00	\$25.00
Fire Hydrant minimum monthly bill	\$25.00	\$25.00	\$25.00
SEWER			
<i>Residential</i>			
Meter	\$10.82	\$11.26	\$11.71
Volume charge per 1,000 gal.	\$6.02	\$6.27	\$6.52
<i>Non-Residential</i>			
5/8" - 3/4"	\$17.49	\$18.19	\$18.92
1"	\$28.61	\$29.76	\$30.95
1.5"	\$41.99	\$43.66	\$45.41
2" and above	\$55.46	\$57.68	\$59.99
Volume charge per 1,000 gal.	\$6.02	\$6.27	\$6.52



City of Sachse, Texas

Legislation Details (With Text)

File #: 16-3467 **Version:** 1 **Name:** Ordinance Amending Utiltiy Billing 2016
Type: Agenda Item **Status:** Agenda Ready
File created: 8/10/2016 **In control:** City Council
On agenda: 8/15/2016 **Final action:**
Title: Approve an ordinance amending the Code of Ordinances by amending Chapter 10 titled "Utilities" by amending Section 10-2 titled "Sewer Service Fees" and by amending Section 10-3 titled "Water and Sewer Service Billing Procedures" to provide fees under Master Fee Schedule.

Sponsors:

Indexes:

Code sections:

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

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

Title

Code of Ordinance Chapter 10 Amendments

Background

Utility billing fees and procedures should be reviewed on a regular basis to remain consistent with the current economic climate and recommended practices in order to recover the cost of providing water and sewer services to the City. The proposed changes are being presented in conjunction with the annual review of the Master Fee Schedule.

Below is a listing of proposed changes:

1. Define the conditions under which a customer may apply for an adjustment to the calculated sewer average. Section 10-2, A (3).
2. New residents to be charged the city-wide average sewer volume until the next rate-setting calculation period is completed. Section 10-2, A (5).
3. Add e-billing as a method for billing statement delivery; change last working day of month to designated working day; due date defined as 20 calendar days following the billing date. Section 10-3, A (1).
4. Returned check fee dollar amount removed and replaced with "as adopted in the Master Fee Schedule." Section 10-3, C (1)
5. Define the usage required to qualify for an adjustment to water charges due to a leak, and the billing calculation to be used. All water consumer must be billed, but at the lowest possible rate--the rate the City pays NTMWD for water used. Section 10-3, D (4)

6. Define the conditions under which a customer may apply for a rate adjustment related to swimming pool repairs. Section 10-3, D (5)
7. Transfer of service for residential customers only, with account current and in good standing. Section 10-3, F (1)
8. Transfer fee dollar amount removed, replace with "as adopted in the Master Fee Schedule." Section 10-3, F (2)
9. Remove the dollar amount charged for a fire hydrant meter and replace with "as adopted in the Master Fee Schedule." Section 10-3, G (2)
10. Monthly minimum use fee for fire hydrant meters, remove amount and replace with "as adopted in the Master Fee Schedule." Section 10-3, G (3)
11. Lost or stolen fire hydrant meter, customer responsible for full cost of repairs or replacement in addition to estimated usage. Section 10-3, G (5)
12. Minor change in language related to fire hydrant meter readings. Section 10-3, G (6)

Policy Considerations

Changes to the Code of Ordinances should be by amending Ordinance. Proposed changes will clarify billing procedures for customers in special situations.

Budgetary Considerations

Proposed changes are not expected to have a material effect on proposed budgeted revenues.

Staff Recommendations

Approve an ordinance amending the Code of Ordinances by amending Chapter 10 titled "Utilities" by amending Section 10-2 titled "Sewer Service Fees" and by amending Section 10-3 titled "Water and Sewer Service Billing Procedures" to provide fees under Master Fee Schedule; providing a repealing clause; providing a severability clause; providing a savings clause; providing a penalty or fine not to exceed the sum of two thousand dollars (\$2,000.00) for each offense; and providing for an effective date.



UTILITY ORDINANCE CHANGES

CITY COUNCIL
AUGUST 1, 2016

OBJECTIVE

1. Periodic review—last update 2013
2. Remove dollar amounts—Master Fee
3. Clarify methodology
 1. Sewer Averaging
 2. Leak Adjustments
 3. Pool Repairs
4. Cost recovery—fire hydrant meters



10-2 SEWER SERVICE FEES

- Adjustments to sewer averaging
 - Customer's responsibility to apply
 - Proof of leak and repair
 - Deadline to apply
- New residents average defined as city-wide average for all residential



10.3 BILLING PROCEDURES

- E-bills included as method of delivery
- Billing date/due date changed to allow multiple cycles
- Returned check charge deleted, moved to MFS
- Leak adjustments
 - Base for comparison
 - Adjustment is to rate, not gallons billed
 - New residents
- Swimming pool repair/refill
- Transfer of service for residential only
- Transfer fee deleted, moved to MFS



10-3 FIRE HYDRANT METERS

- Remove deposit amount, moved to MFS
- Remove minimum use fee, moved to MFS
- Lost or stolen meter
 - Cost to replace to be charged to customer
 - Charge for estimated consumption
- City responsible for reading and billing.



CONCLUSION

- Consideration of Ordinance to amend the Code of Ordinances will be on August 15, 2016 City Council Agenda



ORDINANCE # 2016-

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SACHSE, TEXAS, AMENDING THE CODE OF ORDINANCES BY AMENDING CHAPTER 10 TITLED “UTILITIES” BY AMENDING SECTION 10-2 TITLED “SEWER SERVICE FEES” AND BY AMENDING SECTION 10-3 TITLED “WATER AND SEWER SERVICE BILLING PROCEDURES” TO PROVIDE FEES UNDER MASTER FEE SCHEDULE; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR A PENALTY OR FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000.00) FOR EACH OFFENSE; AND PROVIDING FOR AN EFFECTIVE DATE.

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

SECTION 1. That Chapter 10 “Utilities” of the City of Sachse Code of Ordinances be, and the same is hereby, amended by amending Section 10-2 titled “Sewer Service Fees” and by amending titled Section 10-3 “Water and Sewer Service Billing Procedures”, to read as follows:

**“Chapter 10
UTILITIES**

...

Sec. 10-2. Sewer service fees.

The rates and charges for services of the sanitary sewer system of the city shall consist of a base rate for debt service and system depreciation, and a user charge for system operation and maintenance.

- A. *Residential.* Each residential user of the sewer system shall be charged a monthly rate for services from the sanitary sewer system according to the following method of calculation:
- (1) The winter months of November, December, January, February and March preceding the rate-setting period shall be used as the basis for calculating a residential customer's monthly charge.
 - (2) The highest use month and the lowest use month of the five winter months shall be deleted from all calculations. The three remaining months shall be averaged to determine a monthly volume for rate-setting purposes.
 - (3) Adjustments to the calculated sewer rate can only occur in the event the user, consumer, and/or subscriber shall apply for an adjustment for water

usage due to a leak during the winter averaging months. The burden of proof will be on the customer to establish that there is a leak and that it is not the result of his own negligence or omission. An application for an adjustment can be made over the telephone, by e-mail, or by letter. The city will evaluate a current customer's account when a leak has been reported. The customer should produce a receipt for repair parts as evidence that the high consumption actually resulted from a water leak that is now repaired. When the next month's reading is obtained and the consumption is in line with prior consumption amounts, the amount of the adjustment can be calculated for the rate-setting period. This insures that the water leak has been corrected. Evaluation of an adjustment to the sewer average rate must be received annually by April 30.

- (4) This calculated monthly volume shall apply for all 12 months of the rate-setting period.
- (5) New residents shall be assigned the city-wide sewer average rate until the following rate-setting calculation period. The method of calculation detailed in this section shall then be applied.
- (6) Wastewater rate schedule adopted in the Master Fee Schedule.
- (7) Industrial users who discharge wastes into said sewer system which are of greater strength than normal domestic waste, shall be charged in addition to the business rate as adopted in the Master Fee Schedule, an amount equivalent to the costs required to treat the additional strength to an acceptable level.
- (8) Industrial users who discharge wastes into said sewer system shall pay the capital costs of the capacity of those facilities required to transport and treat such wastes.

Sec. 10-3. Water and sewer service billing procedures.

A. General.

- (1) Each residential, commercial, and industrial utility user shall be billed monthly for water, sewer, and other services and charges as may be applicable. The city will mail or electronically deliver a statement to each user for water, sewer, and solid waste services on the designated working day. Utility bills are due upon receipt. Utility bill shall be paid not later than 20 calendar days following billing (the final due date). If not paid by the final due date, the user shall be subject to the penalties set forth in paragraph B-3 below. Billing statements are considered delivered when mailed to the user's physical or email address as shown in the records of the city. If

returned by the U.S. Postal Service, the city shall mail the statement to any forwarding address available.

...

C. *Returned check fees and charges.*

- (1) An attempted payment by a customer with a check which is dishonored by the bank on which it is drawn shall constitute failure to pay. A returned check charge as adopted in the Master Fee Schedule will be assessed for each returned check. Service may be disconnected due to nonpayment resulting from a dishonored check and reconnect charges as applicable in accordance with subsection B.(4) above shall be applied.

...

D. *Adjustments made for consumption and related charges.*

- (1) The finance department may allow reasonable adjustments for consumption and related charges for water and sewer where deemed reasonable under the known facts in order to insure fairness, equity, and reasonableness. The city's finance department may make payment agreements with customers on payment of high water bills. If the recommended adjustment or agreement is not acceptable to the consumer, he may appeal the decision to the city manager, whose determination shall be final.
- (2) In the event the current user, consumer, and/or subscriber shall apply for an adjustment for water usage due to a leak, the burden of proof will be on the customer to establish that there is a leak and that it is not the result of his own negligence or omission. An application for an adjustment can be made over the telephone, by e-mail, or by letter.
- (3) The city will provide for a credit to be made to a current customer's account when a leak has been detected. In order to receive this credit, the customer should produce a receipt for repair parts as evidence that the high consumption actually resulted from a water leak that is now repaired. When the next month's reading is obtained and the consumption is in line with prior consumption amounts, the amount of the credit can be calculated. This insures that the water leak has been corrected.
- (4) An adjustment for consumption will be based on the historic usage for the same consumption period in the previous year. All consumption above the prior year will be charged the current NTMWD rate. If a historic consumption value is not available, the customer will be charged the current NTMWD rate for all water consumed above the city-wide average for the

established leak period. The city's utility billing department will make the approved and agreed upon adjustment on the affected consumer's account.

- (5) In the event the current user, consumer, and/or subscriber shall apply for a tier adjustment for a swimming pool repair and refill, the burden of proof will be on the customer to establish that a swimming pool repair occurred and that it is not the result of his own negligence or omission. An application for a tier adjustment can be made by email or by letter. Necessary application documentation should include a repair receipt from a licensed swimming pool technician and the meter reading prior to refilling and meter reading at the completion of the refill. Pictures of the face of the meter before and after the swimming pool refill will satisfy the odometer documentation. Only gallons consumed for the pool refill will be billed at the lowest tier.
- (6) The city is responsible for maintenance of water mains and meters. The customer is responsible for maintenance of the water line located on his property. All leaks must be repaired by the responsible party immediately to conserve water.

...

F. *Transfer services from residence to residence.*

- (1) Residential customers only shall be able to transfer services between residences without making application for new service and paying a new deposit provided the existing account is current and in good standing. A transfer of service request can be made by telephone, letter, or e-mail.
- (2) The customer's new account will be charged a transfer fee as adopted in the Master Fee Schedule. A statement of final services will be issued on the old account. The deposit on the old account will be transferred to the new account.

G. *Fire hydrant meter policies.*

- (1) Fire hydrant hook-ups may be authorized by the public works department for the purpose of initial hydro-mulching installation, special irrigation, roadwork, or other finish out work being performed in the city. Customers wishing to apply for a fire hydrant meter must complete a written application at the public works service center and pay all applicable fees and deposits. Applicants must comply with all regulatory ordinances pertaining to conservation. It shall be unlawful for any person to use water from any fire hydrant except as provided by this section.

- (2) Applicants for fire hydrant meters must pay an initial deposit for service as adopted in the Master Fee Schedule. An additional fee will be charged to set and/or connect the meter on location as adopted in the Master Fee Schedule. The deposit is refundable upon return of the fire hydrant meter if all applicable fees and water charges have been paid in full. The deposit may be applied to the final bill for cost of water used.
- (3) The customer will be charged a monthly minimum use fee as adopted in the Master Fee Schedule, plus the cost of water used. The fee will be assessed on the next business day after issuance of a permit and is not prorated for the month.
- (4) Water purchased from a fire hydrant shall be charged at the same rate as residential customers as referenced in section 10-1-A of this chapter.
- (5) If the meter is returned in acceptable condition, upon inspection of the director of public works or his designee within seven business days of disconnection, the deposit will be returned upon payment of metered bill. Repair of fire hydrant meters and/or fire hydrants will be made by the city and the cost of repair deducted from the meter deposit. If the meter is lost or stolen, the cost of a replacement meter will be assessed against the meter deposit. Any cost overage will be charged to the metered bill in addition to the estimated consumption for the period of loss.
- (6) The city will be responsible for obtaining readings for fire hydrant meters and billing the customer for water used and related fees.

...”

SECTION 2. 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 3. 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 4. 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 8. 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
(07-27-16/78028)



City of Sachse, Texas

Legislation Details (With Text)

File #:	16-3456	Version:	1	Name:	Woodbridge PD #10 Revision 8-15 CC
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	8/8/2016	In control:		In control:	City Council
On agenda:	8/15/2016	Final action:		Final action:	
Title:	Conduct a public hearing to consider an ordinance amending PD #10, a retail tract generally located at the southwest corner of SH 78 and Woodbridge Parkway, by removing the restricted uses for food product centers and food service uses.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Staff Presentation Ordinance Amending PD #10 Aerial Map				

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

Title
Woodbridge Properties

Section 4.03 (in all 3 PDs - proposed for revocation):
Unless otherwise approved by the City of Sachse, no food product centers or food service uses shall be permitted within two hundred (200) feet of any residential tract.

- Project Information
- Request includes 3 different PDs (#10, #11, & #19)
 - Applicant: Woodbridge Properties
 - Owner: Multiple
 - Size: Approximately 137.767 acres
 - Current Zoning: PD with base commercial zoning
 - Site Attributes: Retail tracts of Woodbridge
 - 987+ property owners noticed @ 1,000' (no negative responses received; many general inquiries as to purpose of rezoning)

- Location Descriptions
- PD #10 is generally located at the southwest corner of SH 78 and Woodbridge Parkway.
 - PD #11 is generally located at the southeast corner of SH 78 and Woodbridge Parkway.
 - PD #19 (Tracts C1, C2, & C3) is generally located north of SH 78, along Ranch Road, Cody Lane, and Woodbridge Parkway.

- Ordinance Overview
- The aforementioned Section 4.03 exists in all 3 PDs (from the 1990s)
 - The amendment functions to repeal the food use restrictions within Section 4.03

- *Food Service Uses* precludes restaurants
- *Food Product Centers* was less clear regarding its impact, but still warrants revoking
- 200' setback for food uses would limit restaurants to only the front pad sites like the new 7-Eleven
- Rear in-line strip centers could not have restaurant tenants

Food Product Center

- The term is ambiguous and uncommon in land use lexicon
- The concern is that it could be interpreted to preclude grocery stores
- Zoning use charts traditionally refer to grocery stores as "Grocery Stores" or "Grocers"
- The minutes from the original PDs provide little insight into the term's meaning or the City's intent
- The property owner and applicant could not provide insight into the City's intent either
- One theory is that the term referred to a food processing center that was more manufacturing in nature

Policy Considerations

- Regardless of the true definition of *Food Product Center*, both it and *Food Product Uses* are proposed for deletion
- Most corners with retail zoning allow for restaurants
- Potential negative fiscal impact of maintaining the current food use restrictions
- Design standards (masonry walls, landscaping) already address incompatibility concerns between residential and retail uses
- Important to note, the future buildings are not required to be set back 200' (only food uses cannot currently be within 200') - the building setback (25') governs the location of the building irrespective of this revision
- In summary, does providing for the potential use of restaurants and grocery stores on the Woodbridge retail tracts fit the vision of Sachse?

P&Z Recommendation

- The Planning & Zoning Commission held a public hearing on July 25th.
- Three (3) residents and the applicant spoke at the public hearing
- Most had either general questions or questions about architectural standards
- One expressed concern about precedent (restaurants being allowed on retail property) and suggested no action be taken given that the original intent of the language was unknown
- Once the public hearing was closed, the Commission unanimously recommended approval of the proposed textual revisions, as discussed herein.

Staff Recommendation

- Approve an ordinance amending PD #10, a retail tract generally located at the southwest corner of SH 78 and Woodbridge Parkway, by removing the restricted uses for food product centers and food service uses.



WOODBRIIDGE RETAIL PD REVISION

CITY COUNCIL

AUGUST 15, 2016

APPLICANT'S REQUEST

Conduct a public hearing to consider and act on a request by Woodbridge Properties, to amend PD #10, PD #11, and PD #19 (Woodbridge retail tracts) by removing the restricted uses for food product centers and food service uses.

Section 4.03 (in all 3 PDs – proposed for revocation):

Unless otherwise approved by the City of Sachse, no food product centers or food service uses shall be permitted within two hundred (200) feet of any residential tract.

PROJECT INFORMATION

- Request includes 3 different PDs (#10, #11, & #19)
- Applicant: Woodbridge Properties
- Owner: Multiple
- Size: Approximately 137.767 acres (total)
- Current Zoning: PD with base commercial zoning
- Site Attributes: Retail tracts of Woodbridge
- 987+ property owners noticed @ 1,000' (no negative responses received; many general inquiries as to purpose of rezoning)

AERIAL MAP



- PD #10 is generally located at the southwest corner of SH 78 and Woodbridge Parkway.
- PD #11 is generally located at the southeast corner of SH 78 and Woodbridge Parkway.
- PD #19 (Tracts C1, C2, & C3) is generally located north of SH 78, along Ranch Road, Cody Lane, and Woodbridge Parkway.

ORDINANCE OVERVIEW

- The aforementioned Section 4.03 exists in all 3 PDs (from the 1990s)
- The amendment functions to repeal the food use restrictions within Section 4.03
- *Food Service Uses* precludes restaurants
- *Food Product Centers* was less clear regarding its impact, but still warrants revoking
- 200' setback for food uses would limit restaurants to only the front pad sites like the new 7-Eleven
- Rear in-line strip centers could not have restaurant tenants

FOOD PRODUCT CENTER

- This term is ambiguous and uncommon in land use lexicon
- The concern is that it could be interpreted to preclude grocery stores
- Zoning use charts traditionally refer to grocery stores as “Grocery Stores” or “Grocers”
- The minutes from the original PDs provide little insight into the term’s meaning or the City’s intent
- The property owner and applicant could not provide insight into the City’s intent either
- One theory is that the term referred to a food processing center that was more manufacturing in nature

POLICY CONSIDERATIONS

- Regardless of the true definition of *Food Product Center*, both it and *Food Service Uses* are proposed for deletion
- Most corners with retail zoning allow for restaurants
- Potential negative fiscal impact of maintaining the current food use restrictions
- Design standards (masonry walls, landscaping) already address incompatibility concerns between retail and residential uses
- Important to note, the future buildings are not required to be set back 200' (only food uses cannot currently be within 200') – the building setback (25') governs the location of the building irrespective of this revision
- In summary, does providing for the potential use of restaurants and grocery stores on the Woodbridge retail tracts fit the vision of Sachse?

P&Z RECOMMENDATION

- The Planning & Zoning Commission held a public hearing on July 25th
- Three (3) residents and the applicant spoke at the public hearing
- Most had either general questions or questions about architectural standards
- One expressed concern about precedent (restaurants being allowed on retail zoned property) and suggested that no action be taken given that the original intent of the language was unknown
- Once the public hearing was closed, the Commission unanimously recommended approval of the proposed textual revisions, as discussed herein.

STAFF RECOMMENDATION

√ - Staff recommends approval of the proposed textual amendments to the 3 Woodbridge PDs, as discussed herein.

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY OF SACHSE, TEXAS, AMENDING THE COMPREHENSIVE ZONING ORDINANCE AND MAP, AS HERETOFORE AMENDED, BY AMENDING PLANNED DEVELOPMENT DISTRICT 10 (“PD-10”) BY AMENDING THE DEVELOPMENT STANDARDS BY REMOVING SECTION 4.03 TITLED “RESTRICTED USES”; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING 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 applying 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, the governing body of the City of Sachse is of the opinion that said comprehensive Zoning Ordinance 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 further amended by amending Planned Development District 10 (“PD-10”) by amending the Development Standards by removing Section 4.03 titled “Restricted Uses”.

SECTION 2. That the above Property shall be used only in the manner and for the purpose provided for by the Comprehensive Zoning Ordinance of the City of Sachse, as heretofore amended, and as amended herein.

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
(08-09-2016/78211)



City of Sachse, Texas

Legislation Details (With Text)

File #:	16-3476	Version:	1	Name:	Woodbridge PD #11 Revision 8-15 CC
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	8/12/2016	In control:		In control:	City Council
On agenda:	8/15/2016	Final action:		Final action:	
Title:	Conduct a public hearing to consider an ordinance amending PD #11, a retail tract generally located at the southeast corner of SH 78 and Woodbridge Parkway, by removing the restricted uses for food product centers and food service uses.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Staff Presentation Ordinance Amending PD #11 Aerial Map				

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

Title

Woodbridge Properties PD #11

Section 4.03 (in all 3 PDs - proposed for revocation):

Unless otherwise approved by the City of Sachse, no food product centers or food service uses shall be permitted within two hundred (200) feet of any residential tract.

Project Information

- Request includes 3 different PDs (#10, #11, & #19)
- Applicant: Woodbridge Properties
- Owner: Multiple
- Size: Approximately 137.767 acres
- Current Zoning: PD with base commercial zoning
- Site Attributes: Retail tracts of Woodbridge
- 987+ property owners noticed @ 1,000' (no negative responses received; many general inquiries as to purpose of rezoning)

Location Descriptions

- PD #10 is generally located at the southwest corner of SH 78 and Woodbridge Parkway.
- PD #11 is generally located at the southeast corner of SH 78 and Woodbridge Parkway.
- PD #19 (Tracts C1, C2, & C3) is generally located north of SH 78, along Ranch Road, Cody Lane, and Woodbridge Parkway.

Ordinance Overview

- The aforementioned Section 4.03 exists in all 3 PDs (from the 1990s)
- The amendment functions to repeal the food use restrictions within Section 4.03

- *Food Service Uses* precludes restaurants
- *Food Product Centers* was less clear regarding its impact, but still warrants revoking
- 200' setback for food uses would limit restaurants to only the front pad sites like the new 7-Eleven
- Rear in-line strip centers could not have restaurant tenants

Food Product Center

- The term is ambiguous and uncommon in land use lexicon
- The concern is that it could be interpreted to preclude grocery stores
- Zoning use charts traditionally refer to grocery stores as "Grocery Stores" or "Grocers"
- The minutes from the original PDs provide little insight into the term's meaning or the City's intent
- The property owner and applicant could not provide insight into the City's intent either
- One theory is that the term referred to a food processing center that was more manufacturing in nature

Policy Considerations

- Regardless of the true definition of *Food Product Center*, both it and *Food Product Uses* are proposed for deletion
- Most corners with retail zoning allow for restaurants
- Potential negative fiscal impact of maintaining the current food use restrictions
- Design standards (masonry walls, landscaping) already address incompatibility concerns between residential and retail uses
- Important to note, the future buildings are not required to be set back 200' (only food uses cannot currently be within 200') - the building setback (25') governs the location of the building irrespective of this revision
- In summary, does providing for the potential use of restaurants and grocery stores on the Woodbridge retail tracts fit the vision of Sachse?

P&Z Recommendation

- The Planning & Zoning Commission held a public hearing on July 25th.
- Three (3) residents and the applicant spoke at the public hearing
- Most had either general questions or questions about architectural standards
- One expressed concern about precedent (restaurants being allowed on retail property) and suggested no action be taken given that the original intent of the language was unknown
- Once the public hearing was closed, the Commission unanimously recommended approval of the proposed textual revisions, as discussed herein.

Staff Recommendation

- Approve an ordinance amending PD #11, a retail tract generally located at the southeast corner of SH 78 and Woodbridge Parkway, by removing the restricted uses for food product centers and food service uses.

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY OF SACHSE, TEXAS, AMENDING THE COMPREHENSIVE ZONING ORDINANCE AND MAP, AS HERETOFORE AMENDED, BY AMENDING PLANNED DEVELOPMENT DISTRICT 11 (“PD-11”) BY AMENDING THE DEVELOPMENT STANDARDS BY REMOVING SECTION 4.03 TITLED “RESTRICTED USES”; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING 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 applying 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, the governing body of the City of Sachse is of the opinion that said comprehensive Zoning Ordinance 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 further amended by amending Planned Development District 11 (“PD-11”) by amending the Development Standards by removing Section 4.03 titled “Restricted Uses”.

SECTION 2. That the above Property shall be used only in the manner and for the purpose provided for by the Comprehensive Zoning Ordinance of the City of Sachse, as heretofore amended, and as amended herein.

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
(08-10-16/78223)



City of Sachse, Texas

Legislation Details (With Text)

File #: 16-3477 **Version:** 1 **Name:** Woodbridge PD #19 Revision 8-15 CC
Type: Agenda Item **Status:** Agenda Ready
File created: 8/12/2016 **In control:** City Council
On agenda: 8/15/2016 **Final action:**
Title: Conduct a public hearing to consider an ordinance amending PD #19, a retail tract generally located north of SH 78, along Ranch Road, Cody Lane, and Woodbridge Parkway, by removing the restricted uses for food product centers and food service uses.

Sponsors:

Indexes:

Code sections:

Attachments: [Staff Presentation](#)
[Ordinance Amending PD #19](#)
[Aerial Map](#)

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

Title

Woodbridge Properties, PD #19

Section 4.03 (in all 3 PDs - proposed for revocation):

Unless otherwise approved by the City of Sachse, no food product centers or food service uses shall be permitted within two hundred (200) feet of any residential tract.

Project Information

- Request includes 3 different PDs (#10, #11, & #19)
- Applicant: Woodbridge Properties
- Owner: Multiple
- Size: Approximately 137.767 acres
- Current Zoning: PD with base commercial zoning
- Site Attributes: Retail tracts of Woodbridge
- 987+ property owners noticed @ 1,000' (no negative responses received; many general inquiries as to purpose of rezoning)

Location Descriptions

- PD #10 is generally located at the southwest corner of SH 78 and Woodbridge Parkway.
- PD #11 is generally located at the southeast corner of SH 78 and Woodbridge Parkway.
- PD #19 (Tracts C1, C2, & C3) is generally located north of SH 78, along Ranch Road, Cody Lane, and Woodbridge Parkway.

Ordinance Overview

- The aforementioned Section 4.03 exists in all 3 PDs (from the 1990s)
- The amendment functions to repeal the food use restrictions within Section 4.03

- *Food Service Uses* precludes restaurants
- *Food Product Centers* was less clear regarding its impact, but still warrants revoking
- 200' setback for food uses would limit restaurants to only the front pad sites like the new 7-Eleven
- Rear in-line strip centers could not have restaurant tenants

Food Product Center

- The term is ambiguous and uncommon in land use lexicon
- The concern is that it could be interpreted to preclude grocery stores
- Zoning use charts traditionally refer to grocery stores as "Grocery Stores" or "Grocers"
- The minutes from the original PDs provide little insight into the term's meaning or the City's intent
- The property owner and applicant could not provide insight into the City's intent either
- One theory is that the term referred to a food processing center that was more manufacturing in nature

Policy Considerations

- Regardless of the true definition of *Food Product Center*, both it and *Food Product Uses* are proposed for deletion
- Most corners with retail zoning allow for restaurants
- Potential negative fiscal impact of maintaining the current food use restrictions
- Design standards (masonry walls, landscaping) already address incompatibility concerns between residential and retail uses
- Important to note, the future buildings are not required to be set back 200' (only food uses cannot currently be within 200') - the building setback (25') governs the location of the building irrespective of this revision
- In summary, does providing for the potential use of restaurants and grocery stores on the Woodbridge retail tracts fit the vision of Sachse?

P&Z Recommendation

- The Planning & Zoning Commission held a public hearing on July 25th.
- Three (3) residents and the applicant spoke at the public hearing
- Most had either general questions or questions about architectural standards
- One expressed concern about precedent (restaurants being allowed on retail property) and suggested no action be taken given that the original intent of the language was unknown
- Once the public hearing was closed, the Commission unanimously recommended approval of the proposed textual revisions, as discussed herein.

Staff Recommendation

Approve an ordinance amending Woodbridge Properties, PD #19, retail tracts generally located north of SH 78, along Ranch Road, Cody Lane, and Woodbridge Parkway, by removing the restricted uses for food product centers and food service uses.

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY OF SACHSE, TEXAS, AMENDING THE COMPREHENSIVE ZONING ORDINANCE AND MAP, AS HERETOFORE AMENDED, BY AMENDING PLANNED DEVELOPMENT DISTRICT 19 (“PD-19”) BY AMENDING THE DEVELOPMENT STANDARDS BY REMOVING SECTION 4.03 TITLED “RESTRICTED USES” FOR TRACTS C-1 AND C-2; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING 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 applying 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, the governing body of the City of Sachse is of the opinion that said comprehensive Zoning Ordinance 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 further amended by amending Planned Development District 19 (“PD-19”) by amending the Development Standards by removing Section 4.03 titled “Restricted Uses” for Tracts C-1 and C-2.

SECTION 2. That the above Property shall be used only in the manner and for the purpose provided for by the Comprehensive Zoning Ordinance of the City of Sachse, as heretofore amended, and as amended herein.

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
(08-10-16/78224)



City of Sachse, Texas

Legislation Details (With Text)

File #:	16-3462	Version:	1	Name:	Receive Proposed Budget for FY 2017
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	8/10/2016	In control:		In control:	City Council
On agenda:	8/15/2016	Final action:		Final action:	
Title:	Consider receipt of and discuss the City Manager's Proposed Budget for Programs and Services for the 2016-2017 Fiscal Year.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Presentation Notice of public hearing on budget 2016				

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

Title

Consider receipt of and discuss the City Manager's Proposed Budget for Programs and Services for the 2016-2017 Fiscal Year.

Background

City Charter requires that the City Manager present a Proposed Budget for operations of the City for the upcoming year to the City Council not later than August 15th each year.

The Proposed Budget is the product of previously held budget discussions with the City Council and a 3-year financial forecast that was presented earlier in the year.

The Proposed Budget will be submitted to the City Council, posted on the City's web page, placed on file with the City Secretary, and placed at the Sachse Public Library for public inspection. A public hearing on the budget is scheduled for September 6, 2016 at Sachse City Hall, 3815-B Sachse Road, Sachse, Texas.

Policy Considerations

This document sets the financial and operational direction of the City for the next year.

Budgetary Considerations

The final 2016-2017 budget will provide funding for continued operations of the City for the upcoming year.

Staff Recommendations

Staff recommends that City Council receive and discuss the City Manager's Proposed Budget for Programs and Services for the 2016-2017 Fiscal Year.



BUDGET DISCUSSION FY 2016-2017

August 15, 2016

RECAP OF 2017 BUDGET PROCESS

- ◉ June 20—Early Citizen Input
- ◉ July 5—Preliminary budget and financial forecast
- ◉ July 23—Saturday Budget Workshop
- ◉ August 1—Workshop Presentations
 - Financial Policies
 - Master Fee Schedule Changes
- ◉ August 1—Accept Certified Tax Rolls

Budget Calendar (2016-2017 Fiscal Year)

August 15	City Council Meeting to discuss budget; determine preliminary tax rate; schedule Public Hearings; record vote; City Manager submits budget.
August 18	SEDC meeting to adopt budget.
August 29	Public Hearing on tax rate.
September 6	Public Hearings on tax rate and budget.
September 19	Adopt budget and tax rate.
October 1	New fiscal year begins.
Oct. 1-Nov.30	Budget document finalized and printed for distribution.

CERTIFIED ROLLS

TRUTH-IN-TAXATION Texas Property Tax Chapter 26 of Property Tax Code

	2015 Tax Roll (as adjusted)	2016 Certified Tax Rolls	Change in Values from Prior Year	Change
Property Value				
Market Values	1,816,823,825	2,103,122,309	286,298,484	15.76%
Collin County	710,368,435	830,378,279	120,009,844	16.89%
Dallas County	1,106,455,390	1,272,744,030	166,288,640	15.03%
Taxable Values	1,635,609,749	1,873,284,967	237,675,218	14.53%
Collin County	646,389,562	755,974,567	109,585,005	16.95%
Dallas County	989,220,187	1,117,310,400	128,090,213	12.95%
New Construction Values	104,390,861	90,025,829	(14,365,032)	-13.76%
Collin County	59,248,454	50,931,128	(8,317,326)	-14.04%
Dallas County	45,142,407	39,094,701	(6,047,706)	-13.40%
Average Single Family Home Value	196,126	218,380	22,254	11.35%
Collin County	242,548	267,401	24,853	10.25%
Dallas County	177,384	197,999	20,516	11.56%

TRUTH IN TAXATION

TRUTH-IN-TAXATION Texas Property Tax Chapter 26 of Property Tax Code

	2015 Tax Roll (as adjusted)	2016 Certified Tax Rolls	Change in Values from Prior Year	Change
Proposed Tax Rate	0.757279	0.757279		
Debt Rate	0.185000	0.195279	0.010279	5.56%
Operations & Maintenance	0.572279	0.562000	(0.010279)	-1.78%
Total Proposed Tax Rev.	\$12,210,968	\$13,737,828	\$1,526,860	12.50%
Debt	2,983,087	3,542,564	559,477	18.75%
Operations	9,040,824	10,122,882	1,082,058	11.97%
TIF	187,057	72,382	(114,675)	-61.3%
1 cent on the tax rate	\$161,248	\$181,410	\$20,162	12.5%

EFFECTIVE / ROLLBACK TAX RATES

TRUTH-IN-TAXATION Texas Property Tax Chapter 26 of Property Tax Code

	<u>2015</u>	<u>2016</u>
Effective Tax Rate (ETR)	0.713377	0.696624
Rollback Tax Rate (RTR)	.757279	.773045

WHAT HAS CHANGED?

- ❑ Property Tax Revenue-Certified Values
- ❑ General Fund Excess of Revenue over Expenditures
- ❑ Supplemental Requests
- ❑ CIP requests included in General Fund and Utility Fund

OVERVIEW - SEDC

REVENUE

2015-2016 Budget	\$ 617,759
2016-2017 Proposed Budget	\$ 694,944

OVERVIEW - SEDC

EXPENDITURES

2015-2016 Budget	\$ 599,437
2016-2017 Proposed Budget	\$ 688,809

OVERVIEW - GENERAL FUND

REVENUE

2015-2016 Budget	\$16,331,070
2016-2017 Proposed Budget	\$16,227,619

OVERVIEW - GENERAL FUND

REVENUE BY SOURCE

Property Taxes	\$10,076,292
Sales Tax	\$ 1,417,851
Franchise Fees	\$ 1,690,233
Licenses and Permits	\$ 757,000
Fees	\$ 718,500
Fines	\$ 280,000
Interest	\$ 12,000
Allocated Overhead	\$ 1,024,611
Miscellaneous	\$ 354,583

OVERVIEW - GENERAL FUND

EXPENDITURES

2015-2016 Budget	\$14,567,479
2016-2017 Proposed Budget	\$16,227,619

**Proposed Budget Expenditure Summary
2016-2017 Fiscal Year**

	FY 15-16 Budget	FY 16-17 Proposed	Change
GENERAL FUND			
City Manager	374,652	383,103	8,451
City Secretary	157,148	148,553	-8,595
Human Resources	294,803	337,607	42,804
Finance	608,428	548,026	-60,402
Municipal Court	212,197	217,130	4,933
Parks & Recreation	1,004,375	1,164,914	160,539
Senior Programs	122,821	150,433	27,612
Library Services	371,686	458,091	86,405
Community Development	810,899	844,546	33,647
Streets & Drainage	1,259,147	1,691,786	432,639
Facilities Maintenance	463,404	515,018	51,614
Police	4,566,001	4,811,657	245,656
Animal Control	225,172	210,614	-14,558
Fire/EMS	3,119,315	3,740,453	621,138
Combined Services	677,463	381,203	-296,260
Engineering	299,968	239,302	-60,666
Information Technology	0	385,183	385,183
	14,567,479	16,227,619	1,660,140

**VEHICLE/EQUIPMENT
REPLACEMENT FUND (VERF)**

Department	2016	Contribution	Requests	Balance
Park	12,000	57,724	8,500	61,224
Senior Ctr	5,000	23,080	31,400	-3,320
Comm Dev	6,000	32,125	25,000	13,125
Streets	19,000	89,823	58,000	50,823
Facilities	3,000	15,306	32,480	-14,174
Police	21,000	100,314	103,000	18,314
Animal Ctrl	1,000	7,150	0	8,150
Fire	30,000	148,292	67,000	111,292
Engineering	3,000	14,825	0	17,825
TOTAL	\$100,000	\$488,639	\$325,380	\$263,259

OVERVIEW - UTILITY FUND

REVENUE

2015-2016 Budgeted Revenue \$9,130,751
2016-2017 Proposed Revenue \$10,118,498

OVERVIEW - UTILITY FUND

REVENUE BY SOURCE

Water	\$5,602,656
Sewer	\$4,355,842
Fees and Charges	\$ 158,500
Interest	\$ 1,500

OVERVIEW - UTILITY FUND

EXPENDITURES

2015-2016 Budget	\$8,680,845
2016-2017 Proposed Budget	\$11,718,917

Proposed Budget Expenditure Summary 2017-2017 Fiscal Year

	FY 15-16 Budget	FY 16-17 Proposed	Change
Utility Fund			
Utility Administration	285,823	360,973	75,150
Water Operations	4,921,753	7,043,676	2,121,923
Sewer Operations	3,246,224	3,737,513	491,289
Meter Reading	227,045	576,755	349,710
	8,680,845	11,718,917	3,038,072

SUMMARY GENERAL FUND

Proposed Revenue	\$16,331,070
Proposed Expenditures	(\$16,227,619)
Revenues over Expenditures	\$103,451

SUMMARY UTILITY FUND

Proposed Revenue	\$10,118,498
Proposed Expenditures(includes capital)	(\$11,718,917)
Revenues under Expenditures	(\$1,600,419)

SUPPLEMENTALS-RECOMMENDED

Department	Description	Amount
Combined	Compensation(non Step Plan)	\$75,363
HR	Classification study	7,500
Finance	Transparency/budget software	20,000
Finance	Long-range financial plan consultant	20,000
Parks	Reclassify PT rec aide	20,148
Parks	Replace fountain at Sanford Park	9,790
Parks	Additional programs	5,100
Parks	Firefighter's Park restroom	35,000
Library	Reclassify Library clerks	54,520
Library	Increase book budget	6,000
Library	Shelving	4,750

SUPPLEMENTALS-RECOMMENDED

Department	Description	Amount
Comm Dev	Staffing changes	589
Streets	Increase Street Maintenance funding	50,000
Streets	Transfer to Capital Projects for Sachse High School signal project	168,750
Facilities	Repaint trellises	32,000
Police	Public Service Officer	59,634
Police	Higher Ground Logger	12,000
Police	Watchguard car video	14,000
Police	SRT Ballistic vest replacement	12,000
Police	Compensation-step plan progression	47,168
Fire	Stryker Cots	32,423
Fire	NFPA Wellness Program	18,000

SUPPLEMENTALS-RECOMMENDED

Department	Description	Amount
Fire	CERT support	2,000
Fire	3 Fire/Rescue Specialists	234,336
Fire	Compensation-step plan progression	44,783
Fire	Part-Time staffing	146,720
Fire	Driver/Engineer position	23,961
IT	IT Technician	73,344
IT	Reduce consulting budget	(24,000)
IT	Cisco telephone system upgrade	40,651
IT	Webroot security software	4,914
	TOTAL	1,251,444

Items in Italics represent changes or additions since 7/23 Workshop

SUPPLEMENTALS

General Fund

	ITEMS	FUNDS
REQUESTED	56	\$1,777,015
FUNDED General Fund	30	\$1,251,444
Unfunded	36	\$525,571

SUPPLEMENTALS-RECOMMENDED UTILITY FUND

Department	Description	Amount
Combined	Compensation	\$13,713
Utility Billing	Part-time Customer Service Rep	16,673
Utility Billing	Consultant solid waste RFP/contract	50,000
Water	CIP Update	12,500
Sewer	CIP Update	12,500
Sewer	Sewer inspection camera	70,000
Meter Reading	Replace water meters	303,668
	TOTAL	\$479,054

Items in Italics represent changes or additions since 7/23 Workshop

SUPPLEMENTALS

Utility Fund

	ITEMS	FUNDS
REQUESTED	10	\$704,439
FUNDED	7	\$479,054
UNFUNDED	2	\$225,385

**THIS CONCLUDES
TONIGHT'S BUDGET
PRESENTATION**

NOTICE OF PUBLIC HEARING

CITY OF SACHSE

PROPOSED OPERATING BUDGET FISCAL YEAR 2016-2017

The City of Sachse will hold Public Hearings on the proposed budget for the fiscal year 2016-2017 on **September 6, 2016 at 7:30 p.m.** immediately following the Public Hearing on the proposed tax rate for the 2016-2017 fiscal year, at Sachse City Hall, 3815-B Sachse Road, Sachse, Texas 75048.

This budget will raise more total property taxes than last year's budget by \$1,571,112 or 13.82%, and of that amount, \$681,875 is tax revenue to be raised from new property added to the tax roll this year.

The public is invited to attend and make comments. A copy of the proposed budget is on file with the City Secretary's Office located at 3815-B Sachse Road, Sachse, Texas 75048, and it is also available on the City of Sachse website www.cityofsachse.com.



City of Sachse, Texas

Legislation Details (With Text)

File #: 16-3461 **Version:** 1 **Name:** Set Tax Rate and Schedule Public Hearings 2016
Type: Agenda Item **Status:** Agenda Ready
File created: 8/10/2016 **In control:** City Council
On agenda: 8/15/2016 **Final action:**
Title: Consider placing an action item on the September 19, 2016 regular City Council meeting agenda for a proposal to adopt a tax rate of 0.757279 per \$100 assessed property valuation for the 2016-2017 fiscal year, and to schedule two public hearings to be held on August 29, 2016 at 7:30 p.m. and September 6, 2016 at 7:30 p.m. at Sachse City Hall.

Sponsors:

Indexes:

Code sections:

Attachments: [City of Sachse Tax Notice 2016](#)

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

Title

Set tax rate and schedule public hearings.

Background

City Council should adopt a tax rate that will, at a minimum, support the operations and cover the debt obligations of the City for the 2016-2017 fiscal year. The proposed tax rate of 0.757279 per \$100 of assessed property values accomplishes this. The tax rate exceeds the Effective Tax Rate of 0.696624 as determined by the Dallas County Tax Assessor/Collector; therefore, public hearings much be scheduled and the public notified.

When a proposed tax rate exceeds the rollback or the effective tax rate, whichever is lower, a vote to place a proposal to adopt the rate on the agenda of a future meeting as an action item is required. This vote must be recorded, the proposal must specify the desired rate, two public hearings must be scheduled, and the public notified regarding the dates, times, and place for the hearings. Final adoption of the tax rate will take place at the City Council meeting on September 19, 2016; this action tonight establishes the maximum tax rate that will be considered.

Policy Considerations

The City's Comprehensive Financial Policy states that the debt to operations component of the tax rate should not exceed 30%. The proposed rate of 0.757279 is comprised of a Maintenance and Operations (M&O) rate of 0.562000, which is 74.2% of the total rate, and an Interest and Sinking (I&S) rate of 0.195279, which is 25.8%

Budgetary Considerations

City Council will need to consider setting and adopting a tax rate on a future agenda that supports the overall budget objectives as proposed for the 2016-2017 fiscal year.

Staff Recommendations

Staff recommends the City Council vote to place a proposal to adopt a tax rate of \$0.757279 per \$100 of assessed property values for the 2016-2017 fiscal year as an action item on the September 19, 2016 regular City Council meeting agenda and schedule two public hearings to be held August 29, 2016 at 7:30 p.m. and September 6, 2016 at 7:30 p.m. at Sachse City Hall.

NOTICE OF 2016 TAX YEAR PROPOSED PROPERTY TAX RATE FOR CITY OF SACHSE

A tax rate of \$0.757279 per \$100 valuation has been proposed for adoption by the governing body of City of Sachse. This rate exceeds the lower of the effective or rollback tax rate, and state law requires that two public hearings be held by the governing body before adopting the proposed tax rate.

The governing body of City of Sachse proposes to use revenue attributable to the tax rate increase for the purpose of city-wide replacement of aging and obsolete equipment and increased public safety staffing.

PROPOSED TAX RATE	\$0.757279 per \$100
PRECEDING YEAR'S TAX RATE	\$0.757279 per \$100
EFFECTIVE TAX RATE	\$0.696624 per \$100
ROLLBACK TAX RATE	\$0.773045 per \$100

The effective tax rate is the total tax rate needed to raise the same amount of property tax revenue for City of Sachse from the same properties in both the 2015 tax year and the 2016 tax year.

The rollback tax rate is the highest tax rate that City of Sachse may adopt before voters are entitled to petition for an election to limit the rate that may be approved to the rollback rate.

YOUR TAXES OWED UNDER ANY OF THE ABOVE RATES CAN BE CALCULATED
AS FOLLOWS:

$$\text{property tax amount} = (\text{rate}) \times (\text{taxable value of your property}) / 100$$

For assistance or detailed information about tax calculations, please contact:

John R. Ames, PCC, CTA
Dallas County Tax Assessor/Collector 1201
Elm Street, Suite 2600, Dallas TX
214.653.7811
TNTHELP@dallascounty.org
www.cityofsachse.com

You are urged to attend and express your views at the following public hearings on the proposed tax rate:

First Hearing: August 29, 2016 at 7:30 pm at Sachse City Hall Council Chambers, 3815-B Sachse Rd., Sachse, TX.

Second Hearing: September 6, 2016 at 7:30 pm at Sachse City Hall Council Chambers, 3815-B Sachse Rd., Sachse, TX.



City of Sachse, Texas

Legislation Details (With Text)

File #:	16-3458	Version:	1	Name:	2016-2017 5-yr CIP Update
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	8/9/2016	In control:		In control:	City Council
On agenda:	8/15/2016	Final action:		Final action:	
Title:	Discuss the Fiscal Year 2016-2017 update to the Five Year Capital Improvement Plan (CIP).				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Presentation 2016-17 CIP Update FY 2016-2017 CIP Projects Pavement Replacement Needs List				

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

Title
Fiscal Year 2016-2017 update to the Five Year Capital Improvement Plan (CIP).

Executive Summary

The Capital Improvement Plan (CIP) is updated and adopted by the City Council along with the City's operating budget on an annual basis. Staff received feedback from the City Council at the July 18, 2016 meeting. This item is to present the updated Street Maintenance findings and further discuss and receive feedback from the City Council and citizens regarding the CIP.

Background

The City Council adopted the current Five Year Capital Improvement Plan as part of the 2015-2016 fiscal year operating budget in September of 2015. This item gives the public the opportunity to provide input for selected projects and/or improvements to be considered for inclusion in the CIP.

Staff received feedback at the July 18, 2016 City Council Meeting. At the meeting, staff was asked to determine a cost estimate for replacing Hooper Road with concrete. Staff calculated a preliminary cost for re-constructing Hooper Road as a concrete street to be \$300,560 based on current unit price agreements that the City has with paving contractors.

Staff was also asked about anticipated PASER scores for the identified Street Maintenance Tax Projects. Below is an estimate of scoring for each street upon repair/rehabilitation:

- Hooper Road: Current Score - 1, Post-Construction Score - 9
- Park Lane: Current Score - 1, Post-Construction Score - 5
- Industrial Drive: Current Score - 1, Post-Construction Score - 6
- Cornwall Street: Current Score - 2, Post-Construction Score - 6
- Natchez Drive: Current Score - 2, Post-Construction Score - 9

- Jefferson Drive: Current Score - 2, Post-Construction Score - 7

The following attachments are provided for review and discussion:

- Attachment 1 - Presentation
- Attachment 2 - 2016-17 CIP Update
- Attachment 2 - FY 2016-2017 CIP Projects
- Attachment 3 - Pavement Replacement Needs List Organized by PASER Score with Staff Recommendations

Staff continues to conduct pavement assessments of City streets. Staff has updated the street maintenance list and organized the projects according to PASER Score. The PASER system was utilized by staff to assess pavement conditions of city streets.

Policy Considerations

The update to the Five Year Capital Improvement Plan (CIP) is an annual occurrence. Once the CIP has been revised, it is typically adopted at the time the operating budget is approved and updated as necessary during the fiscal year as changes need to occur.

The projects listed in the CIP were evaluated to ensure the cost estimates are reasonable to take into account price increases due to scope change and inflation in construction costs. The waterline and sanitary sewer projects were re-prioritized to reflect the continuing development activity in Sachse and rehabilitation needs. The roadway projects were re-prioritized to reflect public-private partnerships and funding from the Street Maintenance Tax. The updated CIP is shown in Attachment 2.

Budgetary Considerations

The projects listed in the 2016-2017 fiscal year will be funded using available fund balances in various accounts (water, sanitary sewer, and roadway impact fees, 2006 Transportation Bond, Capital Projects fund, Street Maintenance Tax fund).

The projects shown in the out years ending in 2018-2021 do not have funding available to implement. However, the projects listed for these years are included in the CIP for planning purposes.

Staff Recommendations

Staff recommendations for 2016-17 Street Maintenance projects are shown in Attachment 1. No action is necessary for this item. Staff will solicit input from the City Council and the public on the proposed revisions to the 5-year CIP. Staff will finalize the CIP based upon the feedback received. The 5-year CIP will be adopted with the FY 2016-2017 operating budget.



2016-2017 CIP Update

CITY COUNCIL

August 15, 2016

Overview

- Staff updates the Capital Improvement Plan on an annual basis for City Council review and approval as part of the Fiscal Year Budget
- The Capital Improvement Plan includes past funding, current funding, and estimated future funding for capital projects
- Capital Projects include:
 - Streets
 - Water
 - Sanitary Sewer
 - Public Drainage
 - Other Projects
- At the 7/18 Council Meeting. Staff presented the project list and proposed updates to the CIP.
- Staff has finished project information on the proposed street maintenance tax projects, and is seeking feedback in preparation of the final CIP document.

Current Fund Balances

- Available Funding Accounts include: Impact Fees (Water, Sanitary Sewer, and Roadway), 2006 Transportation Bond, Capital Projects fund, and the Street Maintenance Tax fund
- Current available funds:
 - Roadway Impact Fees: \$1,312,350.00
 - Water Impact Fees: \$563,400.00
 - Sanitary Sewer Impact Fees: \$369,272.00
 - Capital Projects Fund: \$291,104.00
 - 2006 Bond Fund: \$2,070,419.00
 - Street Maintenance Tax Fund: \$345,000*

*The projected funds from the Street Maintenance Tax for FY16-17 amount to \$345,000

FY 2016-17 Streets

Project ID	Project Name	Proposed Budget	Previous City Funds	Confirmed Outside Funds	Additional Required Outside Funds	Proposed FY 16-17 City Funds	Funding Location	Project Status
R-12-04c	Maxwell Creek Road - Canyon Crest North	\$ 1,500,000.00	\$ 100,000.00	\$ 588,000.00		\$ -	Roadway Impact Fees	Collin County funding - \$588k. Majority of pavement is within the City limits of Murphy. Project would require City of Murphy participation in final design and construction. City of Sachse only to prepare preliminary design of Sachse portion, including sewer design for the lift station that must be removed for the road.
R-12-08	5th Street/Sachse Road Widening	\$ 6,000,000.00	\$ 1,500,000.00	\$ 3,000,000.00	\$ -	\$ 1,500,000.00	2006 Bond Funds	Construction Plans are 65% complete. Dallas County is the project lead. Anticipate construction to begin in 2017.
R-15-03	Sachse HS Traffic Signal & Turn Lane Improvements	\$ 675,000.00	\$ 75,000.00		\$ 506,250.00	\$ 168,750.00	General Fund	Previous funding was for design (\$75k from Capital Projects Fund). Anticipated construction cost: \$675,000.00. Construction Plans are at 75% complete. Staff coordinating with Dallas County and Garland ISD for outside funding.
R-16-01	Street Maintenance Tax Projects	\$ 345,000.00	N/A	\$ -	\$ -	\$ 345,000.00	Street Maintenance Tax Fund	Annual maintenance projects to be recommended by staff and approved by the City Council.
R-16-02	Bunker Hill Road Turn Lane Improvements	\$ 125,000.00	N/A	\$ -	\$ -	\$ 125,000.00	Capital Projects Fund	Staff currently designing the addition of a left turn lane on Bunker Hill Road at SH 78. Once design is complete and approved by TxDOT, staff will bid the project for construction. Anticipated construction in 2017.

2016-17 Streets – Key Projects

- Street Maintenance Tax Projects
 - Park Lane
 - Industrial Drive
 - Hunters Ridge Drive
 - Hooper Road
 - Cornwall Lane
 - Natchez Drive
 - Jefferson Drive
- Sachse Road Widening
 - Construction plans are 65% complete. Construction to commence in FY 2017-2018.

FY 2016-2017 Water

Project ID	Project Name	Proposed Budget	Previous City Funds	Confirmed Outside Funds	Additional Required Outside Funds	Proposed FY 16-17 City Funds	Funding Location	Project Status
W-12-15a	Property for 1.25 MG Elevated Storage Tank	\$ 640,000.00	\$ 640,000.00	\$ -	\$ -	\$ -	Water Impact Fees	Working with developer to acquire land.
W-12-15b	Construction of 1.25 MG Storage Tank *	\$ 3,000,000.00	\$ 250,000.00	\$ -	\$ -	\$ 2,750,000.00	Water Impact Fees & Utility Fund	Design 90% complete. Anticipate bid & construction following property acquisition.
W-12-16	16-inch water main from proposed 1.25 MG Elevated Storage Tank to existing water system	\$ 222,480.00	\$ 40,000.00	\$ -	\$ -	\$ 182,480.00	Water Impact Fees & Utility Fund	Design 90% complete. Anticipate bid & construction following property acquisition of water tower property.
W-13-02	8-inch water main - Pleasant Valley Place & Long Branch	\$ 200,000.00	\$ -	\$ -	\$ -	\$ 200,000.00	Utility Fund	Proposed funding of reconstruction/rehabilitation of water mains.
W-14-01	Maxwell Creek Pump Station - Pump House Renovation (Design)	\$ 25,000.00	\$ -	\$ -	\$ -	\$ 25,000.00	Utility Fund	Proposed funding of Mechanical/Electrical/Plumbing Design for renovation.

* The Water & Sewer rate structure adopted by the City Council included capacity for debt service to fund construction of the 1.25 MG elevated water storage tank.

2016-17 Water – Key Projects

- Southeast Water Tower
 - Design 90% complete
 - Construction anticipated for to begin in 2017
- 16-inch waterline from tower to Merritt Road
 - Design 90% complete
 - Construction anticipated to begin in 2017
- 8-inch Water Main – Sachse Street & 2nd Street
 - Rehabilitation of water main in poor condition
 - Staff completing in-house design

FY 2016-17 Sanitary Sewer

Project ID	Project Name	Proposed Budget	Previous City Funds	Confirmed Outside Funds	Additional Required Outside Funds	Proposed FY 16-17 City Funds	Funding Location	Project Status
SS-12-08	Southeast Lift Station (Design, Easements, Property)	\$ 1,685,000.00	\$ 425,000.00	\$ -	\$ -	\$ 75,000.00	Impact Fees	Preliminary Design Complete. Final Design and property/easement acquisition to begin in FY 2016-2017
SS-12-09	24" Trunk Sewer Main from Sachse Road Lift Station to proposed Southeast Lift Station (Design, Easements)	\$ 3,500,000.00	\$ 300,000.00	\$ -	\$ -	\$ 50,000.00	Impact Fees	Preliminary Design Complete. Final Design and easement acquisition to begin in FY 2016-2017
SS-12-10	PGBT Force Main and Gravity Main (Design, Easements)	\$ 2,989,000.00	\$ 164,000.00	\$ -	\$ -	\$ 86,000.00	Impact Fees	Preliminary Design Complete. Final Design and easement acquisition to begin in FY 2016-2017
SS-13-01	Rehabilitation of 8-inch Main, Easement between Bonanza Court and Vicksburg Drive	\$ 177,164.00	\$ 177,164.00	\$ -	\$ -	\$ -	Utility Fund	Staff to design. Construction in FY 16-17
SS-14-01	Rehabilitation of 8-inch Main, from Old City Hall to Sachse Street under SH 78	\$ 194,600.00	\$ -	\$ -	\$ -	\$ 194,600.00	Utility Fund	Staff to design. Construction in FY 16-17

- The Water & Sewer rate structure adopted by the City Council included capacity for debt service to fund construction of the Southeast Lift Station and the 24" trunk sewer from the Sachse Road Lift Station to the proposed Southeast Lift Station.
- The PGBT force main and gravity main are located within the TIF district, and are eligible for TIF funds.

2016-17 Sanitary Sewer – Key Projects

- 3rd Sewer Connection to Garland
 - Construction ongoing, completion later this year
- 30-inch Sewer – Bunker Hill Road
 - Design is complete, negotiating easement with potential developer
 - Bid and construct in 2017
- Southeast Sewer Expansion (Design)
 - In FY 2016-2017, complete final design of the gravity and force mains, the lift station, and acquire easements and property needed
- 8-inch Sewer – Bonanza Ct. to Vicksburg
 - Rehabilitation of an existing sewer main in poor condition, in-house engineering design

FY 2016-17 Drainage Projects

- The City is currently in the early stages of conducting a Stormwater utility rate study.
- The consultant is planning an open-house event for citizen feedback and discussion on the drainage concerns of the City in August.
- The study will identify key drainage maintenance and capital improvement projects in the City.

Street Maintenance Tax Projects

- As part of the CIP Update process, staff reviews the conditions of existing streets and includes street rehabilitation needs in the CIP for Street Maintenance Tax (SMT) funding.
- For FY 2016-17, the anticipated available funding is \$345,000.
- This year, staff completed a more thorough assessment of City streets utilizing the PASER system to rate street conditions.



Street Maintenance Budget & Project Selection

- The annual budget for street maintenance includes:
 - Street Maintenance Tax (FY 2016-17 estimate - \$345,000)
 - Public Works Street Maintenance Budget (FY 2015-16 - **\$250,000***)
**This budget item is also utilized for minor street repair, sidewalks, and alleys*
- Prioritizing the projects provides a clear path forward
- Priority methodology has been set upon (in order of importance):
 1. Pavement condition
 2. Street classification (arterial, collector, local)
 3. Traffic volume
 4. Project size/cost

Concrete Streets

Project #	Street Name	Intersections	Replacement Type	Pavement Type	Estimated Cost	Comments	PASER Rating	Priority
C1	Park Lane	SH 78 to Industrial	Panel	Concrete	\$ 71,200.00	Structural failure in some areas, asphalt patching failing	1	Recommended
C2	Industrial Drive	End to End	Panel	Concrete	\$ 182,213.11	Multiple structural failures, patching failing, deep cracks and spalling	1	Recommended
C3	Brookview Court Alley	N/A	Panel	Concrete	\$ 74,483.33	Structural failure and drainage problems - CDBS eligible	2	
C4	Parkview Drive	at Parkridge Drive	Panel	Concrete	\$ 47,475.56	Severe cracking and heaving	3	
C5	Bryan Street	Sachse Road to Williford	Panel	Concrete	\$ 237,666.67	Panel failure with asphalt patching that is failing	3	
C6	Tina Street	Dewitt to Sachse	Panel	Concrete	\$ 154,295.56	Significant spalling and cracking, asphalt patching is failing	3	
C7	Tina Street	Sachse to Kellie	Panel	Concrete	\$ 83,082.22	Significant spalling and cracking, asphalt patching is failing	3	
C8	West Creek	Timber Creek to Dogwood Court	Panel	Concrete	\$ 162,405.56	Falling asphalt patching, structural failure in some areas	3	
C9	William Street	Jewel St. to Bryan St.	Panel	Concrete	\$ 100,177.78	Moderate to severe cracking, extensive asphalt patching failing	3	
C10	Herring Circle	Ingram to Ingram	Panel	Concrete	\$ 475,333.33	Moderate scaling and spalling, moderate cracking, settlement of panels	3	
C11	Seventh Street	Bryan St to Lillie	Panel	Concrete	\$ 388,188.89	Significant spalling and cracking, asphalt patching is failing	3	
C12	Seventh Street	Lillie to Salmon	Panel	Concrete	\$ 339,888.89	Significant spalling and cracking, asphalt patching is failing	3	
C15	Hunters Ridge Drive	Miles Road to Emerson	Panel	Concrete	\$ 213,900.00	Moderate to severe cracking and spalling, joints separating (>1/2")	3	Recommended

- Only concrete streets with a PASER score of 3 or less are shown.
- The project highlighted in YELLOW are recommended to be included in the FY 2016-2017 budget for Street Maintenance.
- Staff is recommending that partial concrete panel replacement be done on Park Lane, Industrial Drive, and Hunters Ridge Drive, to address the worst areas.

Park Lane



Information

- Scope: Remove and replace concrete street panels that show structural failure.
- Cost Estimate: \$55,000
- Funding Source: FY 2016-2017 Street Department Maintenance Line Item



Industrial Drive



Information

- Scope: Remove and replace concrete street panels that show structural failure.
- Cost Estimate: \$55,000
- Funding Source: FY 2016-2017 a Street Department Maintenance Line Item.



Hunter Ridge Drive



Information

- Scope: Remove and replace concrete street panels that show structural failure.
- Cost Estimate: \$55,000 street maintenance tax \$30,00 street department line item
- Funding Source: Street Maintenance Tax & Street Department Line Item.



Asphalt Streets

Project #	Street Name	Intersections	Replacement Type	Pavement Type	Estimated Cost	Comments	PASER Rating	Priority
A13	Hooper Road	Bailey Road to SH 78	Full Depth	Asphalt	\$ 63,200.00	Severe rutting, patches in poor and failing condition, severe cracking	1	Recommended
A2	West Creek	Sachse Road to Timber Creek	Full Depth	Asphalt	\$ 132,000.00	Alligator cracking and severe rutting	2	
A3	Dewitt Street	Ponderosa Tr. to 3rd St.	Full Depth	Asphalt	\$ 77,600.00	Alligator cracking and severe rutting	2	
A4	Pleasant Valley Place	Pleasant Valley Road to End	Full Depth	Asphalt	\$ 84,800.00	Alligator cracking and severe rutting	2	
A5	Longbranch Court	Pleasant Valley Pl. to End	Full Depth	Asphalt	\$ 61,600.00	Alligator cracking and severe rutting	2	
A7	Pecan Grove Dr.	Murphy Road to End	Full Depth	Asphalt	\$ 82,400.00	Alligator cracking and severe rutting	2	
A8	Hilltop Tr. & Meadow Ln.	Murphy Rd. to Blackburn Rd.	Full Depth	Asphalt	\$ 180,800.00	Alligator cracking and severe rutting	2	
A10	Sachse Street	4th to 5th	Full Depth	Asphalt	\$ 26,000.00	Alligator cracking and severe rutting	2	
A11	Sable Lane	Williford to SH 78	Full Depth	Asphalt	\$ 188,000.00	Alligator cracking and severe rutting	2	
A17	Cornwall Street	Murphy Road to Vicksburg	Full Depth	Asphalt	\$ 192,000.00	Moderate rutting, patches in poor condition, moderate cracking	2	Recommended
A20	Natchez Drive	Cornwall to Jefferson	Full Depth	Asphalt	\$ 136,000.00	Moderate rutting, patches in poor condition, moderate alligator cracking	2	Recommended
A19	Jefferson Drive	Vicksburg to Cornwall	Full Depth	Asphalt	\$ 132,000.00	Moderate rutting, patches in poor condition, moderate alligator cracking	2	Recommended
A18	Vicksburg Drive	Ben Davis to Jefferson	Full Depth	Asphalt	\$ 192,000.00	Moderate rutting, patches in poor condition, moderate alligator cracking	3	
A12	Bailey Road	Hooper to Sachse Road	Full Depth	Asphalt	\$ 376,000.00	Moderate rutting, patches in poor condition, moderate cracking	3	
A14	Sachse Road	SH 78 to 5th Street	Full Depth	Asphalt	\$ 128,000.00	Moderate rutting and cracking, several deeper ruts	3	
A15	Sachse Road	Public Works to City Limit	Full Depth	Asphalt	\$ 156,000.00	Alligator cracking and low to moderate rutting	3	
A16	Anthony Ln.	Williford Rd. to Bailey Rd.	Full Depth	Asphalt	\$ 196,800.00	Alligator cracking and low to moderate rutting	3	
A21	Greensboro Drive	Vicksburg to Cornwall	Full Depth	Asphalt	\$ 73,600.00	Moderate rutting, patches in poor condition, moderate cracking	3	
A22	Dixie Circle	Cornwall to End	Full Depth	Asphalt	\$ 28,000.00	Moderate rutting, patches in poor condition, moderate cracking	3	
A23	Ben Davis Road	DeWitt to Vicksburg	Full Depth	Asphalt	\$ 72,000.00	Moderate rutting, patches in poor condition, moderate alligator cracking	3	
A24	3rd Street	Blackburn to McDearmon	Full Depth	Asphalt	\$ 106,000.00	Moderate rutting, patches in poor condition, moderate alligator cracking	3	
A25	3rd Street	McDearmon to DeWitt	Full Depth	Asphalt	\$ 60,800.00	Moderate rutting, patches in poor condition, moderate alligator cracking	3	
A26	3rd Street	DeWitt to SH 78	Full Depth	Asphalt	\$ 56,800.00	Moderate rutting, patches in poor condition, moderate alligator cracking	3	
A27	Fourth Street	Floyd to DeWitt	Full Depth	Asphalt	\$ 54,000.00	Moderate cracking, patches in poor condition, moderate rutting	3	
A28	DeWitt Road	5th to 3rd	Full Depth	Asphalt	\$ 62,400.00	Moderate cracking, patches in poor condition, moderate rutting	3	
A29	Coral Lane	Sable to Williford	Full Depth	Asphalt	\$ 100,000.00	Moderate rutting, patches in poor condition, moderate alligator cracking	3	

- Only asphalt streets with a PASER score of 3 or less are shown.
- The project highlighted in YELLOW are recommended to be included in the FY 2016-2017 budget for Street Maintenance.
- Staff is recommending that partial sections of Cornwall, Jefferson, and Natchez are reconstructed, to address the worst areas.

Hooper Road



Information

- Scope: Reconstruct asphalt road from SH 78 to Bailey Road
- Cost Estimate: \$50,000
- Funding Source: Street Maintenance Tax



Cornwall Lane



Information

- Scope: Reconstruct asphalt road from Murphy Road to Natchez Drive.
- Cost Estimate: \$60,000
- Funding Source: Street Maintenance Tax



Natchez Drive



Information

- Scope: Reconstruct asphalt road
- Cost Estimate: \$125,000
- Funding Source: Street Maintenance Tax



Jefferson Drive



Information

- Scope: Reconstruct asphalt road from Cornwall Lane to Natchez Drive.
- Cost Estimate: \$55,000
- Funding Source: Street Maintenance Tax



Proposed Fund Balances

- Available funding after proposed projects:
 - Roadway Impact Fees: \$1,312,350.00
 - Water Impact Fees: \$380,920.00
 - Sanitary Sewer Impact Fees: \$158,272.00
 - Capital Projects Fund: \$166,104.00
 - 2006 Bond Fund: \$570,419.00
 - Street Maintenance Tax Fund: \$0.00*

*The projected funds from the Street Maintenance Tax for FY16-17 amount to \$345,000, and are allocated toward the street projects identified on the previous slides.

Discussion & Next Steps

- Discuss Street Maintenance Projects for FY 2016-2017
- Adoption of the Capital Improvement Plan
 - The final FY 2016-17 CIP will be adopted with the FY 2016-17 operating budget

Streets CIP

CIP No.	Project	Estimated Capital Project Cost	Estimated Outside Funding	Previous CIP Funds	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Updated	Funding Source	Notes
R-12-01a	SH 78 Lighting, from Murphy Road to 5th Street	541,839		541,839						2016	RCC	Construction Underway
R-12-01b	5th/Dewitt Lighting, from SH78 to Ranch Road	310,000		310,000						2016	2006 BOND	Construction Underway
R-12-04c	Maxwell Creek Road - Canyon Crest North	1,500,000	588,000	100,000		1,400,000				2016	IF	15-16 Design, Coord. with Murphy, Collin County fund \$588,000
R-12-08	5th Street/Sachse Road widening - SH 78 to Miles	6,000,000	3,000,000	1,500,000	1,500,000					2016	2006 BOND	Construction Plans are 65% complete. 2016-2017 construction
R-12-09	Sachse Road Widening - Miles to County Line	23,670,000	14,525,000				500,000			2016	TBD	Future Dallas County MCIP Funding
R-12-13	Sachse Road & Merritt Road Re-alignment	3,775,000	1,000,000	2,775,000*						2016	2006 BOND	Project is On Hold, *funds re-allocated to R-12-08
R-12-14	Merritt Road - Pleasant Valley to Sachse Road	12,000,000	4,500,000							2016	TBD	Future Dallas County MCIP Funding
R-13-03	Pleasant Valley Road (Merritt Road to City Limit)	15,500,000	7,400,000			500,000		1,500,000		2016	TBD	Future Dallas County MCIP Project
R-13-11	Blackburn/Ingram Road (Murphy Road to Dewitt)	8,200,000								2016	TBD	Future Widening Project
R-15-02	2018 CDBG Project	76,173	76,173			76,173				2016	CDBG	Future CDBG Projects (every other year per Dallas County)
R-15-03	Sachse HS Traffic Signal & Turn Lane Improvements	675,000	506,250	75,000	168,750					2016	GF, TBD	City to fund Design & 25% Const., County & potential ISD funds
R-16-01	2016-17 Street Maintenance Tax Projects	345,000			345,000					2016	SMT	Future Street Maintenance Tax Projects
R-16-02	Bunker Hill Road Turn Lane Improvements	125,000			125,000					2016	CP	Currently designing addition turn lane. Anticipated construction 2017
SUBTOTAL STREETS:		72,718,012	31,595,423	2,526,839	2,138,750	1,976,173	500,000	1,500,000				

Note: 2006 Bond = 2006 Bond Funds, IF = Impact Fees, SMT = Street Maintenance Tax, DEV = Developer Funded, RCC = RCC Funds, CP = Capital Project Funds, TBD = Future funding source not currently identified

LEGEND

	Project Complete, or Substantially Complete
	Project Underway
	Project with funding source defined
	Future Project, funding not currently available (italicized)

Water CIP

CIP No.	Project	Estimated Capital Project Cost	Estimated Outside Funding	Previous CIP Funds	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Updated	Funding Source	Notes
W-12-03	<i>Additional 4.6 MGD Pump</i>	595,000					595,000			2015	IF	<i>Future pumps at Public Works</i>
W-12-04	Bunker Hill 12-inch waterline (North)	110,840	110,840		110,840					2015	DEV/IF	Remaining segment that has not yet been constructed
W-12-05	Bunker Hill 12-inch waterline (South)	231,540	231,540			231,540				2015	DEV	Developer to construct
W-12-12	12-inch WL from Miles to Pleasant Valley (S of PGBT)	470,090								2015	IF	<i>Future water system expansion</i>
W-12-13	12-inch WL from Pleasant Val. to new Elev. Tank	1,083,460				60,000	1,023,460			2015	IF	<i>Future water system expansion</i>
W-12-15a	Property for 1.25 MG Elevated Storage Tank	640,000		640,000						2015	IF	Awaiting developer purchase of larger tract.
W-12-15b	1.25 MG Elevated Storage Tank	3,000,000		250,000	2,750,000					2015	IF/UF	<i>Design 90% complete. Anticipate bid & construction following property acquisition.</i>
W-12-16	16-inch WL from 1.25 MG Elev. Storage Tank to Merritt Road	222,480		40,000	182,480					2015	IF/UF	<i>Design 90% complete. Anticipate bid & construction following property acquisition.</i>
W-13-02	8-inch WL Pleasant Valley Place/Long Branch	200,000			200,000					2015	UF	<i>Re-construction/upgrade project</i>
W-14-01	Maxwell Creek Pump Station - Pump House	25,000			25,000					2015	UF	<i>Fund design for renovation</i>
W-14-02	12-inch WL Pleasant Valley from Eastview to Pleasant Valley Pl.	290,200				290,200				2015	UF	<i>Future Reconstruction/upgrade project</i>
W-14-03	12-inch WL Pleasant Valley from Pleasant Valley Pl. to Ben Road	453,000				453,000				2015	UF	<i>Future Reconstruction/upgrade project</i>
W-14-04	8-inch WL Ben Road	362,600				362,600				2015	UF	<i>Future Reconstruction/upgrade project</i>
W-14-05	8-inch WL Sachse Street and 2nd Street	109,200		109,200						2015	UF	<i>Reconstruction/upgrade project</i>
W-14-06	8-inch WL Williford Road from Bailey Road to SH 78	371,700						371,700		2015	UF	<i>Future Reconstruction/upgrade project</i>
W-14-07	8-inch WL 3rd Street from SH 78 to Ingram	286,200					286,200			2015	UF	<i>Future Reconstruction/upgrade project</i>
W-14-08	8-inch WL Cartwright from 3rd Street to Big Valley	196,800					196,800			2015	UF	<i>Future Reconstruction/upgrade project</i>
W-14-09	Sachse South Estates Water Main Replacement	722,554						722,554		2015	UF	<i>Future Reconstruction/upgrade project</i>
W-14-10	8-inch WL from Pecan Grove to Ponderosa	80,400					80,400			2015	UF	<i>Future Reconstruction/upgrade project</i>
W-15-01	Sachse Road 4" Water Main Abandonment	80,400								2015	UF	<i>Future abandonment with Sachse Road widening</i>
SUBTOTAL WATER:		9,531,464	342,380	1,039,200	3,268,320	1,397,340	2,181,860	1,094,254				

Note: 2006 Bond = 2006 Bond Funds, IF = Impact Fees, SMT = Street Maintenance Tax, DEV = Developer Funded, RCC = RCC Funds, CP = Capital Project Funds, TBD = Future funding source not currently identified

LEGEND

	Project Complete, or Substantially Complete
	Project Underway
	Project with funding source defined
	<i>Future Project, funding not currently available (italicized)</i>

Sanitary Sewer CIP

CIP No.	Project	Estimated Capital Project Cost	Estimated Outside Funding	Previous CIP Funds	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Updated	Funding Source	Notes
SS-12-01	30-inch Sanitary Sewer Bunker Hill Road	775,000		775,000							IF	Design 95% Complete, 2015-2016 construction
SS-12-05	Line "G" - Construction of Aerial Crossing for 3rd conn. to Garland	900,000		900,000							EDC/TIF	Construction Underway
SS-12-06	Line "G" - Construction of 24-inch from aerial crossing to north of PGBT	1,200,000		1,200,000							EDC/TIF	Construction Underway
SS-12-07	Construction of 8-inch trunk line from Line "G" to Pleasant Valley Road	400,000		400,000							EDC/TIF	Construction Underway
SS-12-08	<i>Southeast Lift Station</i>	1,685,000		425,000	75,000	865,000	210,000	210,000			GF, IF, UF	<i>Preliminary design complete, IF to fund final design in 15-16</i>
SS-12-09	<i>Line "A" - Construction of 24-inch trunk line from Sachse Rd. to SELS</i>	3,500,000		300,000	50,000	450,000	2,700,000				IF, UF	<i>Preliminary design complete in 2014, final design in 15-16</i>
SS-12-10	<i>Force Main, Line "C"</i>	2,989,000		164,000	86,000	839,000	1,900,000				IF, CP	<i>Preliminary design complete, final design in 15-16</i>
SS-12-11	<i>Line "C" - 12-inch trunk line along north side PGBT</i>	529,000				529,000					TIF, TBD	<i>Preliminary Design with SS-12-10, final design in 15-16</i>
SS-12-12	<i>8-inch trunk line on south side of PGBT to Line "C"</i>	290,000				90,000	200,000				TIF, TBD	<i>Partial TIF funding eligible</i>
SS-12-13	<i>8-inch trunk line on north side of PGBT to Line "C"</i>	260,000				80,000	180,000				TIF, TBD	<i>Preliminary Design included with SS-12-10</i>
SS-12-14	<i>Line "D" - 10-inch trunk line from south of PGBT to MRLS</i>	425,000					150,000	275,000	275,000		TIF, TBD	<i>Partial TIF funding eligible</i>
SS-12-15	<i>8-inch mains (East-West) connecting to Line "D"</i>	210,000					70,000	140,000	140,000		TIF, TBD	<i>Partial TIF funding eligible</i>
SS-12-16	<i>8-inch branch line north of PGBT to Line "C"</i>	145,000					40,000	105,000	105,000		TBD	<i>Preliminary Design included with SS-12-10</i>
SS-12-17	<i>Infiltration-Inflow Study and Improvements for Sachse Estates Area</i>	750,000					75,000	675,000	675,000		TBD	<i>Sewer Study and Reconstruction</i>
SS-12-18	<i>Line "E" - 10-inch trunk line from Line "G" along south City Limits</i>	350,000						350,000	350,000		TBD	<i>Future project (> 5-yr) unless development driven</i>
SS-13-01	<i>8-inch main - easement from Bonanza Ct. to Vicksburg Drive</i>	177,164		177,164							UF	<i>Re-construction/upgrade project</i>
SS-14-01	<i>8-inch main from Old City Hall to Sachse Street</i>	194,600			194,600						UF	<i>Future Reconstruction/upgrade project</i>
SS-14-02	<i>8-inch main - Natchez from Jefferson to Cornwall</i>	206,500				206,500					UF	<i>Future Reconstruction/upgrade project</i>
SS-14-03	<i>8-inch main - Bryan Street from Williford to William</i>	141,600				141,600					UF	<i>Future Reconstruction/upgrade project</i>
SS-14-04	<i>8-inch main - Bailey Road</i>	481,400					481,400				UF	<i>Future Reconstruction/upgrade project</i>
SS-14-05	<i>Sachse Ranch Estates Sewer Replacement</i>	921,564						921,564			UF	<i>Future Reconstruction/upgrade project</i>
SS-14-06	<i>Industrial Park Sanitary Sewer</i>	189,700				189,700					UF	<i>Future Reconstruction/upgrade project</i>
SS-14-07	<i>Sachse Farms Lift Station Abandonment</i>	150,000				150,000					UF	<i>Future Reconstruction/upgrade project</i>
SS-14-08	<i>Sachse South Estates Sewer Main Replacement</i>	715,906						715,906			UF	<i>Future Reconstruction/upgrade project</i>
SUBTOTAL SANITARY SEWER:		17,586,434	0	4,341,164	405,600	3,540,800	6,006,400	3,392,470				

Note: 2006 Bond = 2006 Bond Funds, IF = Impact Fees, SMT = Street Maintenance Tax, DEV = Developer Funded, RCC = RCC Funds, CP = Capital Project Funds, TBD = Future funding source not currently identified

LEGEND

	Project Complete, or Substantially Complete
	Project Underway
	Project with funding source defined
	Future Project, funding not currently available (italicized)

Drainage CIP

CIP No.	Project	Estimated Capital Project Cost	Estimated Outside Funding	Previous CIP Funds	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Updated	Funding Source	Notes
D-15-01	<i>Stormwater Utility Study</i>	150,000		150,000						2015	UF	<i>Project Underway</i>
SUBTOTAL DRAINAGE:		150,000	0	150,000	0	0	0		0			

Note: 2006 Bond = 2006 Bond Funds, IF = Impact Fees, SMT = Street Maintenance Tax, DEV = Developer Funded, RCC = RCC Funds, CP = Capital Project Funds, TBD = Future funding source not currently identified

LEGEND

	Project Complete, or Substantially Complete
	Project Underway
	Project with funding source defined
	Future Project, funding not currently available (italicized)

Other CIP Projects

CIP No.	Project	Estimated Capital Project Cost	Estimated Outside Funding	Previous CIP Funds	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Updated	Funding Source	Notes
O-14-01	<i>Heritage Park - Parking Expansion</i>	130,000			130,000					2015	TBD	<i>City Council to identify future funding</i>
SUBTOTAL OTHER PROJECTS:		130,000	0	0	130,000	0						

Note: 2006 Bond = 2006 Bond Funds, IF = Impact Fees, SMT = Street Maintenance Tax, DEV = Developer Funded, RCC = RCC Funds, CP = Capital Project Funds, TBD = Future funding source not currently identified

LEGEND

	Project Complete, or Substantially Complete
	Project Underway
	Project with funding source defined
	<i>Future Project, funding not currently available (italicized)</i>

Proposed Fiscal Year 2016-17 Street Projects

Project ID	Project Name	Proposed Budget	Previous City Funds	Confirmed Outside Funds	Additional Required Outside Funds	Proposed FY 16-17 City Funds	Funding Location	Project Status
R-12-04c	Maxwell Creek Road - Canyon Crest North	\$ 1,500,000.00	\$ 100,000.00	\$ 588,000.00		\$ -	Roadway Impact Fees	Collin County funding - \$588k. Majority of pavement is within the City limits of Murphy. Project would require City of Murphy participation in final design and construction. City of Sachse only to prepare preliminary design of Sachse portion, including sewer design for the lift station that must be removed for the road.
R-12-08	5th Street/Sachse Road Widening	\$ 6,000,000.00	\$ 1,500,000.00	\$ 3,000,000.00	\$ -	\$ 1,500,000.00	2006 Bond Funds	Construction Plans are 65% complete. Dallas County is the project lead. Anticipate construction to begin in 2017.
R-15-03	Sachse HS Traffic Signal & Turn Lane Improvements	\$ 675,000.00	\$ 75,000.00		\$ 506,250.00	\$ 168,750.00	General Fund	Previous funding was for design (\$75k from Capital Projects Fund). Anticipated construction cost: \$675,000.00. Construction Plans are at 75% complete. Staff coordinating with Dallas County and Garland ISD for outside funding.
R-16-01	Street Maintenance Tax Projects	\$ 345,000.00	N/A	\$ -	\$ -	\$ 345,000.00	Street Maintenance Tax Fund	Annual maintenance projects to be recommended by staff and approved by the City Council.
R-16-02	Bunker Hill Road Turn Lane Improvements	\$ 125,000.00	N/A	\$ -	\$ -	\$ 125,000.00	Capital Projects Fund	Staff currently designing the addition of a left turn lane on Bunker Hill Road at SH 78. Once design is complete and approved by TxDOT, staff will bid the project for construction. Anticipated construction in 2017.

Proposed Fiscal Year 2016-17 Water System Projects

Project ID	Project Name	Proposed Budget	Previous City Funds	Confirmed Outside Funds	Additional Required Outside Funds	Proposed FY 16-17 City Funds	Funding Location	Project Status
W-12-15a	Property for 1.25 MG Elevated Storage Tank	\$ 640,000.00	\$ 640,000.00	\$ -	\$ -	\$ -	Water Impact Fees	Working with developer to acquire land.
W-12-15b	Construction of 1.25 MG Storage Tank	\$ 3,000,000.00	\$ 250,000.00	\$ -	\$ -	\$ 2,750,000.00	Water Impact Fees & Utility Fund	Design 90% complete. Anticipate bid & construction following property acquisition.
W-12-16	16-inch water main from proposed 1.25 MG Elevated Storage Tank to existing water system	\$ 222,480.00	\$ 40,000.00	\$ -	\$ -	\$ 182,480.00	Water Impact Fees & Utility Fund	Design 90% complete. Anticipate bid & construction following property acquisition of water tower property.
W-13-02	8-inch water main - Pleasant Valley Place & Long Branch	\$ 200,000.00	\$ -	\$ -	\$ -	\$ 200,000.00	Utility Fund	Proposed funding of reconstruction/rehabilitation of water mains.
W-14-01	Maxwell Creek Pump Station - Pump House Renovation (Design)	\$ 25,000.00	\$ -	\$ -	\$ -	\$ 25,000.00	Utility Fund	Proposed funding of Mechanical/Electrical/Plumbing Design for renovation.

Proposed Fiscal Year 2016-17 Sewer System Projects

Project ID	Project Name	Proposed Budget	Previous City Funds	Confirmed Outside Funds	Additional Required Outside Funds	Proposed FY 16-17 City Funds	Funding Location	Project Status
SS-12-08	Southeast Lift Station (Design, Easements, Property)	\$ 1,685,000.00	\$ 425,000.00	\$ -	\$ -	\$ 75,000.00	Impact Fees	Preliminary Design Complete. Final Design and property/easement acquisition to begin in FY 2016-2017
SS-12-09	24" Trunk Sewer Main from Sachse Road Lift Station to proposed Southeast Lift Station (Design, Easements)	\$ 3,500,000.00	\$ 300,000.00	\$ -	\$ -	\$ 50,000.00	Impact Fees	Preliminary Design Complete. Final Design and easement acquisition to begin in FY 2016-2017
SS-12-10	PGBT Force Main and Gravity Main (Design, Easements)	\$ 2,989,000.00	\$ 164,000.00	\$ -	\$ -	\$ 86,000.00	Impact Fees	Preliminary Design Complete. Final Design and easement acquisition to begin in FY 2016-2017
SS-13-01	Rehabilitation of 8-inch Main, Easement between Bonanza Court and Vicksburg Drive	\$ 177,164.00	\$ 177,164.00	\$ -	\$ -	\$ -	Utility Fund	Staff to design. Construction in FY 16-17
SS-14-01	Rehabilitation of 8-inch Main, from Old City Hall to Sachse Street under SH 78	\$ 194,600.00	\$ -	\$ -	\$ -	\$ 194,600.00	Utility Fund	Staff to design. Construction in FY 16-17

Long-term Key Street Projects

Project ID	Project Name	Proposed Budget	Previous City Funds	Confirmed Outside Funds	Estimated Outside Funds	Estimated City Funds	Funding Location	Project Status
R-12-09	Sachse Road - Miles to County Line	\$ 23,670,000.00	\$ -	\$ -	\$ 14,525,000.00	\$ 9,145,000.00	To Be Determined	Preliminary Design completed by Dallas County in 2014-2015
R-12-13	Sache Road/Merritt Road Intersection	\$ 3,775,000.00	\$ -	\$ -	\$ 1,000,000.00	\$ 2,775,000.00	To Be Determined	Preliminary Design completed by City's consultant in 2013-2014
R-12-14	Merritt Road - Pleasant Valley to Sachse Road	\$ 12,000,000.00	\$ -	\$ -	\$ 6,000,000.00	\$ 6,000,000.00	To Be Determined	Future Design Required
R-13-03	Pleasant Valley Road - Merritt Road to City Limit	\$ 15,500,000.00	\$ -	\$ -	\$ 7,750,000.00	\$ 7,750,000.00	To Be Determined	Dallas County in early stages of Preliminary Studies. Future Design Required
R-13-11	Blackburn/Ingram Road - Murphy Road to Dewitt	\$ 8,200,000.00	\$ -	\$ -	\$ -	\$ 8,200,000.00	To Be Determined	Future Design Required

2015 - 2016 Potential Street Department Rehabilitation Projects - Concrete

2015-16 Street Maintenance Tax: \$ 305,000.00
 Y 15-16 Street Department Budget: \$ 200,000.00
 Remaining FY Budget Available: \$ 505,000.00

Prepared By: Wes Lawson, P.E. & Greg Peters, P.E.
 Date: July 15, 2016

8-inch Concrete Replacement: \$115.00 per SY
 6-inch Concrete Replacement: \$109.00 per SY
 Asphalt Pavement Replacement: \$30.00 per SY

Project #	Street Name	Intersections	Replacement Type	Pavement Type	Pavement Thickness	Replacement Width (ft)	Replacement Length (ft)	Replacement Area (SY)	Unit Price	Estimated Cost	Comments	PASER Rating	Priority
C1	Park Lane	SH 78 to Industrial	Panel	Concrete	8"	31	180	620.00	\$ 115.00	\$ 71,300.00	Structural failure in some areas, asphalt patching failing	1	Recommended
C2	Industrial Drive	End to End	Panel	Concrete	8"	31	460	1584.44	\$ 115.00	\$ 182,211.11	Multiple structural failures, patching failing, deep cracks and spalling	1	Recommended
C3	Brookview Court Alley	N/A	Panel	Concrete	6"	15	410	683.33	\$ 109.00	\$ 74,483.33	Structural failure and drainage problems - CDBG eligible	2	
C4	Parkview Drive	at Parkridge Drive	Panel	Concrete	6"	28	140	435.56	\$ 109.00	\$ 47,475.56	Severe cracking and heaving	3	
C5	Bryan Street	Sachse Road to Williford	Panel	Concrete	8"	31	600	2066.67	\$ 115.00	\$ 237,666.67	Panel failure with asphalt patching that is failing	3	
C6	Tina Street	Dewitt to Sachse	Panel	Concrete	6"	28	455	1415.56	\$ 109.00	\$ 154,295.56	Significant spalling and cracking, asphalt patching is failing	3	
C7	Tina Street	Sachse to Kellie	Panel	Concrete	6"	28	245	762.22	\$ 109.00	\$ 83,082.22	Significant spalling and cracking, asphalt patching is failing	3	
C8	West Creek	Timber Creek to Dogwood Court	Panel	Concrete	8"	31	410	1412.22	\$ 115.00	\$ 162,405.56	Failing asphalt patching, structural failure in some areas	3	
C9	William Street	Jewel St. to Bryan St.	Panel	Concrete	8"	28	280	871.11	\$ 115.00	\$ 100,177.78	Moderate to severe cracking, extensive asphalt patching failing	3	
C10	Herring Circle	Ingram to Ingram	Panel	Concrete	8"	31	1200	4133.33	\$ 115.00	\$ 475,333.33	Moderate scaling and spalling, moderate cracking, settlement of panels	3	
C11	Seventh Street	Bryan St to Lillie	Panel	Concrete	8"	28	1085	3375.56	\$ 115.00	\$ 388,188.89	Significant spalling and cracking, asphalt patching is failing	3	
C12	Seventh Street	Lillie to Salmon	Panel	Concrete	8"	28	950	2955.56	\$ 115.00	\$ 339,888.89	Significant spalling and cracking, asphalt patching is failing	3	
C15	Hunters Ridge Drive	Miles Road to Emerson	Panel	Concrete	8"	31	540	1860.00	\$ 115.00	\$ 213,900.00	Moderate to severe cracking and spalling, joints separating (>1/2")	3	Recommended
C13	Annapolis Court	at Potomac Drive	Panel	Concrete	6"	31	90	310.00	\$ 109.00	\$ 33,790.00	Cracking and spalling, crack seal patching failing	4	
C14	Highridge Drive	Ben Davis to Ridgeview	Panel	Concrete	6"	31	230	792.22	\$ 109.00	\$ 86,352.22	Structural cracking, dropped panels holding water	4	
C16	Brookhollow Drive	Alexander to Brookview	Panel	Concrete	8"	28	160	497.78	\$ 115.00	\$ 57,244.44	Significant spalling, minor cracking, failing asphalt repairs	4	
C17	Brookview Drive	Brookhollow to Brookview Ct.	Panel	Concrete	8"	31	440	1515.56	\$ 115.00	\$ 174,288.89	Failing asphalt patching, spalling and cracking, structural failure in some areas	4	
C18	Park Lake Blvd.	Sachse Road to Brookglenn Dr.	Panel	Concrete	8"	28	440	1368.89	\$ 115.00	\$ 157,422.22	Failing asphalt patching, spalling and cracking, structural failure in some areas	4	
C19	Alexander St.	Sachse Road to Brookhollow Dr.	Panel	Concrete	8"	28	200	622.22	\$ 115.00	\$ 71,555.56	Moderate to severe cracking, asphalt patching failing	4	
C20	Salmon Street	3407 Salmon to Jewel St.	Panel	Concrete	8"	31	320	1102.22	\$ 115.00	\$ 126,755.56	Moderate to severe cracking, asphalt patching failing	4	
C21	7th Street	Boone Street to Salmon Street	Panel	Concrete	8"	28	360	1120.00	\$ 115.00	\$ 128,800.00	Moderate to severe cracking, asphalt patching failing	4	
C22	Lillie Street	From 3714 to 32810 Lillie Street	Panel	Concrete	8"	28	160	497.78	\$ 115.00	\$ 57,244.44	Severe scaling and polishing, some cracking and failing asphalt patching	4	
C23	Leasa Ct.	Kellie St. to Tina St.	Panel	Concrete	8"	28	450	1400.00	\$ 115.00	\$ 161,000.00	Major scaling and spalling, some cracking and failing asphalt patching	4	
C24	Angie Pl.	Leasa to end of cul-de-sac	Panel	Concrete	8"	28	220	684.44	\$ 115.00	\$ 78,711.11	Severe scaling and spalling	4	
C25	Miles Road	NB lanes near Sachse HS	Panel	Concrete	8"	80	25	222.22	\$ 115.00	\$ 25,555.56	Severe cracking and panel settlement	4	
C26	5th Street/Dewitt Rd	NB lanes north of Ingram	Panel	Concrete	8"	65	40	288.89	\$ 115.00	\$ 33,222.22	Severe cracking and panel settlement	4	
C27	Southridge Drive	Ben Davis to Granite	Panel	Concrete	8"	28	1700	5288.89	\$ 115.00	\$ 608,222.22	Severe cracking and panel settlement	4	
C28	Sachse Street	6th St to End	Panel	Concrete	8"	28	725	2255.56	\$ 115.00	\$ 259,388.89	Moderate to severe cracking, asphalt patching failing	4	
C29	Lance Lane	Dewitt to Scott Dr	Panel	Concrete	8"	28	940	2924.44	\$ 115.00	\$ 336,311.11	Moderate to severe cracking	4	
C30	Parkview Drive	Coral to Williford	Panel	Concrete	8"	28	1900	5911.11	\$ 115.00	\$ 679,777.78	Moderate to severe cracking, asphalt patching failing	4	
C31	Widgeon Court	Teal Court to End	Panel	Concrete	8"	28	470	1462.22	\$ 115.00	\$ 168,155.56	Moderate to severe cracking, severe heaving in the subgrade	4	
C32	Missouri Street	Abbie St to Bryan St	Panel	Concrete	8"	28	850	2644.44	\$ 115.00	\$ 304,111.11	Moderate cracking, panel settlement, asphalt patching failing	4	
C33	Clinton Street	Arizona St to Missouri St	Panel	Concrete	8"	28	525	1633.33	\$ 115.00	\$ 187,833.33	Moderate cracking, panel settlement, asphalt patching failing	4	
C34	James Street	Arizona St to Missouri St	Panel	Concrete	8"	28	525	1633.33	\$ 115.00	\$ 187,833.33	Moderate cracking, panel settlement, asphalt patching failing	4	
C35	Jewel Street	Salmon Street East to 7th St	Panel	Concrete	8"	28	710	2208.89	\$ 115.00	\$ 254,022.22	Moderate cracking, panel settlement, asphalt patching failing	4	
C36	Sixth Street	7th St to Salmon	Panel	Concrete	8"	28	1165	3624.44	\$ 115.00	\$ 416,811.11	Moderate cracking, panel settlement, and scaling	4	
C37	Salmon Street	Sachse Rd to Jewel	Panel	Concrete	8"	28	1085	3375.56	\$ 115.00	\$ 388,188.89	Moderate to severe cracking, moderate panel settlement, asphalt patching failing	4	
C38	Jewel Street	Salmon Street West to 7th St	Panel	Concrete	8"	28	1160	3608.89	\$ 115.00	\$ 415,022.22	Moderate cracking, panel settlement, asphalt patching failing	4	
C39	Cedar Brook Ct.	West Creek to End	Panel	Concrete	8"	28	160	497.78	\$ 115.00	\$ 57,244.44	Moderate scaling and spalling, moderate cracking, settlement of panels	5	
C40	Kellie Street	3204 Kellie St. to Leasa Ct.	Panel	Concrete	8"	28	140	435.56	\$ 115.00	\$ 50,088.89	Moderate cracking, panel settlement	5	
C41	Ridgeview Drive	Highridge to Southridge	Panel	Concrete	8"	28	1050	3266.67	\$ 115.00	\$ 375,666.67	Moderate to severe cracking, asphalt patching failing	5	
C42	Tina Street	Kellie St. to Ingram Rd	Panel	Concrete	8"	28	610	1897.78	\$ 115.00	\$ 218,244.44	Moderate to severe cracking, asphalt patching failing	5	
C43	Todd Lane	Ty Circle to Creekside Dr	Panel	Concrete	8"	28	670	2084.44	\$ 115.00	\$ 239,711.11	Moderate scaling and some cracking	5	
C44	Scott Drive	Dewitt to Ty Circle	Panel	Concrete	8"	28	1140	3546.67	\$ 115.00	\$ 407,866.67	Moderate to severe cracking, asphalt patching failing	5	
C45	Creek Ridge Court	Creekside to Creek Ridge	Panel	Concrete	8"	28	1265	3935.56	\$ 115.00	\$ 452,588.89	Moderate cracking, panel settlement	5	
C46	Creekview Drive	Creek Hollow to Ranch	Panel	Concrete	8"	28	525	1633.33	\$ 115.00	\$ 187,833.33	Some slight cracking and settlement in a couple areas	5	
C47	Coral Lane	Williford to Parkview	Panel	Concrete	8"	28	1500	4666.67	\$ 115.00	\$ 536,666.67	Moderate cracking, panel settlement, asphalt patching failing	5	
C48	Parkridge Drive	Williford to Parkview	Panel	Concrete	8"	28	1400	4355.56	\$ 115.00	\$ 500,888.89	Moderate cracking, panel settlement	5	
C49	Bryan Circle	End to End	Panel	Concrete	8"	28	900	2800.00	\$ 115.00	\$ 322,000.00	Moderate cracking, panel settlement, asphalt patching failing	5	
C50	Arizona Street	Bryan St to Abbie St	Panel	Concrete	8"	28	870	2706.67	\$ 115.00	\$ 311,266.67	Moderate cracking and spalling	5	
C51	Abbie Street	Arizona St to Missouri St	Panel	Concrete	8"	28	550	1711.11	\$ 115.00	\$ 196,777.78	Moderate cracking, panel settlement	5	
C52	Creekside Drive	Dewitt to Creekside	Panel	Concrete	8"	28	1300	4044.44	\$ 115.00	\$ 465,111.11	Some cracking and settlement in a couple areas	6	
C53	Creekside Drive	Creekside to Ranch	Panel	Concrete	8"	28	1100	3422.22	\$ 115.00	\$ 393,555.56	Some slight cracking and settlement in a couple areas	6	
C54	Creek Bend Court	Creekview to Creek Hollow	Panel	Concrete	8"	28	1050	3266.67	\$ 115.00	\$ 375,666.67	Some slight cracking and settlement in a couple areas	6	
C55	Parkdale Circle	Parkridge to End	Panel	Concrete	8"	28	190	591.11	\$ 115.00	\$ 67,977.78	Moderate cracking, panel settlement	6	
C56	Teal Court	Bryan St to Mallard	Panel	Concrete	8"	28	1750	5444.44	\$ 115.00	\$ 626,111.11	Moderate cracking, panel settlement	6	
C57	Canvasback Lane	Teal Ct. to Mandarin Ln	Panel	Concrete	8"	28	1300	4044.44	\$ 115.00	\$ 465,111.11	Some slight cracking and scaling	6	
C58	Pintail Drive	Canvasback Ln to Sachse Rd	Panel	Concrete	8"	28	670	2084.44	\$ 115.00	\$ 239,711.11	Moderate cracking, panel settlement	6	
C59	Alley behind Armstrong	Ben Davis to Lee Hutson	Panel	Concrete	6"	-	-	-	N/A	\$ 60,000.00	Drainage improvements - ponding water (6"+) in low spots	7	
C60	Bonanza Court	Bonanza Dr	Panel	Concrete	8"	31	0	0.00	\$ 115.00	\$ -	Some slight cracking and settlement in a couple areas	7	
C61	Murphy Road	Blackburn to SH 78	Panel	Concrete	8"	60	0	0.00	\$ 115.00	\$ -	Some slight cracking and settlement in a couple areas	7	
C62	Welch Lane	Tina St to Ingram Rd	Panel	Concrete	8"	28	700	2177.78	\$ 115.00	\$ 250,444.44	Some slight cracking and settlement in a couple areas	7	
C63	Kellie Street	Tina St to 3204 Kellie St	Panel	Concrete	8"	28	510	1586.67	\$ 115.00	\$ 182,466.67	Some slight cracking and settlement in a couple areas	7	
C64	Ingram Road	Dewitt to Tina St	Panel	Concrete	8"	28	1530	4760.00	\$ 115.00	\$ 547,400.00	Some slight cracking and settlement in a couple areas	7	
C65	Ty Circle	Scott Dr to Todd Ln	Panel	Concrete	8"	28	665	2068.89	\$ 115.00	\$ 237,922.22	Some slight cracking and settlement in a couple areas	7	
C66	Scott Court	Scott Dr to End	Panel	Concrete	8"	28	180	560.00	\$ 115.00	\$ 64,400.00	Some slight cracking and scaling	7	
C67	Creek Hollow Drive	Dewitt to Creekview Dr	Panel	Concrete	8"	28	880	2737.78	\$ 115.00	\$ 314,844.44	Some slight cracking and scaling	7	
C68	Parkridge Circle	Parkridge to End	Panel	Concrete	8"	28	210	653.33	\$ 115.00	\$ 75,133.33	Moderate cracking, panel settlement	7	
C69	Mallard Lane	Teal Ct. to Mandarin Ln	Panel	Concrete	8"	28	1250	3888.89	\$ 115.00	\$ 447,222.22	Some slight cracking and scaling	7	
C70	Mandarine Lane	Mallard to Teal Ct.	Panel	Concrete	8"	28	650	2022.22	\$ 115.00	\$ 232,555.56	Some slight cracking and panel settlement	7	
C71	Woodbridge Parkway	Intersection at Sachse Road	Panel	Concrete	8"	70	74	575.56	\$ 115.00	\$ 66,188.89	Structural failure with severe cracking	9	

Total Anticipated Maintenance Cost \$ 14,418,117.78

Note: total cost includes only streets with PASER rating of 6 or less

Note: Concrete and asphalt construction costs are volatile. The estimates provided are based upon recent cost data for Summer 2016.

2015 - 2016 Potential Street Department Rehabilitation Projects - Asphalt

2015-16 Street Maintenance Tax: \$ 305,000.00
 FY 15-16 Street Department Budget: \$ 200,000.00
 Remaining FY Budget Available: \$ 505,000.00

Prepared By: Wes Lawson, P.E. & Greg Peters, P.E.

Date: July 15, 2016

8-inch Concrete Replacement: \$115.00 per SY
 6-inch Concrete Replacement: \$109.00 per SY
 Asphalt Pavement Replacement: \$30.00 per SY

Project #	Street Name	Intersections	Replacement Type	Pavement Type	Pavement Thickness	Replacement Width (ft)	Replacement Length (ft)	Replacement Area (SY)	Unit Price	Estimated Cost	Comments	PASER Rating	Priority
A13	Hooper Road	Bailey Road to SH 78	Full Depth	Asphalt	5"	24	790	2106.67	\$ 30.00	\$ 63,200.00	Severe rutting, patches in poor and failing condition, severe cracking	1	Recommended
A2	West Creek	Sachse Road to Timber Creek	Full Depth	Asphalt	5"	24	1650	4400.00	\$ 30.00	\$ 132,000.00	Alligator cracking and severe rutting	2	
A3	Dewitt Street	Ponderosa Tr. To 3rd St.	Full Depth	Asphalt	5"	24	970	2586.67	\$ 30.00	\$ 77,600.00	Alligator cracking and severe rutting	2	
A4	Pleasant Valley Place	Pleasant Valley Road to End	Full Depth	Asphalt	5"	24	1060	2826.67	\$ 30.00	\$ 84,800.00	Alligator cracking and severe rutting	2	
A5	Longbranch Court	Pleasant Valley Pl. to End	Full Depth	Asphalt	5"	24	770	2053.33	\$ 30.00	\$ 61,600.00	Alligator cracking and severe rutting	2	
A7	Pecan Grove Dr.	Murphy Road to End	Full Depth	Asphalt	5"	24	1030	2746.67	\$ 30.00	\$ 82,400.00	Alligator cracking and severe rutting	2	
A8	Hilltop Tr. & Meadow Ln.	Murphy Rd. to Blackburn Rd.	Full Depth	Asphalt	5"	24	2260	6026.67	\$ 30.00	\$ 180,800.00	Alligator cracking and severe rutting	2	
A10	Sachse Street	4th to 5th	Full Depth	Asphalt	5"	24	325	866.67	\$ 30.00	\$ 26,000.00	Alligator cracking and severe rutting	2	
A11	Sable Lane	Williford to SH 78	Full Depth	Asphalt	5"	24	2350	6266.67	\$ 30.00	\$ 188,000.00	Alligator cracking and severe rutting	2	
A17	Cornwall Street	Murphy Road to Vicksburg	Full Depth	Asphalt	5"	24	2400	6400.00	\$ 30.00	\$ 192,000.00	Moderate rutting, patches in poor condition, moderate cracking	2	Recommended
A20	Natchez Drive	Cornwall to Jefferson	Full Depth	Asphalt	5"	24	1700	4533.33	\$ 30.00	\$ 136,000.00	Moderate rutting, patches in poor condition, moderate alligator cracking	2	Recommended
A19	Jefferson Drive	Vicksburg to Cornwall	Full Depth	Asphalt	5"	24	1650	4400.00	\$ 30.00	\$ 132,000.00	Moderate rutting, patches in poor condition, moderate alligator cracking	2	Recommended
A18	Vicksburg Drive	Ben Davis to Jefferson	Full Depth	Asphalt	5"	24	2400	6400.00	\$ 30.00	\$ 192,000.00	Moderate rutting, patches in poor condition, moderate alligator cracking	3	
A12	Bailey Road	Hooper to Sachse Road	Full Depth	Asphalt	5"	24	4700	12533.33	\$ 30.00	\$ 376,000.00	Moderate rutting, patches in poor condition, moderate cracking	3	
A14	Sachse Road	SH 78 to 5th Street	Full Depth	Asphalt	5"	24	1600	4266.67	\$ 30.00	\$ 128,000.00	Moderate rutting and cracking, several deeper ruts	3	
A15	Sachse Road	Public Works to City Limit	Full Depth	Asphalt	5"	24	1950	5200.00	\$ 30.00	\$ 156,000.00	Alligator cracking and low to moderate rutting	3	
A16	Anthony Ln.	Williford Rd. to Bailey Rd.	Full Depth	Asphalt	5"	24	2460	6560.00	\$ 30.00	\$ 196,800.00	Alligator cracking and low to moderate rutting	3	
A21	Greensboro Drive	Vicksburg to Cornwall	Full Depth	Asphalt	5"	24	920	2453.33	\$ 30.00	\$ 73,600.00	Moderate rutting, patches in poor condition, moderate cracking	3	
A22	Dixie Circle	Cornwall to End	Full Depth	Asphalt	5"	24	350	933.33	\$ 30.00	\$ 28,000.00	Moderate rutting, patches in poor condition, moderate cracking	3	
A23	Ben Davis Road	DeWitt to Vicksburg	Full Depth	Asphalt	5"	24	900	2400.00	\$ 30.00	\$ 72,000.00	Moderate rutting, patches in poor condition, moderate alligator cracking	3	
A24	3rd Street	Blackburn to McDearmon	Full Depth	Asphalt	5"	24	1325	3533.33	\$ 30.00	\$ 106,000.00	Moderate rutting, patches in poor condition, moderate alligator cracking	3	
A25	3rd Street	McDearmon to DeWitt	Full Depth	Asphalt	5"	24	760	2026.67	\$ 30.00	\$ 60,800.00	Moderate rutting, patches in poor condition, moderate alligator cracking	3	
A26	3rd Street	DeWitt to SH 78	Full Depth	Asphalt	5"	24	710	1893.33	\$ 30.00	\$ 56,800.00	Moderate rutting, patches in poor condition, moderate alligator cracking	3	
A27	Fourth Street	Floyd to DeWitt	Full Depth	Asphalt	5"	24	675	1800.00	\$ 30.00	\$ 54,000.00	Moderate cracking, patches in poor condition, moderate rutting	3	
A28	DeWitt Road	5th to 3rd	Full Depth	Asphalt	5"	24	780	2080.00	\$ 30.00	\$ 62,400.00	Moderate cracking, patches in poor condition, moderate rutting	3	
A29	Coral Lane	Sable to Williford	Full Depth	Asphalt	5"	24	1250	3333.33	\$ 30.00	\$ 100,000.00	Moderate rutting, patches in poor condition, moderate alligator cracking	3	
A30	McDearmon Street	DeWitt to 3rd	Full Depth	Asphalt	5"	24	1055	2813.33	\$ 30.00	\$ 84,400.00	Moderate cracking, patches in poor condition, moderate rutting	4	
A31	Floyd Street	4th to 5th	Full Depth	Asphalt	5"	24	350	933.33	\$ 30.00	\$ 28,000.00	Moderate cracking, patches in poor condition, moderate rutting	4	
A32	Abilene Drive	Blackburn to End	Full Depth	Asphalt	5"	24	2025	5400.00	\$ 30.00	\$ 162,000.00	Asphalt over concrete street. A couple small sections of rutting.	6	
A33	Sweetwater Circle	Abilene to End	Full Depth	Asphalt	5"	24	160	426.67	\$ 30.00	\$ 12,800.00	Asphalt over concrete street. A couple small sections of rutting.	6	
A34	Eastland Circle	Abilene to End	Full Depth	Asphalt	5"	24	190	506.67	\$ 30.00	\$ 15,200.00	Asphalt over concrete street. A couple small sections of rutting.	6	
A35	Bonanza Drive	Big Valley to 2nd	Full Depth	Asphalt	5"	24	1990	5306.67	\$ 30.00	\$ 159,200.00	Some rutting and patches	7	
A36	Big Valley Lane	Bonanza to Blackburn	Full Depth	Asphalt	5"	24	1300	3466.67	\$ 30.00	\$ 104,000.00	Some minor cracking	8	
A37	Cartwright Drive	Big Valley to 3rd	Full Depth	Asphalt	5"	24	1975	5266.67	\$ 30.00	\$ 158,000.00	Some minor cracking and rutting	8	
A6	Salmon Street	SH 78 to 3407 Salmon Street	Full Depth	Asphalt	5"	24	640	1706.67	\$ 30.00	\$ 51,200.00	Alligator cracking and severe rutting	9	
A9	6th Street & Alexander	Boone St. to 5th	Full Depth	Asphalt	5"	24	660	1760.00	\$ 30.00	\$ 52,800.00	Alligator cracking and severe rutting	9	
A1	Meadowcreek	Westcreek to End	Full Depth	Asphalt	5"	24	725	1933.33	\$ 30.00	\$ 58,000.00	Alligator cracking and severe rutting - two deep ruts (>3")	9	
A38	Sachse Street	5th to 6th	Full Depth	Asphalt	5"	24	250	666.67	\$ 30.00	\$ 20,000.00	Re-paved, 2016	9	
A39	Sachse Street	Ben Davis to 3rd	Full Depth	Asphalt	5"	24	1200	3200.00	\$ 30.00	\$ 96,000.00	Re-paved, 2016	9	
A40	2nd Street	Bonanza Dr. to Sachse St.	Full Depth	Asphalt	5"	24	1200	3200.00	\$ 30.00	\$ 96,000.00	Re-paved, 2016	9	
A41	6th Street	Sachse St. to 5th	Full Depth	Asphalt	5"	24	540	1440.00	\$ 30.00	\$ 43,200.00	Re-paved, 2016	9	
A42	Ponderosa Drive	Ben Davis to End	Full Depth	Asphalt	5"	24	2490	6640.00	\$ 30.00	\$ 199,200.00	Some minor cracking	9	

Total Anticipated Maintenance Cost	\$ 3,321,200.00
------------------------------------	-----------------

*Note: Concrete and asphalt construction costs are volatile. The estimates provided are based upon recent cost data for Summer 2016.



City of Sachse, Texas

Legislation Details (With Text)

File #: 16-3475 **Version:** 1 **Name:** Comp Plan Update 8-15 CC
Type: Agenda Item **Status:** Agenda Ready
File created: 8/11/2016 **In control:** City Council
On agenda: 8/15/2016 **Final action:**
Title: Receive a status update on the Comprehensive Plan from staff.

Sponsors:

Indexes:

Code sections:

Attachments: [Staff Presentation](#)

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

Title

Staff will provide Council a status update on the Comprehensive Plan.



COMPREHENSIVE PLAN UPDATE

CITY COUNCIL

AUGUST 15, 2016

PUBLIC ENGAGEMENT SUMMARY

- More than 15 focus groups met with the consultants
- 3 design charrettes focusing on Bush, Old Town, & the Industrial site
- 1 town hall meeting open to the public held in May (more on deck)
- Red, White, & Blue Blast survey
- Several updates provided to EDC, P&Z, and Council
- Facebook surveys focusing on key policy themes
- Much informal feedback received as well (emails, phone calls, conversations, etc.)
- Main city webpage links comprehensive plan website & surveys (Facebook link just helps broaden reach)

GOING FORWARD

- CPAC begins meeting in September and throughout the fall for feedback on draft plan elements
- Continued testing of concepts with development community and property owners for 3 catalytic sites
- Roll out of fiscal impact modeling in fall
- Continued internal meetings with staff
- Continued Facebook surveys (also found on main city webpage)
- 2 additional public town hall meetings
- Joint work session between Council, P&Z, and EDC (Tuesday, October 11th)
- Final presentations to EDC, P&Z, and Council in January
- Special meeting January 30th for approval by Council
- All tentative

KEY POLICY THEMES

(SO FAR)

- More retail & restaurant options
- Bush development should be maximized to pay for city services and maintain tax rate (cut any limitations)
- Old Town should be reserved as a walkable urban downtown area (with mixed use)
- SH 78 (redevelopment, rehabs, & beautification)
- CIPs (Merritt & PV expansion, Woodbridge realignment)
- Better Curb Appeal (cleaner & nicer community in general – where “programs” come into play)
- Better parks & trails (implementing a CDC)
- More comfort level with urban living in Turnpike overlay and medium sized lots (10k sf – 20k sf) than originally anticipated
- Fiscal impact model nearing completion

THINGS TO KNOW

- The community has demonstrated excitement for the process
- Involvement has been high and diverse
- Public input process is incomplete & on-going
- Timely resources available on city website & Plan Sachse
- Facebook surveys on specific policy themes continue
- Input is not unanimous, but a majority has been observed on many key themes
- The integrity of the process is important (extracting honest differences of opinion on vision is part of that)
- Charrettes and developer/owner testing for 3 catalytic areas were helpful
- CPAC begins meeting in September
- Any questions?



City of Sachse, Texas

Legislation Details (With Text)

File #: 16-3452 **Version:** 1 **Name:** September City Council Meeting Change
Type: Agenda Item **Status:** Agenda Ready
File created: 8/4/2016 **In control:** City Council
On agenda: 8/15/2016 **Final action:**
Title: Discuss and consider moving the first regular City Council meeting in September from Monday, September 5, 2016 to Tuesday, September 6, 2016.
Sponsors:
Indexes:
Code sections:
Attachments:

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

Title

Discuss and consider moving the first regular City Council meeting in September from Monday, September 5, 2016 to Tuesday, September 6, 2016.

Background

The first regular meeting in September this year falls on Monday, September 5, which is Labor Day, an City observed holiday. The City Council may move this meeting to Tuesday, September 6 or to another day within the first week in September.

Policy Considerations

None.

Budgetary Considerations

None.

Staff Recommendations

Approve moving the first regular City Council meeting in September to Tuesday, September 6, 2016.