

# CITY COUNCIL OF THE CITY OF SACHSE

## WORKSHOP MEETING MINUTES

NOVEMBER 21, 2016

The City Council of the City of Sachse held a workshop meeting on Monday, November 21, 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, and Jeff Bickerstaff. City Manager, Gina Nash; City Secretary, Michelle Lewis Sirianni; Human Resources Director, Stacy Buckley; Community Development Director, Dusty McAfee; Finance Director, Teresa Savage; Director of Public Works and Engineering, Greg Peters; Parks and Recreation Director, Lance Whitworth; Fire Chief, Marty Wade; and Police Chief, Bryan Sylvester. Council Members Cullen King and Bill Adams were absent.

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

**CITY PERSONNEL POLICIES AND PROCEDURES MANUAL:** Discuss City Personnel Policies and Procedures Manual.

Mrs. Nash introduced this item stating that Department Heads have been working with Human Resources to re-write several areas of the employee manual. Stacy will be presenting specifics of major changes.

Mrs. Buckley presented Council with objectives, background, and purpose of the employee manual. Mrs. Buckley outlined the following major changes.

- Legal additions and changes within Chapter 2, 3 and 5.
- Chapter 2 – revising inclement weather policy.
- Chapter 3 – residency requirement, medical testing, compensation during interim Department Directors, use of sick or personal leave if resignation or retirement notice is given, and bridging of service policy.
- Chapter 4 – modified duty policy.
- Chapter 5 – workers compensation, adding Martin Luther King Day as a Holiday, and removing one personal day.
- Chapter 6 – sick leave donation program.
- Chapter 7 – new social media and technology usage policies.
- Chapter 8 – tuition reimbursement increase and bilingual pay.

Mrs. Nash stated that she would like to request the ability to amend existing policies, provided the policy has no financial impact. Any new policies that have a financial impact would be brought back to City Council for approval. Mrs. Nash added the staff is requesting feedback on the manual and it will be brought back with an ordinance for approval at the December 5 meeting.

Councilman Bickerstaff asked about the bereavement leave and if the City Manager would be able to grant any changes if requested. Mrs. Nash responded yes and would be considered on a case by case basis.

Mayor Pro Tem Ross asked for examples of policies could be amended by the City Manager if granted. Mrs. Nash stated it would be only policies that have no financial impact. For example, the bereavement leave policy or the inclement weather policy.

Councilman Watkins asked in regards to the inclement weather policy, if City Hall is closed or delayed in opening by the City Manager, how is everyone notified. Mrs. Buckley responded that the Department Heads are notified and then their department call trees would go into effect. Mrs. Buckley added that Department Heads are encouraged to remind their employees about the policy as we enter into that time of year of bad weather.

Councilman Watkins also asked if there was a cyber security policy and due to the increasing nature, would like to see it addressed.

Mayor Felix asked in regards to the sick pool. Mrs. Buckley replied that it is merely a administrative clean up due to the way it has been managed in the past.

No further discussion or action was taken.

**CITY'S STRATEGIC PLAN:** Receive and discuss update of the City's Strategic Plan.

Mrs. Nash introduced this item stating that in January 2016, the Council held their retreat where they met to discuss goals and action items which provided a basis for staff as they went into the new budget. A strategic plan update was given in July and now post budget to inform Council where staff is currently.

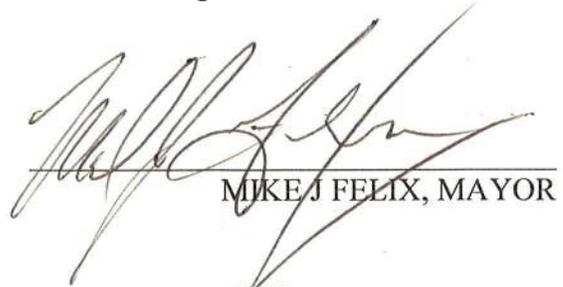
Mrs. Nash provided the following update regarding the Strategic Plan.

- Goal 1 – Public Safety: service enhancements within the Fire and Police Departments, community outreach and partnerships, and upcoming enhancements.
- Goal 2 – Public Works: initiatives which include the Storm Water Utility Rate, sidewalk maintenance policy, investment in maintenance and expansion of the City's roadway's and infrastructure, upcoming projects.
- Goal 3 – Finance: policy initiatives which include updated polices and implementing the Vehicle and Equipment Replacement Fund (VERF), and upcoming services including the financial transparency software and preparation of the Street Maintenance Sales Tax.
- Goal 4 – Parks, EDC and Library: service enhancements within the Library, around City Hall, and additions to special events including the H2O Expo; upcoming projects including replacing the fountain and fountain lights ant Dave Sanford Park and developing volunteer program policies and procedures.
- Goal 5 – Planning: service enhancements including a new EDC marketing plan, EDC/City coordination, update of the Comprehensive Plan, community programs.

- Goal 6 – Government Services: service enhancements including the implementation of employee self-service, continued market competitiveness in employee compensation and receiving the TML award for code Compliance notifications.

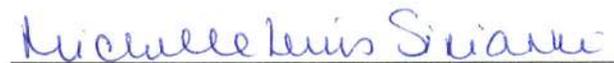
No further discussion or action was taken.

**ADJOURNMENT:** At 7:06 p.m. Mayor Felix adjourned the meeting.



MIKE J FELIX, MAYOR

ATTEST:



Michelle Lewis Sirianni  
Michelle Lewis Sirianni, City Secretary

