



City of Sachse, Texas

Meeting Agenda

City Council

Monday, November 21, 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, November 21, 2016, at 7:30 p.m. in the Council Chambers at Sachse City Hall, 3815 Sachse Road, Building B, Sachse, Texas to consider the following items of business:

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

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

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

1. CONSENT AGENDA.

All items listed on the consent agenda will be considered by the City Council and will be enacted on by one motion. There will be no separate discussion of these items unless a Council Member or citizen so requests.

[16-3607](#) Approve the minutes of the November 7, 2016 workshop meeting.

Attachments: [11.07.16 Minutes Workshop](#)

[16-3608](#) Approve the minutes of the November 7, 2016 regular meeting.

Attachments: [11.07.16 Minutes](#)

[16-3600](#) Accept the 4th Quarter Investment Report for September 30, 2016.

Attachments: [4th Quarter 2016 Investment Report](#)

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

[16-3602](#) Administer Oath of Office to Board and Commission member(s).

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.

[16-3603](#) Consider appointment(s) of Council liaisons to the City's Boards and Commissions.

[16-3611](#) Receive and discuss update of the City's Strategic Plan.

Attachments: [Presentation](#)
[Strategic Plan Update](#)

5. EXECUTIVE SESSION.

[16-3485](#) The City Council shall convene into Executive Session pursuant to the Texas Government Code, Section §551.087: Economic Development to receive quarterly update from EDC Director.

[16-3606](#) The City Council shall convene into Executive Session pursuant to the Texas Government Code, Section §551.074(a)(1): Personnel regarding evaluation process for the City Manager and City Secretary.

Consider any action necessary as a result of Executive Session.

6. 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: November 18, 2016; 6:00 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 #: 16-3607 **Version:** 1 **Name:** November 7, 2016 Council Workshop meeting minutes.
Type: Agenda Item **Status:** Agenda Ready
File created: 11/16/2016 **In control:** City Council
On agenda: 11/21/2016 **Final action:**
Title: Approve the minutes of the November 7, 2016 workshop meeting.
Sponsors:
Indexes:
Code sections:
Attachments: [11.07.16 Minutes Workshop](#)

Date	Ver.	Action By	Action	Result
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Title
November 7, 2016 workshop minutes.

Background
Minutes of the November 7, 2016 workshop meeting.

Policy Considerations
None.

Budgetary Considerations
None.

Staff Recommendations
Approve the minutes of the November 7, 2016 workshop meeting.

CITY COUNCIL OF THE CITY OF SACHSE
WORKSHOP MEETING MINUTES
NOVEMBER 7, 2016

The City Council of the City of Sachse held a workshop meeting on Monday, November 7, 2016 at 6:30 p.m. at Sachse City Hall, 3815-B Sachse Road, Sachse, Texas. Those present were Mayor Mike Felix, Council Members Brett Franks, Charlie Ross, Paul Watkins, Bill Adams, 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; Fire Chief, Marty Wade; and Police Chief, Bryan Sylvester. Councilman Cullen King was absent.

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

BOARDS/COMMISSIONS INTERVIEWS: Conduct interview(s) for the City's Boards and Commissions.

City Council interviewed a candidate to serve on a City Board or Commission.

No further discussion or action was taken.

TMRS: Discuss City contribution rates for the Texas Municipal Retirement System (TMRS).

Mrs. Nash introduced this item stating that when the City enacted an ordinance to use TMRS, the City did not adopt the Statutory Maximum. This maximum does not limit the cost of the plan; it merely limits how much a City can be required to contribute in a given year for a certain benefit level.

Colin Davidson, the City's representative with TMRS presented Council with some TMRS history and membership information. TMRS is a voluntary retirement system for Texas cities. Each city chooses a benefit design for its employees. Sachse currently has a 7% employee contribution rate with a two to one match from the City. Other benefits include retirement at 20 years of service or age 60 with five years of service and a five year vesting along with a few others. Mr. Davidson described the funding basics along with the funding and contribution rates. Each city is independently funded and is portable for members. The contribution rate for each TMRS city is set annually by an actuarial valuation performed. The determined contribution rate for the City for 2017 is 14.18%. Mr. Davidson explained the Maximum Contribution Rate Limit referred to as the "Stat Max". The Stat max was part of the original TMRS Act and was not individually adopted by the City. The Stat Max currently is 13.50%. The Stat Max does not limit the cost of the plan, but limits how much a city can be required to contribute in a given year for a certain benefit level. The City has four rate limit options. Staff is recommending to remove the Stat Max. This will allow the City to continue to pay the full contribution rate to TMRS.

Council discussed how this may affect the budget, funding, and service credits. Mrs. Nash stated based on the percentages they are given are included in the budget every year.

No further discussion or action was taken.

ADJOURNMENT: At 7:15 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 #: 16-3608 **Version:** 1 **Name:** November 7, 2016 Council meeting minutes.
Type: Agenda Item **Status:** Agenda Ready
File created: 11/16/2016 **In control:** City Council
On agenda: 11/21/2016 **Final action:**
Title: Approve the minutes of the November 7, 2016 regular meeting.
Sponsors:
Indexes:
Code sections:
Attachments: [11.07.16 Minutes](#)

Date	Ver.	Action By	Action	Result
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Title
November 7, 2016 meeting minutes.

Background
Minutes of the November 7, 2016 regular meeting.

Policy Considerations
None.

Budgetary Considerations
None.

Staff Recommendations
Approve the minutes of the November 7, 2016 regular meeting.

CITY COUNCIL OF THE CITY OF SACHSE

MEETING MINUTES

NOVEMBER 7, 2016

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

Mayor Felix opened the meeting at 7:36 p.m.

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

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.

16-3563 Approve the minutes of the October 11, 2016 joint meeting.

16-3564 Approve the minutes of the October 17, 2016 workshop meeting.

16-3565 Approve the minutes of the October 17, 2016 regular meeting.

16-3568 Cancel the December 19, 2016 City Council Workshop and Meeting.

16-3577 Approve the Monthly Revenue and Expenditure Report for the period ending September 30, 2016.

16-3579 Approve an ordinance electing for the City to make current service and prior service contributions to the City's account in the benefit accumulation fund of the Texas Municipal Retirement System (TMRS) at the actuarially determined rate of total employee compensation.

Mrs. Nash stated in regards to item 16-3579 that the caption is edited to reflect contribution versus compensation to match the ordinance as presented.

Councilman Bickerstaff made a motion to approve items 16-3563, 16-3564, 16-3565, 16-3568, 16-3577, and 16-3579 as submitted. Councilman Watkins seconded that motion and the motion was unanimously approved.

MAYOR AND CITY COUNCIL ANNOUNCEMENTS REGARDING SPECIAL EVENTS:

Mayor Pro Tem Ross stated that the Sachse Public Library has added five additional story times including Wednesday at 10:30 a.m. and the third Saturday of the month at 10:30 a.m. On Tuesday, November 8 at 6:00 p.m. the Library is hosting a cookie decorating for ages nine and up, but space is limited to thirty spaces, and on November 15 the authors group will be meeting at 6:00 p.m.

Councilman Franks stated that the Christmas events are coming up and for everyone to mark their calendars for the Tree Lighting on Thursday, December 1 at 6:30 p.m. with a story time with Santa at the Library immediately following. The City's annual Christmas parade is Saturday, December 10 at 9:30 a.m. following by Cookies with Santa at City Hall.

Mayor Felix added that on November 19 the Lady Mustangs Athletic Booster Club will be hosting a Holiday Craft Fair and Chili Cook-Off. The craft fair will run from 9:00 a.m. to 4:00 p.m. and the Chili Cook Off begins at 10:30 a.m. On Thursday, November 24 the Turkey Trot will begin at Sachse High School, and the Sachse Fraternal Order of Police is preparing to collect toys and nonperishable foods for Christmas. Beginning on Sunday, November 27th, donations may be delivered to the Sachse Police Department any time day or night.

Councilman Adams congratulated the Sachse Varsity Football team for going undefeated and best of luck into the playoffs.

16-3572 Recognize the 2016 Recycle Art Contest Winners from Cheri Cox Elementary.

Mayor Felix recognized and presented certificates to the following art contest winners.

Kindergarten: Emma Monte

First Grade: Gavin Avila

Second Grade: Bear Frazier

Third Grade: Landry Trent

Fourth Grade: Bennet Cowdrey

16-3571 Proclamation declaring November 15, 2016 as America Recycles Day.

Mayor Felix presented America Recycles Day Proclamation to Cynthia Wiseman with the City's Park and Recreation Department.

16-3574 Proclamation declaring the week of November 7-11, 2016 as Municipal Court week.

Mayor Felix presented Kelly Dennis, the City's Court Administrator and Judge Beasley the Municipal Court week Proclamation.

16-3567 Proclamation declaring November, 2016 as National Adoption Awareness month.

Mayor Felix presented Josh and Jacki King the Proclamation recognizing November as National Adoption Awareness month.

CITIZENS INPUT:

Terry Smith, 5011 Brookhollow, voiced his concerns over neighboring Code Enforcement issues and the violations that continue within his neighbor's back yard. He stated he met with the City's Attorney and City Manager regarding the issue. Mr. Smith stated his preference is for the City to handle this issue.

Bobby Tillman and Jim Mathis with the Sachse Historical Society stated that they were granted to host a Veterans Moving Wall on Memorial weekend in 2017. They will be meeting with the Parks and Recreation Department to begin planning.

Tricia Lyndsey, 3718 Rock House Road, asked for an update on the crosswalks at Sachse High School. Mrs. Nash replied that a set of plans is near completion and that the beginning of 2017 the project will be awarded with construction to start when school is out. The goal is to have project completed by the 2017-18 school year.

REGULAR AGENDA ITEMS:

16-3569 Consider appointments to the City's Boards and Commissions.

Councilman Bickerstaff made a motion to appoint the following individuals to the Board and/or Commission as designated.

Planning and Zoning Commission: Fernando Gutierrez, David Hock, Scott Ohman, and Wendy Stewart.

Economic Development Corporation: Karlos McGhee, Spencer Hauenstein, and Michael VanBuskirk.

Zoning Board of Adjustments: Aaron McCarty from alternate to full, Danny Pitcock, and Beverly Miller as alternate.

Library Board: Sean French, Lauren McKinney, and Ruth Glover.

Parks and Recreation Board: Nieves Marques, Diana Smith, Cyndi Mitchell, and Gloria Okereke as Youth Advisor.

Animal Shelter Board: Brenda Smith, Russell Lehr, and Ted Kinzer.

Mayor Pro Tem Ross seconded that motion and the motion was unanimously approved.

16-3578 Receive update on Stormwater Utility Rate Study.

Mrs. Nash stated that staff will be providing an update on progress of the study and is also seeking Council direction on citizen involvement.

Mr. Peters presented Council with an overview, project goals, and accomplishments to date. The focus areas identified by staff and the consultant were shown with 26 locations with existing drainage concerns. Each location was visited and the consultant is preparing a report for each location. Public involvement has included the website, a community open house, and attendance at the Sachse Fall Fest. A rate model and cost of service is currently being prepared by the consultant. Staff is seeking feedback on the creation of a citizen steering committee for the project. The committee would help identify primary needs/goals of drainage projects, provide feedback and recommendations on cope and rate options, and provide feedback and recommendations to Council. The consultant recommended that the committee consist of five to seven citizens.

Mrs. Nash stated that staff is seeking feedback and direction on methods of creating a committee with possible appointments to be made at the November 21 Council meeting. The committee meetings would begin in early 2017.

Council discussed if it was common to have a committee for a project such as this, what time of time commitment would the members be making in terms of how many meetings, etc., and how many members the committee should have. Councilman Franks stated he would like to see where the drainage problems are originating; to identify where the source of the problem is occurring.

Council agreed to a seven member committee with one appointment to be made by each member at the November 21 Council meeting.

16-3566 Consider a resolution approving purchase orders in the amount not to exceed two hundred and ninety thousand dollars (\$290,000.00) to Reynolds Asphalt and Construction Company, Incorporated for asphalt roadway improvement projects.

Mrs. Nash introduced this item stating that several projects were identified in the CIP budget process. Based on feedback and PASER ratings, asphalt and concrete projects were identified with the funding source coming from the Street Maintenance Tax funds.

Mr. Peters presented an overview of the asphalt street maintenance projects with the identified streets being Hooper Road, Cornwall Lane, Natchez Drive, and Jefferson Drive. Staff is recommending that the City utilize contract pricing from the City of Grand Prairie for the pavement resurfacing services with Reynolds Asphalt and Construction Company for these projects.

Mrs. Nash stated staff is recommending approval of the resolution authorizing purchase orders to Reynolds Asphalt and Construction Company, Inc. in an amount not to exceed \$290,000.00. If approved, staff will work with contractor to schedule the projects to be completed this fiscal year. They will begin with Hooper Road as soon as they are able.

Council discussed pricing costs and amount of savings they are incurring by using contract pricing with Grand Prairie.

Mayor Pro Tem Ross made a motion to approve a resolution approving purchase orders in the amount not to exceed two hundred and ninety thousand dollars (\$290,000.00) to Reynolds Asphalt and Construction Company, Incorporated for asphalt roadway improvement projects. Councilman Watkins seconded that motion and the motion was unanimously approved.

16-3570 Consider a resolution approving purchase orders in the amount not to exceed one hundred and forty thousand dollars (\$140,000.00) to McMahon Contracting, L.P., for concrete roadway improvement projects.

Mrs. Nash stated this item is the same as the previous except it is for the concrete roads and using McMahon Contracting, L.P.

Mr. Peters presented an overview of the concrete street maintenance projects with the identified streets being Park Lane, Industrial Drive, and Hunters Ridge Drive. Staff is recommending that the City utilize contract pricing from the City of Grand Prairie for the pavement resurfacing services with McMahon Contracting, L.P. for these projects.

Mrs. Nash stated staff is recommending approval of the resolution authorizing purchase orders to McMahon Contracting, L.P. in an amount not to exceed \$140,000.00. Staff will work with the contractor to schedule the projects to be completed this fiscal year. They will begin with the Industrial Park.

Mayor Pro Tem Ross asked if once repairs are complete if they will address the problem so that it will not reoccur. Mr. Peters responded yes.

Councilman Adams made a motion to approve a resolution approving purchase orders in the amount not to exceed one hundred and forty thousand dollars (\$140,000.00) to McMahon Contracting, L.P., for concrete roadway improvement projects. Councilman Watkins seconded that motion and the motion was unanimously approved.

16-3576 Consider an ordinance authorizing budget amendments for the Sachse Caboose renovation project pertaining to the FY2016-17 budget.

Mrs. Nash introduced this item stating that based on previous feedback received, staff is bringing back project specific details for the caboose. This item if approved will provide for a budget amendment to approve the funding for the repainting of and improvements to the caboose.

Mr. Whitworth reviewed cost details and timeline for the project.

Councilman Franks made a motion to approve an ordinance authorizing budget amendments for the Sachse Caboose renovation project pertaining to the FY2016-17 budget. Councilman Bickerstaff seconded that motion and the motion was unanimously approved.

16-3582 Consider authorizing the expenditure in an amount not to exceed \$305,000 for purchase of the City's Automated Metering Infrastructure (AMI) project for FY 2016-17 through HydroPro Solutions and further authorize the City Manager to execute any necessary documents for such procurement.

Mrs. Nash introduced this item stating that Council has been discussing the need for meters along with the pros and cons of phased implementation. Proposals were received from eight vendors, which were reviewed by Finance and will present tonight their recommendation.

Mrs. Savage stated that request for proposals were issued for a phased-in project over the next five years that included AMI infrastructure, leak detection equipment, billing software upgrades, and a future customer service portal. Eight vendors submitted proposals. One did not have adequate basic information to be analyzed, one was for meter boxes and lids only, and four did not address all of the core needs. The two remaining proposals were thoroughly analyzed based on the criteria outlined. The evaluation included qualifications, the AMI system capabilities, price, responsiveness, a wireless encoder option, and warranty along with the comparison the AMI system for 5/8" meters only. Based on all the evaluations, staff is recommending to authorize the expenditure in an amount not to exceed \$305,000 through HydroPro Solutions for the AMI project.

Council discussed the cost of the first phase and the option to have a remote turn on/off function. Mrs. Savage commented that this is a costly option and was not included in the proposal. Councilman Watkins stated that he would staff to explore what the options are to have a remote turn on/off capability and the cost associated with it.

Councilman Watkins made a motion to approve authorizing the expenditure in an amount not to exceed \$305,000 for purchase of the City's Automated Metering Infrastructure (AMI) project for FY 2016-17 through HydroPro Solutions. Mayor Pro Tem Ross seconded that motion and the motion was unanimously approved.

ADJOURNMENT:

Mayor Felix adjourned the meeting at 9:23 p.m.

MIKE J FELIX, MAYOR

ATTEST:

Michelle Lewis Sirianni, City Secretary



City of Sachse, Texas

Legislation Details (With Text)

File #: 16-3600 **Version:** 1 **Name:** 4th Qtr Investment Report September 30, 2016
Type: Agenda Item **Status:** Agenda Ready
File created: 11/16/2016 **In control:** City Council
On agenda: 11/21/2016 **Final action:**
Title: Accept the 4th Quarter Investment Report for September 30, 2016.
Sponsors:
Indexes:
Code sections:
Attachments: [4th Quarter 2016 Investment Report](#)

Date	Ver.	Action By	Action	Result
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Title

Quarterly Investment Report for quarter ended September 30, 2016

Background

The Finance Department releases a report quarterly on the City's finances. The attached reports represent the investment portion of the quarterly financial reports for the quarter ended September 30, 2016.

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 at 09/30/2016 was \$30,120,205 in all funds; the amount allocated to SEDC was \$1,742,511. The average interest/yield on all investments was .40%, and investment earnings totaled \$27,065.

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

None.

Staff Recommendations

Accept the Quarterly Investment Report for the quarter ending September 30, 2016.

Memo

To: **Gina Nash, City Manager**
 From: **Berna Fitzpatrick, Finance Manager** 
 CC: **Mayor and City Council**
 Date: **November 10, 2016**
 Re: **Investment Report for period ending September 30, 2016**

Attached is the Quarterly Investment Report for the quarter ending September 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 09/30/16	% Total	Total Investment
Money Market Account –ANB, BTH	.51%	65.54%	19,739,451
Money Market Account(EDC)-ANB, BTH	.51%	2.12%	638,143
Investment Pool – Tex Pool	.3799%	2.33%	701,459
CD---Independent Bank 5583	.55%	3.35%	1,009,681
CD---Independent Bank 5585	.35%	3.34%	1,007,152
CD---Legacy Bank 1012	.90%	3.33%	1,002,270
CD---Legacy Bank 1013	1.00%	3.33%	1,002,523
CD---Independent Bank 6629	.60%	3.33%	1,004,434
CD---Independent Bank 6623	.70%	3.34%	1,005,270
CD---Independent Bank 6624	.70%	3.34%	1,005,270
CD---Legacy Bank 947	.60%	3.33%	1,002,023
CD---Legacy Bank 948	.75%	3.33%	1,002,530
Total Invested City Funds:		100.0%	\$30,120,205

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 September 30 was \$27,065.**

Citywide cash and investments for the period ending September 30 was \$30,120,205. Of this amount, \$1,742,511 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.

73% 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 .40%. The Texpool Prime Fund interest rate was .7068% and the Texpool interest rate was .3799% at September 30, 2016. The rolling three month Treasury yield was .25% with the rolling six month Treasury yield at .37%.



QUARTERLY INVESTMENT REPORT

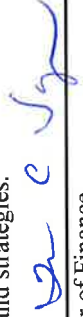
For the Quarter Ended

September 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.

Annual Comparison of Portfolio Performance

FYE Results by Investment Category:

September 30, 2016				September 30, 2015			
Asset Type	Ave. Yield	Book Value	Market Value	Ave. Yield	Book Value	Market Value	
Bank/Pool	0.28%	\$ 21,079,053	\$ 21,079,053	0.25%	\$ 21,190,360	\$ 21,190,360	
CDs / Securities	0.68%	9,041,152	9,041,152	0.51%	6,022,691	6,022,691	
Totals		\$ 30,120,205	\$ 30,120,205		\$ 27,213,051	\$ 27,213,051	
				2015	Change		
Total Portfolio (1)				0.30%	0.06%		
Fiscal YTD Interest Income				\$65,067	\$21,363		
Rolling Three Mo. Treas. Yield				0.03%	0.22%		
Rolling Six Mo. Treas. Yield				0.09%	0.28%		
Quarterly TexPool Yield				0.06%	0.26%		

(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.

Summary

Quarter End Results by Investment Category:

Asset Type	Ave. Yield	September 30, 2016		June 30, 2016	
		Book Value	Market Value	Book Value	Market Value
Bank/Pool	0.28%	\$ 21,079,053	\$ 21,079,053	\$ 19,737,750	\$ 19,737,750
CDs/Securities	0.68%	9,041,152	9,041,152	13,053,141	13,053,141
Totals		\$ 30,120,205	\$ 30,120,205	\$ 32,790,890	\$ 32,790,890

Current Quarter Average Yield (1)

Total Portfolio 0.40%

Rolling Three Mo. Treas. Yield 0.30%

Rolling Six Mo. Treas. Yield 0.42%

	City	EDC
Interest Earnings QTR	\$ 25,614	\$ 1,451
Interest Earnings YTD	\$ 78,537	\$ 7,893

Fiscal Year-to-Date Average Yield (2)

Total Portfolio 0.36%

Rolling Three Mo. Treas. Yield 0.25%

Rolling Six Mo. Treas. Yield 0.37%

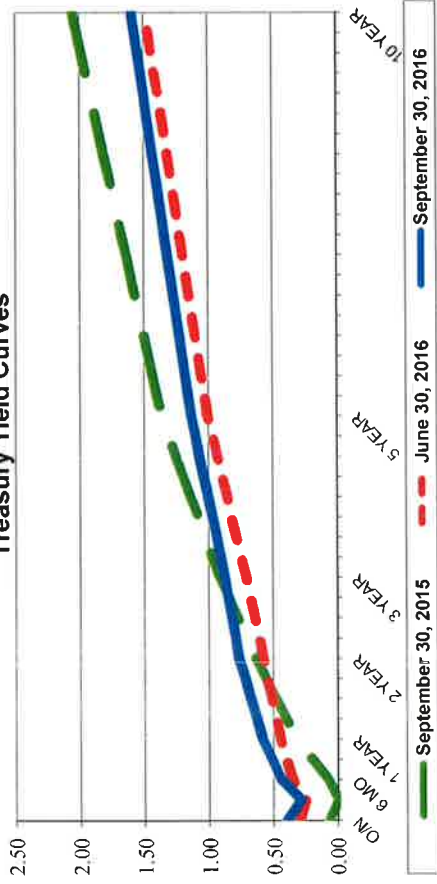
Average Quarterly TexPool Yield 0.31%

(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.

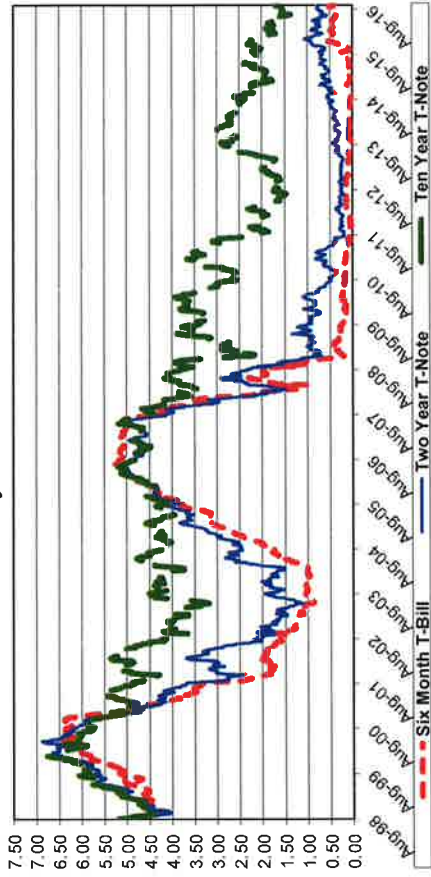
(2) Fiscal Year-to-Date Average Yields calculated using quarter end report yields and adjusted book values and does not reflect a total return analysis or account for advisory fees.

The Federal Open Market Committee (FOMC) maintained the Fed Funds target range of 0.25% - 0.50% (actual Fed Funds traded +/-40 bps). The September FOMC meeting recorded dissenting votes for maintaining rates. More hawkish members wanted to raise the range by 0.25%. The current probability of a December FOMC meeting vote to raise the Fed Funds target is +/-60%. Second Quarter US GDP revised to 1.4% (from 1.1%, no more revision is expected). Other economic data reflected modest, yet inconsistent, growth. The US Stock markets have maintained higher levels. Treasury yields drifted slightly higher on tightening rumors. Taxable municipal bonds or CDs offer the best interest earnings opportunity, if available.

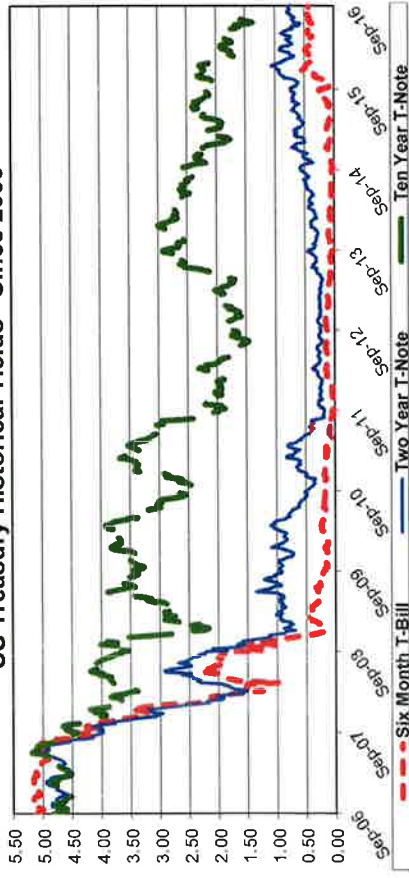
Treasury Yield Curves



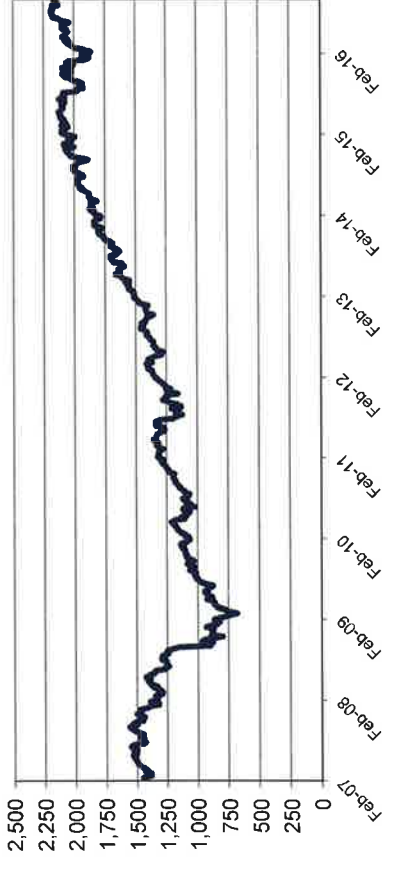
US Treasury Historical Yields - Since 1998



US Treasury Historical Yields - Since 2006



S&P 500



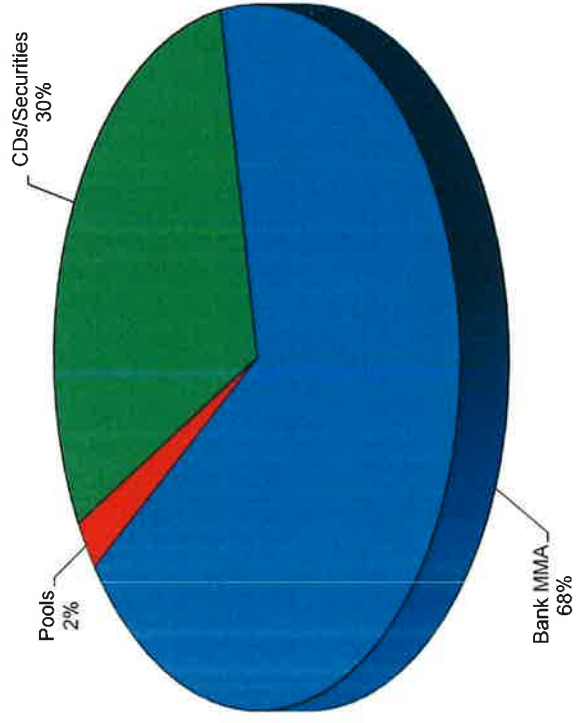
**Investment Holdings
September 30, 2016**

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%	10/01/16	09/30/16	\$ 17,873,700	\$ 17,873,700	1.00	\$ 17,873,700	1	0.20%
BTH Bank MMA		0.86%	10/01/16	09/30/16	2,503,894	2,503,894	1.00	2,503,894	1	0.86%
TexPool	AAA	0.38%	10/01/16	09/30/16	701,459	701,459	1.00	701,459	1	0.38%
Independent Bank CD		0.60%	10/12/16	12/10/15	1,004,434	1,004,434	100.00	1,004,434	12	0.60%
Legacy Texas Bank CD		0.60%	11/10/16	05/10/16	1,002,023	1,002,023	100.00	1,002,023	41	0.60%
Independent Bank CD		0.35%	12/17/16	12/31/15	1,007,152	1,007,152	100.00	1,007,152	78	0.35%
Independent Bank CD		0.70%	03/15/17	12/10/15	1,005,270	1,005,270	100.00	1,005,270	166	0.70%
Independent Bank CD		0.70%	04/12/17	12/10/15	1,005,270	1,005,270	100.00	1,005,270	194	0.70%
Legacy Texas Bank CD		0.75%	05/10/17	05/10/16	1,002,530	1,002,530	100.00	1,002,530	222	0.75%
Independent Bank CD		0.55%	06/17/17	03/17/16	1,009,681	1,009,681	100.00	1,009,681	260	0.55%
Legacy Texas Bank CD		0.90%	06/20/17	06/20/16	1,002,270	1,002,270	100.00	1,002,270	263	0.90%
Legacy Texas Bank CD		1.00%	12/20/17	06/20/16	1,002,523	1,002,523	100.00	1,002,523	446	1.00%
					\$ 30,120,205	\$ 30,120,205				
								\$ 30,120,205	57	0.40%
									(1)	(2)

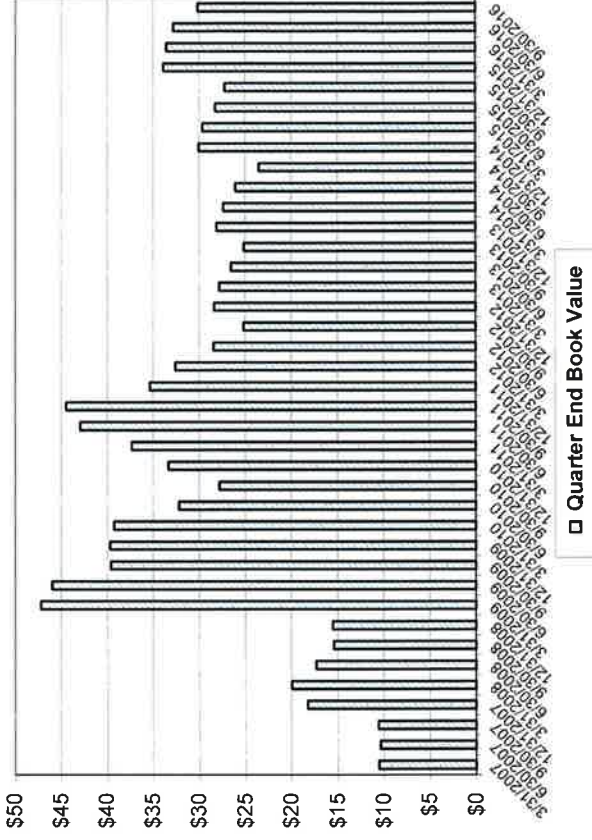
(1) **Weighted average life** - For purposes of calculating weighted average life, pool investments are assumed to have a one day maturity.

(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.

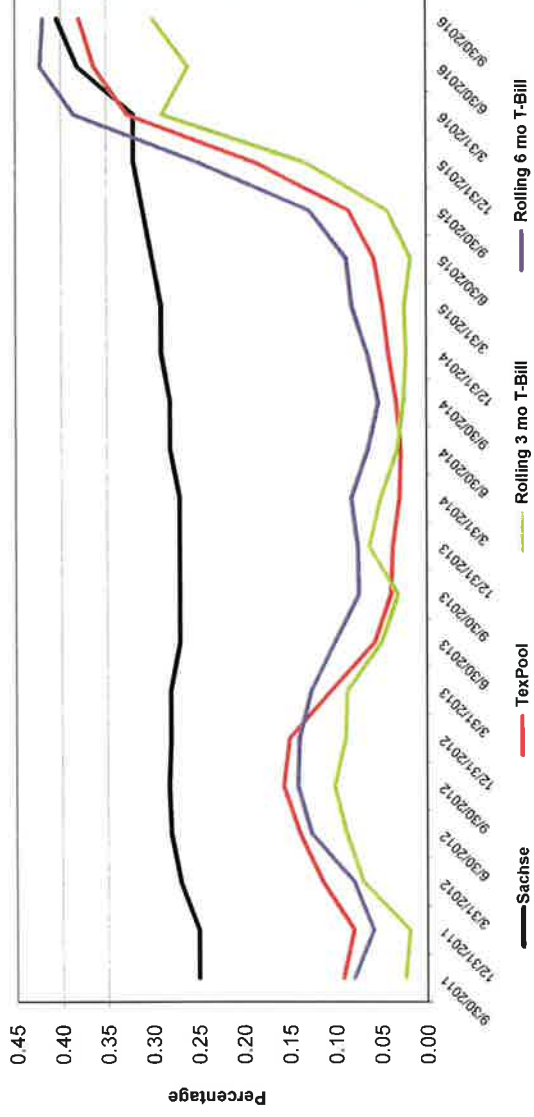
Portfolio Composition



Total Portfolio (Millions)



Total Portfolio Performance



Book Value Comparison

Description	Coupon/ Discount	Maturity Date	June 30, 2016			September 30, 2016		
			Original Face/Par Value	Book Value	Purchases/ Accretions	Amortizations/ Sales/Maturities	Original Face/Par Value	Book Value
			\$	\$	\$	\$	\$	\$
ANB MMA	0.20%	10/01/16	\$ 19,036,952	\$ 19,036,952	—	(1,163,252)	\$ 17,873,700	\$ 17,873,700
BTH Bank MMA	0.86%	10/01/16	—	—	2,503,894		2,503,894	2,503,894
TexPool	0.38%	10/01/16	700,797	700,797	661		701,459	701,459
Comerica Bank CD	0.67%	07/01/16	1,013,496	1,013,496		(1,013,496)	—	—
Independent Bank CD	0.60%	07/01/16	1,009,064	1,009,064		(1,009,064)	—	—
Independent Bank CD	0.50%	07/12/16	1,002,461	1,002,461		(1,002,461)	—	—
Independent Bank CD	0.50%	08/10/16	1,002,461	1,002,461		(1,002,461)	—	—
Independent Bank CD	0.60%	10/12/16	1,002,954	1,002,954	1,480		1,004,434	1,004,434
LegacyTexas Bank CD	0.60%	11/10/16	1,000,510	1,000,510	1,513		1,002,023	1,002,023
Independent Bank CD	0.35%	12/17/16	1,006,267	1,006,267	885		1,007,152	1,007,152
Independent Bank CD	0.70%	03/15/17	1,003,504	1,003,504	1,766		1,005,270	1,005,270
Independent Bank CD	0.70%	04/12/17	1,003,504	1,003,504	1,766		1,005,270	1,005,270
LegacyTexas Bank CD	0.75%	05/10/17	1,000,637	1,000,637	1,893		1,002,530	1,002,530
Independent Bank CD	0.55%	06/17/17	1,008,283	1,008,283	1,398		1,009,681	1,009,681
LegacyTexas Bank CD	0.90%	06/20/17	1,000,000	1,000,000	2,270		1,002,270	1,002,270
LegacyTexas Bank CD	1.00%	12/20/17	1,000,000	1,000,000	2,523		1,002,523	1,002,523
TOTAL			\$ 32,790,890	\$ 32,790,890	\$ 2,520,049	\$ (5,190,733)	\$ 30,120,205	\$ 30,120,205

Market Value Comparison

Description	Coupon/ Discount	Maturity Date	June 30, 2016			September 30, 2016		
				Original Face/Par Value	Market Value	Qtr to Qtr Change	Original Face/Par Value	Market Value
ANB MMA	0.20%	10/01/16		\$ 19,036,952	\$ 19,036,952	\$ (1,163,252)	\$ 17,873,700	\$ 17,873,700
BTH Bank MMA	0.86%	10/01/16		—	—	2,503,894	2,503,894	2,503,894
TexPool	0.38%	10/01/16		700,797	700,797	661	701,459	701,459
Comerica Bank CD	0.67%	07/01/16		1,013,496	1,013,496	(1,013,496)	—	—
Independent Bank CD	0.60%	07/01/16		1,009,064	1,009,064	(1,009,064)	—	—
Independent Bank CD	0.50%	07/12/16		1,002,461	1,002,461	(1,002,461)	—	—
Independent Bank CD	0.50%	08/10/16		1,002,461	1,002,461	(1,002,461)	—	—
Independent Bank CD	0.60%	10/12/16		1,002,954	1,002,954	1,480	1,004,434	1,004,434
LegacyTexas Bank CD	0.60%	11/10/16		1,000,510	1,000,510	1,513	1,002,023	1,002,023
Independent Bank CD	0.35%	12/17/16		1,006,267	1,006,267	885	1,007,152	1,007,152
Independent Bank CD	0.70%	03/15/17		1,003,504	1,003,504	1,766	1,005,270	1,005,270
Independent Bank CD	0.70%	04/12/17		1,003,504	1,003,504	1,766	1,005,270	1,005,270
LegacyTexas Bank CD	0.75%	05/10/17		1,000,637	1,000,637	1,893	1,002,530	1,002,530
Independent Bank CD	0.55%	06/17/17		1,008,283	1,008,283	1,398	1,009,681	1,009,681
LegacyTexas Bank CD	0.90%	06/20/17		1,000,000	1,000,000	2,270	1,002,270	1,002,270
LegacyTexas Bank CD	1.00%	12/20/17		1,000,000	1,000,000	2,523	1,002,523	1,002,523
TOTAL				\$ 32,790,890	\$ 32,790,890	\$ (2,670,684)	\$ 30,120,205	\$ 30,120,205

Allocation

September 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	\$ 17,873,700	\$ 1,288,294	\$ 3,412,688	\$ 234,139	\$ 3,618,711	\$ 612,163	\$ 837,898	\$ 382,694
BTH Bank MMA	2,503,894	231,307	746,321		673,268	15,302	175,975	
TexPool	701,459		701,459					
10/12/16-Independent Bank CD	1,004,434				1,004,434			
11/10/16-LegacyTexas Bank CD	1,002,023		1,002,023					
12/17/16-Independent Bank CD	1,007,152							
03/15/17-Independent Bank CD	1,005,270						1,005,270	
04/12/17-Independent Bank CD	1,005,270						1,005,270	
05/10/17-LegacyTexas Bank CD	1,002,530		1,002,530					
06/17/17-Independent Bank CD	1,009,681							
06/20/17-LegacyTexas Bank CD	1,002,270				1,002,270			
12/20/17-LegacyTexas Bank CD	1,002,523		1,002,523					
Totals	\$ 30,120,205	\$ 1,519,601	\$ 7,867,544	\$ 234,139	\$ 6,298,683	\$ 627,465	\$ 4,034,093	\$ 382,694

Allocation (continued)

September 30, 2016

Book & Market Value

	Restricted General	Restricted Water Impact	Restricted Sewer Impact	Restricted Roadway	Street Maintenance	Health Insurance	EDC
ANB MMA	\$ 276,168	\$ 1,927,471	\$ 2,033,601	\$ 2,284,674	\$ 116,834	\$ 228,002	\$ 620,363
BTH Bank MMA	265,141	59,284	62,754	70,381	42,120	47,045	114,996
TexPool							
10/12/16–Independent Bank CD							
11/10/16–LegacyTexas Bank CD							
12/17/16–Independent Bank CD							1,007,152
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							
Totals	\$ 541,309	\$ 1,986,755	\$ 2,096,356	\$ 2,355,054	\$ 158,954	\$ 275,047	\$ 1,742,511

**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	19,036,952	\$ 1,070,837	\$ 5,209,897	\$ 220,874	\$ 3,727,547	\$ 348,494	\$ 1,155,290	\$ 382,609
Texpool	700,797		700,797					
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

Allocation
June 30, 2016

(continued)

Book & Market Value

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

Portfolio Summary
City of Sachse, TX
September 30, 2016

Safety - Investment Type

Investment Type	Book Value	Percent
Money Market Account*	\$ 20,377,594	67.7%
Investment Pools	701,459	2.3%
CD's	9,041,152	30.0%

Total* \$ 30,120,205 100%

*(Includes Sachse EDC Money Market)

Liquidity - Investments by Maturity Date

Under 30 days	\$ 22,083,487	73%
30 - 90 days	2,009,175	7%
91 - 180 days	1,005,270	3%
181 - 365 days	4,019,750	13%
366 - 760 days	1,002,523	3%

Total Principal Invested \$ 30,120,205 100%

Portfolio Yield	Fiscal YTD Interest	Int Eamed this QTR	(FYTD) Percent of total
Portfolio			
Debt Service	\$ 784	\$ 442	0.91%
General Fund	\$ 24,767	9,718	28.66%
Water and Sewer Fund	\$ 8,319	5,310	9.62%
Capital Project Fund	\$ 25,449	5,896	29.44%
Special Revenue Fund	\$ 417	415	0.48%
Impact Fee Fund	\$ 18,663	3,694	21.59%
Street Maintenance Fund	\$ 66	66	0.08%
Health Insurance Fund	\$ 73	73	0.08%
Sachse EDC	\$ 7,893	1,451	9.13%
Total Portfolios	\$ 86,430	\$ 27,065	100.00%

Portfolio Balance	Beginning Balances	Ending Book Balances	Change
Portfolio			
Debt Service	\$ 1,070,837	\$ 1,519,601	\$ 448,764.08
General Fund	10,923,366	7,867,544	(3,055,821.77)
Water and Sewer Fund	5,951,375	6,532,822	581,446.78
Capital Project Fund	5,532,571	4,661,558	(871,012.71)
Special Revenue Fund	927,001	924,003	(2,998.23)
Impact Fee Fund	6,196,893	6,438,165	241,271.81
Street Maintenance Fund	119,745	158,954	39,208.83
Health Insurance Fund	203,776	275,047	71,271.22
Sachse EDC	1,865,326	1,742,511	(122,815.04)
Total Portfolios	\$ 32,790,891	\$ 30,120,204	\$ (2,670,685)

Historical Interest Rates

	July	August	September
Pooled Money Market Account	2016 0.2000%	0.2000%	0.2000%
	2015 0.2500%	0.2500%	0.2500%
	2014 0.2500%	0.2500%	0.2500%
Tex Pool	2016 0.3690%	0.3737%	0.3799%
	2015 0.0630%	0.0524%	0.0575%
	2014 0.0313%	0.0353%	0.0333%

EDC Fund

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	
Debt Service														
GO Bond I&S Fund	Money Market	114512	07/31/2016	08/01/2016	0.2000%	1	1,070,837	1,070,837	4,979	1,075,816	1,070,837	4,979	1,075,816	
	Total						1,070,837	1,070,837	4,979	1,075,816	1,070,837	4,979	1,075,816	
	General Fund													
	TexPool	1111-000	07/31/2016	08/01/2016	0.3690%	1	700,797	700,797	220	701,017	700,797	220	701,017	
	Money Market	114512	07/31/2016	08/01/2016	0.2000%	1	5,209,898	5,209,898	240,128	5,450,026	5,209,898	240,128	5,450,026	
	CD	1d 220005584	12/18/2014	06/30/2016	0.6000%	0	1,004,511	1,009,064	(1,009,064)	0	1,009,064	(1,009,064)	0	
	CD	60050000947	05/10/2016	11/10/2016	0.6000%	102	1,000,000	1,000,510	493	1,001,003	1,000,510	493	1,001,003	
	CD	60050000948	05/10/2016	05/10/2017	0.7500%	283	1,000,000	1,000,637	617	1,001,254	1,000,637	617	1,001,254	
	CD	2200006621	12/10/2015	07/12/2016	0.5000%	0	1,000,000	1,002,461	480	1,002,941	1,002,461	480	1,002,941	
General Fund		1013	06/20/2016	12/20/2017	1.0000%	507	1,000,000	1,000,000	822	1,000,822	1,000,000	822	1,000,822	
Total							10,915,206	10,923,366	(766,305)	10,157,062	10,923,367	(766,305)	10,157,062	
Water and Sewer Fund														
W/S Restricted Fund	Money Market	114512	07/31/2016	08/01/2016	0.2000%	1	220,874	220,874	0	220,874	220,874	0	220,874	
	Money Market	114512	07/31/2016	08/01/2016	0.2000%	1	3,727,547	3,727,547	(249,962)	3,477,585	3,727,547	(249,962)	3,477,585	
	CD	220006629	12/10/2015	10/12/2016	0.6000%	73	1,000,000	1,002,954	0	1,002,954	1,002,954	0	1,002,954	
	CD	1012	06/20/2016	06/20/2017	0.9000%	324	1,000,000	1,000,000	740	1,000,740	1,000,000	740	1,000,740	
	Total							5,948,421	5,951,375	(249,222)	5,702,153	5,951,375	(249,222)	5,702,153
	Capital Project Funds													
Capital Project Funds	Money Market	114512	07/31/2016	08/01/2016	0.2000%	1	348,494	348,494	(42,338)	306,156	348,494	(42,338)	306,156	
	CD	1k 220006623	12/10/2015	03/15/2017	0.7000%	227	1,000,000	1,003,504	0	1,003,504	1,003,504	0	1,003,504	
	CD	1k 220006624	12/10/2015	04/12/2017	0.7000%	255	1,000,000	1,003,504	0	1,003,504	1,003,504	0	1,003,504	
	CD	1k 220005583	03/17/2016	06/17/2017	0.5500%	321	1,000,000	1,008,283	0	1,008,283	1,008,283	0	1,008,283	
	CD	351-11429176	06/30/2014	06/30/2016	0.6700%	0	1,000,000	1,013,496	(1,013,496)	0	1,013,496	(1,013,496)	0	
	Money Market	114512	07/31/2016	08/01/2016	0.2000%	1	1,155,289	1,155,289	605,499	1,760,788	1,155,289	605,499	1,760,788	
Total							5,503,783	5,532,571	(450,334)	5,082,236	5,532,569	(450,334)	5,082,236	
Special Revenue Funds														
Restricted Park Development Fee Fun	Money Market	114512	07/31/2016	08/01/2016	0.2000%	1	382,609	382,609	(65)	382,544	382,609	(65)	382,544	
	Money Market	114512	07/31/2016	08/01/2016	0.2000%	1	544,393	544,393	2,837	547,230	544,393	2,837	547,230	
	Total						927,002	927,001	2,773	929,775	927,002	2,773	929,775	
Impact Fee Fund														
Restricted Water Impact Fee	Money Market	114512	07/31/2016	08/01/2016	0.2000%	1	1,585,422	1,585,422	37,555	1,622,977	1,585,422	37,555	1,622,977	
	Money Market	114512	07/31/2016	08/01/2016	0.2000%	1	1,706,742	1,706,742	17,858	1,724,600	1,706,742	17,858	1,724,600	
	Money Market	114512	07/31/2016	08/01/2016	0.2000%	1	1,902,268	1,902,268	25,969	1,928,237	1,902,268	25,969	1,928,237	
	CD	220006628	12/10/2015	08/10/2016	0.5000%	10	1,000,000	1,002,461	0	1,002,461	1,002,461	0	1,002,461	
Street Maintenance Fund														
Street Maintenance Tax	Money Market	114512	07/31/2016	08/01/2016	0.2000%	1	6,194,432	6,196,893	81,381	6,278,275	6,196,894	81,381	6,278,275	
	Total						119,745	119,745	(26,967)	92,778	119,745	(26,967)	92,778	
Health Insurance Fund														
Health Insurance	Money Market	114512	07/31/2016	08/01/2016	0.2000%	1	203,776	203,776	40,017	243,793	203,776	40,017	243,793	
	Total						203,776	203,776	40,017	243,793	203,776	40,017	243,793	

City of Sachse, TX
Investment Portfolios
July 31, 2016

Source	Description	Cusip/ Ref	Purchase Date	Maturity Date	Coupon (Int. Rate)	Days to Maturity	Book Value			Market Value		
							Beginning of Month	Change 1	End of Month	Beginning of Month	Change	End of Month
EDC	CD	1K 220005585	12/17/2015	12/17/2016	0.3500%	139	1,006,267	0	1,006,267	1,006,267	0	1,006,267
EDC PMMKT	Money Market	114512	07/31/2016	08/01/2016	0.4800%	1	859,059	(143,607)	715,452	859,059	(143,607)	715,452
							1,863,567	(143,607)	1,721,719	1,865,326	(143,607)	1,721,719
							32,746,769	(1,507,285)	31,283,607	32,790,892	(1,507,285)	31,283,607

Summary of Portfolios by Security Type
07/31/16

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
Money Market Account	62.49%	1	0.2200%	19,036,952	19,036,953	511,904	19,548,857	19,036,953	511,904
TexPool	2.24%	1	0.3690%	700,797	700,797	220	701,017	700,797	220
CD's	35.27%	187	0.4290%	9,009,019	13,053,141	-2,019,409	11,033,732	13,053,141	-2,019,409
Total	100.00%			28,746,768	32,790,890	-1,507,285	31,283,607	32,790,890	-1,507,285

1Change = Investment activity including earnings deposits and withdrawals.

Debt Service

Source	Description	Cusip/ Ref	Purchase Date	Maturity Date	Coupon (Int. Rate)	Days to Maturity	Principal Invested	Beginning of Month	Change 1	End of Month	Beginning of Month	Change	End of Month
Debt Service													
GO Bond I&S Fund	Money Market	114512	08/31/2016	09/01/2016	0.2000%	1	1,075,816	1,075,816	443,798	1,519,614	1,075,816	443,798	1,519,614
Total							1,075,816	1,075,816	443,798	1,519,614	1,075,816	443,798	1,519,614
General Fund													
General Fund	TexPool	1111-000	08/31/2016	09/01/2016	0.3633%	1	701,017	701,017	223	701,240	701,017	223	701,240
General Fund	Money Market	114512	08/31/2016	09/01/2016	0.2000%	1	5,450,026	5,450,026	(555,262)	4,894,764	5,450,026	(555,262)	4,894,764
General Fund	CD	'60050000947	05/10/2016	11/10/2016	0.6000%	71	1,000,000	1,001,003	510	1,001,513	1,001,003	510	1,001,513
General Fund	CD	'60050000948	05/10/2016	05/10/2017	0.7500%	252	1,000,000	1,001,254	638	1,001,892	1,001,254	638	1,001,892
General Fund	CD	220006621	12/10/2015	07/12/2016	0.5000%	0	1,000,000	1,002,941	(1,002,941)	(0)	1,002,941	(1,002,941)	(0)
General Fund	CD	1013	06/20/2016	12/20/2017	1.0000%	476	1,000,000	1,000,822	850	1,001,672	1,000,822	850	1,001,672
Total							10,151,043	10,157,062	(1,555,982)	8,601,081	10,157,062	(1,555,982)	8,601,081
Water and Sewer Fund													
W/S Restricted Fund	Money Market	114512	08/31/2016	09/01/2016	0.2000%	1	220,874	220,874	0	220,874	220,874	0	220,874
W/S Operations	Money Market	114512	08/31/2016	09/01/2016	0.2000%	1	3,477,585	3,477,585	570,104	4,047,689	3,477,585	570,104	4,047,689
W/S	CD	220006629	12/10/2015	10/12/2016	0.6000%	42	1,000,000	1,002,954	0	1,002,954	1,002,954	0	1,002,954
W/S	CD	1012	06/20/2016	06/20/2017	0.9000%	293	1,000,000	1,000,740	765	1,001,505	1,000,740	765	1,001,505
Total							5,698,459	5,702,153	570,869	6,273,021	5,702,153	570,869	6,273,021
Capital Project Funds													
Capital Project Funds	Money Market	114512	08/31/2016	09/01/2016	0.2000%	1	306,156	306,156	(49,205)	256,951	306,156	(49,205)	256,951
2009 GO Bonds	CD	nk 220006623	12/10/2015	03/15/2017	0.7000%	196	1,000,000	1,003,504	0	1,003,504	1,003,504	0	1,003,504
2009 GO Bonds	CD	nk 220006624	12/10/2015	04/12/2017	0.7000%	224	1,000,000	1,003,504	0	1,003,504	1,003,504	0	1,003,504
2009 GO Bonds	CD	nk 220005583	03/17/2016	06/17/2017	0.5500%	290	1,000,000	1,008,283	0	1,008,283	1,008,283	0	1,008,283
2009 GO Bonds	Money Market	114512	08/31/2016	09/01/2016	0.2000%	1	1,760,788	1,760,788	(192,926)	1,567,862	1,760,788	(192,926)	1,567,862
Total							5,066,945	5,082,236	(242,131)	4,840,105	5,082,235	(242,131)	4,840,105
Special Revenue Funds													
Restricted Park Development Fee Fun	Money Market	114512	08/31/2016	09/01/2016	0.2000%	1	382,544	382,544	73	382,617	382,544	73	382,617
Restricted General Fund	Money Market	114512	08/31/2016	09/01/2016	0.2000%	1	547,230	547,230	(1,245)	545,985	547,230	(1,245)	545,985
Total							929,775	929,775	(1,172)	928,602	929,775	(1,172)	928,602
Impact Fee Fund													
Restricted Water Impact Fee	Money Market	114512	08/31/2016	09/01/2016	0.2000%	1	1,622,977	1,622,977	39,581	1,662,558	1,622,977	39,581	1,662,558
Restricted Sewer Impact Fee	Money Market	114512	08/31/2016	09/01/2016	0.2000%	1	1,724,600	1,724,600	27,976	1,752,576	1,724,600	27,976	1,752,576
Restricted Roadway Impact Fee	Money Market	114512	08/31/2016	09/01/2016	0.2000%	1	1,928,237	1,928,237	40,867	1,969,104	1,928,237	40,867	1,969,104
Impact Fee Fund	CD	220006628	12/10/2015	08/10/2016	0.5000%	0	1,000,000	1,002,461	877	1,003,338	1,002,461	877	1,003,338
Total							6,275,813	6,278,275	109,301	6,387,576	6,278,275	109,301	6,387,576
Street Maintenance Fund													
Street Maintenance Tax	Money Market	114512	08/31/2016	09/01/2016	0.2000%	1	92,778	92,778	38,013	130,791	92,778	38,013	130,791
Total							92,778	92,778	38,013	130,791	92,778	38,013	130,791
Health Insurance Fund													
Health Insurance	Money Market	114512	08/31/2016	09/01/2016	0.2000%	1	243,793	243,793	12,995	256,788	243,793	12,995	256,788
Total							243,793	243,793	12,995	256,788	243,793	12,995	256,788
EDC Fund													

City of Sachse, TX
Investment Portfolios
August 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	End of Month	Beginning of Month	End of Month
EDC	CD	nk 220005585	12/17/2015	12/17/2016	0.3500%	108	1,004,508	1,006,267	0	1,006,267	0
EDC PMMKT	Money Market	114512	08/31/2016	09/01/2016	0.4800%	1	715,452	715,452	41,335	756,787	41,335
							1,719,960	1,721,719	41,335	1,763,054	41,335
							31,254,382	31,283,607	(582,974)	30,700,632	(582,974)

Summary of Portfolios by Security Type
08/31/16

Security Type	Percent of Total (Book Value)	Average # of days	Average Yield	Book Value		Market Value	
				Beginning of Month	End of Month	Beginning of Month	End of Month
Money Market Account	65.03%	1	0.2200%	15,850,397	19,548,857	19,548,857	19,964,961
TexPool	2.28%	1	0.3633%	701,017	701,017	701,017	701,240
CD's	32.68%	177	0.6500%	11,004,508	11,033,732	11,033,732	10,034,431
Total	100.00%			27,555,922	31,283,607	31,283,606	30,700,632

¹Change = Investment activity including earnings deposits and withdrawals.

Debt Service

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	
Debt Service														
GO Bond I&S Fund	Money Market	114512	09/30/2016	10/01/2016	0.2000%	1	1,519,614	1,519,614	(13)	1,519,601	1,519,614	(13)	1,519,601	
		Total						1,519,614	1,519,614	(13)	1,519,601	1,519,614	(13)	1,519,601
General Fund	TexPool	1111-000	09/30/2016	10/01/2016	0.3799%	1	701,240	701,240	219	701,459	701,240	219	701,459	
		114512	09/30/2016	10/01/2016	0.2000%	1	4,894,764	4,894,764	(735,755)	4,159,009	4,894,764	(735,755)	4,159,009	
		160050000947	05/10/2016	11/10/2016	0.6000%	41	1,000,000	1,001,513	510	1,002,023	1,001,513	510	1,002,023	
		160050000948	05/10/2016	05/10/2017	0.7500%	222	1,000,000	1,001,892	638	1,002,530	1,001,892	638	1,002,530	
		1013	06/20/2016	12/20/2017	1.0000%	446	1,000,000	1,001,672	851	1,002,523	1,001,672	851	1,002,523	
Total							8,596,004	8,601,081	(733,537)	7,867,544	(733,537)	7,867,544		
Water and Sewer Fund														
W/S Restricted Fund	Money Market	114512	09/30/2016	10/01/2016	0.2000%	1	220,874	220,874	13,265	234,139	220,874	13,265	234,139	
		114512	09/30/2016	10/01/2016	0.2000%	1	4,047,689	4,047,689	244,290	4,291,979	4,047,689	244,290	4,291,979	
		220006629	12/10/2015	10/12/2016	0.6000%	12	1,000,000	1,002,954	1,480	1,004,434	1,002,954	1,480	1,004,434	
		1012	06/20/2016	06/20/2017	0.9000%	263	1,000,000	1,001,505	765	1,002,270	1,001,505	765	1,002,270	
		Total							5,268,563	6,273,021	259,800	6,532,822	259,800	6,532,822
Capital Project Funds														
Capital Project Funds	Money Market	114512	09/30/2016	10/01/2016	0.2000%	1	256,951	256,951	370,514	627,465	256,951	370,514	627,465	
		nk 220006623	12/10/2015	03/15/2017	0.7000%	166	1,000,000	1,003,504	1,766	1,005,270	1,003,504	1,766	1,005,270	
		nk 220006624	12/10/2015	04/12/2017	0.7000%	194	1,000,000	1,003,504	1,766	1,005,270	1,003,504	1,766	1,005,270	
		nk 220005583	03/17/2016	06/17/2017	0.5500%	260	1,000,000	1,008,283	1,398	1,009,681	1,008,283	1,398	1,009,681	
		114512	09/30/2016	10/01/2016	0.2000%	1	1,567,862	1,567,862	(553,989)	1,013,873	1,567,862	(553,989)	1,013,873	
Total							4,824,814	4,840,105	(178,545)	4,661,558	(178,545)	4,661,558		
Special Revenue Funds														
Restricted Park Development Fee Fund	Money Market	114512	09/30/2016	10/01/2016	0.2000%	1	382,617	382,617	77	382,694	382,617	77	382,694	
		114512	09/30/2016	10/01/2016	0.2000%	1	545,985	545,985	(4,676)	541,309	545,985	(4,676)	541,309	
		Total						928,603	928,603	(4,599)	924,003	928,603	(4,599)	924,003
Impact Fee Fund	Money Market	114512	09/30/2016	10/01/2016	0.2000%	1	1,662,558	1,662,558	324,197	1,986,755	1,662,558	324,197	1,986,755	
		114512	09/30/2016	10/01/2016	0.2000%	1	1,752,576	1,752,576	343,780	2,096,356	1,752,576	343,780	2,096,356	
		114512	09/30/2016	10/01/2016	0.2000%	1	1,969,104	1,969,104	385,950	2,355,054	1,969,104	385,950	2,355,054	
		220006628	12/10/2015	08/10/2016	0.5000%	0	0	1,003,338	(1,003,338)	0	1,003,338	(1,003,338)	0	
		Total							5,384,238	6,387,576	50,589	6,438,165	50,589	6,438,165
Street Maintenance Fund														
Street Maintenance Tax	Money Market	114512	09/30/2016	10/01/2016	0.2000%	1	130,791	130,791	28,163	158,954	130,791	28,163	158,954	
		Total						130,791	130,791	28,163	158,954	130,791	28,163	158,954
Health Insurance Fund														
Health Insurance	Money Market	114512	09/30/2016	10/01/2016	0.2000%	1	256,788	256,788	18,259	275,047	256,788	18,259	275,047	
		Total						256,788	256,788	18,259	275,047	256,788	18,259	275,047

EDC Fund

City of Sachse, TX
Investment Portfolios
September 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
EDC	CD	nk 220005585	12/17/2015	12/17/2016	0.3500%	78	1,004,508	1,006,267	885	1,007,152	885
EDC PMMKT	Money Market	114512	09/30/2016	10/01/2016	0.4900%	1	756,787	756,787	(21,428)	735,359	(21,428)
							1,761,295	1,763,054	(20,543)	1,742,511	(20,543)
							28,670,709	30,700,632	(580,427)	30,120,205	(580,427)

Summary of Portfolios by Security Type
09/30/16

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
Money Market Account	67.65%	1	0.2207%	19,964,961	19,964,961	412,634	20,377,594	412,634
TexPool	2.33%	1	0.3799%	701,240	701,240	219	701,459	219
CD's	30.02%	187	0.6650%	9,004,508	10,034,431	-993,279	9,041,152	-993,279
Total	100.00%			29,670,709	30,700,632	-580,427	30,120,205	-580,427

¹Change = Investment activity including earnings deposits and withdrawals.



City of Sachse, Texas

Legislation Details (With Text)

File #: 16-3602 **Version:** 1 **Name:** Administer Oath of Office - Board/Commissions
Type: Agenda Item **Status:** Agenda Ready
File created: 11/15/2016 **In control:** City Council
On agenda: 11/21/2016 **Final action:**
Title: Administer Oath of Office to Board and Commission member(s).

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Title

Administer Oath of Office to Board and Commission member(s).

Background

The City Council recently made appointments and re-appointments to various Boards and Commissions at the November 7, 2016 meeting. The City Council may administer their Oath of Office to each Board and Commission member(s) appointed.

Planning and Zoning Commission

- * Fernando Gutierrez
- * David Hock
- * Scott Ohman
- * Wendy Stewart

Economic Development Corporation

- * Karlos McGhee
- * Spencer Hauenstein
- * Michael VanBuskirk

Zoning Board of Adjustments

- * Aaron McCarty
- * Danny Pitcock
- * Beverly Miller

Library Board

- * Sean French

- * Lauren McKinney
- * Ruth Glover

Parks and Recreation Board

- * Nieves Marques
- * Diana Smith
- * Cyndi Mitchell
- * Gloria Okereke - Youth Advisor

Animal Shelter Board

- * Brenda Smith
- * Russell Lehr
- * Ted Kinzer

Policy Considerations
None.

Budgetary Considerations
None.

Staff Recommendations
Administer Oath of Office to the newly appointed board members.



City of Sachse, Texas

Legislation Details (With Text)

File #: 16-3603 **Version:** 1 **Name:** Council liaisons to Boards and Commissions
Type: Agenda Item **Status:** Agenda Ready
File created: 11/15/2016 **In control:** City Council
On agenda: 11/21/2016 **Final action:**
Title: Consider appointment(s) of Council liaisons to the City's Boards and Commissions.
Sponsors:
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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Title

Consider appointment(s) of Council liaisons to the City's Boards and Commissions.

Background

On a yearly basis the Council has reviewed the Council appointed liaisons to each Board or Commission. The current appointments are as follows:

Mayor Felix	NTTA, NCTCOG
Mayor Pro Tem Ross	TIF Board and Library Board
Councilman King	Animal Shelter Board and Animal Shelter Advisory Committee
Councilman Adams	Planning & Zoning Commission
Councilman Bickerstaff	EDC and GISD
Councilman Franks	Parks and Recreation Board
Councilman Watkins	WISD

Policy Considerations

None.

Budgetary Considerations

None.

Staff Recommendations

Appoint Council liaisons to the City's Boards and Commissions as appropriate.



City of Sachse, Texas

Legislation Details (With Text)

File #:	16-3611	Version:	1	Name:	Strategic Plan Update
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	11/18/2016	In control:		In control:	City Council
On agenda:	11/21/2016	Final action:		Final action:	
Title:	Receive and discuss update of the City's Strategic Plan.				

Sponsors:

Indexes:

Code sections:

Attachments: [Presentation](#)
[Strategic Plan Update](#)

Date	Ver.	Action By	Action	Result
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Title

Strategic Plan Update.

Background

In January 2015, the City Council adopted a Strategic Plan with six strategic goals critical in planning Sachse's future. On January 23, 2016, the City Council held a Strategic Planning all day session in which those goals were revisited and new areas of focus were identified. In February and March, department directors and other staff received goal setting training and worked in groups to identify tasks needed to carry out the established City Council strategic goals. Staff presented a final Strategic Plan to the City Council for review and approval at the City Council meeting on April 4, 2016. On July 23, 2016, the City Council received a status update on the progress made on the action items in the Strategic Plan as part of the City Council's FY 2016/17 Budget Retreat. Tonight, the City Council will receive another status update in the progress made on the action items in the Strategic Plan since the approval of the 2016/17 budget. This update will include services and policies included in the base budget as well as program enhancements as part of the 2016/17 budget process.

Policy Considerations

None.

Budgetary Considerations

None.

Staff Recommendations

Discussion only.



Strategic Plan Update

City Council Meeting

November 21, 2016



GOAL 1



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

Goal 1

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

Accomplishments

• Service Enhancements

- Completed ISO rating preparation
- Added six new firefighters
- Fire apparatus planning and resource redeployment for Fire Stations 1 and 2
- Fire Command staff administrative restructuring for training and development
- Three Fire Driver/Engineer promotions in November
- Fire apparatus replacement plan resulting in new Fire Quint purchased in October for delivery in 2017
- Restructured part time firefighter program
- Staffing of SRO position at Sachse High School



Goal 1

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

Accomplishments

- Service Enhancements

- Police Command staff administrative restructuring for training and development
- Police Executive and Command staff level training
- COMPSTAT crime analysis process
- Police Procedural Justice training completed



Goal 1

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

Accomplishments

• Community Outreach

- New Cops and Campers Program
- Expanded National Night Out
- New Senior Citizen National Night Out
- New Fire Prevention Week puppet show programs in elementary schools
- Fire Station Open Houses
- AOR Meetings
- Exceeded goals for neighborhood video crime watch and E-Watch participation

• Community Partnerships

- Walmart loss prevention
- CERT



Goal 1

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

Next Steps

- Community Outreach

- Implementation of Door Reinforcement Program in 2017
- Identify needs for Fire public education programs and citizen involvement programs in 2017
- New business and vehicle related Crime Prevention programming in 2017



Goal 1

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

Next Steps

- Service Enhancements

- ISO site visit in January 2017 with expected improved rating in spring 2017
- Three additional firefighters start in December 2016
- Fire station alerting system
- Three additional Fire Driver/Engineer promotions in April 2017
- New IT employee hired; will assist in implementation of police and fire technology needs
- Enhanced Body Worn Camera program
- Public Service Officer to start in January 2017
- Police Defensive Tactics training in August 2017



Goal 2



Strategically invest in the City's existing and future infrastructure

Goal 2

Strategically invest in the City's existing and future infrastructure

Accomplishments

- Initiatives

- The City Council funded a Stormwater Utility Study, which was begun in May, 2016. The study is on pace to be completed mid-year 2017.
- The City Council adopted a sidewalk maintenance policy in March of 2016, with a focus on addressing sidewalks with the worst trip hazards and structural failures. In the 6 months following adoption, the Street Department replaced 1,240 linear feet of sidewalk that was identified as being in the worst condition.



Goal 2

Strategically invest in the City's existing and future infrastructure

Accomplishments

- Investment - Maintenance

- Staff continues to utilize the PASER Rating System to evaluate City streets.
- The Sachse Street Maintenance Tax continues to provide funding for multiple street rehabilitation projects each year.
- Council approved funding for a sewer main camera in the FY 2016-17 Budget.

- Investment - Expansion

- 3rd Sewer Connection to Garland – project is substantially complete. Sewer main is active.
- Southeast Water Tower – Design complete. Awaiting property owner/developer coordination.
- The SH 78 and 5th/Dewitt Road lighting project is nearing substantial completion.



Goal 2

Strategically invest in the City's existing and future infrastructure

Next Steps

- Initiatives

- Update the 10-year Capital Improvement Plan in 2017
- Complete Stormwater Utility Study in 2017, and consider any necessary policy changes

- Infrastructure Maintenance

- Complete the PASER Rating for all City streets 20+ years old
- TV aging sewer mains, identify sewer rehabilitation needs

- Infrastructure Expansion

- In 2017, begin final design of the Southeast sewer expansion, including lift station, gravity mains, and force main.



Goal 3

A hand is shown placing a coin onto a series of stacks of coins that increase in height from left to right. Small green trees are growing out of the top of each stack. The text 'The FINANCE Department' is overlaid on the image, with 'FINANCE' in large bold letters and a pie chart icon replacing the letter 'O'.

The
FINANCE
Department

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

Goal 3

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

Accomplishments

- Policy Initiatives

- Maintained steady tax rate for two years
- Adopted Master Fee schedule
- Approved updated Financial Policies to include surplus property, debt and grants
- Implemented “pay as you go” Vehicle and Equipment Replacement Fund (VERF)

Goal 3

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

Next Steps

- Policy Initiatives

- Implementation of financial transparency software to be completed in April 2017
- Preparation for Street Maintenance Sales Tax Election in May 2017
- Impact Fee study to begin in January 2017
- Begin Long Range Financial Plan upon adoption of the Comprehensive Plan in early 2017
- Evaluation of residential Solid Waste services in 2017



Goal 4



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

Goal 4

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

Accomplishments

• Service Enhancements

- Reclassified two part time Library positions to full time positions
- Added Children's Story Times
- Increased books and shelving for the Library
- Repainted steel trellis and arbors throughout City Hall campus
- Increased recreation events and classes in Guide to Fun
- Implemented Special Events process
- Contracted with new fireworks vendor for Red White and Blue Blast 2017
- Increased attendance and programming at the Senior Center
- Added H2O Expo



Goal 4

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

Next Steps

- Service Enhancements

- Replace fountain and fountain lights at Dave Sanford Park
- Continue and enhance the H2O Expo as part of the Arbor Day Jubilee: Team Up and Clean Up Event
- Review future park land acquisitions after the Comprehensive Plan adoption

- Community Outreach

- Develop volunteer program policies and procedures





City
Planning

Goal 5



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

Goal 5

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

Accomplishments

- Service Enhancements
 - EDC/City coordination
 - New EDC marketing plan
 - Comprehensive Plan
 - Commercial and community site integrity programs
 - Texas Municipal League Excellence Award for Code Compliance notifications
 - New Customer Service Manager



Goal 5

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

Next Steps

- Policy Initiatives

- Further City Council policy direction regarding the code modernization upon adoption of the Comprehensive Plan in January 2017.





Goal 6

CUSTOMER
FEEDBACK
SUPPORT
INNOVATIVE
QUALITY
EXCELLENT
FRIENDLY



Provide excellent government services to Sachse Citizens

Goal 6

Provide excellent government services to Sachse Citizens

Accomplishments

- Service Enhancements

- Implementation of Employee Self Service
- Continued market competitiveness in employee compensation

- Community Outreach

- Commercial and community site integrity programs
 - Texas Municipal League Excellence Award for Code Compliance notifications
 - New Customer Service Manager position



Goal 6

Provide excellent government services to Sachse Citizens

Next Steps

- Service Enhancements

- Implementation of financial transparency online access
- Review and approval of updated Employee Policies and Procedures Manual
- 30 day and 6 month new Employee/Supervisor Meetings
- Employee classification study for select positions

Goal 1

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

Action Item	Department	Target Date	Notes	Completion Date
Develop a comprehensive training program and competency testing for all ranks.	Fire Department	4/2/2016	Ongoing-Driver/Engineer Training Program implemented in FY 16/17.	
Develop an Action Plan for the maintenance and replacement of all apparatus and equipment.	Fire Department	4/2/2016	An apparatus replacement plan was created.	6/1/2016
Develop Key Performance Indicators for emergency response.	Fire Department	4/3/2016	SFR is Currently Monitoring various elements of Response Time. With the implementation of the new Fire Station Alerting System, performance indicators will be more readily available.	
Identify current status and needs of the department training program.	Fire Department	4/4/2016	Currently meeting all mandated training requirements. To accommodate a more robust training program that is aligned with departmental goals, administrative duties performed by the Lieutenants will be evaluated. An Administrative Duties restructuring is upcoming.	
Creating Staffing Matrix for Fire Station 2	Fire Department	4/5/2016	A Staffing Matrix was created and presented to the City Council to allow staffing Station 2. This model continues and with the addition of the Driver/Engineer positions in April 2017 will allow continuous supervision at that station.	5/2/2016
Creating a Rank Structure to support the supervisory and operational needs of the Fire Department.	Fire Department	4/17/2017	The Staffing Matrix outlines the various Ranks needed. Driver/ Engineer positions were approved for FY 16/17. A promotional test was given, an assessment center conducted, and Chief's interviews performed. 3 Driver Engineers will be promoted 11/14/2016 and 3 more in April/May 2017	
Develop an Action Plan based on the ISO Consultant's Recommendations.	Fire Department	4/8/2016	The ISO Site Survey is scheduled for January 2017. We expect to learn the results by April 2017	4/8/2016
Developing eligibility requirements and hire 6 personnel to fill current vacant positions.	Fire Department	4/9/2016	A Firefighter Entrance Exam was given and 6 hired from the list. The 3 additional firefighter will be hired from the existing list.	5/2/2016

Goal 1

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

Action Item	Department	Target Date	Notes	Completion Date
Identifying current status and needs of the community outreach program.	Fire Department	4/11/2016	Working on Community Risk analysis to focus community outreach programs. Current outreach programs are installing smoke detectors, station tours, attending birthday parties, CPR training for city staff and maintenance of public access AED's. Needs include: Increase staffing in fire prevention office.	
Identifying current status and needs of the Public Education program.	Fire Department	4/11/2016	Attended train-the trainer program for Remembering When. A fire and fall prevention program for older adults. Program is designed for group or individual programs and can include a "home inspection". Needs include: Increase staffing in fire prevention office to develop, plan, and deliver presentations.	
Identifying current status and needs of the Fire Prevention program.	Fire Department	4/12/2016	Development of FP programs to include children, youth and adults. Needs include: Increase staffing in fire prevention office to develop, plan and deliver presentations.	
Identifying current status and needs of citizen involvement program.	Fire Department	4/12/2016	Future planning of citizen fire academy and a "Walk a Mile" program where city staff and council can wear the gear, operate a hose line, climb the ladder, use the extrication tools, and other tasks. Explore the idea of a Fire Corps with existing CERT team members or finding citizens who have more interests in assisting the FD.	
Identifying current oversight, status, and needs of the CERT program.	Fire Department	4/16/2016	CERT leadership was reorganized. They are functioning well and expect to expand. Budget request for CERT has been approved. The Sachse Citizen Corp was created as an umbrella organization.	
Collaborate and assist with the Police Department's IT policy goal.	Fire Department/ Police Department	4/15/2016	Completed and position filled	11/1/2016

Goal 1

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

Action Item	Department	Target Date	Notes	Completion Date
Integrating prevention methods with Walmart thru a collaborative partnership to reduce theft offenses and evaluate monthly, Target reduction 10%	Police Department	4/16/2016	SPD Visibility efforts continue. Currently offenses are trending down from last year.	
Expanding existing E-Watch and Neighborhood Video Watch programs by 15%	Police Department	On-Going	E-Watch currently at 17% increase from last year. Neighborhood Video Crime Watch currently at 20% increase from last year.	
Developing Public Service Office proposal for inclusion in the 2017 budget request.	Police Department	1/30/2017	Hiring Process Initiated, expect onboarding by January 2017	
Conducting Command & Supervision training.	Police Department	4/19/2016	February 2016. Full day retreat conducted with Dept. Supervisors focusing on Leadership, Motivational techniques. Completed	4/30/2016
Continuing development of COMPSTAT monthly crime analysis process by fully integrating accurate reporting processes, accountability expectation and deployment strategies.	Police Department	4/20/2016	Completed infusion of this process in March 2016. Analysis function on-going monthly as part of Command Staff meetings.	4/30/2016
Realigning organizational structure components and implementation of changes.	Police Department	4/21/2016	Org Structure and Command responsibility changes implemented.	4/30/2016
Completing infusion of policy with HCM platform.	Police Department	4/22/2016	Policy uploading complete. Policy review and revision is a continuing year to year process as law, practices and technology change.	4/30/2016
Conducting Defensive Tactics Training for sworn personnel.	Police Department	8/30/2017	Training regimen for remainder of TCOLE 16/17 training cycle under development. Training will take place prior to end of cycle. Training cycle ends Aug 2017	
Develop new Crime Prevention programming tailored to the prevention of business and vehicle Related Crimes. Take, Lock & Hide Program	Police Department	7/9/2017	Program development delayed until 2017	

Goal 1

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

Action Item	Department	Target	Notes	Completion
Develop new Crime Prevention programming tailored to the prevention of business and vehicle Related Crimes. Door Reinforcement Program	Police Department	4/25/2016	Have acquired hardware, developed training plan, implementation plan and associated record keeping. Solicitation scheduled for Dec 2016	
Developing Summer Children's program and implementation	Police Department	4/26/2016	Preparing for Summer 2017	
Conducting Procedural Justice Training for sworn personnel.	Police Department	4/27/2016	Command and Supervisory staff have completed training. On track, last class scheduled for December 2016	
Pursuing Campus Video Access thru GISD and implementation	Police Department	4/29/2016	No significant progress. Will revisit with GISD staff	
Completing the agency process for certification as a TCOLE training provider.	Police Department	4/30/2016	Re-evaluating feasibility of this goal relative to overall training needs.	
Developing departmental volunteer program, Research, policy and ordinance development completion. (No defined due to budget implication)	Police Department	5/1/2016	Ordinance presentation and overview of program scheduled for Dec. 5th	
Pursuing grant opportunity for Body Camera Upgrade with implementation.	Police Department	5/2/2016	Awarded grant, awaiting equipment delivery	
Reinstituting AOR Community meetings beginning the week of February 15th with initial meetings, completion by May 15th and evaluate second series of meetings for last quarter of 2016.	Police Department	5/3/2016	Initial goal of reinstituting meeting completed in April 2016. Anticipated second series of meeting in Sept/Oct 2016.	4/30/2016
Providing for individual executive level training for Commanders	Police Department	5/4/2016	Lt. Norris completed the ILEA Command Mgmt. College in June 2016. Seeking additional training for Lt. Cassidy due to being waitlisted for LEMIT	
Expansion of National Night Out Event. Conduct Pre-NNO event at Senior Center focusing on senior related crime prevention.	Police Department	1/1/2017	Completed	10/4/2016
Expansion of National Night Out Event. Incorporate Canned Food Drive within NNO event.	Police Department	1/1/2017	Completed	10/4/2016

Goal 2

Strategically invest in the City's existing and future infrastructure

Action Item	Department	Target Date	Notes	Completion Date
Complete Engineering Design of Southwest Water Tower	Engineering	11/1/2016	Plans are complete. Awaiting property acquisition	10/29/2016
Issue RFP for Stormwater Management study	Public Works	5/1/2016	RFP was issued earlier this year, and the project was awarded to Freese & Nichols in June. Project is underway.	5/1/2016
Video all sewer mains $\geq$ 30 years of age	Public Works	9/30/2017	Sewer main camera has been ordered will begin using once camera has arrived	
Begin Final Design of Southeast Lift Station, President George Bush Tollway Phase II Sewer, and 24th Trunk Sewer.	Engineering	2/1/2017	Staff has requested consultant to provide scope and fee in July, 2016. Consultant proved final scope. Staff to bring final design contract to Council once 10 yr CIP update is complete.	
Research/ Budgeting options for replacement and (or) upgrade of the water metering system to include progression to AMI to potentially include a customer portal	Finance/Public Works	6/30/2016	Funded in 16-17 Budget. Vendor RFP and selection complete for Phase 1 implementation.	11/1/2016
Develop water/ sewer rehabilitation cost/ rating list	Public Works	3/1/2017	Staff is in the early stages of putting together a comprehensive list of water/sewer rehabilitation projects. A sewer main camera would expedite the rating process for sewer mains.	
Establish and implement a sidewalk maintenance policy and program, to include replacement criteria	Public Works/ Community Development	10/1/2016	The City Council approved the sidewalk maintenance policy for the City at the 3/21/16 Council Meeting. Staff is carrying out the policy in response to requests for sidewalk replacement.	4/1/2016
Complete PASER Rating of all streets $\geq$ 20 years old	Public Works/ Engineering	10/1/2016	Staff has completed PASER rating of our oldest streets and currently updating report	10/1/2016
Complete construction of 3rd Sewer Connection to Garland	Public Works/ Engineering	12/1/2016	Construction is approximately 90% complete, and the sewer line is functional. Finishing erosion protection in Rowlett Creek.	

Goal 2

Strategically invest in the City's existing and future infrastructure

Action Item	Department	Target Date	Notes	Completion Date
Review Capital Road Expansion in conjunction with Development Interest in the TIF District	Public Works/ Engineering	10/1/2016	Staff worked with the Comp Plan consultant and interested developers to identify how the PGBT area could/will develop, and how infrastructure, including roads should best be implemented/constructed.	10/21/2016
Review partnership opportunities with neighboring cities	Public Works	On-Going	Staff continues to coordinate with City of Garland and City of Wylie regarding roadway, holding regular discussions with Wylie's City Engineer and Garland's Director of Engineering.	On-Going
Identify sub-standard size and material water mains in need of replacement	Public Works	7/1/2016	Staff has identified water and sewer rehab projects for FY 16-17, which will be included in the CIP. Staff has also identified all substandard water and sewer mains in the Sachse Road corridor. Staff is working with Dallas County and the engineering consultant to replace these mains with the Sachse Road widening project.	7/1/2016
Working with Comprehensive Plan consultants, prepare Mater Plan for PGBT overlay district and present plan to Council for approval.	Community Development/SEDC	2/1/2017	Various scenarios were created by the consultant team, based upon public input and market data. These plans were tested with the development community and shared with the public and boards and commissions. Plan approval is expected in early 2017.	

Goal 3

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

Action Item	Department	Target Date	Notes	Completion Date
Prepare Street Maintenance Tax Election for May 2017	Engineering	2/1/2017	Staff discussed item with City Council at the 7/5/16 Council Meeting. Staff to return to Council in January with action item to place on the May 2017 ballot.	
Issue RFP for Impact Fee Review Study	Engineering & Community Development	1/1/2017	Obtained budget number from consultant in May. Included item as a supplemental in the Utility Fund for FY 16-17 Budget (Water/Wastewater). Staff will provide Streets CIP update.	
Maintain steady tax rate for 2016-2017 budget, balancing operation and debt ratio to provide maximum funding by budget approval	Finance	9/1/2016	Preliminary budget based on maintaining 2015 tax rate of .757279. M&O revenue budgeted at rollback threshold of 8% over 2016 revenue, I&S rate includes debt service on tax notes and 2016 Refunding Bonds with principal retirement structured to hold steady tax rate.	9/1/2016
Review/ update the Master Fee Schedule on an annual basis with participation from all departments during the budget process	Finance & Community Development	7/1/2016	Master Fee Schedule updated and approved during budget cycle.	8/1/2016
Review & approve financial policies. Append to include surplus property, debt, IT and grants prior to approval of 2017 budget.	Finance/ City Manager	7/1/2016	Financial Policy Statement reviewed by Council and adopted during budget cycle.	8/1/2016
Grant strategy defined to utilize professional contract services for opportunities \$25,000 or greater. Grant opportunities below \$24,999 are handles in-house by department head or designee for dept. specific grants.	Finance & Parks & Recreation	7/1/2016	Grant policy included in Financial Policy Statement.	8/1/2016
Implement Equipment Replacement Fund in the 2016-2017 Budget by budget approval. (All department allocation show as recurring line item, Equipment purchases made by the Equipment Replacement Fund)	Finance	9/1/2016	Vehicle and Equipment Replacement Fund included in 2017 budget.	9/1/2016

Goal 3

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

Action Item	Department	Target Date	Notes	Completion Date
Provide options to City Council regarding long range financial plan elements.	Finance	4/1/2017	Funding included in FY 16-17 budget, consultant selected, process will commence following completion of Comprehensive Plan.	
Engage a professional service consultant to prepare the RFP and aid in evaluation/ selection of a Solid Waste provider due to current agreement maturing. RFP to be advertised not later than 03/30/2017 to meet change notification criteria.	Finance & City Manager	3/1/2017	Funding for consultant to assist in Solid Waste contract negotiations was included in FY 16-17 budget.	
Obtain quotes, prepare a budget request for a comprehensive Facilities Study for the 2016/2017 budget.	Public Works & Engineering	8/1/2016	The item was discussed during the FY 16-17 Budget process for Council consideration. Staff will bring item to City Council for further discussion in a work session	8/1/2016
Review/ update the Master Fee Schedule on an annual basis with participation from all departments during the budget process	Finance & Community Development	7/1/2016	City Council approved the revised Master Fee Schedule as part of the FY 16-17 budget.	8/1/2016

Goal 4

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

Action Item	Department	Target Date	Notes	Completion Date
Meet bi-weekly with City Manager to discuss EDC projects and goals.	SEDC	2016 bi-weekly	Meet with CM on bi-weekly basis as scheduled. Meet throughout the week to discuss projects and goals as needed.	On Going
Work with City Manager and key City Staff Directors to manage SEDC specific components of Comprehensive Plan Update.	SEDC	2016 weekly	Participated in oversight of project deliverables through participation in bi-weekly team strategy meetings. Engaged in planning and execution of charrettes for catalytic areas. Engaged in the planning and execution of the Comp Plan joint presentations to Council, P&Z and SEDC.	On Going
Prepare comprehensive written report of previous quarter's efforts in regards to Goal One and send to Council for review prior to meeting.	SEDC	2016 quarterly	10/2016 - Quarterly presentation scheduled for 9/5 was rescheduled to 10/3 due to staff medical leave. City Manager rescheduled to 11/7. Rescheduled to 11/21 due to staff medical leave.	On Going
Summarize in oral report to Council, key successes, failures, and findings from sales efforts from previous quarter outlined in Goal One.	SEDC	2016 quarterly	Quarterly presentation scheduled for 9/5 was rescheduled to 10/3 due to staff medical leave. City Manager rescheduled to 11/7 then rescheduled to 11/21 due to staff medical leave.	On Going

Goal 4

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

Action Item	Department	Target Date	Notes	Completion Date
Update Council on any activity with regards to pending or active projects and/or incentives proposed for recruitment of targets.	SEDC	2016 quarterly	Same as above	On Going
Facilitate potential new projects when appropriate and necessary, by offering incentives from approved incentive list. Prepare when appropriate and necessary, customized incentive packages for projects that require non-traditional and significantly more competitive approaches. Discuss all potential incentive packages with City Manager and present to EDC Board of Directors for approval prior to offering to target.	SEDC	2016 as required	No current opportunities to capitalize upon.	On Going
Invite City Manager and each Department Director to present an update on their department's activity, with specific focus on potential synergies between groups, to the SEDC Board of Directors.	SEDC	4/1/2016-11/1/2016	Fire Department presented to SEDC during July meeting. 10/2016 - Police department presented to SEDC during October meeting.	
Research and prepare new projects list of reputable area developers with proven track records of successful projects in the North Texas area or beyond, and meet with targets to sell opportunities in Sachse. Meet directly with at least two targets per month.	SEDC	2016 monthly	Met with Hotel developer interested in 190 and Woodbridge Parkway. Met with four brokers during ICSC Texas Conference and Deal Making. Met with Developer for major project on 190. Heavily involved in planning for downtown area which has been shopped to a major developer by consultant.	
Parks and Recreation staff will decide if we will pursue combining the Christmas events into one signature event this year. Christmas events include: Tree Lighting, Christmas Parade, Cookie with Santa, and Story Time with Santa.	Parks and Recreation	5/1/2016	Staff has met and discussed. Each event is so important to the City we believe it would be difficult to combine them.	5/1/2016

Goal 4

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

Action Item	Department	Target Date	Notes	Completion Date
Enhance two successful programs, activities or events. 1.) Identify the programs, activity or event to enhance. 2.) Determine if additional funding is needed and how much	Parks and Recreation	5/1/2016	Added the H2O XPO to the Arbor Day Jubilee: Team up and Clean up Event, Added additional vendors and a game truck to the RWBB. Added game area to the Pumpkin Prowl.	5/1/2016
Develop a plan to implement a CDC (Community Development Corporation) funded 1/4 cent sales taxes for Trails, Parks, and Open Space development 1.) Petition must be completed 62 days to the election.	Parks and Recreation	5/1/2017	Staff is waiting on the recommendations of the Comprehensive Plan	
City Manager and Parks and Recreations Director will meet with the City Council regarding potential future park land acquisitions.	Parks and Recreation/ City Manager	6/1/2016	Another recommendation within the Comprehensive Plan.	
Parks and Recreation Director and Human Resources Director will discuss the volunteer program and procedures.	Parks and Recreation/ Human Resources	12/1/2016	We have volunteers working throughout the City, primarily within the Library, Animal Shelter and at special events. We will continue with the Teen Volunteer program for both library and animal shelter. Exploring recognition for volunteers at special events.	5/1/2016

Goal 5

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

Action Item	Department	Target Date	Notes	Completion Date
Develop a six month marketing plan that includes Social Media; media support, promotion and logistical support for new Sachse business groundbreakings, grand openings and other business retention and expansion related events; event sponsorship/exhibition; presentations to organizations that represent constituent groups; updated collateral materials; media releases that promote economic development in Sachse; evaluation of website for refresh; a retail market, demand and workforce analysis and market research/optimization study to inform prospects of the current potential in Sachse; print advertising opportunities that reach constituent groups. Present final plan to SEDC Board for approval and upon approval, implement plan according to deadlines.	SEDC	9/30/2016	10/16 - BR&E: - Planning "Meet with Pete" Luncheon Presentation and Q&A. Invited VIPs and local business owners. - Collateral: - Designed and produced new business card with USB that contains brochure - distributed at ICSC. - Advertising: - Published ads in: Chamber Business Directory, Wylie News Football issue, Sachse News Fallfest issue, DCEO, DBJ - 2, Bisnow, Dallas Regional Chamber's Fall Real Estate Review, - Website: - Animated brochure and placed on homepage - Issued RFP for website redesign; SEDC Board considering candidates at 10/2016 meeting - Event Sponsorship: - GameZone sponsorship for Sachse Chamber's Fallfest - Bisnow - Great States Investment Summit - Bisnow - Dallas Next Generation Leaders - Dallas State of Office - Social Media: - Activated internship program with SHS. Designed campaign to recruit Chick-Fil-A.	
Conduct a work session with City Council regarding the modernization of commercial related ordinances.	Community Development	4/1/2016	Will defer until after the Comprehensive Plan is complete.	
Share feedback from all prospects during City Council executive session on a quarterly basis	SEDC	Ongoing	It has been implemented, and Council is better informed regarding EDC goals and activities. City Manager, Community Development and Public Works/Engineering are more involved in this process now as well.	
Directly following first staff meeting of the month host a coordination meeting with the City Manager, Engineering Director, and Community Development Director.	Community Development/ City Manager/ Engineering	Ongoing	Staff informally meets regularly on various development related projects and issues.	

Goal 5

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

Action Item	Department	Target Date	Notes	Completion Date
Initiate Commercial Site Integrity (COSI) program and utilize current staff in the interim until code enforcement is formally transferred to Community Development.	Community Development	2/29/2016	COSI has been implemented, has addressed several major issues along SH 78, is on-going, and still has a lengthy to-do list. Changes in dept structure in the FY 16/17 budget eliminated two PT positions and added Community Services Manager.	10/31/2016

Goal 6

Provide Excellent Government Services to Sachse Citizens

Action Item	Department	Target Date	Notes	Completion Date
Hire a Comprehensive Plan consultant, commence the process, and finish it.	Community Development	1/30/2017	The Comprehensive Plan is in progress and on pace for completion by February 2017.	
Fully implement reporting using Incode Employee Services (ESS). Adding all departments except Fire sequentially by September 2016. (Ability to adopt Fire Schedules to the system is not guaranteed).	Finance/ Human Resources		All Departments except Fire are using Employee Self Service (ESS) to report time. Seeking different solution for Fire.	9/1/2016
Provide citizen website access to online register and quarterly reports, and upon completion apply for the Texas Comptrollers Leadership Circle Recognition for transparency in local government.	Finance	4/1/2017	Finance Department staff working with OpenGov to implement transparency program. Currently creating pertinent reports and testing data.	
Create a policy for supervisors to meet with employees after 30 days and 6 months on the job.	Human Resources	2/1/2017	Draft policy will be submitted to City Manager	
Submit budget request detail for an employee classification study.	Human Resources	9/30/2017	Completed and submitted as budget Supplement. The actual classification project was launched in October and will continue throughout the fiscal year.	9/1/2016
Create a project timeline with the City Manager to set Policy Manual update.	Human Resources/ City Manager	12/5/2016	Policy manual review committee was implemented in August, draft manual is going to City Council on 11/21 and adoption/implementation should occur in December 2016	8/1/2016

Goal 6

Provide Excellent Government Services to Sachse Citizens

Action Item	Department	Target Date	Notes	Completion Date
Parks and Recreation Director and Human Resources Director will discuss the volunteer program and procedures.	Parks and Recreation/ Human Resources	12/1/2016	Staff recognizes how important volunteers are to the City. We have volunteers working throughout the City, primarily within the Library, Animal Shelter and at special events. We will continue with the Teen Volunteer program for both library and animal shelter. We would like to incorporate some type of recognition for volunteers at special events. We will continue with the recognition dinner that the library holds each summer.	10/1/2016



City of Sachse, Texas

Legislation Details (With Text)

File #:	16-3485	Version:	1	Name:	Executive session- EDC Quarerly Update
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	8/19/2016	In control:		In control:	City Council
On agenda:	11/21/2016	Final action:		Final action:	
Title:	The City Council shall convene into Executive Session pursuant to the Texas Government Code, Section §551.087: Economic Development to receive quarterly update from EDC Director.				

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Title

Executive Session - Section §551.087: Economic Development: Quarterly Update

Background

The SEDC CEO presents a quarterly update on prospecting activity to Council.

Policy Considerations

None

Budgetary Considerations

None

Staff Recommendations

Conduct Executive Session as appropriate.



City of Sachse, Texas

Legislation Details (With Text)

File #: 16-3606 **Version:** 1 **Name:** Executive session- CM & CS Evaluation Forms
Type: Agenda Item **Status:** Agenda Ready
File created: 11/16/2016 **In control:** City Council
On agenda: 11/21/2016 **Final action:**
Title: The City Council shall convene into Executive Session pursuant to the Texas Government Code, Section §551.074(a)(1): Personnel regarding evaluation process for the City Manager and City Secretary.

Consider any action necessary as a result of Executive Session.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Title

Executive Session - Section §551.074(a)(1): Personnel - Evaluation Process: City Manager and City Secretary

Background

None

Policy Considerations

None

Budgetary Considerations

None

Staff Recommendations

Conduct Executive Session as appropriate.