



**NOTICE OF REGULAR MEETING AGENDA  
LANCASTER CITY COUNCIL  
MUNICIPAL CENTER CITY COUNCIL CHAMBERS  
211 N. HENRY STREET, LANCASTER, TEXAS**

**Monday, March 22, 2021 - 7:00 PM**



**The Mayor and City Councilmembers will attend via video or audio link due to the COVID-19 emergency situation.**

**IMPORTANT NOTICE: Due to the COVID-19 (coronavirus) state of emergency and consistent with the Governor's Order regarding modifications to the Texas Open Meetings Act ("TOMA"), the public will not be admitted to the physical meeting location.**

**Please click the link below for forms:**

<https://www.lancaster-tx.com/1413/Notice-Regarding-Public-Participation>

**Please click the link below to join the webinar:**

<https://us02web.zoom.us/join/tZYtdU6qqz4jHdRPvOYH20Bf66msfKzZmHlz>

**The meeting will be broadcast live via video at the following address:**

<http://www.lancaster-tx.com/324/Watch-Meetings>

**7:00 P.M. REGULAR MEETING:**

**CALL TO ORDER**

**INVOCATION:** Ministerial Alliance

**PLEDGE OF ALLEGIANCE:** Deputy Mayor Pro Tem Stanley Jaglowski

**PROCLAMATIONS:** National Public Safety Telecommunications Week, Parental & Family Alienation Awareness Day

**PUBLIC TESTIMONY/CITIZENS' COMMENTS:**

At this time, citizens who have pre-registered before the call to order will be allowed to speak on any matter for a length of time not to exceed three minutes. No Council action or discussion may take place on a matter until such matter has been placed on an agenda and posted in accordance with law. Anyone desiring to speak on an item scheduled for a public hearing is requested to hold their comments until the public hearing on that item.

**CONSENT AGENDA:**

Items listed under the consent agenda are considered routine and are generally enacted in one motion. The exception to this rule is that a Council Member may request one or more items to be removed from the consent agenda for separate discussion and action.

1. Consider approval of minutes from the City Council Regular Meeting held on March 8, 2021.
2. Consider a resolution accepting the 2020 Lancaster Police Department Racial Profiling Analysis Annual Report.
3. Consider a resolution accepting the Comprehensive Annual Financial Report (CAFR) for the fiscal year ended September 30, 2020.

## ACTION:

4. M21-12 Discuss and consider an ordinance granting two (2) exception requests from Article 14.400. Permissible Uses, Sec. 14.402 Use Standards (j) Wholesale, Distribution & Storage (1) Mini-Warehouse of the Lancaster Development Code (LDC) to exceed the maximum number of self storage units allowed per acre and roof pitch requirement on property located on the south side of Cedar Valley Drive, approximately 542 feet west of North Dallas Avenue. The property is addressed as 1020 Cedar Valley Drive, City of Lancaster, Dallas County, Texas.
5. Consider confirmation of nominations made by the Mayor for appointments to the City of Lancaster Zoning Board of Adjustment.
6. Discuss and consider confirmation of appointments made by the Planning and Zoning Commission of three (3) regular members and one (1) alternate to the City of Lancaster Historic Landmark Preservation Committee (HLPC).
7. Consider confirmation of Civil Service Commission appointment as designated by the City Manager.
8. Discuss and consider a resolution approving the City of Lancaster Public Improvement District (PID) Advisory Board Appointments.
9. Discuss and consider the annual appointments to City of Lancaster Boards and Commissions.

## ADJOURNMENT

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EXECUTIVE SESSION: The City Council reserves the right to convene into executive session on any posted agenda item pursuant to Section 551.071(2) of the Texas Government Code to seek legal advice concerning such subject.

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ACCESSIBILITY STATEMENT: Meetings of the City Council are held in municipal facilities that are wheelchair-accessible. For sign interpretive services, call the City Secretary's office, 972-218-1311, or TDD 1-800-735-2989, at least 72 hours prior to the meeting. Reasonable accommodation will be made to assist your needs.

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PURSUANT TO SECTION 30.06 PENAL CODE (TRESPASS BY HOLDER WITH A CONCEALED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A CONCEALED HANDGUN.

CONFORME A LA SECCION 30.06 DEL CODIGO PENAL (TRASPASAR PORTANDO ARMAS DE FUEGO CON LICENCIA) PERSONAS CON LICENCIA BAJO DEL SUB-CAPITULO 411, CODIGO DEL GOBIERNO (LEY DE PORTAR ARMAS), NO DEBEN ENTRAR A ESTA PROPIEDAD PORTANDO UN ARMA DE FUEGO OCULTADA.

PURSUANT TO SECTION 30.07 PENAL CODE (TRESPASS BY HOLDER WITH AN OPENLY CARRIED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A HANDGUN THAT IS CARRIED OPENLY.

CONFORME A LA SECCION 30.07 DEL CODIGO PENAL (TRASPASAR PORTANDO ARMAS DE FUEGO AL AIRE LIBRE CON LICENCIA) PERSONAS CON LICENCIA BAJO DEL SUB-CAPITULO H, CAPITULO 411, CODIGO DE GOBIERNO (LEY DE PORTAR ARMAS), NO DEBEN ENTRAR A ESTA PROPIEDAD PORTANDO UN ARMA DE FUEGO AL AIRE LIBRE.

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## Certificate

I hereby certify the above Notice of Meeting was posted at Lancaster City Hall on March 18, 2021 @ 5:30 p.m. and copies thereof were provided to the Mayor, Mayor Pro-Tempore, Deputy Mayor Pro-Tempore and Council members.



Carey D. Neal, Jr.

Assistant City Manager

## CITY OF LANCASTER CITY COUNCIL

### City Council Regular Meeting

1.

**Meeting Date:** 03/22/2021

**Policy Statement:** This request supports the City Council 2020-2021 Policy Agenda

**Goal(s):**

- Effective Municipal Operations
- Financially Sound City Government
- Healthy, Safe & Engaged Community
- Sound Infrastructure
- Quality Development
- Professional and Committed City Workforce

**Submitted by:** Sorangel O. Arenas, City Secretary

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#### **Agenda Caption:**

Consider approval of minutes from the City Council Regular Meeting held on March 8, 2021.

#### **Background:**

Attached for your review and consideration are minutes from the City Council Regular Meeting held on March 8, 2021.

#### **Attachments**

Draft Minutes

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## **MINUTES**

### **LANCASTER CITY COUNCIL REGULAR MEETING OF MARCH 8, 2021**

**The City Council of the City of Lancaster, Texas, met in a called Regular Meeting in the Council Chambers of City Hall on March 8, 2021, at 7:00 p.m. with a quorum present to-wit:**

#### **Councilmembers Present (City Hall & Zoom):**

Mayor Clyde C. Hairston  
Carol Strain-Burk  
Deputy Mayor Pro Tem Stanley M. Jaglowski  
Marco Mejia  
Keithsha C. Wheaton  
Mayor Pro Tem Racheal Hill  
Betty Gooden-Davis

#### **City Staff Present (City Hall & Zoom):**

Opal Mauldin-Jones, City Manager  
Fabrice Kabona, Deputy City Manager  
Carey Neal, Assistant City Manager  
Andrew Waits, Director of Public Works  
Dori Lee, Director of Human Resources  
Kenneth Johnson, Fire Chief  
Sam Urbanski, Police Chief  
Shane Shepard, Director of Economic Development  
Vicki Coleman, Director of Development Services  
Cheryl Womble, Administrative & Community Relations Supervisor  
Ron Gleaves, Information Technology Manager  
David T. Ritter, City Attorney  
Sorangel O. Arenas, City Secretary

#### **Call to Order:**

Mayor Hairston called the meeting to order at 7:00 p.m. on March 8, 2021.

#### **Invocation:**

Bishop Clyde C. Hairston of Miracle Temple Fellowship Church gave the invocation.

#### **Pledge of Allegiance:**

Councilmember Strain-Burk led the pledge of allegiance.

#### **Proclamations:**

Mayor Hairston read World Kidney Day and Women's History Month proclamations.

#### **Public Testimony:**

Chief Scott Rubin, 437 Blanco Avenue, on behalf of the Texas Police Chief Association, recognized the Lancaster Police department for receiving the Texas Law Enforcement Best Practice Certification for the past four years.

Chief Sam Urbanski, 100 Craig Shaw Memorial Parkway, shared his gratitude to Chief Miller and staff for the participation with the Texas Law Enforcement Best Practice Certification Program.

Mayor and City Council congratulated the Lancaster Police Department.



**Consent Agenda:**

City Secretary Arenas read the consent agenda.

1. **Consider approval of minutes from the City Council Regular Meeting held on February 22, 2021.**
2. **Consider a resolution declaring an unopposed candidate for Mayor in the May 1, 2021 general municipal election, declaring the unopposed candidate elected to office; canceling the election for Mayor at-large; providing for all other provisions of Resolution No. 2021-02-20, as amended, ordering the election to remain in full force and effect.**
3. **Consider amending Chapter 24 of the City Code of Ordinances "Wastewater Discharge Standards" by Amending Article 24.05.**
4. **Consider a resolution endorsing the implementation of a Pretreatment Program for the Trinity River Authority Ten Mile Creek Regional Wastewater System.**

**MOTION:** Councilmember Strain-Burk made a motion, seconded by Councilmember Gooden-Davis to approve consent items 1 through 4. The vote was cast 7 for, 0 against.

**Action:**

5. **Discuss and consider an ordinance granting a franchise for the collection and removal of industrial solid waste and recyclable materials to FFC Environmental Services Texas, LLC.**

City Manager Mauldin-Jones shared Article 13.1400 of the Lancaster Code of Ordinances requires all solid waste operators to obtain a franchise agreement in order to collect, haul, or transport solid waste or industrial solid waste and recyclable materials from commercial properties within the City of Lancaster. It is unlawful for any industrial waste operator to operate within the City of Lancaster without such a franchise. FFC Environmental Services Texas, LLC desires to do business in the City of Lancaster. A street use fee of ten percent (10%) of the gross revenue collected from customers within the City limits by FFC Environmental Services Texas, LLC will be remitted to the city on a monthly basis.

In accordance with the Lancaster Charter Article 9, Section 9.06 (C) stating that "No franchise shall ever be granted until it has been approved by the majority of the City Council, after having been read in full at two (2) regular meetings of the City Council", this will count as the second reading of this franchise application.

This is the second reading and consideration of this franchise application. City Manager Mauldin-Jones read the caption: an ordinance of the City of Lancaster, Texas, granting to FFC Environmental Services Texas, LLC, its successors and assigns, the right, privilege, and franchise for the term of five (5) years to use the public streets, highways, or thoroughfares within the city for the purpose of engaging in the business of collecting and transporting solid waste and recyclable materials from commercial and industrial premises and development projects within the city; providing a street use fee; providing insurance requirements; providing for cancellation upon thirty (30) day written notice; providing for delays; providing for notices; providing for assignment by written approval of the city; providing a severability clause; and providing an effective date.

**MOTION:** Councilmember Strain-Burk made a motion, seconded by Mayor Pro Tem Hill to approve item 5. The vote was cast 7 for, 0 against.

- 6. Discuss and consider a resolution ratifying a grant agreement, in an amount not to exceed one hundred eighty thousand dollars (\$180,000), with DW Distribution, Inc. (DWD) from funds collected from the one-fourth (1/4) of one (1) percent additional sales and use tax for the promotion and development of new and expanded business enterprises, as authorized by state law.**

City Manager Mauldin-Jones shared DWD is a regional light manufacturing operation that builds door units for residential construction. The company has been in business for over sixty (60) years and is expanding their warehousing and distribution at their current facility. They are splitting off manufacturing operations and moving them to Lancaster. The Lancaster location allows DWD the capacity to expand manufacturing operations by three hundred percent (300%). The expected average wage at the new Lancaster facility is \$50,000. DWD also operates facilities in Round Rock, Oklahoma City and Arlington, in addition to Desoto.

DWD submitted a request for one hundred eighty thousand dollars (\$180,000) to offset a portion of development costs related to a facility that they plan to lease, subject to this incentive, located at 2001 Daniieldale Road. DWD plans to lease a minimum of one hundred eighty-five thousand nine hundred (185,900) square feet of a building that is currently vacant. DWD agrees to maintain a taxable value of business personal property at the facility of a minimum of two million dollars (\$2,000,000).

DWD will be required to meet the following obligations:

Occupation of Facility – DWD agrees to occupy the facility within twelve (12) months of approval of the incentive request by City Council;

Certificate of Occupancy – DWD agrees to obtain a Certificate of Occupancy for the facility within twelve (12) months of approval of the incentive request by City Council;

Documentation of Costs – DWD agrees to document costs associated with occupancy of the building. A maximum of one hundred eighty thousand dollars (\$180,000) is available for reimbursement of the allowable expenditures. Rebated funds will be limited to reimbursements of actual expenditures for eligible expenditures. Receipts totaling an amount of at least one hundred eighty thousand dollars (\$180,000) for said purchases must be submitted to the City of Lancaster, Department of Economic Development. Grant expenditures may be less if eligible costs are less than one hundred eighty thousand dollars (\$180,000);

Job Creation – DWD agrees to add no fewer than sixty (60) jobs within twelve months of City Council approval of this Agreement;

Capital Investment – DWD must maintain a minimum taxable business personal property valuation of two million dollars (\$2,000,000);

Payment of City Fees – DWD is required to pay all City-related development fees for the project;

Reporting – DWD is required to submit annual reports for the term of this Agreement documenting expenditures, and employment rolls.

The Economic Development Corporation met March 3, 2021 special meeting, the item was approved. Staff concurs with the Lancaster Economic Development Corporation and recommends approval.

Councilmember Strain-Burk asked for clarification, will the 60 jobs transfer from Desoto or will they be new jobs?

City Attorney Ritter clarified the jobs will be new jobs to Lancaster.

Deputy Mayor Pro Tem Jaglowski congratulated the staff and council for moving closer to the goal of growing the day time population.

Councilmember Wheaton asked if there is any incentive to hiring City of Lancaster residents.

City Attorney Ritter shared the company will give a close look, and first look, to Lancaster residents.

Councilmember Mejia shared his excitement to be able to partner with DWD and shared his gratitude to staff for their professionalism to DWD.

**MOTION:** Councilmember Mejia made a motion, seconded by Deputy Mayor Pro Tem Jaglowski to approve item 6. The vote was cast 7 for, 0 against.

- 7. Discuss and consider a resolution ratifying the terms and conditions of a contract by and between HMWK, LLC and the Lancaster Economic Development Corporation (LEDC) in an amount not to exceed seventy-five thousand dollars (\$75,000) from funds collected from the one-fourth (1/4) of one (1) percent additional sales and use tax for services to the City relating to the creation of a municipal special-purpose district.**

City Manager Mauldin-Jones shared this item is for a resolution ratifying the terms and conditions of a contract by and between HMWK, LLC and the Lancaster Economic Development Corporation (LEDC) in an amount not to exceed seventy-five thousand dollars (\$75,000) from funds collected from the one-fourth (1/4) of one (1) percent additional sales and use tax for services to the City relating to the creation of a municipal special-purpose district.

The City of Lancaster is considering the creation of a municipal special purpose district whose primary purpose is the advancement of economic development and the support of economic activity within the community including manufacturing and distribution activity. Creation of the district is governed by state law including Sections 52 and 52a, Article III, and Section 59, Article XVI, of the Texas Constitution, and the creation of a special-purpose district requires enabling legislation to be passed by the state legislature.

HMWK, LLC., is a firm that specializes in drafting legislation and performing professional services related to the creation of special-purpose districts. The agreement includes professional services fees in an amount not to exceed seventy-five thousand dollars (\$75,000), which includes expenses and the drafting and finalizing special purpose district-creation legislation at the direction of the City; identifying and monitoring legislation and regulations affecting the City's interests with specific emphasis on Lancaster's regulatory, economic development and sales and use tax position; promoting legislative, regulatory and executive governmental services before state policy and regulatory organizations as directed; facilitating meetings between City representatives and key state and local officials and agency administrators/regulators; working with City officials, its governmental affairs team and allies (including key local business interests) to ensure, to the extent appropriate and feasible, a coordinated strategy and effort; and providing Texas governmental affairs services as directed before the Texas Legislature, Executive Administration and other regulatory agencies concerning items and issues surrounding and resulting from activities of the 87th Session of the Texas Legislature relevant to the special-purpose district.

Councilmember Strain-Burk applauded staff for bringing opportunities to grow development.

**MOTION:** Councilmember Strain-Burk made a motion, seconded by Councilmember Mejia to approve item 7. The vote was cast 7 for, 0 against.

- 8. Discuss and consider a resolution supporting proposed legislation to create a municipal special-purpose district whose primary purpose is the advancement of economic development and the support of economic activity within the community.**

City Manager Mauldin-Jones shared this is a resolution supporting proposed legislation to create a municipal special-purpose district whose primary purpose is the advancement of economic development and the support of economic activity within the community.

The City is working with HMWK, LLC to assist in drafting legislation to create a municipal special-purpose district that will improve the competitiveness of Lancaster in attracting new economic development investments and improving economic equity for the community. The special purpose district would reduce statutory limitations to large project grant funding, improve and clarify how the City may benefit from projects and program opportunities.

Deputy Mayor Pro Tem Jaglowski applaud staff for partnering with HMWK.

**MOTION:** Deputy Mayor Pro Tem Jaglowski made a motion, seconded by Councilmember Strain-Burk to approve item 8. The vote was 7 for, 0 against.

**MOTION:** Councilmember Strain-Burk made a motion, seconded by Councilmember Mejia to adjourn. The vote was cast 7 for, 0 against.

The meeting was adjourned at 7:47 p.m.

**ATTEST:**

**APPROVED:**

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Sorangel O. Arenas, City Secretary

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Clyde C. Hairston, Mayor

## CITY OF LANCASTER CITY COUNCIL

### City Council Regular Meeting

2.

**Meeting Date:** 03/22/2021

**Policy Statement:** This request supports the City Council 2020-2021 Policy Agenda

**Goal(s):** Healthy, Safe & Engaged Community

**Submitted by:** Sam Urbanski, Police Chief

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### **Agenda Caption:**

Consider a resolution accepting the 2020 Lancaster Police Department Racial Profiling Analysis Annual Report.

### **Background:**

Effective September 1, 2001, the Texas Legislature enacted the Texas Racial Profiling Law (S.B. No. 1074). The Texas Code of Criminal Procedure requires that law enforcement agencies collect information relating to traffic stops in which a citation is issued and arrests resulting from those traffic stops. The Texas Code of Criminal Procedure further requires that law enforcement agencies compile and analyze this information and submit a report containing the information compiled during the previous calendar year to the governing body of each county or municipality served by the agency.

Attached is the 2020 Lancaster Police Department Racial Profiling Analysis as prepared by representative experts from the University of North Texas. The Police Department had no sustained racial profiling complaints in 2020.

Beginning January 2011, the Texas Commission on Law Enforcement Standards and Education (TCOLE) posts a copy of each police department's racial profiling report on its website.

To further ensure transparency, the annual report will also be available on the city website.

### **Operational Considerations:**

The Lancaster Police Department has adopted a detailed, written policy on racial profiling and currently collects the required information on racial profiling as required by State Law. The Lancaster Police Department contracted with the University of North Texas for the examination of contact data.

### **Legal Considerations:**

The Texas Code of Criminal Procedure requires that the Lancaster Police Department 2020 Racial Profiling Analysis Report be submitted to the City of Lancaster's governing body. The City Attorney has reviewed and approved the resolution as to form.

### **Public Information Considerations:**

This item is being considered at a Regular Meeting of the City Council noticed in accordance with the Texas Open Meetings Act.

**Options/Alternatives:**

1. City Council may approve the resolution, as presented.
2. City Council may deny the resolution.

**Recommendation:**

Staff recommends approval of the resolution as presented.

**Attachments**

Resolution

Exhibit A

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**RESOLUTION NO.**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS, ACCEPTING THE 2020 RACIAL PROFILING ANALYSIS ANNUAL REPORT WHICH IS ATTACHED HERETO AND INCORPORATED HEREIN BY REFERENCE AS EXHIBIT "A"; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, in accordance with the Racial Profiling Law adopted September 1, 2001, the Lancaster Police Department contracted with the University of North Texas to prepare racial profiling data for the City Council; and

**WHEREAS**, the City Council has received said report; and

**WHEREAS**, the City Council desires to accept the 2020 Lancaster Police Department Racial Profiling Analysis Report.

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

**SECTION 1.** That the 2020 Lancaster Police Department Racial Profiling Analysis Annual Report, which is attached hereto and incorporated herein by reference as Exhibit "A", is hereby, in all things accepted by the City Council of the City of Lancaster, Texas.

**SECTION 2.** This resolution shall take effect immediately from and after its passage as the law in such cases provides, and it is accordingly so resolved.

**DULY PASSED** and approved by the City Council of the City of Lancaster, Texas, on this the 22nd day of March, 2021.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
Sorangel O. Arenas, City Secretary

\_\_\_\_\_  
Clyde C. Hairston, Mayor

**APPROVED AS TO FORM:**

\_\_\_\_\_  
David T. Ritter, City Attorney

# LANCASTER POLICE DEPARTMENT

2020

## RACIAL PROFILING ANALYSIS



PREPARED BY:

Eric J. Fritsch, Ph.D.

Chad R. Trulson, Ph.D.

Justice Research Consultants, LLC





## Executive Summary

Article 2.132-2.134 of the Texas Code of Criminal Procedure (CCP) requires the annual reporting to the local governing body of data collected on motor vehicle stops in which a ticket, citation, or warning was issued and to arrests made as a result of those stops, in addition to data collection and reporting requirements. Article 2.134 of the CCP directs that “a comparative analysis of the information compiled under 2.133” be conducted, with specific attention to the below areas:

1. evaluate and compare the number of motor vehicle stops, within the applicable jurisdiction, of persons who are recognized as racial or ethnic minorities and persons who are not recognized as racial or ethnic minorities;
2. examine the disposition of motor vehicle stops made by officers employed by the agency, categorized according to the race or ethnicity of affected persons, as appropriate, including any searches resulting from stops within the applicable jurisdiction;
3. evaluate and compare the number of searches resulting from motor vehicle stops within the applicable jurisdiction and whether contraband or other evidence was discovered in the course of those searches; and
4. information relating to each complaint filed with the agency alleging that a peace officer employed by the agency has engaged in racial profiling.

The analysis of material and data from the Lancaster Police Department revealed the following:

- A comprehensive review of the Lancaster Police Department’s biased based policing and racial profiling policy shows that the Lancaster Police Department is fully in compliance with Article 2.132 of the Texas Code of Criminal Procedure.
- A review of the information presented and supporting documentation reveals that the Lancaster Police Department is fully in compliance with Texas law on training and education regarding racial profiling.
- A review of the documentation produced by the department in both print and electronic form reveals that the department is fully in compliance with applicable Texas law on the racial profiling complaint process and public education about the complaint process.
- Analysis of the data reveals that the department is fully in compliance with applicable Texas law on the collection of racial profiling data.
- The Lancaster Police Department is fully in compliance with applicable Texas law concerning the reporting of information to TCOLE.
- The Lancaster Police Department is fully in compliance with applicable Texas law regarding CCP Articles 2.132-2.134.

## **Introduction**

This report details an analysis of the Lancaster Police Department's policies, training, and statistical information on racial profiling for the year 2020. This report has been prepared to specifically comply with Article 2.132, 2.133, and 2.134 of the Texas Code of Criminal Procedure (CCP) regarding the compilation and analysis of traffic stop data. Specifically, the analysis will address Articles 2.131 – 2.134 of the CCP and make a determination of the level of compliance with those articles by the Lancaster Police Department in 2020. The full copies of the applicable laws pertaining to this report are contained in Appendix A.

This report is divided into six sections: (1) Lancaster Police Department's policy on racial profiling; (2) Lancaster Police Department's training and education on racial profiling; (3) Lancaster Police Department's complaint process and public education on racial profiling; (4) analysis of Lancaster Police Department's traffic stop data; (5) additional traffic stop data to be reported to TCOLE; and (6) Lancaster Police Department's compliance with applicable laws on racial profiling.

For the purposes of this report and analysis, the following definition of racial profiling is used: racial profiling means a law enforcement-initiated action based on an individual's race, ethnicity, or national origin rather than on the individual's behavior or on information identifying the individual as having engaged in criminal activity (Texas CCP Article 3.05).

## **Lancaster Police Department Policy on Racial Profiling**

A review of Lancaster Police Department's "Biased Based Policing and Racial Profiling" policy 2.01.1 revealed that the department has adopted policies in compliance with Article 2.132 of the Texas CCP (see Appendix B). There are seven specific requirements mandated by Article 2.132 that a law enforcement agency must address. All seven are clearly covered in Lancaster's racial profiling policy. Lancaster Police Department policies provide clear direction that any form of racial profiling is prohibited and that officers found engaging in inappropriate profiling may be disciplined up to and including termination. The policies also provide a very clear statement of the agency's philosophy regarding equal treatment of all persons regardless of race, ethnicity, or national origin. Appendix C lists the applicable statute and corresponding Lancaster Police Department regulation.

***A COMPREHENSIVE REVIEW OF LANCASTER POLICE DEPARTMENT'S BIASED BASED POLICING AND RACIAL PROFILING POLICY SHOWS THAT THE LANCASTER POLICE DEPARTMENT IS FULLY IN COMPLIANCE WITH ARTICLE 2.132 OF THE TEXAS CODE OF CRIMINAL PROCEDURE.***

## **Lancaster Police Department Training and Education on Racial Profiling**

Texas Occupation Code § 1701.253 and § 1701.402 require that curriculum be established and training certificates issued on racial profiling for all Texas peace officers. Information provided by Lancaster Police Department reveals that racial profiling training and certification is current for all officers. Racial profiling training is specifically covered in Lancaster's Biased Based Profiling policy Section 4F.

***A REVIEW OF THE INFORMATION PRESENTED AND SUPPORTING DOCUMENTATION REVEALS THAT THE LANCASTER POLICE DEPARTMENT IS FULLY IN COMPLIANCE WITH TEXAS LAW ON TRAINING AND EDUCATION REGARDING RACIAL PROFILING.***

## **Lancaster Police Department Complaint Process and Public Education on Racial Profiling**

Article 2.132 §(b)3-4 of the Texas Code of Criminal Procedure requires that law enforcement agencies implement a complaint process on racial profiling and that the agency provide public education on the complaint process. Lancaster Police Department's Biased Based Profiling policy Section 4D covers this requirement. Additionally, the Lancaster Police Department has a website for citizen complaints (<http://lancaster-tx.com/813/Compliment-or-Complaint>) which includes an email contact that goes directly to Internal Affairs. On the website are easily accessible links to a commendation and complaint form, including "A Citizens Guide to the Commendation and Complaint Process." Moreover, information on how to file a complaint is printed directly on each ticket.

***A REVIEW OF THE DOCUMENTATION PRODUCED BY THE DEPARTMENT REVEALS THAT THE DEPARTMENT IS FULLY IN COMPLIANCE WITH APPLICABLE TEXAS LAW ON THE RACIAL PROFILING COMPLAINT PROCESS AND PUBLIC EDUCATION ABOUT THE COMPLAINT PROCESS.***

## **Lancaster Police Department Statistical Data on Racial Profiling**

Article 2.132(b) 6 and Article 2.133 requires that law enforcement agencies collect statistical information on motor vehicle stops in which a ticket, citation, or warning was issued and to arrests made as a result of those stops, in addition to other information noted previously. Lancaster Police Department submitted statistical information on all motor vehicle stops in 2020 and accompanying information on the race/ethnicity of the person stopped. Accompanying this data was the relevant information required to be collected and reported by law.

***ANALYSIS OF THE DATA REVEALS THAT THE DEPARTMENT IS FULLY IN COMPLIANCE WITH APPLICABLE TEXAS LAW ON THE COLLECTION OF RACIAL PROFILING DATA.***

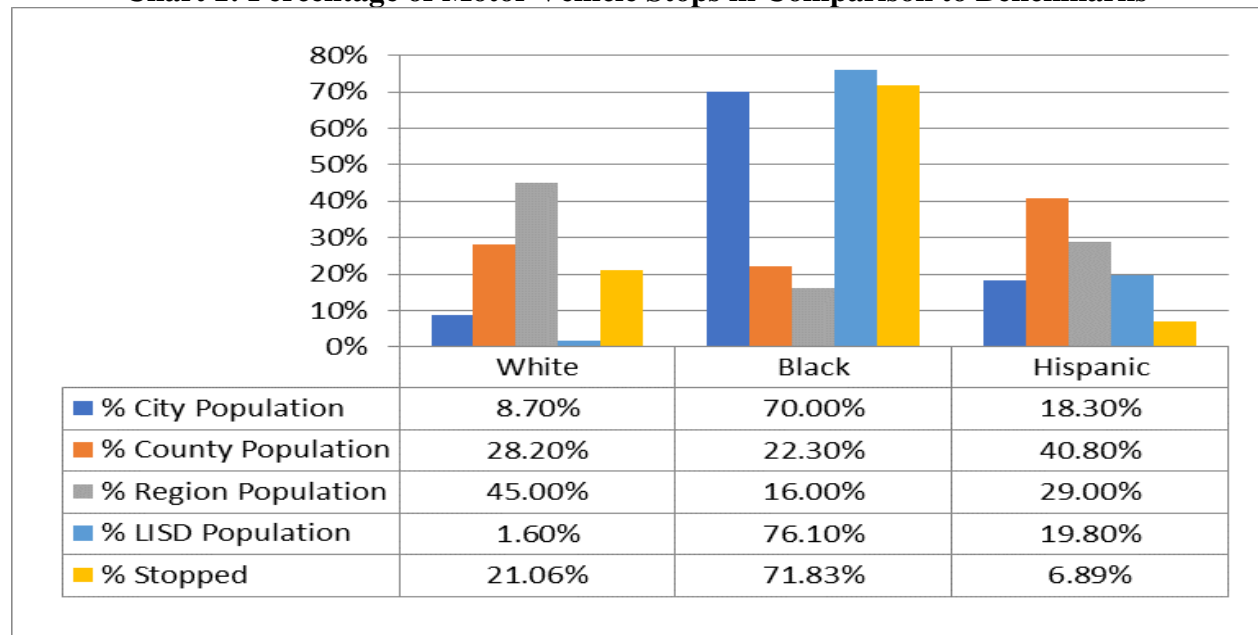
## **Analysis of the Data**

### Comparative Analysis #1:

*Evaluate and compare the number of motor vehicle stops, within the applicable jurisdiction, of persons who are recognized as racial or ethnic minorities and persons who are not recognized as racial or ethnic minorities. Texas Code of Criminal Procedure Article 2.134(c)(1)(A)*

The first chart depicts the percentages of people stopped by race/ethnicity among the total 5,541 motor vehicle stops in which a ticket, citation, or warning was issued, including arrests made, in 2020.<sup>1</sup>

**Chart 1: Percentage of Motor Vehicle Stops in Comparison to Benchmarks**



*White drivers* constituted 21.06 percent of all drivers stopped, whereas Whites constitute 8.70 percent of the city population, 28.20 percent of the county population, 45.00 percent of the region population, and 1.60 percent of the Lancaster Independent School District (LISD) population.<sup>2</sup>

*Black drivers* constituted 71.83 percent of all drivers stopped, whereas Blacks constitute 70.00 percent of the city population, 22.30 percent of the county population, 16.00 percent of the region population, and 76.10 percent of the LISD population.

*Hispanic drivers* constituted 6.89 percent of all drivers stopped, whereas Hispanics constitute 18.30 percent of the city population, 40.80 percent of the county population, 29.00 percent of the region population, and 19.80 percent of the LISD population.<sup>3</sup>

<sup>1</sup>City, County, and Regional population figures are derived from the 2019 American Community Survey (ACS) of the U.S. Census Bureau. “Regional” population figures are defined as the 16 county North Central Texas Council of Governments Region and is comprised of the following counties: Collin, Dallas, Denton, Ellis, Erath, Hood, Hunt, Johnson, Kaufman, Navarro, Palo Pinto, Parker, Rockwall, Somervell, Tarrant, and Wise.

<sup>2</sup> Data on the racial make-up of LISD were obtained from the most recent information from the Texas Tribune: <https://schools.texastribune.org/districts/lanaster-isd/>.

<sup>3</sup> There were a total of 10 stops of drivers of Asian/Pacific Islander descent and 2 stops of drivers of Alaska Native/American Indian descent. These motor vehicle stops were not charted due to the small number of stops relative to the population in Lancaster and relative to the total number of motor vehicle stops among all drivers (5,541).

The chart shows that White drivers are stopped at rates lower than the percentage of Whites found in the county and regional populations, but higher than the percentage of Whites in the city and LISD populations. Black drivers are stopped at rates higher than the percentage of Blacks found in the city, county, and regional populations, but lower than the percentage of Blacks in the LISD population. Hispanic drivers are stopped at rates lower than the percentage of Hispanics found in the city, county, regional, and LISD populations.

### Methodological Issues

*Upon examination of the data, it is important to note that differences in overall stop rates of a particular racial or ethnic group, compared to that racial or ethnic group's proportion of the population, cannot be used to make determinations that officers have or have not racially profiled any given individual motorist. Claims asserting racial profiling of an individual motorist from the aggregate data utilized in this report are erroneous.*

For example, concluding that a particular driver of a specific race/ethnicity was racially profiled simply because members of that particular racial/ethnic group as a whole were stopped at a higher rate than their proportion of the population—are as erroneous as claims that a particular driver of a specific race/ethnicity could NOT have been racially profiled simply because the percentage of stops among members of a particular racial/ethnic group as a whole were stopped at a lower frequency than that group's proportion of the particular population base (e.g., city or county population). In short, aggregate data as required by law and presented in this report cannot be used to prove or disprove that a member of a particular racial/ethnic group was racially profiled. Next, we discuss the reasons why using aggregate data—as currently required by the state racial profiling law—are inappropriate to use in making claims that any individual motorist was racially profiled.

#### Issue #1: Using Group-Level Data to Explain Individual Officer Decisions

The law dictates that police agencies compile aggregate-level data regarding the *rates* at which agencies *collectively* stop motorists in terms of their race/ethnicity. These aggregated data are to be subsequently analyzed in order to determine whether or not *individual* officers are “racially profiling” motorists. This methodological error, commonly referred to as the “ecological fallacy,” defines the dangers involved in making assertions about individual officer decisions based on the examination of aggregate stop data. **In short, one cannot prove that an individual officer has racially profiled any individual motorist based on the rate at which a department stops any given group of motorists.** In sum, aggregate level data cannot be used to assess individual officer decisions, but the state racial profiling law requires this assessment.

#### Issue #2: Problems Associated with Population Base-Rates

There has been considerable debate as to what the most appropriate population “base-rate” is in determining whether or not racial/ethnic disparities exist. The base-rate serves as the benchmark for comparison purposes. The outcome of analyses designed to determine whether or not disparities exist is dependent on which base-rate is used. While this report utilized the most recent 2019 ACS as a population base-rate for the city, county, and region, this population measure can become quickly outdated, can be inaccurate, and may not keep pace with changes experienced in city and county and regional population measures.

In addition, the validity of the benchmark base-rate becomes even more problematic if analyses fail to distinguish between residents and non-residents who are stopped. This is because the existence of significant proportions of non-resident stops will lead to invalid conclusions if racial/ethnic comparisons are made exclusively to resident population figures. **In sum, a valid measure of the driving population does not exist. As a proxy, census data is used which is problematic as an indicator of the driving population.** In addition, stopped motorists who are not residents of the city, county, or region where the motor vehicle stop occurred are not included in the benchmark base-rate.

In short, the methodological problems outlined above point to the limited utility of using aggregate level comparisons of the rates at which different racial/ethnic groups are stopped in order to determine whether or not racial profiling exists within a given jurisdiction.

Table 1 reports the summaries for the total number of motor vehicle stops in which a ticket, citation, or warning was issued, and to arrests made as a result of those stops, by the Lancaster Police Department in 2020. Table 1 and associated analyses are utilized to satisfy the comparative analyses as required by Texas law, and in specific, Article 2.134 of the CCP.

#### Comparative Analysis #2:

*Examine the disposition of motor vehicle stops made by officers employed by the agency, categorized according to the race or ethnicity of affected persons, as appropriate, including any searches resulting from stops within the applicable jurisdiction. Texas Code of Criminal Procedure Article 2.134(c)(1)(B)*

**Table 1: Traffic Stops and Outcomes by Race/Ethnicity**

Stop Outcomes by Race/Ethnicity	White	African-American	Hispanic /Latino	Asian /Pacific Islander	Alaska Native /American Indian	Total
Number of Stops	1,167	3,980	382	10	2	5,541
<b>Result of Stop</b>						
Verbal Warning	936	2,880	238	8	1	4,063
Written Warning	2	26	2	0	0	30
Citation	179	869	129	2	1	1,180
Written Warning and Arrest	0	1	0	0	0	1
Citation and Arrest	4	43	5	0	0	52
Arrest	46	161	8	0	0	215
<b>Search Conducted</b>						
Yes	80	319	32	0	0	431
No	1,087	3,661	350	10	2	5,110

As shown in Table 1, there were a total of 5,541 motor vehicle stops in 2020 in which a ticket, citation, or warning was issued. The table also shows arrests made as a result of those stops. Roughly 73 percent of stops resulted in a verbal warning (4,063/5,541) and roughly 21 percent resulted in a citation (1,180/5,541). These two actions accounted for roughly 94 percent of all result of stops actions and will be of focus in the discussion below.

Specific to **verbal warnings**, White motorists received a verbal warning in roughly 80 percent of stops involving White motorists (936/1,167), Black motorists received a verbal warning in roughly 72 percent of stops of Black motorists, and Hispanic motorists received a verbal warning in roughly 62 percent of stops of Hispanic motorists.

White motorists received a **citation** in roughly 15 percent of stops involving White motorists (179/1,167), Black motorists received a citation in roughly 22 percent of stops of Black motorists, and Hispanic motorists received a citation in roughly 34 percent of stops of Hispanic motorists.

Finally, of the 5,541 total stops, 268 **arrests** were made [written warning and arrest (1), citation and arrest (52), and arrest only (215)], and this accounts for roughly 5 percent of all stops. Combining the three categories of arrest, White motorists were arrested in roughly 4 percent of stops involving White motorists (50/1,167), Black motorists were arrested in roughly 5 percent of stops involving Black motorists, and Hispanics were arrested in roughly 3 percent of stops involving Hispanic motorists.

### Comparative Analysis #3:

*Evaluate and compare the number of searches resulting from motor vehicle stops within the applicable jurisdiction and whether contraband or other evidence was discovered in the course of those searches.* Texas Code of Criminal Procedure Article 2.134(c)(1)(C)

In 2020, a total of 431 **searches** of motorists were conducted, or roughly 8 percent of all stops resulted in a search (431/5,541). Among searches within each racial/ethnic group, White motorists were searched in roughly 7 percent of all stops of White motorists (80/1,167), Black motorists were searched in roughly 8 percent of all stops of Black motorists, and Hispanic motorists were searched in roughly 8 percent of all stops of Hispanic motorists.

Regarding searches, it should be further noted that only 41 out of 431 searches (see Table 3), or roughly 10 percent of all searches, were based on consent, which are regarded as discretionary as opposed to non-discretionary searches. Relative to the total number of stops (5,541), discretionary **consent searches** occurred in 0.74 percent of stops.

Of the searches that occurred in 2020, and as shown in Table 3, contraband was discovered in 137 or roughly 32 percent of all searches (137/431 total searches). Among the searches in which contraband was discovered (137), roughly 83 percent of the time the contraband discovered was drugs.<sup>4</sup>

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<sup>4</sup> In 2020, the race of the motorist was reported as “known” prior to the stop in 197 or roughly 4 percent of all stops (see Table 4 below).

#### Comparative Analysis #4:

*Information relating to each complaint filed with the agency alleging that a peace officer employed by the agency has engaged in racial profiling.* Texas Code of Criminal Procedure Article 2.134(c)(2)

In 2020, internal records indicate that the Lancaster Police Department received no complaints alleging that a peace officer employed by the agency engaged in racial profiling.

#### Additional Analysis:

*Statistical analysis of motor vehicle stops relative to the gender population of the agency's reporting area.* This analysis is presented in the report based on a December 2020 email sent from TCOLE to law enforcement executives in Texas.

In 2020, 5,541 motor vehicle stops were made by the Lancaster Police Department. Of these stops, 2,330 or roughly 42 percent were female drivers (2,330/5,541), and roughly 58 percent were male drivers (see Table 4 below).

According to 2019 American Community Survey (ACS) city and county population estimates of the U.S. Census Bureau, the City of Lancaster was composed of 53.7 percent females and 46.3 percent males. County population 2019 ACS estimates indicate that females accounted for 50.7 percent of the county population and males accounted for 49.3 percent of the county population.

Overall, in 2020, males were stopped at rates higher than their proportion of the city and county populations.

#### **Additional Information Required to be Reported to TCOLE**

Tables 2-4 provide additional information relative to motor vehicle stops in 2020 by the Lancaster Police Department. These data are required to be collected by the Lancaster Police Department under the Texas Code of Criminal Procedure Article 2.133.



**Table 2: Data on Traffic Stops and Arrests**

Stop Table	Frequency
Number of Stops	5,541
Reason for Stop	
Violation of Law	278
Preexisting Knowledge	179
Moving Traffic Violation	2,910
Vehicle Traffic Violation	2,174
Result of Stop	
Verbal Warning	4,063
Written Warning	30
Citation	1,180
Written Warning and Arrest	1
Citation and Arrest	52
Arrest	215
Arrest Based On	
Violation of Penal Code	86
Violation of Traffic Law	14
Violation of City Ordinance	0
Outstanding Warrant	168

**Table 3: Data on Searches Pursuant to Traffic Stops**

Search Table	Frequency
<b>Search Conducted</b>	
Yes	431
No	5,110
<b>Reason for Search</b>	
Consent	41
Contraband in Plain View	15
Probable Cause	210
Inventory	84
Incident to Arrest	81
<b>Was Contraband Discovered</b>	
Yes	137
No	294
<b>Description of Contraband</b>	
Drugs	114
Currency	0
Weapons	9
Alcohol	2
Stolen Property	2
Other	10

**Table 4: Additional Data on Traffic Stops**

Additional Information	Frequency
<b>Gender</b>	
Female	2,330
Male	3,211
<b>Race/Ethnicity Known Prior to Stop</b>	
Yes	197
No	5,344
<b>Was Physical Force Resulting in Bodily Injury Used During Stop</b>	
Yes	8
No	5,533
<b>Approximate Location of Stop</b>	
City Street	4,315
US Highway	434
County Road	0
State Highway	713
Private Property/Other	79

### **Analysis of Racial Profiling Compliance by Lancaster Police Department**

The foregoing analysis shows that the Lancaster Police Department is fully in compliance with all relevant Texas laws concerning racial profiling, including the existence of a formal policy prohibiting racial profiling by its officers, officer training and educational programs, a formalized complaint process, and the collection of data in compliance with the law.

In addition to providing summary reports and analysis of the data collected by the Lancaster Police Department in 2020, this report also included an extensive presentation of some of the limitations involved in the level of data collection currently required by law and the methodological problems associated with analyzing such data for the Lancaster Police Department as well as police agencies across Texas.

# **Appendix A**

## **Racial Profiling Statutes and Laws**

## **Texas Racial Profiling Statutes**

### **Art. 3.05. RACIAL PROFILING.**

In this code, "racial profiling" means a law enforcement-initiated action based on an individual's race, ethnicity, or national origin rather than on the individual's behavior or on information identifying the individual as having engaged in criminal activity.

Added by Acts 2001, 77th Leg., ch. 947, Sec. 2, eff. Sept. 1, 2001.

### **Art. 2.131. RACIAL PROFILING PROHIBITED.**

A peace officer may not engage in racial profiling.

Added by Acts 2001, 77th Leg., ch. 947, Sec. 1, eff. Sept. 1, 2001.

### **Art. 2.132. LAW ENFORCEMENT POLICY ON RACIAL PROFILING.**

(a) In this article:

(1) "Law enforcement agency" means an agency of the state, or of a county, municipality, or other political subdivision of the state, that employs peace officers who make motor vehicle stops in the routine performance of the officers' official duties.

(2) "Motor vehicle stop" means an occasion in which a peace officer stops a motor vehicle for an alleged violation of a law or ordinance.

(3) "Race or ethnicity" means the following categories:

- (A) Alaska native or American Indian;
- (B) Asian or Pacific Islander;
- (C) black;
- (D) white; and
- (E) Hispanic or Latino.

(b) Each law enforcement agency in this state shall adopt a detailed written policy on racial profiling. The policy must:

- (1) clearly define acts constituting racial profiling;
- (2) strictly prohibit peace officers employed by the agency from engaging in racial profiling;

(3) implement a process by which an individual may file a complaint with the agency if the individual believes that a peace officer employed by the agency has engaged in racial profiling with respect to the individual;

(4) provide public education relating to the agency's compliment and complaint process, including providing the telephone number, mailing address, and e-mail address to make a compliment or complaint with respect to each ticket, citation, or warning issued by a peace officer;

(5) require appropriate corrective action to be taken against a peace officer employed by the agency who, after an investigation, is shown to have engaged in racial profiling in violation of the agency's policy adopted under this article;

(6) require collection of information relating to motor vehicle stops in which a ticket, citation, or warning is issued and to arrests made as a result of those stops, including information relating to:

(A) the race or ethnicity of the individual detained;

(B) whether a search was conducted and, if so, whether the individual detained consented to the search;

(C) whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual;

(D) whether the peace officer used physical force that resulted in bodily injury, as that term is defined by Section 1.07, Penal Code, during the stop;

(E) the location of the stop; and

(F) the reason for the stop; and

(7) require the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision (6) to:

(A) the Texas Commission on Law Enforcement; and

(B) the governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

(c) The data collected as a result of the reporting requirements of this article shall not constitute prima facie evidence of racial profiling.

(d) On adoption of a policy under Subsection (b), a law enforcement agency shall examine the feasibility of installing video camera and transmitter-activated equipment in each agency law enforcement motor vehicle regularly used to make motor vehicle stops and transmitter-activated equipment in each agency law enforcement motorcycle regularly used to make motor vehicle stops. The agency also shall examine the feasibility of equipping each peace officer who regularly detains or stops motor vehicles with a body worn camera, as that term is defined by Section 1701.651, Occupations Code. If a law enforcement agency installs video or audio equipment or equips peace officers with body worn cameras as provided by this subsection, the policy adopted by the agency under Subsection (b) must include standards for reviewing video and audio documentation.

(e) A report required under Subsection (b)(7) may not include identifying information about a peace officer who makes a motor vehicle stop or about an individual who is stopped or arrested by a peace officer. This subsection does not affect the collection of information as required by a policy under Subsection (b)(6).

(f) On the commencement of an investigation by a law enforcement agency of a complaint described by Subsection (b)(3) in which a video or audio recording of the occurrence on which the complaint is based was made, the agency shall promptly provide a copy of the recording to the peace officer who is the subject of the complaint on written request by the officer.

(g) On a finding by the Texas Commission on Law Enforcement that the chief administrator of a law enforcement agency intentionally failed to submit a report required under Subsection (b)(7), the commission shall begin disciplinary procedures against the chief administrator.

(h) A law enforcement agency shall review the data collected under Subsection (b)(6) to identify any improvements the agency could make in its practices and policies regarding motor vehicle stops.

Added by Acts 2001, 77th Leg., ch. 947, Sec. 1, eff. Sept. 1, 2001.

Amended by:

Acts 2009, 81st Leg., R.S., Ch. 1172 (H.B. 3389), Sec. 25, eff. September 1, 2009.

Acts 2013, 83rd Leg., R.S., Ch. 93 (S.B. 686), Sec. 2.05, eff. May 18, 2013.

Acts 2017, 85th Leg., R.S., Ch. 173 (H.B. 3051), Sec. 1, eff. September 1, 2017.

Acts 2017, 85th Leg., R.S., Ch. 950 (S.B. 1849), Sec. 5.01, eff. September 1, 2017.

**Art. 2.133. REPORTS REQUIRED FOR MOTOR VEHICLE STOPS.**

(a) In this article, "race or ethnicity" has the meaning assigned by Article 2.132(a).

(b) A peace officer who stops a motor vehicle for an alleged violation of a law or ordinance shall report to the law enforcement agency that employs the officer information relating to the stop, including:

(1) a physical description of any person operating the motor vehicle who is detained as a result of the stop, including:

(A) the person's gender; and

(B) the person's race or ethnicity, as stated by the person or, if the person does not state the person's race or ethnicity, as determined by the officer to the best of the officer's ability;

(2) the initial reason for the stop;

(3) whether the officer conducted a search as a result of the stop and, if so, whether the person detained consented to the search;

(4) whether any contraband or other evidence was discovered in the course of the search and a description of the contraband or evidence;

(5) the reason for the search, including whether:

(A) any contraband or other evidence was in plain view;

(B) any probable cause or reasonable suspicion existed to perform the search; or

(C) the search was performed as a result of the towing of the motor vehicle or the arrest of any person in the motor vehicle;

(6) whether the officer made an arrest as a result of the stop or the search, including a statement of whether the arrest was based on a violation of the Penal Code, a violation of a traffic law or ordinance, or an outstanding warrant and a statement of the offense charged;

(7) the street address or approximate location of the stop;

(8) whether the officer issued a verbal or written warning or a ticket or citation as a result of the stop; and



(9) whether the officer used physical force that resulted in bodily injury, as that term is defined by Section 1.07, Penal Code, during the stop.

(c) The chief administrator of a law enforcement agency, regardless of whether the administrator is elected, employed, or appointed, is responsible for auditing reports under Subsection (b) to ensure that the race or ethnicity of the person operating the motor vehicle is being reported.

Added by Acts 2001, 77th Leg., ch. 947, Sec. 1, eff. Sept. 1, 2001.

Amended by:

Acts 2009, 81st Leg., R.S., Ch. 1172 (H.B. 3389), Sec. 26, eff. September 1, 2009.

Acts 2017, 85th Leg., R.S., Ch. 950 (S.B. 1849), Sec. 5.02, eff. September 1, 2017.

**Art. 2.134. COMPILATION AND ANALYSIS OF INFORMATION COLLECTED.**

(a) In this article:

(1) "Motor vehicle stop" has the meaning assigned by Article 2.132(a).

(2) "Race or ethnicity" has the meaning assigned by Article 2.132(a).

(b) A law enforcement agency shall compile and analyze the information contained in each report received by the agency under Article 2.133. Not later than March 1 of each year, each law enforcement agency shall submit a report containing the incident-based data compiled during the previous calendar year to the Texas Commission on Law Enforcement and, if the law enforcement agency is a local law enforcement agency, to the governing body of each county or municipality served by the agency.

(c) A report required under Subsection (b) must be submitted by the chief administrator of the law enforcement agency, regardless of whether the administrator is elected, employed, or appointed, and must include:

(1) a comparative analysis of the information compiled under Article 2.133 to:

(A) evaluate and compare the number of motor vehicle stops, within the applicable jurisdiction, of persons who are recognized as racial or ethnic minorities and persons who are not recognized as racial or ethnic minorities;

(B) examine the disposition of motor vehicle stops made by officers employed by the agency,

categorized according to the race or ethnicity of the affected persons, as appropriate, including any searches resulting from stops within the applicable jurisdiction; and

(C) evaluate and compare the number of searches resulting from motor vehicle stops within the applicable jurisdiction and whether contraband or other evidence was discovered in the course of those searches; and

(2) information relating to each complaint filed with the agency alleging that a peace officer employed by the agency has engaged in racial profiling.

(d) A report required under Subsection (b) may not include identifying information about a peace officer who makes a motor vehicle stop or about an individual who is stopped or arrested by a peace officer. This subsection does not affect the reporting of information required under Article 2.133(b)(1).

(e) The Texas Commission on Law Enforcement, in accordance with Section 1701.162, Occupations Code, shall develop guidelines for compiling and reporting information as required by this article.

(f) The data collected as a result of the reporting requirements of this article shall not constitute prima facie evidence of racial profiling.

(g) On a finding by the Texas Commission on Law Enforcement that the chief administrator of a law enforcement agency intentionally failed to submit a report required under Subsection (b), the commission shall begin disciplinary procedures against the chief administrator.

Added by Acts 2001, 77th Leg., ch. 947, Sec. 1, eff. Sept. 1, 2001.

Amended by:

Acts 2009, 81st Leg., R.S., Ch. 1172 (H.B. 3389), Sec. 27, eff. September 1, 2009.

Acts 2013, 83rd Leg., R.S., Ch. 93 (S.B. 686), Sec. 2.06, eff. May 18, 2013.

Acts 2017, 85th Leg., R.S., Ch. 950 (S.B. 1849), Sec. 5.03, eff. September 1, 2017.

#### **Art. 2.136. LIABILITY.**

A peace officer is not liable for damages arising from an act relating to the collection or reporting of information as required by Article 2.133 or under a policy adopted under Article 2.132.

Added by Acts 2001, 77th Leg., ch. 947, Sec. 1, eff. Sept. 1, 2001.

**Art. 2.137. PROVISION OF FUNDING OR EQUIPMENT.**

(a) The Department of Public Safety shall adopt rules for providing funds or video and audio equipment to law enforcement agencies for the purpose of installing video and audio equipment in law enforcement motor vehicles and motorcycles or equipping peace officers with body worn cameras, including specifying criteria to prioritize funding or equipment provided to law enforcement agencies. The criteria may include consideration of tax effort, financial hardship, available revenue, and budget surpluses. The criteria must give priority to:

- (1) law enforcement agencies that employ peace officers whose primary duty is traffic enforcement;
- (2) smaller jurisdictions; and
- (3) municipal and county law enforcement agencies.

(b) The Department of Public Safety shall collaborate with an institution of higher education to identify law enforcement agencies that need funds or video and audio equipment for the purpose of installing video and audio equipment in law enforcement motor vehicles and motorcycles or equipping peace officers with body worn cameras. The collaboration may include the use of a survey to assist in developing criteria to prioritize funding or equipment provided to law enforcement agencies.

(c) To receive funds or video and audio equipment from the state for the purpose of installing video and audio equipment in law enforcement motor vehicles and motorcycles or equipping peace officers with body worn cameras, the governing body of a county or municipality, in conjunction with the law enforcement agency serving the county or municipality, shall certify to the Department of Public Safety that the law enforcement agency needs funds or video and audio equipment for that purpose.

(d) On receipt of funds or video and audio equipment from the state for the purpose of installing video and audio equipment in law enforcement motor vehicles and motorcycles or equipping peace officers with body worn cameras, the governing body of a county or municipality, in conjunction with the law enforcement agency serving the county or municipality, shall certify to the Department of Public Safety that the law enforcement agency has taken the necessary actions to use and is using video and audio equipment and body worn cameras for those purposes.

Added by Acts 2001, 77th Leg., ch. 947, Sec. 1, eff. Sept. 1, 2001.

Amended by:

Acts 2017, 85th Leg., R.S., Ch. 950 (S.B. 1849), Sec. 5.04, eff. September 1, 2017.

**Art. 2.138. RULES.**

The Department of Public Safety may adopt rules to implement Articles 2.131-2.137.

Added by Acts 2001, 77th Leg., ch. 947, Sec. 1, eff. Sept. 1, 2001.

**Art. 2.1385. CIVIL PENALTY.**

(a) If the chief administrator of a local law enforcement agency intentionally fails to submit the incident-based data as required by Article 2.134, the agency is liable to the state for a civil penalty in an amount not to exceed \$5,000 for each violation. The attorney general may sue to collect a civil penalty under this subsection.

(b) From money appropriated to the agency for the administration of the agency, the executive director of a state law enforcement agency that intentionally fails to submit the incident-based data as required by Article 2.134 shall remit to the comptroller the amount of \$1,000 for each violation.

(c) Money collected under this article shall be deposited in the state treasury to the credit of the general revenue fund.

Added by Acts 2009, 81st Leg., R.S., Ch. 1172 (H.B. 3389), Sec. 29, eff. September 1, 2009.

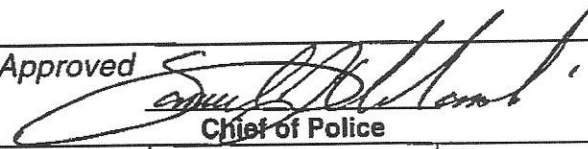
Amended by:

Acts 2017, 85th Leg., R.S., Ch. 950 (S.B. 1849), Sec. 5.05, eff. September 1, 2017.

# **Appendix B**

## **Agency Policy**

# LANCASTER, POLICE DEPARTMENT GENERAL ORDERS MANUAL

<b>Effective Date</b> August 26, 2015		<b>Amended Date</b> April 3, 2019	<b>Directive</b> 2.01.1
<b>Subject</b> Biased Based Policing and Racial Profiling			
<b>Reference</b>		<b>Approved</b>  Chief of Police	
<b>Distribution</b> All Personnel City Manager City Attorney	<b>TPCA Best Practices Recognition</b> Program Reference  2.01	<b>Review Date</b>  April 3, 2019	<b>Pages</b>  8

This Operations Directive is for internal use only and does not enhance an officer's civil or criminal liability in any way. It should not be construed as a creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this Operations Directive, if proven, may only form the basis for a complaint by this Department, and only in a non-judicial administrative setting.

## SECTION 1 PURPOSE

The purpose of this policy is to reaffirm the Lancaster Police Department's commitment to unbiased policing in all of its encounters between officers and any person; to reinforce procedurally just ways that serve to ensure public confidence and mutual trust through the provision of services in a fair and equitable fashion; and to protect our officers from unwarranted accusations of misconduct when they act within the dictate of departmental policy and the law.

## SECTION 2 POLICY

- A. It is the policy of the department to protect the constitutional rights of all persons. Allegations of racial profiling or discriminatory practices, real or perceived, are detrimental to the relationship between police and the communities they protect and serve because they strike at the basic foundation of public trust. This trust is essential to effective community-based policing. Racial profiling is considered misuse of valuable police resources; such improper methods violate the civil rights of members of the public and may lead to increased exposure to liability for the officer and the department. The department does not endorse, train, teach, support, or condone any type of bias, stereotyping, or racial profiling by its officers. While recognizing that most officers perform their duties in a professional, ethical, and impartial manner, the department is committed to identifying and eliminating any instances of racial profiling.
- B. It is the policy of the department to:
  1. provide all people within the community fair and impartial police services consistent with procedural justice, constitutional and statutory mandates;
  2. assure the highest standard of integrity and ethics among all our members;
  3. respect the diversity and the lawful cultural practices of all people;
  4. take positive steps to identify, prevent, and eliminate any instances of racial profiling by our members; and



LANCASTER POLICE DEPARTMENT  
GENERAL ORDERS MANUAL

<i>Effective Date</i> August 26, 2015	<i>Amended Date</i> April 3, 2019	<i>Directive</i> 2.01.1
<i>Subject</i> Biased Based Policing and Racial Profiling		

5. continue our commitment to community based policing and problem solving, including vigorous, lawful and nondiscriminatory traffic enforcement that promotes public safety and strengthens public trust, confidence, and awareness
- C. It is the policy of the department to police in a proactive manner and to aggressively investigate suspected violations of law. Officers shall actively enforce local, state and federal laws in a responsible and professional manner without regard to race, gender, ethnicity, or national origin. Officers are strictly prohibited from engaging in racial profiling as defined in this policy. This policy shall be applicable to all persons, whether drivers, passengers, or pedestrians.
- D. Officers, when dealing with the community shall conduct themselves in procedurally just ways, procedurally just behavior is based on four central principles: (1) treating people with dignity and respect, (2) giving individuals "voices" during encounters, (3) being neutral and transparent in decision making and (4) conveying trustworthy motives. These principles lead to relationships in which the community trusts that officers are honest, unbiased, benevolent, and lawful. The community therefore feels obligated to follow the law and the dictates of legal authorities and is more willing to cooperate with and engage those authorities because it believes that it shares a common set of interest and values with the community.

**SECTION 3     DEFINITIONS**

- A. **Bias:** prejudice or partiality based on preconceived ideas, a person's upbringing, culture, experience, or education.
- B. **Biased Policing:** stopping, detaining, searching, or attempting to search, or using force against a person based upon his or her race, ethnic background, gender, sexual orientation, religion, economic status, age, cultural group, or any other identifiable group.
- C. **Ethnicity:** a cluster of characteristics that may include race but also cultural characteristics or traits that are shared by a group with a common experience or history.
- D. **Frisk:** a limited search or patting down of a suspect's outer clothing for the purpose of officer safety. A frisk must be based on reasonable suspicion that the suspect is armed with a deadly weapon, and that if he is not searched and disarmed, harm will come to the officer or another person. A limited search or frisk of an automobile after a valid stop is permissible if the officer has reasonable suspicion the suspect is dangerous and might gain immediate control of a weapon. The search is limited to the areas in which a weapon may be placed or hidden.
- E. **Gender:** unlike sex, a psychological classification based on cultural characteristics or traits.
- F. **Gender Profiling:** is defined as a law enforcement-initiated action based on an individual's gender rather than on the individual's behavior or involvement in criminal activity.
- G. **Procedural Justice:** the way officers and other legal authorities interact with the public and how the characteristics of those interactions shape the public's trust of the police
- H. **Probable Cause:** is defined as more than bare suspicion; it exists when the facts and circumstances within the officer's knowledge and of which they have reasonably trustworthy information are sufficient

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<b>Subject</b> Biased Based Policing and Racial Profiling		

in themselves to warrant a person of reasonable caution to believe that an offense has been or is being committed.

- I. **Race:** a category of people of a particular decent, including Caucasian, African, Hispanic, Asian, Middle Eastern, or Native American descent. As distinct from ethnicity, race refers only to physical characteristics sufficiently distinctive to group people under a classification.
- J. **Racial Profiling:** a law enforcement-initiated action based on an individual's race, ethnicity or national origin rather than on the individual's behavior or on information identifying the individual as having engaged in criminal activity. The term is not relevant as it pertains to witnesses, complainants, persons needing assistance, or other citizen contacts.
  1. Examples of racial profiling include, but are not limited to, the following:
    - a. Citing a driver because of the cited driver's race, ethnicity, or national origin; or
    - b. detaining the driver of a vehicle based on the determination that a person of that race, ethnicity, or national origin is unlikely to own or possesses that specific make or model of vehicle; or
    - c. detaining an individual based upon the determination that a person of that race, ethnicity, or national origin does not belong in a specific part of town or a specific place
- K. **Reasonable Suspicion** is defined as specific, articulable facts leading a reasonable police officer to believe that a person has committed, is committing, or may be about to commit a crime. Reasonable suspicion is less than probable cause, but more than a mere hunch. Reasonable grounds for suspicion depend on the circumstances in each case. There must be an objective basis for that suspicion based on facts, information, and/or intelligence.
- L. **Sex:** a biological classification, male or female, based on physical and genetic characteristics.
- M. **Search:** an examination or exploration of an individual's house, premises, vehicle or person to discover stolen property, contraband or other items that may be evidence of a crime.
- N. **Search incident to arrest:** a full search of an arrested person and of the vicinity around him or her. The search is conducted for officer safety and to prevent the destruction of evidence.
- O. **Consent search:** a search permitted by a person with apparent authority to allow the search. To be valid, consent must be voluntary and intelligent, based on a totality of circumstances. Voluntary means that the consent was not forced or coerced. Intelligent means the person giving consent must know what he or she is doing.
- P. **Inventory:** an administrative process by which items of property in an impounded vehicle are listed and secured. An inventory is not a search and should not be used as a substitute for a search. The specific objectives of an inventory are to protect the property of the defendant, to protect the police against any claim of lost property, and to protect police personnel and others from any dangerous instruments.



LANCASTER POLICE DEPARTMENT  
GENERAL ORDERS MANUAL

<b>Effective Date</b> August 26, 2015	<b>Amended Date</b> April 3, 2019	<b>Directive</b> 2.01.1
<b>Subject</b> Biased Based Policing and Racial Profiling		

- Q. **Pedestrian Stop**: an interaction between a peace officer and an individual traveling on foot who is being detained for the purpose of a criminal investigation in which the individual is not under arrest.
- R. **Traffic Stop**: vehicle stops whereas a peace officer stops a motor vehicle for an alleged violation of law or ordinance regulating traffic.

**SECTION 4     PROCEDURES**

**A. GENERAL RESPONSIBILITIES**

1. Officers are prohibited from engaging in racial or bias-based profiling or stopping, detaining, searching, arresting, or taking any enforcement action including seizure or forfeiture activities, against any person based solely on the person's race, ethnic background, gender, sexual orientation, religion, economic status, age, cultural group, or any other identifiable group. These characteristics, however, may form part of reasonable suspicion or probable cause when officers are seeking a suspect with one or more of these attributes.
2. Investigative detentions, traffic stops, arrests, searches, and property seizures by officers will be based on a standard of reasonable suspicion or probable cause in accordance with the Fourth Amendment of the U.S. Constitution. Officers must be able to articulate specific facts and circumstances that support reasonable suspicion or probable cause for investigative detentions, traffic stops, pedestrian stops, arrests, nonconsensual searches, and property seizures. Except as provided in number three (3) below, officers shall not consider race/ethnicity in establishing either reasonable suspicion or probable cause. Similarly, except as provided below, officers shall not consider race/ethnicity in deciding to initiate even those nonconsensual encounters that do not amount to legal detentions or to request consent to search.
3. Officers may take into account the reported race or ethnicity of a specific suspect or suspects based on trustworthy, locally relevant information that links a person or persons of a specific race/ethnicity to a particular unlawful incident(s). Race/ethnicity can never be used as the sole basis for probable cause or reasonable suspicion. Reasonable suspicion or probable cause shall form the basis for any enforcement actions or decisions. Individuals shall be subjected to stops, seizures, or detentions only upon reasonable suspicion that they have committed, are committing, or are about to commit an offense. Officers shall document the elements of reasonable suspicion and probable cause in appropriate reports.
4. Officers shall observe all constitutional safeguards and shall respect the constitutional rights of all persons.
  - a. As traffic stops furnish a primary source of bias-related complaints, officers shall have a firm understanding of the warrantless searches allowed by law, particularly the use of consent. How the officer disengages from a traffic stop may be crucial to a person's perception of fairness or discrimination.
  - b. Officers shall not use the refusal or lack of cooperation to justify a search of the person or vehicle or a prolonged detention once reasonable suspicion has been dispelled.

**LANCASTER POLICE DEPARTMENT  
GENERAL ORDERS MANUAL**

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<b>Subject</b> <b>Biased Based Policing and Racial Profiling</b>		

5. All personnel shall treat everyone with the same courtesy and respect that they would have others observe to department personnel. To this end, personnel are reminded that the exercise of courtesy and respect engenders a future willingness to cooperate with law enforcement.
  - a. Personnel shall facilitate an individual's access to other governmental services whenever possible, and shall actively provide referrals to other appropriate agencies.
  - b. All personnel shall courteously accept, document, and forward to the Chief of Police any complaints made by an individual against the department. Further, officers shall provide information on the complaint's process and shall give copies of "How to Make a Complaint" when appropriate.
6. When feasible, personnel shall offer explanations of the reasons for enforcement actions or other decisions that bear on the individual's well-being unless the explanation would undermine an investigation or jeopardize an officer's safety.
7. When concluding an encounter, personnel shall thank him or her for cooperating.
8. When feasible, all personnel shall identify themselves by name. When a person requests the information, personnel shall give their departmental identification number, name of the immediate supervisor, or any other reasonable information.
9. All personnel are accountable for their actions. Personnel shall justify their actions when required.

**B. SUPERVISORY RESPONSIBILITIES**

1. Supervisors shall be held accountable for the observance of constitutional safeguards during the performance of their duties. Supervisors shall identify and correct instances of bias in the work of their subordinates.
2. Supervisors shall use the disciplinary mechanisms of the department to ensure compliance with this order and the constitutional requirements of law enforcement.
3. Supervisors shall be mindful that in accounting for the actions and performance of subordinates, supervisors are key to maintaining community trust in law enforcement. Supervisors shall continually reinforce the ethic of impartial enforcement of the laws, and shall ensure that personnel, by their actions, maintain the community's trust in law enforcement.
4. Supervisors are reminded that biased enforcement of the laws engenders not only mistrust of law enforcement, but increases safety risks to personnel. Lack of control over bias also exposes the department to liability consequences.
5. Supervisors shall be held accountable for repeated instances of biased enforcement of their subordinates.
6. Supervisors shall ensure that all enforcement actions are duly documented per departmental policy. Supervisors shall ensure that all reports show adequate documentation of reasonable suspicion and probable cause, if applicable.



**LANCASTER POLICE DEPARTMENT  
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<b>Subject</b> Biased Based Policing and Racial Profiling		

7. Supervisors shall facilitate the filing of any complaints about law- enforcement service.

**C. DISCIPLINARY CONSEQUENCES**

1. Failure to report any observed or known violations of this policy by any police department employee shall result in corrective action being taken against the employee.
2. Officers found in violation of this policy or who have a sustained racial profiling complaint shall be subject to corrective action which may include, diversity, sensitivity, or other appropriate training, counseling, a written reprimand, suspension from duty with or without pay, indefinite suspension, or other appropriate action as determined by the Chief of Police.

**D. COMPLAINTS**

1. Any person may file a complaint with the department if they believe they have been stopped or searched on the basis of their race, ethnicity, national origin, sexual orientation, religion, economic status, age cultural group, gender or any other identifiable group. No person shall be discouraged, intimidated, or coerced from filing such a complaint, or discriminated against because they have filed such a complaint.
2. A complaint from a citizen regarding racial profiling may be made to any police department supervisor or, if available, to the Office of Professional Responsibility. A complaint from a citizen can be made by writing a letter, calling the police department and requesting a police supervisor to their location (inside the city limits) or by coming to the police station. If, after discussing the complaint with a supervisor the citizen wishes to file a formal complaint they must complete and sign a formal written complaint. All complaints received shall be forwarded in writing through the chain of command to the Chief of Police.
3. In addition to the formal written complaint, the supervisor receiving the complaint shall complete a memo and obtain the digital video from the officer's vehicle. The supervisor shall label the digital video, indicating the unit number and date and time the video was pulled from the unit. The video will be forwarded with the written formal complaint and the supervisor's memo through the chain of command to the Chief of Police by the end of the supervisor's tour of duty. All videos of incidents alleging racial or gender profiling shall be retained with the investigative file.
4. The Chief of Police will then assign the complaint to an appropriate department supervisor or the Office of Professional Responsibility to investigate the complaint.
5. The department shall provide education to the public concerning the complaint process. Written information regarding how a citizen may file a complaint or issue a commendation for an officer shall be made available to the public at a variety of locations, including public meetings, in the lobby of the public safety building and City Hall. This information shall also be available on the department's website ([www.lancaster-tx.com](http://www.lancaster-tx.com)).

**E. CITATION, DATA COLLECTION AND REPORTING**

**LANCASTER POLICE DEPARTMENT  
GENERAL ORDERS MANUAL**

<b>Effective Date</b> <b>August 26, 2015</b>	<b>Amended Date</b> <b>April 3, 2019</b>	<b>Directive</b> <b>2.01.1</b>
<b>Subject</b> <b>Biased Based Policing and Racial Profiling</b>		

1. Each officer shall be required to collect information relating to all motor vehicle traffic stops by documenting the required information on a traffic citation or a written warning. All self-initiated traffic stops made whether or not a citation or written warning is issued, the officer shall complete a racial profiling incident report in the Racial Profiling Module. The racial profiling incident report can be completed through the use of the in car computer program Visual MCT, a computer at the Lancaster Police station with the computer program MOBLAN or RMS or at the jail through Visual MCT, MOBLAND or RMS.
2. The officer will document the following information in the Racial Profiling Module following a motor vehicle stop:
  - a. the date and time of the stop;
  - b. the duration of the stop;
  - c. whether the stop was video recorded;
  - d. the location of the stop;
  - e. the stopped subject's gender;
  - f. the stopped subject's race or ethnicity;
  - g. if the stopped subject's race or ethnicity was known prior to the stop;
  - h. the residency status of the stopped subject;
  - i. the type of stop;
  - j. the reason for the stop;
  - k. if a search was conducted;
  - l. the authority of the search;
  - m. if any type of illegal contraband was located during the search;
  - n. the result of the stop; and
  - o. any charges filed
  - p. If physical force resulted in bodily injury used during stop;
3. Once an officer has completed the racial profiling incident report it should be submitted into the Records Management System. Officers should complete and submit all required racial profiling incident report(s) by the end of their duty shift unless the officer receive permission to turn the report(s) in the following day from their direct supervisor. If permission is granted by the officer's



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direct supervisor, the officer should complete and submit the report(s) by the end of their next duty shift.

4. By March of each year, the department shall submit a written report to the City Council that includes the information gathered from the traffic stops in the preceding calendar year. The report will include:
  - a. a breakdown of traffic stops by race and ethnicity;
  - b. the number of traffic stops that resulted in a search and the basis for the searches;
  - c. the number of searches that resulted in contraband being discovered and, if so, the type of contraband; and
  - d. the number of traffic stops that resulted in custodial arrests
5. The Operations Division Assistant Chief of Police shall be responsible for providing a report to the Chief of Police that contains this information.

**F. RACIAL PROFILING TRAINING**

1. Officers are responsible to adhere to all Texas Commission on Law Enforcement training and the Law Enforcement Management Institute of Texas (LEMIT) requirements as mandated by law.
2. All officers shall complete Texas Commission on Law Enforcement training and education program on racial profiling not later than the second anniversary of the date the officer is licensed under Chapter 1701, Texas Occupation Code, or the date the officer applies for an intermediate proficiency certificate, whichever date is earlier. At the discretion of the Chief of Police, additional diversity and sensitivity training may be required for officers with sustained racial profiling or other discrimination complaints filed against them.
3. The Chief of Police, as part of the initial training and continued education for such appointment, will be required to attend the Law Enforcement Management Institute of Texas program on racial profiling.
4. Supervisors shall conduct periodic roll call training regarding racial profiling issues, including implementation and enforcement of this policy.

**G. SCOPE OF RESPONSIBILITY**

1. All members of the department shall know and comply with all aspects of this directive.
2. All Division Commanders and supervisory personnel are responsible for ensuring compliance with the provisions and intent of this directive.



# A Citizens Guide to the Commendation & Complaint Process



## What Happens When I Complain About a Police Department Employee?

The **Lancaster Police Department** requires that all of its police officers and employees maintain the highest standard of conduct and service.

## Who Investigates the Complaint?

All complaints are investigated thoroughly by the Internal Affairs Department. If a complaint is found to be valid, the Chief of Police will take steps to insure that any deficiencies are corrected.

## How Do I File a Complaint?

You may call, write a letter, or come to the police department and talk to one of the police department supervisors. If, after discussing your complaint with a supervisor, you wish to have a formal investigation, you will need to complete and sign a formal complaint form. The form may be turned in to any supervisor 24 hours a day or may be turned in to the Records counter at the Lancaster Police Department, Monday through Friday from 8am to 5pm. Contact may be made with Internal Affairs at 972-218-2700 or [lpd@lancaster-tx.com](mailto:lpd@lancaster-tx.com)

## Can People Under 18 Years of Age File a Complaint?

Yes. However, we require that one of your parents or guardians accompany you.

## What Will Happen to the Officer or Employee?

It will depend on what the employee did or did not do. If the employee's actions were criminal, he or she could face the same consequences as any other citizen. If the actions were improper but not criminal, the Chief of Police may discipline the employee. The discipline can range from additional training, counseling, oral reprimand, written reprimand, suspension from duty or termination from employment. When administering discipline, the Chief of Police considers the severity of the complaint and the past performance of the employee.

## What Happens After the Complaint is Filed?

You will receive a letter, an e-mail, or a phone call from the Investigator assigned to your complaint as soon as possible, advising you of the disposition of your complaint.

## Are There Any Complaints That Will Not Be Investigated?

The Lancaster Police Department will not investigate the lawfulness of any arrest or citation. The guilt or innocence of any criminal charge or traffic citation is determined only in court. If your complaint alleges that you were not advised of your Miranda Rights, this issue is also advised in court. The Lancaster Police Department will not investigate any complaint received 45 days after the incident that gave rise to the complaint



## REMEMBER!

- ☑ You may complain about an employee in the following ways:
  - ★ Call
  - ★ Write
  - ★ Speak personally to a supervisor
- ☑ If you wish to have a formal investigation conducted, you must complete and sign a complaint form.
- ☑ If you are under the age of 18, you must have a parent or guardian with you.
- ☑ False complaints against a Police Officer may be punishable both criminally and civilly.



*The members of the Lancaster Police Department adhere to a set of positive values and a Code of Ethics.*





**CITIZEN COMMENDATION / COMPLAINT FORM**

☐ Commendation

☐ Complaint

\_\_\_\_\_  
(Assigned CIC #)

☐ Wish to remain anonymous (Anonymous complaints will be looked into)

Citizen's Name: \_\_\_\_\_ Daytime Tele # (\_\_\_\_) \_\_\_\_\_  
(Print)

Address: \_\_\_\_\_ Email: \_\_\_\_\_  
(Print Street Address) (City) (State, Zip) (Print)

Witness Name: \_\_\_\_\_ Daytime Tele # (\_\_\_\_) \_\_\_\_\_  
(List add'l in narrative) (Print)

Address: \_\_\_\_\_  
(Street) (Print Street Address) (City) (State, zip)

Preferred Contact Method: ☐ Phone (Listed above) ☐ Email (Listed Above)

Officer(s) Involved: (Print)

1. \_\_\_\_\_ 2. \_\_\_\_\_

Nature of Incident: (Traffic Stop, Arrest, Call for Service, etc.) \_\_\_\_\_

Date, time and location of incident: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

PLEASE READ BEFORE SIGNING ON PAGE 2:

In compliance with the Texas Government Code Sec. 614.022 referencing Complaints against law enforcement officers, to be considered by the head of a state agency or by the head of a fire or police department, the complaint must be: (1) in writing, and (2) signed by the person making the complaint.

Supervisor taking Complaint: \_\_\_\_\_ Date/Time: \_\_\_\_\_

**Complete Narrative on Next Page**

**Complete Narrative on Next Page**







**Narrative:** (May be continued by attaching additional pages)

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

(Date)

## **Appendix C**

### **Racial Profiling Laws and Corresponding Department Policies**

<b>Texas CCP Article</b>	<b>LANCASTER POLICE DEPARTMENT Racial Profiling Policy</b>
2.132(b)1	Section 3
2.132(b)2	Section 1-2
2.132(b)3	Section 4D
2.132(b)4	Section 4D
2.132(b)5	Section 4C
2.132(b)6	Section 4E
2.132(b)7	Section 4E

## CITY OF LANCASTER CITY COUNCIL

### City Council Regular Meeting

3.

**Meeting Date:** 03/22/2021

**Policy Statement:** This request supports the City Council 2020-2021 Policy Agenda

**Goal(s):** Financially Sound City Government

**Submitted by:** Kim Hall, Finance Director

---

#### **Agenda Caption:**

Consider a resolution accepting the Comprehensive Annual Financial Report (CAFR) for the fiscal year ended September 30, 2020.

#### **Background:**

At the City Council work session held on March 15, 2021, Council received a presentation from BKD LLP, CPAs & Advisors, the independent certified public accounting firm that performed the annual audit of the City of Lancaster's general government and its component units.

This item is to formally accept the Comprehensive Annual Financial Report (CAFR) for the fiscal year ended September 30, 2020. The City engaged the independent certified public accounting firm BKD LLP, CPAs & Advisors, to perform the annual audit of the City of Lancaster and its component units for the seventh consecutive year. The audit fieldwork began in November 2020 and concluded in March 2021.

#### **Operational Considerations:**

The CAFR is distributed to numerous financial institutions, bond rating agencies, the City's financial advisors, and grantors to comply with financial disclosure requirements. This report is designed to provide readers with an understanding of the financial status of the City and its results of operations. The City received a clean audit with no findings and no comments.

#### **Legal Considerations:**

The City Attorney has reviewed and approved the resolution as to form.

#### **Public Information Considerations:**

This item is being considered at a Regular Meeting of the City Council noticed in accordance with the Texas Open Meetings Act.

#### **Fiscal Impact:**

The annual audit is prepared in compliance with generally accepted accounting principles accepted in the United States (GAAP). The information is fairly stated in all material respects in relation to the basic financial statements.

#### **Options/Alternatives:**

1. City Council may approve the resolution, as presented.
2. City Council may deny the resolution.

**Recommendation:**

Staff recommends approval of the resolution, as presented.

**Attachments**

Resolution

Draft CAFR Report

---

**RESOLUTION NO.**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS, ACCEPTING THE COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2020; WHICH IS ATTACHED HERETO AND INCORPORATED HEREIN BY REFERENCE AS EXHIBIT "A"; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Council has received said report; and

**WHEREAS**, the City Council desires to accept the 2020 Comprehensive Annual Financial Report (CAFR) and the Management Letter.

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

**SECTION 1.** That the 2020 Comprehensive Annual Financial Report (CAFR), which is attached hereto and incorporated herein by reference as Exhibit "A", is hereby, in all things accepted by the City Council of the City of Lancaster, Texas.

**SECTION 2.** This resolution shall take effect immediately from and after its passage as the law in such cases provides, and it is accordingly so resolved.

**DULY PASSED** and approved by the City Council of the City of Lancaster, Texas, on this the 22nd day of March, 2021.

**ATTEST:**

**APPROVED:**

---

Sorangel O. Arenas, City Secretary

---

Clyde C. Hairston, Mayor

**APPROVED AS TO FORM:**

---

David T. Ritter, City Attorney

**City of Lancaster, Texas**  
Comprehensive Annual Financial Report  
For the Fiscal Year Ended  
September 30, 2020

Prepared by the Department of Finance

**City of Lancaster, Texas**  
**Comprehensive Annual Financial Report**  
**Year Ended September 30, 2020**  
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March \_\_, 2021

To the Honorable Mayor, Members of City Council and Citizens of the City of Lancaster, Texas:

We hereby issue the comprehensive annual financial report of the City of Lancaster, Texas (City) for the fiscal year ended September 30, 2020. State law requires that every municipality publish within six months of the close of each year a complete set of audited financial statements, to include the auditor's opinion on the statements, and this report fulfills that requirement.

This report consists of City management's representations concerning the finances of the City. Consequently, management assumes full responsibility for the completeness and reliability of all of the information presented in the report. To provide a reasonable basis for making these representations, management of the City has established a comprehensive internal control framework that is designed both to protect the government's assets from loss, theft, or misuse and to compile sufficient reliable information for the preparation of the City's financial statements in accordance with generally accepted accounting principles (GAAP). Because the cost of internal controls should not outweigh their benefits, the City's comprehensive framework of internal controls has been designed to provide reasonable rather than absolute assurance that the financial statements will be free from material misstatement. Management assumes full responsibility for the completeness and reliability of the information contained in this report, based upon a comprehensive framework of internal control that it has established for this purpose. Because the cost of internal control should not exceed anticipated benefits, the objective is to provide reasonable, rather than absolute, assurance that the financial statements are free of any material misstatements.

As management, we assert that, to the best of our knowledge and belief, this financial report is complete and reliable in all material respects.

The City's financial statements have been audited by BKD, LLP, independent auditors. The goal of the independent audit is to provide reasonable assurance that the financial statements of the City for the fiscal year ended September 30, 2020, are free of material misstatement. The independent audit involved examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; assessing the accounting principles used and significant estimates made by management; and evaluating the overall financial statement presentation.

The independent auditor concluded, based upon the audit, that there was a reasonable basis for rendering an unmodified (clean) opinion that the City's financial statements for the fiscal year ended September 30, 2020, are fairly presented in accordance with GAAP. The independent auditor's report is presented as the first component of the financial section of this report.





GAAP requires that management provide a narrative introduction, overview, and analysis to accompany the basic financial statements in the form of Management's Discussion and Analysis (MD&A). This letter of transmittal is designed to complement MD&A and should be read in conjunction with it. The City's MD&A can be found immediately following the report of the independent auditors.

### ***Profile***

Located in Southwest Dallas County, the City of Lancaster is situated just minutes from downtown Dallas. Adjacent to I-35 on its western border and I-20 on its northern boundary, the City covers approximately 33.13 square miles, and serves an estimated 2020 population of 39,040. The City is a political subdivision and municipal corporation of the State, duly organized and existing under the laws of the State and is a home-rule city operating under a Council/Manager form of government. The Council is comprised of the Mayor and six Council members, who enact local legislation, adopt budgets, determine policies, and appoint the City secretary, City attorney and Judge of the municipal court. The City Manager, appointed by City Council, is the chief administrative officer for the City and is responsible for the daily management of the City. Major services provided under general government and enterprise functions are: public safety (police and fire protection), emergency ambulance services, construction and maintenance of streets, water and sewer services, parks and recreation, library services and general administrative services.

### ***Accounting System and Budgetary Control***

One of the objectives of the City's financial accounting system is to provide adequate internal controls. Internal controls are designed to provide reasonable, but not absolute, assurance regarding the safeguarding of assets against loss from unauthorized use or disposition, and the reliability of financial records for preparing financial statements and maintaining accountability for assets. The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits likely to be derived, and the evaluation of costs and benefits requires estimates and judgments by management. We believe that the City's internal controls adequately safeguard assets and provide reasonable assurance of proper recording of financial transactions.

The City's accounting records for general governmental operations are maintained on a modified accrual basis, with revenues being recorded when available and measurable and expenditures being recorded when the services or goods are received, and the liabilities are incurred.

Accounting records for the City's enterprise activities are maintained on the accrual basis.



The government-wide financial statements are prepared using the accrual basis of accounting and the economic resources measurement focus. Government-wide financial statements do not provide information by fund, but distinguish between the City's governmental activities, business-type activities, and activities of its discretely presented component units on the statement of net position and statement of activities.

**Budgetary Controls:** The budgetary process begins each year with the preparation of both current and proposed revenue estimates by the City's administrative and financial management staff and expenditure estimates provided by each City department. Budgets are reviewed by the administrative and management staff which consists of the City Manager's office and department directors and managers. The City Manager makes final decisions and submits a recommended budget to the City Council. The proposed budget is reviewed by the City Council, a process which includes a Charter-mandated public hearing, in addition to work sessions which are open to the public. The City Charter requires adoption of the City budget at least 10 days prior to the beginning of the fiscal year.

The objective of the budgetary controls maintained by the City is to ensure compliance with legal provisions embodied in the annual budget approved by the City Council. Activities of the general fund, water and sewer fund, and other funds are included in the annual budget and are appropriated annually. The level of budgetary control (that is, the level at which expenditures cannot legally exceed the appropriated amounts) is established by departments within the individual fund. The City Manager is authorized to transfer budgeted amounts between line items and departments within any fund; however, any revisions that alter the total expenditures of any fund must be approved by the City Council.

Monthly departmental expenditure reports are generated by an automated accounting system and provide expenditure totals and encumbrances at the line-item level for the most recently completed month as well as the year-to-date total, and an actual versus budgeted rate of expenditure. Major expenditure requests are approved by the City Manager prior to the encumbrance of funds.

### **Relevant Financial Policies**

The City has established a policy to have a balanced budget and to maintain a reserve account. In fiscal year 2020, the General Fund accomplished this by having an unassigned fund balance of \$15,592,738 which exceeds reserve requirements of 12 percent of the operating budget.

The City also has a long range planning policy to identify major issues when developing its fiscal year budget. A five-year budget analysis of all City funds is developed to provide an understanding of the long term impact of budget decisions. The fiscal year 2020 budget was prepared along with a planning budget for fiscal years 2021-24.



**Cash Management Policies and Practices:** The City's current bank depository contract is with JP Morgan Chase and will be in effect through 2020. The City's investment policy is to minimize credit and market risks while maintaining a competitive yield on its portfolio. The City's investment strategies include using cash flow analysis to purchase securities; however, cash temporarily idle during the year was invested in three public funds investment pools – TexPool, LOGIC and Texas CLASS. This practice lessens the impact which rising interest rates have on the valuation changes of the portfolio. Investments in the deferred compensation plans are held by the third-party plan administrators. The investment policy is annually updated and approved by the Council in compliance with the *Texas Public Funds Investment Act*.

***Pension and other post-employment benefit:***

The City participates in the Texas Municipal Retirement System (TMRS), an agency authorized by the State of Texas. Employees of the City contribute a fixed percentage of their gross pay, currently seven percent in 2020. TMRS participants are immediately vested in those funds they contribute plus allocated interest. Participants are vested in employer contributions after five years of credited participation. If participants withdraw from TMRS prior to five years of credited participation, they may withdraw from TMRS those funds they contributed plus interest earnings. The City also provides postretirement health and dental care benefits for certain retirees and their dependents. As of the current fiscal year, there were ten retired employees receiving these benefits. Additional information on the City's pension arrangements and post-employment benefits can be found in the notes to the basic financial statements.

***Local Economy***

2020 was a year like no other, the COVID-19 global pandemic and numerous high-profile social justice issues had global impacts. The pandemic, specifically, impacted the world economy. Like communities around the country, Lancaster had a brief pause and shift in traditional operations of service delivery. While not immune from the impacts of the pandemic, our healthy reserve balance, prudent fiscal policies, conservative operational practices and timely actions by the City Council and management, allowed us to end the fiscal year in a positive position. The City of Lancaster received supplemental financial support from Dallas County through the federal government's Coronavirus Aid, Relief and Economic Security (CARES) Act. We successfully continued service delivery with minimal changes and disruptions while being in compliance with the health professionals recommended mitigation protocols to slow the spread of the COVID-19 virus.





Lancaster's growing economy continues to be greatly influenced by the attraction of the logistics industry to the community. Lancaster's premier industrial park, CSHV 20/35, has experienced the location of many well-known national corporations like United Natural Foods, Inc., Quaker PepsiCo, Johnstone Supply Inc., Mars Petcare Inc., BMW and Fisher Paykel. The interest of the development industry that specializes in logistics is strong and has led to the additional industrial parks such as Southpointe 20/35, Park 20 and MidPoint Logistics Center and recently a new player in Lancaster's industrial development. Corporations such as AT&T Corporation, Oncor Electric Delivery, Swift Transportation Inc., Mobis Parts America, Pappas Timber Products, LLC and Wayfair have located to Lancaster for its accessibility and strategic location. New logistics development in Lancaster is expected to continue.

New logistics development continued in Lancaster even during the pandemic. The Danish company, DSV Global Transport and Logistics broke ground on their new 1 million square feet U.S. regional headquarters valued at nearly 80 million total investment.

The City's unemployment rate for 2020 was an average of 11 percent. The unemployment rate for Dallas County was 8.1 percent for 2020. The City of Lancaster benefits from its proximity to the Dallas-Fort-Worth Motorplex and major transportation corridors with its location fifteen (15) miles south of downtown Dallas. Lancaster is a part of the Best Southwest area, which includes Lancaster, Cedar Hill, DeSoto, and Duncanville. The close proximity to job opportunities in Dallas, Fort Worth and the Mid-Cities continues to contribute to growth in the City. Its estimated population of 39,040 has grown over 50 percent since 2000, with a corresponding increase in the number of households during the same time. There is room for further development within the City's 33.13 square miles, since the City is only 50 percent built out.

In fiscal year 2020, the City experienced an increase in taxable assessed valuation and a slight increase in residential values, much like other cities in the Dallas-Fort Worth area. The City also experienced an increase in building permits. Sales tax decreased slightly in fiscal year 2020.

### ***Long-term Financial Planning***

The City has a long-range financial plan and has prudent fiscal policies and processes in place. It has met or exceeded all fund reserve goals, has funds available to address the needs of the community and responsibly manages its debt. The community continues to move toward a more competitive tax rate.

Unassigned fund balance in the general fund at year-end was 49 percent of total general fund expenditures. This amount was above the policy guidelines set by the Council for budgetary and planning purposes. The year-end amount was above the minimum target set by the policy guidelines. The net change in fund balance is \$1,590,689 for the year ended September 30, 2020.



Rising costs have been a challenge to the City; however, conservative revenue estimates and efforts to reduce expenditures have contributed to the City's strong financial position. Overall, revenues for the City have remained fairly stable, and we have incorporated several strategies to decrease the expenses over the next several years. The City is projecting an increase in property tax revenues and sales tax revenues to allow us to effectively meet operational objectives and comply with current fiscal policies.

The City has historically maintained strong General Fund balances and continues to respond proactively to the volatile economy by implementing budget cuts sufficient to offset the revenue loss. The City does not expect to utilize reserves for recurring operating expenditures. The City also utilizes extensive planning and conservative budgetary measures to balance its operations.

With Economic Development a major priority, sales tax receipts are expected to increase as the City continues to provide incentives for business operations moving to the City. Because of the City's proximity to Interstate 35 East and Interstate 20, businesses are recognizing Lancaster as one of the region's hot spots for growth, and the City is committed to supporting new and expanding companies.

### ***Major Initiatives***

Annually, the City Council has adopted goals aimed at guiding Lancaster's future growth and development. For fiscal year 2020-2021, included initiatives are:

- Quality development;
- Sound infrastructure;
- Professional and committed workforce;
- Health, safe and engaged community;
- Effective municipal operations; and
- Financially sound city government.

### ***Awards and Acknowledgements***

The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certification of Achievement for Excellence in Financial Reporting to the City of Lancaster, Texas for its comprehensive annual financial report (CAFR) for the fiscal year ended September 30, 2018. In order to be awarded a Certificate of Achievement, the City of Lancaster, Texas had to publish an easily readable and efficiently organized CAFR that satisfied both generally accepted accounting principles and applicable program requirements.





A Certificate of Achievement for Excellence in Financial Reporting is valid for a period of one year only. The City has received a Certificate of Achievement for four years. We are waiting for the Certification for the September 30, 2019 CAFR, which was previously submitted to GFOA. However, we believe that our September 30, 2019 CAFR as well as the September 30, 2020 CAFR continue to meet the Certificate of Achievement for Excellence in Financial Reporting Program's requirements. We are submitting the September 30, 2020 report to the GFOA to determine eligibility for another certificate.

The preparation of this report on a timely basis could not be accomplished without the efficient and dedicated services of the City's staff. In particular, we would like to recognize and express our heartfelt appreciation to all members of the Finance Department, who all worked diligently to assist and contribute to the preparation of this report. The Mayor and the City Council are to be commended for their willingness to participate in the strategic planning process for financial operations, and for their commitment to maintaining the highest standards of professionalism in the management of the City of Lancaster's finances.

Respectively submitted,

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Opal Mauldin-Jones, City Manager

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Kimberly Hall, Finance Director



Government Finance Officers Association

Certificate of  
Achievement  
for Excellence  
in Financial  
Reporting

Presented to

**City of Lancaster**  
**Texas**

For its Comprehensive Annual  
Financial Report  
for the Fiscal Year Ended

**September 30, 2018**

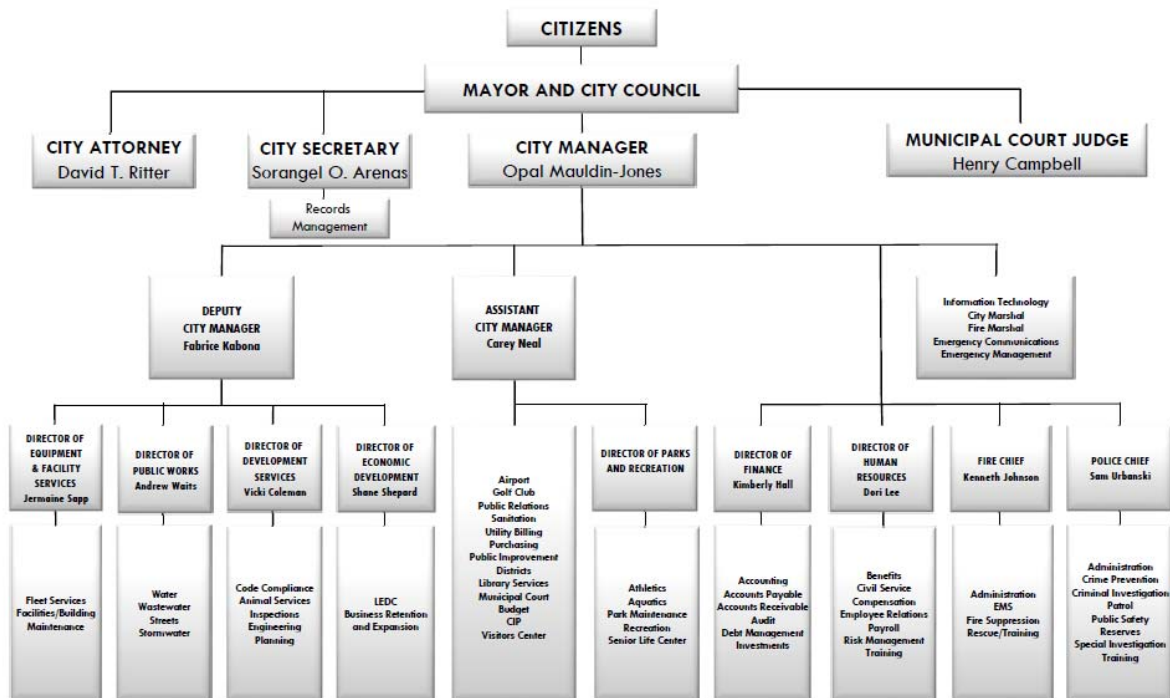
*Christopher P. Morill*

Executive Director/CEO

## City of Lancaster, Texas Organizational Chart



### FY 2020-2021 Organizational Chart City of Lancaster



Updated 08/21/2020

**City of Lancaster, Texas**  
**List of Principal Officers**  
**as of September 30, 2020**

**City Council**

Clyde C. Hairston .....	Mayor.....	Term Expires May 2021
Carol Strain-Burk.....	Council Member, District 1 .....	Term Expires May 2022
Stanley Jaglowski.....	Council Member, District 2 .....	Term Expires November 2020
Marco Mejia .....	Council Member, District 3 .....	Term Expires May 2022
Derrick D. Robinson.....	Deputy Mayor Pro Tem, District 4 .....	Term Expires November 2020
Racheal Hill.....	Mayor Pro Tem, District 5 .....	Term Expires May 2022
Nina Morris.....	Council Member, District 6 .....	Term Expires November 2020

**City of Lancaster, Texas**  
**Department Directors**

**City Executive Staff**

Opal Mauldin-Jones .....City Manager

Fabrice Kabona.....Deputy City Manager

Carey D. Neal Jr. ....Assistant City Manager

Sorangel O. Arenas.....City Secretary

Kim Hall.....Director of Finance

Dori Lee.....Director of Human Resources

Shane Shepard.....Director of Economic  
Development

Jermaine Sapp .....Director of Equipment & Facility  
Services

Andrew Waits .....Director of Public Works

Kenneth Johnson .....Fire Chief

Sam Urbanski.....Police Chief

Lisa Wube .....Director of Parks & Recreation

Vicki D. Coleman .....Director of Development Services

## **Financial Section**

## **Independent Auditor's Report**

The Honorable Mayor and  
Members of the City Council  
City of Lancaster, Texas

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund and the aggregate remaining fund information of the City of Lancaster, Texas (City) as of and for the year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditor's Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the City's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

The Honorable Mayor and  
Members of the City Council  
Page 2

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## ***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City as of September 30, 2020, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## ***Other Matters***

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison, pension and other post-employment benefits information as listed in the table of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### ***Other Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The accompanying combining and individual fund statements and the introductory and statistical sections as listed in the table of contents are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining and individual fund statements are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual fund statements are fairly stated in all material respects in relation to the basic financial statements as a whole.



The Honorable Mayor and  
Members of the City Council  
Page 3

The introductory and statistical sections have not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on them.

Dallas, Texas  
March \_\_, 2021

**City of Lancaster, Texas**  
**Management's Discussion and Analysis (Unaudited)**  
**September 30, 2020**

***Introduction***

The Management's Discussion and Analysis (MD&A) section presents a narrative overview and analysis of the financial activities of the City of Lancaster, Texas (City) for the fiscal year ended September 30, 2020. We encourage readers to consider the information presented here in conjunction with the City's financial statements, which follow this section.

***Financial Highlights***

- The assets and deferred outflows of resources of the City exceeded its liabilities and deferred inflows of resources at the end of fiscal year 2020, resulting in \$140,295,544 of net position. Net position associated with governmental activities is \$61,392,086, or 44 percent of the total net position of the City. Net position associated with business-type activities is \$78,903,458, or 56 percent of the total net position of the City. The largest portion of net position consists of net investment in capital assets, which is \$79,805,254.
- Unrestricted net position, which may be used to meet the City's future obligations, consists of \$51,010,226, or 36 percent of the City's total net position. Unrestricted net position for governmental activities is \$14,630,657, or 24 percent of total net position for governmental activities. Unrestricted net position for business-type activities is \$36,379,569 or 46 percent of total net position for business-type activities.
- As of the close of fiscal year 2020, the City's Governmental Funds reported a combined ending fund balance of \$39,186,737, an increase of \$3,482,371 from the prior year.
- At the end of the current fiscal year, total fund balance for the General Fund was \$15,906,573. This represents approximately 50 percent of General Fund expenditures.

***Overview of the Financial Statements***

The discussion and analysis is intended to serve as an introduction to the City's basic financial statements. The City's basic financial statements are comprised of three components: (1) government-wide financial statements, (2) fund financial statements and (3) notes to the financial statements. This report also contains required and other supplementary information in addition to the basic financial statements themselves.

**Government-Wide Financial Statements.** The government-wide financial statements are designed to provide readers with a broad overview of the City's finances, in a manner similar to private-sector business.

The statement of net position presents information on all of the City's assets, deferred outflows of resources, liabilities and deferred inflows of resources, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating.

**City of Lancaster, Texas**  
**Management's Discussion and Analysis (Unaudited)**  
**September 30, 2020**

The statement of activities presents information showing how the City's net position changed during the most recent fiscal year. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods, for example uncollected taxes and earned, but not used, vacation leave.

Both of the government-wide financial statements distinguish functions of the City that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of the City include general administration, public safety, public works, drainage systems, library, human resources and finance. The business-type activities of the City include water and sewer, airport operations, refuse and golf course operations.

The government-wide financial statements include the Economic Development Corporation and the Recreational Development Corporation as part of its reporting entity as discretely presented component units. Discrete presentation entails reporting component unit financial data in columns separate from the financial data of the primary government. The Lancaster Economic Development Corporation and the Lancaster Recreational Development Corporation are legally separate entities.

**Fund Financial Statements.** A *fund* is defined as a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations. Some funds are required to be established by state law and by bond covenants. The City Council also establishes other funds to help it control and manage money for particular purposes or to show that it is meeting legal responsibilities when using certain taxes, grants or other money. The City's two kinds of funds – Governmental and Proprietary – utilize different accounting approaches.

**Governmental Funds.** The majority of the City's basic services are reported in Governmental Funds, which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method identified as the modified accrual basis of accounting, which measures cash and all other financial assets that can be readily converted to cash. The Governmental Fund statements provide a detailed short-term view of the City's general government operations and the basic services it provides. Governmental Fund information helps determine whether there are more or fewer financial resources that can be spent in the near future to finance the City's programs.

By comparing information presented for Governmental Funds with similar information presented for governmental activities in the government-wide financial statements, readers may better understand the long-term impact of the government's near term financing decisions. The relationships, or differences between governmental activities (reported in the accompanying Statement of Net Position and the Statement of Activities) and Governmental Funds, are detailed in a reconciliation following the fund financial statements.

**City of Lancaster, Texas**  
**Management's Discussion and Analysis (Unaudited)**  
**September 30, 2020**

Information is presented separately in the accompanying Governmental Funds Balance Sheet and in the accompanying Governmental Funds Statement of Revenues, Expenditures and Changes in Fund Balances for the General Fund, Debt Service Fund and Capital Projects Fund, all of which are considered to be major funds. Data from the other Governmental Funds are combined into a single, aggregated presentation. Individual fund data for each of these Non-major Governmental Funds is provided in the form of combining statements elsewhere in this report.

**Proprietary Funds.** The City charges customers for the services it provides, whether to outside customers or to other units within the City. These services are generally reported in Proprietary Funds. Proprietary Funds are reported in the same way that all activities are reported in the accompanying Statement of Net Position and the Statement of Activities. The City's Enterprise Funds (a component of Proprietary Funds) are identical to the business-type activities reported in the government-wide statements, but provide information, such as cash flows.

The City maintains an Enterprise Fund to account for: (1) water and sewer services provided to the City's retail and wholesale customers, (2) trash collection and disposal services, (3) operation of the City's airport and (4) operation of the City's golf course. All activities associated with providing such services are accounted for in these funds, including administration, operation, maintenance, debt service, capital improvements, billing and collection. The City's intent is that the cost of providing the services to the general public on a continuing basis is financed through user charges in a manner similar to a private-sector business enterprise.

**Notes to the Financial Statements.** The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

**Other Information.** In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the City's progress in funding its obligations. Required supplementary information immediately follows the notes to the financial statements. Combining statements for Non-major Governmental Funds, Enterprise Funds and component units fund financial statements follow the section of required supplementary information.

***Government-Wide Financial Analysis***

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. As of September 30, 2020, City assets and deferred outflows of resources exceeded its liabilities and deferred inflows resulting in \$140,295,544 of net position.

**City of Lancaster, Texas**  
**Management's Discussion and Analysis (Unaudited)**  
**September 30, 2020**

***Statement of Net Position for Governmental and Business-type Activities***

	2020			2019		
	Governmental Activities	Business-type Activities	Total	Governmental Activities	Business-type Activities	Total
Current and other assets	\$ 51,465,822	\$ 40,487,985	\$ 91,953,807	\$ 47,219,044	\$ 39,573,423	\$ 86,792,467
Capital assets	102,827,022	48,567,549	151,394,571	102,501,822	47,889,676	150,391,498
Total assets	154,292,844	89,055,534	243,348,378	149,720,866	87,463,099	237,183,965
Deferred outflows of resources	3,396,756	383,856	3,780,612	6,258,652	684,187	6,942,839
Long-term liabilities	84,515,725	7,030,284	91,546,009	93,088,518	7,946,917	101,035,435
Other liabilities	9,650,465	3,298,917	12,949,382	8,102,833	4,139,220	12,242,053
Total liabilities	94,166,190	10,329,201	104,495,391	101,191,350	12,086,137	113,277,487
Deferred inflows of resources	2,131,324	206,731	2,338,055	237,902	24,203	262,105
Net position						
Net investment in capital assets	37,281,365	42,523,889	79,805,254	33,701,881	41,354,370	75,056,251
Restricted	9,480,064	-	9,480,064	6,664,084	-	6,664,084
Unrestricted	14,630,657	36,379,569	51,010,226	14,184,301	34,682,576	48,866,877
Total net position	\$ 61,392,086	\$ 78,903,458	\$ 140,295,544	\$ 54,550,266	\$ 76,036,946	\$ 130,587,212

By far, the largest portion of the City's net position (57 percent) reflects its investment in capital assets (e.g., land, buildings, machinery, equipment, vehicles and infrastructure), less any related outstanding debt that was used to acquire those assets. The City uses these capital assets to provide a variety of services to its citizens. Accordingly, these assets are not available for future spending. Although the City's investment in capital assets is reported net of related debt, it should be noted that the resources used to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of the City's net position (6.8 percent) represents resources that are subject to external restrictions on how they may be used. The remaining balance of \$51,010,226 is unrestricted and may be used to meet the government's ongoing obligations to its citizens and creditors.

**Analysis of City's Operations.** The following table provides a summary of the City's operations for the year ended September 30, 2020. Overall, the City had an increase in net position of \$9,708,332.

**City of Lancaster, Texas**  
**Management's Discussion and Analysis (Unaudited)**  
**September 30, 2020**

**Revenues and Expenses for Governmental and Business-type Activities**

	2020			2019		
	Governmental Activities	Business-type Activities	Total	Governmental Activities	Business-type Activities	Total
<b>Revenues</b>						
Program revenues						
Charges for services	\$ 5,145,928	\$ 20,998,155	\$ 26,144,083	\$ 6,613,479	\$ 20,027,619	\$ 26,641,098
Operating grants and contributions	4,496,757	-	4,496,757	1,273,543	-	1,273,543
Capital grants and contributions	-	-	-	236,500	-	236,500
General revenues						
Taxes and fees	34,059,101	-	34,059,101	31,534,369	-	31,534,369
Other	734,266	1,891,048	2,625,314	1,447,619	2,519,862	3,967,481
Total revenues	<u>44,436,052</u>	<u>22,889,203</u>	<u>67,325,255</u>	<u>41,105,510</u>	<u>22,547,481</u>	<u>63,652,991</u>
<b>Expenses</b>						
General government	8,618,415	-	8,618,415	7,542,414	-	7,542,414
Public safety	21,474,236	-	21,474,236	22,445,886	-	22,445,886
Public works	3,735,538	-	3,735,538	3,512,367	-	3,512,367
Community development and recreation	2,795,968	-	2,795,968	2,461,161	-	2,461,161
Interest and fiscal charges	2,794,842	-	2,794,842	-	-	-
Water and sewer	-	14,573,772	14,573,772	2,928,389	-	2,928,389
Refuse	-	1,891,782	1,891,782	-	14,151,252	14,151,252
Airport	-	780,611	780,611	-	1,570,873	1,570,873
Golf course	-	951,759	951,759	-	760,573	760,573
Total expenses	<u>39,418,999</u>	<u>18,197,924</u>	<u>57,616,923</u>	<u>38,890,217</u>	<u>17,575,843</u>	<u>56,466,060</u>
<b>Increase in Net Position</b>						
Before Transfers	5,017,053	4,691,279	9,708,332	2,215,293	4,971,638	7,186,931
Transfers	1,824,767	(1,824,767)	-	1,660,781	(1,660,781)	-
<b>Change in Net Position</b>	<u>6,841,820</u>	<u>2,866,512</u>	<u>9,708,332</u>	<u>3,876,074</u>	<u>3,310,857</u>	<u>7,186,931</u>
<b>Net position, Beginning of Year</b>	<u>54,550,266</u>	<u>76,036,946</u>	<u>130,587,212</u>	<u>50,674,192</u>	<u>72,726,089</u>	<u>123,400,281</u>
<b>Net position, End of Year</b>	<u>\$ 61,392,086</u>	<u>\$ 78,903,458</u>	<u>\$ 140,295,544</u>	<u>\$ 54,550,266</u>	<u>\$ 76,036,946</u>	<u>\$ 130,587,212</u>

**Governmental Activities.** Governmental activities increased the City's net position by \$6,841,820. Total revenue for the governmental activities (excluding transfers) increased from the previous year by \$3,330,542. General revenue had a net increase of \$1,811,379. Property tax collections increased as a result of real property reappraisals and new business and property additions which continues to grow the local economy.

**Business-type Activities.** Net position from business-type activities increased by \$2,866,512. Total revenue for the business-type activities increased from the previous year by \$341,722 primarily due to an increase in charges for services revenue.

**City of Lancaster, Texas**  
**Management's Discussion and Analysis (Unaudited)**  
**September 30, 2020**

***Financial Analysis of the City's Funds***

***Governmental Funds***

The focus of the City's Governmental Funds is to provide information on near term inflows, outflows and balances of spendable resources. Such information is useful in assessing the City's financing requirements. In particular, unassigned fund balance may serve as a useful measure of the government's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, the City's Governmental Funds reported a combined ending fund balance of \$39,186,737, an increase of \$3,482,371 from the prior year. This amount includes fund balance restricted for Public Improvement Districts of \$1,379,979, restricted for Capital Projects of \$8,594,068, restricted for Public Works of \$4,317,402, restricted for Court of \$202,154, restricted for Police Grants and Law Enforcement Purposes of \$1,383,977, restricted for Tourism of \$1,216,936, restricted for Park Land Dedication of \$431,378 and restricted for Streets of \$659,406. The net unassigned fund balance was \$15,592,738, an increase of \$1,567,143 from prior year. Components of the net increase of the total fund balance are:

- The General Fund recorded a net increase in fund balance of \$1,590,689, primarily related to funds received for Grants.
- General Obligation Debt Service Fund recorded a net increase in fund balance of \$2,051,443, primarily related to taxes.

***Proprietary Funds***

The City's proprietary funds provide the same type of information found in the government-wide financial statements. Unrestricted net position of the Water and Sewer Fund at the end of the fiscal year amounted to \$35,756,645 and the Airport Fund reported an unrestricted net position of (\$1,645,467).

***Capital Assets***

The City's capital assets for its governmental and business-type activities as of September 30, 2020, amount to \$151,394,571 (net of accumulated depreciation). This net investment in capital assets includes land, buildings, park facilities, roads, bridges and water and sewer lines.

Additional information on capital asset activity can be found in *Note 6* of this report.

**City of Lancaster, Texas**  
**Management's Discussion and Analysis (Unaudited)**  
**September 30, 2020**

	Governmental Activities		Business-type Activities		Totals	
	2020	2019	2020	2019	2020	2019
Land	\$ 13,262,490	\$ 13,262,490	\$ 4,971,266	\$ 4,971,266	\$ 18,233,756	\$ 18,233,756
Buildings	37,183,289	37,183,289	2,808,948	2,808,948	39,992,237	39,992,237
Equipment	5,437,711	3,845,674	4,396,320	3,752,240	9,834,031	7,597,914
Construction in progress	10,935,608	7,115,817	1,982,465	2,404,490	12,918,073	9,520,307
Improvements	2,083,186	1,901,490	81,450,223	79,181,897	83,533,409	81,083,387
Streets and bridges	110,429,040	109,640,602	-	-	110,429,040	109,640,602
Drainage	7,433,204	7,433,204	-	-	7,433,204	7,433,204
Accumulated depreciation	(83,937,506)	(77,880,743)	(47,041,673)	(45,229,165)	(130,979,179)	(123,109,908)
Total	\$ 102,827,022	\$ 102,501,823	\$ 48,567,549	\$ 47,889,676	\$ 151,394,571	\$ 150,391,499

### ***Long-term Debt***

At the end of the current fiscal year, the City had total bonds outstanding of \$71,685,000, all being tax supported. The City also has \$2,699,632 of additional debt through notes payable and capital leases.

The City of Lancaster issued General Obligation Refunding Bonds, Series 2020 in the amount of \$24.53 million during the current fiscal year. This issuance included the refunding of General Obligation Bonds, Taxable Series 2010A in the principal amount of \$27.77 million.

Additional information on long-term debt activity can be found in *Note 7* of this report.

	Governmental Activities		Business-type Activities		Totals	
	2020	2019	2020	2019	2020	2019
General obligation bonds	\$ 61,910,017	\$ 58,845,017	\$ 1,269,983	\$ 1,419,983	\$ 63,180,000	\$ 60,265,000
Certificates of obligation	3,680,000	13,600,000	4,825,000	5,165,000	8,505,000	18,765,000
Notes payable	1,859,583	2,520,896	-	-	1,859,583	2,520,896
Capital leases	840,049	785,432	-	-	840,049	785,432
Total	\$ 68,289,649	\$ 75,751,345	\$ 6,094,983	\$ 6,584,983	\$ 74,384,632	\$ 82,336,328

The City has an Aa3 rating from Moody's Investors Service and an AA rating from Standard and Poor's.

### ***Economic Factor and Next Year's Budgets and Rates***

In the fiscal year 2021 budget, General Fund revenues are budgeted to decrease by 1.16 percent from the 2020 budget year. This decrease is mostly due to a decrease in sales tax revenue due to the impact of the COVID-19 pandemic, and changes in certain laws regarding franchise taxes.

Property taxes make up about 61 percent of budgeted revenues and sales tax make up about 16 percent of budgeted revenues.

### ***Request for Information***

For additional information please contact Director of Finance, Kim Hall, at 972-218-1333 or Finance Department, City of Lancaster, Texas, P.O. Box 940, Lancaster, Texas, 75146, email [khall@lancaster-tx.com](mailto:khall@lancaster-tx.com).



## **Basic Financial Statements**

**City of Lancaster, Texas**  
**Statement of Net Position**  
**September 30, 2020**

	Primary Government			Component Units	
	Governmental Activities	Business-type Activities	Total	Lancaster Economic Development Corporation	Lancaster Recreational Development Corporation
<b>Assets</b>					
Cash and cash equivalents	\$ 34,498,312	\$ 41,001,880	\$ 75,500,192	\$ 6,720,598	\$ 1,834,434
Receivables (net of allowance)					
Notes	5,500,000	-	5,500,000	-	-
Delinquent taxes	902,714	-	902,714	-	-
Accounts	3,715,341	2,206,106	5,921,447	-	24,496
Sales tax	1,130,408	-	1,130,408	226,081	440,705
Fines	863,700	-	863,700	-	-
Due from other governments	5,669	-	5,669	690,388	-
Due from component unit	1,993,142	-	1,993,142	-	-
Prepaid items	50,082	-	50,082	-	15,707
Inventory	61,599	24,854	86,453	-	-
Internal balances	2,744,855	(2,744,855)	-	-	-
Capital assets					
Land and construction in progress	24,198,098	6,953,731	31,151,829	100,378	989,118
Other capital assets, net of accumulated depreciation	78,628,924	41,613,818	120,242,742	-	9,181,097
<b>Total assets</b>	<b>154,292,844</b>	<b>89,055,534</b>	<b>243,348,378</b>	<b>7,737,445</b>	<b>12,485,557</b>
<b>Deferred Outflows of Resources</b>					
Deferred charges on refunding	1,159,711	158,444	1,318,155	-	-
Deferred outflows on pensions - contributions	1,535,022	157,845	1,692,867	15,830	76,279
Deferred outflows on pensions - assumption changes	172,879	16,937	189,816	1,806	9,050
Deferred outflows on pensions - experience	263,901	25,955	289,856	2,751	13,718
Deferred outflows on OPEB - contributions	42,760	3,977	46,737	496	2,487
Deferred outflows on OPEB - assumption changes	213,085	19,824	232,909	2,477	12,387
Deferred outflows on OPEB - experience	9,398	874	10,272	109	546
<b>Total deferred outflows of resources</b>	<b>3,396,756</b>	<b>383,856</b>	<b>3,780,612</b>	<b>23,469</b>	<b>114,467</b>
<b>Liabilities</b>					
Accounts payable and contracts payable	1,685,930	557,900	2,243,830	13,153	35,836
Accrued liabilities	2,364,334	224,704	2,589,038	-	229,240
Accrued interest	316,616	59,293	375,909	6,928	16,563
Due to primary government	-	-	-	-	1,993,142
Due to component unit	-	690,988	690,988	-	-
Deposits	392,644	1,211,974	1,604,618	-	-
General obligation bonds	3,605,000	150,000	3,755,000	-	-
Certificates of obligation	80,000	355,000	435,000	-	-
Notes payable	707,605	-	707,605	155,000	790,000
Compensated absences	340,143	49,058	389,201	-	-
Capital leases	158,193	-	158,193	-	-
Noncurrent liabilities					
General obligation bonds	63,627,474	1,227,104	64,854,578	-	-
Certificates of obligation	3,600,000	4,470,000	8,070,000	-	-
Notes payable	1,151,978	-	1,151,978	1,215,000	3,340,000
Compensated absences	3,061,284	75,202	3,136,486	-	-
Total OPEB liability	1,896,907	176,460	2,073,367	22,058	110,286
Capital leases	681,856	-	681,856	-	-
Net pension liability	10,496,226	1,081,518	11,577,744	115,227	542,973
<b>Total liabilities</b>	<b>94,166,190</b>	<b>10,329,201</b>	<b>104,495,391</b>	<b>1,527,366</b>	<b>7,058,040</b>
<b>Deferred Inflows of Resources</b>					
Deferred inflows on pensions - difference in earnings	2,082,760	202,214	2,284,974	21,774	110,658
Deferred inflows on OPEB - experience	48,564	4,517	53,081	564	2,823
<b>Total deferred inflows of resources</b>	<b>2,131,324</b>	<b>206,731</b>	<b>2,338,055</b>	<b>22,338</b>	<b>113,481</b>
<b>Net Position</b>					
Net investment in capital assets	37,281,365	42,523,889	79,805,254	100,378	6,040,215
Restricted for					
Court Security	70,498	-	70,498	-	-
Court Technology	131,656	-	131,656	-	-
Debt service	5,297,018	-	5,297,018	-	-
Public improvement districts	1,379,979	-	1,379,979	-	-
Tourism, convention centers, arts	1,216,936	-	1,216,936	-	-
Law enforcement purposes	1,383,977	-	1,383,977	-	-
Unrestricted	14,630,657	36,379,569	51,010,226	6,110,832	(611,712)
<b>Total net position</b>	<b>\$ 61,392,086</b>	<b>\$ 78,903,458</b>	<b>\$ 140,295,544</b>	<b>\$ 6,211,210</b>	<b>\$ 5,428,504</b>

**City of Lancaster, Texas**  
**Statement of Activities**  
**For the Year Ended September 30, 2020**

		Program Revenues			Net (Expense) Revenue and Changes in Net Position				
					Primary Government			Component Units	
Functions/Program	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-type Activities	Total	Lancaster Economic Development Corporation	Lancaster Recreational Development Corporation
Primary Government									
Governmental activities									
General government	\$ 8,618,415	\$ 1,919,690	\$ -	\$ -	\$ (6,698,725)	\$ -	\$ (6,698,725)	\$ -	\$ -
Public safety	21,474,236	1,473,204	-	-	(20,001,032)	-	(20,001,032)	-	-
Public works	3,735,538	1,753,034	-	-	(1,982,504)	-	(1,982,504)	-	-
Community development and recreation	2,795,968	-	4,496,757	-	1,700,789	-	1,700,789	-	-
Interest and fiscal charges	2,794,842	-	-	-	(2,794,842)	-	(2,794,842)	-	-
Total governmental activities	39,418,999	5,145,928	4,496,757	-	(29,776,314)	-	(29,776,314)	-	-
Business-type activities									
Water and sewer	14,573,772	17,413,522	-	-	-	2,839,750	2,839,750	-	-
Refuse	1,891,782	2,720,555	-	-	-	828,773	828,773	-	-
Airport	780,611	675,621	-	-	-	(104,990)	(104,990)	-	-
Golf course	951,759	188,457	-	-	-	(763,302)	(763,302)	-	-
Total business-type activities	18,197,924	20,998,155	-	-	-	2,800,231	2,800,231	-	-
Total primary government	\$ 57,616,923	\$ 26,144,083	\$ 4,496,757	\$ -	\$ (29,776,314)	\$ 2,800,231	\$ (26,976,083)	\$ -	\$ -
Component units									
Lancaster Economic Development Corporation	\$ 668,551	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (668,551)	\$ -
Lancaster Recreational Development Corporation	2,778,970	215,064	4,535	-	-	-	-	-	(2,559,371)
Total component units	\$ 3,447,521	\$ 215,064	\$ 4,535	\$ -	\$ -	\$ -	\$ -	\$ (668,551)	\$ (2,559,371)
General Revenues									
Taxes									
Property taxes					\$ 25,428,022	\$ -	\$ 25,428,022	\$ -	\$ -
Sales taxes					6,557,347	-	6,557,347	1,311,469	2,622,939
Franchise taxes					2,057,524	-	2,057,524	-	-
Other local taxes					16,208	-	16,208	-	-
Interest on investments					388,113	368,113	756,226	63,301	20,519
Miscellaneous					346,153	1,522,935	1,869,088	-	8,826
Transfers					1,824,767	(1,824,767)	-	-	-
Total general revenues and transfers					36,618,134	66,281	36,684,415	1,374,770	2,652,284
Change in Net Position					6,841,820	2,866,512	9,708,332	706,219	92,914
Net Position, Beginning of Year					54,550,266	76,036,946	130,587,212	5,504,991	5,335,590
Net Position, End of Year					\$ 61,392,086	\$ 78,903,458	\$ 140,295,544	\$ 6,211,210	\$ 5,428,504

**City of Lancaster, Texas**  
**Balance Sheet**  
**Governmental Funds**  
**September 30, 2020**

	General Fund	Capital Projects Fund	General Obligation Debt Service Fund	Non-Major Governmental Funds	Total Governmental Funds
<b>Assets</b>					
Cash and cash equivalents	\$ 12,367,544	\$ 7,245,232	\$ 5,292,905	\$ 9,592,631	\$ 34,498,312
Receivables (net of allowance for uncollectibles)					
Notes	-	-	5,500,000	-	5,500,000
Delinquent taxes	631,614	-	268,682	2,418	902,714
Accounts	3,391,383	-	-	323,958	3,715,341
Sales tax	1,130,408	-	-	-	1,130,408
Fines	863,700	-	-	-	863,700
Due from:					
Component unit	627,352	1,365,790	-	-	1,993,142
Other governments	5,669	-	-	-	5,669
Other funds	2,726,387	18,468	-	-	2,744,855
Inventory, at cost	61,599	-	-	-	61,599
Prepaid items	50,082	-	-	-	50,082
Total assets	<u>\$ 21,855,738</u>	<u>\$ 8,629,490</u>	<u>\$ 11,061,587</u>	<u>\$ 9,919,007</u>	<u>\$ 51,465,822</u>
<b>Liabilities, Deferred Inflows of Resources and Fund Balances</b>					
<b>Liabilities</b>					
Accounts and contracts payable	\$ 1,254,615	\$ 35,422	\$ -	\$ 395,893	\$ 1,685,930
Accrued liabilities	2,247,935	-	-	116,399	2,364,334
Deposits	392,644	-	-	-	392,644
Total liabilities	<u>3,895,194</u>	<u>35,422</u>	<u>-</u>	<u>512,292</u>	<u>4,442,908</u>
Deferred inflows of resources - unavailable revenue	<u>2,053,971</u>	<u>-</u>	<u>5,764,569</u>	<u>17,637</u>	<u>7,836,177</u>
<b>Fund balances</b>					
Nonspendable for inventory and prepaid items	111,681	-	-	-	111,681
Restricted for					
Court security	70,498	-	-	-	70,498
Court technology	131,656	-	-	-	131,656
Capital projects	-	8,594,068	-	-	8,594,068
Debt service	-	-	5,297,018	-	5,297,018
Public works	-	-	-	4,317,402	4,317,402
Public improvement districts	-	-	-	1,379,979	1,379,979
Police grants	-	-	-	92,970	92,970
Tourism, convention centers, arts	-	-	-	1,216,936	1,216,936
Law enforcement purposes	-	-	-	1,291,007	1,291,007
Parkland dedication	-	-	-	431,378	431,378
Street	-	-	-	659,406	659,406
Unassigned	15,592,738	-	-	-	15,592,738
Total fund balances	<u>15,906,573</u>	<u>8,594,068</u>	<u>5,297,018</u>	<u>9,389,078</u>	<u>39,186,737</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 21,855,738</u>	<u>\$ 8,629,490</u>	<u>\$ 11,061,587</u>	<u>\$ 9,919,007</u>	<u>\$ 51,465,822</u>

**City of Lancaster, Texas**  
**Reconciliation of the Balance Sheet of**  
**Governmental Funds to the Statement of Net Position**  
**September 30, 2020**

Total fund balances – governmental funds \$ 39,186,737

Amounts reported for governmental activities in the statement of  
net position are different because:

Capital assets (net of accumulated depreciation) used in governmental activities  
are not current financial resources and therefore are not reported as assets in  
the governmental funds. Capital assets are reported in the government-wide  
financial statements, net of accumulated depreciation. 102,827,022

Interest payable on long-term debt does not require current financial resources,  
therefore interest payable is not reported as a liability in the governmental  
funds balance sheet. (316,616)

Revenues earned but not available within 60 days of the year-end are not  
recognized as revenue on the fund financial statements. 2,336,177

Notes receivable are not measurable and available within 60 days of year-end,  
and therefore are entirely deferred in the fund financial statements. 5,500,000

Deferred outflows of resources and deferred inflows of resources represent  
flows of resources which relate to future periods and, therefore, are not  
reported in the fund financial statements. Deferred outflows of resources  
and deferred inflows of resources at year-end consist of:

Deferred charges on refunding	\$ 1,159,711	
Employer contributions (GASB 75)	42,760	
Assumption changes (GASB 75)	213,085	
Experience difference (GASB 75)	(39,166)	
Employer contributions (GASB 68)	1,535,022	
Investment return difference (GASB 68)	(2,082,760)	
Experience difference (GASB 68)	<u>263,901</u>	1,265,432

Long-term liabilities, including bonds payable are not due and payable in the  
current period and therefore are not reported in the fund financial statements.

Long-term liabilities at year-end consist of:

General obligation bonds	\$ (61,910,017)	
Certificates of obligation	(3,680,000)	
Note payable	(1,859,583)	
Premiums on bond debt	(5,322,457)	
Net pension liability	(10,496,226)	
Compensated absences	(3,401,427)	
Total OPEB liability	(1,896,907)	
Capital leases	<u>(840,049)</u>	<u>(89,406,666)</u>

Total net position of governmental activities \$ 61,392,086

**City of Lancaster, Texas**  
**Statement of Revenues, Expenditures and**  
**Changes in Fund Balances**  
**Governmental Funds**  
**For the Year Ended September 30, 2020**

	General Fund	Capital Projects Fund	General Obligation Debt Service Fund	Non-Major Governmental Funds	Total Governmental Funds
<b>Revenues</b>					
Taxes and fees	\$ 25,731,444	\$ -	\$ 7,470,958	\$ 3,581,702	\$ 36,784,104
Licenses and permits	944,760	-	-	354,446	1,299,206
Intergovernmental	2,570,448	1,026,309	900,000	-	4,496,757
Charges for services	453,828	-	-	-	453,828
Fines and forfeits	1,068,206	354,978	-	50,020	1,473,204
Interest	158,082	114,680	41,227	74,124	388,113
Miscellaneous	314,920	-	-	31,233	346,153
Total revenues	<u>31,241,688</u>	<u>1,495,967</u>	<u>8,412,185</u>	<u>4,091,525</u>	<u>45,241,365</u>
<b>Expenditures</b>					
Current					
General government	7,373,944	-	-	-	7,373,944
Public safety	16,826,390	-	-	229,176	17,055,566
Public works	1,972,185	-	-	1,192,943	3,165,128
Community development and recreation	1,983,643	-	-	427,072	2,410,715
Capital outlay	2,527,664	3,500,126	-	293,326	6,321,116
Debt service					
Principal retirement	661,313	-	3,774,507	30,000	4,465,820
Interest and fiscal charges	192,087	-	2,584,736	13,150	2,789,973
Cost of issuance of bonds	-	-	298,874	-	298,874
Total expenditures	<u>31,537,226</u>	<u>3,500,126</u>	<u>6,658,117</u>	<u>2,185,667</u>	<u>43,881,136</u>
Excess (deficiency) of revenues over expenditures	<u>(295,538)</u>	<u>(2,004,159)</u>	<u>1,754,068</u>	<u>1,905,858</u>	<u>1,360,229</u>
Other financing sources (uses)					
Transfers in	1,886,227	-	-	-	1,886,227
Transfers out	-	-	-	(61,460)	(61,460)
Payment to refunded bond escrow agent	-	-	(27,907,758)	-	(27,907,758)
Proceeds from refunding bonds issued	-	-	24,530,000	-	24,530,000
Bond premium	-	-	3,675,133	-	3,675,133
Total other financing sources (uses)	<u>1,886,227</u>	<u>-</u>	<u>297,375</u>	<u>(61,460)</u>	<u>2,122,142</u>
<b>Net Change in Fund Balances</b>	<u>1,590,689</u>	<u>(2,004,159)</u>	<u>2,051,443</u>	<u>1,844,398</u>	<u>3,482,371</u>
<b>Fund Balance, Beginning of Year</b>	<u>14,315,884</u>	<u>10,598,227</u>	<u>3,245,575</u>	<u>7,544,680</u>	<u>35,704,366</u>
<b>Fund Balances, End of Year</b>	<u>\$ 15,906,573</u>	<u>\$ 8,594,068</u>	<u>\$ 5,297,018</u>	<u>\$ 9,389,078</u>	<u>\$ 39,186,737</u>

**City of Lancaster, Texas**  
**Reconciliation of the Statement of Revenues, Expenditures and Changes in**  
**Fund Balances of Governmental Funds to the Statement of Activities**  
**For the Year Ended September 30, 2020**

Net change in fund balances – total governmental funds		\$ 3,482,371
Amounts reported for governmental activities in the statement of activities are different because:		
Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount of capital assets recorded in the current period.		6,381,963
Depreciation expense on capital assets is reported in the statement of activities but does not require the use of current financial resources. Therefore, depreciation expense is not reported as expenditures in the governmental funds.		(6,056,763)
Current year principal payments of long-term liabilities are shown as expenditures in the fund financial statements, but shown as reductions in long-term liabilities in the government-wide financial statements as follows:		
General and certificates of obligation bonds	3,615,000	
Notes payable	417,190	
Capital leases	<u>189,507</u>	4,221,697
The issuance of long-term debt, such as bonds and capital leases, are shown as “Other Sources” and “Other Uses” in the governmental funds, but are shown on the statement of net assets with related costs amortized over the life of the bonds. Differences consist of the following:		
Issuance of general obligation bonds	(24,530,000)	
Payment to escrow agent	27,907,758	
Bond premium/discount	(3,675,133)	
Amortization of deferred loss	(136,259)	
Amortization of bond premium/discount	<u>308,084</u>	(125,550)
Current year pension expenditures are reported on the fiscal year basis on the statement of revenues, expenditures and changes in fund balance and as actuarially determined in the government-wide statement of activities. These differences are reflected in deferred outflows of resources and deferred inflow of resources balances.		(478,738)
Current year change in long-term liability for compensated absences and OPEB liability do not require the use of current financial resources; therefore, are not reported as expenditures in governmental funds.		99,974
Current year changes in accrued interest payable do not require the use of current financial resources; therefore, are not reported as expenditures in governmental funds.		122,180
Certain revenues in the government-wide statement of activities that do not provide current financial resources are not reported as revenue in the governmental funds. This is the net change in these revenues for the year.		<u>(805,314)</u>
Change in net position of governmental activities		<u>\$ 6,841,820</u>

**City of Lancaster, Texas**  
**Statement of Net Position**  
**Proprietary Funds**  
**September 30, 2020**

	Water and Sewer Fund	Airport Fund	Non-major Enterprise Funds	Total Proprietary Funds
<b>Assets and Deferred Outflows of Resources</b>				
<b>Current Assets</b>				
Cash and cash equivalents	\$ 37,558,939	\$ 26,786	\$ 3,416,155	\$ 41,001,880
Receivables (net of allowance for uncollectibles):				
Accounts	807,788	34,809	127,076	969,673
Unbilled	1,083,613	-	152,820	1,236,433
Inventory	-	24,854	-	24,854
Total current assets	39,450,340	86,449	3,696,051	43,232,840
<b>Capital Assets</b>				
Nondepreciable	497,545	6,106,632	349,554	6,953,731
Depreciable (net of accumulated depreciation)	34,701,295	5,091,611	1,820,912	41,613,818
Total non-current assets	35,198,840	11,198,243	2,170,466	48,567,549
Total assets	74,649,180	11,284,692	5,866,517	91,800,389
<b>Deferred Outflows of Resources</b>				
Deferred charges on refunding	156,366	2,078	-	158,444
Deferred outflows on pensions - contributions	139,430	18,415	-	157,845
Deferred outflows on pensions - assumption changes	14,910	2,027	-	16,937
Deferred outflows on pensions - experience	22,854	3,101	-	25,955
Deferred outflows on OPEB - contributions	3,481	496	-	3,977
Deferred outflows on OPEB - assumption changes	17,345	2,479	-	19,824
Deferred outflows on OPEB - experience	765	109	-	874
Total deferred outflows of resources	355,151	28,705	-	383,856
<b>Liabilities, Deferred Inflows or Resources and Net Position</b>				
<b>Current Liabilities</b>				
Accounts and contracts payable	406,730	222	150,948	557,900
Accrued liabilities	140,639	7,166	76,899	224,704
Accrued interest	58,777	516	-	59,293
Deposits	1,211,974	-	-	1,211,974
Due to:				
Other funds	674,036	871,878	1,198,941	2,744,855
Component units	-	690,988	-	690,988
General obligation bonds	140,000	10,000	-	150,000
Certificates of obligation	355,000	-	-	355,000
Compensated absences	37,970	10,870	218	49,058
Total current liabilities	3,025,126	1,591,640	1,427,006	6,043,772
<b>Non-current Liabilities</b>				
General obligation bonds	1,196,167	30,937	-	1,227,104
Certificates of obligation	4,470,000	-	-	4,470,000
Compensated absences	74,548	-	654	75,202
Net pension liability	951,452	130,066	-	1,081,518
Total OPEB liability	154,402	22,058	-	176,460
Total non-current liabilities	6,846,569	183,061	654	7,030,284
Total liabilities	9,871,695	1,774,701	1,427,660	13,074,056
<b>Deferred Inflows of Resources</b>				
Deferred inflows on pensions - difference in earnings	177,999	24,215	-	202,214
Deferred inflows on OPEB - experience	3,953	564	-	4,517
Total deferred inflows of resources	181,952	24,779	-	206,731
<b>Net Position</b>				
Net investment in capital assets	29,194,039	11,159,384	2,170,466	42,523,889
Unrestricted	35,756,645	(1,645,467)	2,268,391	36,379,569
Total net position	\$ 64,950,684	\$ 9,513,917	\$ 4,438,857	\$ 78,903,458



**City of Lancaster, Texas**  
**Statement of Revenues, Expenses and Changes in Net Position**  
**Proprietary Funds**  
**For the Year Ended September 30, 2020**

	Water and Sewer Fund	Airport Fund	Non-major Enterprise Funds	Total Proprietary Funds
<b>Operating Revenues</b>				
Charges for services	\$ 17,413,522	\$ 675,621	\$ 2,909,012	\$ 20,998,155
Intergovernmental	-	17,653	-	17,653
Miscellaneous	833,446	9,847	347,538	1,190,831
Impact fee revenue	314,451	-	-	314,451
Total operating revenues	18,561,419	703,121	3,256,550	22,521,090
<b>Operating Expenses</b>				
Personnel services and benefits	2,041,316	249,648	-	2,290,964
Maintenance	458,108	40,869	278,458	777,435
Purchase of water	3,194,584	-	-	3,194,584
Materials and supplies	78,427	277,783	-	356,210
Heat, light and power	150,410	46,297	36,003	232,710
Sewage treatment	6,321,755	-	-	6,321,755
Special services	495,630	19,856	2,376,281	2,891,767
Miscellaneous	54,899	-	-	54,899
Equipment rental	8,760	23,315	24,707	56,782
Depreciation	1,563,125	121,291	128,092	1,812,508
Total operating expenses	14,367,014	779,059	2,843,541	17,989,614
<b>Operating Income (Loss)</b>	4,194,405	(75,938)	413,009	4,531,476
<b>Non-operating Revenues (Expenses)</b>				
Interest revenue	339,608	-	28,505	368,113
Interest and fiscal charges	(206,758)	(1,552)	-	(208,310)
Total non-operating revenues (expenses)	132,850	(1,552)	28,505	159,803
<b>Income (Loss) Before Transfers</b>	4,327,255	(77,490)	441,514	4,691,279
<b>Transfers</b>				
Transfers out	(1,638,894)	(24,373)	(161,500)	(1,824,767)
Total transfers	(1,638,894)	(24,373)	(161,500)	(1,824,767)
<b>Change in Net Position</b>	2,688,361	(101,863)	280,014	2,866,512
<b>Net Position, Beginning of Year</b>	62,262,323	9,615,780	4,158,843	76,036,946
<b>Net Position, End of Year</b>	\$ 64,950,684	\$ 9,513,917	\$ 4,438,857	\$ 78,903,458

**City of Lancaster, Texas**  
**Statement of Cash Flows**  
**Proprietary Funds**  
**For the Year Ended September 30, 2020**

	Water and Sewer Fund	Airport Fund	Non-major Enterprise Funds	Total
<b>Operating Activities</b>				
Receipts from customers and users	\$ 18,544,674	\$ 694,277	\$ 3,250,772	\$ 22,489,723
Utility deposits collected	24,786	-	-	24,786
Payments to employees	(1,970,180)	(243,002)	-	(2,213,182)
Payments to suppliers	(11,122,614)	(406,527)	(2,711,399)	(14,240,540)
Net cash provided by operating activities	5,476,666	44,748	539,373	6,060,787
<b>Noncapital and Related Financing Activities</b>				
Transfers out	(1,638,894)	(24,655)	(161,500)	(1,825,049)
Advances from other funds	-	-	372,381	372,381
Net cash provided by (used in) noncapital financing activities	(1,638,894)	(24,655)	210,881	(1,452,668)
<b>Capital and Related Financing Activities</b>				
Acquisition and construction of capital assets	(2,037,336)	-	-	(2,037,336)
Principal payments on debt	(490,000)	(10,498)	-	(500,498)
Interest payments on debt	(197,906)	(1,552)	-	(199,458)
Net cash used in capital and financing activities	(2,725,242)	(12,050)	-	(2,737,292)
<b>Investing Activities</b>				
Interest on investments	339,608	-	28,505	368,113
Net cash provided by investing activities	339,608	-	28,505	368,113
<b>Increase in Cash and Cash Equivalents</b>	1,452,138	(10,425)	778,757	2,220,470
<b>Cash and Cash Equivalents, Beginning of Year</b>	36,106,801	37,211	2,637,398	38,781,410
<b>Cash and Cash Equivalents, End of Year</b>	\$ 37,558,939	\$ 26,786	\$ 3,416,155	\$ 41,001,880
<b>Reconciliation of Net Operating Income (Loss) to Net Cash Provided by Operating Activities</b>				
Operating income (loss)	\$ 4,194,405	\$ (75,938)	\$ 413,009	\$ 4,531,476
Item not requiring cash				
Depreciation	1,563,125	121,291	128,092	1,812,508
Changes in				
Accounts receivable	(11,903)	(8,844)	20,053	(694)
Inventories	-	25,512	-	25,512
Prepaid expenses	455,666	-	-	455,666
Deferred outflows of resources	246,941	33,450	-	280,391
Accounts payable	(871,055)	(27,645)	(22,412)	(921,112)
Accrued expenses	75,292	3,726	631	79,649
Net pension liability	(382,829)	(52,040)	-	(434,869)
Total OPEB Liability	21,035	3,005	-	24,040
Deferred inflows of resources	162,986	22,231	-	185,217
Compensated absences	23,003	-	-	23,003
Net cash provided by operating activities	\$ 5,476,666	\$ 44,748	\$ 539,373	\$ 6,060,787
<b>Schedule of non-cash capital and related financing activities:</b>				
Assets acquired through interfund loan	\$ 434,577	\$ 18,468	\$ -	\$ 453,045

**City of Lancaster, Texas**  
**Notes to Basic Financial Statements**  
**September 30, 2020**

**Note 1: Summary of Significant Accounting Policies**

The accounting and reporting policies of the City of Lancaster (City) conform to the generally accepted accounting principles (GAAP) applicable to state and local governments. The Governmental Accounting Standards Board (GASB) is the accepted standards setting body for establishing governmental accounting and financial reporting principles. The following is a summary of the more significant accounting policies.

***Reporting Entity***

The City was incorporated in 1853. The City operates as a home-rule city, under a Council-manager form of government and provides the following services as authorized by its charter: public safety (police and fire), highways and streets, water and sewer utilities, sanitation, health and social services, parks and recreation, public improvements, airport, golf course, planning and zoning and general administrative services.

The City's basic financial statements include the separate governmental entities that are controlled by or are dependent on the City. The determination to include separate governmental entities is based on the criteria of GASB Statement No. 14, *The Financial Reporting Entity* (GASB 14), as amended by GASB Statement No. 39, *Determining Whether Certain Organizations Are Component Units* and GASB Statement No. 61, *The Financial Reporting Entity: Omnibus*. GASB 14 defines the reporting entity as the primary government and those component units for which the primary government is financially accountable. To be financially accountable, a voting majority of the component unit's board must be appointed by the primary government, and either: (1) the primary government must be able to impose its will or (2) the primary government may potentially benefit financially or be financially responsible for the component unit. The Lancaster Economic Development Corporation (Economic) and the Lancaster Recreational Development Corporation (Recreational) are nonprofit industrial development corporations formed in July and October 1995, respectively, under the *Development Corporation Act of 1979*. Both Economic and Recreational are organized exclusively for the purposes of benefiting and accomplishing public purposes and to act on behalf of the City. This includes the construction and renovation of municipal buildings, the acquisition, improvement and operation of parks, as well as, other economic development purposes. The affairs of these corporations are managed by two separate Boards of Directors, which are appointed by the City Council. The City Council approves annual budgets and issuances of debt. Economic and Recreational have been discretely presented in the accompanying financial statements. Separate stand-alone financial statements of the individual component units are not available.

## City of Lancaster, Texas

### Notes to Basic Financial Statements

### September 30, 2020

#### ***Basis of Presentation***

##### ***Government-Wide Financial Statements***

The government-wide financial statements (the statement of net position and the statement of activities) report information on all of the activities of the City. The effect of interfund activity, within the governmental and business-type activities columns, has been removed from these statements. However, interfund services provided and used are not eliminated in the consolidation process. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The statement of net position presents information on all the City's assets, deferred outflows, and liabilities and deferred inflows of resources, with the difference reported as "net position." Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating.

The statement of activities demonstrates the degree to which the direct expenses of a given program are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific program of City government. *Program revenues* include: (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given program and (2) operating or capital grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Taxes and other items properly not included among program revenues are reported instead as general revenues.

#### ***Fund Financial Statements***

The City segregates transactions related to certain functions or activities in separate funds in order to aid financial management and to demonstrate legal compliance. Separate statements are presented for Governmental Funds and Proprietary Funds. These statements present each major fund as a separate column on the fund financial statements; all non-major funds are aggregated and presented in a single column.

Governmental Funds are those funds through which most governmental functions typically are financed. The measurement focus of Governmental Funds is on the sources, uses and balances of current financial resources. The City has presented the following major Governmental Funds:

**General Fund** – The General Fund is the main operating fund of the City. This fund is used to account for all financial resources not accounted for in other funds. All general tax revenues and other receipts that are not restricted by law or contractual agreement to some other fund are accounted for in this fund. General operating expenditures, fixed charges and capital improvement costs that are not paid through other funds are paid from the General Fund.

**Capital Projects Fund** – The Capital Projects Fund is utilized to account for financial resources to be used for the acquisition or construction of major capital facilities.

**City of Lancaster, Texas**  
**Notes to Basic Financial Statements**  
**September 30, 2020**

**General Obligation Debt Service Fund** – The Debt Service Fund is used to account for the accumulation of resources and for the payment of general long-term debt principal, interest and related costs, as well as the payment of lease/purchase items. The revenue source is principally ad-valorem taxes levied by the City and transfers in for the payment of lease/purchases.

Proprietary Funds are accounted for using the economic resources measurement focus and the accrual basis of accounting. The accounting objectives are determinations of net income, financial position and cash flow. All assets, deferred outflows and inflows of resources and liabilities are included on the Statement of Net Position. The City has presented the following major Proprietary Funds:

**Water and Sewer Fund** – The Water and Sewer Fund is used to account for the acquisition, operation and maintenance of a municipal water and sewer utility, supported primarily by user charges to the public.

**Airport Fund** – The Airport Fund is used to account for the operation of the City’s regional airport.

Proprietary Funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a Proprietary Fund’s principal ongoing operations. Operating expenses for the Proprietary Funds include the cost of personnel and contractual services, supplies and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

***Fund Balance Flow Assumptions***

Sometimes the City will fund outlays for a particular purpose from both restricted and unrestricted resources (the total of committed, assigned, and unassigned fund balance). In order to calculate the amounts to report as restricted, committed, assigned, and unassigned fund balance in the governmental fund financial statements a flow assumption must be made about the order in which the resources are considered to be applied. It is the City’s policy to consider restricted fund balance to have been depleted before using any of the components of unrestricted fund balance. Further, when the components of unrestricted fund balance can be used for the same purpose, committed fund balance is depleted first, followed by assigned fund balance. Unassigned fund balance is applied last.

**City of Lancaster, Texas**  
**Notes to Basic Financial Statements**  
**September 30, 2020**

***Classification of Fund Equity***

Fund balances are classified as nonspendable, restricted, committed, assigned or unassigned in governmental funds. Nonspendable fund balance cannot be spent, either because it is not in spendable form or because of legal or contractual requirements. Restricted fund balances have constraints for specific purposes which are externally imposed by providers, such as creditors, grantors or other governments; or by enabling legislation of the City Council. Committed fund balances can only be used for specific purposes pursuant to constraints imposed by the City Council through an ordinance or resolution. Assigned fund balances are constrained by intent to be used for specific purposes but are neither restricted nor committed. Assignments are made by City management based on Council direction. Unassigned fund balances include residual positive fund balances within the General Fund that had not been classified within the other mentioned categories. Unassigned fund balances may also include negative balances for any governmental fund if expenditures exceed amounts restricted, committed or assigned for those specific purposes.

***Measurement Focus and Basis of Accounting***

The accounting and financial reporting treatment is determined by the applicable measurement focus and basis of accounting. Measurement focus indicates the type of resources being measured such as current financial resources or economic resources. The basis of accounting indicates the timing of transactions or events for recognition in the financial statements.

The government-wide and proprietary funds financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The governmental fund financial statements are reported using the current financial resources measurement focus. Revenues are recognized as soon as they are both measurable and available.

Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences, and claims and judgments, are recorded only when payment is due. General capital asset acquisitions are reported as expenditures in governmental funds. Issuance of long-term debt and acquisitions under capital leases are reported as other financing sources.

**City of Lancaster, Texas**  
**Notes to Basic Financial Statements**  
**September 30, 2020**

Property taxes, sales taxes, franchise taxes, fines and forfeits, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Licenses and permits, charges for services (except for sanitation services) and rents and concessions are recorded as revenues when received in cash because they are generally not measurable until actually received. Entitlements are recorded as revenues when all eligibility requirements are met, including any time requirements and the amount is received during the period or within the availability period for this revenue source (within 60 days of year-end). Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other eligibility requirements have been met, and the amount is received during the period or within the availability period for this revenue source (within 60 days of year-end). All other revenue items are considered to be measurable and available only when cash is received by the City.

***Cash and Cash Equivalents***

For purposes of the statement of cash flows, the City considers cash and cash equivalents to be cash, external investment pools and certificates of deposit with an original maturity date of three months or less.

***Investments***

Investments in external investment pools are carried at either net asset value or amortized cost, as determined by each pool's individual investment valuation method and whether there is a readily determinable fair value of the pool as of the City's fiscal year end. In instances where pools transact at amortized cost, no readily determinable fair value is deemed available.

***Allowance for Uncollectible Accounts***

An allowance for uncollectible taxes including penalties and interest and water and sewer billed receivables is provided based on an analysis of historical trends. The allowances at September 30, 2020, were \$796,064 for uncollectible taxes, \$2,117,350 for water and sewer billings, \$465,069 for court fees and fines and \$631,092 for ambulance fees.

***Inventory***

Inventories, which are recognized as expenditures as they are consumed, are stated at cost (first-in, first-out) for Governmental Funds. Inventories in the General Fund consist of expendable supplies.

***Prepaid Items***

Prepaid balances, which are recognized as expenditures as they are consumed, are for payments made by the City in the current year for services occurring in the subsequent year.

***Interfund Receivables and Payables***

Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as "internal balances."

**City of Lancaster, Texas**  
**Notes to Basic Financial Statements**  
**September 30, 2020**

***Interfund Transactions***

Interfund services provided and used are accounted for as revenues, expenditures or expenses. Transactions that constitute reimbursements to a fund for expenditures/expenses initially made that are properly applicable to another fund, are recorded as expenditures/expenses in the reimbursing fund and as a reduction of expenditures/expenses in the fund reimbursed. All other interfund transactions, except quasi-external transactions and reimbursements, are recorded as transfers.

***Capital Assets***

Capital assets, which include property, plant, equipment and infrastructure assets, are reported in the applicable governmental or business-type activities columns in the government-wide financial statements and in the fund financial statements for Proprietary Funds. All capital assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Donated assets are valued at acquisition value on the date donated. Repairs and maintenance are recorded as expenses. Renewals and betterments are capitalized. Interest is capitalized on Proprietary Fund type assets acquired with tax-exempt debt. The amount of interest to be capitalized is calculated by offsetting interest expenses incurred from the date of the borrowing unit until completion of the project with interest earned on invested proceeds over the same period.

All items purchased with a price of \$5,000 or greater and a useful life exceeding one year is placed on the capital asset list. Each department is required to monitor their inventory and is accountable for the location of the asset. Asset tags are issued after payment has been processed. The Purchasing Agent conducts a yearly inventory to verify the inventory.

Assets capitalized have a useful life of over one year. Depreciation is recorded on each class of depreciable property utilizing the straight-line method over the estimated useful lives of the assets. Estimated useful lives of major categories of property are:

Plants and buildings	40 years
Improvements	5 – 50 years
Machinery and equipment	5 – 10 years

***Deferred Outflows/Inflows of Resources***

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The City has the following items that qualify for reporting in this category.

- Deferred loss on refunding – A deferred loss on refunding results from the difference in the carrying value of refunded debt and its reacquisition price. This amount is deferred and recognized over the shorter of the life of the refunded or refunding debt.



**City of Lancaster, Texas**  
**Notes to Basic Financial Statements**  
**September 30, 2020**

- **Employer Contributions – Pensions and OPEB** – These contributions are those made after the measurement date through the fiscal year end (January 1<sup>st</sup> – September 30<sup>th</sup>) resulting in a cash outlay not yet recognized in GASB Statement No. 68, *Accounting and Financial Reporting for Pensions - an amendment of GASB Statement No. 27* (GASB 68) and GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions* (GASB 75). This amount is deferred and recognized in the following fiscal year.
- **Experience difference – Pensions and OPEB** – These amounts represent the difference in expected and actual pension and OPEB experience. These differences are deferred and recognized over the estimated average remaining lives of all members determined as of the measurement date.
- **Assumption changes – Pensions and OPEB** – These amounts represent the difference resulting from a change in assumptions used to measure the underlying total pension liability and total OPEB liability. These differences are deferred and recognized over the estimated average remaining lives of all members determined as of the beginning of the measurement period.

In addition to liabilities, the statement of net position or balance sheet will sometimes report a separate section for deferred inflows of resources. This separate financial statement element represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until then.

The City has the following items that qualify for reporting in this category.

- **Unavailable revenue** – This amount represents uncollected property taxes, municipal court fees, ambulance fees and notes receivables. This amount is deferred and recognized once payments are made in the follow fiscal year. This item is only presented in the Balance Sheet – Governmental Funds.
- **Experience difference – OPEB** – These amounts represent the difference in expected and actual OPEB experience. These differences are deferred and recognized over the estimated average remaining lives of all members determined as of the measurement date.
- **Investment difference – Pensions** – These amounts represent the difference in projected and actual earnings on pension plan assets. These differences are deferred and amortized over a closed five-year period.

**City of Lancaster, Texas**  
**Notes to Basic Financial Statements**  
**September 30, 2020**

***Compensated Absences***

Sick leave is recorded on governmental activities for the Fire and Police Departments. All other employees are not compensated for unused sick leave. Vacation is earned in varying amounts up to a maximum of 20 days per year for employees with 10 or more years of service. Unused vacation leave carried forward from one year to the next is limited to 260 hours.

The liability for unused vested vacation leave as of September 30, 2020, is shown as a liability for compensated absences in the applicable governmental or business-type activities columns in the government-wide statements and in the fund financial statements for the Proprietary Funds. The amount to be paid from current available financial resources is not considered significant.

***Defined Benefit Pension Plans***

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the Fiduciary Net Position of the Texas Municipal Retirement System (TMRS) and additions to/deductions from TMRS' Fiduciary Net Position have been determined on the same basis as they are reported by TMRS. For this purpose, plan contributions are recognized in the period that compensation is reported for the employee, which is when contributions are legally due. Benefit payments and refunds are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value. Information regarding the City's total pension liability is obtained from TMRS through a report prepared for the City by TMRS' consulting actuary, Gabriel Roeder Smith & Company, in compliance with GASB 68.

Fund allocation of related balances is determined by individual employee assignment. This assignment is uniform with regard to liquidation of the liability.

***Defined Benefit Other Postemployment Benefit Plans***

The City has two single-employer defined benefit other postemployment benefit (OPEB) plans. For purposes of measuring the total OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB and OPEB expense have been determined on the same basis as they are reported by the Plan. For this purpose, benefit payments are recognized when due and payable in accordance with the benefit terms.

Allocation of OPEB related balances to reporting units is determined on the basis of employee payroll funding. The total OPEB liability is generally liquidated in the General Fund.

***New Pronouncements***

The GASB has issued the following new statements to be implemented in future years.

**City of Lancaster, Texas**  
**Notes to Basic Financial Statements**  
**September 30, 2020**

GASB Statement No. 84, *Fiduciary Activities*: (GASB 84)

This statement establishes criteria for identifying fiduciary activities. It presents separate criteria for evaluating component units, pension and other postemployment benefit arrangements and other fiduciary activities. The focus is on a government controlling the assets of the fiduciary activity and identification of the beneficiaries of those assets. Fiduciary activities are reported in one of four types of funds: pension (and other employee benefit) trust funds, investment trust funds, private-purpose trust funds or custodial funds.

Custodial funds are used to report fiduciary activities that are not held in a trust. The agency fund designation will no longer be used. GASB 84 also provides guidance on fiduciary fund statements and timing of recognition of a liability to beneficiaries. This standard becomes effective for the City in fiscal year 2021.

GASB Statement No. 87, *Leases* (GASB 87):

- This statement provides a new framework for accounting for leases under the principle that leases are financings. No longer will leases be classified between capital and operating. Lessees will recognize an intangible asset and a corresponding liability. The liability will be based on the payments expected to be paid over the lease term, which includes an evaluation of the likelihood of exercising renewal or termination options in the lease. Lessors will recognize a lease receivable and related deferred inflow of resources. Lessors will not derecognize the underlying asset.
- An exception to the general model is provided for short-term leases that cannot last more than 12 months. Contracts that contain lease and nonlease components will need to be separated so each component is accounted for accordingly. This standard becomes effective for the City in fiscal year 2022.

The City has not yet determined the effect on the City's financial statements or disclosures upon implementation of these new accounting standards.

## **Note 2: Deposits and Investments**

The deposit and investment policies of the City are governed by State Statutes and the adopted City Investment Policy. City policies governing bank deposits require depositories to be FDIC-insured institutions, and depositories must fully collateralize all deposits in excess of FDIC insurance limits.

Statutes authorize the City to invest in obligations of the U.S. Treasury and U.S. agency securities, repurchase agreements and municipal pools.

The City utilizes a pooled investment concept for all its funds to maximize its investment program. Investment income from this internal pooling is allocated to the respective funds based upon the sources of funds invested.

**City of Lancaster, Texas**  
**Notes to Basic Financial Statements**  
**September 30, 2020**

During the year ended September 30, 2020, the City invested in Texas CLASS, TexPool and LOGIC, which are investment pools authorized by the Texas Legislature.

Texas CLASS Texas Cooperative Liquid Assets Securities System (Texas CLASS). Texas CLASS was created specifically for the use of Texas local government entities and seeks to provide safety, liquidity, convenience and competitive rates of return. Public Trust Advisors, LLC serves as the pool's administrator and investment adviser. The marketing and operation functions of the portfolio are also performed by Public Trust Advisors, LLC. The pool is subject to the general supervision of the Board of Trustees and its Advisory Board, both of which are elected by the Texas CLASS Participants. Wells Fargo Bank, N.A. serves as custodian for the pool. The investment objective and strategy of the pool is to seek preservation of principal, liquidity and current income through investment in a diversified portfolio of short-term marketable securities. The pool offers same day access to investment funds.

Texas CLASS attempts to minimize its exposure to market and credit risk through the use of various strategies and credit monitoring techniques. Texas CLASS limits its investments in any issuer to the top two ratings issued by nationally recognized statistical rating organizations. Texas CLASS is rated AAAm by Standard & Poor's.

The State Comptroller of Public Accounts exercises oversight responsibility over TexPool. Oversight includes the ability to significantly influence operations, designation of management, and accountability for fiscal matters. Additionally, the State Comptroller has established an Advisory Board composed both of participants in TexPool and of other persons who do not have a business relationship with TexPool. The Advisory Board members review the investment policy and management fee structure. Finally, TexPool is rated AAAm by Standard & Poor's. TexPool is not registered with the Securities and Exchange Commission (SEC) as an investment company.

LOGIC was established pursuant to an Interlocal Agreement, which was subsequently amended and is now entitled Participation Agreement and Trust Instrument (Agreement) between participating Government Entities. Participation in the Pool is limited to those eligible Government Entities which have become parties to the Agreement (Participants). Participants' assets in the Pool are represented by units of beneficial interest (Units), which are issued in discrete series (each a "Portfolio"), as authorized from time to time by the Board. Assets invested in any Portfolio will be managed separately, and segregated from, the assets of every other Portfolio. Since September 2005, J.P. Morgan Investment Management Inc. (JPMIM) has served as investment adviser to LOGIC. FirstSouthwest, a Division of Hilltop Securities (FirstSouthwest) and JPMIM serve as co-administrators to LOGIC, and FirstSouthwest provides administrative, participant support and marketing services. JPMorgan Chase Bank N.A. provides custodial services. The investment objective and strategy of the pool is to seek preservation of principal, liquidity and current income through investment in a diversified portfolio of short-term marketable securities. The pool offers same day access to investment funds. LOGIC is rated AAAm by Standard & Poor's.

TexPool is carried at amortized cost. Texas CLASS and LOGIC are carried at net asset value. Accordingly, the fair value of the position in the pools is the same as the value of the pools shares.

**City of Lancaster, Texas**  
**Notes to Basic Financial Statements**  
**September 30, 2020**

As of September 30, 2020, the City had cash and cash equivalents as classified below:

<b>Primary Government</b>	
Cash	\$ 1,495,483
Cash equivalents	<u>74,004,709</u>
	<u>75,500,192</u>
<b>Component Units</b>	
Cash	21,272
Cash equivalents	<u>8,533,760</u>
	<u>8,555,032</u>
Total cash and cash equivalents	<u><u>\$ 84,055,224</u></u>

As of September 30, 2020, the City held the following investments:

	<b>Carring Value</b>	<b>Weighted- Average Maturity (Days)</b>
<b>Primary Government</b>		
TexPool	\$ 39,260,357	30
LOGIC	30,415,464	34
Texas CLASS	<u>4,328,888</u>	22
Total primary government	<u>74,004,709</u>	
<b>Component Units</b>		
TexPool	4,527,258	30
LOGIC	3,507,321	34
Texas CLASS	<u>499,181</u>	22
Total component units	<u>8,533,760</u>	
Total investments	<u><u>\$ 82,538,469</u></u>	

***Interest Rate Risk***

The strategy of the City is to maintain sufficient liquidity in its portfolio and structure the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities in the secondary market prior to maturity.

**City of Lancaster, Texas**  
**Notes to Basic Financial Statements**  
**September 30, 2020**

***Custodial Credit Risk***

Custodial credit risk is the risk that a government will not be able to recover: (a) deposits if the depository financial institution fails or (b) the value of investment or collateral securities that are in the possession of an outside party if the counterparty to the investment or deposit transaction fails. To minimize such risk, the City requires collateralization of most deposits in excess of coverage, utilizes the delivery vs. payment method for investment purchases and contracts with a third-party safekeeping agent.

***Credit Risk***

It is the City's policy to follow statutes, which authorize the City to invest in obligations of the U.S. Treasury agencies and instrumentalities, obligations of the state of Texas and related agencies, obligations of states, agencies, counties, cities and other political subdivisions of any state rated "A" or above by Standard & Poor's Corporation or Moody's, repurchase agreements and designated investment pools. The City's assets in investment pools meet this requirement as noted above.

**Note 3: Disclosures About Fair Value of Assets**

Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Fair value measurements must maximize the use of observable inputs and minimize the use of unobservable inputs. There is a hierarchy of three levels of inputs that may be used to measure fair value:

- Level 1** Quoted prices in active markets for identical assets or liabilities
- Level 2** Observable inputs other than Level 1 prices, such as quoted prices for similar assets or liabilities; quoted prices in markets that are not active; or other inputs that are observable or can be corroborated by observable market data for substantially the full term of the assets or liabilities
- Level 3** Unobservable inputs supported by little or no market activity and are significant to the fair value of the assets or liabilities

**City of Lancaster, Texas**  
**Notes to Basic Financial Statements**  
**September 30, 2020**

***Recurring Measurements***

The following table presents the fair value measurements of assets recognized in the accompanying financial statements measured at fair value on a recurring basis and the level within the fair value hierarchy in which the fair value measurements fall at September 30, 2020:

<b>September 30, 2020</b>	<b><u>Fair Value</u></b>
<b>Investments Measured at Net Asset Value</b>	
LOGIC	\$ 33,922,785
TexCLASS	<u>4,828,069</u>
Subtotal	38,750,854
<b>Investments Measured at Amortized Cost</b>	
TexPool	<u>43,787,615</u>
Total investments	<u><u>\$ 82,538,469</u></u>

Certain investments that are measured using the net asset value per share (or its equivalent) practical expedient have not been classified in the fair value hierarchy. The fair value amounts included above approximate net asset value for all related external investment pool balances.

**Note 4: Property Taxes**

Property taxes attach as an enforceable lien on property as of October 1. Taxes are levied on October 1, and are due and payable on or before January 31, of the following year. All unpaid taxes become delinquent February 1, of the following year. Tax collections for the year ended September 30, 2020, were 99 percent of the levy. Dallas County bills and collects property taxes for the City. Any uncollected property taxes at September 30, that are collected within 60 days is recognized as revenue and recorded as taxes receivable. Any uncollected property taxes at September 30, which are not expected to be collected within 60 days, are recorded as taxes receivable and deferred inflow of resources in governmental funds. Anticipated refunds of such taxes are recorded as liabilities and reductions of revenue when they are measurable, and their validity seems certain.

**City of Lancaster, Texas**  
**Notes to Basic Financial Statements**  
**September 30, 2020**

The statutes of the state of Texas do not prescribe a legal debt limit, nor does the City's charter provide for a debt limit. However, provision of Article XI, Section 5 of the Texas Constitution applicable to cities with populations greater than 5,000 limits the ad-valorem tax rate to \$2.50 per \$100 assessed valuation. However, as a city operating under a Home Rule Charter, the City has a debt limit of \$1.50 per \$100 assessed valuation. For the year ended September 30, 2020, the City had a tax rate of \$.8197 per \$100.00 assessed valuation, of which \$.6052 was allocated for general government and \$.2146 was allocated for the payment of principal and interest on general obligation debt.

In Texas, county-wide central appraisal districts are required to assess all property within the appraisal district on the basis of 100 percent of its appraised value and are prohibited from applying any assessment ratios. The value of property within the appraisal district must be reviewed every three years; however, the City may, at its own expense, require annual reviews of appraised values.

The City may challenge appraised values established by the appraisal district through various appeals and, if necessary, legal action. Under this legislation, the City continues to set tax rates on City property.

However, if the effective tax rate, excluding tax rates for bonds and other contractual obligations, adjusted for new improvements, exceeds the tax rate for the previous year by more than eight percent, qualified voters of the City may petition for an election to determine whether to limit the tax rate to no more than eight percent above the tax rate of the previous year. This legislation provides that, if approved by the qualified voters in the City, both the appraisal and collection functions may be placed with the appraisal district. In addition, the City may obtain approval from its governing body to place these functions with the appraisal district.

**Note 5: Interfund receivables, payables, and transfers**

***Due To/Due From***

Due to and due from other funds are the short-term portion of the advances to and advances from other funds. For the year ended September 30, 2020, due to due from transactions, excluding discretely presented component units were as follows:

	<b>Due to Other Funds</b>	<b>Due from Other Funds</b>
General Fund	\$ -	\$ 2,726,387
Capital Projects		18,468
Water and Sewer Fund	674,036	-
Golf Fund	1,198,941	-
Airport Fund	871,878	-
	<hr/>	<hr/>
Total due to/due from	<u>\$ 2,744,855</u>	<u>\$ 2,744,855</u>



**City of Lancaster, Texas**  
**Notes to Basic Financial Statements**  
**September 30, 2020**

***Interfund Transfers***

For the year ended September 30, 2020, interfund transactions, excluding discretely presented component units were as follows:

	<b>Transfers In</b>	<b>Transfers Out</b>
General Fund	\$ 1,886,227	\$ -
Capital Projects Fund	-	-
Nonmajor Governmental Funds	-	61,460
Water and Sewer Fund	-	1,638,894
Airport Fund	-	24,373
Nonmajor Enterprise Funds	-	161,500
	<hr/>	<hr/>
Total interfund transfers	<u>\$ 1,886,227</u>	<u>\$ 1,886,227</u>

The interfund transfers to the General Fund and Airport Fund from the Non-major Governmental and Enterprise Funds, Water and Sewer Fund, and Airport Fund is for indirect services provided by central service departments accounted for in the General Fund.

**City of Lancaster, Texas**  
**Notes to Basic Financial Statements**  
**September 30, 2020**

**Note 6: Capital Assets**

***Governmental Activities***

Capital assets of the Governmental Activities are as follows:

	<b>Beginning Balance</b>	<b>Increases</b>	<b>Decreases</b>	<b>Transfers</b>	<b>Ending Balance</b>
<b>Governmental Activities</b>					
Capital assets not being depreciated					
Land	\$ 13,262,490	\$ -	\$ -	\$ -	\$ 13,262,490
Construction in progress	7,115,817	3,819,791	-	-	10,935,608
Total capital assets not being depreciated	20,378,307	3,819,791	-	-	24,198,098
Capital assets being depreciated					
Buildings	37,183,289	-	-	-	37,183,289
Infrastructure, improvements, equipment and furniture	122,820,969	2,562,172	-	-	125,383,141
Total capital assets being depreciated	160,004,258	2,562,172	-	-	162,566,430
Less accumulated depreciation for:					
Buildings	9,640,475	839,114	-	-	10,479,589
Infrastructure, improvements, equipment and furniture	68,240,268	5,217,649	-	-	73,457,917
Total accumulated depreciation	77,880,743	6,056,763	-	-	83,937,506
Total capital assets being depreciated, net	82,123,515	(3,494,591)	-	-	78,628,924
Governmental activities capital assets, net	<u>\$ 102,501,822</u>	<u>\$ 325,200</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 102,827,022</u>

Depreciation expense was charged as a direct expense to programs of the primary government as follows:

General and administrative	\$ 682,430
Public safety	4,418,670
Public works	570,410
Community development and recreation	385,253
Total depreciation expense – governmental activities	<u>\$ 6,056,763</u>

**City of Lancaster, Texas**  
**Notes to Basic Financial Statements**  
**September 30, 2020**

***Business-type Activities***

Capital assets of the Business-type Activities are as follows:

	<b>Beginning Balance</b>	<b>Increases</b>	<b>Decreases</b>	<b>Transfers</b>	<b>Ending Balance</b>
<b>Business-type Activities</b>					
Capital assets not being depreciated					
Land	\$ 4,971,266	\$ -	\$ -	\$ -	\$ 4,971,266
Construction in progress	2,404,490	408,853	-	(830,878)	1,982,465
Total capital assets not being depreciated	7,375,756	408,853	-	(830,878)	6,953,731
Capital assets being depreciated					
Plants and buildings	2,808,948	-	-	-	2,808,948
Other improvements	79,181,897	1,437,448	-	830,878	81,450,223
Vehicles	239,461	61,797	-	-	301,258
Machinery and equipment	3,512,779	582,283	-	-	4,095,062
Total capital assets being depreciated	85,743,085	2,081,528	-	830,878	88,655,491
Less accumulated depreciation for:					
Plants and buildings	2,429,331	35,173	-	-	2,464,504
Other improvements	39,779,006	1,630,766	-	-	41,409,772
Machinery and equipment	3,020,828	146,569	-	-	3,167,397
Total accumulated depreciation	45,229,165	1,812,508	-	-	47,041,673
Total capital assets being depreciated, net	40,513,920	269,020	-	830,878	41,613,818
Business-type activities capital assets, net	\$ 47,889,676	\$ 677,873	\$ -	\$ -	\$ 48,567,549

Depreciation expense was charged as a direct expense to programs of the primary government as follows:

Water and Sewer	\$ 1,563,125
Airport	121,291
Golf	74,725
Refuse	53,367
	<u>53,367</u>
Total depreciation expense – business-type activities	<u>\$ 1,812,508</u>

**City of Lancaster, Texas**  
**Notes to Basic Financial Statements**  
**September 30, 2020**

***Discretely Presented Component Units***

Capital assets of the Lancaster Economic Development Corporation are as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Lancaster Economic Development Corporation Capital assets not being depreciated				
Land	\$ 100,378	\$ -	\$ -	\$ 100,378
Total capital assets not being depreciated	<u>\$ 100,378</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 100,378</u>

Capital assets of the Lancaster Recreational Development Corporation are as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Transfers</u>	<u>Ending Balance</u>
Lancaster Recreational Development Corporation Capital assets not being depreciated				
Land	\$ 989,118	\$ -	\$ -	\$ 989,118
Total capital assets not being depreciated	<u>989,118</u>	<u>-</u>	<u>-</u>	<u>989,118</u>
Capital assets being depreciated				
Buildings	15,797,360	-	-	15,797,360
Other Improvements	3,965,809	-	-	3,965,809
Machinery and Equipment	<u>2,020,945</u>	<u>226,712</u>	<u>-</u>	<u>2,247,657</u>
Total capital assets being depreciated	21,784,114	226,712	-	22,010,826
Less accumulated depreciation for:				
Buildings	7,673,427	138,609		7,812,036
Other Improvements	3,965,809	396,016		4,361,825
Machinery and Equipment	<u>626,877</u>	<u>28,991</u>		<u>655,868</u>
Total accumulated depreciation	<u>12,266,113</u>	<u>563,616</u>	<u>-</u>	<u>12,829,729</u>
Total capital assets being depreciated, net	<u>9,518,001</u>	<u>(336,904)</u>	<u>-</u>	<u>9,181,097</u>
Lancaster Recreational Development Corporation capital assets, net	<u>\$ 10,507,119</u>	<u>\$ (336,904)</u>	<u>\$ -</u>	<u>\$ 10,170,215</u>

**City of Lancaster, Texas**  
**Notes to Basic Financial Statements**  
**September 30, 2020**

**Note 7: Long-term Liabilities**

The following is a summary of changes in long-term liabilities:

	<b>Beginning Balance</b>	<b>Additions</b>	<b>Retirements</b>	<b>Ending Balance</b>	<b>Due Within One Year</b>
<b>Governmental Activities</b>					
General obligation bonds	\$ 58,845,017	\$ 24,530,000	\$ (21,465,000)	61,910,017	\$ 3,605,000
Certificates of obligation	13,600,000	-	(9,920,000)	3,680,000	80,000
Notes payable	2,520,896	-	(661,313)	1,859,583	707,605
Premiums on bond debt	1,955,408	3,675,133	(308,084)	5,322,457	-
Compensated absences	3,599,035	3,401,427	(3,599,035)	3,401,427	340,143
Capital leases	785,432	244,124	(189,507)	840,049	158,193
Total governmental activities	<u>\$ 81,305,788</u>	<u>\$ 31,850,684</u>	<u>\$ (36,142,939)</u>	<u>\$ 77,013,533</u>	<u>\$ 4,890,941</u>
<b>Business-type Activities</b>					
General obligation bonds	\$ 1,419,983	\$ -	\$ (150,000)	\$ 1,269,983	\$ 150,000
Certificates of obligation	5,165,000	-	(340,000)	4,825,000	355,000
Premiums on bond debt	126,017	-	(18,896)	107,121	-
Compensated absences	101,257	124,260	(101,257)	124,260	49,058
Total business-type activities	<u>\$ 6,812,257</u>	<u>\$ 124,260</u>	<u>\$ (610,153)</u>	<u>\$ 6,326,364</u>	<u>\$ 554,058</u>
<b>Discretely Presented Component Units</b>					
Notes payable to primary government	<u>\$ 6,285,000</u>	<u>\$ -</u>	<u>\$ (785,000)</u>	<u>\$ 5,500,000</u>	<u>\$ 945,000</u>
Total discretely presented component units	<u>\$ 6,285,000</u>	<u>\$ -</u>	<u>\$ (785,000)</u>	<u>\$ 5,500,000</u>	<u>\$ 945,000</u>

General long-term debt consists of the following: capital leases; liabilities for accrued vacation leave; general obligation bonds and certificates of obligation, which are direct obligations; issued on the full faith and credit of the City. Principal and interest payments on the general obligation bonds and certificates of obligation are secured by ad-valorem taxes levied on all taxable property within the City, and surplus revenues of the Water and Sewer Fund and Airport Fund. A portion of the general obligation bonds has been issued on behalf of the Water and Sewer Fund. Although these bonds are secured by the full faith and credit of the City and have no specific claim against Water and Sewer Fund assets, debt service requirements are provided by the Water and Sewer Fund. Accordingly, this debt is reflected as an obligation of the Water and Sewer Fund.

For the governmental activities, compensated absences and net pension liabilities are generally liquidated in the General Fund and Stormwater Fund. The total OPEB liability is generally liquidated in the General Fund.

**City of Lancaster, Texas**  
**Notes to Basic Financial Statements**  
**September 30, 2020**

General obligation bonds, revenue bonds, certificates of obligation, notes payable and capital leases outstanding at September 30, 2020, consist of the following:

	Governmental Activities	Water and Sewer	Airport	Total Primary Government
<b><u>General Obligation Bonds</u></b>				
\$12,240,000, 2012 General Obligation Refunding Bonds, due in annual installments through February 15, 2024, 2.00% – 5.00%	\$ 5,205,000	\$ 130,000	\$ 40,000	\$ 5,375,000
\$22,530,000, 2015 General Obligation Refunding Bonds, due in annual installments through February 15, 2035, 2.00% – 3.75%	20,420,017	929,983	-	21,350,000
\$6,575,000, 2016 General Obligation Refunding Bonds, due in annual installments through February 15, 2032, 2.00% – 4.00%	2,960,000	170,000	-	3,130,000
\$9,050,000, 2018 General Obligation Bonds, due in annual installments through February 15, 2038 3.00% - 3.50%	8,795,000	-	-	8,795,000
\$24,530,000 2020 General Obligation Refunding Bonds, due in annual installments through February 15, 2040 3.00% - 4.00%	24,530,000	-	-	24,530,000
Total general obligation bonds	<u>\$ 61,910,017</u>	<u>\$ 1,229,983</u>	<u>\$ 40,000</u>	<u>\$ 63,180,000</u>
<b><u>Certificates of Obligation</u></b>				
\$7,585,000, 2011 Certificate of Obligation Bonds, due in annual installments through August 15, 2031, 2.00% – 3.50%	-	4,825,000	-	4,825,000
\$4,080,000, 2015 Certificate of Obligation Bonds, due in annual installments through February 15, 2035, 2.00% – 3.75%	3,680,000	-	-	3,680,000
Total certifications of obligation	<u>\$ 3,680,000</u>	<u>\$ 4,825,000</u>	<u>\$ -</u>	<u>\$ 8,505,000</u>

**City of Lancaster, Texas**  
**Notes to Basic Financial Statements**  
**September 30, 2020**

The city has pledged future water customer revenues, net of specified operating expenses, to repay \$7.6 million in water system revenue bonds issued in 2011. Proceeds from the bonds provided financing for the improvement to the Airport. The bonds are payable solely from water customer net revenues and are payable through 2032. Annual principal and interest payments on the bonds are expected to require less than 25 percent of net revenues. The total principal and interest remaining to be paid on the bonds is \$5,815,098. Principal and interest paid for the current year was \$494,456. Total water and sewer customer net revenues for the current year were \$4,194,112.

	<b>Governmental Activities</b>	<b>Total Primary Government</b>	<b>Discretely Presented Component Units</b>
<b><u>Note Payable - Direct Borrowings</u></b>			
\$11,650,000 note payable, due in annual installments through February 15, 2024; 3.00% – 4.50%	\$ -	\$ -	\$ 4,130,000
\$1,125,000 note payable, due in annual installments through February 15, 2027; 2.00% – 3.75%	-	-	1,370,000
\$5,690,000 note payable, due in annual installments beginning October 2013 through October 2022; 7.00%	<u>1,859,583</u>	<u>1,859,583</u>	<u>-</u>
Total notes payable	<u>\$ 1,859,583</u>	<u>\$ 1,859,583</u>	<u>\$ 5,500,000</u>

**Capital Leases - Direct Borrowings**

\$1,250,000 Lease Purchase Agreement due in due in monthly installments through January 15, 2024; 2.08%	\$ 360,000	\$ 360,000	\$ -
\$431,500 Lease Purchase Agreement due in bi-annual installments through May 25, 2025; 3.55%	<u>480,049</u>	<u>480,049</u>	<u>-</u>
Total capital leases	<u>\$ 840,049</u>	<u>\$ 840,049</u>	<u>\$ -</u>

Capital leases represent the remaining principal amounts payable under lease purchase agreements for the acquisition of equipment through the General Fund and Water and Sewer Fund. The lease purchase agreements are collateralized by the related financed equipment.

**City of Lancaster, Texas**  
**Notes to Basic Financial Statements**  
**September 30, 2020**

As of September 30, 2020, property and equipment under capital leases is carried at \$1,701,386, with \$864,534 in estimated accumulated depreciation, included in fixed assets. Amortization of these assets is included with depreciation expense.

The annual requirements to amortize the long-term debt as of September 30, 2020, are as follows:

<b>General Obligation Bonds</b>						
<b>Fiscal Year</b>	<b>Governmental Activities</b>			<b>Business-type Activities</b>		
	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2021	\$ 3,605,000	\$ 2,407,400	\$ 6,012,400	\$ 150,000	\$ 46,450	\$ 196,450
2022	3,785,000	2,246,125	6,031,125	155,000	39,225	194,225
2023	3,950,000	2,074,975	6,024,975	170,000	31,775	201,775
2024	4,060,000	1,913,925	5,973,925	175,000	24,100	199,100
2025	3,210,000	1,775,425	4,985,425	135,000	17,075	152,075
2026-2030	17,290,000	6,830,425	24,120,425	484,983	14,175	499,158
2031-2035	16,330,000	3,412,625	19,742,625	-	-	-
2036-2040	9,680,017	926,875	10,606,892	-	-	-
Total	<u>\$ 61,910,017</u>	<u>\$ 21,587,775</u>	<u>\$ 83,497,792</u>	<u>\$ 1,269,983</u>	<u>\$ 172,800</u>	<u>\$ 1,442,783</u>

<b>Certificates of Obligation</b>						
<b>Fiscal Year</b>	<b>Governmental Activities</b>			<b>Business-type Activities</b>		
	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2021	\$ 80,000	\$ 125,530	\$ 205,530	\$ 355,000	\$ 147,656	\$ 502,656
2022	80,000	123,330	203,330	370,000	140,556	510,556
2023	80,000	120,930	200,930	385,000	129,456	514,456
2024	80,000	118,530	198,530	400,000	117,906	517,906
2025	190,000	114,480	304,480	415,000	105,906	520,906
2026-2030	1,030,000	480,564	1,510,564	2,360,000	329,719	2,689,719
2031-2035	2,140,000	238,591	2,378,591	540,000	18,900	558,900
Total	<u>\$ 3,680,000</u>	<u>\$ 1,321,955</u>	<u>\$ 5,001,955</u>	<u>\$ 4,825,000</u>	<u>\$ 990,099</u>	<u>\$ 5,815,099</u>

### *Changes in Financing*

During fiscal year 2020, the City executed a current refunding in the amount of \$27,770,000 of Series 2010 Certificates of Obligation and General Obligation Bonds. The bonds were refunded with \$24,530,000 Series 2020 General Obligation Refunding Bonds dated February 19, 2020 bearing interest at rates ranging from 3% to 4%. The refunding was undertaken to achieve debt service savings and the remaining proceeds from the sale of the bonds will be used for the discharge and final payment of certain outstanding obligations for the City. As a result of the refunding transaction, the City achieved a cash flow savings of \$5,715,639 and an economic gain of \$4,443,702.



**City of Lancaster, Texas**  
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Fiscal Year	Note Payable - Direct Borrowing		
	Governmental Activities		
	Principal	Interest	Total
2021	\$ 707,605	\$ 102,532	\$ 810,137
2022	704,137	53,000	757,137
2023	447,841	53,000	500,841
Total	<u>\$ 1,859,583</u>	<u>\$ 208,532</u>	<u>\$ 2,068,115</u>

Fiscal Year	Note Payable - Direct Borrowing		
	Discretely Presented Component Units		
	Principal	Interest	Total
2021	\$ 945,000	\$ 187,925	\$ 1,132,925
2022	1,000,000	140,000	1,140,000
2023	1,040,000	94,050	1,134,050
2024	1,080,000	50,625	1,130,625
2025	190,000	24,100	1,264,950
2026-2030	1,245,000	19,950	-
Total	<u>\$ 5,500,000</u>	<u>\$ 516,650</u>	<u>\$ 5,802,550</u>

Fiscal Year	Capital Leases - Direct Borrowings		
	Governmental Activities		
	Principal	Interest	Total
2021	158,193	23,614	181,807
2022	193,068	18,052	211,120
2023	196,757	12,359	209,116
2024	200,578	6,847	207,425
2025	91,453	2,168	93,621
Total	<u>\$ 840,049</u>	<u>\$ 63,040</u>	<u>\$ 903,089</u>

**City of Lancaster, Texas**  
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**Note 8: Employee Retirement System**

***Plan Description***

The City provides pension benefits for all of its full-time employees through a nontraditional, joint contributory, hybrid defined benefit plan in the state-wide TMRS, an agent multiple-employer public employee retirement system. The plan provisions that have been adopted by the City are within options available in the governing state statutes of TMRS. Lancaster Economic Development Corporation and Lancaster Recreational Development Corporation contribute to the plan with a cost share of 0.93 percent and 4.46 percent, respectively. There were no significant changes in the component unit's proportion to the plan during fiscal year 2020.

TMRS issues a publicly available comprehensive financial report that includes financial statements and required supplementary information (RSI) for TMRS; the report also provides detailed explanations of the contributions, benefits and actuarial methods and assumptions used by the system. This report may be obtained by writing to Texas Municipal Retirement System, P.O. Box 149153, Austin, Texas, 78714-9153 or by calling 800-924-8677; in addition, the report is available on TMRS' website at [www.TMRS.com](http://www.TMRS.com).

The plan provisions are adopted by the governing body of the City, within the options available in the state statutes governing TMRS. Plan provisions for the City were as follows:

Deposit rate	7.00%
Matching ratio (City to employee)	2 – 1
Years required for vesting	5
Service retirement eligibility	20 years at any age, 5 years at age 60 and above
Updated service credit	100% Repeating, Transfers
Annuity increase (to retirees)	50% of CPI Repeating

At the December 31, 2019, valuation and measurement date, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefits	202
Inactive employees entitled to but not yet receiving benefits	254
Active employees	<u>264</u>
Total employees	<u><u>720</u></u>

**City of Lancaster, Texas**  
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**Contributions**

Under the state law governing TMRS, the contribution rate for each city is determined annually by the actuary, using the entry age normal actuarial cost method beginning with the 2013 valuations. This rate consists of the normal cost contribution rate and the prior service contribution rate, which is calculated to be a level percent of payroll from year to year. The normal cost contribution rate finances the portion of an active member's projected benefit allocated annually; the prior service contribution rate amortizes the unfunded actuarial liability over the applicable period for that city. Both the normal cost and prior service contribution rates include recognition of the projected impact of annually repeating benefits, such as Updated Service Credits and Annuity Increases.

The City's contributions to TMRS for the year ended September 30, 2020, were \$2,451,002, and were equal to the required contributions.

The City contributes to the TMRS plan at an actuarially determined rate. Both the employees and the City make contributions monthly. Since the City needs to know its contribution rate in advance for budgetary purposes, there is a one-year delay between the actuarial valuation that serves as the basis for the rate and the calendar year when the rate goes into effect (*i.e.*, December 31, 2012, valuation is effective for the rates beginning January 1, 2014).

**Net Pension Liability**

*Actuarial Assumptions*

The total pension liability in the December 31, 2019 actuarial valuation was determined using the following actuarial assumptions:

Inflation	2.5% per year
Overall payroll growth	2.75% per year
Investment rate of return	6.75% net of pension plan investment expense, including inflation

Salary increases were based on a service-related table. Mortality rates for active members, retirees, and beneficiaries were based on the gender-distinct RP2000 Combined Healthy Mortality Tables with Blue Collar Adjustment, with male rates multiplied by 109 percent and female rates multiplied by 103 percent. The rates are projected on a fully generational basis by scale BB to account for future mortality improvements. For disabled annuitants, the gender-distinct RP2000 Combined Healthy Mortality Tables with Blue Collar Adjustment are used with males rates multiplied by 109 percent and female rates multiplied by 103 percent with a 3-year set-forward for both males and females. In addition, a three percent minimum mortality rate is applied to reflect the impairment for younger members who become disabled. The rates are projected on a fully generational basis by scale BB to account for future mortality improvements subject to the three percent floor.

**City of Lancaster, Texas**  
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Actuarial assumptions used in the December 31, 2019, valuation were based on the results of actuarial experience studies. The experience study in TMRS was for the period December 31, 2010 through December 31, 2014. Healthy post-retirement mortality rates and annuity purchase rates were updated based on a *Mortality Experience Investigation Study* covering 2009 through 2011, and dated December 31, 2013. These assumptions were first used in the December 31, 2013, valuation along with a change to the Entry Age Normal (EAN) actuarial cost method. Assumptions are reviewed annually. Plan assets are managed on a total return basis with an emphasis on both capital appreciation as well as the production of income, in order to satisfy the short-term and long-term funding needs of TMRS.

The long-term expected rate of return on pension plan investments is 6.75 percent. The pension plan's policy in regard to the allocation of invested assets is established and may be amended by the TMRS Board of Trustees. Plan assets are managed on a total return basis with an emphasis on both capital appreciation as well as the production of income, in order to satisfy the short-term and long-term funding needs of TMRS.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. In determining their best estimate of a recommended investment return assumption under the various alternative asset allocation portfolios, the actuary focused on the area between : (1) arithmetic mean (aggressive) without an adjustment for time (conservative) and (2) the geometric mean (conservative) with an adjustment for time (aggressive).

The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

<b>Asset Class</b>	<b>Target Allocation</b>	<b>Long-term Expected Real Rate of Return</b>
Global Equity	30.00%	5.30%
Core Fixed Income	10.00%	1.25%
Non-Core Fixed Income	20.00%	4.14%
Real Return	10.00%	3.85%
Real Estate	10.00%	4.00%
Absolute Return	10.00%	3.48%
Private Equity	10.00%	7.75%
Total	<u>100.00%</u>	

**City of Lancaster, Texas**  
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*Discount Rate*

The discount rate used to measure the total pension liability was 6.75 percent. The projection of cash flows used to determine the discount rate assumed that employee contributions will remain at the current 7.00 percent and employer contributions will be made at the rates specified in statute. Based on that assumption, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

*Changes in the Net Pension Liability*

	<b>Total Pension Liability (a)</b>	<b>Fiduciary Net Position (b)</b>	<b>Net Pension Liability (a) - (b)</b>
<b>Balances as of October 1, 2019</b>	\$ 85,936,590	\$ 68,548,165	\$ 17,388,425
Changes for the year			
Service cost	2,815,735	-	2,815,735
Interest on total pension liability	5,772,620	-	5,772,620
Effect of difference in expected and actual experience	184,748	-	184,748
Benefit payments	(3,648,333)	(3,648,333)	-
Changes in assumptions	287,170	-	287,170
Administrative expenses	-	(59,880)	59,880
Member contributions	-	1,263,214	(1,263,214)
Net investment income	-	10,594,869	(10,594,869)
Employer contributions	-	2,416,349	(2,416,349)
Other	-	(1,798)	1,798
Net changes	5,411,940	10,564,421	(5,152,481)
<b>Balances as of September 30, 2020</b>	<u>\$ 91,348,530</u>	<u>\$ 79,112,586</u>	<u>\$ 12,235,944</u>

	<b>2020</b>	<b>2019</b>
Proportionate share and net pension liability reported in:		
Primary Government	94.62%	\$ 11,577,744
Lancaster Economic Development Corporation	0.94%	115,227
Lancaster Recreational Development Corporation	4.44%	542,973
Total	<u>100.00%</u>	<u>\$ 12,235,944</u>

**City of Lancaster, Texas**  
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*Sensitivity of the Net Pension Liability to Changes in the Discount Rate:*

The following presents the net pension liability of the City, by primary government and discretely presented component units, calculated using the discount rate of 6.75 percent, as well as what the City's net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (5.75 percent) or 1-percentage-point higher (7.75 percent) than the current rate:

	1% Decrease (5.75%)	Current Single Rate Assumption (6.75%)	1% Increase (7.75%)
Primary government	\$ 25,103,491	\$ 11,577,744	\$ 678,452
Lancaster Economic Development Corporation	249,841	115,227	6,752
Lancaster Recreational Development Corporation	1,177,303	542,973	31,818
Plan's net pension liability	<u>\$ 26,530,636</u>	<u>\$ 12,235,944</u>	<u>\$ 717,022</u>

*Pension Plan Fiduciary Net Position:*

Detailed information about the pension plan's Fiduciary Net Position is available in a separately issued TMRS financial report. That report may be obtained on the Internet at [www.tmr.com](http://www.tmr.com).

***Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions***

For the year ended September 30, 2020, the primary government recognized pension expense, as measured in accordance with GASB 68, of \$2,983,131.

At September 30, 2020, the primary government reported deferred outflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 289,856	\$ -
Change of assumptions	189,816	-
Net difference between projected and actual investment earnings plan investments		2,284,974
Contributions subsequent to the measurement date	<u>1,692,867</u>	<u>-</u>
Total	<u>\$ 2,172,539</u>	<u>\$ 2,284,974</u>

**City of Lancaster, Texas**  
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For the year ended September 30, 2020, the primary government reported \$1,692,867 as deferred outflows of resources related to pensions resulting from primary government contributions subsequent to the measurement date and prior to year-end. This amount will be recognized as a reduction in the net pension liability at September 30, 2020.

For the year ended September 30, 2020, Lancaster Economic Development Corporation recognized pension expense, as measured in accordance with GASB 68, of \$26,848.

At September 30, 2020, Lancaster Economic Development Corporation reported deferred outflows of resources related to pensions from the following sources:

	<b>Deferred Outflows of Resources</b>	<b>Deferred Inflows of Resources</b>
Differences between expected and actual experience	\$ 2,751	\$ -
Change of assumptions	1,806	-
Net difference between projected and actual investment earnings plan investments		21,774
Contributions subsequent to the measurement date	<u>15,830</u>	<u>-</u>
Total	<u><u>\$ 20,387</u></u>	<u><u>\$ 21,774</u></u>

For the year ended September 30, 2020, Lancaster Economic Development Corporation reported \$15,830 as deferred outflows of resources related to pensions resulting from Lancaster Economic Development Corporation contributions subsequent to the measurement date and prior to year-end. This amount will be recognized as a reduction in the net pension liability at September 30, 2020.

For the year ended September 30, 2020, Lancaster Recreational Development Corporation recognized pension expense, as measured in accordance with GASB 68, of \$134,539.

**City of Lancaster, Texas**  
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At September 30, 2020, Lancaster Recreational Development Corporation reported deferred outflows of resources related to pensions from the following sources:

	<b>Deferred Outflows of Resources</b>	<b>Deferred Inflows of Resources</b>
Differences between expected and actual experience	\$ 13,718	\$ -
Change of assumptions	9,050	-
Net difference between projected and actual investment earnings plan investments		110,658
Contributions subsequent to the measurement date	<u>76,279</u>	<u>-</u>
Total	<u><u>\$ 99,047</u></u>	<u><u>\$ 110,658</u></u>

For the year ended September 30, 2020, Lancaster Recreational Development Corporation reported \$76,279 as deferred outflows of resources related to pensions resulting from Lancaster Recreational Development Corporation contributions subsequent to the measurement date and prior to year-end. This amount will be recognized as a reduction in the net pension liability at September 30, 2020.

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to the primary government will be recognized in pension expense as follows:

<u><b>Year Ending September 30,</b></u>	
2020	\$ (397,387)
2021	(499,748)
2022	218,865
2023	<u>(1,127,032)</u>
Total	<u><u>\$ (1,805,302)</u></u>



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Other amounts reported as deferred outflows of resources and deferred inflows of resources related to Lancaster Economic Development Corporation will be recognized in pension expense as follows:

<u>Year Ending September 30,</u>	
2020	\$ (3,955)
2021	(4,974)
2022	2,178
2023	<u>(10,467)</u>
Total	<u>\$ (17,217)</u>

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to Lancaster Recreational Development Corporation will be recognized in pension expense as follows:

<u>Year Ending September 30,</u>	
2020	\$ (18,637)
2021	(23,437)
2022	10,264
2023	<u>(56,080)</u>
Total	<u>\$ (87,890)</u>

**Note 9: Other Postemployment Benefits**

***Retiree Health Care Plan***

*Plan Description*

The City provides post-employment medical care (OPEB) for employees through a single-employer defined benefit medical plan. The plan provides medical benefits for eligible retirees, their spouses and dependents through the City's group health insurance plans, which cover both active and retired members. The benefit levels and contribution rates are approved annually by the City management and the City Council as part of the budget process.

Since no assets are accumulated in a trust that meets the criteria of paragraph four of GASB 75, the plan is not accounted for as a trust fund. The plan does not issue a separate financial report.

**City of Lancaster, Texas**  
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*Benefits Provided*

The City provides post-employment medical and dental care benefits to its retirees. Retirees who elect COBRA cannot later elect retiree coverage. To be eligible for coverage an employee must qualify under all three of the following:

1. The retiree must have been covered for medical benefits under the City Health Plan as an employee immediately prior to termination of employment.
2. Apply for pension benefits from TMRS in accordance with their requirements and deadlines, but in no event later than 90 days from termination of employment; and
3. Enroll for retiree Health coverage within 31 days of the date of termination.

*Funding Policy*

The plan's premium rates are determined annually by City management and approved by the City Council as part of the annual budget. Members receiving HMO medical benefits contribute \$613 per month for retiree-only coverage, \$1,348 per month for retiree and spouse, and \$2,086 per month for retiree and family. Members receiving PPO medical benefits contribute \$679 per month for retiree-only coverage, \$1,495 per month for retiree and spouse, and \$2,313 per month for retiree and family. By the City not contributing anything toward this plan in advance, the City employs a pay-as-you-go method through ensuring the annual employer contributions each year are equal to the benefits that are paid on behalf of the retirees.

*Employees Covered by Benefit Terms*

Membership in the Plan by membership class at December 31, 2019, (measurement date), is as follows:

Inactive employees or beneficiaries currently receiving benefits	10
Inactive employees entitled to but not yet receiving benefits	-
Active employees	<u>257</u>
Total employees	<u><u>267</u></u>

*Total OPEB Liability for Retiree Health Care Plan*

The City and its component units total OPEB liability of \$1,358,282 was measured as of December 31, 2019.

**City of Lancaster, Texas**  
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*Actuarial Assumptions*

The total OPEB liability in the December 31, 2019, actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

	<u>December 31, 2019</u>
Actuarial Cost Method	Individual Entry-Age
Discount Rate	2.75% as of December 31, 2019
Inflation	2.50%
Salary Increase	3.50% to 11.50%, including inflation
Demographic Assumptions	Based on the experience study covering the four-year period ending December 31, 2018, as conducted for the Texas Municipal Retirement System (TMRS).
Mortality	For healthy retirees, the gender-distinct 2019 Municipal Retirees of Texas Mortality Tables are used. The rates are projected on a fully generational basis using the ultimate mortality improvement rates in the MP tables to account for future mortality rates.
Health Care Trend Rates	Initial rate of 7.10% declining to an ultimate rate of 4.25% after 14 years
Participation Rates	25% for pre-65 retirees who are at least 50 years old at retirement; 0% for retirees younger than 50 years old at retirement

For plans that do not have a formal trust that meets GASB's requirements, the discount rate equals the tax-exempt municipal bond rate based on an index of 20-year general obligation bonds with an average AA credit rating as of the measurement date. The discount rate was based on the daily rate closest to but not later than the measurement date of the Fidelity "20-Year Municipal GO AA Index".

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*Changes in Total OPEB Liability for Retiree Health Care Plan*

The total OPEB liability and related information are as follows for the City and its component units at September 30, 2020:

	<b><u>Total OPEB Liability</u></b>
<b>Balances as of October 1, 2019</b>	\$ 1,207,271
Changes for the year:	
Service cost	64,079
Interest on total	
OPEB liability	44,458
Difference between expected	
and actual experience	12,409
Effect of assumption changes (discount rate change)	112,094
Benefit payments, age adjusted	
premiums, net of retiree contributions	<u>(82,029)</u>
<b>Balances as of September 30, 2020</b>	<b><u>\$ 1,358,282</u></b>
 <b>City</b>	 <b><u>\$ 1,276,784</u></b>
 <b>Lancaster Economic Development Corporation</b>	 <b><u>\$ 13,583</u></b>
 <b>Lancaster Recreational Development Corporation</b>	 <b><u>\$ 67,915</u></b>

*Sensitivity of Total OPEB Liability to Changes in the Discount Rate*

The total OPEB liability of the City and its component units has been calculated using a discount rate of 2.75 percent. The following presents the total OPEB liability using a discount rate one percent higher and one percent lower than the current discount rate.

	<b>1% Decrease 1.75%</b>	<b>Current Discount Rate Assumption 2.75%</b>	<b>1% Increase 3.75%</b>
Total OPEB Liability	\$ 1,500,154	\$ 1,358,282	\$ 1,231,107

**City of Lancaster, Texas**  
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*Sensitivity of Total OPEB Liability to Changes in the Health Care Trend Rates*

The total OPEB liability of the City and its component units has been calculated using a health care trend rate of 7.10 percent. The following presents the total OPEB liability using a discount rate one percent higher and one percent lower than the current discount rate.

	<b>Current Healthcare Cost Trend Rate Assumption</b>		
	<b>1% Decrease</b>		<b>1% Increase</b>
Total OPEB Liability	\$ 1,193,964	\$ 1,358,282	\$ 1,556,560

*OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources*

For the year ended September 30, 2020, the City and its component units recognized OPEB expense of \$127,952. At September 30, 2020, the City and its component units reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	<b>Deferred Outflows of Resources</b>	<b>Deferred Inflows of Resources</b>
Difference between expected and actual experience	\$ 10,927	\$ 13,556
Changes of assumptions	138,695	-
Benefit payments subsequent to the measurement date	49,720	-
Total	<u>\$ 199,342</u>	<u>\$ 13,556</u>

**City of Lancaster, Texas**  
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Benefit payments subsequent to the measurement date and before fiscal year-end will be recognized as a reduction of the total OPEB liability in the year ending September 30, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

<u>Year Ending September 30</u>	<u>Amortization of Deferred Outflows/(Inflows) of Resources</u>
2021	\$ 19,416
2022	19,416
2023	19,416
2024	19,416
2025	19,416
Thereafter	<u>38,986</u>
Total	<u>\$ 136,066</u>

***Supplemental Death Benefit Fund***

*Plan Description*

The City also participates in the single-employer defined benefit OPEB plan providing group term life insurance which is operated by TMRS and is known as the Supplemental Death Benefits fund (SDBF). The City elected, by ordinance, to provide group term life insurance coverage to active and retired members. The City may terminate coverage under and discontinue participation in the SDBF by adopting an ordinance before November 1, of any year to be effective the following January 1.

*Benefits Provided*

The death benefit for active employees provides a lump-sum payment approximately equal to the employee's annual salary (calculated based on the employee's actual earnings, for the 12-month period preceding the month of death); retired employees are insured for \$7,500; this coverage is an "other post-employment benefit" or OPEB.

The City contributes to the SDBF at a contractually required rate as determined by an annual actuarial valuation. This rate is equal to the cost of providing one-year term life insurance. The funding policy for the SDBF program is to assure that adequate resources are available to meet all death benefit payments for the upcoming year; the intent is not to prefund retiree life insurance during employees' entire careers. No assets are accumulated in a trust that meets the criteria in paragraph four of GASB 75.

**City of Lancaster, Texas**  
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*Employees Covered by Benefit Terms*

The following employees were covered by the benefit terms at December 31, 2019, (measurement date), is as follows:

Inactive employees or beneficiaries currently receiving benefits	124
Inactive employees entitled to but not yet receiving benefits	37
Active employees	<u>264</u>
 Total employees	 <u><u>425</u></u>

*Total OPEB Liability for Supplemental Death Benefits*

The City and its component units total OPEB liability of \$847,429 was measured as of December 31, 2019, and was determined by an actuarial valuation as of that date.

*Actuarial Assumptions*

The total OPEB liability in the December 31, 2019, actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

	<u>December 31, 2019</u>
Actuarial Cost Method	Individual Entry-Age
Discount Rate	2.75% as of December 31, 2019
Inflation	2.50%
Salary Increases	3.50% to 11.50%, including inflation
Administrative expenses	All administrative expenses are paid through the Pension Trust and accounted for under reporting requirements under GASB Statement No. 68.
Mortality rates – service retirees	2019 Municipal Retirees of Texas Mortality Tables. The rates are projected on a fully generational basis with scale UMP.
Mortality rates – disabled retirees	2019 Municipal Retirees of Texas Mortality Tables with a 4-year set-forward for males and a 3 year set-forward for females. In addition, a 3.5% and 3% minimum mortality rate will be applied to reflect the impairment for younger members who become disabled for males and females, respectively. The rates are projected on a fully generational basis by Scale UMP to account for future mortality improvements subject to the floor.

The TMRS SDBF is treated as unfunded OPEB plan because the SDBF trust covers both actives and retirees and the assets are not accumulated in a trust that meets the criteria of paragraph four of GASB 75. Under GASB 75 (paragraph 155), the discount rate for an unfunded OPEB plan should be based on 20-year tax-exempt AA or higher Municipal Bonds. Therefore, a discount rate of 3.71 percent based on the 20-Year Municipal GO AA Index published by bondbuyer.com is used as of the measurement date of December 31, 2019. At transition, GASB 75 also requires that the Total OPEB Liability (TOL) as of the prior fiscal year end be estimated based on the 20-Year Bond GO Index.

**City of Lancaster, Texas**  
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*Changes in Total OPEB Liability for Supplemental Death Benefits*

The total OPEB liability and related information are as follows for the City and its component units at September 30, 2020:

	<b>Total OPEB Liability</b>
<b>Balances as of October 1, 2019</b>	\$ 697,952
Changes for the year	
Service cost	27,057
Interest on total OPEB liability	26,296
Differences between expected and actual experience	(39,707)
Effect of assumption changes (discount rate change)	141,242
Benefit payments and age adjusted premiums, net of retiree contributions	(5,411)
<b>Balances as of September 30, 2020</b>	<b>\$ 847,429</b>
 <b>City</b>	 <b>\$ 796,583</b>
 <b>Lancaster Economic Development Corporation</b>	 <b>\$ 8,475</b>
 <b>Lancaster Recreational Development Corporation</b>	 <b>\$ 42,371</b>

*Sensitivity of Total OPEB Liability to Changes in the Discount Rate*

The total OPEB liability of the City and its component units has been calculated using a discount rate of 2.75 percent. The following presents the total OPEB liability using a discount rate one percent higher and one percent lower than the current discount rate.

	<b>1% Decrease 1.75%</b>	<b>Current Discount Rate Assumption 2.75%</b>	<b>1% Increase 3.75%</b>
Total OPEB Liability	\$ 1,034,423	\$ 847,429	\$ 703,680



**City of Lancaster, Texas**  
**Notes to Basic Financial Statements**  
**September 30, 2020**

*OPEB Expense and Deferred Outflows of Resources*

For the year ended September 30, 2020, the City and its component units recognized OPEB expense of \$70,355. At September 30, 2020, the City and its component units reported deferred outflows of resources related to OPEB from the following sources:

	<b>Outflows of Resources</b>	<b>Inflows of Resources</b>
Differences in experience	\$ -	\$ 42,912
Changes of assumptions	109,078	-
Total	<u>\$ 109,078</u>	<u>\$ 42,912</u>

Other amounts reported as deferred outflows of resources related to OPEB will be recognized in OPEB expense as follows:

<b>September 30,</b>	<b>Amortization of Deferred Outflows of Resources</b>
2020	\$ 17,002
2021	17,002
2022	11,912
2023	12,040
2024	8,210
Total	<u>\$ 66,166</u>

**Note 10: Litigation**

The City is party to several legal actions arising in the ordinary course of business. In the opinion of the City's legal counsel and management, the City has adequate legal defense and/or insurance coverage regarding each of these actions and does not believe the amount is probable.

The City is involved in a litigation case with White Rock Commercial, LLC (White Rock). The case involves the City repaying the cost of infrastructure improvements placed by White Rock. The case was settled subsequent to year end in the amount of \$1,500,000 which has been included within accrued liabilities in the General Fund in the accompanying financial statements.

**City of Lancaster, Texas**  
**Notes to Basic Financial Statements**  
**September 30, 2020**

**Note 11: Commitments and Contingencies**

***Risk Management***

The City is exposed to various risks of loss related to torts, theft of, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The City is part of the Texas Municipal League Intergovernmental Risk Pool (Pool). Premiums are paid to the Pool, which retain a limit of loss. Reinsurance companies insure the risks beyond those limits. The City retains, as a risk, only the deductible amount of each policy. There were no significant reductions in coverage in the past fiscal year and there were no settlements exceeding insurance coverage in any of the past three fiscal years.

***Trinity River Authority of Texas***

The City contracts with Trinity River Authority of Texas (TRA), a conservation and reclamation district, whereby TRA finances, constructs, operates and maintains sewage transportation and treatment facilities for the benefit of the City. The current contract is extended through the date until which all bonds have been paid. The City makes payments monthly, which are based on an estimate of its share of costs. The City's share of costs for the fiscal year ended September 30, 2020, was \$6,157,872, for the Ten Mile Creek Regional Wastewater System and \$114,642, for the Red Oak Creek Regional Wastewater System. This estimate is calculated by TRA who makes adjustments for over/under charges in the City's next fiscal year. There were no adjustments to the amounts as calculated by the TRA for the year ended September 30, 2020.

***Federal and State Programs***

The City participates in several federal and state grant programs, which are governed by various rules and regulations of the grantor agencies. Costs charged to the respective grant programs are subject to audit and adjustment by the grantor agencies; therefore, to the extent that if the City has not complied with the rules and regulations governing the grants, refunds of any money received may be required and the collectability of any related receivable at September 30, 2020, may be impaired.

***Other Contingencies***

There are other claims and pending actions incidental to normal operations of the City. In the opinion of the City administration, the City's potential liability in these matters will not have a material impact in the accompanying financial statements.

As a result of the spread of the SARS-CoV-2 virus and the incidence of COVID-19, economic uncertainties have arisen which may negatively affect the financial position, results of operations and cash flows of the City. The duration of these uncertainties and the ultimate financial effects cannot be reasonably estimated at this time.

**City of Lancaster, Texas**  
**Notes to Basic Financial Statements**  
**September 30, 2020**

**Note 12: Tax Incentive Rebates**

The City of Lancaster has four (4) active Commercial Development and Job Related Incentive Rebates that develop or redevelop a particular property attracting business that generates incremental tax revenues. In addition to GASB 77, the agreements are subject Chapter 380 of the Texas Local Government Code that promotes local economic development, commercial activity and business stimulation. City Council approves the agreements via resolution. As part of the agreement, the City agrees to rebate the tax valorem tax increment and the local sales tax after confirmation of payment. If the businesses do not meet the obligations as set forth in the agreement, a clawback provision for default on agreement is included in the agreement and the business agrees to return a percentage of the rebate back to the City. Total rebate of taxes for the year ended September 30, 2020, is \$1,939,969.

**Required Supplementary Information**

**City of Lancaster, Texas**  
**Required Supplementary Information**  
**Schedule of Changes in Net Pension Liability and Related Ratios**  
**Texas Municipal Retirement System (Unaudited)**

	Measurement Year					
	2014	2015	2016	2017	2018	2019
<b>Total Pension Liability</b>						
Service cost	\$ 1,754,296	\$ 2,193,202	\$ 2,335,235	\$ 2,469,383	\$ 2,640,859	\$ 2,815,735
Interest (on the Total Pension Liability)	4,600,938	4,801,518	4,963,011	5,149,906	5,442,872	5,772,620
Changes in benefit terms	-	-	-	-	-	-
Differences between expected and actual experience	(470,634)	190,955	(1,104,406)	312,809	311,293	184,748
Changes in assumptions	-	961,057	-	-	-	287,170
Benefit payments, including refunds of employee contributions	(3,082,997)	(3,394,263)	(3,175,270)	(3,808,922)	(3,546,289)	(3,648,333)
Net change in total pension liability	2,801,603	4,752,469	3,018,570	4,123,176	4,848,735	5,411,940
Total pension liability – Beginning	66,392,037	69,193,640	73,946,109	76,964,679	81,087,855	85,936,590
Total pension liability – Ending (a)	\$ 69,193,640	\$ 73,946,109	\$ 76,964,679	\$ 81,087,855	\$ 85,936,590	\$ 91,348,530
<b>Plan Fiduciary Net Position</b>						
Contributions – employer	\$ 1,950,250	\$ 2,038,833	\$ 1,994,083	\$ 2,199,587	\$ 2,288,860	\$ 2,416,349
Contributions – employee	943,452	1,019,417	1,049,207	1,110,905	1,190,342	1,263,214
Net investment income	3,212,784	87,279	3,975,648	8,679,960	(2,119,471)	10,594,869
Benefit payments, including refunds of employee contributions	(3,082,997)	(3,394,263)	(3,175,270)	(3,808,922)	(3,546,289)	(3,648,333)
Administrative expense	(33,545)	(53,164)	(44,915)	(44,995)	(40,975)	(59,880)
Other	(2,758)	(2,625)	(2,420)	(2,281)	(2,140)	(1,799)
Net change in plan fiduciary net position	2,987,186	(304,523)	3,796,333	8,134,254	(2,229,673)	10,564,420
Plan fiduciary net position – Beginning	56,164,588	59,151,774	58,847,251	62,643,584	70,777,838	68,548,165
Plan fiduciary net position – Ending (b)	\$ 59,151,774	\$ 58,847,251	\$ 62,643,584	\$ 70,777,838	\$ 68,548,165	\$ 79,112,585
City's net pension liability – Ending (a) – (b)	\$ 10,041,866	\$ 15,098,858	\$ 14,321,095	\$ 10,310,017	\$ 17,388,425	\$ 12,235,945
Plan fiduciary net position as a percentage of the total pension liability	85.49%	79.58%	81.39%	87.29%	79.77%	86.61%
Covered payroll	\$ 13,477,886	\$ 14,563,096	\$ 14,988,669	\$ 15,870,071	\$ 17,004,884	\$ 18,038,022
City's net pension liability as a percentage of covered payroll	74.51%	103.68%	95.55%	64.97%	102.26%	67.83%

Changes in assumptions: In the 2015 valuation the investment rate decreased from 7.0 percent to 6.75 percent; the inflation rate was lowered from 3.0 percent to 2.5 percent; the experience study for retirement age was updated.

This schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, the City will present information for only those years for which information is available. Information has been determined as of the City's measurement date (December 31).

**City of Lancaster, Texas**  
**Required Supplementary Information**  
**Schedule of Contributions**  
**Texas Municipal Retirement System (Unaudited)**

	Fiscal Year					
	2015	2016	2017	2018	2019	2020
Actuarially determined contribution	\$ 2,012,259	\$ 2,002,110	\$ 2,134,819	\$ 2,285,017	\$ 2,441,322	\$ 2,451,002
Contributions in relation to the actuarially determined contribution	2,012,259	2,002,110	2,134,819	2,285,017	2,441,322	2,451,002
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Covered payroll	\$ 14,156,179	\$ 14,839,963	\$ 15,572,564	\$ 16,678,121	\$ 18,031,676	\$ 18,060,708
Contributions as a percentage of covered payroll	14.21%	13.49%	13.71%	13.70%	13.54%	13.57%

**Notes to Schedule Contributions**

**Valuation Date:**

Notes

Actuarially determined contribution rates are calculated as of December 31 and become effective in January 13 months later.

**Methods and Assumptions Used to Determine Contribution Rates:**

Actuarial Cost Method	Entry Age Normal
Amortization Method	Level Percentage of Payroll, Closed
Remaining Amortization Period	26 years
Asset Valuation Method	10 Year smoothed market; 12% soft corridor
Inflation	2.50%
Salary Increases	3.50% to 11.50%, including inflation
Investment Rate of Return	6.75%
Retirement Age	Experience-based table of rates that are specific to the City's plan of benefits. Last updated for the 2019 valuation pursuant to an experience study of the period 2014-2018
Mortality	Post retirement: 2019 Municipal Retirees of Texas Mortality Tables. The rates are projected on a fully generational basis with scale UMP. Pre-retirement: PUB(10) mortality rates, with the Public Safety table used for males and the General Employee table used for females. The rates are projected on a fully generational basis with scale UMP.

**Other Information:**

Notes

There were no benefit changes during the year

This schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, the City will present information for only those years for which information is available. Information has been determined as of the the City's most recent fiscal year-end (September 30).

**City of Lancaster, Texas**  
**Required Supplementary Information**  
**Schedule of Proportionate Share of Net Pension Liability and Contributions**  
**Texas Municipal Retirement System (Unaudited)**

Primary Government						
	2015	2016	2017	2018	2019	2020
Proportionate share of net pension liability	94.63%	94.61%	94.62%	94.63%	94.61%	94.62%
Net pension liability	\$ 9,502,407	\$ 14,285,030	\$ 13,550,087	\$ 9,756,009	\$ 16,451,475	\$ 11,577,744
Actuarially determined contribution	\$ 1,904,158	\$ 1,894,295	\$ 1,894,396	\$ 2,162,232	\$ 2,309,775	\$ 2,319,138
Covered payroll	\$ 13,395,694	\$ 14,040,821	\$ 14,041,573	\$ 15,781,923	\$ 17,060,067	\$ 17,067,576
Proportionate share of net pension liability as a percentage of covered payroll	70.94%	101.74%	96.50%	61.82%	96.43%	67.83%

Lancaster Economic Development Corporation						
	2015	2016	2017	2018	2019	2020
Proportionate share of net pension liability	0.95%	0.93%	0.93%	0.95%	0.93%	0.94%
Net pension liability	\$ 95,378	\$ 140,419	\$ 133,994	\$ 97,894	\$ 161,599	\$ 115,227
Actuarially determined contribution	\$ 19,113	\$ 18,696	\$ 18,620	\$ 21,696	\$ 22,688	\$ 23,039
Covered payroll	\$ 134,456	\$ 138,576	\$ 138,012	\$ 158,359	\$ 167,577	\$ 169,557
Proportionate share of net pension liability as a percentage of covered payroll	70.94%	101.33%	97.09%	61.82%	96.43%	67.96%

Lancaster Recreational Development Corporation						
	2015	2016	2017	2018	2019	2020
Proportionate share of net pension liability	4.42%	4.45%	4.45%	4.42%	4.46%	4.44%
Net pension liability	\$ 444,082	\$ 671,899	\$ 637,014	\$ 456,114	\$ 775,350	\$ 542,973
Actuarially determined contribution	\$ 88,988	\$ 89,119	\$ 89,094	\$ 101,089	\$ 108,859	\$ 108,824
Covered payroll	\$ 626,029	\$ 660,566	\$ 660,378	\$ 737,838	\$ 804,033	\$ 800,888
Proportionate share of net pension liability as a percentage of covered payroll	70.94%	101.72%	96.46%	61.82%	96.43%	67.80%

This schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, the City will present information for only those years for which information is available. Information has been determined as of the City's most recent fiscal year-end (September 30).

**City of Lancaster, Texas**  
**Required Supplementary Information**  
**Retiree Health Care Plan**  
**Schedule of Changes in the City's Total OPEB Liability and Related Ratios**  
**(Unaudited)**

	Measurement Year		
	2017	2018	2019
<b>Total OPEB Liability</b>			
Service Cost	\$ 51,667	\$ 65,663	\$ 64,079
Interest Cost	41,389	39,252	44,458
Difference Between Expected and Actual Experience of the Total OPEB Liability	(1,641)	(16,374)	12,409
Changes of Assumptions	57,658	2,136	112,094
Benefit Payments	(40,219)	(72,858)	(82,029)
Net Change in Total OPEB Liability	108,854	17,819	151,011
Total OPEB Liability (Beginning)	1,080,598	1,189,452	1,207,271
Total OPEB Liability (Ending)	\$ 1,189,452	\$ 1,207,271	\$ 1,358,282
 Covered-Employee Payroll	 15,871,627	 17,005,491	 17,580,142
Total OPEB Liability as a Percentage of Covered-Employee Payroll	7.49%	7.10%	7.73%

Changes of assumptions reflect a change in the discount rate from 3.71% as of December 31, 2018 to 2.75% as of December 31, 2019.

This schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, the City will present information for only those years for which information is available. Information has been determined as of the City's measurement date (December 31).



**City of Lancaster, Texas**  
**Required Supplementary Information**  
**TMRs Supplemental Death Benefits Plan**  
**Schedule of Changes in the City's Total OPEB Liability and Related Ratios**  
**(Unaudited)**

	Measurement Year		
	2017	2018	2019
<b>Total OPEB Liability</b>			
Service Cost	\$ 22,218	\$ 27,208	\$ 27,057
Interest Cost	23,780	24,222	26,296
Difference Between Expected and Actual Experience of the Total OPEB Liability	-	(16,454)	(39,707)
Changes of Assumptions	59,920	(52,661)	141,242
Benefit Payments	(6,348)	(5,101)	(5,411)
Net Change in Total OPEB Liability	99,570	(22,786)	149,477
Total OPEB Liability (Beginning)	621,168	720,738	697,952
Total OPEB Liability (Ending)	\$ 720,738	\$ 697,952	\$ 847,429
Covered-Employee Payroll	15,870,071	17,004,884	18,038,022
Total OPEB Liability as a Percentage of Covered-Employee Payroll	4.54%	4.10%	4.70%

Changes of assumptions reflect a change in the discount rate from 3.71% as of December 31, 2018 to 2.75% as of December 31, 2019.

This schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, the City will present information for only those years for which information is available. Information has been determined as of the City's measurement date (December 31).

**City of Lancaster, Texas**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**Budget and Actual**  
**General Fund (Unaudited)**  
**For the Year Ended September 30, 2020**

	<b>Budgeted Amounts</b>		<b>Actual</b>	<b>Variance with</b>
	<b>Original</b>	<b>Final</b>	<b>GAAP</b>	<b>Final Budget</b>
			<b>Basis</b>	<b>Positive</b>
				<b>(Negative)</b>
<b>Revenues</b>				
Taxes and fees	\$ 25,613,877	\$ 25,613,877	\$ 25,731,444	\$ 117,567
Licenses and permits	1,339,300	1,339,300	944,760	(394,540)
Intergovernmental	7,500	7,500	2,570,448	2,562,948
Charges for services	920,078	920,078	453,828	(466,250)
Fines and forfeits	865,864	865,864	1,068,206	202,342
Interest	129,000	129,000	158,082	29,082
Miscellaneous	156,997	156,997	314,920	157,923
Total revenues	29,032,616	29,032,616	31,241,688	2,209,072
<b>Expenditures</b>				
Current				
General government	5,583,734	5,583,734	7,373,944	(1,790,210)
Public safety	17,428,650	17,428,650	16,826,390	602,260
Public works	1,220,841	1,220,841	1,972,185	(751,344)
Community development and recreation	2,779,717	2,779,717	1,983,643	796,074
Capital outlay	4,408,345	4,408,345	2,527,664	1,880,681
Debt service				
Principal retirement	-	-	661,313	(661,313)
Interest and fiscal charges	-	-	192,087	(192,087)
Total expenditures	31,421,287	31,421,287	31,537,226	(115,939)
Excess (deficiency) of revenues over (under) expenditures	(2,388,671)	(2,388,671)	(295,538)	2,093,133
Other financing sources				
Transfers in	2,173,629	2,173,629	1,886,227	(287,402)
Total other financing sources	2,173,629	2,173,629	1,886,227	(287,402)
<b>Net Change in Fund Balances</b>	(215,042)	(215,042)	1,590,689	1,805,731
<b>Fund Balance, Beginning of Year</b>	14,315,884	14,315,884	14,315,884	-
<b>Fund Balance, End of Year</b>	\$ 14,100,842	\$ 14,100,842	\$ 15,906,573	\$ 1,805,731

**City of Lancaster, Texas**  
**Notes to Required Supplementary Information (Unaudited)**  
**September 30, 2020**

***Budgets and Budgetary Accounting***

The City adopts an “appropriated budget” of the General Fund on the modified accrual basis of accounting by department. The City is required to present the adopted and final amended budgeted revenues and expenditures. The City compares the final amended budget to actual revenues and expenditures.

An operating budget for the General Fund is legally adopted each fiscal year.

The budget is adopted on a basis consistent with generally accepted accounting principles (GAAP).

The City generally follows these procedures in establishing the budgetary data reflected in the financial statements:

1. A proposed operating budget including proposed expenditures and the means of financing them is submitted to the City Council by the City Manager.
2. Upon receipt of the budget estimates, the City Council holds a first reading on the Budget Ordinance and Tax Roll Ordinance. Information about the Budget Ordinance is then published in the official newspaper of the City.
3. A public hearing on the budget is held.
4. Prior to October 1 the budget is legally enacted through passage of an ordinance. The legal level of budgetary control is at the fund level. The City Manager is authorized to transfer budgeted amounts between departments within any fund; however, any revisions that alter the total expenditures of any fund must be approved by the City Council. Budgetary control has been established at the detail level by line item activity for management control.

**Combining and Individual Fund  
Statements and Schedules**

**City of Lancaster, Texas**  
**Non-major Governmental Funds**  
**September 30, 2020**

***Special Revenue Funds***

Special revenue funds are used to account for specific revenues that are legally restricted to expenditure for particular purposes.

**Stormwater Drainage Fund** – to account for revenues received from a fee charged for the development of the City’s storm sewer drainage system.

**Public Improvement Districts Fund** – to account for the activities of the public improvement districts of the City.

**Police State Seized Fund** – to account for the activities of related funds awarded to the City by the Courts.

**Police Federal Seized Fund** – to account for the activities of related funds awarded to the City by the Courts.

**Hotel/Motel Fund** – to account for the revenues received from a hotel and motel tax.

**Emergency 911 Fund** – to account for revenues received from a fee charged for emergency services.

**Parkland Dedication Fund** – to account for revenues to provide for parks, open spaces and recreational areas.

***Capital Projects Fund***

**Street Maintenance Fund** – to account for maintenance of the City’s transportation system.

**City of Lancaster, Texas**  
**Combining Balance Sheet**  
**Non-major Governmental Funds**  
**September 30, 2020**

	Special Revenue Funds							Capital Projects Fund	Total Non-major Governmental Funds
	Stormwater Drainage Fund	Public Improvement Districts Fund	Police State Seized Fund	Police Federal Seized Fund	Hotel/ Motel Fund	Emergency 911 Fund	Parkland Dedication Fund	Street Maintenance Fund	
<b>Assets</b>									
Cash and cash equivalents	\$ 4,291,232	\$ 1,394,031	\$ 37,944	\$ 55,837	\$ 1,159,154	\$ 1,270,323	\$ 431,378	\$ 952,732	\$ 9,592,631
Receivables (net of allowance for uncollectibles)									
Delinquent taxes	-	2,418	-	-	-	-	-	-	2,418
Accounts receivable	221,859	-	-	-	58,546	25,916	-	17,637	323,958
Total assets	<u>\$ 4,513,091</u>	<u>\$ 1,396,449</u>	<u>\$ 37,944</u>	<u>\$ 55,837</u>	<u>\$ 1,217,700</u>	<u>\$ 1,296,239</u>	<u>\$ 431,378</u>	<u>\$ 970,369</u>	<u>\$ 9,919,007</u>
<b>Liabilities, Deferred Inflows of Resources and Fund Balances</b>									
<b>Liabilities</b>									
Accounts and contracts payable	\$ 80,095	\$ 16,470	\$ 519	\$ 292	\$ 764	\$ 4,427	\$ -	293,326	\$ 395,893
Accrued liabilities	115,594	-	-	-	-	805	-	-	116,399
Total liabilities	<u>195,689</u>	<u>16,470</u>	<u>519</u>	<u>292</u>	<u>764</u>	<u>5,232</u>	<u>-</u>	<u>293,326</u>	<u>512,292</u>
Deferred inflows of resources - unavailable revenue	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>17,637</u>	<u>17,637</u>
<b>Fund balances</b>									
Restricted for									
Public works	4,317,402	-	-	-	-	-	-	-	4,317,402
Public improvement districts	-	1,379,979	-	-	-	-	-	-	1,379,979
Police grants	-	-	37,425	55,545	-	-	-	-	92,970
Tourism, convention centers, arts	-	-	-	-	1,216,936	-	-	-	1,216,936
Law enforcement purposes	-	-	-	-	-	1,291,007	-	-	1,291,007
Park dedication	-	-	-	-	-	-	431,378	-	431,378
Street	-	-	-	-	-	-	-	659,406	659,406
Total fund balances	<u>4,317,402</u>	<u>1,379,979</u>	<u>37,425</u>	<u>55,545</u>	<u>1,216,936</u>	<u>1,291,007</u>	<u>431,378</u>	<u>659,406</u>	<u>9,389,078</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 4,513,091</u>	<u>\$ 1,396,449</u>	<u>\$ 37,944</u>	<u>\$ 55,837</u>	<u>\$ 1,217,700</u>	<u>\$ 1,296,239</u>	<u>\$ 431,378</u>	<u>\$ 970,369</u>	<u>\$ 9,919,007</u>

**City of Lancaster, Texas**  
**Combining Balance Sheet**  
**Non-major Governmental Funds**  
**September 30, 2020**

**City of Lancaster, Texas**  
**Combining Statement of Revenues, Expenditures and Changes in Fund Balances**  
**Non-major Governmental Funds**  
**For the Year Ended September 30, 2020**

	Special Revenue Funds							Capital Projects Fund	
	Stormwater Drainage Fund	Public Improvement Districts Fund	Police State Seized Fund	Police Federal Seized Fund	Hotel/Motel Fund	Emergency 911 Fund	Parkland Dedication Fund	Street Maintenance Fund	Total Non-major Governmental Funds
Revenues									
Taxes and fees	\$ 1,919,690	\$ 677,238	\$ -	\$ -	\$ 236,819	\$ -	\$ -	747,955	\$ 3,581,702
Licenses and permits	-	-	-	-	-	354,446	-	-	354,446
Forfeitures	-	-	-	50,020	-	-	-	-	50,020
Miscellaneous	-	1,472	20,619	-	9,142	-	-	-	31,233
Interest	36,033	12,213	405	293	9,746	10,657	-	4,777	74,124
Total revenues	1,955,723	690,923	21,024	50,313	255,707	365,103	-	752,732	4,091,525
Expenditures									
Current									
Public safety	-	-	5,146	22,689	-	201,341	-	-	229,176
Public works	1,192,943	-	-	-	-	-	-	-	1,192,943
Community development and recreation	-	406,649	-	-	20,423	-	-	-	427,072
Capital outlay	-	-	-	-	-	-	-	293,326	293,326
Debt service									
Principal retirement	30,000	-	-	-	-	-	-	-	30,000
Interest and fiscal charges	13,150	-	-	-	-	-	-	-	13,150
Total expenditures	1,236,093	406,649	5,146	22,689	20,423	201,341	-	293,326	2,185,667
Excess (deficiency) of revenues over (under) expenditures	719,630	284,274	15,878	27,624	235,284	163,762	-	459,406	1,905,858
Other Financing Sources (Uses)									
Transfers out	(61,460)	-	-	-	-	-	-	-	(61,460)
Total other financing sources (uses)	(61,460)	-	-	-	-	-	-	-	(61,460)
Net Change in Fund Balances	658,170	284,274	15,878	27,624	235,284	163,762	-	459,406	1,844,398
Fund Balances, Beginning of Year	3,659,232	1,095,705	21,547	27,921	981,652	1,127,245	431,378	200,000	7,544,680
Fund Balances, End of Year	\$ 4,317,402	\$ 1,379,979	\$ 37,425	\$ 55,545	\$ 1,216,936	\$ 1,291,007	\$ 431,378	\$ 659,406	\$ 9,389,078



**City of Lancaster, Texas**  
**Non-major Enterprise Funds**  
**September 30, 2020**

***Enterprise Funds***

Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business enterprises – where the intent of the City is that costs of providing the goods or services to the general public on a continuing basis will be financed or recovered through user charges. The City has two Non-major Enterprise Funds, which include the following:

**Golf Course Fund** – to account for the operation of the City’s golf course.

**Refuse Fund** – to account for the operation of the City’s refuse services.

**City of Lancaster, Texas**  
**Combining Statement of Net Position**  
**Non-major Enterprise Funds**  
**September 30, 2020**

	Golf Course Fund	Refuse Fund	Total Non-major Enterprise Funds
<b>Assets</b>			
<b>Current Assets</b>			
Cash and cash equivalents	\$ -	\$ 3,416,155	\$ 3,416,155
Receivables (net of allowance for uncollectibles)			
Accounts	-	127,076	127,076
Unbilled	-	152,820	152,820
	<u>-</u>	<u>152,820</u>	<u>152,820</u>
Total current assets	<u>-</u>	<u>3,696,051</u>	<u>3,696,051</u>
<b>Noncurrent Assets</b>			
Capital assets			
Nondepreciable	349,554	-	349,554
Depreciable (net of accumulated depreciation)	1,458,624	362,288	1,820,912
	<u>1,808,178</u>	<u>362,288</u>	<u>2,170,466</u>
Total noncurrent assets	<u>1,808,178</u>	<u>362,288</u>	<u>2,170,466</u>
Total assets	<u>1,808,178</u>	<u>4,058,339</u>	<u>5,866,517</u>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Accounts and contracts payable	20,056	130,892	150,948
Accrued liabilities	13,571	63,328	76,899
Due to General Fund	1,198,941	-	1,198,941
Compensated absences	-	218	218
	<u>1,232,568</u>	<u>194,438</u>	<u>1,427,006</u>
Total current liabilities	<u>1,232,568</u>	<u>194,438</u>	<u>1,427,006</u>
<b>Noncurrent Liabilities</b>			
Compensated absences	-	654	654
	<u>-</u>	<u>654</u>	<u>654</u>
Total noncurrent liabilities	<u>-</u>	<u>654</u>	<u>654</u>
Total liabilities	<u>1,232,568</u>	<u>195,092</u>	<u>1,427,660</u>
<b>Net Position</b>			
Net investment in capital assets	1,808,178	362,288	2,170,466
Unrestricted	(1,232,568)	3,500,959	2,268,391
	<u>575,610</u>	<u>3,863,247</u>	<u>4,438,857</u>
Total net position	<u>\$ 575,610</u>	<u>\$ 3,863,247</u>	<u>\$ 4,438,857</u>

**City of Lancaster, Texas**  
**Combining Statement of Revenues, Expenses and Changes in Net Position**  
**Non-major Enterprise Funds**  
**For the Year Ended September 30, 2020**

	<b>Golf Course Fund</b>	<b>Refuse Fund</b>	<b>Total Non-major Enterprise Funds</b>
<b>Operating Revenues</b>			
Charges for services	\$ 188,457	2,720,555	\$ 2,909,012
Miscellaneous	347,538	-	347,538
Total operating revenues	535,995	2,720,555	3,256,550
<b>Operating Expenses</b>			
Maintenance	28,458	250,000	278,458
Heat, light and power	36,003	-	36,003
Depreciation	74,725	53,367	128,092
Special services	807,201	1,569,080	2,376,281
Miscellaneous	5,372	19,335	24,707
Total operating expenses	951,759	1,891,782	2,843,541
<b>Operating Income (Loss)</b>	(415,764)	828,773	413,009
<b>Nonoperating Revenues</b>			
Interest revenue	-	28,505	28,505
Total nonoperating revenues	-	28,505	28,505
<b>Income (Loss) Before Transfers</b>	(415,764)	857,278	441,514
Transfers out	(7,000)	(154,500)	(161,500)
<b>Change in Net Position</b>	(422,764)	702,778	280,014
<b>Net Position, Beginning of Year</b>	998,374	3,160,469	4,158,843
<b>Net Position, End of Year</b>	\$ 575,610	\$ 3,863,247	\$ 4,438,857

**City of Lancaster, Texas**  
**Combining Statement of Cash Flows**  
**Non-major Enterprise Funds**  
**For the Year Ended September 30, 2020**

	Golf Course Fund	Refuse Fund	Total Non-major Enterprise Fund
<b>Operating Activities</b>			
Receipts from customers and users	\$ 510,163	\$ 2,740,609	\$ 3,250,772
Payments to suppliers	(875,543)	(1,835,856)	(2,711,399)
Net cash provided by (used in) operating activities	(365,380)	904,753	539,373
<b>Noncapital and Related Financing Activities</b>			
Transfers out	(7,000)	(154,500)	(161,500)
Advances from other funds	372,381	-	372,381
Net cash used in noncapital financing activities	365,381	(154,500)	210,881
<b>Investing Activities</b>			
Interest on investments	-	28,505	28,505
Net cash provided by investing activities	-	28,505	28,505
<b>Increase in Cash and Cash Equivalents</b>	-	778,757	778,757
<b>Cash and Cash Equivalents, Beginning of Year</b>	-	2,637,398	2,637,398
<b>Cash and Cash Equivalents, End of year</b>	\$ -	\$ 3,416,155	\$ 3,416,155
<b>Reconciliation of Net Operating Income (Loss) to Net Cash Provided by (Used in) Operating Activities</b>			
Operating income (loss)	\$ (415,764)	\$ 828,773	\$ 413,009
Item not requiring cash			
Depreciation	74,725	53,367	128,092
Changes in			
Accounts receivable	-	20,053	20,053
Accounts payable	(25,832)	3,420	(22,412)
Accrued expenses	1,491	(860)	631
Net cash provided by (used in) operating activities	\$ (365,380)	\$ 904,753	\$ 539,373

**City of Lancaster, Texas**  
**Combining Statement of Cash Flows**  
**Non-major Enterprise Funds**  
**For the Year Ended September 30, 2020**

**City of Lancaster, Texas**  
**Discretely Presented Component Units**  
**September 30, 2020**

**Lancaster Economic Development Corporation** – to account for revenues from an industrial development sales tax to spur increased economic development activity within the City.

**Lancaster Recreational Development Corporation** – to account for revenues from a sales and use tax for the development of parks and recreational facilities.

**City of Lancaster, Texas**  
**Balance Sheet**  
**Economic Development Corporation**  
**Discretely Presented Component Units**  
**September 30, 2020**

**Assets**

Cash and cash equivalents	\$ 6,720,598
Sales tax receivable	226,081
Due from primary government	<u>690,388</u>
Total assets	<u>7,637,067</u>

**Liabilities**

Accounts payable	<u>13,153</u>
Total liabilities	<u>13,153</u>

**Fund Balances**

Unassigned	<u>7,623,914</u>
Total fund balances	<u>7,623,914</u>

**Total Liabilities and Fund Balance**

	<u><u>\$ 7,637,067</u></u>
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**City of Lancaster, Texas**  
**Reconciliation of the Balance Sheet of Governmental Funds**  
**to the Statement of Net Position**  
**Economic Development Corporation**  
**Discretely Presented Component Units**  
**September 30, 2020**

Total fund balance	\$ 7,623,914
Amounts reported in the statement of net position are different because:	
Interest payable on long-term debt does not require current financial resources; therefore, interest payable is not reported as a liability in the balance sheet.	(6,928)
Capital assets used in governmental activities are not financial resources; therefore, are not reported as assets in fund financial statements. Capital assets are reported in the government-wide financial statements, net of accumulated depreciation.	100,378
Long-term liabilities, including notes payable, net pension liability, and OPEB are not due and payable in the current period and therefore are not reported in the fund financial statements.	(1,507,285)
Deferred outflows of resources and deferred inflows of resources represent flows of resources which relate to future periods and, therefore, are not reported in the fund financial statements. Deferred outflows of resources and deferred inflows of resources at year-end consist of:	
Employer contributions (GASB 75)	496
Assumption changes (GASB 75)	2,477
Experience difference (GASB 75)	(455)
Employer contributions (GASB 68)	15,830
Investment return difference (GASB 68)	(21,774)
Assumption changes (GASB 68)	1,806
Experience difference (GASB 68)	2,751
Total net position	<u>\$ 6,211,210</u>



**City of Lancaster, Texas**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**Economic Development Corporation**  
**Discretely Presented Component Units**  
**For the Year Ended September 30, 2020**

<b>Revenues</b>	
Sales taxes	\$ 1,311,469
Interest	<u>63,301</u>
Total revenues	<u>1,374,770</u>
<b>Expenditures</b>	
Cultural and recreation	654,246
Debt service	
Repayment of note payable to primary government	35,000
Repayment of interest to primary government	<u>8,975</u>
Total expenditures	<u>698,221</u>
<b>Net Change in Fund Balance</b>	676,549
<b>Fund Balance, Beginning of Year</b>	<u>6,947,365</u>
<b>Fund Balance, End of Year</b>	<u><u>\$ 7,623,914</u></u>

**City of Lancaster, Texas**  
**Reconciliation of the Statement of Revenues, Expenditures and Changes in**  
**Fund Balance of Governmental Funds to the Statement of Activities**  
**Economic Development Corporation**  
**Discretely Presented Component Units**  
**For the Year Ended September 30, 2020**

Net change in fund balance	\$ 676,549
Amounts reported in the statement of activities are different because:	
Current year pension and OPEB expenditures are reported on the fiscal year basis on the governmental statement of revenues, expenditures and changes in fund balance and as actuarially determined in the government-wide statement of activities. These differences are reflected in deferred outflows of resources and deferred inflow of resources balances.	(6,195)
Current year principal payments of long-term liabilities are shown as expenditures in the fund financial statements, but shown as reductions in long-term liabilities in the government-wide financial statements.	35,000
Change in net position	<u><u>\$ 706,219</u></u>

**City of Lancaster, Texas**  
**Balance Sheet**  
**Recreational Development Corporation**  
**Discretely Presented Component Units**  
**September 30, 2020**

**Assets**

Cash and cash equivalents	\$ 1,834,434
Sales tax receivable	440,705
Accounts receivable	24,496
Prepaid expenses	<u>15,707</u>
 Total assets	 <u>2,315,342</u>

**Liabilities**

Accounts payable	35,836
Accrued liabilities	229,240
Due to primary government	<u>1,993,142</u>
 Total liabilities	 <u>2,258,218</u>

**Fund Balance**

Nonspendable for prepaid items	15,707
Unassigned	<u>41,417</u>
 Total fund balances	 <u>57,124</u>
 Total liabilities and fund balance	 <u>\$ 2,315,342</u>

**City of Lancaster, Texas**  
**Reconciliation of the Balance Sheet of Governmental Funds to the**  
**Statement of Net Position**  
**Recreational Development Corporation**  
**Discretely Presented Component Units**  
**September 30, 2020**

Total fund balance	\$ 57,124
Amounts reported in the statement of net position are different because:	
Capital assets used in governmental activities are not financial resources and therefore are not reported as assets in fund financial statements. Capital assets are reported in the government-wide financial statements, net of accumulated depreciation.	10,170,215
Interest payable on long-term debt does not require current financial resources, therefore interest payable is not reported as a liability in the balance sheet.	(16,563)
Long-term liabilities, including notes payable, are not due and payable in the current period and therefore are not reported in the fund financial statements.	(4,783,259)
Deferred outflows of resources and deferred inflows of resources represent flows of resources which relate to future periods and, therefore, are not reported in the fund financial statements. Deferred outflows of resources and deferred inflows of resources at year-end consist of:	
Employer contributions (GASB 75)	2,487
Assumption changes (GASB 75)	12,387
Experience difference (GASB 75)	(2,277)
Employer contributions (GASB 68)	76,279
Investment return difference (GASB 68)	13,718
Assumption changes (GASB 68)	9,050
Experience difference (GASB 68)	(110,658)
Total net position	<u>\$ 5,428,504</u>

**City of Lancaster, Texas**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**Recreational Development Corporation**  
**Discretely Presented Component Units**  
**For the Year Ended September 30, 2020**

<b>Revenues</b>	
Sales taxes	\$ 2,622,939
Charges for services	215,064
Intergovernmental	4,535
Other revenues	8,826
Interest	<u>20,519</u>
Total revenues	<u>2,871,883</u>
<b>Expenditures</b>	
Cultural and recreation	2,017,390
Capital outlay	226,712
Debt service	
Repayment of note payable to primary government	750,000
Repayment of interest to primary government	<u>171,000</u>
Total expenditures	<u>3,165,102</u>
Excess of revenues over expenditures	<u>(293,219)</u>
<b>Net Change in Fund Balance</b>	(293,219)
<b>Fund Balance, Beginning of Year</b>	<u>350,343</u>
<b>Fund Balance, End of Year</b>	<u><u>\$ 57,124</u></u>

**City of Lancaster, Texas**  
**Reconciliation of the Statement of Revenues, Expenditures and Changes in**  
**Fund Balance of Governmental Funds to the Statement of Activities**  
**Recreational Development Corporation**  
**Discretely Presented Component Units**  
**For the Year Ended September 30, 2020**

**Reconciliation to Statement of Revenues RDC**

Net change in fund balance	\$ (293,219)
Amounts reported in the statement of activities are different because:	
Transfer of capital assets from general government to component units.	226,712
Depreciation expense on capital assets is reported in the government-wide statement of activities and changes in net position, but they do not require the use of current financial resources. Therefore, depreciation expense is not reported as expenditures in the governmental funds.	(563,616)
Current year principal payments of long-term liabilities are shown as expenditures in the fund financial statements, but shown as reductions in long-term liabilities in the government-wide financial statements.	750,000
Current year pension and OPEB expenditures are reported on the fiscal year basis on the governmental statement of revenues, expenditures and changes in fund balance and as actuarially determined in the government-wide statement of activities. These differences are reflected in deferred outflows of resources and deferred inflow of resources balances.	(31,776)
Current year changes in accrued interest payable do not require the use of current financial resources; therefore, are not reported as expenditures in governmental funds.	4,813
Change in net position	\$ 92,914

## **Statistical Section**

The following portion of the City of Lancaster Comprehensive Annual Financial Report presents detailed information as a context for understanding the information in the financial statements, note disclosures, and required supplementary information regarding the City's overall financial health.

Table	Contents
<b><i>Financial Trends</i></b> – These tables contain trend information to help the reader understand how the City's financial performance and well-being have changed over time.	
	Entity-wide information:
A	Net position by component, last ten fiscal years
B	Changes in net position, last ten fiscal years
	Governmental funds information:
C	Fund balance, last ten fiscal years
D	Changes in fund balances, last ten fiscal years
<b><i>Revenue Capacity</i></b> – These tables contain information to help the reader assess one of the City's most significant revenue sources, the property tax.	
E	Assessed and estimated actual value of taxable property, last ten fiscal years
F	Direct and overlapping property tax rates, last ten fiscal years
G	Principal taxpayers, current year and nine years ago
H	Ad-valorem tax levies and collections, last ten fiscal years
<b><i>Debt Capacity</i></b> – These tables present information to help the reader assess the affordability of the City's current levels of outstanding debt and the City's ability to issue additional debt in the future.	
I	Ratios of outstanding debt by type, last ten fiscal years
J	Ratios of net general bonded debt to assessed value and net bonded debt <i>per capita</i> , last ten fiscal years
K	Legal debt margin information
L	Direct and overlapping governmental activities debt, last ten fiscal years
M	Secured revenue coverage – Water Bonds, last ten fiscal years
<b><i>Demographic and Economic Information</i></b> – These tables offer demographic and economic indicators to help understand the environment within which the City's financial activities take place and to help make comparisons over time and with other governments.	
N	Demographic and Economic Statistics, last ten calendar years
O	Principal employers, current and six years ago



**Table****Contents**


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**Operating Information** – *These tables contain information about the City’s operations and resources to help the reader understand how the City’s financial information relates to the services the City provides and activities it performs.*

- P Full-time equivalent City government employees by function/program, last ten years
- Q Operating indicators by function/program, last ten fiscal years
- R Capital asset statistics by function/program, last ten fiscal years

**Sources:** Unless otherwise noted, the information in these tables is derived from the Comprehensive Annual Financial Reports for the relevant years.

**City of Lancaster, Texas**  
**Table A – Net Position by Component**  
**Accrual Basis of Accounting**  
**Last Ten Fiscal Years (Unaudited)**

	Fiscal Year									
	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
<b>Governmental Activities</b>										
Net investment in capital assets	\$ 50,606,700	\$ 55,109,346	\$ 46,231,794	\$ 46,504,601	\$ 43,186,713	\$ 41,406,070	\$ 47,966,710	\$ 37,985,322	\$ 33,701,881	\$ 37,281,365
Restricted for										
Housing and Urban Development	-	-	201,618	198,242	-	-	-	-	-	-
Court Security	-	-	-	-	25,509	29,106	38,013	45,457	55,458	70,498
Court Technology	-	-	-	-	77,596	82,633	97,869	109,564	108,981	131,656
Debt service	718,522	242,823	352,439	397,888	602,627	808,824	1,749,893	1,949,459	3,245,575	5,297,018
Public improvement districts	-	-	254,959	324,233	443,707	613,074	829,346	839,635	1,095,705	1,379,979
Tourism, convention centers, arts	-	-	367,370	433,318	535,168	621,137	717,922	826,544	981,652	1,216,936
Law enforcement purposes	-	-	616,916	467,206	619,198	834,271	1,009,536	1,138,971	1,176,713	1,383,977
Unrestricted	5,465,566	2,408,817	8,209,270	6,496,829	1,745,271	2,596,403	(5,878,003)	7,779,240	14,184,301	14,630,657
Total governmental activities net asset	<u>\$ 56,790,788</u>	<u>\$ 57,760,986</u>	<u>\$ 56,234,366</u>	<u>\$ 54,822,317</u>	<u>\$ 47,235,789</u>	<u>\$ 46,991,518</u>	<u>\$ 46,531,286</u>	<u>\$ 50,674,192</u>	<u>\$ 54,550,266</u>	<u>\$ 61,392,086</u>
<b>Business-type Activities</b>										
Net investment in capital assets	\$ 38,270,127	\$ 37,955,920	\$ 37,933,467	\$ 38,224,476	\$ 33,117,792	\$ 42,684,653	\$ 43,805,254	\$ 40,005,241	\$ 41,354,370	\$ 42,523,889
Restricted for										
Debt service	-	-	-	-	-	-	-	-	-	-
Impact fees	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-
Unrestricted	11,135,037	13,121,089	15,798,314	17,260,560	24,342,877	23,659,170	26,965,817	32,720,848	34,682,576	36,379,569
Total business-type activities net asset	<u>\$ 49,405,164</u>	<u>\$ 51,077,009</u>	<u>\$ 53,731,781</u>	<u>\$ 55,485,036</u>	<u>\$ 57,460,669</u>	<u>\$ 66,343,823</u>	<u>\$ 70,771,071</u>	<u>\$ 72,726,089</u>	<u>\$ 76,036,946</u>	<u>\$ 78,903,458</u>
<b>Primary Government</b>										
Net investment in capital assets	\$ 88,876,827	\$ 93,065,266	\$ 84,165,261	\$ 84,729,077	\$ 76,304,505	\$ 84,090,723	\$ 91,771,964	\$ 77,990,563	\$ 75,056,251	\$ 79,805,254
Restricted for										
Housing and Urban Development	-	-	201,618	198,242	-	-	-	-	-	-
Court Security	-	-	-	-	25,509	29,106	38,013	45,457	55,458	70,498
Court Technology	-	-	-	-	77,596	82,633	97,869	109,564	108,981	131,656
Public improvement districts	-	-	254,959	324,233	443,707	613,074	829,346	839,635	1,095,705	1,379,979
Tourism, convention centers, arts	-	-	367,370	433,318	535,168	621,137	717,922	826,544	981,652	1,216,936
Law enforcement purposes	-	-	616,916	467,206	619,198	834,271	1,009,536	1,138,971	1,176,713	1,383,977
Debt service	718,522	242,823	352,439	397,888	602,627	808,824	1,749,893	1,949,459	3,245,575	5,297,018
Impact fees	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-
Governmental funded construction costs	-	-	-	-	-	-	-	-	-	-
Unrestricted	16,600,603	15,529,906	24,007,584	23,757,389	26,088,148	26,255,573	21,087,814	40,500,088	48,866,877	51,010,226
Total primary governmental net assets	<u>\$ 106,195,952</u>	<u>\$ 108,837,995</u>	<u>\$ 109,966,147</u>	<u>\$ 110,307,353</u>	<u>\$ 104,696,458</u>	<u>\$ 113,335,341</u>	<u>\$ 117,302,357</u>	<u>\$ 123,400,281</u>	<u>\$ 130,587,212</u>	<u>\$ 140,295,544</u>

Source: Comprehensive Annual Financial Report

**City of Lancaster, Texas**  
**Table A – Net Position by Component**  
**Accrual Basis of Accounting**  
**Last Ten Fiscal Years (Unaudited)**

**City of Lancaster, Texas**  
**Table B – Change in Net Position**  
**Accrual Basis of Accounting**  
**Last Ten Fiscal Years (Unaudited)**

	Fiscal Year									
	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
<b>Expenses</b>										
Governmental activities										
General government	\$ 4,254,835	\$ 3,642,761	\$ 4,171,973	\$ 4,055,911	\$ 3,891,404	\$ 7,337,257	\$ 7,327,188	\$ 6,540,944	\$ 7,542,414	\$ 8,618,415
Public safety	14,333,669	14,232,681	14,350,239	14,898,549	16,540,660	18,522,908	18,869,618	20,671,196	22,445,886	21,474,236
Public works	4,832,457	5,119,834	4,991,125	4,926,327	5,987,362	3,651,258	3,869,238	3,441,079	3,512,367	3,735,538
Community development and recreation	1,048,563	1,173,498	1,238,745	1,260,500	1,225,730	1,366,830	1,829,003	2,214,694	2,461,161	2,795,968
Social and welfare	8,640,215	8,493,007	2,048,769	3,623	-	-	-	-	-	-
Interest and fiscal charges	2,837,440	2,367,927	1,836,254	3,054,899	3,379,380	3,200,431	2,935,851	4,304,629	2,928,389	2,794,842
Total governmental activities expenses	<u>35,947,179</u>	<u>35,029,708</u>	<u>28,637,105</u>	<u>28,199,809</u>	<u>31,024,536</u>	<u>34,078,684</u>	<u>34,830,898</u>	<u>37,172,542</u>	<u>38,890,217</u>	<u>39,418,999</u>
Business-type activities										
Water and sewer	9,178,117	10,085,993	9,945,611	11,215,515	12,185,162	12,960,201	12,635,280	14,113,248	14,151,252	14,573,772
Refuse	2,196,791	2,509,957	2,050,731	2,153,859	2,134,898	1,470,074	1,531,088	1,505,851	1,570,873	1,891,782
Airport	905,354	982,868	852,874	886,065	909,428	724,101	842,480	747,317	760,573	780,611
Golf course	83,002	139,621	108,196	86,605	82,234	79,667	116,867	1,038,286	1,093,145	951,759
Total business-type activities expenses	<u>12,363,264</u>	<u>13,718,439</u>	<u>12,957,412</u>	<u>14,342,044</u>	<u>15,311,722</u>	<u>15,234,043</u>	<u>15,125,715</u>	<u>17,404,702</u>	<u>17,575,843</u>	<u>18,197,924</u>
Total primary government expenses	<u>\$ 48,310,443</u>	<u>\$ 48,748,147</u>	<u>\$ 41,594,517</u>	<u>\$ 42,541,853</u>	<u>\$ 46,336,258</u>	<u>\$ 49,312,727</u>	<u>\$ 49,956,613</u>	<u>\$ 54,577,244</u>	<u>\$ 56,466,060</u>	<u>\$ 57,616,923</u>
<b>Program Revenues</b>										
Governmental activities										
Charges for services										
General government	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,783,188	\$ 1,919,690
Public safety	1,394,684	1,529,136	787,570	990,079	1,436,765	2,303,526	1,563,791	1,910,595	1,322,261	1,473,204
Public works	1,261,640	682,137	1,863,869	1,856,563	1,838,598	3,346,266	2,931,542	2,892,010	3,508,030	1,753,034
Community development and recreation	-	-	-	-	-	-	-	-	-	-
Social and welfare	-	-	2,814,031	1,339,640	1,351,379	-	-	-	-	-
Operating grants and contributions	8,765,448	8,171,297	-	-	-	894,947	748,338	2,184,968	1,273,543	4,496,757
Capital grants and contributions	1,740,834	1,146,735	-	-	-	-	-	-	236,500	-
Total governmental activities program revenues	<u>\$ 13,162,606</u>	<u>\$ 11,529,305</u>	<u>\$ 5,465,470</u>	<u>\$ 4,186,282</u>	<u>\$ 4,626,742</u>	<u>\$ 6,544,739</u>	<u>\$ 5,243,671</u>	<u>\$ 6,987,573</u>	<u>\$ 8,123,522</u>	<u>\$ 9,642,685</u>

**City of Lancaster, Texas**  
**Table B – Change in Net Position (Continued)**  
**Accrual Basis of Accounting**  
**Last Ten Fiscal Years (Unaudited)**

	Fiscal Year									
	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
<b>Business-type activities</b>										
Charges for services										
Water and sewer	\$ 11,480,609	\$ 14,209,081	\$ 14,251,489	\$ 14,291,481	\$ 15,807,876	\$ 15,708,146	\$ 16,072,343	\$ 16,544,138	\$ 16,466,683	\$ 17,413,522
Refuse	2,124,940	2,077,599	2,171,652	2,190,122	2,281,175	2,374,754	2,695,335	2,549,198	2,681,079	2,720,555
Airport	726,819	806,724	750,308	788,602	748,077	775,416	681,037	685,256	688,845	675,621
Golf course	84,542	94,847	85,595	79,845	72,021	69,582	113,629	152,823	191,012	188,457
Operating grants and contributions	50,089	-	-	-	-	-	-	-	-	-
Capital grants and contributions	-	300,000	-	-	-	3,612,835	-	-	-	-
Total business-type activities program revenues	14,466,999	17,488,251	17,259,044	17,350,050	18,909,149	22,540,733	19,562,344	19,931,415	20,027,619	20,998,155
Total primary government program revenues	\$ 27,629,605	\$ 29,017,556	\$ 22,724,514	\$ 21,536,332	\$ 23,535,891	\$ 29,085,472	\$ 24,806,015	\$ 26,918,988	\$ 28,151,141	\$ 30,640,840
<b>Net (Expenses) Revenues</b>										
Governmental activities	\$ (22,784,573)	\$ (23,500,403)	\$ (23,171,635)	\$ (24,013,527)	\$ (26,397,794)	\$ (27,533,945)	\$ (29,587,227)	\$ (30,184,969)	\$ (30,766,695)	\$ (29,776,314)
Business-type activities	2,103,735	3,769,812	4,301,632	3,008,006	3,597,427	7,306,690	4,436,629	2,526,713	2,451,776	2,800,231
Total primary government net expenses	\$ (20,680,838)	\$ (19,730,591)	\$ (18,870,003)	\$ (21,005,521)	\$ (22,800,367)	\$ (20,227,255)	\$ (25,150,598)	\$ (27,658,256)	\$ (28,314,919)	\$ (26,976,083)
<b>General Revenues and Other Changes in Net Assets</b>										
Governmental activities										
Taxes										
Property taxes	\$ 13,621,585	\$ 13,255,066	\$ 12,299,191	\$ 12,240,385	\$ 14,047,562	\$ 15,696,270	\$ 18,172,866	\$ 20,117,067	\$ 22,325,257	\$ 25,428,022
Sales taxes	4,693,061	5,676,841	4,845,324	4,960,391	5,545,413	5,633,760	6,168,242	7,160,171	6,869,083	6,557,347
Franchise taxes	2,477,222	3,526,875	2,969,849	3,337,767	2,127,730	2,041,390	2,138,384	2,272,208	2,305,492	2,057,524
Other local taxes	127,887	51,632	-	48,110	2,494,897	2,019,179	1,761,893	1,164,457	34,537	16,208
Interest on investments	40,627	44,197	22,654	10,241	15,923	111,569	270,073	501,786	1,031,549	388,113
Miscellaneous	1,180,897	484,754	343,709	324,621	489,467	292,911	581,435	788,192	416,070	346,153
Transfers	(669,107)	1,431,236	1,856,628	1,679,963	1,635,572	(193,511)	1,722,208	2,099,973	1,660,781	1,824,767
Total governmental activities	21,472,172	24,470,601	22,337,355	22,601,478	26,356,564	25,601,568	30,815,101	34,103,854	34,642,769	36,618,134
Business-type activities										
Interest on investments	15,105	30,081	26,255	9,682	14,728	89,948	219,076	489,104	830,598	368,113
Miscellaneous	78,066	(696,812)	511,763	415,530	787,542	1,293,005	1,493,751	1,173,073	1,689,264	1,522,935
Transfers	669,107	(1,431,236)	(1,856,628)	(1,679,963)	(1,635,572)	193,511	(1,722,208)	(2,099,973)	(1,660,781)	(1,824,767)
Total business-type activities	762,278	(2,097,967)	(1,318,610)	(1,254,751)	(833,302)	1,576,464	(9,381)	(437,796)	859,081	66,281
Total primary government	22,234,450	22,372,634	21,018,745	21,346,727	25,523,262	27,178,032	30,805,720	33,666,058	35,501,850	36,684,415
<b>Change in Net Position</b>										
Governmental activities	(1,312,401)	970,198	(834,280)	(1,412,049)	(41,230)	(1,932,377)	1,227,874	3,918,885	3,876,074	6,841,820
Business-type activities	2,866,013	1,671,845	2,983,022	1,753,255	2,764,125	8,883,154	4,427,248	2,088,917	3,310,857	2,866,512
Total primary government	\$ 1,553,612	\$ 2,642,043	\$ 2,148,742	\$ 341,206	\$ 2,722,895	\$ 6,950,777	\$ 5,655,122	\$ 6,007,802	\$ 7,186,931	\$ 9,708,332

Source: Comprehensive Annual Financial Report

**City of Lancaster, Texas**  
**Table C – Fund Balances of Governmental Funds**  
**Modified Accrual Basis of Accounting**  
**Last Ten Fiscal Years (Unaudited)**

	Fiscal Year (Post-GASB 54)									
	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
<b>General Fund</b>										
Nonspendable	\$ -	\$ -	\$ 50,317	\$ 181,550	\$ 181,224	\$ 16,290	\$ 116,498	\$ 110,373	\$ 125,850	\$ 111,681
Court security	-	-	-	-	25,509	29,106	38,013	45,457	55,458	70,498
Court technology	-	-	-	-	77,596	82,633	97,869	109,564	108,981	131,656
Unassigned	3,685,387	6,793,956	6,447,889	5,676,223	6,383,964	6,846,881	8,815,560	12,029,708	14,025,595	15,592,738
<b>Total general fund</b>	<b>\$ 3,685,387</b>	<b>\$ 6,793,956</b>	<b>\$ 6,498,206</b>	<b>\$ 5,857,773</b>	<b>\$ 6,668,293</b>	<b>\$ 6,974,910</b>	<b>\$ 9,067,940</b>	<b>\$ 12,295,102</b>	<b>\$ 14,315,884</b>	<b>\$ 15,906,573</b>
<b>All Other Governmental Funds</b>										
Nonspendable	\$ -	\$ -	\$ 3,519	\$ 3,519	\$ 7,553	\$ -	\$ -	\$ -	\$ -	\$ -
Restricted for										
Housing and Urban Development	960,264	950,820	201,618	198,242	-	-	-	-	-	-
Inventory and prepaid items	690,548	-	-	-	-	-	-	-	-	-
Court technology	35,871	-	-	-	-	-	-	-	-	-
Westwood wall	30,000	-	-	-	-	-	-	-	-	-
Capital projects	19,428,162	9,723,620	8,742,773	8,177,260	12,782,493	15,924,564	7,134,763	6,127,269	10,598,227	8,594,068
Debt service	1,081,805	242,823	352,439	397,888	602,627	808,824	1,749,893	1,949,459	3,245,575	5,297,018
Public works	-	832,928	1,085,362	1,395,072	1,704,102	2,067,582	2,497,565	3,085,202	3,659,232	4,317,402
Public improvement districts	-	189,076	254,959	324,233	443,707	613,074	829,346	839,635	1,095,705	1,379,979
Police grants	-	7,539	7,299	50,137	34,805	57,184	64,360	87,929	49,468	92,970
Tourism, convention centers arts	-	298,965	367,370	433,318	535,168	621,137	717,922	826,544	981,652	1,216,936
Law enforcement purposes	-	395,610	609,617	417,069	584,393	777,087	945,176	1,051,042	1,127,245	1,291,007
Parkland dedication	-	-	-	-	-	-	-	-	431,378	431,378
Street	-	-	-	-	-	-	-	-	200,000	659,406
Unreserved and undesignated – special revenue funds	(176,741)	-	-	-	-	-	-	-	-	-
<b>Total all other governmental funds</b>	<b>\$ 22,049,909</b>	<b>\$ 12,641,381</b>	<b>\$ 11,624,956</b>	<b>\$ 11,396,738</b>	<b>\$ 16,694,848</b>	<b>\$ 20,869,452</b>	<b>\$ 13,939,025</b>	<b>\$ 13,967,080</b>	<b>\$ 21,388,482</b>	<b>\$ 23,280,164</b>

**Source:** Comprehensive Annual Financial Report

**Notes:** The City implemented GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions* in fiscal year 2011.

**City of Lancaster, Texas**  
**Table D – Changes in Fund Balances of Governmental Funds**  
**Modified Accrual Basis of Accounting**  
**Last Ten Fiscal Years (Unaudited)**

	Fiscal Year									
	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
<b>Revenues</b>										
Taxes and fees	\$ 21,372,099	\$ 22,746,133	\$ 20,301,610	\$ 21,269,177	\$ 23,577,637	\$ 25,270,016	\$ 28,571,938	\$ 31,820,128	\$ 34,074,520	\$ 36,784,104
Licenses and permits	773,463	857,841	1,148,329	975,217	951,760	1,830,079	1,484,252	1,695,322	1,370,116	1,299,206
Intergovernmental	11,384,338	8,821,297	2,814,031	1,339,640	1,946,379	1,504,947	1,280,288	2,801,908	1,273,543	4,496,757
Charges for services	533,411	671,295	715,540	881,346	886,838	1,516,187	1,447,290	1,196,688	2,137,914	453,828
Fines and forfeitures	909,658	884,828	787,570	990,079	1,436,765	2,303,526	1,563,791	1,910,595	1,322,261	1,473,204
Interest	40,934	44,197	22,654	10,241	15,923	111,569	270,073	501,786	1,031,549	388,113
Miscellaneous	481,671	484,754	343,709	324,621	489,467	292,911	581,435	356,692	391,411	346,153
<b>Total revenues</b>	<b>35,495,574</b>	<b>34,510,345</b>	<b>26,133,443</b>	<b>25,790,321</b>	<b>29,304,769</b>	<b>32,829,235</b>	<b>35,199,067</b>	<b>40,283,119</b>	<b>41,601,314</b>	<b>45,241,365</b>
<b>Expenditures</b>										
<b>Current</b>										
General government	3,803,506	3,234,973	3,375,903	3,437,170	3,800,206	4,171,215	4,801,896	5,045,895	5,334,851	7,373,944
Public safety	13,275,122	13,191,322	13,336,419	13,652,389	14,978,932	16,114,990	16,252,899	16,150,528	18,193,109	17,055,566
Public works	2,722,718	2,873,078	2,650,764	2,446,367	2,740,264	2,243,874	3,018,500	2,903,095	2,963,218	3,165,128
Community development and recreation	908,906	1,028,649	1,087,215	1,093,189	1,044,526	1,134,586	1,576,620	1,865,836	2,090,158	2,410,715
Social and welfare	8,640,215	8,493,007	2,048,769	3,623	-	-	-	-	-	-
Capital outlay	3,682,485	11,680,610	2,830,968	1,938,125	2,090,865	1,769,198	9,531,567	5,291,763	7,564,307	6,321,116
<b>Debt Service</b>										
Principal retirement	1,434,986	2,380,747	2,126,748	2,614,905	3,168,011	3,345,838	3,432,256	3,791,760	4,426,571	4,465,820
Interest and fiscal charges	3,381,520	2,392,568	1,895,777	3,102,850	3,248,164	3,454,802	3,144,934	4,510,498	3,038,551	2,789,973
Cost of issuance of bonds	-	94,871	-	-	294,059	-	95,206	-	100,791	298,874
<b>Total expenditures</b>	<b>\$ 37,849,458</b>	<b>\$ 45,369,825</b>	<b>\$ 29,352,563</b>	<b>\$ 28,288,618</b>	<b>\$ 31,365,027</b>	<b>\$ 32,234,503</b>	<b>\$ 41,853,878</b>	<b>\$ 39,559,375</b>	<b>\$ 43,711,556</b>	<b>\$ 43,881,136</b>
Excess (deficiency) of revenues over (under) expenditures	(2,353,884)	(10,859,480)	(3,219,120)	(2,498,297)	(2,060,258)	594,732	(6,654,811)	723,744	(2,110,242)	1,360,229
<b>Other Financing Sources (Uses)</b>										
Bonds issued	\$ -	\$ 5,690,060	\$ -	\$ -	\$ 4,580,316	\$ 4,080,000	\$ -	\$ -	\$ 9,550,000	\$ -
Capital leases issued	-	366,345	-	-	1,250,000	-	-	-	24,659	-
Payment to refunding escrow agent	-	(12,972,717)	-	-	(18,399,389)	-	(5,632,042)	-	-	(27,907,758)
Premium on issuance of bonds	-	1,417,588	-	-	2,167,688	-	397,248	-	80,486	3,675,133
Proceeds from refunding bonds issued	-	11,650,000	-	-	16,934,701	-	5,330,000	-	-	24,530,000
Proceeds from capital lease	-	-	-	-	-	-	-	431,500	-	-
Capital contributions	-	-	-	-	-	-	-	-	236,500	-
Transfers from other funds	1,535,236	1,535,236	1,960,628	1,807,362	1,992,109	1,729,308	1,786,755	2,164,520	2,059,634	1,886,227
Transfers to other funds	(2,204,343)	(104,000)	(104,000)	(127,399)	(356,537)	(1,922,819)	(64,547)	(64,547)	(398,853)	(61,460)
<b>Total other financing sources (uses)</b>	<b>(669,107)</b>	<b>7,582,512</b>	<b>1,856,628</b>	<b>1,679,963</b>	<b>8,168,888</b>	<b>3,886,489</b>	<b>1,817,414</b>	<b>2,531,473</b>	<b>11,552,426</b>	<b>2,122,142</b>
<b>Net Change in Fund Balances</b>	<b>\$ (3,022,991)</b>	<b>\$ (3,276,968)</b>	<b>\$ (1,362,492)</b>	<b>\$ (818,334)</b>	<b>\$ 6,108,630</b>	<b>\$ 4,481,221</b>	<b>\$ (4,837,397)</b>	<b>\$ 3,255,217</b>	<b>\$ 9,442,184</b>	<b>\$ 3,482,371</b>
Debt service as a percentage of noncapital expenditures	14.1%	14.2%	15.2%	21.7%	21.9%	22.3%	20.3%	24.2%	20.7%	19.3%

Source: Comprehensive Annual Financial Report

**City of Lancaster, Texas**  
**Table E – Assessed Value and Estimated**  
**Actual Value of Taxable Property**  
**Last Ten Fiscal Years (Unaudited)**

<b>Fiscal Year</b>	<b>Residential Property</b>	<b>Commercial Property</b>	<b>Business Personal Property</b>	<b>Less Tax Exempt Property</b>	<b>Total Taxable Assessed Value<sup>a</sup></b>	<b>Total Direct Tax Rate</b>	<b>Estimated Actual Taxable Value</b>	<b>Assessed Value<sup>b</sup> as a Percentage of Actual Value</b>
2011	\$ 941,163,750	\$ 504,766,700	\$ 291,811,860	\$ 249,903,347	\$ 1,487,838,963	\$ 0.86750	\$ 1,487,838,963	100.00%
2012	\$ 902,594,330	\$ 512,299,820	\$ 304,324,030	\$ 269,367,634	\$ 1,449,850,546	\$ 0.86750	\$ 1,449,850,546	100.00%
2013	\$ 882,606,250	\$ 540,891,270	\$ 337,042,810	\$ 297,144,885	\$ 1,463,395,445	\$ 0.86750	\$ 1,463,395,445	100.00%
2014	\$ 937,082,890	\$ 617,747,170	\$ 376,545,200	\$ 316,696,300	\$ 1,614,678,960	\$ 0.86750	\$ 1,614,678,960	100.00%
2015	\$ 1,044,064,220	\$ 654,954,260	\$ 445,658,700	\$ 372,240,134	\$ 1,772,437,046	\$ 0.86750	\$ 1,772,437,046	100.00%
2016	\$ 1,207,302,440	\$ 741,208,550	\$ 561,067,510	\$ 463,091,833	\$ 2,046,486,667	\$ 0.86750	\$ 2,046,486,667	100.00%
2017	\$ 1,327,351,000	\$ 848,479,790	\$ 536,241,530	\$ 457,769,736	\$ 2,254,302,584	\$ 0.86750	\$ 2,254,302,584	100.00%
2018	\$ 1,581,905,170	\$ 995,032,200	\$ 580,387,360	\$ 583,754,295	\$ 2,248,120,217	\$ 0.86750	\$ 2,248,120,217	100.00%
2019	\$ 1,809,417,380	\$ 1,214,870,120	\$ 785,887,340	\$ 709,011,720	\$ 3,101,163,120	\$ 0.84090	\$ 3,101,163,120	100.00%
2020	\$ 2,013,786,870	\$ 1,362,512,500	\$ 784,932,460	\$ 436,378,276	\$ 3,724,853,554	\$ 0.81974	\$ 3,724,853,554	100.00%

**Source:** City of Lancaster Budget Document  
Dallas Central Appraisal District (a username and password is needed to access this info on the DCAD website)

**Note:** The County assesses property at 100% of its market value. Tax rates are per \$100 of assessed value.

<sup>a</sup> Includes adjustments to certified rolls.

<sup>b</sup> Excludes tax exempt property.



**City of Lancaster, Texas**  
**Table F – Direct and Overlapping**  
**Property Tax Rates**  
**Last Ten Fiscal Years (Unaudited)**

Fiscal Year	City Direct Rates			Overlapping Rates			
	Operating/ General Rate	General Obligation Debt Service	Total Direct	Lancaster Independent School District	Lancaster MUD#1	Dallas County	Dallas County Hospital (Parkland)
2011	0.601200	0.266300	0.867500	1.412700	1.060000	0.243100	0.271000
2012	0.601200	0.266300	0.867500	1.418000	1.060000	0.243100	0.271000
2013	0.601200	0.266300	0.867500	1.418000	1.060000	0.243100	0.271000
2014	0.601200	0.266300	0.867500	1.418000	1.060000	0.243100	0.271000
2015	0.601200	0.266300	0.867500	1.540000	1.060000	0.243100	0.286000
2016	0.601200	0.266300	0.867500	1.418000	1.060000	0.243100	0.276000
2017	0.601200	0.266300	0.867500	1.418000	1.060000	0.243100	0.276000
2018	0.601200	0.266300	0.867500	1.530000	1.000000	0.243100	0.279400
2019	0.595200	0.245725	0.840925	1.530000	1.000000	0.243100	0.269550
2020	0.605167	0.214569	0.819736	1.499900	0.950000	0.239740	0.266100

**Source:** Dallas County Tax Assessor

**City of Lancaster, Texas**  
**Table G – Principal Property Taxpayers**  
**Current Year and Nine Years Ago (Unaudited)**

Taxpayer	2020			2011		
	Taxable Assessed Value	Rank	Percentage of Total City Taxable Assessed Value <sup>a</sup>	Taxable Assessed Value	Rank	Percentage of Total City Taxable Assessed Value <sup>a</sup>
AT&T Mobility, LLC	\$ 97,156,260	1	17.32%			
Oncor Electric Delivery	\$ 86,634,360	2	15.45%			
CSHV 20 35, LLC	\$ 75,818,620	3	13.52%			
CH Realty VII/I Dallas Houston	\$ 50,441,160	4	8.99%			
United Natural Foods, Inc.	\$ 47,288,882	5	8.43%			
Southpoint Industrial, LLC	\$ 46,056,380	6	8.21%			
Brasscraft Manufacturing Co.	\$ 45,000,835	7	8.02%			
Mobis Parts America, LLC	\$ 41,975,990	8	7.48%			
Liberty Property, LP	\$ 37,734,570	9	6.73%			
Ollies Bargain Outlet, Inc.	\$ 32,709,100	10	5.83%			
Oncor Electric Delivery				\$ 78,049,570	1	29.19%
AT&T Corp				\$ 58,104,740	2	21.73%
Walmart Stores Inc				\$ 31,189,110	3	11.66%
Pleasant Run Courtyard				\$ 21,945,810	4	8.21%
Brasscraft Manufacturing Co.				\$ 18,661,431	5	6.98%
M&A Texas Lancaster LTD				\$ 13,984,350	6	5.23%
Blue Grove Plaza				\$ 13,096,319	7	4.90%
WNA Cups Illustrated Inc				\$ 11,400,000	8	4.26%
Primrose Houston I				\$ 10,918,280	9	4.08%
Tire Centers LLC				\$ 10,040,000	10	3.75%
Total	<u>\$ 560,816,157</u>		<u>100.00%</u>	<u>\$ 267,389,610</u>		<u>100.00%</u>

**Source:** Dallas County Tax Office

**Note:** <sup>a</sup>Taxpayers are assessed on January 1st of each fiscal year.

**City of Lancaster, Texas**  
**Table H – Ad-Valorem Tax Levies and Collections**  
**Last Ten Fiscal Years (Unaudited)**

Fiscal Year	Taxes Levied for the Fiscal Year	Collected within the Fiscal Year of the Levy			Total Collections		
		Amount	Percentage of Levy	Delinquent Tax Collections	Amount	Percentage of Levy	
2011	\$ 12,962,191	\$ 12,674,920	97.78%	\$ 50,569	\$ 12,911,622	99.61%	
2012	\$ 12,952,021	\$ 12,686,384	97.95%	\$ 52,330	\$ 12,899,691	99.60%	
2013	\$ 12,624,467	\$ 12,375,869	98.03%	\$ 53,810	\$ 12,570,657	99.57%	
2014	\$ 12,773,462	\$ 12,499,106	97.85%	\$ 59,749	\$ 12,713,713	99.53%	
2015	\$ 14,050,021	\$ 13,785,499	98.12%	\$ 69,194	\$ 13,980,827	99.51%	
2016	\$ 15,433,729	\$ 15,129,575	98.03%	\$ 80,080	\$ 15,353,649	99.48%	
2017	\$ 17,874,074	\$ 17,606,753	98.50%	\$ 94,405	\$ 17,779,669	99.47%	
2018	\$ 19,736,863	\$ 19,443,209	98.51%	\$ 128,719	\$ 19,608,144	99.35%	
2019	\$ 22,150,576	\$ 22,097,533	99.76%	\$ 189,677	\$ 21,960,899	99.76%	
2020	\$ 25,631,903	\$ 25,334,598	98.84%	\$ 588,496	\$ 25,043,407	98.84%	

**Source:** Dallas County Tax Assessor and Collector

**City of Lancaster, Texas**  
**Table I – Ratios of Outstanding Debt by Type**  
**Last Ten Fiscal Years (Unaudited)**

Fiscal Year	Governmental Activities			Business-type Activities			Total Primary Government	Percentage of Personal Income <sup>a</sup>	Per Capita <sup>a</sup>
	General Obligation Bonds	Certificates of Obligation	Other Obligations	Water and Sewer		Airport Bonds			
				General Obligation Bonds & Certificates of Obligation	Other Obligations				
2011	\$ 51,927,333	\$ 24,915,625	\$ 268,975	\$ 7,520,455	\$ 137,280	\$ 72,552	\$ 84,842,220	10.98%	2,276
2012	52,695,925	22,268,525	6,147,351	14,200,793	129,284	56,631	95,498,509	11.96%	2,523
2013	51,233,460	21,536,425	6,075,603	13,001,471	118,511	37,998	92,003,468	11.45%	2,428
2014	49,615,995	20,919,325	5,555,698	11,763,738	107,828	17,703	87,980,287	11.40%	2,311
2015	60,129,226	14,037,329	5,877,687	14,782,527	92,060	-	94,918,829	12.24%	2,481
2016	57,913,267	17,325,229	5,091,849	9,529,799	76,282	-	89,936,426	11.29%	2,284
2017	57,739,077	14,340,000	4,488,159	8,427,451	68,254	-	85,062,941	6.92%	2,217
2018	54,684,104	13,975,000	3,751,399	7,156,505	55,000	-	79,622,008	9.20%	2,022
2019	60,800,425	13,600,000	3,306,328	6,659,435	51,566	-	84,417,754	9.44%	2,138
2020	67,232,474	3,680,000	2,699,632	6,054,983	40,000	-	79,707,089	8.46%	2,042

**Note:** Details regarding the City's outstanding debt can be found in the notes to the financial statements.

<sup>a</sup>See Table N for personal income and population data.

**City of Lancaster, Texas**  
**Table J – Ratios of Net General Bonded Debt**  
**Outstanding *per Capita***  
**Last Ten Fiscal Years (Unaudited)**

Fiscal Year	General Bonded Debt Outstanding				Percentage of Actual Taxable Value of Property <sup>a</sup>	Per Capita <sup>b</sup>
	General Obligation Bonds	Certificates of Obligation	Less: Amounts Available in Debt Service Fund	Total		
2011	\$ 57,227,436	\$ 24,913,257	\$ 718,522	\$ 81,422,171	5.47%	2,184
2012	\$ 57,599,904	\$ 22,269,623	\$ 242,823	\$ 79,626,704	5.49%	2,104
2013	\$ 55,437,371	\$ 21,537,496	\$ 352,439	\$ 76,622,428	5.24%	2,022
2014	\$ 53,096,505	\$ 20,920,381	\$ 397,888	\$ 73,618,998	4.56%	1,934
2015	\$ 63,872,886	\$ 18,118,360	\$ 602,627	\$ 81,388,619	4.59%	2,127
2016	\$ 60,873,448	\$ 17,326,233	\$ 808,824	\$ 77,390,857	3.78%	1,965
2017	\$ 60,420,622	\$ 20,157,414	\$ 2,067,582	\$ 78,510,454	3.48%	2,047
2018	\$ 56,400,609	\$ 19,470,000	\$ 1,949,459	\$ 73,921,150	3.29%	1,877
2019	\$ 62,346,425	\$ 18,765,000	\$ 3,085,202	\$ 78,026,223	2.52%	1,976
2020	\$ 67,232,474	\$ 8,505,000	\$ 839,635	\$ 74,897,839	2.01%	1,918

**Note:** Details regarding the City's outstanding debt can be found in the notes to the financial statements.

<sup>a</sup>See Table E for property value data.

<sup>b</sup>See Table N for population data.

**City of Lancaster, Texas**  
**Table K – Legal Debt Margin Information**  
**Last Ten Fiscal Years (Unaudited)**

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Tax rate limit	\$ 2.5000	\$ 2.5000	\$ 2.5000	\$ 2.5000	\$ 2.5000	\$ 2.5000	\$ 2.5000	\$ 2.5000	\$ 2.5000	\$ 2.5000
Current tax rate	<u>0.8675</u>	<u>0.8675</u>	<u>0.8675</u>	<u>0.8675</u>	<u>0.8675</u>	<u>0.8675</u>	<u>0.8675</u>	<u>0.8675</u>	<u>0.8409</u>	<u>0.8197</u>
Available tax rate	<u>\$ 1.6325</u>	<u>\$ 1.6325</u>	<u>\$ 1.6325</u>	<u>\$ 1.6325</u>	<u>\$ 1.6325</u>	<u>\$ 1.6325</u>	<u>\$ 1.6325</u>	<u>\$ 1.6325</u>	<u>\$ 1.6591</u>	<u>\$ 1.6803</u>

**Note:** The City Charter of the City of Lancaster, Texas, does not provide for a debt limit. Under provisions of state law, the maximum tax rate is limited to \$2.50 per \$100 assessed valuation. No direct bond debt limitation is imposed on the City under current state law or the City's Charter.

**City of Lancaster, Texas**  
**Table L – Direct and Overlapping**  
**Governmental Activities Debt**  
**September 30, 2020 (Unaudited)**

<b>Governmental Unit</b>	<b>Gross Bonded Debt</b>	<b>Estimated Percentage Applicable</b>	<b>City Share of Overlapping Debt</b>
Lancaster I.S.D.	\$ 195,736,933	85.89%	\$ 168,118,452
Dallas County	130,445,000	1.06%	\$ 1,382,717
Dallas County Hospital District	622,000,000	1.06%	\$ 6,593,200
Dallas County Community College District	135,375,000	1.06%	\$ 1,434,975
Dallas County Schools	27,204,352	1.06%	\$ 288,366
Dallas ISD	3,110,910,000	0.10%	\$ 3,110,910
Ferris ISD	30,039,518	0.04%	\$ 12,016
<b>City of Lancaster (Direct Debt)</b>	<u>71,685,000</u>	<u>100.00%</u>	<u>71,685,000</u>
<b>Total Direct and Overlapping Debt</b>	<u><u>\$ 4,323,395,803</u></u>		<u><u>\$ 252,625,635</u></u>

**Source: Municipal Advisory Council of Texas**

**City of Lancaster, Texas**  
**Table M – Secured Revenue Coverage**  
**Last Ten Fiscal Years (Unaudited)**

<b>Water and Sewer System General Obligation Bonds and Certificates of Obligation</b>					
<b>Fiscal Year</b>	<b>Less:</b>				
	<b>Total Revenues<sup>a</sup></b>	<b>Operating Expenses<sup>b</sup></b>	<b>Net Available Revenue</b>	<b>Annual Requirement<sup>c</sup></b>	<b>Times Coverage</b>
2011	\$ 11,930,376	\$ 7,742,007	\$ 4,188,369	\$ 1,171,763	3.57
2012	\$ 14,238,894	\$ 8,548,334	\$ 5,690,560	\$ 1,523,532	3.74
2013	\$ 14,905,946	\$ 8,281,266	\$ 6,624,680	\$ 1,182,245	5.60
2014	\$ 15,026,427	\$ 9,359,770	\$ 5,666,657	\$ 1,648,888	3.44
2015	\$ 17,044,261	\$ 13,552,343	\$ 3,491,918	\$ 1,504,088	2.32
2016	\$ 17,721,270	\$ 14,380,758	\$ 3,340,512	\$ 1,517,470	2.20
2017	\$ 17,988,887	\$ 12,635,280	\$ 5,353,607	\$ 1,484,822	3.61
2018	\$ 17,665,764	\$ 14,640,200	\$ 3,025,564	\$ 1,485,106	2.04
2019	\$ 17,801,357	\$ 12,508,268	\$ 5,293,089	\$ 1,365,406	3.88
2020	\$ 18,901,027	\$ 14,573,772	\$ 4,327,255	\$ 1,202,950	3.60

**Note:** <sup>a</sup> Includes operating and nonoperating revenues.

<sup>b</sup> Includes operating expenses minus depreciation.

<sup>c</sup> Includes principal and interest.



**City of Lancaster, Texas**  
**Table N – Demographic and Economic Statistics**  
**Last Ten Calendar Years (Unaudited)**

Year	Estimated Population <sup>a</sup>	Personal Income	Per Capita Personal Income <sup>b</sup>	Median Age <sup>b</sup>	Median Household Income <sup>b</sup>	School Enrollment <sup>c</sup>	Unemployment Rate <sup>d</sup>
2011	37,275	\$ 772,561,650	\$ 20,726	33.7	\$ 52,199	6,253	13.1%
2012	37,845	\$ 798,188,895	\$ 21,091	34.1	\$ 51,533	6,160	9.0%
2013	37,893	\$ 803,407,386	\$ 21,202	35.0	\$ 46,254	6,538	8.8%
2014	38,071	\$ 771,661,099	\$ 20,269	32.0	\$ 53,652	6,823	7.0%
2015	38,256	\$ 775,410,864	\$ 22,347	32.0	\$ 53,652	6,910	6.8%
2016	39,380	\$ 796,342,360	\$ 20,222	32.3	\$ 49,590	7,051	5.8%
2017	38,361	\$ 1,228,973,384	\$ 31,144	32.9	\$ 50,137	7,315	6.4%
2018	39,386	\$ 865,901,210	\$ 21,985	33.1	\$ 54,331	7,365	5.9%
2019	39,477	\$ 893,838,234	\$ 22,642	33.1	\$ 55,907	7,365	5.3%
2020	39,040	\$ 942,308,480	\$ 24,137	32.2	\$ 57,259	7,467	11.0%

**Sources:**<sup>a</sup> Estimated Population – North Central Texas Council of Governments<sup>b</sup> Per Capital Income, Median Age, Median Household Income - U.S. Census Bureau, 2015-2019 American Community Survey 5-year Estimates<sup>c</sup> Texas Academic Performance Report; 2019-20 District Student Information<sup>d</sup> Unemployment, Texas Workforce Commission, Texas LMI Database**Note:**

Personal income is calculated by multiplying estimated population by per capita personal income.

**City of Lancaster, Texas**  
**Table O – Principal Employers**  
**Current and Six Years Ago (Unaudited)**

Employer	2020			2014		
	Employees	Rank	Percentage of Total City Employment	Employees	Rank	Percentage of Total City Employment
Lancaster ISD	915	1	11.49%	689	1	N/A
Walmart	528	2	6.63%	475	2	N/A
United National Foods (UNFI)	381	3	4.78%	210	6	N/A
Oak Creak Homes/American Homestar	295	4	3.70%	280	4	N/A
City of Lancaster	283	5	3.55%	271	-	N/A
Cedar Valley College	280	6	3.52%	225	5	N/A
AT&T	257	7	3.23%	200	7	N/A
Frozen Food Express (FFE) Transporation	240	8	3.01%	165	11	N/A
Ollie's Bargain Outlet Warehouse	225	9	2.83%			N/A
Crescent Medical Center Lancaster	200	10	2.51%			N/A
Total	3,604		45.26%	2,515		0.00%

**Source:** City of Lancaster Economic Development Corporation

**City of Lancaster, Texas**  
**Table P – Full-Time Equivalent City Government Employees by Function/Program**  
**Last Ten Fiscal Years (Unaudited)**

Function/Program	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
General Government Division	17	15	17	41	44	36	45	61	60	77
Public Safety Division	134	132	133	140	141	139	130	131	147	126
Public Works Division	6	5	5	4	4	4	4	3	2	4
Community Development Division	13	11	10	13	17	17	17	10	7	6
Nondepartmental Division	6	5	5	-	-	-	-	-	-	-
Water and Sewer	31	30	28	22	22	23	20	17	17	20
Airport	4	4	4	5	5	6	5	5	5	4
4A LEDC Fund	2	1	1	1	1	1	2	2	2	2
4B LRDC Fund – Library	9	8	9	8	8	13	13	13	11	10
Parks and Recreation Fund	29	32	32	24	25	34	33	42	34	22
Housing	12	9	4	-	-	-	-	-	-	-
Stormwater Fund	12	11	13	13	13	8	10	10	9	12
Total	<u>273</u>	<u>262</u>	<u>260</u>	<u>271</u>	<u>280</u>	<u>281</u>	<u>279</u>	<u>294</u>	<u>294</u>	<u>283</u>

Sources: City of Lancaster Budget Document

**City of Lancaster, Texas**  
**Table Q – Operating Indicators by Function/Program**  
**Last Ten Fiscal Years (Unaudited)**

Function/Program	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
<b>Police</b>										
Number of police officers	52	51	51	49	54	52	44	54	55	57
Number of violations (citations)	11,731	12,269	9,432	8,185	5,808	6,698	8,110	13,014	17,726	10,422
<b>Municipal Court</b>										
Number of traffic cases	11,056	19,434	8,865	4,283	5,101	8,678	6,542	7,326	8,364	6,272
Number of city ordinance cases	485	2,298	322	85	1,098	1,085	330	426	438	776
<b>Fire</b>										
Number of fire fighters	57	56	56	62	62	62	63	68	66	66
Number of emergency fire responses	1,916	1,846	1,792	1,826	1,913	1,773	1,864	2,135	2,566	1,961
Number of medical emergencies	3,664	4,017	4,268	4,353	4,632	4,668	4,662	4,456	4,998	4,132
<b>Parks and Recreation</b>										
Number of acres	1,070	1,070	1,070	1,087	1,087	1,087	1,087	1,087	1,087	1,087
Number of recreation center participants	3,279	4,541	3,690	4,375	6,175	12,852	16,448	20,425	24,970	2,205
<b>Library</b>										
Volumes in collection <sup>b</sup>	90,117	90,972	87,468	77,020	86,411	83,827	86,558	87,716	97,018	79,252
Number of library cardholders	6,412	23,701	27,584	30,011	35,892	10,364	35,305	36,906	12,961	13,363
<b>Water and Wastewater</b>										
Number of water accounts	12,543	12,611	12,613	12,723	12,845	14,242	15,119	15,312	15,587	15,361
Average daily water consumption (millions of gallons)	5	4	4	4	4	4	5	6	6	6
Average daily effluent (millions of gallons)	4	4	5	5	5	5	5	5	5	5

**Sources:** City Departments

**Notes:** <sup>b</sup> Includes books and media  
 © System migration

**City of Lancaster, Texas**  
**Table R – Capital Asset Statistics by Function/Program**  
**Last Ten Fiscal Years (Unaudited)**

Function/Program	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
<b>Public Safety</b>										
Fire stations	3	3	3	3	3	3	3	3	3	3
Police stations	1	1	1	1	1	1	1	1	1	1
<b>Culture and Recreation</b>										
Parks and Recreation										
Number of parks	25	25	25	25	25	25	25	25	25	25
Number of baseball diamonds	8	8	8	8	8	8	8	8	8	8
Number of soccer/football fields	13	13	13	13	13	13	13	13	13	13
Public swimming pools	1	1	1	1	1	1	1	1	1	1
Community centers	3	3	3	3	3	3	3	3	3	1
Library	1	1	1	1	1	1	1	1	1	1
<b>Water and Wastewater</b>										
Water mains (miles)	187	187	187	188	190	208	208	209	210	213
Sanitary sewer mains (miles)	160	160	160	161	163	174	205	210	211	212
Fire hydrants	1,554	1,554	1,554	1,558	1,598	1,638	1,793	1,804	1,845	1,862

**Sources:** City Departments

## CITY OF LANCASTER CITY COUNCIL

### City Council Regular Meeting

4.

**Meeting Date:** 03/22/2021

**Policy Statement:** This request supports the City Council 2020-2021 Policy Agenda

**Goal(s):** Healthy, Safe & Engaged Community  
Quality Development

**Submitted by:** Vicki D. Coleman, Development Services Director

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### **Agenda Caption:**

M21-12 Discuss and consider an ordinance granting two (2) exception requests from Article 14.400. Permissible Uses, Sec. 14.402 Use Standards (j) Wholesale, Distribution & Storage (1) Mini-Warehouse of the Lancaster Development Code (LDC) to exceed the maximum number of self storage units allowed per acre and roof pitch requirement on property located on the south side of Cedar Valley Drive, approximately 542 feet west of North Dallas Avenue. The property is addressed as 1020 Cedar Valley Drive, City of Lancaster, Dallas County, Texas.

### **Background:**

1. **Location and Size:** The property is located on the south side of Cedar Valley Drive, approximately 542 feet west of North Dallas Avenue. The parcel contains 1.73 acres of land.
2. **Current Zoning:** The subject property is currently zoned Light Industrial (LI).
3. **Adjacent Properties:**  
North: Planned Development - Light Industrial (PD-LI) - Vacant  
South: Planned Development - Light Industrial (PD-LI) - Vacant  
East: Light Industrial (LI) - Access Storage Lancaster Phase 1  
West: Light Industrial (LI) - Vacant
4. **Comprehensive Plan Compatibility:** The Comprehensive Plan Future Land Use map designates this area as Logistics/Distribution. The proposed mini warehouse is consistent with the Comprehensive Plan Future Land Use Map.

### **Operational Considerations:**

The first request is for an exception to exceed the maximum number of mini warehouses that are allowed per acre. The subject property is 1.73 acres in size and is allowed to have a maximum of 216 mini warehouse units according to the LDC "Article 14.400. Permissible Uses, Sec. 14.402 Use Standards (j) Wholesale, Distribution & Storage (1) Mini-Warehouse A of LDC which states that "The number of storage units per acre shall not exceed 125, the minimum number of storage units shall be 10; and the maximum site area shall be five (5) acres".

The adjacent property, east of the subject site, is Access Self Storage Phase 1 and is currently owned and operated by the applicant. The adjacent site has a total of 343 units on 3.48 acres. The applicant is requesting for an exception to build 348 units on 1.73 acres thereby desiring to build more units on less than half the size of land than what was built in Phase 1. The applicant contends that building the allowed 216 units would greatly under utilize the land.

The LDC limits the number of units to 125 units per acre to avoid clustering mini warehouses on a given property. A request to build 132 more units would be a 61% increase beyond what is allowed and staff would not recommend approval of so many more units than what is permitted. According to the current LDC standards; 132 more units would require more than an acre of additional land on the subject site and staff does not perceive a reasonable necessity for such a request. Therefore, staff recommends denial of the exception request as presented.

The second request is for an exception from the LDC requirement that states that "Roofs shall have a minimum pitch of four (4) in 12 and be constructed with a metal standing seam. Mechanical equipment shall be screened with the roof structure or parapet walls". The applicant is proposing mini-warehouses with ¼ in 12 maximum pitch stating that the ¼ in 12 is the industry standard for self-storage facilities and matches the adjacent Access Lancaster Phase 1 as well as the newer storage facility on Houston School Road, and the newer storage facility on I-35E.

From the attached facade elevation plans, the roof pitches of the storage units will not be visible from the street due to the proposed screening wall and the articulations thereof. The proposed screening walls and the articulations are taller than the interior storage units. The height of the planned screening walls and the vertical articulation completely screens all the interior storage units. As noted by the applicant, the requested roof pitch for the projected Access Storage Phase 2 will match the adjacent Access Storage Phase 1 making the two facilities seamless. Furthermore, the future storage facility roof will compliment the nearly flat roofs of the surrounding warehouse facilities though on a lower height level. As such, staff supports and recommend the applicant's request for a ¼ in 12 roof pitch for the aforesaid reasons.

#### **Public Information Considerations:**

This item is being considered at a meeting of the City Council noticed in accordance with the Texas Open Meetings Act.

#### **Options/Alternatives:**

1. City Council may approve the requests, as presented.
2. City Council may deny the requests.

#### **Recommendation:**

Staff recommends denial of the request to exceed the allowable number of storage units and approval of the roof pitch exception.

#### **Attachments**

Ordinance

Location Map

Letter of Intent and Pictures

Final Plans

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## **ORDINANCE NO.**

**AN ORDINANCE OF THE CITY OF LANCASTER, TEXAS GRANTING A SPECIAL EXCEPTION TO THE MAXIMUM BUILDING HEIGHT REQUIREMENT CONTAINED IN SECTION 14.500(i) OF THE LANCASTER DEVELOPMENT CODE ON PROPERTIES LOCATED ON THE SOUTHWEST CORNER OF WEST WINTERGREEN ROAD AND EAST LONGHORN ADDRESSED 2700 & 2950 WEST WINTERGREEN ROAD AND 2900 EAST LONGHORN DRIVE, CITY OF LANCASTER, DALLAS COUNTY, TEXAS, BEING IN SUBSTANTIAL CONFORMANCE TO THE ATTACHED EXHIBITS, ATTACHED HERETO AND INCORPORATED HEREIN FOR ALL PURPOSES; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY OR FINE NOT TO EXCEED THE SUM OF TWO THOUSAND (\$2,000) DOLLARS FOR EACH OFFENSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of the City of Lancaster, Texas has been presented with a request for an exception to Section 14.500(i) of the Lancaster Development Code (LDC) building height, and

**WHEREAS**, the City Council of the City of Lancaster, in compliance with the laws of the State of Texas with reference to the granting of a special exception have given the requisite notices by publication and otherwise, and have held due hearings and afforded a full and fair hearing to all persons interested; and

**WHEREAS**, the City Council of the City of Lancaster, Texas finds that it is in the best interest to approve such exceptions in conformance with the attached exhibits.

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

**SECTION 1.** That the City of Lancaster, Texas hereby grants an exception to the maximum building height requirement contained in Section 14.500(i) of the Lancaster Development Code, as detailed on the attached exhibits.

**SECTION 2.** Except as expressly amended herein; Ordinance Number 2006-04-13, the Lancaster Development Code of the City of Lancaster, Texas, as amended, shall remain in full force and effect, save and except as amended by this ordinance.

**SECTION 3.** If any article, paragraph, subdivision, clause or provision of this ordinance or the Lancaster Development Code be adjudged invalid or held unconstitutional for any reason, such judgment or holding shall not affect the validity of this ordinance as a whole or any part or provision thereof, or of the Lancaster Development Code, other than the part so declared to be invalid or unconstitutional.

**SECTION 4.** Any person, firm or corporation violating any of the provisions of this ordinance or the Lancaster Development Code of the City of Lancaster, Texas, shall be deemed guilty of a misdemeanor and, upon conviction in the municipal court of the City of Lancaster, Texas, shall be subject to a fine not to exceed the sum of Two Thousand (\$2,000.00) dollars for each offense, and each and every day such offense shall continue shall be deemed to constitute a separate offense.

**SECTION 5.** This ordinance shall take effect immediately from and after its passage and the publication of the caption as the law and charter in such cases provide.

**DULY PASSED** and approved by the City Council of the City of Lancaster, Texas, on this the 22nd day of March, 2021.



**ATTEST:**

---

Sorangel O. Arenas, City Secretary

**APPROVED:**

---

Clyde C. Hairston, Mayor

**APPROVED AS TO FORM:**

---

David T. Ritter, City Attorney

1020 Cedar Valley Dr  
Zoned: LI



Legend

- Subject Property
- Overlay Districts
- Downtown Districts
- Historic District
- Floodplain
- City Limits
- Parcels



0 50 100 200 Feet





## LETTER OF INTENT

February 9, 2021

Director of Planning & Zoning  
City of Lancaster City Council  
Lancaster, TX 75234

February 1, 2021

Dear Sir:

We are requesting a modification in our site plan so that we can build 348 units on the site. The code for Mini-Warehouse allows 125 units /acre. At 1.73 acres the code would allow a maximum of 216 units. We have found the community has a high demand for smaller units, 5x5's and 5x10's. Building 216 of these sizes would yield a combined total square footage of 8,100 sq.ft. This would greatly underutilize the land. Our proposed development would be 34,525 sq.ft. Sizes would vary from 5x5 to 10x25. Comparable density at other Access Storage locations:

DeSoto – 239/acre

Oak Cliff – 185/acre

Garland – 176/acre

Lancaster Ph1 – 116/acre

The landscaping will be above standards as seen in Access Storage Lancaster Ph 1.

Building exteriors will be an attractive stucco finish multidimensional to break up the long boring length of a building done in brick. Current city building codes in Light Industrial zoning would allow a metal building.

We wish to build an attractive modern state of the art storage facility.

Sincerely,

Doug Hunt





**Access Self Storage - 3404 N. Interstate 35E - Lancaster, TX - 214-236-7474**



**Access Self Storage - 3404 N. Interstate 35E - Lancaster, TX - 214-236-7474**



4'-C

CEDAR VALLEY INDUSTRIAL PARK - SECTION ONE  
ZONING: L.I. (LIGHT INDUSTRIAL) BLOCK B  
LOT 2A LOT 1

— 37'-4"

A diagram of a circle with a vertical line passing through its center. A dashed line is drawn from the center to the upper right quadrant, ending at the circle's circumference. A green vertical line is drawn to the left of the center, and a horizontal dashed line is drawn below the center.

2655 PEAVY ROAD  
DALLAS, TEXAS 75228  
PHONE: 214.641.6665  
FAX: 214.327.8383  
charlie@raainc.com

---

NO.	DATE
1	2/9/21
2	3/5/21
3	3/12/21
4	3/15/21

---

## PSP-1

**EXCEPTION REQUEST**

1. Request to provide 330 units in lieu of the 125 per acre (216 units) as required Lancaster Development Code, Vol. 1, Adopted April 24, 2006
2. Change Roof Pitch requirement from 4' in 12' to 1/4" in 12'.

STORAGE UNIT SUMMARY		
5500 = 100 SF	10 x 10	52 UNITS-OUTSIDE ENT
6400 = 100 SF	10 x 10	60 UNITS
2600 = 200 SF	10 x 20	12 UNITS
3250 = 250 SF	10 x 25	12 UNITS
1950 = 75 SF	5 x 15	24 UNITS
2475 = 25 SF	5 x 5	99 UNITS
2700 = 150 SF	10 x 15	18 UNITS OUTSIDE ENT
6900 = 300 SF	10 x 30	23 UNITS
1400 = 50 SF	5 x 10	26 UNITS
100 = 50 SF	5 x 10	2 UNITS OUTSIDE ENT
50 = 25 SF	5 x 5	2 UNITS OUTSIDE ENT
36,850 SF TOTAL		330 UNITS TOTAL
100 = 25 SF	5 x 5	4 UNITS FIRE RISER

CEDAR VALLEY

RTH

NOT TO SCALE

CEDAR VALLEY DRIVE

**ZONING: L.I.  
(LIGHT INDUSTRIAL)**

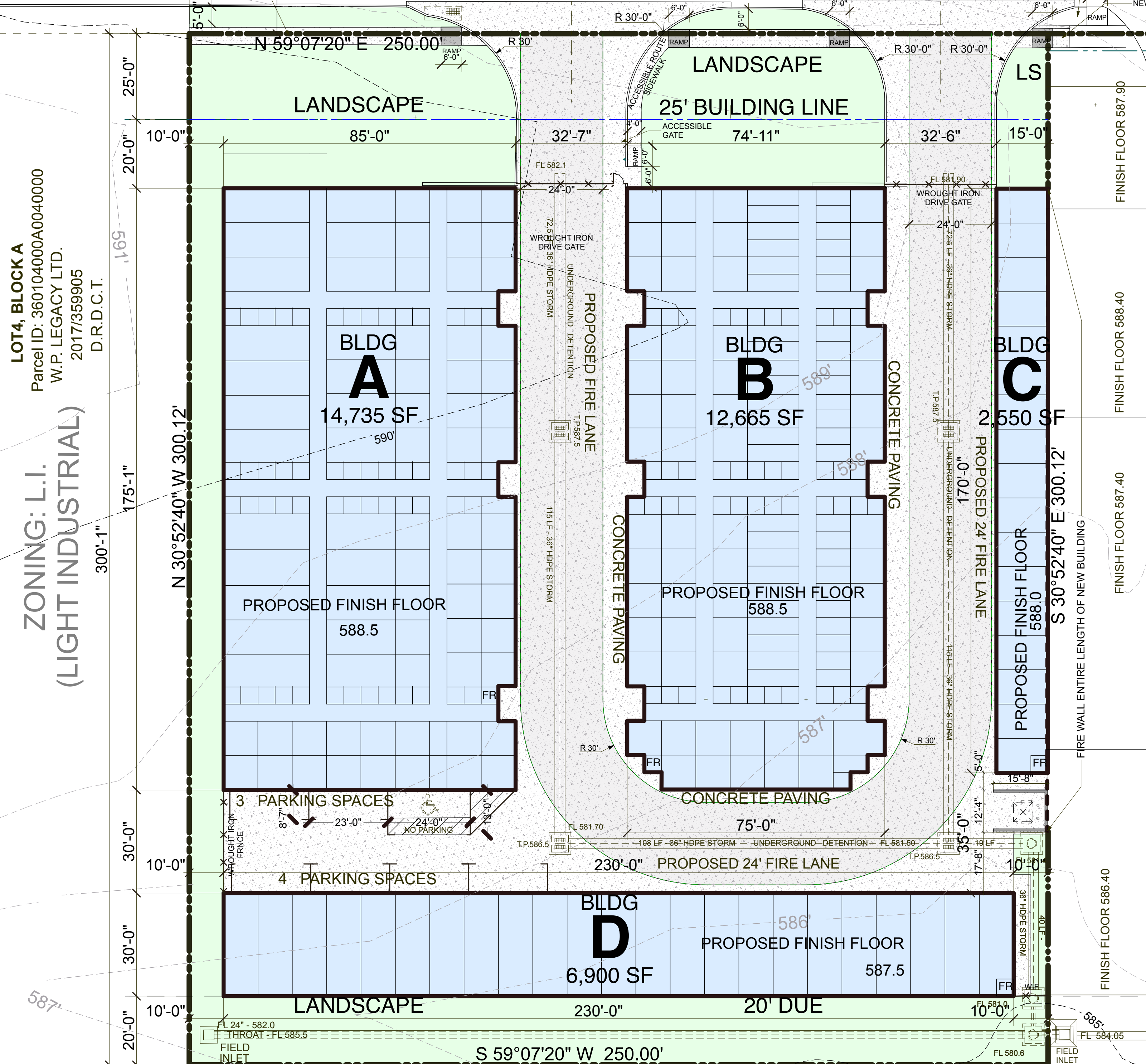
ZONING: L.I.  
(LIGHT INDUSTRIAL)

Parcel ID: 360104000A01A0000  
WHITE PROPERTY CO. # 2 LTD  
5.10 ACRES  
2006/115504  
D.R.D.C.T.

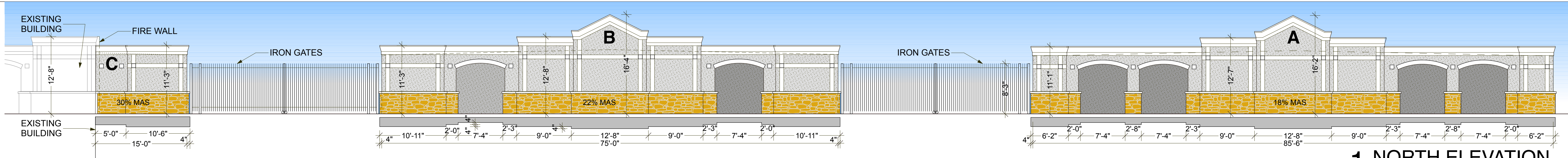
ZONING: P.D.  
(PLANNED DEVELOPMENT)

LOT 1A, BLOCK A Parcel ID: 360104000A01A0000  
ACCESS LANCASTER  
2006/287592  
D.R.D.C.T.

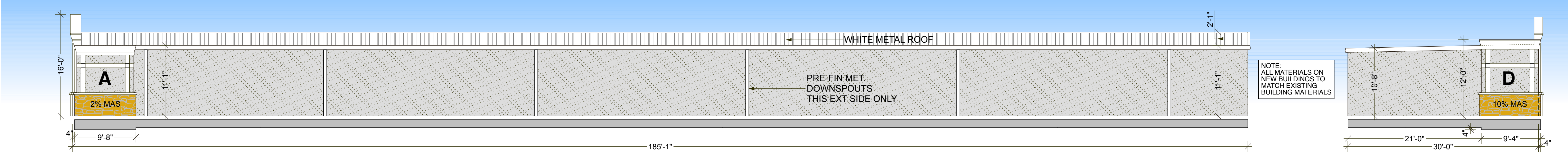
**DP21-10**  
**SITE PLAN**  
*Smith-Elkins Survey, Abstract No. 430*  
**Lot 3, Block A**  
**Cedar Valley Industrial Park**  
*Being 1.722 acres in*  
*Section One City of Lancaster*  
*Dallas County, Texas*  
*(1040 State Highway 342)*



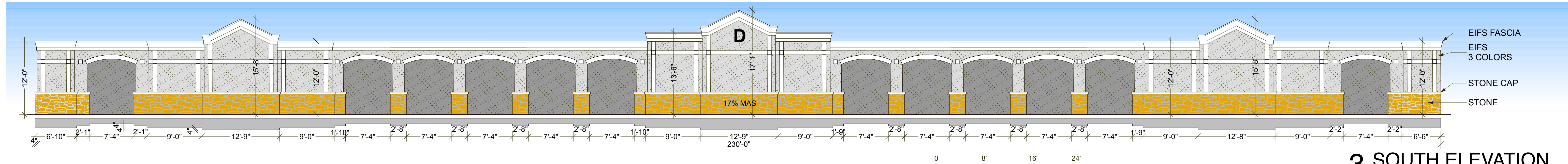




**1 NORTH ELEVATION**  
SCALE: 1/8" = 1'-0"



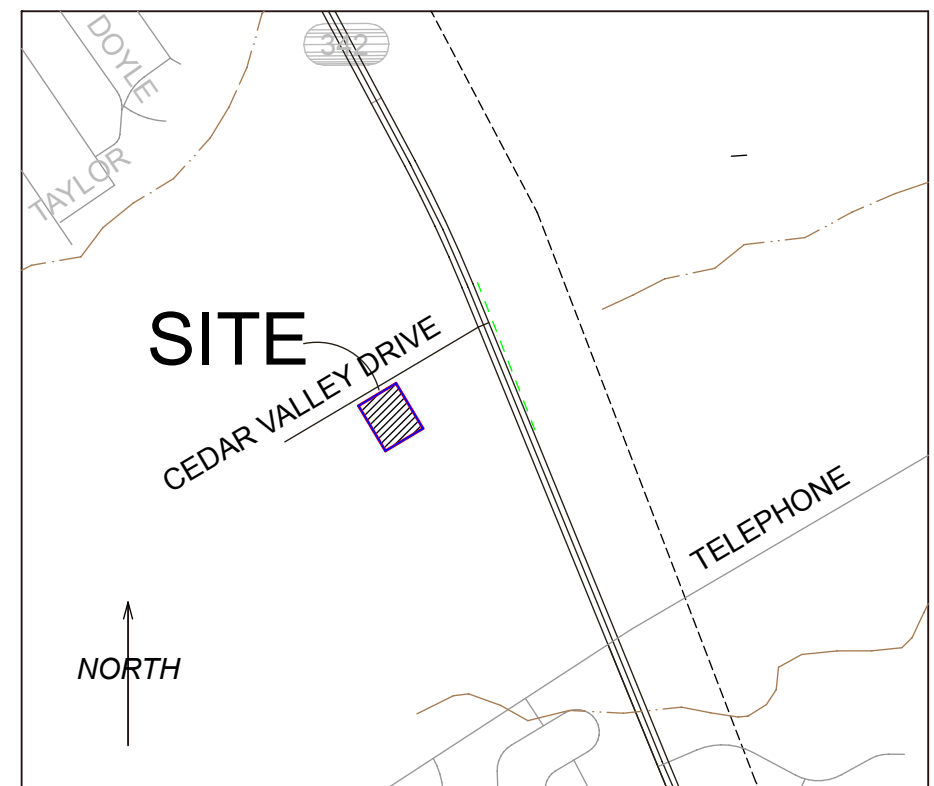
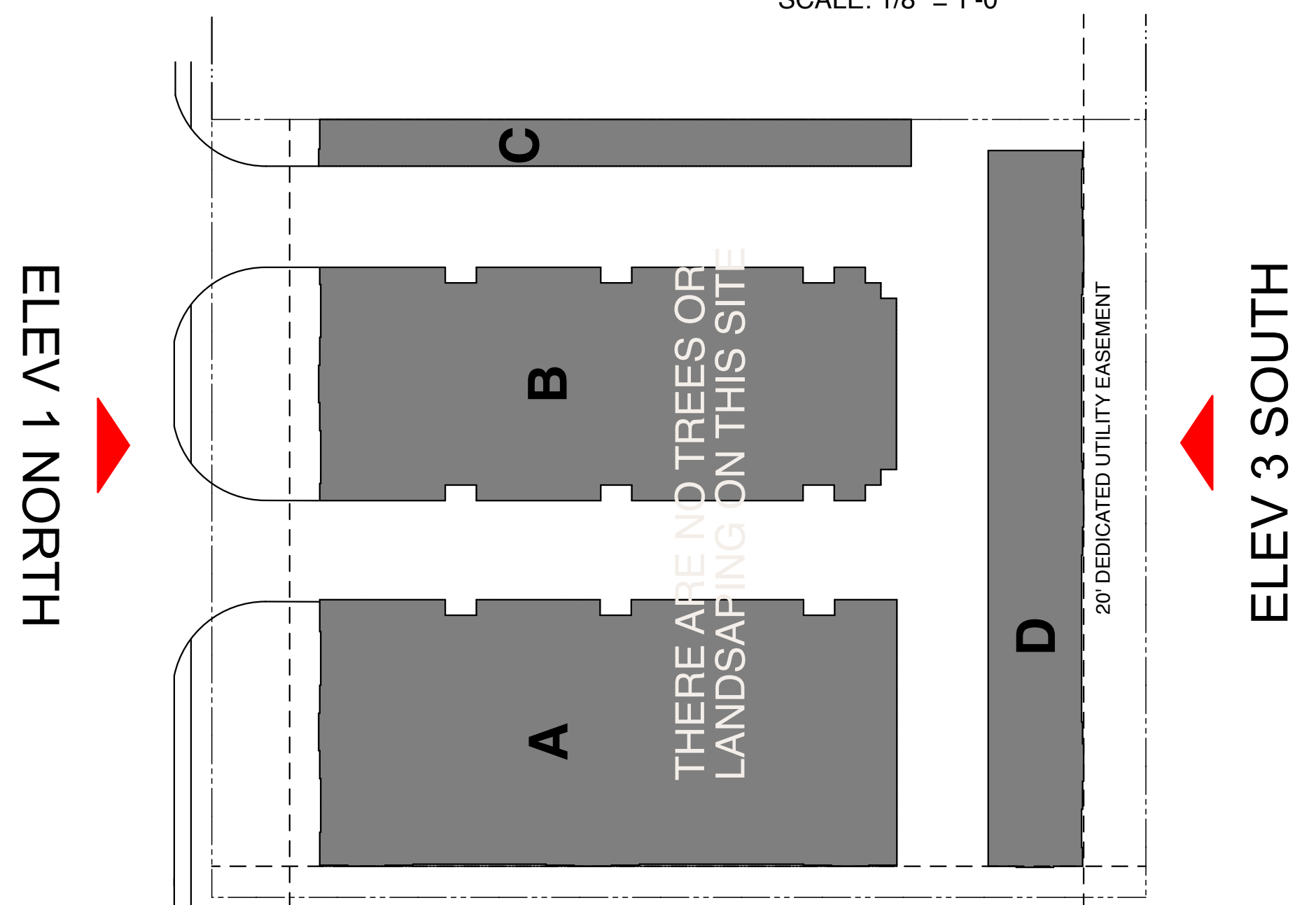
**2 WEST ELEVATION**  
SCALE: 1/8" = 1'-0"



**3 SOUTH ELEVATION**  
SCALE: 1/8" = 1'-0"



**EXISTING STORAGE FACILITY FACING CEDAR VALLEY**



**LOCATION MAP**  
NOT TO SCALE

**ELEV 2 WEST**      **KEY SITE PLAN**  
NOT TO SCALE

**DP21-10**  
**FACADE/**  
**ELEVATION PLAN**  
*Smith-Elkins Survey, Abstract No. 430*  
**Lot 3, Block A**  
**Cedar Valley Industrial Park**  
*Being 1.722 acres in*  
*Section One City of Lancaster*  
*Dallas County, Texas*  
*(1040 State Highway 342)*

**R A A, LLC**  
ARCHITECTURE

**ARCHITECTURE**  
**PLANNING**  
**INTERIORS**  
2655 PEAVY ROAD  
DALLAS, TEXAS 75228  
PHONE: 214.641.6665  
FAX: 214.327.8383  
charlie@raa-inc.com

**REGISTERED ARCHITECT**  
**STATE OF TEXAS**  
2-1-21  
Expires on 07-31-21

**OWNER / DEVELOPER**  
Access Self Storage - DeSoto, LLC  
3404 N. Interstate 35E  
Lancaster, Texas 75134  
**Doug Hunt**  
Phone: 214-236-7474

**PROPOSED NEW ADDITION TO**  
**ACCESS SELF STORAGE**  
1040 STATE HIGHWAY 342

Project Number  
Submission Date :  
February 1, 2021

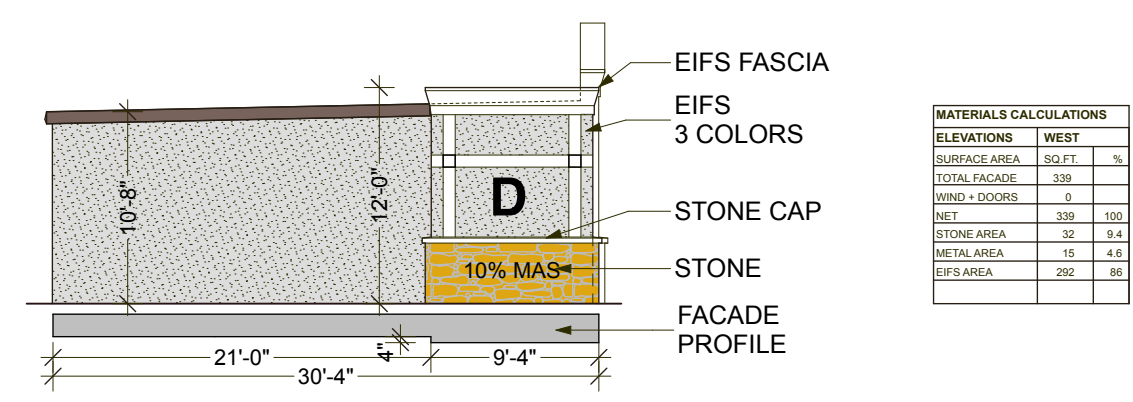
Revision :

NO.	DATE
2	3/5/21
3	3/12/21
4	3/15/21

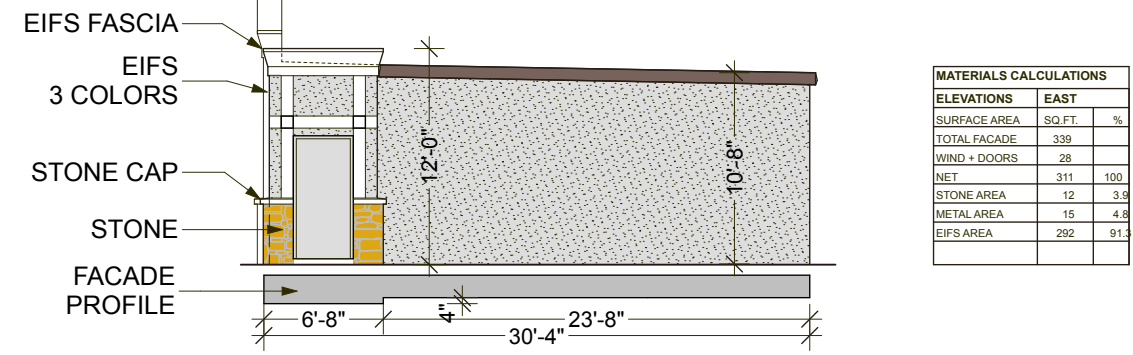
**ELEVATIONS**

**PSP-2**

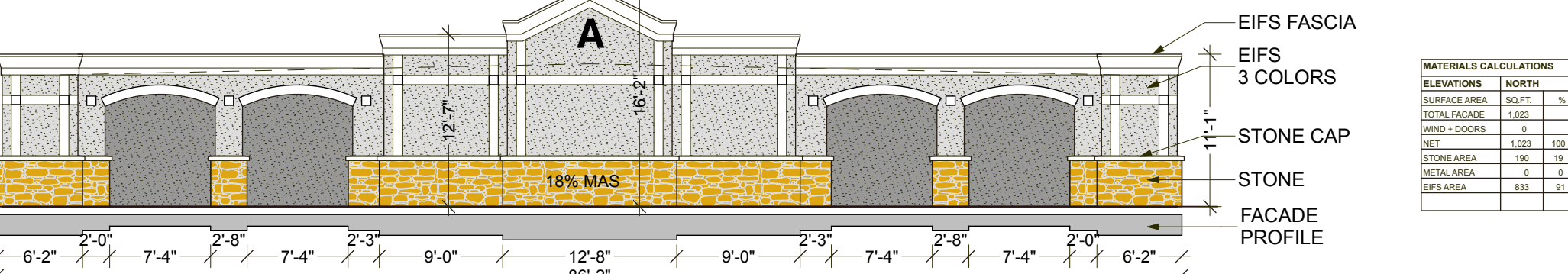




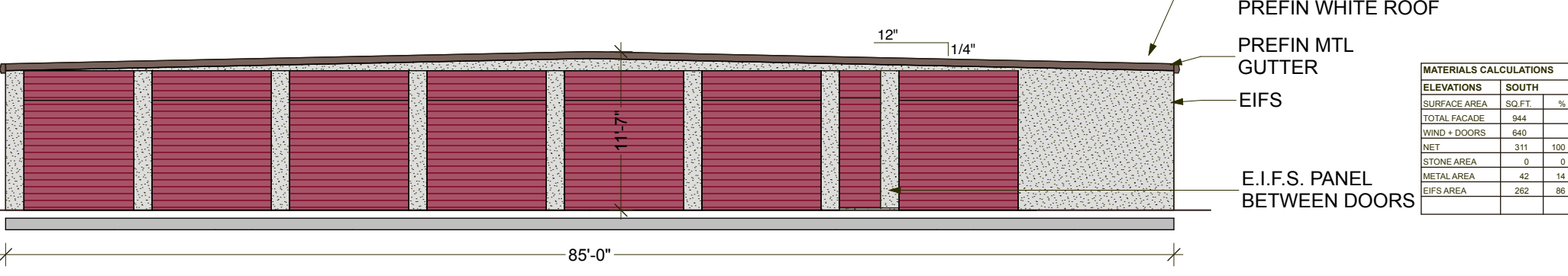
**BLDG D - WEST ELEVATION**  
SCALE: 3/32" = 1'-0"



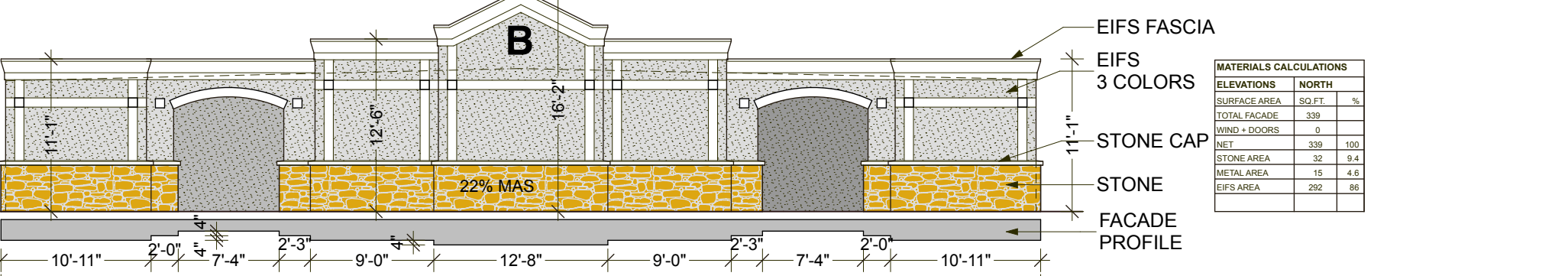
**BLDG D - EAST ELEVATION**  
SCALE: 3/32" = 1'-0"



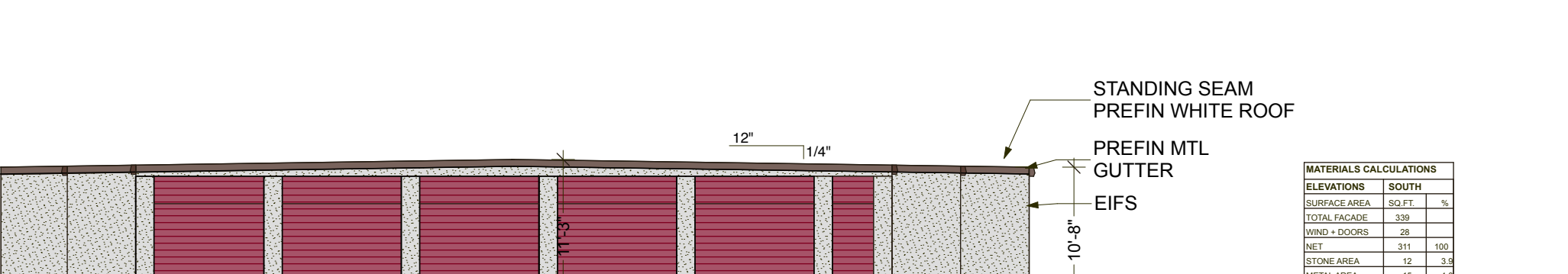
**BLDG A - NORTH ELEVATION**  
SCALE: 3/32" = 1'-0"



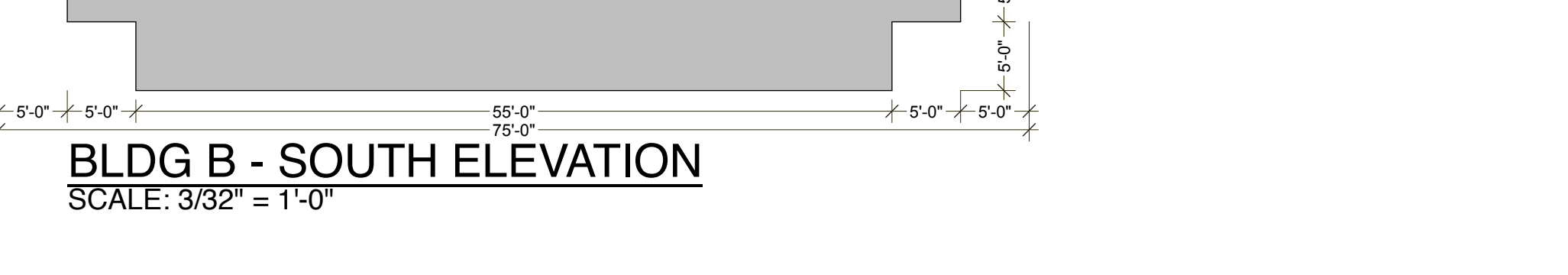
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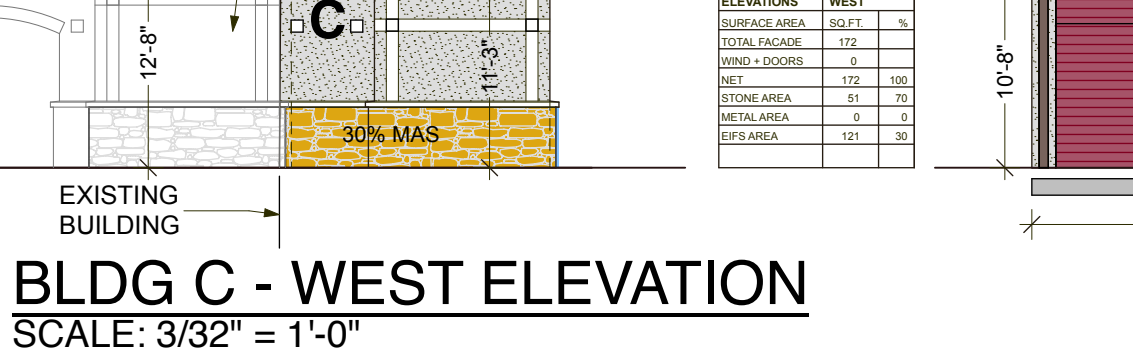
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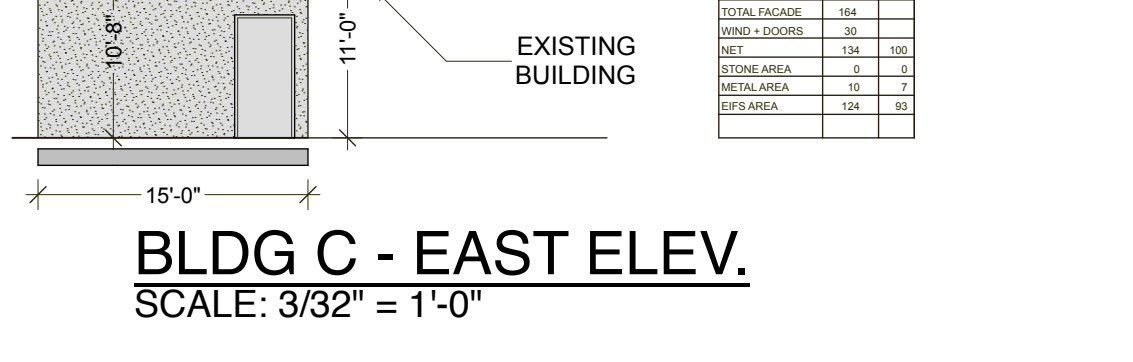
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SCALE: 3/32" = 1'-0"



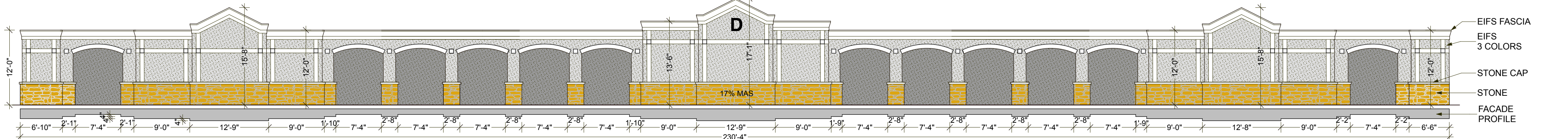
**BLDG B - EAST ELEVATION**  
SCALE: 3/32" = 1'-0"



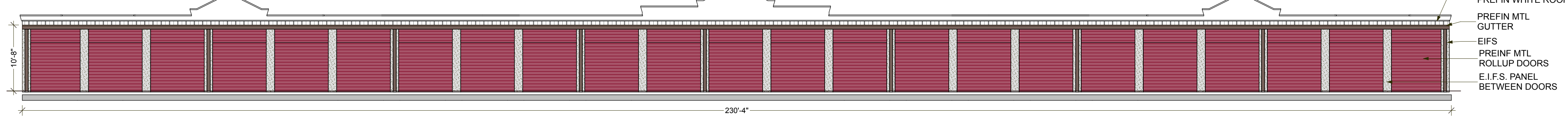
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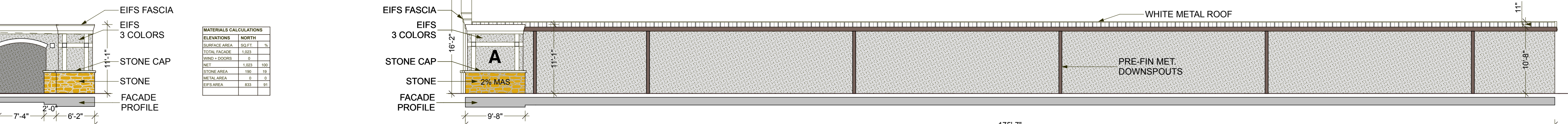
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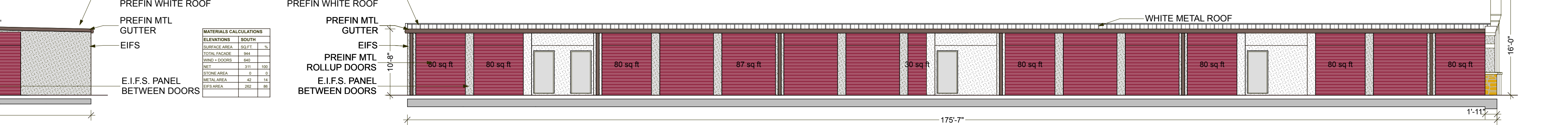
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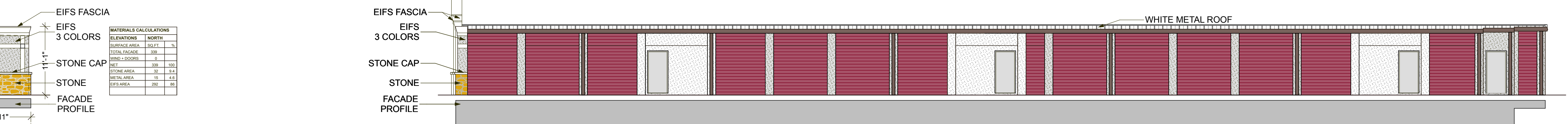
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SCALE: 3/32" = 1'-0"



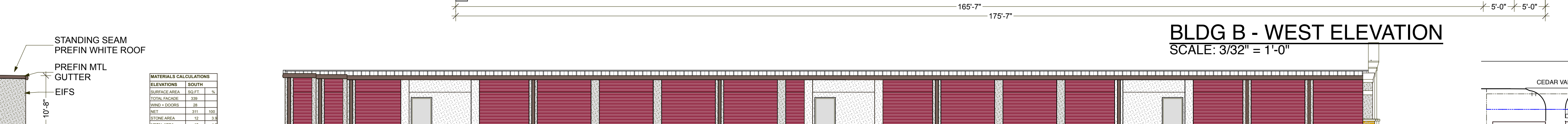
**BLDG A - WEST ELEVATION**  
SCALE: 3/32" = 1'-0"



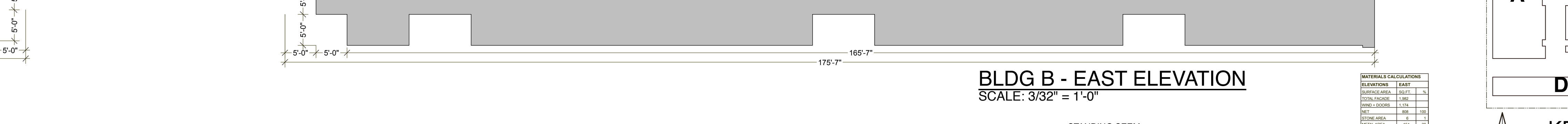
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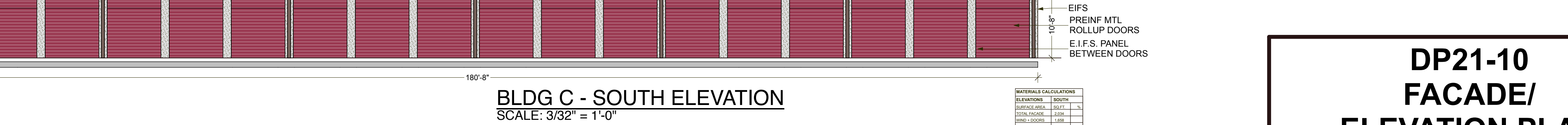
**BLDG B - WEST ELEVATION**  
SCALE: 3/32" = 1'-0"



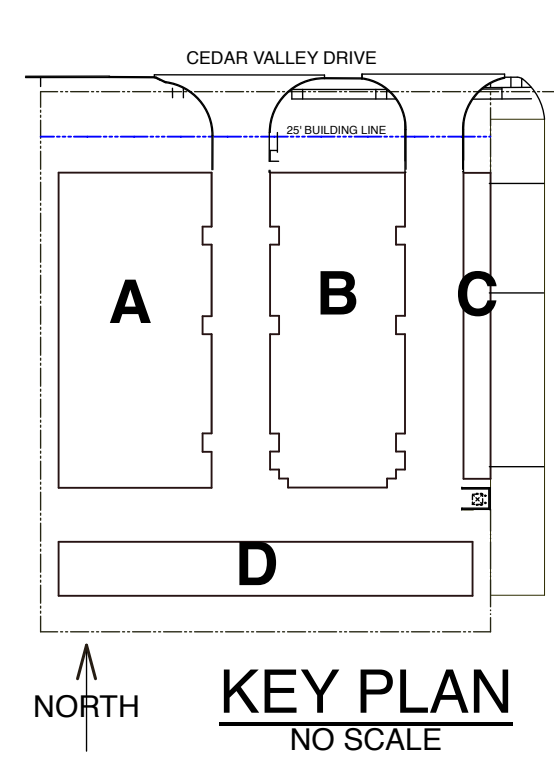
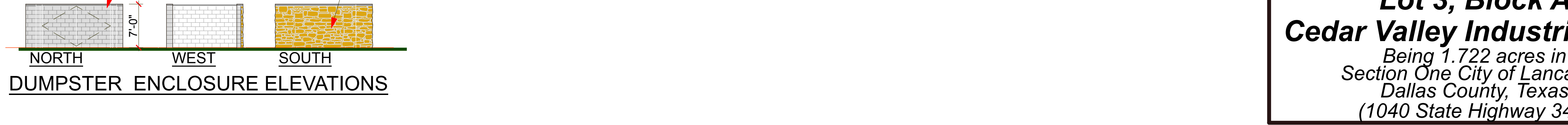
**BLDG B - EAST ELEVATION**  
SCALE: 3/32" = 1'-0"



**BLDG C - SOUTH ELEVATION**  
SCALE: 3/32" = 1'-0"



**BLDG C - EAST ELEVATION**  
SCALE: 3/32" = 1'-0"



**DP21-10  
FACADE/  
ELEVATION PLAN**  
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PROPOSED NEW ADDITION TO  
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1040 STATE HIGHWAY 342

Project Number  
Submission Date :  
February 1, 2021  
Revision :  
NO. DATE  
2 3/5/21  
3 3/12/21  
4 3/15/21

ELEVATIONS

**PSP-3**



PLANT SCHEDULE							
ABB	BOTANICAL NAME	COMMON NAME	QUANTITY	SIZE	INSTALLED HT.	MATURE HT.	NOTES
<b>Shade Trees</b>							
BC	Taxodium distichum	Bald Cypress	5 EA.	#65, 3" cal. Min., 14' Ht. min., 6' Spread min.	14 Ft.	60 to 80 Ft.	Container., Single trunk, Well branched with Central Leader, 6' branching height
CE	Ulmus crassifolia	Cedar Elm	4 EA.	#65, 3" cal. Min., 14' Ht. min., 6' Spread min.	14 Ft.	60 to 80 Ft.	Container., Single trunk, Well branched with Central Leader, 6' branching height
LO	Quercus virginiana	Live Oak	4 EA.	#65, 3" cal. Min., 14' Ht. min., 6' Spread min.	14 Ft.	60 to 80 Ft.	Container., Single trunk, Well branched with Central Leader, 6' branching height
RO	Quercus shumardii	Shumard's Red Oak	1 EA.	#65, 3" cal. Min., 14' Ht. min., 6' Spread min.	14 Ft.	60 to 80 Ft.	Container., Single trunk, Well branched with Central Leader, 6' branching height
<b>Ornamental Trees</b>							
TY	Ilex vomitoria	Tree Yaupon	4 EA.	#45, 10' Ht.Min., 6' spread Min.	10 Ft.	20 to 30 Ft.	Container, 3 to 5 canes, 1" cal. Cane min., Well Branched, Berried
<b>Shrubs</b>							
BW	Buxus microphylla	Japanese Boxwood	54 EA.	#5, 24" min. Ht. 18" min. spread	2 Ft.	3 Ft.	Container, Well branched full to ground, Speciman, Plant 30" O.C.
DTS	Leucophyllum candidum 'Thunder Cloud'™	Texas Sage 'Thunder Cloud'™	60 EA.	#5, 36" min. Ht. 24" min. spread	2 Ft.	5 Ft.	Container, Well branched full to ground, Speciman, Plant 48" O.C.
EL	Elaeagnus macrophylla 'Ebbenji'	Elaeagnus	46 EA.	#5, 24" min. Ht., 18" min. spread	2 Ft.	6 to 8 Ft.	Container, Well branched full to ground, Plant 48" O.C.
IH	Raphiolepis indica 'Clara'	Indian Hawthorn - 'Clara'	52 EA.	#3, 24" min. Ht. 18" min. spread	2 Ft.	3 to 4 Ft.	Container, Well branched full to ground, Speciman, Plant 36" O.C.
NRS	Ilex 'Nellie R. Steven'	Nellie R. Stevens Holly	88 EA.	#7, 48" min. Ht., 36" min. spread	4 Ft.	10 to 18 Ft.	Container, Well branched full to ground, Speciman, Plant 60" O.C.
<b>Ornamental Grasses</b>							
CX	Carex texensis	Carex	460 EA.	#1			Container, Plant 24" on center
<b>Lawn Grasses</b>							
BG	Cynodon dactylon	Bermuda Grass	8,995 Sq. Ft.	Solid Sod			Staggered tight joints, sand filled and rolled
<b>Misc</b>							
SE	Steel Edging Reyerson		450 Ln. Ft.	1/8" x 4"			Install per detail, 1" above adjacent grade. Install with metal stakes

Landscape Requirements		
ITEM	REQUIRED	PROVIDED
<b>Streetscape Buffer</b>		
6 Ft. Buffer between sidewalk and back of curb with Residential Adjacency	Yes	Yes
<b>Landscape Area:</b>		
20% of Site (75,030 Sq. Ft.)	15,006 Sq. Ft.	15,610 Sq. Ft.
<b>Street Landscape Buffer</b>	6 Ft.	30 Ft.
<b>Street Frontage Trees</b>		
1 Canopy Trees per 50 Ln. Ft. (250.0 Ln. Ft.)	5 Ea.	5 Ea.
<b>Street Yard (8,750 Sq. Ft.)</b>		
1 Canopy Trees per 1,000 Sq. Ft. of required Landscape Area (15,000 Sq. Ft.)	9 Ea.	9 Ea.
2 Ornamental Trees per 1 Canopy Tree (50% Max.)		4 EA.
Shrubs: 1 per 50 Sq. Ft.	300 EA.	300 EA.
Groundcover: 10% of required Landscape Area	1,500 Sq. Ft.	1,500 Sq. Ft.
Location of Landscaping (30% of total required shall be located in front and along side of buildings with street frontage)		
Canopy Trees	3 Ea.	9 Ea.
Shrubs	90 Ea.	144 Ea.
Groundcover	450 Sq. Ft.	1,500 Sq. Ft.
<b>Parking Lot Screening</b>	N/A	N/A
<b>Internal Parking</b>		
No required parking space may be located more than eighty feet (80') from the trunk of a large canopy tree	Yes	Yes
<b>Tree Species</b>		
A maximum of 35 percent (35%) of the required or replacement trees planted on a lot or tract may be of a single species	Yes	Yes

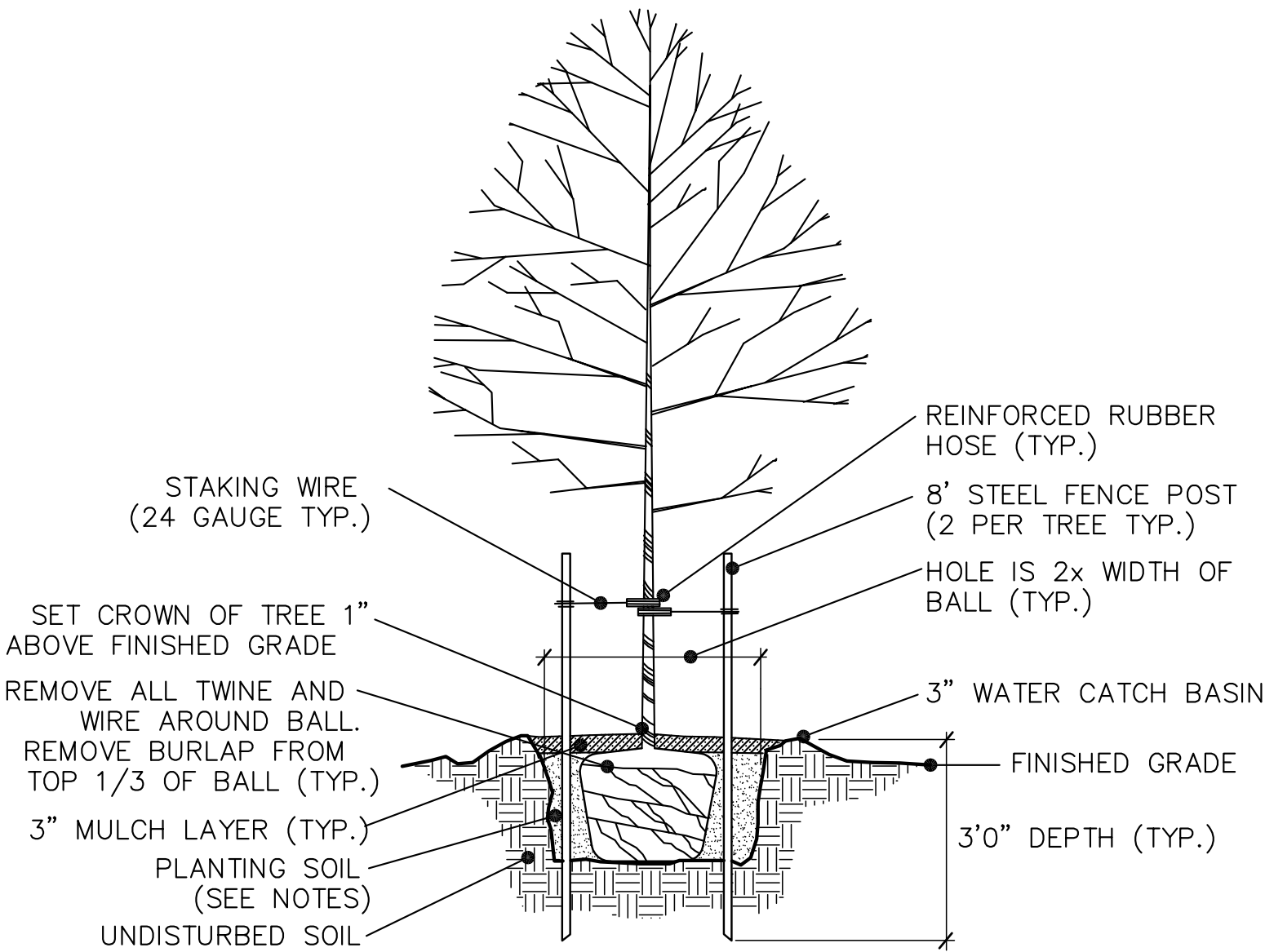
Maintenance.

- The Owner, tenant and/or their agent, if any, shall be jointly and severally responsible for the maintenance of all landscaping. The Owner, tenant and/or their agent is responsible for regular mowing, edging, pruning, fertilizing, watering, weeding and other such activities common to the maintenance of landscaping.
- All required landscaping shall be maintained in a neat and orderly manner at all times. Landscape areas shall be kept free of trash, litter, weeds and other such material or plants not a part of the landscaping. All plant material shall be maintained in a healthy and growing condition as is appropriate for the season of the year.
- Replacement of Dead Plant Materials:** Plant materials which die shall be removed and replaced with plant material of similar variety and size within sixty (60) days. Tree with a trunk diameter in excess of six inches (6") measured twenty-four inches (24") above the ground may be replaced with ones of similar variety having a trunk caliper of no less than three inches (3") measured twenty-four inches (24") above the ground. A time extension may be granted by the building official for conditions relating to a season of the year per the requirements of the Landscape Ordinance.
- Enforcement:** Failure to maintain any landscape area in compliance with the Landscape Ordinance is considered a violation of this Ordinance and shall be subject to penalties of this Ordinance. If at any time after the issuance of a certificate of occupancy the approved landscaping is found to be in nonconformance to the standards and criteria of the Landscape Ordinance, the building official or designee shall issue notice to the owner, tenant and/or their agent citing the violation and describing the section required to comply with the Landscape Ordinance.
- Utility Lines and Rights-of-Way:** Any damage to utility lines resulting from the negligence of the property owner, his agents or employees in the installation and maintenance of required landscaping in a utility easement is the responsibility of the property owner. If a public utility disturbs a landscape area in a utility easement, it shall make every reasonable effort to preserve the landscaping materials and return them to their prior locations after the utility work. If, nevertheless, some plant materials die, it is the obligation of the property owner to replace the plant materials.

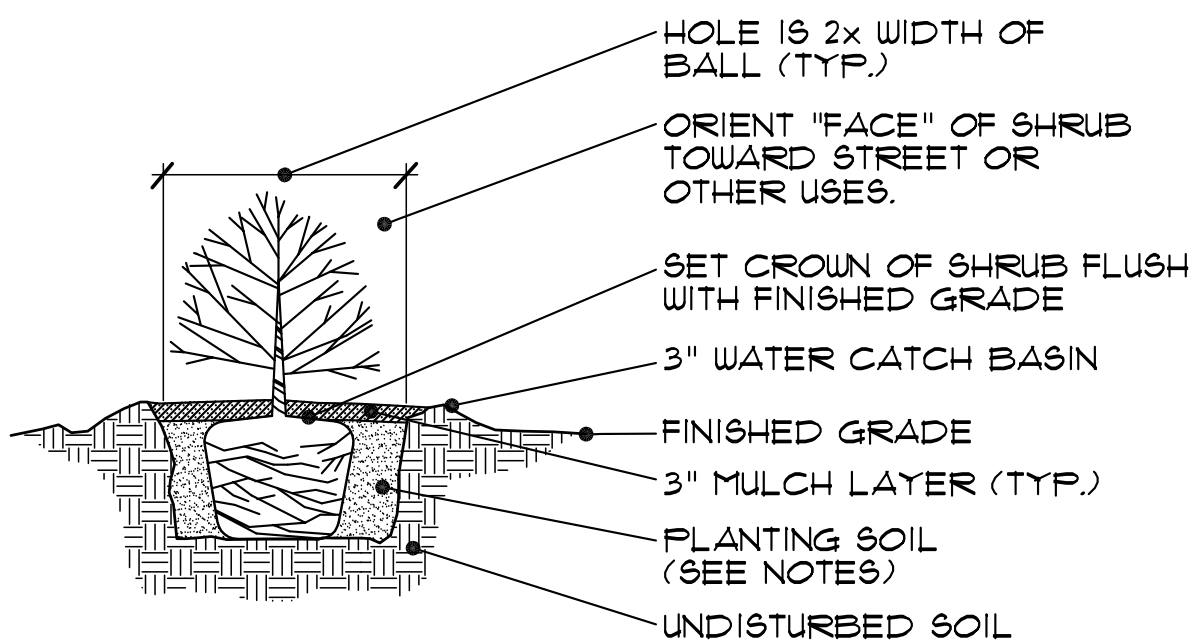
No existing trees on site

PLANTING NOTES:

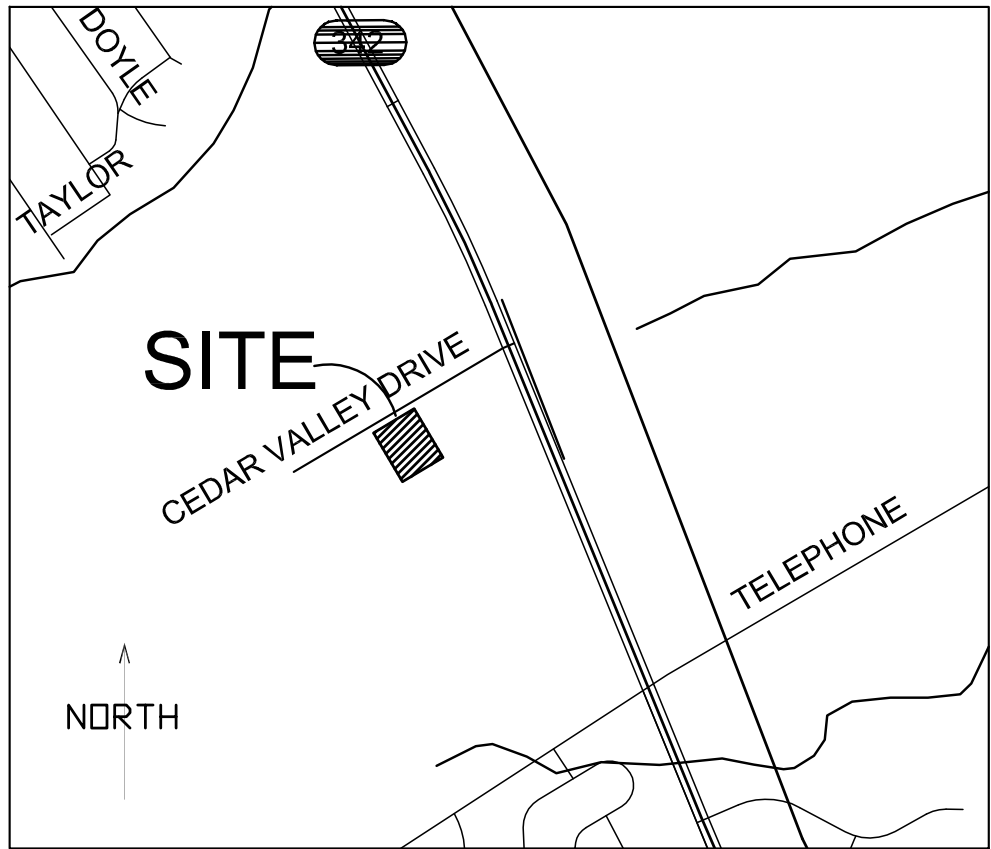
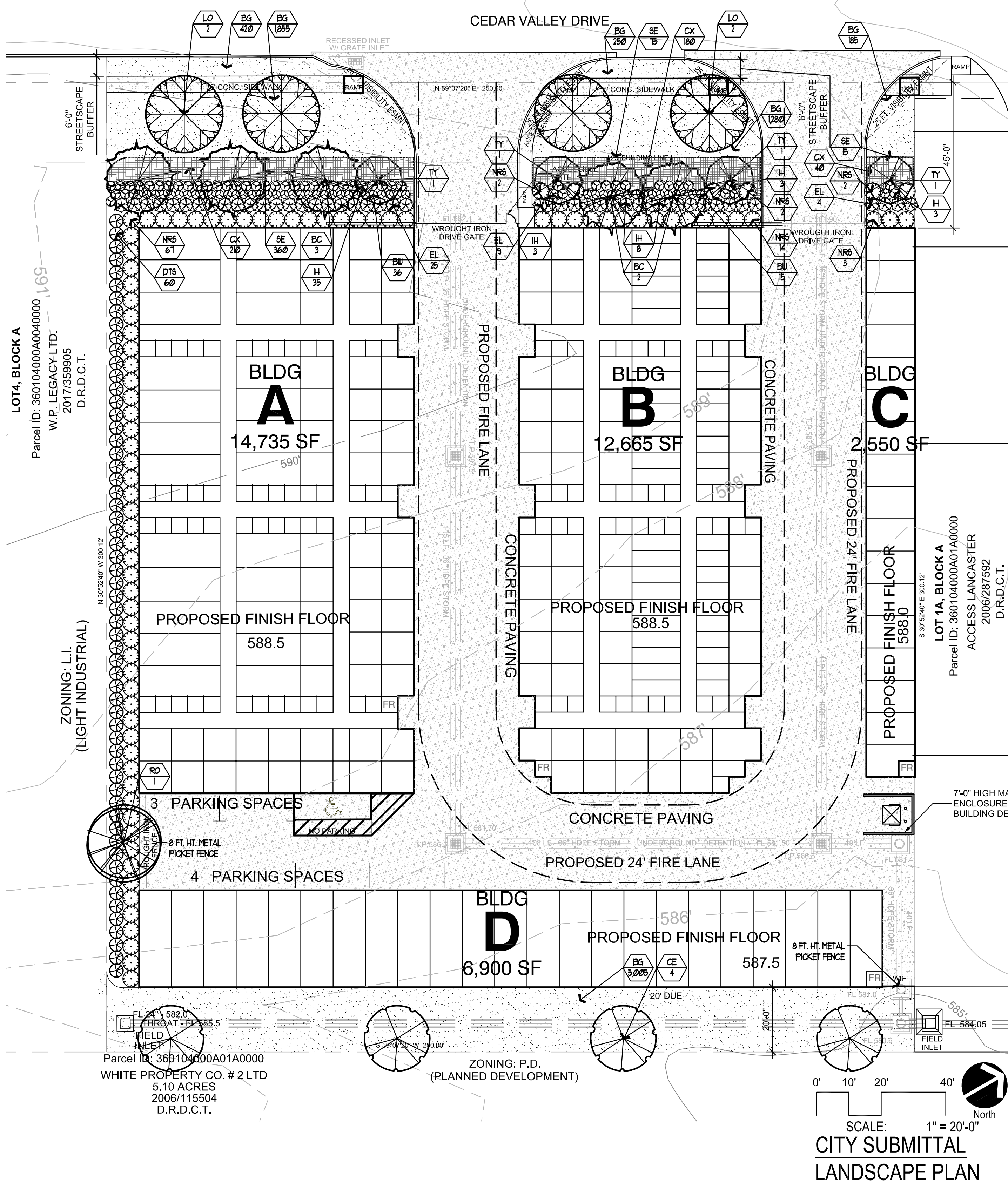
- Submit a construction schedule of work to be approved by Landscape Architect and Owner. Failure to submit schedule may result in Landscape Architect stopping construction until submitted. No extensions of time will be considered for failure to promptly submit schedule.
- Notify Landscape Architect 48 hours in advance of commencement of work to coordinate project inspection schedules.
- Locate existing underground utilities and obstructions prior to commencing work. Repair damage to utilities resulting from the installation of the work at no additional cost to Owner.
- Notify Landscape Architect immediately upon encountering any unknown obstructions, grade differences or conditions not indicated on drawings. Make necessary revisions as required to conform to plans and specifications due to failure to give such notification.
- Coordinate with other trades and subcontractors as required to accomplish the planting operation.
- Plant material shall be tagged or approved at site by Landscape Architect prior to installation. Install plant material free of pest and diseases. Guarantee plant material for a period of 365 calendar days from date of issuance of final acceptance by Landscape Architect.
- Layout proposed planting beds and receive Landscape Architect's approval prior to installation. Notify Landscape Architect of layout conflicts. Failure to notify Landscape Architect will result in Contractor's liability to relocate materials at no additional expense to Owner.
- Excavate bed areas to a depth of 4 inches, backfill with 4 inches of Acid Gro Complete mix as manufacture by Soil Building Systems and rototill to a depth of 12 inches producing a homogeneous mixture.
- Final locations of plant material shall be subject to approval by Landscape Architect. Install groundcover 12 inches from the edge of shrubs and tree root balls and 4 inches from edge of paving, walls and other structures.
- Backfill tree and shrub pits with one part compost as manufactured by Soil Building Systems and two parts existing soil.
- Stake tree locations and acquire written approval from Landscape Architect prior to installation of irrigation system. Do not locate tree(s) within 10 feet of any irrigation rotary spray head. Install tree(s) in areas covered by irrigation system. Provide supplemental watering as required until final acceptance by Landscape Architect. Locate tree(s) 4 feet minimum from walls, headers, property lines and other trees within project. Notify Landscape Architect of location conflicts for resolution. Failure to notify Landscape Architect will result in Contractor's liability to relocate trees at no additional expense to Owner.
- Stake tree(s) immediately upon installation and within same day as planted.
- Mulch planting beds and tree pits with shredded hardwood mulch.
- Provide full service maintenance of landscape within project scope for a period of four (4) months, 120 calendar days, from date of issuance of final acceptance by Landscape Architect. Failure to properly maintain landscape and irrigation system will result in extending the guarantee and maintenance period at no additional expense to Owner.
- All landscape areas to be watered by an automatic landscape irrigation system.



2 TREE PLANTING  
SCALE: NONE



1 SHRUB PLANTING  
SCALE: NONE



OWNERS / DEVELOPERS:  
ACCESS SELF STORAGE - DESOTO, INC.  
3404 N. INTERSTATE 35E  
LANCASTER, TEXAS 75134  
CONTACT: DOUG HUNT  
(214) 236-7474

DP21-10  
LANDSCAPE PLAN  
Smith-Elkins Survey, Abstract No. 430  
Lot 3, Block A  
Cedar Valley Industrial Park  
Being 1.722 acres in  
Section One City of Lancaster  
Dallas County, Texas  
(1040 State Highway 342)

PROJECT NAME	Access Self Sto. Add
PROJECT NUMBER	20-071
REVISIONS	
CITY COMMENTS 3/4/21	
CITY COMMENTS 3/12/21	
CITY COMMENTS 3/15/21	

Submission Date :	
February 1, 2021	
Revision :	
NO.	DATE
2	3/5/21
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ACCESS SELF STORAGE ADDITION  
1011 CEDAR VALLEY DRIVE  
LANCASTER, TEXAS

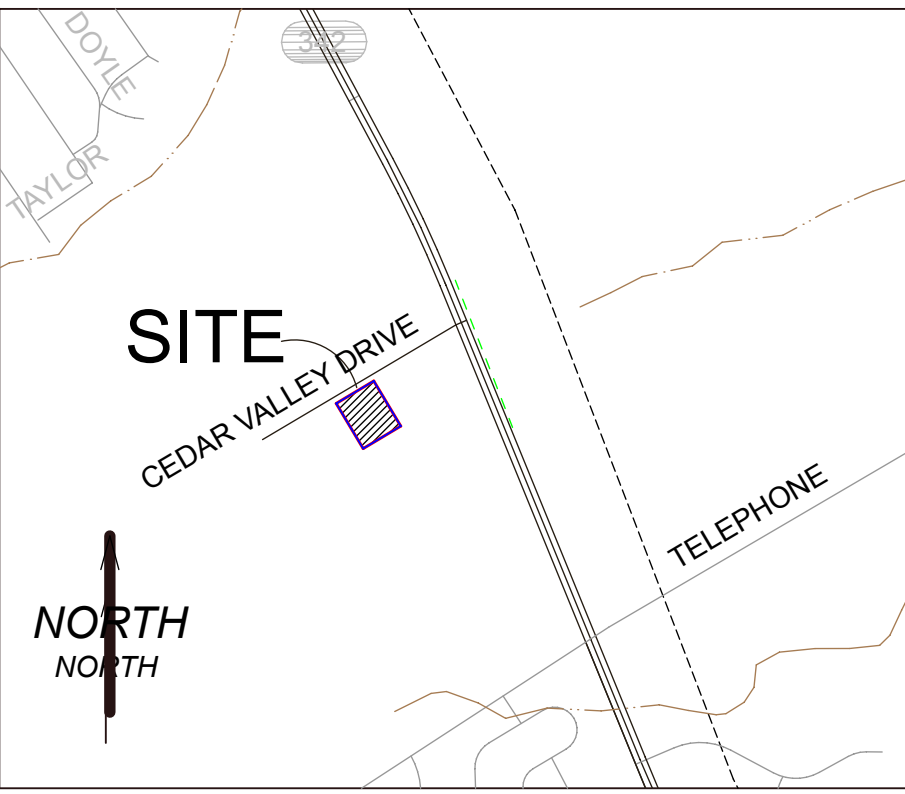
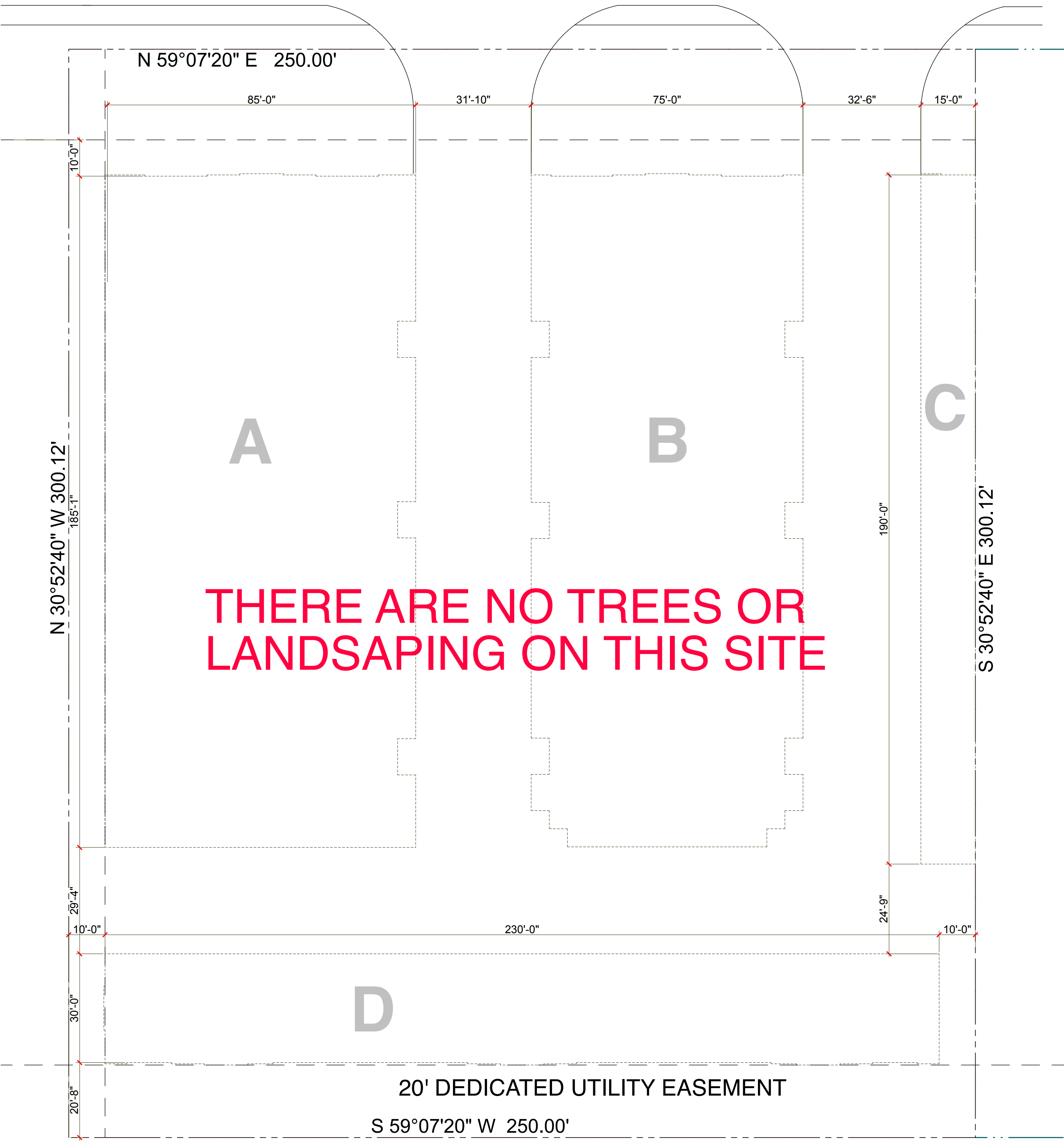


PROJECT NAME  
ACCESS SELF  
STORAGE ADDITION  
1011 CEDAR  
VALLEY DRIVE  
LANCASTER, TEXAS

RICKY D. PETTY  
LANDSCAPE ARCHITECT  
7720 ALTO CARO DRIVE  
DALLAS, TEXAS 75248  
PHONE: (214) 543-5265  
e-mail: rdpetty1954@att.net

TITLE LANDSCAPE  
DATE February 1, 2021  
SCALE 1" = 20'-0"  
SHEET





**LOCATION MAP**  
NOT TO SCALE

**R A A, LLC**  
ARCHITECTURE

**ARCHITECTURE  
PLANNING  
INTERIORS**  
2655 PEAVY ROAD  
DALLAS, TEXAS 75228  
PHONE: 214.641.6665  
FAX: 214.327.8383  
charlie@raainc.com



**OWNER / DEVELOPER**  
Access Self Storage - DeSoto, LLC  
3404 N. Interstate 35E  
Lancaster, Texas 75134  
  
Doug Hunt  
Phone: 214-236-7474

PROPOSED NEW ADDITION TO  
**ACCESS SELF STORAGE**  
1040 STATE HIGHWAY 342

Project Number	
Submission Date : February 1, 2021	
Revision :	
NO.	DATE
2	3/5/21
3	3/12/21
4	3/15/21

TREE SURVEY/  
PRESERVATION PLAN

**DP21-10  
TREE SURVEY/  
PRESERVATION PLAN**  
*Smith-Elkins Survey, Abstract No. 430  
Lot 3, Block A  
Cedar Valley Industrial Park  
Being 1.722 acres in  
Section One City of Lancaster  
Dallas County, Texas  
(1040 State Highway 342)*

## CITY OF LANCASTER CITY COUNCIL

### City Council Regular Meeting

5.

**Meeting Date:** 03/22/2021

**Policy Statement:** This request supports the City Council 2020-2021 Policy Agenda

**Goal(s):**

- Effective Municipal Operations
- Financially Sound City Government
- Healthy, Safe & Engaged Community
- Sound Infrastructure
- Quality Development
- Professional and Committed City Workforce

**Submitted by:** Sorangel O. Arenas, City Secretary

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#### **Agenda Caption:**

Consider confirmation of nominations made by the Mayor for appointments to the City of Lancaster Zoning Board of Adjustment.

#### **Background:**

As set by ordinance, the Zoning Board of Adjustment members are appointed by the Mayor and confirmed by the City Council.

The Zoning Board of Adjustment consists of five regular members and an alternate. Currently, serving on the Zoning Board of Adjustment are:

	Term Expires
Deborah Taylor	2021
Sherri Williams	2021
Margaret Brooks	2021
Syrinithia Mann	2020
John G. Thomas	2020
Alternate member: Darlene Webb	2020

#### **Operational Considerations:**

Mayor Hairston will make nominations for appointments. A motion, with a second, and an affirmative vote is required to confirm the appointments.

#### **Recommendation:**

Boards and Commissions appointments are solely at Council's pleasure.

## CITY OF LANCASTER CITY COUNCIL

### City Council Regular Meeting

6.

**Meeting Date:** 03/22/2021

**Policy Statement:** This request supports the City Council 2020-2021 Policy Agenda

**Goal(s):**

- Effective Municipal Operations
- Financially Sound City Government
- Healthy, Safe & Engaged Community
- Sound Infrastructure
- Quality Development
- Professional and Committed City Workforce

**Submitted by:** Bester Munyaradzi, Senior Planner

---

#### **Agenda Caption:**

Discuss and consider confirmation of appointments made by the Planning and Zoning Commission of three (3) regular members and one (1) alternate to the City of Lancaster Historic Landmark Preservation Committee (HLPC).

#### **Background:**

Annually, appointments are made to the Boards and Commissions for the City of Lancaster. The Historic Landmark Preservation Committee (HLPC) is appointed by members of the Planning and Zoning Commission and confirmed by the City Council. The following excerpts are from Article 5.01 (General Provision) Subsection 5.01.001 (Boards and Commission appointments, terms, removal and meetings) (c) and Subsection 5.02.007 (Historic Landmark Preservation Committee) (b) of the Lancaster Development Code:

Article 5.01 (General Provision) Subsection 5.01.001 (Boards and Commission appointments, terms, removal and meetings) (c) states that "Unless expressly stated to the contrary herein, each board, commission or committee of the City shall be composed of five (5) members, and the term of appointment for regular members shall be for two (2) years, one (1) alternate member, the alternate member serving a term of one (1) year."

Article 5.01 (General Provision) Subsection 5.02.007 (Historic Landmark Preservation Committee) (b) states that "Members of the committee shall be appointed by the Planning & Zoning Commission and confirmed by City Council. Each member appointed to the committee shall have a demonstrated interest in or knowledge of historic preservation practices and principles. Of the regular members, at least three (3) shall have experience and/or expertise in the following fields: architecture, planning, landscape architecture, building construction or real estate appraisal. At least one (1) member shall be a member of the Lancaster Historical Society. At least one (1) member shall be the owner of a designated historic landmark or property within a historic district."

**Operational Considerations:**

The ordinance was established by the City Council in 2018. Three (3) Committee members are seeking reappointment and one new application was received. The applications are attached and the following table summarizes the members that desire to be reappointed, and the new applicant's qualifications.

Candidates	Term Expires	Years of Service	Desires Reappointment	Role/Capacity
Dee Hinkle	2020	15 Years	Yes	Property Owner in the Historic District
Patricia Siegfroid-Giles (Vice Chair)	2020	15 Years	Yes	Member of the Lancaster Historical Society
Paul Lauren Wiseman	2020	1 Year	Yes	Real Estate Broker and Business Manager
Russell Webb	N/A	N/A	New Applicant	Property Owner in the Historic District

**Public Information Considerations:**

This item was considered at a Regular Meeting of the Planning and Zoning Commission noticed in accordance with the Texas Open Meetings Act.

**Options/Alternatives:**

City Council may choose to:

1. Confirm the P&Z Commission's appointments.
2. Send the item back to back P&Z Commission for further review and reconsideration.

**Recommendation:**

Planning & Zoning Commission recommends re-appointing Dee Hinkle, Patricia Siegfroid-Giles and Paul Lauren Wiseman to three regular positions and Russell Webb to an alternate position.

**Attachments**

HLPC redacted applications

P & Z Draft Minutes - February 2, 2021

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City of Lancaster, Texas  
Boards, Commissions and Committees  
Application

Name: Dee Hinkle DOB: [REDACTED] Date: Nov.23,2020  
Address: [REDACTED] Zip: 75146  
Home Phone: none Cell Phone: [REDACTED]  
Email Address: [REDACTED] Length of residency: 19 years  
Occupation: retired

*To be an effective member, you must be willing to attend and participate in all scheduled meetings.*

Please list the Board/Commission/Committee you wish to serve on in order of preference.

1. Historic Landmark Preservation
2.
3.

*You may attach any particular qualifications you feel would be beneficial in serving. (I.e. resume)*

Have you previously served on any Lancaster board, commission, or committee? ☒ YES ☐ NO

Are you a registered voter? ☒ YES ☐ NO

Do you have any delinquent accounts (utility, property taxes, etc.) with the City? ☐ YES ☒ NO

**DISCLOSURE OF PERSONAL INFORMATION**

I, Dee Hinkle, an applicant for, or an appointed official, for the City of Lancaster, Texas, elect to:

- ☒ ALLOW public access to my personal information  
☐ NOT ALLOW public access to my personal information

*Note: Under the Public Information Act, a personal e-mail address or DOB is not public information and will not be released.*

Signature: *Dee Hinkle* Date: November 23, 2020

Please return your completed application to the City Secretary's Office at 211 N. Henry St., or mail to P. O. Box 940, Lancaster, TX 75146 or fax to (972) 275-0914 or email at [citysecretary@lancaster-tx.com](mailto:citysecretary@lancaster-tx.com). If you have any questions, please feel free to give our office a call at 972.218.1310.

**Applications are always welcome as vacancies may occur throughout the year.**

**\*Office Use Only\***

ReCeived by: \_\_\_\_\_ Date: \_\_\_\_\_ Address Verified: \_\_\_\_\_  
Registered Voter verified: \_\_\_\_\_ Financial Liability verified: \_\_\_\_\_  
Interviewed by Council: \_\_\_\_\_ Appointed by Council: \_\_\_\_\_  
Oath administered: \_\_\_\_\_ OMA /PIA Training completed: \_\_\_\_\_



## Boards and Commissions 2020



Dear Board or Commission Member:

Our records indicate your current appointment will expire in December 2020. Please complete the information below to indicate if you are interested in being reappointed.

Dee Hinkle  
\_\_\_\_\_  
(Name)

Historic Landmark Preservation Committee  
\_\_\_\_\_  
(Board or Commission)

Desire reappointment ☒

Do not wish to be reappointed ☐

*(Please complete the enclosed application and return with this form to the address below or via fax or email)*

If you wish to apply for a different board, please indicate name of board or commission on the enclosed application with this form and return it to the address below or via fax.

  
\_\_\_\_\_  
Signature

11-23-2020  
\_\_\_\_\_  
Date

Deadline to receive this form is December 1, 2020.

For more information, please call (972) 218-1310. Thank you for your service to the City of Lancaster.

Please mail form and application to: Cynthia Smith, Deputy City Secretary  
City of Lancaster  
211 N. Henry St.  
P.O. Box 940  
Lancaster, TX 75146

Fax form or email application to: (972) 275-0914  
[citysecretary@lancaster-tx.com](mailto:citysecretary@lancaster-tx.com)

### For Office Use Only

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

# Dee Hinkle



Innovative, versatile manager with a broad range of experience in publishing including event coordination, advertising, marketing, sales, and public relations. Superior organizational and creative skills with a knack for training and motivating personnel. Proven creative and administrative record in both new and established companies.

## Competencies

- Conference Coordinator, Materials Coordinator, and Sales Assistant for textbook publishing company's representatives. Responsible for all aspects of events including reserving the venue, caterers selection, set up, and presentation at event sites. In addition to ordering all the materials needed for sales samples, trainings, presentations, and conferences. Created handouts, power point presentation, flyers, and invitations for presentations and trainings.
- Established track record in trouble-shooting while developing more efficient protocols and production schedules.
- Developed office management systems for new publishing company, including employee incentives and training and, as second in command, supervised office staff of 30 production artists, salespeople and administrative staff.
- Implemented advertising campaigns from original concept, through concept and design involving art direction, typography, and printing for a variety of companies.

## Accomplishments

- Coordinated marketing and commercial sales department for an advertising publishing company, involving targeting market areas, expanding existing markets, developing new product lines, coordinating systems and procedures, and managing all facets of the in house sales department.
- Coordinated the editorial, photography and advertising sales for major Chamber of Commerce publications as a Publication Coordinator/Sales Executive for one of the country's leading Chamber publication companies.
- Directed new sales department, closing jobs ahead of projected profit margins and recording overall monthly profits.
- Campaign Manager for the Re-Election of Lancaster's Past Mayor Joe Tillotson, Past School Board Member Marjorie King, and City Council member Carol Strain-Burk, and Past City Council Member Susan Anderson.
- Took a leadership role on the Mills Branch Initiative Task Force. Initiated meetings with City Council, neighborhood groups and community leaders. Facilitated citizens attendance and speaking in support of this project at Planning and Zoning Commissioners, and City Council meetings.
- Event Committee Chairman for the Southern Dallas County Summit on Building Sustainable Communities. Appointed the sub committee chairpersons and coordinated with them all aspects of this event. I was specifically responsible for the daytime portion of the conference.
- One of three Show Managers of the Cat Fanciers' Association International Show, held in Fort Worth, Texas. Responsible for locating and reserving the show facilities, hospitality for twelve judges, twenty four stewards, twelve ring derks, two master derks, fifty vendors, and show personnel of twenty two volunteers. This included scheduling hotels, meals, local entertainment, advertising, public relations, show entries, and gate for a three day event.

## Skills

- Proficient in Microsoft Excel creating formulas that can be used in spread sheets inventory control, and data logs.
  - Proficient in Microsoft Word and Publisher creating ads, flyers, brochures, training booklets, etc.
  - Proficient in Microsoft Power Point creating product presentations and training sessions.
  - Skilled in creating vector graphics used in print and web site.
-



# Dee Hinkle

## Experience

- 2015-2018** National Geographic Learning | Cengage Learning, Texas Consultant coordinating teacher trainings, sales presentations and conferences.
- 2004-2015** Learning Links Tx, The north central Texas sales representative for National Geographic Learning | Cengage Learning  
*Sales Assistant*  
Coordinating ordering of all samples and display materials needed for conferences, presentations, sales, and trainings. Set up conference display and training rooms. Designed and produced flyers, brochures, special event invitations, handouts, and programs.
- 1999-2003** Village Profile Publications, Inc., Elgin, Illinois  
*Publication Coordinator*
- 1998-1999** Lawton Publications, Inc., Seattle, Washington  
*Sales Executive*
- 1995-1998** Mosher-Adams Publisher, Inc., Oklahoma City, Oklahoma  
*Director of In House Sales*

## Education

- Texas Christian University, Fort Worth, Texas.
- Vernon Court Junior College, Newport, Rhode Island

## Affiliations/Honors

- Committee Member City of Lancaster: Historic Landmark Preservation Board (2004-2020), elected Chairman 2008, 2009, 2010, 2011, 2014, elected Vice-chairman 2015, 2016, 2017, 2018, 2019.
- Lancaster Historical Society: President (2020-21), Vice President (2006-2010)
- The City of Lancaster 4-B Board of Directors Member (2001-2003)
- Operation Clean Sweep Southern Dallas County-Board of Directors, Vice-Chairman (2001-04), implemented the instructional format for the Summit on Sustainable Living
- Ambassador of the Year 2001 DeSoto Chamber of Commerce
- Graduate of Leadership Southwest
- Advertising Club of Fort Worth: Winner of three "Addy" award
- Member of Mills Branch Planning Committee
- Attended the National Alliance Of Historic Preservation Conference
- Have attended numerous seminars on Historic Preservation and home remodeling (approximately 64 hours)
- Have owned and remodeled 4 homes in Historic Districts.

Dee  
Hinkle

References

Ellie Hajek, Ph.D.

[REDACTED]

Barbara Mathews, Ph.D.

[REDACTED]

Carol Strain-Burk

[REDACTED]

Carolyn Miller

[REDACTED]

[REDACTED]



## Boards and Commissions 2020



Dear Board or Commission Member:

Our records indicate your current appointment will expire in December 2020. Please complete the information below to indicate if you are interested in being reappointed.

Patricia Siegfried-Giles  
(Name)

H L P C  
(Board or Commission)

Desire reappointment



Do not wish to be reappointed



*(Please complete the enclosed application and return with this form to the address below or via fax or email)*

If you wish to apply for a different board, please indicate name of board or commission on the enclosed application with this form and return it to the address below or via fax.

Patricia Siegfried-Giles  
Signature

Nov. 12, 2020  
Date

**Deadline to receive this form is December 1, 2020.**

**For more information, please call (972) 218-1310. Thank you for your service to the City of Lancaster.**

**Please mail form and application to:**

**Cynthia Smith, Deputy City Secretary  
City of Lancaster  
211 N. Henry St.  
P.O. Box 940  
Lancaster, TX 75146**

**Fax form or email application to:**

**(972) 275-0914  
[citysecretary@lancaster-tx.com](mailto:citysecretary@lancaster-tx.com)**

**For Office Use Only**

**RECEIVED NOV 16 2020**

**Received by: \_\_\_\_\_**

**Date: \_\_\_\_\_**

**City of Lancaster, Texas**  
**Boards, Commissions and Committees**  
**Application**

# **Resume for 2020 Historic Landmark Preservation Committee**

## **Patricia Siegfroid-Giles**

---

### **PERSONAL:**

Husband, Jer Giles: Artist – Designer

### **EDUCATION:**

- Bachelor of Arts Speech and Drama, University of North Texas 1970
- Double Minor History and English

### **PROFESSIONAL:**

- Self-employed Designer/Artist 1987 to Present, JerGiles Artwalls Murals & More
- Agency Director Dallas Taping for the Blind 1982-1987 a United Way agency: 3 paid staff over 120 volunteers, read books on tape that were transferred to cassettes
- Scenic Artist 1977-1982

### **VOLUNTEER ACTIVITIES CITY OF LANCASTER:**

- Historic Landmark Preservation Committee, Vice Chair 2020 (first appointment 1993-2006, reappointed 2012-2014, last appointment 2015 to present)
- Lifetime Achievement Award Lancaster Martin Luther King Jr. Foundation 2018
- The Volunteer for the Texas State Auxiliary Museum in Lancaster Sept 2013 – June 2014
- US Representative Helen Giddings Volunteer of the Month Selection Committee 2012
- Graduate Lancaster Civic Leadership Academy 2010
- Graduate Lancaster Citizens Public Safety Academy 2010
- Pleasant Run Chapter National Society Daughters of the American Revolution; member 1994, Regent 1998-2000, Vice Regent 1996-1998
- Lancaster Shakespeare Club; member 1977-2005, President 75th Anniversary 1984-1986

### **QUALIFICATIONS FOR HLPC: quotations are taken from City Descriptions for Service on HLPC Committee**

*"... expertise in architecture, planning, landscape architecture, interior architecture..."*

- Over 30 years as a professional in the decorative arts working with designers and builders in various building and remodeling projects throughout North Texas and the US
- Knowledgeable in the relationship between architecture's influence on the quality of life

*"... representative from the Lancaster Historical Society"*

- Member since 1974; various committees, Board of Directors 2012-2018, President 2006-2008
- Intensive institutional knowledge of Lancaster's history and its workings
- Go-to person for city's history, Public Speaker various city events and festivals

*"...must have knowledge and experience in the history, art, or architecture of Lancaster."*

- Volunteer Administrator/Docent/Tour Guide for Lancaster State Auxiliary Museum
- Continuing activities preserving, educating and protecting Lancaster's history
- Presenter of various programs about Lancaster's history
- Member HLPC when Guidelines were written after 1994 tornado

### **VOLUNTEER ACTIVITIES LANCASTER HISTORICAL SOCIETY:**

- Lancaster Historical Society; member 1974, various elected and appointed positions
- Author/Producer/Director Lancaster History Puppet Show – toured Elementary Schools and one performance Town Square Celebration
- Author of two chapters Lancaster History Book published 1976

### **Need More Information?**

Patricia Siegfroid-Giles

| Lancaster Texas



## Boards and Commissions 2020



Dear Board or Commission Member:

Our records indicate your current appointment will expire in December 2020. Please complete the information below to indicate if you are interested in being reappointed.

PAUL LAURENS WISEMAN  
(Name)

HISTORIC LANDMARK PRESERVATION COMMITTEE  
(Board or Commission)

Desire reappointment ☒

Do not wish to be reappointed ☐

*(Please complete the enclosed application and return with this form to the address below or via fax or email)*

If you wish to apply for a different board, please indicate name of board or commission on the enclosed application with this form and return it to the address below or via fax.

Signature

NOVEMBER 18, 2020

Date

Deadline to receive this form is December 1, 2020.

For more information, please call (972) 218-1310. Thank you for your service to the City of Lancaster.

Please mail form and application to:

Cynthia Smith, Deputy City Secretary  
City of Lancaster  
211 N. Henry St.  
P.O. Box 940  
Lancaster, TX 75146

Fax form or email application to:

(972) 275-0914  
[citysecretary@lancaster-tx.com](mailto:citysecretary@lancaster-tx.com)

### For Office Use Only

Received by: \_\_\_\_\_

Date: \_\_\_\_\_





City of Lancaster, Texas  
Boards, Commissions and Committees  
Application

Name: PAUL LAURENS WISEMAN DOB: [REDACTED] Date: 11/18/2020  
Address: [REDACTED] Zip: 75146  
Home Phone: [REDACTED] Cell Phone: [REDACTED]  
Email Address: [REDACTED] Length of residency: 5 years  
Occupation: Realtor

*To be an effective member, you must be willing to attend and participate in all scheduled meetings*

Please list the Board/Commission/Committee you wish to serve on in order of preference.

1. HISTORIC LANDMARK PRESERVATION COMMITTEE
2. PLANNING & ZONING
3. [REDACTED]

*You may attach any particular qualifications you feel would be beneficial in serving. (i.e. resume)*

Have you previously served on any Lancaster board, commission, or committee? ☒ YES ☐ NO

Are you a registered voter? ☒ YES ☐ NO

Do you have any delinquent accounts (utility, property taxes, etc.) with the City? ☐ YES ☒ NO

**DISCLOSURE OF PERSONAL INFORMATION**

I, PAUL LAURENS WISEMAN, an applicant for, or an appointed official, for the City of Lancaster, Texas, elect to:

- ☐ ALLOW public access to my personal information  
☒ NOT ALLOW public access to my personal information

*Note: Under the Public Information Act, a personal e-mail address or DOB is not public information and will not be released.*

Signature: [Signature] Date: November 18, 2020

Please return your completed application to the City Secretary's Office at 211 N. Henry St., or mail to P. O. Box 940, Lancaster, TX 75146 or fax to (972) 275-0914 or email at [citysecretary@lancaster-tx.com](mailto:citysecretary@lancaster-tx.com). If you have any questions, please feel free to give our office a call at 972.218.1310.

**Applications are always welcome as vacancies may occur throughout the year.**

**\*Office Use Only\***

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Address verified: \_\_\_\_\_  
Registered Voter verified: \_\_\_\_\_ Financial liability verified: \_\_\_\_\_  
Interviewed by Council: \_\_\_\_\_ Appointed by Council: \_\_\_\_\_  
Oath administered: \_\_\_\_\_ OMA /PIA Training completed: \_\_\_\_\_

## Board Application Form

Select the Board,  
Commission, or Committee  
applying for

Historic Landmark Preservation Committee

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### Personal Information

---

First Name	Russell
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Last Name	Webb
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Address	336 S Centre Ave
---------	------------------

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City	Lancaster
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State	TX
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Zip	75146
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Length of Residency	2.5 yrs
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Home Phone Number	
-------------------	--

---

Email Address	
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Occupation	Interior Design / Sales
------------	-------------------------

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### Organization Membership Information

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Have you ever served as a member of any Lancaster Boards, Commissions, or Committees?	No
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If yes, which	<i>Field not completed.</i>
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Please list any particular qualifications you feel would be beneficial to serving on any particular board or commission.	29 years in Residential and Commercial Interior Design with specific Study/Interest in Historical properties and planning.
--	--

---

Please Enter Basic Resume Information Below	Owned and ran Independent Interior Design business in Dallas 16 yrs.; 8 yrs. Design Showroom Management experience in Dallas Design Center.
---	---

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Disclosure of Personal  
Information

I DO NOT ALLOW public access to my personal information

---

To be an effective member of a Board or Commission, you must be willing to attend and participate in all scheduled meetings.

---

## **MINUTES**

### **PLANNING & ZONING COMMISSION REGULAR MEETING OF FEBRUARY 02, 2021**

**The Planning and Zoning Commission of the City of Lancaster, Texas, met in a Regular Session in the Council Chambers of City Hall on February 02, 2021 at 7:30 p.m. with a quorum present to-wit:**

**Commissioners Present:** (City Hall and Virtual)

Isabel Aguilar, Chair  
Temika Whitfield, Vice Chair  
Lawrence Prothro  
Angela Murphy  
Taryn Walker

**City Staff:**

Vicki Coleman, Director of Development Services  
Alexandra Schrader, Planning Technician

**Call to order:**

Chair Aguilar called the meeting to order at 7:40 p.m. on February 02, 2021.

**Public Testimony:**

At this time citizens who have pre-registered before the call to order will be allowed to speak on consent or action items on the agenda, with the exception of public hearings, for a length of time not to exceed three minutes. Anyone desiring to speak on an item scheduled for a public hearing is requested to hold their comments until the public hearing on that item.

There were no speakers.

**CONSENT AGENDA:**

- 1. Consider approval of minutes from the Planning and Zoning Commission Regular Meeting held on January 5, 2021 and Special Meeting held on January 19, 2021.**
- 2. PS21-05 Consider a request for approval of a final plat for Bear Creek Ranch Phase 3, being 211 residential lots and five open space lots on approximately 47.054 acres located approximately 833 feet east of the southern City limit boundary, west of McBride Road, and approximately 800 feet north of East Reindeer Road. The property is described as a tract of land situated in the Samuel T. Bledsoe Survey, Abstract No. 120, in the City of Lancaster, Dallas County, Texas.**

**MOTION:** Vice Chair Whitfield made a motion, seconded by Commissioner Walker to approve the consent agenda. The vote was cast 5 for, 0 against.

**ACTION:**

- 3. Discuss and consider annual appointments to the City of Lancaster Historic Landmark Preservation Committee.**

Director Coleman stated that the item is for the annual appointments for the Historic Landmark Preservation Committee (HLPC), and the City received a total of four (4) applications for appointment. Three (3) are seeking reappointment, and one (1) is a new applicant. Staff is not

presenting a recommendation as this item is up to the Planning and Zoning Commission's discussion and decision.

Chair Aguilar asked if Mr. Wiseman, the previous alternate, participated in HLPC meetings. Director Coleman stated that she was not aware whether Mr. Wiseman moved up when an HLPC seat was vacated.

Commissioner Prothro stated that if Committee Members were in good standing, they should not be removed. Vice Chair Whitfield asked if all the members were in good standing. Director Coleman confirmed.

**MOTION:** Commissioner Prothro made a motion, seconded by Commissioner Murphy to reappoint Dee Hinkle, Patricia Siegfried-Giles, and Paul Laurens Wiseman, and appoint Russell Webb as an alternate. The vote was cast 5 for, 0 against.

**MOTION:** Commissioner Prothro made a motion, seconded by Commissioner Murphy to adjourn. The vote was cast 5 for, 0 against.

The meeting was adjourned at 7:49 p.m.

**ATTEST:**

\_\_\_\_\_  
Bester Munyaradzi, Senior Planner

**APPROVED:**

\_\_\_\_\_  
Isabel Aguilar, Chair

## CITY OF LANCASTER CITY COUNCIL

### City Council Regular Meeting

7.

**Meeting Date:** 03/22/2021

**Policy Statement:** This request supports the City Council 2020-2021 Policy Agenda

**Goal(s):** Professional and Committed City Workforce

**Submitted by:** Dori Lee, Civil Service Director

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### **Agenda Caption:**

Consider confirmation of Civil Service Commission appointment as designated by the City Manager.

### **Background:**

City of Lancaster Police Officers and Firefighters serve under Texas Local Government Code Chapter 143 State Civil Service provisions. State law requires the City to have a three-member Civil Service Commission. It also requires that the City Manager make the appointments to the Commission with confirmation by City Council.

There are currently no vacancies on the Civil Service Commission. Commission Member Corey Womack has a term that expired in 2020. He has submitted his application seeking to be re-appointed to the Civil Service Commission.

The City Manager respectfully requests the re-appointment of Corey Womack, to the Civil Service Commission.

Current members include:

Corey Womack, term expires 2020  
Keith Whitley, term expires 2021  
Audley Logan, term expires 2022

### **Operational Considerations:**

State law requires that the City maintain a Civil Service Commission. With only three members on the Commission, it is important that all three positions be filled in order for the Commission to conduct its required business.

### **Public Information Considerations:**

This item is being considered at a Regular Meeting of the City Council noticed in accordance with the Texas Open Meetings Act.

### **Options/Alternatives:**

1. City Council may confirm the City Manager's recommendation.
2. City Council may deny the City Manager's recommendation and request Manager to solicit additional applications.

**Recommendation:**

The City Manager requests City Council confirm reappointment of Corey Womack.

**Attachments**

Corey Womack Application

---



# CITY OF LANCASTER

SHINING STAR OF TEXAS



November 11, 2020

Corey Womack

RECEIVED NOV 19 2020

Dear Board or Commission Member:

Our records indicate your current appointment will expire in December 2020. Please complete the information below to indicate if you are interested in being reappointed.

Corey Womack  
(Name)

FIRE AND POLICE CIVIL SERVICE Commission  
(Board or Commission)

Desire reappointment



Do not wish to be reappointed



(Please complete the enclosed application and return with this form to the address below or via fax or email)

If you wish to apply for a different board, please indicate name of board or commission on the enclosed application with this form and return it to the address below or via fax.

Corey Womack  
Signature

11-17-2020  
Date

Deadline to receive this form is December 1, 2020.

For more information, please call (972) 218-1310. Thank you for your service to the City of Lancaster.

Please mail form and application to:

Cynthia Smith, Deputy City Secretary  
City of Lancaster  
211 N. Henry St.  
P.O. Box 940  
Lancaster, TX 75146

Fax form or email application to:

(972) 275-0914  
[citysecretary@lancaster-tx.com](mailto:citysecretary@lancaster-tx.com)

For Office Use Only

RECEIVED NOV 19 2020

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

P. O. Box 940 | Lancaster | Texas | 75146 | 972.218.1310 | [www.lancaster-tx.com](http://www.lancaster-tx.com)





City of Lancaster, Texas  
Boards, Commissions and Committees  
Application

RECEIVED NOV 19 2020

Name: Corey Wornack DOB: [REDACTED] Date: 11-19-2020  
Address: [REDACTED] Zip: 75146  
Home Phone: [REDACTED] Cell Phone: [REDACTED]  
Email Address: [REDACTED] Length of residency: 13 years  
Occupation: DALLAS FIRE RESCUE FIRE CAPTAIN -

To be an effective member, you must be willing to attend and participate in all scheduled meetings.

Please list the Board/Commission/Committee you wish to serve on in order of preference.

1. POLICE AND FIRE CIVIL SERVICE COMMISSION
2. \_\_\_\_\_
3. \_\_\_\_\_

You may attach any particular qualifications you feel would be beneficial in serving. (i.e. resume)

Have you previously served on any Lancaster board, commission, or committee? ☒ YES ☐ NO

Are you a registered voter? ☒ YES ☐ NO

Do you have any delinquent accounts (utility, property taxes, etc.) with the City? ☐ YES ☒ NO

**DISCLOSURE OF PERSONAL INFORMATION**

I, Corey Wornack, an applicant for, or an appointed official, for the City of Lancaster, Texas, elect to:

- ☐ ALLOW public access to my personal information  
☒ NOT ALLOW public access to my personal information

Note: Under the Public Information Act, a personal e-mail address or DOB is not public information and will not be released.

Signature: Corey Wornack Date: 11-19-2020

Please return your completed application to the City Secretary's Office at 211 N. Henry St., or mail to P. O. Box 940, Lancaster, TX 75146 or fax to (972) 275-0914 or email at [citysecretary@lancaster-tx.com](mailto:citysecretary@lancaster-tx.com). If you have any questions, please feel free to give our office a call at 972.218.1310.

Applications are always welcome as vacancies may occur throughout the year.

RECEIVED NOV 19 2020		*Office Use Only*	
Received by: _____	Date: _____	Address verified: _____	
Registered Voter verified: _____	Financial liability verified: _____		
Interviewed by Council: _____	Appointed by Council: _____		
Oath administered: _____	OMA /PIA Training completed: _____		

## CITY OF LANCASTER CITY COUNCIL

### City Council Regular Meeting

8.

**Meeting Date:** 03/22/2021

**Policy Statement:** This request supports the City Council 2020-2021 Policy Agenda

**Goal(s):** Healthy, Safe & Engaged Community  
Quality Development

**Submitted by:** Carey Neal, Assistant City Manager

---

### **Agenda Caption:**

Discuss and consider a resolution approving the City of Lancaster Public Improvement District (PID) Advisory Board Appointments.

### **Background:**

At the October 28, 2019, regular meeting, City Council amended the Public Improvement District (PID) policy. Texas Local Government Code chapter 372 states that the responsibility of appointing an advisory board is that of the governing body of the city or county.

The following Public Improvement Districts held a meeting and considered names/nominees to serve on their respective advisory boards. The following represent the names received from each of the Public Improvement Districts:

#### **Beltline Ashmoore Estates Public Improvement District (Meeting held- 08/26/2020)**

Deborah Taylor-Seat 2

#### **Glendover Estates Public Improvement District (Meeting held-02/03/2021)**

Carolyn Price- Seat 2

#### **Meadowview Public Improvement District (Meeting held- 09/28/2020)**

Eva Jackson-Seat 2

Tanya Thomas-Seat 4

#### **Pleasant Run Estates Public Improvement District (Meeting held- 12/02/2020)**

Rickey Childers-Seat 2

Carolyn Washington-Seat 4

#### **Rolling Meadows Public Improvement District (Meeting held- 8/26/2020)**

David Lamberson-Seat 2

### **Operational Considerations:**

As prescribed by Chapter 372 of the Texas Local Government Code and the PID policy, the Lancaster City Council will appoint all PID Advisory board members.

### **Legal Considerations:**

The City Attorney has reviewed and approved the resolution as to form.



**Public Information Considerations:**

This item is considered at a Regular Meeting of the City Council noticed in accordance with the Texas Open Meetings Act.

**Options/Alternatives:**

1. City Council may approve the resolution, as presented.
2. City Council may deny the resolution.

**Recommendation:**

Staff recommends the approval of the resolution as submitted.

**Attachments**

Resolution

Exhibit A

---

**RESOLUTION NO.**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS APPROVING THE PUBLIC IMPROVEMENT DISTRICT ADVISORY BOARD APPOINTMENTS; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of the City of Lancaster, Texas has previously adopted a Public Improvement District Policy; and

**WHEREAS**, Public Improvement Districts support Lancaster neighborhoods and seek to strengthen and connect neighborhoods; and

**WHEREAS**, the City Council has determined that it is in the best interest of the City to provide a consistent process of implementing Public Improvement Districts; and

**WHEREAS**, the City Council desires to support the process of policy implementation for the purposes of uniformity amongst all City boards and commissions.

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

**SECTION 1.** That the following persons are hereby appointed to the respective Public Improvement District Advisory Boards, as detailed in the attached Exhibit "A".

**SECTION 2.** That should any part of this resolution be held to be invalid for any reason, the remainder shall not be affected thereby, and such remaining portions are hereby declared to be severable.

**SECTION 3.** This resolution shall become effective immediately from and after its passage, as the law and charter in such cases provide.

**DULY PASSED** and approved by the City Council of the City of Lancaster, Texas, on this the 22nd day of March, 2021.

**ATTEST:**

**APPROVED:**

---

Sorangel O. Arenas, City Secretary

---

Clyde C. Hairston, Mayor

**APPROVED AS TO FORM:**

---

David T. Ritter, City Attorney

**Public Improvement District  
(PID) Advisory Board Members  
Appointed for FY 2020-2021**

**Beltline Ashmoore Estates Public Improvement District  
Deborah Taylor-Seat 2**

**Glendover Estates Public Improvement District  
Carolyn Price- Seat 2**

**Meadowview Public Improvement District  
Eva Jackson-Seat 2  
Tanya Thomas-Seat 4**

**Pleasant Run Estates Public Improvement District  
Rickey Childers-Seat 2  
Carolyn Washington-Seat 4**

**Rolling Meadows Public Improvement District  
David Lamberson-Seat 2**

## CITY OF LANCASTER CITY COUNCIL

### City Council Regular Meeting

9.

**Meeting Date:** 03/22/2021

**Policy Statement:** This request supports the City Council 2020-2021 Policy Agenda

**Goal(s):**

- Effective Municipal Operations
- Financially Sound City Government
- Healthy, Safe & Engaged Community
- Sound Infrastructure
- Quality Development
- Professional and Committed City Workforce

**Submitted by:** Sorangel O. Arenas, City Secretary

---

### **Agenda Caption:**

Discuss and consider the annual appointments to City of Lancaster Boards and Commissions.

### **Background:**

For boards and commissions appointments, recruiting efforts for applications were made through various sources including:

- Lancaster Connection - Spring, Summer and Fall Issues
- Lancaster Live
- Lancaster Today
- City of Lancaster's website
- Cable Channel 16
- Social media
- Town Hall Meetings
- Trash-Off
- Recreation Center
- Library
- Utility Billing monthly statements
- HOAs/PIDs

An appointment worksheet is attached to facilitate nominations to fill vacancies. The attached worksheet outlines all vacancies.

### **Operational Considerations:**

Vacancies may be filled through any combination of reappointment of existing members or appointment of new applicants and alternates.

### **Animal Shelter Advisory Board**

State requirements for appointment to the Animal Shelter Advisory Board under Section 823.005 of the Texas Health and Safety Code, stipulates a municipality in which an animal shelter is located, is required to appoint an advisory committee to assist in complying with state requirements.

Under the state code, the advisory committee must be composed of at least:

- one (1) licensed veterinarian
- one (1) municipal officer
- one (1) person whose duties include the daily operation of animal shelter
- one (1) representative from an animal welfare organization

Member	Role/Capacity	Term Expires
Fabrice Kabona	Municipal officer*	2021
Stacey Jaglowski	Regular position	2021
Carol DeLaRosa-Green	Animal welfare*	2021
Dr. Jean Eye	Veterinarian*	2020
Todd McGehee	Involved in operations of shelter*	2020
Vacant	Alternate	2020
**desires reappointment	*state requirement	

It is necessary that Council make appointments such that state requirements are met.

The City of Hutchins should appoint two (2) members and confirm one (1) member to serve on the Animal Shelter Advisory Board. The City of Lancaster was notified by the City of Hutchins pursuant to the agreement they do not have any appointment.

#### Youth Advisory Committee

Adult Sponsor:

Appointments of Adult Sponsors to the Youth Advisory Committee are made by City Council.

Vacant	Adult Sponsor	2021
Judith "Jo" Osegueda	Adult Sponsor	2020

#### Other Appointment Notes

Zoning Board of Adjustment members are appointed by the Mayor and confirmed by City Council; there is a companion item for Zoning Board of Adjustment appointments. The Planning & Zoning Commission makes recommendations for appointments to the Historic Landmark Preservation Committee, which are confirmed by City Council. Civil Service Commission appointments are recommended by the City Manager and confirmed by City Council.

#### Additional Advertising Needed

Capital Improvements Advisory Committee (CIAC) and Youth Advisory Board, students (YAC) will be brought at a later Council Meeting, for the purpose of complying with all relevant laws and to have a greater pool of applicants from which the Council can choose when making appointments.

#### Options/Alternatives:

The Council may choose to:

1. Make appointments from new applications on hand.
2. Reappoint members whose terms are expiring.
3. Appoint an alternate to fill a regular position and then appoint a new alternate.
4. Delay some appointments until a future Council meeting.
5. Leave any regular position or alternate position unfilled at this time.

#### Recommendation:

Boards and Commissions appointments are solely at Council's pleasure.

**Attachments**

2020-2021 Appointment Worksheet

Applications

---

## 2020-2021 Boards, Commissions and Committees

Airport Advisory Board	Term Expires	Desires Reappointment YES      NO	Notes
1. Dean Byers	2021		1. Dean Byers
2. John Stewart	2021		2. John Stewart
3. Kurtis Samples	2021		3. Kurtis Samples
4. Andy Mungenast	2020	✓	4.
5. Barbara J. Thomas	2020	✓	5.
1. <b>Alternate:</b> Kelecia Swoope	2020	✓	1.

Animal Shelter Advisory Committee	Term Expires	Desires Reappointment YES      NO	Notes
1. *Fabrice Kabona	2021		1. *Fabrice Kabona
2. Stacey Jaglowski	2021		2. Stacey Jaglowski
3. *Carol DeLaRosa-Green	2021		3. *Carol DeLaRosa-Green
4. *Dr. Jean Eye	2020	✓	4.
5. *Todd McGehee	2020	✓	5.
1. <b>Alternate:</b> Vacant	2020		1.

**Note: \*State requirement**

Civil Service Commission	Term Expires	Desires Reappointment YES      NO	Notes
1. Audley Logan	2022		1. Audley Logan
2. Keith Whitley	2021		2. Keith Whitley
3. Corey Womack	2020	✓	3.

**Note: City Manager appoints and City Council confirms**

## 2020-2021 Boards, Commissions and Committees

<b>Historic Landmark Preservation Committee</b>	<b>Term Expires</b>	<b>Desires Reappointment YES      NO</b>	<b>Notes</b>
1. Glenn Hooper	2021		1. Glenn Hooper
2. Amy Glover	2021		2. Amy Glover
3. Vacant	2021		3.
4. Dee Hinkle	2020	✓	4.
5. Patricia Siegfried-Giles	2020	✓	5.
1. <b>Alternate:</b> Paul Wiseman	2020	✓	1.

**Note: Planning & Zoning appoints and City Council confirms**

<b>Lancaster Economic Development Corp. Board (4A)</b>	<b>Term Expires</b>	<b>Desires Reappointment YES      NO</b>	<b>Notes</b>
1. Adrienne Davis	2022		1. Adrienne Davis
2. Sandi Collier	2022		2. Sandi Collier
3. Ellen Clark	2020	✓	3.
4. Ted Burk	2020	✓	4.
5. Octavia Giadolor	2020	✓	5.

<b>Library Advisory Board</b>	<b>Term Expires</b>	<b>Desires Reappointment YES      NO</b>	<b>Notes</b>
1. Donna Ivy	2021		1. Donna Ivy
2. Cecelia J. Smith Whitson	2021		2. Cecelia J. Smith Whitson
3. Tim Skidmore	2021		3. Tim Skidmore
4. Angela McCowan	2020	✓	4.
5. Kyshia Gibbons	2020	✓	5.
1. <b>Alternate:</b> Marchal Adams	2020	✓	1.



## 2020-2021 Boards, Commissions and Committees

Museum Advisory Board	Term Expires	Desires Reappointment		Notes
		YES	NO	
1. Cindy Bullard	2021			1. Cindy Bullard
2. Shannon Boyd	2021			2. Shannon Boyd
3. Leon Powers	2021			3. Leon Powers
4. Clara Butler	2020	✓		4.
5. Rachel Green	2020		✓	5.
1. <b>Alternate:</b> Wynter M. Dalton	2020	✓		1.

Parks & Rec. Advisory Board	Terms Expires	Desires Reappointment		Notes
		YES	NO	
1. Abe Cooper	2021			1. Abe Cooper
2. Alan Beavers	2021			2. Alan Beavers
3. Vacant	2021			3.
4. Jerry W. Giles	2020	✓		4.
5. Joe Smith	2020		✓	5.
1. <b>Alternate:</b> Frances Allen	2020	✓		1.

Lancaster Recreational Development Corp. (4B)	Term Expires	Desires Reappointment		Notes
		YES	NO	
1. Mary Sykes	2021			1. Mary Sykes
2. William Freeman	2021			2. William Freeman
3. Harmonica Mays	2021			3. Harmonica Mays
4. LaMonica Hudleton	2021			4. LaMonica Hudleton
5. Don McCoo	2020		✓	5.
6. Sharmetra Lewis	2020		✓	6.
7. Zaychiana Mixon	2020		✓	7.

## 2020-2021 Boards, Commissions and Committees

<b>Planning &amp; Zoning Commission/ Sign Control Board</b>	<b>Term Expires</b>	<b>Desires Reappointment YES                  NO</b>	<b>Notes</b>
1. Isabel Aguilar	2021		1. Isabel Aguilar
2. Temika Whitfield	2021		2. Temika Whitfield
3. Lawrence Prothro	2021		3. Lawrence Prothro
4. Vacant	2020		4.
5. Angela Murphy	2020	✓	5.
1. <b>Alternate:</b> Taryn Walker	2020	✓	1.

<b>Property Standards &amp; Appeals Board</b>	<b>Term Expires</b>	<b>Desires Reappointment YES                  NO</b>	<b>Notes</b>
1. Cassondra Andrews	2021		1. Cassondra Andrews
2. Donna Lee	2021		2. Donna Lee
3. Sharonda Peppers	2021		3. Sharonda Peppers
4. Tedrick Woods	2020	✓	4.
5. Brenda Davis	2020	✓	5.
1. <b>Alternate:</b> Bridgette Levine	2020	✓	1.

<b>Zoning Board of Adjustment</b>	<b>Term Expires</b>	<b>Desires Reappointment YES                  NO</b>	<b>Notes</b>
1. Deborah Taylor	2021		1. Deborah Taylor
2. Sherri Williams	2021		2. Sherri Williams
3. Margaret Brooks	2021		3. Margaret Brooks
4. Syrinithnia Mann	2020	✓	4.
5. John G. Thomas	2020	✓	5.
1. <b>Alternate:</b> Darlene Webb	2020	✓	1.

**Note: Mayor appoints and City Council Confirms**

<b>Youth Advisory Committee</b>	<b>Term Expires</b>	<b>Desires Reappointment YES                  NO</b>	<b>Notes</b>
1. Vacant	2021		1.
2. Judith Osegueda	2020	✓	2.



# CITY OF LANCASTER

SHINING STAR OF TEXAS



November 11, 2020

Andy Mungenast

Lancaster, Texas 75146

Dear Board or Commission Member:

Our records indicate your current appointment will expire in December 2020. Please complete the information below to indicate if you are interested in being reappointed.

Andy Mungenast  
(Name)

Air Port Advisory Board  
(Board or Commission)

Desire reappointment



Do not wish to be reappointed



*(Please complete the enclosed application and return with this form to the address below or via fax or email)*

If you wish to apply for a different board, please indicate name of board or commission on the enclosed application with this form and return it to the address below or via fax.

[Signature]  
Signature

11-29-2020  
Date

Deadline to receive this form is December 1, 2020.

For more information, please call (972) 218-1310. Thank you for your service to the City of Lancaster.

Please mail form and application to:

Cynthia Smith, Deputy City Secretary  
City of Lancaster  
211 N. Henry St.  
P.O. Box 940  
Lancaster, TX 75146

Fax form or email application to:

(972) 275-0914  
[citysecretary@lancaster-tx.com](mailto:citysecretary@lancaster-tx.com)

For Office Use Only

Received by: RECEIVED DEC 02 2020

Date: \_\_\_\_\_

P.O. Box 940 | Lancaster | Texas | 75146 | 972.218.1310 | [www.lancaster-tx.com](http://www.lancaster-tx.com)





City of Lancaster, Texas  
Boards, Commissions and Committees  
Application

Name: Andy Mence DOB: [REDACTED] Date: 11-29-2020  
Address: [REDACTED] Zip: 75146  
Home Phone: [REDACTED] Cell Phone: [REDACTED]  
Email Address: [REDACTED] Length of residency: 33 yrs  
Occupation: College Professor

To be an effective member, you must be willing to attend and participate in all scheduled meetings.

Please list the Board/Commission/Committee you wish to serve on in order of preference.

1. Airport Advisory Board
2. \_\_\_\_\_
3. \_\_\_\_\_

You may attach any particular qualifications you feel would be beneficial in serving. (i.e. resume)

Have you previously served on any Lancaster board, commission, or committee? ☒ YES ☐ NO

Are you a registered voter? ☒ YES ☐ NO

Do you have any delinquent accounts (utility, property taxes, etc.) with the City? ☐ YES ☒ NO

### DISCLOSURE OF PERSONAL INFORMATION

I, \_\_\_\_\_, an applicant for, or an appointed official, for the City of Lancaster, Texas, elect to:

- ☒ ALLOW public access to my personal information  
☐ NOT ALLOW public access to my personal information

Note: Under the Public Information Act, a personal e-mail address or DOB is not public information and will not be released.

Signature: Andy Mence Date: 11-29-2020

Please return your completed application to the City Secretary's Office at 211 N. Henry St., or mail to P. O. Box 940, Lancaster, TX 75146 or fax to (972) 275-0914 or email at [citysecretary@lancaster-tx.com](mailto:citysecretary@lancaster-tx.com). If you have any questions, please feel free to give our office a call at 972.218.1310.

Applications are always welcome as vacancies may occur throughout the year.

#### \*Office Use Only\*

Received by: RECEIVED DEC 02 2020 Date: \_\_\_\_\_ Address verified: \_\_\_\_\_

Registered Voter verified: \_\_\_\_\_ Financial liability verified: \_\_\_\_\_

Interviewed by Council: \_\_\_\_\_ Appointed by Council: \_\_\_\_\_

Oath administered: \_\_\_\_\_ OMA /PIA Training completed: \_\_\_\_\_



# CITY OF LANCASTER

SHINING STAR OF TEXAS



November 11, 2020

Barbara J. Thomas

Lancaster, Texas 75146

Dear Board or Commission Member:

Our records indicate your current appointment will expire in December 2020. Please complete the information below to indicate if you are interested in being reappointed.

Barbara J Thomas  
(Name)

Air Port  
(Board or Commission)

Desire reappointment ☐

Do not wish to be reappointed ☒

*(Please complete the enclosed application and return with this form to the address below or via fax or email)*

If you wish to apply for a different board, please indicate name of board or commission on the enclosed application with this form and return it to the address below or via fax.

Barbara J Thomas  
Signature

Nov. 14, 2020  
Date

Deadline to receive this form is December 1, 2020.

For more information, please call (972) 218-1310. Thank you for your service to the City of Lancaster.

Please mail form and application to:

Cynthia Smith, Deputy City Secretary  
City of Lancaster  
211 N. Henry St.  
P.O. Box 940  
Lancaster, TX 75146

Fax form or email application to:

(972) 275-0914  
[citysecretary@lancaster-tx.com](mailto:citysecretary@lancaster-tx.com)

## For Office Use Only

Received by: RECEIVED DEC 21 2020

Date: \_\_\_\_\_

P. O. Box 940 | Lancaster | Texas | 75146 | 972.218.1310 | [www.lancaster-tx.com](http://www.lancaster-tx.com)





## Boards and Commissions 2020

### Verbal Confirmation



Dear Board or Commission Member:

Our records indicate your current appointment will expire in December 2020. Please complete the information below to indicate if you are interested in being reappointed.

**Kelecia Swoope**

**Airport Advisory**

(Name)

(Board or Commission)

Desire reappointment ☒

Do not wish to be reappointed ☐

*(Please complete the enclosed application and return with this form to the address below or via fax or email)*

If you wish to apply for a different board, please indicate name of board or commission on the enclosed application with this form and return it to the address below or via fax.

*recvd by Cynthia Smith, DCS for the 2020-2021 appointments*

Signature

Date

**Deadline to receive this form is January 25, 2021.**

**For more information, please call (972) 218-1310. Thank you for your service to the City of Lancaster.**

**Please mail form and application to:**

**Cynthia Smith, Deputy City Secretary  
City of Lancaster  
211 N. Henry St.  
P.O. Box 940  
Lancaster, TX 75146**

**Fax form or email application to:**

**(972) 275-0914  
[citysecretary@lancaster-tx.com](mailto:citysecretary@lancaster-tx.com)**

#### For Office Use Only

**Received by:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## Boards and Commissions 2020 Email Confirmation



Dear Board or Commission Member:

Our records indicate your current appointment will expire in December 2020. Please complete the information below to indicate if you are interested in being reappointed.

**Dr Eye**

**Animal Shelter**

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Board or Commission)

Desire reappointment ☐

Do not wish to be reappointed ☒

*(Please complete the enclosed application and return with this form to the address below or via fax or email)*

If you wish to apply for a different board, please indicate name of board or commission on the enclosed application with this form and return it to the address below or via fax.

*recvd by Cynthia Smith, DCS for the 2020-2021 appointments*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Deadline to receive this form is January 25, 2021.**

**For more information, please call (972) 218-1310. Thank you for your service to the City of Lancaster.**

**Please mail form and application to:**  
Cynthia Smith, Deputy City Secretary  
City of Lancaster  
211 N. Henry St.  
P.O. Box 940  
Lancaster, TX 75146

**Fax form or email application to:**  
(972) 275-0914  
[citysecretary@lancaster-tx.com](mailto:citysecretary@lancaster-tx.com)

### For Office Use Only

Received by: \_\_\_\_\_

Date: \_\_\_\_\_



City of Lancaster, Texas  
Boards, Commissions and Committees  
Application

Name: Todd McGehee DOB: [REDACTED] Date: 2/7/21  
Address: [REDACTED] Zip: 75150  
Home Phone: [REDACTED] Cell Phone: \_\_\_\_\_  
Email Address: [REDACTED] Length of residency: 30Yr  
Occupation: Lead Animal Control Officer

*To be an effective member, you must be willing to attend and participate in all scheduled meetings.*

Please list the Board/Commission/Committee you wish to serve on in order of preference.

1. Animal Advisory Board
2. \_\_\_\_\_
3. \_\_\_\_\_

*You may attach any particular qualifications you feel would be beneficial in serving. (i.e. resume)*

Have you previously served on any Lancaster board, commission, or committee? ☐ YES ☒ NO

Are you a registered voter? ☐ YES ☐ NO

Do you have any delinquent accounts (utility, property taxes, etc.) with the City? ☐ YES ☒ NO

**DISCLOSURE OF PERSONAL INFORMATION**

I, Todd McGehee, an applicant for, or an appointed official, for the City of Lancaster, Texas, elect to:

☐ ALLOW public access to my personal information  
☒ NOT ALLOW public access to my personal information

*Note: Under the Public Information Act, a personal e-mail address or DOB is not public information and will not be released.*

Signature: [Signature] Date: 2-7-21

Please return your completed application to the City Secretary's Office at 211 N. Henry St., or mail to P. O. Box 940, Lancaster, TX 75146 or fax to (972) 275-0914 or email at [citysecretary@lancaster-tx.com](mailto:citysecretary@lancaster-tx.com). If you have any questions, please feel free to give our office a call at 972.218.1310.

**Applications are always welcome as vacancies may occur throughout the year.**

**\*Office Use Only\***

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Address verified: \_\_\_\_\_  
Registered Voter verified: \_\_\_\_\_ Financial liability verified: \_\_\_\_\_  
Interviewed by Council: \_\_\_\_\_ Appointed by Council: \_\_\_\_\_  
Oath administered: \_\_\_\_\_ OMA /PIA Training completed: \_\_\_\_\_



# Board Application Form

Select the Board, Commission, or Committee applying for

Animal Shelter Advisory Committee

## Personal Information

First Name Miracle

Last Name Bennett

Address

City Lancaster

State TX

Zip 75146

Length of Residency 30 years

Home Phone Number

Email Address

Occupation Realtor

## Organization Membership Information

Have you ever served as a member of any Lancaster Boards, Commissions, or Committees?

No

If yes, which *Field not completed.*

Please list any particular qualifications you feel would be beneficial to serving on any particular board or commission.

I have been working in animal rescue since the 70's when my mother worked with the Garland Human Society, trapping/fostering/rescuing etc for multiple shelters, including Lancaster shelter.

Please Enter Basic Resume Information Below

Customer Service Rep, United Bank (now Regions) - early 90s  
Auto Finance rep - Arcadia Financial - mid 90s  
Office manager/FX assist - Creative Imagineering - late 90s/early 2000s  
Realtor- RE/MAX Preferred Associates 2004 to present

Disclosure of Personal Information

I DO NOT ALLOW public access to my personal information

To be an effective member of a Board or Commission, you must be willing to attend and participate in all scheduled meetings.



# CITY OF LANCASTER

SHINING STAR OF TEXAS



November 11, 2020

RECEIVED NOV 15 2020

Corey Womack

Lancaster, Texas 75146

Dear Board or Commission Member:

Our records indicate your current appointment will expire in December 2020. Please complete the information below to indicate if you are interested in being reappointed.

Corey Womack  
(Name)

FIRE AND POLICE CIVIL SERVICE Commission  
(Board or Commission)

Desire reappointment



Do not wish to be reappointed



(Please complete the enclosed application and return with this form to the address below or via fax or email)

If you wish to apply for a different board, please indicate name of board or commission on the enclosed application with this form and return it to the address below or via fax.

Corey Womack  
Signature

11-17-2020  
Date

Deadline to receive this form is December 1, 2020.

For more information, please call (972) 218-1310. Thank you for your service to the City of Lancaster.

Please mail form and application to:

Cynthia Smith, Deputy City Secretary  
City of Lancaster  
211 N. Henry St.  
P.O. Box 940  
Lancaster, TX 75146

Fax form or email application to:

(972) 275-0914  
[citysecretary@lancaster-tx.com](mailto:citysecretary@lancaster-tx.com)

## For Office Use Only

RECEIVED NOV 19 2020

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

P. O. Box 940 | Lancaster | Texas | 75146 | 972.218.1310 | [www.lancaster-tx.com](http://www.lancaster-tx.com)





City of Lancaster, Texas  
Boards, Commissions and Committees  
Application

RECEIVED NOV 15 2020

Name: Corey Womack DOB: [REDACTED] Date: 11-19-2020  
Address: [REDACTED] LANCASTER, TX Zip: 75146  
Home Phone: [REDACTED] Cell Phone: [REDACTED]  
Email Address: [REDACTED] Length of residency: 13 years  
Occupation: DALLAS FIRE RESCUE FIRE CAPTAIN -

To be an effective member, you must be willing to attend and participate in all scheduled meetings.

Please list the Board/Commission/Committee you wish to serve on in order of preference.

1. POLICE AND FIRE CIVIL SERVICE COMMISSION
2. \_\_\_\_\_
3. \_\_\_\_\_

You may attach any particular qualifications you feel would be beneficial in serving. (i.e. resume)

Have you previously served on any Lancaster board, commission, or committee? ☒ YES ☐ NO

Are you a registered voter? ☒ YES ☐ NO

Do you have any delinquent accounts (utility, property taxes, etc.) with the City? ☐ YES ☒ NO

### DISCLOSURE OF PERSONAL INFORMATION

I, Corey Womack, an applicant for, or an appointed official, for the City of Lancaster, Texas, elect to:

- ☐ ALLOW public access to my personal information  
☒ NOT ALLOW public access to my personal information

Note: Under the Public Information Act, a personal e-mail address or DOB is not public information and will not be released.

Signature: Corey Womack Date: 11-19-2020

Please return your completed application to the City Secretary's Office at 211 N. Henry St., or mail to P. O. Box 940, Lancaster, TX 75146 or fax to (972) 275-0914 or email at [citysecretary@lancaster-tx.com](mailto:citysecretary@lancaster-tx.com). If you have any questions, please feel free to give our office a call at 972.218.1310.

Applications are always welcome as vacancies may occur throughout the year.

RECEIVED NOV 19 2020 \*Office Use Only\*

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Address verified: \_\_\_\_\_

Registered Voter verified: \_\_\_\_\_ Financial liability verified: \_\_\_\_\_

Interviewed by Council: \_\_\_\_\_ Appointed by Council: \_\_\_\_\_

Oath administered: \_\_\_\_\_ OMA /PIA Training completed: \_\_\_\_\_



## Boards and Commissions 2020



Dear Board or Commission Member:

Our records indicate your current appointment will expire in December 2020. Please complete the information below to indicate if you are interested in being reappointed.

Dee Hinkle  
(Name)

Historic Landmark Preservation Committee  
(Board or Commission)

Desire reappointment ☒

Do not wish to be reappointed ☐

*(Please complete the enclosed application and return with this form to the address below or via fax or email)*

If you wish to apply for a different board, please indicate name of board or commission on the enclosed application with this form and return it to the address below or via fax.

Dee Hinkle  
Signature

11-23-2020  
Date

**Deadline to receive this form is December 1, 2020.**

**For more information, please call (972) 218-1310. Thank you for your service to the City of Lancaster.**

**Please mail form and application to:**  
**Cynthia Smith, Deputy City Secretary**  
**City of Lancaster**  
**211 N. Henry St.**  
**P.O. Box 940**  
**Lancaster, TX 75146**

**Fax form or email application to:**  
**(972) 275-0914**  
**[citysecretary@lancaster-tx.com](mailto:citysecretary@lancaster-tx.com)**

### For Office Use Only

**Received by:** \_\_\_\_\_

**Date:** \_\_\_\_\_



City of Lancaster, Texas  
Boards, Commissions and Committees  
Application

Name: Dee Hinkle DOB: [REDACTED] Date: Nov.23,2020  
Address: [REDACTED] Zip: 75146  
Home Phone: none Cell Phone: [REDACTED]  
Email Address: [REDACTED] Length of residency: 19 years  
Occupation: retired

*To be an effective member, you must be willing to attend and participate in all scheduled meetings.*

Please list the Board/Commission/Committee you wish to serve on in order of preference.

1. Historic Landmark Preservation
2.
3.

*You may attach any particular qualifications you feel would be beneficial in serving. (i.e. resume)*

Have you previously served on any Lancaster board, commission, or committee? ☒ YES ☐ NO

Are you a registered voter? ☒ YES ☐ NO

Do you have any delinquent accounts (utility, property taxes, etc.) with the City? ☐ YES ☒ NO

**DISCLOSURE OF PERSONAL INFORMATION**

I, Dee Hinkle, an applicant for, or an appointed official, for the City of Lancaster, Texas, elect to:

- ☒ ALLOW public access to my personal information  
☐ NOT ALLOW public access to my personal information

*Note: Under the Public Information Act a personal e-mail address or DOB is not public information and will not be released.*

Signature: *Dee Hinkle* Date: November 23,2020

Please return your completed application to the City Secretary's Office at 211 N. Henry St., or mail to P. O. Box 940, Lancaster, TX 75146 or fax to (972) 275-0914 or email at [citysecretary@lancaster-tx.com](mailto:citysecretary@lancaster-tx.com). If you have any questions, please feel free to give our office a call at 972.218.1310.

**Applications are always welcome as vacancies may occur throughout the year.**

**\*Office Use Only\***

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Address verified: \_\_\_\_\_  
Registered Voter verified: \_\_\_\_\_ Financial liability verified: \_\_\_\_\_  
Interviewed by Council: \_\_\_\_\_ Appointed by Council: \_\_\_\_\_  
Oath administered: \_\_\_\_\_ OMA /PIA Training completed: \_\_\_\_\_

# Dee Hinkle

Innovative, versatile manager with a broad range of experience in publishing including event coordination, advertising, marketing, sales, and public relations. Superior organizational and creative skills with a knack for training and motivating personnel. Proven creative and administrative record in both new and established companies.

## Competencies

- Conference Coordinator, Materials Coordinator, and Sales Assistant for textbook publishing company's representatives. Responsible for all aspects of events including reserving the venue, caterers selection, set up, and presentation at event sites. In addition to ordering all the materials needed for sales samples, trainings, presentations, and conferences. Created handouts, power point presentation, flyers, and invitations for presentations and trainings.
- Established track record in trouble-shooting while developing more efficient protocols and production schedules.
- Developed office management systems for new publishing company, including employee incentives and training and, as second in command, supervised office staff of 30 production artists, salespeople and administrative staff.
- Implemented advertising campaigns from original concept, through concept and design involving art direction, typography, and printing for a variety of companies.

## Accomplishments

- Coordinated marketing and commercial sales department for an advertising publishing company, involving targeting market areas, expanding existing markets, developing new product lines, coordinating systems and procedures, and managing all facets of the in house sales department.
- Coordinated the editorial, photography and advertising sales for major Chamber of Commerce publications as a Publication Coordinator/Sales Executive for one of the country's leading Chamber publication companies.
- Directed new sales department, closing jobs ahead of projected profit margins and recording overall monthly profits.
- Campaign Manager for the Re-Election of Lancaster's Past Mayor Joe Tillotson, Past School Board Member Marjorie King, and City Council member Carol Strain-Burk, and Past City Council Member Susan Anderson.
- Took a leadership role on the Mills Branch Initiative Task Force. Initiated meetings with City Council, neighborhood groups and community leaders. Facilitated citizens attendance and speaking in support of this project at Planning and Zoning Commissioners, and City Council meetings.
- Event Committee Chairman for the Southern Dallas County Summit on Building Sustainable Communities. Appointed the sub committee chairpersons and coordinated with them all aspects of this event. I was specifically responsible for the daytime portion of the conference.
- One of three Show Managers of the Cat Fanciers' Association International Show, held in Fort Worth, Texas. Responsible for locating and reserving the show facilities, hospitality for twelve judges, twenty four stewards, twelve ring clerks, two master clerks, fifty vendors, and show personnel of twenty two volunteers. This included scheduling hotels, meals, local entertainment, advertising, public relations, show entries, and gate for a three day event.

## Skills

- Proficient in Microsoft Excel creating formulas that can be used in spread sheets inventory control, and data logs.
- Proficient in Microsoft Word and Publisher creating ads, flyers, brochures, training booklets, etc.
- Proficient in Microsoft Power Point creating product presentations and training sessions.
- Skilled in creating vector graphics used in print and web site.





## Experience

- 2015-2018** National Geographic Learning | Cengage Learning, Texas Consultant coordinating teacher trainings, sales presentations and conferences.
- 2004-2015** Learning Links Tx, The north central Texas sales representative for National Geographic Learning | Cengage Learning  
*Sales Assistant*  
Coordinating ordering of all samples and display materials needed for conferences, presentations, sales, and trainings. Set up conference display and training rooms. Designed and produced flyers, brochures, special event invitations, handouts, and programs.
- 1999-2003** Village Profile Publications, Inc., Elgin, Illinois  
*Publication Coordinator*
- 1998-1999** Lawton Publications, Inc., Seattle, Washington  
*Sales Executive*
- 1995-1998** Mosher-Adams Publisher, Inc., Oklahoma City, Oklahoma  
*Director of In House Sales*

## Education

- Texas Christian University, Fort Worth, Texas.
- Vernon Court Junior College, Newport, Rhode Island

## Affiliations/Honors

- Committee Member City of Lancaster: Historic Landmark Preservation Board (2004-2020), elected Chairman 2008, 2009, 2010, 2011, 2014, elected Vice chairman 2015, 2016, 2017, 2018, 2019.
- Lancaster Historical Society: President (2020-21), Vice President (2006-2010)
- The City of Lancaster 4-B Board of Directors Member (2001-2003)
- Operation Clean Sweep Southern Dallas County-Board of Directors, Vice-Chairman (2001-04), implemented the instructional format for the Summit on Sustainable Living
- Ambassador of the Year 2001 DeSoto Chamber of Commerce
- Graduate of Leadership Southwest
- Advertising Club of Fort Worth: Winner of three "Addy" award
- Member of Mills Branch Planning Committee
- Attended the National Alliance Of Historic Preservation Conference
- Have attended numerous seminars on Historic Preservation and home remodeling (approximately 64 hours)
- Have owned and remodeled 4 homes in Historic Districts.

Dee  
Hinkle

References

Ellie Haiek, Ph.D.

Dallas, TX 75208

Barbara Mathews, Ph.D.

Dallas, TX 75225

Carol Strain-Burk

Lancaster, TX 75146

Carolyn Miller

Lancaster, TX 75146





## Boards and Commissions 2020



Dear Board or Commission Member:

Our records indicate your current appointment will expire in December 2020. Please complete the information below to indicate if you are interested in being reappointed.

Patricia Siegfried-Giles  
(Name)

HLPC  
(Board or Commission)

Desire reappointment



Do not wish to be reappointed



*(Please complete the enclosed application and return with this form to the address below or via fax or email)*

If you wish to apply for a different board, please indicate name of board or commission on the enclosed application with this form and return it to the address below or via fax.

Patricia Siegfried-Giles  
Signature

Nov. 12, 2020  
Date

**Deadline to receive this form is December 1, 2020.**

**For more information, please call (972) 218-1310. Thank you for your service to the City of Lancaster.**

**Please mail form and application to:**

Cynthia Smith, Deputy City Secretary  
City of Lancaster  
211 N. Henry St.  
P.O. Box 940  
Lancaster, TX 75146

**Fax form or email application to:**

(972) 275-0914  
[citysecretary@lancaster-tx.com](mailto:citysecretary@lancaster-tx.com)

**For Office Use Only**

**RECEIVED NOV 18 2020**

**Received by:** \_\_\_\_\_

**Date:** \_\_\_\_\_



City of Lancaster, Texas  
Boards, Commissions and Committees  
Application

Name: Patricia Siegfried-Giles DOB: [REDACTED] Date: 11.12.20  
Address: [REDACTED] Zip: 75146  
Home Phone: [REDACTED] Cell Phone: NA  
Email Address: [REDACTED] Length of residency: 47 yrs.  
Occupation: Designer/Artist semi-retired

To be an effective member, you must be willing to attend and participate in all scheduled meetings.

Please list the Board/Commission/Committee you wish to serve on in order of preference.

1. Historic Landmark Preservation Committee
2. \_\_\_\_\_
3. \_\_\_\_\_

Yes You may attach any particular qualifications you feel would be beneficial in serving. (i.e. resume)

Have you previously served on any Lancaster board, commission, or committee? ☒ YES ☐ NO

Are you a registered voter? ☒ YES ☐ NO

Do you have any delinquent accounts (utility, property taxes, etc.) with the City? ☐ YES ☒ NO

**DISCLOSURE OF PERSONAL INFORMATION**

I, Patricia Siegfried-Giles, an applicant for, or an appointed official, for the City of Lancaster, Texas, elect to:

☒ ALLOW public access to my personal information  
☐ NOT ALLOW public access to my personal information

Note: Under the Public Information Act, a personal e-mail address or DOB is not public information and will not be released.

Signature: Patricia Siegfried-Giles Date: 11.12.20

Please return your completed application to the City Secretary's Office at 211 N. Henry St., or mail to P. O. Box 940, Lancaster, TX 75146 or fax to (972) 275-0914 or email at [citysecretary@lancaster-tx.com](mailto:citysecretary@lancaster-tx.com). If you have any questions, please feel free to give our office a call at 972.218.1310.

Applications are always welcome as vacancies may occur throughout the year.

**\*Office Use Only\***

Received by: RECEIVED NOV 18 2020 Date: \_\_\_\_\_ Address verified: \_\_\_\_\_

Registered Voter verified: \_\_\_\_\_ Financial liability verified: \_\_\_\_\_

Interviewed by Council: \_\_\_\_\_ Appointed by Council: \_\_\_\_\_

Oath administered: \_\_\_\_\_ OMA /PIA Training completed: \_\_\_\_\_

# **Resume for 2020 Historic Landmark Preservation Committee**

## **Patricia Siegfried-Giles**

---

### **PERSONAL:**

Husband, Jer Giles: Artist – Designer

### **EDUCATION:**

- Bachelor of Arts Speech and Drama, University of North Texas 1970
- Double Minor History and English

### **PROFESSIONAL:**

- Self-employed Designer/Artist 1987 to Present, JerGiles Artwalls Murals & More
- Agency Director Dallas Taping for the Blind 1982-1987 a United Way agency: 3 paid staff over 120 volunteers, read books on tape that were transferred to cassettes
- Scenic Artist 1977-1982

### **VOLUNTEER ACTIVITIES CITY OF LANCASTER:**

- Historic Landmark Preservation Committee, Vice Chair 2020 (first appointment 1993-2006, reappointed 2012-2014, last appointment 2015 to present)
- Lifetime Achievement Award Lancaster Martin Luther King Jr. Foundation 2018
- The Volunteer for the Texas State Auxiliary Museum In Lancaster Sept 2013 – June 2014
- US Representative Helen Giddings Volunteer of the Month Selection Committee 2012
- Graduate Lancaster Civic Leadership Academy 2010
- Graduate Lancaster Citizens Public Safety Academy 2010
- Pleasant Run Chapter National Society Daughters of the American Revolution; member 1994, Regent 1998-2000, Vice Regent 1996-1998
- Lancaster Shakespeare Club; member 1977-2005, President 75th Anniversary 1984-1986

### **QUALIFICATIONS FOR HLPC: quotations are taken from City Descriptions for Service on HLPC Committee**

*"... expertise in architecture, planning, landscape architecture, interior architecture..."*

- Over 30 years as a professional in the decorative arts working with designers and builders in various building and remodeling projects throughout North Texas and the US
- Knowledgeable in the relationship between architecture's influence on the quality of life

*"... representative from the Lancaster Historical Society"*

- Member since 1974; various committees, Board of Directors 2012-2018, President 2006-2008
- Intensive institutional knowledge of Lancaster's history and its workings
- Go-to person for city's history, Public Speaker various city events and festivals

*"...must have knowledge and experience in the history, art, or architecture of Lancaster."*

- Volunteer Administrator/Docent/Tour Guide for Lancaster State Auxiliary Museum
- Continuing activities preserving, educating and protecting Lancaster's history
- Presenter of various programs about Lancaster's history
- Member HLPC when Guidelines were written after 1994 tornado

### **VOLUNTEER ACTIVITIES LANCASTER HISTORICAL SOCIETY:**

- Lancaster Historical Society; member 1974, various elected and appointed positions
- Author/Producer/Director Lancaster History Puppet Show – toured Elementary Schools and one performance Town Square Celebration
- Author of two chapters Lancaster History Book published 1976

### **Need More Information?**

Patricia Siegfried-Giles

Lancaster Texas



## Boards and Commissions 2020



Dear Board or Commission Member:

Our records indicate your current appointment will expire in December 2020. Please complete the information below to indicate if you are interested in being reappointed.

PAUL LAURENS WISEMAN  
(Name)

HISTORIC LANDMARK PRESERVATION COMMITTEE  
(Board or Commission)

Desire reappointment

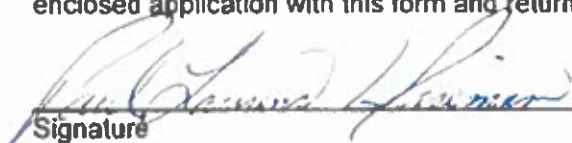


Do not wish to be reappointed



*(Please complete the enclosed application and return with this form to the address below or via fax or email)*

If you wish to apply for a different board, please indicate name of board or commission on the enclosed application with this form and return it to the address below or via fax.

  
Signature

NOVEMBER 18, 2020  
Date

Deadline to receive this form is December 1, 2020.

For more information, please call (972) 218-1310. Thank you for your service to the City of Lancaster.

Please mail form and application to:

Cynthia Smith, Deputy City Secretary  
City of Lancaster  
211 N. Henry St.  
P.O. Box 940  
Lancaster, TX 75146

Fax form or email application to:

(972) 275-0914  
[citysecretary@lancaster-tx.com](mailto:citysecretary@lancaster-tx.com)

For Office Use Only

Received by: \_\_\_\_\_

Date: \_\_\_\_\_



**City of Lancaster, Texas**  
**Boards, Commissions and Committees**  
**Application**

Name: PAUL LAURENS WISEMAN DOB: [REDACTED] Date: 11/18/2020  
Address: [REDACTED] Zip: 75146  
Home Phone: [REDACTED] Cell Phone: [REDACTED]  
Email Address: [REDACTED] Length of residency: 5 years  
Occupation: Realtor

*To be an effective member, you must be willing to attend and participate in all scheduled meetings.*

Please list the Board/Commission/Committee you wish to serve on in order of preference.

1. HISTORIC LANDMARK PRESERVATION COMMITTEE
2. PLANNING & ZONING
3.

*You may attach any particular qualifications you feel would be beneficial in serving. (I.e. resume)*

Have you previously served on any Lancaster board, commission, or committee? ☒ YES ☐ NO

Are you a registered voter? ☒ YES ☐ NO

Do you have any delinquent accounts (utility, property taxes, etc.) with the City? ☐ YES ☒ NO

**DISCLOSURE OF PERSONAL INFORMATION**

I, PAUL LAURENS WISEMAN, an applicant for, or an appointed official, for the City of Lancaster, Texas, elect to:

- ☐ ALLOW public access to my personal information  
☒ NOT ALLOW public access to my personal information

*Note: Under the Public Information Act, a personal e-mail address or DOB is not public information and will not be released.*

Signature:  Date: November 18, 2020

Please return your completed application to the City Secretary's Office at 211 N. Henry St., or mail to P. O. Box 940, Lancaster, TX 75146 or fax to (972) 275-0914 or email at [citysecretary@lancaster-tx.com](mailto:citysecretary@lancaster-tx.com) If you have any questions, please feel free to give our office a call at 972.218.1310.

**Applications are always welcome as vacancies may occur throughout the year.**

**\*Office Use Only\***

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Address verified: \_\_\_\_\_  
Registered Voter verified: \_\_\_\_\_ Financial liability verified: \_\_\_\_\_  
Interviewed by Council: \_\_\_\_\_ Appointed by Council: \_\_\_\_\_  
Oath administered: \_\_\_\_\_ OMA /PIA Training completed: \_\_\_\_\_



# CITY OF LANCASTER

SHINING STAR OF TEXAS



November 11, 2020

Ellen Clark

Lancaster, Texas 75146

RECEIVED NOV 18 2020

Dear Board or Commission Member:

Our records indicate your current appointment will expire in December 2020. Please complete the information below to indicate if you are interested in being reappointed.

Ellen Clark  
(Name)

Ec Development  
(Board or Commission)

Desire reappointment



Do not wish to be reappointed



*(Please complete the enclosed application and return with this form to the address below or via fax or email)*

If you wish to apply for a different board, please indicate name of board or commission on the enclosed application with this form and return it to the address below or via fax.

Signature

Date

Deadline to receive this form is December 1, 2020.

For more information, please call (972) 218-1310. Thank you for your service to the City of Lancaster.

Please mail form and application to:

Cynthia Smith, Deputy City Secretary  
City of Lancaster  
211 N. Henry St.  
P.O. Box 940  
Lancaster, TX 75146

Fax form or email application to:

(972) 275-0914  
[citysecretary@lancaster-tx.com](mailto:citysecretary@lancaster-tx.com)

## For Office Use Only

Received by: RECEIVED NOV 18 2020

Date: \_\_\_\_\_

P. O. Box 940 | Lancaster | Texas | 75146 | 972.218.1310 | [www.lancaster-tx.com](http://www.lancaster-tx.com)







City of Lancaster, Texas  
Boards, Commissions and Committees  
Application

RECEIVED NOV 18 2020

Name: Ellen Clark DOB: [REDACTED] Date: 11-18-20  
Address: [REDACTED] Zip: [REDACTED]  
Home Phone: [REDACTED] Cell Phone: [REDACTED]  
Email Address: [REDACTED] Length of residency: [REDACTED]  
Occupation: Real Estate Broker

To be an effective member, you must be willing to attend and participate in all scheduled meetings.

Please list the Board/Commission/Committee you wish to serve on in order of preference.

1. Economic Development
2. P&Z verbal to remove (S)
3. [REDACTED]

You may attach any particular qualifications you feel would be beneficial in serving. (i.e. resume)

Have you previously served on any Lancaster board, commission, or committee? ☒ YES ☐ NO

Are you a registered voter? ☒ YES ☐ NO

Do you have any delinquent accounts (utility, property taxes, etc.) with the City? ☐ YES ☒ NO

**DISCLOSURE OF PERSONAL INFORMATION**

I, Ellen Clark, an applicant for, or an appointed official, for the City of Lancaster, Texas, elect to:

☒ ALLOW public access to my personal information  
☐ NOT ALLOW public access to my personal information

Note: Under the Public Information Act, a personal e-mail address or DOB is not public information and will not be released.

Signature: Ellen Clark Date: 11-18-20

Please return your completed application to the City Secretary's Office at 211 N. Henry St., or mail to P. O. Box 940, Lancaster, TX 75146 or fax to (972) 275-0914 or email at [citysecretary@lancaster-tx.com](mailto:citysecretary@lancaster-tx.com). If you have any questions, please feel free to give our office a call at 972.218.1310.

Applications are always welcome as vacancies may occur throughout the year.

RECEIVED NOV 18 2020 \*Office Use Only\*

Received by: [REDACTED] Date: [REDACTED] Address verified: [REDACTED]

Registered Voter verified: [REDACTED] Financial liability verified: [REDACTED]

Interviewed by Council: [REDACTED] Appointed by Council: [REDACTED]

Oath administered: [REDACTED] OMA /PIA Training completed: [REDACTED]



# CITY OF LANCASTER

SHINING STAR OF TEXAS

November 11, 2020

RECEIVED NOV 11 2020



Ted Burk

Dear Board or Commission Member:

Our records indicate your current appointment will expire in December 2020. Please complete the information below to indicate if you are interested in being reappointed.

Ted Burk  
(Name)

L.E.D.C.  
(Board or Commission)

Desire reappointment ☒

Do not wish to be reappointed ☐

*(Please complete the enclosed application and return with this form to the address below or via fax or email)*

If you wish to apply for a different board, please indicate name of board or commission on the enclosed application with this form and return it to the address below or via fax.

Ted Burk  
Signature

11-16-2020  
Date

Deadline to receive this form is December 1, 2020.

For more information, please call (972) 218-1310. Thank you for your service to the City of Lancaster.

Please mail form and application to:

Cynthia Smith, Deputy City Secretary  
City of Lancaster  
211 N. Henry St.  
P.O. Box 940  
Lancaster, TX 75146

Fax form or email application to:

(972) 275-0914  
[citysecretary@lancaster-tx.com](mailto:citysecretary@lancaster-tx.com)

### For Office Use Only

Received by: RECEIVED NOV 17 2020

Date: 5

P. O. Box 940 | Lancaster | Texas | 75146 | 972.218.1310 | [www.lancaster-tx.com](http://www.lancaster-tx.com)







City of Lancaster, Texas  
Boards, Commissions and Committees **RECEIVED NOV 1 2020**  
Application

Name: Ted Burk DOB: [redacted] Date: 11/16/2020  
Address: [redacted] Zip: 75146  
[redacted] Cell Phone: [redacted]  
Email Address: [redacted] Length of residency: 4 1/2 years

Occupation: Retired - SR V.P. Greyhound Lines - Corp Development  
Real estate, food service, purchasing, design/construction, Bolt Bus 49yr  
To be an effective member, you must be willing to attend and participate in all scheduled meetings.  
Current President L.E.D.C. Attended all meetings.

Please list the Board/Commission/Committee you wish to serve on in order of preference.

1. L.E.D.C.
2. \_\_\_\_\_
3. \_\_\_\_\_

You may attach any particular qualifications you feel would be beneficial in serving. (i.e. resume)

Have you previously served on any Lancaster board, commission, or committee? ☒ YES ☐ NO  
Are you a registered voter? ☒ YES ☐ NO  
Do you have any delinquent accounts (utility, property taxes, etc.) with the City? ☐ YES ☒ NO

### DISCLOSURE OF PERSONAL INFORMATION

I, Ted Burk, an applicant for, or an appointed official, for the City of Lancaster, Texas, elect to:

☒ ALLOW public access to my personal information  
☐ NOT ALLOW public access to my personal information

Note: Under the Public Information Act, a personal e-mail address or DOB is not public information and will not be released.

Signature: Ted Burk Date: 11-16-2020

Please return your completed application to the City Secretary's Office at 211 N. Henry St., or mail to P. O. Box 940, Lancaster, TX 75146 or fax to (972) 275-0914 or email at [citysecretary@lancaster-tx.com](mailto:citysecretary@lancaster-tx.com). If you have any questions, please feel free to give our office a call at 972.218.1310.

Applications are always welcome as vacancies may occur throughout the year.

*Office Use Only*	
Received by: <u>RECEIVED NOV 17 2020</u>	Date: <u>✓</u> Address verified: _____
Registered Voter verified: _____	Financial liability verified: _____
Interviewed by Council: _____	Appointed by Council: _____
Oath administered: _____	OMA /PIA Training completed: _____



## Boards and Commissions 2020



Dear Board or Commission Member:

Our records indicate your current appointment will expire in December 2020. Please complete the information below to indicate if you are interested in being reappointed.

Octavio Ruelas Giraldo  
(Name)

Economic Development Board  
(Board or Commission)

Desire reappointment ☒

Do not wish to be reappointed ☐

*(Please complete the enclosed application and return with this form to the address below or via fax or email)*

If you wish to apply for a different board, please indicate name of board or commission on the enclosed application with this form and return it to the address below or via fax.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Deadline to receive this form is December 1, 2020.

For more information, please call (972) 218-1310. Thank you for your service to the City of Lancaster.

Please mail form and application to:

Cynthia Smith, Deputy City Secretary  
City of Lancaster  
211 N. Henry St.  
P.O. Box 940  
Lancaster, TX 75146

Fax form or email application to:

(972) 275-0914  
[citysecretary@lancaster-tx.com](mailto:citysecretary@lancaster-tx.com)

### For Office Use Only

Received by: \_\_\_\_\_

Date: \_\_\_\_\_



## City of Lancaster, Texas Boards, Commissions and Committees Application

Name: Octavia Giadolor DOB: [REDACTED] Date: 11/11/2020  
Address: [REDACTED] Zip: 75146  
Home Phone: [REDACTED] Cell Phone: [REDACTED]  
Email Address: [REDACTED] Length of residency: 12 years  
Occupation: Business Services Manager

*To be an effective member, you must be willing to attend and participate in all scheduled meetings.*

Please list the Board/Commission/Committee you wish to serve on in order of preference.

1. Economic Development Board
2. ~~Library Advisory Board~~
3. ~~Capital Improvement Advisory Committee~~

*verbal to  
remove (a)*

*You may attach any particular qualifications you feel would be beneficial in serving. (i.e. resume)*

Have you previously served on any Lancaster board, commission, or committee? ☒ YES ☐ NO

Are you a registered voter? ☒ YES ☐ NO

Do you have any delinquent accounts (utility, property taxes, etc.) with the City? ☐ YES ☒ NO

### DISCLOSURE OF PERSONAL INFORMATION

I, Octavia Giadolor, an applicant for, or an appointed official, for the City of Lancaster, Texas, elect to:

- ☒ ALLOW public access to my personal information  
☐ NOT ALLOW public access to my personal information

*Note: Under the Public Information Act, a personal e-mail address or DOB is not public information and will not be released.*

Signature: *Octavia Giadolor* Date: 11/11/2020

Please return your completed application to the City Secretary's Office at 211 N. Henry St., or mail to P. O. Box 940, Lancaster, TX 75146 or fax to (972) 275-0914 or email at [citysecretary@lancaster-tx.com](mailto:citysecretary@lancaster-tx.com). If you have any questions, please feel free to give our office a call at 972.218.1310.

**Applications are always welcome as vacancies may occur throughout the year.**

#### \*Office Use Only\*

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Address verified: \_\_\_\_\_

Registered Voter verified: \_\_\_\_\_ Financial liability verified: \_\_\_\_\_

Interviewed by Council: \_\_\_\_\_ Appointed by Council: \_\_\_\_\_

Oath administered: \_\_\_\_\_ OMA /PIA Training completed: \_\_\_\_\_



## Boards and Commissions 2020

### Verbal Confirmation



Dear Board or Commission Member:

Our records indicate your current appointment will expire in December 2020. Please complete the information below to indicate if you are interested in being reappointed.

**Kyshia Gibbons**

\_\_\_\_\_  
(Name)

**Library Advisory**

\_\_\_\_\_  
(Board or Commission)

Desire reappointment ☒

Do not wish to be reappointed ☐

*(Please complete the enclosed application and return with this form to the address below or via fax or email)*

If you wish to apply for a different board, please indicate name of board or commission on the enclosed application with this form and return it to the address below or via fax.

*recvd by Cynthia Smith, DCS for the 2020-2021 appointments*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Deadline to receive this form is January 25, 2021.**

**For more information, please call (972) 218-1310. Thank you for your service to the City of Lancaster.**

**Please mail form and application to:**

**Cynthia Smith, Deputy City Secretary  
City of Lancaster  
211 N. Henry St.  
P.O. Box 940  
Lancaster, TX 75146**

**Fax form or email application to:**

**(972) 275-0914  
[citysecretary@lancaster-tx.com](mailto:citysecretary@lancaster-tx.com)**

**For Office Use Only**

**Received by: \_\_\_\_\_**

**Date: \_\_\_\_\_**



## Boards and Commissions 2020 Verbal Confirmation



Dear Board or Commission Member:

Our records indicate your current appointment will expire in December 2020. Please complete the information below to indicate if you are interested in being reappointed.

**Marchal Adams**

**Library Advisory**

(Name)

(Board or Commission)

Desire reappointment ☐

Do not wish to be reappointed ☒

*(Please complete the enclosed application and return with this form to the address below or via fax or email)*

If you wish to apply for a different board, please indicate name of board or commission on the enclosed application with this form and return it to the address below or via fax.

*recvd by Cynthia Smith, DCS for the 2020-2021 appointments*

Signature

Date

**Deadline to receive this form is January 25, 2021.**

**For more information, please call (972) 218-1310. Thank you for your service to the City of Lancaster.**

**Please mail form and application to:**

**Cynthia Smith, Deputy City Secretary  
City of Lancaster  
211 N. Henry St.  
P.O. Box 940  
Lancaster, TX 75146**

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**(972) 275-0914  
[citysecretary@lancaster-tx.com](mailto:citysecretary@lancaster-tx.com)**

### For Office Use Only

Received by: \_\_\_\_\_

Date: \_\_\_\_\_



## Boards and Commissions 2020



Dear Board or Commission Member:

Our records indicate your current appointment will expire in December 2020. Please complete the information below to indicate if you are interested in being reappointed.

Clara Butler

(Name)

Museum Board

(Board or Commission)

Desire reappointment



Do not wish to be reappointed



*(Please complete the enclosed application and return with this form to the address below or via fax or email)*

If you wish to apply for a different board, please indicate name of board or commission on the enclosed application with this form and return it to the address below or via fax.

verbal intent 12/29/20 by csmith

Signature

Date

Deadline to receive this form is December 31, 2020.

For more information, please call (972) 218-1310. Thank you for your service to the City of Lancaster.

Please mail form and application to:

Cynthia Smith, Deputy City Secretary  
City of Lancaster  
211 N. Henry St.  
P.O. Box 940  
Lancaster, TX 75146

Fax form or email application to:

(972) 275-0914  
[citysecretary@lancaster-tx.com](mailto:citysecretary@lancaster-tx.com)

RECEIVED DEC 29 2020

For Office Use Only

Received by: \_\_\_\_\_

Date: \_\_\_\_\_





## Boards and Commissions 2020

### Verbal Confirmation



Dear Board or Commission Member:

Our records indicate your current appointment will expire in December 2020. Please complete the information below to indicate if you are interested in being reappointed.

**Rachel Green**

**Museum Advisory**

(Name)

(Board or Commission)

Desire reappointment ☐

Do not wish to be reappointed ☒

*(Please complete the enclosed application and return with this form to the address below or via fax or email)*

If you wish to apply for a different board, please indicate name of board or commission on the enclosed application with this form and return it to the address below or via fax.

*recvd by Cynthia Smith, DCS for the 2020-2021 appointments*

Signature

Date

**Deadline to receive this form is January 25, 2021.**

**For more information, please call (972) 218-1310. Thank you for your service to the City of Lancaster.**

**Please mail form and application to:**

**Cynthia Smith, Deputy City Secretary  
City of Lancaster  
211 N. Henry St.  
P.O. Box 940  
Lancaster, TX 75146**

**Fax form or email application to:**

**(972) 275-0914  
[citysecretary@lancaster-tx.com](mailto:citysecretary@lancaster-tx.com)**

#### For Office Use Only

Received by: \_\_\_\_\_

Date: \_\_\_\_\_



# CITY OF LANCASTER

SHINING STAR OF TEXAS



November 11, 2020

Wynter M. Dalton

Lancaster, Texas 75134

Dear Board or Commission Member:

Our records indicate your current appointment will expire in December 2020. Please complete the information below to indicate if you are interested in being reappointed.

Wynter Dalton  
(Name)

Museum Advisory Board  
(Board or Commission)

Desire reappointment



Do not wish to be reappointed



(Please complete the enclosed application and return with this form to the address below or via fax or email)

If you wish to apply for a different board, please indicate name of board or commission on the enclosed application with this form and return it to the address below or via fax.

Signature

Date

12/1/2020

Deadline to receive this form is December 1, 2020.

For more information, please call (972) 218-1310. Thank you for your service to the City of Lancaster.

Please mail form and application to:

Cynthia Smith, Deputy City Secretary  
City of Lancaster  
211 N. Henry St.  
P.O. Box 940  
Lancaster, TX 75146

Fax form or email application to:

(972) 275-0914  
[citysecretary@lancaster-tx.com](mailto:citysecretary@lancaster-tx.com)

For Office Use Only

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

P.O. Box 940 | Lancaster | Texas | 75146 | 972.218.1310 | [www.lancaster-tx.com](http://www.lancaster-tx.com)







City of Lancaster, Texas  
Boards, Commissions and Committees  
Application

Name: Wynter Dalton DOB: [REDACTED] Date: 10/1/2020  
Address: [REDACTED] Zip: 75134  
Home Phone: [REDACTED] Cell Phone: Same  
Email Address: [REDACTED] Length of residency: 9 mo.  
Occupation: self employed

To be an effective member, you must be willing to attend and participate in all scheduled meetings.

Please list the Board/Commission/Committee you wish to serve on in order of preference.

1. Museum Advisory
2. Parks and Recreation Advisory verbal to remae
3. \_\_\_\_\_

You may attach any particular qualifications you feel would be beneficial in serving. (i.e. resume)

Have you previously served on any Lancaster board, commission, or committee? ☒ YES ☐ NO

Are you a registered voter? ☒ YES ☐ NO

Do you have any delinquent accounts (utility, property taxes, etc.) with the City? ☐ YES ☒ NO

**DISCLOSURE OF PERSONAL INFORMATION**

I, Wynter m. Dalton, an applicant for, or an appointed official, for the City of Lancaster, Texas, elect to:

- ☐ ALLOW public access to my personal information  
☒ NOT ALLOW public access to my personal information

Note: Under the Public Information Act, a personal e-mail address or DOB is not public information and will not be released.

Signature: [Signature] Date: 10/1/2020

Please return your completed application to the City Secretary's Office at 211 N. Henry St., or mail to P. O. Box 940, Lancaster, TX 75146 or fax to (972) 275-0914 or email at [citysecretary@lancaster-tx.com](mailto:citysecretary@lancaster-tx.com). If you have any questions, please feel free to give our office a call at 972.218.1310.

Applications are always welcome as vacancies may occur throughout the year.

**\*Office Use Only\***

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Address verified: \_\_\_\_\_

Registered Voter verified: \_\_\_\_\_ Financial liability verified: \_\_\_\_\_

Interviewed by Council: \_\_\_\_\_ Appointed by Council: \_\_\_\_\_

Oath administered: \_\_\_\_\_ OMA /PIA Training completed: \_\_\_\_\_



## Boards and Commissions 2020

### Verbal Confirmation



Dear Board or Commission Member:

Our records indicate your current appointment will expire in December 2020. Please complete the information below to indicate if you are interested in being reappointed.

**Petra Covington**

**Parks and Recreation**

(Name)

(Board or Commission)

Desire reappointment ☐

Do not wish to be reappointed ☒

*(Please complete the enclosed application and return with this form to the address below or via fax or email)*

If you wish to apply for a different board, please indicate name of board or commission on the enclosed application with this form and return it to the address below or via fax.

*recvd by Cynthia Smith, DCS for the 2020-2021 appointments*

Signature

Date

**Deadline to receive this form is January 25, 2021.**

**For more information, please call (972) 218-1310. Thank you for your service to the City of Lancaster.**

**Please mail form and application to:**

**Cynthia Smith, Deputy City Secretary  
City of Lancaster  
211 N. Henry St.  
P.O. Box 940  
Lancaster, TX 75146**

**Fax form or email application to:**

**(972) 275-0914  
[citysecretary@lancaster-tx.com](mailto:citysecretary@lancaster-tx.com)**

**For Office Use Only**

**Received by: \_\_\_\_\_**

**Date: \_\_\_\_\_**



## Boards and Commissions 2020



Dear Board or Commission Member:

Our records indicate your current appointment will expire in December 2020. Please complete the information below to indicate if you are interested in being reappointed.

Jer Giles, Chair Parks & Recreation  
(Name) (Board or Commission)

Desire reappointment



Do not wish to be reappointed



*(Please complete the enclosed application and return with this form to the address below or via fax or email)*

If you wish to apply for a different board, please indicate name of board or commission on the enclosed application with this form and return it to the address below or via fax.

Jer Giles Nov. 17, 2020  
Signature Date

**Deadline to receive this form is December 1, 2020.**

**For more information, please call (972) 218-1310. Thank you for your service to the City of Lancaster.**

**Please mail form and application to:**

**Cynthia Smith, Deputy City Secretary  
City of Lancaster  
211 N. Henry St.  
P.O. Box 940  
Lancaster, TX 75146**

**Fax form or email application to:**

**(972) 275-0914  
[citysecretary@lancaster-tx.com](mailto:citysecretary@lancaster-tx.com)**

**For Office Use Only**

**Received by:** RECEIVED NOV 18 2020

**Date:** \_\_\_\_\_



City of Lancaster, Texas  
Boards, Commissions and Committees  
Application

Name: Jer Giles DOB: [REDACTED] Date: 11.17.20  
Address: [REDACTED] Lancaster Zip: 75146  
Home Phone: [REDACTED] Cell Phone: [REDACTED]  
Email Address: [REDACTED] Length of residency: 47 yrs.  
Occupation: Artist/Designer

To be an effective member, you must be willing to attend and participate in all scheduled meetings.

Please list the Board/Commission/Committee you wish to serve on in order of preference.

1. Parks and Recreation Advisory Board
2. \_\_\_\_\_
3. \_\_\_\_\_

yes  
You may attach any particular qualifications you feel would be beneficial in serving. (i.e. resume)

Have you previously served on any Lancaster board, commission, or committee? ☒ YES ☐ NO

Are you a registered voter? ☒ YES ☐ NO

Do you have any delinquent accounts (utility, property taxes, etc.) with the City? ☐ YES ☒ NO

**DISCLOSURE OF PERSONAL INFORMATION**

I, Jer Giles, an applicant for, or an appointed official, for the City of Lancaster, Texas, elect to:

- ☒ ALLOW public access to my personal information  
☐ NOT ALLOW public access to my personal information

Note: Under the Public Information Act, a personal e-mail address or DOB is not public information and will not be released.

Signature: Jer Giles Date: Nov. 17, 2020

Please return your completed application to the City Secretary's Office at 211 N. Henry St., or mail to P. O. Box 940, Lancaster, TX 75146 or fax to (972) 275-0914 or email at [citysecretary@lancaster-tx.com](mailto:citysecretary@lancaster-tx.com). If you have any questions, please feel free to give our office a call at 972.218.1310.

Applications are always welcome as vacancies may occur throughout the year.

**\*Office Use Only\***

Received by: RECEIVED NOV 18 2020 Date: \_\_\_\_\_ Address verified: \_\_\_\_\_  
Registered Voter verified: \_\_\_\_\_ Financial liability verified: \_\_\_\_\_  
Interviewed by Council: \_\_\_\_\_ Appointed by Council: \_\_\_\_\_  
Oath administered: \_\_\_\_\_ OMA /PIA Training completed: \_\_\_\_\_

# **Resume for 2020 Parks and Recreation Advisory Board**

## **Jer Giles**

---

### **PERSONAL:**

Wife, Patricia Siegfried-Giles: Artist – Designer

### **EDUCATION:**

- Bachelor of Fine Arts Theatrical Design and Production University of Texas, Austin 1973

### **PROFESSIONAL:**

- Self-employed Designer/Artist 1982 to Present, JerGiles Artwalls Murals & More
- Artist commissioned by the State Fair of Texas to paint the original Big Tex
- Scenic Artist 1973-1982

### **QUALIFICATIONS FOR PARKS AND RECREATION:** "Advises on present and future parks and program development and on use policy for the parks and recreation system."

- Chairman Parks & Recreation Advisory Board, current position
- Parks & Rec representative on 4B Board and Tree Advisory Board
- Actively promoted the building of a Croquet Court at the Senior Center
- Teaches and plays croquet Tuesdays and Thursdays, weather and calendar permitting

### **VOLUNTEER ACTIVITIES CITY OF LANCASTER:**

- Lancaster Volunteer of the Year 2015
- Works closely with Parks & Rec staff and personally maintains Croquet Court beginning 2018 to present
- Adopt-A-Spot sponsor for Croquet Court over 400 hours
- Lancaster Eyes & Ears Program 2019
- Repainted exterior mural Lancaster Animal Shelter 2019
- Chairman Volunteer for Kids Mural for Kids Place Restroom Building 2018
- Graduate Lancaster Civic Leadership Academy 2010
- Graduate Lancaster Citizens Public Safety Academy 2010
- Member and Chairman Planning and Zoning approx. 8 yrs. 2000-2008
- Chairman Comprehensive Plan, 1999-2000

### **ARTWORK SEEN AROUND TOWN:**

- "Tiger Eyes" High School Practice Building
- Murals Lancaster Police Station
- Murals City of Wilmer Public Library, 2020
- Murals City of Ferris Public Library, 2018
- Mural for Jr. ROTC Lancaster Middle School
- Murals & Signage Restaurants on Town Square; Casserole Soul Cafe, Six Shooters
- Murals inside Theatre on the Square
- Painted Town Square Clock, 1990 including repair after 1994 Tornado

### **VOLUNTEER ACTIVITIES THROUGH THE LANCASTER HISTORICAL SOCIETY:**

- Lancaster Historical Society President 2016-2019, member since 1975
- Worked with LISD to promote designs for two new elementary schools 2016-2017
- Oktoberfest Festivals and Burger Balls
- Lancaster History Display at Old Red Courthouse Museum

**Need More Information?**



Lancaster Texas



## Boards and Commissions 2020 Verbal Confirmation



Dear Board or Commission Member:

Our records indicate your current appointment will expire in December 2020. Please complete the information below to indicate if you are interested in being reappointed.

**Joe Smith**

**Parks and Recreation**

(Name)

(Board or Commission)

Desire reappointment ☐

Do not wish to be reappointed ☒

*(Please complete the enclosed application and return with this form to the address below or via fax or email)*

If you wish to apply for a different board, please indicate name of board or commission on the enclosed application with this form and return it to the address below or via fax.

*recvd by Angie Arenas CS for the 2020-2021 appointments*

Signature

Date

**Deadline to receive this form is January 25, 2021.**

**For more information, please call (972) 218-1310. Thank you for your service to the City of Lancaster.**

**Please mail form and application to:**

**Cynthia Smith, Deputy City Secretary  
City of Lancaster  
211 N. Henry St.  
P.O. Box 940  
Lancaster, TX 75146**

**Fax form or email application to:**

**(972) 275-0914  
[citysecretary@lancaster-tx.com](mailto:citysecretary@lancaster-tx.com)**

### For Office Use Only

Received by: \_\_\_\_\_

Date: \_\_\_\_\_



## Boards and Commissions 2020



Dear Board or Commission Member:

Our records indicate your current appointment will expire in December 2020. Please complete the information below to indicate if you are interested in being reappointed.

Frances Allen  
(Name)

Board  
(Board or Commission)

Desire reappointment ☒

Do not wish to be reappointed ☐

(Please complete the enclosed application and return with this form to the address below or via fax or email)

RECEIVED DEC 10 2020

If you wish to apply for a different board, please indicate name of board or commission on the enclosed application with this form and return it to the address below or via fax.

Frances Allen  
Signature

12-3-2020  
Date

Deadline to receive this form is December 1, 2020.

For more information, please call (972) 218-1310. Thank you for your service to the City of Lancaster.

Please mail form and application to:

Cynthia Smith, Deputy City Secretary  
City of Lancaster  
211 N. Henry St.  
P.O. Box 940  
Lancaster, TX 75146

Fax form or email application to:

(972) 275-0914  
[citysecretary@lancaster-tx.com](mailto:citysecretary@lancaster-tx.com)

RECEIVED DEC 03 2020 For Office Use Only

Received by: \_\_\_\_\_

Date: \_\_\_\_\_





City of Lancaster, Texas  
Boards, Commissions and Committees  
Application

Name: Frances Allen DOB: [REDACTED] Date: 12-3-2020  
Address: [REDACTED] Zip: 75146  
Home Phone: [REDACTED] Cell Phone: [REDACTED]  
Email Address: [REDACTED] Length of residency: 18yrs  
Occupation: Administrative Assistant

To be an effective member, you must be willing to attend and participate in all scheduled meetings.

Please list the Board/Commission/Committee you wish to serve on in order of preference.

1. Lancaster Recreation Center Parks+Rec
  2. [REDACTED]
  3. [REDACTED]
- per Ms. Allen  
verbal femail

You may attach any particular qualifications you feel would be beneficial in serving. (i.e. resume)

Have you previously served on any Lancaster board, commission, or committee? ☒ YES ☐ NO

Are you a registered voter? ☒ YES ☐ NO

Do you have any delinquent accounts (utility, property taxes, etc.) with the City? ☐ YES ☒ NO

**DISCLOSURE OF PERSONAL INFORMATION**

I, Frances Allen, an applicant for, or an appointed official, for the City of Lancaster, Texas, elect to:

- ☒ ALLOW public access to my personal information  
☐ NOT ALLOW public access to my personal information

Note: Under the Public Information Act, a personal e-mail address or DOB is not public information and will not be released.

Signature: Frances Allen Date: 12-3-2020

Please return your completed application to the City Secretary's Office at 211 N. Henry St., or mail to P. O. Box 940, Lancaster, TX 75146 or fax to (972) 275-0914 or email at [citysecretary@lancaster-tx.com](mailto:citysecretary@lancaster-tx.com). If you have any questions, please feel free to give our office a call at 972.218.1310.

Applications are always welcome as vacancies may occur throughout the year.

RECEIVED DEC 6 3 2020

**\*Office Use Only\***

Received by: [REDACTED] Date: [REDACTED] Address verified: [REDACTED]  
Registered Voter verified: [REDACTED] Financial liability verified: [REDACTED]  
Interviewed by Council: [REDACTED] Appointed by Council: [REDACTED]  
Oath administered: [REDACTED] OMA /PIA Training completed: [REDACTED]





# CITY OF LANCASTER

SHINING STAR OF TEXAS



November 11, 2020

Don McCoo

Lancaster, Texas 75146

Dear Board or Commission Member:

Our records indicate your current appointment will expire in December 2020. Please complete the information below to indicate if you are interested in being reappointed.

Donald McCoo  
(Name)

Parks & Rec  
(Board or Commission)

Desire reappointment ☐

Do not wish to be reappointed ☒

*(Please complete the enclosed application and return with this form to the address below or via fax or email)*

If you wish to apply for a different board, please indicate name of board or commission on the enclosed application with this form and return it to the address below or via fax.

Donald McCoo  
Signature

11/16/2020  
Date

Deadline to receive this form is December 1, 2020.

For more information, please call (972) 218-1310. Thank you for your service to the City of Lancaster.

Please mail form and application to:

Cynthia Smith, Deputy City Secretary  
City of Lancaster  
211 N. Henry St.  
P.O. Box 940  
Lancaster, TX 75146

Fax form or email application to:

(972) 275-0914  
[citysecretary@lancaster-tx.com](mailto:citysecretary@lancaster-tx.com)

## For Office Use Only

Received by: RECEIVED NOV 16 2020

Date: \_\_\_\_\_

P. O. Box 940 | Lancaster | Texas | 75146 | 972.218.1310 | [www.lancaster-tx.com](http://www.lancaster-tx.com)





## Boards and Commissions 2020 Verbal Confirmation



Dear Board or Commission Member:

Our records indicate your current appointment will expire in December 2020. Please complete the information below to indicate if you are interested in being reappointed.

**Sharmetra Lewis**

**LRDC**

(Name)

(Board or Commission)

Desire reappointment ☐

Do not wish to be reappointed ☒

*(Please complete the enclosed application and return with this form to the address below or via fax or email)*

If you wish to apply for a different board, please indicate name of board or commission on the enclosed application with this form and return it to the address below or via fax.

*recvd by Cynthia Smith, DCS for the 2020-2021 appointments*

Signature

Date

**Deadline to receive this form is January 25, 2021.**

**For more information, please call (972) 218-1310. Thank you for your service to the City of Lancaster.**

**Please mail form and application to:**

**Cynthia Smith, Deputy City Secretary  
City of Lancaster  
211 N. Henry St.  
P.O. Box 940  
Lancaster, TX 75146**

**Fax form or email application to:**

**(972) 275-0914  
[citysecretary@lancaster-tx.com](mailto:citysecretary@lancaster-tx.com)**

### For Office Use Only

Received by: \_\_\_\_\_

Date: \_\_\_\_\_



## Boards and Commissions 2020

### Verbal Confirmation



Dear Board or Commission Member:

Our records indicate your current appointment will expire in December 2020. Please complete the information below to indicate if you are interested in being reappointed.

**Zaychiana Mixon**

**LRDC**

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Board or Commission)

Desire reappointment ☐

Do not wish to be reappointed ☒

*(Please complete the enclosed application and return with this form to the address below or via fax or email)*

If you wish to apply for a different board, please indicate name of board or commission on the enclosed application with this form and return it to the address below or via fax.

*recvd by Cynthia Smith DCS for the 2020-2021 appointments*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Deadline to receive this form is January 25, 2021.**

**For more information, please call (972) 218-1310. Thank you for your service to the City of Lancaster.**

**Please mail form and application to:**

**Cynthia Smith, Deputy City Secretary  
City of Lancaster  
211 N. Henry St.  
P.O. Box 940  
Lancaster, TX 75146**

**Fax form or email application to:**

**(972) 275-0914  
[citysecretary@lancaster-tx.com](mailto:citysecretary@lancaster-tx.com)**

**For Office Use Only**

**Received by: \_\_\_\_\_**

**Date: \_\_\_\_\_**



# CITY OF LANCASTER

SHINING STAR OF TEXAS



November 11, 2020

Angela Murphy

Lancaster, Texas 75134

Dear Board or Commission Member:

Our records indicate your current appointment will expire in December 2020. Please complete the information below to indicate if you are interested in being reappointed.

Angela Murphy  
(Name)

Planning & Zoning  
(Board or Commission)

Desire reappointment



Do not wish to be reappointed



(Please complete the enclosed application and return with this form to the address below or via fax or email)

If you wish to apply for a different board, please indicate name of board or commission on the enclosed application with this form and return it to the address below or via fax.

Signature

Date

11/16/2020

Deadline to receive this form is December 1, 2020.

For more information, please call (972) 218-1310. Thank you for your service to the City of Lancaster.

Please mail form and application to:

Cynthia Smith, Deputy City Secretary  
City of Lancaster  
211 N. Henry St.  
P.O. Box 940  
Lancaster, TX 75146

Fax form or email application to:

(972) 275-0914  
[citysecretary@lancaster-tx.com](mailto:citysecretary@lancaster-tx.com)

For Office Use Only

RECEIVED NOV 26 2020

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

P. O. Box 940 | Lancaster | Texas | 75146 | 972.218.1310 | [www.lancaster-tx.com](http://www.lancaster-tx.com)







City of Lancaster, Texas  
Boards, Commissions and Committees  
Application

Name: ANGELA MURPHY DOB: [REDACTED] Date: 11/18/2020  
Address: [REDACTED] Zip: 75134  
Home Phone: [REDACTED] Cell Phone: [REDACTED]  
Email Address: [REDACTED] Length of residency: 7 yrs  
Occupation: Business

To be an effective member, you must be willing to attend and participate in all scheduled meetings.

Please list the Board/Commission/Committee you wish to serve on in order of preference.

1. Planning and Zoning
2. ECONOMIC DEVELOPMENT *remove/Verbal*
3. ZONING BOARD of Adjustment *term 1*

You may attach any particular qualifications you feel would be beneficial in serving. (i.e. resume)

Have you previously served on any Lancaster board, commission, or committee? ☒ YES ☐ NO

Are you a registered voter? ☒ YES ☐ NO

Do you have any delinquent accounts (utility, property taxes, etc.) with the City? ☐ YES ☒ NO

**DISCLOSURE OF PERSONAL INFORMATION**

I, ANGELA MURPHY, an applicant for, or an appointed official, for the City of Lancaster, Texas, elect to:

- ☐ ALLOW public access to my personal information  
☒ NOT ALLOW public access to my personal information

Note: Under the Public Information Act, a personal e-mail address or DOB is not public information and will not be released.

Signature: [Signature] Date: 11/18/2020

Please return your completed application to the City Secretary's Office at 211 N. Henry St., or mail to P. O. Box 940, Lancaster, TX 75146 or fax to (972) 275-0914 or email at [citysecretary@lancaster-tx.com](mailto:citysecretary@lancaster-tx.com). If you have any questions, please feel free to give our office a call at 972.218.1310.

Applications are always welcome as vacancies may occur throughout the year.

**\*Office Use Only\***

Received by: RECEIVED NOV 26 2020 Date: \_\_\_\_\_ Address verified: \_\_\_\_\_

Registered Voter verified: \_\_\_\_\_ Financial liability verified: \_\_\_\_\_

Interviewed by Council: \_\_\_\_\_ Appointed by Council: \_\_\_\_\_

Oath administered: \_\_\_\_\_ OMA /PIA Training completed: \_\_\_\_\_



## Boards and Commissions 2020



Dear Board or Commission Member:

Our records indicate your current appointment will expire in December 2020. Please complete the information below to indicate if you are interested in being reappointed.

Taryn Walker  
(Name)

Signs/ Planning & Zoning Comm.  
(Board or Commission)

Desire reappointment



Do not wish to be reappointed



(Please complete the enclosed application and return with this form to the address below or via fax or email)

If you wish to apply for a different board, please indicate name of board or commission on the enclosed application with this form and return it to the address below or via fax

Taryn Walker  
Signature

Nov. 11, 2020  
Date

Deadline to receive this form is December 1, 2020.

For more information, please call (972) 218-1310. Thank you for your service to the City of Lancaster.

Please mail form and application to:

Cynthia Smith, Deputy City Secretary  
City of Lancaster  
211 N. Henry St.  
P.O. Box 940  
Lancaster, TX 75146

Fax form or email application to:

(972) 275-0914  
[citysecretary@lancaster-tx.com](mailto:citysecretary@lancaster-tx.com)

For Office Use Only

RECEIVED NOV 25 2020

Received by: \_\_\_\_\_

Date: \_\_\_\_\_



## Boards, Commissions and Committees Application

Name: Taryn Walker DOB: [REDACTED] Date: 11/11/2020  
 Address: [REDACTED] Lancaster Zip: 75134  
 Home Phone: [REDACTED] Cell Phone: [REDACTED]  
 Email Address: [REDACTED] Length of residency: 3+ yrs.  
 Occupation: Attorney

*To be an effective member, you must be willing to attend and participate in all scheduled meetings.*

Please list the Board/Commission/Committee you wish to serve on in order of preference.

1. Planning and Zoning/Signs Commission
2. ~~Youth Advisory Committee~~ remove email + verbal
3. Civil Service Commission

*You may attach any particular qualifications you feel would be beneficial in serving. (i.e. resume)*

Have you previously served on any Lancaster board, commission, or committee? ☒ YES ☐ NO

Are you a registered voter? ☒ YES ☐ NO

Do you have any delinquent accounts (utility, property taxes, etc.) with the City? ☐ YES ☒ NO

### DISCLOSURE OF PERSONAL INFORMATION

I, Taryn Walker, an applicant for, or an appointed official, for the City of Lancaster, Texas, elect to:

- ☒ ALLOW public access to my personal information  
☐ NOT ALLOW public access to my personal information

*Note: Under the Public Information Act, a personal e-mail address or DOB is not public information and will not be released.*

Signature: Taryn Walker Date: Nov. 11, 2020

Please return your completed application to the City Secretary's Office at 211 N. Henry St., or mail to P. O. Box 940, Lancaster, TX 75146 or fax to (972) 275-0914 or email at [citysecretary@lancaster-tx.com](mailto:citysecretary@lancaster-tx.com). If you have any questions, please feel free to give our office a call at 972.218.1310.

**Applications are always welcome as vacancies may occur throughout the year.**

<div style="display: flex; align-items: center;"> <div style="font-size: 2em; margin-right: 10px;">X</div> <div> <b>RECEIVED NOV 25 2020</b> <b>*Office Use Only*</b> </div> </div>		
Received by: _____	Date: _____	Address verified: _____
Registered Voter verified: _____	Financial liability verified: _____	
Interviewed by Council: _____	Appointed by Council: _____	
Oath administered: _____	OMA /PIA Training completed: _____	



## Boards and Commissions 2020

### Verbal Confirmation



Dear Board or Commission Member:

Our records indicate your current appointment will expire in December 2020. Please complete the information below to indicate if you are interested in being reappointed.

**Tedrick Woods**

**PSAB**

(Name)

(Board or Commission)

Desire reappointment ☐

Do not wish to be reappointed ☒

*(Please complete the enclosed application and return with this form to the address below or via fax or email)*

If you wish to apply for a different board, please indicate name of board or commission on the enclosed application with this form and return it to the address below or via fax.

*recvd by Cynthia Smith, DCS for the 2020-2021 appointments*

Signature

Date

**Deadline to receive this form is January 25, 2021.**

**For more information, please call (972) 218-1310. Thank you for your service to the City of Lancaster.**

**Please mail form and application to:**

**Cynthia Smith, Deputy City Secretary  
City of Lancaster  
211 N. Henry St.  
P.O. Box 940  
Lancaster, TX 75146**

**Fax form or email application to:**

**(972) 275-0914  
[citysecretary@lancaster-tx.com](mailto:citysecretary@lancaster-tx.com)**

**For Office Use Only**

**Received by: \_\_\_\_\_**

**Date: \_\_\_\_\_**





## Boards and Commissions 2020

### Verbal Confirmation



Dear Board or Commission Member:

Our records indicate your current appointment will expire in December 2020. Please complete the information below to indicate if you are interested in being reappointed.

**Brenda Davis**

**PSAB**

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Board or Commission)

Desire reappointment ☒

Do not wish to be reappointed ☐

*(Please complete the enclosed application and return with this form to the address below or via fax or email)*

If you wish to apply for a different board, please indicate name of board or commission on the enclosed application with this form and return it to the address below or via fax.

*recvd by Cynthia Smith, DCS for the 2020-2021 appointments*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Deadline to receive this form is January 25, 2021.**

**For more information, please call (972) 218-1310. Thank you for your service to the City of Lancaster.**

**Please mail form and application to:**

**Cynthia Smith, Deputy City Secretary  
City of Lancaster  
211 N. Henry St.  
P.O. Box 940  
Lancaster, TX 75146**

**Fax form or email application to:**

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[citysecretary@lancaster-tx.com](mailto:citysecretary@lancaster-tx.com)**

**For Office Use Only**

**Received by: \_\_\_\_\_**

**Date: \_\_\_\_\_**



## Boards and Commissions 2020

### Verbal Confirmation



Dear Board or Commission Member:

Our records indicate your current appointment will expire in December 2020. Please complete the information below to indicate if you are interested in being reappointed.

**Bridgette Levine**

**PSAB**

(Name)

(Board or Commission)

Desire reappointment ☐

Do not wish to be reappointed ☒

*(Please complete the enclosed application and return with this form to the address below or via fax or email)*

If you wish to apply for a different board, please indicate name of board or commission on the enclosed application with this form and return it to the address below or via fax.

*recvd by Cynthia Smith DCS for the 2020-2021 appointments*

Signature

Date

**Deadline to receive this form is January 25, 2021.**

**For more information, please call (972) 218-1310. Thank you for your service to the City of Lancaster.**

**Please mail form and application to:**

**Cynthia Smith, Deputy City Secretary  
City of Lancaster  
211 N. Henry St.  
P.O. Box 940  
Lancaster, TX 75146**

**Fax form or email application to:**

**(972) 275-0914  
[citysecretary@lancaster-tx.com](mailto:citysecretary@lancaster-tx.com)**

#### For Office Use Only

**Received by:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## Boards and Commissions 2020

### Verbal Confirmation



Dear Board or Commission Member:

Our records indicate your current appointment will expire in December 2020. Please complete the information below to indicate if you are interested in being reappointed.

**Syrinithnia Mann**

**ZBA**

(Name)

(Board or Commission)

Desire reappointment ☐

Do not wish to be reappointed ☒

*(Please complete the enclosed application and return with this form to the address below or via fax or email)*

If you wish to apply for a different board, please indicate name of board or commission on the enclosed application with this form and return it to the address below or via fax.

*recvd by Cynthia Smith, DCS for the 2020-2021 appointments*

Signature

Date

**Deadline to receive this form is January 25, 2021.**

**For more information, please call (972) 218-1310. Thank you for your service to the City of Lancaster.**

**Please mail form and application to:**

**Cynthia Smith, Deputy City Secretary  
City of Lancaster  
211 N. Henry St.  
P.O. Box 940  
Lancaster, TX 75146**

**Fax form or email application to:**

**(972) 275-0914  
[citysecretary@lancaster-tx.com](mailto:citysecretary@lancaster-tx.com)**

#### For Office Use Only

**Received by:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## Boards and Commissions 2020

### Verbal Confirmation



Dear Board or Commission Member:

Our records indicate your current appointment will expire in December 2020. Please complete the information below to indicate if you are interested in being reappointed.

**John G. Thomas**

**ZBA**

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Board or Commission)

Desire reappointment



Do not wish to be reappointed



*(Please complete the enclosed application and return with this form to the address below or via fax or email)*

If you wish to apply for a different board, please indicate name of board or commission on the enclosed application with this form and return it to the address below or via fax.

*recvd by Cynthia Smith DCS for the 2020-2021 appointments*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Deadline to receive this form is January 25, 2021.**

**For more information, please call (972) 218-1310. Thank you for your service to the City of Lancaster.**

**Please mail form and application to:**

**Cynthia Smith, Deputy City Secretary  
City of Lancaster  
211 N. Henry St.  
P.O. Box 940  
Lancaster, TX 75146**

**Fax form or email application to:**

**(972) 275-0914  
[citysecretary@lancaster-tx.com](mailto:citysecretary@lancaster-tx.com)**

**For Office Use Only**

**Received by: \_\_\_\_\_**

**Date: \_\_\_\_\_**



City of Lancaster, Texas  
Boards, Commissions and Committees  
Application

Name: Darlene A. Webb DOB: [REDACTED] Date: 11/24/2020  
Address: [REDACTED] Zip: 75146  
Home Phone: [REDACTED] Cell Phone: [REDACTED]  
Email Address: [REDACTED] Length of residency: 6 years  
Occupation: Contract Specialist I

To be an effective member, you must be willing to attend and participate in all scheduled meetings.

Please list the Board/Commission/Committee you wish to serve on in order of preference.

1. Re-Appointment
2. \_\_\_\_\_
3. \_\_\_\_\_

You may attach any particular qualifications you feel would be beneficial in serving. (i.e. resume)

Have you previously served on any Lancaster board, commission, or committee? ☒ YES ☐ NO

Are you a registered voter? ☐ YES ☐ NO

Do you have any delinquent accounts (utility, property taxes, etc.) with the City? ☐ YES ☒ NO

**DISCLOSURE OF PERSONAL INFORMATION**

I, Darlene A. Webb, an applicant for, or an appointed official, for the City of Lancaster, Texas, elect to:

☐ ALLOW public access to my personal information

☒ NOT ALLOW public access to my personal information

Note: Under the Public Information Act, a personal e-mail address or DOB is not public information and will not be released.

Signature: Darlene A. Webb Date: November 24, 2020

Please return your completed application to the City Secretary's Office at 211 N. Henry St., or mail to P. O. Box 940, Lancaster, TX 75146 or fax to (972) 275-0914 or email at [citysecretary@lancaster-tx.com](mailto:citysecretary@lancaster-tx.com). If you have any questions, please feel free to give our office a call at 972.218.1310.

Applications are always welcome as vacancies may occur throughout the year.

**\*Office Use Only\***

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Address verified: \_\_\_\_\_

Registered Voter verified: \_\_\_\_\_ Financial liability verified: \_\_\_\_\_

Interviewed by Council: \_\_\_\_\_ Appointed by Council: \_\_\_\_\_

Oath administered: \_\_\_\_\_ OMA /PIA Training completed: \_\_\_\_\_

**Darlene Webb**

[REDACTED]  
Lancaster TX 75146  
[REDACTED]

## **Professional Summary**

Highly-professional and organized Contract Administrator with more than 8 years of experience in preparing and managing contracts to ensure maximum benefits for the organization as well as to avoid overages and any violations. Possess exceptional communication, negotiation, decision-making, and analytical skills along with the necessary legal knowledge related to contracts.

## **Skills**

- Ability to develop, implement, and negotiate contract terms.
- Strong analytical skills to easily assess risks, requirements or provisions as well as ability to remain up-to-date with latest industry trends.
- Excellent problem-solving and decision-making skills to produce effective decisions, recommendations or suggestions while resolving conflicts or dealing with other tough situations.
- Solid organizational skills as well as the ability to track and control variety of changes or details within contracts.
- Exceptional management and leadership skills while working with managers, external partners or team members to plan successful contract strategies.
- Ability to maintain high-degree of confidentiality and accuracy in job.
- Ability to understand technicalities and legal requirements involved in business contracts.

## **Professional Experience**

### **Contract Specialist I**

**Army & Air Force Exchange, Dallas TX**

**Nov 2016 – Present**

- Coordinate RFQ's, RFI's, and RFP's requiring multiple solicitations, development and statement of work understanding procurement plans, schedules, and negotiations.
- Manage responsibility and contract administration from the development of pre-negotiation process, evaluation of proposals and performance through final closeout.
- Prepare and develop pre-solicitations, explaining clarification of requirements and specifications, while analyzing requirements and selecting contract type including terms and conditions. Conduct pre-proposal conferences with potential suppliers. Conduct discussions and negotiations with contractors to coordinate awards.
- Perform post-award duties including monitoring contract performance, ensuring contract compliance, ensuring payments are received and processed to correct account, negotiating modifications, contract closeout, and dealing with protests and/or terminations as needed.

### **Associate Contract Specialist**

**Army & Air Force Exchange, Dallas TX**

**May 2008 – Nov 2016**

- Coordinate requisition related activities, including purchase order creation, order confirmation, tracking, expediting and invoice exception resolution.

- Verified order specifications and price; ensures the correct supplier is being used and if needed, obtaining recommendations from suppliers for substitute items. Create purchase orders, submits to supplier, monitors for on-time delivery and expedites as needed.
- Create supplier setup in system for payments. Work with Accounting on discrepancies regarding administrative fee check requests/invoicing.
- Managed and created item numbers for item setup, price changes and discontinue items in Oracle (Retek). Issue purchase orders and amendments for direct operation concepts to ensure proper orders. Work closely with internal customers and accounting department to ensure invoices were paid to continue business without interruption.

#### **Administrative Assistant**

**Army & Air Force Exchange Service, Dallas, TX**

**Oct 2007 to Apt 2008**

- Provided administrative support to Real Estate Executive Staff, Project Managers and Associates.
- Maintained scheduling for all senior level executives.
- Coordinated travel arrangements and completed payroll activities.
- Coordinated ordering and delivery of office supplies.

#### **Education**

El Centro Community College

Major: Elementary Education

Dallas, TX

63 Credit Hours Completed



## Boards and Commissions 2020



Dear Board or Commission Member:

Our records indicate your current appointment will expire in December 2020. Please complete the information below to indicate if you are interested in being reappointed.

Judith Osegueda  
(Name)

Youth Advisory Comm. He  
(Board or Commission)

Desire reappointment



Do not wish to be reappointed



*(Please complete the enclosed application and return with this form to the address below or via fax or email)*

If you wish to apply for a different board, please indicate name of board or commission on the enclosed application with this form and return it to the address below or via fax.

[Signature]  
Signature

12.10.20  
Date

Deadline to receive this form is December 1, 2020.

For more information, please call (972) 218-1310. Thank you for your service to the City of Lancaster.

Please mail form and application to:

Cynthia Smith, Deputy City Secretary  
City of Lancaster  
211 N. Henry St.  
P.O. Box 940  
Lancaster, TX 75146

Fax form or email application to:

(972) 275-0914  
[citysecretary@lancaster-tx.com](mailto:citysecretary@lancaster-tx.com)

### For Office Use Only

Received by: \_\_\_\_\_

Date: \_\_\_\_\_





# City of Lancaster, Texas Boards, Commissions and Committees Application

Name: Judith Bsegueda DOB: [REDACTED] Date: 12.10.20  
Address: [REDACTED] Zip: 75146  
Home Phone: [REDACTED] Cell Phone: [REDACTED]  
Email Address: [REDACTED] Length of residency: 3yrs  
Occupation: General Aide

To be an effective member, you must be willing to attend and participate in all scheduled meetings.

Please list the Board/Commission/Committee you wish to serve on in order of preference.

1. YAC
2. Police Dept verbal to remove 12/22/20
3. Public Works

You may attach any particular qualifications you feel would be beneficial in serving. (i.e. resume)

Have you previously served on any Lancaster board, commission, or committee? ☒ YES ☐ NO

Are you a registered voter? ☒ YES ☐ NO

Do you have any delinquent accounts (utility, property taxes, etc ) with the City? ☐ YES ☒ NO

## DISCLOSURE OF PERSONAL INFORMATION

I, Judith Bsegueda, an applicant for, or an appointed official, for the City of Lancaster, Texas, elect to:

- ☐ ALLOW public access to my personal information  
☒ NOT ALLOW public access to my personal information

Note: Under the Public Information Act, a personal e-mail address or DOB is not public information and will not be released.

Signature: [Signature] Date: 12.10.20

Please return your completed application to the City Secretary's Office at 211 N. Henry St., or mail to P. O. Box 940, Lancaster, TX 75146 or fax to (972) 275-0914 or email at [citysecretary@lancaster-tx.com](mailto:citysecretary@lancaster-tx.com). If you have any questions, please feel free to give our office a call at 972.218.1310.

Applications are always welcome as vacancies may occur throughout the year.

### \*Office Use Only\*

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Address verified: \_\_\_\_\_  
Registered Voter verified: \_\_\_\_\_ Financial liability verified: \_\_\_\_\_  
Interviewed by Council: \_\_\_\_\_ Appointed by Council: \_\_\_\_\_  
Oath administered: \_\_\_\_\_ OMA /PIA Training completed: \_\_\_\_\_