



**NOTICE OF WORK SESSION AGENDA  
LANCASTER CITY COUNCIL  
JAMES R. WILLIAMS PUMP STATION  
TRAINING ROOM, 1999 JEFFERSON, LANCASTER, TEXAS**

**Monday, May 17, 2021 - 7:00 PM**



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**CALL TO ORDER**

**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"), and executive orders, 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/webinar/register/WN\\_z7yBfE9TRk6IBTb3ZwFljg](https://us02web.zoom.us/webinar/register/WN_z7yBfE9TRk6IBTb3ZwFljg)

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

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

1. Receive a presentation from Community Waste Disposal regarding refuse and recycling services.
2. Discuss and receive an update on the Water and Wastewater Master Plan.
3. Discuss a Reasonable Response Ordinance for Designated Emergency Personnel.
4. Discuss an amendment to the Lancaster Development Code (LDC) Section 14.402 Use Standards, (k) Utilities, Communications & Transportation related to 1) the maximum number of antennas allowed and 2) establishing standards for a Specific Use Permit (SUP).
5. Discuss an amendment to Section 14.500(i) (Chart of District Development Standards) of the Lancaster Development Code (LDC) related to industrial building heights.
6. Discuss and receive an update on the second quarter of Fiscal Year (FY) 2020/2021 for the operations and management of Country View Golf Course.
7. Discuss and receive a presentation regarding the Quarterly Financial Report for the second quarter of Fiscal Year (FY) 2020/2021 for the period ending on March 31, 2021.
8. Discuss and receive a presentation regarding the City Council's Five-Year Goals and Objectives established during the annual City Council Strategic Planning Session held on June 26th and 27th, 2020, for the second quarter of Fiscal Year 2020/2021.

**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 May 13, 2021 @ 6:45 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 Work Session

## Item 1.

**Meeting Date:** 05/17/2021

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

**Goal(s):** Financially Sound City Government  
Healthy, Safe & Engaged Community

**Submitted by:** Carey D. Neal, Jr., Assistant City Manager

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### **Agenda Caption:**

Receive a presentation from Community Waste Disposal regarding refuse and recycling services.

### **Background:**

On December 14, 2015, the City of Lancaster entered into a contract with Community Waste Disposal (CWD) to provide refuse, recyclable materials, bulk and brush collection services within the city. The term of the contract is from February 1, 2016, through December 31, 2022. The contract can be renewed for one (1) additional three (3) year term unless either party gives written notice of election not to renew the contract to the other party, not less than one hundred eighty (180) days prior to the expiration of the original contract term or the first additional three (3) year term.

Pursuant to Article II Section 21.00 of the Solid Waste & Recycling Services contract with CWD, City Council shall annually receive a presentation regarding solid waste and recycling services.

Pursuant to Section 14.02, (Modification of Rates) of the contract allows for CWD to petition the City for an increase or decrease in the rates no more than once per two years or every other year during the life of the contract, based on the annual Consumer Price Index and fuel cost adjustment. The contract does not allow for the increase to exceed 3%. The last request for an increase was September 2019; therefore, the contract allows for another request for an increase or decrease this year (2021).

# CITY OF LANCASTER CITY COUNCIL

## City Council Work Session

## Item 2.

**Meeting Date:** 05/17/2021

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

**Goal(s):** Financially Sound City Government  
Healthy, Safe & Engaged Community  
Sound Infrastructure  
Quality Development

**Submitted by:** Vicki D. Coleman, Development Services Director

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### **Agenda Caption:**

Discuss and receive an update on the Water and Wastewater Master Plan.

### **Background:**

In November 2017, the City Council approved a contract for professional services with Freese and Nichols, Inc. (FNI) to provide an update to the master plan for water, wastewater, and roadways. The City Council approved an ordinance adopting the 2020 Master Thoroughfare Plan September 28, 2020. FNI is now presenting the water and wastewater master plan update for discussion.

### **Operational Considerations:**

The water and wastewater master plan provides guidance on the system improvements that enhance capacity and support development and service delivery through 2045. The water and wastewater capital improvement plan (CIP) is a list of system improvements to be undertaken within the next ten years. Both the Water and Wastewater Master Plan and the Master Thoroughfare Plan, prioritize capital improvement plans, and assist the City with estimating capital budgets.

The City Council will receive a presentation from Freese & Nichols, Inc. (FNI) on the Water and Wastewater Master Plan update final draft.

### **Attachments**

Water and Wastewater Master Plan

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# CITY OF LANCASTER CITY COUNCIL

## City Council Work Session

## Item 3.

**Meeting Date:** 05/17/2021

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

**Goal(s):** Professional and Committed City Workforce

**Submitted by:** Dori Lee, Human Resources Director

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### **Agenda Caption:**

Discuss a Reasonable Response Ordinance for Designated Emergency Personnel.

### **Background:**

Pursuant to Chapter 150.021 of the Texas Local Government Code employees who are likely to be called to work in cases of civil emergency may be required to reside within a reasonable response commuting range of their place of work by city ordinance.

The governing body must establish an ordinance for certain employees to respond to a civil emergency within a reasonable amount of time. In conformity with other established response times in policy, thirty (30) minutes has been accepted as reasonable.

Certain employees are defined by ordinance for the position of Deputy City Manager, Assistant City Manager, Police Chief, Fire Chief, and Emergency Management Chief.

150.021 of the Texas Local Government Code states that the reasonable response times established by the governing body may not be retroactively imposed on any person in the employ of the municipality at the time the standards are adopted.

The purpose of establishing an ordinance encourages key emergency response personnel to reside within a reasonable distance of the city. State law prohibits the city from requiring residency, with the exception, of the City Manager.

***Section 4.03 Qualifications of the City Manager***, of the Lancaster City Charter adopted May 5, 1956, and amended November 7, 2006 states: *At the time of his appointment, he need not be a resident of the City or state, but during the tenure of office he shall reside within the City.*

# CITY OF LANCASTER CITY COUNCIL

## City Council Work Session

## Item 4.

**Meeting Date:** 05/17/2021

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

**Goal(s):** Sound Infrastructure  
Quality Development

**Submitted by:** Vicki D. Coleman, Development Services Director

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### **Agenda Caption:**

Discuss an amendment to the Lancaster Development Code (LDC) Section 14.402 Use Standards, (k) Utilities, Communications & Transportation related to 1) the maximum number of antennas allowed and 2) establishing standards for a Specific Use Permit (SUP).

### **Background:**

The Lancaster Development Code (LDC) defines antenna as "means a device or apparatus consisting of one or more wires, rods, dish or panels arranged to send and receive radio, television, electromagnetic or microwave signals. For purposes of this section, several antenna components may be assembled to perform a single function for a single operator and may be considered one (1) antenna".

Currently, Section 14.402 Use Standards, (k) Utilities, Communications & Transportation C. 8 and D. 7 of the LDC limits antennas to no more than three (3) separate antennas with three (3) equipment buildings on a single lot or structure. The limitation on the number of antennas has resulted in several requests for increased number of antennas. With the rapidly evolving and emerging technology, communication service providers are forced to quickly change with the changes in technology. Advanced and rapidly changing technology systems calls for communications service providers to make modifications to their structures if they are to meet the required services. Such changes include but are not limited to increasing the number antennas on an existing tower. The increase of antennas enables the communication service providers to upgrade and expand their services, provide faster and high quality services while meeting customer and business demands. Additionally, increasing the number of antennas encourages colocation on existing towers, rather than the erection of new towers.

Research from survey cities shows that the City of Lancaster and Rockwall are the two cities that have antenna limitations of no more than 3. However, the City of Rockwall does not have antenna restrictions on communication towers. The City of Farmer's Branch allow no more than 3 mounted antennas on building or water tower with no limitation on other free standing antennas. All other survey cities have no antennas restriction as shown on the following table.

In an effort to provide greater clarity concerning the standards for telecommunication towers, staff is recommending that City Council consider amending the LDC to require a Specific Use Permit (SUP) when structures exceed the zoning district height. The LDC defines an antenna mast as "the antenna, mast or tower, or all or any two (2) of these combined to constitute a structure designed for radio and television reception or transmission."

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CITY	NUMBER OF ANTENNAS
Lancaster	No more than 3 mounted antennas
Rockwall	Maximum 3 separate antennas No Limit on communication towers
Farmers' Branch	No more than 3 mounted antennas on building or water tower
The Colony	Limited to the manufacturer's specifications
Haltom City	No Limit
Desoto	No limit
Grand Prairie	No Limit
Duncanville	No limit
Coppell	No limit
Cedar Hill	No limit
Rowlett	No limit
Keller	No limit

The City's current limitation on the number on the antennas may present obstacles to communication service providers and disadvantage residents and businesses within the City. With the constantly advancing and rapidly changing technology systems, the City's ordinance can be amended to meet the desired communication services providers' needs for the benefit of residents, schools and businesses within the City. Staff recommends an amendment to the current ordinance that sets no restrictions to the number of mounted antennas. An ordinance that would allow the amount of antennas to be determined by the maximum permitted by the antenna facility manufacturer's designs and specifications, as permitted by the Federal Communication Commission regulations.

This item is for City Council's discussion and consideration.

#### **Attachments**

Section 14.402 Use Standards, (k), (1), C. Antenna, Commercial-Free Standing  
Proposed Amendments - Antennas Commercial Freestanding

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# CITY OF LANCASTER CITY COUNCIL

## City Council Work Session

## Item 5.

**Meeting Date:** 05/17/2021

**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:**

Discuss an amendment to Section 14.500(i) (Chart of District Development Standards) of the Lancaster Development Code (LDC) related to industrial building heights.

### **Background:**

Section 14.500(i) Chart of District Standards of the LDC requires a maximum of 35 feet industrial building height as shown on the attached District Development Standards document. Due to market and technological changes; the City Council has received requests for increased industrial building height requests for four different cases with height requests ranging from 49 feet to 115 feet as indicated on the following table. As industrial development continues to grow within the City, requests for increased industrial building heights are expected to continue. As such, it is important that the City Council consider amending this development standard.

CASE #	ADDRESS/PROJECT	REQUEST
M15-01/M15-05	Huntington	Maximum building height of 50'
M21-01	Westridge Industrial	Maximum building height of 115'
M21-11	Landmark at Oak Farms	Maximum building height of 65'
M21-13	Longhorn Business Center	Maximum building height of 49'

Research from survey cities indicates that the City of Lancaster is the only city that limits industrial buildings to 35 feet. Haltom City and City of Coppell limits industrial building height to 35 feet if such building is within 100 feet and 150 feet of residential zoning respectively. Otherwise, Haltom City has a maximum height of 75 feet, while the City of Coppell has no maximum building height limit on industrial buildings. It is important to note that although some cities have higher limits, there industrial development activity may not be as great based on both land availability and suitability. Currently, Ducanville is built out, so their standards more appropriately would address redevelopment. The cities of Farmers Branch and Cedar Hill have no maximum height for industrial buildings as shown on the following table. Farmers Branch's industrial areas are largely built out, while Cedar Hill offers limited availability for industrial development.

CITY	STANDARD
Lancaster	Maximum height is 35'



CITY	STANDARD
Grand Prairie	Maximum height is 50'
Rockwall	Maximum height is 60' - can be increased up to 120' with a Specific Use Permit (SUP).
Haltom City	Maximum height is 75' or 35' within 100' of residential zoning
Desoto	Maximum height is 9 stories
Duncanville	Maximum height is determined by residential proximity slope
Coppell	No maximum height except when within 150' of property zoned/use for residential, then height is limited to 35'
Cedar Hill	No maximum height

### **Attachments**

District Development Standards

District Development Standards Proposed Changes

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# CITY OF LANCASTER CITY COUNCIL

## City Council Work Session

Item 6.

**Meeting Date:** 05/17/2021

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

**Goal(s):** Financially Sound City Government  
Healthy, Safe & Engaged Community

**Submitted by:** Carey Neal, Assistant City Manager

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### **Agenda Caption:**

Discuss and receive an update on the second quarter of Fiscal Year (FY) 2020/2021 for the operations and management of Country View Golf Course.

### **Background:**

On November 1, 2017, the City entered into a short-term management agreement (November 1, 2017, through December 31, 2017) with Touchstone Golf, LLC to oversee the operations at the Country View Golf Course. During this time, Touchstone evaluated operations, the facility, and other items based upon their industry experience to determine next steps.

On January 8, 2018, City Council received a presentation on findings of operations. Staff recommended the City extend the term of the Touchstone Golf, LLC agreement to provide a more comprehensive plan following a full season of golf.

On January 29, 2018, the City Council approved the extended management agreement with Touchstone Golf, LLC and directed staff to provide an update on golf course operations quarterly.

On January 13, 2020, the City Council approved a 3-year management agreement extension with Touchstone Golf, LLC from January 2020 through January 2023.

On February 22, 2021, the City Council received a presentation on the first quarter of FY 2021/2021 for the period of October 1, 2020, through December 31, 2020.

This is the requested quarterly update for the second quarter of FY 2020/2021 for the period of January 1, 2021, through March 31, 2021.

### **Attachments**

2nd Quarter Update

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# CITY OF LANCASTER CITY COUNCIL

## City Council Work Session

Item 7.

**Meeting Date:** 05/17/2021

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

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

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

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### **Agenda Caption:**

Discuss and receive a presentation regarding the Quarterly Financial Report for the second quarter of Fiscal Year (FY) 2020/2021 for the period ending on March 31, 2021.

### **Background:**

The broad purpose of the City's Financial and Investment policy statements is to enable the City to achieve and maintain a long-term stable and positive financial position, and provide guidelines for the day-to-day planning and operations of the City's financial affairs. The following information is representative of the second quarter of fiscal year 2020/2021; January 1, 2021 through March 31, 2021.

### **Attachments**

Quarterly Financials

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# CITY OF LANCASTER CITY COUNCIL

## City Council Work Session

Item 8.

**Meeting Date:** 05/17/2021

**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:** Opal Mauldin-Jones, City Manager

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### **Agenda Caption:**

Discuss and receive a presentation regarding the City Council's Five-Year Goals and Objectives established during the annual City Council Strategic Planning Session held on June 26th and 27th, 2020, for the second quarter of Fiscal Year 2020/2021.

### **Background:**

City Council conducted an annual Strategic Planning Session on June 26th and 27th, 2020. This report represents activity for the second quarter of Fiscal Year 2020/2021 (January 1, 2021 through March 31, 2021). This is a review of the implementation and progress of the goals and objectives outlined in the Fiscal Year 2020/2021 strategic plan, and how said goals and objectives connect to continued progress toward the realization of the Vision.

### **Attachments**

Quarterly Update

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