



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



Monday, October 10, 2022 - 7:00 PM

While one or more City Council Members may be present via video or audio link, a quorum of the City Council will be at the Municipal Center-City Council Chambers, as required by the Texas Open Meetings Act.

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/register/tZEIcO6hrjguH9RyxadgTi_Pb_59y_pqtviu

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: Council member Stanley Jaglowski

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 September 12, 2022
2. Consider a resolution adopting City Council Goals and Objectives contained in the August 26, and August 27, 2022, City Council Strategic Planning Report prepared by The Elim Group.
3. Consider a resolution authorizing the City Manager to execute an agreement for street sweeping services between the City of Lancaster and Pannell Industries, Inc., for the purpose

of cleaning and sweeping certain streets within the City of Lancaster consistent with the price submitted in (RFP) 2022-10.

4. Consider a resolution approving the terms and conditions of an agreement with Reynolds Asphalt Company for the reconstruction of: (1.) Ames Road between Wintergreen Road and Houston School Road (\$1,095,000.00); (2.) Cedardale Road between Boardwalk Street and Houston School Road (\$865,041.50); and (3.) West Hammond Street between Elm Street and Westridge Avenue (\$386,172.30) for a total amount not to exceed two million three hundred forty-six thousand two hundred thirteen dollars and eighty cents (\$2,346,213.80).

PUBLIC HEARING:

5. M22-28 Conduct a public hearing and consider a parking exception request on the property addressed as 3005 Wintergreen Road for a research and development facility. The property is known as Lot 1, Block A, of the Mars Addition, City of Lancaster, Dallas County, Texas.
6. Conduct a public hearing and consider a resolution adopting the City Council's Rules and Procedures, as amended.

EXECUTIVE SESSION:

7. The City Council shall convene into closed executive session pursuant to:
 - a. Section §551.071 of the Texas Government Code to seek legal advice from the City Attorney concerning pending or contemplated litigation: Bear Creek Ranch Municipal Utility District (MUD).
 - b. Section § 551.074 (a)(1) of the Texas Government Code to deliberate the appointment, employment, evaluation duties or dismissal of a public officer, to wit: the City Attorney.
 - c. Section § 551.074 (a)(1) of the Texas Government Code to deliberate the appointment, employment, evaluation duties or dismissal of a public officer, to wit: the City Secretary.
8. Reconvene into open session. Consider and take appropriate action(s), if any, on closed/executive session matters.

ADJOURNMENT

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.

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.

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.

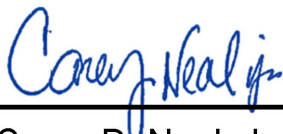
CONFORME A LA SECCION 30.06 DEL CODIGO PENAL (TRASPASAR PORTANDO ARMAS DE FUEGO CON LICENCIA) PERSONAS CON LICENCIA BAJO DEL SUB-CAPITULO 411, CODIGO DEL GOBIERNO (LEY DE PORTAR ARMAS), NO DEBEN ENTRAR A ESTA PROPIEDAD PORTANDO UN ARMA DE FUEGO OCULTADA.

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.

Certificate

I hereby certify the above Notice of Meeting was posted at Lancaster City Hall on October 6, 2022, @ 10:00 p.m. and copies thereof were provided to the Mayor, Mayor Pro-Tempore, Deputy Mayor Pro-Tempore and Council members.

A handwritten signature in blue ink, reading "Carey D. Neal, Jr.", is positioned above a solid black horizontal line.

Carey D. Neal, Jr.

Assistant City Manager

CITY OF LANCASTER CITY COUNCIL

City Council Regular Meeting

Item 1.

Meeting Date: 10/10/2022

Policy Statement: This request supports the City Council 2021-2022 Policy Agenda

Goal(s): Financially Sound Government
Healthy, Safe & Engaged Community
Sound Infrastructure
Quality Development
Professional and Committed City Workforce

Submitted by: Jennifer Avila, Deputy City Secretary

Agenda Caption:

Consider approval of minutes from the City Council Regular Meeting held on September 12, 2022

Background:

Attached for your review and consideration are minutes from the City Council Regular Meeting held on September 12, 2022

Attachments

September 12, 2022 - Draft Minutes

CITY OF LANCASTER CITY COUNCIL

City Council Regular Meeting

Item 2.

Meeting Date: 10/10/2022

Policy Statement: This request supports the City Council 2021-2022 Policy Agenda

Goal(s): Financially Sound Government
Healthy, Safe & Engaged Community
Sound Infrastructure
Quality Development
Professional and Committed City Workforce

Submitted by: Carey Neal, Assistant City Manager

Agenda Caption:

Consider a resolution adopting City Council Goals and Objectives contained in the August 26, and August 27, 2022, City Council Strategic Planning Report prepared by The Elim Group.

Background:

City Council conducted its annual strategic planning session August 26, and August 27, 2022. Following Council's planning session, The The Elim Group compiled information from Council's discussions into a report that defines the five-year Goals, Strategies, Mission Statement and Vision 2027 for the City.

Operational Considerations:

Council goals and objectives provide the foundation to match City resources with priorities and help provide efficient services to citizens. Formal adoption of the goals and objectives is a "best practice" that establishes a clear, unified message for staff and the community. Council revised the key performance areas and outlined 2022/2023 objectives as follows:

Mission Statement-The City of Lancaster partners with our community to deliver sustainable public services to preserve, protect and enhance the quality of life.

Vision Statement- Lancaster is the Shining Star of Texas with growing opportunities to prosper, live, learn, work and play.

Financially Sound Government - The City has a long-range financial plan and prudent fiscal policies and processes. Appropriate reserve levels and a competitive tax rate ensure that the City has funds available to address the needs of the community and responsibly manage its debt.

- Begin planning for the future bond election

Quality Development - The City encourages high quality, diverse housing, commercial and retail development and public facilities. Policies encourage sustainable building practices, conservation and the use of alternative energy sources.

- Continue implementation of development priorities including high-quality diverse housing, commercial and retail growth and small businesses.
- Consider planning for a future City Hall
- Continue focus on high priority areas including downtown, hospital and campus districts
- Review and/or remove overlay districts

Healthy, Safe, & Engaged Community -Lancaster is a place where we embrace public safety and compassionate enforcement in our neighborhoods to sustain vibrant residential and business communities. The community celebrates unity and participates in citywide events, recreational and cultural activities. Residents have opportunities for involvement in civic life through boards and commissions, youth and parent volunteer opportunities in recreation, sports teams, City elections, and Civic Academies, Schools and Citywide celebrations.

- Strengthen relationships with LISD
- Explore creation of a Public Engagement Committee
- Redesign the website for easier public access to information

Professional & Committed City Workforce -Lancaster City Government is an employer of choice with competitive pay that attracts an engaged, responsive, customer-oriented, innovative, and effective workforce. Some employees live in the City and all have a sense of ownership for the community. City employees feel needed and appreciated by elected officials, residents, and businesses. Employees are respectful and appreciative of their customers and the City's governing body. The City Council and Executive Staff are engaged with residents and attends community events, upholds strong customer service, and uses technology to aid them in working smarter.

- Upgrade code enforcement efforts
- Provide competitive salaries

Sound Infrastructure - The City has preventative maintenance programs to ensure well-maintained infrastructure, including streets, water, stormwater, wastewater and other assets.

- Improve city signage (entry features, way-finding signs)
- Identify potential funding for the installation and maintenance of neighborhood entrance markers

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.

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 2022 Lancaster DRAFT Final Report

CITY OF LANCASTER CITY COUNCIL

City Council Regular Meeting

Item 3.

Meeting Date: 10/10/2022

Policy Statement: This request supports the City Council 2021-2022 Policy Agenda

Goal(s): Healthy, Safe & Engaged Community

Submitted by: Andrew Waits, Director of Public Works

Agenda Caption:

Consider a resolution authorizing the City Manager to execute an agreement for street sweeping services between the City of Lancaster and Pannell Industries, Inc., for the purpose of cleaning and sweeping certain streets within the City of Lancaster consistent with the price submitted in (RFP) 2022-10.

Background:

The RFP was advertised in the Focus Daily News on July 6, 2022, and July 12, 2022. The RFP was posted on the City's electronic procurement system and proposals were opened July 22, 2022, and closed on August 24, 2022. One proposal was received with Pannell Industries, Inc. being the lowest qualified contractor. This formal RFP process meets the requirements set forth in the statutes, including advertising, Minority and Women-Owned Business Enterprise (M/WBE) participation, reference checks, verification of insurance and bonding, if required by specifications, and any other requirements.

Operational Considerations:

This project consists of street sweeping services for a period of one year with four (4) optional one year renewals. City staff will serve as the project manager.

Legal Considerations:

The RFP was processed in accordance with all local and state purchasing statutes. The RFP was advertised in the Focus Daily News on March 11, 2022, and March 15, 2022. The RFP was posted on the City's electronic procurement system and proposals were opened March 25, 2022, and closed on April 15, 2022. One proposal was received with Pannell Industries, Inc. being the lowest qualified contractor. The City Attorney has reviewed and approved the agreement and resolution as to form. This formal RFP process meets the requirements set forth in the statutes, including advertising, Minority and Women-Owned Business Enterprise (M/WBE) participation, reference checks, verification of insurance and bonding, if required by specifications, and any other requirements. The approval of this RFP will allow the City staff to address the operational needs in a timely and efficient manner.

Public Information Considerations:

This item if being considered at a regular meeting of the City Council noticed and held in accordance with the Texas Open Meetings Act.

Fiscal Impact:

Funding for street sweeping services are approved by City Council annually. Funds are currently available in the FY22/23 stormwater operating budget.

Options/Alternatives:

1. The City Council may approve the resolution and agreement as presented.

2. The City Council may reject the resolution and agreement.

Recommendation:

Staff recommends approval of the resolution, as presented.

Attachments

Resolution

Agreement

Exhibit A

CITY OF LANCASTER CITY COUNCIL

City Council Regular Meeting

Item 4.

Meeting Date: 10/10/2022

Policy Statement: This request supports the City Council 2021-2022 Policy Agenda

Goal(s): Sound Infrastructure

Submitted by: Andrew Waits, Director of Public Works

Agenda Caption:

Consider a resolution approving the terms and conditions of an agreement with Reynolds Asphalt Company for the reconstruction of: (1.) Ames Road between Wintergreen Road and Houston School Road (\$1,095,000.00); (2.) Cedardale Road between Boardwalk Street and Houston School Road (\$865,041.50); and (3.) West Hammond Street between Elm Street and Westridge Avenue (\$386,172.30) for a total amount not to exceed two million three hundred forty-six thousand two hundred thirteen dollars and eighty cents (\$2,346,213.80).

Background:

Sound Infrastructure has been identified as a Key Performance Objective by the City Council. The City has a pavement management program which has rated the roadways within the City and recommended maintenance based upon the conditions. Staff has been completing infrastructure projects annually to realize the goal of having a preventative maintenance program and well maintained streets. The completion of this project will continue to advance Council's objective. Reynolds Asphalt & Construction Company was awarded RFP 2022-06 by the City Council on June 13, 2022, for pavement resurfacing services within the City of Lancaster. This agreement provides a fixed rate for repairs to City infrastructure at a set rate and allows for time and cost savings on bids.

The contractor will remove the existing asphalt pavement and perform compaction of the subgrade prior to the installation of new asphalt pavement. This will provide for a smoother driving experience for vehicles that travel the roadway. City staff will serve as the project manager and will coordinate with Reynolds Asphalt & Construction Company to ensure the pavement replacement is in accordance with the City of Lancaster design manual and standard specifications.

Operational Considerations:

This project includes removal of the existing asphalt pavement, compaction of the subgrade and replacement of asphalt.

Legal Considerations:

The City Attorney has reviewed and approved the agreement and 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 following projects are included in the FY 2022/2023 budget and will not exceed a total of two million three hundred forty-six thousand two hundred thirteen dollars and eighty cents (\$2,346,213.80).

- (1.) Ames Road between Wintergreen Road and Houston School Road (\$1,095,000.00).
- (2.) Cedardale Road between Boardwalk Street and Houston School Road (\$865,041.50).

(3.) West Hammond Street between Elm Street and Westridge Avenue (\$386,172.30).

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

Agreement

CITY OF LANCASTER CITY COUNCIL

City Council Regular Meeting

Item 5.

Meeting Date: 10/10/2022

Policy Statement: This request supports the City Council 2022-2023 Policy Agenda

Goal(s): Quality Development

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

Agenda Caption:

M22-28 Conduct a public hearing and consider a parking exception request on the property addressed as 3005 Wintergreen Road for a research and development facility. The property is known as Lot 1, Block A, of the Mars Addition, City of Lancaster, Dallas County, Texas.

Background:

1. **Location and Size:** The property is located north of the intersection of Wintergreen Road and Longhorn Drive, addressed as 3005 Wintergreen Road. It is approximately 8.666 acres in size.
2. **Current Zoning:** The subject property is currently zoned Light Industrial (LI).
3. **Adjacent Properties:**
 - North: LI - Lancaster ISD Fleet Facility
 - South: LI - Undeveloped land and Warehouses
 - East: LI - Lancaster ISD Fleet Facility
 - West: CH - Commercial Businesses
4. **Comprehensive Plan Compatibility:** The Future Land Use Plan of the Comprehensive Plan designates this site as Suburban Mixed Use. The proposed research and development facility is an office type use, which is consistent with the Comprehensive Plan.

Operational Considerations:

This is a request to exceed the maximum allowed parking for a facility designated as a Research and Technology use. Section 14.605 *Off-Street Parking Requirements* Figure 3 of the Lancaster Development Code (LDC) requires research and technology facilities to provide one (1) space for each 500 s.f. or 1 for each employee, whichever is greater. This section also states that, "the maximum allowed parking on a non-single-family or duplex lot may not exceed the minimum parking requirement plus an additional 10%, without approval of an Exception".

The property is currently occupied by Waymo, a business geared towards fully automating commercial trucks. As part of the business operations, each human driver drives their car to the facility, parks and then gets into a truck to test drive. When the driver returns from their test drive, they park the truck in the lot and take their personal vehicle home. At the facility, Waymo has three shifts of drivers operating at any given time, but due to overlap during shift change times (6x/day), the applicant would like to accommodate four shifts (approx. 15 employees/shift x 4 = 60) to expand their operations in Texas and across the Southwest U.S. region.

The code currently requires 45 parking spaces. There are 49 existing spaces. The applicant is requesting to expand their parking lot to accommodate 138 additional spaces. Should the request be

approved, this would result in 187 spaces on the property total, not including the parking for the trucks used for testing. In addition, there are 35 existing 55'x12' trailer spaces, and an existing 14-75'x12' pull-thru truck spaces.

Staff recommends approval of the parking exception request based on the parking lot addition not being visible from the rights-of-way, and all required landscaping being maintained. Additionally, there is no negative impact on the drainage. This exception ensures a smooth transition of changes between shifts, and addresses the future expansion to house more employees.

Legal Considerations:

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

Public Information Considerations:

On September 30, 2022, a notice for this public hearing appeared in the Focus Daily Newspaper. Staff mailed notifications of this public hearing to all property owners that are within 200-feet of the subject site, in addition to a sign being posted on the property. Staff has not received letters of support or opposition.

Options/Alternatives:

1. City Council may approve the exception request, as presented.
2. City Council may approve the exception request with conditions, and state those conditions.
3. City Council may deny the request.

Recommendation:

Staff recommends approval as presented.

Attachments

Location Map

Letter of Intent

Site Plan

CITY OF LANCASTER CITY COUNCIL

City Council Regular Meeting

Item 6.

Meeting Date: 10/10/2022

Policy Statement: This request supports the City Council 2021-2022 Policy Agenda

Submitted by: Sorangel O. Arenas, City Secretary

Agenda Caption:

Conduct a public hearing and consider a resolution adopting the City Council's Rules and Procedures, as amended.

Background:

Section 3.14 of the City's Home Rule Charter requires the City Council to determine its own rules of order and business. The City Council's Rules and Procedures provide the framework for which the Council conducts its business and may be amended by a majority vote of City Council at a posted Regular Meeting. City Council reviewed the Rules and Procedures during the Annual Strategic Planning Session, August 26 and 27, 2022.

Below are the sections with modification consideration:

Section III Media and Community Relations, Letter F., Page 12

Section V: Code of Ethics, Letter L. - N., Page 15-16

Section VI: Censure Policy, Number 1., Page 16

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 and held in accordance with the Texas Open Meetings Act.

Options/Alternatives:

1. City Council may approve the resolution, as presented.
2. City Council may adopt the resolution with changes and state those changes.
3. City Council may deny the resolution.

Recommendation:

Staff recommends adoption of the resolution amending the City Council Rules and Procedures, as presented.

Attachments

Resolution

Exhibit A

Rules and Procedures Red Line

CITY OF LANCASTER CITY COUNCIL

City Council Regular Meeting

Item 7.

Meeting Date: 10/10/2022

Policy Statement: This request supports the City Council 2022-2023 Policy Agenda

Goal(s): Financially Sound Government
Healthy, Safe & Engaged Community
Sound Infrastructure
Quality Development
Professional and Committed City Workforce

Submitted by: Opal Mauldin-Jones, City Manager

Agenda Caption:

The City Council shall convene into closed executive session pursuant to:

- a. Section §551.071 of the Texas Government Code to seek legal advice from the City Attorney concerning pending or contemplated litigation: Bear Creek Ranch Municipal Utility District (MUD).
- b. Section § 551.074 (a)(1) of the Texas Government Code to deliberate the appointment, employment, evaluation duties or dismissal of a public officer, to wit: the City Attorney.
- c. Section § 551.074 (a)(1) of the Texas Government Code to deliberate the appointment, employment, evaluation duties or dismissal of a public officer, to wit: the City Secretary.

LANCASTER CITY COUNCIL

City Council Regular Meeting

Item 8.

Meeting Date: 10/10/2022

Policy Statement: This request supports the City Council 2022-2023 Policy Agenda

Goal(s): Professional and Committed City Workforce

Submitted by: Opal Mauldin-Jones, City Manager

Agenda Caption:

Reconvene into open session. Consider and take appropriate action(s), if any, on closed/executive session matters.

Background:

This agenda item allows City Council to take action necessary, if any, on item(s) discussed in Executive Session.