



**NOTICE OF SPECIAL WORK SESSION AGENDA
LANCASTER CITY COUNCIL
MUNICIPAL CENTER CITY COUNCIL CHAMBERS
211 N. HENRY STREET, LANCASTER, TEXAS**



Monday, December 4, 2023 - 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 to join the webinar:

<https://us02web.zoom.us/j/86094398948?pwd=aFBjZ041OHdydIRiQUFGRzhBRDRIUT09>

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

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

CALL TO ORDER

7:00 P.M. WORK SESSION:

1. Discuss and receive a presentation from the City Attorney on an open container policy for the Historic Town Square.
2. Discuss an amendment to the City Council Travel Policy.
3. Discuss and receive an update on the operations and management of Country View Golf Course for the fourth quarter (July-September) fiscal year FY 2022-2023.
4. 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 August 26th and 27th, 2022, for the fourth quarter of the Fiscal Year 2022/2023.

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 and 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 November 30, 2023 @ 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.
Deputy City Manager

CITY OF LANCASTER CITY COUNCIL

City Council Special Work Session

1.

Meeting Date: 12/04/2023

Policy Statement: This request supports the City Council 2023-2024 Policy Agenda

Goal(s): Quality Development

Submitted by: Opal Mauldin-Jones, City Manager
David Ritter, City Attorney

Agenda Caption:

Discuss and receive a presentation from the City Attorney on an open container policy for the Historic Town Square.

Background:

As prescribed in the City Council Rules and Procedures as amended July 2023, Section D. Council agenda process Sub Section 1.b, Councilmember Marco Mejia requested an item on the agenda to discuss an open container policy for the Historic Town Square.

During the Strategic Planning Session on June 16th and 17th, 2023, City Council identified the goal to establish a policy to allow consumption of alcohol from an open container in a public place.

The City Attorney will provide an update on this topic.

CITY OF LANCASTER CITY COUNCIL

City Council Special Work Session

2.

Meeting Date: 12/04/2023

Policy Statement: This request supports the City Council 2023-2024 Policy Agenda

Goal(s): Financially Sound Government

Submitted by: Christine Harris Reed, Director of Finance

Agenda Caption:

Discuss an amendment to the City Council Travel Policy.

Background:

The City Council current travel policy allows for reimbursement of expenses incurred in the course of the Council Member's representation of the City on official City business up to the annual monetary limits established by the City Council. Itemized receipts are required for reimbursement of said incurred expenses.

The City has revisited the current travel policy for City Council and has proactively decided to included policy guidelines that will account for unforeseen circumstances in which receipts are lost, damaged or stolen. During the course of administering the policy, staff is recommending a minor revision to account for illegible, damaged or lost receipts for a minimal dollar amount. As an example, thermal printed receipts may become damaged as a result of heat exposure, nonfunctioning/broken machines and receipts are unable to be retrieved.

This amendment would allow only one missing receipt per travel expense report not exceed twenty dollars (\$20).

Attachments

City Council Travel Policy rev FY2024

City Council Lost Receipt Form



City of Lancaster

SUBJECT: Expenses, Meetings & Travel Reimbursement for City Council		POLICY NO.: TBD
APPROVED BY: City Council Resolution	POLICY DATE: TBD/2017	REVISED DATE: TBD/2023

This establishes a City policy regulating out-of-town travel, local meetings, entertainment, personal car mileage, and/or other expenses incurred by City Council Members who are authorized to officially represent the City at various conferences, meetings, conventions, seminars, and other functions.

This policy is established to provide uniform guidelines and procedures for submission and processing of allowable expenditure requests and to establish proper accounting for approved allowable expenses, including travel advances, City credit card charges, and cash expenditures made for the purposes herein defined on behalf of the City.

General. The City will reimburse City Council Members for expenses incurred in the course of the Council Member's representation of the City on official City business up to the annual monetary limits established by the City Council. Expenses which will be reimbursed or otherwise paid by the City are discussed below.

- A Council Member's expenses must have a connection to official City business; that is, the Council member must have paid or incurred permitted expenses while performing services as a Council Member and authorized representative of the City.
- A Council Member must adequately account to the City for these expenses within ten (10) business days of returning from the trip. A copy of the event brochure/itinerary must be provided with the expense report.
- A Council Member must return any excess reimbursement or allowance to the City within ten (10) business days of returning from the trip.

Responsibilities. The Finance Director is responsible for the overall administration and compliance of the provisions stated in this policy. The Finance Director shall have the responsibility to report any abuse and/or misuse of travel funds to the City Manager's office, who shall then communicate it to each member of the City Council in writing.

Expenses. The annual allowance for expenses shall consist of ~~\$3000~~ **\$7,000** per Council Member and ~~\$3500~~ **\$7,5000** for the Mayor, per fiscal year (or such other amount as the Council may designate by resolution or ordinance). All expenses must be directly related to City business. This amount may be spent at the discretion of each individual Council Member, so long as it is expended on the Council Member's personal attendance of conferences, meetings, conventions, seminars and other functions that constitute official City business and advance the interests of the City. Any amount remaining at the end of the fiscal year will be returned to the City's general funds, and no unspent funds may be transferred from one Council Member to another.

Allowable Living Expenses. Actual living expenses, within the specified limits, may be claimed by City Council Members when they are representing the City on official business away from Lancaster. Living expenses include such items as hotel rooms, meals, tips, parking, and ground transportation, as outlined:

- a) Hotels/Motels. The City will pay actual expenses for hotels, motels, or other lodging for the actual number of days of the conference or other meeting, plus allowance for travel time. The City will pay for charges at the hotel's single occupancy rate. Lodging per night will not exceed actual room cost plus, tax and tips.
- b). Early and Late Arrivals/Departures. Leaving early or staying over at a conference is the Council Member's individual financial responsibility if time is taken for personal recreation. However, if it is necessary due to membership on a board or committee or attendance at a conference then documentation shall be provided with a travel expense report in order to be compliant with travel policy, which allows either one (1) day early arrival or one (1) day late departure per trip.
- c). Parking. Council Members may claim actual parking expenses.
- d). Ground Transportation. Council Members may claim reasonable, actual ground transportation expenses, including shuttle services and taxis, and ride share services such as Uber or Lyft.
- e). Tips/Gratuities. Tips and gratuities are allowed and are considered reasonable when paid at the rate of approximately 15% (to allow for rounding) of meal cost or service and \$1.00 per piece of luggage.

Meals. Meals are covered when it is necessary for a Council member to stop for substantial sleep or rest to properly perform duties while traveling away from home on City business.

- a) Overnight Travel. If an advance is requested by a Council Member per this Policy, currently effective U.S. GSA per diem rates will be used for meals and incidentals while on overnight travel. The per diem rates are found on United States General Services Administration website. Per Diem rates are available for meals and incidentals for all locations.
- b) Business Meetings. Where certain business meetings are required, actual costs for meals/tips will be reimbursed if they exceed the per diem amount. Council Members must attach the detailed itemized receipt and an explanation of the circumstances, to the expense report. (Example: Traveling to Austin to discuss legislative matters with a member of the State Legislature over dinner). The Council Member may pay the actual cost of the meal and not be limited to the dinner per diem amount extended in the advance.

Prohibited Expenses. The cost of alcoholic beverages, room snacks and drinks (whether in a refrigerator or displayed), laundry/dry cleaning, in-room movies, fitness center fees, personal tours, personal entertainment, and spouse or other family expenses are specifically excluded from reimbursement by the City due to the personal, and not civic, nature of the expenses.

Transportation. Actual mileage is calculated in miles from City Hall to the destination. The City will reimburse either (1) actual mileage to and from the destination multiplied by the current rate per mile as determined by the Internal Revenue Service; or (2) the round-trip cost of the actual conveyance, e.g. airfare, that would be spent for the City Council Member traveling to the destination in the vehicle.

Travel Advances. When it becomes necessary that a City Council Member travel in the interest of the City, and at the option of the City Council Member (who may choose to file the request), the Finance Department shall provide a travel advance based on the proposed event schedule, using current U.S. GSA per diem meal and hotel rates for the location of the event. This request may be made on the Expense Report Form and should contain the name of the prospective traveler, purpose of the trip, date(s), times of travel, and other pertinent information. A copy of the conference brochure detailing meals, beginning date, ending date, location and topics is required. This request should be prepared and submitted at the earliest practical time, but preferably no later than fourteen (14) full working days prior to departure.

Filing Expense Reports.

1. Complete Expense Report Promptly. Upon return from travel, the City Council Member shall promptly fill out an Expense Report for submission to the City Secretary's office within ten (10) working days after return from the trip. City Council Members shall include all prepaid expenses (registration, airfare, etc.) related to travel on the Expense Report. **If a Council Member cannot obtain a detailed receipt a lost receipt form may be used. One lost receipt form per travel expense report can be used for a missing receipt not to exceed twenty dollars (\$20). Backup is required such as bank statement or credit card statement.**

2. Return of Unused Funds. In instances where an advance of City funds was in excess of the per diem or if the trip was not taken, the City Council Member shall return the unused funds to the City Secretary's office for credit to the proper fund. The Finance Department shall ensure that the returned monies are credited to the same division and line item account from which they were originally drawn. Returned funds are due to the City by the due date of the Expense Report.
3. Finance Department Review. The Finance Department shall review the items submitted and determine their mathematical accuracy and the allowable expenses under this policy and shall submit all findings and reports to the City Manager's office for communication to the Council Members

excess of the per diem or if the trip was not taken, the City Council Member shall return the unused funds to the City Secretary's office for credit to the proper fund. The Finance Department shall ensure that the returned monies are credited to the same division and line item account from which they were originally drawn. Returned funds are due to the City by the due date of the Expense Report.

4. Finance Department Review. The Finance Department shall review the items submitted and determine their mathematical accuracy and the allowable expenses under this policy and shall submit all findings and reports to the City Manager's office for communication to the Council Members.



CITY COUNCIL LOST RECEIPT FORM

This form should be used when a receipt is lost or damaged. Please submit this form to the City Secretary's office along with your Travel Expense form and a bank statement or credit card statement reflecting the transaction. Only one missing receipt per expense report can be used.

Merchant Name: _____

Transaction Date : _____

Lost ☐

Damaged ☐

Parking Ticket (Max \$20) ☐

Meal (Max \$10) ☐

CITY OF LANCASTER CITY COUNCIL

City Council Special Work Session

3.

Meeting Date: 12/04/2023

Policy Statement: This request supports the City Council 2023-2024 Policy Agenda

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

Submitted by: Dori Lee, Assistant City Manager

Agenda Caption:

Discuss and receive an update on the operations and management of Country View Golf Course for the fourth quarter (July-September) fiscal year FY 2022-2023.

Background:

On April 11, 2022, the City Council extended a management agreement with Touchstone Golf, LLC, and requested staff to continue providing a quarterly update on golf course operations.

This is the update for the fourth quarter of FY 2022/2023 for the period of July 1, 2023 – September 30, 2023.

Attachments

Golf Fourth Quarter Update

Country View Golf Club

Fourth Quarter Update

July 1, 2023 – September 30, 2023

Summary

Country View continues to welcome new and returning golfers each week. The fourth quarter was met with receiving feedback from golfers, continued improvement of course conditions, an increase in rounds played, an increase in member dues, and an increase in food sales.

The Golf Course

- Course surveys are being sent out to all golfers that play the course. These surveys help our team improve to meet the needs of our guests. During the 4th quarter, 133 surveys were completed out of 1,720 or 8% of these that were sent out. Golf course staff continue to improve course conditions by overseeding, fertilizing, and general maintenance making Country View a leading contender in the golf industry.
- Our rating on Golf Now Website is 4 stars out of 5 stars. Our Google Business rating is a 4.1 out of 5.

Golf Operations

- Rounds of golf recorded were 8,495 this quarter compared to 8,075 this quarter in FY 21/22. An increase of 420.
- Green Fee & Cart Fee revenues for the quarter ended at \$253,572.41 compared to \$192,137 in 2022. An increase of \$61,435.41.
- We have an active membership of 185 golfers compared to 166 golfers this same time frame in 2022. Member dues for this quarter were \$32,375.21 compared to last year at \$27,466. This is an increase of \$4,909.21. Course conditions are a credit to the increase in membership.
- Monthly hosted tournaments have resumed with a total of 10 this quarter compared to 6 in this same time frame in 2022.

Food & Beverage

- Food & Beverage Revenue for this quarter is at \$72,749.65 compared to last year at \$54,107. This is an increase of \$18,642.65. This is driven by restaurant, private event, and tournament food sales. In the 4th quarter there were 5 private events which consisted of birthday parties, a class reunion and a repass. Country View also hosted 10 golf tournaments.

CITY OF LANCASTER CITY COUNCIL

City Council Special Work Session

4.

Meeting Date: 12/04/2023

Policy Statement: This request supports the City Council 2023-2024 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:

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 August 26th and 27th, 2022, for the fourth quarter of the Fiscal Year 2022/2023.

Background:

City Council conducted an annual Strategic Planning Session on August 26th and 27th, 2022. This report represents activity for the fourth quarter of the Fiscal Year 2022/2023 (July 1, 2023, through September 30, 2023). This is a review of the implementation and progress of the goals and objectives outlined in the Fiscal Year 2022/2023 strategic plan and how said goals and objectives connect to continued progress toward the realization of the Vision.

Attachments

Fourth Quarter Update

O Financially Sound City 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.

1. Begin Planning for a future Bond Election

All Master Plans have been updated and include recommended capital projects including the Storm Water Master Plan.

City Council received a report regarding recommendation for placement of Fire Station 4 in the 4th Quarter.

Council received the facility assessment report for all facilities and a comprehensive update for the Public Safety Building, staff met with the Financial Advisors, in the 4th Quarter and presented to City Council, for consideration of a certificate of obligation bond project.

American Rescue Plan Act (ARPA)

The FY2022 ARPA report was remitted to the reporting agency on time, enabling the City to remain compliant.

Fund Balance Policy

The City established a policy to maintain a reserve fund balance with a target rate of 18 percent of budget expenditures with a minimum of 12 percent. The City continues to maintain 18 percent and exceed the minimum requirements.

GASB 96

Finance is reviewing and preparing for the new GASB 96 pronouncement that will be effective started in FY2023/2024. GASB 96 provides guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITAs) for government end users.

O Healthy, Safe, & Engaged Community

Lancaster is a place where we embrace public safety and proactive code enforcement in our neighborhoods to sustain vibrant residential and business communities. The community celebrates unity and participates in City-wide 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 City-wide celebrations.

1. Strengthen relationships with LISD

Staff continues to maintain open communication and collaboration with LISD.

2. Explore creation of a Public Engagement Committee

The public engagement committee was created in the 4th quarter and will appoint members in the 1st quarter of the 2023/2024 fiscal year.

3. Redesign the website for easier public access to information

CivicPlus hosts the city's website and they were engaged to update our site to include a more mobile-responsive, highly functional municipal website. The goal is to increase resident engagement by offering more dynamic content and ensuring functionality of all links and ensure accuracy and ease of search for information. Residents have greater transparency of documents and data and have easy access to resident self-service features (report a concern, online bill pay, etc.). The website now has a well-designed layout and easy navigation for mobile users as well as develop users.

The project was completed in the 4th quarter.

4. Upgrade code enforcement efforts

To ensure ability to enforce codes and gain compliance we currently have a rotating schedule where code compliance officers have an employee working a full day on Saturday instead of ½ day.

Lancaster Eyes and Ears program was on pause during the height of the Covid-19 Pandemic. Staff reviewed and updated the operating procedures during this quarter and LEEP volunteers was re-engaged during the 4th quarter.

Code Compliance Division Update

Commercial Code Compliance Cases

Address	Violation	Case Start Date	Status
730 WILLOW WOOD Ln.	Pool cleanliness violations	7/10/2023	Violation - Voluntary Compliance
601 E. BELT LINE Rd.	01.3 - High grass and weeds - Commercial	7/12/2023	Violation - Voluntary Compliance
153 HISTORIC TOWN Sq.	Illegal Banner	7/14/2023	Violation - Voluntary Compliance
153 HISTORIC TOWN Sq.	Obsolete Signs	7/14/2023	Violation - Voluntary Compliance
1744 IDLEWILD Ln.	Outdoor Storage	7/19/2023	Abated by Contractor

1100 RIVER BEND Dr.	01.3 - High grass and weeds - Commercial	7/21/2023	Abated by Contractor
701 W. PLEASANT RUN Rd.	01.3 - High grass and weeds - Commercial	7/21/2023	Abated by Contractor
700 E. MAIN St.	Illegal Banner	7/27/2023	Violation - Voluntary Compliance
702 E. PLEASANT RUN Rd.	01.3 - High grass and weeds - Commercial	8/1/2023	Abated by Contractor
300 N. LANCASTER HUTCHINS Rd.	01.3 - High grass and weeds - Commercial	8/2/2023	Abated by Contractor
600 E. BELT LINE Rd.	01.3 - High grass and weeds - Commercial	8/2/2023	Abated by Contractor
601 E. BELT LINE Rd.	01.3 - High grass and weeds - Commercial	8/2/2023	Abated by Contractor
900 S. LANCASTER HUTCHINS Rd.	01.3 - High grass and weeds - Commercial	8/2/2023	Abated by Contractor
1901 W. BELT LINE Rd.	01.3 - High grass and weeds - Commercial	8/8/2023	Abated by Contractor
2511 W. BELT LINE Rd.	01.3 - High grass and weeds - Commercial	8/8/2023	Abated by Contractor
2521 W. BELT LINE Rd.	01.3 - High grass and weeds - Commercial	8/8/2023	Abated by Contractor
2705 W. BELT LINE Rd.	01.3 - High grass and weeds - Commercial	8/8/2023	Abated by Contractor
2800 W. BELT LINE Rd.	01.3 - High grass and weeds - Commercial	8/8/2023	Abated by Contractor
2600 W. BELT LINE Rd.	01.3 - High grass and weeds - Commercial	8/8/2023	Abated by Contractor
2500 W. BELT LINE Rd.	01.3 - High grass and weeds - Commercial	8/8/2023	Abated by Contractor
1001 N. HOUSTON SCHOOL Rd.	01.3 - High grass and weeds - Commercial	8/8/2023	Abated by Contractor
1305 N. BLUEGROVE Rd. Suite # 102	Illegal Banner	8/11/2023	Violation - Voluntary Compliance
133 N. CREST St.	No building permit	8/11/2023	Citation Issued 8/29/2023
1005 E. PLEASANT RUN Rd.	01.3 - High grass and weeds - Commercial	8/17/2023	Abated by Contractor
1101 E. PLEASANT RUN Rd.	01.3 - High grass and weeds - Commercial	8/17/2023	Abated by Contractor
1900 CORNELL Rd.	01.3 - High grass and weeds - Commercial	8/17/2023	Abated by Contractor
3222 DANIELDALE Rd.	01.3 - High grass and weeds - Commercial	8/17/2023	Abated by Contractor

1320 SPRING HILL Ln.	No building permit	8/17/2023	Citation Issued 9/13/2023
3110 SHERWOOD Ave.	01.3 - High grass and weeds - Commercial	8/17/2023	Abated by Contractor
526 N. I-35E	Maintenance of Signs	8/17/2023	Contractor waiting on sign delivery
701 W. BELT LINE Rd.	01.3 - High grass and weeds - Commercial	8/18/2023	Abated by Contractor
2222 W. MAIN St.	No building permit	8/29/2023	Citation issued 9/8/2023
181 HISTORIC TOWN Sq.	01.3 - High grass and weeds - Commercial	8/31/2023	Abated by Contractor
3163 N. DALLAS Ave.	01.3 - High grass and weeds - Commercial	9/12/2023	Abated by Contractor
200 N. STATE St.	01.3 - High grass and weeds - Commercial	9/12/2023	Abated by Contractor
3255 W. PLEASANT RUN Rd.	01.3 - High grass and weeds - Commercial	9/12/2023	Abated by Contractor
919 N. DALLAS Ave.	01.3 - High grass and weeds - Commercial	9/13/2023	Abated by Contractor
255 N. DALLAS Ave. Bldg. 1 Suite # 103	01.3 - High grass and weeds - Commercial	9/26/2023	Abated by Contractor
200 S I-35E	01.3 - High grass and weeds - Commercial	9/27/2023	Abated by Contractor
734 JEFFERSON St.	01.3 - High grass and weeds - Commercial	10/2/2023	Abated by Contractor
2800 W. BELT LINE Rd.	Maintenance of Signs	10/3/2023	Violation - Voluntary Compliance
2021 W. BELT LINE Rd.	01.3 - High grass and weeds - Commercial	10/4/2023	Abated by Contractor
300 W. BELT LINE Rd.	01.3 - High grass and weeds - Commercial	10/4/2023	Abated by Contractor
801 S. LANCASTER HUTCHINS Rd.	01.3 - High grass and weeds - Commercial	10/4/2023	Abated by Contractor
701 W. BELT LINE Rd.	01.3 - High grass and weeds - Commercial	10/4/2023	Abated by Contractor
601 W. BELT LINE Rd.	01.3 - High grass and weeds - Commercial	10/4/2023	Abated by Contractor
1901 W. BELT LINE Rd.	01.3 - High grass and weeds - Commercial	10/4/2023	Abated by Contractor
2401 W. BELT LINE Rd.	01.3 - High grass and weeds - Commercial	10/4/2023	Abated by Contractor
2021 W. BELT LINE Rd.	01.3 - High grass and weeds - Commercial	10/4/2023	Abated by Contractor

2715 W. BELT LINE Rd.	01.3 - High grass and weeds - Commercial	10/4/2023	Abated by Contractor
2521 W. BELT LINE Rd.	01.3 - High grass and weeds - Commercial	10/4/2023	Abated by Contractor
2705 W. BELT LINE Rd.	01.3 - High grass and weeds - Commercial	10/4/2023	Abated by Contractor
2100 N. HOUSTON SCHOOL Rd.	01.3 - High grass and weeds - Commercial	10/4/2023	Abated by Contractor
2800 W. BELT LINE Rd.	01.3 - High grass and weeds - Commercial	10/4/2023	Abated by Contractor
1315 CHAPMAN Dr.	01.3 - High grass and weeds - Commercial	10/4/2023	Abated by Contractor
1314 CHAPMAN Dr.	01.3 - High grass and weeds - Commercial	10/4/2023	Abated by Contractor
1124 N. DALLAS Ave.	01.3 - High grass and weeds - Commercial	10/5/2023	Abated by Contractor
2100 N. HOUSTON SCHOOL Rd.	01.3 - High grass and weeds - Commercial	10/5/2023	Abated by Contractor
1132 N. DALLAS Ave. Suite # A	01.3 - High grass and weeds - Commercial	10/5/2023	Abated by Contractor
2810 DANIELDALE Rd.	01.3 - High grass and weeds - Commercial	10/5/2023	Abated by Contractor
520 N. DALLAS Ave.	No Sign Permit	10/5/2023	Citation issued 10/18/2023
2929 MARQUIS Ln.	01.3 - High grass and weeds - Commercial	10/5/2023	Abated by Contractor
505 REA St.	01.3 - High grass and weeds - Commercial	10/5/2023	Abated by Contractor
1500 JEFFERSON St.	01.3 - High grass and weeds - Commercial	10/5/2023	Abated by Contractor
531 W. MAIN St.	01.3 - High grass and weeds - Commercial	10/6/2023	Abated by Contractor
1488 W. MAIN St.	01.3 - High grass and weeds - Commercial	10/6/2023	Abated by Contractor
945 SHELL Ln.	Pool cleanliness violations	10/9/2023	Violation - Voluntary Compliance
121 E PLEASANT RUN Rd.	Certificate of Occupancy Violation	10/10/2023	Pending inspection
2905 LAWNSDALE Dr.	No building permit	10/17/2023	Pending inspection
1600 N I-35E	01.3 - High grass and weeds - Commercial	10/21/2023	Abated by Contractor
300 N. LANCASTER HUTCHINS Rd.	01.3 - High grass and weeds - Commercial	10/27/2023	Abated by Contractor

4533 UNIVERSITY HILLS Blvd.	No Certificate of Occupancy	10/20/2023	Citation issued 11/20/2023

Animal Shelter Update

Animal Services responded to 471 animal complaints that included but not limited to: loose stray animals, aggressive animals, police and fire assist, deceased animal pick up, animal neglect and animal cruelty.

Animal Services recorded a total of 22 rescues, 32 adoptions, and 12 redemptions.

Police Department Update

Crime prevention and deterrence is a primary objective of the police department. Overall, we are seeing decreases in several offense categories that we believe is a result of some aggressive proactive measures including a robbery detail, increased traffic enforcement, and officer initiated close patrol of neighborhoods based on visible activity.

In a continued effort to be more transparent and hold all of our officers accountable, the Lancaster Police Department policies have been published. These policies are recognized by the Texas Police Chief Association Best Practices and further enhances our ability to serve our community and keep Lancaster a “safe and vibrant community.”

OFFENSES			
	4Q 2022	4Q 2023	UP/DOWN
Assault	119	121	2
Burglary Building	11	19	8
Burglary Habitation	17	16	-1
Burglary Vehicle	221	44	-177
Criminal Mischief	65	89	24
Drug Crimes	56	38	-18
DWI	8	6	-2
Financial Crimes	22	26	4
Information Report	397	459	62
Mental Evaluations	26	43	17
Murder	0	2	2
Robbery	12	6	-6
Runaways	25	18	-7
Sex Assault	2	11	9
Theft	142	192	50
UUMV	50	84	34

PATROL			
	4Q 2022	4Q 2023	UP/DOWN
Traffic Stops	3694	1521	-2173
Field Contacts	27	29	2

WARRANTS			
	4Q 2022	4Q 2023	UP/DOWN
New Felony	32	40	8
New Misdemeanor	40	27	-13
New Warrants Total	72	67	-5
Warrants Served	84	35	-49

ACCIDENTS			
	4Q 2022	4Q 2023	UP/DOWN
Total Accidents	191	200	9

ARREST			
	4Q 2022	4Q 2023	UP/DOWN
Arrest	475	296	-179

CALLS FOR SERVICE			
	4Q 2022	4Q 2023	UP/DOWN
Total Calls	11869	8718	-3151
Close Patrols	2054	1365	-689
House Check Request	17	18	1
House Check Calls	67	20	-47

RECRUITMENT

Staff has visited community college campuses around the metroplex and other police departments. Flyers were placed at local gas stations and various businesses that allow flyers.

Staff ensures that a follow up with each individual that has signed up for an upcoming Civil Service Exam has received contact from the Police Department prior to their exam date. Additionally, staff will assist with scheduling times that prospective applicants can come to the police department and train for the physical fitness test.

Upon successfully passing the Civil Service Exam, staff walks through the paper work and next steps with each.

PATROL COVERAGE

Staff has been re-assigned to provide better coverage for shifts.

Municipal Court Update

The fourth quarter of FY2022-2023 the Municipal Court collected revenues of \$227,853.00. This is a decrease of \$59,191.00 from the same period of last year, \$287,044.00. 1,587 warrants were issued for the 4th Quarter, and 1,508 were served/recalled during the same period.

The number of cases filed totaled 1,485; 1,781 Trial/Hearings held, and 1,223 dispositions for the 4th Quarter of FY2022-2023.

Municipal Court Yearly Financial Comparison Report

FY2022-2023	Financial						Amount of Increase
	State Cost	City	Fines	Tech Fd	Bldg Sec	Total	
October	\$17,727	\$42,243	\$29,650	\$194	\$146	\$89,960	-\$2,112
November	\$17,896	\$42,038	\$37,348	\$174	\$131	\$97,587	-\$15,961
December	\$15,878	\$38,991	\$27,860	\$197	\$147	\$83,073	-\$5,712
January	\$17,361	\$46,394	\$29,247	\$214	\$160	\$93,376	\$9,532
February	\$22,252	\$49,904	\$38,495	\$281	\$211	\$111,143	\$35,240
March	\$23,684	\$64,732	\$40,990	\$435	\$326	\$130,167	-\$42,057
April	\$16,178	\$48,759	\$35,634	\$245	\$184	\$101,001	-\$21,560
May	\$15,616	\$50,774	\$31,865	\$206	\$155	\$98,615	-\$23,329
June	\$12,419	\$35,055	\$23,665	\$176	\$132	\$71,447	-\$44,411
July	\$12,317	\$30,660	\$22,928	\$137	\$103	\$66,146	-\$28,623
August	\$14,211	\$38,998	\$26,059	\$182	\$136	\$79,586	-\$25,330
September	\$14,341	\$39,079	\$28,397	\$173	\$130	\$82,121	-\$5,238
FY2022-2023	\$199,879	\$527,629	\$372,138	\$2,614	\$1,961	\$1,104,221	-\$169,560

Parks and Recreation Division Update

The Lancaster Recreation Center Family Aquatics Center, a part of the Parks and Recreation Department, has experienced a positive growth in the number of people participating in our organized aquatics programs. These programs include Fitness Swim, Water Aerobics, Swim Lessons, Swim Team, and Parent and Tot. During this quarter, we had 926 individuals take part in these programs.

Recreation Division

The Lancaster Recreation Center had 13,719 membership scans in Q4 compared to 11,951 in Q3.

After School Program - 15 participants per week

Summer Camp - 20 campers per week

Reservations – Outdoor pavilions, Grand Hall, Community House, Senior Life Center and Gymnasium facilitated a total of 332 rentals this quarter.

Aquatics

Swim Lessons (ages 5 years 16 years) - 128 participants

Parent and Tot Swim Lessons (ages 6 months – 3 years) - 32 participants

Fitness Swim (ages 18 and up) - 145 participants

Water Aerobics (ages 18 and up) - 78 participants

Swim Team (ages 13 -17) - 10 participant

Adult Classes

Pickleball - **10 participants**

Athletic Division

The Athletics division continued its partnerships with the Lancaster Tigers, with a total of **217 participants**.

Special Events

July 2023

The division hosted the Lancaster Parks and Recreation Department July 4th Celebration at the Helen Giddings Amphitheater on Sunday, July 4th. The event showcased approximately 36 paid vendors. The event received approximately 10,000 attendees.

In honor of National Parks and Recreation Month, the department held an Ice Cream Social on July 14th for all City of Lancaster employees at the Recreation Center. The event received approximately 50 attendees from departments such as City Manager's Office/Community Relations, City Secretary's Office, Library, Code Compliance, Streets, Fire Department and Police Department.

August 2023 – No events.

September 2023 – No events.

Senior Life Center

The Senior Life Center had a total of 3,939 entrance scans in Quarter 4. The center offered enrichment activities like Crochet, Knitting, Croquet, Card-Marking, Bingo, Line-Dancing, and Meal Program.

Parks Division

On July 21, 2023, Al Ramirez (Lancaster Store #8976 Manager) brought out eleven of his Home Depot Team members who spent their day beautifying Cedardale Park. Deputy Mayor Pro Tem Betty Gooden-Davis and Mayor Pro Tem Mitchell Cheatham welcomed the group and worked alongside planting flowers and spreading mulch. Assistant City Manager, Dori Lee was also present to welcome volunteers and staff, with our Parks department assisting with the projects; Added Kiddie Cushion mulch to the play surface and cleaned the playground, planted flowers at the Cedardale sign bed, painted letters and mulched the park sign, Solar Lighting was added to the sign bed.

The Home Depot provided eleven of their staff and brought their own shovels, rakes, wheelbarrows, etc. They also provided;

- 12 Flats of Periwinkles

- 46 Solar Lights
- Paint for background letters on the Cedardale sign.

The Parks department had five staff members on site to assist with the projects and purchased the following materials;

Total of 24 Cubic Yards of Kiddie Cushion Mulch added to the playground surface.

Library Services Division Update

July 2023

The City of Lancaster hosted the 4th of July Celebration at Community Park and the library provided set up rooms for event headliners: A.D. Bonner, Extended Pay 2, Vida Loca, KeKe Wyatt and Carl Thomas. The Library also received word from the Texas State Library and Archives Commission that it was one of the recipients of the Special Projects Grant that will fund an eSports and Gaming program in 2024. The library continues to offer weekly programs like Ancestry Help offered every Thursday at 5:00 PM, Wizard Wednesday every Wednesday at 4:00 PM and Computer Classes offered Tuesdays at 5:00 PM.

August 2023

August is Attendance Awareness Month and National Drop Out Prevention Month. The library displayed posters received from the Lancaster Independent School District to promote awareness to the community. The Library Advisory Board met on Wednesday, August 9th at the Library at 7:00 PM to discuss the Library's Annual Report. The library continues to offer weekly programs like Ancestry Help offered every Thursday at 5:00 PM, Wizard Wednesday every Wednesday at 4:00 PM and Computer Classes offered Tuesdays at 5:00 PM.

September 2023

The month of September was National Library Card Sign-up Month. The library signed up a total of 103 new patrons with library cards for the month of September. The library continues to offer weekly programs like Ancestry Help offered every Thursday at 5:00 PM, Wizard Wednesday every Wednesday at 4:00 PM and Computer Classes offered Tuesdays at 5:00 PM.

○ 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 City Executive Staff are engaged with residents and attends community events, upholds strong customer service, and uses technology to aid them in working smarter.

- 1. Provide competitive salaries**

Salary survey data from fiscal year 2013/2014 revealed the City was -15.82% below market average salary. Prior to the adoption of the 2022/2023 budget, the City was 6.51% below market average salary across the board and below the Best Southwest Cities of Cedar Hill, DeSoto and Duncanville.

From fiscal year 2013/2014 to the adoption of the 2022/2023 budget, City Council has approved a 34% increase overall to the general government pay plan and a 41% increase overall to the civil service pay plan. This demonstrates continuous commitment to investing in realizing the goal of a professional and committed City workforce.

On September 11, 2023, City Council adopted the annual budget which included a 10% salary increase for general government employees and 15% salary increase for civil service.

○ 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.

- 1. Continue implementation of development priorities including high-quality diverse housing, commercial and retail growth and small businesses.**

Panda Express, Starbucks, and Dutch Bros. broke ground and started going vertical. Shipley's continues to go through the development process. Bojangle's opened. Raisin' Canes site was sold to a used car dealership and they are considering other locations. Various retailers and restaurants opened in downtown.

- 2. Consider planning for a future City Hall**

- 3. Continue focus on high priority areas including downtown, hospital and campus districts**

In the Hospital District, Dutch Bros. went vertical and the old Grandy's site was razed. Shipley's continues to go through the development process. The two-story site behind the old Grandy's building is for sale and retail developers have been notified. In the Campus District, retail broker, Henry S. Miller, created the ability to compile sites. Various discussions are being had with developers. The main interest has been non-retail; however, staff remains steadfast on encouraging retail and mixed-use development. Regarding downtown, several food entities and retailers have opened. Others are going through the development process.

- 4. Review overlay districts**

○ Sound Infrastructure

The City supports an adequate and well-maintained infrastructure to meet both current demands and future expansion needs.

- 1. Improve city signage (entry features, way-finding signs)**

Meadowview Subdivision have installed eleven (11) Neighborhood Street Toppers. The Hearthstone Subdivision, Pleasant Run Estates Subdivision, Tribute at Mills Branch, and the Glendover Estates Subdivision are awaiting Neighborhood Street Toppers to be installed.

Meadowcreek and Brookhaven Estates are in the process of identifying location for placement of the two (2) signs.

2. Identify potential funding for the installation and maintenance of neighborhood entrance markers

The installation of the gateway monuments continues as a part of implementing the streetscape masterplan. The contractor is currently installing irrigation and has started on monument construction. The project is 55% completed at this time.

The ARPA Water and Wastewater projects are underway. At this time, Bear Creek Road, Cedardale Road and Ames Road have been completed.