



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



Monday, April 15, 2024 - 7:00 PM

7:00 P.M. SPECIAL MEETING:

CALL TO ORDER

1. In accordance with Chapter 551 Section 551.071 of the Texas Government Code (the Texas Open Meetings Act), the City Council shall convene in executive session to confer with the City's attorney to discuss pending, threatened, contemplated, or potential related litigation in regard to:
 - 1) Pleasant Run Road Improvements (Dallas County MCIP 31403).
 - 2) Potential dis-annexation of real estate.
2. Reconvene into open session. Consider and take appropriate action(s), if any, on closed/executive session matters.

ADJOURN SPECIAL MEETING

7:15 P.M. REGULAR WORK SESSION:

CALL TO ORDER

1. Receive and discuss a presentation from Community Waste Disposal regarding refuse and recycling services.
2. Discuss and receive a presentation on economic trends and indicators and the impact of these factors on the implementation of the Economic Development Strategic Plan.
3. Discuss and receive a presentation on the renovation of the City Hall Annex building located at 250 East First Street.
4. Receive a presentation regarding the FY 2023/2024 equipment replacement program, facility program needs and one-time expenditures.
5. Discuss and receive an update on the operations and management of Country View Golf Course for the second quarter (January-March) fiscal year FY 2023-2024.
6. Discuss and receive a presentation regarding the Quarterly Financial Report for the second quarter of Fiscal Year (FY) 2024 for the period ending on March 31, 2024.

7. 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 16 and 17th, 2023, for the second quarter of the Fiscal Year 2023/2024 (January 1, 2024- March 31, 2024).

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.

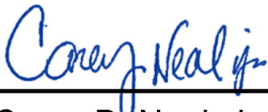
CONFORME A LA SECCION 30.06 DEL CODIGO PENAL (TRASPASAR PORTANDO ARMAS DE FUEGO CON LICENCIA) PERSONAS CON LICENCIA BAJO DEL SUB-CAPITULO 411, CODIGO DEL GOBIERNO (LEY DE PORTAR ARMAS), NO DEBEN ENTRAR A ESTA PROPIEDAD PORTANDO UN ARMA DE FUEGO OCULTADA.

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 April 11, 2024 @ 5:10 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 Meeting and Regular Work Session

Item 1.

Meeting Date: 04/15/2024

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:

In accordance with Chapter 551 Section 551.071 of the Texas Government Code (the Texas Open Meetings Act), the City Council shall convene in executive session to confer with the City's attorney to discuss pending, threatened, contemplated, or potential related litigation in regard to:

- 1) Pleasant Run Road Improvements (Dallas County MCIP 31403).
- 2) Potential dis-annexation of real estate.

LANCASTER CITY COUNCIL

City Council Special Meeting and Regular Work Session

Item 2.

Meeting Date: 04/15/2024

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:

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.

CITY OF LANCASTER CITY COUNCIL

City Council Special Meeting and Regular Work Session

Item 1.

Meeting Date: 04/15/2024

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

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

Submitted by: Opal Mauldin-Jones, City Manager

Agenda Caption:

Receive and discuss 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 was from February 1, 2016, through December 31, 2022. The contract had renewal options for one (1) additional three (3) year term unless either party provided 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.

On February 13, 2023 the City of Lancaster exercised the renewal clause of the agreement with Community Waste Disposal (CWD) to provide refuse, recyclable materials, bulk and brush collection services within the city. The term of the contract was for three (3) years beginning on March 1, 2023, and terminating on February 28, 2026 to include brush/bulky waste collection on a bi-monthly (once every two months) bases with the establishment of new service pickup dates for residents. Allowing for an annual (once every year) rate adjustment, with the first-rate adjustment request being effective March 1, 2024 and allowing a request to be made every twelve (12) months following, and agreeing that adjustments be based on CPI, Fuel and Disposal cost for the year.

At the City Council Regular Meeting on February 26, 2024, the annual adjustment request was approved by the City Council and the City cost increased from \$14.48 for trash, recycling and quarterly trash-off to \$15.26 per residential account. The special pick-up/hot list rate increased to \$106.52 from \$71.03; although the City was only being charged \$68.96.

Commercial hand collect rates increased from \$19.63 for trash, \$12.83 for recycling (\$37.02) to \$38.37. Commercial hand-collected customer accounts will notice the \$1.35 per month increase in their rates.

From April 1, 2023 to April 9, 2024, The City of Lancaster has received 725 reports of missed trash collection, 117 reports of missed recycling collection, 157 reports of missed bulk trash collection, and 715 reports of other service related issues.

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.

City Council will receive the annual update presentation from Community Waste Disposal.

CITY OF LANCASTER CITY COUNCIL

City Council Special Meeting and Regular Work Session

Item 2.

Meeting Date: 04/15/2024

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

Goal(s): Healthy, Safe & Engaged Community
Quality Development

Submitted by: Shane Shepard, Director of Economic Development

Agenda Caption:

Discuss and receive a presentation on economic trends and indicators and the impact of these factors on the implementation of the Economic Development Strategic Plan.

Background:

The City Council requested an annual update of economic indicators and trends and how these factors impact the implementation of the Economic Development Strategic Plan.

Economic trends for the City of Lancaster remain strong. Collections for local revenue sources - property tax and sales and use tax - continue to grow. Over the last ten years, the growth in commercial construction has enabled the city to reduce the share of property taxes generated by residential property. Sales and use tax collections continue to be strong as construction and construction-related collections remain strong. The real estate market for manufacturing, technology, and data center development is strong. Retail development has shown several positive trends over the last year with the addition of several chain restaurants and the re-tenanting of the downtown square to add unique regional restaurants and shops. Due to these developments, Lancaster had positive news coverage.

The scope and amount of new development activity indicates that the implementation of the Economic Development Strategic Plan is progressing. The Final Implementation Plan for the Economic Development Strategic Plan was written in 2018 and adopted by the City Council on January 14, 2019. The plan targets the following types of commercial development:

- Industrial - Niagara, American Licorice, FreshRealm, Kodiak Robotics
- Commercial - Planned Residence Inn and Homewood Suites (two Upscale-rated hotels)
- Retail and Entrepreneurial - Starbucks, Dutch Bros., Panda Express, Bojangles, La Calle Doce, Saviana Winery, HUG BBQ, Just Juice, Hunnicutt's Café, Gelu Italian Ice, Kee's Subhub and Crunchy B's

The Economic Development Strategic Plan also supports new residential and cultural/recreation development.

City Council will receive a presentation.

Attachments

Economic Trends FY 2023-2024

CITY OF LANCASTER CITY COUNCIL

City Council Special Meeting and Regular Work Session

Item 3.

Meeting Date: 04/15/2024

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

Goal(s): Healthy, Safe & Engaged Community
Quality Development

Submitted by: Shane Shepard, Director of Economic Development

Agenda Caption:

Discuss and receive a presentation on the renovation of the City Hall Annex building located at 250 East First Street.

Background:

In June 2023, the city hired GSBS Architects to prepare construction documents for the renovation of the City Hall Annex building located at 250 East First Street. The Lancaster Economic Development Corporation (LEDC) purchased the building for use as office space on August 15, 2022. An Request For Qualifications for architectural services was prepared and GSBS was selected as the most qualified firm. The Lancaster Economic Development Corporation (LEDC) approved an agreement with GSBS in March 2023 which was ratified by City Council on June 12, 2023.

Design work started in June 2023 and is nearing completion. The conceptual design for the renovation was presented to LEDC on August 29, 2023 and went to the Historic Landmark Preservation Committee (HLPC) on September 26, 2023. HLPC's approval was ratified by the Planning and Zoning Commission on December 5, 2023.

There are a few outstanding items to address prior to sending the project out to bid: 1) ADA accessibility review by a third-party contractor; 2) minor modifications based on final fire plans review; and 3) final revisions related to the burial of utility lines that cross the open courtyard on the south side of the building. It is expected that these items will be finalized in the next thirty (30) days and the construction bidding process will be initiated.

City Council will receive a presentation from a representative from GSBS who will provide an overview of the project.

Attachments

Architectural Presentation

CITY OF LANCASTER CITY COUNCIL

City Council Special Meeting and Regular Work Session

Item 4.

Meeting Date: 04/15/2024

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

Goal(s): Financially Sound Government
Sound Infrastructure

Submitted by: Opal Mauldin-Jones, City Manager
Jermaine Sapp, Director of Equipment & Facility Services

Agenda Caption:

Receive a presentation regarding the FY 2023/2024 equipment replacement program, facility program needs and one-time expenditures.

Background:

The City of Lancaster manages a large fleet of vehicles and equipment to perform needed services throughout the City. The City Council first received a presentation regarding the replacement program in May 2012, and it was accepted in September 2012.

The City of Lancaster currently maintains an Equipment Replacement Fund as a means to replace equipment on a consistent basis. The fund has been utilized for the purchase of public safety, public works, and parks equipment in the last several years. Allocation of funds for the Equipment Replacement comes from the Fund Balance in excess of the target eighteen percent (18%) policy goal.

The Equipment Replacement Schedule was re-established in 2012 and is updated annually based on use, maintenance, age, and other criteria established by the Equipment and Facilities Department. The City Council annually receives an update regarding the plan for the upcoming fiscal year.

In 2023, City Council received a facility assessment regarding the condition of all facilities. The report focused on areas that were considered major deficiencies. Annually, the Council receives a report regarding proposed facility improvements based on the assessment, maintenance, and any needed major repairs.

The City has capital program and operational needs that are beyond the scope of the annual budget. Staff has prepared a report identifying these needs and a plan to make annual purchases to provide for the projects.

City Council will receive a presentation.

CITY OF LANCASTER CITY COUNCIL

City Council Special Meeting and Regular Work Session

Item 5.

Meeting Date: 04/15/2024

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 second quarter (January-March) fiscal year FY 2023-2024.

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 second quarter of FY 2023/2024 for the period of January 1, 2024 – March 31, 2024.

Attachments

Second Quarter Update

CITY OF LANCASTER CITY COUNCIL

City Council Special Meeting and Regular Work Session

Item 6.

Meeting Date: 04/15/2024

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 and receive a presentation regarding the Quarterly Financial Report for the second quarter of Fiscal Year (FY) 2024 for the period ending on March 31, 2024.

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 2024; January 1, 2024 through March 31, 2024.

Attachments

2nd Quarter Financial Report

CITY OF LANCASTER CITY COUNCIL

City Council Special Meeting and Regular Work Session

Item 7.

Meeting Date: 04/15/2024

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 June 16 and 17th, 2023, for the second quarter of the Fiscal Year 2023/2024 (January 1, 2024- March 31, 2024).

Background:

City Council conducted an annual Strategic Planning Session on June 16 and 17th, 2023. This report represents activity for the second quarter of the Fiscal Year 2023/2024 (January 1, 2024, through March 31, 2024). This is a review of the implementation and progress of the goals and objectives outlined in the Fiscal Year 2023/2024 strategic plan and how said goals and objectives connect to continued progress toward the realization of the Vision.

Attachments

Second Quarter Update
