



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



**Monday, November 16, 2015 - 7:00 PM**

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

**CALL TO ORDER**

**PRESENTATION:** Civic Leadership Academy Certificates

**CONSENT:**

1. Discuss and consider adopting the following:
- Resolution No. 2015-11-88 regarding updated Rules and Procedures;
  - Resolution 2015-11-89 regarding updated Boards and Commissions Policy;
  - Ordinance No 2015-11-24 amending section 14.209 "Planning and Zoning Commission" of the Lancaster Development Code; and
  - Ordinance No. 2015-11-25, amending section 18.06.004 of the Lancaster Code of Ordinances, "Parks and recreation advisory board, tree board, and recreational development corporation".

Adjourn Special Meeting

**7:15 P.M. WORK SESSION:**

1. Receive and discuss a presentation about the Lancaster Fire Department's Insurance Service Office (ISO) rating and the steps to get to an ISO rating of 2.

**ADJOURNMENT**

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**EXECUTIVE SESSION:** The 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:** The Municipal Center is 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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**Certificate**

**I hereby certify the above Notice of Meeting was posted at the Lancaster City Hall on November 12, 2015 @ 6:30 p.m. and copies thereof were provided to the Mayor, Mayor Pro-Tempore, Deputy Mayor Pro-Tempore and Council members.**

Sorangel O. Arenas  
City Secretary

# **LANCASTER CITY COUNCIL**

## **Agenda Communication**

November 16, 2015

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**Discuss and consider adopting the following:**

- **Resolution No. 2015-11-88 regarding updated Rules and Procedures;**
  - **Resolution 2015-11-89 regarding updated Boards and Commissions Policy;**
  - **Ordinance No 2015-11-24 amending section 14.209 “Planning and Zoning Commission” of the Lancaster Development Code; and**
  - **Ordinance No. 2015-11-25, amending section 18.06.004 of the Lancaster Code of Ordinances, “Parks and recreation advisory board, tree board, and recreational development corporation”.**
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**This request supports the City Council 2015-2016 Policy Agenda.**

**Goal: Financially Sound City Government**

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### **Background**

On June 9 and 10, 2015, the City Council met during Strategic Planning and explored merging the timing of Board and Commission appointments with the Civic Leadership training.

### **Options/Alternatives**

1. Council may approve the resolution as presented.
2. Council may reject the resolution.

### **Attachments**

- Resolution No. 2015-11-88 – Rules and Procedures
  - Resolution No. 2015-11-89 – Policies and Procedures for Lancaster Boards, Commissions and Committees
  - Ordinance No. 2015-11-24 – Planning and Zoning
  - Ordinance No. 2015-11-25 – Park, tree, and recreation board
  - Exhibit “A” – City Council Rules and Procedures (redlined)
  - Exhibit “A” – Policies and Procedures for Lancaster Boards, Commissions and Committees (redlined)
- 

**Submitted by:**

Sorangel O. Arenas, City Secretary

**RESOLUTION NO. 2015-11-88**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS, ADOPTING UPDATED CITY COUNCIL RULES AND PROCEDURES, AND ATTACHED HERETO AND INCORPORATED HEREIN FOR ALL PURPOSES AS EXHIBIT "A"; PROVIDING A REPEALING CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Lancaster desires to adopt an updated City Council Rules and Procedures, to provide for the selection of City Council Liasons to Boards and Commissions following the annual appointments of the members of the Boards and Commissions; and

**WHEREAS**, after consideration and review, the City Council finds that the City Council Rules and Procedures, should be updated and said updated City Council Rules and Procedures, which are attached hereto and incorporated herein as Exhibit "A," should be adopted;

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

**SECTION 1.** That the City Council Rules and Procedures, having been reviewed by the City Council of the City of Lancaster, Texas, and found to be acceptable and in the best interest of the City and its citizens, be, are hereby amended, and attached hereto and incorporated herein by reference as Exhibit "A", and the same is hereby, in all things approved and adopted.

**SECTION 2.** That any provision of any resolution of the City of Lancaster, Texas, in conflict or inconsistent with the provisions of this resolution be, and the same are hereby repealed, and any provision of any resolution of the City not in conflict with the provisions of this ordinance shall remain in full force and effect.

**SECTION 3.** The recitals set forth above are incorporated herein for all purposes as if set forth in full herein.

**SECTION 4.** That this resolution shall take effect immediately from and after its adoption and it is accordingly so resolved.

**DULY PASSED** and approved by the City Council of the City of Lancaster, Texas, on this the 16<sup>th</sup> day of November, 2015.

**ATTEST:**

**APPROVED:**

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

\_\_\_\_\_  
Marcus E. Knight, Mayor

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Robert E. Hager, City Attorney

# **City of Lancaster**

## **City Council**

### **Rules and Procedures**



*As Amended  
September 14, 2015*

Last CC Review: June 9-10, 2015

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### STATEMENT OF MISSION

The City Council shall faithfully discharge all duties imposed upon it by the City Charter and the Constitution and laws of the State of Texas, independently and impartially deciding all matters brought before it with responsibility to the citizens and each other.

## **COUNCIL DUTIES AND RESPONSIBILITIES**

The City Council is the governing body for the City of Lancaster and must bear responsibility for the integrity of governance. This policy intends to ensure effective and efficient governance.

The Council shall govern the City with a commitment to preserving the values and integrity of representative local government and democracy. The following statements will serve as a guide to that commitment:

1. The Council must strive for continual improvement of each member's personal knowledge and ability to serve in an atmosphere conducive to the responsible exchange of ideas.
2. The Council will keep the community informed on municipal affairs; encourage communication between the citizens and Council and strive for constructive relationships with Dallas County, neighboring communities, Lancaster Independent School District and other governmental bodies.
3. The Council will recognize and address the rights and privileges of the social, cultural, and physical characteristics of the community when setting policy.
4. The Council will seek to improve the quality and image of public service.
5. The Council will commit to improving the quality of life for the individual and the community by being dedicated to the faithful stewardship of the public trust.

### **SECTION I**

#### **MAYOR - CITY COUNCIL RELATIONS**

##### **A. MAYORAL RESPONSIBILITIES**

1. The Mayor shall be the presiding officer at all meetings. The Mayor Pro Tem shall preside in the absence of the Mayor. The Deputy Mayor Pro Tem shall preside in the absence of both the Mayor and Mayor Pro Tem.
2. The Mayor shall have a voice and vote in all matters before the Council.

3. The Mayor is the spokesperson for and on behalf of the Council on all matters unless absent, at which time a designee will assume the role.
4. The Mayor shall preserve order and decorum and is responsible for keeping the meetings orderly by recognizing each Member for discussion, limiting speaking time, encouraging debate among Members, and keeping discussion on the agenda items being considered as required by these rules and in accordance with the TOMA.
5. Should a conflict arise among Councilmembers, the Mayor serves as mediator and arbiter.

**B. COUNCILMEMBER RESPONSIBILITIES**

1. Councilmembers shall know and observe the adopted rules and procedures governing their duties and responsibilities.
2. Councilmembers shall be prepared to discuss and act upon the posted agenda.
3. Councilmembers shall take the initiative to be informed about Council actions taken in their absence. When absent the individual Councilmember is responsible for obtaining relevant information prior to the Council meeting when said item is to be considered.
4. Councilmembers appointed to serve as liaison to a board, commission, or study group are responsible for keeping all Councilmembers informed of significant board, commission, or study group activities.

**C. HOUSE RULES: CODE OF CONDUCT**

1. Listen and understand before judging.
2. Focus on the Vision and goals;  
no personal attacks or inferences.
3. Look for areas of agreement before differences.
4. Be on time; start on time; turn off all communication devices.
5. Once a decision is made,



support the City decision, but state your reservation.

6. Agree to disagree;  
move on to the next issue.
7. Come prepared to discuss issues;  
When possible ask questions of staff prior to the meeting so that staff can be prepared.
8. Praise in public;  
provide constructive feedback in private.
9. Participate in discussions and focus on the issue;  
avoid side conversations. Need to be mindful that sidebar conversations are disruptive.
10. Be courteous, honest and treat others with respect.
11. Communicate in an open, direct manner;  
keep others informed.
12. If you have a problem with another member of Council, go to that member directly and not to other council members, the community or staff.
13. Be a positive ambassador for the City.

#### **D. CITY COUNCIL AGENDA PROCESS**

1. Agenda Items
  - a. The City Manager shall be responsible for the placement of agenda items.
  - b. Any member of the City Council shall have the unabridged right to place an item on the agenda of a duly convened meeting of the council and nothing contained in the Charter or these Rules and Procedures shall be construed to limit or circumscribe such right.
  - c. A Councilmember may place an item on the agenda by presenting same, in writing or verbally, to the City Manager not later than noon on the Friday one week before the Council meeting. The City Manager may discuss with the requesting Councilmember delay of the agenda item one meeting due to time considerations. However,

the Councilmember may choose to direct the City Manager to place the agenda item on the upcoming Council meeting without a one meeting delay. Such direction shall be noted in the agenda communication regarding the agenda item.

2. Parliamentary Procedures

- a. Discussion on agenda items will be initiated following introduction by the Mayor, explanatory comments by staff, and a motion and a second for or against the proposal.
- b. The Mayor will encourage all Councilmembers to participate in discussion and debate, ensuring all members the opportunity to speak, limiting each speaker to ensure efficient use of time as appropriate.
- c. Generally accepted Parliamentary Procedure will determine the precedence of motions and the general conduct and composition of meetings except as otherwise provided herein or by State law.

3. Citizens Comments

- a. When Citizens' Comments are listed on the posted agenda, the Mayor may enforce the three (3) minute rule. The Mayor, at his/her discretion, may adjust the length of time per speaker. All speakers shall be accorded the courtesy of the same time allowance. All citizens requesting to speak during Citizens' Comments must fill out a speaker card prior to the call to order of the meeting.

*(Approved by motion at City Council meeting June 7, 1999)*

- b. When Public Hearings are listed on the posted agenda, citizens wishing to speak during the Public Hearing will be asked to fill out a speaker card prior to the call to order of the meeting.
- c. Public comment shall not be accepted during a Council work session. A councilmember may request that the Mayor recognize a person to speak during a work session if the councilmember believes the

person has pertinent, factual information that is directly relevant to the Council's discussion. The Mayor, at his/her discretion, may ask the person to speak.

4. Minutes

- a. The City Secretary will keep Action Minutes for all City Council meetings where Council takes official action and description minutes for all citizens' comments and Public Hearings.
- b. The City Secretary shall maintain recordings of City Council meetings in accordance with the City's adopted Records Management Program ordinance and applicable state law.
- c. Any questions regarding minutes shall be directed to the City Secretary prior to the council meeting.

5. Any Councilmember may appeal to the Council as a whole from a ruling by the Mayor. If the appeal is seconded, the person making the appeal may make a brief statement and the Mayor may explain the Mayor's position, but no other Member may speak on the motion. The Mayor will then put the ruling to a vote of the Council.

6. Any Councilmember may ask the Mayor to enforce the rules established by the Council. Should the Mayor fail to do so, a majority vote of the Council present may override the Mayor and call for enforcement of the house rules.

**E. COUNCIL MEMBER TRAINING AND PROFESSIONAL DEVELOPMENT**

1. Council members are encouraged to attend at least one training event per year, and others as found beneficial to performance of their elective duties, subject to the availability of funds as appropriated in the annual budget for the Mayor and each council district.
2. Council shall appropriate an amount for Mayor and each council district. Travel and training funds appropriated for the Mayor and each council district

shall not be available for transfer to another council district or the Mayor.

3. Selection of professional development events are at the discretion of each council member, but are limited to expenditures within the amount appropriated for mayor and each council district. Unexpended funds for each elective position are non-transferable and shall be returned to fund balance at the end of each fiscal year.
4. Council members are encouraged to select training events from the following providers:
  - Texas Municipal League
  - North Central Texas Council of Government
5. Additional expenditures from miscellaneous professional development funds, subject to annual appropriation, for the Mayor and/or a council member chosen to represent the council, may be made for special events as the need may arise. Such additional expenditures may be made only after having been placed on the agenda of a regular council meeting and acted upon by motion, second, and favorable majority vote. *(Resolution 46-99)*

## **SECTION II**

### **COUNCIL - STAFF RELATIONS**

The City Manager is the primary link between the Council and the professional staff. The Council's relationship with the staff shall be through the City Manager, subject only to the "inquiry" provision of the City Charter.

- A. **AGENDA QUESTIONS.** Questions arising from Councilmembers after receiving their agenda information packet should be presented to the City Manager for staff consideration prior to the Council meeting. The additional information will be distributed to all Councilmembers.

**B. PRESENTATIONS TO COUNCIL.** The City Manager shall designate appropriate staff to address each agenda item and shall see that it is adequately prepared and presented to the Council. Presentation should be professional, timely, and allow for discussion of options for resolving the issue. Staff shall make it clear that no Council action is required, present the staff recommendation, or present the specific options for Council consideration.

**C. PROBLEM RESOLUTION.** If the City Manager or staff time is being dominated or misdirected by a Councilmember or in any conflict arising between staff and Council, the City Manager shall:

1. Visit with the Councilmember and discuss the problem and/or impact on City Manager or staff time;
2. If unresolved, ask the Mayor to arbitrate a resolution to the issue;
3. If still unresolved, ask the Mayor to present the concerns to the Council.
4. If the unresolved issue is with the Mayor, ask the Mayor Pro Tem to arbitrate a resolution to the issue.
5. If still unresolved issue involves the Mayor, ask the Mayor Pro Tem to present the concerns to the Council.

**D. STAFF CONDUCT AND TRAINING**

1. The City Manager is responsible for the professional and ethical behavior of the City Staff. All staff members shall show each other, Council, and the public respect and courtesy at all times.
2. The City Manager is responsible, within the constraints of the appropriated budget, for staff development.

E. **COUNCIL ORIENTATION.** The City Manager will, in a timely manner, provide appropriate orientation services for new Councilmembers. Such services shall include, but not be limited to, the following:

1. Availability of Texas Municipal League conferences and seminars.
2. An individual meeting with new Members informing them about City facilities and procedures.
3. Printed documents and resource materials necessary to the performance of the office of Councilmember.

F. **COUNCIL - MANAGER/STAFF RELATIONS**

1. The rules and procedures governing Council right of inquiry shall apply only to the administrative staff reporting directly to the City Manager and shall not be in any way construed to limit the right of Council to direct access, verbal or written, with the City Manager, City Secretary, and City Attorney, unless otherwise specifically provided herein.
2. Inquiries: All administrative inquiries of staff may be made in writing and addressed to the person with a copy to the City Manager. Staff may respond in writing as soon as possible, but not later than ten (10) business days, via the City Manager, as follows:
  - a. The full response to the inquiry.
  - b. Refer the inquiry to a more appropriate staff personnel with notice to the City Manager of the referral.
  - c. City Manager shall send a copy of all responses to all members of the Council.
3. Dispute Resolution
  - a. Visit with the Mayor and/or Councilmembers, and discuss abuse and/or impact on City Manager or staff time.
  - b. If unresolved, ask the Mayor to mediate a resolution to the

issue; if the dispute is with the Mayor, the Mayor Pro-Tem shall mediate;

- c. If still unresolved, the Council shall mediate a final resolution. (*Resolution 43-98, October 12, 1998*)

4. Communications with Staff

- a. In order to make the most efficient use of council members and staff time and to facilitate responsiveness to both staff and constituents, Council members may, upon request and funding availability, be issued a cellular telephone and tablet with service plans.

5. Disclosure of Police or Code Offense Reports and Related Records

- a. To protect the integrity of an investigation and prosecution of an offense, no Information regarding police or code enforcement matters, other than what may be made to the public or media generally, will be released verbally or in written form to any council member.
- b. A Council member request for open records may be made through the City Secretary's office for personal subject matters. A council member may not use an Open Records Request to circumvent a copy of requested city documents being shared with other council members.

*Remainder of this page intentionally left blank.*

### **SECTION III**

#### **MEDIA RELATIONS**

It is through an informed public that progress is ensured and good government remains sensitive to its constituents. These guidelines are designed to help ensure fair relationships with print, radio, and television reports without infringing upon the First Amendment rights of the media.

The Council and the City Manager recognize the important link to the public provided by the media. It is the Council's desire to strengthen this link by establishing a professional working relationship to maintain a well-informed citizenry.

- A. Media Orientation. Since each government body conducts business differently, it is requested that all reporters new to City Council meetings meet with the City Manager, Mayor or the designated media relations representative prior to covering their first meeting for information on policies and procedures.
- B. Agenda Information. All reporters requesting same will receive an agenda package in advance and will be furnished support material needed for clarification for themselves or the general public.
- C. Chamber Seating. During the conduct of official business, the news media shall occupy the places designated for them or the general public.
- D. Conduct in Chambers. Representatives of the media are requested to refrain from conversing privately with others in the audience while Council is in session. Interviews with the public should be conducted outside the Council Chambers while Council is in session.
- E. Spokesperson for Staff. On administrative matters, the City Manager or his/her designee is the spokesperson to present staff information on the agenda.
- F. Spokesperson for City. The Mayor, or the Mayor's designee, is the primary spokesperson for the official position of the City on matters regarding policy decisions and Council information pertaining to issues on the agenda. Any clarifications requested by the media on the issues should be addressed after the meeting.



- G. Equal Access for Opposing Positions. The ethical burden for fair presentation of opposing positions on any issue falls upon the media. When opposing positions have been debated, regardless of the outcome, the public is better informed when all sides have adequate coverage by the media. Interviews by the media should provide equitable representation from all Councilmembers.

#### **SECTION IV**

#### **BOARDS/COMMISSIONS**

All City Councilmembers, with the exception of the Mayor, will serve as Council liaisons to all the boards and commissions of the City *for a period of one year*.

- A. Councilmembers will select different boards and/or commissions to serve as liaisons after or around the completion of the boards and commissions appointments ~~in July~~.
- B. Each Councilmember will be allowed to select the board or commission they would like to serve as liaisons to by order of seniority.
- C. Councilmembers are strongly encouraged, rather than required, to attend all meetings of their selected boards and/or commissions.
- D. Each Councilmember may submit a quarterly report to the entire council through the City Secretary on their respective board and/or commission's activity.

This Section was added after Res. No. 50-97 was adopted October 13, 1997. Item D was added after Res. 2007-09-105 was adopted on September 24, 2007.

#### **CODE OF ETHICS**

Since the office of elected official is one of trust and service to the citizens of Lancaster, certain ethical principles shall govern the conduct of Councilmembers, who shall:

- A. Be dedicated to the highest ideals of honor and integrity in all public and personal relationships;
- B. Recognize that the primary function of local government is to serve the best interests of all the people;
- C. Be dedicated to public service by being cooperative and constructive, and by making the best and most efficient use of available resources;
- D. Refrain from any activity or action that may hinder one's ability to be objective and impartial on any matter coming before the Council;
- E. Not seek nor accept gifts or special favors and shall believe that personal gain by use of confidential information or by misuse of public funds or time is dishonest;
- F. Recognize that public and political policy decisions are ultimately the responsibility of the City Council;
- G. Conduct business in open, well-publicized meetings in order to be directly accountable to the citizens of Lancaster in compliance with the City Charter and Texas Open Meetings Act;
- H. Avoid inappropriate reference to personalities, and refrain from impugning the integrity or motives of another;
- I. Demonstrate respect and courtesy to others;
- J. Refrain from rude and derogatory remarks and shall not belittle staff members, other Councilmembers and members of the public;
- K. Not condone any unethical or illegal activity.

## **CENSURE POLICY**

1. Two or more City Councilmembers may file a written notice of censure against another City Councilmember with the City Secretary. The written notice shall set forth the allegation(s) of conduct and City Charter provisions which the accused Councilmember shall have allegedly violated. A copy shall be delivered to all Councilmembers. A written response to the allegation(s) may be filed by the accused Councilmember ten (10) days after receipt thereof. A copy of the notice of censure and response thereto shall be delivered to each Councilmember within two (2) days after the response is filed.
2. On the first regularly called meeting of the Council, which complies with the Texas Open Meetings Act, after the filing of the notice and response, the City Secretary shall formally read the notice and response into the public record. The Council, by majority vote, shall thereafter determine whether or not good cause shall exist to set a formal hearing on the merits of the notice of censure or dismiss the allegation(s). A public hearing shall be set on the allegation(s) by the City Council. A vote to hold a public hearing shall not be construed to be a vote of censure.
3. The accused City Councilmember has the right to be represented by legal counsel and present witnesses relative to the allegation(s).
4. A public hearing on the allegation(s) and response shall be held at either a regular or special called meeting of the City Council, which shall be open to the public.

## **CENSURE POLICY**

(continued)

5. The City Council will hear evidence concerning the notice of censure. The City Councilmembers proffering the charges shall present evidence in support of the allegation(s) contained in the notice of censure. The Councilmember who is the subject of the censure shall have the opportunity to present evidence to support his or her position with respect to the notice of censure. After receiving evidence at an open public meeting, the City Council shall then take a roll-call vote, after motion duly made and seconded, a majority of five members of the City Council shall be required to sustain the censure of the Councilmember.

**RESOLUTION NO. 2015-11-89**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS, APPROVING AN AMENDED VERSION OF THE CITY OF LANCASTER'S "POLICIES AND PROCEDURES FOR LANCASTER BOARDS, COMMISSIONS, AND COMMITTEES", AS AMENDED, AS ATTACHED HERETO AND INCORPORATED HEREIN FOR ALL PURPOSES AS EXHIBIT "A"; PROVIDING A REPEALING CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Lancaster desires to amend its Policies and Procedures for Lancaster Boards, Commission, and Committees, to ensure the document is consistent with the Code of Ordinances, as recodified, and to provide for the annual appointment of members to the City's boards and commissions in December; and

**WHEREAS**, after consideration and review, the City Council finds that the Amended Policies and Procedures for Lancaster Boards, Commissions and Committees, which is attached hereto and incorporated herein as Exhibit "A," should be approved and adopted;

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

**SECTION 1.** That the Amended City Council Policies and Procedures for Lancaster Boards, Commissions, and Committees, attached hereto and incorporated herein by reference as Exhibit "A", is approved and adopted by the City Council of the City of Lancaster, Texas, and the same replaces any prior version(s) previously adopted and approved by the City Council.

**SECTION 2.** That any provision of any resolution of the City of Lancaster, Texas, in conflict or inconsistent with the provisions of this resolution be, and the same are hereby repealed, and any provision of any resolution of the City not in conflict with the provisions of this ordinance shall remain in full force and effect.

**SECTION 3.** The recitals set forth above are incorporated herein for all purposes as if set forth in full herein.

**SECTION 4.** That this resolution shall take effect immediately from and after its adoption and it is accordingly so resolved.

**DULY PASSED** and approved by the City Council of the City of Lancaster, Texas, on this the 16<sup>th</sup> day of November, 2015.

**ATTEST:**

**APPROVED:**

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

\_\_\_\_\_  
Marcus E. Knight, Mayor

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Robert E. Hager, City Attorney



## CITY OF LANCASTER, TEXAS



### POLICIES AND PROCEDURES FOR LANCASTER BOARDS, COMMISSIONS AND COMMITTEES

#### **I. PURPOSE AND SCOPE**

The purpose of these policies and procedures is to establish uniform procedures for all boards and commissions of the City. Board and commission members are selected by the City Council in ~~July~~ December of each year and typically serve a two-year term. Members serve at the pleasure of the Council and will not be granted special privileges because of their appointment.

#### **II. MEMBER ELIGIBILITY**

Applicant qualifications include the following:

- Must be at least eighteen (18) years of age, except for the Youth Advisory Committee;
- Must be a resident of the City, except for the Airport Advisory Board which permits members outside of the city limits;
- Must meet specific requirements as may be required by applicable City Code for specific boards, commissions or committees;
- In the event that state statute requires certain qualifications, those qualifications shall be required.

All qualified candidates applying for the first time must complete an application form and forward it to the City Secretary's office prior to the advertised deadline. Applicants may be interviewed by City Council prior to appointment.

Members shall be appointed for terms of two (2) years (except for the Economic Development Corporation which has three (3) year terms), and may be removed at any time by the City Council. Terms of office will be staggered so approximately one-half of the membership at any time has experience. In the event a vacancy occurs prior to the expiration of a full term, the City Council may appoint a new member to complete the unexpired term. Any member of a board or commission may be re-appointed by the City Council with a majority vote at a duly convened meeting of the City Council.

Alternate members are appointed to serve a one (1) year term. An alternate member shall serve in the absence of any regular member even if the alternate is not required to constitute a quorum. The Chair of the board shall recognize at the beginning of the meeting that an alternate is serving in the absence of a regular member. While serving in the absence of a regular member, an alternate shall have the same rights as a regular member, including the right to vote.

A member of a board or commission ceasing to reside in the City of Lancaster during his or her term of office shall immediately forfeit his or her position.

### **III. NEW MEMBERS**

Upon completion of the selection process, all new members should make every effort to become as familiar as possible with all aspects of his or her particular board. To aid in the process, new members will be furnished copies of pertinent telephone numbers of other members, applicable information and regulations that govern that board.

Members of boards who are considered by state statute to be officers of the City must be administered a Statement of Officer and must receive the Oath of Office upon induction. The members must sign the Statement and Oath of Office. The documents must be notarized and retained in the City Secretary's office. The City Secretary or any notary public may administer the Statement and the Oath of Office.

Annually the City sponsors training provided by the City Attorney on the Texas Open Meetings Act for all board, commission and committee members. Newly appointed members of statutory boards and commissions shall be required to attend city-sponsored training on the Texas Open Meetings Act within three (3) months of their appointment. If unable to attend the city-sponsored training, the member shall contact the City Secretary's office for assistance in securing the required training through other resources or online at the Texas Attorney General's website. All board and commission members are strongly encouraged to attend the city-sponsored training on the Texas Open Meetings Act.

### **IV. DUTIES OF BOARD AND COMMISSIONS GENERALLY:**

All boards and commissions shall act in an advisory capacity to the City Council with the exception of the following:

- Board of Adjustment whose decision is final as set out by state statutes
- Property Standards and Appeals Board as set out by state statutes
- The Lancaster Economic Development Corporation Board of Directors (Type A)
- The Lancaster Recreational Development Corporation Board of Directors (Type B)
- Planning and Zoning Commission in particular issues

Boards and commissions shall advise the Council on issues peculiar to their particular interests. No member of a board or commission shall become involved in the daily operations of the departments of the City or in personnel matters.

Specific duties of all boards and commissions are outlined in the Code of Ordinances as follows:

Planning and Zoning Commission	Lancaster Development Code, Section 14.209
Board of Adjustment	Lancaster Development Code, Section 14.210
Sign Control Board	Lancaster Development Code, Section 14.211
Historic Landmark Preservation Committee	Lancaster Development Code, Section 14.212
Tree Advisory Board	Lancaster Development Code, Section 14.213

Property Standards and Appeals Board  
of Ordinances, Section 14.09.013

Economic Development Corporation  
Recreational Development Corporation  
Parks and Recreation Advisory Board  
~~16.116, Section 18.06.004~~

Airport Advisory Board  
Animal Shelter Advisory Committee  
Library Advisory Board  
18.07.003

Youth Advisory Committee  
~~No. 2009-09-30~~

~~Property Maintenance Code, Section 8.1013 Code~~

Articles of Incorporation & Bylaws  
Articles of Incorporation & Bylaws  
Code of Ordinances, ~~Article 16.100, Section~~

Resolution No. 4-78  
Resolution No. 2009-10-98  
Code of Ordinances, ~~Article 9.900, Section 9.903~~

Code of Ordinances, Article 2.03 Ordinance

## **V. ATTENDANCE AT MEETINGS**

It is imperative that members maintain regular attendance. The following procedure has been established in order to assist in maintaining the record.

The Chairman and Vice Chairman shall be elected each year at the first regular meeting following annual appointments.

The Chairman should announce, for the record, the names of members absent. Members who cannot attend the meeting should contact the chairman or appropriate staff member concerning his or her absence prior to the meeting. Advance notice of an anticipated absence is simply a courtesy to other members and staff. The Attendance Policy set by Council does not provide for “excused” or “unexcused” absences.

Three (3) consecutive absences or a total of five (5) absences during a twelve month period, as reported quarterly to the City Council by the City Secretary’s office, shall cause the City Council to consider removal of the board member in accordance with the Attendance Policy.

The Council is most appreciative of the dedication and contribution by those who are willing to donate their time to community service. Decisions reached by any of these boards impact the entire community. Therefore, if a quorum is not present because of absenteeism by certain members, the integrity of the board as a whole is affected.

## **VI. ETHICS**

All members of boards and commissions shall comply with the City of Lancaster Code of Ethics as established in Article 9.100 of the Lancaster Code of Ordinances and as provided in Section 3.19 Boards and Commissions of Lancaster’s Home Rule Charter.

Article 9.600 of the Lancaster Code of Ordinances requires that any board or commission member who shall become a candidate for a place on the city council shall automatically be



terminated from such board or commission position held.

## **VII. ROLE OF STAFF LIAISON**

A staff member (usually a department director) is assigned to each respective board to perform support services, provide technical data, prepare agendas, post notices of meetings, prepare minutes of the meetings, and other related functions. The staff member is an ex-officio member of the board, but is not entitled to vote or preside over meetings.

The staff member should arrange a meeting with all new members prior to the first meeting date for briefings on procedures, legal responsibilities, duties of the board, and background information on items that may be considered at the next meeting. A new member orientation may be conducted in a duly posted meeting of the board to facilitate this process.

## **VIII. ROLE OF COUNCIL LIAISON**

The role of the liaison is to act as a communication conduit between the City Council and the board or commission. The liaison shall take no part in the board or commission discussions unless requested.

## **IX. RECORD OF MEETINGS:**

A record of all meetings is to be kept. Pertinent items to be included are as follows:

### **A. AGENDA**

The agenda will serve as the order of business and provide the form for posting of the notice of meetings. The official posting of the agenda must be at least 72 hours in advance of the meeting in a place(s) readily accessible to the public. Agenda postings are made at City Hall (bulletin board) with public copies available at the information kiosk near the reception desk at City Hall and on the City's website. Copies of the agenda, along with supporting data, shall be provided to each board member at least 72 hours in advance of the meeting date.

Some boards meet periodically or on an as-needed basis; however, others meet on a specified schedule. In the event a regularly scheduled meeting is cancelled, a notice should be posted stating that the meeting has been cancelled and giving the reason for such cancellation.

### **B. MINUTES OF MEETINGS**

The staff member will be responsible for keeping an accurate record of all meetings. The minutes shall include a record of attendance, brief summary of the discussion, recommendations and/or voting record, indicating by name members

voting "for" or "against" all items of business, unless the vote was unanimous. Written minutes shall be Action Minutes (not verbatim); thereby recording what was done rather than what was said. For all citizen comments made during a public hearing, the minutes shall include the name and address of the person speaking and summarize their comments.

Draft minutes shall be provided to the board in the agenda packet for review prior to consideration at the duly posted meeting. Any questions regarding minutes shall be directed to the staff member preparing the minutes prior to the board meeting. Any proposed revision(s) or correction(s) to the draft minutes, as submitted to the board by the staff liaison, must be presented for consideration by all of the members of the board.

After minutes are approved by the board and signed by the chairperson, the minutes shall be a permanent record of the City and maintained as such by the staff liaison.

C. GENERAL CITIZEN COMMENTS

General citizen comments are not required under the Texas Open Meetings Act. The best forum for general citizen comments is before the governing body (City Council) whose members are elected to represent their constituents and who may direct staff or remand a matter to the appropriate board or commission for review and recommendations. General Citizen Comments shall not be a part of a board or commission agenda except for the Planning and Zoning Commission as provided herein. The Planning and Zoning Commission agenda may contain an item for "Citizen Comments" where citizens may speak only on matters contained on the Planning and Zoning Commission agenda.

This policy in no way prevents citizen comments at a public hearing conducted by a board or commission.

X. CONDUCT OF MEETINGS

A. The Chair shall preside at the meetings and in his/her absence the Vice-Chair shall preside. The Chair shall call the meeting to order and announce those members present and absent.

B. The Chair may address the posted items on the agenda in any order he/she chooses, as long as each and every item is addressed in some fashion.

C. A motion may be made by any member other than the presiding officer. A second to the motion is required before a vote can be taken. Any motion will die from a lack of a second.

D. Generally accepted parliamentary procedures will determine the precedence of motions and the general conduct and composition of meetings except as otherwise provided by state law.

E. If a City board or commission member has a conflict of interest, as defined under Chapter 171 of the Texas Local Government Code, on a matter being considered by the board or commission, an Affidavit of Conflict of Interest disclosing the nature of the conflict must be filed with the City Secretary prior to the meeting and any discussion of the matter. If there is a question as to whether or not a conflict of interest exists, the potential conflict should be discussed with the staff liaison, City Secretary or City Attorney prior to the meeting. When it is time to discuss the matter for which the member has filed a Conflict of Interest Affidavit, the member shall recuse him/herself from the meeting stating that he/she has a conflict of interest on the matter to be considered and that an Affidavit of Conflict of Interest has been filed. The member shall not participate in any discussion regarding the matter and shall promptly leave the dais. The City's Code of Ethics requires the member to leave the room if there is a financial interest in the matter. The Chair shall signal when the business on the matter is completed and allow time for the member to resume his/her place at the dais.

F. All meetings will be held in compliance with the Open Meetings Act and, with the exception of allowable executive sessions, shall be open to the public.

## **XI. VIOLATION OF POLICY**

A violation of this policy may result in a member's removal by a majority vote of the City Council at a duly convened meeting of the City Council. Report of a violation shall be made to the City Council through the office of the City Secretary. After receiving notice of such violation, the City Secretary shall place the item on an agenda for consideration by the City Council.

*Resolution 2015-11-89  
Adopted November 16, 2015*

**ORDINANCE NO. 2015-11-24**

**AN ORDINANCE OF THE CITY OF LANCASTER, TEXAS, AMENDING THE LANCASTER DEVELOPMENT CODE ARTICLE 14.200 "AUTHORITY AND ADMINISTRATIVE PROCEDURES", SECTION 14.209 "PLANNING AND ZONING COMMISSION", SUBSECTION (a) "CREATION AND MEMBERSHIP", PARAGRAPH (1) "MEMBERSHIP", TO PROVIDE FOR ANNUAL APPOINTMENTS, AND AMENDING SECTION 14.209, SUBSECTION (c) "PROCEDURES", PARAGRAPH (1) "ELECTION OF OFFICERS", TO PROVIDE FOR ELECTION OF OFFICERS AS SOON AS POSSIBLE AFTER APPOINTMENTS;; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Section 3.19 of the Lancaster Home Rule Charter provides that the City Council has the authority to establish such boards, commissions, and committees as it deems necessary to carry out the functions and obligations of the City; and

**WHEREAS**, the City Council has created a Planning and Zoning Commission pursuant to section 211.007 of the Texas Local Government Code; and

**WHEREAS**, the City Council has codified provisions related to the Planning and Zoning Commission; and

**WHEREAS**, the City Council has determined that it desires to appoint members to the Planning and Zoning Commission on an annual basis; and

**WHEREAS**, the City Council desires to amend the rules concerning appointments to the Planning and Zoning Commission to provide for annual appointments, and to require election of Commission officers as soon as possible thereafter.

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

**SECTION 1.** That Article 14.200 of the Lancaster Development Code, "Authority and Administrative Procedures," section 14.209 "Planning and Zoning Commission," subsection (a) "Creation and Membership," Paragraph (1) "Membership" is hereby amended to read as follows:

"  
...

- (1) Membership. The Planning and Zoning Commission shall consist of five (5) members to be appointed by the City Council, and shall hold their office for a term of two (2) years on a rotating basis. In the event that a vacancy occurs on the Planning and Zoning Commission prior to the expiration of a full term, the City Council shall appoint a new member to complete the unexpired term. Any member of the Commission may be reappointed by the City Council upon completion of a full term.

..."

**SECTION 2.** That Article 14.200 of the Lancaster Development Code, “Authority and Administrative Procedures,” section 14.209 “Planning and Zoning Commission,” subsection (c) “Procedures,” Paragraph (1) “Election of Officers” is hereby amended to read as follows:

“

...

- (2) Election of Officers. The Planning and Zoning Commission shall elect a Chairman, Vice-Chairman as soon as practicable after the appointment of members. The Vice-Chairman is to preside in the absence of the Chairman. Both the Chairman and Vice-Chairman shall vote on every item unless prohibited by law. The Zoning Administrator shall serve as the Secretary of the Planning and Zoning Commission.

...”

**SECTION 3.** If any section, article paragraph, sentence, clause, phrase or word in this ordinance, or application thereto any persons or circumstances is held invalid or unconstitutional by a Court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this ordinance; and the City Council hereby declares it would have passed such remaining portions of this Ordinance despite such invalidity, which remaining portions shall remain in full force and effect.

**SECTION 4.** That any provision of any resolution of the City of Lancaster, Texas, in conflict or inconsistent with the provisions of this resolution be, and the same are hereby repealed, and any provision of any resolution of the City not in conflict with the provisions of this ordinance shall remain in full force and effect.

**SECTION 5.** The recitals are found to be true and correct and are incorporated herein and made a part hereof for all purposes.

**SECTION 6.** This Ordinance shall become effective from and after its date of passage in accordance with law.

**DULY PASSED** and approved by the City Council of the City of Lancaster, Texas this 16th day of November, 2015.

**ATTEST:**

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

**APPROVED:**

\_\_\_\_\_  
Marcus E. Knight, Mayor

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Robert E. Hager, City Attorney

**ORDINANCE NO. 2015-11-25**

**AN ORDINANCE OF THE CITY OF LANCASTER, TEXAS, AMENDING THE LANCASTER CODE OF ORDINANCES CHAPTER 18 "STREETS AND PUBLIC PLACES," ARTICLE 18.06 "PARKS AND RECREATION", SECTION 18.06.004 "PARKS AND RECREATION ADVISORY BOARD, TREE BOARD, AND RECREATIONAL DEVELOPMENT CORPORATION" BY AMENDING SUBSECTION (b), TO PROVIDE FOR ANNUAL APPOINTMENTS, AND BY AMENDING SUBSECTION (e) TO PROVIDE FOR ELECTION OF OFFICERS AS SOON AS PRACTICABLE FOLLOWING THE APPOINTMENTS; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Section 3.19 of the Lancaster Home Rule Charter provides that the City Council has the authority to establish such boards, commissions, and committees as it deems necessary to carry out the functions and obligations of the City; and

**WHEREAS**, the City Council has created a Parks Board, Recreation Advisory Board, Tree Board and Recreational Development Corporation pursuant to section 18.06.004 of the Code of Ordinances for the City of Lancaster, Texas; and

**WHEREAS**, the City Council desires to amend the rules applicable to the Parks Board, Recreation Advisory Board, Tree Board and Recreational Development Corporation in order to provide for annual appointments, and to provide for election of officers as soon as practicable following the appointments.

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

**SECTION 1.** That Chapter 18 "Streets and Public Places," Article 18.06 "Parks and Recreation," Section 18.06.004 "Parks and recreation advisory board, tree board, and recreational development corporation," subsection (b) "Terms of Members" and subsection (e) "Election of Officers" is hereby amended, to read as follows:

" ...

(b) Terms of members. Each board member shall be appointed for two-year terms. Appointments shall be made at a regularly scheduled city council meeting as soon as practicable upon the expiration of the term, or terms, of office.

...

(e) Election of officers. A chairman and a vice-chairman shall be selected as soon as practicable after the appointment of members.

...”

**SECTION 2.** If any section, article paragraph, sentence, clause, phrase or word in this ordinance, or application thereto any persons or circumstances is held invalid or unconstitutional by a Court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this ordinance; and the City Council hereby declares it would have passed such remaining portions of this Ordinance despite such invalidity, which remaining portions shall remain in full force and effect.

**SECTION 3.** That any provision of any ordinance of the City of Lancaster, Texas, is in conflict or is inconsistent with the provisions of this ordinance be, and the same are hereby repealed, and any provision of any ordinance, resolution, or regulation of the City not in conflict with the provisions of this ordinance shall remain in full force and effect.

**SECTION 4.** The recitals are found to be true and correct and are incorporated herein and made a part hereof for all purposes.

**SECTION 5.** This Ordinance shall become effective from and after its date of passage in accordance with law.

**DULY PASSED** and approved by the City Council of the City of Lancaster, Texas this 16th day of November, 2015.

**ATTEST:**

**APPROVED:**

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

\_\_\_\_\_  
Marcus E. Knight, Mayor

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Robert E. Hager, City Attorney

# **LANCASTER CITY COUNCIL**

## **Work Session Agenda Communication**

**November 16, 2015**

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**Receive and discuss a presentation about the Lancaster Fire Department's Insurance Service Office (ISO) rating and the steps to get to an ISO rating of 2.**

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**This request supports the City Council 2015-2016 Policy Agenda.**

**Goal: Healthy, Safe & Vibrant Community**

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### **Background**

During the 2015 Strategic Planning Session, Council established an objective to improve the City of Lancaster ISO rating. Council will receive a presentation regarding the Insurance Service Office (ISO) inspections and strategies to improve the rating.

In an ISO rating inspection, three areas of city operations are analyzed. Ratings evaluate receiving and handling fire alarms, operations of fire department and the water supply system available for fighting fires. The data is used to calculate the Public Protection Classification (PPC) for the City of Lancaster. This PPC is used by insurance companies to calculate insurance premiums for residents and businesses.

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**Submitted by:**  
Thomas Griffith, Fire Chief