

NOTICE OF WORK SESSION AGENDA



LANCASTER CITY COUNCIL

James R. Williams Pump Station
Training Room, 1999 Jefferson



Monday, April 18, 2016 – 7:00 PM

DEFINITIONS:

Written Briefing: Items that generally do not require a presentation or discussion by the staff or Council. On these items, the staff is seeking consent from the Council or providing information in a written format.

Verbal Briefing: These items do not require extensive written background information or are an update on items previously discussed by the Council.

Regular Item: These items generally require discussion between the Council and staff, boards, commissions, or consultants. These items may be accompanied by a formal presentation followed by discussion and direction to the staff.

**[Public comment will not be accepted during Work Session
unless Council determines otherwise.]**

Regular Items:

- 1.** Receive a presentation regarding the 2015 Racial Profiling Analysis Annual Report.
- 2.** Receive a presentation and discuss Quarterly Financial Report for the period ending March 31, 2016.
- 3.** Discuss Report of City Council Five Year Goals and Strategies established during the annual City Council Strategic Planning Session in June 2015 for the 2nd quarter of FY 2015/2016.

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.

ACCESSIBILITY STATEMENT: City Council meetings are held in municipal facilities 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 the Lancaster City Hall on April 14, 2016 @ 6:00 PM and copies thereof were hand delivered to the Mayor, Mayor Pro-Tempore, Deputy Mayor Pro-Tempore and Council members.



Sorangel O. Arenas
City Secretary

LANCASTER CITY COUNCIL

Work Session Agenda Communication

April 18, 2016

Item 1

Receive a presentation regarding the 2015 Racial Profiling Analysis Annual Report.

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

Goal: Healthy, Safe & Vibrant Neighborhoods

Background

Effective September 1, 2001, the Texas Legislature enacted the Texas Racial Profiling Law (S.B. No. 1074). The Texas Code of Criminal Procedure requires that law enforcement agencies collect information relating to traffic stops in which a citation is issued and arrests resulting from those traffic stops. The Texas Code of Criminal Procedure further requires that law enforcement agencies compile and analyze this information and submit a report containing the information compiled during the previous calendar year to the governing body of each county or municipality served by the agency.

Attached is the 2015 Lancaster Police Department Racial Profiling Analysis as prepared by representative experts from the University of North Texas. A printed copy will also be available at the work session. The Police Department had no sustained racial profiling complaints in 2015.

Beginning January 2011, the Texas Commission on Law Enforcement Standards and Education (TCOLE) posts a copy of each police department's racial profiling report on its website.

To further ensure transparency, the Lancaster Police Department will be adding information to the city website.

Considerations

- **Operational** - The Lancaster Police Department has adopted a detailed, written policy on racial profiling and currently collects the required information on racial profiling as required by State Law. The Lancaster Police Department contracted with the University of North Texas for the examination of contact data. We have also had our policy and report reviewed and will be making additional modifications to our report and policies for enhanced transparency and information available to the public. The amended report will be presented to City Council at a future meeting.

- **Legal** - The Texas Code of Criminal Procedure requires that the Lancaster Police Department 2015 Racial Profiling Analysis Report be submitted to the City of Lancaster governing body.
- **Financial** - There are no financial requirements.
- **Public Information** - This item is being considered at a meeting of the City Council noticed in accordance with the Texas Open Meeting Act.

Options/Alternatives

There is no action required by the City Council at this time.

Submitted by:

Samuel Urbanski, Interim Chief of Police

LANCASTER POLICE DEPARTMENT

2015

RACIAL PROFILING ANALYSIS



PREPARED BY:

Eric J. Fritsch, Ph.D.
Chad R. Trulson, Ph.D.

Executive Summary

Article 2.132 (7) of the Texas Code of Criminal Procedure requires the annual reporting to the local governing body of data collected on the race or ethnicity of individuals stopped and issued citations or arrested for traffic violations and whether or not those individuals were searched. Since the law provides no clear instruction to a governing body on how to review such data, the Lancaster Police Department requested this analysis and review to assist the City Council in reviewing the data.

The analysis of material and data from the Lancaster Police Department revealed the following:

- **A COMPREHENSIVE REVIEW OF THE LANCASTER POLICE DEPARTMENT’S BIASED BASED POLICING AND RACIAL PROFILING POLICY SHOWS THAT THE LANCASTER POLICE DEPARTMENT IS FULLY IN COMPLIANCE WITH ARTICLE 2.132 OF THE TEXAS CODE OF CRIMINAL PROCEDURE.**
- **A REVIEW OF THE INFORMATION PRESENTED AND SUPPORTING DOCUMENTATION REVEALS THAT THE LANCASTER POLICE DEPARTMENT IS FULLY IN COMPLIANCE WITH TEXAS LAW ON TRAINING AND EDUCATION REGARDING RACIAL PROFILING.**
- **A REVIEW OF THE DOCUMENTATION PRODUCED BY THE DEPARTMENT REVEALS THAT THE DEPARTMENT IS FULLY IN COMPLIANCE WITH APPLICABLE TEXAS LAW ON THE RACIAL PROFILING COMPLAINT PROCESS AND PUBLIC EDUCATION ABOUT THE COMPLAINT PROCESS.**
- **ANALYSIS OF THE DATA REVEALS THAT THE DEPARTMENT IS FULLY IN COMPLIANCE WITH APPLICABLE TEXAS LAW ON THE COLLECTION OF RACIAL PROFILING DATA.**
- **THE ANALYSIS OF STATISTICAL INFORMATION FROM LANCASTER POLICE DEPARTMENT REVEALS THAT THERE ARE NO METHODOLOGICALLY CONCLUSIVE INDICATIONS OF SYSTEMIC RACIAL PROFILING BY THE DEPARTMENT.**
- **THE LANCASTER POLICE DEPARTMENT IS FULLY IN COMPLIANCE WITH APPLICABLE TEXAS LAW CONCERNING THE PROHIBITION OF RACIAL PROFILING.**
- **THE LANCASTER POLICE DEPARTMENT IS FULLY IN COMPLIANCE WITH APPLICABLE TEXAS LAW CONCERNING THE REPORTING OF INFORMATION TO TCOLE.**

Introduction

This report details an analysis of the Lancaster Police Department's policies, training, and statistical information on racial profiling for the year 2015. This report has been prepared to specifically comply with Article 2.132 of the Texas Code of Criminal Procedure (CCP) regarding the compilation and analysis of racial profiling data. Specifically, the analysis will address Articles 2.131 – 2.135 of the CCP and make a determination of the level of compliance with those articles by the Lancaster Police Department in 2015. The full copies of the applicable laws and regulations pertaining to this report are contained in Appendix A.

This report is divided into six analytical sections: Lancaster Police Department's policy on racial profiling; Lancaster Police Department's training and education on racial profiling; Lancaster Police Department's complaint process and public education on racial profiling; analysis of statistical data on racial profiling; an analysis of Lancaster Police Department's compliance with applicable laws on racial profiling; and a final section which includes new data reporting requirements to TCOLE as required beginning in 2011.

For the purposes of this report and analysis, the following definition of racial profiling is used: racial profiling means a law enforcement-initiated action based on an individual's race, ethnicity, or national origin rather than on the individual's behavior or on information identifying the individual as having engaged in criminal activity (Texas CCP Article 3.05).

Lancaster Police Department Policy on Racial Profiling

A review of Lancaster Police Department's "Biased Based Policing and Racial Profiling" policy 2.01.1 revealed that the department has adopted policies in compliance with Article 2.132 of the Texas CCP. There are seven specific requirements mandated by Article 2.132 that a law enforcement agency must address. All seven are clearly covered in Lancaster's racial profiling policy. Lancaster Police Department policies provide clear direction that any form of racial profiling is prohibited and that officers found engaging in inappropriate profiling may be disciplined up to and including termination. The policies also provide a very clear statement of the agency's philosophy regarding equal treatment of all persons regardless of race, ethnicity, or national origin. Appendix B lists the applicable statute and corresponding Lancaster Police Department regulation.

A COMPREHENSIVE REVIEW OF LANCASTER POLICE DEPARTMENT'S BIASED BASED POLICING AND RACIAL PROFILING POLICY SHOWS THAT THE LANCASTER POLICE DEPARTMENT IS FULLY IN COMPLIANCE WITH ARTICLE 2.132 OF THE TEXAS CODE OF CRIMINAL PROCEDURE.

Lancaster Police Department Training and Education on Racial Profiling

Texas Occupation Code § 1701.253 and § 1701.402 require that curriculum be established and training certificates issued on racial profiling for all Texas peace officers. Information provided by Lancaster Police Department reveals that racial profiling training and certification is current for all but two officers, and those officers are scheduled for training. Racial profiling training is specifically covered in Lancaster's Biased Based Profiling policy Section 4F.

A REVIEW OF THE INFORMATION PRESENTED AND SUPPORTING DOCUMENTATION REVEALS THAT THE LANCASTER POLICE DEPARTMENT IS FULLY IN COMPLIANCE WITH TEXAS LAW ON TRAINING AND EDUCATION REGARDING RACIAL PROFILING.

Lancaster Police Department Complaint Process and Public Education on Racial Profiling

Article 2.132 §(b)3-4 of the Texas Code of Criminal Procedure requires that law enforcement agencies implement a complaint process on racial profiling and that the agency provide public education on the complaint process. Lancaster Police Department's Biased Based Profiling policy Section 4D covers this requirement.

A REVIEW OF THE DOCUMENTATION PRODUCED BY THE DEPARTMENT REVEALS THAT THE DEPARTMENT IS FULLY IN COMPLIANCE WITH APPLICABLE TEXAS LAW ON THE RACIAL PROFILING COMPLAINT PROCESS AND PUBLIC EDUCATION ABOUT THE COMPLAINT PROCESS.

Lancaster Police Department Statistical Data on Racial Profiling

Article 2.132(b) 6 requires that law enforcement agencies collect statistical information on traffic citations and detentions with specific information on the race of the person cited. In addition, information concerning searches of persons and whether or not the search was based on consent is also to be collected. Lancaster Police Department submitted statistical information on all citations in 2015 and accompanying information on the race of the person cited. Accompanying this data was the relevant information on searches.

ANALYSIS OF THE DATA REVEALS THAT THE DEPARTMENT IS FULLY IN COMPLIANCE WITH APPLICABLE TEXAS LAW ON THE COLLECTION OF RACIAL PROFILING DATA.

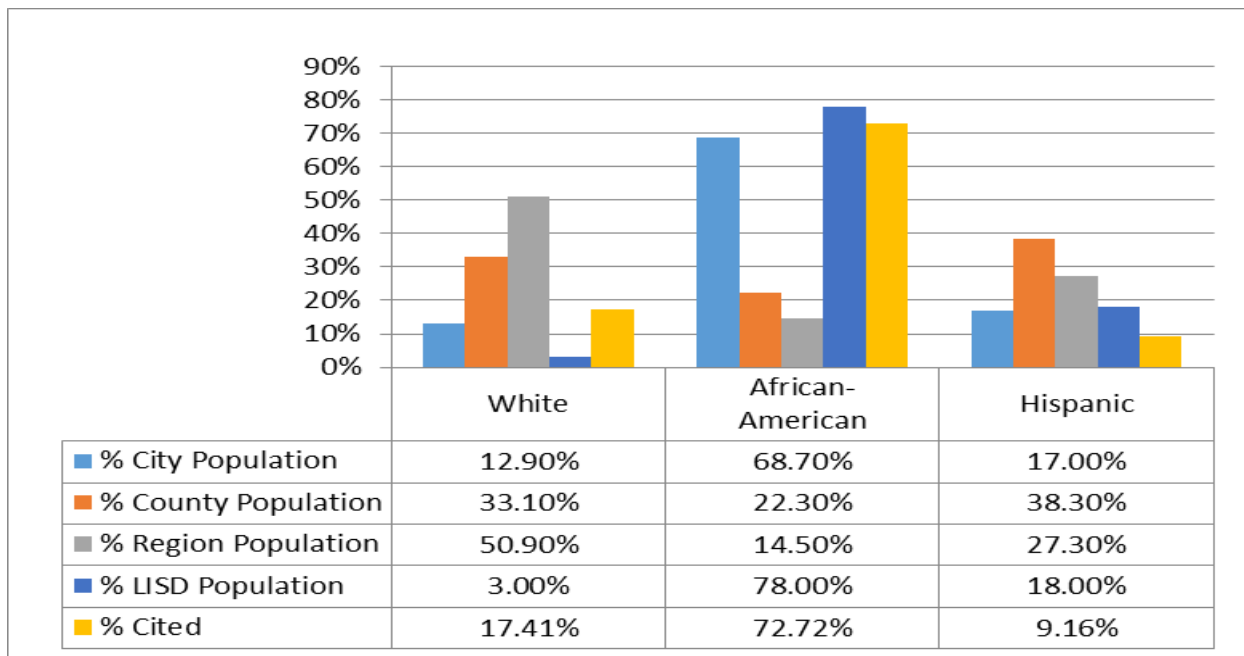
Analysis of the Data

The first chart depicts the percentages of the number of motor vehicle stops by racial group in 2015.¹ White drivers constituted 17.41 percent of all drivers stopped, whereas Whites constituted 12.90 percent of the city population, 33.10 percent of the county population, and 50.90 percent of the region population.² The chart shows that White drivers are stopped at a rate that is higher than the percentage of Whites in the city, but lower than the county and regional population. White drivers were stopped at a significantly higher rate than the percentage of White students in

¹ The total number of motor vehicle stops that resulted in an action (citation, arrest, or both) in 2015 equaled 3,121. See the TCOLE forms at the end of this report. However, not all stops resulted in arrest, citation, or both. In 2015, there were a total of 6,331 motor vehicle stops of citizens. The figure 6,331 is utilized in the tables and charts in the body of this report and the remainder of the report refers to "stops" rather than citations of drivers. The TCOLE forms at the end of this report examine stops that resulted in citation, arrest, or both.

²City, County, and Regional population figures are derived from the 2010 Census of the U.S. Census Bureau. "Regional" population figures are defined as the 16 county North Central Texas Council of Governments Region and is comprised of the following counties: Collin, Dallas, Denton, Ellis, Erath, Hood, Hunt, Johnson, Kaufman, Navarro, Palo Pinto, Parker, Rockwall, Somervell, Tarrant, and Wise.

the Lancaster Independent School District (3.00).³ African-American drivers constituted 72.72 percent of all drivers stopped, whereas African-Americans constituted 68.70 percent of the city population, 22.30 percent of the county population, and 14.50 percent of the region population. African-American stop rates were slightly higher than the percentage of African-Americans in the city population, and also higher than the percentage of African-Americans in the county and regional populations. However, African-Americans were stopped at a rate that is lower than the percentage of African-American students in the LISD population (78.00 percent). Hispanic drivers constituted 9.16 percent of all drivers stopped, whereas Hispanics constituted 17.00 percent of the city population, 38.30 percent of the county population, and 27.30 percent of the regional population. Hispanic drivers were stopped at a rate that is lower than the percentage of Hispanics in the city, county, regional, and LISD population.



As the chart shows, easy determinations regarding whether or not Lancaster police officers have “racially profiled” a given motorist are impossible given the nature of the data that has been collected and presented for this report. The law dictates that police agencies compile aggregate-level data regarding the *rates* at which agencies *collectively* stop motorists in terms of their race/ethnicity. These aggregated data are to be subsequently analyzed in order to determine whether or not *individual* officers are “racially profiling” motorists.

This methodological error, commonly referred to as the “ecological fallacy,” defines the dangers involved in making assertions about individual officer decisions based on the examination of aggregate incident level data. In short, one cannot “prove” that an *individual* officer has “racially profiled” any *individual* motorist based on the rate at which a department stops any given *group* of motorists.

³ Data on the racial make-up of LISD were obtained from the Lancaster ISD “Demographic Analysis and Enrollment Projections for the Lancaster Independent School District at <http://www.lancasterisd.org/pdf/district/Lancaster%20ISD%202014%20Demographic%20Report.pdf>. The figures represent information for the 2013-2014 school year, the most recent data available on the LISD website.

Additional interpretation problems remain in regards to the specific measurement of “racial profiling” as defined by Texas state code. For example, officers are currently forced to make subjective determinations regarding an individual's race based on his or her personal observations because the Texas Department of Public Safety does not provide an objectively-based determination of an individual's race/ethnicity on the Texas driver's license. The absence of any verifiable race/ethnicity data on the driver's license is especially troubling given the racial diversity within the city of Lancaster and the North Texas region as a whole, and the large numbers of citizens who are of Hispanic and/or mixed racial descent. The validity of any racial/ethnic disparities discovered in the aggregate level data becomes threatened in direct proportion to the number of subjective “guesses” officers are forced to make when trying to determine an individual's racial/ethnic background.⁴

In addition, the data collected for the current report does not allow for an analysis that separates (or disaggregates) the discretionary decisions of officers to stop a motorist from those that are largely non-discretionary. For example, non-discretionary stops of motorists based on the discovery of outstanding warrants should not be analyzed in terms of whether or not “profiling” has occurred simply because the officer who has stopped a motorist as a result of the discovery of an outstanding warrant does not *independently* make the decision to stop, but rather, is required to stop that individual regardless of any determination of race. An officer cannot be determined to be “racially profiling” when organizational rules and state codes compel them to stop regardless of an individual's race/ethnicity. Straightforward aggregate comparisons of stop rates ignore these realities, and fail to distinguish between discretionary and non-discretionary law enforcement actions. In the future, this validity issue could be lessened by the collection of data indicating the initial reason for the traffic stop, whether it be an observed traffic violation, other criminal activity, the existence of an outstanding warrant, or some other reason.

Finally, there has been considerable debate as to what the most appropriate population “base-rate” is in determining whether or not racial/ethnic disparities exist. As the current analysis shows in regards to the use of city, county, and regional population base-rates, the outcome of analyses designed to determine whether or not disparities exist is obviously dependent on which base-rate is used. In addition, population growth and the changing demographic character of the North Texas region and particularly the city of Lancaster has exacerbated problems associated with determining appropriate base-rates because measures derived exclusively from the U.S. Census can become quickly outdated since they are compiled only once per decade. For example, in the years preceding the 2000 Census, it was unclear as to how this growth impacted the overall demographic character of the city. However, the 2010 Census has revealed that Lancaster has not only experienced large-scale growth over the course of the last several years, but has also become much more diverse as indicated by the demographic statistics presented in this report.

Related, the determination of valid stop base-rates becomes multiplied if analyses fail to distinguish between residents and non-residents who are stopped, because the existence of significant proportions of non-resident stops will lead to invalid conclusions if racial/ethnic comparisons are made exclusively to resident population figures.

⁴ In 2015, the race of the motorist was reported as “known” prior to the stop in 174 or roughly 6 percent of instances where a stopped motorist received a citation/arrest/both (3,121). See the TCOLE forms at the end of this report.

In short, the methodological problems outlined above point to the limited utility of using aggregate level comparisons of the rates at which different racial/ethnic groups are stopped in order to determine whether or not racial profiling exists within a given jurisdiction.

The table below reports the summaries for the total number of vehicle stops by the Lancaster Police Department for traffic offenses in 2015. In addition, the table shows the number of stopped individuals who granted consent to search and those stopped drivers who were arrested at the conclusion of the stop. The chart shows that roughly 15 percent of all drivers searched were White (75/493 total searches), roughly 7 percent (36) were Hispanic, and roughly 77 percent (380) were African-American. It is clear that the vast majority of the total number of drivers stopped (including White, African-American, and Hispanic groups) were not searched, as roughly 92 percent of all drivers who were stopped were not searched (493/6,331).

Action	White	Asian	Hispanic	African-American	Other	Total
Vehicle Stops	1,102	42	580	4,604	3	6,331
Searches	75	1	36	380	1	493
Consent Searches	13	0	5	30	0	48
Arrests	32	0	18	162	0	212

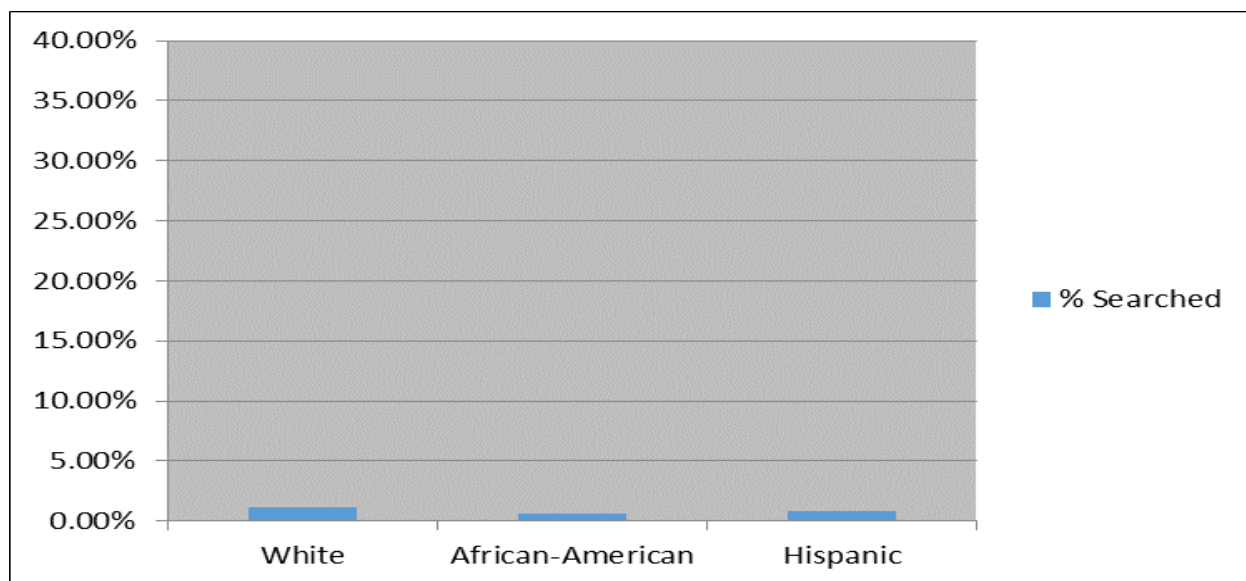
*Searches include driver searches only

It should be noted that aggregate level comparisons regarding the rates at which drivers are searched by police are subject to some of the same methodological issues as those outlined above regarding analyses of aggregate level stop rates. Of particular concern is the absence of any analyses that separates discretionary searches from non-discretionary searches. For example, searches that are conducted incident to an arrest or as part of a vehicle tow inventory should not be included in analyses designed to examine whether or not racial profiling has occurred because these types of searches are non-discretionary in that the officer is compelled by law or departmental guidelines to conduct the search irrespective of the race of the stopped driver.

Less than 1 percent of the total number of stops resulted in a consensual search (48/6,331). So too, approximately 3 percent of drivers stopped were subject to an arrest. Of those arrested, roughly 15 percent (32/212 total arrests) were White, roughly 76 percent (162) were African-American, and roughly 8 percent (18) were Hispanic. Additional data regarding the reason for the arrest are necessary in order to further examine whether or not these data reflect individual officer decisions to arrest or non-discretionary actions based primarily on legal and/or organizational requirements (e.g., the existence of outstanding arrest warrants or on view criminal activity).

The bar chart below presents the percentage of drivers that were searched by consent within each racial category. The chart indicates that drivers who were stopped were rarely searched via consent across the racial categories. For example, roughly 1 percent of all White drivers who were stopped were also consent searched (13 consent searches of white drivers / 1,102 stops of

white drivers), less than 1 percent of all African-American drivers who were stopped were consent searched, and less than 1 percent of all Hispanic drivers who were stopped were consent searched.



Analysis of Racial Profiling Compliance by Lancaster Police Department

The foregoing analysis shows that the Lancaster Police Department is fully in compliance with all relevant Texas laws concerning racial profiling, including the existence of a formal policy prohibiting racial profiling by its officers, officer training and educational programs, a formalized complaint process, and the collection of data in compliance with the law. Finally, internal records indicate that the department received no complaints in reference to racial profiling for the year 2015.

In addition to providing summary reports and analysis of the data collected by the Lancaster Police Department in 2015, this report also included an extensive presentation of some of the limitations involved in the level of data collection currently required by law and the methodological problems associated with analyzing such data for the Lancaster Police Department as well as police agencies across Texas. The Lancaster Police Department should continue its educational and training efforts within the department on racial profiling. Finally, the department should conduct periodic evaluations to assess patterns of officer decision-making on traffic stops. The final section of this report includes newly required TCOLE reporting information by Texas law enforcement organizations.

LPD TCOLE Reporting Forms



**Partial Exemption Racial Profiling Reporting
(Tier 1)**

Department Name	Lancaster Police Department
Agency Number	TX05717X1
Chief Administrator Name	Samuel Urbanski
Reporting Name	Samuel Urbanski
Contact Number	972-218-2729
E-mail Address	surbanski@lancaster-tx.com

Certification to Report 2.132 (Tier 1) – Partial Exemption

Policy Requirements (2.132(b) CCP):

Each law enforcement agency in this state shall adopt a detailed written policy on racial profiling. The policy must:

- (1) clearly define acts constituting racial profiling;
- (2) strictly prohibit peace officers employed by the agency from engaging in racial profiling;
- (3) implement a process by which an individual may file a complaint with the agency if the individual believes that a peace officer employed by the agency has engaged in racial profiling with respect to the individual;
- (4) provide public education relating to the agency's complaint process;
- (5) require appropriate corrective action to be taken against a peace officer employed by the agency who, after an investigation, is shown to have engaged in racial profiling in violation of the agency's policy adopted under this article;
- (6) require collection of information relating to motor vehicle stops in which a citation is issued and to arrests made as a result of those stops, including information relating to:
 - (A) the race or ethnicity of the individual detained;
 - (B) whether a search was conducted and, if so, whether the individual detained consented to the search; and
 - (C) whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual; and
- (7) require the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision (6) to:
 - (A) the Commission on Law Enforcement Officer Standards and Education; and
 - (B) the governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

These policies are in
effect



Chief Administrator

02-04-2016

Date



**Partial Exemption Racial Profiling Reporting
(Tier 1)**

Video and Audio Equipment Exemption

Partial Exemption Claimed by (2.135(a) CCP):

☐ all cars regularly used for motor vehicle stops are equipped with video camera and transmitter-activated equipment and each motor stop is recorded and the recording of the stop is retained for at least 90 days after the stop.

OR

☐ In accordance with 2.135(a)(2) the agency has requested and not received funds to install the recording equipment

I claim this exemption


Chief Administrator

02-04-2016
Date

Tier 1 State Report

Date Range: 01/01/2015 00:00:00 - 12/31/2015 23:59:59

PARTIAL EXEMPTION RACIAL PROFILING REPORTING (TIER 1)

INSTRUCTIONS: Please fill out all boxes. If zero, use 0.

1. Total on line 4, 11, 14 and 17 must be equal
2. Total on line 20 must equal line 15

AGENCY NAME: LANCASTER POLICE DEPARTMENT

Number of motor vehicle stops (mark only 1 category per vehicle stop):

1. 2909 Citation Only
2. 209 Arrest Only
3. 3 Both
4. 3121 (Total of 1-3)

Race or Ethnicity (mark only 1 category per vehicle stop):

5. 2185 African
6. 25 Asian
7. 543 Caucasian
8. 368 Hispanic
9. 0 Middle Eastern
10. 0 Native American
11. 3121 (Total of 5-10, must be the same as #4)

Race or Ethnicity known prior to stop?

12. 174 Yes
13. 2947 No
14. 3121 (Total of 12-13, must be the same as #4 and #11)

Search Conducted?

15. 326 Yes
16. 2795 No
17. 3121 (Total of 15-16, must be the same as #4, #11, and #14 above)

Was search consented?

18. 19 Yes
19. 307 No
20. 326 (Total, must equal #15)



**Partial Exemption Racial Profiling Reporting
(Tier 1)**

Option to submit required data by utilizing agency report

You must submit your report in PDF format

Electronic Submission of data required by 2.132(b)(6) CCP

(6) require collection of information relating to motor vehicle stops in which a citation is issued and to arrests made as a result of those stops, including information relating to:

- (A) the race or ethnicity of the individual detained;
- (B) whether a search was conducted and, if so, whether the individual detained consented to the search; and
- (C) whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual; and

This report meets the above
requirements


Chief Administrator

02-04-2016

Date

Send entire documents electronically to this website

www.tcleose.state.tx.us

Appendix A

Racial Profiling Statutes and Laws

Art. 3.05. RACIAL PROFILING.

In this code, "racial profiling" means a law enforcement-initiated action based on an individual's race, ethnicity, or national origin rather than on the individual's behavior or on information identifying the individual as having engaged in criminal activity.

Added by Acts 2001, 77th Leg., ch. 947, Sec. 2, eff. Sept. 1, 2001.

Art. 2.131. RACIAL PROFILING PROHIBITED.

A peace officer may not engage in racial profiling.

Added by Acts 2001, 77th Leg., ch. 947, Sec. 1, eff. Sept. 1, 2001.

Art. 2.132. LAW ENFORCEMENT POLICY ON RACIAL PROFILING.

(a) In this article:

(1) "Law enforcement agency" means an agency of the state, or of a county, municipality, or other political subdivision of the state, that employs peace officers who make motor vehicle stops in the routine performance of the officers' official duties.

(2) "Motor vehicle stop" means an occasion in which a peace officer stops a motor vehicle for an alleged violation of a law or ordinance.

(3) "Race or ethnicity" means of a particular descent, including Caucasian, African, Hispanic, Asian, Native American, or Middle Eastern descent.

(b) Each law enforcement agency in this state shall adopt a detailed written policy on racial profiling. The policy must:

- (1) clearly define acts constituting racial profiling;
 - (2) strictly prohibit peace officers employed by the agency from engaging in racial profiling;
 - (3) implement a process by which an individual may file a complaint with the agency if the individual believes that a peace officer employed by the agency has engaged in racial profiling with respect to the individual;
 - (4) provide public education relating to the agency's complaint process;
 - (5) require appropriate corrective action to be taken against a peace officer employed by the agency who, after an investigation, is shown to have engaged in racial profiling in violation of the agency's policy adopted under this article;
 - (6) require collection of information relating to motor vehicle stops in which a citation is issued and to arrests made as a result of those stops, including information relating to:
 - (A) the race or ethnicity of the individual detained;
 - (B) whether a search was conducted and, if so, whether the individual detained consented to the search; and
 - (C) whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual; and
 - (7) require the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision (6) to:
 - (A) the Commission on Law Enforcement Officer Standards and Education; and
 - (B) the governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.
- (c) The data collected as a result of the reporting requirements of this article shall not constitute prima facie evidence of racial profiling.
- (d) On adoption of a policy under Subsection (b), a law enforcement agency shall examine the feasibility of installing video camera and transmitter-activated equipment in each agency law enforcement motor vehicle regularly used to make motor vehicle stops and transmitter-activated equipment in each agency law enforcement motorcycle regularly used to make motor vehicle

stops. If a law enforcement agency installs video or audio equipment as provided by this subsection, the policy adopted by the agency under Subsection (b) must include standards for reviewing video and audio documentation.

(e) A report required under Subsection (b)(7) may not include identifying information about a peace officer who makes a motor vehicle stop or about an individual who is stopped or arrested by a peace officer. This subsection does not affect the collection of information as required by a policy under Subsection (b)(6).

(f) On the commencement of an investigation by a law enforcement agency of a complaint described by Subsection (b)(3) in which a video or audio recording of the occurrence on which the complaint is based was made, the agency shall promptly provide a copy of the recording to the peace officer who is the subject of the complaint on written request by the officer.

(g) On a finding by the Commission on Law Enforcement Officer Standards and Education that the chief administrator of a law enforcement agency intentionally failed to submit a report required under Subsection (b)(7), the commission shall begin disciplinary procedures against the chief administrator.

Added by Acts 2001, 77th Leg., ch. 947, Sec. 1, eff. Sept. 1, 2001.

Amended by: Acts 2011, 81st Leg., R.S., Ch. 1172, Sec. 25, eff. September 1, 2011.

Art. 2.133. REPORTS REQUIRED FOR MOTOR VEHICLE STOPS.

(a) In this article, "race or ethnicity" has the meaning assigned by Article 2.132(a).

(b) A peace officer who stops a motor vehicle for an alleged violation of a law or ordinance shall report to the law enforcement agency that employs the officer information relating to the stop, including:

(1) a physical description of any person operating the motor vehicle who is detained as a result of the stop, including:

(A) the person's gender; and

(B) the person's race or ethnicity, as stated by the person or, if the person does not state the person's race or ethnicity, as determined by the officer to the best of the officer's ability;

- (2) the initial reason for the stop;
- (3) whether the officer conducted a search as a result of the stop and, if so, whether the person detained consented to the search;
- (4) whether any contraband or other evidence was discovered in the course of the search and a description of the contraband or evidence;
- (5) the reason for the search, including whether:
 - (A) any contraband or other evidence was in plain view;
 - (B) any probable cause or reasonable suspicion existed to perform the search; or
 - (C) the search was performed as a result of the towing of the motor vehicle or the arrest of any person in the motor vehicle;
- (6) whether the officer made an arrest as a result of the stop or the search, including a statement of whether the arrest was based on a violation of the Penal Code, a violation of a traffic law or ordinance, or an outstanding warrant and a statement of the offense charged;
- (7) the street address or approximate location of the stop; and
- (8) whether the officer issued a written warning or a citation as a result of the stop.

Added by Acts 2001, 77th Leg., ch. 947, Sec. 1, eff. Sept. 1, 2001.

Amended by: Acts 2011, 81st Leg., R.S., Ch. 1172, Sec. 26, eff. September 1, 2011.

Art. 2.134. COMPILATION AND ANALYSIS OF INFORMATION COLLECTED.

(a) In this article:

(1) "Motor vehicle stop" has the meaning assigned by Article 2.132(a).

(2) "Race or ethnicity" has the meaning assigned by Article 2.132(a).

(b) A law enforcement agency shall compile and analyze the information contained in each report received by the agency under Article 2.133. Not later than March 1 of each year, each law enforcement agency shall submit a report containing the incident-based data compiled during the

previous calendar year to the Commission on Law Enforcement Officer Standards and Education and, if the law enforcement agency is a local law enforcement agency, to the governing body of each county or municipality served by the agency.

(c) A report required under Subsection (b) must be submitted by the chief administrator of the law enforcement agency, regardless of whether the administrator is elected, employed, or appointed, and must include:

(1) a comparative analysis of the information compiled under Article 2.133 to:

(A) evaluate and compare the number of motor vehicle stops, within the applicable jurisdiction, of persons who are recognized as racial or ethnic minorities and persons who are not recognized as racial or ethnic minorities; and

(B) examine the disposition of motor vehicle stops made by officers employed by the agency, categorized according to the race or ethnicity of the affected persons, as appropriate, including any searches resulting from stops within the applicable jurisdiction; and

(2) information relating to each complaint filed with the agency alleging that a peace officer employed by the agency has engaged in racial profiling.

(d) A report required under Subsection (b) may not include identifying information about a peace officer who makes a motor vehicle stop or about an individual who is stopped or arrested by a peace officer. This subsection does not affect the reporting of information required under Article 2.133(b)(1).

(e) The Commission on Law Enforcement Officer Standards and Education, in accordance with Section 1701.162, Occupations Code, shall develop guidelines for compiling and reporting information as required by this article.

(f) The data collected as a result of the reporting requirements of this article shall not constitute prima facie evidence of racial profiling.

(g) On a finding by the Commission on Law Enforcement Officer Standards and Education that the chief administrator of a law enforcement agency intentionally failed to submit a report required under Subsection (b), the commission shall begin disciplinary procedures against the chief administrator.

Added by Acts 2001, 77th Leg., ch. 947, Sec. 1, eff. Sept. 1, 2001.

Amended by: Acts 2011, 81st Leg., R.S., Ch. [1172](#), Sec. 27, eff. September 1, 2011.

Art. 2.135. PARTIAL EXEMPTION FOR AGENCIES USING VIDEO AND AUDIO EQUIPMENT.

(a) A peace officer is exempt from the reporting requirement under Article 2.133 and the chief administrator of a law enforcement agency, regardless of whether the administrator is elected, employed, or appointed, is exempt from the compilation, analysis, and reporting requirements under Article 2.134 if:

(1) during the calendar year preceding the date that a report under Article 2.134 is required to be submitted:

(A) each law enforcement motor vehicle regularly used by an officer employed by the agency to make motor vehicle stops is equipped with video camera and transmitter-activated equipment and each law enforcement motorcycle regularly used to make motor vehicle stops is equipped with transmitter-activated equipment; and

(B) each motor vehicle stop made by an officer employed by the agency that is capable of being recorded by video and audio or audio equipment, as appropriate, is recorded by using the equipment; or

(2) the governing body of the county or municipality served by the law enforcement agency, in conjunction with the law enforcement agency, certifies to the Department of Public Safety, not later than the date specified by rule by the department, that the law enforcement agency needs funds or video and audio equipment for the purpose of installing video and audio equipment as described by Subsection (a)(1)(A) and the agency does not receive from the state funds or video and audio equipment sufficient, as determined by the department, for the agency to accomplish that purpose.

(b) Except as otherwise provided by this subsection, a law enforcement agency that is exempt from the requirements under Article 2.134 shall retain the video and audio or audio documentation of each motor vehicle stop for at least 90 days after the date of the stop. If a complaint is filed with the law enforcement agency alleging that a peace officer employed by the agency has engaged in racial profiling with respect to a motor vehicle stop, the agency shall retain the video and audio or audio record of the stop until final disposition of the complaint.

(c) This article does not affect the collection or reporting requirements under Article 2.132.

(d) In this article, "motor vehicle stop" has the meaning assigned by Article 2.132(a).

Added by Acts 2001, 77th Leg., ch. 947, Sec. 1, eff. Sept. 1, 2001.

Amended by: Acts 2011, 81st Leg., R.S., Ch. 1172, Sec. 28, eff. September 1, 2011.

Art. 2.136. LIABILITY.

A peace officer is not liable for damages arising from an act relating to the collection or reporting of information as required by Article 2.133 or under a policy adopted under Article 2.132.

Added by Acts 2001, 77th Leg., ch. 947, Sec. 1, eff. Sept. 1, 2001.

Art. 2.137. PROVISION OF FUNDING OR EQUIPMENT.

(a) The Department of Public Safety shall adopt rules for providing funds or video and audio equipment to law enforcement agencies for the purpose of installing video and audio equipment as described by Article 2.135(a)(1)(A), including specifying criteria to prioritize funding or equipment provided to law enforcement agencies. The criteria may include consideration of tax effort, financial hardship, available revenue, and budget surpluses. The criteria must give priority to:

(1) law enforcement agencies that employ peace officers whose primary duty is traffic enforcement;

(2) smaller jurisdictions; and

(3) municipal and county law enforcement agencies.

(b) The Department of Public Safety shall collaborate with an institution of higher education to identify law enforcement agencies that need funds or video and audio equipment for the purpose of installing video and audio equipment as described by Article 2.135(a)(1)(A). The collaboration may include the use of a survey to assist in developing criteria to prioritize funding or equipment provided to law enforcement agencies.

(c) To receive funds or video and audio equipment from the state for the purpose of installing video and audio equipment as described by Article 2.135(a)(1)(A), the governing body of a county or municipality, in conjunction with the law enforcement agency serving the county or municipality, shall certify to the Department of Public Safety that the law enforcement agency needs funds or video and audio equipment for that purpose.

(d) On receipt of funds or video and audio equipment from the state for the purpose of installing video and audio equipment as described by Article 2.135(a)(1)(A), the governing body of a county or municipality, in conjunction with the law enforcement agency serving the county or municipality, shall certify to the Department of Public Safety that the law enforcement agency has installed video and audio equipment as described by Article 2.135(a)(1)(A) and is using the equipment as required by Article 2.135(a)(1).

Added by Acts 2001, 77th Leg., ch. 947, Sec. 1, eff. Sept. 1, 2001.

Art. 2.138. RULES.

The Department of Public Safety may adopt rules to implement Articles 2.131-2.137.

Added by Acts 2001, 77th Leg., ch. 947, Sec. 1, eff. Sept. 1, 2001.

Art. 2.1385. CIVIL PENALTY.

(a) If the chief administrator of a local law enforcement agency intentionally fails to submit the incident-based data as required by Article 2.134, the agency is liable to the state for a civil penalty in the amount of \$1,000 for each violation. The attorney general may sue to collect a civil penalty under this subsection.

(b) From money appropriated to the agency for the administration of the agency, the executive director of a state law enforcement agency that intentionally fails to submit the incident-based data as required by Article 2.134 shall remit to the comptroller the amount of \$1,000 for each violation.

(c) Money collected under this article shall be deposited in the state treasury to the credit of the general revenue fund.

Added by Acts 2011, 81st Leg., R.S., Ch. 1172, Sec. 29, eff. September 1, 2011.

Appendix B

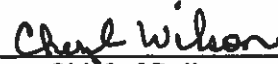
Racial Profiling Laws and Corresponding Department Policies

Texas CCP Article	LANCASTER POLICE DEPARTMENT Racial Profiling Policy
2.132(b)1	Section 3
2.132(b)2	Section 1-2
2.132(b)3	Section 4D
2.132(b)4	Section 4D
2.132(b)5	Section 4C
2.132(b)6	Section 4E
2.132(b)7	Section 4E

Appendix C

Lancaster Police Department Racial Profiling Policy

**LANCASTER, POLICE DEPARTMENT
GENERAL ORDERS MANUAL**

Effective Date August 26, 2015		Amended Date	Directive 2.01.1
Subject Biased Based Policing and Racial Profiling			
Reference		Approved  Chief of Police	
Distribution All Personnel City Manager City Attorney	TPCA Best Practices Recognition Program Reference 2.01	Review Date	Pages 8

This Operations Directive is for internal use only and does not enhance an officer's civil or criminal liability in any way. It should not be construed as a creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this Operations Directive, if proven, may only form the basis for a complaint by this Department, and only in a non-judicial administrative setting.

SECTION 1 PURPOSE

The purpose of this policy is to reaffirm the Lancaster Police Department's commitment to unbiased policing in all of its encounters between officers and any person; to reinforce procedurally just ways that serve to ensure public confidence and mutual trust through the provision of services in a fair and equitable fashion; and to protect our officers from unwarranted accusations of misconduct when they act within the dictate of departmental policy and the law.

SECTION 2 POLICY

- A. It is the policy of the department to protect the constitutional rights of all persons. Allegations of racial profiling or discriminatory practices, real or perceived, are detrimental to the relationship between police and the communities they protect and serve because they strike at the basic foundation of public trust. This trust is essential to effective community-based policing. Racial profiling is considered misuse of valuable police resources; such improper methods violate the civil rights of members of the public and may lead to increased exposure to liability for the officer and the department. The department does not endorse, train, teach, support, or condone any type of bias, stereotyping, or racial profiling by its officers. While recognizing that most officers perform their duties in a professional, ethical, and impartial manner, the department is committed to identifying and eliminating any instances of racial profiling.
- B. It is the policy of the department to:
1. provide all people within the community fair and impartial police services consistent with procedural justice, constitutional and statutory mandates;
 2. assure the highest standard of integrity and ethics among all our members;
 3. respect the diversity and the lawful cultural practices of all people;
 4. take positive steps to identify, prevent, and eliminate any instances of racial profiling by our members; and

LANCASTER POLICE DEPARTMENT
GENERAL ORDERS MANUAL

Effective Date August 26, 2015	Amended Date	Directive 2.01.1
Subject Biased Based Policing and Racial Profiling		

5. continue our commitment to community based policing and problem solving, including vigorous, lawful and nondiscriminatory traffic enforcement that promotes public safety and strengthens public trust, confidence, and awareness.
- C. It is the policy of the department to police in a proactive manner and to aggressively investigate suspected violations of law. Officers shall actively enforce local, state and federal laws in a responsible and professional manner without regard to race, gender, ethnicity, or national origin. Officers are strictly prohibited from engaging in racial profiling as defined in this policy. This policy shall be applicable to all persons, whether drivers, passengers, or pedestrians.
- D. Officers, when dealing with the community shall conduct themselves in procedurally just ways, procedurally just behavior is based on four central principles: (1) treating people with dignity and respect, (2) giving individuals "voices" during encounters, (3) being neutral and transparent in decision making and (4) conveying trustworthy motives. These principles lead to relationships in which the community trusts that officers are honest, unbiased, benevolent, and lawful. The community therefore feels obligated to follow the law and the dictates of legal authorities and is more willing to cooperate with and engage those authorities because it believes that it shares a common set of interest and values with the community.

SECTION 3 DEFINITIONS

- A. **Bias:** prejudice or partiality based on preconceived ideas, a person's upbringing, culture, experience, or education.
- B. **Biased Policing:** stopping, detaining, searching, or attempting to search, or using force against a person based upon his or her race, ethnic background, gender, sexual orientation, religion, economic status, age, cultural group, or any other identifiable group.
- C. **Ethnicity:** a cluster of characteristics that may include race but also cultural characteristics or traits that are shared by a group with a common experience or history.
- D. **Frisk:** a limited search or patting down of a suspect's outer clothing for the purpose of officer safety. A frisk must be based on reasonable suspicion that the suspect is armed with a deadly weapon, and that if he is not searched and disarmed, harm will come to the officer or another person. A limited search or frisk of an automobile after a valid stop is permissible if the officer has reasonable suspicion the suspect is dangerous and might gain immediate control of a weapon. The search is limited to the areas in which a weapon may be placed or hidden.
- E. **Gender:** unlike sex, a psychological classification based on cultural characteristics or traits.
- F. **Gender Profiling:** is defined as a law enforcement-initiated action based on an individual's gender rather than on the individual's behavior or involvement in criminal activity.
- G. **Procedural Justice:** the way officers and other legal authorities interact with the public and how the characteristics of those interactions shape the public's trust of the police.
- H. **Probable Cause:** is defined as more than bare suspicion; it exists when the facts and circumstances within the officer's knowledge and of which they have reasonably trustworthy information are sufficient

LANCASTER POLICE DEPARTMENT
GENERAL ORDERS MANUAL

Effective Date August 26, 2015	Amended Date	Directive 2.01.1
Subject Biased Based Policing and Racial Profiling		

in themselves to warrant a person of reasonable caution to believe that an offense has been or is being committed.

- I. **Race:** a category of people of a particular decent, including Caucasian, African, Hispanic, Asian, Middle Eastern, or Native American descent. As distinct from ethnicity, race refers only to physical characteristics sufficiently distinctive to group people under a classification.
- J. **Racial Profiling:** a law enforcement-initiated action based on an individual's race, ethnicity or national origin rather than on the individual's behavior or on information identifying the individual as having engaged in criminal activity. The term is not relevant as it pertains to witnesses, complainants, persons needing assistance, or other citizen contacts.
 1. Examples of racial profiling include, but are not limited to, the following:
 - a. Citing a driver because of the cited driver's race, ethnicity, or national origin; or
 - b. detaining the driver of a vehicle based on the determination that a person of that race, ethnicity, or national origin is unlikely to own or possesses that specific make or model of vehicle; or
 - c. detaining an individual based upon the determination that a person of that race, ethnicity, or national origin does not belong in a specific part of town or a specific place
- K. **Reasonable Suspicion** is defined as specific, articulable facts leading a reasonable police officer to believe that a person has committed, is committing, or may be about to commit a crime. Reasonable suspicion is less than probable cause, but more than a mere hunch. Reasonable grounds for suspicion depend on the circumstances in each case. There must be an objective basis for that suspicion based on facts, information, and/or intelligence.
- L. **Sex:** a biological classification, male or female, based on physical and genetic characteristics.
- M. **Search:** an examination or exploration of an individual's house, premises, vehicle or person to discover stolen property, contraband or other items that may be evidence of a crime.
- N. **Search incident to arrest:** a full search of an arrested person and of the vicinity around him or her. The search is conducted for officer safety and to prevent the destruction of evidence.
- O. **Consent search:** a search permitted by a person with apparent authority to allow the search. To be valid, consent must be voluntary and intelligent, based on a totality of circumstances. Voluntary means that the consent was not forced or coerced. Intelligent means the person giving consent must know what he or she is doing.
- P. **Inventory:** an administrative process by which items of property in an impounded vehicle are listed and secured. An inventory is not a search and should not be used as a substitute for a search. The specific objectives of an inventory are to protect the property of the defendant, to protect the police against any claim of lost property, and to protect police personnel and others from any dangerous instruments.

**LANCASTER POLICE DEPARTMENT
GENERAL ORDERS MANUAL**

Effective Date August 26, 2015	Amended Date	Directive 2.01.1
Subject Biased Based Policing and Racial Profiling		

- Q. **Pedestrian Stop:** an interaction between a peace officer and an individual traveling on foot who is being detained for the purpose of a criminal investigation in which the individual is not under arrest.
- R. **Traffic Stop:** vehicle stops whereas a peace officer stops a motor vehicle for an alleged violation of law or ordinance regulating traffic.

SECTION 4 PROCEDURES

A. GENERAL RESPONSIBILITIES

1. Officers are prohibited from engaging in racial or bias-based profiling or stopping, detaining, searching, arresting, or taking any enforcement action including seizure or forfeiture activities, against any person based solely on the person's race, ethnic background, gender, sexual orientation, religion, economic status, age, cultural group, or any other identifiable group. These characteristics, however, may form part of reasonable suspicion or probable cause when officers are seeking a suspect with one or more of these attributes.
2. Investigative detentions, traffic stops, arrests, searches, and property seizures by officers will be based on a standard of reasonable suspicion or probable cause in accordance with the Fourth Amendment of the U.S. Constitution. Officers must be able to articulate specific facts and circumstances that support reasonable suspicion or probable cause for investigative detentions, traffic stops, pedestrian stops, arrests, nonconsensual searches, and property seizures. Except as provided in number three (3) below, officers shall not consider race/ethnicity in establishing either reasonable suspicion or probable cause. Similarly, except as provided below, officers shall not consider race/ethnicity in deciding to initiate even those nonconsensual encounters that do not amount to legal detentions or to request consent to search.
3. Officers may take into account the reported race or ethnicity of a specific suspect or suspects based on trustworthy, locally relevant information that links a person or persons of a specific race/ethnicity to a particular unlawful incident(s). Race/ethnicity can never be used as the sole basis for probable cause or reasonable suspicion. Reasonable suspicion or probable cause shall form the basis for any enforcement actions or decisions. Individuals shall be subjected to stops, seizures, or detentions only upon reasonable suspicion that they have committed, are committing, or are about to commit an offense. Officers shall document the elements of reasonable suspicion and probable cause in appropriate reports.
4. Officers shall observe all constitutional safeguards and shall respect the constitutional rights of all persons.
 - a. As traffic stops furnish a primary source of bias-related complaints, officers shall have a firm understanding of the warrantless searches allowed by law, particularly the use of consent. How the officer disengages from a traffic stop may be crucial to a person's perception of fairness or discrimination.
 - b. Officers shall not use the refusal or lack of cooperation to justify a search of the person or vehicle or a prolonged detention once reasonable suspicion has been dispelled.

**LANCASTER POLICE DEPARTMENT
GENERAL ORDERS MANUAL**

Effective Date August 26, 2015	Amended Date	Directive 2.01.1
Subject Biased Based Policing and Racial Profiling		

5. All personnel shall treat everyone with the same courtesy and respect that they would have others observe to department personnel. To this end, personnel are reminded that the exercise of courtesy and respect engenders a future willingness to cooperate with law enforcement.
 - a. Personnel shall facilitate an individual's access to other governmental services whenever possible, and shall actively provide referrals to other appropriate agencies.
 - b. All personnel shall courteously accept, document, and forward to the Chief of Police any complaints made by an individual against the department. Further, officers shall provide information on the complaint's process and shall give copies of "How to Make a Complaint" when appropriate.
6. When feasible, personnel shall offer explanations of the reasons for enforcement actions or other decisions that bear on the individual's well-being unless the explanation would undermine an investigation or jeopardize an officer's safety.
7. When concluding an encounter, personnel shall thank him or her for cooperating.
8. When feasible, all personnel shall identify themselves by name. When a person requests the information, personnel shall give their departmental identification number, name of the immediate supervisor, or any other reasonable information.
9. All personnel are accountable for their actions. Personnel shall justify their actions when required.

B. SUPERVISORY RESPONSIBILITIES

1. Supervisors shall be held accountable for the observance of constitutional safeguards during the performance of their duties. Supervisors shall identify and correct instances of bias in the work of their subordinates.
2. Supervisors shall use the disciplinary mechanisms of the department to ensure compliance with this order and the constitutional requirements of law enforcement.
3. Supervisors shall be mindful that in accounting for the actions and performance of subordinates, supervisors are key to maintaining community trust in law enforcement. Supervisors shall continually reinforce the ethic of impartial enforcement of the laws, and shall ensure that personnel, by their actions, maintain the community's trust in law enforcement.
4. Supervisors are reminded that biased enforcement of the laws engenders not only mistrust of law enforcement, but increases safety risks to personnel. Lack of control over bias also exposes the department to liability consequences.
5. Supervisors shall be held accountable for repeated instances of biased enforcement of their subordinates.
6. Supervisors shall ensure that all enforcement actions are duly documented per departmental policy. Supervisors shall ensure that all reports show adequate documentation of reasonable suspicion and probable cause, if applicable.

**LANCASTER POLICE DEPARTMENT
GENERAL ORDERS MANUAL**

Effective Date August 26, 2015	Amended Date	Directive 2.01.1
Subject Biased Based Policing and Racial Profiling		

7. Supervisors shall facilitate the filing of any complaints about law- enforcement service.

C. DISCIPLINARY CONSEQUENCES

1. Failure to report any observed or known violations of this policy by any police department employee shall result in corrective action being taken against the employee.
2. Officers found in violation of this policy or who have a sustained racial profiling complaint shall be subject to corrective action which may include, diversity, sensitivity, or other appropriate training, counseling, a written reprimand, suspension from duty with or without pay, indefinite suspension, or other appropriate action as determined by the Chief of Police.

D. COMPLAINTS

1. Any person may file a complaint with the department if they believe they have been stopped or searched on the basis of their race, ethnicity, national origin, sexual orientation, religion, economic status, age cultural group, gender or any other identifiable group. No person shall be discouraged, intimidated, or coerced from filing such a complaint, or discriminated against because they have filed such a complaint.
2. A complaint from a citizen regarding racial profiling may be made to any police department supervisor or, if available, to the Office of Professional Responsibility. A complaint from a citizen can be made by writing a letter, calling the police department and requesting a police supervisor to their location (inside the city limits) or by coming to the police station. If, after discussing the complaint with a supervisor the citizen wishes to file a formal complaint they must complete and sign a formal written complaint. All complaints received shall be forwarded in writing through the chain of command to the Chief of Police.
3. In addition to the formal written complaint, the supervisor receiving the complaint shall complete a Complainant Initial Contact (CIC) form and obtain the digital video from the officer's vehicle. The supervisor shall label the digital video, indicating the unit number and date and time the video was pulled from the unit. The video will be forwarded with the written formal complaint and the Complainant Initial Contact form through the chain of command to the Chief of Police by the end of the supervisor's tour of duty. All videos of incidents alleging racial or gender profiling shall be retained with the investigative file.
4. The Chief of Police will then assign the complaint to an appropriate department supervisor or the Office of Professional Responsibility to investigate the complaint.
5. The department shall provide education to the public concerning the complaint process. Written information regarding how a citizen may file a complaint or issue a commendation for an officer shall be made available to the public at a variety of locations, including public meetings, in the lobby of the public safety building and City Hall. This information shall also be available on the department's website (www.lancaster-tx.com).

E. CITATION, DATA COLLECTION AND REPORTING

**LANCASTER POLICE DEPARTMENT
GENERAL ORDERS MANUAL**

Effective Date August 26, 2015	Amended Date	Directive 2.01.1
Subject Biased Based Policing and Racial Profiling		

1. Each officer shall be required to collect information relating to all traffic or pedestrian stops by documenting the required information on a traffic citation or a written warning. All self-initiated traffic and pedestrian stops made whether or not a citation or written warning is issued, the officer shall complete a racial profiling incident report in the Racial Profiling Module. The racial profiling incident report can be completed through the use of the in car computer program Visual MCT, a computer at the Lancaster Police station with the computer program MOBLAN or RMS or at the jail through Visual MCT, MOBLAND or RMS.
2. The officer will document the following information in the Racial Profiling Module:
 - a. the date and time of the stop;
 - b. the duration of the stop;
 - c. whether the stop was video recorded;
 - d. the location of the stop;
 - e. the stopped subject's gender;
 - f. the stopped subject's race or ethnicity;
 - g. if the stopped subject's race or ethnicity was known prior to the stop;
 - h. the residency status of the stopped subject;
 - i. the type of stop;
 - j. the reason for the stop;
 - k. if a search was conducted, if so on who;
 - l. the authority of the search;
 - m. if any type of illegal contraband was located during the search;
 - n. the result of the stop; and
 - o. any charges filed
3. Once an officer has completed the racial profiling incident report it should be submitted into the Records Management System. Officers should complete and submit all required racial profiling incident report(s) by the end of their duty shift unless the officer receive permission to turn the report(s) in the following day from their direct supervisor. If permission is granted by the officer's direct supervisor, the officer should complete and submit the report(s) by the end of their next duty shift.

**LANCASTER POLICE DEPARTMENT
GENERAL ORDERS MANUAL**

Effective Date August 26, 2015	Amended Date	Directive 2.01.1
Subject Biased Based Policing and Racial Profiling		

4. By March of each year, the department shall submit a written report to the City Council that includes the information gathered from the traffic stops in the preceding calendar year. The report will include:
 - a. a breakdown of traffic stops by race and ethnicity;
 - b. the number of traffic stops that resulted in a search and the basis for the searches;
 - c. the number of searches that resulted in contraband being discovered and, if so, the type of contraband; and
 - d. the number of traffic stops that resulted in custodial arrests
5. The Operations Division Assistant Chief of Police shall be responsible for providing a report to the Chief of Police that contains this information.

F. RACIAL PROFILING TRAINING

1. Officers are responsible to adhere to all Texas Commission on Law Enforcement training and the Law Enforcement Management Institute of Texas (LEMIT) requirements as mandated by law.
2. All officers shall complete Texas Commission on Law Enforcement training and education program on racial profiling not later than the second anniversary of the date the officer is licensed under Chapter 1701, Texas Occupation Code, or the date the officer applies for an intermediate proficiency certificate, whichever date is earlier. At the discretion of the Chief of Police, additional diversity and sensitivity training may be required for officers with sustained racial profiling or other discrimination complaints filed against them.
3. The Chief of Police, as part of the initial training and continued education for such appointment, will be required to attend the Law Enforcement Management Institute of Texas program on racial profiling.
4. Supervisors shall conduct periodic roll call training regarding racial profiling issues, including implementation and enforcement of this policy.

G. SCOPE OF RESPONSIBILITY

1. All members of the department shall know and comply with all aspects of this directive.
2. All Division Commanders and supervisory personnel are responsible for ensuring compliance with the provisions and intent of this directive.

LANCASTER CITY COUNCIL
Work Session Agenda Communication
April 18, 2016

Item 2

Receive a presentation and discuss Quarterly Financial Report for the period ending March 31, 2016.

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

Goal: Financially Sound City Government

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 2015-16, January 1, 2016 through March 31, 2016. The reports will be distributed, presented and reviewed during the work session.

Submitted by:

Baron A. Sauls, Assistant Director of Finance

LANCASTER CITY COUNCIL

Work Session Agenda Communication

April 18, 2016

Item 3

Discuss Report of City Council Five Year Goals and Strategies established during the annual City Council Strategic Planning Session in June 2015 for the 2nd quarter of FY 2015/2016.

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

Goals: **Financially Sound City Government**
 Civic Engagement
 Healthy, Safe & Vibrant Community
 Professional & Committed Workforce
 Sound Infrastructure
 Quality Development

Background

City Council conducted an annual Strategic Planning Session in June 2015. This report represents activity for the second quarter of FY 2015/2016 (January 1 – March 31, 2016). This is a review of implementation and progress on strategies and initiatives outlined in the 2015/2016 strategic plan and how said strategies connect to continued progress toward the realization of the Lancaster Vision.

Financially Sound Government - The City has a long-range financial plan and has prudent fiscal policies and processes in place. It has met or exceeded all fund reserve goals, has funds available to address the needs of the community, and responsibly manages its debt. The community continues to move toward a more competitive tax rate.

1. Debt Policy

A comprehensive Debt Policy was considered and approved at the September 14, 2015 City Council meeting.

2. Ensure the City's Tax Rate is Competitive

During the FY 2015/2016 budget planning, presentation and town meetings, staff presented information regarding the correlation between property values and the tax rate in comparison to neighboring and survey cities. This information demonstrated the city tax portion of the average Lancaster resident's tax bill is less than our comparison cities. We will continue to seek strategies to improve our property values as there is a direct correlation between values and rate.

Quality Development - The City encourages high quality construction in its housing, commercial buildings and public facilities. The City employs sustainable building practices and encourages conservation and the use of alternative energy sources. The City has a diverse housing stock with walkable neighborhoods and other high quality neighborhood amenities. A diversity of commercial businesses includes corporate business parks and distribution facilities, which make use of the expanded airport, rail, and highway system. Retail areas have grown because of growth in industrial, commercial and residential development.

1. Downtown TIF

Upon completion of the update to the comprehensive plan, staff will utilize the implementation plan and tools to explore appropriate steps for the creation of a TIF district within the downtown area.

2. Enhanced Entry Features

Staff continues working with developers to enhance entrance beautification where appropriate and applicable. Staff is also identifying financial resources to develop hardscape and softscape within the appropriate rights-of-way. The Parks Operations Division continues to maintain and plant seasonal color within existing areas.

3. Strengthen the Residential Code to Encourage Home Ownership versus Rental

Council authorized implementation of a rental registration program that will require annual registration and inspection of properties that are rented/leased in the community. Information regarding program implementation was communicated to property owners beginning January 2015 utilizing a list received from utility Billing. Inspections and collections have commenced.

In the second quarter of FY 2015-2016, staff registered 409 residences and conducted 409 inspections. Staff will continue to monitor new utility accounts to ensure that all landlords are being identified and notified as the program continues to grow.

4. Adopt an Economic Development Policy and Retail Strategy

- Staff has prepared RFP's and has identified candidates to utilize in the development of an economic development policy and retail strategy, upon completion of the update to the Comprehensive Plan.
- During the current reporting period 50,225 square feet of new or formerly empty space was occupied by business operations.

5. Review existing Incentive Policy

Staff is preparing an RFP and identifying candidates to utilize in the development of an economic development policy and retail strategy, upon completion of the update to the Comprehensive Plan.

6. Complete the Update of the Comprehensive Plan; Including: Adopting Ordinances to Ensure Consistency of Companion Ordinances

Staff is moving towards a Comprehensive Plan update for May 2016, a Special Planning and Zoning (P&Z) meeting and a June 2016 City Council meeting for adoption consideration.

7. Recruit Quality Commercial, Industrial and Retail Jobs

Staff continues working toward the attraction of projects creating commercial, industrial and retail development in order to create a growing tax base and growth in the community's daytime population ensuring the financial sustainability of government in Lancaster and jobs for our residents.

- Staff conducted 15 sales calls on commercial/industrial brokers, developers and potential end users promoting Lancaster as a location for solutions to their logistic needs.
- Staff conducted 1 community tour for a developer unfamiliar with the opportunities in Lancaster.
- Staff responded to 8 inquiries for information regarding Lancaster as a potential location for the inquirer's expansion or relocation needs.

8. Target marketing program to commercial, industrial and retail brokerage community

Staff will develop and implement efficient and effective marketing programs designed to solicit and secure the interest of the commercial, industrial and retail development-brokerage communities to promote Lancaster as a profitable marketplace for their client's future relocation or expansion needs.

- Staff participated in 2 commercial/industrial broker and developer events promoting Lancaster as a location for their customers.
- Staff hosted the visits of 2 end user companies interested in Lancaster as a location for their expansion plans.
- Staff attended 1 commercial/industrial trade show calling on users, brokers and developers exhibiting at the show to promote Lancaster as a location for logistic solutions for their customers.
- Staff is preparing sales materials and conducting calls to secure appointments for the annual International Council of Shopping Centers trade show that staff will attend in May.

9. Develop a strategy to pursue the development of a nationally branded hotel/convention center in Lancaster.

- Staff continues to contact hoteliers and identify trade shows to participate in that are attended by members of the hotel industry.

10. Assess the interest of the development community in projects on the north side of I-20 at Houston School Road.

- Staff continues to include information about new development opportunities within the Campus District when making sales calls on prospects and responding to other inquiries suitable for that district in Lancaster.
- Additionally staff will be seeking prospects for this location at the ICSC Conference in May.

Code Commercial Quarterly Inspections January 2016 - March 2016			
Name of Business	Address	Violation	Status
Family Dollar	3155 W. Pleasant Run	trash/debris	notice-compliance
Dollar General	2600 Wintergreen	trash/debris	notice-compliance
Dollar General	2600 Wintergreen	trash/debris	citation
Dollar General	2253 W. Beltline	sign violation	notice-compliance
Dollar General	2253 W. Beltline	trash/debris	notice-compliance
Chubby's	3307 W. Pleasant Run	secure vacant building	compliance
Cleaners	1415 W. Pleasant Run	grass/weeds	forced compliance
Cleaners	1415 W. Pleasant Run	litter/debris	forced compliance
Cleaners	1415 W. Pleasant Run	secure structure	forced compliance
Bluegrove Plaza	1450 W. Pleasant Run	dumpster overflow	notice-citation
Bluegrove Plaza	1450 W. Pleasant Run	dumpster overflow	forced compliance
Valero	3160 W. Pleasant Run	dumpster enclosure	notice-repaired
Valero	3160 W. Pleasant Run	sign violation	pending
Azteca	1440 N. I-35	grass/weeds	compliance
Spanish Trail	1420 N. I-35	pool violations	notice-compliance
Spanish Trail	1420 N. I-35	sign violation	extension granted
Spanish Trail	1420 N. I-35	open storage	notice-compliance
Spanish Trail	1420 N. I-35	display address	notice-compliance
Spanish Trail	1420 N. I-35	paint building	notice – extension granted
Shell Station	701 W. Pleasant Run	grass/weeds	notice-compliance
Shell Station	701 W. Pleasant Run	litter/debris	notice-compliance
Shell Station	701 W. Pleasant Run	fence in disrepair	pending
Henderson Chicken	701 W. Pleasant Run	grass/weeds	pending
Henderson Chicken	701 W. Pleasant Run	health code	Dallas county investiga
Bel-Air Apartments	1508 Dewberry	pool violations	notice-pending

Work Session Agenda Communication

April 18, 2016

Page 5

Bel-Air Apartments	1508 Dewberry	dumpster area violations	notice-pending
Vacant lot	2600 Wintergreen	litter/debris	notice-compliance
207 W. First	Kwik Lube Car Care	sign violation	notice -compliance
207 W. First	Kwik Lube Car Care	open storage	notice - compliance
207 W. First	Kwik Lube Car Care	dumpster area violations	notice -compliance
207 W. First	Kwik Lube Car Care	C O violations	notice - compliance
Rolling Hills Church	2512 N. I -35	parking violations	notice-pending
Rolling Hills Church	2512 N. I -35	fence in disrepair	notice-pending
Rolling Hills Church	2512 N. I -35	vehicle on jacks	notice-compliance
Rolling Hills Church	2512 N. I -35	grass/weeds	notice - compliance
Advanced Machine & Tool	1616 N. I-35	grass/weeds	notice -compliance
P I Enterprise	1630 N. I - 35	grass/weeds	notice - compliance
Family Dollar	1327 N. Dallas	trash/debris	notice- compliance
MJ Beauty Supply	207 W. Pleasant Run	litter/debris	notice - compliance
Vacant commercial land	1510 N. I - 35	grass/weeds	notice -pending
Vacant commercial land	1508 N. I- 35	grass/weeds	notice - pending
Vacant commercial land	1504 N. I -35	grass/weeds	notice - pending
La Azteca	1440 N. I-35	banner sign violations	notice- compliance
Bienvenido	920 N. I - 35	banner sign violations	notice - compliance
Delgado Affordable Car Care	1910 N. I - 35	grass/weeds	notice - pending
American Freight Trans.	2420 N. I - 35	grass/weeds	notice - pending
American Freight Trans.	2420 N. I - 35	sign violation	notice -pending
American Freight Trans.	2420 N. I- 35	open storage	notice - compliance
American Freight Trans.	2420 N. I- 35	banner sign violations	notice- pending
American Freight Trans.	2420 N. I - 35	grass/weeds	notice - pending
Direct Autos	2532 N. I - 35	grass/weeds	notice- pending
Mohamed Bakri	2542 N. I -35	grass/weeds	notice - pending
Ice Cream Stand	1095 W. Pleasant Run	grass/weeds	notice-forced compliance
D & J Construction	3016 N. I -35	grass/weeds	notice-pending
Ted Akin	3228 N. I -35	grass/weeds	notice -pending
WTR Inc.	3246 N. I - 35	grass/weeds	notice - pending
Old Minyard Bldg.	919 N. Dallas Avenue	structural issues	notice-compliance
Bob Lloyd	3334 N. I - 35	grass/weeds	notice - pending
Bob Lloyd	3334 N. I - 35	grass/weeds	notice - pending
Ned Stevens Gutter	3400 N. I -35	grass/weeds	notice - pending
Vacant	3436 N. I - 35	grass/weeds	notice - pending
Vacant	3436 N. I - 35	discarded items	notice - pending
YP computer repair	3444 N. I - 35	grass/weeds	notice - pending
vacant	3454 N. I - 35	grass/weeds	notice - pending
vacant	3450 N. I - 35	grass/weeds	notice - pending
vacant	2342 N. I - 35	grass/weeds	notice - pending

Healthy, Safe, & Vibrant Community - Lancaster is a place where we enhance public safety in our neighborhoods. The community unites at city-wide events and participates in recreational and cultural activities that keep residents involved and engaged in their respective neighborhoods. Compassionate enforcement personnel help to sustain vibrant residential and business communities. All residents have access to Parks and leisure facilities where they live.

1. Take steps to get to an ISO Rating of 2

Council received a presentation at the November 2015 work session regarding the City's ISO rating.

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) which is used by insurance companies to calculate insurance premiums for residents and businesses.

2. Complete the Public Safety Strategic Plan

The Police Department is in the process of preparing a formal strategic plan as part of the recommendation by the Hillard Heitze consulting firm.

Lancaster Police Department Update

2nd QUARTER 2015-2016

OFFENSES				
	1st Qtr	2nd Qtr	Up/Down	Percentage
Assault	108	101	-7	-6.48%
Burglary Building	21	18	-3	-14.29%
Burglary Habitation	65	51	-14	-21.54%
Burglary Vehicle	89	61	-28	-31.46%
Criminal Mischief	80	65	-15	-18.75%
Drug Crimes	18	22	4	22.22%
DWI	20	19	-1	-5.00%
Financial Crimes	39	3	-36	-92.31%
Information Report	309	332	23	7.44%
Mental Evaluations	30	42	12	40.00%
Murder	0	.	0	0.00%
Robbery	19	20	1	5.26%
Runaways	28	19	-9	-32.14%
Sex Assault	7	10	3	42.86%
Theft	124	123	-1	-0.81%
UUMV	54	42	-12	-22.22%

ACCIDENTS				
	1st Qtr	2nd Qtr	Up/Down	Percentage
Total Accidents	139	154	15	10.79%

CALLS FOR SERVICE				
	1 st Qtr	2 nd Qtr	Up/Down	Percentage
Total Calls	22070	20868	-1202	-5.45%
Close Patrols	12165	9532	-2633	-21.64%
House Check Request	34	23	-11	-32.35%
House Check Calls	84	97	13	15.48%

ARREST				
	1 st Qtr	2 nd Qtr	Up/Down	Percentage
Arrest	405	431	26	6.42%

WARRANTS				
	1 st Qtr	2 nd Qtr	Up/Down	Percentage
New Felony	28	22	-6	-21.43%
New Misdemeanor	24	29	5	20.83%
New Warrants Total	52	51	-1	-1.92%
Served	39	78	39	100.00%
Transferred	4	10	6	150.00%

PATROL				
	1 st Qtr	2 nd Qtr	Up/Down	Percentage
Field Contacts	40	2569	405	18.72%
Traffic Stops	2164	44	4	10.00%

NARCOTIC SEIZURES				
	1 st Qtr	2 nd Qtr	Up/Down	Percentage
Marijuana (ounces)	31.191	319.371	288.18	923.92%
Cocaine/Crack (grams)	5.99	47.8	41.81	698.00%
Methamphetamine (grams)	491.457	59.1	-432.357	-87.97%
Heroin (grams)	0	2.6	2.6	260.00%

The Lancaster Police Department continues to identify crime trends in the community and deploy proper resources to deter, prevent and reduce crime such as crime prevention tips, surveillance methods of policing, brochures, house checks and encouragement of new community watch programs.

In addition, the Lancaster Police Department continues to perform close patrols and house check requests. During this quarter the Lancaster Police Department enhanced our visibility within the commercial and residential communities through utilization of specialized divisions including the traffic division and POP team.

Municipal Court Update

The second quarter of FY 2015/2016 the Municipal Court collected revenues of \$625,045. This is an increase of \$61,633 over the same period last year of \$563,412.

Professional & Committed 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 of the community. City employees feel needed and appreciated by elected officials, residents and businesses and are respectful to and appreciative of their customers and the City's governing body. The City's executive staff is engaged with residents and attends community events, upholds strong customer service, and uses technology to aid them in working smarter.

1. Compensation Policy – Commitment to Average of Survey Cities - Progression

We have worked collaboratively and strategically with the City Council regarding employee compensation and retention. Compensation has been an objective of the Council for the past three years. It remains a City Council objective. While we still have progress to make, we have accomplished milestones with compensation, comparable benefits and creating opportunities for career progression.

In 2013/2014 City Council approved a 3% increase to the pay plan. In 2014/2015 City Council approved a 5% increase to the pay plan. In 2015/2016 City Council approved a 2% increase to the pay plan; totaling a 10% increase overall to the pay plan for the past three years.

The City of Lancaster continues to see growth and development. It is an exciting time to be a part of our organization.

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

1. Golf Course Assessment and Direction

On January 14, 2016, the City employed the professional services of Marvin's Paint and Remodeling, LLC to conduct the assessment on the club house. Staff will issue an RFP for a Golf course assessment on non-structural elements and will seek further direction from the City Council.

2. Complete Facility and Infrastructure needs – Assessment for future Bond Issue

In December of 2015, the City employed the professional services of Marvin's Paint and Remodeling, LLC to conduct the assessment on all city facilities. Staff is in receipt of the report and currently reviewing to prioritize for inclusion in the Capital Improvement Plan.

3. Sidewalk Replacement Program

Staff has received eighteen (18) inquiries, and six (6) applications have been made in the second quarter. Three (3) sidewalks have been replaced utilizing this program.

4. Complete the Fleet Maintenance Facility

Council received a presentation regarding the site and concept plan at the April 20, 2015 work session. The land survey has been completed along with design. Final design was reviewed with staff in November and December. Final bid and construction documents were completed and submitted as well. The project was advertised on February 5th, 7th, 12th and 14th in the Focus Daily News and Dallas Morning News for construction bid. The project opened for pre-bid on February 23rd and closed on March 3rd, eleven bids were received, two of those were from HUB vendors. Staff is presenting to Council on April 11th for consideration and approval.

5. Continue Water Meter Register Replacement Program

In the second quarter of FY 2015-2016 staff replaced 228 water meters/registers as part of the Meter Register Replacement Program.

6. Airport Master Plan continuation

The Airport has completed two construction projects and bidding a third project this quarter. The TxDOT-Aviation projects that have completed are: 1) the new south ramp with helicopter circles and taxiways, and 2) the new 12,000 gallon self-serve avgas fuel facility. The south ramp project total cost is \$3,845,520 of which the City funded \$528,282. The fuel facility project total cost is \$421,690 of which the City funded \$105,423. Both are open and operational for general aviation use. The new self-serve fuel facility is now generating revenue. The third TxDOT-Aviation project that was funded for construction in December is the new terminal building. This project total cost is \$1,436,470 of which the City funded \$836,470. This project came in nearly \$600,000 over budget and staff is working with TxDOT and the design engineers regarding the next step in constructing the new terminal building.

Civic Engagement - The City provides a variety of opportunities for involvement through special events, boards and commissions, youth and parent volunteer opportunities in recreation, sports teams, City elections, Civic Academies, Schools and City-wide celebrations.

1. Create a Public Improvement District (PID) Liaison Position

In the second quarter of FY2015/2016 staff met with the Meadowlands and Pleasant Run Estates to provide information on the process for becoming a PID. Both neighborhoods are in the petition process and acquiring signatures from their neighbors and have set goals of acquiring all signatures needed by May 1, 2016.

Recreation Division **January 2016**

- On January 4, 2016 was the annual Educator Appreciation Breakfast in the Grand Hall of the Lancaster Recreation Center. Over 100 teachers attended
- The ZUMBATHON was held with over 50 individuals participating including ZUM

- The S.A.F.E After School participants completed a Martin Luther King Jr. Graphic Project and it was used as a banner during the Martin Luther King Jr. parade in which the program represented Lancaster Parks and Recreation Department. 31 of our S.A.F.E. participants marched.
- The Lancaster Winter Basketball League had (67) teams participating in this 8 week league. Over 300 weekly spectators visited the recreation center each week. Teams (8U, 10U, 12U, and 14U age divisions) advanced and competed in the Texas Amateur Athletic Federation (TAAF) Regional Basketball Post Season Competition.
- The Aquatic staff conducted training for a local Boy Scout Troop and assisted them in receiving their merit badges.
- Our local swim team, coached by the aquatic staff competed in Frisco in the TAAF Winter Games.
- The City of Lancaster RBI coaches represented Lancaster at the Texas Rangers 2016 Coaches Clinic.

February 2016

- The Recreation Center Fitness atrium was upgraded, replacing most of our old machines with new ones. The new addition to the atrium was WELLBEATS which is a 70" TV Plug & Play unit that allows for 80+ different multi-level fitness classes on demand, providing for a variety of programming offerings and tutorials that will diversify fitness program offerings with 100% revenue retention. The City of Lancaster's Youth Advisory Committee attended the 16th Annual Texas Youth Advisory Commission (YAC) Summit on February 21, 2016. This two day statewide event was hosted by the City of Pearland and sponsored by the Texas Municipal League.

March 2016

- The City partnered with Ms. Deborah Malone of the Meadowcreek Community Watch group to host a Public Safety Officer Appreciation Event. This event was designed to show appreciation to all City of Lancaster Police officers and Fire personnel. Over 100 police officers and fire personnel were in attendance.
- Staff participated in My Brother's Keeper Male Summit Initiative. The Texas Parks & Wildlife visited and displayed animal fossils, photos, and fur coats at Spring Break Camp 2016 informing campers on wildlife and animals.
- The Lancaster RBI Association held training with the help from the Texas Rangers Foundation Director, Homer Bush. The City partnered with F.I.G.H.T. to implement the "Let's Walk Together Domestic Violence Awareness Walk" culminating with the Annual Easter Egg Hunt and festivities.
- Recreation Membership and usage for the second quarter of FY 2015-2016:

	January	February	March	Total
Membership Scans	2,709	3,017	3,458	9,183
Daily Passes	869	602	1,488	2,959
Grand Total				12,142

Senior Services Division

- This quarter on the first Tuesday of each month the Dallas County Health and Human Services, Health and Wellness Clinic, provided services to thirty-nine senior members which included flu shots, blood pressure checks, blood sugar level checks, cholesterol checks, weight assessments, and other related health screenings.
- Senior Senate Board elections were held in January. Newly elected officers include: Mr. Robert Ware, Senate President; Mr. Joseph Boston, Senate Vice President; Ms. Sally Moore, Senate Treasurer; Mr. Jerry Diffenderfer, Secretary; and Ms. Gloria Russell, Senate Community Liaison.
- The Honorable Judge Valencia Nash (Dallas County) joined us for a legal educational presentation (Senior Legal Clinic) to the senior membership through a series of questions and answers during the week of January 25. The senior membership participated in the Senior Valentine Sweetheart Social Hour in which the senior membership selected Mr. Joseph Boston as King of the LIFE Center and Ms. Mary Johnson was crowned as Queen of the LIFE Center.
- Thirty three senior members attended Conversation, Coffee and Breakfast sponsored by Senior Solutions at the Crescent Medical Center Café. Our seniors were educated on how to effectively manage pain and much more.
- The senior membership celebrated Black History Month with a program called “Icons of Change.” During this celebratory occasion, in which sixty-four members attended and four guests, the senior membership and Center staff members participated in a comical skit named “The Obamas Meet the Kings.” The program also included Black History Trivia that included local and national leaders. The program was designed to encourage team cohesiveness, cooperation and collaboration.
- Senior membership participated in the Dallas Area Agency on Aging “Chronic Disease Self-Management Program”.
- During the week of March 14th, our senior membership attended an education presentation at the Crescent Medical Center Café. The program was called “Senior Preparedness” which educated them with what they should do in times of natural disasters.
- During the week of March 21st, and in honor of the upcoming Easter Holiday, the Creative Card Making Class did something other than create unique cards. The volunteer coordinator, Ms. Edna Dorman, supplied a number of the senior membership with Easter Bunny Ears and Easter Baskets with Bling.
- In March 2016 the Senior LIFE Center Supervisor participated in Congresswoman Johnson’s Seniors’ Advisory Committee of the 30th District and will be a representative of the Senior Community in the 30th Congressional District.
- As mandated by Dallas County, Dallas Area Agency on Aging, monthly Nutrition Education was provided to our senior membership in January, February and March, both group and individual sessions.

Library Division

- This quarter the Library added a Bi-lingual Story Time the first Wednesday of the month.
- Additional basic computer classes were added for seniors at the Senior Life Center. One class is on Tuesday and two classes are held on Thursday.

- Library staff continued adult technology class offerings this quarter The Sci-Fi and Fantasy Book Club began this quarter. that is open to all ages. A new book is picked by a group consensus and discussed monthly.

New Library Cards	January	February	March	Total
Youth	29	18	22	69
Adult	90	97	98	285
Nonresident	2	4	7	13
Grand Total	121	119	127	367

Parks Division

- During the second quarter of the 2016 fiscal year, our Adopt-A-Spot volunteers reported just under 16 man hours and picked up over 2 cubic yards of litter and debris from city parks and rights-of-way:
 - Leading by Example - Meadowcreek Park
 - Brasscraft - S. Lancaster-Hutchins Road
 - Cold Springs Church of Christ - W. Main Street
 - Rusty Lemley - S. Houston School Road
 - Church of Christ at Cedar Valley - W. Wintergreen
 - Lemley and Scott - Parkerville
- A new croquet court was installed behind the Senior Life Center to enhance senior programming. Fiber was added to the playgrounds, the fountain and aerators were replaced at the Community Park pond, annual color beds were planted at Heritage Park, Visitors Center, and City Park and benches, picnic tables, and structures painted at Kids Square Park, City Park, and J. A. Dewberry Park.

Cultural Services Division

- On February 19, 2016 the City hosted "A Night at the Museum: Painting with A Twist Lancaster" at the Visitors Center/State Auxiliary Museum. Over 30 participants painted a rendering of the Historic Flanders Victorian Home in Lancaster (Strain Single Family Farm House). The museum received 30% of revenues generated that will go towards future exhibits and activities.
- The Museum Advisory Board met this quarter, reviewed and accepted a Deed of Gift submission. The Board advised on partnering with the Heritage Park foundation this year to have the Visitors Center and State Auxiliary Museum as one of the sites on display for the annual "Tour of Homes" Holiday Lighting event.

Submitted by:

Opal Mauldin-Robertson, City Manager