



**NOTICE OF WORK SESSION AGENDA
LANCASTER CITY COUNCIL
JAMES R. WILLIAMS PUMP STATION
TRAINING ROOM, 1999 JEFFERSON, LANCASTER, TEXAS**



Monday, July 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 City of Lancaster proposed Fiscal Year 2016/2017 employee insurance program.
2. Receive a presentation from The Retail Coach regarding the development of a Retail Recruitment Strategy.
3. Receive a presentation regarding the facility assessment prepared by Marvin's Paint and Remodeling LLC.
4. Receive a presentation and discuss Code Compliance and Animal Services processes and procedures.
5. Discuss Quarterly Financial and Investment Reports for the period ending June 30, 2016.
6. Discuss Report of City Council Five Year Goals and Strategies established during the annual City Council Strategic Planning Session in June 2015 for the 3rd quarter of FY 2015/2016.
7. Discuss amending City Council Rules and Procedures as adopted November 16, 2015.

ADJOURNMENT

EXECUTIVE SESSION: The City Council reserve the right to convene into executive session on any posted agenda item pursuant to Section 551.071(2) of the Texas Government Code to seek legal advice concerning such subject.

ACCESSIBILITY STATEMENT: Meetings of the City Council are held in municipal facilities 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 July 14, 2016 @ 9:30 p.m. and copies thereof were provided to the Mayor, Mayor Pro-Tempore, Deputy Mayor Pro-Tempore and Council members.



Sorangel O. Arenas
City Secretary

LANCASTER CITY COUNCIL

City Council Work Session

Item 1.

Meeting Date: 07/18/2016

Policy Statement: This request supports the City Council 2016-2017 Policy Agenda

Goal(s): Financially Sound, City Government
Professional and Committed City Workforce

Submitted by: Dori Lee, Director of Human Resources

Agenda Caption:

Receive a presentation regarding the City of Lancaster proposed Fiscal Year 2016/2017 employee insurance program.

Background:

For the 2015/2016 renewal, the City of Lancaster experienced an 86.3% loss ratio at the time of the renewal which was above the projected insurance carrier target loss ratio of 83%. These results contributed to an initial first year renewal increase of 15.6% from Blue Cross Blue Shield (BCBS).

Over the past 12 months, the City has experienced a decrease in its loss ratio to 81.6%. Due to three ongoing large claimants and the risk liability, BCBS initially presented an 11.7% increase. IPS Advisors, our insurance consultant, was able to re-negotiate the increase to 8.7% and is recommending accepting the renewal due to competitiveness of the offer vs actuarial projections and to preserve the City's long-term carrier history.

The City currently offers a High Deductible Health Plan (HDHP) and Health Savings Account (HSA) plan option to assist in controlling future health care costs. The City also continued premium incentives for employees who received an annual physical and who didn't use tobacco.

Health Insurance

The best and final renewal offer from BCBS represents a +8.7% or +\$202,947 increase to the City.

Recommendations for the health plan for 2016/2017 plan year include:

- It is recommended to alter the current employer premium subsidy strategy for the 2016/2017 plan year. The City currently subsidizes 100% of the employee only cost for the HDHP and 52.7% for dependents across all plans. It is proposed not to pass any of the increase onto employees nor dependents. By doing this, the dependent subsidy levels for all plans will increase to 56.5%. It is recommended to maintain the current HSA employer funding of \$1,210 for employee and \$2,420 for dependents for the 2016/2017 plan year.
- It is recommended for the City to renew with Methodist Health Systems for the City's wellness program. This program includes Health Risk Assessments, Fitness and Nutrition Tools, Wellness Workshops, Incentive Management and Employer and Employee Risk Factor reporting.
- It is also recommended to continue Compass Professional Health Services for those who are enrolled in the High Deductible Health Plan. This service provides employees and dependents with pricing and quality information for hospitals, physicians, pharmacy and dental services.

Dental Insurance

The City currently contracts with United Concordia for Dental Insurance. Due to favorable claims experience, United Concordia presented a rate pass for the 2016/2017 plan year with a one year rate guarantee. It is recommended for the City to renew with United Concordia with no plan design changes. Furthermore, it is recommended to continue the current funding strategy of 100% contribution for employee and 50% contribution for dependents.

Flexible Spending Account (FSA)

A Flexible Spending Account (FSA) allows an employee to set aside a portion of his or her earnings to pay for qualified expenses as established in the cafeteria plan, most commonly for medical expenses, but often for dependent care or other expenses. Money deducted from an employee's pay into an FSA is not subject to payroll taxes, resulting in a substantial payroll tax savings. The City completed its first year of a three year rate guarantee with Discovery Benefits. Renewal with Discovery Benefits for management of the FSA is recommended for the 2016/2017 plan year.

Ancillary Insurance

The City is currently contracted with Dearborn National to provide Basic Life, Optional Life and Long Term Disability insurance to employees. Dearborn National presented a rate pass with a two year rate guarantee with no plan design changes. Renewal with Dearborn National for Basic Life, Optional Life and Long Term Disability insurance is recommended for the 2016/2017 plan year.

Employee Assistance Program

Employee Assistance Programs (EAPs) are employee benefit programs offered by many employers, typically in conjunction with a health insurance plan. EAPs are intended to help employees deal with problems that might adversely impact their work performance, health, and well-being. Alliance Work Partners presented a 2%, or \$165 annual increase to current benefits. Renewal with Alliance Work Partners is recommended for the 2016/2017 plan year.

Insurance Committee

The insurance committee held its annual meeting with IPS Advisors Friday, July 1, 2016, to ensure employee groups were briefed on the recommendations provided by IPS Advisors. The committee is also working on a wellness initiative with the American Heart Association to raise awareness of the dangers of high blood pressure. The Methodist Health System Wellness program has identified high blood pressure as a wellness concern for the City of Lancaster employee population.

North Texas Coalition

The City has elected to participate in the North Texas Coalition to direct contract with hospitals to combat the rising cost of healthcare. However, only self-insured participants may partake in this program at this time. The City of Lancaster is fully insured. The North Texas Coalition is currently evaluating proposals through their RFP process. Nothing has been awarded at this time. IPS will continue to monitor and update the City Council of any news.

Operational Considerations:

The High Deductible Health Plan and Health Savings Account will continue to require additional communication and administration efforts for employee education.

Legal Considerations:

Current contracts will be amended to comply with provisions of the Patient Protection and Affordability Care Act of 2010. These contracts must be reviewed by IPS Advisors, the City Attorney and Human Resources. If authorized by the City Council, the City Manager will execute appropriate contracts following legal review.

Options/Alternatives:

Option 1: Remaining with current vendors for all renewing policies and plans, no plan design changes, passing none of the increase to employees or dependents, no changes to employer HSA funding. The total health care cost increase to the City of Lancaster is approximately \$202,947 and the City would fund approximately 83.3% of total healthcare costs. Employees would not see a rate increase for the 2016/2017 plan year

Option 2: Remaining with current vendors for all renewing policies and plans, no plan design changes, no changes to the employer premium subsidy percentages, no changes to employer HSA funding. The total health care cost increase of option 2 to the City of Lancaster is approximately \$163,413.15 and the City would fund approximately 81.9% of total healthcare costs. Employees would see rates increase by +8.7% from current across all plans and tiers (except \$0 employee only HDHP).

Recommendation:

Staff recommends option 1: Remaining with current vendors for all renewing policies and plans, no plan design changes, passing none of the increase to employees or dependents, no changes to employer HSA funding. The total health care cost increase to the City of Lancaster is approximately \$202,947 and the City would fund approximately 83.3% of total healthcare costs. Employees would not see a rate increase for the 2016/2017 plan year.

Attachments

Option 1 Analysis

Option 2 Analysis

CITY OF LANCASTER
2016 - 2017 BCBS Renewal Rates

Enrollment		Unit Costs			
HSA \$3,000/100%	Full Time Employees	Medical Rate	City Contribution (\$)	City Contribution (%)	Employee Contribution (\$)
Employee	114	\$533.97	\$533.97	100.0%	\$0.00
+ Spouse	5	\$641.11	\$362.28	56.5%	\$278.83
+ Children	21	\$534.21	\$301.87	56.5%	\$232.34
+ Family	14	\$1,284.34	\$725.77	56.5%	\$558.57
Premium Contributions	114	\$1,119,327.60	\$950,208.36	84.9%	\$169,119.24
Total HSA Contributions		\$186,340.00	\$186,340.00	100.0%	\$0.00
Total Contributions		\$1,305,667.60	\$1,136,548.36	87.05%	\$169,119.24
HSA Contribution Amounts		Employee \$1,210	Family \$2,420		

HMO	Full Time Employees	Medical Rate	City Contribution (\$)	City Contribution (%)	Employee Contribution (\$)
Employee	98	\$651.19	\$625.74	96.1%	\$25.45
+ Spouse	4	\$781.86	\$441.83	56.5%	\$340.03
+ Children	21	\$651.47	\$368.14	56.5%	\$283.33
+ Family	13	\$1,566.26	\$885.08	56.5%	\$681.18
Premium Contributions	98	\$1,211,835.72	\$987,921.84	81.5%	\$223,913.88

PPO	Full Time Employees	Medical Rate	City Contribution (\$)	City Contribution (%)	Employee Contribution (\$)
Employee	16	\$721.79	\$551.65	76.4%	\$170.14
+ Spouse	1	\$866.62	\$489.71	56.5%	\$376.91
+ Children	4	\$722.12	\$408.06	56.5%	\$314.06
+ Family	1	\$1,736.07	\$981.03	56.5%	\$755.04
Premium Contributions	16	\$204,477.72	\$143,152.56	70.0%	\$61,325.16

All Plans	Full Time Employees	Total Medical Cost	City Contribution (\$)	City Contribution (%)	Employee Contribution (\$)
Total Contributions - All Plans	228	\$2,721,981.04	\$2,267,622.76	83.3%	\$454,358.28
\$ Change from Current		\$202,947.00	\$202,947.00		\$0.00
% Change from Current		8.1%	9.8%		0.0%

Option 1: No increase passed on to employees.
Employer Cost: \$202,947

Total Employee Rates		
Total Employee Contribution (\$)	Total Monthly Employee Change From Current (\$)	Total Monthly Employee Change From Current (%)
\$0.00	\$0.00	n/a
\$278.83	\$0.00	0.0%
\$232.34	\$0.00	0.0%
\$558.57	\$0.00	0.0%

Total Employee Contribution (\$)	Total Monthly Employee Change From Current (\$)	Total Monthly Employee Change From Current (%)
\$25.45	\$0.00	0.0%
\$365.48	\$0.00	0.0%
\$308.78	\$0.00	0.0%
\$706.63	\$0.00	0.0%

Total Employee Contribution (\$)	Total Monthly Employee Change From Current (\$)	Total Monthly Employee Change From Current (%)
\$170.14	\$0.00	0.0%
\$547.05	\$0.00	0.0%
\$484.20	\$0.00	0.0%
\$925.18	\$0.00	0.0%

CITY OF LANCASTER
2016 - 2017 BCBS Renewal Rates

Option #2 Passing an 8.7% increase in costs on to employees.

Employee Contribution: \$39,533.85

Employer Contribution: \$163,413.15

Enrollment		Unit Costs			
HSA \$3,000/100%	Full Time Employees	Medical Rate	City Contribution (\$)	City Contribution (%)	Employee Contribution (\$)
Employee	114	\$533.97	\$533.97	100.0%	\$0.00
+ Spouse	5	\$641.11	\$338.02	52.7%	\$303.09
+ Children	21	\$534.21	\$281.66	52.7%	\$252.55
+ Family	14	\$1,284.34	\$677.16	52.7%	\$607.18
Premium Contributions	114	\$1,119,327.60	\$935,494.27	83.6%	\$183,833.33
Total HSA Contributions		\$186,340.00	\$186,340.00	100.0%	\$0.00
Total Contributions		\$1,305,667.60	\$1,121,834.27	85.92%	\$183,833.33
HSA Contribution Amounts		Employee \$1,210	Family \$2,420		

Total Employee Rates		
Total Employee Contribution (\$)	Total Monthly Employee Change From Current (\$)	Total Monthly Employee Change From Current (%)
\$0.00	\$0.00	n/a
\$303.09	\$24.26	8.7%
\$252.55	\$20.21	8.7%
\$607.18	\$48.61	8.7%

HMO	Full Time Employees	Medical Rate	City Contribution (\$)	City Contribution (%)	Employee Contribution (\$)
Employee	98	\$651.19	\$623.53	95.8%	\$27.66
+ Spouse	4	\$781.86	\$412.23	52.7%	\$369.63
+ Children	21	\$651.47	\$343.49	52.7%	\$307.98
+ Family	13	\$1,566.26	\$825.81	52.7%	\$740.45
Premium Contributions	98	\$1,211,835.72	\$968,437.43	79.9%	\$243,398.29

Total Employee Contribution (\$)	Total Monthly Employee Change From Current (\$)	Total Monthly Employee Change From Current (%)
\$27.66	\$2.21	8.7%
\$397.29	\$31.81	8.7%
\$335.65	\$26.87	8.7%
\$768.12	\$61.49	8.7%

PPO	Full Time Employees	Medical Rate	City Contribution (\$)	City Contribution (%)	Employee Contribution (\$)
Employee	16	\$721.79	\$536.85	74.4%	\$184.94
+ Spouse	1	\$866.62	\$456.92	52.7%	\$409.70
+ Children	4	\$722.12	\$380.74	52.7%	\$341.38
+ Family	1	\$1,736.07	\$915.34	52.7%	\$820.73
Premium Contributions	16	\$204,477.72	\$137,817.20	67.4%	\$66,660.52

Total Employee Contribution (\$)	Total Monthly Employee Change From Current (\$)	Total Monthly Employee Change From Current (%)
\$184.94	\$14.80	8.7%
\$594.64	\$47.59	8.7%
\$526.33	\$42.13	8.7%
\$1,005.68	\$80.50	8.7%

All Plans	Full Time Employees	Total Medical Cost	City Contribution (\$)	City Contribution (%)	Employee Contribution (\$)
Total Contributions - All Plans	228	\$2,721,981.04	\$2,228,088.91	81.9%	\$493,892.13
\$ Change from Current		\$202,947.00	\$163,413.15		\$39,533.85
% Change from Current		8.1%	7.9%		8.7%

LANCASTER CITY COUNCIL

City Council Work Session

Item 2.

Meeting Date: 07/18/2016

Policy Statement: This request supports the City Council 2015-2016 Policy Agenda

Goal(s): Financially Sound, City Government
Healthy, Safe & Vibrant Community
Quality Development

Submitted by: Rona Stringfellow, Assistant City Manager

Agenda Caption:

Receive a presentation from The Retail Coach regarding the development of a Retail Recruitment Strategy.

Background:

The City Council, during its strategic planning session determined that the City would need to complete a retail strategy to determine an intentional methodology to attract and recruit retailers to the City of Lancaster.

Operational Considerations:

The current Comprehensive Plan was adopted in February 2002; as a result of changing socio-economic trends, Council visioning, and growth potential a review of the existing plan will provide a fresh perspective. As we near completion of the comprehensive plan update council identified the need to develop and implement an intentional approach to attract and recruit retail developers and retailers to the city.

Council will receive a presentation from The Retail Coach and discuss process and next steps.

LANCASTER CITY COUNCIL

City Council Work Session

Item 3.

Meeting Date: 07/18/2016

Policy Statement: This request supports the City Council 2016-2017 Policy Agenda

Goal(s): Sound Infrastructure

Submitted by: Jermaine Sapp, Director of Equipment and Facilities

Agenda Caption:

Receive a presentation regarding the facility assessment prepared by Marvin's Paint and Remodeling LLC.

Background:

During the 2015 City Council Strategic Planning Session, Council identified the completion of a facilities assessment as a priority. Staff received quotes for completion of an assessment and identified Marvin's Paint & Remodeling LLC to complete the assessment.

Each facility was inspected for structural and mechanical integrity. The inspection included an evaluation of the following:

- HVAC
- Restrooms (including showers and locker rooms)
- Lighting
- Foundation
- Roof and Ceilings
- Building Exterior
- Doors and Windows
- Security Features

Their report focused on problems that were considered major deficiencies that would exceed more than one thousand five hundred dollars (\$1500) to correct or repair. The consultant indicated that any facility has minor deficiencies requiring attention; however, many of these are personal preference and those items were not a part of this assessment.

Council will receive a presentation regarding the results of the assessment.

LANCASTER CITY COUNCIL

City Council Work Session

Item 4.

Meeting Date: 07/18/2016

Policy Statement: This request supports the City Council 2016-2017 Policy Agenda

Goal(s):

- Financially Sound, City Government
- Healthy, Safe & Vibrant Community
- Sound Infrastructure
- Quality Development
- Civic Engagement
- Professional and Committed City Workforce

Submitted by: Fabrice Kabona, Assistant to the City Manager

Agenda Caption:

Receive a presentation and discuss Code Compliance and Animal Services processes and procedures.

Background:

As prescribed in the City Council Rules and Procedures as amended July 2013, Section D(1) City Council Agenda Process, Deputy Mayor Pro Tem Jaglowski requested an item be included on the agenda for the purpose of leading a discussion regarding Code Compliance and Animal Services processes and procedures.

Council will receive a presentation on the Code Compliance process, procedures and enforcement for residential and commercial properties. Staff will cover applicable chapters which will include various chapters from the Lancaster Code of Ordinances, which includes the International Property Maintenance Code.

LANCASTER CITY COUNCIL

City Council Work Session

Item 5.

Meeting Date: 07/18/2016

Policy Statement: This request supports the City Council 2016-2017 Policy Agenda

Goal(s): Financially Sound, City Government

Submitted by: Baron Sauls, Director of Finance

Agenda Caption:

Discuss Quarterly Financial and Investment Reports for the period ending June 30, 2016.

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 third quarter of fiscal year 2015/2016 (April 1, 2016 through June 30, 2016).

The reports will be distributed, presented and reviewed during the work session.

LANCASTER CITY COUNCIL

City Council Work Session

Item 6.

Meeting Date: 07/18/2016

Policy Statement: This request supports the City Council 2016-2017 Policy Agenda

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

Submitted by: Opal Mauldin-Robertson, City Manager

Agenda Caption:

Discuss Report of City Council Five Year Goals and Strategies established during the annual City Council Strategic Planning Session in June 2015 for the 3rd quarter of FY 2015/2016.

Background:

Quarterly Update attached.

Attachments

Quarterly Update

Background:

City Council conducted an annual Strategic Planning Session in June 2015. This report represents activity for the third quarter of FY 2015/2016 (April 1 – June 30, 2016). This is a review of the 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.

Operational Considerations:

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 third quarter of FY 2015-2016, Staff registered 34 residences and conducted 199 inspections.

4. Adopt an Economic Development Policy

Upon completion of the Comprehensive Plan Update, Staff will issue an RFP for an Economic Development Policy.

During the current reporting period 27,656 square feet of new or formerly empty space was occupied by business operations.

5. Review Existing Incentive Policy

Following completion of the Comprehensive Plan Update, Staff will coordinate a review of the existing incentive policy.

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. There will be a joint work session of the City Council and the Planning and Zoning Commission on Tuesday, August 9, 2016. The Planning and Zoning Commission Public Hearing and consideration is scheduled for Tuesday, September 9, 2016. The City Council final Public Hearing and adoption date are scheduled for Monday, October 10, 2016.

7. Recruit Quality Commercial, Industrial and Retail Jobs

Economic Development 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 14 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

Economic Development 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 1 commercial-industrial broker and developer event promoting Lancaster as a location for their customers.
- Staff hosted the visit of one end user Company 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 attended the International Council of Shopping Centers (ICSC) annual trade show held in Las Vegas May 22-25, 2016. ICSC RECON is the global conference for the shopping center industry and provides networking, deal making and

educational opportunities for retail real estate professionals from around the world. It is the world's largest gathering of shopping center executives. Local municipalities attend the conference in hopes of making connections for recruitment, new development, and redevelopment opportunities. Staff met with Retail Strategies, Retail Coach, Buxton Company, and held productive conversations with retailers such as Smoothie King and CATO's. Staff also made contact with hoteliers to discuss the development of a hotel in Lancaster.

9. Develop a strategy to pursue the development of a nationally brand 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.

Code Commercial Quarterly Inspections				
3rd Quarter Inspections				
Vacant Building	Address	grass/weeds	notice 4-4-16	Status
Henderson Chicken	710 W. Pleasant Run	ATM sign remove	notice	removed
First Christian Church	750 W. Main	fallen/dead tree	notice 4-5-16	removed
Family Dollar	W. Pleasant Run	banner	notice 4-3-16	removed
Flash Mart	3160 W. Pleasant Run	awning in disrepair	removed 4-5-16	awning removed
Flash Mart	3160 W. Pleasant Run	accessory structure	repaired 4-5-16	repaired
Flash Mart	3160 W. Pleasant Run	illegal signs on poles	4-6-16 notice	signs removed
Flash Mart	3160 W. Pleasant Run	vegetation encroachment	4-6-16 notice	vegetation cut
Flash Mart	3160 W. Pleasant Run	trash containers overflow	4/6/2016	dumpster emptied
Lancaster	1405 N. Dallas Avenue	illegal signs on poles	4-6-16 notice	signs removed
L & M Muffler	1335 N. Dallas Avenue	zoning violations	4-6-16 notice	vehicles removed
Krissy's Kwik Tax	2286 W. Pleasant Run	No permit for banner	4-6-16 notice	banner removed
St. Matthew Baptist Church	1020 W. Beltline	poly cart violation	4-6-16 notice	litter picked up/removed
Compassionate Community Church	205 W. 4th	grass/weeds	4-8-16 notice	grass cut
Compassionate Community Church	205 W. 4th	exterior structure	4-8-16 notice	abatement ready
commercial	1316 N. Dallas Avenue	open storage	4/8/2016	storage removed
Tire Shop	3460 N. I 35E	litter/debris	4-8-16 notice	litter picked up/removed
L & M Muffler	1335 N. Dallas Avenue	junk vehicles-zoning	4-16-16 tagged all	vehicles removed
L & M Muffler	1335 N. Dallas Avenue	vehicles removed	4-16-16	vehicle removed
Vlot-commercial	629 W. Pleasant Run	fallen tree	4-21-16 notice processed	brush removed
Dream Ice & More	631 W. Pleasant Run	exterior treatment	notice and verbal 4-21-16	exterior walls repaired

Vacant lot	1000 W. Pleasant Run	grass and weeds	4-26-16 notice	lot cut
Minyard shopping center	1450 W. Pleasant Run	dumpster area - complaint	verbal to Pinnacle Mgmt.	area cleaned
Vacant lot	1101 W. Pleasant Run	grass and weeds	verbal to owner, post	lot cut
Sav a lot	1055 W. Pleasant Run	dumpster area - complaint	verbal to mgr. Pizza Place	area cleaned
Taco Casa	2625 N. Dallas Avenue	off-site advertisement	notice 5-2-16	signs removed
Do-Nut Shop	1303 N. Dallas Avenue	weeds along perimeter	voluntary compliance	weeds cut
T-Mobile	1316 N. Dallas Avenue	junk vehicles	voluntary compliance	van removed
Lancaster Mart	1405 N. Dallas Avenue	sign on pole	voluntary compliance	sign removed
Taste of Jamaica	1013 W. Pleasant Run	illegal banner	notice and verbal 5-2-16	banner removed
Taste of Jamaica	1013 W. Pleasant Run	no active water account	notice 5-2-16	business closed
My Beer Store	1007 W. Pleasant Run	Illegal sign	notice and verbal 5-2-16	sign removed
Sav a lot	1055 W. Pleasant Run	trash on the dock/back of bldg.	notice 5-2-16	trash removed
D & J Construction	3016 N. I -35	grass/weeds	notice-pending	grass cut
Ted Akin	3228 N. I -35	grass/weeds	notice -pending	grass cut
WTR Inc.	3246 N. I - 35	grass/weeds	notice - pending	grass cut
Old Minyard Bldg.	919 N. Dallas Avenue	structural issues	notice-compliance	compliance achieved
Bob Lloyd	3334 N. I - 35	grass/weeds	notice - pending	in compliance
Bob Lloyd	3334 N. I - 35	grass/weeds	notice - pending	in compliance
Ned Stevens Gutter	3400 N. I -35	grass/weeds	notice - pending	in compliance
Vacant	3436 N. I - 35	grass/weeds	notice - pending	in compliance
Vacant	3436 N. I - 35	discarded items	notice - pending	in compliance
Tax Office	2286 W. Pleasant Run #105	banner removed	v/c 5-9-16	banner removed
Vacant	3454 N. I - 35	grass/weeds	notice - pending	in compliance
Vacant	3450 N. I - 35	grass/weeds	notice - pending	in compliance
Vacant	2342 N. I - 35	grass/weeds	notice - pending	in compliance
Shell Station	995 W. Beltline	open storage behind dumpster	verbal & notice 5-20-16	items removed
Goodyear	104 N. Dallas	inoperable vehicle	verbal 5-20-16	truck repaired and moved
MJ Beauty Supply	207 W. Pleasant Run	high grass and weeds	notice 5-20-16	in compliance
Hill Group Real Estate	203 W. Pleasant Run	high grass and weeds	notice 5-20-16	in compliance
Strip center	200 Park Place	high grass and weeds	notice 5-20-16	in compliance
Dewberry Apartments	1508 Dewberry	dumpster overflow/fence	posted notice 5-20-16	in compliance
Family Dollar	N. Dallas Avenue	litter/trash/grass	emailed District Mgr 6-14 again in violation	work order issued and voluntary compliance
Shell	710 W. Pleasant Run	litter/debris	6-13-16 verbal and notice	in compliance
Shell	710 W. Pleasant Run	litter/debris	Compliance 5-18-16	not in violation
Pizza Hut	1450 W. Pleasant Run Ste.102	trash on side of bldg.	verbal & notice 6-14-16	trash removed
Goodyear	1410 N. Dallas Avenue	junk vehicle/display address	compliance 6-15-16	vehicle removed

Pizza Hut	1450 W. Pleasant Run 102	trash on side of bldg.	compliance 6-15-16	in compliance
Family Dollar	1327 N. Dallas	banner-no permit	verbal & notice 6-23-16	banner removed
Lancaster	1415 N. Dallas Avenue	illegal sign	removed 6-23-16	in compliance
Lenamon Roofing	115 E. Pleasant Run	outstanding bldg. issues/inops.	notice 6-28-16	Pending – need re-inspection
BS Thrift Store	111 E. Pleasant Run	outstanding bldg. issues/inops.	notice 6-28-16	pending
vacant land	1501 W. Beltline	grass/weeds	notice sent 6-28-16	in compliance
vacant land	4301 Connecticut	grass/weeds	submitted to contract 7-1-16	forced compliance
vacant land	4300 Connecticut	grass/weeds	submitted to contract 7-1-16	forced compliance
Dewberry Apts.	1508 Dewberry	pool drained	6/27/2016	in compliance
Tiger Mart BBQ	2555 N. Dallas Avenue	illegal dumping/CO	closed business 5-24-16	closed
Family Dollar	1327 N. Dallas Avenue	litter/debris	emailed District Mgr 5-17 & 5-24	in compliance
Family Dollar	1327 N. Dallas Avenue	dumpster violations/trash	forced compliance 6-27-16	in compliance

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. Staff continues to evaluate and implement operational processes and procedures to improve our ISO Rating.

2. Complete the Public Safety Strategic Plan

The Police Department continues to implement policies, procedures and operations to complete recommendations from the Hillard Heitze consulting firm.

Lancaster Police Department Update

OFFENSES				
	2Q	3Q	UP/DOWN	PERCENTAGE
Assault	101	140	39	38.61%
Burglary Building	18	29	11	61.11%
Burglary Habitation	51	52	1	1.96%
Burglary Vehicle	61	87	26	42.62%
Criminal Mischief	65	76	11	16.92%
Drug Crimes	22	28	6	27.27%
DWI	19	3	-16	-84.21%
Financial Crimes	37	27	-10	-27.03%
Information Report	332	304	-28	-8.43%
Mental Evaluations	42	26	-16	-38.10%
Murder	0	1	1	100.00%
Robbery	20	22	2	10.00%

Runaways	19	29	10	52.63%
Sex Assault	10	11	1	10.00%
Theft	123	111	-12	-9.76%
UUMV	42	46	4	9.52%
ACCIDENTS				
	2Q	3Q	UP/DOWN	PERCENTAGE
Total Accidents	154	174	20	12.99%
ARREST				
	2Q	3Q	UP/DOWN	PERCENTAGE
Arrest	431	416	-15	-3.48%
WARRANTS				
	2Q	3Q	UP/DOWN	PERCENTAGE
New Felony	22	20	-2	-9.09%
New Misdemeanor	29	36	7	24.14%
New Warrants Total	51	56	5	9.80%
Served	78	22	-56	-71.79%
Transferred	10	2	-8	-80.00%
PATROL				
	2Q	3Q	UP/DOWN	PERCENTAGE
Traffic Stops	2569	2103	-466	-18.14%
Field Contacts	44	176	132	300.00%
CALLS FOR SERVICE				
	2Q	3Q	UP/DOWN	PERCENTAGE
Total Calls	20868	15946	-4922	-23.59%
Close Patrols	9532	1177	-8355	-87.65%
House Check Request	23	46	23	100.00%
House Check Calls	97	47	-50	-51.55%

Municipal Court Update

The third quarter of FY 2015/2016 the Municipal Court collected revenues of \$456,808. This is an increase of \$83,096 over the same period last year of \$373,712.

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 which including streets, water, storm water, 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 issued an RFP for an assessment on non-structural elements of the course. The initial phase (site visit) for the Golf Course Assessment took place in June 2016 at Lancaster Country View Golf Course. The assessment is being completed by Touchstone Golf with anticipated findings completed in August 2016.

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 Council will receive a presentation at the July work session.

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

In May 2016, the contractor mobilized for early grading and utility relocation. The building pad has been graded for construction and the contractor is awaiting Oncor to relocate on-site poles when their sub-contractors are available.

5. Continue Water Meter Register Replacement Program

In the third quarter of FY 2015-2016 Staff replaced 2300 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

April 2016

- Wind Down Wednesday Concert Series were held at the Helen Giddings Amphitheatre.
- The City hosted the Jr. NBA Skills Challenge at the Lancaster Recreation Center. This presentation was presented by Verizon to test the skill level of boys and girls ages 9-14. Youth were given the opportunity to showcase their fitness through a dribbling, shooting, and rebounding skills competition in the sport of basketball. The program was free for all participants and organizations.
- The annual 2016 Volunteer Appreciation Dinner was held on Thursday, April 28th at the Recreation Center.

May 2016

- Thursday, May 5, 2016 was the Cinco de Mayo celebration held at the Helen Giddings Amphitheatre. Over 100 youth were in attendance for the event which included games, bounce houses, face painting, music, and piñatas.
- The City of Lancaster and the Lancaster Ministerial Alliance partnered to host the National Day of Prayer on Thursday, May 5, 2016. The prayer breakfast was held in the Grand Hall of the Recreation Center and the Community Prayer was held at Helen Giddings Amphitheater.
- The annual Mother/Daughter Tea was held on Saturday, May 7th in the Grand Hall to honor all the mothers of Lancaster.
- During the week of May 9-13th, Lancaster ISD and City staff partnered to host all second graders in LISD for Literacy Week. Each second grader participating received a Library card.
- On Saturday, May 14, 2016, four members of the Jr Mavs Program participated in Jr NBA Skills Regional Challenge in Houston. The participants were given free gear from the NBA and were also able to see a former NBA player during this event. This event was presented by Verizon Wireless for boys and girls ages 9-14.
- On Saturday, May 21st, the Lancaster RBI Baseball Program and Lancaster Kickstart Soccer Program finished up their seasons.

June 2016

- On Sunday, June 5th, Diva Dance Production held it's Annual Dance Recital at Lancaster Recreation Gymnasium. Tutus & Taps and Move Your Body put on a show for the crowd. These classes are held to improve coordination and confidence of our youth.
- The Lancaster RBI players were able to take part in a special pregame parade with the Texas Rangers on Sunday, June 5th. Parade participants had a chance to walk across the field while fans cheered for all their hard work this year.

- Ricks' Total Package Basketball Camp was held at the Lancaster Recreation Gymnasium the week of June 14-16th. The participants learned different drills, teamwork, and responsibility as they transferred it to the game.
- The City of Desoto hosted the BSW Juneteenth Celebration on Saturday, June 18th. The annual event will be in Lancaster in 2017.
- On Saturday, June 18th, Lancaster hosted the TAAF Swim Meet which included participation from Irving, Plano, Desoto and Cedar Hill.
- On Friday, June 24th, Lancaster hosted a prom at the Recreation Center for citizens requiring special needs and care. Over sixty guests were in attendance.
- The S.A.F.E. Summer Day Camp performed in the annual Junior Players 2016 Discover Theater Festival of Plays on Saturday, June 25th at Bachman Recreation Center in Dallas. The Junior Players organization provided a free two week program to the community at the Lancaster Recreation Center encouraging intellectual growth, mental well-being and the development of life skills.
- Lancaster partnered with FD1B (Future Division One Ballers) on Saturday, June 25th to host the inaugural "lineman only" football camp at Lancaster Community Park. This event was offered to youths from 1st through 8th grades. Activities included instruction from current University of Texas football players and coaches, as well as, parent empowerment seminars from former Dallas Cowboys' Russell Maryland and Andre Gurode, and a host of other professional and college athletes. Our youth learned specific skills, drills and fundamentals of blocking, tackling and agility, while parents were provided with educational workshops that gave critical information on college recruiting, choosing the right school and ramping up for success in the community and school.
- Thirty RBI players were invited to continue training at the Coca Cola sponsored youth baseball camps. It was held at Globe Life Ballpark in Arlington with the Texas Rangers on Monday, June 27th. The Texas Rangers and RBI always go the extra mile to make sure our Lancaster RBI participants are in attendance.
- During this quarter, there were approximately 10,654 visits to the Recreation Center.

2016	April	May	June	Total
Membership Scans	3,274	3,198	3,841	10,313
Daily Passes	58	86	197	341
Grand Total				10,654

Library

- The Library provided continued monthly programs for children and parents at After School Story Time, Toddler Time and Family Story Time, and Teen programs. The Library has added Bi-lingual Story Time the first Wednesday of the month. Also provided, are classes in Basic Computing, Internet Basics, Mobile Library Information, Social Media and Email Basics.
- An additional computer basics class was added to the schedule at the Senior Life Center. Classes are now offered three times a week, one class on Tuesday and two classes on Thursday.
- Library staff continued adult technology class offerings this quarter such as the "Book a Geek" whose name changed to "Book a Librarian – Tech Help" program which allows citizens to book a 1-hour session with a member of Library staff on a technology topic, such as iPads, tablets, Excel, Word, etc. Bookings are made 72 hours in advance in an effort to match expertise with need. Instead of waiting for a class on a particular day of the month, citizens choose a time that worked for both the patron and staff.
- The Sci-Fi and Fantasy Book Club began this quarter. It is a science fiction and fantasy discussion group that is open to all ages.

- The Adult Colorist Society continues on the 2nd Thursday of the month. Coloring has proven to be therapeutic. It reduces stress and anxiety and helps with fine motor skills and vision. Come join us for great conversation, a little jazz and light refreshment.

Senior Services

- The first Tuesday of April, May and June, 2016, the Dallas County Health and Human Services, Health and Wellness Clinic, provided health services to senior members which included flu shots, blood pressure checks, blood sugar level checks, cholesterol checks, weight assessments, and other related health screenings.
- The senior membership enjoyed regular and planned outings in April to the Dollar Tree Store, Walmart and Ross Department Store. In addition, the membership was able to also visit on April 11, the Palace of Wax and Ripley's Believe It or Not Museum in Grand Prairie; June 2, The Peach Orchard in Terrell, Farmer's Market in Downtown Dallas on June 10, June 24, senior membership was able to do some shopping at the Grand Prairie Outlet Mall as well as the Grapevine Mall on May 16th.
- In April 2016, thirty-one senior members participated in the Breakfast Brunch and Seminar presented by Mr. Shawn Atkinson with Dignity Memorial. Mr. Atkinson provided our senior membership with "valuable and useful information". Numerous members commented how they had been "putting off" preparing for the inevitable, death, and were very pleased with being presented with the benefits of pre-planning. The presentation was very educational and focused on "Life Well Celebrated". Your Life. Your Legacy. Plan to Make it Right. This educational presentation was sponsored by Chick-Fil-A with a continental breakfast.
- Coffee and Coloring for seniors is a new program initiated in April that is generating quite a bit of interest. Senior Senate Board Member Sally Moore has been very instrumental in facilitating this project in order to stimulate the minds of our senior membership every morning.
- During the week of April 25, Ms. Janet Pearson with M.J. Pearson Senior Solutions presented the senior membership at the Lancaster Senior LIFE Center with valuable information on "Be Prepared Texas", The Anchor for Our Aging Community. The senior membership was provided with what they should do when there is a natural disaster, health matter, legal and financial concerns and social concerns. Over 50 senior members were in attendance. Mr. Carlton Odom of Marketing with Crescent Medical Center Lancaster was in attendance. Refreshments were provided and door prizes were awarded. A representative, Mr. Ellsworth C. Huling IV, Ellis County Service Veteran's Office, provided our Veterans, a very captive audience, and those who are surviving spouses of Veterans, with how to manage their way through the system to apply for certain benefits they may not be aware that they are eligible for.
- May was Older Americans Month, and the theme was "Blaze A Trail". On Thursday, May 5th staff escorted our senior membership to the Fair Park, Centennial Building in order to gain a wealth of information and education regarding health issues and related information.
- Tuesday, May 17th, Conversation, Coffee and Breakfast. Senior Solutions sponsored this event at the Crescent Medical Center Café. Thirty-three members attended. Our senior membership was served breakfast and discovered the benefits of a Sleep Study, the importance of healthy lungs, the advantages of group counseling, how to effectively manage pain and much more. Raffle drawings were also held. The Senior LIFE Center and Senior Solutions have worked closely together on a number of projects and events to benefit the senior members of our community.
- In honor of Memorial Day, on May 26th, we recognized and honored senior memberships and celebrated the lives of our loved ones.

- On June 11th, the Senior LIFE Center staff hosted a Father's Day Program. It was a delightful opportunity to celebrate all fathers (biological, spiritual, mentally, emotionally, stepfather, mentors, etc.).
- On June 16th, Desoto Senior Activity Center hosted the Eight Ball Billiards Tournament. Six senior members represented the Lancaster Senior LIFE Center. Vernon Garret, Senior LIFE Center member played the best games out of all of our representatives.
- During the week of June 14th, our senior membership attended an education presentation at the Crescent Medical Center Café. The program was called "Senior Preparedness" which provided and educated them with what they should do in times of natural disasters. Door prizes were also given away.
- In June, senior participants made treat baskets, which included boiled eggs and candy, for the entire senior membership. The volunteer coordinator of the Creative Card Making Class, Ms. Edna Dorman, supplied a number of the senior membership with Easter Bunny Ears and Easter Baskets with Bling.
- As mandated and required by Dallas County, Dallas Area Agency on Aging, monthly Nutrition Education was provided to our senior membership in April, May and June, in terms of both group and individual sessions.

Cultural Services

- This quarter the Visitors Center/State Auxiliary Museum hosted "A Night at The Museum: Painting With A Twist Lancaster." This event provided over 25 participants with an evening out in Lancaster where they were able to paint a rendering of the "Old Well at The Historic Town Square". Those in attendance were ecstatic about the event and look forward to our next "Night at the Museum" which will take place in September 2016.
- The museum was successful in securing a new exhibit that will be on display for the next quarter. *The Blacker the Berry* is an exhibit that was previously on display at the African American Museum in Historic Fair Park Dallas that highlights the contributions of leading African American Women locally, state wide and nationally. Visit the museum for the next 180 days and enjoy paintings of iconic legends such as Stage Coach Mary, Madame CJ Walker, Ida B. Wells, Kathryn Guillian, Shirley Chisolm, Oprah Winfrey, State Representative Helen Giddings and others as we celebrate their accomplishments and contributions to society.

Parks

- Parks coordinated with the Texas Trees Foundation and Corey Green with Atmos Energy to plant 30 oak trees at Meadowcreek Park, Public Safety and City Park.
- In April 2016, Parks staff worked with employees from Oncor's System Operations Service Facility and volunteers in celebrating Earth Day at Bear Creek Nature Park. They applied mulch on the pedestrian trail, the entrance beds, the Climbing Rock, trimmed up trees, water-sealed a pedestrian bridge, and planted flowers at Community Park, City Park, and Visitors Center, created a new Butterfly Garden. Both Oncor and Atmos were presented awards for their volunteer contributions to the City.
- In April 2016, Parks partnered with volunteers from United Natural Foods Incorporated (UNFI) to plant drought tolerant plants (i.e. Lantana, Salvia and Sweet Potato Vine) at Town Square and Heritage Park. UNFI also repaired the educational kiosks at Bear Creek Nature Park by replacing frames, shingles, sign boards, and also trimmed low hanging tree limbs throughout the park.
- In June 2016, the Quality of Life and Cultural Services Department Director along with staff began with the installation of the outdoor restrooms at Bear Creek Nature Park. Final steps involve a utility easement for electrical service. The restrooms are predicted to be open to the public in late July/early August.

LANCASTER CITY COUNCIL

City Council Work Session

Item 7.

Meeting Date: 07/18/2016

Policy Statement: This request supports the City Council 2016-2017 Policy Agenda

Goal(s):

- Financially Sound, City Government
- Healthy, Safe & Vibrant Community
- Sound Infrastructure
- Quality Development
- Civic Engagement
- Professional and Committed City Workforce

Submitted by: Sorangel O. Arenas, City Secretary

Agenda Caption:

Discuss amending City Council Rules and Procedures as adopted November 16, 2015.

Background:

Section 3.14 of the City's Home Rule Charter requires the City Council to determine its own rules of order and business. City Council reviewed the Rules and Procedures in June of 2016 during strategic planning. The City Council Rules and Procedures provide the framework for which the Council conducts its business and may be amended by a majority vote of City Council at a posted regular meeting.

To ensure clear communication regarding a councilmember's request to place an item on the agenda, revisions to "Section D. City Council Agenda Process, item 1.c." are recommended. These revisions would require a request by a councilmember for a matter to be placed on an agenda to be submitted in writing, on a specified form, signed by the requesting councilmember and acknowledged by the City Manager and City Secretary.

Council's proposed revisions from the 2016 Strategic Planning to Section D. 1.c. are as follows:

D. CITY COUNCIL AGENDA PROCESS

1. Agenda Items

....

c. A Councilmember may place an item on the agenda by ~~presenting same~~ **completing a in-writing or verbally "Councilmember Request to Schedule Item" form obtainable from the City Secretary and delivering** to the City Manager not later than noon **(12:00 p.m.)** on the ~~Friday~~ **Thursday**, ~~one two weeks before~~ **prior to** the Council meeting **on which the item is to appear**. **The City Manager and City Secretary shall acknowledge receipt of the request form and provide a copy to the requesting Councilmember.** ~~The City Manager may discuss with the requesting Councilmember delay of the agenda item one meeting due to time considerations. However, the Councilmember may choose to direct the City Manager to place the agenda item on the upcoming Council meeting without a one meeting delay. Such direction shall~~ **Nothing in these rules or procedures shall prohibit the City Manager from**

discussing with the requesting Councilmember a reasonable delay in placing the item on the agenda . Discussion, should it occur, should be noted in the agenda communication regarding the agenda item.

Proposed revisions from Deputy Mayor Pro Tem Jaglowski are provided in the attached document.

Recommendation:

Staff seeks direction from City Council regarding the proposed revisions.

Attachments

Councilmember Request to Schedule Item for City Council Discussion/Action Form

Deputy Mayor Pro Tem Jaglowski Proposed Revisions

Rules and Procedures Res 2015-11-88



COUNCILMEMBER REQUEST TO SCHEDULE ITEM FOR CITY COUNCIL DISCUSSION/ACTION

Note: Pursuant to Section D. 1.b. of the City Council Rules and Procedures, any member of the City Council shall have the unabridged right to place an item on the agenda of a duly convened meeting of the council and nothing contained in the Charter or the City Council Rules and Procedures shall be construed to limit or circumscribe such right.

All requests must be presented on this form, signed by the requesting councilmember and acknowledged by the City Manager and the City Secretary not later than noon on the Friday one week before the council meeting. As prescribed by Section D. 1.c., the City Manager may discuss with the requesting Councilmember delay of the agenda item one meeting due to time consideration. However, the requesting Councilmember may choose to direct the City Manager to place the agenda item on the upcoming council meeting without a one meeting delay. Such direction shall be noted in the agenda communication regarding the agenda item.

Proposed Wording/Description for Council Agenda Discussion/Consideration:

Submitted by: _____
Councilmember Signature Print Name

Date: _____

Exceptions: Some matters dealing with current or pending litigation and matters dealing with personnel (city employees) under the direction of the City Manager.

FOR CMO USE ONLY:

Date/Time Received: _____

Acknowledgement by City Manager: _____

Acknowledgement by City Secretary: _____

Agenda Date: _____

City of Lancaster

City Council

Rules and Procedures



*As Amended
November 16, 2015*

Last CC Review: June 9-10, 2015

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STATEMENT OF MISSION

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

Summary of Comments on CSO Memo 2 of 3 - Rules and Procedures pages 1 - 17.pdf

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Number: 1 Author: Date: 7/12/2016 8:31:36 PM

COUNCIL DUTIES AND RESPONSIBILITIES

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

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

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

SECTION I

MAYOR - CITY COUNCIL RELATIONS

A. MAYORAL RESPONSIBILITIES

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

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 Number: 1 Author: Date: 7/12/2016 8:40:21 PM

 Number: 2 Author: Date: 7/10/2016 12:54:39 PM

 Number: 3 Author: Date: 7/10/2016 12:54:03 PM
Add:

To Promote and ensure

 Number: 4 Author: Date: 7/10/2016 12:55:51 PM
3:07c

Add:

Promote and conduct in writing one annual performance review of


1 City Manager

2 City Secretary

3 City Attorney

4 Municipal Judge

To offer, provide, and share in conversations on constructive feedback for awareness of strengths and areas for improvements.

 Author: or1912 Subject: Sticky Note Date: 7/13/2016 5:01:19 PM

 Number: 5 Author: Date: 7/10/2016 12:54:34 PM

 Number: 6 Author: Date: 7/10/2016 12:54:59 PM

 Number: 7 Author: Date: 7/10/2016 12:56:31 PM

 Number: 8 Author: Date: 7/13/2016 1:28:45 PM
Add:

And where possible shall take into consideration the preservation of The City's Historical Heritage and its assets.

 Number: 9 Author: Date: 7/12/2016 8:40:04 PM
Add

To promote and protect the "Best Interests" of the Entire City

matters unless absent, at which time a designee will assume the role.

4. The Mayor shall preserve order and decorum and is responsible for keeping the meetings orderly by recognizing each Member for discussion, limiting speaking time, encouraging debate among Members, and keeping discussion on the agenda items being considered as required by these rules and in accordance with the TOMA.
5. Should a conflict arise among Councilmembers, the Mayor serves as mediator and arbiter.













B. COUNCILMEMBER RESPONSIBILITIES

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

C. HOUSE RULES: CODE OF CONDUCT

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

Page: 6

	Number: 1	Author:	Date: 7/12/2016 8:44:45 PM
	Number: 2	Author:	Date: 7/10/2016 12:59:26 PM
	Add:		
	Signs all ordinances and resolutions after the Council Meetings.		
	Number: 3	Author:	Date: 7/10/2016 1:00:20 PM
	Add:		
	If not resolved then continue to the Mayor Pro Tem and if still not resolved then to the Deputy Mayor Pro Tem Finally if not resolved brought before the entire Council.		
	Number: 4	Author:	Date: 7/13/2016 6:16:51 AM
	Add:		
	The Mayor and Council members shall complete the required training on a annual basis for Open meetings act and Public information act		
	Number: 5	Author:	Date: 7/13/2016 12:46:14 PM
	Number: 6	Author:	Date: 7/10/2016 11:55:33 AM
	2007-09-105		
	Align with section 3		
	Number: 7	Author:	Date: 7/10/2016 11:54:07 AM
	Number: 8	Author:	Date: 7/13/2016 8:55:04 AM
	Charter Language :		
	3:19 B		
	discussion on charter 1 or more ?		
	Number: 9	Author:	Date: 7/12/2016 8:42:43 PM
	Add:		
	Boards and Commissions are at Councils Pleasure.		
	Number: 10	Author:	Date: 7/10/2016 1:06:37 PM
	Add:		
	Personal communication devices		
	Number: 11	Author:	Date: 7/10/2016 1:06:57 PM
	Number: 12	Author: or1912	Subject: Sticky Note Date: 7/13/2016 4:55:31 PM

move on to the next issue.


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


D. CITY COUNCIL AGENDA PROCESS

1. Agenda Items

- a. The City Manager shall be responsible for the placement of agenda items.
- b. Any member of the City Council shall have the unabridged right to place an item on the agenda of a duly convened meeting of the council and nothing contained in the Charter or these Rules and Procedures shall be construed to limit or circumscribe such right.
- c. A Councilmember may place an item on the agenda by presenting same, in writing or verbally, to the City Manager not later than on the Friday one week before the Council meeting. The City Manager may discuss with the requesting Councilmember delay of the agenda item one meeting due to time considerations. However, the Councilmember may choose to direct the City Manager to place the agenda item on the upcoming Council meeting without a one meeting delay. Such direction shall be noted in the agenda

Page: 7

 Number: 1 Author: Date: 7/12/2016 6:20:10 PM
Present questions to the City Manager

 Number: 2 Author: Date: 7/12/2016 8:44:20 PM

 Number: 3 Author: Date: 7/12/2016 6:20:24 PM

 Number: 4 Author: Date: 7/12/2016 6:20:52 PM
Add:

Allow the speaker to finish their conversation without any interruptions/over talk

 Number: 5 Author: Date: 7/12/2016 6:20:32 PM

 Number: 6 Author: Date: 7/2/2016 7:25:47 PM

 Number: 7 Author: Date: 7/10/2016 12:03:06 PM

 Number: 8 Author: Date: 7/10/2016 12:02:53 PM

 Number: 9 Author: Date: 7/13/2016 6:29:33 AM

 Number: 10 Author: Date: 7/12/2016 6:05:52 PM
Strike verbally

And keep in writing

 Number: 11 Author: Date: 7/13/2016 6:29:21 AM
Is this time of noon sufficient

 Number: 12 Author: Date: 7/10/2016 12:02:59 PM

 Number: 13 Author: Date: 7/10/2016 12:03:44 PM
Change to Thursday

communication regarding the agenda item.

2. Parliamentary Procedures

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

3. Citizens Comments

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

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

- b. When Public Hearings are listed on the posted agenda, citizens wishing to speak during the Public Hearing will be asked to fill out a speaker card prior to the call to order of the meeting.
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6. Any Councilmember may ask the Mayor to enforce the rules established by the Council. Should the Mayor fail to do so, a majority vote of the Council present may override the Mayor and call for enforcement of the house rules.

E. 2 COUNCIL MEMBER TRAINING AND PROFESSIONAL DEVELOPMENT



- 1. Council members are encouraged to attend at least one training event per year, and others as found beneficial to performance of their elective duties, subject to the availability of funds as appropriated in the annual budget for the Mayor and each council district.
- 2. Council shall appropriate an amount for Mayor and each council district. Travel and training funds appropriated for the Mayor and each council district shall not be available for transfer to another council district or the Mayor.
- 3. Selection of professional development events are at the discretion of each council member, but are limited to expenditures within the amount

Page: 9

✍ Number: 1 Author: Date: 7/13/2016 5:57:27 AM

✍ Number: 2 Author: Date: 7/13/2016 7:16:21 AM

✍ Number: 3 Author: Date: 7/13/2016 6:24:10 AM

Add and make number 1

Then number the remaining in the same order.

The Mayor and Council members shall complete the required training on a annual basis for
Open meetings act and
Public information act

appropriated for mayor and each council district. Unexpended funds for each elective position are non-transferable and shall be returned to fund balance at the end of each fiscal year.


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 - Texas Municipal League
 - North Central Texas Council of Government

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SECTION II

COUNCIL - STAFF RELATIONS

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- A. ²**AGENDA QUESTIONS.** Questions arising from Councilmembers after receiving their agenda information packet should be presented to the City Manager for staff consideration prior to the Council meeting. The additional information will be distributed to all Councilmembers. 

- B. **PRESENTATIONS TO COUNCIL.** The City Manager shall designate appropriate staff to address each agenda item and shall see that it is adequately prepared and presented to the Council. Presentation should be

✍ Number: 1 Author: Date: 7/13/2016 7:18:59 AM

✍ Number: 2 Author: Date: 7/13/2016 6:42:54 AM

✍ Number: 3 Author: Date: 7/13/2016 6:41:00 AM

The requested information shall be provided to the entire Council in a sufficient amount of time within reason prior to the meeting for review.

professional, timely, and allow for discussion of options for resolving the issue. Staff shall make it clear that no Council action is required, present the staff recommendation, or present the specific options for Council consideration.

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

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

D. STAFF CONDUCT AND TRAINING

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

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

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

performance of the office of Councilmember.

F. COUNCIL - MANAGER/STAFF RELATIONS

1. The rules and procedures governing Council right of inquiry shall apply only to the administrative staff reporting directly to the City Manager and shall not be in any way construed to limit the right of Council to direct access, verbal or written, with the City Manager, City Secretary, and City Attorney, unless otherwise specifically provided herein.
2. Inquiries: All administrative inquiries of staff may be made in writing and addressed to the person with a copy to the City Manager. Staff may respond in writing as soon as possible, but not later than ten (10) business days, via the City Manager, as follows:
 - a. The full response to the inquiry.
 - b. Refer the inquiry to a more appropriate staff personnel with notice to the City Manager of the referral.
 - c. City Manager shall send a copy of all responses to all members of the Council.
3. Dispute Resolution
 - a. Visit with the Mayor and/or Councilmembers, and discuss abuse and/or impact on City Manager or staff time.
 - b. If unresolved, ask the Mayor to mediate a resolution to the issue; if the dispute is with the Mayor, the Mayor Pro-Tem shall mediate;
 - c. If still unresolved, the Council shall mediate a final resolution. (*Resolution 43-98, October 12, 1998*)
4. Communications with Staff
 - a. In order to make the most efficient use of council members and staff time and to facilitate responsiveness to both staff and

✍ Number: 1	Author:	Date: 7/13/2016 10:57:02 AM
✍ Number: 2	Author:	Date: 7/13/2016 10:53:22 AM

constituents, Council members may, upon request and funding availability, be issued a cellular telephone and tablet with service plans.

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

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

Remainder of this page intentionally left blank.

SECTION III

MEDIA RELATIONS

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

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

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

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

SECTION IV BOARDS/COMMISSIONS

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

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

This Section was added after Res. No. 50-97 was adopted October 13, 1997. Item D was added after Res. 2007-09-105 was adopted on September 24, 2007. Item A amended after Resolution 2015-11-89 was adopted on November 16, 2015.

CODE OF ETHICS

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

- A. Be dedicated to the highest ideals of honor and integrity in all public and personal relationships;

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✓ Number: 1 Author: Date: 7/13/2016 12:48:07 PM

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✓ Number: 3 Author: Date: 7/12/2016 6:34:18 PM
Why is this scored ?

✓ Number: 4 Author: Date: 7/12/2016 6:34:30 PM

✓ Number: 5 Author: Date: 7/13/2016 12:44:22 PM
Add and make first:

Boards and Commissions are at Councils Pleasure

✓ Number: 6 Author: Date: 7/12/2016 8:47:29 PM
Add:

Any questions regarding Boards and Commissions are to be directed to the City Secretary's Office.

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

CENSURE POLICY

1. Two or more City Councilmembers may file a written notice of censure against another City Councilmember with the City Secretary. The written notice shall set forth the allegation(s) of conduct and City Charter provisions which the accused Councilmember shall have allegedly violated. A copy shall be delivered to all Councilmembers. A written response to the allegation(s) may be filed by the accused Councilmember ten (10) days after receipt thereof. A copy of the notice of censure and response thereto shall be delivered to each Councilmember within two (2) days after the response is filed.

Page: 16

Number: 1 Author: Date: 7/13/2016 1:48:45 PM

Number: 2 Author: Date: 7/13/2016 1:26:18 PM
Strike people

The Citizens and or the City of Lancaster

Number: 3 Author: Date: 7/13/2016 1:44:23 PM

Recuse oneself from discussions and casting a decision on agenda items involving a shared common interest.

2. On the first regularly called meeting of the Council, which complies with the Texas Open Meetings Act, after the filing of the notice and response, the City Secretary shall formally read the notice and response into the public record. The Council, by majority vote, shall thereafter determine whether or not good cause shall exist to set a formal hearing on the merits of the notice of censure or dismiss the allegation(s). A public hearing shall be set on the allegation(s) by the City Council. A vote to hold a public hearing shall not be construed to be a vote of censure.
3. The accused City Councilmember has the right to be represented by legal counsel and present witnesses relative to the allegation(s).
4. A public hearing on the allegation(s) and response shall be held at either a regular or special called meeting of the City Council, which shall be open to the public.
5. The City Council will hear evidence concerning the notice of censure. The City Councilmembers proffering the charges shall present evidence in support of the allegation(s) contained in the notice of censure. The Councilmember who is the subject of the censure shall have the opportunity to present evidence to support his or her position with respect to the notice of censure. After receiving evidence at an open public meeting, the City Council shall then take a roll-call vote, after motion duly made and seconded, a majority of five members of the City Council shall be required to sustain the censure of the Councilmember.

City of Lancaster

City Council

Rules and Procedures



*As Amended
November 16, 2015*

Last CC Review: June 14-15, 2016

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STATEMENT OF MISSION

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

COUNCIL DUTIES AND RESPONSIBILITIES

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

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

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

SECTION I

MAYOR - CITY COUNCIL RELATIONS

A. MAYORAL RESPONSIBILITIES

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

matters unless absent, at which time a designee will assume the role.

4. The Mayor shall preserve order and decorum and is responsible for keeping the meetings orderly by recognizing each Member for discussion, limiting speaking time, encouraging debate among Members, and keeping discussion on the agenda items being considered as required by these rules and in accordance with the TOMA.
5. Should a conflict arise among Councilmembers, the Mayor serves as mediator and arbiter.

B. COUNCILMEMBER RESPONSIBILITIES

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

C. HOUSE RULES: CODE OF CONDUCT

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

move on to the next issue.

7. Come prepared to discuss issues;
When possible ask questions of staff prior to the meeting so that staff can be prepared.
8. Praise in public;
provide constructive feedback in private.
9. Participate in discussions and focus on the issue;
avoid side conversations. Need to be mindful that sidebar conversations are disruptive.
10. Be courteous, honest and treat others with respect.
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(Approved by motion at City Council meeting June 7, 1999)

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

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

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SECTION III

MEDIA RELATIONS

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

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

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

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

SECTION IV

BOARDS/COMMISSIONS

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

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

This Section was added after Res. No. 50-97 was adopted October 13, 1997. Item D was added after Res. 2007-09-105 was adopted on September 24, 2007. Item A amended after Resolution 2015-11-89 was adopted on November 16, 2015.

CODE OF ETHICS

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

- A. Be dedicated to the highest ideals of honor and integrity in all public and personal relationships;

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

CENSURE POLICY

1. Two or more City Councilmembers may file a written notice of censure against another City Councilmember with the City Secretary. The written notice shall set forth the allegation(s) of conduct and City Charter provisions which the accused Councilmember shall have allegedly violated. A copy shall be delivered to all Councilmembers. A written response to the allegation(s) may be filed by the accused Councilmember ten (10) days after receipt thereof. A copy of the notice of censure and response thereto shall be delivered to each Councilmember within two (2) days after the response is filed.

2. On the first regularly called meeting of the Council, which complies with the Texas Open Meetings Act, after the filing of the notice and response, the City Secretary shall formally read the notice and response into the public record. The Council, by majority vote, shall thereafter determine whether or not good cause shall exist to set a formal hearing on the merits of the notice of censure or dismiss the allegation(s). A public hearing shall be set on the allegation(s) by the City Council. A vote to hold a public hearing shall not be construed to be a vote of censure.
3. The accused City Councilmember has the right to be represented by legal counsel and present witnesses relative to the allegation(s).
4. A public hearing on the allegation(s) and response shall be held at either a regular or special called meeting of the City Council, which shall be open to the public.
5. The City Council will hear evidence concerning the notice of censure. The City Councilmembers proffering the charges shall present evidence in support of the allegation(s) contained in the notice of censure. The Councilmember who is the subject of the censure shall have the opportunity to present evidence to support his or her position with respect to the notice of censure. After receiving evidence at an open public meeting, the City Council shall then take a roll-call vote, after motion duly made and seconded, a majority of five members of the City Council shall be required to sustain the censure of the Councilmember.