



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



Monday, January 8, 2018 - 7:00 PM

7:00 P.M. SPECIAL WORK SESSION:

CALL TO ORDER

1. Discuss a Land Bank Program.
2. Receive a presentation and discuss ongoing budget, operations and management of Country View Golf Course.
3. Receive a presentation from The Retail Coach regarding the progress of the second year's Scope of Work.

ADJOURN SPECIAL WORK SESSION

7:30 P.M. REGULAR MEETING:

CALL TO ORDER

INVOCATION: Ministerial Alliance

PLEDGE OF ALLEGIANCE: Councilmember Spencer W. Hervey, Jr.

PRESENTATION: CERT Team Recognition

CITIZENS' COMMENTS:

At this time citizens who have pre-registered before the call to order will be allowed to speak on any matter other than personnel matters or matters under litigation, for a length of time not to exceed three minutes. No Council action or discussion may take place on a matter until such matter has been placed on an agenda and posted in accordance with law.

CONSENT AGENDA:

Items listed under the consent agenda are considered routine and are generally enacted in one motion. The exception to this rule is that a Council Member may request one or more items to be removed from the consent agenda for separate discussion and action.

1. Consider a resolution approving the terms and conditions of the Interlocal Agreement by and between the University of Texas Southwestern Medical Center (UT Southwestern) and the City of Lancaster, for services related to the provision of paramedic continuing education.

ACTION:

2. Discuss and consider a resolution approving the City of Lancaster Public Improvement District (PID) Advisory Board Appointments.

3. Consider confirmation of Civil Service Commission appointment as designated by the City Manager.
4. Consider confirmation of nominations made by the Mayor for appointments to the City of Lancaster Zoning Board of Adjustment.
5. Discuss and consider annual appointments to City of Lancaster Boards and Commissions.

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 January 4, 2018 @ 7:00 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 Special Work Session

1.

Meeting Date: 01/08/2018

Policy Statement: This request supports the City Council 2017-2018 Policy Agenda.

Goal(s): Quality Development

Submitted by: Shane Shepard, Director of Economic Development

Agenda Caption:

Discuss a Land Bank Program.

Background:

During its 2016 Strategic Planning Session, City Council identified a goal to develop a Land Bank program for City property as a strategy to achieve its goal of quality development in the City. In addition, the City contracted with The Retail Coach to develop a Retail Strategy in 2016 and retained Willdan and Associates in 2017 to create Lancaster's Economic Development Strategic Plan. Preliminary research has noted the surplus of blighted, distressed, and underutilized buildings and sites throughout the City, but specifically along major highway corridors and thoroughfares, which has deterred real estate development or redevelopment in those areas. This policy would create a strategy to encourage targeted reinvestment by prioritizing public and private sector investments along key corridors.

Operational Considerations:

The purpose of a Land Bank Program is to provide the framework to implement a strategy to return unproductive real property to beneficial reuses, through an equitable, transparent, and public process, revitalize neighborhoods to strengthen the City of Lancaster's tax base, and support socially and economically diverse communities.

Land banking is the process or policy by which local governments acquire surplus properties and convert them to productive use or hold them for long term strategic public purposes. Municipalities can control market speculation and development of land in order to provide for the public interest, such as to provide public services, control urban sprawl, or provide affordable housing. The government can choose to develop the land itself or to allow other developers to use the land while retaining ownership and ultimately controlling the land, or disposing of the land through sale or transfer at or below fair market rate to encourage private redevelopment. Properties can consist of residential, commercial, and industrial land and also improved properties. Cost write-downs may be available for projects that provide tangible public benefits, such as new or retained jobs, diverse housing option, or other features. By turning vacant, abandoned, or distressed properties into community assets, land banking fosters greater metropolitan prosperity and strengthens broader national economic well-being.

The goals of the Land Bank Program are:

1. Increase new development on vacant lots;
2. Increase redevelopment of underused buildings and sites;
3. Increase rehabilitation, upgrade, adaptive reuse of existing buildings;
4. Improve maintenance of existing buildings and sites;
5. Increase business recruitment and assistance;
6. Minimize and eliminate violations of housing and building codes and public nuisances on property to be developed; and
7. Hold parcels of land for future strategic governmental purposes.

The Land Bank Program creates the opportunity to achieve the following public benefits:

- More efficient use of existing infrastructure, reducing needs to always build new infrastructure and increase sustainability with the City;
- Development patterns that promote a more livable Lancaster;
- Infill development that is pedestrian-scale, compatible with neighborhoods;
- Economic development in historic commercial corridors;
- Design standards that reflect local neighborhood character;
- Creates additional housing options within the Lancaster area, including additional location, types and densities;
- Provides alignment with current development standards that promote compatibility between new and existing development; and promote certainty in marketplace.

Promotes neighborhood preservation and enhancement through redevelopment of blighted distressed, and underutilized properties.

Council will review and discuss the attached program so that the City can expand its ability to promote quality development and minimize vacant and underserved properties.

Attachments

Land Bank Strategy Program (Draft)



City of Lancaster

SUBJECT: Land Bank Strategy		POLICY NO.: TBD
APPROVED BY: City Council Resolution	POLICY DATE: TBD/2018	REVISED DATE: TBD/2018

- I. Summary
 - A. Policy Overview
 - B. Policy Statement
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- II. Background
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 - C. Public Benefits of Reinvestment
- III. Policy Goals
- IV. Implementation
 - A. Role of the City of Lancaster
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 - C. Target Area Considerations
 - D. Post Considerations
 - E. Priorities for Use of Property
 - F. Disposition of Properties

I. SUMMARY

A. Policy Overview

The City of Lancaster is dedicated to achieving the highest quality development, infrastructure, and quality of life for its citizens. These objectives are met, in part, by the enhancement and expansion of the city's existing business base. To promote this growth and development, specifically in areas that are currently served by public infrastructure and transit, but underserved by residential and commercial real estate markets, it is the intent of this policy to establish a land banking program to be coordinated with other public initiatives within targeted areas in order to stimulate private investment in the community. The benefits of this policy accrue not only to targeted areas, but to the City as a whole. In addition to placing vacant and underutilized properties back into productive activity, reinvestment reduces development pressure on sensitive agricultural and environmental land on the periphery of the City of Lancaster and reduces the need to build new infrastructure by making more efficient use of existing infrastructure.

B. Policy Statement

In some specific instances, the City of Lancaster has concluded that the sale and conveyance, lease, or trade of certain property through a negotiated process promotes quality development and expansion of the City's existing business tax base without the necessity of accepting written bids pursuant to a published notice.

Therefore, the City does hereby adopt a policy and program as part of its planning, economic development and business incentives that the City Council, upon receipt of a written recommendation from the City Manager, may acquire abandoned, tax delinquent and other problem properties and make them available for redevelopment to non-profit/for-profit developers and the general public by selling or exchanging land without competitive bidding and at or below market value pursuant to exceptions provided by Section 272.001 Texas Local Government Code. The City may consider providing economic development grants and incentives pursuant to Chapter 380 of the Texas Local Government Code to offset all or a portion of the purchase price of such land and improvements when such sale or exchange must be for fair market value.

The Director of Economic Development will provide an analysis of a clearly defined economic development program for any land parcel to be conveyed, leased, or traded pursuant to Section 272.001 Texas Local Government Code when an economic development incentive is to be provided. Such analysis would include the type and quality of development, alternative use of the property by the City, the increase in sales and property tax base and the creation of jobs as a result of the sale or exchange.

C. Policy Goals

The goals of the Land Bank Policy are:

1. Increase new development on vacant lots
2. Increase redevelopment of underused buildings and sites
3. Increase rehabilitation, upgrade, adaptive reuse of existing buildings
4. Improve maintenance of existing buildings and sites
5. Increase business recruitment and assistance
6. Minimize and eliminate violations of housing and building codes and public nuisances on property to be developed
7. Hold parcels of land for future strategic governmental purposes

II. BACKGROUND

A. History

During its 2016 Strategic Planning Session, City Council identified a goal to develop a Land Bank program for City property as a strategy to achieve its goal of Quality Development in the City of Lancaster. In addition, the City contracted with The Retail Coach to develop a Retail Strategy in 2016 and retained Willdan and Associates in 2017 to create Lancaster's Economic Development Strategic Plan. Preliminary research has noted the surplus of blighted, distressed, and underutilized buildings and sites throughout the City, but specifically along major highway corridors and thoroughfares, which has deterred real estate development or redevelopment in those areas. This policy creates a strategy to encourage targeted reinvestment by prioritizing public and private sector investments along key corridors.

B. Purpose

The purpose of a Land Bank Policy is to provide the framework to implement a strategy to return unproductive real property to beneficial reuses, through an equitable, transparent, and public process, revitalize neighborhoods to strengthen the City of Lancaster's tax base, and support socially and economically diverse communities.

Land banking is the process or policy by which local governments acquire surplus properties and convert them to productive use or hold them for long term strategic public purposes. Municipalities can control market speculation and development of land in order to provide for the public interest, such as to provide public services, control urban sprawl, or provide affordable housing. The government can choose to develop the land itself or to allow other developers to use the land while retaining ownership and ultimately controlling the land, or disposing of the land through sale or transfer at or below fair market rate to encourage private redevelopment. Properties can consist of residential, commercial, and industrial land and also improved properties. Cost write-downs may be available for projects that provide tangible public benefits, such as new or retained jobs, diverse housing options, or other features. By turning vacant, abandoned, or distressed properties into community assets, land banking fosters greater community prosperity and strengthens broader metropolitan economic well-being.

C. Public Benefits of Reinvestment

Current analysis shows that a portion of Lancaster's commercial corridors have blighted, underused, and vacant properties that could be used to support increasing demand for housing, jobs, and services. Benefits do not only accrue to targeted areas, but the City as a whole. In addition to placing underutilized properties back into productive activity, the Land Bank Policy creates the opportunity to achieve the following public benefits:

- More efficient use of existing infrastructure, reducing needs to always build new infrastructure and increase sustainability with the City
- Development patterns that promote a more livable Lancaster
- Infill development that is pedestrian-scale, compatible with neighborhoods
- Economic development in historic commercial corridors
- Design standards that reflect local neighborhood character
- Creates additional housing options within the Lancaster area, including additional location, types and densities
- Provides alignment with current development standards that promote compatibility between new and existing development and promote certainty in marketplace
- Promotes neighborhood preservation and enhancement through redevelopment of blighted distressed, and underutilized properties.

III. **POLICY GOALS**

The City of Lancaster is committed to identifying measurable goals, establishing benchmarks to measure progress towards those goals, and reporting such results to the public on a regular basis.

The Goals of the Land Bank Policy are:

1. Increase new development on vacant lots
2. Increase redevelopment of underused buildings and sites
3. Increase rehabilitation, upgrade, adaptive reuse of existing buildings
4. Improve maintenance of existing buildings and sites
5. Increase business recruitment and assistance
6. Minimize and eliminate violations of housing and building codes and public nuisances on property to be developed
7. Hold parcels of land for future strategic governmental purposes

These goals are associated with land use control and shaping regional and community growth, ensuring an orderly land development of certain types of public and private uses (open space, residential/housing, retail, commercial, and industrial) and protecting land with notable environmental attributes. The goals ensure the supply of land and provide opportunities to retain land for future development in highly competitive real estate markets. This approach allows municipal governments to acquire land to be reserved for specific purpose, for example for commercial or retail uses. The strategic acquisition of undeveloped land further increases in its value due to services provided. To a limited extent public land banking is currently applied in many urban centers through the advanced purchase of land for specific public uses such as industrial parks and redeveloped retail centers.

Quantifiable benchmarks based on the Policy goals could include figures for the following:

- Reduction of number of vacant and abandoned lots
- Reduction of time lots remain vacant or abandoned
- Increase in square footage of mixed-use development produced
- Increase in retail or commercial businesses
- Reduction in code compliance complaints
- Reduction in number of blocks or buildings categorized as distressed.

IV. IMPLEMENTATION

A. Role of the City

The City would be an agent for equitable land recycling and management through consistency with land use plans and planning provisions. The City is committed to remediating blight and distressed properties. As the steward of the property, the City is expected by the public to be an arbiter of land use and management by way of various authority and departmental functions like code enforcement, planning, and zoning and more generally, blight elimination and economic development. The City will specifically focus on recycling and repurposing land for suitable infill development, stabilization of standing structures supporting commercial districts, and vacant land suitable for community needs. The City has an ongoing role providing for basic needs, citywide public infrastructure, and services and amenities, such as parks. Land assembly for purposes of mixed-used residential, commercial, and large-scale redevelopment in geographically concentrated areas will be the role of the City.

The City will have the authority to:

- Acquire and dispose of property
- Contract with third parties
- Determine fair market value of a property
- Determine the potential of renovation of a structure;
- Expend funds consistent with its approved annual budget.

The City will serve in four functions:

- Asset banking by acquiring inventories of real property from five primary sources:
 - Tax delinquent and tax foreclosures
 - Excess residential real estate foreclosures
 - Nuisance abatement line enforcement
 - Direct market purchase
 - Deposits by third parties of properties to be held pending redevelopment
- Secondary market stabilization by intervening in property transactions in order to address the contraction and expansion of property 'liquidity' relative to demand
- Capital reserves by maintaining real property reserves to respond to future strategic need of the community.
- Banking regulation by exercising its authority consistent with the common good.

B. Acquisition Criteria of Land

The City may acquire property through asset banking from its primary sources. In determining whether to acquire a property, the City will target those properties that meet one or more of the following criteria:

- There is a qualified end user committed to purchasing and returning the property to productive use;
- There is a prospective end user, neighborhood resident, local government entity-community stakeholder, or other interested party who has requested that the City review the property for acquisition;
- A developer is interested in investing money into the property, but cannot afford to get into a bidding war as their future investment in the property will not make economic sense.
- The redevelopment of the property will support strategic development efforts, is likely to act as catalyst for further development, or is part of a comprehensive development plan;
- Acquisition will help stabilize or improve neighborhood conditions by reducing blight;

- Property has potential impact for reconstruction or perhaps demolition;
- Property is undesirable in current state, but could be brought up to a state where it is attractive to development
- Acquisitions will help create or preserve homeownership opportunities;
- There is an existing market for the property, but title issues prevent the property from being developed to its highest and best use;
- Acquisitions of the property will further the City's strategic plan and the City has the resources to maintain and market the property.

C. Target Area Considerations

The City will take in the following pre-acquisition conditions:

- The City will follow parcel categorization and any zoning, citywide or special district plans when and where they exist, when identifying which parcels to acquire.
- The City will assess the condition, marketability, potential holding and maintenance costs, and possible end users of every property prior to acquisition.
- When possible, the City will conduct a complete condition assessment of all structures prior to acquisition.
- The City will ensure that it has available funds to fund and maintain the property for an extended ownerships period of no less than three (3) years.
- The City shall strive for clear, insurable, and marketable title across its entire inventory. As such, the City may only acquire property:
 - That already has clear and marketable title; or
 - Whose title issues can be resolved given the particular powers specifically available to cities like quiet title and discharge of tax liens and municipal claims; or
 - At the discretion of the City under special circumstances
- If property is either designated as historic or located in an established historic district, the City will initiate communication with the appropriate designating historic commission or body to determine potential disposition options prior to acquisition.
- Prospective end users, community stakeholders, or their interested parties may submit a request to assess properties brought to the City's attention, provided the City has the resources to do so.

D. Post Considerations

- Upon acquiring any property with a structure, the City will conduct a complete condition assessment if one has not already been conducted, secure the property, add the property to its maintenance schedule, and prepare a marketability assessment for the property.
- As soon as practical following acquisition, the City will move forward with property disposition, demolition, or marketing following acquisitions.
- Upon acquiring a property, the City will make its ownership known to the public. If the City has been in contact with a prospective end user, it will communicate its ownership of the property to the interested party or parties.

E. Priorities for Use of Property

- Return of the property to productive tax paying status
- Land assemblage for economic development
- Long term (over 5 years) “banking” of properties for future strategic uses
- Neighborhood revitalization
- Homeownership and affordable housing

F. Disposition of properties

- The City will prioritize its disposition resources, including any dollars allocated for demolition, maintenance, and renovation, based on the following general criteria:
 - Where investment furthers the City's Comprehensive Plan and other Special District Master Plans.
 - Where the targeted elimination of blight will make an impact on the overall stability of the neighborhood
 - Where unrestricted dollars can bridge funding gaps to stabilize neighborhoods and preserve property values
 - Where an investment will support mixed-use development
- Transaction will be structured in a manner that permits the City to enforce conditions upon title pertaining to development and use of the property for a specific period
- The proposed end use must follow current zoning and special use requirements, or a rezoning or variance must be obtained as a condition of the transfer
- Options to purchase property may be available under terms negotiated by the prospective end user and the City. Any option fee will be credited to the purchase price at closing. If closing does not occur, the fee is forfeited.
- In every transfer of Real Property, the City will require good and valuable consideration as determined by the City in the sole discretion.

LANCASTER CITY COUNCIL

City Council Special Work Session

2.

Meeting Date: 01/08/2018

Policy Statement: This request supports the City Council 2017-2018 Policy Agenda

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

Submitted by: Rona Stringfellow, Assistant City Manager

Agenda Caption:

Receive a presentation and discuss ongoing budget, operations and management of Country View Golf Course.

Background:

City Council identified, review and evaluation of operations and management of Country View Golf Course during the FY 2016 Strategic Planning. On January 9, 2017, City Council received an "Opportunity Assessment" from Touchstone Golf, LLC regarding the review and evaluations of the Country View Golf Course. This assessment derived from the FY 2016 annual strategic planning session (June 2015), whereas, City Council agreed to have an assessment of the Country View Golf Course and its operations be conducted in an effort to provide information to consider the future direction of the golf course and its operations.

1. Mr. David Royar ended his contract effective October 31, 2017.
2. The RFP process was advertised on August 7, 2017 and in the official publication of record on August 20, 2017. A pre - proposal meeting was held on September 20, 2017 and 23 respondents attended the meeting. The RFP closed on September 28, 2017. Four proposals were received. The City Attorney as well as an industry professional reviewed the RFP submittals and determined that there was only one qualifying bid. On November 13, 2017, City Council at a regular meeting rejected all of the bids and directed staff to provide a long term transition plan.
3. The City Manager's Office is overseeing the transition team to ensure operations at the golf course remain uninterrupted. On November 1, 2017, the City Manager signed a short term management agreement (November 1, 2017 through December 31, 2017) with Touchstone Golf, LLC to oversee the operations at the Country View Golf Course. During this time, Touchstone would evaluate operations, the facility, and other items based upon their industry experience to determine next steps. Specifically, they were tasked with bringing forward an operating budget, business plan, and facility improvement plan by December 15, 2017 in order to provide to the City for review and approval.
4. As a result of the Touchstone management agreement, staff has worked to secure national accounts to re-stock the golf store, get necessary equipment to maintain greens at a lower price, maintenance of the existing carts, and continuing to work through an extensive transition list.
5. Staff and the management company will give a brief presentation on findings thus far and request that the City extend the term of the Touchstone Golf, LLC agreement to provide a more comprehensive plan following a full season of golf.

Attachments

Presentation



COUNTRY VIEW GOLF COURSE

UPDATE



COUNTRY VIEW GOLF COURSE

- Where we were...
- Where we are...
- Where we are going...
- Council Direction
- Questions



WHERE WE WERE

- Management lease agreement with David Royar
 - Managed by a for-profit business
 - Home of the 4 for \$40
 - Limited restaurant hours
 - Limited merchandising
 - Small/lean staffing
 - No plan for increased revenues
 - Therefore there was no capital for reinvestment
 - Minimum green maintenance
 - Short-term and long-term routine operations (e.g. cleanliness, expired health permit, and expired product in the beverage coolers)



WHERE WE ARE

- June 2017 – Council gave direction to issue an RFP and possibly continue to negotiate with Mr. Royar on his deal points for a new agreement
 - RFP was advertised on August 7, 2017
 - Appeared in the official publication on August 20, 2017
 - A pre-bid was held September 20, 2017
 - The RFP closed on September 28, 2017 Four submittals were received
 - Staff reviewed the RFP along with industry professional and City Attorney
 - Determined that the only qualifying bid was Evergreen LLC in which David Royar is the golf partner and would continue to manage CVGC
 - At the November 13, 2017 regular meeting of the City Council, staff will bring this item before the City Council for action to reject all of the bids



WHERE WE ARE (CONTINUED)

- July 2017 - Mr. Royar gave notice with an end date of October 31, 2017, opting for an early termination
- Creation of a Transition team to address the immediate needs resulting from the move out
- Established oversight by the City Manager's office in alignment with other former contract managed assets (i.e. Lancaster Regional Airport)



WHERE WE ARE GOING

- Touchstone completed the golf course assessment in 2016 and early 2017. They also have an arm within their structure that assists golf course transitions.
- Touchstone was brought on to manage the transition in a short term contract
- City Council Direction regarding RFP
 - Staff will be recommending rejection of all bids



OPTIONS

- Extend the limited management agreement
- Re-issue RFP





Questions



LANCASTER CITY COUNCIL

City Council Special Work Session

3.

Meeting Date: 01/08/2018

Policy Statement: This request supports the City Council 2017-2018 Policy Agenda

Goal(s): Quality Development

Submitted by: Shane Shepard, Director of Economic Development

Agenda Caption:

Receive a presentation from The Retail Coach regarding the progress of the second year's Scope of Work.

Background:

The City Council, during its 2016 Strategic Planning Session identified a more intentional approach to attract and recruit retailers to the City of Lancaster. In August 2016, the City entered into an agreement with The Retail Coach.

During the first year of the contract some notable efforts were:

- Attended the Retail Live mini-conference in Austin;
- Attended the regional ICSC conference in Dallas;
- Participated in the Developer/Builder Luncheon; and
- Attended the annual ICSC/ReCon Conference in Las Vegas

City Council received an update regarding progress from year one at the June 19, 2017 Work Session. As research indicated that a successful recruitment strategy takes a minimum of 18-24 months, the City Council renewed The Retail Coach contract on July 10, 2017 to further develop a retail recruitment strategy for the City of Lancaster.

The City received a presentation from the Retail Coach on the following dates below: July 17, 2016 Work Session; August 8, 2016 Regular Meeting (entered into an agreement); December 19, 2016 Work Session, June 19, 2017 Work Session and July 10, 2017 Regular Meeting (renewed agreement for a second year).

The Retail Coach will make a presentation to City Council.

Attachments

FY 2017/2018 Retail Coach Report

2017/2018 Reports

Our team is in the process of completing the 2017 data reports laid out in the year 2 contract. These reports will be complete by the Council Meeting on December 4th and will be provided in a link to access these reports. The data is only updated once a year and that update is taking place now.

Trade Shows

The TRC Team and Lancaster Team have attended and represented Lancaster at the following conferences in the last few months:

- **Retail Live** – Austin – August 2017
- **ICSC Deal Making** – Dallas – November 2017

Developer/Broker Recruitment

We have consistently reached out to a list of 50+ developers/brokers that are active in the region. We have had three developers show interest (MIMCO, Action Properties, and Vision Commercial). In my opinion, we need to nurture these relationships as much as possible, as they all focus on the redevelopment side of the business.

Some of the responses we have heard back from other developers is, the incomes are too low in Lancaster or they feel like they cover the area already with stores in Waxahachie and Cedar Hill.

All of this being said, redevelopment still has to be the focus for Lancaster, now and into the future, due to the high amount of existing retail space.

TheRetailCoach®

Retailer Recruitment

From the retailer standpoint, we have reached out to 40+ retailers.

Here is a sampling of comments from different types of retailers:

Sporting Goods Store (1 Total):

- They aren't expanding rapidly at the moment and this isn't a high priority market for them right now.

Clothing Retailers (15 Total):

- They are not expanding at the moment.
- They are filing for bankruptcy and have no plans to open stores in the near future.
- They have a new model and need 250,000 in the retail trade area. The new model also call for higher median income that Lancaster falls short of.
- This is the discount brand of Beall's and they are looking at Lancaster. Sites have been provided by the TRC and Lancaster Team.

General Merchandise (5 Total):

- They are not interested in the market. They need complementary co-tenancy (Target, Marshalls, etc.) and that doesn't exist for them right now in Lancaster.

Restaurants (20 Total):

- They are represented by Roger Smeltzer at Vision Commercial and he has talked to the franchise for them, but Lancaster isn't a focus for them at the moment.
- They had interest, but after looking further. They have decided the incomes are too low for them to consider Lancaster.
- They have no interest at this time, but have asked us to please check back in the future.
- They have decided on a different community in the immediate area.
- They are in need of a franchise operator.

TheRetailCoach®

Recommendations For Moving Forward

- Several developers and site selectors have visited Lancaster in the last few months at our request. Sub-standard properties and community development issues (causing a negative perception) have led to a lack of follow-up by these developers and site selectors.
- Continue to recruit and stay in front of retailers and developers on a weekly basis.
- The negative perception of Lancaster still persists. A total re-brand is needed to help change these perceptions.
- Focus on enforcing codes on both residential and commercial properties that are sub-standard. Consider a long term plan that will make sure this stays a focus moving forward.
- Continue to beef up the workforce/daytime population in the community. Additional population in these categories will help in the recruitment process, especially with restaurants.

LANCASTER CITY COUNCIL

City Council Regular Meeting

1.

Meeting Date: 01/08/2018

Policy Statement: This request supports the City Council 2017-2018 Policy Agenda.

Goal(s): Healthy, Safe & Engaged Community

Submitted by: Rick Frye, Interim Fire Chief

Agenda Caption:

Consider a resolution approving the terms and conditions of the Interlocal Agreement by and between the University of Texas Southwestern Medical Center (UT Southwestern) and the City of Lancaster, for services related to the provision of paramedic continuing education.

Background:

The State of Texas requires that each Paramedic obtain 40 hours of Continuing Education (CE) every year. This education is broken down into various content areas required by the State and Lancaster Fire Department Medical Control. To meet these requirements the University of Texas Southwestern Medical Center (UT Southwestern) has provided Continuing Education to Lancaster for many years.

Operational Considerations:

The amendment will continue our Continuing Education agreement another year and provide for an advanced CE program for our paramedics. It also provides the State and Medical Control required training.

Legal Considerations:

We are legally required by the State of Texas to provide this training to our paramedics. The resolution and agreement have been reviewed and approved as to form by the City Attorney.

Public Information Considerations:

This item is being considered at a meeting of the City Council notice in accordance with the Texas Open Meeting Act.

Fiscal Impact:

The total contract amount of thirty-three thousand four hundred seventy dollars (\$33,470.00) has been included in the FY 2017-2018 operating budget.

Options/Alternatives:

1. Council may approve the resolution, as presented.
2. Council may deny the resolution.

Recommendation:

Staff recommends approving the resolution, as presented.

Attachments

Resolution

Exhibit A

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS, APPROVING THE TERMS AND CONDITIONS OF THE INTERLOCAL AGREEMENT BY AND BETWEEN THE UNIVERSITY OF TEXAS SOUTHWESTERN MEDICAL CENTER AND THE CITY OF LANCASTER, WHICH IS ATTACHED HERETO AND INCORPORATED HEREIN AS EXHIBIT A, FOR SERVICES RELATED TO THE PROVISION OF PARAMEDIC CONTINUING EDUCATION; AUTHORIZING THE CITY MANAGER TO EXECUTE SAID AGREEMENT; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Lancaster desires to continue the agreement with The University of Texas Southwestern Medical Center to perform continuing education services for the paramedics in the City of Lancaster; and respective emergency medical services programs;

WHEREAS, the University of Texas Southwestern Medical Center desires to continue its agreement and provide said continuing education services to the City of Lancaster; and

WHEREAS, the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code authorizes units of local government to contract with one or more units of local government to perform governmental functions and services.

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

SECTION 1. The City Council hereby authorizes, approves and accepts the terms and conditions of the Interlocal Agreement by and between the City of Lancaster and the University of Texas Southwestern Medical Center, which is attached hereto and incorporated herein by reference as "Exhibit A"; and, the City Manager is hereby authorized to execute said Amendment.

SECTION 2. That this Resolution shall take effect on its passage, as the law and charter in such cases provide.

DULY PASSED and approved by the City Council of the City of Lancaster, Texas, on this the 8th day of January, 2018.

ATTEST:

APPROVED:

Sorangel O. Arenas, City Secretary

Marcus E. Knight, Mayor

APPROVED AS TO FORM:

David T. Ritter, City Attorney

CONTRACT FOR SERVICES

I. CONTRACTING PARTIES:

This agreement is entered into by and between The University of Texas Southwestern Medical Center, 5323 Harry Hines Blvd., Dallas, Texas 75390, hereinafter referred to as "UT Southwestern", and the City of Lancaster, 1650 North Dallas Ave., Lancaster, TX 75134, hereinafter referred to as "City".

II. STATEMENT OF SERVICES TO BE PERFORMED:

UT Southwestern will provide continuing education services, including the services of a Continuing Education Instructor ("Instructor") to perform continuing education ("CE"), evaluation and record keeping of all paramedic CE related activities, personalized instruction and evaluation, complete all reporting requirements of the Texas Department of State Health Services ("DSHS"), and respond to requested data base queries. Such requirements will include the required DSHS category specific CE.

It is specifically understood that the Instructor will be required to participate in various UT Southwestern staff meetings and departmental events, as well as vacation and/or sick time, during which time he or she will be unavailable to City. UT Southwestern will be responsible for the costs of all activities unrelated to the services being provided hereunder, including Instructor's own continuing education requirements and Instructor's travel to UT Southwestern required meetings. The anticipated periods of unavailability of Instructor to City are as follows:

12 staff meeting days per year

2 retreat days per year when applicable

Average vacation time: 16 days per year

Sick time: 12 days per year are provided (UT Southwestern will provide interim instructor for any absence over 3 weeks)

Holidays: 13 days per year

III. BASIS FOR CALCULATING REIMBURSABLE COSTS:

- A. In consideration of these services as described in Section II, City shall pay to UT Southwestern the amount of \$12.00 per continuing education hour with a total of 24 hours. The amount for 11 EMT members is a total of \$ \$3,168.00.
- B. In consideration of these services as described in Section II, City shall also pay UT Southwestern the amount of \$12.00 per continuing education hour with a total of 48 hours. The amount for 52 paramedics is a total of \$ \$29,952.00.
- C. In consideration of services provided for admin and technology fee, which includes VILT interface, record-keeping software for all members, administrative support, and Cloud storage for pre-recorded material, a fee of \$ \$350.00.
- D. Total contract amount as described above will be \$ 33,470.00.

IV. PAYMENT FOR SERVICES:

UT Southwestern shall invoice upon execution of this Agreement and City shall pay within 45 days after receipt of such invoice.

V. INDEPENDENT CONTRACTOR:

The status of UT Southwestern and its employees, serving as Medical Director and CE Coordinator, performing work related to this Agreement, shall be that of independent contractors and not agents, servants, employees or representatives of City in the performance of the services. No term or provision of, or act of UT Southwestern or City under this Agreement shall be construed as changing that status.

VI. TERM OF CONTRACT:

The term of this contract shall begin October 1, 2017 and shall terminate September 30, 2018 ("Term"), subject to the termination provision set forth in Section IX below.

VII. INDEMNIFICATION:

- A. Subject to the provisions of Part C below, UT Southwestern, to the extent permitted by the Constitution and laws of the State of Texas, shall indemnify and hold harmless City and all of its officers, agents, and employees from any suits, actions, or claims whatsoever that might arise on account of any injury or damage received or sustained by any person or property as a result of UT Southwestern's conduct of any activity or operation in connection with UT Southwestern's provision of services required under this Agreement.
- B. City shall give UT Southwestern prompt notice of any matter covered by Subsection VII(A) above and shall forward to UT Southwestern every demand, notice, summons, or process received in any claim or legal proceeding covered by Subsection VII(A) above.
- C. UT Southwestern shall not be obligated to indemnify or hold harmless City or any of its officers, agents, or employees when the injury or damage to a person or property is caused by the negligence of City, its officers, agents, employees, or the negligence of a person or persons not under the supervision or control of UT Southwestern.
- D. No provision of this Agreement shall be interpreted to constitute a waiver of the immunities or limits of liability granted to UT Southwestern or City under the Constitution and laws of the State of Texas, including the Texas Tort Claims Act.

VIII. ASSIGNMENT:

UT Southwestern shall not sell, assign, transfer or convey this Agreement, in whole or in part, without the prior written consent of City's Fire Chief; and as a condition of such consent, UT Southwestern shall still remain liable for completion of the services in the event of default by the successor contractor or assignee.

IX. TERMINATION:

Either party may, at its option and without prejudice to any other remedy it may be entitled to at law, in equity or elsewhere under this Agreement, terminate further work under this Agreement, in whole or in part, by giving the other party at least ninety (90) days prior written notice of termination.

X. NOTICES:

Any notice, payment, statement or demand required or permitted to be given hereunder by either party to the other may be effected by personal delivery in writing or by mail, postage prepaid. Mailed notices shall

be addressed to the parties at the addresses appearing below, but each party may change its address by written notice in accordance with this section. Mailed notices shall be deemed communicated as of three days after mailing.

If intended for City:

Fire Department
City of Lancaster
1650 North Dallas Ave.
Lancaster, TX 75134

If intended for UT Southwestern:

Director, Contracts Management
The University of Texas Southwestern
Medical Center
5323 Harry Hines Blvd.
Dallas, TX 75390-9062

XI. APPLICABLE LAWS:

This Agreement is entered into subject to the Charter and ordinances of City, as amended, the Rules and Regulations of the Board of Regents of The University of Texas System, and all applicable State of Texas and Federal laws.

XII. VENUE:

The obligations of the parties to this Agreement shall be performable in Dallas County, Texas.

XIII. GOVERNING LAW:

This Agreement shall be governed by and construed in accordance with the laws of the State of Texas.

XIV. LEGAL CONSTRUCTION:

In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this Agreement shall be considered as if such invalid, illegal, or unenforceable provision had never been contained in this Agreement.

XV. COUNTERPARTS:

This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and constitute one and the same instrument.

XVI. CAPTIONS:

The captions to the various clauses of this Agreement are for informational purposes only and shall not alter the substance of the terms and conditions of this Agreement.

XVII. SUCCESSORS AND ASSIGNS:

This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, successors and, except as otherwise provided in this Agreement, their

assigns.

XVIII. ENTIRE AGREEMENT:

This Agreement embodies the complete agreement of the parties hereto, superseding all oral or written previous and contemporary agreements between the parties relating to matters herein; and except as otherwise provided herein, cannot be modified without written agreement of the parties.

Executed this the 8th day of 2018, the City of Lancaster signing by and through its _____, duly authorized to execute same by Minute Order _____ adopted by the City council on January 8, 2018, and The University of Texas Southwestern Medical Center, signing by and through its duly authorized representative, thereby binding themselves, their successors, assigns and representatives for the faithful and full performance of the terms and provisions of this Agreement.

THE UNIVERSITY OF TEXAS
SOUTHWESTERN MEDICAL CENTER

CITY OF LANCASTER

Shawn Cohenour
Director, Contracts Management

Name: Opal Mauldin-Jones
Title: City Manager

Date: _____

Date: _____

LANCASTER CITY COUNCIL

City Council Regular Meeting

2.

Meeting Date: 01/08/2018

Policy Statement: This request supports the City Council 2017-2018 Policy Agenda.

Goal(s): Quality Development

Submitted by: Rona Stringfellow, Assistant City Manager

Agenda Caption:

Discuss and consider a resolution approving the City of Lancaster Public Improvement District (PID) Advisory Board Appointments.

Background:

At the April 28, 2014 regular meeting, City Council adopted a Public Improvement District (PID) policy establishing a uniform policy for all PID Advisory Boards. As part of the adoption of the policy was a provision for all of the PID Board appointments to be confirmed by the governing body.

Operational Considerations:

As prescribed by Chapter 372 of the Texas Local Government Code and the PID policy, the Lancaster City Council will confirm all PID Advisory board elections following the policy adoption. Below is a list of the appointed board members and their terms.

BELTLINE ASHMOORE ESTATES PID

Deborah Taylor - Term expires 2019

Ivory Barnes - Term expires 2018

Petra Covington - Term expires 2019

BOARDWALK PID

Barbara Hughes - Term expires 2019

Chawanza Wright - Term expires 2019

Eddie Thomas - Term expires 2018

Ella Douglas - Term expires 2018

Vincent Johnson - Term expires 2019

MEADOWVIEW PID

Cassandra McCray - Term expires 2018

Eva Jackson - Term expires 2019

Harmonica Mays - Term expires 2018

Sonya Roston - Term expires 2019

Tanya Thomas - Term expires 2019

MILLBROOK EAST PID

Andre Jones - Term expires 2018

Cynthia Adams - Term expires 2019

Evelyn Dubois - Term expires 2019

Gloria Freeman - Term expires 2019

LaShonjia Harris - Term expires 2018

PLEASANT RUN ESTATES PHASE 1-A PID

Geraldine Grimes - Term expires 2019
Joyce Cooper - Term expires 2018
Lawrence Smith - Term expires 2019
Rickey Childers - Term expires 2018
Valerie Perkins - Term expires 2019

ROLLING MEADOWS PID

Anita Lott - Term expires 2018
Christia Robinson - Term expires 2019
Johnny Hampton - Term expires 2018
Ted Darden - Term expires 2019

TRIBUTE AT MILLS BRANCH AND TRIBUTE EAST PID

Carla Gates - Term expires 2018
Ivory Williams - Term expires 2019
Kyshia Gibbons - Term expires 2019

GLENDOVER PID

-None-

LANCASTER MILLS PID

-None-

There are no homes in the Lancaster Mills PID at this time.

In an effort to generate interest to recruit and appoint new and/or past board members for the Glendover PID Board, staff sent out a save the date to all homeowners and held a meeting at City Hall with only one resident attending. Staff continues its efforts to recruit board members for Glendover.

Legal Considerations:

The City Attorney has reviewed and approved the resolution as to form.

Public Information Considerations:

This item is considered at a Regular Meeting of the City Council noticed in accordance with the Texas Open Meetings Act.

Options/Alternatives:

1. City Council may approve the resolution, as presented.
2. City Council may deny the resolution and direct staff.

Recommendation:

Staff recommends approval of the FY2017/2018 PID Advisory Board Members.

Attachments

Resolution
Exhibit A

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS APPROVING THE PUBLIC IMPROVEMENT DISTRICT ADVISORY BOARD APPOINTMENTS; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Lancaster, Texas has previously adopted a Public Improvement District Policy; and

WHEREAS, Public Improvement Districts support Lancaster neighborhoods and seeks to strengthen and connect neighborhoods; and

WHEREAS, the City Council has determined that it is in the best interest of the City to provide a consistent process of implementing Public Improvement Districts; and

WHEREAS, the City Council desires to support the process of policy implementation for the purposes of uniformity amongst all City boards and commissions.

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

SECTION 1. That the following appointment of the nine (9) Public Improvement District Advisory Boards are attached hereto as Exhibit "A".

SECTION 2. That should any part of this Resolution be held to be invalid for any reason, the remainder shall not be affected thereby, and such remaining portions are hereby declared to be severable.

SECTION 3. This Resolution shall become effective immediately from and after its passage, as the law and charter in such cases provide.

DULY PASSED and approved by the City Council of the City of Lancaster, Texas, on this the 8th day of January, 2018.

ATTEST:

APPROVED:

Sorangel O. Arenas, City Secretary

Marcus E. Knight, Mayor

APPROVED AS TO FORM:

David T. Ritter, City Attorney

PUBLIC IMPROVEMENT DISTRICT (PID)
ADVISORY BOARD MEMBERS

FY 2017-2018

BELTLINE ASHMOORE ESTATES PID

Deborah Taylor
Ivory Barnes
Petra Covington

Kyshia Gibbons
GLENDOWER PID
-None-

BOARDWALK PID

Barbara Hughes
Chawanza Wright
Eddie Thomas
Ella Douglas
Vincent Johnson

LANCASTER MILLS PID
-None-

MEADOWVIEW PID

Cassandra McCray
Eva Jackson
Harmonica Mays
Sonya Roston
Tanya Thomas

MILLBROOK EAST PID

Andre Jones
Cynthia Adams
Evelyn Dubois
Gloria Freeman
LaShonjia Harris

PLEASANT RUN ESTATES PHASE 1-A PID

Geraldine Grimes
Joyce Cooper
Lawrence Smith
Rickey Childers
Valerie Perkins

ROLLING MEADOWS PID

Anita Lott
Christia Robinson
Johnny Hampton
Ted Darden

TRIBUTE AT MILLS BRANCH AND TRIBUTE EAST PID

Carla Gates
Ivory Williams

LANCASTER CITY COUNCIL

City Council Regular Meeting

3.

Meeting Date: 01/08/2018

Policy Statement: This request supports the City Council 2017-2018 Policy Agenda

Goal(s): Professional & Committed City Workforce

Submitted by: Dori Lee, Director of Human Resources

Agenda Caption:

Consider confirmation of Civil Service Commission appointment as designated by the City Manager.

Background:

City of Lancaster Police Officers and Firefighters serve under the State Civil Service provisions. State law requires the City to have a three-member Civil Service Commission. It also requires that the City Manager make the appointments to the Commission with confirmation by City Council.

There are currently no vacancies on the Civil Service Commission. Commission member Lafayette Miles has a term that expires in 2017. He has submitted his application seeking to be re-appointed to the Civil Service Commission. There are no other terms that expire in 2017.

The City Manager respectfully submits the following name for appointment to the Civil Service Commission:

Re-appointment of Lafayette Miles, current term expires 2017

Current members include:

Keith Whitley, term expires 2018

Audley Logan, term expires 2019

Operational Considerations:

State law requires that the City maintain a Civil Service Commission. With only three members on the Commission, it is important that all three positions be filled in order for the Commission to conduct its required business.

Public Information Considerations:

This item is being considered at a Regular Meeting of the City Council noticed in accordance with the Texas Open Meetings Act.

Options/Alternatives:

1. Confirm the City Manager's recommendation.
2. Deny the City Manager's recommendation and request Manager to solicit additional applications.

Recommendation:

The City Manager is asking for favorable consideration from City Council by confirming the appointment.

LANCASTER CITY COUNCIL

City Council Regular Meeting

4.

Meeting Date: 01/08/2018

Policy Statement: This request supports the City Council 2017-2018 Policy Agenda

Goal(s): Civic Engagement

Submitted by: Sorangel O. Arenas, City Secretary

Agenda Caption:

Consider confirmation of nominations made by the Mayor for appointments to the City of Lancaster Zoning Board of Adjustment.

Background:

As set by ordinance, the Zoning Board of Adjustment members are appointed by the Mayor and confirmed by the City Council

The Zoning Board of Adjustment consists of five regular members and an alternate. Currently, serving on the Zoning Board of Adjustment are:

	<u>Term Expires</u>
Deborah Taylor	2017
Sherri Williams	2017
Margaret Brooks	2017
Syrinithia Mann	2018
John G. Thomas	2018
Alternate member:	
Lawrence Smith	2017

Operational Considerations:

Mayor Knight will make nominations for appointments following other City board and commission appointments.

A motion, with a second, and an affirmative vote is required to confirm the appointments.

Recommendation:

Boards and Commissions appointments are solely at Council's pleasure.

LANCASTER CITY COUNCIL

City Council Regular Meeting

5.

Meeting Date: 01/08/2018

Policy Statement: This request supports the City Council 2017-2018 Policy Agenda.

Goal(s): Civic Engagement

Submitted by: Sorangel O. Arenas, City Secretary

Agenda Caption:

Discuss and consider annual appointments to City of Lancaster Boards and Commissions.

Background:

For boards and commissions appointments, recruiting efforts for applications were made through various sources including:

- Lancaster Connection
- Lancaster Live
- Lancaster Today
- Invitation to the participants of the 2017 Civic Leadership Academy and 2017 Citizens Public Safety Academy
- City of Lancaster's website
- Cable Channel 16
- Social media: Facebook, Twitter, Instagram and Next Door
- Marquee signs
- Town Hall Meetings
- Trash-Off
- Recreation Center
- Lancaster Veterans Memorial Library
- LISD's Public Relations and Multimedia Marketing
- Utility Billing and monthly statement

An appointment worksheet is attached to facilitate nominations to fill vacancies. The worksheet outlines all vacancies. Appointments may be made for:

Airport Advisory Board
Animal Shelter Advisory Committee
Library Advisory Board
Parks and Recreation Advisory Board / Lancaster Recreation Dev. Corp.

Operational Considerations:

Vacancies may be filled through any combination of reappointment of existing members or appointment of new applicants and alternates.

Animal Shelter Advisory Board

Please note that there are state requirements for appointment to the Animal Shelter Advisory Board. Under Section 823.005 of the Texas Health and Safety Code, a municipality in which an animal shelter is located is required to appoint an advisory committee to assist in complying with state requirements.

Under the state code, the advisory committee must be composed of at least:

- one (1) licensed veterinarian
- one (1) municipal officer
- one (1) person whose duties include the daily operation of animal shelter
- one (1) representative from an animal welfare organization

In addition, a resolution adopted by Council in October 2009 provides for a councilmember and a resident to be on the advisory committee for a total of five regular members and one alternate. A resident and councilmember are not required by the state code. Currently a councilmember is not seated on the advisory committee. Council may choose to seat a councilmember if desired. The Animal Shelter Advisory Committee consists of the following five members and an alternate:

Member	Role/Capacity	Term Expires
Dr. Jean Eye	veterinarian*	2018
Katherine Hail	involved in operations of shelter*	2018
Vacant	municipal officer*	2017
Stacey Jaglowski	regular position	2017**
Vacant	animal welfare*	2017
Ivory Williams	alternate	2017**
	*state requirement	**desires reappointment

Staff recommends appointing Fabrice Kabona to fulfill the state requirement for municipal officer and Carol DeLaRosa Green to fulfill the state requirement for animal welfare organization.

It is necessary that Council make appointments such that state requirements are met.

Other Appointment Notes

Zoning Board of Adjustment members are appointed by the Mayor and confirmed by City Council; however, there is a companion item for Zoning Board of Adjustment appointments. The Planning & Zoning Commission makes recommendations for appointments to the Historic Landmark Preservation Committee, which are confirmed by City Council. Civil Service Commission appointments are recommended by the City Manager and confirmed by City Council. Appointments to the Youth Advisory Committee are made by the City Manager or her designee.

Options/Alternatives:

The Council may choose to:

1. Make appointments from new applications on hand.
2. Reappoint members whose terms are expiring.
3. Appoint an alternate to fill a regular position and then appoint a new alternate.
4. Delay some appointments until a future Council meeting.
5. Leave any regular position or alternate position unfilled at this time.

Recommendation:

Boards and Commissions appointments are solely at Council's pleasure

Attachments

2017 Appointment Worksheet

Alphabetical list of all applicants (indicates board preferences)

2017 Expiring Terms and Vacancies Recap (indicates those desiring reappointment)



**Worksheet
Board & Commission Appointments
January 8, 2018**

Desiring Reappt. / Notes

Animal Shelter Advisory Committee – 3 regular positions, 1 alternate

- | | |
|----------------------|-----------------------------|
| 1. _____ | Vacant* (Municipal Officer) |
| 2. _____ | Stacey Jaglowski |
| 3. _____ | Vacant* (Animal Welfare) |
| 4. _____ (alternate) | Ivory Williams |

*fills state requirement

Airport Advisory Board – 3 regular positions; 1 alternate

- | | |
|----------------------|--------------|
| 1. _____ | Dean Byers |
| 2. _____ | John Stewart |
| 3. _____ | Tim Fagan |
| 4. _____ (alternate) | Vacant |

Historic Landmark Preservation Committee – 3 regular positions, 1 alternate

- | | |
|----------------------|-----------------|
| 1. _____ | Mindy Truly |
| 2. _____ | Gilles Delaisse |
| 3. _____ | Glenn Hooper |
| 4. _____ (alternate) | Mary Guinn |

Economic Development Corp. – 3 regular positions (3 year terms)

- | | |
|----------|------------------|
| 1. _____ | Ellen Clark |
| 2. _____ | Ted Burk |
| 3. _____ | Octavia Giadolor |

Library Advisory Board – 3 regular positions, 1 alternate

Desiring Reappt. / Notes

- | | |
|----------------------|--------------------------|
| 1. _____ | Quinnest Banks |
| 2. _____ | Vacant |
| 3. _____ | Vacant |
| 4. _____ (alternate) | Cecelia J. Smith-Whitson |

Museum Advisory Board –1 alternate

- | | |
|----------------------|---------------|
| 1. _____ (alternate) | Joann Harrell |
|----------------------|---------------|

**Parks & Recreation Advisory/
Recreational Development Board – 4 regular positions, 1 alternate**

- | | |
|----------------------|-----------------|
| 1. _____ | Abe Cooper |
| 2. _____ | Darwin Isham |
| 3. _____ | Mary Sykes |
| 4. _____ | Petra Covington |
| 5. _____ (alternate) | Vacant |

Planning and Zoning Commission – 3 regular positions

Desiring Reappt. / Notes

- | | |
|----------|-----------------|
| 1. _____ | Karen Collins |
| 2. _____ | Jeremy Reed |
| 3. _____ | Cynthia Johnson |

Property Standards & Appeals Board – 2 regular positions; 1 alternate

- | | |
|----------------------|-------------------|
| 1. _____ | Cassondra Andrews |
| 2. _____ | Donna Lee |
| 3. _____ (alternate) | Charlene Cade |

Zoning Board of Adjustment (Mayor appoints; Council confirms)

- | | |
|----------------------|-----------------|
| 1. _____ | Deborah Taylor |
| 2. _____ | Sherri Williams |
| 3. _____ | Margaret Brooks |
| 4. _____ (alternate) | Lawrence Smith |

Notes:

1. Historic Landmark Preservation Committee – P & Z appoints; Council confirms
2. Civil service Commission- City Manager appoint; Council confirms
3. Youth Advisory Committee appointments by City Manager or her designee



Boards and Commissions Applicants

2017



Applicants	Airport	PSAB	HLPC	Library	ZBA	LEDC	P&Z	Parks/4B	Animal SAB	Museum	Comments
Adams, Cheryl		1				2	3				
Allen, Frances						2	3	1			Willing to serve on any board
Anthony, Jr., Ronald G						1	3	2			
Ayers, Dan						1	2				Civil Service Commission - 3
Cocanower, Allen								2			Civil Service Commission - 1
Day, Lolecia						1	2				
De La Rosa Green, Carol									1		Animal Welfare - State Requirement
Gibbons, Kyshia				3		1		2			
Hill, Charlene						3		1		2	
Hudson, Robert						2	1			3	
Kabona, Fabrice									1		Municipal Officer - State Requirement
Marish, Becky						1					
Mathews, Antionette								1			Youth Advisory Committee - 2
McMorris, Kerris	3						2	1			
Mixon, Sean						1					
Mixon, Zaychiana		3				1	2				
Monroe, Meriem						1					
Odie, James								1			Youth Advisory Committee - 2
Osegueda, Judith "Jo"								3			Civil Service Commission - 1 Youth Advisory Committee - 2
Richardson, Elizabeth				2		1				3	
Samples, Kurtis K	1										
Stiggers-LaGrange, Alleta						3	1				Youth Advisory Committee - 2 Civil Service Commission - 4
Teklegeorge, Kamila						2		1			Willing to serve on any board
Thomas, Barbara J.	3					2	1				
Turner, Antoinette				1							Application received after interviews.
Weaver, Gretchen			1	2			3				
Woods, Tedrick					3	1	2				Application received after interviews.
Wright, Cheryl			1								
Yancy, Darryl				1							Youth Advisory Committee - 3 Civil Service - 3 (Application received after interviews)
Yeargin, Pamela						1					



City of Lancaster, Texas Boards and Commissions



Application

Name: Cheryl Adams Date: 9-12-17
 Address: 1209 Spring Water Dr. Zip: 75134
 Home Phone: 469-732-75 Cell Phone: 469-732-7570
 Email Address: cheryl.adams50@yahoo.com Length of residency: 4 mo
 Occupation: _____

Please list the Boards/Commissions/Corporations you wish to serve on in order of preference.

1. Property Standards + Appeals
2. Lancaster Economic Development Corp
3. Planning + Zoning Commission

Have you ever served as a member of any Lancaster boards, commissions, or committees?

☐ YES

☒ NO

List any particular qualifications you feel would be beneficial to serving on any particular board or commission. You may also attach additional sheets as well as a resume.

I am just an interested resident concerned
with the growth of the city

To be an effective member of a Board or Commission, you must be willing to attend and participate in all scheduled meetings.

DISCLOSURE OF PERSONAL INFORMATION

I, Cheryl Adams, an applicant for, or an appointed official, for the City of Lancaster, Texas, elect to:

☒ ALLOW public access to my personal information

☐ NOT ALLOW public access to my personal information

Note: Under the Public Information Act, a personal e-mail address is not public information and would not be released.

Signature Cheryl Adams Date 9-12-17

Please return your completed application to the City Secretary's Office at 211 N. Henry St., or mail to P. O. Box 940, Lancaster, TX 75146 or fax to (972) 275-0914 or email at citysecretary@lancaster-tx.com.

For consideration during the annual appointment process, please submit your application by November 10, 2017.

Applications are always welcome as vacancies may occur throughout the year.

Office Use Only

Received by: _____ Date: _____



City of Lancaster, Texas
Boards and Commissions
Application



Name: Frances Allen Date: 11-30-17
Address: 889 Magnolia Lane Zip: 75146
Home Phone: 972-227-5772 Cell Phone: 972-571-4137
Email Address: francesallen5424@sbcglobal.net Length of residency: 15 yrs
Occupation: Lancaster ISD

Please list the Boards/Commissions/Corporations you wish to serve on in order of preference.

1. Parks and Recreation Advisory
2. Economic Development Corporation
3. Planning & Zoning (per my conversation w/ Mrs. Allen 12/12/17)
as well as any board that there is a need.

Have you ever served as a member of any Lancaster boards, commissions, or committees?

☐ YES

☒ NO

List any particular qualifications you feel would be beneficial to serving on any particular board or commission. You may also attach additional sheets as well as a resume.

Everything I
reside in Lancaster, support of the City involvement
in the community

To be an effective member of a Board or Commission, you must be willing to attend and participate in all scheduled meetings.

DISCLOSURE OF PERSONAL INFORMATION

I, Frances Allen, an applicant for, or an appointed official, for the City of Lancaster, Texas, elect to:

☒ ALLOW public access to my personal information

☐ NOT ALLOW public access to my personal information

Note: Under the Public Information Act, a personal e-mail address is not public information and would not be released.

Signature Frances Allen Date 11-30-17

Please return your completed application to the City Secretary's Office at 211 N. Henry St., or mail to P. O. Box 940, Lancaster, TX 75146 or fax to 972-275-0914.

Applications are always welcome as vacancies may occur throughout the year.

Office Use Only

Received by: Jessie D. Guyman

Date: 11/30/17



City of Lancaster, Texas Boards and Commissions Application



Name: _____ Date: _____

Address: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____ Length of residency: _____

Occupation: _____

Please list the Boards/Commissions/Corporations you wish to serve on in order of preference.

1. _____

2. _____

3. _____

Have you ever served as a member of any Lancaster boards, commissions, or committees?

☐ YES

☐ NO

List any particular qualifications you feel would be beneficial to serving on any particular board or commission. You may also attach additional sheets as well as a resume.

To be an effective member of a Board or Commission, you must be willing to attend and participate in all scheduled meetings.

DISCLOSURE OF PERSONAL INFORMATION

I, _____, an applicant for, or an appointed official, for the City of Lancaster, Texas, elect to:

☐ ALLOW public access to my personal information

☐ NOT ALLOW public access to my personal information

Note: Under the Public Information Act, a personal e-mail address is not public information and would not be released.

Signature _____ Date _____

Please return your completed application to the City Secretary's Office at 211 N. Henry St., or mail to P. O. Box 940, Lancaster, TX 75146 or fax to 972-218-1399.

For consideration during the annual appointment process, please submit your application by
November 20, 2015

Applications are always welcome as vacancies may occur throughout the year.

Office Use Only

Received by: _____ Date: _____



City of Lancaster, Texas
Boards and Commissions
Application



Name: Dan Ayers Date: 30 Nov, 2017
Address: P.O. box 51 Zip: 75146
Home Phone: 214-762-7739 Cell Phone: —
Email Address: dfayers4544@gmail.com Length of residency: 9 years
Occupation: Program manager / Financial Instructor / Coach

Please list the Boards/Commissions/Corporations you wish to serve on in order of preference.

1. Economic Development
2. Planning Zoning
3. Civil Service Commission

Have you ever served as a member of any Lancaster boards, commissions, or committees?

☐ YES

☒ NO

List any particular qualifications you feel would be beneficial to serving on any particular board or commission. You may also attach additional sheets as well as a resume.

To be an effective member of a Board or Commission, you must be willing to attend and participate in all scheduled meetings.

DISCLOSURE OF PERSONAL INFORMATION

I, Dan Ayers, an applicant for, or an appointed official, for the City of Lancaster, Texas, elect to:

☐ ALLOW public access to my personal information

☒ NOT ALLOW public access to my personal information

Note: Under the Public Information Act, a personal e-mail address is not public information and would not be released.

Signature Dan Ayers Date 30 Nov, 2017

Please return your completed application to the City Secretary's Office at 211 N. Henry St., or mail to P. O. Box 940, Lancaster, TX 75146 or fax to 972-275-0914.

Applications are always welcome as vacancies may occur throughout the year.

Office Use Only

Received by: Shirley D. Guyman

Date: 11/30/17



RECEIVED NOV 13 2011



Name: ALLEN COCAWOWEL Date: 11/10/11
Address: 131 MARTIN DR.
Email: allen.coca@sbccglobal.net Phone: 214-532-9262

Are You a Lancaster Resident? ☒ yes ☐ no

Please check three (3) of the Boards, Commissions,
Corporations or Committees you wish to serve on

- | | |
|---|---|
| <input type="checkbox"/> Airport Advisory Board | <input checked="" type="checkbox"/> Parks & Recreation Advisory |
| <input type="checkbox"/> Animal Shelter Advisory Committee | <input checked="" type="checkbox"/> Recreational Development Corporation (4B) |
| <input checked="" type="checkbox"/> Civil Service Commission | <input type="checkbox"/> Museum Advisory Board |
| <input type="checkbox"/> Historic Landmark Preservation Committee | <input type="checkbox"/> Planning & Zoning Commission |
| <input type="checkbox"/> Economic Development Corporation (4A) | <input type="checkbox"/> Property Standards & Appeals Board |
| <input type="checkbox"/> Library Advisory Board | <input type="checkbox"/> Youth Advisory Committee |
| | <input type="checkbox"/> Zoning Board of Adjustment |

Subject:

FW: Online Form Submittal: Board Application Form

Board Application Form

Select the Board,
Commission, or
Committee applying for

Lancaster Economic Development Corporation

Personal Information

First Name LOLECIA

Last Name DAY

Address 713 RAWLINS DRIVE

City LANCASTER

State TX

Zip 75146

Length of Residency 1 YEAR

Home Phone Number 469 358 1264

Email Address LODAY6303@HOTMAIL.COM

Occupation TEACHER

Organization Membership Information

Have you ever served as a
member of any Lancaster
Boards, Commissions, or
Committees?

No

If yes, which

Field not completed.

Please list any particular
qualifications you feel
would be beneficial to
serving on any particular
board or commission.

FORMER BUSINESS OWNER

Please Enter Basic
Resume Information

LOLECIA DAY PO BOX 130811 DALLAS, TEXAS 75313 469-
358-1264 PROFESSIONAL WORK EXPERIENCE •

Below

Coordinator of Academic Competitions: increased participation by 80% • Present instructional strategies which improved student standardized test scores by 40% • Responsible for logistics and implementation of training sessions: Ethics in the Workplace; Project Based Learning; Technology in the Classroom; electronic data collection software – increased participation by 30% • Facilitate Professional Learning Community (PLC) meetings • Awarded “Master Teacher” status by district PROFESSIONAL WORK HISTORY Dallas Independent School District – Dallas, TX W. H. Adamson High School 2012 - Present Dallas Independent School District – Dallas, TX Lincoln High School 2009 - 2012 Dallas Independent School District – Dallas, TX Fred F. Florence Middle School 2002 – 2006 ADDITIONAL WORK EXPERIENCE Haughty Wino, LLC (2012- present) – Importer, Tradeshow Participant, Promotions & Events/Marketing Keller Williams Realty (2002-2008) – Buyer/Seller Agent, Commercial & Residential Real Estate/Marketing Compliments Intimate Apparel (1999-2002) – Wholesale Buyer, Merchandiser, Human Resources/Manager EDUCATION Master of Education - Concordia University – Austin, TX Bachelor of Arts - Texas A & M University – Commerce, TX Associate of Applied Science – Paris Junior College – Paris, TX CERTIFICATIONS State of Texas Principal/Administration EC-12; Professional Development Appraisal System (PDAS) Instructional Leadership & Development (ILD)

Disclosure of Personal Information

I DO NOT ALLOW public access to my personal information

To be an effective member of a Board or Commission, you must be willing to attend and participate in all scheduled meetings.

Email not displaying correctly? [View it in your browser.](#)

Click [here](#) to report this email as spam.

Subject:

FW: Online Form Submittal: Board Application Form

Board Application Form

Select the Board,
Commission, or
Committee applying for

Planning and Zoning Commission

Personal Information

First Name

LOLECIA

Last Name

DAY

Address

713 RAWLINS DRIVE

City

LANCASTER

State

TX

Zip

75146

Length of Residency

1 YEAR

Home Phone Number

469 358 1264

Email Address

LODAY6303@HOTMAIL.COM

Occupation

TEACHER

Organization Membership Information

Have you ever served as a
member of any Lancaster
Boards, Commissions, or
Committees?

No

If yes, which

Field not completed.

Please list any particular
qualifications you feel
would be beneficial to
serving on any particular
board or commission.

FORMER BUSINESS OWNER; FORMER REAL ESTATE
AGENT

Please Enter Basic
Resume Information

LOLECIA DAY PO BOX 130811 DALLAS, TEXAS 75313 469-
358-1264 PROFESSIONAL WORK EXPERIENCE •

Below

Coordinator of Academic Competitions: increased participation by 80% • Present instructional strategies which improved student standardized test scores by 40% • Responsible for logistics and implementation of training sessions: Ethics in the Workplace; Project Based Learning; Technology in the Classroom; electronic data collection software – increased participation by 30% • Facilitate Professional Learning Community (PLC) meetings • Awarded “Master Teacher” status by district PROFESSIONAL WORK HISTORY Dallas Independent School District – Dallas, TX W. H. Adamson High School 2012 - Present Dallas Independent School District – Dallas, TX Lincoln High School 2009 - 2012 Dallas Independent School District – Dallas, TX Fred F. Florence Middle School 2002 – 2006 ADDITIONAL WORK EXPERIENCE Haughty Wino, LLC (2012- present) – Importer, Tradeshow Participant, Promotions & Events/Marketing Keller Williams Realty (2002-2008) – Buyer/Seller Agent, Commercial & Residential Real Estate/Marketing Compliments Intimate Apparel (1999-2002) – Wholesale Buyer, Merchandiser, Human Resources/Manager EDUCATION Master of Education - Concordia University – Austin, TX Bachelor of Arts - Texas A & M University – Commerce, TX Associate of Applied Science – Paris Junior College – Paris, TX CERTIFICATIONS State of Texas Principal/Administration EC-12; Professional Development Appraisal System (PDAS) Instructional Leadership & Development (ILD)

Disclosure of Personal Information

I DO NOT ALLOW public access to my personal information

To be an effective member of a Board or Commission, you must be willing to attend and participate in all scheduled meetings.

Email not displaying correctly? [View it in your browser.](#)

Click [here](#) to report this email as spam.

Received:

Tuesday, November 21, 2017

Board Application Form

Select the Board,
Commission, or
Committee
applying for

Animal Shelter Advisory Committee

Personal Information

First Name Carol

Last Name De La Rosa Green

Address 274 Southwood Dr

City Lancaster

State Texas

Zip 75146

Length of
Residency 10 years

Home Phone
Number 214-577-3853

Email Address caroldgreen274@yahoo.com

Occupation Manager

Organization Membership Information

Have you ever
served as a
member of any
Lancaster
Boards,
Commissions, or
Committees? No

If yes, which N/A

Please list any For the past year, I have been an active volunteer at the Lancaster
Animal Shelter. I feel that my knowledge of the shelter and all entities

particular
qualifications you
feel would be
beneficial to
serving on any
particular board
or commission.

under their umbrella, have given me insight that could be helpful on this Board.

Please Enter
Basic Resume
Information
Below

Resume available upon request

Disclosure of
Personal
Information

I DO NOT ALLOW public access to my personal information

To be an effective member of a Board or Commission, you must be willing to attend and participate in all scheduled meetings.

Email not displaying correctly? [View it in your browser.](#)

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City of Lancaster, Texas
Boards and Commissions
Application



Name: Kyshia Gibbons Date: 11/7/17
Address: 227 Haywood Circle Zip: 75146
Home Phone: N/A Cell Phone: (817) 825-6071
Email Address: KyshiaGibbons@gmail.com Length of residency: 1+ years
Occupation: Compliance Analyst IV

Please list the Boards/Commissions/Corporations you wish to serve on in order of preference.

1. Lancaster Economic Development Corporation (Type A)
2. Parks & Recreation Advisory Board Lancaster Recreational Dev Corp (Type B)
3. Library Advisory Board

Have you ever served as a member of any Lancaster boards, commissions, or committees?

☐ YES

☒ NO

List any particular qualifications you feel would be beneficial to serving on any particular board or commission. You may also attach additional sheets as well as a resume.

Please see additional sheets

To be an effective member of a Board or Commission, you must be willing to attend and participate in all scheduled meetings.

DISCLOSURE OF PERSONAL INFORMATION

I, Kyshia Gibbons, an applicant for, or an appointed official, for the City of Lancaster, Texas, elect to:

☐ ALLOW public access to my personal information

☒ NOT ALLOW public access to my personal information

Note: Under the Public Information Act, a personal e-mail address is not public information and would not be released.

Signature

Kyshia Gibbons

Date

11/7/17

Please return your completed application to the City Secretary's Office at 211 N. Henry St., or mail to P. O. Box 940, Lancaster, TX 75146 or fax to (972) 275-0914 or email at citysecretary@lancaster-tx.com.

For consideration during the annual appointment process, please submit your application by November 10, 2017.

Applications are always welcome as vacancies may occur throughout the year.

Received by:

Mayra Ortiz

Office Use Only

Date:

11/7/2017

To Whom It May Concern:

I am extremely interested in serving as a Board member for the City of Lancaster. As a new addition to any Board, I would, first and foremost, bring my newfound love for this city. My husband and I purchased our home a little over a year ago, and it will be our forever home. I have a vested interest in seeing our town succeed and being a member of any of the three boards I have chosen will allow me to play a role in that success.

I have an analytical mind and make sound business decisions on a daily basis. This attribute would be beneficial to any board as recommendations and assessments are made. On the opposite side of this, I enjoy thinking outside of the box and identifying fresh and innovative ideas. No one wants to become stale and stagnant and generally speaking, I like to try new things and reading anything motivational that I am able to share with my family, friends, peers, and coworkers.

In my current employment position, I am responsible for presenting the departmental information to the Compliance Leadership team monthly. In doing so, I am comfortable should I ever need to speak in front of an audience or present any materials.

Although I have tried remain brief as I've detailed why I think I will be beneficial to serving on any particular board, I hope this description has afforded me an opportunity to speak or meet with you to discuss my qualifications in further detail.

I look forward to hearing from you.

Kyshia Gibbons

817-825-6071

kyshiagibbons@gmail.com

Personal Summary

I am an accomplished problem solver with the keen ability to understand regulations and departmental policies and procedures which allows me to make thoughtful and accurate operational decisions. I demonstrate the required skills to assist in documenting and disseminating any Legal, Regulatory, and Corporate requirements. I am highly motivated and proactive in all my employment roles with over 16 years in the automotive finance industry.

Professional Training Courses

National Automotive Finance Association Compliance Professional Certification
ABA National Compliance School

Employment

2009 – Present Santander Consumer USA

Marketing Compliance Analyst IV

- Partner Sales and Marketing business operations to ensure the Company is operating in compliance with applicable laws and regulations as well as policies and procedures.
- Evaluate a variety of documentation, examine methods and systems, and interview personnel to obtain information on actual practices.
- Review all new and updated Customer and Dealer facing Marketing material to ensure Compliance with applicable laws and regulations.
- Identify and analyze gaps and weaknesses in business processes, systems and ensure corrective actions are taken to mitigate any risk.

Compliance Analyst III

- Partner with the Compliance Officers to review project requests and correspondence received from FLoD to ensure compliance to federal regulations including but not limited Can Spam, TCPA, UDAAP to are maintained throughout
- Review and track all user stories submitted by various departments throughout the business to determine any Compliance impacts and to assign impact scores based on the SC ERM model
- Review various User Acceptance Testing to ensure compliance as the user stories are implemented into production
- Partner with various departments within the FLoD including but not limited to IT and Business Projects Team to confirm user stories comply with State and Federal regulations including but not limited to: FDCPA, GLBA, UDAAP, FCRA and FACTA, Global Privacy, BSA/AML/OFAC, Reg B, Reg Z/TILA, Reg M, FTC Credit Rules, and E-Sign.
- Validated project implementation utilizing various SQL queries

Accomplishments

- Identified several new IT teams in Rally previous unknown to Change Management allowing all user stories to be reviewed for Compliance impacts.
- Developed the Compliance ROC training
- Organized and presented the Fair Debt Collections Practices Act departmental training

2015 – 2016 Santander Consumer USA

Quality Control Manager

- Managed the Quality Control Integrity Liaison, Vendor Associate Arbitration, and Analyst departments
- Oversaw and monitored the handling of State Examinations, Internal and Federal audits, and Legal and Compliance requests Federal audits surrounding but not limited to the following regulations: FDCPA, GLBA, UDAAP, FCRA and FACTA, Global Privacy, BSA/AML/OFAC, Reg B, Reg Z/TILA, Reg M, FTC Credit Rules, and E-Sign.

- Developed and managed all direct reports in line with corporate strategic and risk objectives
- Assisted senior management in writing responses to reports on examination findings and recommendations
- Maintain and develop relationships to support operational needs across all the entire organization
- Maintain and develop the Quality Control program in compliance with company objectives and regulations including GLBA, FDCPA, BSA/AML, Reg B, etc.
- Facilitate monthly calibration meetings with senior management to sync the business expectations and Quality Control policy and procedures
- Partnership with Risk Management to ensure Servicing and Originations Risk events are handled and closed on time and accurately
- Oversee the submission of project requests for both Originations and Servicing lines of business
- Maintain current knowledge of State and Federal Regulations
- Develop and maintain training material and process flows for the Quality Control Vendor Analysts, Liaisons, and Associates

Accomplishments

- Oversaw the development of a team specifically designated to audit QC testing for accuracy.
- Developed a Compliance and Legal Arbitration team which ensured the successful enforcement of FCRA/FACTA regulations.

2012 – 2015

Santander Consumer USA

Quality Control: Vendor Analyst

- Facilitate the handling of State Examinations, Internal Audits, Legal, and Compliance requests.
- Work in a lead capacity with business leadership on obtaining and implementing all necessary changes/updates within the business to make certain we are fulfilling the requested deliverables by the required timeframe.
- Communicate verbally and/or written Management Responses to business leadership
- Interview business subject matter experts in preparation of projects to obtain actual practices in order to complete changes accurately resulting from findings.
- Process manual correspondence updates to templates at the request of the various Servicing departments
- Handle business rule updates and billing statement requests.
- Work with The Business Project Team, Informational Technology Department, Marketing, Compliance, Legal, and Senior Level Management to ensure project requests are completed accurately within the required deadlines
- Maintain knowledge of current state and federal regulations and the handling of required State and Federally mandated remediations.
- Conduct meetings with all levels of management, document research, T-Cast Requests, UAT Testing, Tracking and Trending Reports/Spreadsheets.
- Maintain the QC Correspondence Mailbox by accommodating billing statement and other correspondence requests.
- Develop and maintain training material and process flows for the Quality Control Vendor Analysts.
- Work with the Training Department to draft T-Casts in order to inform staff within various departments of procedural and/or systemic changes

Accomplishments:

- In compliance with GLBA, provided annual & initial privacy notice requirements to the Business Project Team
- Assisted in the creation of the systemic processing of the Settlement Tax Offer Letters
- Solely responsible for the successful completion of numerous remediations that vary from 1 account to 10,000+

Quality Control Specialist

Santander Consumer USA

- Provided key information to upper management to ensure compliance, policies, and procedures are maintained for Federal regulations, including but not limited to: FDCPA, GLBA, FCRA/FACTA, UDAAP.
- Auditing policy and procedures for the business to ensure that all departments comply, review policy
- Discuss outcome of the evaluations with executive management to determine solutions if needed on how to correct any issues

- Train new employees in process and procedures
- Conducted QC testing utilizing Call Quality Management system (CQM)

Accomplishments:

- Appointed to the SCUSA Lien Loss Task Force whose main objective was to determine ways to reduce company lien losses
- Assisted in the Quality Control Department Certification Program
- Gave policy change recommendations after testing failures in SCRA, Replevins, Asset Remarketing, and Loss Recovery
- Created the Impounds Department QC Testing Reviews.



**BOARDS COMMISSIONS
EXPIRING TERMS AND VACANCIES
RECAP - 2017**

Boards/Commissions	Term Expires	Member Name	Desires Reappointment		Notes
			YES	NO	
Airport Advisory Board	2017	Dean Byers	✓		
	2017	John Stewart	✓		
	2017	Tim Fagan	✓		
ALTERNATE	2017	Vacant			
Animal Shelter Advisory Committee	2017	Vacant			Municipal Officer - State Requirement
	2017	Stacey Jaglowski	✓		
	2017	Rosanna Ross		✓	Animal Welfare - State Requirement
ALTERNATE	2017	Ivory Williams	✓		
Historic Landmark Preservation Committee	2017	Mindy Truly	✓		
(P & Z appoints, Council confirms)	2017	Gilles Delaisse	✓		
	2017	Glenn Hooper	✓		
ALTERNATE	2017	Mary Guinn	✓		
Lancaster Economic Development Corp.	2017	Ellen Clark	✓		
	2017	Ted Burk	✓		
	2017	Octavia Giadolor	✓		
Library Advisory Board	2017	Quinnest Banks	✓		
	2017	Vacant			
	2017	Candace Gardner		✓	
ALTERNATE	2017	Cecelia J. Smith Whitson	✓		
Museum Advisory Board					
ALTERNATE	2017	Joann Harrell	✓		



**BOARDS COMMISSIONS
EXPIRING TERMS AND VACANCIES
RECAP - 2017**

Boards/Commissions	Term Expires	Member Name	Desires Reappointment		Notes
			YES	NO	
Lancaster Recreational Development Corp.	2017	Abe Cooper	✓		
and Parks & Recreation Advisory Board	2017	Darwin Isham	✓		
	2017	Mary Sykes	✓		
ALTERNATE	2017	Aderiance Ragland		✓	
Planning and Zoning Commission	2017	Karen Collins	✓		
	2017	Jeremy Reed	✓		
	2017	Cynthia Johnson	✓		
Property Standards and Appeals Board	2017	Cossondra Andrews	✓		
	2017	Donna Lee	✓		
Alternate	2017	Charlene Cade	✓		
Zoning Board of Adjustment	2017	Deborah Taylor	✓		
(Mayor appoints, Council confirms)	2017	Sherri Williams	✓		
	2017	Margaret Brooks	✓		
Alternate	2017	Lawrence Smith	✓		
Civil Service Commission	2017	Lafayette Miles	✓		
(City Manager appoints, City Council Confirms)					