



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



Monday, February 19, 2018 - 7:00 PM

7:00 P.M. WORK SESSION:

CALL TO ORDER

Regular Items:

1. Discuss and receive a presentation regarding Request for Proposals to update the 2006 Hike and Bike Trails Master Plan.
2. Receive a presentation regarding the updated Southwest Regional Emergency Management Plan.
3. Discuss a request for a resolution supporting the application of Palladium USA to the Texas Department of Community Affairs for 2018 Tax Credits for the proposed Palladium at Lancaster located along the east side of I35E, approximately 365 feet north of Breezewood Lane. The property is comprised of 9.196 acres.
4. Discuss a City Facility Naming Policy.
5. Discuss requirements of police officer presence at event centers where alcohol is available or served as well as crowd size over a certain limit.
6. Discuss Ordinance No. 2007-09-43 of the Lancaster Code of Ordinances Chapter 12, Article 12.500, "Parking in Alleys and Streets, generally."
7. Receive a presentation and discuss the Quarterly Financial Report for the first quarter of FY 2017/2018 for the period ending December 31, 2017.
8. Discuss the Report of City Councils Five Year Goals and Strategies established during the annual City Council Strategic Planning Session in June 2016 for the first quarterly update of Fiscal Year 2017-2018.

ADJOURN WORK SESSION

7:30 P.M. SPECIAL MEETING:

CALL TO ORDER

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 declaring vacancies and ordering a Special Election for Councilmember District 4 and District 5 of the City Council of the City of Lancaster Texas; providing for administration by Dallas County election administrator; providing for presiding election judge and an alternate presiding judge; providing for early voting; providing application for ballot by mail.

Considere la posibilidad de una resolución que declara vacantes y se ordena una Elección Especial para el concejal del Distrito 4 y Distrito 5 del Ayuntamiento de la ciudad de Lancaster Texas; proveer para la administración por administrador de elecciones del condado de Dallas; que prevé el presidente del tribunal electoral y un suplente juez presidente; proveer para la votación anticipada; proporcionando solicitud de voto por correo.

2. Consider a resolution approving the terms and conditions of a Joint Election Contract and Election Services Agreement with Dallas County Elections to conduct a municipal General and Special Election for the election of a mayor at-large and for the election of a Councilmember for District 4 and District 5 to be held on Saturday, May 5, 2018.

Considerar una resolución aprobando los términos y condiciones de un Contrato de Elección Conjunta y Acuerdo de Servicios Electorales con las Elecciones del Condado de Dallas para conducir una Elección General y Especial municipal para la elección de un alcalde en general y para la elección de un Concejal para el Distrito 4 y el Distrito 5 que se celebrará el sábado 5 de mayo de 2018.

3. Consider a resolution authorizing Dallas County to resell 4108 Interurban Road tax foreclosed property, by public or private sell, to the highest qualified purchaser, as provided by Section 34.05 of the Texas Property Tax Code.
4. Consider a Resolution stating support or no objection for the application of Palladium USA to the Texas Department of Housing and Community Affairs for 2018 Housing Tax Credits.

EXECUTIVE SESSION:

5. The City Council shall convene into closed executive session pursuant to Section 551.087, Texas Gov't Code to deliberate the offer of financial or other incentives to a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations.
6. Reconvene into open session. Consider and take appropriate action(s), if any, on closed/executive session matters.

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 February 16, 2018 @ 6:30 p.m. and copies thereof were provided to the Mayor, Mayor Pro-Tempore, Deputy Mayor Pro-Tempore and Council members.



Sorangel O. Arenas
City Secretary

LANCASTER CITY COUNCIL

City Council Work Session

1.

Meeting Date: 02/19/2018

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

Goal(s): Healthy, Safe & Engaged Community

Submitted by: Sean Johnson, Managing Director of Quality of Life and Cultural Services

Agenda Caption:

Discuss and receive a presentation regarding Request for Proposals to update the 2006 Hike and Bike Trails Master Plan.

Background:

The City Council during its FY 2017 – 2018 Strategic Planning Session identified the objective to update the Hike and Bike Trails Master Plan. The current Hike and Bike Trails Master Plan was developed by Halff Associates and was adopted by City Council in 2006. Industry standards indicate and advise that Master Plans be updated at a minimum every ten years.

With the recent adoption of the City of Lancaster, Comprehensive Plan Adoption in October 2016, it was prioritized that our existing plan should be updated.

Operational Considerations:

Proposals were received from:

1. Halff & Associates
2. Dunaway
3. La Terra Studio

None of which were minority and/or women owned enterprises.

Dunaway Associates is the company selected by a panel of City staff from a cross section of the City representing Development Services, Economic Development and Quality of Life and Cultural Services.

City Council will receive a presentation from Dunaway Associates.

LANCASTER CITY COUNCIL

City Council Work Session

2.

Meeting Date: 02/19/2018

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

Goal(s): Healthy, Safe & Engaged Community

Submitted by: Ricky Frye, Interim Fire Chief / Emergency Management Coordinator

Agenda Caption:

Receive a presentation regarding the updated Southwest Regional Emergency Management Plan.

Background:

The City of Lancaster along with the cities of Cedar Hill, DeSoto, and Duncanville are participating partners in the Southwest Regional Emergency Management Plan. The State of Texas requires that all emergency plans be updated and reviewed regularly to keep the information and plan itself current in case of a disaster. The Southwest Regional Emergency Management Plan has been recently updated and needs to be reviewed and then approved by each participating city.

City Council will receive a presentation.

Attachments

Southwest Regional Emergency Management Plan

Southwest Regional Emergency Management Plan Development Update



Emergency Management Plan

July 17, 2017

RECORD OF CHANGES

EMERGENCY MANAGEMENT PLAN

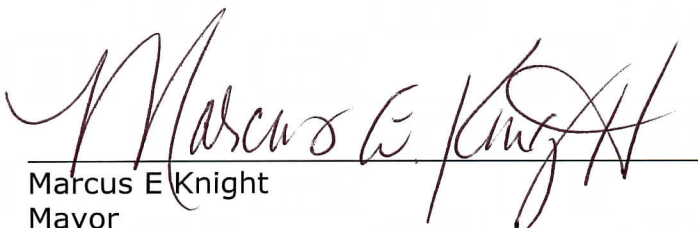
CHANGE #	DATE OF CHANGE	DESCRIPTION	CHANGED BY
01	01/29/2009	Developed Lancaster Emergency Management Plan	Thomas Griffith, Fire Chief/EMC
02	08/12/2015	Reviewed and updated language and submitted to Mayor	Thomas Griffith, Fire Chief/EMC
03	July 14, 2017	Hazard Identification and Risk Assessment Annex A & Annex B responsibility 9-1-1 Communications Manager EOC Organizational chart TDEM District and State Coordinators added Added resource request process (Chapter 418) Removed Lancaster Outreach for Donations Management Alternate EOC location change Lines of succession for EMC	ROB FRANKLIN FIRE CHIEF / EMC, Tonya Hunter, Regional Emergency Management Operations Coordinator

APPROVAL & IMPLEMENTATION

CITY OF LANCASTER

Emergency Management Plan

This emergency management plan is hereby approved. This plan is effective immediately and supercedes all previous editions.



 Marcus E Knight
 Mayor
 City of Lancaster, Texas

7/17/17

 Date



 Rob Franklin
 Fire Chief / Emergency Management Coordinator
 Lancaster Fire Department

7/17/17

 Date

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BASIC PLAN

I. AUTHORITY

A. Federal

1. Robert T. Stafford Disaster Relief & Emergency Assistance Act, (as amended), 42 U.S.C. 5121
2. Emergency Planning and Community Right-to-Know Act, 42 USC Chapter 116
3. Emergency Management and Assistance, 44 CFR
4. Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120
5. Homeland Security Act of 2002
6. Homeland Security Presidential Directive. *HSPD-5*, Management of Domestic Incidents
7. Homeland Security Presidential Directive, *HSPD-3*, Homeland Security Advisory System
8. National Incident Management System
9. National Response Framework
10. National Strategy for Homeland Security, July 2002
11. Nuclear/Radiological Incident Annex of the National Response Framework
12. Presidential Policy Directive 8 – National Preparedness

B. State

1. Government Code, Chapter 418 (Emergency Management)
2. Government Code, Chapter 421 (Homeland Security)
3. Government Code, Chapter 433 (State of Emergency)
4. Government Code, Chapter 791 (Inter-local Cooperation Contracts)
5. Health & Safety Code, Chapter 778 (Emergency Management Assistance Compact)
6. Executive Order of the Governor Relating to Emergency Management
7. Executive Order of the Governor Relating to the National Incident Management System
8. Administrative Code, Title 37, Part 1, Chapter 7 (Division of Emergency Management)
9. *The Texas Homeland Security Strategic Plan*, Parts I and II, December 15, 2003
10. *The Texas Homeland Security Strategic Plan*, Part III, February 2004

C. Local

1. City Ordinance #32-88, dated September 7, 1988. Amended in 2005.
2. Joint Resolution between Dallas County and the City of Lancaster, 9/23/2002, Resolution 2002-09-59.
3. Adoption of the Dallas County Hazard Mitigation Action Plan, 2016.

4. Regional Emergency Management Operations Coordinator Interlocal Agreement with Cedar Hill, DeSoto, Duncanville and Lancaster, 2016.
5. Interlocal agreements and Contracts. See the summary in Attachment 6.

II. PURPOSE

The City of Lancaster Emergency Management Plan outlines our approach to emergency operations. It provides general guidance for emergency management activities and an overview of our methods of mitigation, preparedness, response, and recovery. The plan describes our emergency response organization and assigns responsibilities for various emergency tasks. This plan is intended to provide a framework for more specific functional annexes that describe in more detail who does what, when, and how. This plan applies to all local officials, departments, and agencies. The primary audience for the document includes our chief elected official and other elected officials, the emergency management staff, department and agency heads and their senior staff members, leaders of local volunteer organizations that support emergency operations, and others who may participate in our mitigation, preparedness, response, and recovery efforts to include the whole of community.

III. EXPLANATION OF TERMS

A. Acronyms

AAR	After Action Report
ARC	American Red Cross
CFR	Code of Federal Regulations
DDC	Disaster District Committee
DHS	Department of Homeland Security
EOC	Emergency Operations or Operating Center
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency, an element of the U.S. Department of Homeland Security
Hazmat	Hazardous Material
HSPD-5	Homeland Security Presidential Directive 5
ICP	Incident Command Post
ICS	Incident Command System
IP	Improvement Plan
JFO	Joint Field Office
JIC	Joint Information Center
NIMS	National Incident Management System
NRF	National Response Framework
OSHA	Occupational Safety & Health Administration
PIO	Public Information Officer
SOPs	Standard Operating Procedures
SOC	State Operations Center

B. Definitions

1. Area Command (Unified Area Command). An organization established (1) to oversee the management of multiple incidents that are each being managed by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Sets overall strategy and priorities, allocates critical resources according to priorities, ensures that incidents are properly managed, and ensures that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional.
2. Disaster District. Disaster Districts are regional state emergency management organizations mandated by the Executive Order of the Governor relating to Emergency Management whose boundaries parallel those of Highway Patrol Districts and Sub-Districts of the Texas Department of Public Safety.
3. Disaster District Committee. The DDC consists of a Chairperson (the local Highway Patrol captain or command lieutenant), and agency representatives that mirror the membership of the State Emergency Management Council. The DDC Chairperson, supported by committee members, is responsible for identifying, coordinating the use of, committing, and directing state resources within the district to respond to emergencies.
4. Emergency Operations Center. Specially equipped facilities from which government officials exercise direction and control and coordinate necessary resources in an emergency situation.
5. Public Information. Information that is disseminated to the public via the news media before, during, and/or after an emergency or disaster ensuring the needs of the whole community are addressed.
6. Emergency Situations. As used in this plan, this term is intended to describe a *range* of occurrences, from a minor incident to a catastrophic disaster. It includes the following:
 - a. Incident. An incident is a situation that is limited in scope and potential effects. Characteristics of an incident include:
 - 1) Involves a limited area and/or limited population.
 - 2) Evacuation or in-place sheltering is typically limited to the immediate area of the incident.
 - 3) Warning and public instructions are provided in the immediate area, not community-wide.

- 4) One or two local response agencies or departments acting under an incident commander normally handle incidents. Requests for resource support are normally handled through agency and/or departmental channels.
 - 5) May require limited external assistance from other local response agencies or contractors.
 - 6) For the purposes of the NRF, incidents include the full range of occurrences that require an emergency response to protect life or property.
- b. Emergency. An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident. Characteristics include:
- 1) Involves a large area, significant population, or important facilities.
 - 2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
 - 3) May require community-wide warning and public instructions.
 - 4) Requires a sizable multi-agency response operating under an incident commander.
 - 5) May require some external assistance from other local response agencies, contractors, and limited assistance from state or federal agencies.
 - 6) The EOC will be activated to provide general guidance and direction, coordinate external support, and provide resource support for the incident.
 - 7) For the purposes of the NRF, an emergency (as defined by the Stafford Act) is "any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of catastrophe in any part of the United States."
- c. Disaster. A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with its organic resources. Characteristics include:
- 1) Involves a large area, a sizable population, and/or important facilities.
 - 2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
 - 3) Requires community-wide warning and public instructions.
 - 4) Requires a response by all local response agencies operating under one or more incident commanders.

- 5) Requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.
 - 6) The EOC will be activated to provide general guidance and direction, provide emergency information to the public, coordinate state and federal support, and coordinate resource support for emergency operations.
 - 7) For the purposes of the NRF, a *major disaster* (as defined by the Stafford Act) is any catastrophe, regardless of the cause, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster federal assistance.
- d. Catastrophic Incident. For the purposes of the NRF, this term is used to describe any natural or manmade occurrence that results in extraordinary levels of mass casualties, property damage, or disruptions that severely affect the population, infrastructure, environment, economy, national morale, and/or government functions. An occurrence of this magnitude would result in sustained national impacts over prolonged periods of time, and would immediately overwhelm local and state capabilities. All catastrophic incidents are *Incidents of National Significance*.
7. Hazard Analysis. A document, published separately from this plan, that identifies the local hazards that have caused or possess the potential to adversely affect public health and safety, public or private property, or the environment.
 8. Hazardous Material (Hazmat). A substance in a quantity or form posing an unreasonable risk to health, safety, and/or property when manufactured, stored, or transported. The substance, by its nature, containment, and reactivity, has the capability for inflicting harm during an accidental occurrence. Is toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer, and poses a threat to health and the environment when improperly managed. Includes toxic substances, certain infectious agents, radiological materials, and other related materials such as oil, used oil, petroleum products, and industrial solid waste substances
 9. Inter-local agreements. Arrangements between governments or organizations, either public or private, for reciprocal aid and assistance during emergency situations where the resources of a single jurisdiction or organization are insufficient or inappropriate for the tasks that must be performed to control the situation. Commonly referred to as mutual aid agreements.
 10. Stafford Act. The Robert T. Stafford Disaster Relief and Emergency Assistance Act authorizes federal agencies to undertake special measures designed to assist the efforts of states in expediting the rendering of aid, assistance, emergency services, and reconstruction and rehabilitation of areas devastated by disaster.

11. Standard Operating Procedures. Approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level. May also be referred to as Standard Operating Guidelines (SOGs).

IV. SITUATION AND ASSUMPTIONS

A. Situation

The City of Lancaster is exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying public or private property. A summary of the major hazards that our cities may face is provided in Figure 1, Southwest Regional Emergency Management Hazard Identification and Risk Assessment (HIRA). These major hazards are identified as natural, man-made, and technological hazards. Figure 1: Hazard Summary identifies the probability, frequency, severity, risk factor, potential damage, and total vulnerability to people, property, and the environment. Southwest Regional Emergency Management has identified the natural, man-made and technological hazards that potentially could impact the City of Lancaster using a broad range of sources. Emergency Management has assessed the risk and vulnerability of people, property, the environment, and our own operations from these hazards. (*See the Southwest Regional Emergency Management Hazard Identification and Risk Assessment published separately 2016*).

In Figure 2, identifies the probability, frequency, severity, risk factor, potential damage, and total vulnerability to Lancaster's employees/responders, property, facilities, Critical Infrastructure / Key Resources, Business Processes (COOP/COG) vulnerability and impact to the current economic condition and public confidence. The Hazard Identification and Risk Assessment will also be used during Continuity of Operations/Continuity of Government planning in the future. Emergency Management has conducted a consequence analysis for the hazards identified to consider the impact on the public; responders; continuity of operations including continued delivery of services; property, facilities, and infrastructure; the economic condition of Lancaster and public confidence in local governance. Additional hazard information is provided in our *Southwest Regional Hazard Identification and Risk Assessment (HIRA)*, 2016, which is published separately.

Hazard Identification and Risk Assessment

a.) Profiling Hazards

This section of the plan will provide an overview of the specific natural, technological, and man-made hazards that can affect Cedar Hill, DeSoto, Duncanville, and Lancaster, including information on historical occurrences and the probability of future occurrences. The following table contains the Hazard and Risk Assessment for Cedar Hill, DeSoto, Duncanville and Lancaster. To determine the

hazards that pose the greatest threat, a Hazard Identification and Risk Assessment was completed to determine impact to people, property, environment, employees, facilities, and the Business Processes. In the assessment, numerical values were assigned for the following factors:

1.) **Frequency of Occurrence:**

FREQUENCY OF OCCURRENCE: PROBABILITY SCALE	
Low/UNLIKELY EVENT PROBABLE NEXT 100 YEARS	1
AVERAGE/OCCASIONAL 1-10% PROBABILITY OF OCCURRENCE PER YEAR, OR AT LEAST 1 CHANCE IN NEXT 100 YEARS.	2
MEDIUM/MODERATE/LIKELY >10% BUT <100% PROBABILITY PER YEAR, AT LEAST 1 CHANCE IN NEXT 10 YEARS	3
HIGH/HIGHLY LIKELY EVENT POSSIBLE NEXT YEAR	4

2.) **Probability:**

Low/Unlikely	1
Average/Occasional	2
Medium/Moderate/Likely	3
High/Highly Likely	4

3.) **Severity:**

Severity // Potential Impact	
1 - Negligible	Isolated occurrences of minor property damage, minor disruption of critical facilities and infrastructure, potential for minor injuries
2 - Minor	Isolated occurrences of moderate to severe property damage, brief disruption of critical facilities and infrastructure, and potential for injuries.
3 -Moderate	Severe property damage on neighborhood scale, temporary shutdown of critical facilities, and/or injuries or fatalities.
4 - Major	Severe property damage on a metropolitan or regional scale, shutdown of critical facilities, and/or multiple injuries or fatalities.

The risk factor was calculated by dividing the Frequency by the Probability times the severity to determine the risk factor $(P/F)*S=RF$.

4.) **Impact to People, Property, Environment, Employees, Facilities, and Business Processes:**


Severity / Potential Impact	
1 - Negligible	Isolated occurrences of minor property damage,

	minor disruption of critical facilities and infrastructure, potential for minor injuries
2 - Minor	Isolated occurrences of moderate to severe property damage, brief disruption of critical facilities and infrastructure, and potential for injuries.
3 -Moderate	Severe property damage on neighborhood scale, temporary shutdown of critical facilities, and/or injuries or fatalities.
4 - Major	Severe property damage on a metropolitan or regional scale, shutdown of critical facilities, and/or multiple injuries or fatalities.

- 5.) **Potential Damage:** The potential damage was calculated by adding the numerical value given to people, property, and the environment (Employees, Facilities, and the Businesses Processes) will equal the potential damage. (People + Property + Environment=Potential Damage (PD) or Employees + Property, Facilities, CIKR + Business Processes=Potential Damage (PD).
- 6.) **Total Vulnerability:** The total vulnerability is calculated by dividing the potential damage by the risk factor to get the percentage of vulnerability for people, property, and the environment. Risk Factor (RF)/ Potential Damage (PD) = Vulnerability (V). The total vulnerability was ranked from the highest percentage to the lowest percentage. The total vulnerability also could show total impact to Lancaster's economy and public confidence following a disaster within our area.

Figure 1: Hazard Identification and Risk Assessment for Residents, Property, and Environment
(See Southwest Regional Emergency Management Hazard Identification and Risk Assessment, published under separate cover, 2016)

FREQUENCY OF OCCURRENCE: PROBABILITY SCALE		WARNING TIME	
LOW/UNLIKELY EVENT PROBABLE NEXT 100 YEARS	1	1	MORE THAN 12 HOURS
AVERAGE/OCCASIONAL 1-10% PROBABILITY OF OCCURRENCE PER YEAR, OR AT LEAST 1 CHANCE IN NEXT 100 YEARS.	2	2	6-12 HOURS
MEDIUM/MODERATE/LIKELY >10% BUT <100% PROBABILITY PER YEAR, AT LEAST 1 CHANCE IN NEXT 10 YEARS	3	3	3-6 HOURS
HIGH/HIGHLY LIKELY EVENT POSSIBLE NEXT YEAR	4	4	NONE - MINIMAL



GEOGRAPHIC EXTENT	
1	LOCALIZED
2	COMMUNITY-WIDE
3	COUNTYWIDE

Severity / Potential Impact	
1 - Negligible	Isolated occurrences of minor property damage, minor disruption of critical facilities and infrastructure, potential for minor injuries
2 - Minor	Isolated occurrences of moderate to severe property damage, brief disruption of critical facilities and infrastructure, and potential for injuries.
3 -Moderate	Severe property damage on neighborhood scale, temporary shutdown of critical facilities, and/or injuries or fatalities.
4 - Major	Severe property damage on a metropolitan or regional scale, shutdown of critical facilities, and/or multiple injuries or fatalities.


Cedar Hill – DeSoto – Duncanville – Lancaster

Hazard Identification and Risk Assessment (HIRA)

2016

Hazard	Probability	Frequency	Severity	Risk Factor	People	Property	Environment	Potential Damage	Total Vulnerability to Operations
	(P/F)*S=RF				People + Property + Environment RF/PD=V				
Tornadoes	4	4	4	4.00	3	3	2	8	50%
Power Failure	4	4	3	3.00	4	1	1	6	50%
Flooding	3	3	4	4.00	3	3	2	8	50%
Severe Thunderstorms & High Winds	4	4	3	3.00	2	3	1	6	50%
Hail	4	4	3	3.00	2	3	1	6	50%
Infectious Disease Outbreak	4	4	3	3.00	4	1	1	6	50%
Lightning	4	4	2	2.00	1	2	1	4	50%
Hazardous Materials Release	4	4	2	2.00	2	2	2	6	33%
Terrorism	1	1	4	4.00	4	4	3	11	36%
Winter Storms	3	3	2	2.00	2	3	1	6	33%
Dam Failure	1	1	4	4.00	4	4	3	11	36%
Drought	3	3	2	2.00	2	2	2	6	33%
Wildfires	3	3	3	3.00	3	3	1	7	42%
Extreme Temperatures	2	4	1	.50	2	1	1	4	12.5%
Expansive Soils	3	1	1	3.00	1	1	1	3	1%
EARTHQUAKE <small>(NO EARTHQUAKES REPORTED PRIOR TO 2007. EXPERTS HIRAD TO IDENTIFY IF WASTEWATER INJECTION ACTIVITY IN NORTH TEXAS HAS INCREASED IN CONJUNCTION WITH THE RISE OF HYDRAULIC FRACTURING OF BARNETT SHALE WELLS, WHICH GENERATE FLOW BACK AND WASTE WATER CAUSING SEISMIC ACTIVITY.) OR IF A NEW FAULT HAS BEEN IDENTIFIED CAUSING SEISMIC ACTIVITY IN NORTH CENTRAL TEXAS.</small>	3	3	1	1.00	2	4	4	10	1%

Figure 2: Hazard Identification and Risk Assessment to Employees, Facilities, and Business Processes

FREQUENCY OF OCCURRENCE: PROBABILITY SCALE			GEOGRAPHIC EXTENT		Severity / Potential Impact	
LOW/UNLIKELY EVENT PROBABLE NEXT 100 YEARS	1		1	LOCALIZED	1 - Negligible	Isolated occurrences of minor property damage, minor disruption of critical facilities and infrastructure, potential for minor injuries.
AVERAGE/OCCASIONAL 1-10% PROBABILITY OF OCCURRENCE PER YEAR, OR AT LEAST 1 CHANCE IN NEXT 100 YEARS.	2		2	COMMUNITY-WIDE	2 - Minor	Isolated occurrences of moderate to severe property damage, brief disruption of critical facilities and infrastructure, and potential for injuries.
MEDIUM/MODERATE/LIKELY >10% BUT <100% PROBABILITY PER YEAR, AT LEAST 1 CHANCE IN NEXT 10 YEARS	3		3	COUNTYWIDE	3 - Moderate	Severe property damage on neighborhood scale temporary shutdown of critical facilities, and/or injuries or fatalities.
HIGH/HIGHLY LIKELY EVENT POSSIBLE NEXT YEAR	4				4 - Major	Severe property damage on a metropolitan or regional scale, shutdown of critical facilities, and/or multiple injuries or fatalities.

**Cedar Hill – DeSoto – Duncanville – Lancaster
Hazard Identification and Risk Assessment (HIRA) 2016**

Hazard	Probability	Frequency	Severity	Risk Factor	Employees & Responders	Property Facilities & CIKR	Business Processes (COOP)	Potential Damage	Total Vulnerability & Impact to Economic Condition and Public Confidence
	(P/F)*S=RF				Employees + Facilities + Business Processes = Potential Damage (PD)				RF/PD=V
Tornadoes	4	4	4	4.00	3	3	2	8	50%
Power Failure	4	4	3	3.00	2	1	3	6	50%
Flooding	3	3	4	4.00	2	3	3	8	50%
Severe Thunderstorms & High Winds	4	4	3	3.00	2	2	2	6	50%
Hail	4	4	3	3.00	2	3	1	6	50%
Infectious Disease Outbreak	4	4	3	3.00	2	2	2	6	50%
Lightning	4	4	2	2.00	1	2	1	4	50%
Hazardous Materials Release	4	4	2	2.00	2	2	2	6	33%
Terrorism	1	1	4	4.00	4	4	4	12	33%
Winter Storms	3	3	2	2.00	2	2	2	6	33%
Dam Failure (Echo Lake Dam)	1	1	4	4.00	1	2	1	4	1%
Drought	3	3	2	2.00	2	3	1	6	33%
Wildfires	3	3	3	3.00	3	3	2	8	37.5%
Extreme Temperatures	2	4	1	.50	2	1	2	5	10%
Expansive Soils	3	1	1	3.00	1	1	1	3	1%
EARTHQUAKE <small>(No earthquakes reported prior to 2007. Experts hired to identify if wastewater injection activity in North Texas has increased in conjunction with the rise of hydraulic fracturing of Barnett shale wells, which generate flow back and waste water causing seismic activity) or if a new fault has been identified causing seismic activity in North Central Texas.</small>	3	3	1	1.00	2	4	4	10	1%

See Dallas County Hazard Mitigation Action Plan for additional information on identified hazards and mitigation strategies for identified hazards.

B. Assumptions

1. The City of Lancaster will continue to be exposed to and subject to the impact of those hazards described above and as well as lesser hazards and others that may develop in the future.
2. It is possible for a major disaster to occur at any time and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible. However, some emergency situations occur with little or no warning.
3. Outside assistance will be available in most emergency situations, affecting our city. Since it takes time to summon external assistance, it is essential for us to be prepared to carry out the initial emergency response on an independent basis.
4. Proper mitigation actions, such as floodplain management, and fire inspections, can prevent or reduce disaster-related losses. Detailed emergency planning, training of emergency responders and other personnel, and conducting periodic emergency drills and exercises can improve our readiness to deal with emergency situations.

V. CONCEPT OF OPERATIONS

A. Objectives

The objectives of our emergency management program are to protect public health and safety and preserve public and private property.

B. General

1. It is our responsibility to protect public health and safety and preserve property from the effects of hazardous events. We have the primary role in identifying and mitigating hazards, preparing for and responding to, and managing the recovery from emergency situations that affect our community.
2. It is impossible for government to do everything that is required to protect the lives and property of our population. Our citizens have the responsibility to prepare themselves and their families to cope with emergency situations and manage their affairs and property in ways that will aid the government in managing emergencies. We will assist our citizens in carrying out these responsibilities by providing public information and instructions prior to and during emergency situations.

3. Local government is responsible for organizing, training, and equipping local emergency responders and emergency management personnel, providing appropriate emergency facilities, providing suitable warning and communications systems, and for contracting for emergency services. The state and federal governments offer programs that provide some assistance with portions of these responsibilities.
4. To achieve our objectives, we have organized an emergency management program that is both integrated (employs the resources of government, organized volunteer groups, and businesses) and comprehensive (addresses mitigation, preparedness, response, and recovery). This plan is one element of our preparedness activities.
5. This plan is based on an all-hazard approach to emergency planning. It addresses general functions that may need to be performed during any emergency situation and is not a collection of plans for specific types of incidents. For example, the warning annex addresses techniques that can be used to warn the public during any emergency situation, whatever the cause.
6. Departments and agencies tasked in this plan are expected to develop and keep current standard operating procedures that describe how emergency tasks will be performed. Departments and agencies are charged with ensuring the training and equipment necessary for an appropriate response are in place.
7. This plan is based upon the concept that the emergency functions that must be performed by many departments or agencies generally parallel some of their normal day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during emergency situations. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the emergency may be suspended for the duration of an emergency. The personnel, equipment, and supplies that would normally be required for those functions will be redirected to accomplish emergency tasks.
8. We have adopted the National Incident Management System (NIMS) in accordance with the President's Homeland Security Directive (HSPD)-5. Our adoption of NIMS will provide a consistent approach to the effective management of situations involving natural or man-made disasters, or terrorism. NIMS allows us to integrate our response activities using a set of standardized organizational structures designed to improve interoperability between all levels of government, private sector, and nongovernmental organizations.
9. This plan, in accordance with the National Response Framework (NRF), is an integral part of the national effort to prevent, and reduce America's vulnerability to terrorism, major disasters, and other emergencies, minimize

the damage and recover from attacks, major disasters, and other emergencies that occur. In the event of an Incident of national significance, as defined in HSPD-5, we will integrate all operations with all levels of government, private sector, and nongovernmental organizations through the use of NRF coordinating structures, processes, and protocols.

C. Operational Guidance

We will employ the six components of the NIMS in all operations, which will provide a standardized framework that facilitates our operations in all phases of emergency management. Attachment 7 provides further details on the NIMS.

1. Initial Response. Our emergency responders are likely to be the first on the scene of an emergency situation. They will normally take charge and remain in charge of the incident until it is resolved or others who have legal authority to do so assume responsibility. They will seek guidance and direction from our local officials and seek technical assistance from state and federal agencies and industry where appropriate.
2. Implementation of ICS
 - a. The first local emergency responder to arrive at the scene of an emergency situation will implement the incident command system and serve as the incident commander until relieved by a more senior or more qualified individual. The incident commander will establish an incident command post (ICP) and provide an assessment of the situation to local officials, identify response resources required, and direct the on-scene response from the ICP.
 - b. For some types of emergency situations, a specific incident scene may not exist in the initial response phase and the EOC may accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary warning to the public. As the potential threat becomes clearer and a specific impact site or sites identified, an incident command post may be established, and direction and control of the response transitioned to the Incident Commander.
3. Source and Use of Resources.
 - a. We will use our own resources, all of which meet the requirements for resource management in accordance with the NIMS, to respond to emergency situations, purchasing supplies and equipment if necessary, and request assistance if our resources are insufficient or inappropriate. §418.102 of the Government Code provides that the county should be the first channel through which a municipality requests assistance when its resources are exceeded. If additional resources are required, we will:

- 1) Summon those resources available to us pursuant to inter-local agreements. See Attachment 6 to this plan, which summarizes the inter-local agreements and identifies the officials authorized to request those resources.
 - 2) Summon emergency service resources that we have contracted for. See Attachment 6.
 - 3) Request assistance from volunteer groups active in disasters.
 - 4) Request assistance from industry or individuals who have resources needed to deal with the emergency situation.
- b. When external agencies respond to an emergency situation within our jurisdiction, we expect them to conform to the guidance and direction provided by our incident commander, which will be in accordance with the NIMS.

D. Incident Command System (ICS)

1. We intend to employ ICS, an integral part of the NIMS, in managing emergencies. ICS is both a strategy and a set of organizational arrangements for directing and controlling field operations. It is designed to effectively integrate resources from different agencies into a temporary emergency organization at an incident site that can expand and contract with the magnitude of the incident and resources on hand. A summary of ICS is provided in Attachment 7.
2. The incident commander is responsible for carrying out the ICS function of command -- managing the incident. The four other major management activities that form the basis of ICS are operations, planning, logistics, and finance/administration. For small-scale incidents, the incident commander and one or two individuals may perform all of these functions. For larger incidents, a number of individuals from different departments or agencies may be assigned to separate staff sections charged with those functions.
3. An incident commander using response resources from one or two departments or agencies can handle the majority of emergency situations. Departments or agencies participating in this type of incident response will normally obtain support through their own department or agency.
4. In emergency situations where other jurisdictions or the state or federal government are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified or Area Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency. Attachment 7 provides additional information on Unified and Area Commands.

E. ICS - EOC Interface

1. For major emergencies and disasters, the Emergency Operations Center (EOC) will be activated. When the EOC is activated, it is essential to establish a division of responsibilities between the incident command post and the EOC. A general division of responsibilities is outlined below. It is essential that a precise division of responsibilities be determined for specific emergency operations.
2. The incident commander is generally responsible for field operations, including:
 - a. Isolating the scene.
 - b. Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.
 - c. Warning the population in the area of the incident and providing emergency instructions to them.
 - d. Determining and implementing protective measures (evacuation or in-place sheltering) for the population in the immediate area of the incident and for emergency responders at the scene.
 - e. Implementing traffic control arrangements in and around the incident scene.
 - f. Requesting additional resources from the EOC.
3. The EOC is generally responsible for:
 - a. Providing resource support for the incident command operations.
 - b. Issuing community-wide warning.
 - c. Issuing instructions and providing information to the general public.
 - d. Organizing and implementing large-scale evacuation.
 - e. Organizing and implementing shelter and mass arrangements for evacuees.
 - f. Coordinating traffic control for large-scale evacuations.
 - g. Requesting assistance from the State and other external sources.
4. In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes. In such situations, more than one incident command operation may be established. If this situation occurs, a transition to an Area Command or a Unified Area Command is desirable, and the allocation of resources to specific field operations will be coordinated through the EOC.

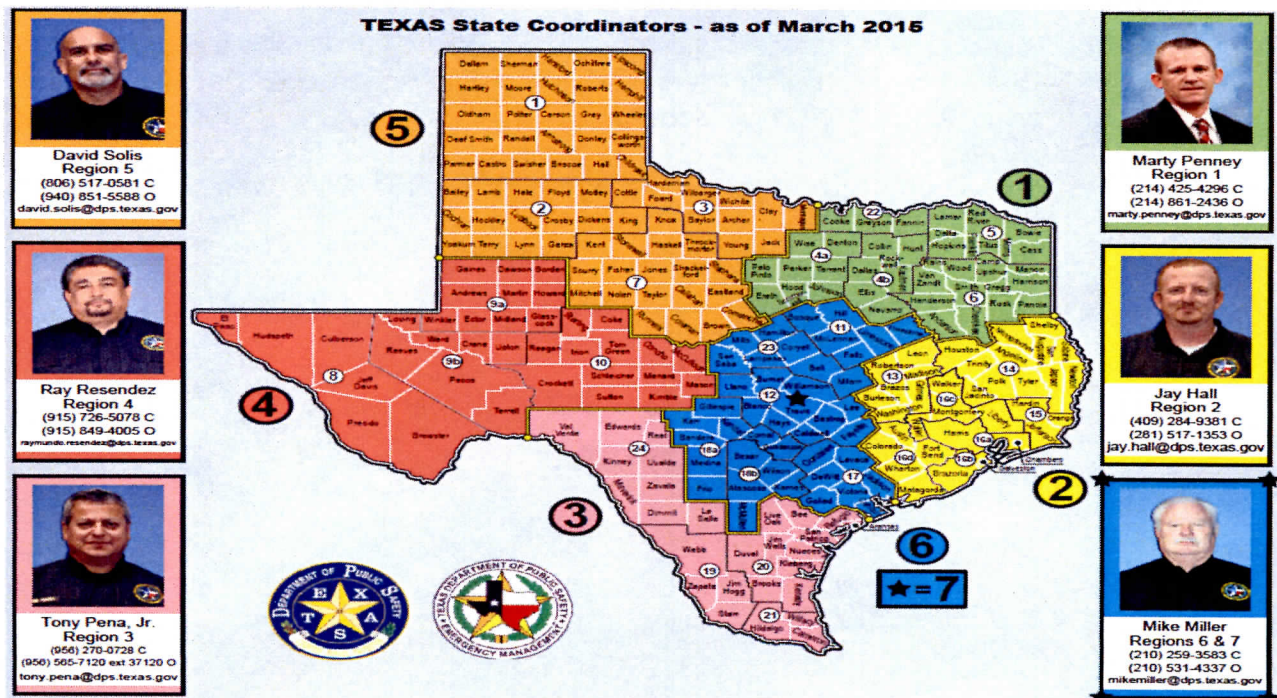
F. State, Federal & Other Assistance

1. State & Federal Assistance

- a. If local resources are inadequate to deal with an emergency situation, we will request assistance from the State. State assistance furnished to local governments is intended to supplement local resources and not substitute for such resources, including mutual aid resources, equipment purchases or leases, or resources covered by emergency service contracts. As noted previously, cities must request assistance from their county before requesting state assistance.
- b. Requests for state assistance should be made to the Disaster District Committee (DDC) Chairperson, who is located at the Department of Public Safety District Office in Garland. See Appendix 3 to Annex M: Resource Management, for a form that can be used to request state assistance. In essence, state emergency assistance to local governments begins at the DDC level and the key person to validate a request for, obtain, and provide that state assistance and support is the DDC Chairperson. A request for state assistance must be made by the chief elected official (the Mayor) and may be made by WebEOC, telephone, fax, or email. The DDC Chairperson has the authority to utilize all state resources within the district to respond to a request for assistance, with the exception of the National Guard. Use of National Guard resources requires approval of the Governor.
- c. The Disaster District staff will forward requests for assistance that cannot be satisfied by state resources within the District to the State Operations Center (SOC) in Austin for action.
- d. Texas Division of Emergency Management District Coordinator Map, dated December 2016.



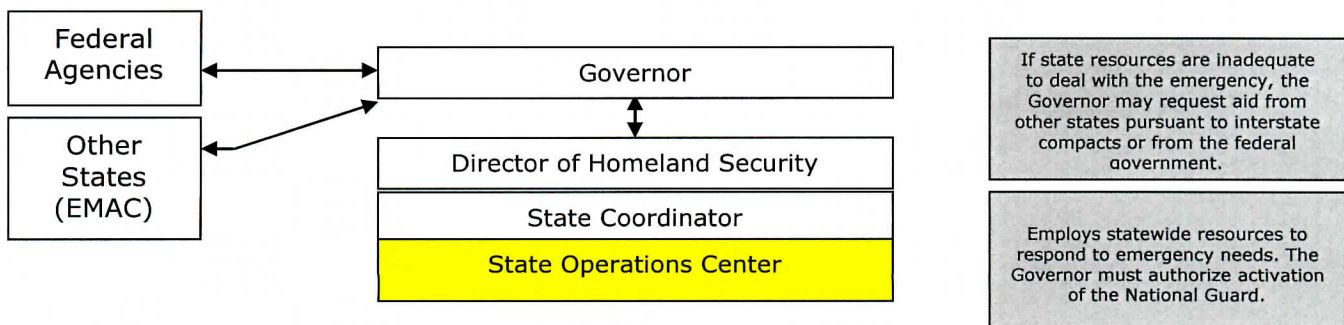
e. Texas Division of Emergency Management Regional State Coordinator Map, dated March 2015.

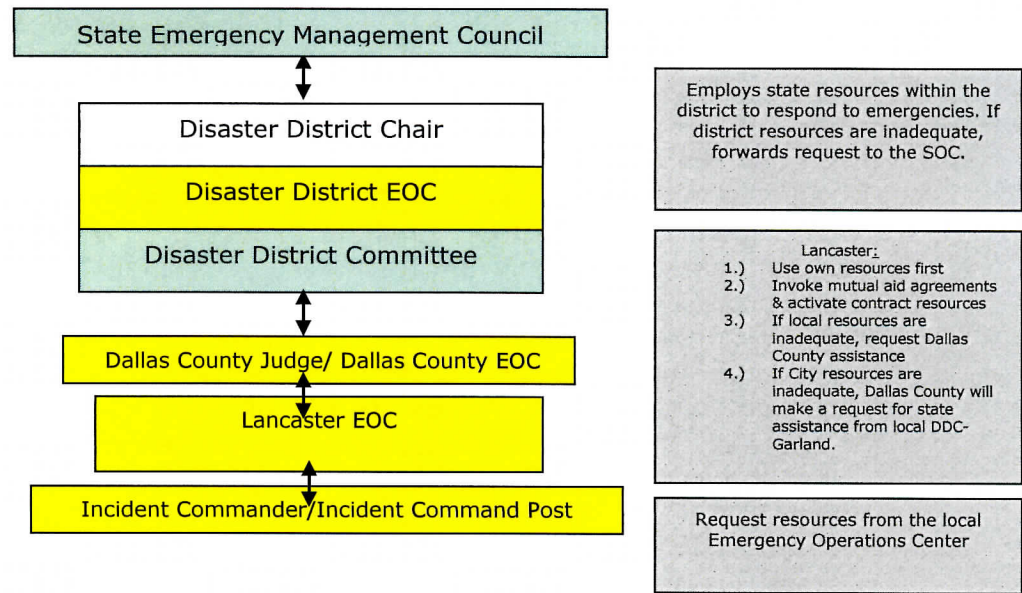


f. State assistance furnished to Lancaster is intended to supplement local resources and not substitute for such resources, including mutual aid resources, equipment purchases or leases, or resources covered by

emergency service contracts. See Appendix 3 to Annex M: Resource Management, for an ICS 213 form that can be used to request state assistance or utilizing WebEOC to submit resource requests.

- g. The DDC Chairperson has the authority to utilize all state resources within the district to respond to a request for assistance, with the exception of the National Guard. Use of National Guard resources requires approval of the Governor. The DDC Chair is expected to validate the request for assistance and identify and task resources available with the District to meet the needs. Use of the National or State Guard requires advance approval by the Governor, which will be coordinated by the SOC. If a particular state agency is required by law to render assistance in a certain type of emergency (e.g., oil spill, hazmat, animal disease outbreak, radiological event, etc.), then direct communications between local government officials and that state agency is appropriate; however, the DDC Chair must be kept informed of the operational situation. If state assistance is authorized by the DDC Chair or directed by statute, state agencies will provide response and recovery assistance within their capabilities in accordance with state statutes and regulations and this plan.
- g. State assistance furnished to local governments is to supplement local resources, not a substitute for them. The provision of state response assistance to local governments is not dependent upon a formal declaration of a State of Disaster either by the local government or Governor when such response is required by state law or, in the opinion of either the Governor, the Director of the Texas Division of Emergency Management, the State Coordinator, District Coordinator or the DDC Chair, such assistance is needed for lifesaving operations or to relieve suffering and hardship.
- h. The Disaster District staff will forward resource requests by WebEOC (STAR request) or ICS 213 for assistance that cannot be satisfied by state resources within the District to the State Operations Center (SOC) for appropriate action. When state resources are insufficient to deal with an emergency situation, the State Operations Center (SOC) senior staff will coordinate with the Governor's Office to request specific assistance from other states or the federal government.





2. Other Assistance

- a. If resources required to control an emergency situation are not available within the State, the Governor may request assistance from other states pursuant to a number of interstate compacts or from the federal government through the Federal Emergency Management Agency (FEMA).
- b. For major emergencies and disasters for which a Presidential declaration has been issued, federal agencies may be mobilized to provide assistance to states and local governments. The *National Response Framework (NRF)* describes the policies, planning assumptions, concept of operations, and responsibilities of designated federal agencies for various response and recovery functions. The *Nuclear/Radiological Incident Annex of the NRP* addresses the federal response to major incidents involving radioactive materials.
- c. FEMA has the primary responsibility for coordinating federal disaster assistance. No direct federal disaster assistance is authorized prior to a Presidential emergency or disaster declaration, but FEMA has limited authority to stage initial response resources near the disaster site and activate command and control structures prior to a declaration and the Department of Defense has the authority to commit its resources to save lives prior to an emergency or disaster declaration. See Annex J, Recovery, for additional information on the assistance that may be available during disaster recovery.

- d. The NRF applies to Stafford and non-Stafford Act incidents and is designed to accommodate not only actual incidents, but also the threat of incidents. Therefore, NRF implementation is possible under a greater range of incidents.

G. Emergency Authorities

1. Key federal, state, and local legal authorities pertaining to emergency management are listed in Section I of this plan.
2. Texas statutes and the Executive Order of the Governor Relating to Emergency Management provide local government, principally the chief elected official, with a number of powers to control emergency situations. If necessary, we shall use these powers during emergency situations. These powers include:
 - a. Emergency Declaration. In the event of riot or civil disorder, the Mayor may request the Governor to issue an emergency declaration for this jurisdiction and take action to control the situation. Use of the emergency declaration is explained in Annex U: Legal.
 - b. Disaster Declaration. When an emergency situation has caused severe damage, injury, or loss of life or it appears likely to do so, the Mayor may by executive order or proclamation declare a local state of disaster. The Mayor may subsequently issue orders or proclamations referencing that declaration to invoke certain emergency powers granted the Governor in the Texas Disaster Act *on an appropriate local scale* in order to cope with the disaster. These powers include:
 - 1) Suspending procedural laws and rules to facilitate a timely response.
 - 2) Using all available resources of government and commandeering private property, subject to compensation, to cope with the disaster.
 - 3) Restricting the movement of people and occupancy of premises.
 - 4) Prohibiting the sale or transportation of certain substances.
 - 5) Implementing price controls.

A local disaster declaration activates the recovery and rehabilitation aspects of this plan. A local disaster declaration is required to obtain state and federal disaster recovery assistance. See Annex U: Legal, for further information on disaster declarations and procedures for invoking emergency powers.

- c. Authority for Evacuations. State law provides a county judge or mayor with the authority to order the evacuation of all or part of the population from a stricken or threatened area within their respective jurisdictions.

H. Actions by Phases of Emergency Management

1. This plan addresses emergency actions that are conducted during all four phases of emergency management.

- a. Mitigation

We will conduct mitigation activities as an integral part of our emergency management program. Mitigation is intended to eliminate hazards, reduce the probability of hazards causing an emergency situation, or lessen the consequences of unavoidable hazards. Mitigation should be a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation. Our mitigation program is outlined in Annex P: Mitigation.

- b. Preparedness

We will conduct preparedness activities to develop the response capabilities needed in the event an emergency. Among the preparedness activities included in our emergency management program are:

- 1) Providing emergency equipment and facilities.
- 2) Emergency planning, including maintaining this plan, its annexes, and appropriate SOPs.
- 3) Conducting or arranging appropriate training for emergency responders, emergency management personnel, other local officials, and volunteer groups who assist us during emergencies.
- 4) Conducting periodic drills and exercises to test our plans and training.

- c. Response

We will respond to emergency situations effectively and efficiently. The focus of most of this plan and its annexes is on planning for the response to emergencies. Response operations are intended to resolve an emergency situation while minimizing casualties and property damage. Response activities include warning, emergency medical services, firefighting, law enforcement operations, evacuation, shelter and mass care, emergency public information, search and rescue, as well as other associated functions.

- d. Recovery

If a disaster occurs, we will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal state. The federal government, pursuant to the Stafford Act,

provides the vast majority of disaster recovery assistance. The recovery process includes assistance to individuals, businesses, and to government and other public institutions. Examples of recovery programs include temporary housing, restoration of government services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged roads and bridges. Our recovery program is outlined in Annex J: Recovery.

VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. General

Most departments and agencies of local government have emergency functions in addition to their normal day-to-day duties. During emergency situations, our normal organizational arrangements are modified to facilitate emergency operations. Our governmental organization for emergencies includes an executive group, emergency services, and support services. Attachment 3 depicts our emergency organization.

2. Executive Team

The Executive Team provides guidance and direction for emergency management programs and for emergency response and recovery operations. The Executive Team includes the Mayor, City Manager, and Emergency Management Coordinator and the City's Executive Team.

3. Emergency Services

Emergency Services include the Incident Commander and those departments, agencies, and groups with primary emergency response actions. The incident commander is the person in charge at an incident site.

4. Emergency Support Services

This group includes departments and agencies that support and sustain emergency responders and also coordinate emergency assistance provided by organized volunteer organizations, business and industry, and other sources.

5. Dallas County Voluntary Organizations Active in Disasters (DC VOAD) and Other Services

This group includes organized volunteer groups and businesses that have agreed to provide certain support for emergency operations through Dallas County VOAD.

Adventist Community Services	American Red Cross	Buddhist Tzu Chi Foundation	Catholic Charities of Dallas	Community Council of Greater Dallas and 2-1-1
Dallas County REACT, Inc.	Fellowship Church	Information Technology Disaster Resources Center - ITDRC	Jewish Family Services of Greater Dallas	North Texas Food Bank
Search One Rescue	Society of St. Vincent De Paul USA, South Central Regional Office	Texas Baptist Men	The Church of Jesus Christ of Latter Day Saints	The Salvation Army
United Methodist Church – North Texas Conference	Victim Relief Ministries	Volunteer Now	World Vision	

B. Assignment of Responsibilities

1. General

For most emergency functions, successful operations require a coordinated effort from a number of departments, agencies, and groups. To facilitate a coordinated effort, elected and appointed officials, departments and agency heads, and other personnel are assigned primary responsibility for planning and coordinating specific emergency functions. Generally, primary responsibility for an emergency function will be assigned to an individual from the department or agency that has legal responsibility for that function or possesses the most appropriate knowledge and skills. Other officials, departments, and agencies may be assigned support responsibilities for specific emergency functions. Attachment 4 summarizes the general emergency responsibilities of local officials, department and agency heads, and other personnel.

2. The individual having primary responsibility for an emergency function is normally responsible for coordinating preparation of and maintaining that portion of the emergency plan that addresses that function. Plan and annex assignments are outlined in Attachment 5. Listed below are general responsibilities assigned to the Executive Team, Emergency Services,

Support Services, and other Support Agencies. Additional specific responsibilities can be found the functional annexes to this Basic Plan.

3. Executive Team Responsibilities

a. The Mayor will:

- 1) Establish objectives and priorities for the emergency management program and provide general policy guidance on the conduct of that program.
- 2) Monitor the emergency response during disaster situations and provides direction where appropriate.
- 3) With the assistance of the Public Information Officer, keep the public informed during emergency situations.
- 4) With the assistance of the legal staff, declare a local state of disaster, request the Governor declare a state of emergency, or invoke the emergency powers of government when necessary.
- 5) Request assistance from other local governments or the State when necessary.
- 6) Direct activation of the EOC.

b. The City Manager will:

- 1) Implement the policies and decisions of the governing body relating to emergency management.
- 2) Organize the emergency management program and identifies personnel, equipment, and facility needs.
- 3) Assign emergency management program tasks to departments and agencies.
- 4) Ensure that departments and agencies participate in emergency planning, training, and exercise activities.
- 5) Coordinate the operational response of local emergency services.
- 6) Coordinate activation of the EOC and supervise its operation.

c. The Emergency Management Coordinator will:

- 1) Serve as the staff advisor to our Mayor and City Manager on emergency management matters.
- 2) Keep the Mayor and City Manager governing body apprised of our preparedness status and emergency management needs.
- 3) Coordinate local planning and preparedness activities and the maintenance of this plan.
- 4) Prepare and maintain a resource inventory.
- 5) Arrange appropriate training for local emergency management personnel and emergency responders.
- 6) Coordinate periodic emergency exercises to test our plan and training.
- 7) Manage the EOC, develop procedures for its operation, and conduct training for those who staff it.
- 8) Activate the EOC when required.
- 9) Perform day-to-day liaison with the state emergency management staff and other local emergency management personnel.
- 10) Coordinate with organized volunteer groups and businesses regarding emergency operations.

4. Common Responsibilities

All emergency services and support services will:

- a. Provide personnel, equipment, and supplies to support emergency operations upon request.
- b. Develop and maintain SOPs for emergency tasks.
- c. Provide trained personnel to staff the incident command post and EOC and conduct emergency operations.
- d. Provide current information on emergency resources for inclusion in the Resource List in Appendix 1 to Annex M: Resource Management.
- e. Report information regarding emergency situations and damage to facilities and equipment to the Incident Commander or the EOC.

5. Emergency Services Responsibilities

a. The Incident Commander will:

- 1) Manage emergency response resources and operations at the incident site command post to resolve the emergency situation.
- 2) Determine and implement required protective actions for response personnel and the public at an incident site.

b. Warning.

- 1) Primary responsibility for this function is assigned to the Lancaster 9-1-1 Communications Center Manager, who will prepare and maintain Annex A (Warning) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Receive information on emergency situations.
 - b) Alert key local officials of emergency situations.
 - c) Disseminate warning information and instructions to the public through available warning systems ensuring the needs of the whole community are addressed.
 - d) Disseminate warning and instructions to institutional facilities such as schools and hospitals.

c. Communications.

- 1) Primary responsibility for this function is assigned to the Lancaster 9-1-1 Communications Center Manager, who will prepare and maintain Annex B (Communications) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Identify the communications systems available with the local area and determine the connectivity of those systems, and ensure their interoperability.
 - b) Develop plans and procedures for coordinated use of the various communications systems available in this jurisdiction during emergencies.
 - c) Determine and implement means of augmenting communications during emergencies, including support by volunteer organizations.

d. Radiological Protection.

- 1) Primary responsibility for this function is assigned to the Fire Chief, who will prepare and maintain Annex D (Radiological Protection) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Maintain inventory of radiological equipment.
 - b) Ensure response forces include personnel with current training in radiological monitoring and decontamination.
 - c) Respond to radiological incidents and terrorist incidents involving radiological materials.
 - d) Make notification concerning radiological incidents to state and federal authorities.

e. Evacuation.

- 1) Primary responsibility for this function is assigned to the Police Chief, who will prepare and maintain Annex E (Evacuation) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Identify areas where evacuation has been or may in the future and determine of population at risk.
 - b) Perform evacuation planning for known risk areas to include route selection and determination of traffic control requirements.
 - c) Develop simplified planning procedures for ad hoc evacuations.
 - d) Determine emergency public information requirements ensuring the needs of the whole community are addressed.
 - e) Perform evacuation planning for individuals with functional and access needs and institutional facilities (schools, hospitals, nursing homes, and other institutions).

f. Firefighting.

- 1) Primary responsibility for this function is assigned to the Fire Chief, who will prepare and maintain Annex F (Firefighting) to this plan and supporting SOPs.

2) Emergency tasks to be performed include:

- a) Fire prevention activities.
- b) Fire detection and control.
- c) Hazardous material and oil spill response.
- d) Terrorist incident response.
- e) Evacuation support.
- f) Post-incident reconnaissance and damage assessment.
- g) Fire safety inspection of temporary shelters.
- h) Prepare and maintain fire resource inventory.

g. Law Enforcement.

1) Primary responsibility for this function is assigned to the Police Chief, who will prepare and maintain Annex G (Law Enforcement) to this plan and supporting SOPs.

2) Emergency tasks to be performed include:

- a) Maintenance of law and order.
- b) Traffic control.
- c) Terrorist incident response.
- d) Provision of security for vital facilities, evacuated areas, and shelters.
- e) Access control for damaged or contaminated areas.
- f) Warning support.
- g) Post-incident reconnaissance and damage assessment.
- h) Prepare and maintain law enforcement resource inventory.

h. Health and Medical Services.

1) Primary responsibility for this function is assigned to the Fire Department EMS Chief, who will prepare and maintain Annex H (Health & Medical Services) to this plan and supporting SOPs.

2) Emergency tasks to be performed include:

- a) Coordinate health and medical care and EMS support during emergency situations.
- b) Public health information and education.
- c) Inspection of food and water supplies.
- d) Develop emergency public health regulations and orders.

- e) Coordinate collection, identification, and interment of deceased victims (Dallas County Medical Examiner's Office).
- i. Direction and Control.
 - 1) Primary responsibility for this function is assigned to the City Manager, who will prepare and maintain Annex N (Direction & Control) to this plan and supporting SOPs.
 - 2) Emergency tasks to be performed include:
 - a) Direct and control our local operating forces.
 - b) Maintain coordination with neighboring jurisdictions and the Disaster District in Garland.
 - c) Maintain the EOC in an operating mode or be able to convert the designated facility space into an operable EOC rapidly.
 - d) Assigns representatives, by title, to report to the EOC and develops procedures for crisis training.
 - e) Develops and identifies the duties of the staff, use of displays and message forms, and procedures for EOC activation.
 - f) Coordinates the evacuation of areas at risk.
- j. Hazardous Materials & Oil Spill.
 - 1) The primary responsibility for this function is assigned to the Fire Chief, who will prepare and maintain Annex Q (Hazardous Material & Oil Spill Response) to this plan and supporting SOPs.
 - 2) Emergency tasks to be performed include:
 - a) In accordance with OSHA regulations, establish ICS to manage the response to hazardous materials incidents.
 - b) Establish the hazmat incident functional areas (e.g., Hot Zone, cool zone, Cold Zone, etc.)
 - c) Determine and implement requirements for personal protective equipment for emergency responders.
 - d) Initiate appropriate actions to control and eliminate the hazard in accordance with established hazmat response guidance and SOPs.
 - e) Determine areas at risk and which public protective actions, if any, should be implemented.
 - f) Apply appropriate firefighting techniques if the incident has, or may, result in a fire.
 - g) Determines when affected areas may be safely reentered.

k. Search & Rescue.

- 1) The primary responsibility for this function is assigned to the Fire Chief, who will prepare and maintain Annex R (Search and Rescue) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Coordinate and conduct search and rescue activities.
 - b) Identify requirements for specialized resources to support rescue operations.
 - c) Coordinate external technical assistance and equipment support for search and rescue operations.

l. Terrorist Incident Response.

- 1) Primary responsibility for this function is assigned to the Police Chief, who will prepare and maintain Annex V (Terrorist Incident Response) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Coordinate and carry out defensive anti-terrorist activities, including criminal intelligence, investigation, protection of facilities, and public awareness activities.
 - b) Coordinate and carry out offensive counter-terrorist operations to neutralize terrorist activities.
 - c) Carry out terrorism consequence operations conducted in the aftermath of a terrorist incident to save lives and protect public and private property.
 - d) Ensure required notification of terrorist incidents is made to state and federal authorities.

6. Support Services Responsibilities

a. Shelter and Mass Care.

- 1) Primary responsibility for this function is assigned to Parks and Recreation Director, who will prepare and maintain Annex C (Shelter and Mass Care) to this plan and supporting SOPs
- 2) Emergency tasks to be performed include:
 - a) Perform emergency shelter and mass care planning.

- b) Coordinate and conduct shelter and mass care operations with our other departments, relief agencies, and volunteer groups.

b. Public Information.

- 1) Primary responsibility for this function is assigned to the [City/County Public Affairs Officer/other], who will prepare and maintain Annex I (Public Information) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Establish a Joint Information Center (JIC)
 - b) Conduct on-going hazard awareness and public education programs.
 - c) Pursuant to the Joint Information System (JIS), compile and release information and instructions for the public during emergency situations and respond to questions relating to emergency operations.
 - d) Provide information to the media and the public during emergency situations.
 - e) Arrange for media briefings.
 - f) Compiles print and photo documentation of emergency situations.

c. Recovery.

- 1) Primary responsibility for this function is assigned to the Finance Director, who will prepare and maintain Annex J (Recovery) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Establish and train a damage assessment team using local personnel. Coordinate the efforts of that team with state and federal damage assessment personnel who may be dispatched to assist us.
 - b) Assess and compile information on damage to public and private property and needs of disaster victims and formulate and carry out programs to fill those needs.
 - c) If damages are beyond our capability to deal with, compile information for use by our elected officials in requesting state or federal disaster assistance.

- d) If we are determined to be eligible for state or federal disaster assistance, coordinate with state and federal agencies to carry out authorized recovery programs.

d. Public Works & Engineering.

- 1) Primary responsibility for this function is assigned to the Public Works Director, who will prepare and maintain Annex K (Public Works & Engineering) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Protect government facilities and vital equipment where possible.
 - b) Assess damage to streets, bridges, traffic control devices, and other public facilities.
 - c) Direct temporary repair of vital facilities.
 - d) Restore damaged roads and bridges.
 - e) Restore waste treatment and disposal systems.
 - f) Arrange for debris removal.
 - g) General damage assessment support.
 - h) Building inspection support.
 - i) Provide specialized equipment to support emergency operations.
 - j) Support traffic control and search and rescue operations.

e. Utilities.

- 1) Primary responsibility for this function is assigned to the Public Utilities Director, who will prepare and maintain Annex L (Energy and Utilities) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Prioritize restoration of utility service to vital facilities and other facilities.
 - b) Arrange for the provision of emergency power sources where required.
 - c) Identify requirements for emergency drinking water and portable toilets to the department or agency responsible for mass care.
 - d) Assess damage to, repair, and restore public utilities.
 - e) Monitor recovery activities of privately owned utilities.

f. Resource Management.

- 1) Primary responsibility for this function is assigned to the Fire Chief / Assistant Fire Chief, who will prepare and maintain Annex M (Resource Management) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Maintain an inventory of emergency resources.
 - b) During emergency operations, locates supplies, equipment, and personnel to meet specific needs.
 - c) Maintain a list of suppliers for supplies and equipment needed immediately in the aftermath of an emergency.
 - d) Establish emergency purchasing procedures and coordinate emergency procurements.
 - e) Establish and maintain a manpower reserve and coordinate assignment of reserve personnel to departments and agencies that require augmentation.
 - f) Coordinate transportation, sorting, temporary storage, and distribution of resources during emergency situations.
 - g) Establish staging areas for resources, if required.
 - h) During emergency operations, identify to the Donations Management Coordinator those goods, services, and personnel that are needed.
 - i) Maintain records of emergency-related expenditures for purchases and personnel.

g. Human Services.

- 1) Primary responsibility for this function is assigned to the Human Resources Director. Prepare and maintain Annex O (Human Services) to this plan and supporting SOPs
- 2) Emergency tasks to be performed include:
 - a) Identify emergency feeding sites.
 - b) Identify sources of clothing for disaster victims.
 - c) Secure emergency food supplies.
 - d) Coordinate the operation of shelter facilities, whether operated by local government, local volunteer groups, or organized disaster relief agencies such as the American Red Cross.

- e) Coordinate special care requirements for disaster victims such as the aged, functional and access needs individuals, and others.
 - f) Coordinate the provision of disaster mental health services to disaster victims, emergency workers, and/or others suffering trauma due to the emergency incident/disaster.
- h. Hazard Mitigation.
- 1) The primary responsibility for this function is assigned to the Regional Emergency Management Operations Coordinator, who will prepare and maintain Annex P (Hazard Mitigation) to this plan and supporting SOPs.
 - 2) Emergency tasks to be performed include:
 - a) Maintain the local Hazard Analysis.
 - b) Identify beneficial pre-disaster hazard mitigation projects and seek approval from local officials to implement such projects.
 - c) In the aftermath of an emergency, determine appropriate actions to mitigate the situation and coordinate implementation of those actions.
 - d) Coordinate and carry out post-disaster hazard mitigation program.
- i. Transportation.
- 1) The primary responsibility for this function is assigned to the LISD Transportation Director, who will prepare and maintain Annex S (Transportation) to this plan and supporting SOPs.
 - 2) Emergency tasks to be performed include:
 - a) Identifies local public and private transportation resources and coordinates their use in emergencies.
 - b) Coordinates deployment of transportation equipment to support emergency operations.
 - c) Establishes and maintains a reserve pool of drivers, maintenance personnel, parts, and tools.
 - d) Maintains records on use of transportation equipment and personnel for purpose of possible reimbursement.
- j. Donations Management.
- 1) The primary responsibility for this function is assigned to the Emergency Management in coordination with Catholic Charities and

Dallas County Voluntary Organizations Active in Disaster (DCVOAD) who will prepare and maintain Annex T (Donations Management) to this plan and supporting SOPs.

2) Emergency tasks to be performed include:

- a) Compile resource requirements identified by the Resource Management staff.
- b) Solicit donations to meet known needs.
- c) Establish and implement procedures to receive, accept or turn down offers of donated goods and services, and provide instructions to donors of needed goods or services.
- d) In coordination with the Resource Management staff, establish a facility to receive, sort, and distribute donated goods.

k. Legal.

1) The primary responsibility for this function is assigned to the City Attorney, who will prepare and maintain Annex U (Legal) to this plan and supporting SOPs.

2) Emergency tasks to be performed include:

- a) Advise local officials on emergency powers of local government and procedures for invoking those measures.
- b) Review and advise our officials on possible legal issues arising from disaster operations.
- c) Prepare and/or recommend legislation to implement the emergency powers that may be required during an emergency.
- d) Advise local officials and department heads on record-keeping requirements and other documentation necessary for the exercising of emergency powers.

l. Department and agency heads not assigned a specific function in this plan will be prepared to make their resources available for emergency duty at the direction of our chief elected official.

7. Volunteer Organizations Active in Disaster & Other Services. **Southwest Regional Emergency Management (Emergency Management Coordinator)** has the emergency contacts for the following agencies:

- a. **Dallas County VOAD.** The following are local volunteer agencies that can provide disaster relief services and traditionally have coordinated their efforts with the Southwest Regional Emergency Management:

1) **American Red Cross—North Texas Chapter – North Texas Region (ARC).**

Provides shelter management, mass care, emergency shelters, fixed and mobile feeding, first aid personnel, aid stations, distribution of bulk supplies, disaster mental health services, family safe and well inquiry services, individual client casework, emergency financial aid to individuals and families, EOC Government Liaison, and canteen services for emergency workers.

2) **The Salvation Army (TSA).**

Provides emergency assistance to include spiritual & emotional care to victims and first responders, donations management, cleanup and restoration to include distribution of cleaning supplies, coordination of volunteer rebuilding teams, setup of warehouses to distribute needed supplies, food & hydration services to victims and first responders, emergency shelter, disaster social services such as essential living supplies, food, shelter, clothing, baby supplies, emergency housing needs and provides referrals to government and private agencies for special services.

3) **Southern Baptist Convention Disaster Relief/Texas Baptist Men.**

Texas Baptist Men provide mass cooking by mobile feeding units staffed by volunteers. The Texas Baptist Men also provide disaster childcare, water purification, amateur radio & satellite communications, shower units, chain saw crews, conduct temporary repairs, reconstruction, counseling, bilingual services, and cleanout operations.

4) **Southwest Dallas Amateur Radio Club (RACES)**

The Radio Amateur Civil Emergency Services provide amateur radio support for emergency operations, including communications support in the EOC and needed field locations through the Southwest Dallas Amateur Radio Club. <http://swdcarc.org/>

5) **Community Council of Greater Dallas / 2-1-1.**

2-1-1 maintains a directory that provides free information about services in Dallas and surrounding counties for people needing help related to basic needs, education, financial assistance, health issues

and other concerns. It is maintained by 2-1-1 Texas, the information and referral service of Community Council of Great Dallas.

6) **SPCA of North Texas.**

SPCA of North Texas is a non-profit organization based in Dallas that provides animal adoptions, humane investigations, animal surrender, spay and neuter, animal lost and found and K911 attempts to rescue and alleviate the suffering of sick or injured animals on a 24-hour basis. The SPCA of North Texas also provides assistance to the Tri-City Animal Shelter (Cedar Hill, DeSoto, Duncanville) and Lancaster Animal Services and the Dallas County Animal Response Team (CART).

- 7) The first few hours of a disaster will require certain emergency services. The Dallas County VOAD agencies are on-call 24 hours a day to setup and provide services during disasters. The following agencies are members of the Dallas County VOAD and can be called upon for services during a disaster:

Adventist Community Services	American Red Cross	Buddhist Tzu Chi Foundation	Catholic Charities of Dallas	Community Council of Greater Dallas and 2-1-1
Dallas County REACT, Inc.	Fellowship Church	Information Technology Disaster Resources Center - ITDRC	Jewish Family Services of Greater Dallas	North Texas Food Bank
Search One Rescue	Society of St. Vincent De Paul USA, South Central Regional Office	Texas Baptist Men	The Church of Jesus Christ of Latter Day Saints	The Salvation Army
United Methodist Church – North Texas Conference	Victim Relief Ministries	Volunteer Now	World Vision	

VII. DIRECTION AND CONTROL

A. General

1. The Mayor is responsible for establishing objectives and policies for emergency management and providing general guidance for disaster response and recovery operations, all in compliance with the NIMS. During disasters, he/she may carry out those responsibilities from the EOC.
2. The City Manager will provide overall direction of the response activities of all our departments. During major emergencies and disaster, he/she will normally carry out those responsibilities from the EOC.
3. The Emergency Management Coordinator will manage the EOC.
4. The Incident Commander, assisted by a staff sufficient for the tasks to be performed, will manage the emergency response at an incident site.
5. During emergency operations, department heads retain administrative and policy control over their employees and equipment. However, personnel and equipment will carry out mission assignments directed by the incident commander. Each department and agency is responsible for having its own operating procedures to be followed during response operations, but interagency procedures, such a common communications protocol, may be adopted to facilitate coordinated effort.
6. If our own resources are insufficient or inappropriate to deal with an emergency situation, we may request assistance from other jurisdictions, organized volunteer groups, or the State. The process for requesting State or federal assistance is covered in section V.F of this plan; see also the Request for Assistance form in Annex M, Appendix 3. External agencies are expected to conform to the general guidance and directed provided by our senior decision-makers.

B. Emergency Facilities

1. Incident Command Post. Except when an emergency situation threatens, but has not yet occurred, and those situations for which there is no specific hazard impact site (such as a severe winter storm or area-wide utility outage), an incident command post or command posts will be established in the vicinity of the incident site(s). As noted previously, the incident commander will be responsible for directing the emergency response and managing the resources at the incident scene.
2. Emergency Operations Center. When major emergencies and disasters have occurred or appear imminent, we will activate our EOC, which is located:

Lancaster EOC: Lancaster Public Safety Building, 1650 N Dallas Avenue, Lancaster, Texas 75134 (2nd Floor)

3. The following individuals are authorized to activate the EOC:

- a. Mayor
- b. City Manager, Assistant City Manager
- c. Emergency Management Coordinator
- d. Regional Emergency Management Operations Coordinator
- e. Fire Chief, Assistant Fire Chief
- f. Police Chief, Assistant Police Chief
- g. Battalion Chief / Police Commander
- h. Public Health Director / Health Authority
- i. Authorized City Officials

4. The general responsibilities of the EOC are to:

- a. Assemble accurate information on the emergency situation and current resource data to allow local officials to make informed decisions on courses of action.
- b. Working with representatives of emergency services, determine and prioritize required response actions and coordinate their implementation.
- c. Provide resource support for emergency operations.
- d. Suspend or curtail government services, recommend the closure of schools and businesses, and cancellation of public events.
- e. Organize and activate large-scale evacuation and mass care operations.
- f. Provide emergency information to the public.

5. Representatives of those departments and agencies assigned emergency functions in this plan will staff the EOC. EOC operations are addressed in Annex N (Direction and Control). The interface between the EOC and the incident command post is described in paragraph V.E above.

a.) Our Alternate EOC is located:

Lancaster Alternate EOC: James R. Williams Water Pump Station, Conference Room, 1999 N Jefferson St, Lancaster, Texas 75134 and a secondary backup EOC located at Lancaster Fire Station #2, Conference Room, located at 3132 N Houston School Rd, Lancaster, Texas 75134. This facility will be used if our primary EOC becomes unusable.

7. The Fire Department or Police Department Mobile Command Post will be utilized for an Incident Command Post. There are other Mobile Command Posts available in neighboring communities that can be requested through Mutual Aid.

C. Line of Succession

1. The line of succession for the Mayor is:
 - a. Mayor Pro-Tem
 - b. City Council Member (In order of seniority)
2. The line of succession for the City Manager is:
 - a. City Manager
 - b. Assistant City Manager
 - c. Fire Chief
 - d. Police Chief
3. The line of succession for the Emergency Management Coordinator is:
 - a. Fire Chief
 - b. Assistant Fire Chief
 - c. Fire Training Chief
 - d. EMS Chief
4. The lines of succession for each of our department and agency heads shall be in accordance with the SOPs established by those departments and agencies.

VIII. READINESS LEVELS

- A. Many emergencies follow some recognizable build-up period during which actions can be taken to achieve a gradually increasing state of readiness. We use a four-tier system. Readiness Levels will be determined by the Mayor, City Manager or, for certain circumstances, the Emergency Management Coordinator. General actions to be taken at each readiness level are outlined in the annexes to this plan; more specific actions will be detailed in departmental or agency SOPs.
- B. The following Readiness Levels will be used as a means of increasing our alert posture.
 1. Level IV: Normal Conditions

- a. Emergency incidents occur and local officials are notified. One or more departments or agencies respond to handle the incident; an incident command post may be established. Limited assistance may be requested from other jurisdictions pursuant to established inter-local agreements.
- b. The normal operations of government are not affected.

2. Level III: Increased Readiness

- a. Increased Readiness refers to a situation that presents a greater potential threat than "Level 4", but poses no immediate threat to life and/or property. Increased readiness actions may be appropriate when the situations similar to the following occur:
 - 1) Tropical Weather Threat. A tropical weather system has developed that has the potential to impact the local area. Readiness actions may include regular situation monitoring, a review of plans and resource status, determining staff availability and placing personnel on-call.
 - 2) Tornado Watch indicates possibility of tornado development. Readiness actions may include increased situation monitoring and placing selected staff on alert.
 - 3) Flash Flood Watch indicates flash flooding is possible due to heavy rains occurring or expected to occur. Readiness actions may include increased situation-monitoring, reconnaissance of known trouble spots, deploying warning signs.
 - 4) Wildfire Threat. During periods of extreme wildfire threat, readiness actions may include deploying additional resources to areas most at risk, arranging for standby commercial water tanker support, conducting daily aerial reconnaissance, or initiating burn bans.
 - 5) Mass Gathering. For mass gatherings with previous history of problems, readiness actions may include reviewing security, traffic control, fire protection, and first aid planning with organizers and determining additional requirements.
- b. Declaration of "Level 3" will generally require the initiation of the "Increased Readiness" activities identified in each annex to this plan.

3. Level II: High Readiness

- a. High Readiness refers to a situation with a significant potential and probability of causing loss of life and/or property. This condition will normally require some degree of warning to the public. Actions could be

triggered by severe weather warning information issued by the National Weather Service such as:

- 1) Tropical Weather Threat. A tropical weather system may impact the local area within 72 hours. Readiness actions may include continuous storm monitoring, identifying worst-case decision points, increasing preparedness of personnel and equipment, updating evacuation checklists, verifying evacuation route status, and providing the public information for techniques to protect homes and businesses on the evacuation routes.
- 2) Tornado Warning. Issued when a tornado has actually been sighted in the vicinity or indicated by radio, and may strike in the local area. Readiness actions may include activating the EOC, continuous situation monitoring, and notifying the public about the warning.
- 3) Flash Flood Warning. Issued to alert persons that flash flooding is imminent or occurring on certain streams or designated areas, and immediate action should be taken. Readiness actions may include notifying the public about the warning, evacuating low-lying areas, open shelters to house evacuees, and continuous situation monitoring.
- 4) Winter Storm Warning. Issued when heavy snow, sleet, or freezing rain are forecast to occur separately or in a combination. Readiness actions may include preparing for possible power outages, putting road crews on stand-by to clear and/or sand the roads, and continuous situation monitoring.
- 5) Mass Gathering. Civil disorder with relatively large-scale localized violence is imminent. Readiness actions may include increased law enforcement presence, putting hospitals and fire departments on alert, and continuous situation monitoring.

- b. Declaration of a "Level 2" will generally require the initiation of the "High Readiness" activities identified in each annex to this plan.

4. Level I: Maximum Readiness

- a. Maximum Readiness refers to situation that hazardous conditions are imminent. This condition denotes a greater sense of danger and urgency than associated with a "Level 2" event. Actions could also be generated by severe weather warning information issued by the National Weather Service combined with factors making the event more imminent.
 - 1) Tropical Weather Threat. The evacuation decision period is nearing for an approaching tropical weather system that may impact the local area. Readiness actions may include continuous situation monitoring,

cull activation of the EOC, recommending precautionary actions for special facilities, placing emergency personnel and equipment into position for emergency operations, and preparing public transportation resources for evacuation support.

- 2) Tornado Warning. Tornado has been sited especially close to a populated area or moving towards a populated area. Readiness actions may include taking immediate shelter and put damage assessment teams on stand-by.
 - 3) Flash Flood Warning. Flooding is imminent or occurring at specific locations. Readiness actions may include evacuations, rescue teams on alert, sheltering evacuees and/or others displaced by the flooding, and continuous monitoring of the situation.
 - 4) Mass Gathering. Civil disorder is about to erupt into large-scale and widespread violence. Readiness actions may include having all EMS units on stand-by, all law enforcement present for duty, notify the DDC that assistance may be needed and keep them apprised of the situation, and continuous situation monitoring is required.
- b. Declaration of "Level 1" will generally require the initiation of the "Maximum Readiness" activities identified in each annex to this plan.

IX. ADMINISTRATION AND SUPPORT

A. Agreements and Contracts

1. Should our local resources prove to be inadequate during an emergency; requests will be made for assistance from other local jurisdictions, other agencies, and industry in accordance with existing mutual-aid agreements and contracts and those agreements and contracts concluded during the emergency. Such assistance may include equipment, supplies, or personnel. All agreements will be entered into by authorized officials and should be in writing whenever possible. Agreements and contracts should identify the local officials authorized to request assistance pursuant to those documents.
2. The agreements and contracts pertinent to emergency management that we are a party to are summarized in Attachment 6.

B. Reports

1. Hazardous Materials Spill Reporting. If we are responsible for a release of hazardous materials of a type or quantity that must be reported to state and

federal agencies, the department or agency responsible for the spill shall make the required report. See Annex Q: Hazardous Materials and Oil Spill Response, for more information. If the party responsible for a reportable spill cannot be located, the Incident Commander shall ensure that the required report(s) are made.

2. Initial Emergency Report. This short report should be prepared and transmitted by the EOC when an on-going emergency incident appears likely to worsen and we may need assistance from other local governments or the State. See Annex N, Direction and Control for the format and instructions for this report.
3. Situation Report. A daily situation report should be prepared and distributed by the EOC during major emergencies or disasters. See Annex N: Direction and Control, for the format of and instructions for this report.
4. Other Reports. Several other reports covering specific functions are described in the annexes to this plan.

C. Records

1. Record Keeping for Emergency Operations

Our city is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support emergency operations. This shall be done in accordance with the established local fiscal policies and standard cost accounting procedures.

- a. Activity Logs. The Incident Command Post and the EOC shall maintain accurate logs recording key response activities, including:
 - 1) Activation or deactivation of emergency facilities.
 - 2) Emergency notifications to other local governments and to state and federal agencies.
 - 3) Significant changes in the emergency situation.
 - 4) Major commitments of resources or requests for additional resources from external sources.
 - 5) Issuance of protective action recommendations to the public.
 - 6) Evacuations.
 - 7) Casualties.
 - 8) Containment or termination of the incident.
- b. Incident Costs. All department and agencies shall maintain records summarizing the use of personnel, equipment, and supplies during the

response to day-to-day incidents to obtain an estimate of annual emergency response costs that can be used as in preparing future department or agency budgets.

- c. Emergency or Disaster Costs. For major emergencies or disasters, all departments and agencies participating in the emergency response shall maintain detailed of costs for emergency operations to include:
 - 1) Personnel costs, especially overtime costs
 - 2) Equipment operations costs
 - 3) Costs for leased or rented equipment
 - 4) Costs for contract services to support emergency operations
 - 5) Costs of specialized supplies expended for emergency operations

These records may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the state and/or federal government.

2. Preservation of Records

- a. In order to continue normal government operations following an emergency situation disaster, vital records must be protected. These include legal documents as well as property and tax records. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly. Each agency responsible for preparation of annexes to this plan will include protection of vital records in its SOPs.
- b. If records are damaged during an emergency situation, we will seek professional assistance to preserve and restore them.

D. Training

It will be the responsibility of each agency director to ensure that agency personnel, in accordance with the NIMS, possess the level of training, experience, credentialing, currency, physical and medical fitness, or capability for any positions they are tasked to fill.

E. Consumer Protection

Consumer complaints regarding alleged unfair or illegal business practices often occur in the aftermath of a disaster. Such complaints will be referred to the City Attorney, who will pass such complaints to the Consumer Protection Division of the Office of the Attorney General.

F. Post-Incident and Exercise Review

The EMC is responsible for organizing and conducting a critique following the conclusion of a significant emergency event/incident or exercise. The After Action Report (AAR) will entail both written and verbal input from all appropriate participants. An Improvement Plan will be developed based on the deficiencies identified, and an individual, department, or agency will be assigned responsibility for correcting the deficiency and a due date shall be established for that action.

X. PLAN DEVELOPMENT AND MAINTENANCE

A. Plan Development

The Mayor is responsible for approving and promulgating this plan.

B. Distribution of Planning Documents

1. The Mayor shall determine the distribution of this plan and its annexes. In general, copies of plans and annexes should be distributed to those individuals, departments, agencies, and organizations tasked in this document. Copies should also be set-aside for the EOC and other emergency facilities.
2. The Basic Plan should include a distribution list (See Attachment 1 to this plan) that indicates who receives copies of the basic plan and the various annexes to it. In general, individuals who receive annexes to the basic plan should also receive a copy of this plan, because the Basic Plan describes our emergency management organization and basic operational concepts.

C. Review

The Basic Plan and its annexes shall be reviewed annually by local officials. The EMC will establish a schedule for annual review of planning documents by those tasked in them.

D. Update

1. This plan will be updated based upon deficiencies identified during actual emergency situations and exercises and when changes in threat hazards, resources and capabilities, or government structure occur.
2. The Basic Plan and its annexes must be revised or updated by a formal change at least **every five years**. Responsibility for revising or updating the Basic Plan is assigned to Emergency Management Coordinator (EMC). Responsibility for revising or updating the annexes to this plan is outlined in

Section VI.B, Assignment of Responsibilities, as well as in each annex. For details on the methods of updating planning documents as well as more information on when changes should be made, refer to Chapter 3 of the Texas Division of Emergency Management (TDEM) *Local Emergency Management Planning Guide* (TDEM-10).

3. Revised or updated planning documents will be provided to all departments, agencies, and individuals tasked in those documents.
4. §418.043(4) of the Government Code provide that DEM shall review local emergency management plans. The process for submitting new or updated planning documents to DEM is described in Chapter 6 of the DEM-10. The [County Judge/Mayor/EMC] is responsible for submitting copies of planning documents to our TDEM District Coordinator for review.

ATTACHMENTS

1. Distribution List
2. References
3. Organization for Emergencies
4. Functional Responsibility Matrix
5. Annex Assignments
6. Summary of Agreements & Contracts
7. National Incident Management System

ATTACHMENT 1 DISTRIBUTION LIST

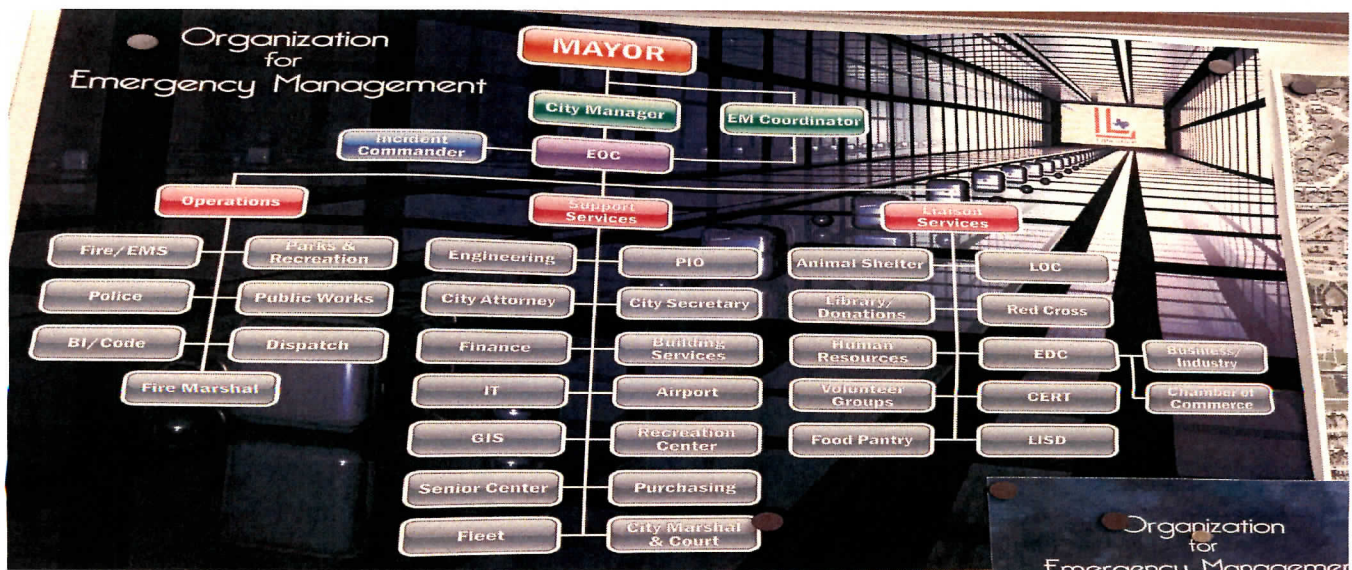
Lancaster		
Mayor and City Council	7	All
City Manager's Office (Administration)	3	All
City Attorney	1	All
Community Relations / Public Information Officer	2	All
Airport	1	All
City Marshal	3	All
Information Technology	1	All
GIS Coordinator	1	All
Municipal Court	1	All
Purchasing Department	1	All
Utility Billing	1	All
City Secretary	2	All
Development Services	1	All
Animal Services/Animal Shelter	1	All
Building Inspections	1	All
Code Compliance	1	All
Engineering	1	All
Planning	1	All
Economic Development	1	All
Equipment Services and Facilities	2	All
Finance Department	2	All
Fire Department, EMS	10	All
Human Resources	1	All
Police Department	10	All
Dispatch Manager (911)	2	All
Public Works (Streets, Storm water, Water/Waste Water)	5	All
Quality of Life and Cultural Services	2	All
Golf Course	1	All
Park Operations	1	All
Recreation	1	All
Senior Center	1	All
Veterans Memorial Library	1	All
EOC – Reference Library	1	All
Lancaster ISD	3	All
Chamber of Commerce	1	All
Oncor Electric Delivery	1	All
Atmos Energy	1	All
Crescent Medical Center – Lancaster	1	All
CERT	1	All
Regional Emergency Management Operations Coordinator	1	All
Partner Agencies (Dallas County VOAD agencies)		

Adventist Community Services	1	All
American Red Cross	1	All
Buddhist Tzu Chi Foundation	1	All
Catholic Charities of Dallas	1	All
Community Council of Greater Dallas (211)	1	All
Dallas County REACT, Inc. (Amateur Radio)	1	All
Fellowship Church	1	All
Information Technology Disaster Resources Center (ITDRC)	1	All
North Texas Food Bank	1	All
Search One Rescue	1	All
Society of St Vincent De Paul (South Central Regional Office)	1	All
Texas Baptist Men	1	All
The Church of Latter Day Saints	1	All
The Salvation Army	1	All
United Methodist Church – North Texas Conference	1	All
Victim Relief Ministries	1	All
Volunteer Now	1	All
World Vision	1	All
Dallas County Office of Homeland Security and Emergency Management	1	All
Dallas County Health and Human Services	1	All
Texas Division of Emergency Management (District Coordinator & State Coordinator)	2	All
Dallas County LEPC	1	All

ATTACHMENT 2 REFERENCES

1. Texas Department of Public Safety, Texas Division of Emergency Management, *Local Emergency Management Planning Guide*, DEM-10
2. Texas Department of Public Safety, Texas Division of Emergency Management, *Disaster Recovery Manual*
3. Texas Department of Public Safety, Texas Division of Emergency Management, *Mitigation Handbook*
4. FEMA, Independent Study Course, IS-288: *The Role of Voluntary Organizations in Emergency Management*
5. FEMA, *Comprehensive Preparedness Guide (CPG-101)*
6. U. S. Department of Homeland Security, *National Response Plan*
7. 79th Texas Legislature, *House Bill 3111*

ATTACHMENT 3 ORGANIZATION FOR EMERGENCY MANAGEMENT



TDEM Version 2.0, 05/2005
Last Update: July 14, 2017

ATTACHMENT 4 –LANCASTER EMERGENCY MANAGEMENT FUNCTIONAL RESPONSIBILITIES

City Departments/Agencies Roles and Responsibilities in the Southwest Regional Emergency Management Plan		A - Warning	B - Communications	C - Shelter & Mass Care	D - Radiological Protection	E - Evacuation	F - Firefighting	G - Law Enforcement	H - Health & Medical	I - Public Information	J - Recovery	K - Public Works & Engineering	L - Utilities	M - Resource Management	N - Direction & Control	O - Human Services	P - Hazard Mitigation	Q - Hazmat & Oil Spill Response	R - Search and Rescue	S - Transportation	T - Donations Management	U - Legal	V - Terrorist Incident Response
Lancaster	Fire Dept. (911 Communications Center)																						
	Fire Dept. (911 Communications Center)																						
	Quality of Life and Cultural Services																						
	FD																						
	PD																						
	FD																						
	PD																						
	FD																						
	FMS																						
	PIO																						
	Finance/Dev Services																						
	PW																						
	PW																						
	FD																						
	City Manager																						
	Human Services																						
	Regional Emergency Management Ops Coordinator																						
	FD																						
	FD																						
	Lancaster ISD																						
	Dallas County VOAD & Catholic Charities																						
	City Attorney																						
	PD																						

ATTACHMENT 5 ANNEX ASSIGNMENTS

ANNEX:	ASSIGNED TO:
Annex A: Warning	9-1-1 Communications Center
Annex B: Communications	9-1-1 Communications Center
Annex C: Shelter & Mass Care	Parks and Recreation
Annex D: Radiological Protection	Fire Chief
Annex E: Evacuation	Police Chief
Annex F: Firefighting	Fire Chief
Annex G: Law Enforcement	Police Chief
Annex H: Health and Medical Services	Fire Department – EMS Chief
Annex I: Public Information	Public Information Officer
Annex J: Recovery	Finance Director & Development Services
Annex K: Public Works & Engineering	Public Works Director
Annex L: Utilities	Public Works Director
Annex M: Resource Management	Fire Department / Fire Chief
Annex N: Direction & Control	City Manager
Annex O: Human Services	Human Resources Director
Annex P: Hazard Mitigation	Regional Emergency Management Operations Coordinator
Annex Q: Hazardous Materials & Oil Spill Response	Fire Chief
Annex R: Search & Rescue	Fire Chief
Annex S: Transportation	LISD Transportation
Annex T: Donations Management	Catholic Charities, Dallas County VOAD Agencies
Annex U: Legal	City Attorney
Annex V: Terrorist Incident Response	Police Chief

ATTACHMENT 6: SUMMARY OF AGREEMENTS & CONTRACTS

Lancaster Interlocal Agreements

1. Dallas County Mutual Aid Agreement with the Cities of Addison, Balch Springs, Carrollton, Cedar Hill, Cockrell Hill, Coppell, Dallas, DeSoto, Duncanville, Farmers Branch, Garland, Glenn Heights, Grand Prairie, Highland Park, Hutchins, Irving, Lewisville, Mesquite, Plano, Richardson, Rowlett, Sachse, Seagoville, Sunnyvale, University Park and Wilmer, Dallas-Fort Worth International Airport.
2. Mutual Aid Agreement for the Ellis Dallas Unified Cooperative Team (EDUCT) with Cedar Hill, DeSoto, Duncanville, Ferris, Glenn Heights, Midlothian, Ovilla, Red Oak, Waxahachie
3. American Red Cross Shelter Agreement
4. Regional Emergency Management Operations Coordinator Interlocal Agreement with Cedar Hill, DeSoto, Duncanville and Lancaster, 2016.

Purchasing Contracts

The City of Lancaster's Purchasing Manager is responsible for maintaining a comprehensive list of contracts, request for proposal, and request for qualifications, review dates, expiration dates, vendor contracts, contract values, emergency contracts and council approvals for city contracts.

Lancaster Purchasing Department:

Purchasing Agent
City Hall
211 N Henry Street
P O Box 940
Lancaster, Texas 75146

ATTACHMENT 7: NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) SUMMARY

A. BACKGROUND

1. NIMS is a comprehensive, national approach to incident management that is applicable to all jurisdictional levels and across functional disciplines. This system is suitable across a wide range of incidents and hazard scenarios, regardless of size or complexity. It provides a flexible framework for all phases of incident management, as well as requirements for processes, procedures, and systems designed to improve interoperability.
2. NIMS is a multifaceted system that provides a national framework for preparing for, preventing, responding to, and recovering from domestic incidents.

B. COMPONENTS

1. Command and Management. The incident management structures employed by NIMS can be used to manage emergency incidents or non-emergency events such as celebrations. The system works equally well for small incidents and large-scale emergency situations. The system has built-in flexibility to grow or shrink depending on current needs. It is a standardized system, so personnel from a variety of agencies and geographic locations can be rapidly incorporated into a common management structure.
 - a. Incident Management System. A system that can be used to manage emergency incidents or non-emergency events such as celebrations.

1) FEATURES OF ICS

ICS has a number of features that work together to make it a real management system. Among the primary attributes of ICS are:

- a) Common Terminology. ICS requires the use of common terminology, such as the use of standard titles for facilities and positions within an organization, to ensure efficient and clear communications.
- b) Organizational Resources. All resources including personnel, facilities, major equipment, and supply items used to support incident management activities must be "typed" with respect to capability. This typing will minimize confusion and enhance interoperability.

- c) Manageable Span of Control. Span of control should ideally vary from three to seven. Anything less or more requires expansion or consolidation of the organization.
- d) Organizational Facilities. Common terminology is used to define incident facilities, the activities conducted at these facilities, and the organizational positions that can be found working there.
- e) Use of Position Titles. All ICS positions have distinct titles.
- f) Reliance on an Incident Action Plan. The incident action plan, which may be verbal or written, is intended to provide supervisory personnel a common understanding of the situation and direction for future action. The plan includes a statement of objectives, organizational description, assignments, and support material such as maps. Written plans are desirable when two or more jurisdictions are involved, when state and/or federal agencies are assisting local response personnel, or there has been significant turnover in the incident staff.
- g) Integrated Communications. Integrated communications includes interfacing disparate communications as effectively as possible, planning for the use of all available systems and frequencies, and requiring the use of clear text in communications.
- h) Accountability. ICS is based on an orderly chain of command, check-in for all responders, and only one supervisor for each responder.

2) UNIFIED COMMAND

- a) Unified Command is a variant of ICS used when there is more than one agency or jurisdiction with responsibility for the incident or when personnel and equipment from a number of different agencies or jurisdictions are responding to it. This might occur when the incident site crosses jurisdictional boundaries or when an emergency situation involves matters for which state and/or federal agencies have regulatory responsibility or legal requirements.
- b) ICS Unified Command is intended to integrate the efforts of multiple agencies and jurisdictions. The major change from a normal ICS structure is at the top. In a Unified command, senior representatives of each agency or jurisdiction responding to the incident collectively agree on objectives, priorities, and an overall strategy or strategies to accomplish objectives; approve a coordinated Incident Action Plan; and designate an Operations Section Chief. The Operations Section Chief is responsible for managing available resources to achieve objectives. Agency and

jurisdictional resources remain under the administrative control of their agencies or jurisdictions, but respond to mission assignments and direction provided by the Operations Section Chief based on the requirements of the Incident Action Plan.

3) AREA COMMAND

- a) An Area Command is intended for situations where there are multiple incidents that are each being managed by an ICS organization or to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command becomes Unified Area Command when incidents are multijurisdictional.
- b) The organization of an Area Command is different from a Unified Command in that there is no operations section, since all operations are conducted on-scene, at the separate ICPs.
- b. Multiagency Coordination Systems. Multiagency coordination systems may be required for incidents that require higher level resource management or information management. The components of multiagency coordination systems include facilities, equipment, EOCs, specific multiagency coordination entities, personnel, procedures, and communications; all of which are integrated into a common framework for coordinating and supporting incident management.
- c. Public Information. The NIMS system fully integrates the ICS Joint Information System (JIS) and the Joint Information Center (JIC). The JIC is a physical location where public information staff involved in incident management activities can collocate to perform critical emergency information, crisis communications, and public affairs functions. More information on JICs can be obtained in the DHS *National Incident Management System* Plan, dated March 2004.
- 2. Preparedness. Preparedness activities include planning, training, and exercises as well as certification of response personnel, and equipment acquisition and certification. Activities would also include the creation of mutual aid agreements and Emergency Management Assistance Compacts. Any public information activities such as publication management would also be preparedness activities.
- 3. Resource Management. All resources, such as equipment and personnel, must be identified and typed. Systems for describing, inventorying, requesting, and tracking resources must also be established.
- 4. Communications and Information Management. Adherence to NIMS specified standards by all agencies ensures interoperability and compatibility in communications and information management.

5. Supporting Technologies. This would include any technologies that enhance the capabilities essential to implementing the NIMS. For instance, voice and data communication systems, resource tracking systems, or data display systems.
6. Ongoing Management and Maintenance. The NIMS Integration Center provides strategic direction and oversight in support of routine review and continual refinement of both the system and its components over the long term.

Cedar Hill: 45,028
 DeSoto: 51,453
 Duncanville: 39,605
 Lancaster: 38,071
 Total Population: 174,187



Southwest Regional Emergency Management Plan Development Cedar Hill - DeSoto – Duncanville - Lancaster

Annex	City Department (Primary / Support)	Roles and Responsibilities
Emergency Management Plan	Southwest Regional Emergency Management	The Southwest Regional Emergency Management Plan provides general guidance for emergency management activities and an overview of Cedar Hill, DeSoto, Duncanville and Lancaster’s methods of mitigation, preparedness, response, and recovery.
Annex A: Warning	Cedar Hill: SWRCC	Receive information on emergency situations Alert key officials of emergency situations Disseminate warning information and instructions to the public through available warning systems Disseminate warning and instructions to special facilities such as schools and hospitals
	Desoto: SWRCC	
	Duncanville: SWRCC	
	Lancaster: Communications Supervisor – Fire Dept	
Annex B: Communications	Cedar Hill: SWRCC	Identify the communications systems available with the local area and determine the connectivity of those systems, and ensure their interoperability. Develop plans and procedures for coordinated use of the various communications systems available in the jurisdiction during emergencies. Determine and implement means of augmenting communications during emergencies, including support by volunteer organizations (RACES, ARES)
	Desoto: SWRCC	
	Duncanville: SWRCC	
	Lancaster: Communications Supervisor – Fire Dept	
Annex C: Mass Care and Sheltering	Cedar Hill: Fire Marshal	Perform emergency shelter and mass care planning Coordinate and conduct shelter and mass care operations with city departments, relief agencies, and volunteer groups. Coordinate Mass Care and Sheltering with the American Red Cross
	Desoto: Parks and Recreation	
	Duncanville: Parks and Recreation	
	Lancaster: Quality of Life & Cultural Services (Parks)	
Annex D: Radiological Protection	Cedar Hill: Fire Dept	Maintain inventory of radiological equipment Ensure response forces include personnel with current training in radiological monitoring and decontamination. Respond to radiological incidents and terrorist incidents involving radiological materials. Make notification concerning radiological incidents to state and federal authorities.
	Desoto: Health Inspector & Fire Dept	
	Duncanville: Fire Dept	
	Lancaster: Fire Department	
Annex E: Evacuation	Cedar Hill: Police Dept	Identify areas where evacuation has been or may in the future and determine populations at risk. Perform evacuation planning for known risk areas to include route selection and determination of traffic control requirements. Develop simplified planning procedures for ad hoc evacuations. Determine emergency public information requirements. Perform evacuation planning for special needs facilities, functional needs such as schools, hospitals, nursing homes, and other institutions.
	Desoto: Police Dept	
	Duncanville: Police Dept	
	Lancaster: Police Dept	
Annex F: Firefighting	Cedar Hill: Fire Dept	Fire prevention activities. Fire detection and control. Coordinate and conduct search and rescue. Hazardous materials and oil spill response. Identify requirements for specialized resources to support operations. Coordinate external technical assistance and equipment support.
	Desoto: Fire Dept	
	Duncanville: Fire Dept	
	Lancaster: Fire Dept	

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Southwest Regional Emergency Management Plan Development Cedar Hill - Desoto – Duncanville - Lancaster

		<p>Terrorist incident response. Evacuation support. Post-incident reconnaissance and damage assessment. Fire safety inspection of temporary shelters. Prepare and maintain fire resource inventory.</p>
Annex G: Law Enforcement	<p>Cedar Hill: Police Dept Desoto: Police Dept Duncanville: Police Dept Lancaster: Police Dept</p>	<p>Maintain law and order. Traffic control. Terrorist Incident Response. Provision of security for vital facilities, evacuated areas, and shelters. Access control for damaged or contaminated areas. Warning support. Post-incident reconnaissance and damage assessment. Prepare and maintain law enforcement resource inventory.</p>
Annex H: Health and Medical	<p>Cedar Hill: Fire Dept/ EMS Chief Desoto: Health Inspector/EMS Chief Duncanville: Fire Dept Lancaster: Fire Dept</p>	<p>Coordinate health and medical care, EMS support during emergency situations. Public health information and education. Inspection of food and water supplies. Develop emergency public health regulations and orders. Coordinate collection, identification and interment of deceased victims. (Dallas County Mass Fatality Plan)</p>
Annex I: Public Information	<p>Cedar Hill: PIO Desoto: Community Relations / PIO Duncanville: PIO Lancaster: PIO</p>	<p>Establish a Joint Information Center (JIC). Conduct on-going hazard awareness and public education program. Pursuant to the Joint Information System (JIS), compile and release public information and instructions for the public during emergency situations and respond to questions relating to emergency operations. Provide information to the media and the public during emergency situations. Arrange for media briefings. Compiles print and photo documentation for emergency situations.</p>
Annex J: Recovery	<p>Cedar Hill: Building Official Desoto: EMC Duncanville: EMC / Finance Lancaster: Finance and Development Services Dept</p>	<p>Establish and train damage assessment team using local personnel. Coordinate the efforts of that team with state and federal damage assessment personnel who may be dispatched to assist your community. Assess and compile information on damage to public and private property and needs of disaster victims and formulate and carry out programs to fill those needs. If damages are beyond the jurisdiction's capabilities, compile information for use by elected officials in requesting state or federal disaster assistance. If it is determined to be eligible for state or federal assistance, coordinate with state and federal agencies to carry out authorized recovery programs.</p>
Annex K: Public Works and Engineering	<p>Cedar Hill: Public Works Desoto: Dev Services Duncanville: Public Works Lancaster: Public Works</p>	<p>Protect government facilities and vital equipment where possible. Assess damage to streets, bridges, traffic control devices, and other public facilities. Direct temporary repair of vital facilities. Restore damaged roads and bridges. Restore waste treatment and disposal systems. Arrange for debris removal. General damage assessment support. Building inspection support. Provide specialized equipment to support emergency operations. Support traffic control and search and rescue operations.</p>

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Southwest Regional Emergency Management Plan Development Cedar Hill - Desoto – Duncanville - Lancaster

Annex L: Utilities	Cedar Hill: Public Works	Prioritize restoration of utility services to vital facilities and other facilities.
	Desoto: Public Utilities	Arrange for the provision of emergency power sources where required.
	Duncanville: Public Works	Identify requirements for emergency drinking water and portable toilets to the department or agency responsible for mass care.
	Lancaster: Public Works	Assess damage to, repair, and restore public utilities.
Annex M: Resource Management	Cedar Hill: Finance Dept	Maintain an inventory of emergency resources.
	Desoto: Purchasing	During emergency operations, locates supplies, equipment and personnel to meet specific needs.
	Duncanville: Purchasing & EMC	Maintain a list of suppliers and equipment needed immediately in the aftermath of an emergency.
	Lancaster: Fire Department	Establish emergency purchasing procedures and coordinate emergency procurements.
		Establish and maintain a manpower reserve and coordinate assignment of reserve personnel to departments, agencies that require augmentation.
		Coordinate transportation, sorting, temporary storage and distribution of resources during emergency situations.
		Establish staging areas for resources, if required.
		During emergency operations, identify to the donations management coordinator those resources, goods, services, and personnel that are needed.
		Maintain records of emergency-related expenditures for purchases and personnel.
Annex N: Emergency Operations Center (EOC) Direction and Control	Cedar Hill: City Manager	Direct and control our local operating forces.
	Desoto: Mayor	Maintain coordination with neighboring jurisdictions and the Disaster District Coordinator in Hurst.
	Duncanville: City Manager & EMC	Maintain the EOC in an operating mode or be able to convert the designated facility space into an operable EOC rapidly.
	Lancaster: City Manager	Assigns representatives, by title, to report to the EOC and develops procedures for training.
		Develops and identifies the duties of the staff, use of displays and message forms and procedures for EOC activation.
		Coordinates the evacuation of areas at risk.
Annex O: Human Services	Cedar Hill: Human Services	Identify emergency feeding sites.
	Desoto: Parks and Recreation	Identify sources of clothing for disaster victims.
	Duncanville: Parks and Recreation	Secure emergency food supplies.
	Lancaster: Human Resources Department	Coordinate the operation of shelter facilities, whether operated by local government, local volunteer groups, or organized disaster relief agencies such as the American Red Cross.
		Coordinate special care requirements for disaster victims such as the aged, special needs individuals, functional needs and others.
		Coordinate the provision of disaster mental health services to disaster victims, emergency workers, and / or others suffering trauma due to the emergency incident / disaster.
Annex P: Hazard Mitigation	Cedar Hill: Regional Emergency Management Operations Coordinator	Maintain the local hazard identification risk assessment (HIRA) or local hazard analysis.
	Desoto: ACM / Community Initiatives	Identify beneficial pre-disaster hazard mitigation projects and seek approval from local officials to implement such projects.
	Duncanville: Regional Emergency Management Operations Coordinator	In the aftermath of an emergency, determine appropriate actions to mitigate the situation and coordinate implementation of those actions.
	Lancaster: Regional Emergency Management Operations Coordinator / Fire Department	Coordinate and carry out post-disaster hazard mitigation programs.

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Southwest Regional Emergency Management Plan Development Cedar Hill - Desoto – Duncanville - Lancaster

Annex Q: Hazardous Materials and Oil Spill Response	Cedar Hill: Fire Dept	<p>In accordance with OSHA regulations, establish ICS to manage the response to hazardous materials incidents. Establish the hazardous materials incident functional areas (e.g Hot Zone, Cool Zone, Cold Zone, etc). Determine and implement requirements for personal protective equipment for emergency responders. Initiate appropriate actions to control and eliminate the hazard in accordance with established haz mat response guidance and SOPs.</p> <p>Determine areas at risk and which public protective actions, if any, should be implemented. Apply appropriate firefighting techniques if the incident has, or may, result in a fire. Determines when affected areas may be safely re-entered. Identify Tier II facilities and protective actions.</p>
	Desoto: Fire Dept	
	Duncanville: Fire Dept	
	Lancaster: Fire Department	
Annex R: Search and Rescue	Cedar Hill: Fire Dept	<p>Coordinate and conduct search and rescue activities. Identify requirements for specialized resources to support rescue operations. Coordinate external technical assistance and equipment support for search and rescue operations.</p>
	Desoto: Fire Dept	
	Duncanville: Fire Dept	
	Lancaster: Fire Department	
Annex S: Transportation	Cedar Hill: Recreation Superintendent	<p>Identifies local and public and private transportation resources and coordinates their use in emergencies. Coordinates deployment of transportation equipment to support emergency operations. Establishes and maintains a reserve pool of drivers, maintenance personnel, parts and tools. Maintains records on use of transportation equipment and personnel for purpose of possible reimbursement.</p>
	Desoto: Human Resources	
	Duncanville: Parks and Recreation	
	Lancaster: Equipment Services & Fleet, LISD	
Annex T: Donations and Volunteer Management	Cedar Hill: Library	<p>Compile resource requirements identified by the Resource Management staff. Solicit donations to meet known needs. Establish and implement procedures to receive, accept, or turn down offers for donated goods and services, and provide instructions to donors of needed goods and services. In coordination with resource management staff, establish a facility to receive, sort, and distribute donated goods. Coordination with local volunteer agencies that can provide disaster relief services and have coordinated their efforts with local government. Coordinate spontaneous volunteer management activities.</p>
	Desoto: Library / Human Resources	
	Duncanville: Assistant City Manager / EMC / VOAD	
	Lancaster: City Manager & VOAD	
Annex U: Legal	Cedar Hill: City Attorney	<p>Advise local officials on emergency powers of local government and procedures for invoking those measures. Review and advise local officials on possible legal issues arising from disaster operations. Prepare and/or recommend legislation to implement the emergency powers that may be required during an emergency. Advise local officials and department heads on record-keeping requirements and other documentation necessary for the exercising of emergency powers (disaster declaration).</p>
	Desoto: City Attorney	
	Duncanville: City Attorney	
	Lancaster: City Attorney	
Annex V: Terrorist Incident Response	Cedar Hill: Police Dept	<p>Coordinate and carry out defensive anti-terrorist activities, including criminal intelligence, investigation, protection of facilities, and public awareness activities. Coordinate and carry out offensive counter-terrorist operations to neutralize terrorist activities. Carry out consequence operations conducted in the aftermath of a terrorist incident to save lives and protect property. Ensure required notification or terrorist incident is made to state and federal authorities.</p>
	Desoto: Police Dept	
	Duncanville: Police Dept	
	Lancaster: Police Dept	

LANCASTER CITY COUNCIL

City Council Work Session

3.

Meeting Date: 02/19/2018

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

Goal(s): Financially Sound Government
Sound Infrastructure
Quality Development

Submitted by: Rona Stringfellow, Assistant City Manager

Agenda Caption:

Discuss a request for a resolution supporting the application of Palladium USA to the Texas Department of Community Affairs for 2018 Tax Credits for the proposed Palladium at Lancaster located along the east side of I35E, approximately 365 feet north of Breezewood Lane. The property is comprised of 9.196 acres.

Background:

On January 29, 2018, the City of Lancaster received a request from Palladium USA requesting city support for the Palladium at Lancaster multi-family development proposal. The Texas Department of Housing and Community Affairs state law provides an opportunity for the local jurisdiction to affect the scoring of an application by issuing a local resolution of support or neutrality in accordance with Texas Local Government Code 2306.671(b)(1)(B). The following must be submitted prior to March 1, 2018:

- Identify the specific development and clearly state support or no objection.

Attachments

Notice (TDHCA)
Palladium Overview of Tax Credit
Palladium Executive Summary
Palladium Development Proposal



RECEIVED JAN 29 2018

**Texas Department of Housing and Community Affairs
Multifamily Finance Division
Notification of Submission of Affordable Housing Applications**

January 19, 2018

The Honorable Marcus Knight
Mayor of Lancaster
P.O. Box 940
Lancaster, TX 75146

Re: Notification of Affordable Rental Housing Application(s) Proposed in Your City

Dear Mayor Knight:

The Texas Department of Housing and Community Affairs (the "Department") is in receipt of a preliminary application(s) for possible funding through the Competitive Housing Tax Credit Program to develop or acquire affordable multifamily rental housing in your community.

This notification is made in accordance with Tex. Gov't Code §2306.1114 to ensure that you are fully informed of the housing activity in your district and so that you can provide input on the proposed application(s) if you so choose. The Department greatly values your views concerning the need for affordable rental housing within your community and how the proposed development(s) may address that need. Additionally, state law provides an opportunity for the applicable local jurisdiction (the city and/or county) to affect the scoring of an application by issuing a local resolution of support or neutrality in accordance with Tex. Gov't Code §2306.6710(b)(1)(B). In order to affect the scoring of an application within its jurisdiction, the local government resolution must be submitted on or before March 1, 2018, identify the specific development, and clearly state support or no objection. Applications in some counties may be submitted prior to the March 1 deadline, in order to access points for disaster declarations by the Governor, and your letter is due with the earlier Application. Once submitted, the resolution cannot be withdrawn or amended. More information can be found on page 28 of the 2018 Qualified Allocation Plan found at <http://www.tdhca.state.tx.us/multifamily/docs/18-QAP.pdf>

Should the applicant(s) submit a full application to the Department on or before March 1, 2018, the Department will notify you again with more detailed information about the proposed development and provide information related to general public comment including statewide hearings. The Department's mission is to administer its assigned programs efficiently, transparently, and lawfully and to invest its resources strategically while developing high quality affordable housing which allows Texas communities to thrive. Through our multifamily programs, the Department encourages the new construction or rehabilitation of affordable multifamily housing, primarily through private developers. These developments benefit Texans in your community by providing potential employment, local tax revenue, and affordable, safe, and high quality housing for eligible households.

If you have any questions or need additional information, please contact Michael Lyttle, Chief of External Affairs, at 512.475.4542 or michael.lyttle@tdhca.state.tx.us.

Sincerely,

Marni Holloway

Marni Holloway
Director, Multifamily Finance



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

221 East 11th Street, Austin, TX 78701
PO Box 13941 Austin, TX 78711

Main Number: 512-475-3800
Toll Free: 1-800-525-0657

Email: info@tdhca.state.tx.us
Web: www.tdhca.state.tx.us

Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.
Relay Texas: 800-735-2989 (TTY) and 711 (Voice).

Relevant Development Information as Presented by the Applicant:

Project Number: 18066
Development Name: Palladium Lancaster
Development Address: east side of Interstate 35E and north of Breezewood Lane
Development City: Lancaster Development Zip: 75146 Region: 3
Regional Allocation: Urban Target Population: General
Set Aside: ☐ Nonprofit ☐ USDA ☐ At-Risk
Construction Type: New Construction
Credit/ Funding Request: \$1,500,000
Total Low Income Units: 120 Total Market Rate Units: 0 Total Units: 120

Applicant Information:

Owner Contact: Thomas E. Huth
Owner Address: 13455 Noel Road, Suite 400
Owner City: Dallas Owner State: TX Owner Zip: 75240
Owner Phone: (972) 774-4400
Owner Email: lom@palladiumusa.com



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

221 East 11th Street, Austin, TX 78701
PO Box 13941, Austin, TX 78711

Main Number: 512-475-3800
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Relay Texas: 800-735-2969 (TTY) and 711 (Voice).

Palladium Lancaster Overview of Housing Tax Credits (HTC)

Changes in the HTC program

The Texas Department of Housing and Community Affairs (TDHCA) has been engaged in refining and refocusing housing intended for the workforce over the past 6 to 7 years. Therefore, developments that have been funded with HTCs that are less than 6 years old are a completely different product and tenant profile than older developments that were developed under the Low Income Housing Tax Credit program. Below is a brief overview of a timeline that led to substantive changes that have made this funding source a much more sustainable option.

- In 2008 the Inclusive Communities Project (ICP) sued the Texas Department of Housing and Community Affairs (TDHCA) arguing that the agency's allocation of Low Income Housing Tax Credits resulted in a disparate impact on African-American residents under the Fair Housing Act. As a result of this law suit, the TDHCA refocused and restructured the program for receiving tax credits.
- As a result of this lawsuit, the TDHCA created a Remedial Plan that's purpose was to redistribute housing into High Opportunity Areas (HOA). These would be areas of growth and where new opportunity exists rather than in low income and economically depressed neighborhoods.
- The remedial plan served as a catalyst for the TDHCA to rewrite the HTC program in order to incentivize developments to develop in the path of growth and to serve a more purposeful tenant profile. The tool the TDHCA uses to distribute HTCs is the Qualified Allocation Plan (QAP) and the state has used this tool to change the program. Below are a list of some of the substantive changes that have been made to the program since this Remedial Plan served as a launching point. The point for the substantive changes were to locate developments in the path of growth and opportunity and provide a framework for long term sustainability.
 - The QAP defines what it calls Undesirable Neighborhood Features. Below is a list of features that would render a location ineligible for tax credits.
 - The Development Site is located within a census tract that has a poverty rate above 40 percent for individuals.
 - The Development Site is located in a census tract or within 1,000 feet of any census tract in an Urban Area and the rate of Part I violent crime is greater than 18 per 1,000 persons (annually) as reported on neighborhoodscout.com.
 - The Development Site is located within 1,000 feet of multiple vacant structures visible from the street, which have fallen into such significant disrepair, overgrowth, and/or vandalism that they would commonly be regarded as blighted or abandoned.
 - The Development Site is located within the attendance zones of an elementary school, a middle school and a high school that does not have a Met Standard rating by the Texas Education Agency.
 - The QAP defines what it calls Undesirable Site Features. Among those features would be any site that is too close to sexually-oriented businesses, heavy industrial or dangerous uses, railroads, or junkyards.
 - The QAP mandates that a development must be located within a mile of 6 mandatory services that would include things like a grocery store, pharmacy, restaurants, a hospital, a church, a bank, a public school and other existing services that would indicate a desirable living location.
 - The QAP also focused on the workforce as a tenant base as defined by families that earn 50-80% of the Area Median Income (AMI) instead of serving "Low Income" families (those who make 30% or less of AMI). Along with this came a rebranding of the program to drop the "Low Income" from the name and just call it the Housing Tax Credit program as it exists today.

Comparison of Palladium Lancaster to an aged apartment community in Lancaster that used Low Income Tax Credits under the pre-remedial plan program.

<u>Criteria</u>	<u>Rosemont at Lancaster</u>	<u>Palladium Lancaster</u>
Average Rent for a 1 bedroom	NA	\$688-1,102
Average Rent for a 2 bedroom	\$773	\$826-1,322
Average Rent for a 3 bedroom	\$892	\$954-1,527
Average Rent for a 4 bedroom (4 bedroom units are for large families)	\$993	NA
Owner Managed Vs. 3 rd Party Managed	3 rd Party	Owner
High end Developer Vs. Low End Developer	Southwest Housing (the largest low income developer in the state at the time this was Developed)	High end (Primarily a high end developer who's products are knowable around DFW)

Palladium as Owner/Manager

Palladium USA is a privately owned company based in Dallas with over 130 years' experience developing and managing high end apartments around the world including Dallas, London, Paris, Milan, Dubai and many more. We are not a merchant builder who will build and sell. It is our business plan to build and hold our assets long term. Therefore, we do not hire out development or management of communities and maintain a high standard of excellence through developing and managing ourselves.

- We hold long term. We do not build to sell. Our background is high end and our long term perspective guides every decision we make from design and construction to management. We design and build to the highest standards as can be seen in any of our communities around the DFW metroplex.
- We manage ourselves. We do not hire out management to a 3rd party as we have found that management companies are traditionally only concerned with making money. We manage ourselves as we are concerned about managing the physical environment for the long term, not just the short. We also are extremely concerned with managing our tenant profile and will not allow rule breakers to stay living in our community.
- We are high end developers. Our portfolio is not a portfolio of low income housing. Instead, we develop and currently own some of the nicest developments in DFW from luxury high rise to mid-rise to low-rise. When we develop housing for workforce, we use the same designers, architects, consultants and contractors that we do for our luxury products that sit at the top of the market. We do this because of our long term perspective. It would not benefit us to build at a reduced quality and then have to rehab our own development down the road.
- We develop in the path of growth and plan strategically to be a part of improving the community around us. DFW has a growing housing crisis. The cost to live in north Dallas is now out of reach for many good working people and we believe that growth will be flowing south. Therefore, we have identified Lancaster as an outlet for great opportunity.

EXECUTIVE SUMMARY
Palladium Lancaster
120-150 Unit Class A Constructed Multifamily Housing



Palladium USA is a privately owned company with over 140 years' experience developing and managing high quality developments around the world including Dallas, London, Paris, Milan, Dubai and many more. Our office is located in Dallas. We have developed and managed luxury properties all over the world. In fact, we are developing a 30 story high rise in the Legacy West development just up the road in Plano. Palladium USA has an extensive history developing quality housing around the world and right here in North Texas. We are certainly a known developer in DFW and the quality of our existing developments speak directly to our capabilities and dedication to quality in our product as well as our ability to execute as promised. We have become extremely interested in helping develop residential living in close proximity to jobs and downtown Fort Worth.

North Texas is exploding in growth. Along with this economic boom has come a very real housing shortage with most home builders and developers focusing on the top 10% of the market. Very few homes are being built under \$300,000 and rental rates for quality apartments are at historical highs. Even aging homes that need a significant cash investment to bring them up to date are demanding high prices. Palladium, as a high end developer, has taken our quality class A product and positioned itself to serve the workforce that is needed to serve our economy. These are the medical staff, restaurant staff, the public servants, the child care workers and the many support staff in all the industries that serve our growing economy. We are able to develop Class A rental housing and offer it \$100-\$300 below market rents utilizing Housing Tax Credits and therefore allowing a very real and important segment of our economy access to great housing in areas where it is needed.

Proposed Housing

Palladium Lancaster will be a 120-150 unit, class A constructed multifamily community located northeast quadrant of Interstate 35 and Breezewood Lane (aerial attached), City of Lancaster, Dallas County, Texas. Comprised of 1, 2, and 3 bedrooms, Palladium at Lancaster will be a Class A constructed community designed in a distinctly upscale aesthetic that will use federal tax credits as a source of equity in order to be able to afford high end construction and still be able to offer affordable rents in the DFW market.

- Development cost will be \$180,000 a unit (Over a 23 Million dollar development)
- Class A construction
 - High percentage of masonry on the exterior
 - Articulation and variation of materials in the elevations in order to create architectural interest. Not flat walls along the exterior elevations
 - Granite Countertops
 - Upgraded cabinetry in the units
 - Vinyl Plank (wood look) flooring instead of carpet in the units living and dining rooms
 - Upgraded and high end look unit fixtures
- Resort style amenity package consistent with the nicest rental communities in DFW
 - Resort style pool
 - Fully appointed clubhouse with fitness center, business center, club room, and common area
 - Open space landscaped for a parklike setting with playground and barbeque picnic areas



Palladium USA is a developer of top quality rental housing around the world. We have existed for well over 140 years by holding to certain values. First, we are not a property flipper. We build, hold and manage our own properties long term. Currently we have properties in Western Europe that we have owned for over 100 years. Because of our long term commitment to our developments, we manage our properties ourselves as no third party management company would be willing to give our properties the attention we need in order to maintain them well for generations. For more information about Palladium USA, please look us up at www.palladiumusa.com.

- Palladium is not a merchant builder who builds to sell. Instead we prefer to hold our properties and plan to hold Palladium Lancaster for decades.
- WE MANAGE OUR PROPERTIES OURSELVES. This is extremely important as 3rd party managers are only concerned with getting the most rent and are not as concerned with long term maintenance or managing the resident population well.
- Omnium Management (Our in-house management company)
 - Each resident who wishes to live at our property will be required to go through an extensive background check.
 - We hire "Resident Retention Specialists" called CARES Teams from an organization called Apartment Life. These CARES Teams will be a married couple that attend a local church that we will give a free apartment to in order that they build the culture of community by hosting events and facilitating friendships.
 - The national average tenure for apartment renters is 11 months. We have achieved an average tenure of over 20 months by intentional management and creating an environment where people want to stay which speaks directly to the quality of the physical as well as the social environment we create.

Tax Credit Financing

The Texas Department of Housing and Community Affairs (TDHCA) administers annually Housing Tax Credits that are intended to serve the purpose of providing affordable housing for the workforce of Texas.

- Several years ago, the TDHCA reformed the focus and objective of the housing initiative in Texas. The current Housing Tax Credit Program focuses on serving primarily families earning 50-60% of the area median income (people earning up to \$50,000 annually). This demographic consists of the backbone of the economy: Civil Servants such as law enforcement and city staff; health care workers; educators; clergy; the many support staff in the numerous businesses in the region; restaurant staff; retail staff; etc.
- We are not proposing Section 8 Housing, Public Housing or Government Subsidized Housing. Palladium Lancaster will be privately owned (not government owned). It will use tax credit equity to bridge the gap between the high cost of constructing Class A rental housing and charging rents that the workforce can afford.
- Benefits of Tax Credit equity
 - The TDHCA requires the owner to hold the property for a minimum of 15 years. This is a requirement to use the funding. We expect to own this development for 30+ years.
 - Tax Credit funded rental communities have the lowest failure rate in the industry (.01%) due to the controlled rent structure that does not shift with fluctuating markets and the upfront vetting of each of these developments.
 - We will self-manage the property and we perform extensive background checks on our residents to screen for violent criminals and sex offenders.

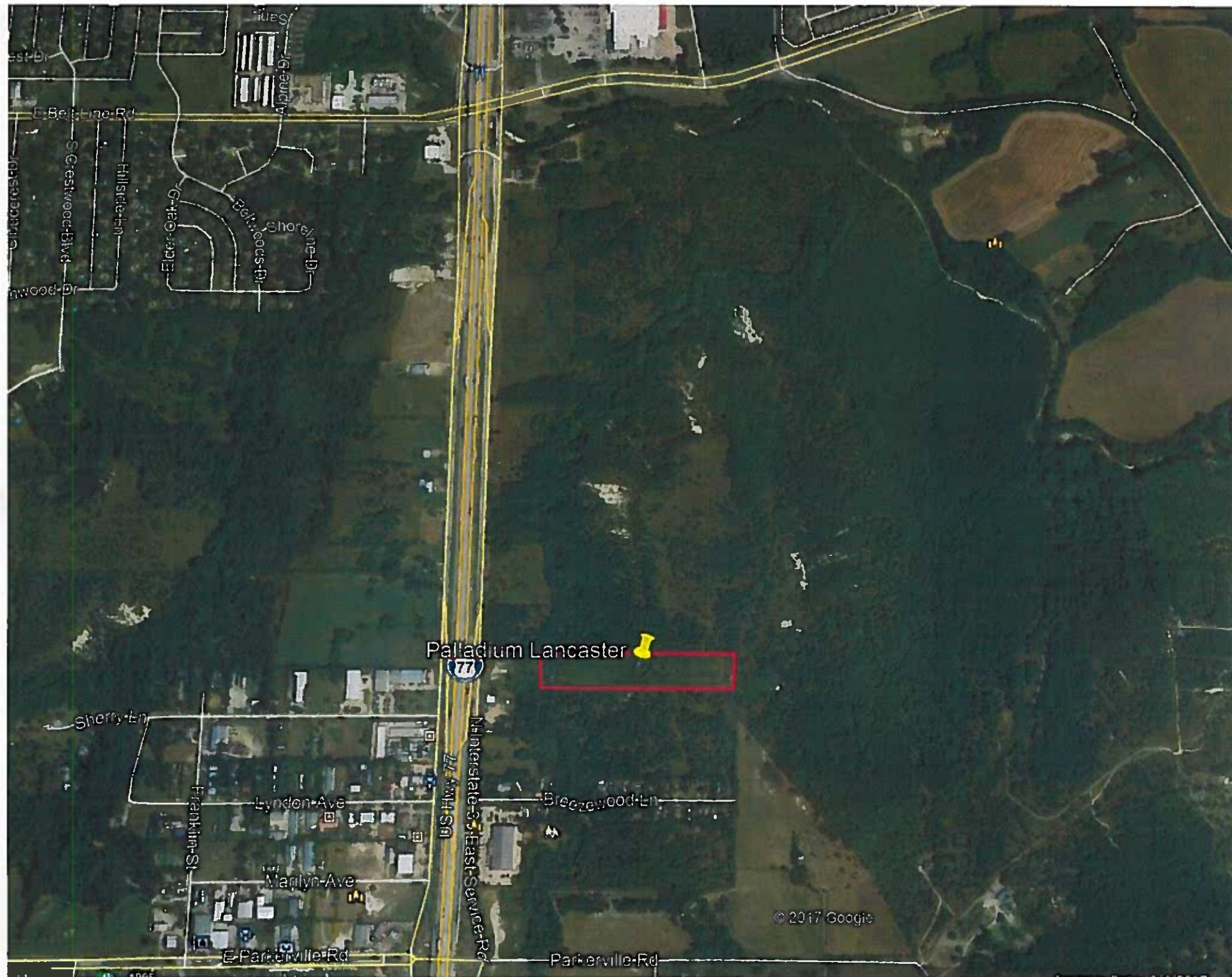
Summary

Palladium at Lancaster will be a Class A constructed rental community that will serve the much needed workforce that is the backbone of our thriving community.

PALLADIUM LANCASTER

CONCEPT RENDERING





PALLADIUM LANCASTER

LANCASTER, TEXAS

120 UNITS



SHEET INDEX

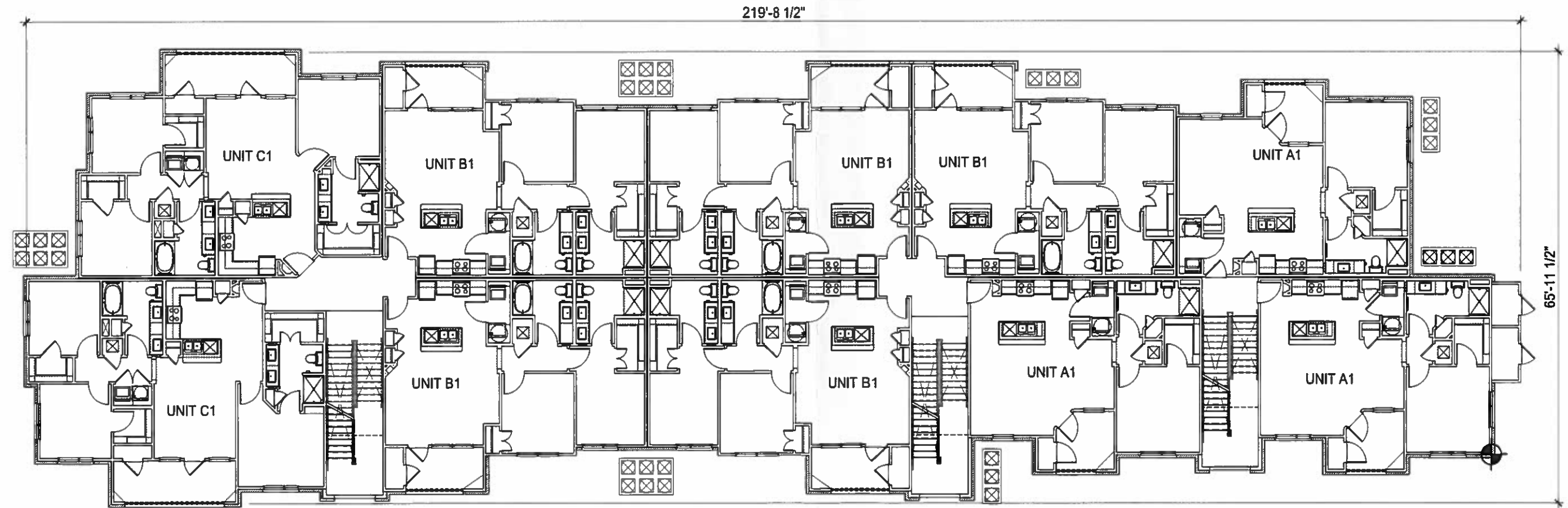
A0.0	COVER SHEET
A1.0	SITE PLAN
A2.0	A1 UNIT PLAN
A2.1	B1 UNIT PLAN
A2.2	C1 UNIT PLAN
A3.0	BUILDING 'A' - PLAN
A3.1	BUILDING 'A' - ELEVATIONS
A4.0	CLUBHOUSE PLAN
A4.1	CLUBHOUSE ELEVATIONS
A4.2	CLUBHOUSE ELEVATIONS

VICINITY MAP



PALLADIUM LANCASTER
LANCASTER, TEXAS

PALLADIUM LANCASTER
LANCASTER, TEXAS



NON-A.C. S.F. - FIRST FLOOR	
PRIVATE STORAGE	190
PRIVATE PATIO	779
COMMON BREEZEWAY	1,038
TOTAL NON A.C. S.F.	2,007

NON-A.C. S.F. - SECOND FLOOR	
PRIVATE STORAGE	190
PRIVATE PATIO	779
COMMON BREEZEWAY	459
TOTAL NON A.C. S.F.	1,428

NON-A.C. S.F. - THIRD FLOOR	
PRIVATE STORAGE	190
PRIVATE PATIO	779
COMMON BREEZEWAY	791
TOTAL NON A.C. S.F.	1,760

NON-A.C. S.F. - ALL FLOORS	
PRIVATE STORAGE	570
PRIVATE PATIO	2,337
COMMON BREEZEWAY	2,288
TOTAL NON A.C. S.F.	5,195

BUILDING 'A' 1ST, 2ND & 3RD FLOOR PLAN

SCALE 1/16" = 1' - 0"

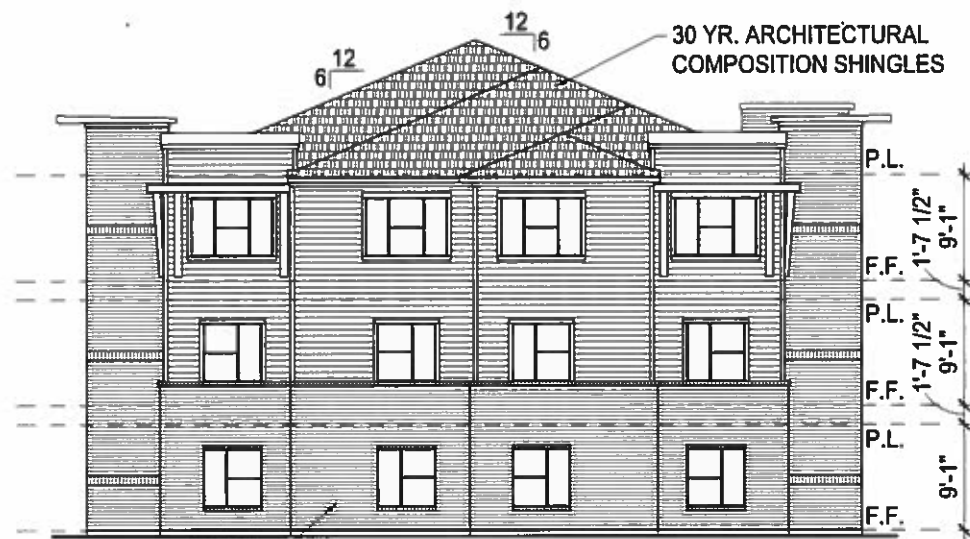
A3.0

BLDG A

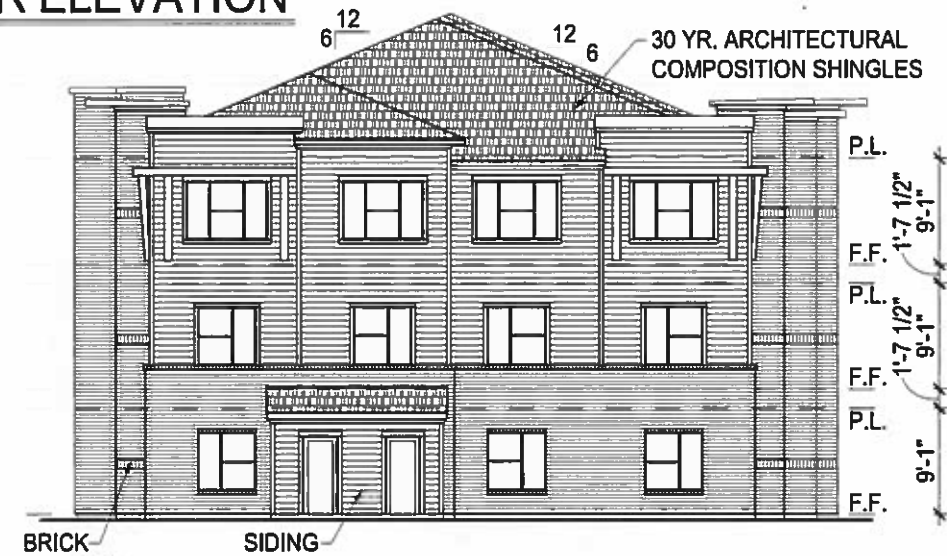
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04 BUILDING 'A' REAR ELEVATION
SCALE 1/16" = 1' - 0"



02 BUILDING 'A' LEFT ELEVATION
SCALE 1/16" = 1' - 0"



03 BUILDING 'A' RIGHT ELEVATION
SCALE 1/16" = 1' - 0"



01 BUILDING 'A' FRONT ELEVATION
SCALE 1/16" = 1' - 0"

PALLADIUM LANCASTER
LANCASTER, TEXAS



04 BUILDING 'A' REAR ELEVATION
SCALE 1/16" = 1' - 0"



02 BUILDING 'A' LEFT ELEVATION
SCALE 1/16" = 1' - 0"



03 BUILDING 'A' RIGHT ELEVATION
SCALE 1/16" = 1' - 0"



01 BUILDING 'A' FRONT ELEVATION
SCALE 1/16" = 1' - 0"



PALLADIUM LANCASTER
LANCASTER, TEXAS

01 BUILDING 'A' ELEVATION RENDERING
SCALE: NTS

EMPLOYEE AND TENANT FLOOR AREA
CONDITIONED SPACE S.F.

EMPLOYEE ONLY S.F.	
HVAC	18
HVAC/JANITORS	24
WORK ROOM	133
OFFICE #1	158
OFFICE #2	160
CLOSET	14
TOTAL EMPLOYEE ONLY S.F.	507

TENANT ACCESS S.F.	
FITNESS ROOM	553
CHILDREN'S PLAYROOM	255
BUSINESS CENTER	288
HALL	264
MEN'S RR	147
WOMEN'S RR	166
CONFERENCE ROOM	199
KITCHEN	328
MULTIPURPOSE ROOM	545
STORAGE #1	9
STORAGE #2	75
STORAGE #3	62
WAITING AREA/LOBBY	430
LEASING AREA	242
TOTAL TENANT ACCESS S.F.	3,563

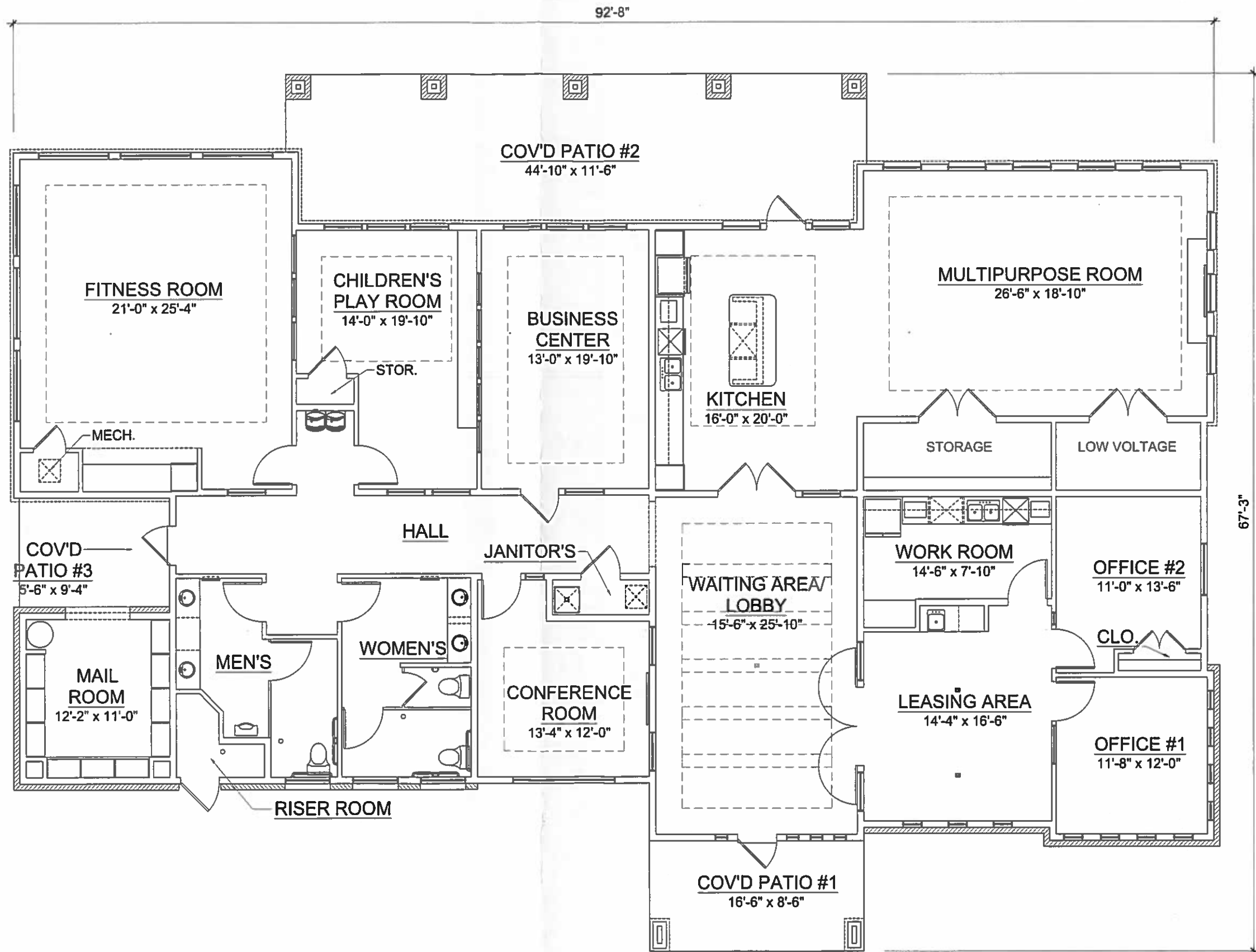
TOTAL CONDITIONED SPACE S.F. 4,070

UNCONDITIONED SPACE S.F.

EMPLOYEE ONLY S.F.	
RISER ROOM	35
TOTAL EMPLOYEE ONLY S.F.	35

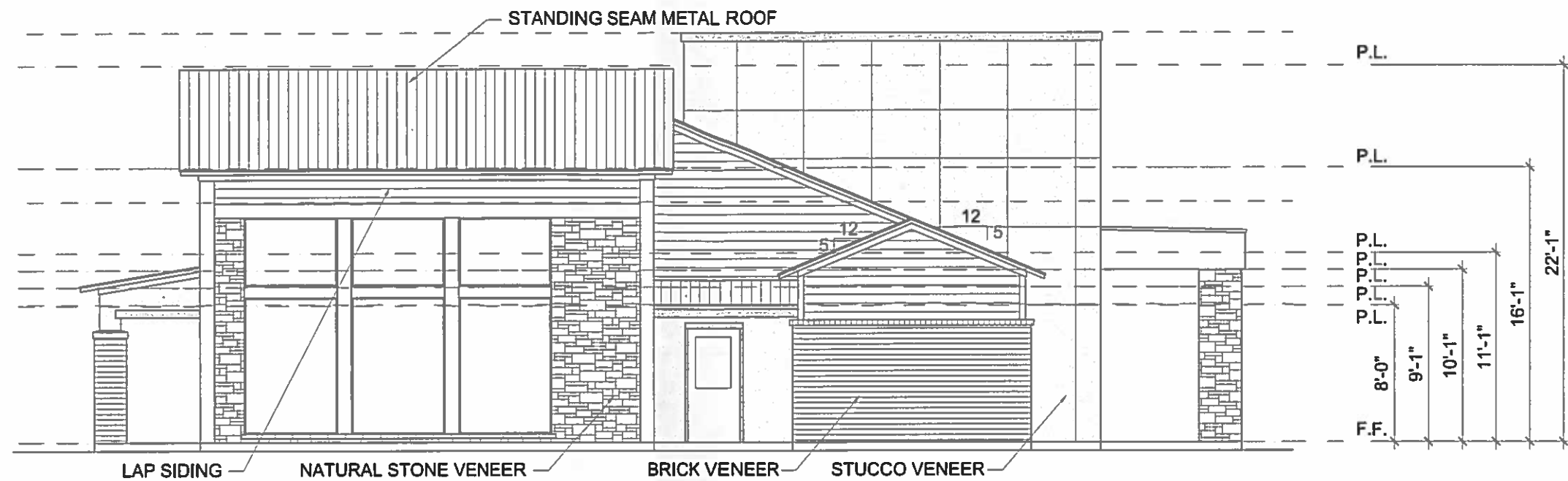
TENANT ACCESS S.F.	
COV'D PATIO #1	140
COV'D PATIO #2	512
COV'D PATIO #3	58
TOTAL TENANT ACCESS S.F.	710

TOTAL UNCONDITIONED SPACE S.F. 745

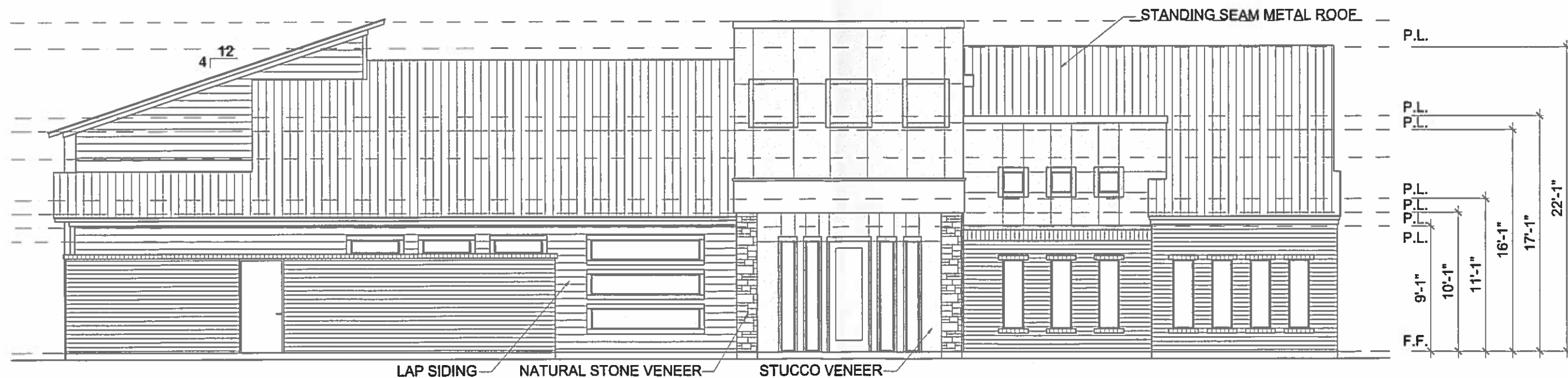


CLUBHOUSE FLOOR PLAN 5,030 S.F.
SCALE 1/8" = 1' - 0"

PALLADIUM LANCASTER
LANCASTER, TEXAS

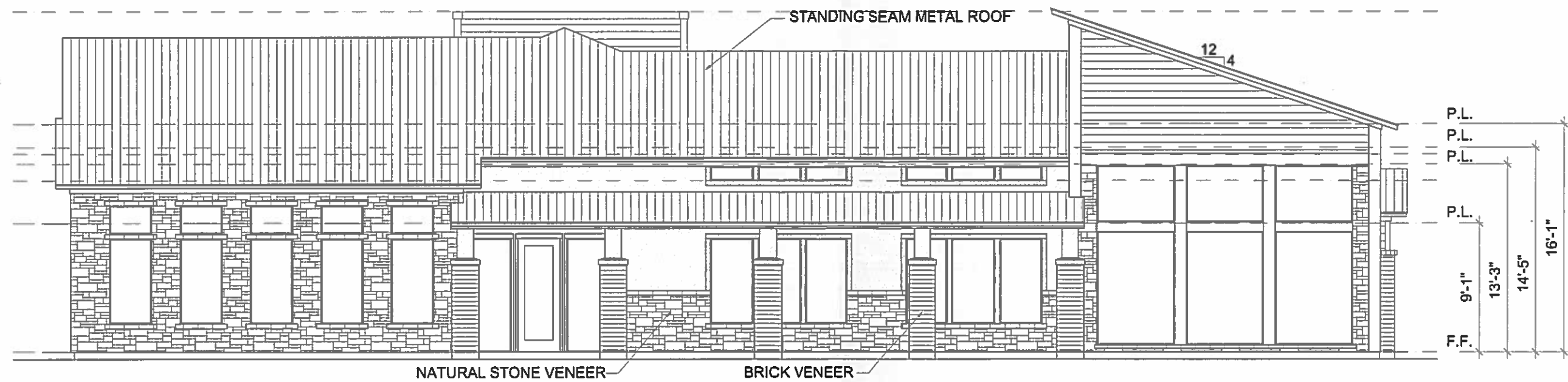


02 CLUBHOUSE LEFT ELEVATION
SCALE 1/8" = 1' - 0"

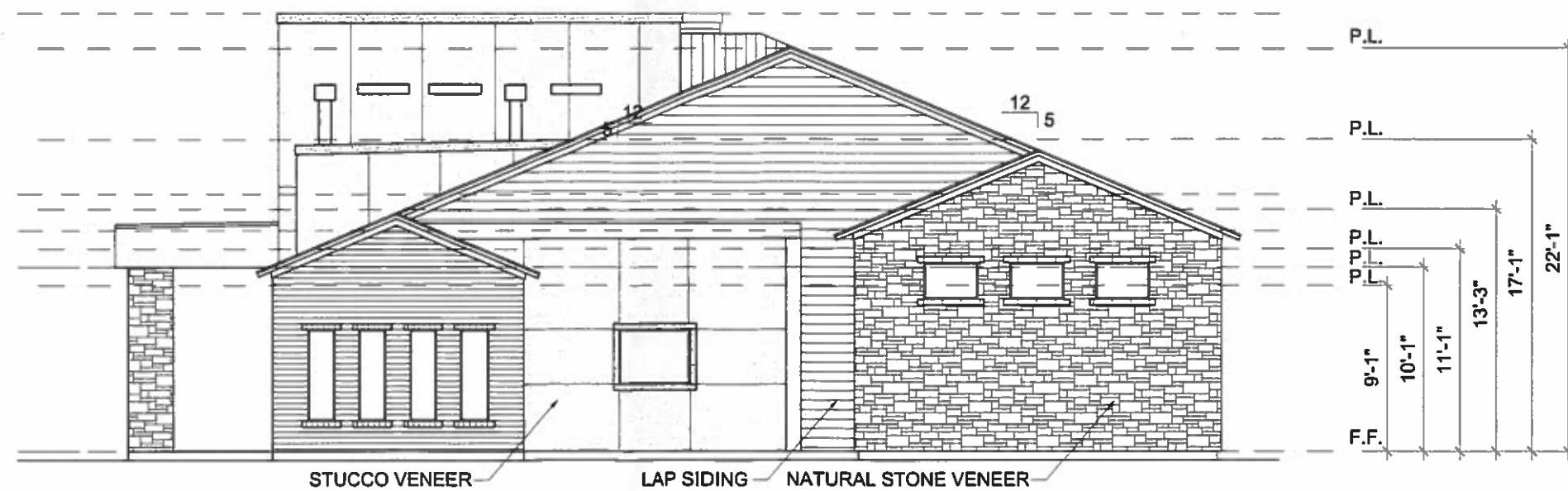


01 CLUBHOUSE FRONT ELEVATION
SCALE 1/8" = 1' - 0"

BUILDING MATERIALS	
MASONRY	66%
SIDING	34%
TOTAL	100%



02 CLUBHOUSE REAR ELEVATION
SCALE 1/8" = 1' - 0"



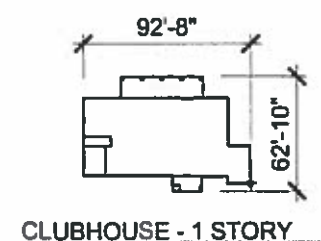
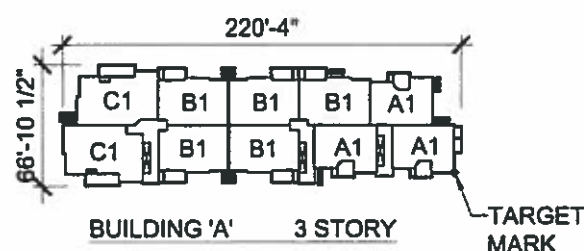
BUILDING MATERIALS	
MASONRY	66%
SIDING	34%
TOTAL	100%

01 CLUBHOUSE RIGHT ELEVATION
SCALE 1/8" = 1' - 0"

PALLADIUM LANCASTER
LANCASTER, TEXAS

[illegible]

PALLADIUM LANCASTER
LANCASTER, TEXAS

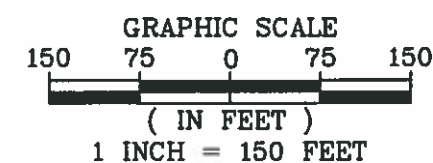


UNIT TABULATION

TYPE		# UNITS	S.F.	TOTAL SQ. FT.
A1	ONE BEDROOM, ONE BATH	34	804 S.F.	27,336 S.F.
A1-HC	ONE BEDROOM, ONE BATH	2	804 S.F.	1,608 S.F.
B1	TWO BEDROOM, TWO BATH	57	960 S.F.	54,720 S.F.
B1-HC	TWO BEDROOM, TWO BATH	3	960 S.F.	2,880 S.F.
C1	THREE BEDROOM, TWO BATH	23	1,154 S.F.	26,542 S.F.
C1-HC	THREE BEDROOM, TWO BATH	1	1,154 S.F.	1,154 S.F.
TOTAL		120		114,240 S.F.

BUILDING TABULATION

TYPE	# BLDGS.	UNITS/BLDG.	UNIT TYPES	BLDG. S.F.	TOTAL SQ. FT.
A	4	30	A1-9, B1-15, C1-6	28,560 S.F.	114,240 S.F.
TOTAL	4				114,240 S.F.



SITE PLAN
SCALE 1" = 100' - 0"

A1.0
SITE PLAN
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LANCASTER CITY COUNCIL

City Council Work Session

4.

Meeting Date: 02/19/2018

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

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

Submitted by: Opal Mauldin-Jones, City Manager

Agenda Caption:

Discuss a City Facility Naming Policy.

Background:

On December 3, 2017, Council received a presentation and discussed the adoption of a Facility/Building & Park Land Naming Policy or Ordinance. Staff presented current policies from the City of Lancaster and survey cities including the following policies and ordinances:

- City of Coppell Naming Park Lands & Facilities Ordinance
- City of North Richland Hills Naming Facilities Ordinance
- City of Rockwall Naming Facilities - Parks Policy
- City of Rowlett Naming Parks & Facilities Policy
- Lancaster Independent School District Naming Facilities Policy
- City of Lancaster Park Land Naming Policy
- City of Lancaster Street Name Change Ordinance

Council directed staff to draft a policy that would combine the existing Parks Naming Policy and Street Name Change Ordinance into an all inclusive City Facility Naming Policy to include parks, streets, facilities and other publicly owned property back for Council consideration.

Council will review and discuss the attached Draft Policy.

Operational Considerations:

The proposed policy provides a systematic and consistent approach for the official naming of City facilities, which include parks, buildings, streets and other publicly owned facilities.

As Council requested, this policy incorporates procedures that have been established through the previous Park Land Naming Policy and Street Name Change Ordinance with changes providing clarifications on procedures. Staff reviewed additional policies from the City of Houston, Texas, City of Greenville, Texas, City of Edmonton, Texas, and City of Tacoma, Texas whose policies reflect an all-inclusive policy for naming city facilities. In addition, staff incorporated language from the City of Rockwall, Texas Parks, Recreation and Municipal Naming Policy, as it was similar to the City of Lancaster's Park Naming Policy regarding procedures for naming or renaming a public facility.

City Council requested the policy include criteria for the naming of facilities.

Upon reviewing survey city policies, only one city created a naming board that would annually appoint citizens to serve one year terms. Council may appoint two (2) Councilmembers and at least one representative from a Board or Commission. If a relevant advisory board or commission does not exist, then the City Council may appoint a third member.

Incorporating the current Parks Naming Policy, staff recommends to continue to having the Parks and Recreation Advisory Board Chair appoint a subcommittee to provide recommendations for the Parks and Recreation Advisory Board's confirmation and forwarded recommendation for Council approval.

This policy would replace any and all policies or ordinances in conflict with this policy:

- Policy and Procedure for Dedicated Park Land Naming
- Article 18.05 - Street Name Changes in the Code of Ordinances.

Attachments

Naming of City Facilities Policy (DRAFT)

City Facility Naming Recommendation Form

City Facility Naming Request Form

Street Name Change Application



*City of
Lancaster*

SUBJECT: Naming of City Facilities Policy		POLICY NO.: TBD
APPROVED BY: City Council Resolution	POLICY DATE: TBD	REVISED DATE: TBD

- I. Purpose
- II. Objective
- III. Scope
- IV. Policy
 - A. Naming Criteria
- V. Municipal Facilities
 - A. Procedures
 - B. Guidelines
 - C. Renaming Existing Facilities
- VI. Park Land and Facilities
 - A. Procedures
 - B. Guidelines
 - C. Renaming Existing Facilities
- VII. Street Name Changes
 - A. Procedures
 - i. Reasons for Name Change
 - ii. Application by Petition
 - iii. City initiated Changes
 - iv. Processing; Approvals or Denials; Installation of Changes
 - B. Street Naming Alternatives

I. PURPOSE

This policy is implemented to establish uniform criteria and procedures, applicable to all persons, groups, firms and agencies, associated with the naming or renaming of City facilities, including buildings, parks, recreational facilities, streets and other publicly owned facilities.

II. OBJECTIVE

To establish a systematic and consistent approach for the official naming of City facilities.

To establish a policy that considers community tradition and continuity of name, while utilizing established criteria that emphasize geography, local history, community values and character, civics and service to the City of Lancaster in the naming or renaming of municipal facilities.

III. SCOPE

All City of Lancaster property and publicly owned rights-of-way.

IV. POLICY

The primary function of naming development areas, parks, municipal facilities, streets and honorary streets is to recognize and commemorate noteworthy persons associated with Lancaster, reflect Lancaster's heritage, and to recognize the flora, fauna, and natural features of the community. Streets and facilities should generally be named after people, places and events having made a significant impact on the quality of life within the city, and/or events of significance to the city's development.

A. Naming Criteria

- i. Proposed names should generally meet one of the following criteria:
 - 1) To honor and commemorate noteworthy persons or organizations who made exceptional contributions to the City of Lancaster, including one or more of the following:
 - a. Demonstrated excellence, courage or exceptional service to the citizens of the City of Lancaster (sustained, continuous public service over a period of 25 years or two-thirds of the person's life space);
 - b. Volunteered and gave extraordinary help or care to individuals, families or groups, or supported community services or humanitarian causes;
 - c. Worked to foster equality and reduce discrimination;
 - d. Risked his or her life to save or protect others;
 - e. Achieved a deed or activity performed in an outstanding professional manner or of an uncommonly high standard that brought considerable benefit or great honor to the City of Lancaster;
 - f. Made an outstanding contribution to Lancaster;
 - g. Made a significant financial contribution to the City;
 - h. Public service as an elected official; and
 - i. Public service as a community volunteer.

- 2) To commemorate local history, places, events, culture, ethnic or gender diversity of the community, including early pioneers who have contributed significantly to the city.
 - 3) To strengthen neighborhood identity;
 - 4) To recognize native wildlife, natural features, or flora and fauna of the geographical or topographical features related to the City of Lancaster.
- ii. The following names shall not be used:
 - 1) When renaming a street, names of living persons for streets, other than a recognized national figure;
 - 2) Duplicative names of streets already existing within the city;
 - 3) Names that are similar to existing parks, properties, or facilities in the City system (or other systems in the region) should not be considered in order to minimize confusion;
 - 4) Names which are, and could be considered discriminatory or derogatory, or that express a particular political affiliation; and
 - 5) Names that could be considered advertising.
 - iii. This policy shall not affect the platting or designation of new city streets.
 - iv. Requests will not be considered when submitted by an individual or a group for self-nomination. The only exception to this policy is when a significant financial contribution is made and the naming is a condition of the gift.
 - v. There must be a well-defined connection associated with the contributions of the individuals or community organization and the City facility.
 - vi. The significance of the contribution from the individual/organization needs to be evaluated in terms of the service impact of the City facility. Programs and projects must be described in specific quantifiable terms.
 - vii. Individuals and organizations that have made contributions of regional or community wide significance may be considered for naming of facilities that serve the region or community.
 - viii. Individuals and organizations that have made contributions of area or neighborhood wide significance may be considered for naming facilities that serve areas or neighborhoods within the City.
 - ix. The City reserves the right to change the name to maintain consistency with these policies. However, the City must review prior documentation for initial naming or renaming of public property or rights-of-way. Names that have become ingrained or widely accepted in the community should not be abandoned unless Council has amended current policy or there are compelling reasons and strong public sentiment for doing so. Historical or commonly-used place names should be preserved wherever possible.
 - x. When City property is named for an individual/organization, this action in no way gives the individual, family members or organization naming rights over other features on the property. Features within the facility or on the property will remain eligible for naming without the consent of the individual or family members for which the property is currently named.

V. MUNICIPAL FACILITIES

A. Procedures

- i. A City Council subcommittee will be formed and be responsible for recommending a name for City facilities to the entire City Council for consideration.
- ii. The subcommittee will be made up of two (2) councilmembers and at least one representative from a Board or Commission which oversees the city function of the City facility. If a relevant advisory board or commission does not exist, then the subcommittee will be made up of three (3) councilmembers.
- iii. The appointment shall be made by the Mayor subject to City Council approval.
- iv. The Subcommittee shall be responsible for research, study, and recommendation of a proposed name to the City Council. Recommendations, including rationale for the recommendations shall be submitted to the entire City Council in writing.
- v. Any recommendation which involved the name of a person shall include the following:
 - 1) Application
 - 2) A biographical or informational sketch;
 - 3) Rationale supporting the nomination; and
 - 4) The name(s) of the person(s) or supporting group(s) responsible for the nomination.
- vi. The Subcommittee shall solicit and use public input during the formation of such recommendations.
- vii. The Subcommittee may also solicit and use input from City Staff during the formation of such recommendations.
- viii. The Subcommittee must approve the recommendation by a simple majority.
- ix. The City Council shall approve by resolution or disapprove the name recommended by the Subcommittee.
- x. If the recommendation(s) is disapproved by the City Council, then the matter may be referred back to the Subcommittee for further action.

B. Guidelines

- i. City facilities shall be named at the earliest possible and most appropriate date.
- ii. Facilities such as a City Hall, Municipal Court, Police Station, Fire Station, Municipal Service Center, etc. shall include the name for the function that they serve to the public in order to prevent confusion and misrepresentation of the facility's mission (such as Jane Doe Municipal Airport or John Doe Memorial Fire Station)
- iii. The Subcommittee may recommend that the facility may be dedicated in honor of an individual in lieu of naming.
- iv. City facility names shall be familiar to the majority of citizens, easy to recall, and unique and lasting.

- v. Facilities may not be named for members of the City's staff, boards and commissions, city council, or any other official or employee (elected or otherwise) concerned with the functions and /or control of the City of Lancaster, for so long as such relationship exists.
- vi. Nothing herein shall be construed to require the City Council to name every facility.
- vii. Individual rooms, such as a conference room, etc., may be given a name which is different from that of the overall facility. The procedure for naming such a room shall be the same as for naming an entire facility.
- viii. The Subcommittee shall not contact any individuals whose names are under consideration. It shall also keep strictly confidential all information it has received or discussed, and any recommendation(s) it makes until such decision is taken to the entire City Council for discussion and action.
- ix. Once a name has been established, the Building Services Department will be responsible for the installation of appropriate signage and markers.

C. Renaming Existing Facilities

- i. Proposals to rename facilities are not encouraged and should be entertained only after fully investigating and considering potential impact of dropping the current. When appropriate, facilities may be renamed. The procedure for doing so shall be the same for originally naming the facility.
- ii. Public requests to rename existing facilities will be received by the City Secretary's Office and directed to the appropriate department for further investigation and evaluation against naming criteria.

VI. PARK LAND AND FACILITIES

A. Procedures

- i. The Parks and Recreation Advisory Board ("Parks Board") may be notified of the need to name a park or facility by the City Council, City Manager.
- ii. The Chairman of the Parks Board shall name a committee that will be responsible for recommending a name for all park lands and facilities to the Board.
- iii. The committee shall be responsible for research, study, and recommendation of a proposed name to the Board. Recommendations, including rationale for the selection of the recommended name shall be given in writing.
- iv. Any recommendation which involved the name of a person shall include the following:
 - 1) Application
 - 2) A biographical or informational sketch;
 - 3) Rationale supporting the nomination; and
 - 4) The name(s) of the person(s) or supporting group(s) responsible for the nomination.
- v. The committee shall solicit and use public input during the formation of such recommendations.

- vi. The committee may also solicit and use input from City Staff during the formation of such recommendations.
- vii. The Parks Board shall also solicit and use public input during the formation of such recommendations.
- viii. The Parks Board shall confirm or reject the name recommended by the committee.
- ix. If the committee's recommendation is rejected by the Parks Board, then the matter may be referred back to the committee for further action.
- x. All recommended names for such facilities must be confirmed by a majority vote of the members of the Parks Board.
- xi. Upon confirmation, the recommended name shall be forwarded to the City Council for the consideration and final approval.
- xii. The City Council shall approve by resolution or disapprove the name recommended by the Parks Board.
- xiii. If the recommendation(s) is disapproved by the City Council, then the matter may be referred back to the Parks Board for further action.

B. Guidelines

- i. Names for new parks shall typically be established within 90 days from the date of land acquisition or at the earliest possible time. The name of new facilities shall be established prior to the completion of construction. Names for parts or areas of parks and facilities may be established at any time.
- ii. The committee may recommend that the facility may be dedicated in honor of an individual in lieu of naming.
- iii. Park land and facility names shall be familiar to the majority of citizens, easy to recall, and unique and lasting.
- iv. Facilities may not be named for members of the City's staff, boards and commissions, city council, or any other official or employee (elected or otherwise) concerned with the functions and /or control of the City of Lancaster, for so long as such relationship exists.
- v. Nothing herein shall be construed to require the City Council to name every facility.
- vi. Parts or areas within the park or recreation facility may be given a name which is different than the park or building. Such parts or areas may include (but are not to be limited to) gardens, playgrounds, athletic fields, structures, swimming pools and meeting rooms. Names for such facilities shall be established by the same criteria and procedures.
- vii. The committee shall not contact any individuals whose names are under consideration. It shall also keep strictly confidential all information it has received or discussed, and any recommendation(s) it makes until such decision is taken to the entire City Council for discussion and action.
- viii. Once a name has been established, the Director of Quality of Life and Cultural Services will be responsible for the installation of appropriate signage and markers.

C. Renaming Existing Facilities

- iii. Proposals to rename facilities are not encouraged and should be entertained only after fully investigating and considering potential impact of dropping the current. When appropriate, facilities may be renamed. The procedure for doing so shall be the same for originally naming the facility.
- iv. Public requests to rename existing facilities will be received by the City Secretary's Office and directed to the appropriate department for further investigation and evaluation against naming criteria.

VII. STREET NAME CHANGES

A. Procedures

i. Reasons for Name Change

Applications for a street name change may be considered for any one (1) of the following reasons, which must be specified in the application:

- 1) To establish continuity of the street's name.
- 2) To eliminate name spelling duplication, phonetic duplication, or misspelling.
- 3) To bring coherence to the street numbering designation (east, west, north, south).
- 4) To provide a necessary roadway designation (Street, Road, Lane, Circle, Drive, Boulevard, and similar designations).
- 5) To honor a person, place, institution, group entity, event or similar subject, subject to Naming Criteria listed in this policy.
- 6) To enhance a neighborhood through association of the street name with its location, area characteristics, history, or similar factors, subject to the Naming Criteria listed in this policy.

ii. Application by Petition

- 1) An application for a change of the name of a street may be filed by any person, group, firm or agency with the Department of Public Works in the form of a petition signed by not fewer than eighty percent (80%) of all owners, or owner's attorney-in-fact, of property abutting the subject street. "Owners" of such abutting property shall be determined by the then-current city real property ad valorem tax roll. The applicant shall make a formal request for the official application form from the Department of Public Works Engineering Division. The petition shall contain the following minimum information:
 - a. A detailed description of the request;
 - b. The owner's address, printed name, signature, and whether they oppose or suppose the street name change.
- 2) The application shall state the present official name of the city street, the proposed new name, and a statement of the reason or reasons from among those listed above. The application shall also indicate the name and address of each person, group, agency, or entity requesting the street

name change and responsible for payment of the associated costs for signage and installation.

iii. City Initiated Changes

- 1) In all instances where it is the city's recommendation that a street name be changed, the department head shall file a request for a change of the name of a street with the Department of Public Works. The written request shall state the present official name of the city street, the proposed new name, and a statement of reason or reasons, from among those listed above, claimed for such name change.

iv. Processing; Approvals or Denials; Installation of signs

- 1) Upon receipt of a completed application form, the Public Works Engineering Department shall confirm that the petition meets the requirements provided herein and the city-initiated request meets the requirements provided herein.
- 2) If a completed application form is not submitted to the Public Works Engineering Department by the application within ninety (90) days of the date of the formal request for the application, the application is considered expired.
- 3) In all cases where the application by petition has expired or been rejected for not meeting any of the requirements provided herein, any applicant may submit a second formal request for application for the same street only after a period five (5) years from the date of the previous formal request for application.
- 4) Upon confirming that the petition or city-initiated request meets the requirements of this article, the Public Works Engineering Department will determine the costs associated with the installation of new city street name signs.
- 5) The Public Works Engineering Department will notify by mail all the property owners on the subject street to verify the petition. The letter will also notify the residents of the cost for the installation of new city street name signs and provide contact information for the collection of payments. If more than 20% of the property owners contact the city objecting to the street name change, in writing, the City will deny the street name change application.
- 6) If all cases where the application by petition has been approved such approval is contingent on the city's receipt of advance payment for the costs associated with the installation of new city street name signs by the person, group, agency, or entity designated on the application as responsible for such payment.
- 7) All approved street name changes shall be forwarded to the Streets Division for the ordering of and installation of the new street name signs.
- 8) The Public Works Engineering Department shall provide a copy of each street name change to the local utility companies, all department directors, 911 administrators, Dallas Central Appraisals District, U.S. Postal Service, and county voter's registrar's office.

B. Street Naming Alternatives

- i. Individuals and organizations are encouraged to consider alternatives to street renaming for the commemoration of individuals or organizations. For example, interpretative plaques at key locations on buildings or sites, or where appropriate, in sidewalks or other visible pedestrian areas.
- ii. In some cases, an “Honorary Street” designation may be given to certain sections of existing streets to commemorate the lives of important community members. A commemorative street blade sign may be mounted below the official street name for a defined length of the street, if approved, at the expense of the applicants. “Honorary designations” of streets may be considered as requests for renaming facilities.
- iii. For “Honorary Street” designations, the City shall develop and provide a standard sign specification for approved requests.



City Facility Naming Recommendation

NAMING RECOMMENDATION REQUIREMENTS

Recommending Body: _____

Recommending Body Representative(s): _____

Proposed Name(s): _____

Type of Name:

☐ New Name ☐ Honorary Name ☐ Rename

Name Assigned to:

☐ Development Area ☐ Municipal Facility ☐ Park
☐ Recreational Facility ☐ Other _____

Information Required:

☐ Reason/Justification for request ☐ Site Location
☐ Biography of person ☐ Articles/newspaper clippings
☐ Family consent, if available ☐ Awards/citations



City Facility Naming Change Request

NAMING RECOMMENDATION REQUIREMENTS

Applicant Information

Date of Application: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ E-mail: _____

Current Facility Name: _____

Proposed Facility Name: _____

Type of Name:

☐ Rename

☐ Honorary Name

☐ New Name

Reasons for Facility Name Change: _____

☐ Check if reason/description is attached

City of Lancaster City Secretary Office use only:

Application Received: _____ Assigned to Department: _____



Street Name Change

Application by Petition

NAMING APPLICATION AND REQUIREMENTS

Applicant Information

Date of Application: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ E-mail: _____

Current Street Name: _____

Proposed Street Name: _____

Type of Name:

☐ Rename ☐ Honorary Name ☐ New Name

Reasons for Street Name Change: _____

☐ Check if reason/description is attached

City of Lancaster Public Works Department use only:

Application Received: _____

Name: _____

Title: _____

City of Lancaster
211 N. Henry Street
Lancaster, TX 75146
972-218-1300

LANCASTER CITY COUNCIL

City Council Work Session

5.

Meeting Date: 02/19/2018

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

Goal(s): Healthy, Safe & Engaged Community

Submitted by: Opal Mauldin-Jones, City Manager

Agenda Caption:

Discuss requirements of police officer presence at event centers where alcohol is available or served as well as crowd size over a certain limit.

Background:

As prescribed in the City Council rules and procedures as amended September 2016, Section D. City Council Agenda Process, Subsection 1.b., Councilmember Marco Mejia requested that an item be included on the February 19, 2018 Work Session Meeting for the purpose of discussing police officer presence being required at event centers where alcohol is available or served as well as crowd size over a certain limit.

Ordinance No. 2008-02-07 was adopted on February 11, 2008 regarding Parks & Recreation Code which provides provision for requirement of a police officer at events in City facilities:

ARTICLE 16.100 PARKS & RECREATION CODE

Section 16.121 Alcoholic Beverages.

(c) Requests to serve alcoholic beverages during reservations using the Grand Hall in the Lancaster Recreation Center, Lancaster Senior Center and Community House must be made through the Parks and Recreation Department.

3. Such reservations are required to have a licensed City of Lancaster Police Department officer in uniform on duty at all times during the reservation.

The City of Garland has implemented some requirements associated with certain uses:

Section 2.52 Special Standards for Certain Uses.

(A) Specific Requirements. The City has established the following standards for certain land uses that apply to the uses regardless of the zoning district in which they are located, unless otherwise stated within other sections of this GDC. The definitions for each land use listed below are contained within Chapter 6 of this GDC.

(20) Reception Facility. A reception facility must comply with the following provisions of this Subsection (20):

(b) Security. The reception facility must provide security at every event where alcoholic beverages are provided or served, and also for any events occurring after 6:00 p.m.

Security must be by a qualified person(s) who is authorized to provide private security under Chapter 1702 of the Texas Occupations Code.

This item is for City Council discussion.

Attachments

Ordinance No. 2008-02-07

City of Garland Development Code Section 2.52 Excerpt

ORDINANCE NO. 2008-02-07

AN ORDINANCE OF THE CITY OF LANCASTER, TEXAS, AMENDING THE LANCASTER CITY CODE OF ORDINANCES BY ADDING THERETO A NEW CHAPTER 16, ARTICLE 16.100, WHICH SHALL BE KNOWN AS THE "PARKS AND RECREATION CODE"; PROVIDING DEFINITIONS; PROVIDING GENERAL REGULATIONS; PROVIDING SPECIAL RULES FOR SPECIFIC PARK FACILITIES; PROVIDING VEHICULAR REGULATIONS; PROVIDING FOR ENFORCEMENT; PROVIDING FOR DAMAGE TO PARK PROPERTY; PROVIDING FOR FEES; PROVIDING FOR FACILITY SCHEDULING; PROVIDING FOR THE PARK PAVILIONS; PROVIDING FOR ATHLETIC FACILITIES; PROVIDING FOR ACTS REQUIRING PERMITS; PROVIDING FOR AMPLIFICATION SYSTEMS; PROVIDING FOR ROLLER SKATES, SKATEBOARDS/BICYCLES; PROVIDING FOR MASS GATHERINGS; PROVIDING FOR THE PARKS AND RECREATION MASTER PLAN ADOPTION BY REFERENCE; PROVIDING FOR THE LANCASTER PARKS AND RECREATION ADVISORY BOARD, TREE BOARD AND LANCASTER RECREATIONAL DEVELOPMENT CORPORATION; PROVIDING FOR MANDATORY PARK LAND DEDICATION; PROVIDING FOR GOLFING IN PUBLIC PARKS; PROVIDING FOR ADVERTISEMENTS; PROVIDING FOR TRAIL USE; PROVIDING FOR ALCOHOLIC BEVERAGES; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY OF FINE NOT TO EXCEED THE SUM OF FIVE HUNDRED DOLLARS (\$500.00) FOR EACH OFFENSE; AND PROVIDING AN EFFECTIVE DATE.

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

SECTION 1. That the Lancaster City Code of Ordinances be and the same is hereby amended by adding thereto a new Chapter 16, Article 16.100, "Parks and Recreation Code", which shall read as follows:

"ARTICLE 16.100 PARKS AND RECREATION CODE"

Sec. 16.100. Name of Code.

This article shall be commonly known and cited as the "Parks and Recreation Code."

Sec. 16.101. Definitions.

For the purposes of this article, the following terms, phrases, words and their derivations shall have the meaning given herein. When not inconsistent with the context, words used in the present tense include the future and words in the plural number include the singular, and words in the singular include the plural. The word "shall" is always mandatory and not merely directory.

Minor child shall mean individuals ages 10 and under.

Sec. 16.102. General Regulations.

Within the limits of any park, it shall be unlawful for any person or persons, by omission or commission, to do any of the acts hereinafter specified, except as may be otherwise provided:

- (a) It shall be unlawful for the parent, guardian or person in custody of such minor child to allow, suffer or permit such child to go into any park, or recreational facility owned or operated by the City, unless such child is accompanied by a person not less than fourteen (14) years of age who is capable of supervising and caring for such child, and who has agreed with such parent, guardian or person in custody of such child to be responsible for the safety of such child.
- (b) To hitch, fasten, lead, drive, or let loose any animal, reptile, fish, or fowl of any kind, provided that this shall not apply to horses, dogs or cats when led by a chain, cord, or leash.
- (c) The Director of Parks and Recreation shall be authorized to establish hours of operation for all parks and recreation facilities based upon usage, funding, and need.
- (d) No group or individual will be allowed to charge an admission fee for activities held at Parks and Recreation facilities or the surrounding grounds without prior approval of the Director of Parks and Recreation.
- (e) Any alterations to the appearance of Parks and Recreation facilities to include, but not limited to, the hanging of plants, additional lighting, attached video screens, etc., must have prior approval by the Director of Parks and Recreation as to the manner in which said alterations are to be accomplished. These must be removed without damage to the facility by the reserving group during the rental period. Any damage which may result from the installation or removal of any fixtures or materials will result in the assessment of damage/security deposit.

- (f) Groups having reservations at Parks and Recreation facilities shall be permitted to use only the area(s) which were designated for them at the time the reservation was confirmed.
- (g) The Director of Parks and Recreation reserves the right to refuse any group the privilege of using Parks and Recreation facilities if past usage resulted in violation of facility policies. Any group charged with a second occurrence will be barred from making any future reservations. In addition, any first occurrence deemed flagrant by the Director of Parks and Recreation may cause a group to be precluded from any future usage.
- (h) No gambling or loitering shall be permitted on all Parks and Recreation facility premises. All patrons must vacate the premises upon the conclusion of their rental period.
- (i) To ride or drive any horse or other animal, except in areas specifically designated for such purpose.
- (j) To carry or discharge any firearm, firecrackers, torpedoes, or any other fireworks, air guns, BB guns, bow and arrow, or slingshots. This prohibition shall not apply to individuals licensed to carry concealed handguns.
- (k) To operate any motorized model airplane, boat or rocket, except in such areas as may be specifically designated for such purposes by the Parks and Recreation Director or designee.
- (l) To damage, cut, break, injure, deface, or disturb any tree, shrub, plant, rock, building, cage, pen, monument, sign, fence, bench, or other structure, apparatus, or property; or to mark or write upon, paint, or deface any building, monument, sign, fence, bench, or other structure.
- (m) To swim, bathe, wade in or pollute the water of any fountain, pond, lake, stream or any other body of water.
- (n) To make or kindle a fire, except in picnic stoves or fire pits in areas designated for that purpose.
- (o) To wash dishes or to empty salt water or other waste liquids in areas other than those specifically designated for such purposes.
- (p) No person shall use any portion of any park facility for toilet purposes, except the public restrooms or temporary portable units provided.
- (q) No person over the age of six (6) years to use the restrooms and washrooms designated for the opposite sex.

- (r) No person shall conduct or participate in any tournament, camp, or organized sporting activity which has not been specifically authorized by the department, or which conflicts with a scheduled activity or event authorized by the department.
- (s) No person shall interfere with, disobey or ignore any lawful order of an employee while in the performance of his/her duties in any park area or facility.
- (t) To leave garbage, cans, bottles, papers, or other refuse elsewhere than in refuse containers provided for such purpose.
- (u) To participate or engage in any activity on any public park area when such activity will create a danger to the public or may be considered a public nuisance. The Parks and Recreation Director or designee may designate particular locations within park areas for specific activities.
- (v) Overnight camping on any park property, except by special permit issued by the Parks and Recreation Director or designee.
- (w) To disrupt or disturb in any manner any picnic, meeting, service, concert, exercise, or exhibition.
- (x) No cremation remains shall be disposed of on park land.
- (y) To distribute, post, place, or erect any advertising handbill, circular, bill, notice, paper, or other advertising device without special permit issued by the Parks and Recreation Director or designee.
- (z) To sell or offer for sale any food, drinks, confections, merchandise, or services without special permit issued by the Parks and Recreation Director or designee.
- (aa) To practice, carry on, conduct, or solicit for any trade, occupation, business, or profession.
- (bb) To go into or remain in any city park at a time when the park is officially closed to the public without a special permit issued by the Parks and Recreation Director or designee. All city parks shall be closed to the public during the times indicated, and signs indicating such shall be posted at conspicuous places to give notice thereof.
- (cc) Glass containers are prohibited in all parks and recreation facilities.
- (dd) Registered sex offenders and individuals that have been convicted of possession and/or distribution of controlled substances are prohibited from

use, access or participation in any and all activities, facilities or participation in municipal parks and recreation facilities, owned, leased, contracted or sponsored by the City of Lancaster.

- (ee) Smoking and the use of all tobacco products shall be prohibited within the confines of any city park, athletic facility or any enclosed park facility.
- (ff) No pets shall be permitted within any playground area or where any organized activity is being conducted. This prohibition shall not apply to service animals used for persons with disabilities or law enforcement.
- (gg) The use of metal detectors in City parks, and recreational facilities is prohibited.

Sec. 16.103. Special Rules for Specific Park Facilities.

Each park facility may develop rules and regulations that address problems specific to that facility, which shall be in writing and approved by the Director. Patrons shall comply with all rules and regulations posted at individual facilities or for special events.

Sec. 16.104. Vehicular Regulations.

Within the limits of any park, it shall be unlawful for any person or persons to do any of the acts hereinafter specified, except as may be otherwise provided:

- (a) To drive a vehicle at a rate of speed faster than fifteen (15) miles per hour upon any drive or street in any park of the City unless otherwise posted on standard traffic signs.
- (b) To exhibit any unnecessary acceleration of a vehicle such as to cause gravel to be thrown, tires to squeal, or the vehicle to spin in an unsafe or hazardous manner.
- (c) To drive a vehicle over or across the curbs, sidewalks, grass, or lawn within any park area unless authorized by Parks and Recreation Director or designee.
- (d) For any vehicle used for the purpose of transporting freight and merchandise, or brick, stone, or gravel, and all those commonly known as express or delivery vans to enter upon or drive through any public park, except by special permit issued by the Parks and Recreation Director or designee.

- (e) To park in areas other than those set aside for this purpose. In areas having no parking areas marked, all parking will take place outside of the boundary or curb-line, where existing.
- (f) Where parking stalls have been designated, all vehicles shall be parked within and between the lines designating a single vehicle parking space and not otherwise.
- (g) Where parking lots or areas within parks have been designated for head-in parking to front on a visible parking line without delineated single vehicle spaces, the front of the vehicle shall be placed on the parking line.
- (h) No vehicle shall be parked or left behind any other vehicle in the parking line or back of such parking line in any manner so as to obstruct, block, or hinder ingress or egress from the line. Where a vehicle is parked or left in violation of this section in such a manner as to obstruct or block traffic and the owner or operator of the vehicle cannot be found or refuses to remove such vehicle, police officers or other authorized representative of the City may move the vehicle so that traffic will not be impeded. No variation to the requirements of this paragraph shall be allowed, except by special permit issued by the Parks and Recreation Director or designee.

Sec. 16.105. Enforcement.

(a) Officials

The Parks and Recreation Director or designee, and any member of the Police Department shall, in conjunction with their duties imposed by law, diligently enforce the provisions of this Ordinance.

(b) Ejection

The Parks and Recreation Director or designee, and any member of the Police Department shall have the authority to demand that any person acting in violation of this Ordinance leave the park or city recreational facility leased or owned. "Demand" as that term is used in this subsection, shall mean the giving of an order to the person in violation of this Ordinance, instructing that such person leave and depart from the premises of the park or city recreational facility leased or owned. It shall be unlawful for any person to remain within the park premises after receiving such an order. Such failure shall constitute criminal trespass.

Sec. 16.106. Damage to Park Property.

If any person damages or defaces any real or personal property under the control or responsibility of the Parks and Recreation Department, such violators shall be

held responsible for the actual costs to repair or replace such damaged item or items.

Sec. 16.107. Fees.

All fees for rentals and memberships are approved by City Council and outlined in the Master Fee Schedule.

Sec. 16.108. Facility Scheduling.

- (a) Requests for reservations for any of the facilities in any of the parks must be made through the Parks and Recreation Department. Such reservations must be requested in person no later than two (2) weeks (14 days) prior to the date for which the reservation is requested.
- (b) Parties and activities involving minors ages 11-17 require the following:
 - 1. Reservations will not exceed 50 minors per event.
 - 2. One City of Lancaster police officer in uniform for every 25 minors.
 - 3. Guest list must be provided. No individuals will be permitted to enter the reservation unless named on the list.
 - 4. Participants are not allowed to leave the reservation once checked in.
 - 5. No reservations will be allowed to exceed the City's Curfew Hours for Minors. Ordinance No. 2007-02-06 adopted February 26, 2007.
 - 6. One chaperone (age 25 or older) for every 25 minors.
 - 7. City sponsored events shall be exempt.
- (c) The Parks and Recreation Director is authorized to refuse or deny any request for reservations for reasonable cause. The Parks and Recreation Director further has the right and obligation to cancel or suspend any such reservation previously issued if, in the opinion of the Parks and Recreation Director, such cancellation or suspension is in the best interests of the citizens of Lancaster and/or is necessary for the maintenance and control of facilities under the responsibility of the Parks and Recreation Department.
- (d) At the conclusion of the reservation of any facility, the facility must be left in a clean and orderly condition. All applicants agree, by signing of the reservation contract, to pay the cost of repairing any damage to park property incurred by the group using the facility as determined by the Parks and Recreation Department.

- (e) All facilities that are not reserved are available for use by the general public on a first come, first served basis. A listing of reserved facilities, including the time of reservation and the party holding such reservation, will be maintained by the Parks and Recreation Department and will be available for inspection during regular working hours.

Sec. 16.109. Park Pavilions.

- (a) All park picnic pavilions can be reserved. Reservations must be made in person by the individual responsible for the reservation. Reservations will be granted for a pavilion between the hours of 8:00 a.m. and 12:00 Noon and 1:00 p.m. and 5:00 p.m.
- (b) All facilities that are not reserved are available for use by the general public on a first come, first served basis. A listing of reserved facilities, including the time of reservation and the party holding such reservation, will be maintained by the Parks and Recreation Department and will be available for inspection during regular working hours.

Sec. 16.110. Athletic Facilities.

Reservations for a playing facility will be granted for a reasonable period of time between the hours of 8:00 a.m. and sunset for unlighted facilities and between 8:00 a.m. and 11:00 p.m. for lighted facilities, as available.

Sec. 16.111. Acts Requiring Permits.

In addition to any other provision of this Article that requires the obtaining of a permit prior to engaging in a given activity, it shall be unlawful for any person in a park to conduct, operate, present, manage or take part in any of the following activities unless a permit is obtained from the Parks and Recreation Director prior to the start of such activity.

- (a) Any organized team or league sports activity.
- (b) Give any theatrical entertainment, moving picture show, parade, procession or public gathering, festival, concert, recreational program, event, or other outdoor presentation, whether or not an admission fee is charged.
- (c) Special permits for activities not identified or required by this Ordinance must be applied for in person no later than 14 days prior to the date for which the permit is requested.
- (d) The person or persons utilizing such permit must have the permit in their possession or, if possible, posted in a conspicuous location, and available

for inspection by the Parks and Recreation Director or designee or any member of the Police Department.

- (e) The Parks and Recreation Director has the right to refuse or deny any request for special permit for reasonable cause. The Parks and Recreation Director further has the right and obligation to cancel or suspend any such special permit previously issued if, in the opinion of the Parks and Recreation Director, such cancellation or suspension is in the best interests of the citizens of Lancaster and/or is necessary for the maintenance and control of facilities under the responsibility of the Parks and Recreation Department.
- (f) Any person making a request for a reservation may appeal the refusal of such request to the City Manager.

Sec. 16.112. Amplification System.

- (a) Except when approved by the Parks and Recreation Director or designee, no person shall operate any device so that the sound could be heard to the annoyance or inconvenience of persons in a public place or in neighboring premises.
- (b) No permit shall be issued for the use of amplified sound beyond 10 p.m. unless approved by the Parks and Recreation Director.

Sec. 16.113. Roller Skates, Skateboards/Bicycles.

Roller skates, skateboards and bicycles are permitted on designated trails within city parks. Roller skating, skateboarding and bicycle riding are prohibited on playgrounds, sidewalks, tennis courts, in picnic pavilions or monument-type structures or in any other park area except as designated by the Parks and Recreation Director or designee.

Sec. 16.114. Mass Gathering.

- (a) It shall be unlawful to hold any meeting or gathering within the parks and recreation department facilities which will attract more than 50 persons without first obtaining a special permit and/or reservation contract from the Parks and Recreation Director or designee for such purpose.
- (b) The Parks and Recreation Director may require adequate public safety personnel and portable sanitary facilities to ensure the safety and well-being of participants.

Sec. 16.115. Parks and Recreation Master Plan Adoption by Reference.

- (a) The City of Lancaster City Council has adopted a Parks, Recreation, and Open Space Master Plan hereinafter called the “approved plan,” which is on file in the Office of the City Secretary.
- (b) The approved plan shall be filed for record in the official City records and the approved plan shall be available to the public and to all landowners and used as an officially approved Parks, Recreation, and Open Space Master Plan by the City Administration, City Parks and Recreation Advisory Board, Tree Board, and City Council.

Sec. 16.116. Lancaster Parks and Recreation Advisory Board, Tree Board, and Lancaster Recreational Development Corporation.

- (a) ***Creation***
The City Council shall provide for the appointment of a Parks and Recreation Advisory Board, Tree Board, 4B Board consisting of seven (7) do we specifically mention the alternate members. Board members shall be residents of the City.
- (b) ***Terms of Board Members***
Each board member shall be appointed for two-year terms. Appointments shall be made at a regularly scheduled City Council meeting each July.
- (c) ***Removal from Board; Vacancies Filled***
The members of the Parks and Recreation Advisory Board, Tree Board, and 4B Board shall be subject to removal from office by the City Council for any cause deemed sufficient by a majority vote of City Council members at a regularly scheduled Council meeting. Any vacancy in the Board shall be filled by the City Council for the unexpired term of the member whose place has become vacant.
- (d) ***Meetings***
The Parks and Recreation Advisory Board, Tree Board, and 4B Board shall hold at least one (1) monthly meeting. Such meeting shall be held on a day of the month approved by the board, special meetings may be called by the Chairman, Director of Parks and Recreation, or if requested by at least four (4) board members.
- (e) ***Election of Officers***
A Chairman and Vice-Chairman shall be selected each year at the regular meeting in October.

(f) ***Duties of Officers***

1. Chairman. It shall be the duty of the Chairman to preside at all meetings of the Board, to appoint internal committee and study group members and to call special meetings.
2. Vice-Chairman. It shall be the duty of the Vice-Chairman to perform the duties of the Chairman during any absence.

(g) ***Duties of Board***

1. The Board shall serve in advisory capacity to the City Council in all matters relating to the Parks and Recreation Department of the City.
2. The Board shall acquaint with and make a continuous study and inspection of the complete parks and recreational programs and shall advise the City Council from time to time as to present and future planning, acquisition, development, enlargement and use policy of the parks and recreation system.
3. The master plan shall be reviewed at least annually and shall make recommendations as appropriate to the City Council.
4. The Board shall review, study and make recommendations to the Parks and Recreation Director for priorities of projects or activities to be included in future parks and recreation programs.
5. The Board shall study and make recommendations to the City Council on any other matters as requested by the City Council.

(h) ***Responsibility of Parks and Recreation Department***

1. All parks and recreational activities shall be administered by the Parks and Recreation Director and staff. The Parks and Recreation Director shall be responsible to the City Manager for the general operating procedures of the Department.
2. The Parks and Recreation Director shall prepare meeting Agendas for each board meeting.
3. The Parks and Recreation Director or designee will act as ex officio member of the Board and all committees.

4. The Parks and Recreation Director will be responsible for recording and preparation of the minutes which shall be approved by the Board at the next meeting.
5. The Parks and Recreation Director will provide technical assistance and all support data and information requested by the Board.

Sec. 16.117. Mandatory Park Land Dedication.

Ordinance No. 2006-10-41 adopted October 24, 2006

Sec. 16.118. Golfing in Public Parks.

It shall be unlawful for any person to drive or hit a golf ball in, into, upon or over any public park owned, leased, operated or maintained by the City, except in those areas designated and posted for such activities.

No golfing will be permitted on any and all athletic fields.

Sec. 16.119. Advertisements.

Advertising by the use of billboards, signs, markers, audio devices, or any other means whatsoever, including handbills, circulars, flyers, and posters is prohibited without written permission of the Parks and Recreation Director, a copy of which written permission shall be available on site at all times.

Any and all distribution of such materials shall follow all rules and regulations of Article 4.800 of the City Code.

Sec. 16.120. Trail Use.

- (a) No person shall operate or use a motor vehicle, including a motorcycle, motorbike, minibike, ATV, or bicycle on a trail or path not designated for the use with such vehicles.
- (b) On the Hike and Bike Trails, bicyclists shall yield to walkers and joggers.
- (c) Trail users on the Hike and Bike Trails should not be more than two abreast when this action will impede other traffic on the trail. Trail users should leave ample room on the trail for other users to pass safely.
- (d) Bicyclists should maintain bicycles in good condition and should operate them in a safe manner. All bicycles shall be equipped with properly functioning brakes.

Sec. 16.121. Alcoholic Beverages.

- (a) No person shall sell, store, possess or consume an alcoholic beverage in any city park. The term "*alcoholic beverage*," as that term is used in this Article, shall be defined as used in the Texas Alcoholic Beverage Code.
- (b) At a special civic event sponsored by the city, the city manager may grant a special event permit, for a period not to exceed two consecutive days, for consumption, possession and/or sale of beer and wine by a person who has obtained a permit under state law. In issuing such permit the city manager may designate all or part of such park or facilities located thereon for such permit; and may establish such hours of operation as deemed appropriate.
- (c) Requests to serve alcoholic beverages during reservations using the Grand Hall in the Lancaster Recreation Center, Lancaster Senior Center and Community House must be made through the Parks and Recreation Department.
 - 1. Such reservations must be requested in writing at the time of the initial reservation.
 - 2. Such written request must state the purpose of the reservation, the specific areas of the facility for which the reservation is requested, the time or times and date or dates for which the reservation is requested, person or persons who intend to utilize such facilities.
 - 3. Such reservations are required to have a licensed City of Lancaster Police Department officer in uniform on duty at all times during the reservation.
 - 4. A \$200 deposit will be collected when making the reservation.
 - 5. Alcoholic beverages may only be served at events such as wedding receptions, anniversary parties, and city sponsored events.
 - 6. Alcoholic beverages may only be served at closed events not open to the general public.
 - 7. Beer, wine, and champagne are the only alcoholic beverages that are permitted. No liquor will be permitted.
 - 8. It is the renter's responsibility to ensure that no minors or visibly intoxicated are served alcoholic beverages.

SECTION 2. That all provisions of the Ordinances of the City of Lancaster, Texas, in conflict with the provisions of this ordinance be, and the same are hereby amended, repealed, and all other provisions of the Ordinances of the City not in conflict with the provisions of this ordinance shall remain in full force and effect.

SECTION 3. If any Article, paragraph or subdivision, clause or provision of this Ordinance shall be adjudged invalid or held unconstitutional, the same shall not affect the validity of this Ordinance as a whole or any part or provision thereof, other than the part so decided to be invalid or unconstitutional.

SECTION 4. Any person, firm or corporation violating any of the provisions of this Ordinance shall be deemed guilty of a misdemeanor and, upon conviction, shall be punished by a penalty of fine not to exceed the sum of Five Hundred Dollars (\$500.00) for each offense, and each and every day such offense is continued shall constitute a new and separate offense.

SECTION 5. This Ordinance shall take effect immediately from and after the publication of its caption, as the law in such cases provides.

DULY PASSED by the City Council of the City of Lancaster, Texas, on the 11th day of February 2008.

APPROVED:


JOE TILLOTSON, MAYOR

ATTEST:


DOLLE K. SHANE, CITY SECRETARY

APPROVED AS TO FORM:


ROBERT E. HAGER, CITY ATTORNEY
(REH/cdb 12/20/07)

Section 2.52 Special Standards for Certain Uses

(A) **Specific Requirements.** The City has established the following standards for certain land uses that apply to the uses regardless of the zoning district in which they are located, unless otherwise stated within other sections of this GDC. The definitions for each land use listed below are contained within Chapter 6 of this GDC.

(1) **Convenience Stores.** Convenience stores must comply with the following provisions of this Subsection (1):

- (a) A Convenience Store may not offer drive-in, drive-up, drive-through or walk-up sales, or service of pre-packaged, sealed, unopened beverages.
- (b) A Convenience Store must contain a minimum of one thousand square feet of retail space unless it is located in a multi-tenant building in an Urban district.
- (c) For purposes of this Section, the terms "drive-in", "drive-up", "drive-through" and "walk-up" do not prohibit the service of food or beverages to customers:
 - (i) Who must physically leave their vehicles and enter a building in order to make a purchase; or
 - (ii) As part of a drive-through restaurant in connection with the sale or service of food to the customer.

(2) **Youth Day Care Centers and Private Schools (including Kindergartens and Pre-Schools).** Youth Day Care Centers and Private Schools must comply with the development standards of the zoning district and with the following regulations and standards of this Subsection (2):

- (a) **State License.** All Day Care Centers and Private Schools must have and maintain a valid State license, if required, for the type of operation.
- (b) **Outdoor Play Area.**
 - (i) All Day Care Centers and Private Schools must provide at least sixty-five square feet of fenced outdoor play space per child, based upon the maximum licensed capacity of the facility. The required outdoor play area may have no perimeter dimension of less than thirty linear feet. However, where the minimum requirements of outdoor play area have been met, any additional space used as a portion of the outdoor play area may be of any dimension. For Day Care Centers or Private Schools that are located within an office building, retail center, or other nonresidential structure, the outdoor play area requirement may be satisfied by providing an equivalent amount of indoor play space (such as a gymnasium or other enclosed area that is conducive to recreational activities).

- (ii) the exterior walls are one hundred percent textured masonry to match the rest of the complex;
 - (iii) no roof overhangs or encroaches upon an adjacent property;
 - (iv) no signage is placed on exterior walls;
 - (v) spaces between buildings where no driveway exists are fenced with ornamental iron fencing with evergreen shrubs; and
 - (vi) property line(s) are not adjacent to a residential zoning district.
 - (c) Special Vehicle, Recreational Vehicle and Boat Storage. Storage of special vehicles, recreational vehicles, or boats: (i) must be in a designated area; (ii) may not occupy any required parking spaces; and (iii) are only allowed with approval of an SUP and accompanying Site Plan.
- (17) Landscape Nursery/Tree Farm. A commercial Landscape Nursery/Tree Farm may use compacted and stabilized road-base gravel or asphalt for all drive aisles in the plant-growing and display areas of the site if a request for alternative compliance is submitted, and subsequently approved, in accordance with [Article 1, Division 2 in Chapter 4](#) of this GDC. The main entry drive aisle, all customer parking areas at the sales center or retail building, and all required fire lanes must be paved in accordance with the City's paving standards.
- (18) Bulk Materials Sales and Storage. Bulk Materials Sales and Storage must meet all standards of outside storage as provided in [Section 2.52\(A\)14](#).
- (19) Temporary Building/Office. The use of compacted and stabilized road-base gravel or asphalt for required parking areas for a Temporary Building/Office is allowed, provided that the building is no larger than two thousand square feet in total area and complies with Sections 30.03, 30.06 and 30.194 in the City Code.
- (20) Reception Facility. A reception facility must comply with the following provisions of this Subsection (20):
- (a) Time Period. An SUP for a reception facility is valid for the time period specified in the SUP ordinance.
 - (b) Security. The reception facility must provide security at every event where alcoholic beverages are provided or served, and also for any events occurring after 6:00 p.m. Security must be by a qualified person(s) who is authorized to provide private security under Chapter 1702 of the Texas Occupations Code.
 - (c) Loitering, Outside Activities. Prolonged congregating or loitering of event attendees or participants outside the reception facility is prohibited. Outside activities, if any, must be in compliance with the City's noise regulations as set forth in the City Code.

LANCASTER CITY COUNCIL

City Council Work Session

6.

Meeting Date: 02/19/2018

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

Goal(s): Quality Development

Submitted by: Opal Mauldin-Jones, City Manager

Agenda Caption:

Discuss Ordinance No. 2007-09-43 of the Lancaster Code of Ordinances Chapter 12, Article 12.500, "Parking in Alleys and Streets, generally."

Background:

As prescribed in the City Council rules and procedures as amended September 2016, Section D. City Council Agenda Process, Subsection 1.b., Councilwoman Carol Strain-Burk requested that an item be included on the February 19, 2018 Work Session Meeting for the purpose of discussing Ordinance No. 2007-09-43 of the Lancaster Code of Ordinances Chapter 12, Article 12.500, "Parking in Alleys and Streets, generally."

Ordinance No. 2007-09-43 was adopted on September 24, 2007 regarding "Parking in Alleys and Streets, generally" does state:

ARTICLE 12.500 PARKING IN ALLEYS AND STREETS, GENERALLY

Section 12.501 Parking Prohibited

(b) It shall be unlawful for any person to leave, stand or park any motor vehicle, boat or other impediment upon any public street or alley between the hours of 7:00a.m. and 6:00p.m. within ten (10) feet of a postal receptacle or a grouping of postal receptacles, except a United States Postal Service vehicle, and except on Sundays and federal holidays.

There have been 234 parking citations written since Jan 1, 2017.

There were 1387 parking complaint mark-outs. 1090 of those were self-initiated by the officers patrolling their districts and 297 were dispatched calls for service.

There were approximately 22 blocking mailbox calls resulting in:

1. 1 mailbox citation issued
2. In 10 cases the vehicle was immediately moved upon notification.
3. 7 red tags were placed on vehicles where an owner could not be located.
4. In 4 cases there was no vehicles found at the location.
5. In 1 case it was an occupied vehicle picking someone up at the location and then leaving.

<u>DESCRIPTION</u>	<u>ISSUED</u>
24 HOUR PARKING	13
DOUBLE PARKED	1
NO PARKING	2
PARK HANDICAP	10
PARK IN NO PARKING ZONE	1
PARK RESIDENT	13
PARK/MAILBOX	1
PARKED FIRE LANE	6
PARKED IN CROSSWALK	1
PARKED ON ROADWAY	2
PARKED ON SIDEWALK	1
PARKED PARALLEL	18
PARKING RESIDENT	19
PARKING RESIDENT	1
PK 15' FIRE HYDRANT	6
PK 18" FROM CURB	7
PK 30" INTR/STP	4

Operational Considerations:

This item is for City Council discussion.

Attachments

Ordinance No. 2007-09-43

ORDINANCE NO. 2007-09-43

AN ORDINANCE OF THE CITY OF LANCASTER, TEXAS, AMENDING THE LANCASTER CODE OF ORDINANCES BY AMENDING CHAPTER 12, ARTICLE 12.500, "PARKING IN ALLEYS AND STREETS, GENERALLY," BY REPEALING SECTION 12.501, "PARKING, ETC., IN PAVED ALLEY PROHIBITED," IN ITS ENTIRETY AND REPLACING WITH A NEW SECTION 12.501, "PARKING PROHIBITED," TO PROHIBIT PARKING IN ANY PAVED ALLEY WITHIN THE CITY LIMITS AND TO PROHIBIT PARKING WITHIN CERTAIN DISTANCES OF POSTAL RECEPTACLES; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR A SEVERABILITY CLAUSE; PROVIDING FOR A PENALTY OF A FINE NOT TO EXCEED THE SUM OF TWO HUNDRED DOLLARS (\$200) FOR EACH OFFENSE; AND PROVIDING FOR AN EFFECTIVE DATE.

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

SECTION 1. That Chapter 12 of the Code of Ordinances of the City of Lancaster, Texas, be and the same is hereby amended by amending Article 12.500, "Parking in Alleys and Streets, Generally," by repealing Section 12.501, "Parking, Etc., in Paved Alley Prohibited," in its entirety and replacing with a new section 12.501, "Parking Prohibited," to prohibit parking in any paved alley within the city limits and to prohibit parking within certain distances of postal receptacles, which shall read as follows:

"ARTICLE 12.500 PARKING IN ALLEYS AND STREETS, GENERALLY

Sec. 12.501 Parking Prohibited

(a) It shall be unlawful for any person to leave, stand or park any motor vehicle, boat or other impediment in any paved alley within the city limits.

(b) It shall be unlawful for any person to leave, stand or park any motor vehicle, boat or other impediment upon any public street or alley between the hours of 7:00 a.m. and 6:00 p.m. within ten (10) feet of a postal receptacle or a grouping of postal receptacles, except a United States Postal Service vehicle, and except on Sundays and federal holidays."

SECTION 2. That should any word, phrase, paragraph, or section of this ordinance or of the Code of Ordinances, as amended hereby, be held to be unconstitutional, illegal or invalid, the

same shall not affect the validity of this ordinance as a whole, or any part or provision thereof other than the part so decided to be unconstitutional, illegal or invalid, and shall not affect the validity of the Code of Ordinances as a whole.

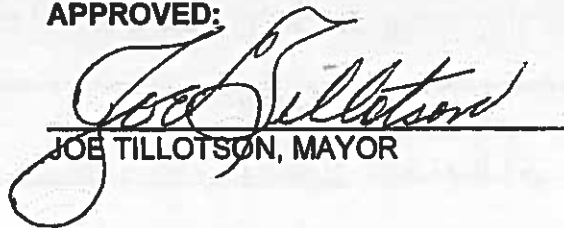
SECTION 4. That the Code of Ordinances of the City of Lancaster, Texas, as amended, shall remain in full force and effect, save and except as amended by this ordinance.

SECTION 5. That any person, firm or corporation violating any of the provisions or terms of this ordinance shall be subject to the same penalty as provided for in the Code of Ordinances of the City of Lancaster, Texas, as heretofore amended, and upon conviction shall be punished by a fine not to exceed the sum of Two Hundred Dollars (\$200) for each offense; and each and every day such violation shall continue shall be deemed to constitute a separate offense.

SECTION 6. This Ordinance shall take effect immediately from and after its passage and the publication of the caption, as the laws and charter in such case provide.

DULY PASSED and approved by the City Council of the City of Lancaster, Texas, on this the 24th day of September 2007.

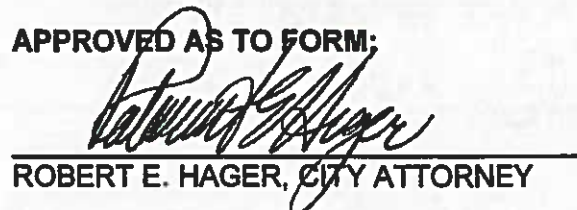
APPROVED:


JOE TILLOTSON, MAYOR

ATTEST:


DOLLE K. SHANE, CITY SECRETARY

APPROVED AS TO FORM:


ROBERT E. HAGER, CITY ATTORNEY

LANCASTER CITY COUNCIL

City Council Work Session

7.

Meeting Date: 02/19/2018

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

Goal(s): Financially Sound Government

Submitted by: Baron Sauls, Director of Finance

Agenda Caption:

Receive a presentation and discuss the Quarterly Financial Report for the first quarter of FY 2017/2018 for the period ending December 31, 2017.

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 first quarter of fiscal year 2017/2018; October 1, 2017 through December 31, 2017. The reports will be distributed, presented, and reviewed during the work session.

LANCASTER CITY COUNCIL

City Council Work Session

8.

Meeting Date: 02/19/2018

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

Goal(s): Financially Sound Government

Submitted by: Opal Mauldin-Jones, City Manager

Agenda Caption:

Discuss the Report of City Councils Five Year Goals and Strategies established during the annual City Council Strategic Planning Session in June 2016 for the first quarterly update of Fiscal Year 2017-2018.

Background:

City Council conducted an annual Strategic Planning Session in June 2016. This report represents activity for the first quarter of Fiscal Year 2017-2018 (October 1, 2017 through January 31, 2018). This is a review of the implementation and progress on strategies and initiatives outlined in the 2016-2017 strategic plan and how said strategies connect to continued progress toward the realization of the Lancaster Vision.

Attachments

1st Quarterly Update FY 2017/2018

Fiscal Year 2017-2018

1st Quarterly Update

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.

Quality Development

The City encourages high quality, diverse housing, commercial and retail development and public facilities. Policies encourage sustainable building practices, conservation and the use of alternative energy sources.

1. Continue design and development of a new City Hall – Downtown TIF

Staff will utilize the implementation plan and tools from the recently adopted comprehensive plan to explore appropriate steps for the creation of a TIF district within the downtown area. Staff has made a presentation to Council regarding options for implementation of a TIF.

Additional contact has been made with Dallas County to explore the possibility of their participation in a TIF.

New City Hall – Staff has met with GSBS regarding design elements and cost estimating for a City Hall. Council received a presentation during the Strategic Planning session in June 2017.

November 03, 2017, City Council had the opportunity to tour municipal facilities in the cities of Grapevine, Texas, Southlake, Texas, Kaufman, Texas & Azle, Texas.

At the January 29, 2018 Special Meeting, City Council requested additional information at a future Work Session.

This item is on hold until further direction is given by City Council on the development of the new city hall.

2. Continue Land Bank Program

City Council was presented on January 8, 2018 with a Draft Land Bank Program. City Council is scheduled to consider the policy at the February 26, 2018 regular meeting.

3. Continue Economic Development Strategic Plan

To date, Willdan has completed stakeholder interviews with individuals in various sectors such as business, commercial, real estate, retail, education, development, public office, etc. within and outside of Lancaster. During November, the consultants completed four (4) Economic Development Workshops to gather public input on the Strengths, Weaknesses, Opportunities, and Threats (SWOT) for the City. The consultants are completing interviews with each City Councilmember. Willdan will be completing the Draft Economic Profile

Report and SWOT findings report. Next steps include drafting recommendations, completing case studies, preparing an implementation plan including sources and uses of funding, and hosting a Consensus Building Workshop with City Council and Staff regarding draft recommendations.

4. Adapt Xeriscape amendments to the Lancaster Development Code (LDC), Code of Ordinances and/or applicable development regulations

Planning Division is working with the consultant, Texas Trees Foundation in coming up with an approved tree list/manual together with reviewing the current Xeriscape Ordinance for amendments. This will be presented to City Council for discussion and consideration in late Spring 2018.

5. Implementation of TIFs for key growth areas

City Council identified the Downtown Historic and Campus District as key areas. Lancaster Campus District as well as the area adjacent to it is undergoing a engineering study in coordination with the City of Dallas. Staff will provide an update once this study is complete.

The TIF Number 1 was recently amended by City Council for continuation of the infrastructure project plan in cooperation with Dallas County.

6. Implement the Comprehensive Plans

Staff continues to review development applications in light of the Comprehensive Plans to ensure that all development applications are consistent with the Comprehensive Plans.

Staff is also in the process of updating the water, waste water and thoroughfare plans. City Council will receive a presentation regarding an update to the Hike and Bike Trails Master Plan. The Stormwater Plan & Streetscape Master Plans will be forthcoming for City Council consideration in early Summer 2018.

7. Code Compliance:

Hot Spot and Illegal Dumping Locations Abated by the Code Compliance Team

Date	Address/Street
09/29/17	1625 Willow Brook 2937 Mayfair 601 Brookhaven 2952 Mayfair 1400 Chapman 500 E. Wintergreen 600 E. Wintergreen 3123 Sherwood
10/18/17	801 S. Lancaster-Hutchins Rd. 277 Old Red Oak Rd. 1400 Bearcreek 702 S. Bluegrove 102 S. Bluegrove 4562 University Blvd..
10/11/17	501 E. Beltline 2700 Sherwood 1502 Chapman

	3207 Baskin 2801 Parkerville 2700 Parkerville
10/05/17	2855 Brookhaven 4300 Boardwalk 2700 W. Wintergreen 3110 Sherwood 4562 University Hills
10/25/17	200 S. Lancaster/Hutchins 555 S. Lancaster/Hutchins 820 W. Wintergreen 341 Telephone Rd. 3801 N. Dallas Ave. Right of way on Houston School Rd.
10/19/17	801 S. Lancaster-Hutchins Rd. 277 Old Red Oak Rd. 1400 Bearcreek 702 S. Bluegrove 102 S. Bluegrove 4562 University Blvd.
11/10/17	Wintergreen and Telephone Rd. 201 Wintergreen 2904 Ocean Dr.
11/16/17	West and IH-35 3301 Springfield 3226 N. Houston School Rd. 2925 N. Dallas Ave. 240 Wintergreen Rutgers and Arcady 1494 Wheatland 8220 R.L. Thornton Tanglewood and Wintergreen
11/30/17	2944 Parkerville Rd. 2700 Parkerville Rd. 2801 Parkerville Rd. 1001 E. Pleasant Run Rd. Dizzy Dean & April Showers Dead End.
12/15/17	Dallas Ave./Telephone Rd.
12/15/17	Dallas Ave./Telephone Rd.
12/15/17	Dallas Ave./Donlee
12/15/17	Pleasant Run/35
12/15/17	Wintergreen/35
12/15/17	Wintergreen/35
12/15/17	Houston School Rd./Beltline
12/15/17	Houston School Rd./20
12/15/17	Houston School Rd./20
12/15/17	Houston School Rd./20
12/15/17	2808 Saint Martin
12/15/17	2808 Saint Martin
12/15/17	Beltline/Pecan Leaf
12/19/17	Lancaster/Hutchins

12/21/17	About the 100 block of Reindeer
12/21/17	Dallas Ave.(Taco Casa)
12/21/17	Dallas Ave./Brookhaven
12/21/17	Wintergreen/Town North
12/21/17	Wintergreen/Verona
12/21/17	Verona/Bayport
12/21/17	Wintergreen/Brookhaven
12/21/17	Wintergreen/Everton
12/21/17	Wintergreen/Katrina
12/21/17	Wintergreen/Chapman
12/21/17	35/Danielsdale
12/21/17	Brookhaven(field)
12/21/17	City Hall Dumpster
12/26/17	Bear Creek by the RR track
12/27/17	City Hall Dumpster
12/27/17	State/First St.
12/27/17	Dallas Ave-Fourth
12/27/17	Brookhaven/Tanglewood
12/27/17	342/Bear Creek
12/27/17	35/Bear Creek
12/27/17	20/Houston School Road
12/27/17	Reindeer(dead end)
12/28/17	Reindeer
12/28/17	Reindeer
12/28/17	City Hall Dumpsters
12/28/17	Houston School Road
12/28/17	Reindeer
12/28/17	Houston School/Reindeer

Business	Address	Violation	Action taken	Status
PEACEFUL IMAGES DAY CARE	875 W PLEASANT RUN	PARKING IN HANDICAP NO PLACARD	WARNING VERBAL 10-18-17	VEHICLE MOVED
CHUCOS TIRE	1106 N.DALLAS	PARKING UNIMPROVED SURFACE	WARNING VERBAL10-19-17	VEHICLE MOVED
CHUCOS TIRE	1106 N.DALLAS	IMPROPER OUTSIDE STORAGE	WARNING VERBAL 10-19-17	ABATED BY OWNER
SHELL SERVICE STATION	2625 N.DALLAS	ILLEGAL BANNER SIGN	WARNING VERBAL 11-01-17	ABATED BY MANAGER
CRICKET WIRELESS	1445 PLEASANT RUN SUIT 200	ILLEGAL BANNER SIGN	ABATED 11-01-17	ABATEMENT BY CODE
WING STOP	1445 PLEASANT RUN SUIT 300	ILLEGAL BANNER SIGN	ABATED 11-01-17	ABATEMENT BY CODE

DENISE SALON	1450 PLEASANT RUN SUIT 238	ILLEGAL FLAG SIGN	WARNING VERBAL 11-06- 17	ABATED BY OWNER
10 MINUTE OIL CHANGE	1442 PLEASANT RUN	FENCE VIOLATION	NOTICE POSTED 12-14-17	EXTENDED TO 01- 15-18
PLEASANT CREEK APARTMENTS	1255 PLEASANT RUN	FENCE VIOLATION	WARNING VERBAL 12-14- 17	ABATED BY MANAGER 12-20-17
PLEASANT CREEK APARTMENTS	1255 PLEASANT RUN BLD 13	IMPROPER OUTSIDE STORAGE	WARNING VERBAL 12-14- 17	ABATED BY MANAGER 12-20-17
PLEASANT CREEK APARTMENTS	1255 PLEASANT RUN BLD 8	ILLEGAL DUMPING	WARNING VERBAL 12-14- 17	ABATED BY MANAGER 12-20-17
PLEASANT CREEK APARTMENTS	1255 PLEASANT RUN BLD 7	IMPROPER OUTSIDE STORAGE	WARNING VERBAL 12-14- 17	ABATED BY MANAGER 12-20-17
SUBWAY FAST FOOD STORE	1445 PLEASANT RUN, SUIT 100	ILLEGAL DUMPING, STATE CHARGE	CITATION ISSUED 01-04-18	PENDING ABATEMENT 1/16/18
CRICKET WIRELESS	1445 PLEASANT RUN, SUIT 200	ILLEGAL DUMPING, LITTER VIOLATIONS	WARNING VERBAL 01-04- 18	ABATED BY VIOLATOR
WING STOP	1445 PLEASANT RUN, SUIT 300	ILLGAL DUMPING, LITTER VIOLATION	CITATION ISSUED 01-04-18	PENDING
DOLLAR TREE	1445 PLEASANT RUN, SUIT 400	ILLEGAL DUMPING, LITTER VIOLATIONS	CITATION ISSUED 01-04-18	PENDING
S C TEXAS LAND L.P.	1445 PLEASANT RUN	IPMC TRASH ACCUMILATION	NOTICE HAND DELIVERY	PENDING ABATEMENT 1/16/18
SUBWAY FAST FOOD STORE	1445 PLEASANT RUN SUIT 100	IPMC TRASH ACCUMILATION	NOTICE HAND DELIVERY	PENDING ABATEMENT 1/16/18
TALK 4 LESS LLC CRICKET WIRELESS	1445 PLEASANT RUN SUIT 200	IPMC TRASH ACCUMILATION	NOTICE HAND DELIVERY	PENDING ABATEMENT 1/16/18
WING STOP, C.GOLDEN	1445 PLEASANT RUN SUIT 300	IPMC TRASH ACCUMILATION	NOTICE HAND DELIVERY	PENDING ABATEMENT 1/16/18

DOLLAR TREE STORES INC	971 PLEASANT RUN	ILLEGAL BUSINESS	UNDER INVESTIGATION	UNDER INVESTIGATION
PLEASANT RUN CROSSING	1455 PLEASANT RUN	PLEASANT RUN CROSSING LLC	NOTICE GIVEN	PENDING ABATEMENT 1/16/18
FIESTA MART LLC	1450 PLEASANT RUN SUIT 200	IMPROPER OUTSIDE STORAGE	NOTICE HAND DELIVERY	ABATED BY MANAGER
FIESTA MART INC	1450 PLEASANT RUN SUIT 200	IMPROPER OUTSIDE STORAGE	NOTICE MAIL	ABATED BY MANAGER
ALL STATE	1450 PLEASANT RUN SUIT 240	IMPROPER OUTSIDE STORAGE	NOTICE POSTED	ABATED BY MANAGER
CITI TRENDS INC	1550 PLEASANT RUN SUIT 130	IMPROPER OUTSIDE STORAGE	NOTICE HAND DELIVERY	ABATED BY MANAGER
LANCASTER DENTAL LLC	1450 PLEASANT RUN SUIT 114	TRASH ACCUMILATION	NOTICE HAND DELIVERY	ABATED BY OWNER
LITTLE LEARNERS	1450 PLEASANT RUN SUIT 122	TRASH ACCUMILATION	NOTICE HAND DELIVERY	ABATED BY OWNER
ANYTIME FITNESS LLC	1450 PLEASANT RUN SUIT 222	TRASH ACCUMILATION	NOTICE HAND DELIVERY	ABATED BY MANAGER
DENISE SALON LLC	1450 PLEASANT RUN SUIT 224	TRASH ACCUMILATION	NOTICE HAND DELIVERY	ABATED BY OWNER
DEBORAH NAULLS ALL STATE	1450 PLEASANT RUN SUIT 240	TRASH ACCUMILATION	NOTICE POSTED	ABATED BY OWNER
A-MAX AUTO INSURANCE	1550 PLEASANT RUN SUIT 140	TRASH ACCUMILATION	NOTICE HAND DELIVERY	ABATED BY OWNER
WINGS WORLD	1450 PLEASANT RUN SUIT 110	TRASH ACCUMILATION	NOTICE HAND DELIVERY	ABATED BY MANAGER
JESSIES BBQ	1450 PLEASANT	TRASH ACCUMILATION	NOTICE HAND DELIVERY	ABATED BY MANAGER

	RUN SUIT 156			
JJ FISH & CHICKEN	1450 PLEASANT RUN SUIT 156	TRASH ACCUMILATION	NOTICE HAND DELIVERY	ABATED BY MANAGER
COOL WATER VAPOR	1450 PLEASANT RUN SUIT 144	TRASH ACCUMILATION	NOTICE HAND DELIVERY	ABATED BY MANAGER
CLIP ART BARBER SHOP	1450 PLEASANT RUN SUIT142	TRASH ACCUMILATION	NOTICE HAND DELIVERY	ABATED BY MANAGER
RIVAS OUTLET DISCOUNT	1450 PLEASANT RUN SUIT 108	TRASH ACCUMILATION	NOTICE POSTED	ABATED BY OWNER
HRB TEXAS ENTERPRPRISES INC	1450 PLEASANT RUN SUIT 158	TRASH ACCUMILATION	NOTICE POSTED	ABATED BY OWNER
METRO PCS	1450 PLEASANT RUN SUIT 146	TRASH ACCUMILATION	NOTICE POSTED	ABATED BY OWNER
PIZZA HUT OF AMERICA	1450 PLEASANT RUN SUIT 102	TRASH ACCUMILATION	NOTICE HAND DELIVERY	ABATED BY MANAGER
BLUE RIBBON CLEANERS	1450 PLEASANT RUN SUIT106	TRASH ACCUMILATION	NOTICE HAND DELIVERY	ABATED BY OWNER
KHA THUY	1450 PLEASANT RUN SUIT 112	TRASH ACCUMILATION	NOTICE HAND DELIVERY	ABATED BY OWNER
AWARE AFFAIR FASHIONS	1450 PLEASANT RUN SUIT 112	IMPROPER OUTSIDE STORAGE	NOTICE HAND DELIVERY	ABATED BY OWNER
3 HERMANOS TAQUERIA	1450 PLEASANT RUN SUIT 172	IMPROPER OUTSIDE STORAGE	NOTICE HAND DELIVERY	ABATED BY OWNER
3 HERMANOS TAQUERIA	1450 PLEASANT RUN SUIT 172	ILLEGAL GREASE DISPOSAL	WARNING VERBAL	ABATED BY OWNER
3 HERMANOS TAQUERIA	1450 PLEASANT	ILLEGAL DUMPING TRASH	WARNING VERBAL	ABATED BY OWNER

	RUN SUIT 172			
WASHINGTON INVENTORY	1450 PLEASANT RUN SUIT 152	TRASH ACCUMILATION	NOTICE HAND DELIVERY	ABATED BY OWNER
DE COLORES ICE CREAM	1450 PLEASANT RUN SUIT 150	TRASH ACCUMILATION	NOTICE POSTED	ABATED BY OWNER
KIM BEAUTY SUPPLY	1450 PLEASANT RUN SUIT 176	TRASH ACCUMILATION	NOTICE HAND DELIVERY	ABATED BY OWNER
CLIP ART HAIR DESIGN	1450 PLEASANT RUN SUIT 154	TRASH ACCUMILATION	NOTICE HAND DELIVERY	ABATED BY OWNER
BLUE GROVE PLAZA LP	2150 CENTRAL EXPY STE 140	TRASH ACCUMILATION	NOTICE SENT MAIL	ABATED BY MANAGER
PINNACLE PPTY CO INC	2150 CENTRAL EXPY STE 140	TRASH ACCUMILATION	NOTICE SENT MAIL	ABATED BY MANAGER
BLUE GROVE PLAZA LP	1450 PLEASANT RUN	TRASH ACCUMILATION	NOTICE POSTED	ABATED BY MANAGER
FAMILY DOLLAR STORE	1450 PLEASANT RUN SUIT 160	TRASH ACCUMILATION	NOTICE HAND DELIVERY	ABATED BY MANAGER
RENT A CENTER EAST INC	1450 PLEASANT RUN SUIT 196	TRASH ACCUMILATION	NOTICE HAND DELIVERY	ABATED BY MANAGER
MULTICARE HOME HEALTH	1450 PLEASANT RUN SUIT 102	TRASH ACCUMILATION	NOTICE HAND DELIVERY	ABATED BY MANAGER
NEW WIN HING CHINESE	1450 PLEASANT RUN SUIT 174	ILLEGAL GREASE DISPOSAL	WARNING VERBAL	ABATED BY OWNER
YEUNG CHANG BIN	1450 PLEASANT RUN SUIT 174	IMPROPER OUTSIDE STORAGE	WARNING VERBAL	ABATED BY OWNER
WALMART	350 N BLUE GROVE RD	PARKING IN HANDICAP NO PLACARD	WARNING VERBAL	VEHICLE MOVED

WALMART	150 N I-35 FRONTAGE RD	PARKING IN HANDICAP NO PLACARD	WARNING VERBAL	VEHICLE MOVED
BELTLINE ELEMENTRY	1355 W BELT LINE	PARKING UNIMPROVED SURFACE	WARNING VERBAL	VEHICLE MOVED
MOTEL 6	1750 I-35 FRONTAGE	IMPROPER OUTSIDE STORAGE	WARNING VERBAL	ABATED BY OWNER
WAFFLE HOUSE	1416 I-35 FRONTAGE	GREASE SPILL PARKING LOT	WARNING VERBAL	ABATED BY MANAGER
PHILLIPS 66 EXPRESS LUBE	1220 DALLAS AV	IMPROPER OUTSIDE STORAGE	WARNING VERBAL	ABATED BY MANAGER
PHILLIPS 66 EXPRESS LUBE	1220 DALLAS AV	JUNK VEHICLE X 6	WARNING VERBAL	ABATED BY MANAGER

Healthy, Safe, & Engaged Community

Lancaster is a place where we embrace public safety and compassionate enforcement in our neighborhoods to sustain vibrant residential and business communities. The community celebrates unity and participates in city-wide events, recreational and cultural activities. Residents have opportunities for involvement in civic life through boards and commissions, youth and parent volunteer opportunities in recreation, sports teams, City elections, Civic Academies, Schools and city-wide celebrations.

1. Develop an expanded community health initiative

Council was presented on November 6, 2017 with a presentation from the Best Southwest Partnership Health Care Committee Chair Dr. Cynthia Mickens Ross regarding the Lancaster Health Priorities as prepared by Parkland Hospital. Given the data, Council and City Staff appointed members to the Health Fitness Council. Community Programs Coordinator and Health Fitness Council Chair, Jasmine Carr, was also selected as the liaison for the Best Southwest Partnership Healthcare Committee. The Health and Fitness Council has met on a weekly basis and focused efforts on the It's Time Texas Community Challenge. The Health and Fitness Council has encouraged various residents, businesses, and organizations to make a pledge to fitness and healthy eating. The challenge runs from January 3, 2018 through March 4, 2018. Out of 230 participating communities,

Lancaster is second in the Statewide Scoreboard and 1st in our small division. The committee has planned two special events, a Lancaster 5k Walk/Run on February 24th and partnered with the new International Leadership of Texas-Lancaster K-8 Health Fair on March 3rd.

In addition to the Community Health Challenge, the Chair of the Health Fitness Council has attended American Heart Association sponsored events and working towards future local partnerships. Ms. Carr will attend bi-monthly Best Southwest Healthcare Committee meetings and subcommittees for the target areas of Pre-Natal Care and Heart Failure.

2. Amend the fee schedule to allow the City to be reimbursed for use of public property and land in commercial films

At the November 06, 2017 Work Session Meeting, City Council received a presentation in order to establish a commercial film policy when uses city-owned real estate, personnel, rights-of-way permit requirement and fees, as well as insurance requirements from staff.

At the December 04, 2017 Special Meeting, City Council approved amending the master fee schedule in an effort to establish a commercial film policy when uses city-owned real estate, personnel, rights-of-way permit requirement and fees, as well as insurance requirements.

3. Expand the business retention and expansion programs (BREP)

Staff has engaged in targeted informal introductions with local businesses by going door to door to introduce themselves to owners and managers. Formal BREP meetings have included Texas Name Plate in October and Wal-Mart in January. Sub-Zero/Wolf and Bentwood are schedule for February and March respectively.

4. Reinvigorate the LEEP Program that establishes a partnership between Code Compliance and Community Volunteers.

- 1) 17 volunteers meet on a monthly basis to discuss project updates. LEEP volunteers have been provided an office space at the Service Center located at 700 E. Main Street where they prepare reports and complete administrative assignments alongside code compliance officers. LEEP volunteers are assisting with various duties such as identifying sign violations, assisting at the Trash-off events, identifying high grass, vehicle parking, and other easily identifiable violations throughout the City.
- 2) LEEP volunteers have partnered with Code Compliance to promote the "Best Yard Award" program. Every quarter the City is showcasing one Lancaster Homeowner and one business owner who have kept their yard in exceptional condition. The first quarter's award recipient was recognized by Council on September 25, 2017 and the second will be recognized on January 22, 2018 for the second quarter. Once the nomination forms are received, LEEP volunteers individually conduct the inspection and select their favorite yard based on a set of criteria that includes: Law care, cleanliness of walkways and driveways, landscape and flower beds care, and adherence to City codes, HOA, and PIDs rules.
- 3) This past holiday season LEEP volunteers partnered with Home Depot to donate a live Christmas tree and lights to Houston Elementary's 4th grade class and Walmart donated a Christmas tree to Beltline Elementary School.

5. Revise Boards and Commissions criteria

Staff is researching and an item will be presented to City Council in the 3rd Quarter of Fiscal Year 2017/2018.

6. Establish a program for short-term rentals such as Air B&B

Staff is researching and an item will be presented to City Council in the 3rd Quarter of Fiscal Year 2017/2018.

7. Fire Department:

Fire Prevention:

The Fire Marshal's office with the assistance of on duty shift personnel have installed 54 smoke detectors since October 1, 2017. A priority has been to fill requests the same day that they have been received, and to observe the absence of smoke detectors while making emergency calls to residents.

Emergency Medical:

The Fire Department has responded to 1,133 rescue and emergency medical calls this quarter. Seven (7) patients that were reported to be without a pulse or respiration were successfully resuscitated. These seven (7) individuals were clinically dead before the lifesaving intervention by EMS personnel.

Reported Fires and other Calls for Service:

The Fire Department responded to 43 reported fires the first quarter with an estimated loss of \$234,530.

8. Police Department:

Public Safety flyers by District for the 1st quarter of fiscal year 2017/2018, were provided to City Council in January 2018.

OFFENSES				
	4Q	1Q	UP/DOWN	%
Assault	102	95	-7	-6.86%
Burglary Building	22	13	-9	-40.91%
Burglary Habitation	25	29	4	16.00%
Burglary Vehicle	26	93	67	257.69%
Criminal Mischief	73	65	-8	-10.96%
Drug Crimes	39	50	11	28.21%
DWI	11	15	4	36.36%
Financial Crimes	30	24	-6	-20.00%
Information Report	312	261	-51	-16.35%
Mental Evaluations	42	23	-19	-45.24%
Murder	0	0	0	0.00%
Robbery	23	27	4	17.39%
Runaways	9	24	15	166.67%
Sex Assault	4	7	3	75.00%
Theft	159	115	-44	-27.67%
UUMV	98	57	-41	-41.84%
ARREST				
	4Q	1Q	UP/DOWN	%
Arrest	332	353	21	6.33%
CALLS FOR SERVICE				
	4Q	1Q	UP/DOWN	%
Total Calls	20326	16437	-3889	-19.13%

Close Patrols	8481	6553	-1928	-22.73%
House Check Request	52	40	-12	-23.08%
House Check Calls	475	256	-219	-46.11%
PATROL				
	4Q	1Q	UP/DOWN	%
Traffic Stops	1890	1968	78	4.13%
Field Contacts	111	66	-45	-40.54%
WARRANTS				
	4Q	1Q	UP/DOWN	%
New Felony	32	28	-4	-12.50%
New Misdemeanor	37	26	-11	-29.73%
New Warrants Total	69	54	-15	-21.74%
Served	37	16	-21	-56.76%
ACCIDENTS				
	4Q	1Q	UP/DOWN	%
Total Accidents	151	161	10	6.62%

9. Municipal Court:

- 1) The first quarter of FY 2017/2018 the Municipal Court collected revenues of \$310,467. This is an increase of \$12,032 from the same period last year of \$322,499.
- 2) There were a total of 1,681 cases filed, 3,021 trials/hearings, and 2,403 dispositions the first quarter of FY 2017/2018.

10. Quality of Life and Cultural Services:

October 13, 2017, the City of Lancaster, KaBoom!, and Allstate came together to build a new playground at Kidsquare Park. There were 286 volunteers including City of Lancaster and Lancaster ISD employees, Cedar Valley College, 4B Board and other community members who helped to create a 3,000 sq. ft. playground, performance stage, benches, trash cans, picnic tables, and six playground /outdoor games for kids to get active and play! Volunteers mixed concrete, moved mulch, built items and painted. 36 youth attended the event and participated in skills and drills led by former NFL greats, University of Texas (and Kansas City Chiefs) running back Priest Holmes and former University of Oklahoma (and Dallas Cowboys) safety Roy Williams. This fun-filled day began with a musical welcome from the LHS drumline, stretching activities and a demonstration from our local Zumba instructor and greetings from Mayor Marcus E. Knight and Allstate Director Dan Keats. We had food and beverages sponsored by numerous local vendors, restaurants and community volunteers.

October 31, 2017, was the Annual Fall Festival/Boo Bash at the Lancaster Recreation Center. Over 1,300 were in attendance at this safe, fun-filled event that served as an alternative to traditional "Trick or Treating." Those in attendance enjoyed a live DJ, face painting, photo booths, carnival games, movies, inflatables, a costume contest and thousands of pieces of candy! The Grand Hall was transformed into a Scary House, and was implemented by Youth Advisory Committee. Admission to this event was canned goods (or) boxed meals that were distributed at the Annual Turkey Bowl that took place on November 18, 2017. Over two pallets of

canned goods and boxed meals were collected at this event.

November 18, 2017, was the Annual Turkey Bowl and Turkey Shootout at the Lancaster Recreation Center. Festivities included 3-on-3 basketball, a live DJ, fun games and bounce houses for the kids, and inflatable bowling to win a free turkey that included fixings. The Lancaster Police Department and Fire Department competed and interacted with the community for this community initiative.

December 9, 2017, was the 64th Annual Holiday Parade & Festival on Historic Town Square. Games, activities, photos with Santa, and free food provided by In-and-Out and Grimaldi's all made for a spectacular event.

11. Visitors Center/State Auxiliary Museum:

This quarter, hosted several groups visited at the Lancaster Visitors Center and State Auxiliary Museum. These groups consisted of the Senior Center and S.A.F.E. Afterschool Program participants. The Visitors Center also was the host site for the North Texas Chapter of National Forum of Black Public Administrators quarterly membership meeting that brought visitors from all over the State. Brochures for the Museum and

Visitors Center are still being distributed in Travel Centers across the State.

12. Village 2020 Update City of Lancaster and Lancaster ISD Strategic Plan:

- 1) The Mobile Outreach Library and Technology School visited the GWC 6th Grade learning center every 1st and 3rd Friday in the months of October through December 2017, giving over 500 students the opportunity to check out books and learn more about library services.

13. Parks Division:

Adopt a spot volunteers reported nearly 24 man hours and picked up over 4 cubic yards of litter and debris from City parks and right-of-ways:

Leading by Example – Meadowcreek Park
Brasscraft – Lancaster-Hutchins Road
Cold Springs Church of Christ – West Main Street
Rusty Lemley – South Houston School Road
Church of Christ at Cedar Valley – West Wintergreen Road
Lemley & Scott – Parkerville Road
Boy Scouts Troop 1141 – Kids Square Park
Girl Scouts Troop 305 – Community Park
Johansen Lighting Products – City Park

AKA Sorority, Upsilon LAMBDA Omega – Community Park Flower Beds/Friends of the Library

A self-defense class for women was introduced this quarter.

	October	November	December	Total
Membership Scans 2017	3,289	2,882	2,746	8,917
Daily Passes	42	63	48	44
Grand Total	10,726			

14. Senior Services Division:

Throughout the quarter, the senior members participated in several reoccurring activities and they also participated in “Introduction to Croquet,” where they were informed on the rules, objectives, and techniques of the game. The seniors also went on numerous field trips.

November 10, 2017, appreciation was expressed to our seniors who are Veterans and those seniors who have family members that served in the United States Military. Seniors and family members were recognized for their service. Certificates of appreciation and gratitude were awarded to Veterans. A commemorative table was adorned by the United States Military memorabilia from all branches (i.e. photos, personal souvenirs, medallions, awards, etc.).

November 13, 2017, senior members participated in a fantasy journey to Ireland, France, Italy and Spain through the sounds of musical instruments, compliments of the Texas Winds Musical Outreach Program. A

relaxing, educational activity and presentation in which members enjoyed a cultural experience and learned about the history of musical instruments, how they were manufactured, and the history of musical composers as well. Members also listened to the wonderful sounds of composers such as Enrique Granados, Marcel Tournier, Ola Gjeilo, Astor Piazzola, Luigi Boccherini, and others.

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. Continue to pursue implementation of the Compensation Policy

We have worked collaboratively and strategically regarding employee compensation and retention. While we still have progress to make, we have accomplished milestones with compensation, equipment replacement, 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. 2015/2016 City Council approved a 2% increase to the pay plan. In 2016/2017 City Council approved a 5% increase to the pay plan. In 2017/2018 City Council approved a 3% increase to the pay plan; totaling an 18% increase overall to the pay plan for the past four years.

2. Continue funding for Lancaster University

We have established an annual professional level training program for all levels of employees. On March 9, 2018, we will host our 2nd annual conference for all city employees. Topics included in the program are customer service, servant leadership, energized support for organizational goals and objectives, as well as technical classes on software programs commonly used by employees. The program was well received by employees in 2017 and there is excitement and anticipation for 2018 Lancaster University. Employee's have expressed their gratitude to have council support for employee development.

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. Continue Infrastructure Implementation Project – Pleasant Run Road Phases 1, 2, 3, & 4

We just had a meeting where City Council approved an amended TIF Service Plan for Pleasant Run Road. Design on Phase I and II has been completed.

2. Complete Airport Terminal Construction

In November 2017 Denco Construction Specialists was selected to be awarded the project with the lowest base bid of \$1,798,911.27 with Alternate #4 (add linoleum pattern with minimum two colors in lobby) at \$5,500.00 for a total bid of \$1,804,411.27.

3. Complete Golf Course Direction

City Council approved a short-term agreement with Touchstone Golf, LLC. The agreement has since been extended for one year. City Council will receive quarterly financial and operational updates.

4. Appoint a citizens committee to develop a Capital Improvement Plan for the City

Staff is reviewing state laws regarding Capital Improvement Plan (CIP) committee appointment. An update will be provided in the 4th quarter fiscal year 2017/2018.

5. Work with the Best SouthWest Partnership to implement public transportation options

Staff has researched various forms of transportation entities currently available within the State of Texas. Mayors and staff from the BSW partnership met with NCTCOG staff seeking additional guidance and information on how to best unify transportation efforts within the region.

6. Streets & Stormwater:

Staff performs routine section repairs and pot hole repair. We are retraining staff on appropriate techniques to improve the quality of repair.

7. Water/Wastewater:

Special Projects

- Water meter register replacement, 2,200 of the approved 3,000 registers have been replaced this quarter.
- Texas Water Development Board Annual Water Use Survey started. Due March 1, 2018
- November 13, 2017, City Council approved resolution no. 2017-11-83 to provide a new Master Plan for Water, WasteWater and Roadways with updated impact fees.

LANCASTER CITY COUNCIL

City Council Special Meeting

1.

Meeting Date: 02/19/2018

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 a resolution declaring vacancies and ordering a Special Election for Councilmember District 4 and District 5 of the City Council of the City of Lancaster Texas; providing for administration by Dallas County election administrator; providing for presiding election judge and an alternate presiding judge; providing for early voting; providing application for ballot by mail.

Considere la posibilidad de una resolución que declara vacantes y se ordena una Elección Especial para el concejal del Distrito 4 y Distrito 5 del Ayuntamiento de la ciudad de Lancaster Texas; proveer para la administración por administrador de elecciones del condado de Dallas; que prevé el presidente del tribunal electoral y un suplente juez presidente; proveer para la votación anticipada; proporcionando solicitud de voto por correo.

Background:

The municipal Special Election for councilmember for District 4 and District 5. The Special Election Day is Saturday, May 5, 2018.

Operational Considerations:

The Dallas County Elections Administrator shall administer the Special Election.

Early voting will be held at the Lancaster Veterans Memorial Library. This location best serves the election process by offering sufficient space for the voters, easy entry/exit from the room (without entering the Library itself) and offers the necessary technology access for use by Dallas County Elections personnel. This location is familiar to our voters and has consistently been used in recent elections for early voting as well as for Election Day voting.

Voting on the Special Election date of Saturday, May 5, 2018 will be held at the Lancaster Veterans Memorial Library, Elsie Robertson Middle School, and Wilmer Community Center.

Legal Considerations:

The City Attorney has reviewed the resolution ordering the special election.

Pursuant to state and federal laws, the resolution (Election Order) is provided in English and Spanish. In addition, the caption on the City's agenda for this meeting is in English and Spanish.

Public Information Considerations:

All requirements for the posting and publishing of the election order will be completed as outlined in the resolution.

Attachments

Resolution - English

Resolution - Spanish

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS, DECLARING A VACANCY AND ORDERING A SPECIAL ELECTION FOR COUNCILMEMBER DISTRICT 4 AND COUNCILMEMBER DISTRICT 5 OF THE CITY COUNCIL OF THE CITY OF LANCASTER TEXAS; PROVIDING FOR ADMINISTRATION BY DALLAS COUNTY ELECTION ADMINISTRATOR; PROVIDING FOR PRESIDING ELECTION JUDGE AND AN ALTERNATE PRESIDING JUDGE; PROVIDING FOR EARLY VOTING; PROVIDING APPLICATION FOR BALLOT BY MAIL; PROVIDING A SEVERABILITY CLAUSE AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Spencer W. Hervey, Jr. had been elected as a City Councilmember for District 4 and Clyde C. Hairston had been elected as a City Councilmember for District 5 of the City of Lancaster Texas; and

WHEREAS, the term of such City Councilmember District 4 will expire in May 2020 and the term of such City Councilmember District 5 will expire in May 2019; and

WHEREAS, the vacancies occurred in the office of City Council District 4 and City Council District 5 when Spencer W. Hervey, Jr. and Clyde C. Hairston filed as a candidate for nomination or election for another office (Mayoral race).

WHEREAS, the City Council determines that in accordance with constitutional and state law, the current District 4 and District 5 Councilmembers will continue to hold over in office until their successors shall be duly qualified; and

WHEREAS, the Constitution of the State of Texas provides that a special election shall be held to fill the vacancy within one hundred and twenty (120) days after such vacancy occurs; and

WHEREAS, the City Council has determined that the holding of the special election to fill the unexpired term of City Council Member for District 4 and City Council Member for District 5 on May 5, 2018 is conformity with applicable laws and is in the best interest of the citizens of Lancaster.

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

SECTION 1. That the City Council of the City of Lancaster, Texas, hereby declares that there is a vacancy for Councilmember District 4 and Councilmember District 5 for the City Council of the City of Lancaster, Texas.

SECTION 2. That the City Council hereby orders a special election in conformity with the Texas Constitution and the Home Rule Charter of the City of Lancaster, Texas, to be held on Saturday, May 5, 2018 to elect a City Councilmember for District 4 and City Councilmember for District 5 of the City Council of the City of Lancaster, Texas to serve the remainder of the unexpired term.

SECTION 3. That a special election shall be administered by the Dallas County Elections Administrator in accordance with the provisions of the Texas Election Code and with the Joint Election Agreement.

SECTION 4. That a Presiding Election Judge and an Alternate Presiding Election Judge shall be appointed in accordance with the Special Election and with the Joint Election Agreement.

SECTION 5. Early voting by personal appearance will be conducted at the main and branch locations beginning Monday, April 23, 2018 through Friday, April 27, 2018, between 8:00 a.m. - 5:00 p.m.; Saturday, April 28, 2018, between 8:00 a.m. - 5:00 p.m.; Sunday, April 29, 2018, between 1:00 p.m. - 6:00 p.m.; and Monday, April 30, 2018 through Tuesday, May 1, 2018, between 7:00 a.m. - 7:00 p.m.; and,

EARLY VOTING

Antoinette "Toni" Pippins-Poole, Dallas County Elections Administrator, is the appointed early voting clerk in compliance with Section 271.006 of the Texas Election Code. Other deputy early voting clerks will be appointed as needed to process early voting mail and to conduct early voting at the branch locations.

Any qualified voter of Lancaster may vote early for the Special Election by personal appearance at either the main early voting location or at any Dallas County Branch Early Voting location;

MAIN EARLY VOTING POLLING PLACE:

Dallas County Records Building

509 Main Street
Dallas, Texas 75202

BRANCH EARLY VOTING POLLING PLACES:

Branch early voting for the joint election to be held on May 5, 2018, will be conducted at various branch early voting polling locations including the Lancaster Veterans Memorial Library at 1600 Veterans Memorial Parkway, Lancaster, Texas 75134. A list of all Dallas County Early Voting Polling locations is available at www.dallascountyvotes.org.

EARLY VOTING BY MAIL

Application for a ballot by mail shall be mailed to:

Toni Pippins-Poole - Early Voting Clerk Office of the Elections Department
2377 N. Stemmons Freeway, Suite 820
Dallas, Texas 75207

Application for ballot by mail must be received no later than the close of business on April 24, 2018; and,

The polling places for voters on Election Day shall be the Lancaster Veterans Memorial Library, 1600 Veterans Memorial Parkway, Lancaster, Texas 75134; the Lancaster Elsie Robertson Middle School, 822 W. Pleasant Run Road, Lancaster, Texas 75146; and the Wilmer Community Center, 101 Davidson Plaza, Wilmer, Texas 75172. The polls shall be open from 7:00 a.m. to 7:00 p.m.

The City Secretary shall present such returns to the City Council for the canvassing of said elections; and,

The canvass of said election returns for the election of officers shall be conducted by the City Council not earlier than the 3rd day nor later than the 11th day after the election.

DULY ORDERED and approved by the City Council of the City of Lancaster, Texas, on this the 19th day of February, 2018.

ATTEST:

APPROVED:

Sorangel O. Arenas, City Secretary

Marcus E. Knight, Mayor

APPROVED AS TO FORM:

David T. Ritter, City Attorney

RESOLUTION NO.

CONSIDERE LA POSIBILIDAD DE UNA RESOLUCIÓN QUE DECLARA UNA VACANTE Y SE ORDENA UNA ELECCIÓN ESPECIAL PARA EL CONCEJAL DEL DISTRITO 4 Y 5 DEL AYUNTAMIENTO DE LA CIUDAD DE LANCASTER TEXAS; PROVEER PARA LA ADMINISTRACIÓN POR ADMINISTRADOR DE ELECCIONES DEL CONDADO DE DALLAS; QUE PREVÉ EL PRESIDENTE DEL TRIBUNAL ELECTORAL Y UN SUPLENTE JUEZ PRESIDENTE; PROVEER PARA LA VOTACIÓN ANTICIPADA; PROPORCIONANDO SOLICITUD DE VOTO POR CORREO.

POR CUANTO, Spencer W. Hervey, Jr. había sido elegido como miembro del Concejo de la ciudad para el distrito 4 y Clyde C. Hairston había sido elegido como miembro del Concejo de la ciudad para el distrito 5 de la ciudad de Lancaster Texas; y

POR CUANTO, el término de dicho Concejo Municipal del Distrito 4 expirará en mayo de 2020 y el término de dicho Concejal Municipal del Distrito 5 expirará en mayo de 2019; y

POR CUANTO, las vacantes ocurrieron en la oficina del Concejo Municipal Distrito 4 y el Concejo Municipal Distrito 5 cuando Spencer W. Hervey, Jr. y Clyde C. Hairston presentaron como candidato para la nominación o elección para otra oficina (carrera de la alcaldía); y

POR CUANTO, el Concejo Municipal determina que de acuerdo con la ley constitucional y estatal, los actuales miembros del Concejo del Distrito 4 y del Distrito 5 continuarán retenidos hasta que sus sucesores estén debidamente calificados; y

POR CUANTO, la Constitución del Estado de Texas establece que se celebrará una elección especial para cubrir la vacante dentro de los ciento veinte (120) días posteriores a la ocurrencia de dicha vacante; y

POR CUANTO, que el Concejo Municipal ha determinado que la celebración de la elección especial para llenar el término no vencido del Miembro del Concejo Municipal para el Distrito 4 y Miembro del Concejo Municipal para el Distrito 5 el 5 de mayo de 2018 está en conformidad con las leyes aplicables y es en el mejor interés de los ciudadanos de Lancaster.

POR TANTO, SE RESUELVE POR EL AYUNTAMIENTO DE LA CIUDAD DE LANCASTER, TEXAS:

SECCIÓN 1. Que el Concejo Municipal de la Ciudad de Lancaster, Texas, por la presente declara que hay una vacante para Concejal del Distrito 4 y Concejal del Distrito 5 para el Concejo Municipal de la Ciudad de Lancaster, Texas.

SECCIÓN 2. Que el Concejo Municipal ordena una elección especial de conformidad con la Constitución de Texas y el Estatuto Autónomo de la Ciudad de Lancaster, Texas, que se celebrará el sábado 5 de mayo de 2018 para elegir a un Concejal del Distrito 4 y Miembro del Concejo Municipal por Distrito 5 del Concejo Municipal de la Ciudad de Lancaster, Texas para servir el resto del término no vencido.

SECCIÓN 3. Que la elección especial será administrado por el condado de Dallas Administrador de Elecciones de conformidad con lo dispuesto en el Código de Elecciones de Texas.

SECCIÓN 4. Que un juez presidente electoral y un juez presidente electoral alternativo serán designados de acuerdo con la elección especial y con el acuerdo de elección conjunta..

SECCIÓN 5. La votación anticipada por presencia personal se llevará a cabo en las ubicaciones principales y sucursales a partir del lunes 23 de abril de 2018 hasta el Viernes 27 de abril de 2018, entre las 8:00 a.m. - 5:00 p.m.; Sábado, 28 de abril de 2018, entre las 8:00 a.m. - 5:00 p.m.; Domingo, 29 de abril de 2018, entre la 1:00 p.m. - 6:00 p.m.; y el lunes, 30 de abril de 2018 hasta el Martes 1 de mayo de 2018, entre las 7:00 a.m. -7: 00 p.m.; y

VOTACIÓN TEMPRANA

Antoinette "Toni" Pippins-Poole, Administradora de Elecciones del Condado de Dallas, es designada secretario de votación de acuerdo con la Sección 271.006 del Código Electoral de Texas. Se nombrarán otros funcionarios adjuntos de votación anticipada según sea necesario para procesar el correo de votación anticipada y para realizar la votación anticipada en las sucursales.

Cualquier votante calificado de Lancaster puede votar anticipadamente para la Elección Especial por presentación personal en la ubicación principal de votación anticipada o en cualquier ubicación de votación anticipada de la Sucursal

LUGAR PRINCIPAL DE VOTACIÓN ANTICIPADA:

Edificio de registros del condado de Dallas
509 Main Street
Dallas, Texas 75202

SUCURSALES LUGARES DE VOTACIÓN DE VOTACIÓN ANTICIPADA:

La votación anticipada de la rama para la elección conjunta que se realizará el 5 de mayo de 2018 se llevará a cabo en varias ubicaciones de votación anticipada incluyendo la Biblioteca Conmemorativa de Veteranos de Lancaster en 1600 Veterans Memorial Parkway, Lancaster, Texas 75134. Una lista de todos los Condado de Dallas Early Los lugares de votación están disponibles en www.dallascountyvotes.org.

VOTACIÓN ANTICIPADA POR CORREO

Solicitud de voto por correo deberá enviarse por correo a:

Toni Pippins-Poole
Oficial de votación anticipada
Oficina del Departamento de Elecciones
2377 N. Stemmons Freeway, Suite 820
Dallas, Texas 75207

Solicitud de voto por correo debe ser recibida a más tardar al cierre de las operaciones el 24 de abril de 2018.

Los lugares de votación para los votantes el día de las elecciones serán la Biblioteca Conmemorativa de Veteranos de Lancaster, 1600 Veterans Memorial Parkway, Lancaster, Texas 75134; la Escuela Intermedia Lancaster Elsie Robertson, 822 W. Pleasant Run Road, Lancaster, Texas 75146; y el Centro Comunitario Wilmer, 101 Davidson Plaza, Wilmer, Texas 75172. Las urnas estarán abiertas de 7 a.m. - 7:00 p.m.

El Secretario de la Ciudad deberá presentar dichos retornos al Ayuntamiento para el escrutinio de dichas elecciones; y

El escrutinio de los citados resultados de las elecciones para la elección de autoridades se llevará a cabo por el Ayuntamiento, no antes de los 3 días ni después de los 11 días después de la elección.

DEBIDAMENTE APROBADA y aprobado por el Consejo Municipal de la Ciudad de Lancaster, Texas, en este día 19 de febrero de 2018.

DOY FE:

Sorangel O. Arenas, Secretario de la ciudad

APROBADO:

Marcus E. Knight, Alcalde

APROBADO EN FORMA:

David T. Ritter, Abogado de la ciudad

LANCASTER CITY COUNCIL

City Council Special Meeting

2.

Meeting Date: 02/19/2018

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

Goal(s): Financially Sound Government

Submitted by: Sorangel O. Arenas, City Secretary

Agenda Caption:

Consider a resolution approving the terms and conditions of a Joint Election Contract and Election Services Agreement with Dallas County Elections to conduct a municipal General and Special Election for the election of a mayor at-large and for the election of a Councilmember for District 4 and District 5 to be held on Saturday, May 5, 2018.

Considerar una resolución aprobando los términos y condiciones de un Contrato de Elección Conjunta y Acuerdo de Servicios Electorales con las Elecciones del Condado de Dallas para conducir una Elección General y Especial municipal para la elección de un alcalde en general y para la elección de un Concejal para el Distrito 4 y el Distrito 5 que se celebrará el sábado 5 de mayo de 2018.

Background:

On May 5, 2018, the City will conduct a municipal General and Special Election to elect a mayor at-large and to elect councilmembers for District 4 and District 5 for a three-year term.

Operational Considerations:

Dallas County Elections has the staff, equipment, and expertise to efficiently conduct elections. Participating with other municipalities and school districts helps defray the cost of the election and streamlines the voting process for residents.

Legal Considerations:

The election services agreement is attached. The City Attorney has reviewed and approved the resolution and contract as to form.

Public Information Considerations:

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

Fiscal Impact:

Dallas County Elections has indicated the estimated cost for the City's share of this year's General Election is \$6,865.22. However, the estimated cost will slightly change since the City is also holding a Special Election and staff is expecting the estimated cost from Dallas County.

The City's final cost depends on how many entities contract with Dallas County for election services. Recent municipal election costs are outlined below.

Election Year	Costs
---------------	-------

May 2017	\$0.00 (election canceled)
August 2016 Special	\$0.00 (election canceled)
May 2016	\$0.00 (election canceled)
May 2015	\$6,205.77
May 2014	\$9,050.26

Estimated costs for the City's election are calculated by Dallas County Elections based on various factors including shared polling locations and total number of governing entities that participate in the election. If a run-off election is required, the City will incur additional costs.

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 resolution, as presented, contracting with Dallas County Elections for election services.

Attachments

Resolution

Exhibit A

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS, APPROVING THE TERMS AND CONDITIONS OF A JOINT ELECTION CONTRACT AND ELECTION SERVICES AGREEMENT WITH DALLAS COUNTY ELECTIONS TO CONDUCT A MUNICIPAL GENERAL AND SPECIAL ELECTION FOR THE ELECTION OF A MAYOR AT-LARGE AND FOR THE ELECTION OF A COUNCILMEMBER FOR DISTRICT 4 AND A COUNCILMEMBER FOR DISTRICT 5 TO BE HELD ON SATURDAY, MAY 5, 2018; AUTHORIZING THE CITY MANAGER TO EXECUTE SAID CONTRACT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Lancaster will hold a municipal General and Special Election for the election of a Mayor at-large and for the election of a Councilmember for District 4 and District 5 to be held on Saturday, May 5, 2018; and

WHEREAS, the City of Lancaster desires to participate with other municipalities and entities in Dallas County to help defray the costs of such elections and streamline the voting process for residents; and

WHEREAS, it is the desire of the City of Lancaster to secure election services from Dallas County Elections.

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

SECTION 1. That the Dallas County Joint Election Contract and Election Services Agreement attached hereto and incorporated herein by reference as Exhibit "A", having been reviewed by the City Council of the City of Lancaster, Texas, and found to be acceptable and in the best interest of the City and its citizens, be, and the same is hereby, in all things approved.

SECTION 2. That the City Manager is hereby authorized to execute the Joint Election Contract and Election Services Agreement with Dallas County Elections to conduct a General and Special Election.

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 19th day of February, 2018.

ATTEST:

APPROVED:

Sorangel O. Arenas, City Secretary

Marcus E. Knight, Mayor

APPROVED AS TO FORM:

David T. Ritter, City Attorney

ELECTION SERVICES CONTRACT (“Election Services Contract”)

**JOINT ELECTION SERVICES AGREEMENT
BETWEEN
THE DALLAS COUNTY ELECTIONS ADMINISTRATOR
AND**

**Town Of Addison (TOA)
City Of Balch Springs (COBS)
City Of Carrollton (COC)
City Of Cedar Hill (COCdH)
City Of Cockrell Hill (COckH)
City Of Coppell (COPP)
City Of Desoto (CODE)
City Of Duncanville (CODu)
City Of Farmers Branch (COFB)
City Of Garland (COG)
City Of Grand Prairie (COGP)
Town of Highland Park (THP)
City Of Hutchins (COH)
City Of Irving (COI)
City Of Lancaster (COL)
City Of Lewisville (COLew)
City Of Mesquite (COM)
City Of Rowlett (CORw)
City Of Sachse (COSa)
City Of Seagoville (COSe)
Town Of Sunnyvale (TOS)
City Of University Park (COUP)
City of Wilmer (COW)
Carrollton-Farmers Branch ISD (CFBISD)
Cedar Hill ISD (CHISD)
Coppell ISD (CpISD)
Dallas ISD (DISD)
DeSoto ISD (DeISD)
Duncanville ISD (DuISD)
Garland ISD (GISD)
Grand Prairie ISD (GPISD)
Highland Park ISD (HPISD)
Irving ISD (IISD)
Lancaster ISD (LISD)
Mesquite ISD (MISD)
Richardson ISD (RISD)
Sunnyvale ISD (SuISD)
Dallas County Community College District (DCCCD)
Dallas County Park Cities MUD (DCPCMUD)**

**FOR THE CONDUCT OF A JOINT ELECTION
TO BE HELD SATURDAY, MAY 5th, 2018
TO BE ADMINISTERED BY THE DALLAS COUNTY ELECTIONS DEPARTMENT**

1) STATUTORY AUTHORITY FOR AND PARTIES TO THIS ELECTION SERVICES CONTRACT

- a) Antoinette “Toni” Pippins-Poole (“Toni Pippins-Poole”) is the duly appointed County Elections Administrator (“Elections Administrator”) of Dallas County, Texas (“County”) and the Department Head of the Dallas County Elections Department (“DCED”). As such, Toni Pippins-Poole is the County’s Voter Registrar and the Election Officer of Dallas County, Texas and is authorized by Subchapter D of Chapter 31 of Title 3 of the Texas Election Code to enter into this Election Services Contract with the contracting authorities of the Participating Political Subdivisions listed in “Attachment F” of this Election Services Contract. DCED acts at the direction of the Elections Administrator.
- b) The contracting authorities of the Participating Political Subdivisions that are participating in this Election Services Contract are listed on the face page of this agreement and in “Attachment F” of this Election Services Contract and are hereby participating with each other in this Joint Election to be held in Dallas County, Texas on **Saturday, May 5, 2018** under Chapter 271 of Title 16 of the Texas Election Code (“Joint Election”); and are hereby contracting with the Elections Administrator of Dallas County, Texas to perform the election services set forth in this Election Services Contract under Subchapter D of Chapter 31 of Title 3 of the Texas Election Code. The Participating Political Subdivisions acknowledge that they are participating in this Joint Election with each other and with Dallas County, Texas and the State of Texas, to the extent that Dallas County, Texas and the State of Texas have candidates on the ballot in this Joint Election.
- c) The Elections Administrator will coordinate, supervise, and handle all aspects of administering this Joint Election in accordance with the provisions of the Texas Election Code and as outlined in this Election Services Contract. Each contracting authority of each Participating Political Subdivision will pay its share of the Election Costs to the Elections Administrator for the equipment, supplies, services, and administrative costs outlined in this Election Services Contract. The Elections Administrator will administer the election; however, each Participating Political Subdivision will be responsible for the duties directly administered by the Participating Political Subdivision.
- d) If applicable and in the event a runoff election is necessary, the date of the runoff for this Joint election would be **June 16, 2018**. This Elections Services Contract and its terms will be automatically extended to cover the Joint Runoff Election, unless a Participating Political Subdivision states in writing before **May 17, 2018** that it does not wish to participant in a joint runoff election contemplated herein. DCED will provide each Participating Political Subdivision to which this Section 1(d) applies an estimated cost required to be deposited into a special and separate Joint Runoff Election account. The funds must be deposited no later than five (5) days after the Joint Runoff Election’s estimated figures are received from DCED.

- 2) **ATTACHMENTS** The following attachments are hereby incorporated into this Election Services Contract as if set forth herein in their entirety. The Participating Political Subdivisions acknowledge that the following attachments are subject to reasonable changes by the Dallas County Elections Administrator before, during, and after Election Day and any runoff election(s), if any runoff election(s) are required by law to be held.
- a) **“Attachment A”** is an itemized list of the estimated election expenses for this Joint Election and the amounts that each Participating Political Subdivision must deposit with the Dallas County Elections Department. It also includes the Deposit Detail for each entity. The Elections Administrator will amend “Attachment A” to reflect the changing estimates of election expenses that are caused by changing circumstances and by the withdrawal of Participating Political Subdivision(s), if any, from this Election Services Contract.
 - b) **“Attachment B”** is a list of the early voting polling places for this Joint Election.
 - c) **“Attachment C”** is a list of the Election Day polling places for this Joint Election.
 - d) **“Attachment D”** is a list of the people that the Dallas County Elections Administrator will appoint as deputy early voting clerks for this Joint Election.
 - e) **“Attachment E”** is a list of the presiding election judges and alternate election judges for Election Day for this Joint Election.
 - f) **“Attachment F”** is a list of the Participating Political Subdivisions that will be holding elections in Dallas County election precincts or partial election precincts and the number of registered voters in each of those election precincts or partial election precincts. “Attachment F” will also contain, for each Participating Political Subdivision, the full name of the person serving as a point of contact, the physical address, the mailing address, a facsimile number, and an email address. “Attachment F” will be amended if any of the Participating Political Subdivisions withdraw from this Election Services Contract. “Attachment F” will be amended to reflect the number of registered voters in each election precinct and partial election precinct as of the statutory deadline (**Thursday, April 5, 2018**) for voters to submit applications to register to vote or changes of address in this Joint Election. In this Election Services Contract, the phrase “election precinct” is synonymous with the phrase “voting precinct.”
 - g) **“Attachment G”** is a list of the Participating Political Subdivisions & Ballot Details
 - h) Within five (5) business days after any of the foregoing attachments are amended by the Elections Administrator, the Elections Administrator will send each Participating Political Subdivision an amended version of the amended attachment by email to the email address provided by each Participating Political Subdivision in “Attachment F.”

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3) LEGAL DOCUMENTS

- a) Each Participating Political Subdivision will prepare, adopt, and publish all legally required election orders, resolutions, notices, and other documents that are required by, or of, their governing bodies. Each Participating Political Subdivision must send the Elections Administrator a copy of any election order, resolution, or notice related to this Joint Election within three (3) business days of publishing, adopting, or ordering it. Such documents can be sent to the attention of: **Robert Heard, Assistant Elections Administrator, 2377 North Stemmons Freeway, Suite 820, Dallas, Texas 75207; or, emailed to Robert.Heard@DallasCounty.org.** Alternatively, these documents may be sent to: Daniel Bradley at Daniel.Bradley@DallasCounty.org.
- b) Each Participating Political Subdivision is responsible for having its own election orders, resolutions, notices, or official ballot wording translated into the Spanish language.
- c) Always copy Toni.Pippins-Poole@DallasCounty.ORG on all communications related to legal documents and question regarding this election.

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4) VOTING SYSTEMS

- a) Each Participating Political Subdivision agrees that, during this Joint Election, voters will cast their ballots on three different kinds of voting systems, each of which has been approved by the Texas Secretary of State in accordance with the Texas Election Code and the Texas Administrative Code: Direct Recording Electronic voting machines (“DRE”); an optical scanner voting system (“optical scan”); and a voting system accessible to voters with physical disabilities (“ADA Terminals”). On **April 17, 2018 at 10:00 A.M.**, at the County Elections Department at 2377 N. Stemmons Frwy, Suite 820, Dallas, Texas, the Elections Administrator will test the DRE voting system and the automatic tabulating equipment used for counting ballots at the central counting station. From **April 11th, 201 – (until completed)**, at the County Election Equipment Warehouse at 1506 East Langdon Road, Hutchins, Texas, the Elections Administrator will test the optical scan voting system. At least 48 hours before the date and hour of each test, the Elections Administrator will publish a newspaper notice with the date, hour, and place of the testing. The Elections Administrator will establish regional collection sites within the county and a central counting station to receive and tabulate the regular ballots that are cast in this Joint Election and receive the provisional ballots.
- b) The Elections Administrator will provide DREs, precinct ballot counters, and voting booths for this Joint Election. Each polling place will have at least one voting terminal that complies with the Americans with Disabilities Act (“ADA”). During the early voting period, each early voting polling place will have master Personal Electronic Ballot (“PEB”) devices and iVotronic DRE machines. For Election Day, the Elections Administrator will allocate voting booths to all of the polling places in amounts reasonably anticipated to be sufficient for the anticipated turnout of voters. Each Election Day polling place will have at least one precinct ballot counter and one (1) ADA iVotronic machine.
- c) The itemized list of the estimated election expenses for this Joint Election are in “Attachment A,” which includes, but may not be limited to the number of voting booths, precinct ballot counters, precinct tabulators, iVotronics voting machines, Americans with Disability Act (“ADA”) Voting Terminals, Gemini voting booths, Personal Electronic Ballots, and Master Personal Electronic Ballots. All of the Participating Political Subdivisions agree that ADA Terminals will be used during this Joint Election under the Help America Vote Act of 2002 (“HAVA”) and that the ADA Terminals will be part of this Election Services Contract.

5) POLLING PLACES

- a) The Elections Administrator will select and arrange for the use of and payment for all of the early voting polling places listed in “Attachment B” and the Election Day polling places listed in “Attachment C” subject to the approval of each Participating Political Subdivision. Polling locations identified in Attachments “B” and “C” cannot be changed by a Participating Political Subdivision, but the Elections Administrator may consider changes requested by a Participating Political Subdivision.

- b) Whenever possible, previously used polling places that voters are accustomed to using will be used for the election precincts and partial election precincts in this Joint Election; however, the Participating Political Subdivisions acknowledge that sometimes previously used polling places are not available or appropriate for every election. Accessibility under the Americans with Disabilities Act is an important consideration for all polling places in this Joint Election.
 - c) For polling places that have changed since the most recent election ordered by a Participating Political Subdivision, the Elections Administrator will mail registered voters affected by the changes notice of their new polling place location.
- 6) **PRESIDING ELECTION JUDGES, ALTERNATE PRESIDING ELECTION JUDGES, ELECTION CLERKS, AND OTHER ELECTION DAY PERSONNEL**
- a) The Elections Administrator will be responsible for the appointment of the presiding election judges and alternate election judges listed in "Attachment E" for each polling place listed in "Attachment C" subject to the approval of each Participating Political Subdivision.
 - b) **This sub-paragraph applies only to an election with no partisan candidate on any ballot.** If a Participating Political Subdivision requests that a person not listed in "Attachment E" be appointed to serve in a specific polling place, but another Participating Political Subdivision requests that a different person be appointed to serve that same polling place, then the Elections Administrator will conduct a drawing by lot from the recommendations, no later than **Monday, March 5, 2018** to resolve the conflict and notify each Participating Political Subdivision affected of the resolution. After the Elections Administrator notifies a person so selected by lot of the polling place where the person will serve, the Elections Administrator is not required to act on further such requests from the Participating Political Subdivisions for that specific polling place.
 - c) If a person appointed as a presiding election judge or alternate election judge becomes ineligible to serve as such in this Joint Election, then the Election Administrator will appoint a replacement presiding election judge or alternate election judge, amend "Attachment E" accordingly, and send each Participating Political Subdivision the amended "Attachment E" by email within five (5) business days.
 - d) If a person is unable or unwilling to serve as a presiding election judge or an alternate election judge, then the Elections Administrator will name a replacement presiding election judge or send each Participating Political Subdivision the amended "Attachment E" by email within five (5) business days.
 - e) The Elections Administrator will provide county training programs, in keeping with Section 32.114 of the Texas Election Code, for all of the presiding election judges, alternate election judges, and election clerks for this Joint Election. The presiding election judges are responsible for notifying the alternate presiding judge and the election clerks for the presiding election judge's polling place of the time and place of each training session. Pursuant to Section 32.114(b), the training programs will be open to the public free of charge.

- f) To serve in this Joint Election, each presiding election judge and alternate election judge must have attended an election judge training session, a training session regarding the court rulings and the applicability of the mandatory Voter ID law, and optical scan training session taught by the Elections Administrator for this Joint Election within the last 6 months. New judges and election clerks that have not attended a mandatory Voter ID Law training session taught by the Elections Administrator for this Joint Election may not serve in this Joint Election.
- g) The Elections Administrator will notify the Participating Political Subdivisions by email and post on the DCED's website the dates, times, and locations of training classes and labs for both Early Voting and Election Day Workers.
- h) To comply with the Federal Voting Rights Act of 1965, as amended, precincts containing more than 5% Hispanic population, according to the 2010 census statistics, are required to have interpreter assistance. If a presiding election judge of such a precinct is not bilingual and is unable to hire a bilingual election clerk, the Elections Administrator may recommend an individual to provide interpreter assistance. If the Elections Administrator is unable to recommend an individual to provide interpreter assistance for such a precinct, the Elections Administrator will notify the Participating Political Subdivision and request assistance in identifying an interpreter. In the event that a bilingual election clerk is hired by the Elections Administrator for a precinct required to have interpreter assistance, the bilingual clerk will be paid according to a rate set by the Elections Administrator. The Elections Administrator will charge that expense to the funds deposited with the Dallas County Elections Department for the conduct of the elections listed in this Election Services Contract. A Participating Political Subdivision may pay more money to a bilingual clerk than the rate set by the Elections Administrator, however that expense will be borne by that Participating Political Subdivision individually and that extra expense will not be charged to the funds deposited with the Dallas County Elections Department for the conduct of the elections listed in this Election Services Contract.
- i) The Elections Administrator will notify all of the presiding election judges and alternate election judges about the eligibility requirements of Subchapter C of Chapter 32 of Title 3 of the Texas Election Code and Section 271.005 of the Texas Election Code. The Elections Administrator will take the necessary steps to insure that all of the presiding election judges and alternate election judges appointed to serve during this Joint Election are eligible to serve and qualified to serve in this Joint Election. Under Section 32.031 of the Texas Election Code, the presiding election judge for each election precinct shall appoint the election clerks to assist the presiding election judge in the conduct of the election at the polling place served by the presiding election judge on Election Day.

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- j) The presiding election judges are responsible for picking up election supplies at the time and place determined by the Elections Administrator, which will be set forth in the letter to the presiding election judges requesting service for this election. Payments for the presiding election judge will be specified in "Attachment A."
- k) Any Participating Political Subdivision electing to pay their election workers for attending a training class or lab must bear that expense separately from the funds deposited into this Joint Election account.
- l) The Elections Administrator will employ and or contract for other personnel necessary for the proper administration of the election, including such part-time help as is necessary to prepare for the election, to ensure the timely delivery of services, supplies and equipment assistance during the period of Early Voting and on Election Day, and for the efficient tabulation of ballots at the central counting station and regional sites. Part-time personnel will be paid an amount specified in "Attachment A." Part-time personnel working in support of the administration of the Election, including Central Counting Station, regional sites on election night will received pay for at least four (4) hours, minimum call for service, regardless of the actual hours worked.

7) SUPPLIES AND PRINTING

- a) The Elections Administrator will obtain and distribute all of the election supplies and election printing necessary for this Joint Election, including, but not limited to, all forms, signs, and other materials used by the presiding election judges and clerks at the polling places.
- b) The Elections Administrator will provide maps, if necessary, instructions, and other information that the presiding election judges need to conduct this Joint Election.
- c) Each Participating Political Subdivision must deliver a list to the Elections Administrator of candidates and propositions for their elections. The list must be in English and Spanish. The list must include the ballot positions for the candidates and the propositions. The list must include the correct spelling of each candidate's name and the precise wording of all of the propositions. The Elections Administrator will email each Participating Political Subdivision a Microsoft Word format form for their use to create the required list. As soon as possible after each Participating Political Subdivision has determined its ballot positions for the candidates and propositions in its election, the Participating Political Subdivision must email the completed Microsoft Word format form to the Elections Administrator. The Elections Administrator will use these electronic forms received from the Participating Political Subdivisions to create the ballot styles for this Joint Election. The Elections Administrator will deliver the proposed ballots to the Participating Political Subdivisions for approval. Each Participating Political Subdivision will be responsible for proofreading the proposed ballots and notifying the Elections Administrator of any corrections that are required for their particular ballots. The Elections Administrator is responsible for implementing the corrections made by the Participating Political Subdivisions to their ballots and then producing the ballots for this Joint Election.

8) OPTICAL SCAN CARD BALLOTS

- a) The Elections Administrator will allocate ballots for this Joint Election by determining the approximate voter turnout for comparable elections in each election precinct or partial election precinct and then adding **25%** to that number for each election precinct or partial election precinct. However, the minimum ballot allocation for each election precinct or partial election precinct will range from **25-50%** of the registered voters in each election precinct or partial election precinct depending on election type and authorized by the political subdivision (50% is recommended for local liquor elections).
- b) Additional ballots will be available for Early Voting by Mail and for use on Election Day to respond to any polling place that requests additional ballots and printed on an a needed basis. Cost per ballot will be forty-five cents (.45¢).

9) RETURNS OF ELECTIONS

- a) The Elections Administrator will establish and operate a central counting station to receive and tabulate ballots cast in this Joint Election under Chapter 127 of Title 8 of the Texas Election Code.
- b) The Elections Administrator hereby, in accordance with Sections 127.002, 127.003 and 127.005 of the Texas Election Code, appoints the following central counting station officials:

Central Count Station Manager: **Toni Pippins-Poole**, Dallas County Elections Administrator

Tabulation Supervisor: **(Daniel Bradley)**, Central Count Station Manager

Assistant Tabulation Supervisor: **(Danielle Grant)**, Central Count Station Lead Clerk

Presiding Judge: **Fay Matthews-Bridges**, Asst. General Counsel, Dallas ISD

Alternate Presiding Judge: **Shana Jennings**, City Secretary of Irving

- c) The Central Count Station Manager or her representative will deliver timely, cumulative reports of the election results as election precincts are tabulated. The Central Count Station Manager will be responsible for releasing cumulative totals and election precinct returns from the election to the Participating Political Subdivisions, candidates, press, and the general public by the distribution of hard copies or electronic transmittals (where accessible). The Elections Administrator will operate an election result center to release election results in the Health and Human Services Building, 2377 N. Stemmons Frwy., Suite 820, Dallas, Texas.
- d) The Elections Administrator will link any Participating Political Subdivision's website to

DCED's website. Participating Political Subdivisions that want such website linkage should deliver their website address to the Tabulation Supervisor at DCED.

- e) The Elections Administrator will prepare the unofficial canvass report after all precincts have been counted, and will email a copy of the unofficial canvass to each Participating Political Subdivision as soon as possible after all returns, provisional ballots, and late overseas ballots have been tabulated, but in no event no later than **May 16, 2018**. All Participating Political Subdivisions will be responsible for the official canvass of their respective elections.
- f) The Elections Administrator will be responsible for conducting the post-election manual recount, unless the Texas Secretary of State grants a waiver under Section 127.201 of the Texas Election Code. If no such waiver is given, the Elections Administrator will provide notice and copies of the recount to each Participating Political Subdivision and the Secretary of State's Office. Each Participating Political Subdivision must notify the Elections Administrator if such a waiver has been granted or denied as soon as possible, but no later than five (5) calendar days before Election Day.

10) ELECTION EXPENSES

- a) The Participating Political Subdivisions agree to share the costs of administering this Joint Election as specified in "Attachment A." The Election Administrator will charge a general supervisory fee not to exceed ten (10%) percent of the total cost of this Joint Election as authorized by Section 31.100 of the Texas Election Code. In no event will the ten (10%) percent general supervisory fee be refunded to any Participating Political Subdivision. If the ballot, candidates, or propositions supplied by the Participating Political Subdivision are changed after their initial printing by the Elections Administrator due to a court order from a court of competent jurisdiction, the affected Participating Political Subdivision(s) agrees to pay all expenses associated with re-printing and re-programming the ballots pursuant to a court order including expenses for expedited services and "Attachment A" will be amended by the Election Administrator.
- b) Allocation of costs among the Participating Political Subdivisions will be according to a formula based on the average cost per polling place and the allocation of election day tabulators (hereinafter "M100's") in that polling place ("Unit Cost"). The Unit Cost will be determined by dividing the total of the itemized list of estimated election expenses by the total number of polling places. A "Polling Place" will be identified by and defined based on the presence and number of M100's and/or Election Supply Carts ("ESC"). Any Participating Political Subdivision that requests a different combination of precincts in polling places that exceeds the Unit Cost will be billed directly for any excess expenditures (e.g. supplies, equipment, personnel, etc.). **The cost of any special request from a Participating Political Subdivision, which is not agreed upon by all Participating Political Subdivisions, will be borne by the Participating Political Subdivision making the special request.** Each Participating Political Subdivision agrees that no Participating Political Subdivision will be billed less than the minimum of one full Unit Cost as

specified in "Attachment A."

- c) The expenses for early voting by mail and personal appearance will be paid by each Participating Political Subdivision as set forth in "Attachment A."
- d) The Elections Administrator will determine the final election expenses to the extent practicable within one hundred and eighty (180) business days after the final canvass of this Joint Election or the runoff election, if any. The Elections Administrator will provide each Participating Political Subdivision with a final, written accounting of all money that was deposited into, and payments that were made from, the Joint Election account(s) maintained by the Dallas County Elections Department for this Joint Election and the runoff election, if any.
- e) If the Elections Administrator requires additional money to perform its obligations under this Election Services Contract, then the Elections Administrator will bill each Participating Political Subdivision using the same method used to determine each Participating Political Subdivision's required deposit in "Attachment A" of this Election Services Contract ("Final Bill"). The Participating Political Subdivision shall pay the Final Bill within thirty (30) days of receipt except for any amount the Participating Political Subdivision files a timely good faith dispute under Section 17 of this Election Services Contract. After all of the expenses of this Joint Election are paid and disputes, if any, resolved, any monies that remain in the account maintained by the Dallas County Elections Department for this Election Services Contract will be refunded to the Participating Political Subdivisions (the "Refund") as soon as practicable.

11) DEPOSIT OF FUNDS

- a) Attachment A: Cost Audit details the cost and expenses anticipated for this election; Participating Political Subdivisions will initially receive an estimate cost audit. The Final Bill will be distributed as soon as all cost and expenses for the election can be determined. Each Participating Political Subdivision hereby agrees to deposit with the Dallas County Elections Department either half or the full balance of money listed in "**Attachment A: Deposit of Funds Detail**" of this Election Services Contract by the first deposit due date of **Tuesday, February 20, 2018**. If the Participating Political Subdivision makes a partial initial deposit on or by **February 20, 2018**, a full and final deposit must be made to the Dallas County Elections Department by **Friday, March 2, 2018**. The Dallas County Elections Department will place the money deposited by the Participating Political Subdivisions in a Joint Election account.
- b) The deposit of funds by each Participating Political Subdivision is an express condition precedent to the participation of each Participating Political Subdivision in this Election Services Contract. A Participating Political Subdivision may seek an extension from the Elections Administrator as to the due date for the deposit of funds. Such an extension must be sought in writing and prior to due date for such deposit by the Participating Political Subdivision. Any decision(s) made by the Elections Administrator will be provided in writing to the Participating Political Subdivision. The Elections Administrator, however, shall not be required to grant an extension for the deposit of funds by a

Participating Political Subdivision. For any Participating Political Subdivision that fails to deposit the total amounts specified in "Attachment A" by the dates specified in this Election Services Contract or any extension granted by the Elections Administrator, the Elections Administrator will be relieved from the responsibility to perform under this Election Services Contract for such Participating Political Subdivision.

- c) The Elections Administrator will only draw money from this Joint Election account to pay for election expenses that are included in "Attachment A" to this Election Services Contract and for other expenses that the Participating Political Subdivisions agree to in writing.
- d) If a Participating Political Subdivision withdraws completely from this Joint Election by **Friday, February 23, 2018**, or, by **Friday, March 9, 2018** for Special Elections, then the Elections Administrator will refund (as soon as practicable) that Participating Political Subdivision's deposit, less any money already expended before the withdrawal and less the general supervisory fee authorized by Section 31.100 of the Texas Election Code. In the event of a partial withdrawal from this Joint Election, deposits will not be refunded to the Participating Political Subdivisions.
- e) The Elections Administrator will not make partial refunds to a Participating Political Subdivision if any candidate(s) or propositions do not appear on the ballot for that Participating Political Subdivision.
- f) Deposits should be made out to Dallas County Elections Department and delivered within the mandatory time frame to:

Toni Pippins-Poole
Dallas County Elections Administrator
2377 N. Stemmons Freeway, Suite 820
Dallas, Texas 75207

In the "memo" section of check place Election Escrow Account: _____

12) RECORDS OF THE ELECTION

- a) The Elections Administrator is hereby appointed the general custodian of the voted ballots and all election records of this Joint Election to the extent authorized by Sections 31.094, 31.095, 31.096, and 31.097 of the Texas Election Code.
- b) Access to the election records will be available to each Participating Political Subdivision as well as to the public in accordance with the Texas Public Information Act, Chapter 552, Government Code, at the Elections Department, 2377 N. Stemmons Frwy, Suite 820, Dallas, Texas, at any time during normal business hours. The Elections Administrator will ensure that the records are maintained in an orderly manner, so that records are clearly identifiable and retrievable per records storage container. However, access to election records that contain confidential information that must be redacted pursuant to federal or state law may be provided at the offices of the Civil Division of the Criminal District Attorney's Office of Dallas County, Texas at 411 Elm Street, 5th Floor, Dallas, Texas.

- c) Pursuant to Section 66.058 of the Texas Election Code, the Elections Administrator will retain the election records at the Elections Administrator's main offices and Elections Warehouse for **sixty (60) days** after the date of this Joint Election. **Sixty (60) days** after the date of this Joint Election, the Elections Administrator will arrange for transport of this Joint Election records to Dallas County Record Storage. This Joint Election's records will then become the responsibility of Dallas County Record Storage for the remainder of the **twenty-two (22)** month preservation period. Dallas County Record Storage will be responsible for the destruction of this Joint Election records after the preservation period. The Participating Political Subdivisions agree the Elections Administrator may destroy the records from this Joint Election after the **twenty-two (22)** month preservation period without further notice to the Participating Political Subdivisions, unless the events in Section 12 (d) occur.
- d) The Participating Political Subdivisions must notify the Elections Administrator in writing within three (3) business days after any official or employee of any Participating Political Subdivision becomes aware of any election contest in connection with this Joint Election. In accordance with Section 1.013 of the Texas Election Code, the election records must be preserved until any election contest is completed and a judgment, if any, becomes final. Also, the election records will be maintained by the Elections Administrator if there is an active criminal investigation or proceeding related to the election records until such investigation or proceeding is finally concluded.
- e) The Participating Political Subdivisions acknowledge and agree that the Elections Administrator reserves the right to intervene in any election contest or litigation in connection with this Joint Election in order to preserve any available remedies at law, and to preserve the Elections Administrator's obligations under this Contract and the Texas Election Code.

13) EARLY VOTING

- a) Under Sections 31.094 and 271.006 of the Texas Election Code, the Participating Political Subdivisions hereby appoint the Elections Administrator to be the early voting clerk for all of the political subdivisions participating in this Joint Election. The deputy early voting clerks that will be appointed by the Elections Administrator are listed in "Attachment D."
- b) **This sub-paragraph applies only to a joint election with no partisan candidate on any ballot.** Participating Political Subdivisions may recommend people to the Elections Administrator to serve as a deputy early voting judge/clerk. If a Participating Political Subdivision recommends a person not listed in "Attachment D" and that recommendation conflicts with the recommendation from any of the other Participating Political Subdivisions involved in the election in that polling place, the Elections Administrator will conduct a drawing by lot from the recommendations to determine the deputy early voting judge/clerk. Once a person has been notified of his or her selection as deputy early voting judge or deputy early voting clerk, no changes may be made by any of the Participating Political Subdivisions.

- c) Any qualified voter for this Joint Election may vote early by personal appearance at the main early voting polling place or at one of the early voting branch polling places listed in Attachment B. Early voting will be conducted as follows: **on Monday, April 23, 2018 through Friday, April 27, 2018, from 8:00 A.M. to 5:00 P.M.; on Saturday, April 28, 2018 between 8:00 A.M. and 5:00 P.M.; on Sunday, April 29, 2018, between 1:00 P.M. and 6:00 P.M.; and on Monday, April 30, 2018 through Tuesday, May 1, 2018 between 7:00 A.M. and 7:00 P.M.**
- d) All requests for early voting ballots by mail that are received by a Participating Political Subdivision must be transported by runner on the day of receipt to the Dallas County Elections Department, 8th Floor, Health and Human Service Building, 2377 N. Stemmons Frwy., Dallas, Texas 75207 for processing. Persons voting by mail must send their voted ballots to the Dallas County Elections Department.
- e) All early voting ballots will be prepared for counting by an Early Voting Ballot Board appointed under Subchapter A of Chapter 87 of the Texas Election Code. Each Participating Political Subdivision will appoint one member to the Early Voting Ballot Board and will prepare a list notifying DCED of the appointee's name, telephone number, mailing address, and email address, if any, no later than **Friday, March 23, 2018**. The Participating Political Subdivisions agree to appoint David Morris as the presiding judge of the early voting ballot board. A list of Early Voting Ballot Board members will be furnished to each Participating Political Subdivision no later than **Tuesday, April 3, 2018**.
- f) A signature verification committee will be appointed in accordance with Section 87.027 of the Texas Election Code. A list of the members of the signature verification committee will be furnished to each Participating Political Subdivision.
- g) The presiding judge of the Early Voting Ballot Board shall deliver notices of rejected ballots in compliance with Section 87.0431, Texas Election Code.

14) CRIMINAL BACKGROUND CHECKS

The Elections Administrator, her agent or assignee will conduct a criminal background check (in accordance with statutory requirements) of any person who is expected to or scheduled to serve or work in this Joint Election. Any person that does not satisfactorily pass the criminal background check will be ineligible to serve or work in this Joint Election. Failure to obtain a criminal background check does not release the participating entity's obligation to pay for service rendered in good faith.

15) ELECTION REPORTS

During the early voting period for this Joint Election, the Elections Administrator will deliver daily reports to each Participating Political Subdivision of the Early Voting Location Turnout Totals and Early Voting Roster. The day after the early voting period ends, the Elections Administrator will deliver to each Participating Political Subdivision, a Daily Early Voting Roster by precinct report that includes the entire Early Voting period.

Pursuant to the Texas Election Code §87.121, the Elections Administrator will deliver these election reports by website posting, e-mail, or facsimile.

16) WITHDRAWAL FROM CONTRACT

- a) No deposits will be refunded after the deadline to withdraw from this Election Services Contract has passed.
- b) In order to withdraw from this Election Services Contract, a Participating Political Subdivision must deliver to the Elections Administrator any certifications and declarations that are required under Subchapter C or Subchapter D of Chapter 2 of Title 1 of the Texas Election Code.
- c) The Elections Administrator will bill any Participating Political Subdivision that withdraws from this Election Services Contract for any expenses incurred prior to the Elections Administrator receiving copies of the certifications and declarations that are required under Subchapter C or Subchapter D of Chapter 2 of Title 1 of the Texas Election Code.
- d) If there are any withdrawals from this Joint Election, within ten (10) business days after the deadline for Participating Political Subdivisions to make declarations under Subchapter C or Subchapter D of Chapter 2 of Title 1 of the Texas Election Code, said deadline being **February 23, 2018** the Elections Administrator will amend the attachments to this Election Services Contract as appropriate and provide updated copies of the amended attachments to all of the remaining Participating Political Subdivisions.
- e) The general supervisory fee authorized by Section 31.100 of the Texas Election Code will not be refunded.

17) AUDITING AND PROHIBITION ON WITHHOLDING OF DEPOSITS

- a) The Dallas County Auditor will conduct a review of the deposits and expenditures related to this Election Services Contract before the Final Bill or Refund is submitted to the Participating Political Subdivisions. Refunds will be submitted as soon as practicable.
- b) The Participating Political Subdivisions may request a financial audit of the Final Bill or Refund or dispute the Final Bill or Refund under this Section, if: 1) the Final Bill exceeds ten percent (10%) of the amount of the Participating Political Subdivision's initial deposit as required in "Attachment A" to this Election Services Contract; or 2) the accounting accompanying the Refund is ten percent (10%) less than the amount the Participating Political Subdivision determines, should be refunded, after its good faith review. The request for a financial audit or dispute must be done in accordance with Section 17 (d) below.
- c) Should the events in Section 17 (b) occur, in lieu of an audit or dispute, the Participating Political Subdivision may make a request that the Elections Administrator ask the Dallas County Auditor to review the cost allocation methodology for the Participating Political

Subdivision's Final Bill or Refund ("Review Request"). Participating Political Subdivisions must submit a Review Request to the Elections Administrator within five (5) business days of receipt of the Final Bill or the Refund, whichever is later. The Review Request must set forth, in detail, the basis for any challenge to the Final Bill or Refund. Corrections to the Participating Political Subdivision's Final Bill or the Refund, based on a Review Request, will be determined at the sole discretion of the Elections Administrator. A Review Request does not extend the timeframe in Section 17(d).

- d) Should the circumstances giving rise to an audit or dispute in Section 17 (b) occur, the Participating Political Subdivision may send a formal written notice of dispute of the Final Bill or Refund ("Dispute Notice") to the Elections Administrator. This Dispute Notice must be received by the Elections Administrator no later than thirty (30) calendar days from the date the Participating Political Subdivision receives the Final Bill or Refund. This Dispute Notice must provide: 1) an itemization of the disputed charge(s) by the Participating Political Subdivision; 2) the basis for the dispute; 3) the methodology showing how the Participating Political Subdivision arrived at the amount disputed; and 4) documentation in support thereof. The Participating Political Subdivision will have no right to withhold any undisputed amounts set forth in this Election Services Contract or reflected in the Final Bill. Payment of undisputed amounts in the Final Bill must be made by the Participating Political Subdivision as set forth in Section 10 (e) of this Election Services Contract.
- e) Failure of the Participating Political Subdivision to submit a timely Dispute Notice, as set forth in Section 17(d), shall waive any and all disputes, claims, or challenges to the Final Bill or Refund by the Participating Political Subdivision. The entire amount of the Participating Political Subdivision's Final Bill shall be due immediately; or, any estimated refund amounts will become final.
- f) If the Participating Political Subdivision files a timely Dispute Notice in compliance with Section 17(d), the Participating Political Subdivision will have the right to conduct a good faith financial audit ("Financial Audit") for the deposits and expenditures related to this Elections Services Contract. In conducting the Financial Audit, the Participating Political Subdivision will have no greater right to demand access to or copies of the County's governmental or election records than those rights specified in the Texas Election Code and the Texas Public Information Act. The cost of any Financial Audit conducted by the Participating Political Subdivision shall be borne by the requesting Participating Political Subdivision and may not be paid for with funds deposited with the Dallas County Elections Department under this Election Services Contract. Further, the Participating Political Subdivision conducting the Financial Audit shall pay the Elections Administrator the reasonable costs for time expended and copies provided in order to perform the Financial Audit. If the Financial Audit identifies overcharges by the Elections Administrator of more than ten percent (10%) of the initial deposit amount required by "Attachment A", the Elections Administrator will review and assess the findings of the Financial Audit and will negotiate, in good faith, to resolve any disputes for overcharges with the Participating Political Subdivision. The Elections Administrator shall not be bound by the findings or recommendations of the Participating Political Subdivision's

Financial Audit. The financial records will be retained at the County Election Administrator's office until the conclusion of the Financial Audit and resolution of all outstanding audit disputes.

- g) In the event the representatives of the Participating Political Subdivision and the Elections Administrator cannot agree on the amount of the disputed Final Bill as set forth in this Section, then the Parties may agree to submit to non-binding mediation. If mediation is acceptable to both parties to resolve a dispute concerning the disputed Final Bill, the parties will agree to use a mutually agreed-upon mediator. Unless the parties come to a written agreement at mediation, the mediation will not constitute a final and binding resolution of the dispute.
- h) The Participating Political Subdivision acknowledges that the practical effect of the Participating Political Subdivision withholding undisputed funds that are required under this Election Services Contract would result in breach of this Elections Services Contract and the other Participating Political Subdivisions' taxpayers subsidizing the withholding Participating Political Subdivision's election expenses.

18) NOTICE

Any addendum to, change/modification of, clarification of, and/or withdrawal from this contract requires written notice provided on the Dallas County Form, "Elections Services Contract Change Forms". Initial contract changes are due by **Thursday, February 8, 2018**. Whenever this Election Services Contract requires any consent, approval notice, request or demand, it must be in writing to be effective and must be delivered to the party intended to receive it as shown below:

Address for notice to the Elections Administrator:

Attn: Robert Heard Sr.
Dallas County Assistant Elections Administrator
Elections Department – 8th Floor
2377 N. Stemmons Frwy, Suite 820
Dallas, Texas 75207
(214) 819-6300 telephone
(214) 819-6301 facsimile

and, to the physical addresses and facsimile numbers for notice to the Participating Political Subdivisions are in "Attachment F" to this Election Services Contract.

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19) LIABILITY FOR NEGLIGENCE

ALL PARTIES TO THIS ELECTION SERVICES CONTRACT AGREE TO BE RESPONSIBLE, IN ACCORDANCE WITH APPLICABLE STATE OR FEDERAL LAW, EACH FOR THEIR OWN NEGLIGENT ACTS OR OMISSIONS, OR OTHER TORTIOUS CONDUCT IN THE COURSE OF PERFORMANCE OF THIS CONTRACT WITHOUT WAIVING ANY SOVEREIGN IMMUNITY, GOVERNMENTAL IMMUNITY, STATUTORY IMMUNITY, OR OTHER DEFENSES AVAILABLE TO THE PARTIES UNDER FEDERAL OR STATE LAW. NOTHING IN THIS PARAGRAPH SHALL BE CONSTRUED TO CREATE OR GRANT ANY RIGHTS, CONTRACTUAL OR OTHERWISE, IN OR TO ANY THIRD PERSONS OR ENTITIES. ALL PARTIES AGREE THAT ANY SUCH LIABILITY OR DAMAGES OCCURRING DURING THE PERFORMANCE OF THIS ELECTION SERVICES CONTRACT CAUSED BY THE JOINT OR COMPARATIVE NEGLIGENCE OF THE PARTIES, OR THEIR EMPLOYEES, AGENTS OR OFFICERS WILL BE DETERMINED IN ACCORDANCE WITH COMPARATIVE RESPONSIBILITY LAWS OF TEXAS, BUT ONLY TO THE EXTENT SUCH LAWS ARE APPLICABLE TO THE PARTY.

TO THE EXTENT PERMITTED BY LAW, IF LEGAL ACTION IS FILED AGAINST EITHER PARTY TO THIS ELECTION SERVICES CONTRACT, EACH PARTY SHALL BE SOLELY RESPONSIBLE FOR THEIR OWN RESPECTIVE COSTS AND DEFENSE OF THAT SUIT.

20) CHOICE OF LAW

This Election Services Contract will be governed and interpreted by the laws of the State of Texas.

21) VENUE AND JURISDICTION

The courts of the State of Texas and the United States of America that are physically located in Dallas, Dallas County, Texas are the exclusive jurisdiction and venue for any lawsuit, cause of action, temporary restraining order, temporary injunction, injunction, petition for extraordinary relief, mandamus, or any other legal proceeding or claim arising out of the performance of this Election Services Contract.

22) SEVERABILITY

If any term of this Election Services Contract is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the terms of this Election Services Contract will remain in full force and effect and will in no way be affected, impaired, or invalidated.

23) ENTIRE CONTRACT

This Election Services Contract, including any exhibits or attachments, contains the entire agreement between the Elections Administrator and the Participating Political Subdivisions concerning the duties required by this Election Services Contract. The Elections Administrator of Dallas County, Texas and each Participating Political Subdivision hereby expressly warrant and represent that they are not relying on any promises or agreements that are not contained in this Election Services Contract concerning any of the terms in this Election Services Contract. Except otherwise

specified in this Election Services Contract, no modification, amendment, novation, renewal, or other alteration of this Election Services Contract shall be effective unless mutually agreed upon in writing and executed by the parties hereto.

24) GENDER AND HEADINGS

In this Election Services Contract, words in the singular number include the plural, and those in the plural include the singular. Words of any gender also refer to any other gender. Headings in this Election Services Contract are terms of inclusion, not exclusion.

25) CONTRA PROFERENTEM

The legal doctrine of contra proferentem will not apply to this Election Services Contract. Consequently, any ambiguity that may exist in this Election Services Contract will not be construed against the Party who drafted this Election Services Contract.

26) ORDER OF PRECEDENCE

Any inconsistencies in this Election Services Contract will be resolved by reviewing and considering this Election Services Contract and Attachments A through G to this Election Services Contract together in context with each other.

27) SIGNATORY WARRANTY

The Elections Administrator of Dallas County, Texas and all of the contracting authorities of all of the Participating Political Subdivisions listed in "Attachment F" of this Election Services Contract represent that each has the full right, power and authority to enter into and perform this Election Services Contract in accordance with all of its terms and conditions, and that the execution and delivery of this Election Services Contract has been made by authorized representatives of the Participating Political Subdivisions to validly and legally bind the Participating Political Subdivisions to all terms, performances, and provisions set forth in this Election Services Contract.

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28) COUNTERPARTS.

This Election Services Contract may be executed in any number of counterparts with the same effect as if all signatory parties had signed the same document. All counterparts will be construed together and will constitute one and the same instrument.

APPROVED AS TO FORM*

TONI PIPPINS-POOLE
COUNTY ELECTIONS ADMINISTRATOR
DALLAS COUNTY, TEXAS

JAMES PALOMO
ASSISTANT DISTRICT ATTORNEY
DALLAS COUNTY CRIMINAL ATTORNEY'S
OFFICE
CIVIL DIVISION

*By law, the District Attorney's Office may only advise or approve contracts or legal documents on behalf of its clients. It may not advise or approve a contract or legal document on behalf of other parties. Our review of this document was conducted solely from the legal perspective of our client. Our approval of this document was offered solely for the benefit of our client. Other parties should not rely on this approval, and should seek review and approval by their own respective attorney(s).

ACCEPTED AND AGREED TO BY THE CITY OF LANCASTER:

APPROVED AS TO FORM:

APPROVED:

DAVID T. RITTER
CITY ATTORNEY
CITY OF LANCASTER, TEXAS

OPAL MAULDIN-JONES
CITY MANAGER
CITY OF LANCASTER, TEXAS

ATTEST:

SORANGEL O. ARENAS
CITY SECRETARY
CITY OF LANCASTER, TEXAS

Poll Location Info

May 5, 2018 Joint Election Cities and Schools

ESTIMATED COST**SUBJECT TO CHANGE**

Based Apon 50 Early Voting Locations

*Based Apon 39 entities participating***ATTACHMENT A**

Location Splits	Total
Split by 1	116.00
Split by 2	262.00
Split by 3	95.00
Split by 4	35.00
Split by 5	0.00
Split by 6	0.00
Split by 7	0.00
Total Splits	510.00
Total Units	293.67
Cost per Poll (Without ESF)	\$6,241.11
Subtotal	\$1,832,805.15
% of Units	100%

			Total
Election Total			\$1,832,805.15
Exceptional Cost	(to be determined)		\$0.00
Election Services Fee (AKA ESF)	10% of Election Total		\$183,280.51
Total Cost			\$2,016,085.66
Actual Unit Cost (With ESF)			\$6,865.22
Amount of Deposit			\$0.00
(Overpaid)/Underpaid			\$2,016,085.66

Exp Code	EARLY VOTING	Units	Cost Per Unit	Estimated
LEGAL NOTICE				
2013	Legal Notice	Newspaper listing of Polling Locations		\$10,000.00
POSTAGE				
2170	Rejected / Incomplete mail	45	\$1.89	\$85.05
2170	Postage for Mailed Ballots	15,000	\$1.42	\$21,300.00
2170	Postage for Returned Mailed Ballots	8,000	\$1.20	\$9,600.00
2170	Postage for NON-Returned Mailed Ballots	7,000	\$1.20	\$8,400.00
2180	Mail ballot kit	15,000	\$2.00	\$30,000.00
EQUIPMENT RENTAL				
7030	Furniture Rental	Various EV Locations		\$1,500.00
7040	Voting Booths	50	\$30.00	\$1,500.00
7040	Touch Screen/iVotronics (7p/loc.)	350	\$250.00	\$87,500.00
7040	ADA Voter Terminals (1 per loc)	50	\$300.00	\$15,000.00
7040	Communication Pack (1 per loc)	50	\$50.00	\$2,500.00
7040	Computer Rental (County) (3 per loc)	150	\$400.00	\$60,000.00
7040	Provisional Ballot Bags	50	\$5.00	\$250.00
7050	Van Rental\Car Rental	9 Vehicles for Tech and Route Usage and 2 Trucks for Delivery of Equipment		\$4,500.00
7211	Sprint/Frontier (landline charges)	Use of Service During EV Election Period		\$4,000.00
7213	Hot Spots	50	\$35.00	\$1,750.00
RENTAL BUILDINGS				
7010	Rental/Custodial Charges	Various Locations		\$15,000.00
PERSONNEL				
1050	Central Count Full Time Staff (Over Time)	3 Staff @12days @Various hours @Various Pay Rates		\$1,500.00
1050	Election Clerks (Over Time)	150 Clerks @56 Hours @\$15.54 p/h		\$130,536.00
1050	Election Judges (Over Time)	50 Judges @56 Hours @\$20.12 p/h		\$56,336.00
1050	Election Part-Time Regular (Over Time)	Various Part-Timers @Various Hours @Various Pay Rates		\$1,500.00
1050	Elections Full Time Staff (Over Time)	Various Staff @Various Days @Various Hours @Various		\$7,500.00
1050	EV Mail Part-Time Clerks (Over Time)	Various Clerks @Various Days @Various Hours @Various		\$4,000.00
1050	EV Full Time Mail Supervisor (Over Time)	1 Staff @Various Hours @29.66p/h		\$1,800.00
1050	EV Techs (Over Time)	6 Techs @Various Hours @Various Pay Rates		\$3,000.00
1050	Security-Branch Locations	9 Security Staff @Various Hours @Various Pay Rates		\$1,000.00
1050	Election Full Time Warehouse Staff (Over Time)	5 Staff @Various Hours @Various Pay Rates		\$10,000.00
1050	Warehouse Part-Timers (Over Time)	Various Part-Timers @Various Hours @Various Pay Rates		\$3,000.00
1060	Canvass Committee (Ballot Board & Signature Verification)	Approximately 15 people @Various Hours @ Various Pay Rates		\$9,000.00
1060	Early Voting Clerks (Includes Training)	150 Clerks @80 @\$10.36 p/h + 8 Hours Training		\$130,950.40
1060	Early Voting Judges (Includes Training)	50 Judges @80 @\$13.41 p/h + 8 Hours Training		\$56,429.28
1060	Election Department Part-Timers (Straight Time)	Various Part-Timers @Various Hours @Various Pay Rates		\$6,000.00
1060	EV Judges Delivery (AKA Can Money)	50	\$25.00	\$1,250.00
1060	Mail Workers / PA Workers Part-Timers (Straight Time)	Various Part-Timers @30 Days @ Various Pay Rates		\$17,000.00
1060	Supervisors / Ballot Board & Signature Verify	2 Supervisors @12 Days ea. @Various Hours @Various		\$1,500.00
1060	EV Techs (Straight Time)	6 Techs @Various Hours @Various Pay Rates		\$7,500.00
1111	Social Security Chargeback	6.2%		\$5,500.00
1112	Medicare	1.45%		\$3,000.00
1113	PARS	1.3%		\$1,500.00
1150	Retirement Charge Back	10%		\$8,000.00
5590	Temporary Service (Early Voting as needed)	Ad-A-Staff		\$15,000.00
SUPPLY EXPENSE				
2880	Voted Stamps	300	\$1.05	\$315.00
2180	Balotar Ballots for Absentee Mail 17" Two sided (ES&S)	15,000	\$0.45	\$6,750.00
2180	Provisional Ballots (In Person)(ES&S)	60,000	\$0.09	\$5,400.00
2180	Personal Appearance Labels (2 per voter)	54,312	\$0.10	\$5,431.20
2180	Judge Kits	50	\$80.00	\$4,000.00
2180	Sample Ballots hand out for voters 8.5/11in. double sided color paper (AC Printing)	1,300	\$0.66	\$858.00
2180	Sample Ballots Large for Posting 11/17in. Single side color paper (AC Printing)	10	\$0.61	\$6.10
2180	Ballot List for Early Voting Locations 8.5/11in. Double sided white paper (AC Printing)	300	\$1.430	\$429.00
2180	List of Declared Write-In for EV	0	\$0.027	\$0.00
2180	ADA Quick Operations Guide 8.5/11in. Double sided color copy (DCED)	50	\$0.870	\$43.50
2880	Supplies for Early Voting	Misc./Forms/Binders		\$1,500.00

SERVICE EXPENSE				
5590	ES&S Project Management	1	\$66,000.00	\$66,000.00
5590	ES&S Ballot Layout and Coding assistance and overseeing	1	\$16,500.00	\$16,500.00
5590	ES&S Pre Election Mock Election (3 days On-Site Simulation of Election Day with 1 ES&S Support Team)	1	\$4,950.00	\$4,950.00
5590	ES&S IVotronic Early Support	1	\$1,650.00	\$1,650.00
5590	ES&S ADA Sound Wave Card Programming	1	\$8,000.00	\$8,000.00
5590	Spanish Translation			\$0.00
PREPARATION AND TRANSPORTATION OF VOTING EQUIPMENT				
2910	Early Voting Equipment Delivery and Pickup	50	\$45.00	\$2,250.00
MILEAGE				
1080	Warehouse /Elections Mileage		\$0.565	\$0.00
3095	Mileage for Runners/Gas		Tech Cars and Trucks	\$2,200.00
	EARLY VOTING TOTAL			\$881,969.53

Exp Code	ELECTION DAY	Units	Cost Per Unit	Estimated
EQUIPMENT RENTAL				
7030	Furniture Rental	Central Count Station/Various Polling Locations		\$1,700.00
7040	Precinct Counter (1p/loc.)	288	\$468.00	\$134,784.00
7040	Voting Booths (5p/loc.)	1,440	\$30.00	\$43,200.00
7040	ADA Voter Terminals	288	\$300.00	\$86,400.00
7040	Laptop	288	\$75.00	\$21,600.00
7040	Provisional Bags	288	\$5.00	\$1,440.00
7040	Election Supply Carts	288	\$199.80	\$57,542.40
7040	Regional Site Computer Setup	10	\$150.00	\$1,500.00
7050	Truck Rental/Van Rental	Runners /Regional Sites		\$7,000.00
7211	Phone Lines/Bulletin Board/Internet access	Election Cell phones for Tech's and department		\$5,000.00
RENTAL BUILDINGS				
7010	Location Rental	various polling locations		\$35,000.00
7010	Custodial Charges	various polling locations		\$60,000.00
PERSONNEL				
1020	Election Department Full Time Staff (Straight Time)	Includes VR WH and Admin		\$3,000.00
1020	Dallas County Employees (Straight Time)	Election Day @ Regional Sites		\$2,000.00
1020	Traffic Control Officers	Election Night & Supply Pickup		\$6,500.00
1020	Regional Site Support	Election Night & Supply Pickup		\$14,000.00
1020	Phone Bank	Election Day		\$2,500.00
1020	Techs (19)	Election Day		\$7,500.00
1020	Delivery of Election Returns	288 Judges @ \$25.00 per delivery		\$7,200.00
1020	Election Day Judges	288 Judges @ 14 hours @ \$11.00 p/h		\$44,352.00
1020	Election Day Clerks	Approximately 865 Clerks @ 14 Hours @ \$10.00 p/h		\$121,100.00
1020	Central Count Staff (Straight Time)	Election Day		\$500.00
1020	Emergency Response Personnel	Election Day - Judges and Clerks		\$6,000.00
1050	Central Count Staff (Over Time)	Various Staff @Various Days @Various Hours @Various		\$1,000.00
1050	Dallas County Employees (Over Time)	Election Day @ Regional Sites		\$1,500.00
1050	Election Department Full Time Staff (Over Time)	Various Staff @Various Days @Various Hours @Various Pay Rates		\$21,000.00
1050	Election Part-Time Regular Admin. (Over Time)	Various Staff @Various Days @Various Hours @Various Pay Rates		\$1,000.00
1050	Sheriff's Deputies	Various Deputies @18 Hours @Various Pay Rates		\$21,000.00
1050	Election Warehouse Full Time Staff (Over Time)	Various Staff @Various Days @Various Hours @Various Pay Rates		\$10,000.00
1050	Warehouse Part-Timers (Over Time)	6 Part-Timers @Various Hours @ \$15.54 p/h		\$5,200.00
1060	Warehouse Part-Timers (Straight Time)	6 Part-Timers @Various Hours @ \$10.36 p/h		\$10,000.00
1111	Social Security Chargeback	6.2%		\$5,000.00
1112	Medicare	1.45%		\$1,000.00
1113	PARS	1.3%		\$50.00
1150	Retirement Charge Back	10%		\$9,000.00
5590	Temporary Service	ED Corner Stone & Ad-A-Staff		\$15,000.00
MILEAGE				
1080	Warehouse Mileage/Gas		\$0.575	\$0.00
1080	Mileage for Deputies	3,600	\$0.575	\$2,070.00
3095	Gas	Tech Cars and Trucks		\$1,300.00
SERVICE EXPENSE				
5590	ES& S Support/Consulting	1	\$24,750.00	\$24,750.00
5590	ES@S L and A Testing 1 person 2 days	1	\$3,300.00	\$3,300.00
5590	ROBIS (ED Support)	2 Persons Tech Team		\$5,400.00
POSTAGE / SERVICE EXPENSE				
2180	Poll location letters Judge/Alt judge letters (NDSI)	Approximately 576 letters and response cards		\$4,000.00
2180	Polling location Change Cards (NDSI)	Various Locations w/ Various Voters		\$8,000.00
2170	Election Paychecks	1,400	\$0.50	\$700.00
PREPARATION & TRANSPORTATION OF VOTING EQUIPMENT				
2910	Election Day Equipment Delivery and Pickup (Election Department Specials)	35	\$45.00	\$1,575.00
2910	Election Day Equipment Delivery and Pickup - Atlantic	288	\$72.00	\$20,736.00

SUPPLY EXPENSE				
2880	Voted Stamps	1,200	\$1.05	\$1,260.00
2180	Official Optical Scan Ballots 14" 1 sided (ES&S)	300,000	\$0.2100	\$63,000.00
2180	Test Ballots 14" 1 sided (ES&S)	8,380	\$0.2100	\$1,759.80
2180	Pre-Marked Test Ballots 14" 1 sided & additional training ballots (ES&S)	10,000	\$0.2100	\$3,239.46
2180	Official Ballot & Seal Certificate (ES&S)	828	\$3.40	\$2,811.06
2180	Blank Ballot & Seal Certificate (ES&S)	0	\$3.40	\$0.00
2180	Provisional Ballot Seal (ES&S)	828	\$3.40	\$2,811.06
2180	ADA Ballot & Seal Certificate (ES&S)	289	\$3.40	\$981.16
2180	Provisional Ballots (ES&S)	24,840	\$0.09	\$2,235.60
2180	Sample Ballots 2 per precinct 1 sided ballot (ES&S)	3,312	\$0.09	\$298.08
2180	AC Printing Expense	Election and Training Packets		\$6,000.00
2180	Judge Kits	288	\$80.00	\$23,040.00
2880	Supplies	Misc. (as needed)		\$1,000.00
	ELECTION DAY TOTAL			\$950,835.62

**EARLY VOTING DATES AND TIMES FOR THE JOINT ELECTION
FOR CITIES AND SCHOOLS TO BE HELD ON MAY 5, 2018
Attachment B**

	LOCATION	STREET ADDRESS		
01	ADDISON FIRE STATION #1	4798 AIRPORT PKWY	ADDISON	75001
02	BALCH SPRINGS CIVIC CENTER	12400 ELAM ROAD	BALCH SPRINGS	75180
03	**BETHANY LUTHERAN CHURCH	10101 WALNUT HILL LN	DALLAS	75238
04	BETTY WARMACK LIBRARY	760 BARDIN ROAD	GRAND PRAIRIE	75052
05	CARROLLTON FARMERS BRANCH ISD ADMIN BLDG	1445 N PERRY ROAD	CARROLLTON	75006
06	CARROLLTON LIBRARY @ HEBRON & JOSEY	4220 N JOSEY LANE	CARROLLTON	75010
07	CEDAR HILL GOVERNMENT CENTER	285 UPTOWN BLVD	CEDAR HILL	75104
08	COCKRELL HILL CITY HALL	4125 W CLARENDON	COCKRELL HILL	75211
09	COPPELL TOWN CENTER	255 E PARKWAY BLVD	COPPELL	75019
10	CROSSWINDS HIGH SCHOOL	1100 N CARRIER PKWY	GRAND PRAIRIE	75050
11	DISD CENTRAL ADMINISTRATION BUILDING	9400 CENTRAL EXPY	DALLAS	75231
12	DISCIPLE CENTRAL COMMUNITY CHURCH	901 N POLK STREET	DESOTO	75115
13	DUNCANVILLE LIBRARY	201 JAMES COLLINS	DUNCANVILLE	75116
14	FARMERS BRANCH CITY HALL	13000 WILLIAM DODSON PKWY	FARMERS BRANCH	75234
15	FLORENCE RECREATION CENTER	2501 WHITSON WAY	MESQUITE	75150
16	**FRETZ PARK LIBRARY	6990 BELT LINE ROAD	DALLAS	75254
17	**GEORGE L. ALLEN SR., COURTS BLDG	600 COMMERCE STREET	DALLAS	75202
18	HIGHLAND PARK ADMIN BLDG	7015 WESTCHESTER DRIVE	DALLAS	75205
19	HUTCHINS CITY HALL	321 NORTH MAIN STREET	HUTCHINS	75141
20	IRVING ARTS CENTER	3333 N MACARTHUR BLVD	IRVING	75062
21	IRVING CITY HALL	825 W IRVING BLVD	IRVING	75060
22	JOSEY RANCH LIBRARY	1700 KELLER SPRINGS	CARROLLTON	75006
23	LAKESIDE ACTIVITY CENTER	101 HOLLEY PARK DR	MESQUITE	75149
24	LANCASTER VETERAN'S MEMORIAL LIBRARY	1600 VETERANS MEMORIAL PKWY	LANCASTER	75134
25	**LOCHWOOD LIBRARY	11221 LOCHWOOD BLVD	DALLAS	75218
26	**MARSH LANE BAPTIST CHURCH	10716 MARSH LANE	DALLAS	75229
27	**MARTIN LUTHER KING CORE BLDG	2922 MARTIN L KING BLVD	DALLAS	75215
28	MOUNTAIN CREEK LIBRARY	6102 MOUNTAIN CREEK PKWY	DALLAS	75249
29	**OUR REDEEMER LUTHERAN CHURCH	7611 PARK LANE	DALLAS	75225
30	RICHARDSON CIVIC CENTER	411 W ARAPAHO ROAD	RICHARDSON	75080
31	RICHLAND COLLEGE – GARLAND CAMPUS	675 W WALNUT STREET	GARLAND	75040
32	**RICHLAND COLLEGE – MAIN CAMPUS (G) BLDG	12800 ABRAMS ROAD	DALLAS	75243
33	ROWLETT CITY HALL ANNEX	4004 MAIN STREET	ROWLETT	75088

Locations with ** SUBJECT TO CHANGE 01/31/2018
(as of Feb. 13, 2018)

**EARLY VOTING DATES AND TIMES FOR THE JOINT ELECTION
FOR CITIES AND SCHOOLS TO BE HELD ON MAY 5, 2018
Attachment B**

	LOCATION	STREET ADDRESS		
34	SACHSE CITY HALL	3815 SACHSE ROAD BLDG B	SACHSE	75048
35	SEAGOVILLE CITY HALL	702 N HIGHWAY 175	SEAGOVILLE	75159
36	*SOUTH GARLAND BRANCH LIBRARY	4845 BROADWAY BLVD	GARLAND	75043
37	SUNNYVALE TOWN HALL	127 NORTH COLLINS ROAD	SUNNYVALE	75182
38	VALLEY RANCH LIBRARY	401 CIMARRON TRAIL	IRVING	75063
39	WILMER COMMUNITY CENTER	101 DAVIDSON PLAZA	WILMER	75172

DATES AND TIMES OF EARLY VOTING

April 23 (Monday through Friday) April 27	8 AM TO 5 PM
April 28 (Saturday)	8 AM TO 5 PM
April 29 (Sunday)	1 PM TO 6 PM
April 30 (Monday and Tuesday) May 01	7 AM TO 7 PM

2018 Joint Election Day Locations

"Attachment C"

Precinct	Location	Out of County
0017	Seagoville City Hall 702 N Hwy 175 Seagoville 75159	KAUFMAN
001A	Cullins Lake Pointe School 5701 Scenic Dr Rowlett 75088	ROCKWALL
0029	Horn High School 3300 East Cartwright Rd Mesquite 75181	KAUFMAN
002B	Cullins Lake Pointe School 5701 Scenic Dr Rowlett 75088	ROCKWALL
0094	Miller Elem School 5651 Coventry Dr Garland 75040	COLLIN
0101	Lake Ridge Elem School 1020 Lake Ridge Pkwy Cedar Hill 75104	ELLIS
0125	Miller Elem School 5651 Coventry Dr Garland 75040	COLLIN
0144	Sachse City Hall 3815 Sachse Rd, Building B Sachse 75048	COLLIN
0153	Sachse City Hall 3815 Sachse Rd, Building B Sachse 75048	COLLIN
0170	Sachse City Hall 3815 Sachse Rd, Building B Sachse 75048	COLLIN
02000	Frankford Town Homes 18110 Marsh Ln Dallas 75287	DENTON
02001	Frankford Town Homes 18110 Marsh Ln Dallas 75287	DENTON
02002	Frankford Town Homes 18110 Marsh Ln Dallas 75287	DENTON
02003	Hebron And Josey Library 4220 N Josey Ln Carrollton 75010	DENTON
02004	Rosemeade Rec Center 1330 E Rosemeade Pkwy Carrollton 75007	DENTON
02005	Rosemeade Rec Center 1330 E Rosemeade Pkwy Carrollton 75007	DENTON
02006	Rosemeade Rec Center 1330 E Rosemeade Pkwy Carrollton 75007	DENTON
02007	Rosemeade Rec Center 1330 E Rosemeade Pkwy Carrollton 75007	DENTON
02008	Rosemeade Rec Center 1330 E Rosemeade Pkwy Carrollton 75007	DENTON
02009	Rosemeade Rec Center 1330 E Rosemeade Pkwy Carrollton 75007	DENTON
02010	Hebron And Josey Library 4220 N Josey Ln Carrollton 75010	DENTON
02011	Hebron And Josey Library 4220 N Josey Ln Carrollton 75010	DENTON
02012	Hebron And Josey Library 4220 N Josey Ln Carrollton 75010	DENTON
02013	Hebron And Josey Library 4220 N Josey Ln Carrollton 75010	DENTON
02014	Hebron And Josey Library 4220 N Josey Ln Carrollton 75010	DENTON
02015	Hebron And Josey Library 4220 N Josey Ln Carrollton 75010	DENTON
02016	Hebron And Josey Library 4220 N Josey Ln Carrollton 75010	DENTON
02018	Hebron And Josey Library 4220 N Josey Ln Carrollton 75010	DENTON
02033	Rosemeade Rec Center 1330 E Rosemeade Pkwy Carrollton 75007	DENTON
03022	Coppell Town Center 255 Parkway Blvd Coppell 75019	DENTON
03023	Coppell Town Center 255 Parkway Blvd Coppell 75019	DENTON
1000	Dan D Rogers Elem School 5314 Abrams Rd Dallas 75214	
1001	Vickery Baptist Church 5814 Ridgecrest Rd Dallas 75231	
1002	Vickery Baptist Church 5814 Ridgecrest Rd Dallas 75231	
1003	Hamilton Park Pacesetter 8301 Towns Street Dallas 75243	
1004	Forest Meadow Jr High School 9373 Whitehurst Dr Dallas 75243	
1005	New Mount Zion Baptist Church 9550 Shepherd Rd Dallas 75243	
1006	Moss Haven Elem School 9202 Moss Farm Lane Dallas 75243	
1007	Moss Haven Elem School 9202 Moss Farm Lane Dallas 75243	
1008	Lee Mcshann Jr. Elem School 8307 Meadow Rd Dallas 75231	
1009	Vickery Baptist Church 5814 Ridgecrest Rd Dallas 75231	
1011	Vickery Baptist Church 5814 Ridgecrest Rd Dallas 75231	
1012	Vickery Baptist Church 5814 Ridgecrest Rd Dallas 75231	
1016	JFK Learning Center 1802 Moser Ave Dallas 75206	
1017	JFK Learning Center 1802 Moser Ave Dallas 75206	
1018	Ben Milam Elem School-DISD 4200 McKinney Ave Dallas 75205	
1019	Dallas Fire Station # 17 6045 Belmont Ave Dallas 75206	
1020	Ben Milam Elem School-DISD 4200 McKinney Ave Dallas 75205	
1022	Oaklawn Branch Library 4100 Cedar Springs Rd Dallas 75219	
1023	The Fathers Church 2707 Abrams Road Dallas 75214	
1026	Richland College 12800 Abrams Rd Dallas 75243	

Precinct	Location	Out of County
1027	Audelia Creek Elem School 12600 Audelia Rd Dallas 75243	
1028	Audelia Creek Elem School 12600 Audelia Rd Dallas 75243	
1029	Richland College 12800 Abrams Rd Dallas 75243	
1030	A M Aikin Elem School 12300 Pleasant Valley Dr Dallas 75243	
1032	Northwood Hills Elem School 14532 Meandering Way Dallas 75254	
1033	Spring Valley Elem School 13535 Spring Grove Rd Dallas 75240	
1035	RISD Academy 13630 Coit Road Dallas 75240	
1036	RISD Academy 13630 Coit Road Dallas 75240	
1037	RISD Academy 13630 Coit Road Dallas 75240	
1038	A M Aikin Elem School 12300 Pleasant Valley Dr Dallas 75243	
1039	Lake Highlands High School 9449 Church Road Dallas 75238	
1040	Dallas Fire Station #57 10801 Audelia Rd Dallas 75238	
1041	Dallas Fire Station #57 10801 Audelia Rd Dallas 75238	
1042	A M Aikin Elem School 12300 Pleasant Valley Dr Dallas 75243	
1043	Skyview Elem School 9229 Meadowknoll Dr Dallas 75243	
1044	Lake Highlands High School 9449 Church Road Dallas 75238	
1045	Highland Meadows Elem School 8939 Whitewing Ln Dallas 75238	
1046	Highland Meadows Elem School 8939 Whitewing Ln Dallas 75238	
1047	Martha T Reilly Elem School 11230 Lippitt Ave Dallas 75218	
1048	Martha T Reilly Elem School 11230 Lippitt Ave Dallas 75218	
1049	Merriman Park Elem School 7101 Winedale Dr Dallas 75231	
1051	Alex Sanger Elem School 8410 San Leandro Dr Dallas 75218	
1052	Lochwood Branch Library 11221 Lochwood Blvd Dallas 75218	
1054	Casa View Elem School 2100 N Farola Dr Dallas 75228	
1055	Casa View Elem School 2100 N Farola Dr Dallas 75228	
1056	Charles A Gill Elem School 10910 Ferguson Rd Dallas 75228	
1057	St Pius X Church Parish 3030 Gus Thomasson Rd Dallas 75228	
1058	Bryan Adams High School 2101 Millmar Dr Dallas 75228	
1059	Reinhardt Elem School 10122 Losa Dr Dallas 75218	
1060	Alex Sanger Elem School 8410 San Leandro Dr Dallas 75218	
1061	W H Gaston Middle School 9565 Mercer Drive Dallas 75228	
1062	Edwin J. Kiest Elem School 2611 Healey Dr Dallas 75228	
1063	George Truett Elem School 1811 Gross Rd Dallas 75228	
1064	George Truett Elem School 1811 Gross Rd Dallas 75228	
1065	George Truett Elem School 1811 Gross Rd Dallas 75228	
1067	George Truett Elem School 1811 Gross Rd Dallas 75228	
1068	Charles A Gill Elem School 10910 Ferguson Rd Dallas 75228	
1075	Samuell Grand Rec Center 6200 East Grand Ave Dallas 75223	
1076	Eduardo Mata Elem School 7420 La Vista Dr Dallas 75214	
1078	Bayles Elem School 2444 Telegraph Ave Dallas 75228	
1079	S S Conner Elem School 3037 Greenmeadow Dr Dallas 75228	
1080	S S Conner Elem School 3037 Greenmeadow Dr Dallas 75228	
1081	Owenwood Un Methodist Church 1451 John West Road Dallas 75228	
1082	Colonial Baptist Church 6459 Scyene Rd Dallas 75227	
1083	Colonial Baptist Church 6459 Scyene Rd Dallas 75227	
1084	Edna Rowe Elem School 4918 Hovenkamp Dr Dallas 75227	
1085	Urban Park Elem School 6901 Military Pkwy Dallas 75227	
1086	Owenwood Un Methodist Church 1451 John West Road Dallas 75228	
1087	Skyline High School 7777 Forney Road Dallas 75227	
1088	Forester Field House 8233 Military Pkwy Dallas 75227	
1089	Forrester Field House 8233 Military Pkwy Dallas 75227	
1090	San Jacinto Elem School 7900 Hume Drive Dallas 75227	
1092	Edward Titche Elem School 9560 Highfield Dr Dallas 75227	
1093	Nueva Vida Pleasant Grove 10747 Bruton Rd Dallas 75217	
1094	John Ireland Elem School 1515 N Jim Miller Rd Dallas 75217	

Precinct	Location	Out of County
1100	E B Comstock Middle School 7044 Hodde St Dallas 75217	
1101	Pleasant Grove Library 7310 Lake June Rd Dallas 75217	
1108	H Grady Spruce High School 9733 Old Seagoville Rd Dallas 75217	
1109	Sure Foundation Baptist Church 8805 Fireside Dr Dallas 75217	
1112	St. Luke Comm Un. Meth Chur 5710 E R L Thornton Frwy Dallas 75223	
1113	John Ireland Elem School 1515 N Jim Miller Rd Dallas 75217	
1114	Owenwood Un Methodist Church 1451 John West Road Dallas 75228	
1115	St Pius X Church Parish 3030 Gus Thomasson Rd Dallas 75228	
1116	Edwin J. Kiest Elem School 2611 Healey Dr Dallas 75228	
1118	J W Ray Elem School 2211 Caddo St Dallas 75204	
1119	St. Luke Comm Un. Meth Chur 5710 E R L Thornton Frwy Dallas 75223	
1120	JFK Learning Center 1802 Moser Ave Dallas 75206	
1121	Living Waters Church of God 11110 Shiloh Rd Dallas 75228	
1124	Sure Foundation Baptist Church 8805 Fireside Dr Dallas 75217	
1125	Living Waters Church of God 11110 Shiloh Rd Dallas 75228	
1126	Vickery Baptist Church 5814 Ridgecrest Rd Dallas 75231	
1127	RISD Academy 13630 Coit Road Dallas 75240	
1128	Lake Highlands High School 9449 Church Road Dallas 75238	
1129	Highland Meadows Elem School 8939 Whitewing Ln Dallas 75238	
1130	Multiple Careers Magnet Ctr 4528 Rusk Ave Dallas 75204	
1133	Alex Sanger Elem School 8410 San Leandro Dr Dallas 75218	
1134	Forester Field House 8233 Military Pkwy Dallas 75227	
1137	Edwin J. Kiest Elem School 2611 Healey Dr Dallas 75228	
1139	Florence Park Community Ctr 2501 Whitson Way Mesquite 75150	
1300	Florence Park Community Ctr 3230 Karla Mesquite 75150	
1301	Florence Park Community Ctr 2501 Whitson Way Mesquite 75150	
1302	Florence Park Community Ctr 2501 Whitson Way Mesquite 75150	
1303	George Truett Elem School 1811 Gross Rd Dallas 75228	
1304	Tosch Elem School 2424 Larchmont Dr Mesquite 75150	
1305	Florence Park Community Ctr 2501 Whitson Way Mesquite 75150	
1307	Tosch Elem School 2424 Larchmont Dr Mesquite 75150	
1308	Tosch Elem School 2424 Larchmont Dr Mesquite 75150	
1309	Tosch Elem School 2424 Larchmont Dr Mesquite 75150	
1310	Tosch Elem School 2424 Larchmont Dr Mesquite 75150	
1311	Galloway Elem School 200 Clary Dr Mesquite 75149	
1312	Galloway Elem School 200 Clary Dr Mesquite 75149	
1313	Galloway Elem School 200 Clary Dr Mesquite 75149	
1314	Galloway Elem School 200 Clary Dr Mesquite 75149	
1315	Florence Park Community Ctr 2501 Whitson Way Mesquite 75150	
1316	Tosch Elem School 2424 Larchmont Dr Mesquite 75150	
1500	Dover Elem School 700 Dover Dr Richardson 75080	
1501	Professional Development Ctr -RISD 701 W Belt Line Road Richardson 75080	
1502	Math/Science Technology Magnet -RISD 450 Abrams Road Richardson 75081	
1503	Richland Elem School 550 Park Bend Dr Richardson 75081	
1504	Richland Elem School 550 Park Bend Dr Richardson 75081	
1700	Bradfield Recreation Center 1146 Castle Dr Garland 75040	
1701	Bussey Middle School 1204 Travis St Garland 75040	
1702	Golden Meadows Elem School 1726 Travis St Garland 75042	
1703	A R Davis Elem School 1621 McCallum Dr Garland 75042	
1704	O. Henry Elementary School 4100 Tynes Dr Garland 75042	
1705	O. Henry Elementary School 4100 Tynes Dr Garland 75042	
1706	Bradfield Elem School -GISD 3817 Bucknell Dr Garland 75042	
1707	A R Davis Elem School 1621 McCallum Dr Garland 75042	
1708	Bussey Middle School 1204 Travis St Garland 75040	
1709	Austin Academy 1125 Beverly Dr Garland 75040	

Precinct	Location	Out of County
1710	Kimberlin Academy 1520 Cumberland Dr Garland 75040	
1711	Garland High School 310 S Garland Ave Garland 75040	
1712	Williams Elem School 1821 Old Gate Lane Garland 75042	
1713	Memorial Pathway Academy 2825 S First St Garland 75041	
1714	Memorial Pathway Academy 2825 S First St Garland 75041	
1715	Watson Technology Center 2601 Dairy Road Garland 75041	
1716	Club Hill Elem School 1330 Colonel Dr Garland 75043	
1717	Classical Center At Brandenburg 626 Nickens Rd Garland 75043	
1718	Southgate Elem School 1115 Mayfield Ave Garland 75041	
1719	O'Banion Middle School 700 Birchwood Dr Garland 75043	
1719	O'Banion Middle School 700 Birchwood Dr Garland 75043	
1720	O'Banion Middle School 700 Birchwood Dr Garland 75043	
1721	Classical Center At Vial 126 Creekview Dr Garland 75043	
1721	Classical Center At Vial 126 Creekview Dr Garland 75043	
1722	Classical Center At Vial 126 Creekview Dr Garland 75043	
1723	Classical Center At Vial 126 Creekview Dr Garland 75043	
1724	Classical Center At Vial 126 Creekview Dr Garland 75043	
1725	Southgate Elem School 1115 Mayfield Ave Garland 75041	
1726	Routh Roach Elem School 1811 Mayfield Ave Garland 75041	
1727	Williams Elem School 1821 Old Gate Lane Garland 75042	
1728	Sam Houston Middle School 2232 Sussex Dr Garland 75041	
1729	Watson Technology Center 2601 Dairy Road Garland 75041	
2001	Thomas C Marsh Preparatory Academy 3838 Crown Shore Dr Dallas 75244	
2002	Thomas C Marsh Middle School 3838 Crown Shore Dr Dallas 75244	
2003	W T White High School 4505 Ridgeside Dr Dallas 75244	
2004	Nathan Adams Elem School 12600 Welch Rd Dallas 75244	
2005	DeGolyer Elem School 3453 Flair Dr Dallas 75229	
2006	Harry C Withers Elem School 4151 Royal Ln Dallas 75229	
2007	John Calvin Presbyterian Church 4151 Royal Ln Dallas 75229	
2008	John J Pershing Elem School 5715 Meaders Lane Dallas 75229	
2009	L G Cigarroa Elem School 9990 Webb Chapel Rd Dallas 75220	
2010	Edward Cary Middle School 3978 Killion Dr Dallas 75229	
2011	Edward Cary Middle School 3978 Killion Dr Dallas 75229	
2016	Unity Church of Dallas 6525 Forest Lane Dallas 75230	
2017	Unity Church of Dallas 6525 Forest Lane Dallas 75230	
2018	Northhaven United Methodist 11211 Preston Rd Dallas 75230	
2019	George B Dealey Vanguard 6501 Royal Ln Dallas 75230	
2020	Arthur Kramer Elementary 7131 Midbury Dr Dallas 75230	
2021	Preston Hollow Un Methodist Church 6315 Walnut Hill Ln Dallas 75230	
2022	George B Dealey Vanguard 6501 Royal Ln Dallas 75230	
2029	Westminster Presbyterian Church 9200 Inwood Rd Dallas 75209	
2030	Our Redeemer Lutheran Church 7611 Park Lane Dallas 75225	
2031	Skillman Southwest Branch Library 5707 Skillman St Dallas 75206	
2032	Skillman Southwest Branch Library 5707 Skillman St Dallas 75206	
2033	Skillman Southwest Branch Library 5707 Skillman St Dallas 75206	
2034	Henry W Longfellow Middle School 5314 Boaz St Dallas 75209	
2035	Stonewall Jackson Elem School 5828 Mockingbird Ln Dallas 75206	
2036	Zion Lutheran Church 6121 E Lovers Lane Dallas 75214	
2037	John Armstrong Elementary School 3555 Granada Ave Dallas 75205	
2038	Robert E Lee Elem School 2911 Delmar Ave Dallas 75206	
2039	Robert E Lee Elem School 2911 Delmar Ave Dallas 75206	
2040	St. Andrews Presbyterian Church 3204 Skillman St Dallas 75214	
2041	Presbyterian Medical Office North 17110 Dallas Pkwy - Ste 120 Dallas 75248	
2042	Parkhill Jr High School 16500 Shadybank Dr Dallas 75248	
2043	Brentfield Primary School 6767 Brentfield Dr Dallas 75248	

Precinct	Location	Out of County
2044	James Bowie Elem School -RISD 7643 La Manga Dr Dallas 75248	
2045	Parkhill Jr High School 16500 Shadybank Dr Dallas 75248	
2046	James Bowie Elem School -RISD 7643 La Manga Dr Dallas 75248	
2047	James Bowie Elem School -RISD 7643 La Manga Dr Dallas 75248	
2048	Dallas Fire Station # 7 6010 Davenport Rd Dallas 75248	
2049	Prestonwood Elem School 6525 La Cosa Dr Dallas 75248	
2050	Prestonwood Elem School 6525 La Cosa Dr Dallas 75248	
2051	Spring Creek Elem -RISD 7667 Roundrock Dallas 75248	
2052	Northwood Hills Elem School 14532 Meandering Way Dallas 75254	
2053	Anne Frank Elem School 5201 Celestial Rd Dallas 75254	
2054	Anne Frank Elem School 5201 Celestial Rd Dallas 75254	
2055	Anne Frank Elem School 5201 Celestial Rd Dallas 75254	
2056	King Of Glory Lutheran Church 6411 LBJ Freeway Dallas 75240	
2057	Spring Valley Elem School 13535 Spring Grove Rd Dallas 75240	
2058	Park Central Baptist Church 7777 LBJ Freeway Dallas 75240	
2059	Wallace Elem School-RISD 9921 Kirkhaven Dr Dallas 75238	
2060	Northlake Elem School -RISD 10059 Ravensway Dr Dallas 75238	
2061	Lake Highlands Elem School 9501 Ferndale Rd Dallas 75238	
2062	Lake Highlands Jr High 10301 Walnut Hill Ln Dallas 75238	
2063	Wallace Elem School-RISD 9921 Kirkhaven Dr Dallas 75238	
2064	Highland Meadows Elem School 8939 Whitewing Ln Dallas 75238	
2065	Victor Hexter Elem School 9720 Waterview Rd Dallas 75218	
2066	White Rock Elem School 9229 Chiswell Rd Dallas 75238	
2067	L L Hotchkiss Elem School 6929 Town North Dr Dallas 75231	
2068	Dan D Rogers Elem School 5314 Abrams Rd Dallas 75214	
2073	Bath House Cultural Center 521 E Lawther Dr Dallas 75218	
2074	Richard J. Lee Elem Sch 8808 Chaparral Waters Way Irving 75063	
2077	Ewell D Walker Middle School 12532 Nuestra Dr Dallas 75230	
2079	Anne Frank Elem School 5201 Celestial Rd Dallas 75254	
2200	Highland Park Middle School 3555 Granada Ave Dallas 75205	
2201	Highland Park Middle School 3555 Granada Ave Dallas 75205	
2202	Highland Park Middle School 3555 Granada Ave Dallas 75205	
2203	Highland Park Middle School 3555 Granada Ave Dallas 75205	
2220	Highland Park Middle School 3555 Granada Ave Dallas 75205	
2221	Highland Park Middle School 3555 Granada Ave Dallas 75205	
2222	Highland Park Middle School 3555 Granada Ave Dallas 75205	
2223	Highland Park Middle School 3555 Granada Ave Dallas 75205	
2224	Highland Park Middle School 3555 Granada Ave Dallas 75205	
2225	Highland Park Middle School 3555 Granada Ave Dallas 75205	
2226	Highland Park Middle School 3555 Granada Ave Dallas 75205	
2300	Farmers Branch Recreation Center 14050 Heartside Place Farmers Branch 75234	
2301	Farmers Branch Recreation Center 14050 Heartside Place Farmers Branch 75234	
2302	Farmers Branch City Hall 13000 William Dodson Pkwy Farmers Branch 75234	
2303	Farmers Branch Recreation Center 14050 Heartside Place Farmers Branch 75234	
2305	Farmers Branch City Hall 13000 William Dodson Pkwy Farmers Branch 75234	
2306	Farmers Branch City Hall 13000 William Dodson Pkwy Farmers Branch 75234	
2307	Farmers Branch City Hall 13000 William Dodson Pkwy Farmers Branch 75234	
2308	Farmers Branch City Hall 13000 William Dodson Pkwy Farmers Branch 75234	
2309	Farmers Branch City Hall 13000 William Dodson Pkwy Farmers Branch 75234	
2310	Farmers Branch City Hall 13000 William Dodson Pkwy Farmers Branch 75234	
2311	Farmers Branch Recreation Center 14050 Heartside Place Farmers Branch 75234	
2312	Farmers Branch City Hall 13000 William Dodson Pkwy Farmers Branch 75234	
2400	Josey Ranch Lake Library 1700 N Keller Springs Rd Carrollton 75006	
2401	Josey Ranch Lake Library 1700 N Keller Springs Rd Carrollton 75006	
2402	Josey Ranch Lake Library 1700 N Keller Springs Rd Carrollton 75006	

Precinct	Location	Out of County
2403	Josey Ranch Lake Library 1700 N Keller Springs Rd Carrollton 75006	
2404	Josey Ranch Lake Library 1700 N Keller Springs Rd Carrollton 75006	
2405	Josey Ranch Lake Library 1700 N Keller Springs Rd Carrollton 75006	
2406	Josey Ranch Lake Library 1700 N Keller Springs Rd Carrollton 75006	
2407	Josey Ranch Lake Library 1700 N Keller Springs Rd Carrollton 75006	
2408	Crosby Rec Center 1610 E Crosby Road Carrollton 75006	
2409	Crosby Rec Center 1610 E Crosby Road Carrollton 75006	
2410	Josey Ranch Lake Library 1700 N Keller Springs Rd Carrollton 75006	
2411	Crosby Rec Center 1610 E Crosby Road Carrollton 75006	
2500	Greenwood Hills Elem School 1313 West Shore Dr Richardson 75080	
2501	Canyon Creek Elem School 2100 Copper Ridge Dr Richardson 75080	
2502	Prairie Creek Elem School 2120 E Prairie Creek Dr Richardson 75080	
2503	Mohawk Elem School 1500 Mimosa Dr Richardson 75080	
2504	Richardson N Jr High School 1820 N Floyd Road Richardson 75080	
2505	Northrich Elem School 1301 Custer Rd Richardson 75080	
2506	Arapaho Classical Magnet School 1300 Cypress Dr Richardson 75080	
2507	Richardson Heights Elem 101 N Floyd Rd Richardson 75080	
2508	Richardson Terrace Elementary 300 N Dorothy Dr Richardson 75081	
2509	Richardson East Church Of Christ 1504 E Campbell Road Richardson 75081	
2510	Yale Elem School 1900 E Collins Blvd Richardson 75081	
2511	Dartmouth Elem School 417 Dartmouth Ln Richardson 75081	
2512	Dartmouth Elem School 417 Dartmouth Ln Richardson 75081	
2513	Springridge Elem School 1801 E Spring Valley Richardson 75081	
2514	Jess Harben Elem School 600 S Glenville Dr Richardson 75081	
2601	Cimarron Recreation Center 201 Red River Trl Irving 75063	
2602	Cimarron Recreation Center 201 Red River Trl Irving 75063	
2603	Cimarron Recreation Center 201 Red River Trl Irving 75063	
2604	Cimarron Recreation Center 201 Red River Trl Irving 75063	
2605	Cimarron Recreation Center 201 Red River Trl Irving 75063	
2700	Big Springs Elem School 3301 W Campbell Rd Garland 75044	
2701	Spring Park Sports Club 3301 W Campbell Rd Garland 75044	
2702	Spring Creek Elem -GISD 1510 Spring Creek Dr Garland 75040	
2703	Wallace Ethridge Elem School 2301 Sam Houston Dr Garland 75044	
2704	Hickman Elem School 3114 Pinewood Dr Garland 75044	
2705	Hickman Elem School 3114 Pinewood Dr Garland 75044	
2706	Wallace Ethridge Elem School 2301 Sam Houston Dr Garland 75044	
2707	Wallace Ethridge Elem School 2301 Sam Houston Dr Garland 75044	
2708	Spring Creek Elem -GISD 1510 Spring Creek Dr Garland 75040	
2709	Cooper Elem School 1200 Kingsbridge Dr Garland 75040	
2710	Lister Elem School 3131 Mars Dr Garland 75040	
2711	Lister Elem School 3131 Mars Dr Garland 75040	
2712	Northlake Elem School -GISD 1626 Bosque Dr Garland 75040	
2713	Club Hill Elem School 1330 Colonel Dr Garland 75043	
2714	Lakeview Centennial High School 4655 S Country Club Rd Garland 75043	
2715	Spring Creek Elem -GISD 1510 Spring Creek Dr Garland 75040	
2716	Northlake Elem School -GISD 1626 Bosque Dr Garland 75040	
2717	Northlake Elem School -GISD 1626 Bosque Dr Garland 75040	
2801	Coppell Town Center 255 Parkway Blvd Coppell 75019	
2802	Coppell Town Center 255 Parkway Blvd Coppell 75019	
2803	Coppell Town Center 255 Parkway Blvd Coppell 75019	
2804	Coppell Town Center 255 Parkway Blvd Coppell 75019	
2805	Coppell Town Center 255 Parkway Blvd Coppell 75019	
2806	Coppell Town Center 255 Parkway Blvd Coppell 75019	
2807	Coppell Town Center 255 Parkway Blvd Coppell 75019	
2808	Coppell Town Center 255 Parkway Blvd Coppell 75019	

Precinct	Location	Out of County
2809	Coppell Town Center 255 Parkway Blvd Coppell 75019	
2810	Coppell Town Center 255 Parkway Blvd Coppell 75019	
2900	Addison Fire Station #2 3950 Beltway Dr Addison 75001	
2901	Addison Fire Station #2 3950 Beltway Dr Addison 75001	
2902	Addison Fire Department 4798 Airport Pkwy Addison 75001	
2903	Addison Fire Department 4798 Airport Pkwy Addison 75001	
2904	Addison Fire Department 4798 Airport Pkwy Addison 75001	
2905	Addison Fire Department 4798 Airport Pkwy Addison 75001	
2910	Coppell Town Center 255 Parkway Blvd Coppell 75019	
2911	Coppell Town Center 255 Parkway Blvd Coppell 75019	
2920	Coyle Middle School 4500 Skyline Dr Rowlett 75088	
2921	Coyle Middle School 4500 Skyline Dr Rowlett 75088	
2922	Schrade Middle School 6201 Dandridge Rd Rowlett 75089	
2923	Herfurth Elem School 7500 Miller Rd Rowlett 75088	
2924	Coyle Middle School 4500 Skyline Dr Rowlett 75088	
2925	Coyle Middle School 4500 Skyline Dr Rowlett 75088	
2926	Herfurth Elem School 7500 Miller Rd Rowlett 75088	
2927	Schrade Middle School 6201 Dandridge Rd Rowlett 75089	
2928	Coyle Middle School 4500 Skyline Dr Rowlett 75088	
2929	Coyle Middle School 4500 Skyline Dr Rowlett 75088	
2940	Sachse City Hall 3815 Sachse Rd, Building B Sachse 75048	
2941	Sachse City Hall 3815 Sachse Rd, Building B Sachse 75048	
2942	Sachse City Hall 3815 Sachse Rd, Building B Sachse 75048	
3001	T W Browne Middle School 3333 Sprague Dr Dallas 75233	
3002	T W Browne Middle School 3333 Sprague Dr Dallas 75233	
3003	T W Browne Middle School 3333 Sprague Dr Dallas 75233	
3004	Daniel Webster Elem School 3815 S Franklin St Dallas 75233	
3008	Dallas County Courthouse - Allen 600 Commerce St Dallas 75202	
3009	Exall Park Rec Center 1355 Adair St Dallas 75204	
3011	Exall Recreation Center 1355 Adair St Dallas 75204	
3012	Evangelist Temple Church 2627 Dorris St Dallas 75215	
3014	Kleberg Rylie Rec Center 1515 Edd Rd Dallas 75253	
3015	Kleberg Rylie Rec Center 1515 Edd Rd Dallas 75253	
3016	Bill J Priest Institute 1402 Corinth St Dallas 75215	
3017	MLK Learning Center 1817 Warren Ave Dallas 75215	
3018	Park South YMCA 2500 Romine Ave Dallas 75215	
3019	James Madison High School 3000 Milk Blvd Dallas 75215	
3020	Irma Rangel Womens School 1718 Robert B Cullum Blvd Dallas 75210	
3021	Irma Rangel Womens School 1718 Robert B Cullum Blvd Dallas 75210	
3022	Irma Rangel Womens School 1718 Robert B Cullum Blvd Dallas 75210	
3023	James Madison High School 3000 Milk Blvd Dallas 75215	
3024	Mt Horeb Baptist Church 3306 Carpenter Ave Dallas 75215	
3025	Mt Horeb Baptist Church 3306 Carpenter Ave Dallas 75215	
3026	St. Paul Baptist Church 1600 Pear St Dallas 75215	
3027	Lincoln High School -CHM 2826 Elsie Faye Heggins Dallas 75215	
3028	Evangelist Temple Church 2627 Dorris St Dallas 75215	
3029	Evangelist Temple Church 2627 Dorris St Dallas 75215	
3033	Greater Mt Pleasant Baptist Church 1403 Morrell Ave Dallas 75203	
3034	Greater Mt Pleasant Baptist Church 1403 Morrell Ave Dallas 75203	
3035	F D Roosevelt High School 525 Bonnie View Dr Dallas 75203	
3036	F D Roosevelt High School 525 Bonnie View Dr Dallas 75203	
3037	The Way-Truth-Life Christian Church 1702 Denley Dr Dallas 75216	
3038	The Way-Truth-Life Christian Church 1702 Denley Dr Dallas 75216	
3039	Oliver W Holmes Middle School 2001 E Kiest Blvd Dallas 75216	
3040	Good Street Baptist Church 3110 Bonnie View Rd Dallas 75216	

Precinct	Location	Out of County
3042	John Neely Bryan Elem School 2001 Deer Path Dr Dallas 75216	
3043	John Neely Bryan Elem School 2001 Deer Path Dr Dallas 75216	
3044	W W Bushman Elem School 4200 Bonnie View Rd Dallas 75216	
3045	Gethsemane Baptist Church 4600 Solar Ln Dallas 75216	
3046	John W. Carpenter Elem School 2121 Tosca Ln Dallas 75224	
3047	CFNI Student Center 444 Fawn Ridge Dr Dallas 75224	
3048	South Oak Cliff High School 3601 S Marsalis Ave Dallas 75216	
3049	Clara Oliver Annex 4010 Idaho Ave Dallas 75216	
3050	H I Holland Elem School at Lisbon 4203 S Lancaster Rd Dallas 75216	
3051	Fountain of Living Word Church 2543 E Ledbetter Dr Dallas 75216	
3052	Elisha M Pease Elem School 2914 Cummings St Dallas 75216	
3053	Thurgood Marshall Recreation Ctr 5150 Mark Trail Way Dallas 75232	
3053	Thurgood Marshall Recreation Ctr 5150 Mark Trail Way Dallas 75232	
3054	W M Hawley Atwell Academy 1303 Reynoldston Ln Dallas 75232	
3055	Adelle Turner Elem School 5505 S Polk St Dallas 75232	
3056	Mark Twain Vanguard 724 Green Cove Ln Dallas 75232	
3057	T G Terry Elem School 6661 Greenspan Ave Dallas 75232	
3058	St Paul Lutheran Church 5725 S Marsalis Ave Dallas 75241	
3059	St. Luke Presbyterian Church 5915 Singing Hills Dr Dallas 75241	
3060	R L Thornton Elem School 6011 Old Ox Rd Dallas 75241	
3061	New Tech High School @ A Maceo Smith 3030 Stag Rd Dallas 75241	
3062	J N Ervin Elem School 3722 Black Oak Dr Dallas 75241	
3063	Ronald E McNair Elem School 3150 Bainbridge Ave Dallas 75237	
3064	Friendship West Baptist Church 2020 W Wheatland Rd Dallas 75232	
3065	Umphrey Lee Elem School 7808 Racine Dr Dallas 75232	
3066	Martin Weiss Elem School 8601 Willoughby Blvd Dallas 75232	
3067	Friendship West Baptist Church 2020 W Wheatland Rd Duncanville 75116	
3068	Singing Hills Recreation Ctr 1909 Crouch Rd Dallas 75241	
3069	Cornerstone Community Church 2817 Cherry Valley Blvd Dallas 75241	
3070	Tommie Allen Rec Center 7071 Bonnie View Dr Dallas 75241	
3071	Highland Hills Un Methodist Church 3800 Simpson Stuart Rd Dallas 75241	
3072	Tommie Allen Rec Center 7071 Bonnie View Dr Dallas 75241	
3073	Tommie Allen Rec Center 7071 Bonnie View Dr Dallas 75241	
3074	Friendship West Baptist Church 2020 W Wheatland Rd Dallas 75232	
3075	Cornerstone Community Church 2817 Cherry Valley Blvd Dallas 75241	
3077	Park In The Woods Rec Center 6801 Mountain Creek Pkwy Dallas 75249	
3078	Park In The Woods Rec Center 6801 Mountain Creek Pkwy Dallas 75249	
3079	Kleberg Rylie Rec Center 1515 Edd Rd Dallas 75253	
3082	W A Blair Elem School 7720 Gayglen Dr Dallas 75217	
3088	Daniel Webster Elem School 3815 S Franklin St Dallas 75233	
3090	Exall Recreation Center 1355 Adair St Dallas 75204	
3092	Thurgood Marshall Recreation Ctr 5150 Mark Trail Way Dallas 75232	
3097	Clara Oliver Annex 4010 Idaho Ave Dallas 75216	
3098	H I Holland Elem School at Lisbon 4203 S Lancaster Rd Dallas 75216	
3099	Cornerstone Community Church 2817 Cherry Valley Blvd Dallas 75241	
3100	Belt Line Intermediate School 504 E Belt Line Rd Cedar Hill 75104	
3101	Belt Line Intermediate School 504 E Belt Line Rd Cedar Hill 75104	
3102	Belt Line Intermediate School 504 E Belt Line Rd Cedar Hill 75104	
3103	Belt Line Intermediate School 504 E Belt Line Rd Cedar Hill 75104	
3104	Bray Elem School 218 N Broad St Cedar Hill 75104	
3105	Bray Elem School 218 N Broad St Cedar Hill 75104	
3106	Belt Line Intermediate School 504 E Belt Line Rd Cedar Hill 75104	
3107	Belt Line Intermediate School 504 E Belt Line Rd Cedar Hill 75104	
3108	Bray Elem School 218 N Broad St Cedar Hill 75104	
3109	Lake Ridge Elem School 1020 Lake Ridge Pkwy Cedar Hill 75104	

Precinct	Location	Out of County
3110	Belt Line Intermediate School 504 E Belt Line Rd Cedar Hill 75104	
3111	Bray Elem School 218 N Broad St Cedar Hill 75104	
3112	Lake Ridge Elem School 1020 Lake Ridge Pkwy Cedar Hill 75104	
3113	Lake Ridge Elem School 1020 Lake Ridge Pkwy Cedar Hill 75104	
3200	Byrd Middle School 1040 W Wheatland Rd Duncanville 75116	
3201	Reed Middle School 530 E Freeman St Duncanville 75116	
3202	Reed Middle School 530 E Freeman St Duncanville 75116	
3203	Byrd Middle School 1040 W Wheatland Rd Duncanville 75116	
3204	Reed Middle School 530 E Freeman St Duncanville 75116	
3205	Reed Middle School 530 E Freeman St Duncanville 75116	
3206	Byrd Middle School 1040 W Wheatland Rd Duncanville 75116	
3207	Byrd Middle School 1040 W Wheatland Rd Duncanville 75116	
3208	Reed Middle School 530 E Freeman St Duncanville 75116	
3209	Byrd Middle School 1040 W Wheatland Rd Duncanville 75116	
3210	Fairmeadows Elem School 101 E Fairmeadows Dr Duncanville 75116	
3211	Fairmeadows Elem School 101 E Fairmeadows Dr Duncanville 75116	
3300	Dunford Rec Center 1015 Green Canyon Dr Mesquite 75150	
3301	Dunford Rec Center 1015 Green Canyon Dr Mesquite 75150	
3302	Dunford Rec Center 1015 Green Canyon Dr Mesquite 75150	
3303	Dunford Rec Center 1015 Green Canyon Dr Mesquite 75150	
3304	Dunford Rec Center 1015 Green Canyon Dr Mesquite 75150	
3305	W L Wilkinson Middle School 2100 Crest Park Dr Mesquite 75149	
3306	W L Wilkinson Middle School 2100 Crest Park Dr Mesquite 75149	
3307	W L Wilkinson Middle School 2100 Crest Park Dr Mesquite 75149	
3308	Mesquite High School 300 East Davis St Mesquite 75149	
3309	Mesquite High School 300 East Davis St Mesquite 75149	
3310	Mesquite High School 300 East Davis St Mesquite 75149	
3311	Mesquite High School 300 East Davis St Mesquite 75149	
3312	Pirrung Elem School 1500 Creek Valley Rd Mesquite 75181	
3313	Horn High School 3300 East Cartwright Rd Mesquite 75181	
3314	Horn High School 3300 East Cartwright Rd Mesquite 75181	
3315	W L Wilkinson Middle School 2100 Crest Park Dr Mesquite 75149	
3316	Pirrung Elem School 1500 Creek Valley Rd Mesquite 75181	
3317	Horn High School 3300 East Cartwright Rd Mesquite 75181	
3318	Pirrung Elem School 1500 Creek Valley Rd Mesquite 75181	
3400	Hickory Tree Baptist Church 3200 Hickory Tree Rd Balch Springs 75180	
3401	Hickory Tree Baptist Church 3200 Hickory Tree Rd Balch Springs 75180	
3402	Hickory Tree Baptist Church 3200 Hickory Tree Rd Balch Springs 75180	
3404	Hickory Tree Baptist Church 3200 Hickory Tree Rd Balch Springs 75180	
3405	Hodges Elem School 14401 Spring Oaks Dr Balch Springs 75180	
3406	Hickory Tree Baptist Church 3200 Hickory Tree Rd Balch Springs 75180	
3407	Hickory Tree Baptist Church 3200 Hickory Tree Rd Balch Springs 75180	
3408	Hickory Tree Baptist Church 3200 Hickory Tree Rd Balch Springs 75180	
3409	Hickory Tree Baptist Church 3200 Hickory Tree Rd Balch Springs 75180	
3410	Hickory Tree Baptist Church 3200 Hickory Tree Rd Balch Springs 75180	
3411	Hickory Tree Baptist Church 3200 Hickory Tree Rd Balch Springs 75180	
3500	Sunnyvale Town Hall 127 N Collins Rd Sunnyvale 75182	
3501	Sunnyvale Town Hall 127 N Collins Rd Sunnyvale 75182	
3600	Belt Line Conference Center 200 E Belt Line Rd Desoto 75115	
3601	Belt Line Conference Center 200 E Belt Line Rd Desoto 75115	
3602	Belt Line Conference Center 200 E Belt Line Rd Desoto 75115	
3603	Belt Line Conference Center 200 E Belt Line Rd Desoto 75115	
3604	Belt Line Conference Center 200 E Belt Line Rd Desoto 75115	
3605	Belt Line Conference Center 200 E Belt Line Rd Desoto 75115	
3606	Belt Line Conference Center 200 E Belt Line Rd Desoto 75115	

Precinct	Location	Out of County
3607	Belt Line Conference Center 200 E Belt Line Rd Desoto 75115	
3608	Belt Line Conference Center 200 E Belt Line Rd Desoto 75115	
3609	Belt Line Conference Center 200 E Belt Line Rd Desoto 75115	
3610	Belt Line Conference Center 200 E Belt Line Rd Desoto 75115	
3611	Belt Line Conference Center 200 E Belt Line Rd Desoto 75115	
3612	Belt Line Conference Center 200 E Belt Line Rd Desoto 75115	
3613	Belt Line Conference Center 200 E Belt Line Rd Desoto 75115	
3614	Belt Line Conference Center 200 E Belt Line Rd Desoto 75115	
3615	Belt Line Conference Center 200 E Belt Line Rd Desoto 75115	
3616	Belt Line Conference Center 200 E Belt Line Rd Desoto 75115	
3617	Belt Line Conference Center 200 E Belt Line Rd Desoto 75115	
3618	Belt Line Conference Center 200 E Belt Line Rd Desoto 75115	
3619	Belt Line Conference Center 200 E Belt Line Rd Desoto 75115	
3620	Belt Line Conference Center 200 E Belt Line Rd Desoto 75115	
3700	Lakeview Centennial High School 4655 S Country Club Rd Garland 75043	
3701	Toler Elem School 3520 Guthrie Rd Garland 75043	
3702	Toler Elem School 3520 Guthrie Rd Garland 75043	
3703	Toler Elem School 3520 Guthrie Rd Garland 75043	
3800	Lancaster Veterans Memorial Library 1600 Veterans Memorial Pkwy Lancaster 75134	
3801	Lancaster Veterans Memorial Library 1600 Veterans Memorial Pkwy Lancaster 75134	
3802	Lancaster Veterans Memorial Library 1600 Veterans Memorial Pkwy Lancaster 75134	
3803	Lancaster Veterans Memorial Library 1600 Veterans Memorial Pkwy Lancaster 75134	
3805	Elsie Robertson Middle School 822 W Pleasant Run Rd Lancaster 75146	
3806	Elsie Robertson Middle School 822 W Pleasant Run Rd Lancaster 75146	
3807	Elsie Robertson Middle School 822 W Pleasant Run Rd Lancaster 75146	
3808	Lancaster Veterans Memorial Library 1600 Veterans Memorial Pkwy Lancaster 75134	
3809	Lancaster Veterans Memorial Library 1600 Veterans Memorial Pkwy Lancaster 75134	
3900	Belt Line Conference Center 200 E Belt Line Rd Desoto 75115	
3920	Seagoville City Hall 702 N Hwy 175 Seagoville 75159	
3921	Seagoville City Hall 702 N Hwy 175 Seagoville 75159	
3922	Seagoville City Hall 702 N Hwy 175 Seagoville 75159	
3940	Wilmer Community Center 101 Davidson Plaza Wilmer 75172	
3950	Hutchins Community Ctr 500 W Hickman St Hutchins 75141	
4000	Caillet Elem School 3033 Merrell Rd Dallas 75229	
4001	Caillet Elem School 3033 Merrell Rd Dallas 75229	
4002	Caillet Elem School 3033 Merrell Rd Dallas 75229	
4004	Marcus Rec Center 3003 Northaven Road Dallas 75229	
4005	Park Forest Branch Library 3421 Forest Lane Dallas 75234	
4006	DeGolyer Elem School 3453 Flair Dr Dallas 75229	
4007	David G Burnet Elem School 3200 Kinkaid Dr Dallas 75220	
4035	Academy Of Dallas School 2324 S Vernon Ave Dallas 75224	
4038	Harrell Budd Elem School 2121 S Marsalis Ave Dallas 75216	
4039	Bexar Street Baptist Church 2018 S Marsalis Ave Dallas 75216	
4040	Roger Q Mills Elem School 1515 Lynn Haven Ave Dallas 75216	
4041	Bexar Street Baptist Church 2018 S Marsalis Ave Dallas 75216	
4044	Clinton P Russell Elem School 3031 S Beckley Ave Dallas 75224	
4046	Clinton P Russell Elem School 3031 S Beckley Ave Dallas 75224	
4047	Boude Storey Middle School 3000 Maryland Ave Dallas 75216	
4048	Clinton P Russell Elem School 3031 S Beckley Ave Dallas 75224	
4050	Mountain Creek Library 6102 Mountain Creek Pkwy Dallas 75249	
4052	Bilhartz Elem School - Gym 6700 Wandt Dr Dallas 75236	
4053	YWLA at Arnold Middle School 1204 E Marshall Dr Grand Prairie 75051	
4055	Leslie Stemmons Elem School 2727 Knoxville St Dallas 75211	
4059	Charley Taylor Rec Center 601 E Grand Prairie Rd Grand Prairie 75051	
4092	David G Burnet Elem School 3200 Kinkaid Dr Dallas 75220	

Precinct	Location	Out of County
4093	Leslie Stemmons Elem School 2727 Knoxville St Dallas 75211	
4094	Park Forest Branch Library 3421 Forest Lane Dallas 75234	
4095	DeGolyer Elem School 3453 Flair Dr Dallas 75229	
4096	DeGolyer Elem School 3453 Flair Dr Dallas 75229	
4097	David G Burnet Elem School 3200 Kinkaid Dr Dallas 75220	
4107	Harrell Budd Elem School 2121 S Marsalis Ave Dallas 75216	
4108	Bexar Street Baptist Church 2018 S Marsalis Ave Dallas 75216	
4109	Boude Storey Middle School 3000 Maryland Ave Dallas 75216	
4110	Boude Storey Middle School 3000 Maryland Ave Dallas 75216	
4300	Cockrell Hill City Hall 4125 W Clarendon Dr Dallas 75211	
4500	Truman Middle School 1501 Coffeyville Trl Grand Prairie 75052	
4501	Truman Middle School 1501 Coffeyville Trl Grand Prairie 75052	
4502	Betty Warmack Library 760 Bardin Rd Grand Prairie 75052	
4503	Lorenzo De Zavala Academy 3410 Kirby Creek Dr Grand Prairie 75052	
4504	Lorenzo De Zavala Academy 3410 Kirby Creek Dr Grand Prairie 75052	
4505	Sam Rayburn Elem School 2800 Reforma Dr Grand Prairie 75052	
4506	Johnson (LBJ)DAEP - GPISD 650 Stonewall Dr Grand Prairie 75052	
4507	Daniels Academy 801 S.W. 19th St Grand Prairie 75051	
4508	Milam Elem School-GPISD 2030 Proctor Dr Grand Prairie 75051	
4509	YWLA at Arnold Middle School 1204 E Marshall Dr Grand Prairie 75051	
4510	YWLA at Arnold Middle School 1204 E Marshall Dr Grand Prairie 75051	
4511	Lee Elementary School-GPISD 401 E. Grand Prairie Rd Grand Prairie 75051	
4512	Charley Taylor Rec Center 601 E Grand Prairie Rd Grand Prairie 75051	
4513	Houston Professional Development Ctr 1502 College St Grand Prairie 75050	
4514	Crosswinds High School 1100 N Carrier Pkwy Grand Prairie 75050	
4515	Travis Elem School 525 N.E. 15th Street Grand Prairie 75050	
4516	Travis Elem School 525 N.E. 15th Street Grand Prairie 75050	
4517	Eisenhower Elem School 2102 N Carrier Pkwy Grand Prairie 75050	
4518	Grand Prairie Fire Station No.8 3017 Roy Orr Blvd Grand Prairie 75050	
4519	Ronald W Reagan Middle School 4616 East Bardin Rd Grand Prairie 75052	
4520	Sam Rayburn Elem School 2800 Reforma Dr Grand Prairie 75052	
4521	Lorenzo De Zavala Academy 3410 Kirby Creek Dr Grand Prairie 75052	
4522	Truman Middle School 1501 Coffeyville Trl Grand Prairie 75052	
4523	Lake Ridge Elem School 1020 Lake Ridge Pkwy Cedar Hill 75104	
4525	Johnson (LBJ)DAEP - GPISD 650 Stonewall Dr Grand Prairie 75052	
4527	Travis Elem School 525 N.E. 15th Street Grand Prairie 75050	
4529	Betty Warmack Library 760 Bardin Rd Grand Prairie 75052	
4530	Johnson (LBJ)DAEP - GPISD 650 Stonewall Dr Grand Prairie 75052	
4531	Milam Elem School-GPISD 2030 Proctor Dr Grand Prairie 75051	
4532	Milam Elem School-GPISD 2030 Proctor Dr Grand Prairie 75051	
4533	YWLA at Arnold Middle School 1204 E Marshall Dr Grand Prairie 75051	
4534	YWLA at Arnold Middle School 1204 E Marshall Dr Grand Prairie 75051	
4535	Sam Rayburn Elem School 2800 Reforma Dr Grand Prairie 75052	
4536	Sam Rayburn Elem School 2800 Reforma Dr Grand Prairie 75052	
4537	Lake Ridge Elem School 1020 Lake Ridge Pkwy Cedar Hill 75104	
4538	Johnson (LBJ)DAEP - GPISD 650 Stonewall Dr Grand Prairie 75052	
4600	Sally B Elliot Elem School 1900 S Story Rd Irving 75060	
4601	Sally B Elliot Elem School 1900 S Story Rd Irving 75060	
4602	Lee Britain Elem School 631 Edmondson Dr Irving 75060	
4603	Lee Britain Elem School 631 Edmondson Dr Irving 75060	
4604	Lee Britain Elem School 631 Edmondson Dr Irving 75060	
4605	Otis Brown Elem School 2501 W Tenth St Irving 75060	
4606	Otis Brown Elem School 2501 W Tenth St Irving 75060	
4607	Irving High School 900 N O'Connor Rd Irving 75061	
4608	J O Davis Elem School 310 Davis Dr Irving 75061	

Precinct	Location	Out of County
4609	J O Davis Elem School 310 Davis Dr Irving 75061	
4610	L B Barton Elem School 2931 Conflans Rd Irving 75061	
4611	Irving High School 900 N O'Connor Rd Irving 75061	
4612	Irving High School 900 N O'Connor Rd Irving 75061	
4613	Irving High School 900 N O'Connor Rd Irving 75061	
4614	Irving High School 900 N O'Connor Rd Irving 75061	
4615	Irving High School 900 N O'Connor Rd Irving 75061	
4616	J R Good Elem School 1200 E Union Bower Rd Irving 75061	
4617	J R Good Elem School 1200 E Union Bower Rd Irving 75061	
4618	L B Barton Elem School 2931 Conflans Rd Irving 75061	
4619	Irving High School 900 N O'Connor Rd Irving 75061	
4620	J R Good Elem School 1200 E Union Bower Rd Irving 75061	
4621	Thomas Haley Elem School 3601 Cheyenne St Irving 75062	
4622	Thomas Haley Elem School 3601 Cheyenne St Irving 75062	
4623	A S Johnston Elem School 2801 Rutgers Dr Irving 75062	
4624	A S Johnston Elem School 2801 Rutgers Dr Irving 75062	
4625	Macarthur High School 3700 N Macarthur Blvd Irving 75062	
4626	Irving Fire Station #8 650 E Las Colinas Blvd Irving 75039	
4627	Irving Fire Station #8 650 E Las Colinas Blvd Irving 75039	
4628	Thomas Haley Elem School 3601 Cheyenne St Irving 75062	
4629	A S Johnston Elem School 2801 Rutgers Dr Irving 75062	
4630	Macarthur High School 3700 N Macarthur Blvd Irving 75062	
4631	Macarthur High School 3700 N Macarthur Blvd Irving 75062	
4632	Thomas Haley Elem School 3601 Cheyenne St Irving 75062	
4633	Macarthur High School 3700 N Macarthur Blvd Irving 75062	
4634	Macarthur High School 3700 N Macarthur Blvd Irving 75062	
4635	Mustang Park Rec Center 2223 Kinwest Parkway Irving 75063	
4637	Mustang Park Rec Center 2223 Kinwest Parkway Irving 75063	
4639	Macarthur High School 3700 N Macarthur Blvd Irving 75062	
4640	A S Johnston Elem School 2801 Rutgers Dr Irving 75062	
4641	Macarthur High School 3700 N Macarthur Blvd Irving 75062	
4642	Macarthur High School 3700 N Macarthur Blvd Irving 75062	
4644	Thomas Haley Elem School 3601 Cheyenne St Irving 75062	
4645	Mustang Park Rec Center 2223 Kinwest Parkway Irving 75063	
4646	J R Good Elem School 1200 E Union Bower Rd Irving 75061	
4647	Mustang Park Rec Center 2223 Kinwest Parkway Irving 75063	
4648	Thomas Haley Elem School 3601 Cheyenne St Irving 75062	
4649	Sally B Elliot Elem School 1900 S Story Rd Irving 75060	
4651	Lee Britain Elem School 631 Edmondson Dr Irving 75060	
4652	Lee Britain Elem School 631 Edmondson Dr Irving 75060	
4653	L B Barton Elem School 2931 Conflans Rd Irving 75061	
4654	Irving High School 900 N O'Connor Rd Irving 75061	
4655	Irving High School 900 N O'Connor Rd Irving 75061	
4656	Irving High School 900 N O'Connor Rd Irving 75061	
4657	Irving High School 900 N O'Connor Rd Irving 75061	
4658	Irving High School 900 N O'Connor Rd Irving 75061	
4659	L B Barton Elem School 2931 Conflans Rd Irving 75061	
4660	Irving High School 900 N O'Connor Rd Irving 75061	
4661	J R Good Elem School 1200 E Union Bower Rd Irving 75061	
4662	Lee Britain Elem School 631 Edmondson Dr Irving 75060	
4664	Mustang Park Rec Center 2223 Kinwest Parkway Irving 75063	

Early Voting PEO Listing
May 5, 2018 Joint Election
Attachment D

LOCATION	ADDRESS	PEO (Early Voting Judge)
Addison Fire Station #1	4798 Airport Pkwy Addison, TX 75001	TBD - PEO
Balch Springs Civic Center	12400 Elam Road Balch Springs, TX 75180	TBD - PEO
Bethany Lutheran Church	10101 Walnut Hill Lane Dallas, TX 75238	Sandra Biggs - PEO
Betty Warmack Library	760 Bardin Road Grand Prairie, TX 75052	Evelyn Gray - PEO
Carrollton Farmers Branch ISD Admin Bldg	1445 N Perry Road Carrollton, TX 75006	TBD - PEO
Carrollton Library @ Hebron and Josey	4220 N Josey Lane Carrollton, TX 75010	TBD - PEO
Cedar Hill Government Center	285 Uptown Blvd Cedar Hill, TX 75104	Emelda Martin - PEO
Cockrell Hill City Hall	4125 W Clarendon Cockrell Hill, TX 75211	TBD - PEO
Coppell Town Center	255 E Parkway Blvd Coppell, Texas 75019	Johnny Lopez - PEO
Crosswinds High School	1100 N Carrier Pkwy Grand Prairie Tx 75050	Mae Choice - PEO
DISD Central Administration Building	9400 Central Expy Dallas, TX 75231	TBD - PEO
Disciple Central Community Church	901 N Polk Street Desoto, TX 75115	Jacqueline Fain - PEO
Duncanville Library	201 James Collins Blvd Duncanville Tx 75116	Barbara Lewis - PEO
Farmers Branch City Hall	13000 William Dodson Pkwy Farmers Branch, TX 75234	Vickie Redd - PEO
Florence Recreation Center	2501 Whitson Way Mesquite, TX 75150	TBD - PEO
Fretz Park Library	6990 Belt Line Road Dallas, TX 75254	Victor Davis - PEO
George L. Allen Sr. Courts Bldg. (Replaces Records Bldg) - <i>Main Location</i>	600 Commerce St Dallas, TX 75202	Shatoria Bowens - PEO

Early Voting PEO Listing
May 5, 2018 Joint Election
Attachment D

HPISD Administration Building	7015 Westchester Drive Dallas, TX 75205	TBD - PEO
Hutchins City Hall	321 North Main Street Hutchins, TX 75141	TBD - PEO
Irving Arts Center	3333 N Macarthur Blvd Irving, TX 75062	Soila Canales - PEO
Irving City Hall	825 W Irving Blvd Irving, TX 75060	Debra Stanglin - PEO
Josey Ranch Library	1700 Keller Springs Carrollton, TX 75006	Terry Barker - PEO
Lakeside Activity Center	101 Holley Park Drive Mesquite, TX 75149	Zina W. Lewis - PEO
Lancaster Veterans Memorial Library	1600 Veterans Memorial Pkwy Lancaster, TX 75134	Gladys Ivy - PEO
Lochwood Library	11221 Lochwood Blvd Dallas, TX 75218	George Siggers - PEO
Marsh Lane Baptist Church	10716 Marsh Lane Dallas, TX 75229	Betty J. Rowe-William - PEO
Martin Luther King Core Bldg	2922 Martin L King Blvd Dallas, TX 75215	Mary Nelson - PEO
Mountain Creek Branch Library	6102 Mountain Creek Pkwy Dallas, TX 75249	TBD - PEO
Our Redeemer Lutheran Church	7611 Park Lane Dallas, TX 75225	Robert Ackerman - PEO
Richardson Civic Center	411 W Arapaho Richardson, TX 75080	Lori Raley - PEO
Richland College-Garland Campus	675 W Walnut Street Garland, TX 75040	Emma Crayton - PEO
Richland College-Main Campus (G) Bldg	12800 Abrams Road Dallas, TX 75243	TBD - PEO
Rowlett City Hall Annex	4004 Main Street Rowlett, TX 75088	Maggie Ensley - PEO
Sachse City Hall	3815 Sachse Road Bldg B Sachse, TX 75048	Pamela Thomas - PEO
Seagoville City Hall	702 N Highway 175 Seagoville, TX 75159	TBD - PEO
South Garland Branch Library	4845 Broadway Blvd Garland, TX 75043	TBD - PEO
Sunnyvale Town Hall	127 North Collins Road Sunnyvale, TX 75182	TBD - PEO

Early Voting PEO Listing
May 5, 2018 Joint Election
Attachment D

Valley Ranch Library	401 Cimarron Trail Irving, TX 75063	Nancy Wang - PEO
Wilmer Community Center	101 Davidson Plaza Wilmer, TX 75172	TBD- PEO

2018 Joint Election
Dallas County Appointed Election Judges / Alternate Judges
"Attachment E"

MPCT	JUDGE	ALTERNATE
001A	TBD	TBD
0125	TBD	TBD
02001	TBD	TBD
02004	TBD	TBD
02010	TBD	TBD
1002	WILLIAM WOODS	MARTHA R. MADDOX
1003	LINTON GRAY	BRUCE R. BRADLEY
1004	SUZY POLLOK	TBD
1005	PATRICIA HICKS	WANDA CORSO
1006	DEBORAH BROWN	JOHN W LOWE
1008	ANNE DANKBERG	AMIR BOROUJERDI
1019	MICHELLE BUTTON	MICHAEL SPEARMAN
1020	JEAN ANDREA BALL-MEZA	WILLIAM WATERS
1022	SAMUEL TORNABENE	CHRIS BYRO
1023	EDITH LYCKE	RANDY GREGG
1027	SHAVON MOORE	RICHARD HARMS
1029	NIKKI HAMILTON	JAMES FRAME
1030	RANDALL EPPS	JANICE FOWLER
1032	SHARON QUINN	TBD
1033	JOHN K. DELAY, JR.	L.D. CARTER
1036	J. CHRISTINE MILAZZO	PATRICK KELLY
1040	RICHARD JENSEN	HARLAND GLYNN HALLMARK
1043	KRISTINE FEIL	JOHNSON AKANGBOU
1048	SHANE POTTER	DAVID WILKINS
1049	SHELBY JAMES	JUDITH ADAMS

"Attachment E"

MPCT	JUDGE	ALTERNATE
1052	TIMOTHY H. SEXTON	L. GEORGE BURKE
1054	ANTHONY MARLOW	ANN TEAGUE
1056	ANNETTE CHOICE	GEORGE HARDIN
1057	DR. THOMAS R. MOCK	CHARLIE YOUNGBLOOD
1058	SARA J. WHITE	DORIS BRANTFERGER
1059	ERICA COLE	LIGHTNING RASMUSSEN
1060	BRUCE ANTON	MARY BOSWORTH
1061	DAVID WALLACE	DON PEARCE
1065	NORA TORRESCANO	GLENN WITTIG
1075	LOTA DUNHAM	MARTHA MONTFORT
1076	BARBARA ROSENBERG	BRIAN FLORES
1078	OLA ALLEN	PHILLIP LOONEY
1079	RHONDA CHOICE	J. LEE BALDWIN
1081	JOHN S BAILEY	LARRY MILLER
1083	MATTIE GARTH	DAN MOSHER
1084	TRACY HILL	ROBIN WISDOM
1085	HELEN SMITH	RALPH STINSON IV
1087	DELPHINE VASSER	LINDA MACK
1089	SHIRLEY DOUGLAS	WARD B. ENGLISH, JR
1090	LEE COBLER	FRED SCHULZ
1092	HERLINDA LIZBETH RESENDIZ	ERIC TANGUMONKEM
1093	BETTY CARTER	ELIZABETH ZIPPER
1094	LISA WILLIAMS	TBD
1100	ALLYN COLEMAN	WILTON CROCKER
1101	DONNA O'NEAL	ROGER HUDGENS
1108	SHATORIA BOWENS	SABRINA MARES
1109	ROBERT SHERMAN	RALPH STINSON III

"Attachment E"

MPCT	JUDGE	ALTERNATE
1116	BARBARA C JOHNSON	STEVE YORK
1118	EDDIE JIMMERSON JR	MARY HARMS
1119	GEORGE COLLINS	WILLIAM (BILL) BIESEL
1120	ROBERT SULLIVAN	ROSITA STRANG
1121	BEN DAY	CAROL LAWSON
1128	PATTI CLAPP	CARIN HUGHES
1130	AMY MILLER	STEVEN RAYSELL
1301	RODNEY ELKINS	TBD
1310	POPPY AIRHART	BOBBYE ROSS
1311	COLETTE KUYKENDALL	SHIRLEY NYORE
1500	RANDALL FINE	JAN NORRIS
1501	CHRIS DAVIS	WINNIE HINSON
1502	JOHN COUPE	ROSEMARIA BUDD
1503	EVAN THOMAS	KAYE PRESTON
1700	JOHN BALL	TBD
1701	TED MUMAW	TBD
1702	CAROL CAHILL	JACK BLACKSHEAR
1703	LORI RALEY	PATRICIA SHAW
1704	MARIA BARBA	CHARLES MCREYNOLDS
1706	ERNEST EBERLE	MICHELE GLAZE
1709	DAVID SPONSEL	JULIA RICHARDS
1710	EMMA CRAYTON	KIMBERLY BURT
1711	JOHN LIVELY	MAGGIE ENSLEY
1712	GARY COLLARD	JANET HARRIS
1714	MICHAEL LANDERS	RUBY F MORRIS
1715	ARLENE BEASLEY	BILL BENNETT
1716	DORINA (DORI) DEMAY	JOY BRADY

"Attachment E"

MPCT	JUDGE	ALTERNATE
1717	LINDSAY THORP	JEFF S TURNER
1718	ROBERT (BOB) DAY, JR	PEGGY MCCARTY
1719	JANETTE SWINTON	KATHLEEN M. ABBOTT
1720	ADRIANA LIBERTO	TBD
1721	LARRY JEFFUS	LINDA COPELAND
1722	SONIA LOCKHART	MARILYN WILLINGHAM
1726	RONDA PAULSEN	RACHEL MCCALL
1728	MATTHEW FONTAINE	ANGELA ROBINETTE
2002	SUSANNE (SHERI) BOONE	KRISTEN WILLIAMS
2003	EDWARD M. SIMPSON	LINDA LOVE
2004	MELINDA MCCARLEY	MELANIE H SMITH
2005	VICKY LITTLE	TBD
2006	WILLIARD (MAC) SMITH, JR	MARY DREW
2007	LORENE (LORI) KIRCHER	TBD
2008	CAROLINE AUSTIN	TBD
2009	KELLY REDDELL	AMY WALLACE
2010	ROBERT NOYES	TBD
2016	AARON CEDER	LORI PENICHE
2018	VINCENT REYNOLDS	JANICE SCHWARTZ
2019	MATTHEW PATRICK	WILL WILKINS
2020	ROLLIN GARY	SOILA CANALES
2021	CATHERINE MONK	MARILYN MASTERS
2029	CYNTHIA CATHCART	TBD
2030	LINDA COLLINS	TBD
2031	JONATHAN MCKINNON	ROGER KNUDSON
2034	NAN MCGEE	TBD
2035	KALETHA DOTSON	MARY HAIRSTON

"Attachment E"

MPCT	JUDGE	ALTERNATE
2036	LAWRENCE A . WAINER	C. DALE MCEOWEN
2039	GLORIA WRIGHT	LESLIE ST JOHN
2040	CHISA SAVAGE	TBD
2041	ROBERT POWELL	SANDRA OLEARY
2043	LISA HANSEN	LENNA WEBB
2045	BARBARA PERRYMAN	TBD
2047	CONNIE HUTZELL	GERALDINE SLAUGHTER
2048	SHANNON WARREN	PEDRO LECCA
2050	CARON HILL	PATRICIA LOUISE SHAUGHNESSY
2051	JASON FRANNEA	JANET MACFARLAND
2056	ADELINE RIETH	TBD
2058	LEE GAMMILL	MARCY C. HELFAND
2060	LAURA MAY	TBD
2061	ROGER PRYOR	JOHN CHASE
2062	REBECCA PRATT	TBD
2063	SUSAN FOUNTAIN	TBD
2064	CHARLES BRINER	JON A. CASWELL
2065	PATRICIA FINK	GRANT AUSTIN READING
2066	YVETTE ATKINS	TBD
2067	JOEL BROWN	TBD
2068	RHONDA K GREEN	GAYLE COVEY
2073	GARY GARCIA	MEL CYRAK
2074	FRANCINE LY	MIKE WILCOX
2077	CHRISTINE PAUL	TBD
2079	BIRL SMITH	PRIO BERGER
*2224	JAMES HAIRSTON	TBD
2303	ALBERT (AL) SOLIS	TBD

"Attachment E"

MPCT	JUDGE	ALTERNATE
2310	JUDY BYRD	PAMELIA LESTER
2407	SCOTT OXENDINE	CAROLYN RUTKOWSKI
2408	DAN CLAIBORNE	TBD
2500	VINCENT GAINES	KATHLEEN LUNSON
2501	EDWARD J. DEES, JR.	TBD
2502	BONNIE WELLS	JAMES MAWSON
2503	VALERIE STAGAMAN	SANDY BRANCH
2504	TIM SEAMAN	DONNA BULLARD
2505	LUIS COWLEY	P. NEIL THOMPSON
2506	KATHERINE THOMAS	NICOLA STOUT
2507	BRIAN A MARKS	JOHN KEISER
2508	MELVIN FLOYD	FRANK COONEY
2509	JASON ALPERS	EVELYN ROBERSON
2510	ROWELL LUBBERS	ED MILLER
2511	DAVID HAPEMAN	HUGH HARRIS
2513	LUANN PEHLE	NICHOLAS ROBISON
2514	ALETA LUBBERS	REBECCA ARREDONDO
*2604	TBD	SUE MILLER
2700	BARBARA STAUFFER	RACHEL BAKER FORD
2701	BRIAN JENSEN	TBD
2702	MAURICE MCGILL	TBD
2705	RICHARD SNOW	KIM JOHNSTON
2707	JAY PIERCE	TBD
2709	JT MCPHERSON	TBD
2710	ANNETTE RATLIFF	TBD
2712	SARAH J MITCHELL	ROBERT DIETZE
*2805	WILLIAM HURLBERT	NO ONE APPOINTED

"Attachment E"

MPCT	JUDGE	ALTERNATE
2900	LOLA HURT	W. DAVID GRIGGS
2902	JONATHAN SMITH	MILDRED WEAVER
2923	STEVEN SCHROEDER	TBD
2924	PETER SMITH	WATHENIA CLARK
2927	JERRY HICKMAN	TBD
*2941	RUSSELL G. JAMES, JR.	SANDRA RICHARDSON
3003	JOE TAVE	JOHN ASBERRY
3004	MARTIN BURRELL	CHRISTOPHER CUNEO
3008	PAMELA CURRY	SHARON H. JONES
3009	GARY FOSTER	KIRK KENNEDY
3014	LANTRESA WILLIAMS	LOIS BUFORD
3016	VINCENT RODRIQUEZ	JIM BURRIS
3017	GLORIA WALLS	TBD
3018	SAUNDRA RAY	ELIZABETH (BETH) ANDERSON
3019	JERRY B. BROWN	IVETTE LOZANO
3022	CYNTHIA COLE	DENNIS FARR
3025	FAYETTE WARREN	JAMES VEVERKA
3026	NICOLE MONTGOMERY	TBD
3027	BETTY C. HOOEY	TBD
3029	MICHAEL WEBB	TBD
3034	GLORIA JAMES	TAITE LOZANO BROWN
3035	ANNIE NEWMAN	TBD
3038	DR. NETTIESTINE SMITH	TBD
3039	MICHAEL T. KING	LUCY CAIN
3040	JAMES BAKER	TBD
3043	MAE CHOICE	JOHN PIERCE
3044	WILLIE CALLAHAN	KRISTY BLANCHARD

"Attachment E"

MPCT	JUDGE	ALTERNATE
3045	CLAUDIA FOWLER	TBD
3046	CLAUDIA BATTS	ANCIET MOSSAMBA
3047	LEO EVANS	OSCAR BRACKS
3048	RUTH WYRICK	JIMMY (MICKEY) MCGUIRE
3049	MYRTIS EVANS	LORI SCHMIDT
3050	JESSE ALBERT LIPSCOMB	TBD
3051	MYRTLE ANTOINE JOHNSON	DAVID LOWE
3052	LINDA W. WYNN	MURDOCK GIBBS
3054	BARBARA A. LEWIS	ADELMO RUIZ
3055	VIVIAN HILL	TAFT THOMPSON
3056	KEBRAN ALEXANDER	SHELLY PAN
3057	LAWSON L TURNER, JR	PAT MCDOWELL
3058	GARLINE SHAW	DOROTHY PRUITT
3059	LILLIE MEDLIN	KENNETH W. BROWN
3060	MARY LUCKEY	TBD
3061	PATRICIA SINGLETON	DEBBIE BLAIR
3062	BOADICEA WHITE-MATHIS	BRUCE BISHOP
3063	DOROTHY WHALEY	GLORIA JEAN CAFFEY
3064	CHARLIA RANDLE	RYAN TRIMBLE
3065	SEDONIA KIDD	CATHERINE CORBETT
3066	JOAN YOUNG	ROESANDA ALLEN
3068	ELIZA STEWARD	DARLENA MICHELLE TUDOR
3069	NARLON CLEMONS	RUTH HODGE
3070	RICHARD BURNEY	PAULA MILLER
3071	DEBRA HARWELL	JACQUELYN SMITH
3078	EDNA PEMBERTON	RONALD KOENIG
3082	JOHNETTA WILLIAMS	SANDRA STINSON

"Attachment E"

MPCT	JUDGE	ALTERNATE
3092	EYVERN EDWARDS	ANNA NELSON
*3102	CONNIE COOK	LISA THIERRY
*3104	DOROTHY CHAMBERS	BRIAN HOMOLESKI
*3109	TBD	LOREN GILBERT-SMITH
*3204	ALICE ISBELL	EVELYN GRAY
*3209	BONNIE WATT	SHARON JONES
3211	MILLIE WILLIAMS	SANDRA JULIEN
3301	BRAD UNDERWOOD	THREASE COLEMAN
3305	PETER SCHROER	HENRY L. BROWN
3310	SUSAN CUMBY	DEBORAH MOSES
3312	ERNESTO VALENCIA	DARRIN LACY
3313	SUZANNE HESS	MINNIE ETTA JONES
3404	LINDA E. LOGAN	REBECCA LIPE
3405	JACQUELINE FAIN	JIMMY SHIELDS
3408	HULEN STRUNCK	ALAN WINSTEAD
3500	MICHAEL (MIKE) SLATON	WANA ALWALEE
3611	DAPHENY FAIN	LARRY PHILLIPS
3700	TRAVIS WORTHAM	JONATHAN BOOS
3701	KRISTIE BAXTER	MARIA ROMERO
3805	SHERRY GALLOWAY	PAUL CONNET
3809	EDWARD K. WILLIAMS	TOM HANAHAN
3920	LINDA ARGUINZONI	PAT BEARDEN
3940	GLORIA QUALLS	LORRIE MCDONALD
3950	GLADYS IVY	MARY MCDONALD
4002	MICHELE VALENTINO	TONI M. NOLEN
4004	JAMES WOODS	JOHN DUPRE
4035	ROBERTO ALONZO, JR.	JAY WILLIS

"Attachment E"

MPCT	JUDGE	ALTERNATE
4038	TBD	JAMES WIEDERHOLD
4039	CHERYL W. RHODES	LYLE LAND
4040	LORETTA HALLMAN	JOHN WALTERS
4046	MATHIS PERKINS	LILLIE RALPH
4050	ERIK WILSON	LUCIE WEAVER
4052	SEDRICK MCCURDY	THOMAS P. WILKINS
4055	TBD	CHRISTOPHER NASH
4094	MATTHEW G. CALVERT	MARGUERITE BUCCINO
4097	BRENT SONNTAG	SONDRA MONROE
4110	STEPHEN CARTER	RALPH GREEN
*4300	TBD	ILEANA HUBBARD
4502	TBD	JEFFERY ALLEN COOK
4504	TOMMY HYDE	TBD
4507	PATSY RAY	CAROLE ALMQUIST
4508	TOMMY FOREMAN	ERIC MENDOZA
4509	ANITA SMITH	TBD
4511	JEAN HOWARD	MARK FREEMAN
4512	FRANK STROHSCHIEIN	LYDIA ALCALAN
4513	KRISTINA PERCIVAL	MARIE L. PARENT
4514	WARREN WIENECKE	TBD
4515	GRANT BELL	BARBARA SCHMUNK
4517	SHARON HAYNES	TBD
4518	MATHEW LIGUEZ	TBD
4519	MADALINE STATES	JENA PERKINS
4520	DIANA KRIS FARRELL	RON METZGER
4522	LAKEISHA F. WELLS	ROSALIND HENWOOD
4525	DEE HART	TINA AVILES

"Attachment E"

MPCT	JUDGE	ALTERNATE
*4601	ROY GETTING	NO ONE APPOINTED
*4602	LAURA ERMINI	MARTHA KAY SCHECHT
*4605	KENT BROWN	EVELYN SMART
*4608	TBD	VICKIE DANCE
*4610	PRADEEP GANDHI	SHARON BARBOSA CRAIN
*4613	RON HINDS	NO ONE APPOINTED
*4616	JOY QUIRK	NO ONE APPOINTED
*4623	JOHNNIE PEGUES	TONY GONZALES
*4625	SANDRA SHAHDAD	JENNIFER BALL
*4627	AMY BRIGGS	TARIQ JAFFERY
*4628	YVETTE E. OWENS	JOHNNY LOPEZ
*4647	KATHLEEN HODGES	JERRY COKER

2018 Joint Election Participants

"Attachment F"

PCT	Reg. Voters	City in Election	City District	ISD in Election	ISD District	DCCCD	Water
0017	5	Seagoville					
001A	3,092	Rowlett					
0029	77	Mesquite					
002B	3,544	Rowlett					
0094	131	Garland	GA01				
0101	23	Grand Prairie	GP06				
0101	327	Cedar Hill					
0125	6	Garland	GA01				
0144	14	Sachse					
0153	2,584	Sachse					
0170	1,489	Sachse					
02000	2,712			CFBISD			
02001	2,641			CFBISD			
02002	4,546			CFBISD			
02003	2,100	Carrollton		CFBISD			
02004	2,924	Carrollton		CFBISD			
02005	4,117	Carrollton		CFBISD			
02006	2,734	Carrollton					
02007	3,008	Carrollton					
02008	3,089	Carrollton					
02009	2,241	Carrollton		CFBISD			
02010	4,025	Carrollton		CFBISD			
02011	3,132	Carrollton		CFBISD			
02012	1,367	Carrollton					
02013	1,551	Carrollton					
02014	2,412	Carrollton					
02015	2,247	Carrollton					
02016	2,949	Carrollton					
02018	14	Carrollton					
02033	2,183	Carrollton					
03022	115	Coppell					
03023	360	Coppell					
1000	806			DISD	DA03	DCCCD1	
1001	824			DISD	DA03	DCCCD1	
1002	1,321			DISD	DA03	DCCCD1	
1003	3,510			RISD		DCCCD1	
1004	1,669			RISD		DCCCD1	
1005	2,424			RISD		DCCCD1	
1006	1,634			RISD		DCCCD1	
1007	380			RISD		DCCCD1	

PCT	Reg. Voters	City in Election	City District	ISD in Election	ISD District	DCCCD	Water
1008	324			DISD	DA03		
1008	520			DISD	DA03	DCCCD1	
1009	1,026			DISD	DA03	DCCCD1	
1011	868			DISD	DA03	DCCCD1	
1012	3			DISD	DA03	DCCCD1	
1016	222					DCCCD1	
1017	1,132					DCCCD1	
1018	259					DCCCD1	
1019	2,549					DCCCD1	
1020	1,340					DCCCD1	
1022	22						WDPC
1023	1,912					DCCCD1	
1026	606			RISD		DCCCD1	
1027	3,797			RISD		DCCCD1	
1028	1,589			RISD		DCCCD1	
1029	1,794			RISD		DCCCD1	
1030	2,529			RISD		DCCCD1	
1032	775			RISD		DCCCD1	
1033	1,282			RISD		DCCCD1	
1035	248			RISD		DCCCD1	
1036	804			RISD		DCCCD1	
1037	1,613			RISD		DCCCD1	
1038	2,901			RISD		DCCCD1	
1038	6			GISD		DCCCD1	
1039	310			RISD		DCCCD1	
1040	3,011			RISD		DCCCD1	
1041	1,013			RISD		DCCCD1	
1042	1,518			RISD		DCCCD1	
1043	2,251			RISD		DCCCD1	
1044	2,228			RISD		DCCCD1	
1045	2,037			DISD	DA03	DCCCD1	
1046	318			DISD	DA03	DCCCD1	
1047	1,351			DISD	DA03		
1048	2,561			DISD	DA03		
1049	2,221			RISD		DCCCD1	
1051	231			DISD	DA03		
1052	3,299			DISD	DA03		
1054	1,515			DISD	DA03		
1055	865			DISD	DA03		
1056	977			DISD	DA03		
1057	1,902			DISD	DA03		
1058	1,961			DISD	DA03		
1059	1,631			DISD	DA03		
1060	4,006			DISD	DA03		

PCT	Reg. Voters	City in Election	City District	ISD in Election	ISD District	DCCCD	Water
1061	1,360	Mesquite		DISD	DA03		
1062	40			DISD	DA03		
1062	17			MISD			
1063	1,650			DISD	DA03		
1064	173			DISD	DA03		
1065	2,307			DISD	DA03		
1065	650			DISD	DA09		
1067	10			MISD			
1068	38			DISD	DA03		
1075	1,810			DISD	DA09		
1076	944			DISD	DA09		
1078	1,125			DISD	DA09		
1078	196			DISD	DA03		
1079	1,766			DISD	DA03		
1080	1,089			DISD	DA03		
1081	2,746			DISD	DA03		
1082	308			DISD	DA09		
1083	1,612			DISD	DA09		
1084	3,134			DISD	DA09		
1085	1,226			DISD	DA09		
1086	516			DISD	DA03		
1087	3,196			DISD	DA09		
1088	2,021			DISD	DA09		
1089	2,043			DISD	DA09		
1090	2,183			DISD	DA09		
1092	679			DISD	DA09		
1093	3			MISD			
1094	1,313			DISD	DA09		
1100	1,368			DISD	DA09		
1100	1,776			DISD	DA09	DCCCD7	
1101	66			DISD	DA09	DCCCD7	
1101	393			DISD	DA09		
1108	2,486					DCCCD7	
1109	475					DCCCD7	
1112	573					DCCCD7	
1113	221			DISD	DA09	DCCCD7	
1114	801			DISD	DA09		
1115	1,345			DISD	DA03		
1116	1,361			DISD	DA03		
1118	869			DISD	DA09		
1119	5			DISD	DA09		
1119	1,708					DCCCD7	
1120	1,502					DCCCD1	
1121	2,258			DISD	DA03		
1121	14			GISD			

PCT	Reg. Voters	City in Election	City District	ISD in Election	ISD District	DCCCD	Water
1124	3			DISD	DA09	DCCCD7	
1125	159			GISD			
1125	2,040			DISD	DA03		
1125	22	Mesquite		GISD			
1126	971			DISD	DA03	DCCCD1	
1127	746			RISD		DCCCD1	
1128	661			RISD		DCCCD1	
1129	154			RISD		DCCCD1	
1130	82			DISD	DA09		
1133	322			DISD	DA03		
1134	481			DISD	DA09		
1137	33			DISD	DA03		
1139	9	Mesquite		MISD			
1300	13			DISD	DA03		
1300	2,451	Mesquite		MISD			
1301	2,574	Mesquite		MISD			
1302	2,483	Mesquite		MISD			
1303	145	Mesquite		DISD	DA09		
1303	8			DISD	DA09		
1304	1,507	Mesquite		MISD			
1305	1,584	Mesquite		MISD			
1307	244	Mesquite		DISD	DA09		
1308	2,019	Mesquite		MISD			
1309	430	Mesquite		MISD			
1310	2,848	Mesquite		MISD			
1311	2,212	Mesquite		MISD			
1312	1,048	Mesquite		MISD			
1313	351	Mesquite		MISD			
1314	2,338	Mesquite		MISD			
1314	62	Mesquite					
1315	14	Mesquite		MISD			
1316	893	Mesquite		MISD			
1500	2,185			RISD		DCCCD1	
1501	2,202			RISD		DCCCD1	
1502	3,459			RISD		DCCCD1	
1503	2,320			RISD		DCCCD1	
1504	1,959			RISD		DCCCD1	
1700	2,107	Garland	GA02	GISD			
1701	2,021	Garland		GISD			
1702	2,741	Garland		GISD			
1703	2,798	Garland		GISD			
1704	1,316	Garland		RISD			
1705	1,885	Garland		RISD			
1706	2,862	Garland		GISD			

PCT	Reg. Voters	City in Election	City District	ISD in Election	ISD District	DCCCD	Water
1707	13	Garland	GA05	GISD	DA03		
1707	11	Garland	GA05	DISD			
1707	780	Garland		GISD			
1707	1			GISD			
1708	597	Garland	GA02	GISD			
1709	3,448	Garland	GA02	GISD			
1710	1,563	Garland	GA02	GISD			
1711	1,814	Garland	GA02	GISD			
1711	91	Garland		GISD			
1711	201	Garland	GA05	GISD			
1712	2,001	Garland		GISD			
1713	1,111	Garland	GA05	GISD			
1714	1,932	Garland	GA05	GISD			
1715	990	Garland	GA02	GISD			
1715	610	Garland	GA05	GISD			
1716	2,154	Garland		GISD			
1717	3,332	Garland	GA04	GISD			
1718	1,550	Garland	GA05	GISD			
1719	1,736	Garland	GA05	GISD			
1719	847	Garland	GA04	GISD			
1720	2,714	Garland	GA04	GISD			
1721	1,868	Garland	GA04	MISD			
1721	154	Garland	GA04	GISD			
1721	46	Mesquite		MISD			
1722	3,068	Garland	GA04	GISD			
1723	223	Garland	GA04	GISD			
1724	71	Garland	GA04	MISD			
1725	480	Garland	GA05	GISD			
1726	1,857	Garland	GA05	GISD			
1727	233	Garland	GA05	GISD			
1728	1,332	Garland	GA05	GISD			
1729	238	Garland	GA05	GISD			
1729	1,285	Garland	GA02	GISD			
2001	22			DISD	DA01		
2002	1,211			DISD	DA01		
2003	2,638			DISD	DA01		
2004	1,883			DISD	DA01		
2005	985			DISD	DA01		
2006	1,446			DISD	DA01		
2007	2,907			DISD	DA01		
2008	1,455			DISD	DA01		
2009	1,954			DISD	DA01		
2010	1,374			DISD	DA01		
2011	2,015			DISD	DA01		
2016	303			RISD		DCCCD1	
2016	3,050			DISD	DA01	DCCCD1	

PCT	Reg. Voters	City in Election	City District	ISD in Election	ISD District	DCCCD	Water
2017	1,613			RISD		DCCCD1	
2018	816			DISD	DA01		
2019	1,695			DISD	DA01	DCCCD1	
2020	2,467			DISD	DA01	DCCCD1	
2020	1			RISD		DCCCD1	
2021	867			DISD	DA01		
2022	704			DISD	DA01	DCCCD1	
2029	312			HPISD			
2030	1,015			HPISD			
2031	3,591					DCCCD1	
2032	1,883					DCCCD1	
2033	1,771					DCCCD1	
2034	204			HPISD			
2035	1,169					DCCCD1	
2036	2,374					DCCCD1	
2037	886					DCCCD1	
2038	3,152					DCCCD1	
2039	2,829					DCCCD1	
2040	1,641					DCCCD1	
2041	4,122			DISD	DA01	DCCCD1	
2041	76			RISD		DCCCD1	
2042	2,960			RISD		DCCCD1	
2043	2,027			RISD		DCCCD1	
2044	1,010			RISD		DCCCD1	
2045	1,836			RISD		DCCCD1	
2046	1,784			RISD		DCCCD1	
2047	2,337			RISD		DCCCD1	
2048	3,827			DISD	DA01	DCCCD1	
2049	998			RISD		DCCCD1	
2049	594			DISD	DA01	DCCCD1	
2050	739			DISD	DA01	DCCCD1	
2050	940			RISD		DCCCD1	
2051	2,438			RISD		DCCCD1	
2052	1,163			RISD		DCCCD1	
2052	182			DISD	DA01	DCCCD1	
2053	2,537			DISD	DA01	DCCCD1	
2054	2,787			DISD	DA01	DCCCD1	
2055	1,583			DISD	DA01	DCCCD1	
2056	696			RISD		DCCCD1	
2056	600			DISD	DA01	DCCCD1	
2057	504			RISD		DCCCD1	
2058	1,144			RISD		DCCCD1	
2059	1,223			RISD		DCCCD1	
2060	2,570			RISD		DCCCD1	

PCT	Reg. Voters	City in Election	City District	ISD in Election	ISD District	DCCCD	Water
2061	2,818			RISD		DCCCD1	
2061	52			DISD	DA03	DCCCD1	
2062	2,167			RISD		DCCCD1	
2063	712			RISD		DCCCD1	
2064	4			GISD		DCCCD1	
2064	1,654			RISD		DCCCD1	
2064	292			DISD	DA03	DCCCD1	
2065	2,384			DISD	DA03		
2066	1,448			RISD		DCCCD1	
2067	1,175			DISD	DA03	DCCCD1	
2068	2,360					DCCCD1	
2073	943			DISD	DA03		
2074	509			COPISD			
2077	1,304			DISD	DA01		
2079	1,913			DISD	DA01	DCCCD1	
2200	1,131	Highland Park		HPISD			WDPC
2200	678	Highland Park					WDPC
2201	1,782	Highland Park		HPISD			WDPC
2201	1						WDPC
2202	1,876	Highland Park		HPISD			WDPC
2203	1,551	Highland Park		HPISD			WDPC
2220	1,756	University Park		HPISD			WDPC
2221	3,374	University Park		HPISD			WDPC
2222	2,956	University Park		HPISD			WDPC
2223	1,548	University Park		HPISD			WDPC
2223	2	University Park					WDPC
2224	1,647	University Park		HPISD			WDPC
2225	1,685	University Park		HPISD			WDPC
2226	2,714	University Park		HPISD			WDPC
2300	1,234	Farmers Branch	FB05	CFBISD			
2300	87	Farmers Branch		CFBISD			
2301	1,925	Farmers Branch	FB05	CFBISD			
2301	402	Farmers Branch		CFBISD			
2302	1,471	Farmers Branch		CFBISD			
2302	221	Farmers Branch	FB03	CFBISD			
2303	705	Farmers Branch	FB03	CFBISD			
2303	1,760	Farmers Branch		CFBISD			
2305	149	Farmers Branch	FB05	CFBISD			
2305	2,034	Farmers Branch		CFBISD			
2305	1,386	Farmers Branch		DISD	DA01		
2306	1,272	Farmers Branch		DISD	DA01		
2307	696	Farmers Branch		DISD	DA01		
2308	160	Farmers Branch		CFBISD			
2308	1	Farmers Branch	FB03	CFBISD			
2309	852	Farmers Branch	FB03	CFBISD			
2310	2,099	Farmers Branch	FB03	CFBISD			
2310	79	Farmers Branch	FB03	DISD	DA01		

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PCT	Reg. Voters	City in Election	City District	ISD in Election	ISD District	DCCCD	Water
2311	144	Farmers Branch	FB05	CFBISD			
2311	381	Farmers Branch		CFBISD			
2312	3	Farmers Branch	FB03	CFBISD			
2312	79	Farmers Branch	FB03	DISD	DA01		
2400	162	Carrollton		CFBISD			
2401	714	Carrollton		DISD	DA01		
2401	2,606	Carrollton		CFBISD			
2402	3,218	Carrollton		CFBISD			
2403	3	Carrollton		DISD	DA01		
2404	2,015	Carrollton		CFBISD			
2405	3,355	Carrollton		CFBISD			
2405	57	Carrollton		DISD	DA01		
2406	28			DISD	DA01		
2406	3,158	Carrollton		DISD	DA01		
2406	26	Carrollton		CFBISD			
2407	3,834	Carrollton		CFBISD			
2408	1,495	Carrollton		CFBISD			
2409	2,208	Carrollton		CFBISD			
2410	1,697	Carrollton		DISD	DA01		
2410	16	Carrollton		CFBISD			
2411	744	Carrollton		CFBISD			
2500	2,371			RISD		DCCCD1	
2501	1,381			RISD		DCCCD1	
2502	1,774			RISD		DCCCD1	
2503	2,553			RISD		DCCCD1	
2504	1,341			RISD		DCCCD1	
2505	2,865			RISD		DCCCD1	
2506	2,156			RISD		DCCCD1	
2507	2,132			RISD		DCCCD1	
2508	2,902			RISD		DCCCD1	
2509	2,915			RISD		DCCCD1	
2510	1,771			RISD		DCCCD1	
2511	1,947			RISD		DCCCD1	
2512	1,473			RISD		DCCCD1	
2513	2,769			RISD		DCCCD1	
2514	2,682			RISD		DCCCD1	
2601	864	Irving	IR06	CFBISD			
2601	1,226	Irving	IR06	COPISD			
2602	2,906	Irving	IR06	CFBISD			
2603	1,576	Irving	IR06	CFBISD			
2603	1,427	Irving	IR06	COPISD			
2604	2,807	Irving	IR06	CFBISD			
2605	2,135	Irving	IR06	COPISD			
2605	7	Irving	IR06	CFBISD			
2700	2,307	Garland		RISD			
2700	843	Garland		GISD			

PCT	Reg. Voters	City in Election	City District	ISD in Election	ISD District	DCCCD	Water
2701	30			RISD			
2701	461	Garland	GA01	GISD			
2701	2,138	Garland	GA01	RISD			
2701	957	Garland		GISD			
2702	4			GISD			
2702	4,651	Garland	GA01	GISD			
2703	1,354	Garland		GISD			
2704	3,415	Garland		GISD			
2705	2,061	Garland		GISD			
2706	2,830	Garland		GISD			
2707	3,373	Garland		GISD			
2708	3,800	Garland		GISD			
2708	680	Garland	GA01	GISD			
2709	33	Garland	GA01	GISD			
2709	1,322	Garland		GISD			
2710	2,558	Garland	GA01	GISD			
2711	2,529	Garland	GA01	GISD			
2712	4,024	Garland	GA01	GISD			
2713	1,708	Garland		GISD			
2714	1,384	Garland	GA04	GISD			
2714	2,888	Garland		GISD			
2715	2,815	Garland		GISD			
2716	1,620	Garland	GA01	GISD			
2717	4			GISD			
2801	3,316	Coppell		COPISD			
2802	4,194	Coppell		COPISD			
2803	1,335	Coppell		COPISD			
2804	2,409	Coppell		COPISD			
2804	32	Coppell		CFBISD			
2805	4,113	Coppell		COPISD			
2806	2,557	Coppell		COPISD			
2807	2,390	Coppell		COPISD			
2807	27	Coppell		CFBISD			
2808	2,873	Coppell		COPISD			
2809	2,990	Coppell		CFBISD			
2810	32	Coppell		COPISD			
2900	2,994	Addison		DISD	DA01	DCCCD1	
2901	1,545	Addison		CFBISD		DCCCD1	
2902	2,150	Addison		DISD	DA01	DCCCD1	
2902	53			DISD	DA01	DCCCD1	
2903	2,293	Addison		DISD	DA01	DCCCD1	
2904	13	Addison		DISD	DA01	DCCCD1	
2905	477	Addison		DISD	DA01	DCCCD1	
2910	64	Lewisville		COPISD			
2911	274	Lewisville		COPISD			
2920	3,394	Rowlett		GISD			

*Information as of January 30, 2018 BEFORE entity withdrawals - subject to changes

(as of Feb. 13, 2018)

PCT	Reg. Voters	City in Election	City District	ISD in Election	ISD District	DCCCD	Water
2921	4,185	Rowlett		GISD			
2922	5,139	Rowlett		GISD			
2922	302			GISD			
2923	3,593	Rowlett		GISD			
2924	1,999	Rowlett		GISD			
2925	3,161	Rowlett		GISD			
2926	2,200	Rowlett		GISD			
2927	5,257	Rowlett		GISD			
2928	2,856	Rowlett		GISD			
2929	1,400	Rowlett		GISD			
2940	1,582	Sachse		GISD			
2941	4,657	Sachse		GISD			
2942	3,755	Sachse		GISD			
2942	802			GISD			
3001	355					DCCCD7	
3001	161			DUISD		DCCCD7	
3002	1,392					DCCCD7	
3003	1,745					DCCCD7	
3004	1,831					DCCCD7	
3008	4,799			DISD	DA09		
3009	2,370			DISD	DA09		
3011	1,341			DISD	DA09		
3012	143			DISD	DA09		
3012	136			DISD	DA09	DCCCD7	
3014	1,353			MISD			
3014	7	Seagoville					
3015	2	Balch Springs					
3016	1,776			DISD	DA09		
3017	853			DISD	DA09	DCCCD7	
3018	1,873			DISD	DA09	DCCCD7	
3019	895			DISD	DA09	DCCCD7	
3020	186			DISD	DA09	DCCCD7	
3020	9					DCCCD7	
3021	1,145			DISD	DA09	DCCCD7	
3022	1,980			DISD	DA09	DCCCD7	
3023	1,281			DISD	DA09	DCCCD7	
3024	1,701			DISD	DA09	DCCCD7	
3025	191			DISD	DA09	DCCCD7	
3026	848			DISD	DA09	DCCCD7	
3027	1,395			DISD	DA09	DCCCD7	
3028	976			DISD	DA09	DCCCD7	
3029	740			DISD	DA09	DCCCD7	
3033	501					DCCCD7	
3034	1,356					DCCCD7	
3035	1,546					DCCCD7	

PCT	Reg. Voters	City in Election	City District	ISD in Election	ISD District	DCCCD	Water
3036	46			DISD	DA09	DCCCD7	
3037	411					DCCCD7	
3038	862					DCCCD7	
3039	2,191					DCCCD7	
3040	1,461			DISD	DA09	DCCCD7	
3042	1,577					DCCCD7	
3043	2,138					DCCCD7	
3044	2,711					DCCCD7	
3045	534					DCCCD7	
3046	2,203					DCCCD7	
3047	2,076					DCCCD7	
3048	2,529					DCCCD7	
3049	2,016					DCCCD7	
3050	1,925					DCCCD7	
3051	865					DCCCD7	
3052	2,851					DCCCD7	
3053	2,692					DCCCD7	
3053	4			DUISD			
3054	2,488					DCCCD7	
3055	2,218					DCCCD7	
3056	2,209					DCCCD7	
3057	2,534					DCCCD7	
3058	2,108					DCCCD7	
3059	1,258					DCCCD7	
3060	1,483					DCCCD7	
3061	1,676					DCCCD7	
3062	2,892					DCCCD7	
3063	3,858					DCCCD7	
3064	2,365					DCCCD7	
3065	2,408					DCCCD7	
3066	2,082					DCCCD7	
3067	1,891			DUISD		DCCCD7	
3067	1,049					DCCCD7	
3068	3,556					DCCCD7	
3068	39			LISD	LA01	DCCCD7	
3069	1,790					DCCCD7	
3070	3,103					DCCCD7	
3071	2,670					DCCCD7	
3072	87					DCCCD7	
3073	188					DCCCD7	
3074	716					DCCCD7	
3075	208					DCCCD7	
3077	2,986			DUISD			

PCT	Reg. Voters	City in Election	City District	ISD in Election	ISD District	DCCCD	Water
3078	2,033			DUISD			
3078	883			CHISD			
3079	313			MISD			
3082	3,035			DISD	DA09	DCCCD7	
3082	61					DCCCD7	
3088	44					DCCCD7	
3090	1,427			DISD	DA09		
3092	8			DUISD		DCCCD7	
3092	1,691					DCCCD7	
3097	183					DCCCD7	
3098	259					DCCCD7	
3099	345					DCCCD7	
3100	2,240	Cedar Hill		CHISD		DCCCD7	
3100	20			CHISD		DCCCD7	
3101	5			CHISD		DCCCD7	
3101	474	Cedar Hill		CHISD		DCCCD7	
3101	189			DEISD		DCCCD7	
3101	10	Cedar Hill		DEISD		DCCCD7	
3102	3,034	Cedar Hill		CHISD		DCCCD7	
3103	752	Cedar Hill		DUISD		DCCCD7	
3103	2,228	Cedar Hill		CHISD		DCCCD7	
3104	4,594	Cedar Hill		CHISD			
3104	131	Cedar Hill		DUISD			
3105	2,332	Cedar Hill		CHISD			
3105	93	Cedar Hill		DUISD			
3106	3,578	Cedar Hill		CHISD		DCCCD7	
3107	2,530	Cedar Hill		CHISD		DCCCD7	
3108	2,237	Cedar Hill		CHISD			
3109	1	Grand Prairie	GP06	CHISD			
3109	3,423	Cedar Hill		CHISD			
3110	2,952	Cedar Hill		CHISD		DCCCD7	
3111	12	Cedar Hill		CHISD			
3112	21	Cedar Hill		CHISD			
3113	4	Grand Prairie	GP06	CHISD			
3200	2,098	Duncanville		DUISD			
3200	79	Duncanville		CHISD			
3200	2	Cedar Hill		CHISD			
3201	379	Duncanville	DU02	DUISD			
3201	12	Cedar Hill		DUISD			
3201	1,334	Duncanville	DU04	DUISD			
3202	26	Duncanville	DU04			DCCCD7	
3202	3	DeSoto				DCCCD7	
3202	2,089	Duncanville	DU04	DUISD		DCCCD7	
3203	1,658	Duncanville	DU02	DUISD			
3203	357	Duncanville		DUISD			
3204	2,195	Duncanville		DUISD			
3204	489	Duncanville	DU02	DUISD			
3205	1,719	Duncanville	DU04	DUISD		DCCCD7	

PCT	Reg. Voters	City in Election	City District	ISD in Election	ISD District	DCCCD	Water
3206	2,283	Duncanville		DUISD			
3207	545	Duncanville		DUISD			
3207	2,123	Duncanville	DU02	DUISD			
3208	1,851	Duncanville		DUISD			
3209	185	Duncanville		DUISD			
3210	2,065	Duncanville		DUISD			
3211	1,359	Duncanville		DUISD			
3300	2,748	Mesquite		MISD			
3301	2,711	Mesquite		MISD			
3302	1,494	Mesquite		MISD			
3303	2,909	Mesquite		MISD			
3304	2,874	Mesquite		MISD			
3304	1			MISD			
3305	3,938	Mesquite		MISD			
3306	1,799	Mesquite		MISD			
3307	2,093	Mesquite		MISD			
3308	2,235	Mesquite		MISD			
3309	2,147	Mesquite		MISD			
3310	2,895	Mesquite		MISD			
3311	2,475	Mesquite		MISD			
3312	3,246	Mesquite		MISD			
3313	5,082	Mesquite		MISD			
3313	42			MISD			
3314	3,352	Mesquite		MISD			
3314	48	Balch Springs		MISD			
3314	326	Balch Springs	BS06	MISD			
3315	1,724	Mesquite		MISD			
3316	2,838	Mesquite		MISD			
3317	1,384	Mesquite		MISD			
3317	241			MISD			
3317	89	Seagoville		MISD			
3318	1,618	Mesquite		MISD			
3400	663	Balch Springs	BS06	MISD			
3401	5	Balch Springs	BS04				
3402	71	Balch Springs					
3402	444	Balch Springs	BS04				
3404	695	Balch Springs	BS04	MISD			
3404	478	Balch Springs	BS06	MISD			
3404	1,271	Balch Springs		MISD			
3405	688	Balch Springs	BS06	MISD			
3405	2,398	Balch Springs		MISD			
3406	36	Balch Springs		MISD			
3407	365	Balch Springs					
3408	306	Balch Springs	BS04				
3408	915	Balch Springs					
3408	505	Balch Springs		MISD			
3408	319	Balch Springs	BS06	MISD			

*Information as of January 30, 2018 BEFORE entity withdrawals - subject to changes

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(as of Feb. 13, 2018)

PCT	Reg. Voters	City in Election	City District	ISD in Election	ISD District	DCCCD	Water
3409	403	Balch Springs					
3409	238	Balch Springs	BS04				
3410	342	Balch Springs					
3411	1	Balch Springs	BS04				
3500	121	Mesquite		MISD			
3500	4,634	Sunnyvale		SUISD			
3501	9	Sunnyvale		SUISD			
3600	537	DeSoto		DUISD		DCCCD7	
3600	218					DCCCD7	
3600	13	Duncanville	DU04	DUISD		DCCCD7	
3600	1,444	DeSoto				DCCCD7	
3601	1,898	DeSoto		DUISD		DCCCD7	
3601	39	DeSoto		DEISD		DCCCD7	
3602	592	DeSoto		DEISD		DCCCD7	
3603	223	DeSoto		DUISD		DCCCD7	
3603	25	DeSoto		DEISD		DCCCD7	
3604	2,814	DeSoto		DEISD		DCCCD7	
3605	3,084	DeSoto		DEISD		DCCCD7	
3606	2,473	DeSoto		DEISD		DCCCD7	
3606	41	DeSoto				DCCCD7	
3607	3,602	DeSoto		DEISD		DCCCD7	
3608	3,004	DeSoto		DEISD		DCCCD7	
3609	3,025	DeSoto		DEISD		DCCCD7	
3610	560	DeSoto		DEISD		DCCCD7	
3611	1,113	DeSoto		DEISD		DCCCD7	
3612	3,122	DeSoto		DEISD		DCCCD7	
3613	699	DeSoto		DEISD		DCCCD7	
3614	896	DeSoto		DEISD		DCCCD7	
3615	2,460	DeSoto		DEISD		DCCCD7	
3616	694	DeSoto		DEISD		DCCCD7	
3617	2,135	DeSoto		DEISD		DCCCD7	
3617	40			DEISD		DCCCD7	
3618	317	DeSoto		DEISD		DCCCD7	
3619	300	DeSoto		DEISD		DCCCD7	
3620	1,112	DeSoto		DEISD		DCCCD7	
3700	3,684	Garland		GISD			
3700	748	Garland	GA04	GISD			
3701	4,062	Garland		GISD			
3702	2,791	Garland		GISD			
3702	2,472	Rowlett		GISD			
3703	47	Garland		GISD			
3703	16			GISD			
3800	145	Lancaster		LISD	LA01	DCCCD7	
3800	3,977	Lancaster				DCCCD7	
3801	5	Lancaster		LISD	LA01	DCCCD7	
3801	462	Lancaster				DCCCD7	
3802	4,105	Lancaster				DCCCD7	

*Information as of January 30, 2018 BEFORE entity withdrawals - subject to changes

(as of Feb. 13, 2018)

PCT	Reg. Voters	City in Election	City District	ISD in Election	ISD District	DCCCD	Water
3803	2,828	Lancaster		LISD	LA01	DCCCD7	
3803	751	Lancaster				DCCCD7	
3805	3,402	Lancaster		LISD	LA02	DCCCD7	
3805	1,314	Lancaster				DCCCD7	
3806	899	Lancaster				DCCCD7	
3807	2,264	Lancaster				DCCCD7	
3808	2,723	Lancaster				DCCCD7	
3808	1,058					DCCCD7	
3809	370	Lancaster				DCCCD7	
3900	5,313			DEISD		DCCCD7	
3900	120	DeSoto		DEISD		DCCCD7	
3920	2,027	Seagoville					
3921	3,638	Seagoville					
3921	553	Seagoville		MISD			
3922	78	Seagoville					
3940	479					DCCCD7	
3940	1,872	Wilmer				DCCCD7	
3940	38	Lancaster				DCCCD7	
3950	205					DCCCD7	
3950	1,764	Hutchins				DCCCD7	
4000	46			CFBISD			
4001	570			DISD	DA01		
4002	984			DISD	DA01		
4004	1,044			DISD	DA01		
4005	946			DISD	DA01		
4006	1,221			DISD	DA01		
4007	186			DISD	DA01		
4035	574					DCCCD7	
4038	2,035					DCCCD7	
4039	634					DCCCD7	
4040	834					DCCCD7	
4041	797					DCCCD7	
4044	1,173					DCCCD7	
4046	1,238					DCCCD7	
4047	929					DCCCD7	
4048	177					DCCCD7	
4050	3,832			DUISD			
4052	4,493			DUISD			
4053	165			GPISD	GP01		
4053	224			GPISD	GP05		
4055	593					DCCCD7	
4059	369			GPISD	GP01		
4092	72			DISD	DA01		
4093	105					DCCCD7	
4094	463			DISD	DA01		

PCT	Reg. Voters	City in Election	City District	ISD in Election	ISD District	DCCCD	Water
4095	45			DISD	DA01		
4096	30			DISD	DA01		
4097	541			DISD	DA01		
4107	122					DCCCD7	
4108	76					DCCCD7	
4109	49					DCCCD7	
4110	1,039					DCCCD7	
4300	1,526	Cockrell Hill					
4500	2,379	Grand Prairie	GP06				
4501	2,204	Grand Prairie	GP06				
4502	3,372	Grand Prairie	GP06				
4503	3,947	Grand Prairie					
4504	1,325	Grand Prairie					
4505	1,961	Grand Prairie					
4505	19	Grand Prairie		GPISD	GP05		
4506	1,368	Grand Prairie		GPISD	GP05		
4507	1,163	Grand Prairie					
4508	728	Grand Prairie		GPISD	GP01		
4509	33	Grand Prairie		GPISD	GP01		
4509	173	Grand Prairie		GPISD	GP05		
4509	1,369	Grand Prairie					
4510	2,058	Grand Prairie		GPISD	GP05		
4511	475	Grand Prairie					
4511	903	Grand Prairie	GP05	GPISD	GP01		
4511	488	Grand Prairie	GP05				
4512	878	Grand Prairie	GP05	GPISD	GP01		
4512	593	Grand Prairie		GPISD	GP01		
4513	891	Grand Prairie	GP05	GPISD	GP01		
4513	44	Grand Prairie					
4513	1,815	Grand Prairie	GP05				
4514	1,303	Grand Prairie	GP05				
4514	51	Grand Prairie	GP05	GPISD	GP01		
4515	2,137	Grand Prairie	GP05	GPISD	GP01		
4516	34	Grand Prairie	GP05	GPISD	GP01		
4517	2,966	Grand Prairie					
4518	2,009	Grand Prairie					
4519	2,983	Grand Prairie	GP06				
4520	934	Grand Prairie		GPISD	GP05		
4521	599	Grand Prairie		GPISD	GP05		
4521	3,340	Grand Prairie					
4522	2,810	Grand Prairie	GP06				
4522	189	Grand Prairie		CHISD			
4523	438	Grand Prairie	GP06	CHISD			
4523	6	Cedar Hill		CHISD			
4525	1,420	Grand Prairie		GPISD	GP05		

PCT	Reg. Voters	City in Election	City District	ISD in Election	ISD District	DCCCD	Water
4527	460	Grand Prairie	GP05				
4527	4	Grand Prairie					
4527	1,182	Grand Prairie	GP05	GPISD	GP01		
4529	689	Grand Prairie	GP06				
4530	315	Grand Prairie		GPISD	GP05		
4531	432	Grand Prairie					
4531	131	Grand Prairie		GPISD	GP05		
4532	213	Grand Prairie		GPISD	GP05		
4532	82	Grand Prairie					
4533	950	Grand Prairie		GPISD	GP01		
4534	88	Grand Prairie					
4535	853	Grand Prairie		GPISD	GP05		
4536	50	Grand Prairie		GPISD	GP05		
4537	4	Grand Prairie	GP06	CHISD			
4538	875	Grand Prairie		GPISD	GP05		
4600	2,274	Irving	IR04				
4600	3	Grand Prairie					
4601	2,695	Irving	IR04				
4602	1,997	Irving	IR04				
4603	79	Irving	IR04				
4604	2,140	Irving	IR04				
4604	702	Irving					
4605	420	Irving					
4605	2,042	Irving	IR04				
4606	1,536	Irving	IR04				
4606	1,270	Irving					
4607	1,501	Irving					
4607	276	Irving	IR04				
4608	3,459	Irving					
4609	2,022	Irving					
4610	1,077	Irving					
4610	1,223	Irving	IR04				
4611	1,658	Irving		IRISD	IR03		
4611	35	Irving					
4612	332	Irving		IRISD	IR03		
4613	739	Irving					
4614	498	Irving		IRISD	IR03		
4615	179	Irving					
4615	49	Irving		IRISD	IR03		
4616	1,234	Irving					
4617	163	Irving	IR04				
4618	8	Irving		IRISD	IR03		
4618	429	Irving					
4619	1,214	Irving		IRISD	IR03		
4620	848	Irving	IR04				
4620	802	Irving					

PCT	Reg. Voters	City in Election	City District	ISD in Election	ISD District	DCCCD	Water
4621	1,972	Irving		IRISD	IR04		
4621	1,761	Irving					
4622	1,912	Irving					
4623	1,762	Irving		IRISD	IR03		
4623	684	Irving					
4624	1,625	Irving		IRISD	IR03		
4625	1,515	Irving					
4625	557	Irving		IRISD	IR03		
4626	542	Irving		IRISD	IR03		
4626	2,079	Irving					
4627	3,999	Irving					
4628	2,345	Irving		IRISD	IR04		
4629	1,208	Irving					
4629	136	Irving		IRISD	IR04		
4630	1,566	Irving					
4631	689	Irving					
4631	529	Irving		IRISD	IR03		
4632	1,841	Irving		IRISD	IR04		
4632	59	Irving		COPISD			
4632	5	Irving		CFBISD			
4633	853	Irving		CFBISD			
4634	2,075	Irving					
4634	837	Irving		CFBISD			
4635	1,038	Irving	IR06	CFBISD			
4635	521	Irving	IR06	COPISD			
4637	27	Irving	IR06	CFBISD			
4637	3,366	Irving		CFBISD			
4639	533	Irving		IRISD	IR03		
4639	162	Irving					
4640	2,655	Irving		IRISD	IR04		
4641	535	Irving		IRISD	IR03		
4642	183	Irving		IRISD	IR03		
4644	109	Irving		COPISD			
4645	5	Irving	IR06	COPISD			
4646	519	Irving	IR04				
4646	18	Irving					
4647	3,407	Irving	IR06	CFBISD			
4647	28	Irving	IR06	COPISD			
4648	2,113	Irving		IRISD	IR04		
4649	99	Irving	IR04				
4651	58	Irving	IR04				
4652	782	Irving					
4652	122	Irving	IR04				
4653	125	Irving					
4654	988	Irving					
4654	188	Irving	IR04				
4655	57	Irving		IRISD	IR03		

PCT	Reg. Voters	City in Election	City District	ISD in Election	ISD District	DCCCD	Water
4656	126	Irving					
4657	80	Irving		IRISD	IR03		
4658	92	Irving		IRISD	IR03		
4659	234	Irving					
4660	47	Irving		IRISD	IR03		
4661	903	Irving					
4662	246	Irving	IR04				
4664	1,010	Irving		CFBISD			
4664	841	Irving					

**Attachment F
Joint Entities Contact List**

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ATTACHMENT G
BALLOT ISSUES FOR PARTICIPATING POLITICAL SUBDIVISIONS

The Town of Addison (**TOA**): For Vote for 3 (3 Places) in **6** Dallas County voting precincts.

The City of Balch Springs (**COBS**): For Place 2, 4, 6 in **22** Dallas County voting precincts.

The City of Carrollton (**COC**): For Places 3, 5, 7, and Possible Bond Election (All at Large) in **16** Dallas County voting precincts and **16** Denton County precincts.

The City of Cedar Hill (**COCdH**): For Places 1 and 4 in **20** Dallas County voting precincts and **1** Ellis County precinct.

The City of Cockrell Hill (**COCKH**): For Places 1 and 2 and Mayoral position in **1** Dallas County voting precinct.

The City of Coppell (**COCp**): For Places 2, 4, and 6 and a Mayoral position in **13** Dallas County precincts and **2** Denton County precincts.

The City of DeSoto (**CODE**): For Places 6 and 7 and Possible Propositions in **27** Dallas County precincts.

The City of Duncanville (**CODu**): For Districts 2 and 4 and a Mayoral Position in **19** Dallas County precincts.

The City of Farmers Branch (**COFB**): For Districts 3 and 5 and Possible Charter Amendments in **22** Dallas County precincts.

The City of Garland (**COG**): For Districts 1, 2, 4 and 5 and a Special Election to fill a vacancy for Mayor position and Possible Propositions in **68** Dallas County precincts and **2** Collin County precincts.

The City of Grand Prairie (**COGP**): For Districts 5 and 6 and Place 8 At-Large in **54** Dallas County precincts and **1** Ellis County precinct.

The Town of Highland Park (**TOHP**): For Mayoral position and Vote for 5 (5 Places) in **4** Dallas County precincts.

The City of Hutchins (**COH**): For Mayoral position and Vote for 2 (2 Places) in **1** Dallas County precinct.

The City of Irving (**COI**): For Districts 4 and 6 and Place 8 At-Large in **94** Dallas County precincts.

The City of Lancaster (**COL**): For Mayoral position in **14** Dallas County precincts.

The City of Lewisville (**COLe**): For Place 2 and Mayoral position in **2** Dallas County precincts.

The City of Mesquite (**COM**): For Places 3, 4 and 5 and Possible Charter Amendments in **41** Dallas County precincts and **1** Kaufman County precinct.

The City of Rowlett (**CORw**): For Possible bond in **11** Dallas County precincts and **2** Rockwall County precincts.

The City of Sachse (**COSa**): For Places 1 and 2 in **3** Dallas County precincts and **3** Collin County precincts.

The City of Seagoville (**COSe**): For Places 1, 3, and 5, in **6** Dallas County precincts and **1** Kaufman County precinct.

May 5, 2018 Joint Election (document contents are subject to change)

Page 1 of 2

(as of Feb. 13, 2018)

ATTACHMENT G
BALLOT ISSUES FOR PARTICIPATING POLITICAL SUBDIVISIONS

The Town of Sunnyvale (**TOS**): For Places 1, 2, 5 and 6 and a Mayoral position and Possible Local Option in **2** Dallas County precincts.

The City of University Park (**COUP**): For Mayoral position and a Vote for 4 (4 Places) in **8** Dallas County precincts

The City of Wilmer (**COW**): For Mayoral position and a Vote for 2 (2 Places) in **1** Dallas County precinct.

The Carrollton-Farmers Branch Independent School District (**CFBISD**): For a Vote for 2 (2 Places) in **46** Dallas County precincts and **9** Denton County precincts.

The Cedar Hill Independent School District (**CHISD**): For Trustee Places 6 and 7 in **24** Dallas County precincts.

The Coppell Independent School District (**CpISD**): For Trustee Places 2, 6 and 7 in **21** Dallas County precincts.

The Dallas Independent School District (**DISD**): For Districts 1, 3 and 9 in **154** Dallas County precincts.

The DeSoto Independent School District (**DeISD**): For Trustee Places 6 and 7 in **25** Dallas County precincts.

The Duncanville Independent School District (**DuISD**): For Trustee Places 6 and 7 in **32** Dallas County precincts.

The Garland Independent School District (**GISD**): For Trustee Places 6 and 7 in **85** Dallas County precincts.

The Grand Prairie Independent School District (**GPISD**): For Districts 1 and 5, in **27** Dallas County precincts.

The Highland Park Independent School District (**HPISD**): For Places 1 and 2 in **14** Dallas County precincts.

The Irving Independent School District (**IISD**): For Districts 3 and 4 in **24** Dallas County precincts.

The Lancaster Independent School District (**LISD**): For Districts 1 and 2 in **5** Dallas County precincts.

The Mesquite Independent School District (**MISD**): For Places 6 and 7 in **59** Dallas County precincts.

The Richardson Independent School District (**RISD**): For Places 1 and 2, in **75** Dallas County precincts.

The Sunnyvale Independent School District (**SuISD**): For Places 3, 4 and 5 in **2** Dallas County precincts.

The Dallas County Community College District (**DCCCD**): For Districts 1 and 7 in **284** Dallas County precincts.

The Dallas Co PC MUD (**WDPD**): For Post 2 and 4 in **15** Dallas County Precincts.

LANCASTER CITY COUNCIL

City Council Special Meeting

3.

Meeting Date: 02/19/2018

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

Goal(s): Financially Sound Government

Submitted by: Fabrice Kabona, Assistant to the City Manager

Agenda Caption:

Consider a resolution authorizing Dallas County to resell 4108 Interurban Road tax foreclosed property, by public or private sell, to the highest qualified purchaser, as provided by Section 34.05 of the Texas Property Tax Code.

Background:

Following a judgment of the District Court of Dallas County, this parcel of land was offered for sell at public auction for foreclosure of the tax liens, securing payment of delinquent property taxes, accrued penalty and interest, and court costs. This parcel is in the City of Lancaster. This parcel did not receive sufficient bid as set by law and was struck off to City of Lancaster as follows:

- 4108 Interurban Rd.: \$21,749.00

Dallas County is preparing for the resell of the property, as a tax foreclosed property, which is now in the ownership of the taxing authorities. Pursuant to Section 34.05(a) of the Tax Code, Dallas County is requesting the City of Lancaster's consent to sell said property to the highest qualified purchaser, by either public or private sale.

The sell of said property will bring it back onto the City of Lancaster's tax roll, increasing the tax base and often recouping portions of delinquent taxes due as a result of judgments.

Operational Considerations:

As trustee for the City of Lancaster, Dallas County will coordinate the public or private sale of the tax foreclosed properties.

Legal Considerations:

Dallas County handles all legal matters associated with the public or private sale process. The resolution authorizing the resell has been reviewed and approved as to form by the City Attorney.

Public Information Considerations:

Dallas County is responsible for all applicable legal notices required under the Texas Property Code for the public sale of tax foreclosed properties. This item is being considered at a Special Meeting of the City Council noticed in accordance with the Texas Open Meetings Act.

Fiscal Impact:

The judgment at the time of strike off was as follows:

- 4108 Interurban Rd.: \$11,128.34

The City may recoup some of its back taxes, and the property will be placed back on the tax rolls and we will begin to receive tax revenue. At this time, the City is receiving no tax revenue from this parcel. The City of Lancaster retains responsibility for the maintenance of all struck off properties until sold.

Options/Alternatives:

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

Recommendation:

Staff recommends approval of the resolution, as presented.

Attachments

Resolution

Exhibit A

Map

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS, AUTHORIZING DALLAS COUNTY TO RESELL TAX FORECLOSED PROPERTIES BY PUBLIC OR PRIVATE SALE, TO THE HIGHEST QUALIFIED PURCHASER, AS PROVIDED BY SECTION 34.05 OF THE TEXAS PROPERTY TAX CODE.

WHEREAS, this matter was briefed to the Lancaster City Council ("City Council") on February 19, 2018 wherein the City Council agreed to use this form of Resolution to provide the County of Dallas consent to sell specific properties to the highest qualified purchaser by public or private sale; and

WHEREAS, several parcels of land were offered for sale by the Sheriff of Dallas County, Texas, at public auction pursuant to a judgment of the District Court of Dallas County, Texas, for foreclosure of the tax liens securing payment of delinquent property taxes, accrued penalty and interest, and court costs; and

WHEREAS, those parcels of land which did not receive a sufficient bid as set by law were struck off to the County of Dallas, the City of Lancaster and Lancaster Independent School District (Taxing Authorities) pursuant to Section 34.01(j) of the Property Tax Code; and

WHEREAS, by this resolution, the County of Dallas, as Trustee for itself and the other Taxing Authorities is authorized to resell these struck off parcels of land, which did not receive a sufficient bid as set by law and to execute quitclaim deeds for said parcels conveying the right, title, and interest acquired or held by the City of Lancaster as a party to the judgment foreclosing tax liens, and

WHEREAS, the City of Lancaster desires to resell said parcel(s) in an expeditious manner pursuant to Section 34.05 of the Property Tax Code.

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

SECTION 1. The City does hereby provide specific authorization to the County of Dallas to act as Trustee to offer for sale by public or private sale the parcels of land shown in Exhibit "A" attached hereto and made a part hereof and the Lancaster City Council does hereby consent to the sale of said parcels to the highest purchaser, even if the amount tendered is less than the market value of the land specified in the judgment of foreclosure or the total amount of the judgment against the property in compliance with Section 34.05(i) of the Texas Property Tax Code, or for an amount equal to or greater than its current market value as shown by the most recent certified appraisal role, if the sum of the amount of the judgment plus post-judgment taxes, penalties, and interest owing against the property exceeds the market value in compliance with Section 34.05(j) of the Texas Property Tax Code, and each taxing unit entitled to receive proceeds of the sale consents to the sale for that amount.

SECTION 2. This Resolution shall take effect immediately from and after its passage in accordance with the provisions of the law.

DULY PASSED and approved by the City Council of the City of Lancaster, Texas, on this the 19th day of February, 2018.

ATTEST:

Sorangel O. Arenas, City Secretary

APPROVED:

Marcus E. Knight, Mayor

APPROVED AS TO FORM:

David T. Ritter, City Attorney

EXHIBIT "A"

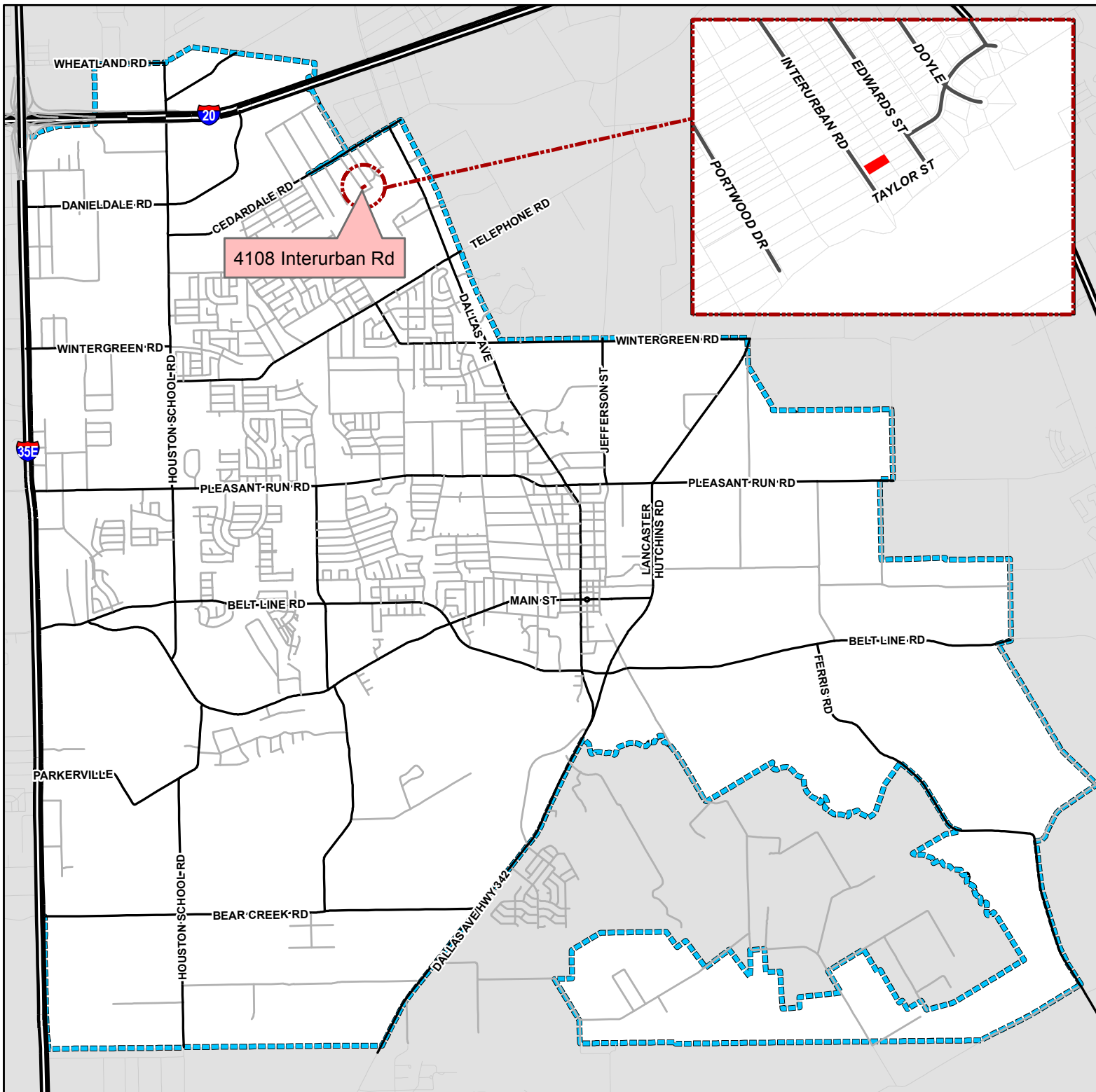
**TAX FORECLOSURE PROPERTY STRUCK OFF TO THE WILMER-HUTCHINS ISD (NOW DISD)
AS TRUSTEE FOR THE COUNTY OF DALLAS AND THE CITY OF LANCASTER**

WITH THE COUNTY OF DALLAS ASSUMING THE LEAD ROLE IN THE RESALE OF SAID LISTED PROPERTY



STREET ADDRESS	CITY	TAX ACCOUNT #	IMPROVED / UNIMP.	LAND SIZE (APPROX.)	DCAD VALUE	JUDGMENT CAUSE No. / DATE	JUDGMENT AMOUNT	STRIKE OFF AMOUNT	MARKET VALUE IN JUDGMENT	TAX YEARS INCLUDED IN JUDGMENT (COUNTY, CITY, SCHOOL)	DATE OF SHERIFF'S SALE
4108 Interurban Road	Lancaster	36085500010240000	U	60' x 153' 9,040 SF	\$8,000	TX-92-41076-T/I 11/7/1997	\$11,128.34	\$21,749.74	\$36,740	County: 1993-1996 City: 1991-1993, 1995-1996 WHISD: 1988-1996	4/6/2004

K:\PROPERTY\DTAX\CityofLancaster\ExhA-City\ISDForm3-24-16-LISD

City of Lancaster
Tax Foreclosed
Property Sturck Off
to City of Lancaster
2/5/2018
4108 Interurban Rd



Legend

-  City Limits
-  Foreclosed Property



0 0.375 0.75 1.5 Miles

LANCASTER CITY COUNCIL

City Council Special Meeting

4.

Meeting Date: 02/19/2018

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

Goal(s): Financially Sound Government
Sound Infrastructure
Quality Development

Submitted by: Rona Stringfellow, Assistant City Manager

Agenda Caption:

Consider a Resolution stating support or no objection for the application of Palladium USA to the Texas Department of Housing and Community Affairs for 2018 Housing Tax Credits.

Background:

On January 29, 2018, the City of Lancaster received a request from Palladium USA requesting city support for the Palladium at Lancaster multi-family development proposal. The Texas Department of Housing and Community Affairs state law provides an opportunity for the local jurisdiction to affect the scoring of an application by issuing a local resolution of support or neutrality in accordance with Texas Local Government Code 2306.671(b)(1)(B). The Texas Department of Housing and Community Affairs also sent a letter to Mayor and City Council members dated January 19, 2018. The following must be submitted prior to March 1, 2018:

- identify the specific development and clearly state support or no objection

Operational Considerations:

Due to the impending deadline with the Texas Department of Community Affairs, the applicant needed to submit this request. There is also a rezoning application that has been submitted to the Planning Division to request the Multi-family zoning. The proposed location for the development is currently zoned AO (Agriculture). Planning staff is in receipt of the application and is processing it simultaneously with this request.

Legal Considerations:

The City Attorney has reviewed the resolution as to form.

Public Information Considerations:

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

Options/Alternatives:

1. City Council may submit a resolution of support.
2. City Council may submit a resolution of no objection.

Attachments

Resolution

Exhibit A

Notice (TDHCA)

Palladium Executive Summary

Palladium Development proposal

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LANCASTER, SUPPORTING THE APPLICATION OF PALLADIUM AT LANCASTER TO THE TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS FOR 2018 HOUSING TAX CREDITS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Palladium USA has proposed a development for affordable workforce housing at 700 S. I35E named Palladium at Lancaster in the City of Lancaster, Dallas County, Texas; and,

WHEREAS, Palladium USA intends to submit application to the Texas Department of Housing and Community Affairs (TDHCA) for 2018 Housing Tax Credits; and

WHEREAS, SS49.5 (a)(7), Texas Administrative Code, which requires approval and support by the local political subdivision if the municipality has more than twice the state average of units per capita support by Housing Tax Credits or private activity bonds at the time the Application rounds begins; and

WHEREAS, the City desires to support the proposed development, as depicted on the attached Exhibit "A" and attachments thereto;

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

SECTION 1. That the City of Lancaster hereby authorizes and supports an allocation of housing tax credits for Palladium at Lancaster as depicted on Exhibit "A" and the attachments thereto, which is attached hereto and incorporated herein by reference.

SECTION 2. That this Resolution shall take effect immediately from and after its adoption and it is so resolved.

DULY PASSED and approved by the City Council of the City of Lancaster, Texas, on this the 19th day of February, 2018.

ATTEST:

APPROVED:

Sorangel O. Arenas, City Secretary

Marcus E. Knight, Mayor

APPROVED AS TO FORM:

David T. Ritter, City Attorney

Palladium Lancaster Overview of Housing Tax Credits (HTC)

Changes in the HTC program

The Texas Department of Housing and Community Affairs (TDHCA) has been engaged in refining and refocusing housing intended for the workforce over the past 6 to 7 years. Therefore, developments that have been funded with HTCs that are less than 6 years old are a completely different product and tenant profile than older developments that were developed under the Low Income Housing Tax Credit program. Below is a brief overview of a timeline that led to substantive changes that have made this funding source a much more sustainable option.

- In 2008 the Inclusive Communities Project (ICP) sued the Texas Department of Housing and Community Affairs (TDHCA) arguing that the agency's allocation of Low Income Housing Tax Credits resulted in a disparate impact on African-American residents under the Fair Housing Act. As a result of this law suit, the TDHCA refocused and restructured the program for receiving tax credits.
- As a result of this lawsuit, the TDHCA created a Remedial Plan that's purpose was to redistribute housing into High Opportunity Areas (HOA). These would be areas of growth and where new opportunity exists rather than in low income and economically depressed neighborhoods.
- The remedial plan served as a catalyst for the TDHCA to rewrite the HTC program in order to incentivize developments to develop in the path of growth and to serve a more purposeful tenant profile. The tool the TDHCA uses to distribute HTCs is the Qualified Allocation Plan (QAP) and the state has used this tool to change the program. Below are a list of some of the substantive changes that have been made to the program since this Remedial Plan served as a launching point. The point for the substantive changes were to locate developments in the path of growth and opportunity and provide a framework for long term sustainability.
 - The QAP defines what it calls Undesirable Neighborhood Features. Below is a list of features that would render a location ineligible for tax credits.
 - The Development Site is located within a census tract that has a poverty rate above 40 percent for individuals.
 - The Development Site is located in a census tract or within 1,000 feet of any census tract in an Urban Area and the rate of Part I violent crime is greater than 18 per 1,000 persons (annually) as reported on neighborhoodscout.com.
 - The Development Site is located within 1,000 feet of multiple vacant structures visible from the street, which have fallen into such significant disrepair, overgrowth, and/or vandalism that they would commonly be regarded as blighted or abandoned.
 - The Development Site is located within the attendance zones of an elementary school, a middle school and a high school that does not have a Met Standard rating by the Texas Education Agency.
 - The QAP defines what it calls Undesirable Site Features. Among those features would be any site that is too close to sexually-oriented businesses, heavy industrial or dangerous uses, railroads, or junkyards.
 - The QAP mandates that a development must be located within a mile of 6 mandatory services that would include things like a grocery store, pharmacy, restaurants, a hospital, a church, a bank, a public school and other existing services that would indicate a desirable living location.
 - The QAP also focused on the workforce as a tenant base as defined by families that earn 50-80% of the Area Median Income (AMI) instead of serving "Low Income" families (those who make 30% or less of AMI). Along with this came a rebranding of the program to drop the "Low Income" from the name and just call it the Housing Tax Credit program as it exists today.

Comparison of Palladium Lancaster to an aged apartment community in Lancaster that used Low Income Tax Credits under the pre-remedial plan program.

<u>Criteria</u>	<u>Rosemont at Lancaster</u>	<u>Palladium Lancaster</u>
Average Rent for a 1 bedroom	NA	\$688-1,102
Average Rent for a 2 bedroom	\$773	\$826-1,322
Average Rent for a 3 bedroom	\$892	\$954-1,527
Average Rent for a 4 bedroom (4 bedroom units are for large families)	\$993	NA
Owner Managed Vs. 3 rd Party Managed	3 rd Party	Owner
High end Developer Vs. Low End Developer	Southwest Housing (the largest low income developer in the state at the time this was Developed)	High end (Primarily a high end developer who's products are knowable around DFW)

Palladium as Owner/Manager

Palladium USA is a privately owned company based in Dallas with over 130 years' experience developing and managing high end apartments around the world including Dallas, London, Paris, Milan, Dubai and many more. We are not a merchant builder who will build and sell. It is our business plan to build and hold our assets long term. Therefore, we do not hire out development or management of communities and maintain a high standard of excellence through developing and managing ourselves.

- We hold long term. We do not build to sell. Our background is high end and our long term perspective guides every decision we make from design and construction to management. We design and build to the highest standards as can be seen in any of our communities around the DFW metroplex.
- We manage ourselves. We do not hire out management to a 3rd party as we have found that management companies are traditionally only concerned with making money. We manage ourselves as we are concerned about managing the physical environment for the long term, not just the short. We also are extremely concerned with managing our tenant profile and will not allow rule breakers to stay living in our community.
- We are high end developers. Our portfolio is not a portfolio of low income housing. Instead, we develop and currently own some of the nicest developments in DFW from luxury high rise to mid-rise to low-rise. When we develop housing for workforce, we use the same designers, architects, consultants and contractors that we do for our luxury products that sit at the top of the market. We do this because of our long term perspective. It would not benefit us to build at a reduced quality and then have to rehab our own development down the road.
- We develop in the path of growth and plan strategically to be a part of improving the community around us. DFW has a growing housing crisis. The cost to live in north Dallas is now out of reach for many good working people and we believe that growth will be flowing south. Therefore, we have identified Lancaster as an outlet for great opportunity.



RECEIVED JAN 29 2018

**Texas Department of Housing and Community Affairs
Multifamily Finance Division
Notification of Submission of Affordable Housing Applications**

January 19, 2018

The Honorable Marcus Knight
Mayor of Lancaster
P.O. Box 940
Lancaster, TX 75146

Re: Notification of Affordable Rental Housing Application(s) Proposed in Your City

Dear Mayor Knight:

The Texas Department of Housing and Community Affairs (the "Department") is in receipt of a preliminary application(s) for possible funding through the Competitive Housing Tax Credit Program to develop or acquire affordable multifamily rental housing in your community.

This notification is made in accordance with Tex. Gov't Code §2306.1114 to ensure that you are fully informed of the housing activity in your district and so that you can provide input on the proposed application(s) if you so choose. The Department greatly values your views concerning the need for affordable rental housing within your community and how the proposed development(s) may address that need. Additionally, state law provides an opportunity for the applicable local jurisdiction (the city and/or county) to affect the scoring of an application by issuing a local resolution of support or neutrality in accordance with Tex. Gov't Code §2306.6710(b)(1)(B). In order to affect the scoring of an application within its jurisdiction, the local government resolution must be submitted on or before March 1, 2018, identify the specific development, and clearly state support or no objection. Applications in some counties may be submitted prior to the March 1 deadline, in order to access points for disaster declarations by the Governor, and your letter is due with the earlier Application. Once submitted, the resolution cannot be withdrawn or amended. More information can be found on page 28 of the 2018 Qualified Allocation Plan found at <http://www.tdhca.state.tx.us/multifamily/docs/18-QAP.pdf>

Should the applicant(s) submit a full application to the Department on or before March 1, 2018, the Department will notify you again with more detailed information about the proposed development and provide information related to general public comment including statewide hearings. The Department's mission is to administer its assigned programs efficiently, transparently, and lawfully and to invest its resources strategically while developing high quality affordable housing which allows Texas communities to thrive. Through our multifamily programs, the Department encourages the new construction or rehabilitation of affordable multifamily housing, primarily through private developers. These developments benefit Texans in your community by providing potential employment, local tax revenue, and affordable, safe, and high quality housing for eligible households.

If you have any questions or need additional information, please contact Michael Lytle, Chief of External Affairs, at 512.475.4542 or michael.lytle@tdhca.state.tx.us.

Sincerely,

Marni Holloway

Marni Holloway
Director, Multifamily Finance



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

221 East 11th Street, Austin, TX 78701
PO Box 13941 Austin, TX 78711

Main Number: 512-475-3800
Toll Free: 1-800-525-0657

Email: info@tdhca.state.tx.us
Web: www.tdhca.state.tx.us

Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.
Relay Texas: 800-735-2989 (TTY) and 711 (Voice).

Relevant Development Information as Presented by the Applicant:

Project Number: 18066
Development Name: Palladium Lancaster
Development Address: east side of Interstate 35E and north of Breezewood Lane
Development City: Lancaster Development Zip: 75146 Region: 3
Regional Allocation: Urban Target Population: General
Set Aside: ☐ Nonprofit ☐ USDA ☐ At-Risk
Construction Type: New Construction
Credit/ Funding Request: \$1,500,000
Total Low Income Units: 120 Total Market Rate Units: 0 Total Units: 120

Applicant Information:

Owner Contact: Thomas E. Huth
Owner Address: 13455 Noel Road, Suite 400
Owner City: Dallas Owner State: TX Owner Zip: 75240
Owner Phone: (972) 774-4400
Owner Email: lom@palladiumusa.com



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

221 East 11th Street, Austin, TX 78701
PO Box 13941, Austin, TX 78711

Main Number: 512-475-3800
Toll Free: 1-800-525-0857

Email: info@tdhca.state.tx.us
Web: www.tdhca.state.tx.us

Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.
Relay Texas: 800-735-2969 (TTY) and 711 (Voice).

EXECUTIVE SUMMARY
Palladium Lancaster
120-150 Unit Class A Constructed Multifamily Housing



Palladium USA is a privately owned company with over 140 years' experience developing and managing high quality developments around the world including Dallas, London, Paris, Milan, Dubai and many more. Our office is located in Dallas. We have developed and managed luxury properties all over the world. In fact, we are developing a 30 story high rise in the Legacy West development just up the road in Plano. Palladium USA has an extensive history developing quality housing around the world and right here in North Texas. We are certainly a known developer in DFW and the quality of our existing developments speak directly to our capabilities and dedication to quality in our product as well as our ability to execute as promised. We have become extremely interested in helping develop residential living in close proximity to jobs and downtown Fort Worth.

North Texas is exploding in growth. Along with this economic boom has come a very real housing shortage with most home builders and developers focusing on the top 10% of the market. Very few homes are being built under \$300,000 and rental rates for quality apartments are at historical highs. Even aging homes that need a significant cash investment to bring them up to date are demanding high prices. Palladium, as a high end developer, has taken our quality class A product and positioned itself to serve the workforce that is needed to serve our economy. These are the medical staff, restaurant staff, the public servants, the child care workers and the many support staff in all the industries that serve our growing economy. We are able to develop Class A rental housing and offer it \$100-\$300 below market rents utilizing Housing Tax Credits and therefore allowing a very real and important segment of our economy access to great housing in areas where it is needed.

Proposed Housing

Palladium Lancaster will be a 120-150 unit, class A constructed multifamily community located northeast quadrant of Interstate 35 and Breezewood Lane (aerial attached), City of Lancaster, Dallas County, Texas. Comprised of 1, 2, and 3 bedrooms, Palladium at Lancaster will be a Class A constructed community designed in a distinctly upscale aesthetic that will use federal tax credits as a source of equity in order to be able to afford high end construction and still be able to offer affordable rents in the DFW market.

- Development cost will be \$180,000 a unit (Over a 23 Million dollar development)
- Class A construction
 - High percentage of masonry on the exterior
 - Articulation and variation of materials in the elevations in order to create architectural interest. Not flat walls along the exterior elevations
 - Granite Countertops
 - Upgraded cabinetry in the units
 - Vinyl Plank (wood look) flooring instead of carpet in the units living and dining rooms
 - Upgraded and high end look unit fixtures
- Resort style amenity package consistent with the nicest rental communities in DFW
 - Resort style pool
 - Fully appointed clubhouse with fitness center, business center, club room, and common area
 - Open space landscaped for a parklike setting with playground and barbeque picnic areas



Palladium USA is a developer of top quality rental housing around the world. We have existed for well over 140 years by holding to certain values. First, we are not a property flipper. We build, hold and manage our own properties long term. Currently we have properties in Western Europe that we have owned for over 100 years. Because of our long term commitment to our developments, we manage our properties ourselves as no third party management company would be willing to give our properties the attention we need in order to maintain them well for generations. For more information about Palladium USA, please look us up at www.palladiumusa.com.

- Palladium is not a merchant builder who builds to sell. Instead we prefer to hold our properties and plan to hold Palladium Lancaster for decades.
- WE MANAGE OUR PROPERTIES OURSELVES. This is extremely important as 3rd party managers are only concerned with getting the most rent and are not as concerned with long term maintenance or managing the resident population well.
- Omnium Management (Our in-house management company)
 - Each resident who wishes to live at our property will be required to go through an extensive background check.
 - We hire "Resident Retention Specialists" called CARES Teams from an organization called Apartment Life. These CARES Teams will be a married couple that attend a local church that we will give a free apartment to in order that they build the culture of community by hosting events and facilitating friendships.
 - The national average tenure for apartment renters is 11 months. We have achieved an average tenure of over 20 months by intentional management and creating an environment where people want to stay which speaks directly to the quality of the physical as well as the social environment we create.

Tax Credit Financing

The Texas Department of Housing and Community Affairs (TDHCA) administers annually Housing Tax Credits that are intended to serve the purpose of providing affordable housing for the workforce of Texas.

- Several years ago, the TDHCA reformed the focus and objective of the housing initiative in Texas. The current Housing Tax Credit Program focuses on serving primarily families earning 50-60% of the area median income (people earning up to \$50,000 annually). This demographic consists of the backbone of the economy: Civil Servants such as law enforcement and city staff; health care workers; educators; clergy; the many support staff in the numerous businesses in the region; restaurant staff; retail staff; etc.
- We are not proposing Section 8 Housing, Public Housing or Government Subsidized Housing. Palladium Lancaster will be privately owned (not government owned). It will use tax credit equity to bridge the gap between the high cost of constructing Class A rental housing and charging rents that the workforce can afford.
- Benefits of Tax Credit equity
 - The TDHCA requires the owner to hold the property for a minimum of 15 years. This is a requirement to use the funding. We expect to own this development for 30+ years.
 - Tax Credit funded rental communities have the lowest failure rate in the industry (.01%) due to the controlled rent structure that does not shift with fluctuating markets and the upfront vetting of each of these developments.
 - We will self-manage the property and we perform extensive background checks on our residents to screen for violent criminals and sex offenders.

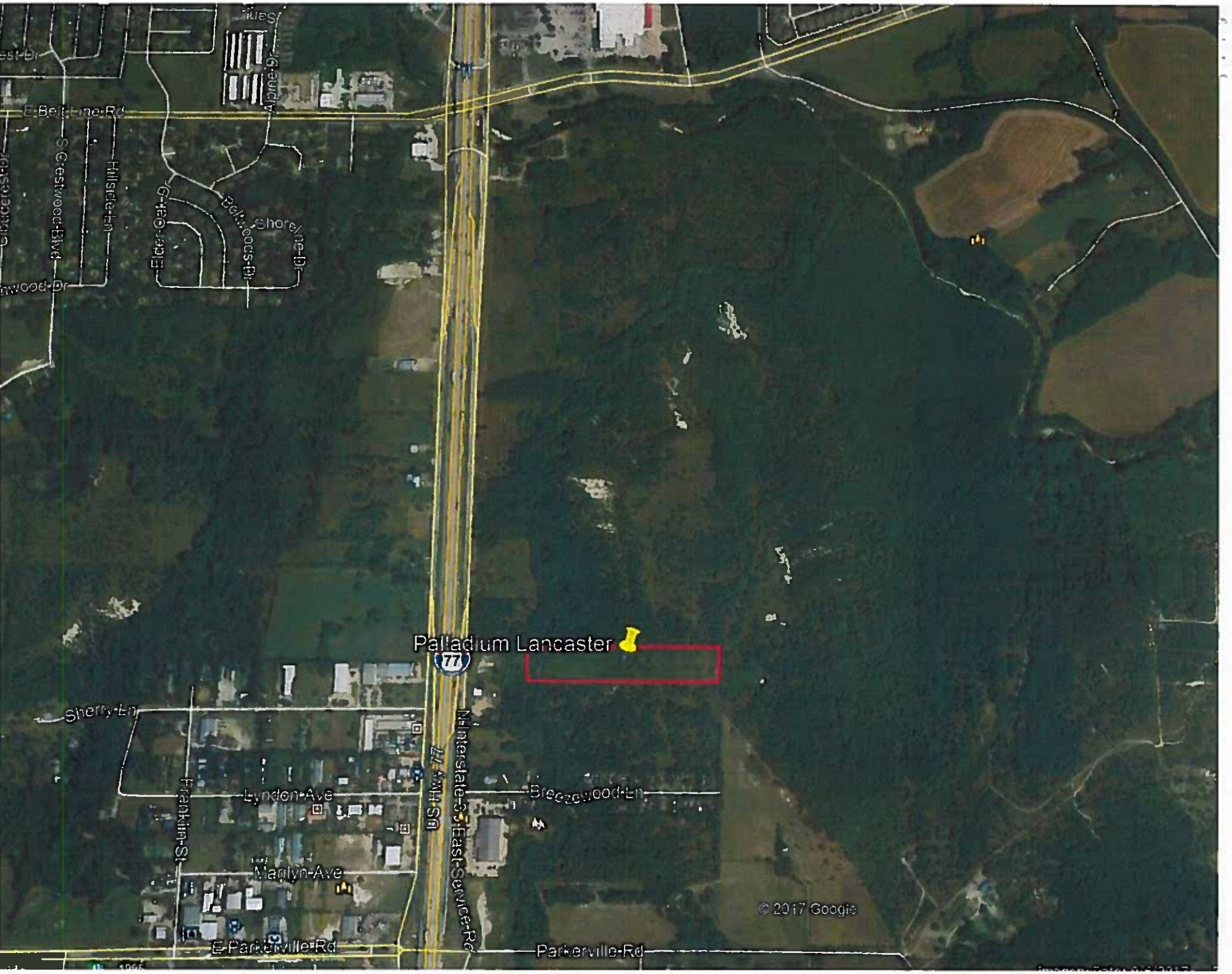
Summary

Palladium at Lancaster will be a Class A constructed rental community that will serve the much needed workforce that is the backbone of our thriving community.

PALLADIUM LANCASTER

CONCEPT RENDERING





Palladium Lancaster



Interstate 77
Lancaster Service Rd

Parkerville Rd

© 2017 Google

PALLADIUM LANCASTER

LANCASTER, TEXAS

120 UNITS



SHEET INDEX

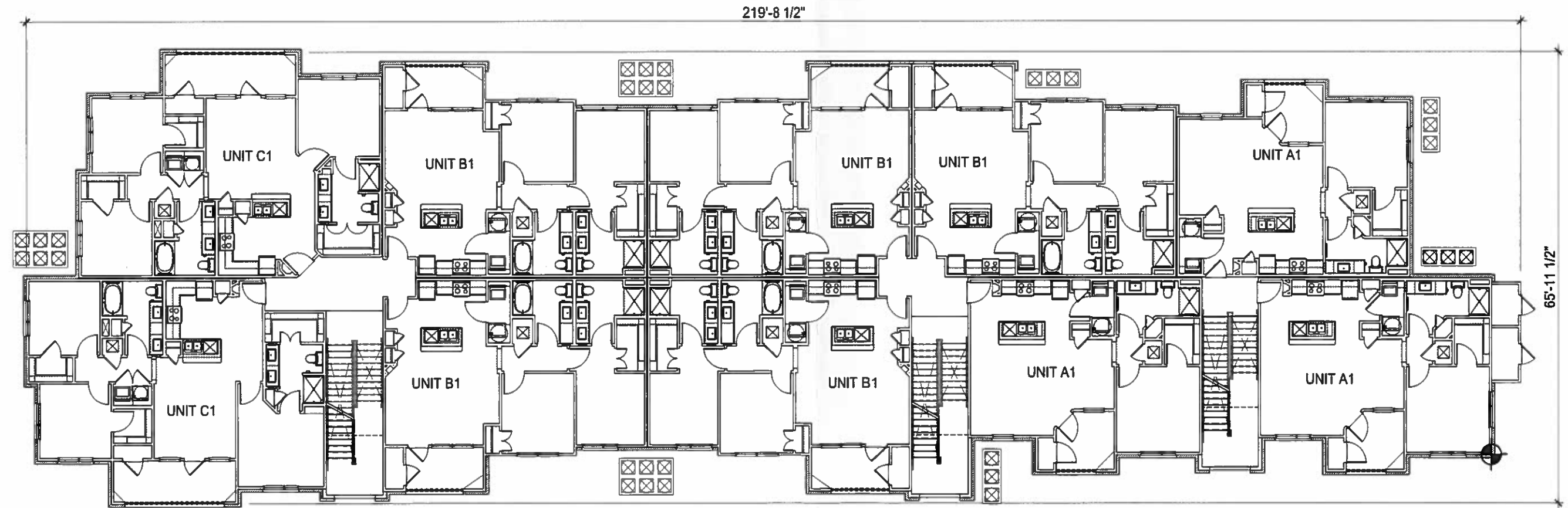
A0.0	COVER SHEET
A1.0	SITE PLAN
A2.0	A1 UNIT PLAN
A2.1	B1 UNIT PLAN
A2.2	C1 UNIT PLAN
A3.0	BUILDING 'A' - PLAN
A3.1	BUILDING 'A' - ELEVATIONS
A4.0	CLUBHOUSE PLAN
A4.1	CLUBHOUSE ELEVATIONS
A4.2	CLUBHOUSE ELEVATIONS

VICINITY MAP



PALLADIUM LANCASTER
LANCASTER, TEXAS

PALLADIUM LANCASTER
LANCASTER, TEXAS



NON-A.C. S.F. - FIRST FLOOR	
PRIVATE STORAGE	190
PRIVATE PATIO	779
COMMON BREEZEWAY	1,038
TOTAL NON A.C. S.F.	2,007

NON-A.C. S.F. - SECOND FLOOR	
PRIVATE STORAGE	190
PRIVATE PATIO	779
COMMON BREEZEWAY	459
TOTAL NON A.C. S.F.	1,428

NON-A.C. S.F. - THIRD FLOOR	
PRIVATE STORAGE	190
PRIVATE PATIO	779
COMMON BREEZEWAY	791
TOTAL NON A.C. S.F.	1,760

NON-A.C. S.F. - ALL FLOORS	
PRIVATE STORAGE	570
PRIVATE PATIO	2,337
COMMON BREEZEWAY	2,288
TOTAL NON A.C. S.F.	5,195

BUILDING 'A' 1ST, 2ND & 3RD FLOOR PLAN

SCALE 1/16" = 1' - 0"

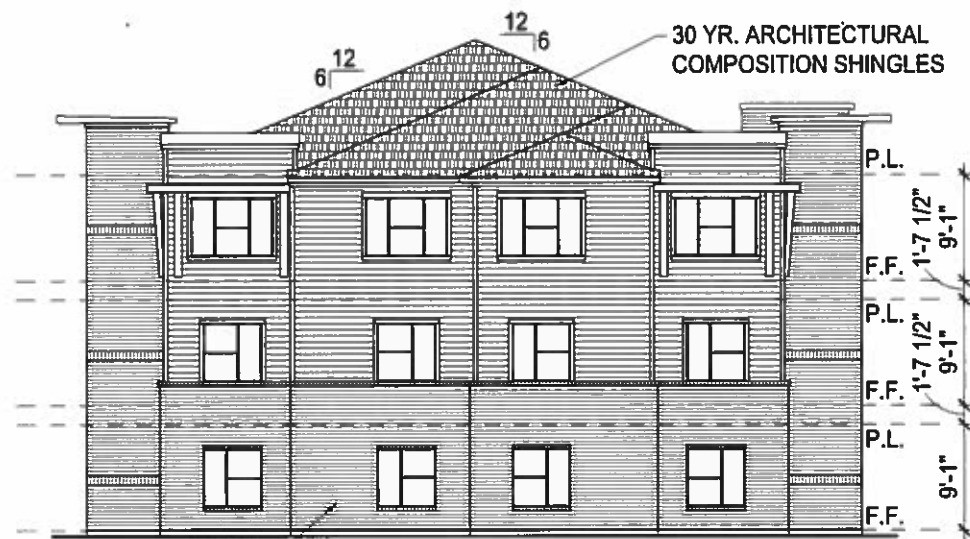
A3.0

BLDG A

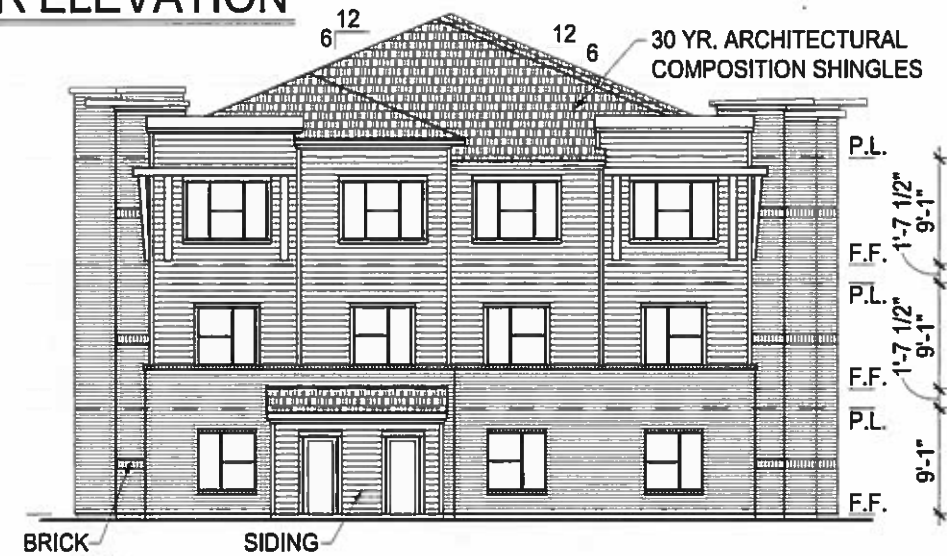
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04 BUILDING 'A' REAR ELEVATION
SCALE 1/16" = 1' - 0"



02 BUILDING 'A' LEFT ELEVATION
SCALE 1/16" = 1' - 0"



03 BUILDING 'A' RIGHT ELEVATION
SCALE 1/16" = 1' - 0"



01 BUILDING 'A' FRONT ELEVATION
SCALE 1/16" = 1' - 0"

PALLADIUM LANCASTER
LANCASTER, TEXAS



04 BUILDING 'A' REAR ELEVATION
SCALE 1/16" = 1' - 0"



02 BUILDING 'A' LEFT ELEVATION
SCALE 1/16" = 1' - 0"



03 BUILDING 'A' RIGHT ELEVATION
SCALE 1/16" = 1' - 0"



01 BUILDING 'A' FRONT ELEVATION
SCALE 1/16" = 1' - 0"

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LANCASTER, TEXAS



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01 BUILDING 'A' ELEVATION RENDERING
SCALE: NTS

EMPLOYEE AND TENANT FLOOR AREA
CONDITIONED SPACE S.F.

EMPLOYEE ONLY S.F.	
HVAC	18
HVAC/JANITORS	24
WORK ROOM	133
OFFICE #1	158
OFFICE #2	160
CLOSET	14
TOTAL EMPLOYEE ONLY S.F.	507

TENANT ACCESS S.F.	
FITNESS ROOM	553
CHILDREN'S PLAYROOM	255
BUSINESS CENTER	288
HALL	264
MEN'S RR	147
WOMEN'S RR	166
CONFERENCE ROOM	199
KITCHEN	328
MULTIPURPOSE ROOM	545
STORAGE #1	9
STORAGE #2	75
STORAGE #3	62
WAITING AREA/LOBBY	430
LEASING AREA	242
TOTAL TENANT ACCESS S.F.	3,563

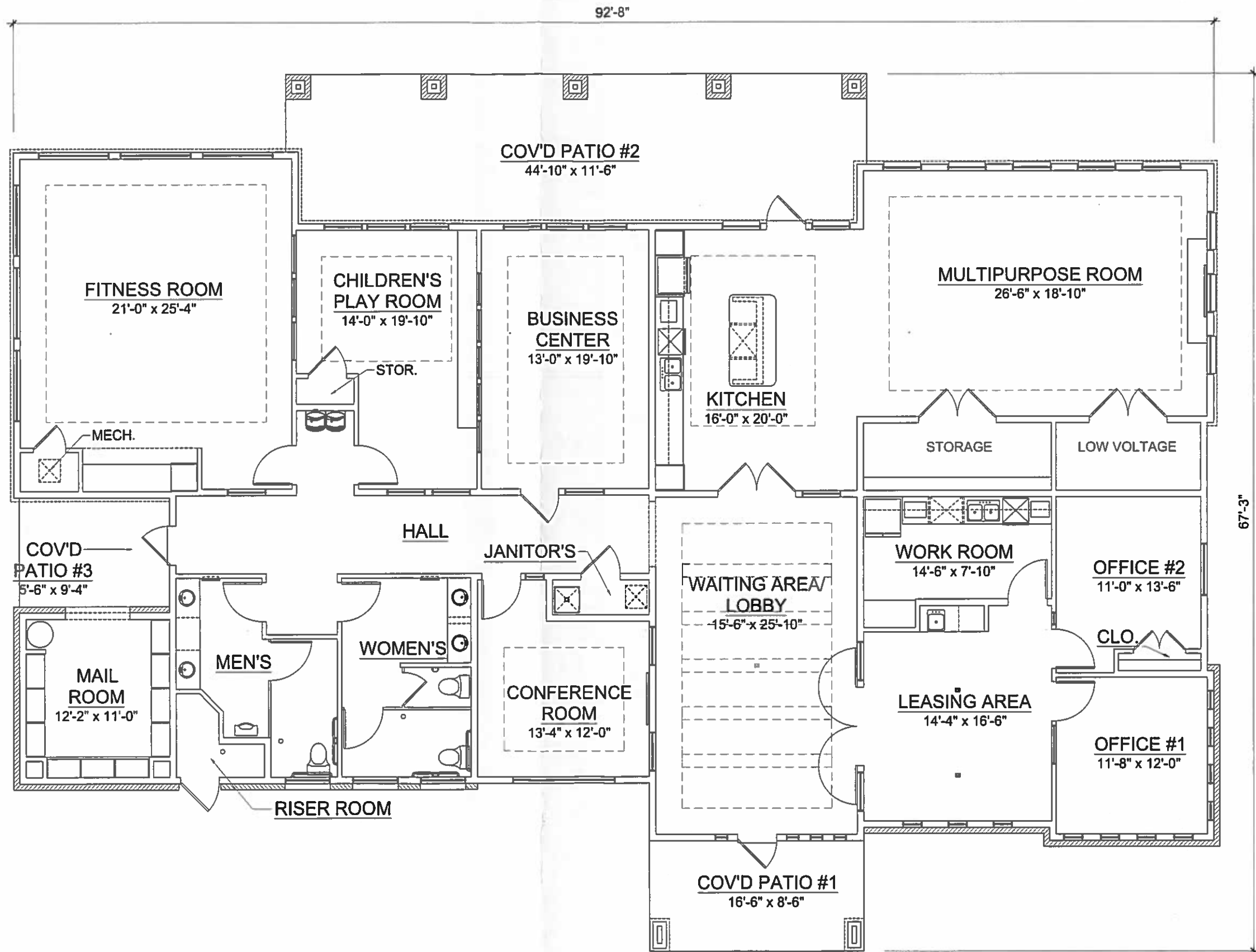
TOTAL CONDITIONED SPACE S.F. 4,070

UNCONDITIONED SPACE S.F.

EMPLOYEE ONLY S.F.	
RISER ROOM	35
TOTAL EMPLOYEE ONLY S.F.	35

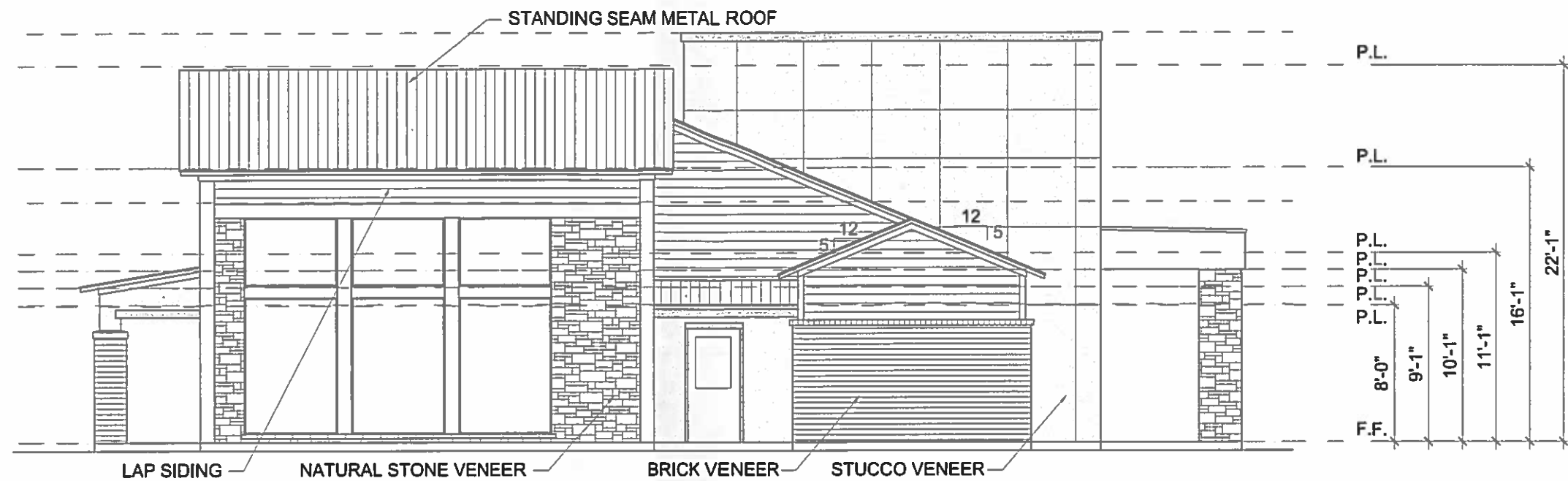
TENANT ACCESS S.F.	
COV'D PATIO #1	140
COV'D PATIO #2	512
COV'D PATIO #3	58
TOTAL TENANT ACCESS S.F.	710

TOTAL UNCONDITIONED SPACE S.F. 745

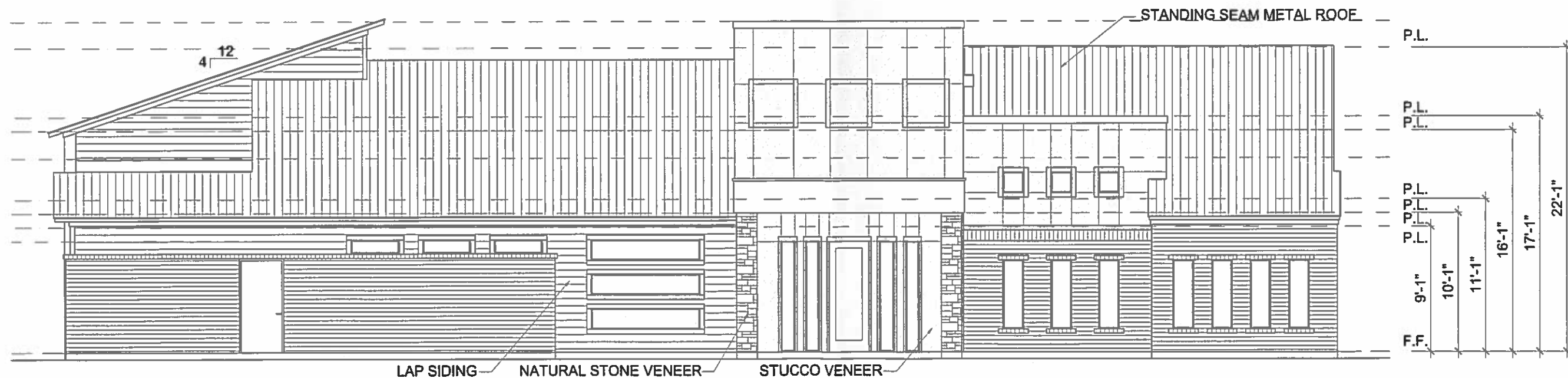


CLUBHOUSE FLOOR PLAN 5,030 S.F.
SCALE 1/8" = 1' - 0"

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LANCASTER, TEXAS



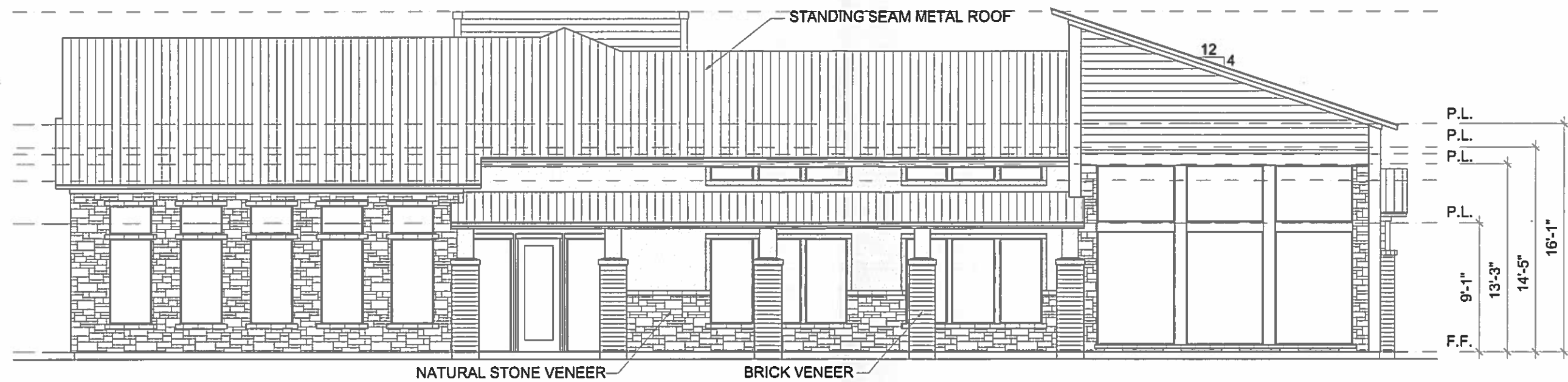
02 CLUBHOUSE LEFT ELEVATION
SCALE 1/8" = 1' - 0"



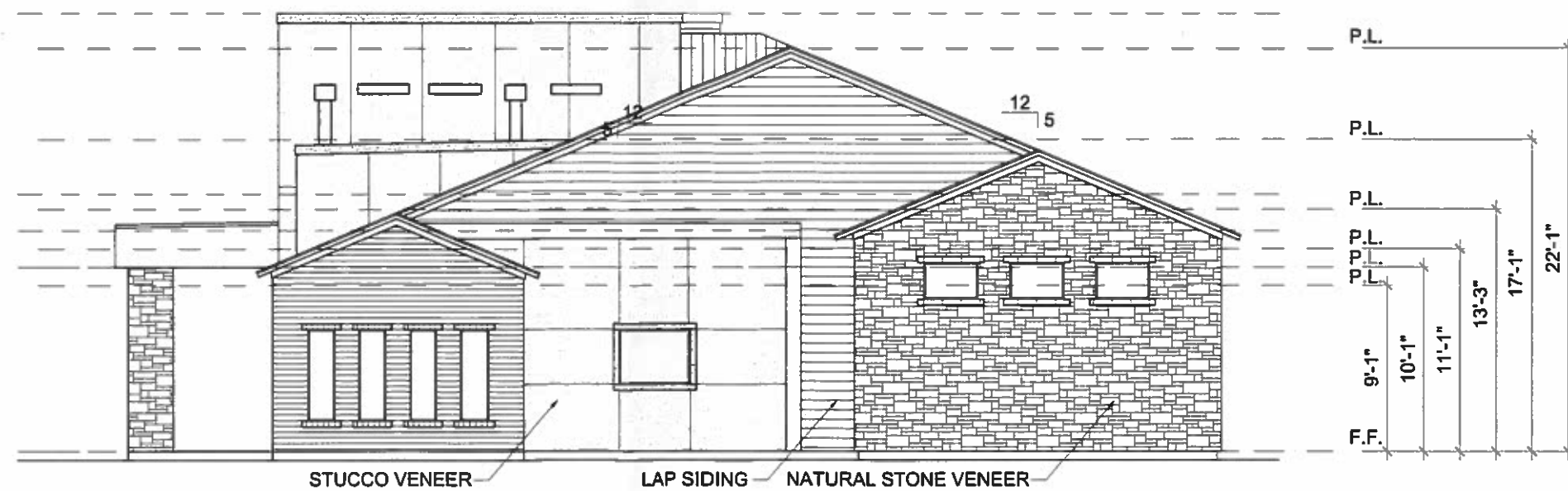
LAP SIDING NATURAL STONE VENEER STUCCO VENEER

BUILDING MATERIALS	
MASONRY	66%
SIDING	34%
TOTAL	100%

01 CLUBHOUSE FRONT ELEVATION
SCALE 1/8" = 1' - 0"



02 CLUBHOUSE REAR ELEVATION
SCALE 1/8" = 1' - 0"



BUILDING MATERIALS	
MASONRY	66%
SIDING	34%
TOTAL	100%

01 CLUBHOUSE RIGHT ELEVATION
SCALE 1/8" = 1' - 0"

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LANCASTER, TEXAS

PALLADIUM LANCASTER
LANCASTER, TEXAS

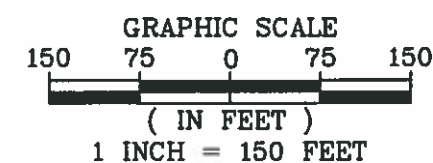
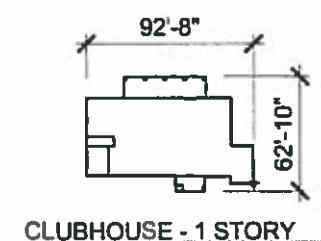
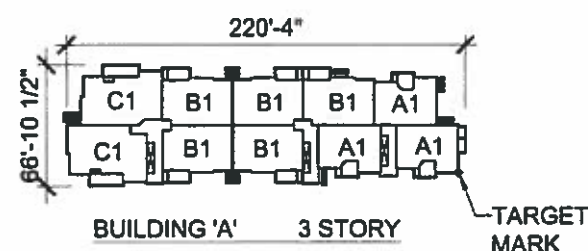


UNIT TABULATION

TYPE		# UNITS	S.F.	TOTAL SQ. FT.
A1	ONE BEDROOM, ONE BATH	34	804 S.F.	27,336 S.F.
A1-HC	ONE BEDROOM, ONE BATH	2	804 S.F.	1,608 S.F.
B1	TWO BEDROOM, TWO BATH	57	960 S.F.	54,720 S.F.
B1-HC	TWO BEDROOM, TWO BATH	3	960 S.F.	2,880 S.F.
C1	THREE BEDROOM, TWO BATH	23	1,154 S.F.	26,542 S.F.
C1-HC	THREE BEDROOM, TWO BATH	1	1,154 S.F.	1,154 S.F.
TOTAL		120		114,240 S.F.

BUILDING TABULATION

TYPE	# BLDGS.	UNITS/BLDG.	UNIT TYPES	BLDG. S.F.	TOTAL SQ. FT.
A	4	30	A1-9, B1-15, C1-6	28,560 S.F.	114,240 S.F.
TOTAL	4				114,240 S.F.



SITE PLAN
SCALE 1" = 100' - 0"

A1.0
SITE PLAN
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LANCASTER CITY COUNCIL

City Council Special Meeting

5.

Meeting Date: 02/19/2018

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

Goal(s): Quality Development

Submitted by: Sorangel O. Arenas, City Secretary

Agenda Caption:

The City Council shall convene into closed executive session pursuant to Section 551.087, Texas Gov't Code to deliberate the offer of financial or other incentives to a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations.

Background:

Executive Session matters.

LANCASTER CITY COUNCIL

City Council Special Meeting

6.

Meeting Date: 02/19/2018

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

Goal(s): Professional & Committed City Workforce

Submitted by: Sorangel O. Arenas, City Secretary

Agenda Caption:

Reconvene into open session. Consider and take appropriate action(s), if any, on closed/executive session matters.

Background:

This agenda item allows City Council to take action necessary, if any, on item(s) discussed in Executive Session.