



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

Monday, September 28, 2020 - 7:00 PM



While the Mayor may be physically present at City Hall, the other Councilmembers will attend via video or audio link due to the COVID-19 emergency situation.

IMPORTANT NOTICE: Due to the COVID-19 (coronavirus) state of emergency and consistent with the Governor's Order regarding modifications to the Texas Open Meetings Act ("TOMA"), and executive orders regarding the public will not be admitted to the physical meeting location.

Please click the link below for forms:

<https://www.lancaster-tx.com/1413/Notice-Regarding-Public-Participation>

Please click the link below to join the webinar:

https://us02web.zoom.us/webinar/register/WN_b9O5pKR-Sda4nNSYrljnma

The meeting will be broadcast live via video at the following address:

<http://www.lancaster-tx.com/324/Watch-Meetings>

7:00 P.M. REGULAR MEETING:

CALL TO ORDER

INVOCATION: Ministerial Alliance

PLEDGE OF ALLEGIANCE: Deputy Mayor Pro Tem Robinson

PROCLAMATION: Blood Cancer Awareness

CITIZENS' COMMENTS:

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

CONSENT AGENDA:

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

1. Consider approval of minutes from the City Council Regular Meeting on September 14, 2020.
2. Consider a resolution adopting the City of Lancaster's Financial Policy providing for prudent financial management of all funds to enable the City to maintain a long-term stable and positive financial condition; and to provide guidelines for the day-to-day planning and operation of the City's financial matters.

3. Consider a resolution adopting the City of Lancaster's Investment Policy providing that all funds of the city be managed and invested for safety, liquidity, and diversification and yield investments chosen in a manner that promotes diversity by market sector, credit, and maturity; providing that this policy serves to satisfy the requirements of Chapter 2256 of the Local Government Code, "Public Funds Investment Act".
4. Consider a resolution adopting the City of Lancaster Debt Management Policy establishing guidelines for debt financing to provide for land, long-term capital additions, and infrastructure improvements while minimizing the impact of debt payments on current and future revenues.
5. Consider an ordinance approving the proposed fiscal year 2020/2021 budget for proceeds of seized property for the Lancaster Police Department for the fiscal year beginning October 1, 2020, and ending September 30, 2021; providing that expenditures for said fiscal year shall be in accordance with said budget.
6. Consider an ordinance, establishing Civil Service assignment pay within the Police and Fire Departments; prescribing the rate in each assignment.
7. Consider an ordinance, establishing Civil Service classifications within Police and Fire Departments; prescribing the number of positions in each classification.
8. Consider a resolution providing for the adoption of the Master Fee Schedule for all fees and charges assessed and collected by the City of Lancaster.
9. Consider a resolution approving the terms and conditions of a professional services agreement between the City of Lancaster and Catholic Charities the administration of the Lancaster Emergency Small Business Program funded through the Coronavirus Aid, Relief, and Economic Security(CARES) Act.
10. Consider a resolution authorizing the City Manager to negotiate and execute an agreement for a lease/purchase financing plan with JP Morgan Chase Bank, N.A. in an amount not to exceed one million eight hundred thousand dollars (\$1,800,000.00) for the purchase of a 2020 Pierce Ladder Truck and accompanying equipment.

ACTION:

11. M20-10 Discuss and consider an exception to the Lancaster Development Code (LDC) Article 14.400 Permissible Uses to allow for installation of temporary trailers for COVID-19 drive through tests at the Walgreens Pharmacy located at 1507 W. Pleasant Run Road at the northwest corner of Pleasant Run and N. Bluegrove Road.

PUBLIC HEARING:

12. M19-01 Conduct a public hearing and consider an ordinance adopting the 2020 Streetscape Master Plan; and amending Chapter 8, Community Character and Design by replacing 2006 Streetscape Master Plan of the 2016 Comprehensive Plan.
13. M20-06 Conduct a public hearing and consider an ordinance adopting the 2020 Master Thoroughfare Plan; amending Chapter 4, Transportation; Master Thoroughfare Plan of the 2016 Comprehensive Plan.

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 September 24, 2020 @ 10:30 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 Regular Meeting

1.

Meeting Date: 09/28/2020

Policy Statement: This request supports the City Council 2020-2021 Policy Agenda

Goal(s): Professional and Committed City Workforce

Submitted by: Sorangel O. Arenas, City Secretary

Agenda Caption:

Consider approval of minutes from the City Council Regular Meeting on September 14, 2020.

Background:

Attached for your review and consideration are minutes from the City Council Regular Meeting on September 14, 2020.

Attachments

Minutes 09 14 20

MINUTES

LANCASTER CITY COUNCIL REGULAR MEETING OF SEPTEMBER 14, 2020

The City Council of the City of Lancaster, Texas, met in a called Regular Meeting in the Council Chambers of City Hall on September 14, 2020, at 7:00 p.m. with a quorum present to-wit:

Councilmembers Present (City Hall & Zoom):

Mayor Clyde C. Hairston
Carol Strain-Burk
Stanley Jaglowski
Marco Mejia
Deputy Mayor Pro Tem Derrick D. Robinson
Mayor Pro Tem Racheal Hill
Nina Morris

City Staff Present (City Hall & Zoom):

Opal Mauldin-Jones, City Manager
Carey Neal, Assistant to the City Manager
Keturah Barnett, ICMA Fellow
Michelle Evans, Assistant Director Human Resources
Cheryl Womble, Administrative & Community Relations Supervisor
John Melton, Library Manager
Nina Newbert, Dispatch Manager
Kellen, Benbrook, Airport Manager
Andy Waits, Public Works Director
Shane Shepard, Economic Development Director
David T. Ritter, City Attorney
Sorangel O. Arenas, City Secretary

Call to Order:

Mayor Hairston called the meeting to order at 7:01 p.m. on September 14, 2020.

Invocation:

Bishop Clyde C. Hairston of Miracle Temple Fellowship Church gave the invocation.

Pledge of Allegiance:

Councilmember Marco Mejia led the pledge of allegiance.

Proclamation:

Mayor Hairston read the Constitution Week proclamation and encouraged all citizens to affirm and protect the responsibilities granted by the Constitution.

Consent Agenda:

City Secretary Arenas read the consent agenda.

1. **Consider approval of minutes from the City Council Regular Meetings held on August 24, 2020, and City Council Special Meeting held on August 31, 2020.**
2. **Consider a resolution to reiterate and clarify the City of Lancaster's position regarding racial and social equity issues, and pledging to identify, address, and consider racial and social equity issues in all decision-making processes.**
3. **Consider a resolution approving the terms and conditions of an agreement with Reynolds Asphalt Company through the utilization of an Interlocal Agreement with the City of Grand Prairie for the reconstruction of a portion of West 5th Street between Dallas Avenue and Hall Street in an amount not to exceed one hundred nineteen thousand four hundred fifty-two dollars and eighty cents (\$119,452.80).**

MOTION: Councilmember Strain-Burk made a motion, seconded by Councilmember Morris to approve consent items 1 through 3. The roll call vote was taken 7 for, 0 against.

4. **Conduct a public hearing and consider an ordinance amending the Code of Ordinances by readopting, ratifying, republishing and extending Ordinance No. 2017-09-47, codified as chapter 14 of the code of ordinances, article 14.02 division 2, "curfew", for a period of three (3) years.**

City Manager Mauldin-Jones shared that the Chapter 370.002 of the Texas Local Government Code provides that curfew ordinances be reviewed by the governing body of the city every three years. The police department requested that the City Attorney review the ordinance. It is the recommendation of the police department and the City Attorney that the city continues the provisions of the code without any modifications and schedules the next review in September 2023.

Mayor Hairston opened the public hearing.

There were no speakers.

MOTION: Councilmember Strain-Burk made a motion, seconded by Councilmember Jaglowski to close the public hearing. The roll call vote was taken 7 for, 0 against.

MOTION: Councilmember Strain-Burk made a motion, seconded by Councilmember Jaglowski to approve item 4. The roll call vote was taken 7 for, 0 against.

5. Conduct a public hearing and discuss an ordinance making certain findings in connection with the proposed supplemental services ordered in connection with the Beltline Ashmoore Public Improvement District.

City Manager Mauldin-Jones shared that Beltline Ashmoore is an established subdivision consisting of approximately 19.42 acres generally located on the north side of Beltline Road between Houston School Road and Blue Grove. The subdivision has an approved Public Improvement District (PID) to provide for the maintenance of all common areas and entry features. City Manager Mauldin-Jones shared that annually the PID board in accordance with the provisions of Chapter 372 of the Texas Local Government Code (the "Act") is required to establish and present an updated five (5) year service and assessment plan. Under the Act, the City is required to hold a public hearing on the proposed assessment and service plan details related to the district and the levy of the assessment. Additionally, City Council is required to hold a public hearing to receive comments regarding the five-year service plan prior to adoption and that public hearing was posted in the local publication of record on September 3, 2020, and notice mailed to property owners of record on September 2, 2020. City Manager Mauldin-Jones shared that The Beltline Ashmoore PID is proposing to maintain its current annual assessment of \$0.1500 per \$100 assessed value.

Councilmember Strain-Burk ask if clarification on the public hearing procedure protocols for handling the PIDs ordinances.

City Manager Mauldin-Jones shared that Staff recommends conducting and closing the public hearing and placing the item on the September 21, 2020, regular meeting for consideration.

Mayor Hairston opened the public hearing.

There were no speakers.

MOTION: Councilmember Jaglowski made a motion, seconded by Councilmember Stain-Burk to close the public hearing. The roll call vote was taken 7 for, 0 against.

6. Conduct a public hearing and discuss an ordinance making certain findings in connection with the proposed supplemental services ordered in connection with the Boardwalk Public Improvement District.

City Manager Mauldin-Jones shared that Boardwalk is an established subdivision consisting of approximately 43.237 acres in Phase 1 and 42.486 acres in Phase 2 totaling 85.723 acres generally located on the south side of Cedardale Road and on the east side of Houston School Road. The subdivision has an approved Public Improvement District (PID) to provide for the maintenance of all common areas and entry features. Annually, the PID board in accordance with the provisions of Chapter 372 of the Texas Local Government Code (the "Act") is required to establish and present an updated five (5) year service and assessment plan. Under the Act, the City is required to hold a public hearing on the proposed assessment and service plan details related to the district and the levy of the assessment. City Manager Mauldin-Jones shared that annually the PID board in accordance with the provisions of Chapter 372 of the Texas Local Government Code (the "Act") is required to establish and present an updated five (5) year service and assessment plan. Under the Act, the City is required to hold a public hearing on the proposed assessment and service plan details related to the district and the levy of the assessment. Additionally, City Council is required to hold a public hearing to receive comments regarding the five-year service plan prior to adoption and that public hearing was posted in the local publication of record on September 3, 2020, and notice mailed to property owners of record on September 2, 2020. City Manager

Mauldin-Jones shared that Boardwalk PID is proposing to maintain its current annual assessment of \$0.2000 per \$100 assessed value. City Manager Mauldin-Jones shared that Staff recommends conducting and closing the public hearing and placing the item on the September 21, 2020, regular meeting for consideration. City Manager Mauldin-Jones shared that a representative from the PID was available online to answer any questions should Council have any.

Mayor Hairston opened the public hearing.

There were no speakers.

MOTION: Councilmember Morris made a motion, seconded by Councilmember Strain-Burk to close the public hearing. The roll call vote was taken 7 for, 0 against.

7. **Conduct a public hearing and discuss an ordinance making certain findings in connection with the proposed supplemental services ordered in connection with the Glendover Estates Public Improvement District.**

City Manager Mauldin-Jones shared that Glendover Estates is an established subdivision of approximately 29.56 acres generally located south of Pleasant Run Road and west of Houston School Road. The subdivision has an approved Public Improvement District (PID) to provide for the maintenance of all common areas and entry features. City Manager Mauldin-Jones shared that annually the PID board in accordance with the provisions of Chapter 372 of the Texas Local Government Code (the "Act") is required to establish and present an updated five (5) year service and assessment plan. Under the Act, the City is required to hold a public hearing on the proposed assessment and service plan details related to the district and the levy of the assessment. Additionally, City Council is required to hold a public hearing to receive comments regarding the five-year service plan prior to adoption and that public hearing was posted in the local publication of record on September 3, 2020, and notice mailed to property owners of record on September 2, 2020. City Manager Mauldin-Jones shared that The Glendover Estates PID is proposing to maintain its annual assessment of \$0.2400 per \$100 assessed value. City Manager Mauldin-Jones shared that Staff recommends conducting and closing the public hearing and placing the item on the September 21, 2020, regular meeting for consideration. City Manager Mauldin-Jones shared that a representative from the PID was available online to answer any questions should Council have any.

Mayor Hairston opened the public hearing.

There were no speakers.

MOTION: Councilmember Strain-Burk made a motion, seconded by Councilmember Jaglowski to close the public hearing. The roll call vote was taken 7 for, 0 against.

Mayor Hairston announced that it should be remembered that each PID item will be returned to Council on September 21, 2020, for consideration.

8. Conduct a public hearing and discuss an ordinance making certain findings in connection with the proposed supplemental services ordered in connection with the Lancaster Mills Public Improvement District.

City Manager Mauldin-Jones shared that Lancaster Mills is a subdivision of approximately 60.59 acres located north of Beltline Road and east of the Homestead Addition, south of Redbud Drive and west of the Pecan Hollow Estates Addition. The subdivision has an approved Public Improvement District (PID) to provide for the maintenance of its common areas and entry features. City Manager Mauldin-Jones shared that annually the PID board in accordance with the provisions of Chapter 372 of the Texas Local Government Code (the "Act") is required to establish and present an updated five (5) year service and assessment plan. Under the Act, the City is required to hold a public hearing on the proposed assessment and service plan details related to the district and the levy of the assessment. Additionally, City Council is required to hold a public hearing to receive comments regarding the five-year service plan prior to adoption and that public hearing was posted in the local publication of record on September 3, 2020, and notice mailed to property owners of record on September 2, 2020. City Manager Mauldin-Jones shared that the Lancaster Mills District is currently undeveloped, the proposed assessment rate of \$0.0000 per \$100 assessed valuation as there are no budgeted expenses for the 2020/2021 fiscal year. City Manager Mauldin-Jones shared that Staff recommends conducting and closing the public hearing and placing the item on the September 21, 2020, regular meeting for consideration. City Manager Mauldin-Jones shared that a representative from the PID was available online to answer any questions should Council have any. Mayor Hairston opened the public hearing.

There were no speakers.

MOTION: Councilmember Strain-Burk made a motion, seconded by Councilmember Jaglowski to close the public hearing. The roll call vote was taken 7 for, 0 against.

9. Conduct a public hearing and discuss an ordinance making certain findings in connection with the proposed supplemental services ordered in connection with the Meadowview Public Improvement District.

City Manager Mauldin-Jones shared that Meadowview is an established subdivision consisting of approximately, 810 Single Family Lots and 1 common area/detention pond, 215.262 total acreage including 50.614 acres in Phase 1, 36.907 acres in Phase 2, 36.493 in Phase 3, 2.869 acres in Phase 4 and 88.384 acres in Phase 5. This subdivision is generally located east of Ames Road, west of Dizzy Dean Drive and north of Wintergreen Road. The subdivision has an approved Public Improvement District (PID) to provide for the maintenance of its common areas and entry features. City Manager Mauldin-Jones shared that annually the PID board in accordance with the provisions of Chapter 372 of the Texas Local Government Code (the "Act") is required to establish and present an updated five (5) year service and assessment plan. Under the Act, the City is required to hold a public hearing on the proposed assessment and service plan details related to the district and the levy of the assessment. Additionally, City Council is required to hold a public hearing to receive comments regarding the five-year service plan prior to adoption and that public hearing was posted in the local publication of record on September 3, 2020, and notice mailed to property owners of record on September 2, 2020. City Manager Mauldin-Jones shared that the Meadowview PID is proposing to maintain its annual assessment of \$0.1000 per \$100 assessed value. City Manager Mauldin-Jones shared that Staff recommends conducting and closing the public hearing and placing the item on the September 21, 2020, regular meeting for consideration. City Manager Mauldin-Jones shared that a representative from the PID was available online to answer any questions should Council have any.

Mayor Hairston opened the public hearing.

Harmonica Mayes 3113 Crimson Clover Dr, shared concerns of Meadowview PIDs responsibility regarding a screening wall for an adjacent property.

City Manager Mauldin-Jones shared that Boardwalk has its own PID and that Meadowview PID is only responsible for areas confined to Meadowview PID.

Mayor Hairston shared with Harmonica Mayes that City Hall would need to be contacted to respond to issues unrelated to posted items.

MOTION: Councilmember Strain-Burk made a motion, seconded by Councilmember Jaglowski to close the public hearing. The roll call vote was taken 7 for, 0 against.

10. **Conduct a public hearing and discuss an ordinance making certain findings in connection with the proposed supplemental services ordered in connection with the Millbrook East Public Improvement District (PID).**

City Manager Mauldin-Jones shared that Millbrook East is an established subdivision consisting of approximately 46.265 acres in Phase 1, 17.572 acres Phase 2A, 13.540 acres Phase 2B, 17.49 acres in Phase 3A, and 14.94 acres in Phase 3B. Millbrook East is generally located on the south side of Pleasant Run Road, east of Houston School Road and west of Bluegrove Road. The subdivision has an approved Public Improvement District (PID) to provide for the maintenance of its common areas and entry features. The PID was established August 8, 2011, and expanded on August 26, 2019. City Manager Mauldin-Jones shared that annually the PID board in accordance with the provisions of Chapter 372 of the Texas Local Government Code (the "Act") is required to establish and present an updated five (5) year service and assessment plan. Under the Act, the City is required to hold a public hearing on the proposed assessment and service plan details related to the district and the levy of the assessment. Additionally, City Council is required to hold a public hearing to receive comments regarding the five-year service plan prior to adoption and that public hearing was posted in the local publication of record on September 3, 2020, and notice mailed to property owners of record on September 2, 2020. City Manager Mauldin-Jones shared that the Millbrook East PID is proposing to decrease its annual assessment to \$0.1100 per \$100 assessed value. In the prior year, fiscal year 2020, Millbrook East PID had an assessment rate of \$0.1500 per \$100 assessed value. City Manager Mauldin-Jones shared that Staff recommends conducting and closing the public hearing and placing the item on the September 21, 2020, regular meeting for consideration. City Manager Mauldin-Jones shared that a representative from the PID was available online to answer any questions should Council have any.

Mayor Hairston opened the public hearing.

There were no speakers.

MOTION: Councilmember Strain- Burk made a motion, seconded by Councilmember Jaglowski to close the public hearing. The roll call vote was taken 7 for, 0 against.

11. **Conduct a public hearing and discuss an ordinance making certain findings in connection with the proposed supplemental services ordered in connection with the Pleasant Run Estates Phase 1-A Public Improvement District.**

City Manager Mauldin-Jones shared that

City Manager Mauldin-Jones shared that annually the PID board in accordance with the provisions of Chapter 372 of the Texas Local Government Code (the "Act") is required to establish and present an updated five (5) year service and assessment plan. Under the Act, the City is required to hold a public hearing on the proposed assessment and service plan details related to the district and the levy of the assessment. Additionally, City Council is required to hold a public hearing to receive comments regarding the five-year service plan prior to adoption and that public hearing was posted in the local publication of record on September 3, 2020, and notice mailed to property owners of record on September 2, 2020. City Manager Mauldin-Jones shared that Pleasant Run Estates, Phase 1-A is an established subdivision consisting of approximately 30.44 acres generally located on the north side of Pleasant Run Road between Houston School Road and Blue Grove. The subdivision has an approved Public Improvement District (PID) to provide for the maintenance of its common areas and entry features. The Pleasant Run Estates, Phase 1-A PID is proposing to maintain its annual assessment of \$0.1800 per \$100 assessed value. City Manager Mauldin-Jones shared that Staff recommends conducting and closing the public hearing and placing the item on the September 21, 2020, regular meeting for consideration. City Manager Mauldin-Jones shared that a representative from the PID was available online to answer any questions should Council have any.

Mayor Hairston opened the public hearing.

There were no speakers.

MOTION: Councilmember Strain- Burk made a motion, seconded by Councilmember Jaglowski to close the public hearing. The roll call vote was taken 7 for, 0 against.

12. **Conduct a public hearing and discuss an ordinance making certain findings in connection with the proposed supplemental services ordered in connection with the Rolling Meadows Public Improvement District.**

City Manager Mauldin-Jones shared that Rolling Meadows is an established subdivision consisting of approximately 38.8 acres generally located on the east and west side of Rolling Hills Place and on the North side of Beltline. The subdivision has an approved Public Improvement District (PID) to provide for the maintenance of its common areas and entry features. City Manager Mauldin-Jones shared that annually the PID board in accordance with the provisions of Chapter 372 of the Texas Local Government Code (the "Act") is required to establish and present an updated five (5) year service and assessment plan. Under the Act, the City is required to hold a public hearing on the proposed assessment and service plan details related to the district and the levy of the assessment. Additionally, City Council is required to hold a public hearing to receive comments regarding the five-year service plan prior to adoption and that public hearing was posted in the local publication of record on September 3, 2020, and notice mailed to property owners of record on September 2, 2020. City Manager Mauldin-Jones shared that the Rolling Meadows PID is proposing to maintain its annual assessment of \$0.30 per \$100 assessed value. City Manager Mauldin-Jones shared that Staff recommends conducting and closing the public hearing and placing the item on the September 21, 2020, regular meeting for consideration. City Manager

Mauldin-Jones shared that a representative from the PID was available online to answer any questions should Council have any.

Mayor Hairston opened the public hearing.

There were no speakers.

MOTION: Councilmember Strain- Burk made a motion, seconded by Councilmember Jaglowski to close the public hearing. The roll call vote was taken 7 for, 0 against.

13. **Conduct a public hearing and discuss an ordinance making certain findings in connection with the proposed supplemental services ordered in connection with the Tribute at Mills Branch and Tribute East at Mills Branch Public Improvement District.**

City Manager Mauldin-Jones shared that annually the PID board in accordance with the provisions of Chapter 372 of the Texas Local Government Code (the "Act") is required to establish and present an updated five (5) year service and assessment plan. Under the Act, the City is required to hold a public hearing on the proposed assessment and service plan details related to the district and the levy of the assessment. Additionally, City Council is required to hold a public hearing to receive comments regarding the five-year service plan prior to adoption and that public hearing was posted in the local publication of record on September 3, 2020, and notice mailed to property owners of record on September 2, 2020. City Manager Mauldin-Jones shared that Tribute at Mills Branch and Tribute East at Mills Branch is a subdivision of approximately 42.7 acres located south of Beltline Road and east of Southwood Drive and platted as the Tribute at Mills Branch, Phases 1A and 1B, 190 single family lots and 9 common areas, recorded in Volume 2005097, Page 37 and Volume 2005163, Page 183, Deed Records of Dallas County, Texas; and Tribute East at Mills Branch (291 North Blue Grove Road); of approximately 4.64 acres from John M. Rawlins Abstract 1209, pg 245, Tract 8, located south of Beltline Road on the west side of North Bluegrove Road, conveyed to Wilbow Homestead Development Corporation, Volume 2005097, Page 3594 Deed Records of Dallas County, Texas. The subdivision has an approved Public Improvement District (PID) to provide for the maintenance of its common areas and entry features. City Manager Mauldin-Jones shared The PID board is proposing to maintain its annual assessment rate of \$0.3600 per \$100 assessed valuation. City Manager Mauldin- Jones shared that Staff recommends conducting and closing the public hearing and placing the item on the September 21, 2020, regular meeting for consideration. City Manager Mauldin-Jones shared that a representative from the PID was available online to answer any questions should Council have any.

Mayor Hairston opened the public hearing.

There were no speakers.

Councilmember Jaglowski thanked each person involved with the PIDs and thoughtful budget planning. He thanked all involved for their pride in responsibilities involving the PIDs.

MOTION: Councilmember Strain- Burk made a motion, seconded by Councilmember Jaglowski to close the public hearing. The roll call vote was taken 7 for, 0 against.

14. **Conduct a public hearing and discuss an ordinance regarding the proposed fiscal year 2020/2021 budget for the fiscal year beginning October 1, 2020 and ending September 30, 2021; providing that expenditures for said fiscal year shall be in accordance with said budget.**

City Manager Mauldin-Jones shared that State Truth-in-Taxation law and the City Charter require the City of Lancaster to conduct a public hearing on the proposed annual budget. The proposed total tax rate required to provide revenue for maintenance and operations and interest and sinking fund requirements is \$0.819736 cents per \$100 assessed valuation. The approval of the proposed ordinance will adopt the FY 2020/2021 budget and appropriate necessary funds for the City's operation, maintenance and debt service requirements. The proposed budget was presented to the Lancaster City Council at a work session held on Monday, August 10, 2020 and Monday, August 24, 2020. This is the first of two public hearings on the proposed budget. Additionally, City Manager Mauldin-Jones shared that the budget total for all funds are \$63,738,326 and that a second and final public hearing and consideration for adoption is scheduled for Monday, September 21, 2020. A copy of the proposed budget is available for public review in the City Secretary's office. City Manager Mauldin-Jones shared that a Notice regarding the public hearings was posted in accordance with state law in the City's newspaper of record, Focus Daily News on Thursday, September 3, 2020, and on the City of Lancaster website. City Manager Mauldin-Jones shared that Staff recommends to conduct this public hearing to receive public comments, close the public hearing, and place the item on the September 21, 2020, at 7:00 p.m. at the Lancaster Municipal Center, Council Chambers, 211 North Henry Street, Lancaster, Texas for a regular meeting, public hearing, for consideration.

Mayor Hairston opened the public hearing.

There were no speakers.

MOTION: Councilmember Strain- Burk made a motion, seconded by Councilmember Jaglowski to close the public hearing. The roll call vote was taken 7 for, 0 against.

15. **Conduct a public hearing and discuss an ordinance regarding the proposed revenue increase from levying ad valorem taxes for fiscal year 2020/2021 at \$0.819736 per one hundred dollars assessed valuation of all taxable property within the corporate limits to provide revenues for current maintenance and operation expenses and interest and sinking fund requirements; providing due and delinquent dates; penalties and interest; providing a homestead exemption and disability exemption.**

City Manager Mauldin-Jones shared that State Truth-in-Taxation law, Local Government Code and the City Charter require that an ordinance levying the ad valorem taxes be read and a public hearing held at a regular or special meeting of the Lancaster City Council. The tax rate proposed for fiscal year 2020/2021 is \$0.819736 per one hundred dollars assessed valuation on taxable property within the corporate limits. These tax dollars provide revenue for current operating and maintenance expenses and interest and sinking fund requirements. The total tax revenue will increase from properties on the tax roll in the preceding tax year by 3.90% (percentage by which the tax rate will be higher than the No-New-Revenue tax rate calculated under Chapter 26, Tax Code.) Individual taxes may increase or decrease at a rate greater or lesser depending on the change in the taxable value of each property. This is the first of two public hearings regarding the proposed tax rate. The second public hearing and consideration of adoption on the tax rate is scheduled for September 21, 2020, Special Council Meeting at Lancaster Municipal

Center, City Council Chambers located at 211 North Henry, Lancaster, Texas Street. The adoption of the proposed tax rate has been scheduled for Monday, September 21, 2020, following the second public hearing. The governing body must announce the date, time, and location of the meeting at which it will officially vote on the tax rate. The vote on the tax rate is scheduled for Monday, September 21, 2020. City Manager Mauldin- Jones shared that the proposed tax rate of \$0.819736 on each one hundred dollars (\$100.00) assessed value of taxable property to be apportioned and distributed as follows: \$0.605167 for the purpose of maintenance and operations (including \$0.025 dedicated to the Street Maintenance Fund), and \$0.214569 for interest and sinking fund requirements. City Manager Mauldin- Jones shared that Staff recommends to conduct this public hearing, close the public hearing, and place the item on the September 21, 2020, at 7:00 p.m. at the Lancaster Municipal Center, Council Chambers, 211 North Henry Street, Lancaster, Texas for a regular meeting, public hearing, for consideration.

Mayor Hairston opened the public hearing.

There were no speakers.

MOTION: Councilmember Strain- Burk made a motion, seconded by Deputy Mayor Pro Tem Robinson to close the public hearing. The roll call vote was taken 7 for, 0 against.

ADJOURNMENT

MOTION: Councilmember Strain-Burk made a motion, seconded by Councilmember Jaglowski to adjourn. The vote was cast 7 for, 0 against

The meeting was adjourned at 8:00p.m.

ATTEST:

APPROVED:

Sorangel O. Arenas, City Secretary

Clyde C. Hairston, Mayor

City Council Regular Meeting

2.

Meeting Date: 09/28/2020

Policy Statement: This request supports the City Council 2020-2021 Policy Agenda

Goal(s): Financially Sound City Government

Submitted by: Kim Hall, Director of Finance

Agenda Caption:

Consider a resolution adopting the City of Lancaster's Financial Policy providing for prudent financial management of all funds to enable the City to maintain a long-term stable and positive financial condition; and to provide guidelines for the day-to-day planning and operation of the City's financial matters.

Background:

Financial Policy Statements provide guidelines to enable the City to achieve and maintain a long-term stable and positive financial position, and also provide guidelines for the day-to-day planning and operations of the City's financial affairs. These policy statements are to be reviewed and refined annually as part of the budget preparation process to reflect current laws as well as significant changes in the City which will impact the prevailing policy.

Operational Considerations:

There are no fundamental changes proposed in the policy. Review allows Council to determine and demonstrate compliance with the finance-related legal and contractual issues in accordance with provisions of the City Charter and the Texas Local Government Code.

Legal Considerations:

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

Public Information Considerations:

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

Options/Alternatives:

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

Recommendation:

Staff recommends approval of the resolution, as presented.

Attachments

Resolution
Exhibit A

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS, ADOPTING THE CITY OF LANCASTER FINANCIAL POLICY PROVIDING FOR PRUDENT FINANCIAL MANAGEMENT OF ALL FUNDS TO ENABLE THE CITY TO MAINTAIN A LONG TERM STABLE AND POSITIVE FINANCIAL CONDITION AND PROVIDE GUIDELINES FOR THE DAY-TO-DAY PLANNING AND OPERATION OF THE CITY'S FINANCIAL MATTERS; PROVIDING THAT THE SAME SHALL BE IMPLEMENTED; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Lancaster Financial Policy is reviewed annually as part of the budget preparation process; and

WHEREAS, the City of Lancaster Financial Policy provides for financial management through integrity, prudent stewardship, planning, accountability, full disclosure and communication regarding all City funds;

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

SECTION 1. The City of Lancaster Financial Policy, 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 is hereby in all things approved; and, the City Manager and staff shall implement and execute the procedures and policies adopted therein.

SECTION 2. This resolution shall take effect 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 28th day of September, 2020.

ATTEST:

APPROVED:

Sorangel O. Arenas, City Secretary

Clyde C. Hairston, Mayor

APPROVED AS TO FORM:

David T. Ritter, City Attorney

**City of Lancaster, Texas
FINANCIAL MANAGEMENT
POLICY**

September 28, 2020



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CITY OF LANCASTER, TEXAS
FINANCIAL MANAGEMENT POLICY STATEMENT

The goal of the Financial Management Policy is to enable the City to achieve a long-term, stable and positive financial condition. The watchwords of the City's financial management include integrity, prudent stewardship, planning, accountability, and full disclosure. The purpose of the Financial Management Policy is to provide guidelines for planning and directing the City's day to day financial affairs and to assist staff in developing recommendations to the Mayor or City Council. Specifically, this policy framework mandates the pursuit of the following fiscal objectives:

I. Revenues

Design, maintain and administer a revenue system that will assure a reliable, equitable, diversified and sufficient revenue stream to support desired City services.

II. Expenditures

Identify priority services, establish and define appropriate service levels and administer the expenditure of available resources to assure fiscal stability and the effective and efficient delivery of services.

III. Fund Balance/Working Capital/Net Assets

Maintain the fund balance, working capital and net assets of the various operating funds at levels sufficient to protect the City's credit worthiness as well as its financial position from emergencies.

IV. Capital Expenditures and Improvements

Annually review and monitor the condition of the City's capital equipment and infrastructure, setting priorities for its replacement and renovation based on needs, funding alternatives and availability of resources.

V. Debt Management

Establish guidelines for debt financing that will provide needed capital equipment and infrastructure improvements while minimizing the impact of debt payments on current and future revenues.

VI. Cash Management and Investments

Invest the City's operating cash to ensure the absolute safety of principal, provide for necessary liquidity and optimize yield in accordance with the City's adopted Investment Policy.

VII. Intergovernmental Relations

Coordinate efforts with other governmental agencies to achieve common policy objectives, share the cost of providing governmental services on an equitable basis and support appropriate favorable legislation at the state and federal level.

VIII. Grants

Aggressively investigate, pursue and effectively administer federal, state, local and foundation grants-in-aid, which address and support the City's current priorities and policy objectives.

IX. Economic Development

Initiate, encourage and participate in economic development efforts to create job opportunities and strengthen the local economy and tax base.

X. Fiscal Monitoring

Prepare and present reports for the current and multi-year periods that analyze, evaluate and forecast the City's financial performance and economic condition.

XI. Accounting, Auditing and Financial Reporting

Comply with prevailing federal, state and local statutes and regulations. Conform to generally accepted accounting principles as promulgated by the Governmental Accounting Standards Board (GASB), the American Institute of Certified Public Accountants (AICPA) and the Government Finance Officers Association (GFOA).

XII. Internal Controls

Establish a system of internal controls designed to maintain an environment to provide management with reasonable assurance that assets are safeguarded against loss from unauthorized use or disposition.

XIII. Risk Management

Prevent and/or reduce the financial impact to the City due to claims and losses through prevention, transfer of liability and/or a program of self-insurance of the liability.

XIV. Operating Budget

Develop and maintain a balanced budget for operating funds that presents a clear understanding of the goals of the City Council, service levels and performance standards. A Balanced Budget is defined as revenues and any appropriated fund balance equal expenditures.

XV. Five Year Plans

Long term financial planning is intended to ensure sustainability of programs and integrate operating and capital financial planning.

I. Revenues

The City shall use the following guidelines to design, maintain and administer a revenue system that will assure a reliable, equitable, diversified and sufficient revenue stream to support desired City services.

A. Balance and Diversification in Revenue Sources

The City shall strive to maintain a balance and diversified revenue system to protect the City from fluctuations in any one source due to changes in economic conditions that adversely impact that source.

B. User Fees

For services that benefit specific users, where possible the City shall establish and collect fees to recover the cost of those services. Where feasible and desirable, the City shall seek to recover full direct and indirect costs. City staff shall review user fees on a regular basis to calculate their full cost recovery levels, to compare them to the current fee structure and to recommend adjustments where necessary.

C. Property Tax Revenues/Tax Rate

The City shall strive to reduce its reliance on residential property tax revenues by revenue diversification, implementation of user fees and economic development. The City shall also strive to minimize tax rate increases.

D. Utility/Enterprise Funds User Fees

Utility rates and enterprise funds user fees shall be set at levels sufficient to cover operating expenditures, meet debt obligations, provide additional funding for capital improvements and provide adequate levels of working capital and debt coverage.

E. Administrative Services Charges

The City shall prepare a cost allocation plan to determine the administrative services charges due to the General Fund from enterprise funds for overhead and staff support. Where appropriate, the enterprise funds shall pay the General Fund for direct services rendered.

F. Revenue Estimates for Budgeting

In order to maintain a stable level of service, the City shall use a conservative, objective and analytical approach when preparing revenue estimates for current and multi-year periods. The process shall include analysis of probable economic changes and their impacts on revenues, historical collection rates and trends in revenues. This approach should reduce the likelihood of actual revenues falling short of budget estimates during the year and should avoid mid-year service reductions.

G. Revenue Collection and Administration

The City shall maintain high collection rates for all revenues by keeping the revenue system as simple as possible in order to facilitate payment. In addition, since revenue should exceed the cost of producing it, the City shall strive to control and reduce administrative costs. The City shall pursue to the full extent allowed by state law all delinquent taxpayers and other overdue in payments to the City. The fees based on user charges shall be reviewed annually to ensure continuing coverage of the cost of services. The City shall revise user fees with review of the City Council to adjust for the costs of inflation and additional recovery increments. The City shall review and adopt utility rates annually that shall generate revenues required to fully cover operating expenditures, meet the legal restrictions of all applicable bond covenants, and provide for an adequate level of working capital needs. A method is established whereby the General and administrative services performed on the Enterprise Fund's behalf. The process shall be documented and disclosed to the City's auditors for review. All revenue collections will be consolidated under Finance and be audited annually.

II. Expenditures

The City shall use the following guidelines to identify necessary services, establish appropriate service levels and administer the expenditure of available resources to assure fiscal stability and the effective and efficient delivery of services.

Current Funding Basis

The City shall operate on a current funding basis. Expenditures shall be budgeted and controlled so as not to exceed current revenues plus the planned use of fund balance accumulated through prior year savings.

Avoidance of Operating Deficits

The City shall take timely corrective action if at any time during the fiscal year expenditure and revenue re-estimates are such that an operating deficit is projected at year-end.

Maintenance of Capital Assets

Within the resources available each fiscal year, the City shall maintain capital assets and infrastructure at a sufficient level to protect the City's investment, to minimize future replacement and maintenance costs and to continue service levels.

Periodic Program Reviews

Periodic program reviews for efficiency and effectiveness shall be performed. Programs not meeting efficiency and effectiveness objectives shall be brought up to required standards or be subject to reduction or elimination.

Purchasing

The City shall make every effort to maximize any discounts offered by creditors/vendors. Vendors with balances due the City will have payments due to the vendor offset against the amount due the city. The City will follow state law concerning the amount of purchase requiring formal bidding procedures and approval by the City Council. For purchases where competitive bidding is not required, the City shall seek to obtain the most favorable terms and pricing possible. Every effort will be made to include minority business enterprises in the bidding process.

Quarterly reports shall be prepared showing actual expenditures compared to the adopted budget. Modifications within the operating categories (materials, supplies, and services) and/or modifications within the personnel and capital categories may be made with the approval of the City Manager.

Where appropriate, performance measures and productivity indicators shall be used as guidelines and reviewed for efficiency and effectiveness. This information shall be included in the annual budgeting process.

Purchases shall be made in conformation with the States formal bidding process and requirements. Recommendations of bids and contracts in excess of \$50,000 shall be presented to City Council for their formal approval.

III. Fund Balance/Working Capital/Net Assets

In accordance with the requirements of Governmental Accounting Standards Board Statement Number 53, the City shall use the following guidelines to explain and define the purpose of fund balance, working capital and retained earnings of the various operating funds. The City will describe fund balance as follows: (1) Un-spendable – portion of net resources that cannot be spent, i.e. assets that will never convert to cash or not convert during the current period, or resources that must be maintained intact pursuant to legal or contractual requirements. (2) Restricted – portion of net resources that are required to be reserved by external legal restrictions such as debt covenants, grantors, contributors or other governments. (3) Committed – portion of fund balance that represents resources whose use is constrained by limitations that the City

imposes upon itself by council action and require council action to release. (4) Assigned – portion of fund balance that reflects the City's intended use of resources. (5) Unassigned-surplus fund balance.

The City shall use the following guidelines to maintain the fund balance, working capital and net assets of the various operating funds at levels sufficient to protect the City's creditworthiness as well as its financial position from unforeseeable emergencies.

General Fund Unassigned Fund Balance

The City shall strive to maintain the General Fund unassigned fund balance at an amount equal to a minimum of twelve (12) percent of the general operating budget with a target of reaching eighteen (18) percent and a maximum of twenty-five (25) percent. The City will maintain an unallocated fund balance of an amount equal to a minimum of twelve (12) percent of the general operating budget. Any excess above the minimum will be designated to the Capital Improvement Program and the Equipment Replacement Program. These designations will be reviewed annually and authorized by the Council. The minimum twelve (12) percent unallocated fund balance will be used to avoid cash-flow interruptions, generate interest income, reduce need for short-term borrowing and assist in maintaining an investment-grade bond rating.

Other Operating Funds Unrestricted Net Assets; Enterprise Working Capital

In other operating funds, the City shall strive to maintain a positive unrestricted net assets position to provide sufficient reserves for emergencies and revenue shortfalls. The unallocated fund balance of other funds should be maintained as follows:

<u>Fund</u>	<u>Minimum</u>	<u>Target</u>	<u>Maximum</u>
Water/Wastewater	12.00%	18.00%	25.00%
Airport Fund	12.00%	18.00%	25.00%
Golf Fund	12.00%	18.00%	25.00%

Debt Service Funds 12% of Current Year Debt Payment

Use of Fund Balance/Net Assets

Fund Balance/Net Assets shall be used only for emergencies, non-recurring expenditures, major capital purchases that cannot be accommodated through current year savings, and as designated by Council. Should such use reduce the balance below the appropriate level set as the objective for that fund, recommendations will be made on how to restore it.

Periodic review of cash flow position shall be performed to determine performance of cash management and investment policies. A detailed policy structure shall be followed with respect to Cash/Treasury Management. The underlying theme shall be that idle cash shall be invested with the goals and objectives as identified in the City's Investment Policy.

Procedures shall be taken so as to maximize any discounts offered by creditors. Current liabilities shall be paid within 30 days of receiving the invoices. Accounts receivable procedures shall target for a maximum of 60 days of service.

IV. Capital Infrastructure and Equipment Replacement

Capital Expenditures and Improvements

The City shall annually review and monitor the condition of the City's capital equipment and infrastructure, setting priorities for its replacement and renovation based on needs, funding alternatives and availability of resources.

Capital Improvements Program

The City shall annually review the Capital Improvements Program (CIP), potential new projects and the current status of the City's infrastructure, replacement and renovation needs, updating the program as appropriate. All projects, ongoing and proposed, shall be prioritized based on an analysis of current needs and resource availability. For every project, all operation, maintenance and replacement expenditures shall be fully casted. The CIP shall also present the City's long-term borrowing plan, debt payment schedules and other debt outstanding or planned, including general obligation bonds, revenue bonds, certificates of obligation and lease/purchase agreements.

Replacement of Capital Assets (Equipment) on a Regular Schedule

The City shall annually prepare a schedule for the replacement of its non-infrastructure capital assets. Within the resources available each fiscal year, the City shall replace these assets according to this schedule.

Capital Expenditure Financing

The City recognizes that there are several methods of financing capital requirements. It can budget the funds from current revenues; it can take the funds from fund balance/retained earnings as allowed by the Fund Balance/Net Assets Policy; it can utilize funds from grants and foundations or it can borrow money through debt. Debt financing includes general obligation bonds, revenue bonds,

certificates of obligation, lease/purchase agreements and certificates of participation. Guidelines for assuming debt are set forth in the Debt Policy Statements.

A Capital Improvement Program shall be adopted for a period of five (5) years and reviewed annually for prioritization, based on analysis of the City's infrastructure. The replacement and maintenance for capital items shall also be projected for the next five (5) years. Future maintenance shall be fully cost, providing sufficient funding for future maintenance and replacement. The City shall identify the estimated costs and potential funding sources for each capital project proposal before it is submitted to council for approval. The City shall determine the least costly financing method for all new projects.

Where applicable, assessments, pro-rata charges or other user-based fees should be used to fund capital projects which have a limited benefit to the whole City.

Assets shall be maintained to protect the government's investment and minimize the future replacement and maintenance costs. The Annual operating budget shall provide for adequate maintenance and issuance of all capital plant and equipment.

V. Debt Management

The City shall use the following guideline for debt financing which will provide needed capital equipment and infrastructure improvements while minimizing the impact of debt payments on current and future revenues.

Use of Debt Financing

Debt financing, including general obligation bonds, revenue bonds, certificates of obligation and lease/purchase agreements, shall only be used to purchase capital assets. Debt payments should be structured to provide that capital assets, which are funded by the debt, have a longer life than the debt associated with those assets. Long Term Debt shall not be used for operating purposes. The life of the bonds shall not exceed the useful life of the projects.

Amortization of Debt

The City shall structure new best issue payment schedules to utilize the City's declining debt payment schedules to keep tax increases for debt to a minimum. Capital projects that, by their character or size, are outside the normal core service projects will require careful evaluation of financial feasibility.

Affordability Targets

The City shall use an objective analytical approach to determine whether it can afford to assume new debt beyond the amount it retires each year. This process shall compare generally accepted standards of affordability to the current values for the City. These standards shall include debt per capita, debt as a percent of taxable value, debt service payments as a percent of current revenues and current expenditures and the level of overlapping net debt of all local taxing jurisdictions. The process shall also examine the direct costs and benefits of the proposed expenditures as determined in the City's annual update of the Capital Improvements Planning Program. The decision on whether or not to assume new debt shall be based on these costs and benefits and on the City's ability to "afford" new debt as determined by the aforementioned standards. The City shall use cities with similar bond ratings for debt ratio benchmarks.

Sale Process

The City shall use a competitive bidding process in the sale of debt unless the nature of the issue warrants a negotiated bid. In situations where a competitive bidding process is not elected, the bond counsel/advisors shall present the reasons why to the City. Also, the City shall participate in the selection of the underwriter with the assistance of the bond counsel/advisors in the case of a negotiated bid.

Rating Agencies Presentations

Full disclosure of operations and open lines of communications shall be made to the bond rating agencies. City staff, with assistance of financial advisors, shall prepare the necessary materials and presentation to the rating agencies.

Continuing Disclosure

The City is committed to continuing disclosure of financial and pertinent credit information relevant to the City's outstanding securities.

Debt Refunding

City staff and the financial advisor shall monitor the municipal bond market for opportunities to obtain interest savings by refunding outstanding debt.

When appropriate, self-supporting revenue bonds shall be issued before general obligation bonds. Interest earnings on bond proceeds shall be credited to the appropriate bond/capital fund. The bonds shall have a provision which allows them to be recalled after the tenth year of issue.

The Debt Service Fund(s) reserves should equal ten percent (10%) of the current year's debt payment. This minimum does not include the amounts accruing for the next debt payment.

The City shall be actively involved in the selection of all bond counsel, advisors, underwriters, and paying agents. The City shall evaluate the merits of rotating professional advisors and consultants and the kinds of services and fee structures available from independent financial advisors, investment banking firms and commercial banks. Also, the City shall carefully itemize and scrutinize all costs associated with the issuance of bonds.

The City shall explore all funding alternatives in addition to long-term debt including leasing, grants, and other aid, developer contributions, capital recovery fees, and current funds.

The City will establish and maintain an equipment replacement fund. If any equipment is secured through a lease/purchase agreement, it will have a useful life of at least five (5) years.

VI. Cash Management and Investments

The City's available cash shall be invested according to the standard of prudence set forth in Section 2256.0066 of the Texas Government Code. The following shall be the objectives of the City of Investment Policy listed in their order of importance: preservation of capital and protection of investment principal, maintenance of sufficient liquidity to meet anticipated cash flows, diversification to avoid unreasonable market risks and attainment of a market value rate of return. The investment income derived from pooled investment accounts shall be allocated to contributing funds based upon the proportions of respective average balances relative to total pooled balances.

VII. Intergovernmental Relations

The City shall coordinate efforts with other governmental agencies to achieve common policy objectives, share the cost of providing government services on an equitable basis and support appropriate favorable legislation at the state and federal levels.

Interlocal Cooperation in Delivering Services

In order to promote the effective and efficient delivery of services, the City shall work with other local jurisdictions to share on an equitable basis the costs of services, to share facilities and to develop joint programs to improve service to its citizens.

Legislative Program

The City shall cooperate with other jurisdictions to actively oppose any state or federal regulation or proposal that mandates additional City programs or services and does not provide the funding for implementation.

VIII. Grants

The City shall seek, apply for, obtain and effectively administer federal, state and foundation grants-in-aid that address the City's current and future priorities and policy objectives.

Grant Guidelines

The City shall seek, apply for and obtain those grants that are consistent with priority needs and objectives identified by Council.

Grant Review

The City shall review all grant submittals for their cash or in-kind match requirements, their potential impact on the operating budget and the extent to which they meet the City's policy objectives. If there are cash match requirements, the source of funding shall be identified and approved prior to application, as set forth in the Grant Policy.

IX. Economic Development

The City shall initiate, encourage and participate in economic development efforts to create job opportunities and strengthen the local economy and tax base.

Commitment to Expansion and Diversification

The City shall encourage and participate in economic development efforts to expand Lancaster's economy and tax base, to increase local employment and to invest when there is a defined specific long-term return. These efforts shall not only focus on new areas but on redevelopment of older areas and other established sections of Lancaster where development can generate additional jobs and other economic benefits.

Increase Non-Residential Share of Tax Base

The City's economic development program shall seek to expand the non-residential share of the tax base to decrease the tax burden on residential homeowners.

Coordinate Efforts with Other Jurisdictions

The City's economic development program shall encourage close cooperation with other local jurisdictions to promote the economic well-being of this area.

Use of Other Incentives

The City shall use tax re-investment zones as allowed by law and shall seek new sources to encourage business expansion. The City shall also coordinate with state and federal agencies on offering any incentive programs they may provide for potential economic expansion.

X. Fiscal Monitoring

Reports shall be prepared and presented on a regular basis to analyze, evaluate and forecast the City's financial performance and economic condition for the current year and for multi-years.

Financial Status and Performance Reports

Quarterly reports shall be prepared comparing expenditures and revenues to current budget for fiscal year-to-date, and to prior year actual fiscal year-to-date.

Five-Year Forecast of Revenues and Expenditures

A five-year forecast of revenues and expenditures, including a discussion of major trends affecting the City's financial position, shall be prepared. The forecast shall examine critical issues facing the City, economic conditions and the outlook for the upcoming budget year. The document shall incorporate elements of the International City Management Association financial trend monitoring system, providing further insight into the City's financial position and alerting the Council to potential problem areas requiring attention.

XI. Accounting, Auditing and Financial Reporting

The City shall comply with prevailing local, state and federal regulations. Its accounting practices and financial reporting shall conform to generally accepted accounting principles promulgated by the Governmental Accounting Standards Board (GASB), the American Institute of Certified Public Accountants (AICPA) and the Government Finance Officers Association (GFOA). The City Council shall select an independent firm of certified public accountants to perform an annual audit of all operations. The City shall continue to participate in the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting program and the Texas

Comptroller's Office Leadership Circle program promoting financial transparency.

The City will follow a five-year review and optional rotation of external (independent) auditors. The auditors must demonstrate that they have the experience and adequate staffing to handle the City's audit in a timely manner. The audited financial statements should be prepared within 120 days of the close of the fiscal year.

Annual reporting will be done within the guidelines set forth in the Governmental Accounting and Auditing Financial Review and under the standards currently being set by the Governmental Accounting Standards Board. Interim activity reports will be made available to council and management.

Full disclosure will be provided in the financial statements and bond representations.

Financial systems will be maintained to monitor expenditures and revenues on a monthly basis with a thorough analysis and adjustment (if required) at mid-year.

The City will strive to maintain accounting policies and practices in the preparation of its annual financial report. The report will be presented to the Governmental Finance Officers Association for review of qualifications that meet those necessary to obtain the Certificate of Achievement for Excellence in Financial Reporting.

XII. Internal Controls

The Chief Financial Officer is responsible for developing citywide written guidelines on accounting, cash handling, and other financial matters that will be approved by the City Manager. The Chief Financial Officer will assist department heads as needed in tailoring these guidelines into detailed written procedures to fit each department's specific requirements.

Each department head is responsible to ensure that good internal controls are followed throughout his or her department, that all finance department guidelines on accounting and internal controls are implemented, and that all independent auditor internal control recommendations are addressed.

XIII. Risk Management

The City will utilize a safety program, an employee health program and a risk management program to prevent and/or reduce the financial impact on the City from claims and losses. Transfer of liability for claims will be utilized where appropriate via transfer to other entities through insurance and/or by contract. Prevention of claims through the safety program and the employee health program will be employed.

XIV. Operating Budget

The City shall establish an operating budget, which shall link revenues and expenditures to the goals of the City Council. It will be the City's goal to participate in the Government Finance Officers Association's Distinguished Budget Presentation Award program and to obtain the award annually.

Current operating revenue will be sufficient to support current operating expenditures. Debt or bond financing will not be used to finance current expenditures. Deferrals, short-term loans, or one-time sources shall be avoided as budget balancing techniques. Annually recurring revenue will not be less than annually recurring operating budget expenditures (operating budget minus capital outlay) or Council may authorize the City Manager to utilize unrestricted fund balance to make up the difference.

The City has developed a program to integrate performance measures and productivity indicators within the annual budget.

XV. Five Year Financial Plans

Capital Improvement Plan

The City shall prepare annually a five year Capital Improvements Plan that incorporates all capital funds, existing and planned, showing planned projects by phase and by fiscal year. The first year of this CIP shall constitute the City's capital budget for the year.

Long Range Financial Forecast

The City shall prepare annually a Long Range Financial Forecast that projects revenue and expenditures for the General, Utility, Debt Service and any other major fund for a five year period. The forecast shall attempt to determine the impact on future revenue and expenditures from changes in the economy, population change, and implementation of the CIP including planned bond sales.

City Council Regular Meeting

3.

Meeting Date: 09/28/2020

Policy Statement: This request supports the City Council 2020-2021 Policy Agenda

Goal(s): Financially Sound City Government

Submitted by: Kim Hall, Director of Finance

Agenda Caption:

Consider a resolution adopting the City of Lancaster's Investment Policy providing that all funds of the city be managed and invested for safety, liquidity, and diversification and yield investments chosen in a manner that promotes diversity by market sector, credit, and maturity; providing that this policy serves to satisfy the requirements of Chapter 2256 of the Local Government Code, "Public Funds Investment Act".

Background:

Annually, as part of the budget process, staff reviews the investment policy to ensure that it is updated and consistent with current governing regulations. Chapter 2256 of the Texas Government Code known as the "Public Funds Investment Act" (PFIA) requires the City Council to annually review and adopt an investment policy.

Operational Considerations:

No fundamental changes are proposed in the policy.

Legal Considerations:

The "Public Funds Investment Act", Chapter 2256 of the Texas Government Code requires the City to adopt its investment policy by resolution.

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

Public Information Considerations:

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

Fiscal Impact:

No individual investment securities are currently owned by the City at this time. We have funds invested in three pools: TexPool, Texas Class, and Logic.

Options/Alternatives:

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

Recommendation:

Staff recommends approval of the resolution, as presented.

Attachments

Resolution

Investment Policy

RESOLUTION NO.

A RESOLUTION APPROVING AND ADOPTING THE CITY OF LANCASTER INVESTMENT POLICY; PROVIDING THAT ALL FUNDS OF THE CITY BE MANAGED AND INVESTED IN A MANNER THAT SERVES TO SATISFY THE REQUIREMENTS OF THE LOCAL GOVERNMENT CODE CHAPTER 2256, (PUBLIC FUNDS INVESTMENT ACT); PROVIDING THAT THE SAME SHALL BE IMPLEMENTED; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, The City of Lancaster Investment Policy is reviewed annually as part of the budget preparation process; and

WHEREAS, Chapter 2256 of the Government Code, commonly known as the "Public Funds Investment Act," requires the city to adopt a written investment policy regarding the investment of its funds by rule, order, ordinance, or resolution; and

WHEREAS, the Public Funds Investment Act requires the treasurer; the chief financial officer, (if the treasurer is not the Chief Financial Officer), and the investment officer of the city to attend investment training; and

WHEREAS, the designated officials of the city have attended an investment training course as required by the Public Funds Investment Act; and

WHEREAS, the attached investment policy Exhibit A and incorporated strategy comply with the Public Funds Investment Act, as amended, and authorize the investment of city funds in safe and prudent investments; and

WHEREAS, the City Council must review and approve such Investment Policy at least once annually; and

WHEREAS, the City Council hereby affirms that the written Investment Policy will continue to protect City assets by identifying investment objectives, addressing the issues of investment risk versus rewards, and providing the framework for the establishment of controls, limitations and responsibilities of City employees in the performance of their fiduciary responsibilities;

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

SECTION 1. The City of Lancaster has complied with the requirements of the Public Funds Investment Act, and the Investment Policy, as amended, attached hereto and incorporated herein by reference as Exhibit "A," is hereby adopted as the investment policy of the City effective September 28, 2020;

SECTION 2. This resolution shall take effect 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 28th day of September, 2020.

ATTEST:

APPROVED:

Sorangel O. Arenas, City Secretary

Clyde C. Hairston, Mayor

APPROVED AS TO FORM:

David T. Ritter, City Attorney

City of Lancaster, Texas
INVESTMENT POLICY
September 28, 2020



City of Lancaster, Texas Investment Policy

I. Purpose

The purpose of this document is to set forth specific investment policy and strategy guidelines for the City of Lancaster, Texas, the Lancaster Economic Development Corporation (LEDC), and the Lancaster Recreation Development Corporation (LRDC) in order to achieve the objectives in order of priority; safety, public trust, liquidity, diversification, and yield for all investment activity. This policy ensures compliance with Chapter 2256, Public Funds Investment Act of the Texas Government Code to define, adopt and annually review the investment policy of the city.

II. Policy Statement

It is the policy of the City of Lancaster that the administration of its funds and the investment of those funds shall be handled as its highest public trust. Investments shall be made in a manner which will provide the maximum security of principal invested through limitations and diversification while meeting the daily cash flow needs of the City and conforming to all applicable state statutes governing the investment of public funds.

The receipt of a market rate of return will be secondary to the requirements for safety and liquidity. It is the intent of the City to be in complete compliance with local law and the Texas Public Funds Investment Act ("The Act"). The earnings from investment will be used in a manner that best serves the interest of the City.

III. Scope

This investment policy applies to all the financial assets and funds of the City. The City commingles its funds into one pooled investment fund for investment purposes for efficiency and maximum investment opportunity. These funds shall be defined in the City's Annual Financial Report and any new funds created by the City unless specifically exempted by the City Council and this policy.

IV. Objective and Strategy

The City shall manage and invest with five primary objectives, listed in order of priority: safety, public trust, liquidity, diversification and yield. Investments are to be chosen in a manner which promotes diversity by market sector, credit and maturity. The choice of high-grade government investments and high-grade money market instruments is designed to assure the marketability of those investments should liquidity needs arise. To match anticipated cash flow requirements the maximum

weighted average maturity of the overall portfolio may not exceed six months.

A. Safety

Safety of principal is the foremost objective of the City. Investments of the City shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio.

B. Public Trust

All parties of the City's investment process shall seek to act responsibly as custodians of the public trust. Investment advisors and officials shall avoid any transaction that might impair public confidence in the City's ability to govern effectively and maintain a sound, sustainable city government.

C. Liquidity

The City's investment portfolio will be based on a cash flow analysis of needs and will remain sufficiently liquid to enable it to meet all operating and debt/bond requirements which might be reasonably anticipated.

D. Diversification

Diversification of the portfolio will include diversification by maturity and market sector and will include the use of a number of broker/dealers for diversification and market coverage. Competitive bidding will be used on each sale and purchase.

E. Yield

The City's investment portfolio shall be designed with the objective of attaining a market rate of return, taking into account the City's risk constraints and the cash flow needs of the portfolio. "Market rate of return" may be defined as the average yield of the current sixmonth U.S. Treasury bill.

Additional priorities are: (1) understanding of the suitability of the investment to the financial requirements of the city; and (2) marketability of the investment if the need arises to liquidate the investment before maturity.

Effective cash management is recognized as essential to good fiscal management. Cash management is defined as the process of managing monies in order to ensure maximum cash availability. The City shall

maintain a comprehensive cash management program which includes collection of accounts receivable, prudent investment of its available cash, disbursement of payments in accordance with invoice terms and the management of banking services.

V. Legal limitations, Responsibilities and Authority

Direct specific investment parameters for the investment of public funds in Texas are found in the Public Funds Investment Act, Chapter 2256, Texas Government Code, (the "Act"). The Public Funds Collateral Act, Chapter 2257, Texas Government Code, specifies collateral requirements for all public funds deposits. All investments will be made in accordance with these statutes.

VI. Standards of Care

A. Delegation of Investment Authority

The Chief Financial Officer, acting on behalf of the City is designated as the Investment Officer of the City and is responsible for investment management decisions and activities. The Director of Finance is designated as the Chief Financial Officer for the City of Lancaster. The Chief Financial Officer is also responsible for considering the quality and capability of staff, investment advisors, and consultants involved in the investment management and procedures. All participants in the investment process shall seek to act as a prudent person as custodian of the public trust.

The Investment Officer shall develop and maintain written administrative procedures for the operation of the investment program which are consistent with this policy. The Procedures will include reference to safekeeping, require and include the "Bond Market Master Repurchase Agreements" (as applicable), wire transfer agreements, banking services contracts, and other investment related activities.

The Investment Officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials and staff. The Investment Officer shall designate a staff person as a liaison/deputy in the event circumstances require timely action and the Investment Officer is unavailable.

No officer or designee may engage in an investment transaction except as provided under the terms of this policy.

Authorization Resolution

A Trading Resolution shall be established authorizing the Investment Officer to engage in investment transactions on behalf of the City. The persons authorized by the Resolution to transact business for the City must also be authorized to approve wire transfers used in the process of investing.

B. Prudence

The standard prudence to be used in the investment function shall be the "prudent person" standard and shall be applied in the context of managing the overall portfolio. This standard states: "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the expected income to be derived."

Limitation of Personal Liability

The Investment Officer and those delegated investment authority under this Policy, when acting in accordance with the written procedures and this Policy and in accord with the Prudent Person Rule, shall be relieved of personal liability in the management of the portfolio provided that deviations from expectations for a specific security's credit risk or market price change or portfolio shifts are reported in a timely manner and the appropriate action is taken to control adverse market effects.

C. Internal Controls

The Director of Finance is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the entity are protected from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (a) the cost of a control should not exceed the benefits likely to be derived and (b) the valuation of costs and benefits requires estimates and judgments by management. Therefore,

The Director of Finance shall establish a process for annual independent review by an external auditor to assure compliance with

policies and procedures. Quarterly Investment Reports must be formally reviewed at least annually by the independent auditor and reported to the City Council.

A compliance audit of management controls on investments and adherence to the City's established investment policies will be conducted in conjunction with the City's annual audit by the independent auditor.

Cash Flow Forecasting

Cash Flow forecasting is designed to protect and sustain cash flow requirements of the City. Supplemental to the financial and budgetary systems, the Investment Officer will maintain a cash flow forecasting process designed to monitor and forecast cash positions for investment purposes.

D. Ethics and Conflicts of Interest

City employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair the ability to make impartial investment decisions. City staff shall properly disclose to the City Manager and City Secretary any material financial interest in a financial institution that conducts business with the City.

An investment officer or City Council member of the City who has a personal business relationship with an organization seeking to sell an investment to the City shall file a disclosure statement disclosing that personal business interest. An investment officer who is related within the second degree by affinity or consanguinity to an individual seeking to sell an investment to the City shall file a state with the Texas Ethics commission and the City Council disclosing that relationship.

E. Training

Investment officials must complete at least 10 hours of investment training within 12 months of taking office or assuming duties, and shall attend an investment training session not less than once in a two-year period and receive not less than 10 hours of instruction relating to

investment responsibilities. The City shall provide the training through courses and seminars offered by professional organizations and associations in order to insure the quality and capability of the City's investment personnel making investment decisions in compliance with Public Funds Investment Act (PFIA). Professional organizations and associations that may provide investment training included the Government Treasurer's Organization of Texas, the University of North Texas, the Government Finance Officers Association of Texas, or the Texas Municipal League.

VII. Authorizations

A. Authorized Investments

Acceptable investments under this policy shall be limited to the instruments listed below and as further described by the Public Funds Investment Act.

1. Obligations of the United States Government, its agencies and instrumentalities and government sponsoring enterprises, not to exceed two years to stated maturity, excluding collateralized mortgage obligations (CMOs);
2. Fully insured or collateralized certificates of deposit from a bank doing business in the State of Texas and under the terms of a written depository agreement with the bank, not to exceed one year to stated maturity;
3. Repurchase agreement and reverse repurchase agreements as defined by the Act, not to exceed 180 days to stated maturity, provided an executed Bond Market Master Repurchase Agreement is on file with the City and the counterparty bank or primary dealer. Flex repurchase agreements used specifically for capital projects may extend beyond two years but only to match the expenditure plan of the projects;
4. No-load, SEC registered money market funds, each approved specifically before use by the City;

- 5 Constant dollar Texas Local Government Investment Pools as defined by the Public Funds Investment Act; and

If additional types of securities are approved for investment by public funds by state statute, they will not be eligible for investment by the City until this policy has been amended and the amended version is approved by the City Council.

B. Competitive Bidding Requirement

All securities, including certificates of deposit, will be purchased or sold after three (3) offers/bids are taken to verify that the City is receiving fair market value/price for the investment.

C. Delivery versus Payment

All security transactions, including collateral for repurchase agreements, entered into by the City, shall be conducted on a delivery versus payment (DVP) basis.

D. Exemption for Existing Investments

Any investment currently held that does not meet the guidelines of this policy, but are authorized investments at the time of purchase, shall be exempted from the requirements of this policy and is not required to be liquidated. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

E. Authorized Financial Dealer and Institutions

All investments made by the City will be made through either the City's banking services bank or a primary dealer. The Investment Officer will review the list of authorized broker/dealers annually. A list of at least three broker/dealers will be maintained in order to assure competitive bidding. The City Council must review, approve and adopt the Authorized List of Brokers on at least an annual basis.

Securities broker/dealers must meet certain criteria as determined by the Investment Officer. The following criteria must be met by those firms on the list:

- Provision of an audited financial statement each year
- Proof of certification by the National Association of Securities Dealers (NASD) and provision of CRM number
- Proof of current registration with the State Securities Commission

Every broker/dealer and bank the City transacts business with will be provided a copy of this Investment Policy to assure that they are familiar with the goals and objectives of the investment program. A representative of the firm will be required to return a signed certification stating that the Policy has been received and reviewed and that controls are in place to assure that only authorized securities are sold to the City.

VIII. Diversification and Maturity Limitations

It is the policy of the City to diversify its investment portfolio. Invested funds shall be diversified to minimize risk or loss resulting from over-concentration of assets in a specific maturity, specific issuer, or specific class of securities. Diversification strategies shall be established and periodically reviewed. At a minimum, diversification standards by security type and issuer shall be:

Security Type	Max% of Portfolio
U.S. Treasury obligations	100%
U.S. Government agencies and instrumentalities	Not to exceed 50%
Fully insured or collateralized CDs	100%
Repurchase agreements	100%
Money Market funds	80%
For Bond funds	
Local Government Investment Pools	100%
Liquidity Pools	Not to exceed 20%
Maximum percent ownership of pool for bond funds	not authorized

The Investment Officer shall be required to diversify maturities. The Investment Officer, to the extent possible, will attempt to match investment with anticipated cash flow requirements. Matching maturities with cash flow dates will reduce the need to sell securities prior to maturity, thus reducing market risk. Unless matched to a specific requirement, the Investment Officer may not invest more than 20% of the portfolio for a period greater than five (5) years. The Investment Officer may not invest any portion of the portfolio for a period greater than ten (10) years.

IX. Safekeeping and Collateralization

The laws of the State and prudent treasury management require that all purchased securities be bought on a delivery versus payment basis and be held in safekeeping by an independent Third-Party safekeeping agent.

All safekeeping arrangements shall be designated by the Investment Officer and an agreement of the terms executed in writing. The third-party custodian shall be required to issue safekeeping receipts to the City listing each specific security, rate, description, maturity, CUSIP number, and other pertinent information. Each safekeeping receipt will be clearly marked that the security is held for the City or pledged to the City.

All securities pledged to the City for certificates of deposit or demand deposits shall be held by an independent third-party bank doing business in Texas. The safekeeping bank may not be within the same holding company as the bank from which the securities are pledged.

Collateralization

Collateralization is required on the time and demand deposits over the FDIC insurance coverage of \$250,000 and repurchase agreements.

In order to anticipate market changes and provide a level of additional security for all funds, the collateralization level required will be 102% of the market value of the principal and accrued interest. Collateral will be held by an independent third-party safekeeping agent.

Securities pledged as collateral will be held in the City's name by an independent third party with whom the City has a current custodial agreement. The Investment Officer is responsible for entering into collateralization agreements with third party custodians in compliance with this Policy. The agreements are to specify the acceptable investment securities for collateral, including provisions in relation to possession of the collateral, the substitution or release of investment securities,

ownership of securities, and the method of valuation of securities. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the City and retained. Collateral shall be reviewed at least quarterly to assure that the market value of the pledged securities is adequate.

X. Performance Evaluation and Reporting

A. Methods

The Investment Officer shall prepare an investment report at least quarterly, including a management summary that provides an analysis of the status of the current investment portfolio and transactions made over the last quarter. This management summary will be prepared in a manner consistent with the requirements of Section 2256.023 (Internal Management Reports) of the PFIA, and that will allow the City to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report should be provided to the City Council.

An independent auditor shall formally review the quarterly reports prepared under this section at least annually, and that auditor shall report the results of the review to City Council.

B. Performance Standards

The investment portfolio shall be managed in accordance with the objectives specified in this policy (safety, public trust, liquidity, diversification, and yield). The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates. The investment officer shall determine whether market yields are being achieved by comparing the portfolio market yield to the three (3) month U.S. Treasury Bill, the six (6) month U.S. Treasury Bill and the two (2) year U.S. Treasury Note.

C. Marking to Market

The market value of the portfolio shall be calculated at least quarterly and a statement of the market value of the portfolio shall be issued at least quarterly. The market value of each investment shall be obtained from a source such as the Wall Street Journal, a reputable brokerage firm or security pricing service and reported on the investment reports.

XI. Depositories

The City will designate one banking institution through a competitive process as its central banking services provider at least every three years. This institution will be used for normal banking services including disbursements, collections, and safekeeping of securities. Other banking institutions from which the City may purchase certificates of deposit will also be designated as a depository after they provide their latest audited financial statements to the City.

XII. Investment Policy Adoption by City Council

The City's Investment Policy shall be adopted annually by the City Council. The policy and strategies shall be reviewed on an annual basis prior to adoption. A written resolution approving the review and changes to the policy will be passed and recorded by the City Council.

**City of Lancaster, Texas
Authorized Investment Officials**

Opal Mauldin-Jones, City Manager

Kim Hall, Director of Finance

City of Lancaster, Texas
Statement of Ethics and Conflicts of Interest

Investment officials for the City of Lancaster shall refrain from personal business relationships with business organizations that could conflict with the proper execution of the investment program, or which could impair their ability to make partial investment decisions. This would only apply to personal business relationships with business organizations that have been approved by City Council to conduct investment transactions with the City of Lancaster.

An investment official is considered to have a personal business relationship with a business organization if:

- (1) The investment official owns 10 percent or more of the voting stock or shares of the business organization or owns \$5,000 or more of the fair market value of the business.
- (2) Funds received by the investment official from the business organization exceed 10 percent of the investment official's gross income for the previous year.
- (3) The investment official has acquired from the business organization during the previous year investments with a book value of \$2,500 or more for the personal account of the investment official.

I do hereby certify that I do not have a personal business relationship with any business organization approved to conduct investment transactions with the City of Lancaster, nor am I related within the second degree by affinity or consanguinity, as determined under Chapter 573, to an individual seeking to sell an investment to the City of Lancaster as of the date of this statement.

City of Lancaster
Investment Officials

Opal Mauldin-Jones, City Manager

Date

Kim Hall, Director of Finance

Date

City of Lancaster, Texas
Approved Broker/Dealers, Financial Institutions and Investment Pools

Broker/Dealers

Hilltop Securities Inc.

Public Depositories

JP Morgan Chase, NA
(Primary)

Investment Pools

TexPool

LOGIC

Texas Class

**City of Lancaster, Texas
Certification by Business Organization**

(date)
City of Lancaster, Texas
(Attn: Designated Investment official)
211 N. Henry Street
Lancaster, TX 75146
Dear Mr./s. (investment official):

This certification is executed on behalf of the City of Lancaster, Texas (the Investor) and _____ (the Business Organization), pursuant to the Public Funds Investment Act, Chapter 2256, Texas Government Code, (the Act) in connection with investment transactions conducted between the Investor and Business Organization.

The undersigned Registered Principal of the Business Organization hereby certifies on behalf of the Business Organization that:

1. The undersigned is a Registered Principal of the Business Organization offering to enter an investment transaction with the Investor (Note: as such terms are used in the Public Funds Investment Act, chapter 2256, Texas Local Government Code) and;
2. The Registered Principal of the Business Organization has received and reviewed the Investment Policy furnished by the Investor and;
3. The Registered Principal of the Business Organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the Business Organization and the Investor that are not authorized by the Investor's investment policy, except to the extent that this authorization is dependent on an analysis of the makeup of the investor's entire portfolio or requires and interpretation of the subjective investment standards.

Registered Principal

Broker Assigned to the Account

Signed By: _____

Printed Name: _____

Title: _____

Date: _____

City Council Regular Meeting

4.

Meeting Date: 09/28/2020

Policy Statement: This request supports the City Council 2020-2021 Policy Agenda

Goal(s): Financially Sound City Government

Submitted by: Kim Hall, Director of Finance

Agenda Caption:

Consider a resolution adopting the City of Lancaster Debt Management Policy establishing guidelines for debt financing to provide for land, long-term capital additions, and infrastructure improvements while minimizing the impact of debt payments on current and future revenues.

Background:

Debt management policy statements are written guidelines, allowances and restrictions that guide the debt issuance practices for the City. Government Finance Officers Association (GFOA) recommends that state and local governments adopt comprehensive written debt management policies; and that the Debt Management Policy include the issuance process, management of the debt portfolio, and adherence to various laws and regulations. These policy statements will be reviewed annually to reflect current laws as well as significant changes in the City which may have an impact.

Operational Considerations:

The Debt Management Policy sets forth comprehensive guidelines for the financing of capital expenditures and demonstrates good fiscal administration of the City's debt obligations while promoting accountability to its citizens. Adherence to a debt management policy signals that the government is well managed and is likely to meet its debt obligations in a timely manner. Approval by the governing body ensures that there is a common understanding regarding the entity's approach to debt financing. Debt Management policies provide precedents for future policy-makers and financial managers on common financial goals and strategies; thereby providing credibility and transparency.

Legal Considerations:

This policy demonstrates compliance with the related legal and contractual issues in accordance with provisions of the City Charter, the Texas Local Government Code; and bond referenda approved by voters.

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

Public Information Considerations:

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

Options/Alternatives:

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

Recommendation:

Staff recommends approval of the resolution, as presented.

Attachments

Resolution

Debt Management

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS, ADOPTING THE CITY OF LANCASTER DEBT MANAGEMENT POLICY PROVIDING FOR PRUDENT FINANCIAL MANAGEMENT OF ALL DEBT FINANCING TO PROVIDE FOR NEEDED LAND, LONG-TERM CAPITAL ADDITIONS, AND INFRASTRUCTURE IMPROVEMENTS WHILE MINIMIZING THE IMPACT OF DEBT PAYMENTS ON CURRENT AND FUTURE REVENUES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council has reviewed the Debt Management Policy, Exhibit A, and found it to be acceptable; and

WHEREAS, the City of Lancaster Debt Management Policy provides for financial management through integrity, prudent stewardship, planning, accountability, full disclosure and communication regarding all debt service;

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

SECTION 1. The City of Lancaster Debt Management Policy, 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 is hereby in all things approved; and, the City Manager and staff shall implement and execute the procedures and policies adopted therein.

SECTION 2. This resolution shall take effect 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 28th day of September, 2020.

ATTEST:

APPROVED:

Sorangel O. Arenas, City Secretary

Clyde C. Hairston, Mayor

APPROVED AS TO FORM:

David T. Ritter, City Attorney

Exhibit "A"

CITY OF LANCASTER, TEXAS DEBT MANAGEMENT POLICIES

September 28, 2020



DEBT MANAGEMENT POLICIES

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CITY OF LANCASTER, TEXAS DEBT MANAGEMENT POLICIES

I. PURPOSE

The Debt Management Policies set forth comprehensive guidelines for the financing of capital expenditures. It is the objective of the policies that (1) the city obtains financing only when necessary, (2) the process for identifying the timing and amount of debt or other financing be as efficient as possible and (3) the most favorable interest and other costs be obtained.

With the establishment of these guidelines for debt financing to provide needed land, long-term capital additions, and infrastructure improvements while minimizing the impact of debt payments on current and future revenues; the City shall annually review and monitor the state of the City's capital assets, setting priorities for the addition, replacement, and renovation of these assets based on needs, funding alternatives, and availability of resources.

II. RESPONSIBILITY

The primary responsibility for developing financing recommendations rests with the Director of Finance; however, the City shall employ the assistance of its financial advisors and consultants, as needed, to assist in the administration and management of the City's financial affairs, debt administration and financial modeling. In developing the recommendations, the Director of Finance shall be assisted by the Deputy City Manager and the Assistant Director of Finance. The Director of Finance shall hold as follows:

- meet no less than twice a year with Department Managers to consider the need for financing and assess progress on the Capital Improvement Program,
- meet as necessary in preparation for a financing,
- review changes in state and federal legislation,
- review annually the provisions of ordinances authorizing issuance of obligations, and to
- Annually review services provided by the Financial Advisor, Bond Counsel, Paying Agent and other service providers to evaluate the extent and effectiveness of services being provided.

As part of the budgeting process, each Department head will meet with the City Manager to determine their current and future needs for capital assets. The City Manager and Fleet Director will determine the priority of the Capital assets that need to be purchased or replaced. Based on current excess funds and budgets, a purchase and replacement schedule will be maintained. Finance will assist if any additional financing is required.

In developing financing recommendations, consideration will be given as follows:

- the time proceeds of obligation are expected to remain on hand and the related carrying cost;

- the options for interim financing including short term and interfund borrowing, taking into consideration federal and state reimbursement regulations;
- the effect of proposed action on the tax rate and user charges;
- trends in interest rates; and
- other factors as appropriate.

A. Bond Counsel Involvement

The Bond Counsel will issue an opinion as to the legality and tax exempt status of any obligations. The city will also seek the advice of Bond Counsel on all other types of financings and on any other questions involving federal tax or arbitrage law. Bond Counsel is also responsible for the preparation of the ordinance authorizing issuance of obligations and all of the closing documents to complete their sale and will perform other services as defined by contract approved by the City Council. Bond counsel to the City shall provide an objective legal opinion concerning the issuance of bonds and other debt instruments. Generally, bonds are not marketable without the opinion of bond counsel indicating the bonds are valid and binding obligations of the City and exempt from federal and state income taxes.

Due to the complexity of the City's financial structure and the benefits that come from a history and knowledge of the City, the City maintains an ongoing relationship with the bond counsel for continuity. The engagement letter with bond counsel may be terminated as set forth in our contractual agreement.

B. Financial Advisor Involvement

The city will seek the advice of the Financial Advisor when necessary. The Financial Advisor will advise on the structuring of obligations to be issued, inform the city of various options, advise the city as to how choices will impact the marketability of city obligations, assist with determining the method of sale and the selection of other financing team members, and shall provide other financial advice and expertise, as needed. The Financial Advisor will inform the City Manager of significant issues. The City issues various types of securities to finance its capital improvement program and shall employ a financial advisor for these services. Debt issuance and restructuring requires a comprehensive list of services associated with municipal transactions including, but not limited to, analysis of market conditions, size and structure of the issue, method of sale, preparation of disclosure documents, evaluation of and advice on the pricing of securities, facilitation of rating agency relations, and calculation of debt service schedules.

Due to the complexity of the City's financial structure and the benefits that come from a history and knowledge of the City, the City maintains an ongoing relationship with the financial advisor for continuity. The City's agreement with the financial advisor may be terminated as set forth in our contractual agreement.

III. CAPITAL PROJECTS

The City shall maintain capital project funds to account for and report financial resources that are restricted, committed, or assigned for capital outlay (e.g., bond funds).

A. Capital Improvement Plan

As part of the annual budget process, the City shall prepare a capital improvement plan (CIP) based on the needs for capital improvements and equipment, including replacement and renovation and potential new projects. Annual capital spending needs shall be considered within the scope of the long-range capital improvement plan taking into consideration pay-as-you-go, debt requirements, operating costs, etc.

Capital expenditures are generally defined as those to purchase and/or construct land, buildings, improvements other than buildings, and infrastructure, including roads, sidewalks, bridges, utility lines, etc., in order to provide services over a considerable period of time. Capital costs typically consist of preliminary and final engineering and design and construction, but may also include the acquisition of land or easements. For each project identified in the plan, a project scope and justification shall be provided for review and consideration and shall include cost estimates, funding sources, and projected annual operation and maintenance costs. Capital projects shall become part of the City's asset inventory.

The Capital Improvement Plan may be reviewed along with the annual budget. Appropriations are for the life of the capital project. At fiscal year-end, projects shall be reviewed and if complete, shall be closed. Following completion of a project, any remaining funds shall be re-appropriated as part of the next year's capital budget. Funds remaining from bond proceeds may only be used in accordance with the legal use of those funds.

B. Infrastructure Evaluation and Replacement/Rehabilitation

Water, wastewater, drainage, street lighting, streets and sidewalks, municipal facilities, and other infrastructure are fundamental and essential for public health and safety, environmental protections, and the economic well-being of the City. The City's CIP shall be focused on ensuring that infrastructure is replaced as needed to protect the City's investment, to minimize future replacement and maintenance costs, to maintain existing levels of service, and to accommodate growth.

Infrastructure will be replaced, if feasible, at the end of its useable service life. If upgrades are warranted to meet current design standards, a cost/benefit analysis shall be done and presented to City Council for review and consideration.

C. Capital Expenditure Financing

The City utilizes several basic methods of financing its capital needs: pay-as-you-go from current revenues, fund balance/working capital, and debt. Capital projects shall not commence prior to the necessary funds being appropriated.

When cash funding is available, the City may elect to pay for all or part of its capital improvements from the appropriate fund rather than through the issuance of debt. The anticipated benefit of pay-as-you-go financing is a reduced or minimized impact on the property tax rate and utility rates. The use of pay-as-you-go financing may not reduce fund balance below target levels.

Debt financing may include general obligation bonds, revenue bonds, certificates of obligation, lease/purchase agreements, and other obligations permitted by state law. Capital improvement projects may not be debt-financed for periods longer than the projected useful life of the project or improvement.

D. Reporting

A summary and status report on capital projects and expenditures may be included in the quarterly financial report presented to City Council.

IV. DEBT MANAGEMENT

The City shall establish guidelines for debt financing to provide needed land, long-term capital additions, and infrastructure improvements while minimizing the impact of debt payments on current and future revenues. The City has no general obligation legal debt limit other than a ceiling on the tax rate as specified by the State of Texas. The prescribed maximum is \$2.50 per \$100 assessed valuation.

A. Use of Debt Financing

Debt financing, including general obligation bonds, revenue bonds, certificates of obligation, lease/purchase agreements, and other obligations permitted by state law, may only be used to purchase capital assets that cannot be acquired from current revenues or fund balance/working capital. Debt financing may be used to fund infrastructure improvements and additions.

B. Debt Financing

The City may not assume more tax-supported general purpose debt than it retires each year without conducting an objective analysis regarding the City's ability to assume and support additional debt service. This analysis may include an examination of the costs and benefits of the proposed capital spending and the anticipated impact on the property tax rate. The decision to issue new debt should be based on this analysis, a review of the current and projected conditions of the municipal bond market, and the City's ability to service the new debt.

General Obligation Bonds require voter approval and shall be issued to accomplish projects identified in the bond referendum. General Obligation Bonds shall be used to fund capital assets of the City and shall not be used to fund current operating expenditures.

Certificates of Obligation may be issued without voter approval to finance any public works

project or capital improvement, as permitted by state law. The City may issue Certificates of Obligation in the event it is more economical than issuing Revenue Bonds.

Revenue Bonds are secured by the revenues of an enterprise fund and require adequate projected revenues to cover anticipated future payments over the life of the bonds. If the City determines it is feasible to issue Revenue Bonds, it may also be necessary to make adjustments to the City's utility rate structure to maintain required coverage. Coverage requirements, and the need for and level of reserve funds to provide additional security in support of the bonds, are subject to rating agency review and market standards.

C. Debt Structure

The term of any debt issuance may not exceed the useful life of the asset funded by the debt. Relative to the issuance of revenue bonds, the term of the debt shall also be consistent with the revenue-generating capacity of the asset. The maximum term of any debt issue shall not exceed 40 years.

The structure of any debt issuance shall be designed to achieve the best possible results for the City given current market conditions, etc. Consideration shall be given to the term, amortization schedule, interest rates, yield, pricing and call provisions.

To achieve a more favorable interest rate, the City shall strive to issue bonds in amounts such that the issue is bank qualified. However, if the City needs to issue debt that is non-bank qualified, the fact that the issue is so designated will not be a consideration if all other factors support the issuance.

D. Debt Refunding

The City's financial advisor shall monitor the municipal bond market for opportunities to obtain interest savings by refunding outstanding debt. The City may issue a current refunding and there is no limit on the number of times the City may refund current bonds.

As a general rule, the net present value savings of an advance refunding should exceed three percent (3%) of the refunded maturities (including cost of issuance), unless, a debt restructuring is necessary.

E. Bond Elections

General obligation bond elections shall be determined and set by the City Council and an analysis showing the impact of the new debt on the City's tax rate and total debt capacity will be included with each proposal to issue new general obligation bonds.

F. Method of Sale

The City may use a competitive bidding process for the sale of debt unless the nature of the issue warrants a negotiated sale. The City may utilize a negotiated sale when the debt issuance is, or contains, a refinancing that is dependent on market timing.

G. Underwriting Syndicates

As part of the debt issuance process, the City shall partner with qualified and experienced firms. The City shall be actively involved in the debt issuance process and shall work with the financial advisor, bond counsel, and underwriter(s) to develop and recommend the most appropriate debt financing to meet the City's needs. For any given bond issue, the City may elect to work with a single underwriter or with an underwriting syndicate, which includes several firms and a designated lead underwriter.

H. Rating Agency Presentations

Full disclosure of operations and open lines of communication shall be maintained with the rating agencies. The City shall work with the financial advisor to prepare the necessary materials and presentation to the rating agencies. Credit ratings will be sought from one or more of the nationally recognized municipal bond rating agencies, currently Moody's Investor Service, Standard & Poor's Ratings Services, and Fitch Ratings, based on the recommendation of the financial advisor.

I. Bond Ratings

The City shall prudently manage the general and enterprise funds in order to maintain or improve the City's bond rating.

J. Lease/Purchase Agreements

The City may consider lease/purchase agreements for short-term financing needs when it is the most cost-effective option.

K. Interest Earnings on Debt Proceeds

Interest earnings on debt proceeds shall remain in the construction fund or be transferred to the debt service fund. Interest earnings on water and wastewater debt proceeds shall remain in the enterprise fund.

L. Continuing Financial Disclosure

The City shall comply with all requirements for continuing financial disclosure prescribed by state and federal regulations and City bond ordinances. In order to meet these requirements, the City must annually provide certain updated financial information and operating data to the Municipal Securities Rulemaking Board.

M. Post-Issuance Compliance

The City will follow post-issuance compliance policies and procedures to address the requirements of the Tax Code relative to its debt issuances. These requirements include restrictions on the use of proceeds, arbitrage yield restrictions, and the arbitrage rebate requirement. In general, these requirements are applicable throughout the period the debt issuance remains outstanding.

N. Arbitrage Investments and Reporting

The investment of bond proceeds shall be made in accordance with the same priority order of

safety, liquidity, and yield. Bond proceeds shall be invested in separate instruments or accounts and not commingled with other investment purchases. Arbitrage rebate calculations shall be done for each bond issue, as required, and funds shall be set aside for any positive arbitrage. Arbitrage shall be rebated to the federal government when due. The City is responsible for the annual arbitrage rebate calculation on each bond issue. The City shall provide the necessary information and records to a qualified firm for completing these calculations and preparing the required report filings. The City shall make timely payments of any rebate amount owed to the federal government. Requests for qualifications shall be solicited at least every five years from firms qualified to prepare arbitrage rebate calculations and reports

V. SHORT TERM DEBT

A. General

Short term obligations may be issued to finance projects or portions of projects for which the city ultimately intends to issue long term debt; i.e., it will be used to provide interim financing which will eventually be refunded with the proceeds of long term obligations.

Short term obligations may be backed with a tax or revenue pledge, or a pledge of other available resources.

The amount of short term obligations due to mature in a year shall not exceed 5% of outstanding long term debt.

Interim financing may be appropriate when long term interest rates are expected to decline in the future. In addition, some forms of short term obligations can be obtained quicker than long term obligations and thus can be used in emergencies until long term financing can be obtained. In some cases, when the amount of financing required in the immediate future is relatively small, it may be cheaper for the city to issue a small amount of short term obligations to provide for its immediate needs than to issue a larger amount of long term obligations to provide financing for both immediate and future needs when the carrying costs of issuing obligations which are not immediately needed are taken into account.

B. Commercial Paper

Interest rates on commercial paper are generally favorable to an issuer relative to interest on other forms of debt. However, it does not appear to be feasible for the City of Lancaster to issue commercial paper because the cost of issuance for small issuers is too great and the market for commercial paper from a small issuer is poor. In addition, cities may legally only issue commercial paper for revenue supported projects. However, should the opportunity to participate in a commercial paper issuance pool present itself, the advantages and disadvantages shall be evaluated.

C. Line of Credit

With the approval of the City Council, the city may establish a tax-exempt line of credit with a financial institution selected through a competitive process. Draws shall be made on the line of credit when (1) the need for financing is so urgent that time does not permit the issuance of long term debt, or (2) the need for financing is so small that the total cost of issuance of long term debt including carrying costs of debt proceeds not needed immediately is significantly higher.

Draws will be made on the line of credit to pay for projects designated for line of credit financing by the City Council. Only projects which will ultimately be financed with the proceeds of authorized bonds may be so designated.

Note: Lines of credit must mature within the current fiscal year.

The Director of Finance (or designee) will authorize draws and the Assistant Finance Director (or designee) will execute them. The Finance department will identify line-of-credit draws and expenditures on the books of account, and quarterly verify compliance and adequacy of documentation.

Additionally, a line of credit may be established to fulfill bond covenant requirements for a reserve fund when permitted under applicable ordinances and it is cost beneficial to do so. Before drawing on a line of credit for a capital item, the city should adopt a reimbursement resolution for the project in the event bonds need to be issued.

VI. LONG TERM DEBT

A. General

Long-term obligations will not be used for operating purposes, and the life of the obligations will not exceed the useful life of the projects financed.

Debt service structure will approximate level debt service unless operational matters dictate otherwise.

The city will strive to limit its annual issuance of long term obligations to \$10 million in order to take advantage of small issuer exemptions in the federal arbitrage laws. Should subsequent changes in the law raise these limits, then the city's policies will be adjusted accordingly.

The cost of issuance of private activity bonds is usually higher than for governmental purpose bonds. Consequently, private activity bonds will be issued only when they will economically benefit the city.

The cost of taxable debt is higher than for tax-exempt debt. However, the issuance of taxable debt is mandated in some circumstances, and may allow valuable flexibility in subsequent contracts with users or managers of the improvement constructed with the bond proceeds.

Therefore, the city will usually issue obligations tax-exempt, but may occasionally issue taxable obligations.

B. Bonds – General Obligation or Revenue

Long-term general obligation or revenue bonds shall be issued to finance significant capital improvements for purposes set forth by voters in bond elections. Additionally, revenue bonds may be issued in response to public need without voter authorization.

Bonds may have an average life of 30 years or less.

A resolution of intent to issue bonds authorizing staff to proceed with preparations may be presented for the consideration of the City Council when the capital budget is presented, as necessary.

The city may consider the use of surety bonds, lines of credit or similar instruments to satisfy reserve requirements.

C. Certificates of Obligation

Certificates of obligation may be issued to finance permanent improvements and land acquisition, if the need arises between bond elections. In addition, they may be used to finance cost overruns or to acquire equipment costing at least \$100,000. The life of certificates of obligation issued to finance equipment shall match the life of the equipment.

In accordance with state law, a resolution authorizing publication of notice of intent to issue certificates of obligation shall be presented for the consideration of the City Council no less than 45 days before an expected issuance. The notice of intent shall be published in the City's publication of record or a newspaper of general circulation in the city once a week for two consecutive weeks with the first publication to be at least thirty (30) days prior to the sale date.

Certificates of obligation can be backed by revenues eligible to be pledged under state law. Some revenues are restricted as to the uses for which they may be pledged. Water and wastewater revenues may be pledged without limit for water and wastewater purposes, but may only be pledged up to \$100,000 for non-water and wastewater purposes.

Certificates of obligation may also be backed by a tax pledge under certain circumstances as defined by law. They may also be backed by a combination tax and revenue pledge.

D. Public Property Finance Contractual Obligation

Public property finance contractual obligations may be issued to finance the acquisition of personal property.

E. Anticipation Notes

Anticipation Notes empower municipalities to issue debt without giving notice of intent. Anticipation Notes may be secured and repaid by a singular pledge, but not plural pledge, of

revenue, taxes, or the proceeds of a future debt issue. Anticipation Notes are authorized by an ordinance adopted by the city.

Anticipation Notes may be used to finance projects or acquisition that could also be financed with Certificates of Obligation.

Anticipation Notes have several restrictions which include:

- 1) Anticipation Notes issued for general purposes must mature before the seventh anniversary of the date the Attorney General approves the issue,
- 2) Anticipation Notes may not be used to repay inter-fund borrowing or a borrowing that occurred 24 months prior to the date of issuance,
- 3) A governing body may not issue Anticipation Notes that are payable from bond proceeds unless the proposition authorizing the issuance of the bonds has already been approved by the voters.

F. Bond Elections

Before a bond election, the City Manager and City Councilmembers will be provided with competent debt capacity analyses, tax and user fee impact projections and other information as deemed appropriate by the City Manager's Office. The Bond Counsel and Financial Advisor will provide support during the process.

VII. REFUNDING

The city shall consider refunding debt whenever an analysis indicates the potential for present value savings of approximately 3% of the principal being refunded or at least \$200,000. The city will not refund less than 3% of its outstanding debt at one time except in unusual circumstances such as when it intends to change bond covenants.

Private activity bonds may be refunded in a current refunding only.

VIII. CAPITAL LEASING

Capital leasing is an option for the acquisition of a piece or package of equipment costing less than \$3,000,000.

Leasing shall not be considered when funds are on hand for the acquisition unless the interest expense associated with the lease is less than the interest that can be earned by investing the funds on hand or when other factors such as budget constraints, economic conditions or vendor responsiveness override the economic consideration.

Whenever a lease is arranged with a private sector entity, a tax exempt rate shall be sought. Whenever a lease is arranged with a government or other tax-exempt entity, the city shall strive to obtain an explicitly defined taxable rate so that the lease will not be counted in the city's total annual borrowings subject to arbitrage rebate.

If the interest rate is greater than three (3) percent, the lease agreement shall permit the city to refinance the lease at no more than reasonable cost should the city decide to do so. A lease which can be called at will is preferable to one which can merely be accelerated.

Since the market for lease financings is relatively inefficient, the interest rates available at any one time may vary widely. Therefore, if the If the interest rate is greater than three (3) percent; the city shall obtain at least three competitive proposals for any major lease financing. The net present value of competitive bids shall be compared, taking into account whether payments are in advance or in arrears, and how frequently payments are made. The purchase price of equipment shall be competitively bid as well as the financing cost.

The advice of the city's bond counsel shall be sought in any leasing arrangement and when federal tax forms 8038 are prepared to ensure that all federal tax laws are obeyed.

The city may consider issuing certificates of participation to finance a very large project. Care should be taken because financing costs may be greater than for other types of financing. When possible, the lease agreement will be backed with a tax pledge.

If the city is obligated to make payments more than a year in the future, then the agreement will probably be considered debt by the state. However, if the payments are subject to annual appropriation by the City Council, then they may not.

IX. OTHER TYPES OF FINANCING

From time to time other types of financing may become available. Examples of these options are debt pools with other entities and low-interest loans from state agencies such as the Texas Water Development Board.

X. RATIOS AND RESERVES

The portion of the city's property tax rate levied for debt service shall not exceed 40% of the total tax rate.

The Water and Wastewater Fund total long term debt outstanding shall not exceed the amount of fund equity.

The City will endeavor to maintain 1.25 coverage for all indebtedness of the Water and Wastewater Fund and 1.50 coverage for the Lancaster Recreational Development Fund.

Debt Service Funds should not have reserves or balances in excess of 1/12 of last year's principal and interest expense except that (1) the city's Water/Wastewater revenue bond debt service reserves will be maintained at the level of the average annual debt service plus amounts accrued for the next debt service payment, (2) the City's Parks & Recreation Sales Tax Venue

revenue bond reserves will be maintained at the level of maximum annual debt service plus amounts accrued for the next debt service payment.

When revenue supported, tax-backed debt is issued, a debt service reserve or similar alternative backup source from which to pay debt service will be established. The source of the reserve will be determined on a case by case basis. When the revenue source being financed with the debt has become well established, then it will no longer be necessary to maintain the reserve or similar alternative backup source.

XI. OFFICIAL STATEMENT

The Official Statement is the disclosure document prepared by or on behalf of the city for an offering of securities. The City's Financial Advisor and Bond Counsel will assist in the preparation of the Official Statement. The information contained in the Official Statement is gathered from departments/divisions throughout the city. Coordination and compilation of the information provided to the Financial Advisor by the City is the responsibility of the Assistant Director of Finance under the supervision of the Director of Finance.

XII. RATINGS

The city's goal is to maintain or improve its bond ratings. To that end, prudent financial management policies will be adhered to in all areas. Therefore, it is important for the City to continue to build its liquidity and maintain solid general fund performance. The City could receive a one-notch upgrade assuming that all other factors/inputs remain constant.

Full disclosure of operations will be made to the bond rating agencies. The city staff, with the assistance of the financial advisors and bond counsel, will prepare the necessary materials for presentation to the rating agencies.

The city shall maintain a line of communications with the national rating agencies informing them of major financial events in the city as they occur. The Comprehensive Annual Financial Report shall be distributed to the rating agencies after it has been accepted by the City Council.

The rating agencies will also be notified either by telephone or through written correspondence when the city begins preparation for a debt issuance. After the initial contact, a formal ratings application will be prepared and sent along with the draft of the Official Statement relating to the bond sale to the rating agencies. This application and related documentation should be sent several weeks prior to the bond sale to give the rating agencies sufficient time to perform their review.

A personal meeting with representatives of the rating agencies will be scheduled every few years or whenever a major project is initiated.

XIII. CREDIT ENHANCEMENTS

Credit enhancements are mechanisms which guarantee principal and interest payments. They include bond insurance and a line or letter of credit. A credit enhancement will be considered if it results in and lowers overall costs.

During debt issuance planning, the Financial Advisor will advise the city whether or not a credit enhancement is cost effective under the circumstances and what type of credit enhancement, if any, should be purchased. In a negotiated sale, bids may be taken during the period prior to the pricing of the sale. In a competitive sale, bond insurance may be provided by the purchaser if the issue qualifies for bond insurance.

XIV. SECONDARY MARKET DISCLOSURE

In compliance with SEC 15c2-12 regulations, which became effective July 3, 1995, municipal debt issuers are required to annually provide specified financial and operating information to the Municipal Securities Rulemaking Board (MSRB) Electronic Municipal Market Access (EMMA) designated by the SEC. This information is available free of charge via the Electronic Municipal Market Access (EMMA) system at www.emma.msrb.org. Additionally, issuers must notify the State Information Depositories (SIDs) if one exists.

The information to be provided includes quantitative financial information and operating data as well as audited financial statements. This financial disclosure must be filed by March 31 of each year.

In addition to the financial and operating information any material event must be provided to EMMA within 10 business days of occurrence. Municipal debt issuers will be obligated to provide ongoing disclosure on the status of the following material events:

- Principal and interest payment delinquencies
- Nonpayment-related defaults
- Unscheduled draws on reserves
- Unscheduled draws on credit enhancements
- Substitution of credit or liquidity providers, or the failure to perform
- Adverse tax opinions or events affecting the tax-exempt status of the security
- Modifications to rights of security holders
- Bond calls
- Defeasances
- Matters affecting collateral
- Rating changes

The Director of Finance will be designated "Compliance Officer" for disclosure requirements. Levels of reporting will include:

- Annual compliance report to the City Manager,

- Notification by electronic filing to EMMA, and SID's of material events, with copies to the City Council
- Copies of CAFR and updated tables from the Official Statement to EMMA and SIDs within six months of fiscal year end.

XV. ARBITRAGE LIABILITY MANAGEMENT

It is the city's policy to minimize the cost of arbitrage rebate and yield restriction while strictly complying with the law.

A. General

Federal arbitrage legislation is intended to discourage entities from issuing tax exempt obligations unnecessarily. In compliance with the spirit of this legislation, the city will not issue obligations except for identifiable projects with very good prospects of timely initiation. Obligations will be issued as closely in time as feasible to the time contracts are expected to be awarded so that they will be spent quickly.

B. Responsibility

Because of the complexity of arbitrage rebate regulations and the severity of noncompliance penalties, the advice of Bond Counsel and other qualified experts will be sought whenever questions about arbitrage rebate regulations arise. The city maintains a contract for arbitrage rebate services.

The Director of Finance will be responsible for identifying the amount of unspent debt proceeds including interest which is on hand and for ensuring that, to the extent feasible, the oldest proceeds on hand are spent first.

The arbitrage rebate consultant maintains a system for computing and tracking the arbitrage rebate liability, and will notify the city of the amount of accrued liability. They will also be responsible for notifying the city two months in advance of when a rebate of excess arbitrage earnings is due to the Internal Revenue Service.

The city's bond counsel and financial advisor shall review in advance any arbitrage rebate payments and forms sent to the Internal Revenue Service.

The expenditure of obligation proceeds will be tracked in the financial accounting system by type of issue. Investments will be pooled for financial accounting purposes and may, at the discretion of the Director of Finance, be pooled for investment purposes. When investments of bond proceeds are co-mingled with other investments, the city shall adhere to the Internal Revenue Service rules on accounting allocations.

Arbitrage rebate costs shall be charged as negative interest revenue to the funds in which the related obligation proceeds were originally deposited.

C. Internal Interim Financing

In order to defer the issuance of obligations, when sufficient non-restricted reserve funds are on hand, consideration shall be given to appropriating them to provide interim financing for large construction contracts or parts of contracts. When the appropriations are subsequently re-financed with the proceeds of obligations or other resources, the non-restricted reserve funds shall be repaid. When expenditures are reimbursed from debt issuances, applicable state law and the Internal Revenue Service rules on reimbursements will be complied with so that the reimbursements may be considered expenditures for arbitrage purposes.

Requirements are in general:

- The city shall declare its intention to reimburse an expenditure with debt proceeds before paying the expenditure, and will exclude costs such as design and engineering fees or cost of issuance;
- Reimbursement bonds must be issued and the reimbursement made within one year after the expenditure was made or the property financed by the expenditure was placed in service, whichever is later; and
- The expenditure to be reimbursed must be a capital expenditure.

D. Two Year Spend-out Option

Arbitrage rebate legislation offers a safe harbor whereby obligations issued for construction will be exempt from arbitrage rebate if certain rules are adhered to and the proceeds are spent within two years. However, if this option is elected and all the proceeds are not spent according to the prescribed schedule, penalties are imposed. The option should be considered when circumstances indicate the city will with certainty be successful in achieving a two year spend out goal. Such circumstances may include, but are not limited to the following:

- Obligations are issued to finance a variety of small construction projects, not large projects which might be unexpectedly delayed after the issuance. Also, project management understands the requirements and is firmly committed to achieving the spend out goal.
- Obligations are issued for a single, large high priority project with a relatively short construction period and there is a high level of commitment to speedy completion.

When the two year spend out option is elected, debt will be issued for an estimated one year of expenditures to provide for unexpected delays of up to a year without incurring penalties. The exercise of the two year spend out option will always be coordinated with Bond Counsel and the Financial Advisor.

XVI. MODIFICATION TO POLICIES

These policies will be reviewed annually and presented to the City Council for consideration.

LANCASTER CITY COUNCIL

City Council Regular Meeting

5.

Meeting Date: 09/28/2020

Policy Statement: This request supports the City Council 2020-2021 Policy Agenda

Goal(s): Financially Sound City Government

Submitted by: Sam Urbanski, Chief of Police

Agenda Caption:

Consider an ordinance approving the proposed fiscal year 2020/2021 budget for proceeds of seized property for the Lancaster Police Department for the fiscal year beginning October 1, 2020, and ending September 30, 2021; providing that expenditures for said fiscal year shall be in accordance with said budget.

Background:

Pursuant to the agreements signed by the Lancaster Police Department and the State Attorney General and United States Department of Justice to share the use of property and/or proceeds from seizures in connection with combined law enforcement activities, the Police Chief is submitting to the City Council a proposed budget of the expenditures for conducting the affairs of the Lancaster Police Department throughout the fiscal year beginning October 1, 2020, and ending September 30, 2021.

Operational Considerations:

The proposed detail budget is outlined below:

Fund	2020-2021 Budget Expenditures
Police Seized Funds - State	\$22,888.00
Police Seized Funds - Federal	\$37,592.00
Total	\$60,480.00

Legal Considerations:

The ordinance has been reviewed and approved as to form by the City Attorney.

Public Information Considerations:

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

Fiscal Impact:

The Seized Funds proposed budget is a plan for expenditures related to the operations of the Lancaster Police Department.

Options/Alternatives:

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

Recommendation:

Staff recommends approval of the ordinance, as presented.

Attachments

Ordinance

Exhibit A

ORDINANCE NO.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS, APPROVING AND ADOPTING A BUDGET FOR PROCEEDS OF SEIZED PROPERTY FOR THE LANCASTER POLICE DEPARTMENT FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020 AND ENDING SEPTEMBER 30, 2021; PROVIDING THAT EXPENDITURES FOR SAID FISCAL YEAR SHALL BE IN ACCORDANCE WITH SAID BUDGET; PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Lancaster Police Department has signed certain agreements with the State Attorney General and United States Department of Justice to share the use of property and/or proceeds from seizures in connection with combined law enforcement activities; and

WHEREAS, the Chief of Police of the City of Lancaster Police Department has submitted to the City Council a proposed budget of the expenditures for utilizing such funds in accordance with the law for the benefit of law enforcement activities of the department for fiscal year 2020-2021; and

WHEREAS, the City Council has received the Chief of Police's proposed seizure budget, a copy of which proposed seizure budget is attached hereto and incorporated herein as Exhibits A and B, and has been filed with the City Secretary of the City of Lancaster;

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

SECTION 1. That the budget of expenditures as set forth in the attachments hereto as Exhibits A and B, for conducting the affairs of the Lancaster Police Department and providing a financial plan for the ensuing fiscal year beginning October 1, 2019 and ending September 30, 2020, is hereby approved as the adopted budget for proceeds of seized property on behalf of the Lancaster Police Department; and, the Lancaster Police Department shall expend those funds in accordance with agreements recited herein and applicable law.

SECTION 2. That the appropriations for the fiscal year are hereby approved beginning October 1, 2020, and ending September 30, 2021, for the various funds and purposes of the Lancaster Police Department, which is attached hereto and incorporated herein as Exhibit A and B and is summarized as follows: Exhibit "A" 2020-2021 Budget Fund Expenditures Police Seized Funds – State \$22,888.00 Exhibit "B" Police Seized Funds – Federal \$37,592.00 Total \$60,480.00

SECTION 3. Those expenditures during the fiscal year shall be made in accordance with the seizure budget approved by this ordinance and made part hereof for all purposes unless otherwise authorized by a duly enacted ordinance of the City.

SECTION 4. That all provisions of the ordinances of the City of Lancaster in conflict with the provisions of this ordinance be and the same are hereby repealed, and all other provisions of the ordinances of the City of Lancaster not in conflict with the provisions of this ordinance shall remain in full force and effect.

SECTION 5. That should any sentence, paragraph, subdivision, clause, phase or section of this ordinance be adjudged or 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 invalid, illegal or unconstitutional.

DULY PASSED and approved by the City Council of the City of Lancaster, Texas, on this the 21st day of September, 2020.

ATTEST:

APPROVED:

Sorangel O. Arenas, City Secretary

Clyde C. Hairston, Mayor

David T. Ritter, City Attorney

Police Seized Funds - State

EXHIBIT A

BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT

Fund
Department
Program

11
14
0

POLICE SEIZED FUNDS - STATE
POLICE
POLICE DEPARTMENT

		2018	2019	2020	2020	2021
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
202	UNIFORMS AND CLOTHING	\$ 195	\$ -	\$ -	\$ -	\$ 11,171
203	MOTOR VEHICLE SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ 11,717
204	MINOR EQUIPMENT	\$ 1,292	\$ -	\$ -	\$ -	\$ -
211	OTHER OPERATIONAL SUPPLIES	\$ -	\$ 445	\$ -	\$ -	\$ -
Supplies Sub Total		\$ 1,487	\$ 445	\$ -	\$ -	\$ 22,888
Account Object	Description					
302	MAINT-MOTOR VEHICLES	\$ -	\$ 1,379	\$ 1,899	\$ -	\$ -
Maintenance Sub Total		\$ -	\$ 1,379	\$ 1,899	\$ -	\$ -
Account Object	Description					
405	DISTRICT ATTORNEY	\$ 3,307	\$ 684	\$ 1,750	\$ -	\$ -
Services Sub Total		\$ 3,307	\$ 684	\$ 1,750	\$ -	\$ -
Department Total		\$ 4,794	\$ 2,508	\$ 3,649	\$ -	\$ 22,888

Police Seized Funds - Federal EXHIBIT B

BUDGET REPORT Fund 12 **POLICE SEIZED FUNDS - FEDERAL**
LINE ITEM DETAIL Department 14 **POLICE DEPARTMENT**
BY DEPARTMENT Program 0 **POLICE DEPT EXPENDITURES**

	2018	2019	2020	2020	2021
Account Object Description	Actual	Actual	YTD Actual	Budget	Proposed
201 SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -
202 UNIFORMS AND CLOTHIN	\$ -	\$ -	\$ -	\$ -	\$ 18,796
204 MINOR EQUIP/TOOLS	\$ 21,214	\$ 2,290	\$ 959	\$ -	\$ -
Supplies Sub Total	\$ 21,214	\$ 2,290	\$ 959	\$ -	\$ 18,796
Account Object Description					
407 SERVICES	\$ 10,126	\$ 24,894	\$ 21,350	\$ -	\$ -
409 TRAVEL & EDUCATION	\$ -	\$ -	\$ -	\$ -	\$ 18,796
414 DUES & SUBSCRIPTIONS	\$ -	\$ -	\$ -	\$ -	\$ -
416 OTHER/PROFESSIONAL S	\$ -	\$ -	\$ -	\$ -	\$ -
421 PRINTING	\$ -	\$ -	\$ -	\$ -	\$ -
434 SPECIAL PROJECTS	\$ -	\$ -	\$ -	\$ -	\$ -
473 DEPR. EXP. MACH. & EQU	\$ -	\$ -	\$ -	\$ -	\$ -
Services Sub Total	\$ 10,126	\$ 24,894	\$ 21,350	\$ -	\$ 18,796
Account Object Description					
620 CAPITAL-SOFTWARE	\$ -	\$ -	\$ -	\$ -	\$ -
625 CAPITAL - EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Sub Total	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 31,339	\$ 27,184	\$ 22,309	\$ -	\$ 37,592

City Council Regular Meeting

6.

Meeting Date: 09/28/2020

Policy Statement: This request supports the City Council 2020-2021 Policy Agenda

Goal(s): Professional and Committed City Workforce

Submitted by: Dori Lee, Civil Service Director

Agenda Caption:

Consider an ordinance, establishing Civil Service assignment pay within the Police and Fire Departments; prescribing the rate in each assignment.

Background:

Pursuant to Title 5, Chapter 143, of the Texas Local Government Code, the governing body of a municipality may authorize assignment pay for police officers and firefighters who perform specialized functions in their respective departments. Assignment/specialized assignments and pay have been included within the Police and Fire structure; however, Chapter 143 requires the governing body to approve a separate ordinance defining each assignment and associated compensation.

Operational Considerations:

The Police Department provides for specialized assignment pay as follows:

A) The assignment of "Criminal Investigator-Detective" (CID) is a specialized assignment within the Lancaster Police Department and that assignment involves investigating higher grade misdemeanors and felonies for prosecution in County and District Court. When a member is designated by the Police Chief or his designee to serve as "Criminal Investigator—Detective" for the Department, that member is entitled to receive \$80.00 per pay period as "CID" assignment pay.

B) The assignment of "Field Training Officer" (FTO) is a specialized assignment within the Lancaster Police Department and involves training and evaluating police recruits on the policies, practices, and procedures of the Lancaster Police Department. The Police Chief or his designee assigns capable Police personnel to this position of responsibility in accordance with his or her demonstrated knowledge and familiarity with the Field Training Officers Program. Because the assignment of "Field Training Officer" requires additional and specialized duties, when a member holds the appropriate certifications AND is designated in writing by the Police Chief or his designee to serve as a "Field Training Officer," that member is entitled to receive an additional \$80.00 per pay period as "FTO Assignment Pay."

C) The assignment of "Canine Officer" (K9) is a specialized assignment within the Lancaster Police Department and that assignment involves training and utilizing Canine officers. When a member is designated by the Police Chief or his designee to serve as "Canine Officer" for the Department, that member is entitled to receive \$80.00 per pay period as "K9" assignment pay.

D) The assignment of "Community Relations Officer" (CR) is a specialized assignment within the Lancaster Police Department and that assignment involves engaging the community outside a normal assigned schedule to provide a direct link with the Lancaster Police Department. When a member of the Lancaster Police Department is designated by the Police Chief or his designee in writing to serve as "Community Relations Officer" for the Department, that member is entitled to receive \$80.00 per pay period as "CR" assignment pay.

The Fire Department provides for specialized assignment pay as follows:

A) The assignment of "Paramedic Pay" (P II) is a specialized assignment within the Lancaster Fire Department and that assignment involves providing advanced emergency medical care. Members certified by the Texas Department of State Health Services (TDSHS) are entitled to receive \$80.79 per pay period as "PII" certificate pay.

Proposed in the FY 2019-2020 budget includes providing for specialized assignment pay for both Police and Fire Departments as follows:

A) The assignment of "Language Skills Assignment Pay" to Police Officers and Fire Fighters who have demonstrated through a validated third party verification process the ability to communicate in a foreign language beneficial to the Citizens of Lancaster as identified through the most recent U.S. Census as well as American Sign Language; and whose assignment requires that he or she utilize those skills, is entitled to receive \$32.31 per pay period for Language Skills 2 "LS2" assignment pay for verbal, reading and writing; or \$16.51 per pay period for Language Skills 1 "LS1" verbal assignment pay.

B) The assignment of Certificate Pay for Police Officers and Fire Fighters with a current certification issued by the Texas Commission on Law Enforcement (TCOLE) or Texas Commission on Fire Protection (TCFP) that member is entitled to receive \$23.25 per pay period for intermediate certificate, or \$46.25 per pay period for advanced certificate, or \$69.25 for master certificate.

Legal Considerations:

Pursuant to Chapter 143 of the Texas Local Government Code, the City Council shall establish certain assignment pay and shall prescribe the rate of pay in each of these classifications by ordinance. The City Attorney reviewed and approved the ordinance as to form.

Public Information Considerations:

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

Options/Alternatives:

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

Recommendation:

Staff recommends approving the ordinance, as presented.

Attachments

Ordinance

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF LANCASTER, TEXAS, ESTABLISHING CIVIL SERVICE ASSIGNMENT PAY WITHIN THE POLICE DEPARTMENT; ESTABLISHING CERTIFICATION PAY FOR THE POLICE AND FIRE DEPARTMENTS; PRESCRIBING THE DESCRIPTION AND RATES OF PAY FOR EACH SPECIALIZED ASSIGNMENT AND/OR CERTIFICATION; PROVIDING FOR SEVERABILITY; PROVIDING A REPEALER; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, pursuant to Chapter 143 of the Texas Local Government Code, the City Council shall establish certain assignment pay and shall prescribe the rate of pay in each of these classifications by ordinance; and

WHEREAS, the City Council has reviewed and approved a budget for the City for fiscal year beginning October 1, 2020 and ending September 30, 2021; and

WHEREAS, such budget contains a program of planned expenditures and for authorized positions within the police and fire departments, including programmed changes to the operations and human resources of those departments; and

WHEREAS, it is the express intent of the City Council that the city provide for civil service assignment pay for special assignments made by the Department Head and approved by the City Manager; and

WHEREAS, § 143.042 of the Texas Local Government Code states that the governing body of a municipality may authorize assignment pay for fire fighters or police officers who perform specialized functions in the Fire or Police Department; and,

WHEREAS, § 143.042 (c) of the Texas Local Government Code requires that the governing body must set forth in an ordinance the amount of assignment pay and the conditions under which it is to be payable to members of the Fire and Police Departments; and,

WHEREAS, § 143.043 of the Texas Local Government Code permits municipalities to authorize assignment pay for members of the Police Department who perform the duties and responsibilities of the field training officer program; and

WHEREAS, §143.044(b) of the Texas Local Government Code permits municipalities to authorize certification pay for fire fighters and police officers who possess certifications, and the governing body must set forth in an ordinance the amount of certification pay and the certifications for which it is to be payable to members of the Fire and Police Department; and

WHEREAS, such budget contains a program of planned expenditures and for authorized assignment pay within the police and fire departments, including programmed

changes to the operations and human resources of those departments;

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

SECTION 1. That City Council hereby establishes the assignment pay within each classification for the police department is set forth as follows:

A) The assignment of "Criminal Investigator-Detective" is a specialized function within the Lancaster Police Department and that assignment involves investigating higher grade misdemeanors and felonies for prosecution in County and District Court. When a member is designated by the Police Chief or his designee to serve as "Criminal Investigator—Detective" for the Department, that member is entitled to receive \$80.00 per pay period as "CID" assignment pay.

B) The assignment of "Field Training Officer" is a specialized assignment within the Lancaster Police Department. The assignment of "Field Training Officer" involves training and evaluating police recruits on the policies, practices, and procedures of the Lancaster Police Department. The Police Chief or his designee assigns capable Police personnel to this position of responsibility in accordance with his or her demonstrated knowledge and familiarity with the Field Training Officers Program. Because the assignment of "Field Training Officer" requires additional and specialized duties, when a member holds the appropriate certifications AND is designated in writing by the Police Chief or his designee to serve as a "Field Training Officer," that member is entitled to receive an additional \$80.00 per pay period as "FTO Assignment Pay."

C) The assignment of "Canine Officer" is a specialized function/assignment within the Lancaster Police Department and that assignment involves training and utilizing Canine officers. When a member is designated by the Police Chief or his designee to serve as "Canine Officer" for the Department, that member is entitled to receive \$80.00 per pay period as "K9" assignment pay.

D) The assignment of "Community Relations Officer" is a specialized assignment within the Lancaster Police Department and that assignment involves engaging the community outside of a normal assigned schedule to provide a direct link with the Lancaster Police Department. When a member of the Lancaster Police Department is designated by the Police Chief or his designee in writing to serve as "Community Relations Officer" for the Department, that member is entitled to receive \$80.00 per pay period as "CR" assignment pay.

SECTION 2: That City Council hereby establishes the paramedic pay within each classification for the fire department is set forth as follows:

A) The assignment of "Paramedic Pay" is a specialized function within the Lancaster Fire Department and that assignment involves providing advanced emergency medical care. Members certified by the Texas Department of State Health Services (TDSHS) is entitled to receive \$80.79 per pay period as "PII" certificate pay.

SECTION 3: That City Council hereby establishes the certification pay within each classification for the fire and police department is set forth as follows:

A) The assignment of "Language Skills Assignment Pay" to Police Officers and Fire Fighters who have demonstrated through a validated third party verification process the ability to communicate in a foreign language beneficial to the Citizens of Lancaster as identified through the most recent U.S. Census as well as American Sign Language; and whose assignment requires that he or she utilize those skills, is entitled to receive \$32.31 per pay period for Language Skills 2 "LS2" assignment pay for verbal, reading and writing; or \$16.51 per pay period for Language Skills 1 "LS1" verbal assignment pay.

B) The assignment of Certificate Pay for Police Officers and Fire Fighters with a current certification issued by the Texas Commission on Law Enforcement (TCOLE) or Texas Commission on Fire Protection (TCFP) that member is entitled to receive \$23.25 per pay period for intermediate certificate, or \$46.25 per pay period for advanced certificate, or \$69.25 for master certificate.

SECTION 4: That City Council hereby establishes that terms of this ordinance and/or any payment of "assignment pay" do not apply to a member who is performing any of these duties on a "step-up," "acting" or any other temporary basis.

SECTION 5. Severability: If any provision, section, clause, sentence, unenforceable or phrase of this ordinance is for any reason held to be unconstitutional, void, invalid, or the validity of the remainder of this ordinance or its application shall not be affected, it being the intent of the City Council in adopting this ordinance that no portion, provision, or regulation contained herein shall become inoperative or fail by way of reasons of any unconstitutionality or invalidity of any other portion, provision, or regulation.

SECTION 6. Repealer: That all other ordinances, section, or parts of ordinances heretofore adopted by the City of Lancaster in conflict with the provisions set out above in this ordinance are hereby expressly repealed or amended as indicated.

SECTION 7. This ordinance shall take effect on October 1, 2020.

DULY PASSED and approved by the City Council of the City of Lancaster, Texas, on this the 28th day of September, 2020.

ATTEST:

Sorangel O. Arenas, City Secretary

APPROVED:

Clyde C. Hairston, Mayor

APPROVED AS TO FORM:

David T. Ritter, City Attorney

LANCASTER CITY COUNCIL

City Council Regular Meeting

7.

Meeting Date: 09/28/2020

Policy Statement: This request supports the City Council 2020-2021 Policy Agenda

Goal(s): Healthy, Safe & Engaged Community
Professional and Committed City Workforce

Submitted by: Dori Lee, Human Resources Director

Agenda Caption:

Consider an ordinance, establishing Civil Service classifications within Police and Fire Departments; prescribing the number of positions in each classification.

Background:

Pursuant to Title 5, Chapter 143, of the Texas Local Government Code, the City Council must establish the civil service classifications in the Police and Fire Departments and the number of positions in each classification. The attached ordinance continues the strength of force in the police department with sixty-five (65) sworn positions and sixty-five (65) sworn positions in the fire department.

Operational Considerations:

The Police Department staffing includes a total of 65 sworn fire personnel effective October 1, 2020. The Fire Department staffing includes a total of 65 sworn police personnel effective October 1, 2020. The proposed classifications are as follows:

POLICE	
Authorized	
<u>Classification</u>	<u>No. of Positions as of 10/01/2020</u>
Assistant Chief	2
Police Lieutenant	6
Police Sergeant	7
Police Officer	50
Total	65

FIRE SUPPRESSION	
Authorized	
<u>Classification</u>	<u>No. of Positions as of 10/01/2020</u>
Assistant Chief	1
Battalion Chief	5
Fire Captain	10
Fire Engineer	21
Fire Fighter	28
Total	65

Legal Considerations:

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

Public Information Considerations:

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

Options/Alternatives:

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

Recommendation:

Staff recommends approving the ordinance, as presented.

Attachments

2020-2021 Civil Service Classification Ordinance

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF LANCASTER, TEXAS, ESTABLISHING CURRENT CIVIL SERVICE CLASSIFICATIONS WITHIN THE POLICE AND FIRE DEPARTMENTS; PRESCRIBING THE NUMBER OF POSITIONS IN EACH CLASSIFICATION; PROVIDING FOR SEVERABILITY; PROVIDING A REPEALER; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, pursuant to Chapter 143 of the Texas Local Government Code, the City Council shall have, and has, the authority to establish certain classifications and shall prescribe the number of positions in each of these classifications by ordinance; and

WHEREAS, the City Council has reviewed and approved a budget for the City for fiscal year beginning October 1, 2020 and ending September 30, 2021; and

WHEREAS, such budget contains a program of planned expenditures and establishes authorized positions within the police and fire departments, to effect economy in operations and betterment of municipal services, which includes intended and planned changes to the operations and staffing resources of those departments.

WHEREAS, it is the express intent of the City Council that the total number of authorized positions within the Lancaster Fire Department remain at sixty-five (65) effective October 1, 2020 and the total number of authorized positions within the Lancaster Police Department remain at sixty-five (65) effective October 1, 2020; and

WHEREAS, such budget contains a program of planned expenditures and for authorized positions within the police and fire departments, including programmed changes to the operations and human resources of those departments;

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

SECTION 1. That City Council hereby establishes the classifications and the number of authorized positions within each classification in the Fire Department. The following strength of force for the Lancaster Fire Department is set forth as follows:

	FIRE SUPPRESSION
	Authorized
	<u>No. of Positions as of</u>
	<u>10/01/2020</u>
<u>Classification</u>	
Assistant Chief	1
Battalion Chief	5
Captain	10
Fire Engineer	21
Fire Fighter	28
<hr/> Total	<hr/> 65

SECTION 2. That City Council hereby establishes the classifications and the number of authorized positions within each classification in the Police Department. At that time and date, the following strength of force for the Lancaster Police Department is set forth as follows:

POLICE	
Authorized	
<u>No. of Positions as of</u>	
<u>10/01/2020</u>	
<u>Classification</u>	
Assistant Chief	2
Police Lieutenant	6
Police Sergeant	7
Police Officer	50
<hr/>	
Total	65

SECTION 3. Severability: If any provision, section, clause, sentence, or phrase of this ordinance is for any reason held to be unconstitutional, void, invalid, or un-enforced, the validity of the remainder of this ordinance or its application shall not be affected, it being the intent of the City Council in adopting and of the Mayor in approving this ordinance that no portion, provision, or regulation contained herein shall become inoperative or fail by way of reasons of any unconstitutionality or invalidity of any other portion, provision, or regulation.

SECTION 4. Repealer: That all other ordinances, section, or parts of ordinances heretofore adopted by the City of Lancaster in conflict with the provisions set out above in this ordinance are hereby repealed or amended as indicated.

SECTION 5. This ordinance shall take effect on October 1, 2020.

DULY PASSED and approved by the City Council of the City of Lancaster, Texas, on this the 14th day of September, 2020.

ATTEST:

APPROVED:

Sorangel O. Arenas, City Secretary

Clyde C. Hairston, Mayor

APPROVED AS TO FORM:

David T. Ritter, City Attorney

LANCASTER CITY COUNCIL

City Council Regular Meeting

8.

Meeting Date: 09/28/2020

Policy Statement: This request supports the City Council 2020-2021 Policy Agenda

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

Submitted by: Sorangel O. Arenas, City Secretary

Agenda Caption:

Consider a resolution providing for the adoption of the Master Fee Schedule for all fees and charges assessed and collected by the City of Lancaster.

Background:

The Master Fee Schedule is adopted by resolution and changes to the fee schedule may be made throughout the year, as needed, by resolution.

Operational Considerations:

Attached is information supplied by the various departments regarding proposed fees.

Public Information Considerations:

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

Options/Alternatives:

1. City Council may approve the resolution adopting the Master Fee Schedule as presented with an effective date of October 1, 2020.
2. City Council may approve the resolution effective October 1, 2020 with changes and state those changes.
3. City Council may deny the resolution.

Recommendation:

Staff recommends approval of the Master Fee Schedule, as presented, with an effective date of October 1, 2020. The fees in the schedule are a part of revenue projections within the FY 2020/2021 budget.

Attachments

Resolution

Exhibit A

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS, PROVIDING FOR ADOPTION OF THE NEW MASTER FEE SCHEDULE FOR ALL FEES AND CHARGES ASSESSED AND COLLECTED BY THE CITY, WHICH IS ATTACHED HERETO AND INCORPORATED HEREIN AS EXHIBIT "A"; PROVIDING A REPEALING CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Lancaster desires to adopt an updated Master Fee Schedule to provide for the fees and charges assessed and collected by the City; and

WHEREAS, after consideration and review, the City Council finds that the Master Fee Schedule, which is attached hereto and incorporated herein as Exhibit "A," should be adopted.

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

SECTION 1. that a Master Fee Schedule, which is attached hereto and incorporated herein as Exhibit "A," be, and the same is, hereby adopted to provide for fees and charges assessed and collected by the City.

SECTION 2. that all provisions of any resolution of the City Council of the City of Lancaster in conflict with the provisions of this resolution be, and the same are hereby, repealed, and all other provisions not in conflict with the provisions of this resolution shall remain in full force and effect.

SECTION 3. This Resolution shall become effective October 1, 2020, 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 28th day September, 2020

ATTEST:

APPROVED:

Sorangel O. Arenas, City Secretary

Clyde C. Hairston, Mayor

APPROVED AS TO FORM:

David T. Ritter, City Attorney

CITY OF LANCASTER FEE SCHEDULE

ARTICLE 1.000	911 EMERGENCY TELEPHONE SERVICE FEE	2
ARTICLE 2.000	ANIMAL CONTROL FEES	2
ARTICLE 3.000	BUILDING RELATED FEES	3
ARTICLE 4.000	BUSINESS RELATED FEES	12
ARTICLE 5.000	FIRE SERVICES FEES	14
ARTICLE 6.000	ABATEMENT OF PROPERTY MAINTENANCE NUISANCE	21
ARTICLE 7.000	LIQUID WASTE TRANSPORT PERMIT	21
ARTICLE 8.000	LIBRARY FINES AND FEES	22
ARTICLE 9.000	MUNICIPAL DRAINAGE UTILITY SYSTEM FEES	23
ARTICLE 10.000	UTILITY RELATED FEES	24
ARTICLE 11.000	PLANNING AND ZONING RELATED FEES	34
ARTICLE 12.000	MUNICIPAL COURT	35
ARTICLE 13.000	ADMINISTRATIVE FEES	36
ARTICLE 14.000	POLICE DEPARTMENT	39
ARTICLE 15.000	PARKS AND RECREATION	41
ARTICLE 16.000	AIRPORT FEES	48
ARTICLE 17.000	DEVELOPMENT FEES	49

Effective October 1, 2019
Resolution 2019-09-63

CITY OF LANCASTER FEE SCHEDULE

ARTICLE 1.000 911 EMERGENCY TELEPHONE SERVICE FEE

There is hereby imposed on each telephone subscriber's local exchange access line, or its equivalent, in the City of Lancaster, a 911 emergency service fee of eighty-two cents (\$0.82) per month for each residential line, and one dollar and fifty-two cents (\$1.52) per month for each business line, or two dollars and fifty cents (\$2.50) per month for each business trunk line. Such fees shall be used only to provide for the purchase, installation, operating and maintenance expenses of 911 emergency services, including required personnel. (Ordinance 2007-08-38, adopted 8/13/07)

ARTICLE 2.000 ANIMAL CONTROL FEES

Sec. 2.100 General

(a) Animal Impound Fee

(1) 1 st Offense	\$45.00
(2) 2 nd Offense	\$55.00
(3) 3 rd Offense	\$85.00
(4) 4 th Offense	\$110.00
(5) Each subsequent offense is increased by	\$50.00

(b) Boarding While Impounded \$10.00 per day

(c) Rabies and Quarantine Observation Fee \$15.00 per day

(d) Adoption Fees

(1) Small Dogs and Puppies	\$15.00
(2) Large Dogs	\$25.00
(3) Cats	\$15.00

(e) Surrender of Animal

(1) Residential Surrender Fee	\$20.00 per animal or litter
(2) Non-residential Surrender Fee	\$25.00

(f) Euthanization / Dogs & Cats Only

(1) At Owner's Request	\$30.00
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(g) Pick Up Deceased Animal for Owner \$30.00

(h) Microchip Fee \$15.00 per animal

(i) Animal Trap Deposit \$50.00 per trap

CITY OF LANCASTER FEE SCHEDULE

Sec. 2.200 Dangerous Dog Registration Fee

The required annual fee for the registration of a dangerous dog shall be fifty dollars (\$50.00).
(1994 Code of Ordinances, Chapter 2, Article 2.600, Section 2.604)

ARTICLE 3.000 BUILDING RELATED FEES

Sec. 3.100 Fees Adopted

(a) Moving Permit Fees

- | | |
|---|---------------|
| (1) Base Fee (structures 200 sq. ft. and over) | Per Table 1-A |
| (2) Inspection Fee (plus .35 cents per mile to building location) | Per Table 1-A |

(b) Portables/Storage Building Permit Fees

- | | |
|---------------------------------|---------------|
| (1) Under 200 sq. ft. base fees | Per Table 1-A |
| (2) Over 200 sq. ft. | Per Table 1-A |

(c) Fence Permit Fees

- | | |
|--|---------------|
| (1) | |
| (2) Non-residential | Per Table 1-A |
| (3) A-O Zoning (Agricultural Fencing) | \$25.00 |
| Accessory Structures less than 400 sq. ft. | \$50.00 |
| Accessory Structures greater than 400 sq. ft. | \$100.00 |
| All other construction and related additions or remodeling work will be permitted and charged in accordance with Table 1-A | |

(d) Driveway, Drive Approach, Curb, Gutter and Sidewalk Permit Fees (Bond Required)

- | | |
|---|-------------------------|
| (1) | |
| (2) Non-residential zones, per approach | \$25.00 + per Table 1-A |

(e) Paving Private/Commercial Property Permit Fees

- | | |
|---|---------------|
| (1) | |
| (2) Non-residential zones, per approach | Per Table 1-A |
| (3) Commercial Parking Lots | Per Table 1-A |

(f) Permit Fees

- | | |
|--|--|
| (1) | |
| (2) , multi-family, apartment, condominium townhouse, commercial and remodels per Table 1-A. Fee assessed per address. | |

CITY OF LANCASTER FEE SCHEDULE

(g) Backflow Test Report

\$25.00

TABLE 1-A

Total Valuation

\$1.00 to \$500.00	\$45.00 (minimum permit fee)
\$501.00 to \$2,000.00	\$45.00 for the first \$500.00 plus \$3.05 for each additional \$100.00 or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.15 for each additional \$1,000.00 or fraction thereof

(h) Sewer/Water/Gas Lines & Replacements

(1) Sewer line repair/install	Per Table 1-A
(2) Sewer line replacement	Per Table 1-A
(3) Water line repair/install	Per Table 1-A
(4) Water line replacement	Per Table 1-A
(5) Gas line repair/install	Per Table 1-A
Additional charge per outlet	
(6) Gas line Replacement	Per Table 1-A
Additional charge per outlet (this fee will be included in the total fee)	

CITY OF LANCASTER FEE SCHEDULE

(7) Drainage, vent system repair/replacement	Per Table 1-A
(8) Water heater replacement	Per Table 1-A
(9) Fixtures, addition/replacement	Per Table 1-A
(10) Grease trap, sand trap, grit trap and other Approved catch basins	Per Table 1-A
(11) Water treatment/water softener	Per Table 1-A
(12) Solar heater	Per Table 1-A
(13) Others as may be required	Per Table 1-A
(i) <u>Electrical Fees</u>	
(1) Temporary service pole (not related to construction permit)	Per Table 1-A / \$25.00
To and including 200 amp	Per Table 1-A
Over 200 amp to 1,000 amp	Per Table 1-A
Over 1,000 amp and up	Per Table 1-A
(2) Receptacle, switch and lighting circuits	Per Table 1-A / \$25.00 min.
(3) Lighting fixture and lamp holding device	Per Table 1-A
(4)	
(5) Building Rewire	Per Table 1-A
(6) Nonresidential Use Appliances	Per Table 1-A
[Nonresidential use appliances not exceeding 2 horsepower (hp), kilowatt (kw) or kilowatt ampere(kva)]	
(7) Power Apparatus (Base Fee)	Per Table 1-A
Motor over 1 hp, transformer, generator, heating/air conditioning units, heat pumps, cooking/baking	
(8) Equipment-Rated in hp, kw, kva, kvar	Per Table 1-A
Up to and including I	Per Table 1-A
Over 1-10	Per Table 1-A
Over 10-50	Per Table 1-A
Over 50-100	Per Table 1-A
Over 100	Per Table 1-A
Minimum fee	Per Table 1-A
(9) Signs	
Initial CKT	Per Table 1-A
Each additional CKT	Per Table 1-A

CITY OF LANCASTER FEE SCHEDULE

(10) Busways

Initial 100 feet	Per Table 1-A
Each additional 100 feet or fraction thereof	Per Table 1-A

(11) Subpanels

Initial panel	Per Table 1-A
Each subsequent panel	Per Table 1-A

Service change charge does not include additional circuits required.

(j) HVAC Installation Fees

(1) Installing/replacing HVAC system (condensing unit, evaporator, coil, furnace and piping) up to and including 5 tons of air conditioning, and/or 200,000 Btu input of heating per system	Per Table 1-A
(2) Installing/replacing HVAC system over Stans of air conditioning and/or over 200,000 Btu input of heating per system	Per Table 1-A
(3) Component Installation/Replacement.	Per Table 1-A
Condensing unit up to 5 tons	Per Table 1-A
Over 5 tons, \$10.00, plus per ton	Per Table 1-A
Furnace up to 200,000 Btu input	Per Table 1-A
Over 200,000 Btu input, \$10.00 plus per 100,000	Per Table 1-A
(4) Unit heater/suspended heater/duct heater	Per Table 1-A
(5) Ventilation/exhaust fans/hoods - Type I, Type II, Hoods, Exhaust Fans, each	Per Table 1-A
(6) Boilers	Per Table 1-A
(7) Other as may be required by mechanical code	Per Table 1-A

(k) Swimming Pool/Spa/Hot Tub Permit Fees

(1) In ground pool	Per Table 1-A
(2) Above ground pool	Per Table 1-A
(3) Spa/hot tub	Per Table 1-A

(Above permits include electric and plumbing work, trades must validate)

(l) <u>Apartment Registration and Inspection Fee</u>	\$15.00 per apartment unit
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(m) Satellite Dish Permit Fees

(1) Pole style or roof mount	Per Table 1-A
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CITY OF LANCASTER FEE SCHEDULE

(n) <u>Installation or Removal of Underground Fuel Storage Tank and/or Hazardous Chemicals</u>	
(1) Storage tank permit fees	Per Table 1-A
(o) <u>Repair of Underground Fuel Storage Tank and/or Lines Permit Fees</u>	
(1) Contractor's Registration (per year)	\$100.00
(2) Repairs of underground fuel storage tanks (base fee)	Per Table 1-A
(p) <u>Above Ground LPG Storage Tank System Permit Fees</u>	
(1) Contractor's Registration (per year)	\$100.00
(2) Base Fee (per tank)	Per Table 1-A
(q) <u>Fire Sprinkler and/or Standpipe System Permit Fees</u>	
(1) Contractor's Registration (per year)	\$100.00
(2) Base Fee	Per Table 1-A
(r) <u>Fire Alarm Fees</u>	
(1) Base Fee	\$100.00
(s) <u>Fixed Fire-Extinguishing System Permit Fees</u>	
(1) Contractor's Registration (per year)	\$100.00
(2) Base Fee	Per Table 1-A
(t) <u>Tents and/or Air Support System Permit Fees</u>	
(1) 200 sq. ft. or larger	\$50.00
(u) <u>Grading Filling and Excavating Permit Fees</u>	
(1) Base Fee	Per Table 1-A
(v) <u>Fee Assessment for Traffic Signals</u>	
There shall be an assessment of thirty- five dollars \$35.00 per acre for each acre of development to provide for future traffic signalization.	
(1) New Construction	\$75.00
(2) Existing Structure	\$75.00
(w) <u>Certificate of Occupancy Fees</u>	
(1) New Construction	\$75.00

CITY OF LANCASTER FEE SCHEDULE

(2) Existing Structure \$75.00

(x) Concrete Permit

(1) All contractors' must submit \$300,000.00 liability insurance made out with the City of Lancaster as a certificate holder.

(y) Irrigation Permit Fee \$125.00

(z) Administrative Plan Review-Residential \$250.00

(aa) Administrative Plan Review-Commercial 65% of permit fee

(bb) Utility Verification Permit \$50.00

(cc) After Hours Inspections \$47.00 per hour, minimum 2 hours

(dd) Sign Permit Fees Per Table1-A

(ee) Wind Energy System Permit Fee Per Table1-A

(ff) Hotel/Motel Property Inspection Fee \$50.00 per rental unit annually

(gg) Annual Rental Registration and Inspection Fee \$50.00 per rental unit

(hh) Annual Renal Registration Fee (following initial registration and inspection fee) \$15.00 per rental unit

Inspection Fee Upon move out \$55.00 per rental unit

Re-Inspection Fee \$25.00 per rental unit

(Resolution 2014-06-47 adopted 06/09/14) (Resolution 2016-10-88 adopted 10/10/2016)

Contractor Registration Fees

(1) Building Contractor Registration \$100.00 Annually

(2) HVAC Contractor Registration \$100.00 Annually

(a) Type A License Registration \$30.00 Annually

(b) Type B License Registration \$30.00 Annually

(3) General Contractor Registration \$100.00 Annually

(4) Fence Contractor Registration \$100.00 Annually

(5) Sign Contractor Registration \$100.00 Annually

(6) Concrete Contractor Registration \$100.00 Annually

CITY OF LANCASTER FEE SCHEDULE

Sec 3.102

Residential Permit Fees

(a) Residential Building Permit Fees (new buildings and building additions)	\$0.92/sq. ft.
(b) Residential Remodel, Repair, Alteration to existing house (excludes additions or accessory building)	\$125.00
(c) Plan Review Fee for new homes	\$250.00
(d) Mechanical Equipment Replacement (HVAC)	\$100.00
(e) Electrical Service Replacement, Upgrade or Repair. Also, includes addition of switches, receptacle or circuits not included in a addition, remodel or repair permit	\$100.00
(f) Plumbing repairs (including water and sewer line repair or replacement and water heater replacement)	\$100.00
(g) Residential Fence permit fee	\$75.00
(h) Residential Subdivision Screen Wall permit fee	\$0.20 per linear foot
(i) Residential Storage/Accessory Buildings (less than 300 square feet. If 300 – 900 square feet, fee is based on Table 1)	\$125.00
(j) Residential or Agricultural Accessory Buildings (300 – 900 square feet)	\$225
(k) Residential or Agricultural Accessory Buildings (900 and larger square feet)	\$450
(l) Concrete Flatwork including Driveways, Drive Approaches, walkways, Patios, Porches, etc.	\$75.00
(m) Swimming Pool – In-ground	\$350.00
(n) Swimming Pool – Above Ground	\$200.00
(o) Spa or Hot Tub	\$200.00
(p) HUD Manufactured Homes	\$0.62/sq. ft.
(q) Industrialized Home Permit Fee	\$0.62/sq. ft.
(r) Backflow Test Report	\$25.00

CITY OF LANCASTER FEE SCHEDULE

(s) Irrigation Permit Fee	\$125.00
(t) Utility Verification	\$50.00
(u) Foundation Repair Permit	\$100.00
(v) Roofing Permit (Replacement of more than 100 sq. ft. of shingles)	\$100.00
(w) Residential Building Permit Fees (new buildings and building additions)	\$0.92/sq. ft.
(x) Residential Remodel, Repair, Alteration to existing house (excludes additions or accessory building)	\$125.00
(y) Plan Review Fee for new homes	\$250.00
(z) Mechanical Equipment Replacement (HVAC)	\$100.00
(aa) Electrical Service Replacement, Upgrade or Repair. Also, includes addition of switches, receptacle or circuits not included in a addition, remodel or repair permit	\$100.00
(bb) Plumbing repairs (including water and sewer line repair or replacement and water heater replacement)	\$100.00
(cc) Residential Fence permit fee	\$75.00
(dd) Residential Subdivision Screen Wall permit fee	\$0.20 per linear foot
(ee) Residential Storage/Accessory Buildings (less than 300 square feet)	\$125.00
(ff) Residential or Agricultural Accessory Buildings (300 – 900 square feet)	\$225
(gg) Residential or Agricultural Accessory Buildings (900 and larger square feet)	\$450
(hh) Concrete Flatwork including Driveways, Drive Approaches, walkways, Patios, Porches, etc.	\$75.00
(ii) Swimming Pool – In-ground	\$350.00
(jj) Swimming Pool – Above Ground	\$200.00
(kk) Spa or Hot Tub	\$200.00

CITY OF LANCASTER FEE SCHEDULE

(ll) HUD Manufactured Homes	\$0.62/sq. ft.
(mm) Industrialized Home Permit Fee	\$0.62/sq. ft.
(nn) Backflow Test Report	\$25.00
(oo) Irrigation Permit Fee	\$125.00
(pp) Utility Verification	\$50.00
(qq) Foundation Repair Permit	\$100.00
(rr) Roofing Permit (Replacement of more than 100 sq. ft. of shingles)	\$100.00

Sec. 3.200 When Fees Doubled

Where work for which a permit is required is started or preceded prior to obtaining said permit, the fees above shall be doubled. The payment of a double fee shall not relieve any persons from fully complying with the regulations prescribed in this article in the execution of the work or from any other penalties prescribed herein.

Sec. 3.300 Second Inspections

Where work for which a permit is required and has been issued is inspected by the Inspection Department's Inspector and failed for noncompliance with city codes, and a second inspection is required, an additional fee of fifty dollars (\$50.00) shall be charged for re-inspection and will increase by \$25.00 for each subsequent re-inspection.

Sec. 3.400 Public Schools Exempt From Fee Requirements

Any public school within the City of Lancaster shall be exempt from payment of the fees provided by this article, provided that such public schools shall not be excused from the necessary permit approval process enumerated in this code or in any other code or ordinance of the City of Lancaster. (Ordinance 13-00 adopted 4/24/00)

Sec. 3.500 Excavation Fees

Permit Fees. Permit fees shall be fifty dollars (\$50.00) minimum with a maximum of 2.5% of the construction contract cost. Such fee if paid by check, money order, bank draft or other negotiable instrument, shall be made payable to the city treasurer. If paid by cash, such cash shall be remitted daily to the city treasurer, who shall deposit it to the credit of the general fund. Construction bond for work in a city right-of-way shall be \$10,000.00 bond amount; \$2,000.00 bond amount where work not to exceed \$2,000.00 in value for any one permit that may be acquired for that work within the right-of-way.

(Ordinance 38-99 adopted 11/8/99)

CITY OF LANCASTER FEE SCHEDULE

Sec. 3.600 Backflow Prevention Assembly Testers Fees

An annual registration fee of one hundred dollars (\$100.00) shall be paid by each contractor or business for the first certified tester/employee prior to any work commencing with the city. Each additional employee (who is a certified tester) working for a contractor that is registered in the city shall pay an additional fifty dollars (\$50.00) registration fee per tester.
(Ordinance 29-00 adopted 7/24/00)

ARTICLE 4.000 BUSINESS RELATED FEES

Sec. 4.100 Peddlers, Solicitors and Itinerant Vendors

(a) Investigation Fee: Each and every person seeking a permit under the provisions of the Lancaster Code of Ordinances, Chapter 4, Article 4.100 "Peddlers, Solicitors and Itinerant Vendors" shall pay a fee of twenty-five dollar (\$25.00) per year for investigation of such application. Such fee shall be prorated, shall be paid in case at the time such application is made and shall not be returned to the applicant regardless of whether or not such permit is issued or denied. Persons representing firms or corporations shall be required to obtain separate permits, but shall pay only a single investigation fee. Persons involved in interstate commerce shall be exempt from payment of the investigation fee, but shall be required to obtain a permit and otherwise fully comply with all provisions of Chapter 4, Article 4.100.

(b) The permit fee for itinerant vendors on private property is twenty dollars (\$20.00). The City will not require payment of this permit fee by locally-based charitable organizations or organizations engaged in activities such as bake sales or car washes. The permit is issued for a minimum of five (5) days, but not to exceed forty-five (45) days. Each eligible property may only allow use of the property for a temporary business for a maximum of forty-five (45) days per calendar year in accordance with Chapter 4, Article 4.100, Section 4.114.

(c) Replacement Permits: Should a permittee lose the permit or otherwise need to obtain a replacement permit from the city, the cost of such replacement permit shall be fifteen dollars (\$15.00).
(Ordinance 2008-06-24; adopted June 23, 2008)

Sec. 4.200 Coin-Operated Machine Fees

(a) Every owner or operator who owns, controls, possesses, exhibits, displays or permits to be exhibited or displayed in this city any coin-operated machine shall pay and there is hereby levied on each coin-operated machine an annual occupation tax in the amount of twenty-five dollars (\$25.00).
(Ordinance 2002-10-38 adopted 10/14/02)

Sec. 4.300 Reserved for Future Use

Sec. 4.400 Food Service Establishments

The City of Lancaster shall issue a food service permit to the applicant if its inspection reveals that the proposed food service establishment complies with the requirements of Texas Health and Safety Code

CITY OF LANCASTER FEE SCHEDULE

Chapters 437, Food and Drug Health Regulations, and 121, Local Regulation of Public Health. The permit shall be issued upon payment of a one hundred fifty dollar (\$150.00) annual inspection fee (includes two (2) inspections} set by the Dallas County Department of Health and Human Services plus an administrative fee of fifty dollars (\$50.00), which shall be due and payable on or before October 1 of each year. Such permit shall expire on September 30 of the succeeding year. Such permit shall be payable in full if the permit is issued at the beginning of the fiscal year or prorated as deemed appropriate by staff depending upon when it is issued within the year. All food service establishment permits shall expire on September 30 of each year and be issued upon inspection and payment of the required fee, to be effective on October 1. Beginning with the third food establishment inspection or any other food inspection outside of the two yearly inspections, a seventy-five dollar (\$75.00) fee will be assessed for each additional inspection.

Sec. 4.500 Temporary Food Permit Application \$75.00

(Set by the Dallas County Department of Health and Human Services.)

Sec. 4.600 Reserved for Future Use

Sec. 4.700 Temporary Building Use Fees

The permit fees for administering temporary uses within the city shall be as follows:

(1) Real estate sales office	\$100.00
(2) Construction office	\$100.00
(3) Asphalt batching plant	\$100.00
(4) Cement batching plant	\$100.00
(5) Portable church building	\$100.00
(6) Portable school building	\$100.00
(7) Other temporary use as determined by City Manager (or his/her designated representative)	\$100.00
(8) Cargo container for construction purposes	\$150.00

Sec. 4.800 Taxicab Permits

Each applicant for a license to operate a vehicle for transporting of passengers for hire within the city shall pay a non-refundable fee in the sum of one hundred dollars (\$100.00) to cover the cost of processing the application.

CITY OF LANCASTER FEE SCHEDULE

Sec. 4.900 Emergency Ambulance Service Permit

Each applicant shall pay to the City of Lancaster upon submission of his application a non-refundable two hundred dollar (\$200.00) permit fee. Such fee shall be for a permit for the period of January 1 through December 31 of each year, provided that any permit secured during the year shall be valid through December 31 of that year, and such fee shall not be prorated.

Sec. 4.1000 Limousine Operator Permit

Each limousine service operator shall be subject to a one hundred dollar (\$100.00) non-refundable permit application fee to cover the cost of processing the application.
(Ordinance 13-00 adopted 4/24/00)

Sec. 4.1100 Alcoholic Beverage Permit

The City shall assess a local permit fee for each Alcoholic Beverage Permit not to exceed one-half the amount of the state fee in accordance with the Texas Alcoholic Beverage Code. Said fee shall be non-refundable.

(Ordinance No. 2010-11-26, adopted 11/08/10; Resolution No. 2010-11-93, adopted 11/08/ 10)

Sec. 4.1200 Boarding Home Facilities Permit

The License fees are as follows:

- (1) Operational Permit "License" Fee \$500.00 / year
- (2) Fines not to exceed the sum of \$2,000.00 for each offense if fire safety or health and \$500.00 for all other.

(Ordinance No. 2014-06-11, adopted June 23, 2014; Resolution No. 2014-06-50; adopted June 23, 2014)

ARTICLE 5.000 FIRE SERVICES FEES

Sec. 5.100 Apartment Registration and Inspection Fee \$75.00

Sec. 5.200 Installations or Removal of Underground Fuel Storage Tank and/or Hazardous Chemicals

- (1) Storage tank permit fees Per Table 1-A

(2) Fire watch fee	\$50.00/hr. per person
--------------------	------------------------

Repair of Underground Fuel Storage Tank and/or Lines Permit Fees

- (1) Contractor's Registration (per year) \$100.00
- (2) Repairs of underground fuel storage tanks (base fee) Per Table 1-A

CITY OF LANCASTER FEE SCHEDULE

Above Ground LPG Storage Tank System Permit Fees

- | | |
|--|---------------|
| (1) Contractor's Registration (per year) | \$100.00 |
| (2) Base fees (per tank) | Per Table 1-A |

Sec. 5.300 Fire Sprinkler and/or Standpipe System Permit Fees

- | | |
|--|---------------|
| (1) Contractor's Registration (per year) | \$100.00 |
| (2) Base fees (per tank) | Per Table 1-A |

Sec. 5.400 Fire Alarm Fees

- | | |
|--------------------------|----------|
| (1) Base fees (per tank) | \$100.00 |
|--------------------------|----------|

Fixed Fire-Extinguishing System Permit Fees

- | | |
|--|---------------|
| (1) Contractor's Registration (per year) | \$100.00 |
| (2) Base fees (per tank) | Per Table 1-A |

Sec. 5.500 Tents and/or Air Support System Permit Fees

- | | |
|---------------------------|---------|
| (1) 200 sq. ft. or larger | \$50.00 |
|---------------------------|---------|

Sec. 5.600 When Fees Doubled

Where work for which a permit is required is started or preceded prior to obtaining said permit, the fees above shall be doubled. The payment of a double fee shall not relieve any persons from fully complying with the regulations prescribed in this article in the execution of the work or from any other penalties prescribed herein.

Sec. 5.700 Second Inspections

Where work for which a permit is required and has been issued is inspected by the Inspection Department's Inspector and failed for noncompliance with City codes, and a second inspection is required, an additional fee of fifty dollars (\$50.00) shall be charged for re-inspection and will increase by \$25.00 for each subsequent re-inspection.

Sec. 5.800 Public Schools Exempt From Fee Requirements

Any public school within the City of Lancaster shall be exempt from payment of the fees provided by this article, provided that such public schools shall not be excused from the necessary permit approval process enumerated in this code or in any other code or ordinance of the City of Lancaster. (Ordinance 13-00 adopted 4/24/00)

Sec. 5.900 Emergency Ambulance Service Permit

Upon submission of application, each applicant shall pay to the City of Lancaster a non-refundable two hundred dollar (\$200.00) permit fee. Such fee shall be for a permit for the period of January 1 through December 31 of each year, provided that any permit secured during the year shall be valid through December 31 of that year, and such fee shall not be prorated.

Sec. 5.1000 Residential Fire Alarm Permit Fee

- | | |
|---|----------------------------|
| (No Charge if Burglar Alarm Permit is taken out with Police Department) Senior Rate (65 or older) | \$25.00 Annually
Exempt |
|---|----------------------------|

Sec. 5.1100 Commercial Fire Alarm Permit Fee

\$100.00 Annually

CITY OF LANCASTER FEE SCHEDULE

Sec. 5.1200 Required Annual Operational Permit Fees

(1) Aerosol products	\$25.00
(2) Amusement buildings	\$100.00
(3) Assisted living operations - Residential	\$100.00
Commercial Assisted Living	\$200.00
Nursing Home	\$200.00
(4) Aviation facilities	\$25.00
(5) Carnivals and fairs	\$100.00
(6) Cellulose nitrate film	\$25.00
(7) Combustible dust-producing operations	\$100.00
(8) Combustible fibers	\$100.00
(9) Compressed gases	\$100.00
(10) Covered mall buildings	\$25.00
(11) Cryogenic fluids	\$100.00
(12) Cutting and welding	\$50.00
(13) Day care operations - Residential	\$50.00
Commercial Day care	\$100.00
(14) Dry cleaning plants	\$25.00
(15) Exhibits and trade shows	\$25.00
(16) Explosives	\$500.00
(17) Fire hydrants and valves	\$25.00
(18) Flammable and combustible liquids	\$100.00
(19) Floor finishing	\$0.00
(20) Foster home operations	\$50.00
(21) Fruit and crop ripening	\$25.00
(22) Fumigation and thermal insecticidal Fogging	\$25.00

CITY OF LANCASTER FEE SCHEDULE

(23) Group home operations Per Sec. 4.1200 Boarding Home Ordinance	\$500.00
(24) Half-way home operations Per Sec. 4.1200 Boarding Home Ordinance	\$500.00
(25) Hazardous materials	\$200.00
(26) HPM facilities	\$100.00
(27) High-piled storage	\$100.00
(28) Hot work operations	\$50.00
(29) Industrial ovens	\$25.00
(30) Lumber yards and woodworking plants	\$50.00
(31) Liquid- or gas-fueled vehicles or equipment in assembly buildings	\$25.00
(32) LP-gas	\$50.00
(33) Magnesium	\$100.00
(34) Miscellaneous combustible storage	\$25.00
(35) Open burning (Exception: Recreational fires)	\$150.00 per burn
(36) Open flames and torches	\$0.00
(37) Open flames and candles	\$0.00
(38) Organic coatings	\$25.00
(39) Places of assembly	\$0.00
(40) Private fire hydrant installation	\$25.00 per hydrant
(41) Pyrotechnic special effects material	\$100.00
(42) Pyroxylin plastics	\$100.00
(43) Refrigeration equipment	\$25.00
(44) Repair garages and motor fuel- dispensing facilities.	\$0.00
(45) Rooftop heliports	\$25.00

CITY OF LANCASTER FEE SCHEDULE

(46) Spraying or dipping	\$25.00
(47) Storage of scrap tires and tire byproducts	\$200.00
(48) Temporary membrane structures, tents and canopies.	\$25.00
(49) Tire-rebuilding plants	\$100.00
(50) Waste handling	\$200.00
(51) Wood products	\$25.00

Required Construction Permits

(1) Automatic fire-extinguishing systems	Per Table 1-A
(2) Battery systems	\$50.00
(3) Compressed gases	Per Table 1-A
(4) Fire alarm and detection systems and related equipment.	Per Table 1-A
(5) Fire pumps and related equipment	\$100.00
(6) Flammable and combustible liquids	Per Table 1-A
(7) Hazardous materials	Per Table 1-A
(8) Industrial ovens	Per Table 1-A
(9) LP-gas	Per Table 1-A
(10) Private fire hydrants	Per Table 1-A
(11) Spraying or dipping	Per Table 1-A
(12) Standpipe systems	Per Table 1-A
(13) Temporary membrane structures, tents and canopies.	\$75.00

Sec. 5.1300 Ambulance Fees

(1) ALS Emergency Mileage	\$15.00
(2) ALS Non-Emergency Mileage	\$15.00
(3) ALS Supplies - IV Therapy	\$100.00
(4) ALS1 Emergency, Non-Resident	\$1,125.00
(5) ALS1 Emergency, Resident	\$1,050.00

CITY OF LANCASTER FEE SCHEDULE

(6) ALS2, Non-Resident	\$1,275.00
(7) ALS2, Resident	\$1,200.00
(8) BLS Emergency, Non-Resident	\$900.00
(9) BLS Emergency, Resident	\$825.00
(10) BLS Emergency Mileage	\$15.00
(11) Treatment / No-Transport	\$150.00
(12) Oxygen Treatment	\$120.00
(13) ALS Dispos	\$400.00
(14) BLS Dispos	\$200.00
(15) ALS Treatment w/ no Transport	\$150.00
(16) BLS Treatment w/ no Transport	\$150.00

Any resident or non-resident delivered by helicopter transportation shall be charged fees accumulated as if delivered to a medical facility. This is in addition to the fee from the helicopter company

Sec. 5.1400 Local EMS Services

(1) Extra Attendant	\$100.00
(2) Ambulance Stand-By	\$200.00 per hour

Sec. 5.1500 Fire Department Response Fees

(1) Absorbent for Cleanup	\$40.00 per bag
(2) Absorbent Pads	\$50.00 each
(3) Aerial Ladder Truck	\$600.00 per hour on-scene
(4) Air Truck with Cascades System	\$300.00 per hour used
(5) Boat Rescue	\$50.00 per hour
(6) Brush Truck	\$300.00 per hour
(7) Decon Pond/Spill Containment	\$100.00 per each used

CITY OF LANCASTER FEE SCHEDULE

(8) Extrication Tools	\$100.00 per each used
(9) Foam	\$50.00 per gallon
(10) On-Scene Labor	\$48.00 per hour
(11) Engine/Pumper	\$500.00 per hour
(12) Engine/Pumper #2	\$500.00 per hour
(13) Engine/Pumper #3	\$500.00 per hour
(14) Rescue Truck	\$400.00 per hour
(15) Sand	\$400.00 per truck load
(16) Tanker Truck	\$500.00 per hour
(17) Utility Truck	\$150.00 per hour
(18) Firefighting equipment damaged or destroyed as a result of response to the incident or contaminated with hazardous materials will be replaced at cost	

For applicable disasters and emergencies declared by the Mayor, Governor or President, the current adopted FEMA Schedule of Equipment Rates will apply. Information regarding the Fee Schedule can be found at www.fema.gov/schedule-equipment-rates. Information regarding the use of the Schedule is contained in 44 CFR § 206.228 Allowable Costs.

Sec. 5.1600 False Alarms with Permit within 12 month period:

1-3	No Charge
4-5	\$200.00
6-7	\$250.00
8 or more	\$300.00 each

False Alarms without Permit within 12 month period:

1-3 Residential	\$50.00 each
1-3 Commercial	\$100.00 each
4-5 Residential	\$75.00 each
4-5 Commercial	\$200.00 each

CITY OF LANCASTER FEE SCHEDULE

6-7 Residential	\$100.00
6-7 Commercial	\$250.00
8 or more - Residential	\$200.00 each
8 or more - Commercial	\$250.00 each
Late Payment for non-payment within 30 days after notification	\$25.00

Sec. 5.1700 Dallas County Response Fees

(1) Ambulance (In-County Calls)	\$450.00 per ambulance run
(2) Dallas County Assisted Fire Run	\$420.00 per fire run

ARTICLE 6.000 ABATEMENT OF PROPERTY MAINTENANCE NUISANCE

The expenses incurred for abatement of the nuisance may be assessed against the real estate on which the work is done or improvements made. To obtain a lien against the property, the mayor, municipal health authority or code enforcement officer must file a statement of expenses with the county clerk of Dallas County, including the name of the property owner, if known, and the legal description of the property. The actual cost of abatement shall include an administrative fee of one hundred fifty dollars (\$150.00). In the event there are obstructions such as trees, shrubs, bushes, excavations, foundations, demolished structures or any similar obstructions, an additional charge shall be levied, assessed and collected against such premises. The lien obtained is security for the expenses and interest accrued thereon at the rate of ten percent (10%) annually on the total amount from the date of payment by the city. The lien is inferior only to tax liens and liens for street improvements. The city may bring a suit for foreclosure of the lien to recover the expenses and interest due. The state of expenses or certified copy of the statement is prima facie proof of the expenses incurred by the city in doing the work or making the improvements. This remedy is cumulative of the fine authorized for violation hereof by Section 1.109 of the code of ordinances.
(Ordinance 13-00 adopted 4/24/00)

ARTICLE 7.000 LIQUID WASTE TRANSPORT PERMIT

The city shall not issue a permit to an applicant until the appropriate fee is paid. Initially, a person shall pay a fee of one hundred dollars (\$100.00) for the first vehicle and fifty dollars (\$50.00) for each additional vehicle operated by the person. Each permit must be renewed annually at a rate of seventy-five dollars (\$75.00) for the first vehicle and fifty dollars (\$50.00) for each additional vehicle. (Ordinance 13-00 adopted 4/24/00)

CITY OF LANCASTER FEE SCHEDULE

ARTICLE 8.000 LIBRARY FINES AND FEES

(a) Charges for overdue materials

- | | |
|------------------------|--|
| (1) Books / Magazines | \$0.25 per day / Maximum \$10 per item |
| (2) Audio Tapes / CDs | \$0.25 per day / Maximum \$10 per item |
| (3) Interlibrary Loans | \$0.25 per day / Maximum \$10 per item |
| (4) Video Tapes / DVDs | \$1.00 per day / Maximum \$10 per item |

(b) Lost or Damaged Beyond Repair

\$5.00 + replacement cost

(c) Copies

- | | |
|---|-----------------|
| (1) Copies, standard black and white copy | \$0.15 per page |
| (2) Microfilm | \$0.25 per page |
| (3) Computer Printout | \$0.10 per page |
| (4) Color Copies | \$1.00 per page |
| (5) Fax | \$1.00 per page |

(d) Nonresident Library Card

\$20.00
Picture id required

(e) Lost Card

\$2.00 replacement

(f) Recovery Fee

\$10.00 - if account is sent to third party for collection (value of material + \$10.00)

(g) Non-cardholder one (1) Hour Internet Access

\$3.00 per hour

(h) Microfilm / microfiche rental

Actual cost, plus shipping and \$1.00 handling fee per order

(i) Interlibrary loan service - Postage

\$3.00 per item

(j) Library meeting room [during operating hours]

- | | |
|--------------------------------|---|
| Deposit, resident/non-resident | \$100.00 |
| Deposit, non-profit | \$50.00 |
| Rental | \$50.00/ hour, Resident
\$80.00/ hour, Non-resident
\$35.00/ hour, Non-profit |
| Kitchen use per hour | \$25.00 / hour |
| Set-up Fee | \$50.00 |

CITY OF LANCASTER FEE SCHEDULE

Projector with screen	\$65.00 / hour, Resident; \$75.00 / hour, Non-resident
(k) <u>Tablets and E-Readers Usage Fee</u>	\$2.00 per hour/ plus replacement cost, if damaged
(l) <u>Institutional Library Card</u>	\$2.00 replacement fee
(m) <u>Hot Spot Fees</u>	
Overdue Fine	\$1.00 per day
Replacement Cost	\$100.00 per unit
Charger Replacement Cost	\$10.00
(n) <u>Mobile Book Fees</u>	\$0.20 per day

ARTICLE 9.000 MUNICIPAL DRAINAGE UTILITY SYSTEM FEES

Account Classification	Rate/SFLUE per Month	Minimum Fee per Month	Maximum Fee per Month
Single Family Residential	\$7.97	\$7.97	\$7.97
Multi-Family Residential	\$7.97	\$7.97	\$7.97
Residents Age 65 and Over	\$3.98	\$3.98	\$3.98
Permanently Disabled Residents	\$3.98	\$3.98	\$3.98
Commercial	\$7.97 (3) \$6.09 (>3-5) \$5.42 (>5-10) \$4.73 (>10-32) \$4.62 (>32)	\$7.97	N/A
City and Other Political Subdivision of the State	\$7.97	\$7.97	\$100.00
Fire Hydrant	\$0.00	\$0.00	\$0.00

CITY OF LANCASTER FEE SCHEDULE

Religious Institutions	\$7.97	\$7.97	\$100.00
Lancaster Independent School Dist.	\$7.97	\$7.97	\$100.00 per each school property

(Ordinance No. 2002-10-41, adopted 10/14/02)
(Resolution No. 2010-02-11, corrected fees per ordinance)
(Resolution No. 2010-03-27, adopted 03/22/10)

ARTICLE 10.000 UTILITY RELATED FEES

Sec. 10.100 Water and Sewer Extensions

Water and sewer extensions shall be installed by the property owner/developer per city specifications; with approved plans and after paying required permits and fees; all at owner/developer s cost.

Sec. 10.200 Water Meter

(a) Tampering and Criminal Mischief Damages

- | | |
|--|-----------------------------|
| (1) Damaged meter only | \$200.00 plus cost of meter |
| (2) Damaged service line | \$250.00 plus cost of meter |
| (b) <u>Broken Lock on Meter</u> | \$25.00 |
| (c) <u>Pulled Meter</u> | \$200.00 |
| (d) <u>Reread Meter at customers request</u> | \$20.00 |
| (e) <u>Check for Leaks</u> | \$20.00 |

Sec. 10.300 Extension of Mains into New Areas

Water and sewer extensions shall be installed by the property owner/developer per city specifications; with approved plans and after paying required permits and fees, all at owner/developer's cost.

Sec. 10.400 Industrial Discharge Fee

The City of Lancaster shall pass through to industrial customers the cost of testing services for discharged wastewater into the City's collection system as contracted through the Trinity River Authority (TRA) in accordance with the Fiscal Year 2014 Technical Services Fee Schedule for laboratory analyses, Industrial Inspections and Industrial Sampling, attached to the Master Fee Schedule as Appendix "A" attached hereto.

CITY OF LANCASTER FEE SCHEDULE

Sec. 10.500 Charges for Water Service Connections

The city shall maintain all water service connections in streets, alleys, or easements within the city limits.

Sec. 10.600 Deposits for Water and/or Sewer

After the application for water and/or sewer service is received, the applicant shall pay to the city a deposit in the amount indicated below:

New Fees with Activation Fee

(1) Residential Owner – ¾ inch	\$90.00 + \$10.00 = \$100.00
Residential Renter – ¾ inch	\$150.00 + \$10.00 = \$160.00
*Temporary (30 day) clean-up	\$40.00 + \$10.00 = \$50.00

* (For owners of properties and/or realtors that need the water for a short period of time.)

Water Meter Cost on Existing Taps

¾ inch Meter	\$250.00
1 inch Meter	\$300.00
1 ½ inch Meter	\$470.00
2 inch Meter	\$325.00
3 inch and larger Meters	Owner provides meters approved by the City

Meter Set Fee

Included in cost of meter	
3 inch and larger Meters	Will be set by licensed plumber or bonded contractor. Customer must notify the City when meter is set.

Guidelines in order for customers to receive a refund/credit to their accounts prior to terminating utility service:

- (a) The customer will have to make the request in writing.
- (b) The account will have to be in good standing for a period of two consecutive years before a refund is granted. (The account will have no arrears, penalties or returned checks posted during that time.)
- (c) The refund will be made to the person listed on the account.

CITY OF LANCASTER FEE SCHEDULE

(2) Residential – Bore, Tap and Relocate Fees

Request for Residential Tap Fees for Water

¾ inch Tap	\$890.00
1 inch Tap	\$997.00
1 ½ inch Tap	\$1,250.00
2 inch Tap	\$1,496.00
3 inch and larger	Owner provides Taps and Meters.

***Relocate Existing Water (12' Maximum)** \$650.00

Plus \$35.00 / if for each foot over 35'

* A new tap may be required if existing facilities are not adequate for the requested adjustment.

Request for Residential Tap Fees for Sewer

4 inch Sewer Tap \$1,250.00

Less than 35' in length and less than 10' in depth

Any tap larger than 4" is required to be installed by a Bonded Utility Contractor, have engineering plans prepared and Contractor is required to obtain a Construction Permit.

Any tap over 10' depth is required to be installed by a Bonded Utility Contractor, have engineering plans prepared and Contractor is required to obtain a Construction Permit.

***All plans must be reviewed and approved by City officials.**

All taps residential and commercial owner or contractor is responsible for any required bore, encasement and grouting underneath a road. City Right-Of-Way (ROW) permit application is required and regular inspection fees will apply.

(3) Third Party contractor is responsible for all commercial taps within the City. City Right- Of-Way (ROW) permit application is required and regular inspection fees will apply.

(4) Public schools and county community colleges are subject to commercial rates, but shall not be required to make a water and/or sewer deposit as required by this section.

(5) Fire Hydrant Meter

(a) Deposit	\$1,500.00
(b) Monthly	\$25.00
(c) Usage	\$2,75 / 1,000 gallons

CITY OF LANCASTER FEE SCHEDULE

New Fees with Activation Fee

(6) Commercial - ¾ inch	\$125.00 + \$10.00 = \$135.00
(a) 1 inch	\$150.00 + \$10.00 = \$160.00
(b) 1 ½ inch	\$200.00 + \$10.00 = \$210.00
(c) 2 inch	\$300.00 + \$10.00 = \$310.00
(d) 3 inch to compound meter	\$300.00 + \$10.00 = \$310.00

Backflow Testing and Installation

All backflow Installers and testers must register with the City prior to performing any work.

Registration fee: \$100.00 annually per company and \$50.00 for each additional individual.

Inspection fee per device: \$30.00

Sec. 10.700 Water Rates - Within City

The following schedule of water charges for residential, commercial, industrial, and multi-family complex customers shall be effective upon annual adoption.

Minimum monthly water charge (no gallons) for residential, commercial, and industrial customers:

Meter Size:	Equivalent Units	Minimum Monthly Meter Charge:
5/8 or 3/4 inch water	1	\$20.90
1-inch water meter	2.5	\$52.26
1 ½ - inch water meter	5	\$104.52
2-inch water meter	8	\$167.23
3-inch water meter	16	\$334.45
4-inch water meter	25	\$522.58
6-inch water meter	50	\$1,045.17
8-inch water meter	80	\$1,672.26
10-inch water meter	125	\$2,450.00

(1) Multi-family complexes shall be charged a minimum monthly water charge equal to the greater of

- (a) the minimum bill for 5/8 inch meter, multiplied by the number of units, or
- (b) the minimum monthly meter charge for the size meter(s) serving the account.

CITY OF LANCASTER FEE SCHEDULE

(2) A variable rate volume charge of two dollars and sixty-seven (\$2.67) shall be charged per each one thousand (1,000) gallons usage. No gallons are included with the monthly minimum charge.

(3) Example of the calculation of a multi-family complex monthly water bill: Two hundred apartment units with an 8" meter and 600,000 gallons of usage.

Min. charge for 8 inch meter	\$1,672.26	
200 units @ \$20.90 each	\$0.00	\$4,180.00
600,000 gallons @ \$2.67 / 1000	\$1,602.02	\$1,602.00
	\$3,274.28	\$5,782.02

Therefore \$5,782.02 would be billed. ($\$5,782.02 / 200 = \28.91)

(4) For the purpose of encouraging water conservation, there shall be a 25% increase in the water volume rate for monthly usage in excess of 15,000 gallons by residential and commercial accounts. Usage in excess of 30,000 shall be subject to an additional 25% increase. These increases will not be assessed to industrial or multi-family accounts.

For Example:

0 to 15,000 gallons	\$2.67 per 1,000
15,001 to 30,000 gallons	\$3.31 per 1,000
30,000 gallons or more	\$4.16 per 1,000

(5) A discount for senior citizens (age 62 or over) of \$2.24 per month shall be applied to each qualified residential account.

(Resolution 2011-09-80 adopted 9/12/11, effective October 1, 2011)(Resolution 2015-09-75 adopted 9/14/15, effective October 1, 2015)) (Resolution 2018-09-71 adopted 9/10/18, effective October 1, 2018)

Sec. 10.800 Water Rates - Outside City Limits

The following schedule of water charges for residential, commercial, industrial, and multi-family complex outside the city limits of Lancaster, Texas, shall be effective shall be effective upon annual adoption.

Minimum monthly water charge (no gallons) for residential, commercial, and industrial customers:

Meter Size:	Minimum Monthly Meter Charge:
3/4 inch or less	\$24.04
1-inch	\$60.10
1 ½ - inch	\$120.19

CITY OF LANCASTER FEE SCHEDULE

2-inch	\$192.31
3-inch	\$384.62
4-inch	\$600.97
6-inch	\$1,201.94
8-inch	\$1,923.10
10-inch	\$2,450.00

(1) Multi-family complexes shall be charged a minimum monthly water charge equal to the greater of

(a) the minimum bill for a 5/8 inch meter, multiplied by the number of units, or

(b) the minimum monthly meter charge for the size meter(s) serving the account.

(2) A variable rate volume charge of two dollars and sixty-seven (\$2.67) shall be charged per each one thousand (1,000) gallons usage. No gallons are included with the monthly minimum charge.

(3) Example of the calculation of a multi-family complex monthly water bill: Two hundred apartment units with an 8" meter and 600,000 gallons of usage.

Min. charge for 8 inch meter	\$1,923.10	
200 units @ \$24.04 each	\$0.00	\$4,808.00
600,000 gallons @ \$3.07 / 1000	\$1,842.00	\$1,842.00
	\$3,765.00	\$6,650.00

Therefore \$6,650.00 would be billed. ($\$6,650.00 / 200 = \33.25)

(4) A discount for senior citizens (age 62 or over) of \$2.24 per month shall be applied to each qualified residential account.

Sec. 10.900 Imposition of Lien for Water Service Charges

In the event that payment of charges for water and/or sewer services furnished by the city is not made by the date specified for cutoff in accordance with the notice sent pursuant to Chapter 13, Article 13.500, Section 13.508, service shall be discontinued. Any customer whose water and/or sewer services are discontinued due to nonpayment may have services resumed by paying all accrued and overdue charges, including the late charge penalty and a reconnection charge as follows: (1994 Code of Ordinances, Chapter 11, Article 11.500, Section 11.509).

(1) Reconnect Fee (Cutoff)	\$45.00
(2) Reconnect Fee (Cutoff) After 5 p.m.	\$55.00
(3) Late Fee	7% of balance due

CITY OF LANCASTER FEE SCHEDULE

(4) NSF Check	\$35.00
(5) Extra Trip Charge (New Connects and Reconnects)	\$25.00
(6) Data log meter	\$25.00

(Ordinance No. 2007-01-01 adopted 01/22/07)

Sec. 10.1000 Wastewater Treatment Services User Charges

The following schedule of charges for residential, commercial, industrial and multi-family complex customers shall be effective upon annual adoption:

- (1) Minimum monthly sewer charge (no gallons of usage) for residential, commercial, and industrial is fifteen dollars and four cents (\$15.04) per connection.
- (2) Minimum monthly sewer charge for each dwelling unit of a multi-family complex (no gallons) is seven dollars and seventy-three cents (\$7.73) per unit.
- (3) Minimum monthly sewer charge for each dwelling unit of a multi-family complex outside of the city limits (no gallons) is eight dollars and eighty-nine cents (\$8.89) per unit.
- (4) Variable rate per one thousand (1,000) gallons of water usage for residential, commercial, industrial, and multi-family complexes is seven dollars and seventy-three cents (\$7.73).
- (5) The total monthly amount due for "all" sewer accounts shall be the sum of the minimum monthly sewer charge plus the variable rate times the user's water usage for the month. The maximum monthly "residential customer" volume charges shall be based on the average of the three lowest monthly bills in the last twelve. Normally these will be the reading cycles ending in January, February, and March. However, the utility billing department may adjust this forwards or backwards one month.

Industrial and commercial users that install a separate sewer metering system shall be charged for volume according to that meter, plus the minimum rate.

- (6) The practice of discounting the computed sewer usage to 95% and 90% as detailed in the Lancaster Code of Ordinances Section 11.608(b) and 11.609(b); was discontinued in 2008.
- (7) A discount for senior citizens (age 62 or over) of \$2.06 per month shall be applied to each qualified residential account.

(Resolution 2015-09-75 adopted 9/14/15, effective October 1, 2015) (Resolution 2018-09-71 adopted 9/10/18, effective October 1, 2018)

CITY OF LANCASTER FEE SCHEDULE

Sec.10.1100 Water Impact Fee

(Reference Tables 1, 2, 3 and 11 of Ordinance)

(Ordinance 2004-09-27 adopted 9/27/04)

(Ordinance 2012-08-25 adopted 8/27/12)

Water Impact Fees are imposed upon any new development (which includes expansion of existing facilities) to generate revenue for funding or recouping the costs of capital improvements or facility expansions to these systems necessitated by or attributable to the new developments' demand on these systems. The Water Impact Fees are calculated using Service Units, which are a standardized measure of consumption, use, generation or discharge attributable to an individual living unit equivalent (LUE) of development calculated in accordance with generally accepted engineering or planning standards for water systems' capital improvements or facility expansion. The total impact fee due is based on the meter size(s) used by the development. The meter size is determined by the City of Lancaster within the meter manufacturers optimum flow range based on flows required by the development.

Sec. 10.1200 Sewer Impact Fee

(Reference Table 3.5 of Ordinance)

(Ordinance 2006-07-22 adopted 7/10/06)

(Ordinance 2012-08-25 adopted 8/27/12)

Sewer (Wastewater) Impact Fees are imposed upon any new development (which includes expansion of existing facilities) to generate revenue for funding or recouping the costs of capital improvements or facility expansions to these systems necessitated by or attributable to the new developments' demand on these systems. The Sewer Impact Fees are calculated using Service Units, which are a standardized measure of consumption, use, generation or discharge attributable to an individual living unit equivalent (LUE) of development calculated in accordance with generally accepted engineering or planning standards for sewer systems' capital improvements or facility expansion. The total impact fee due is based on the meter size(s) used by the development. The meter size is determined by the City of Lancaster within the meter manufacturers optimum flow range based on flows required by the development.

Sec. 10.1300 Roadway Impact Fee

(Reference Exhibit B of Ordinance)

(Ordinance 2003-12-42 adopted 12/8/03)

(Ordinance 2012-08-25 adopted 8/27/12)

Roadway Impact Fees are imposed upon any new development (which includes expansion of existing facilities) to generate revenue for funding or recouping the costs of capital improvements or facility expansions to these systems necessitated by or attributable to the new developments' demand on these systems. The Roadway Impact Fees are calculated using Service Units, which are a standardized measure of consumption or use (supply and demand) of the roads in the city by new development and are calculated in accordance with generally accepted engineering or planning standards for Roadway Systems' capital improvements or facility expansion. The total impact fee due is determined by the land use, the location of the development, and the square footage of the building.

CITY OF LANCASTER FEE SCHEDULE

Sec. 10.1400 Inspections

- | | |
|--|----------|
| (a) Sewer | \$150.00 |
| (b) Final Televised lateral inspection | \$50.00 |

Sec. 10.1500 Calibrations

- | | |
|----------------------------------|------------------------------------|
| (a) Pipe < 1 inch | \$50.00 |
| (b) Pipe < 1 inch and < 3 inches | \$50.00 |
| (c) Pipe ≥ 3 inches | \$100.00 Contracted price plus 25% |

(Ordinance 2002-10-38 adopted 10/14/02)

Sec. 10.1600 Reserved for future use.

Sec. 10.1700 Garbage Collection Fees

- | | |
|--|--------------------|
| (a) Residential | \$13.84 |
| Once weekly refuse collection/disposal | |
| Once weekly recycling collection/processing | |
| Every other month brush/bulk item collection | |
| (b) Administrative Processing Fee | \$ 2.50 |
| (c) Extra cart | |
| 2nd cart | \$10.00 |
| 3rd cart | \$15.00 |
| 4th cart | \$20.00 |
| (d) Commercial Hand Collect | \$19.06 |
| Once weekly refuse collection / disposal | |
| Additional trash cart | \$15.35 |
| (e) Commercial Hand Collect Recycling Collection | \$12.46 |
| Once weekly recycling collection / processing | |
| Additional recycling cart | \$8.49 |
| (f) Special Pick-up – Up to 12 yard | \$68.96 minimum |
| Over 12 yard additional | \$12.21 / per yard |
| (g) Commercial Containers – Price Haul Rates (Disposal costs included) | |

CITY OF LANCASTER FEE SCHEDULE

Rates do not include franchise fees, billing fees or taxes.

Size	1 X WK	2 X WK	3 X WK	4 X WK	5 X WK	6 X WK	EXTRA
2 YD	\$69.14	\$127.95	\$177.97	\$227.98	\$277.99	\$328.02	\$80.16
3 YD	\$79.07	\$146.32	\$203.50	\$260.69	\$317.89	\$375.09	\$82.52
4 YD	\$98.86	\$182.97	\$254.44	\$325.88	\$397.35	\$468.80	\$84.87
6 YD	\$118.70	\$219.68	\$305.55	\$391.40	477.27	\$563.13	\$89.59
8 YD	\$148.44	\$274.66	\$382.08	\$489.50	\$596.93	\$703.97	\$91.95
Casters	\$9.26/lift						
Lock Gates	\$9.26/lift						

Recycling for Small Businesses - Price includes haul & disposal (if business selects to contract with City Contractor)

Size/Pickup	1xWeek	2xWeek	Extra
6 YD	\$94.30	NB	\$73.68
8 YD	\$94.30	NB	\$73.68

Vertical Compactors- Once per week collection Price includes haul & disposal (Emptied by Front End Loaders):

4 YD	\$372.49/ per haul
6 YD	\$455.02/ per haul
8 YD	\$552.85/ per haul

(Resolution 2012-09-76 adopted 9/10/12, effective 10/01/12)
(Resolution 2015-12-102 adopted 12/14/15, effective 12/14/15)

Sec. 10.1800 Wastewater Discharge

There is hereby established a wastewater discharge permit fee of \$450.00 for a three year term by the Water/Wastewater Superintendent of the City of Lancaster.
(1994 Code of Ordinances, Chapter 1, Article 11.1300, Section 11.1300)

Sec. 10.1900 Fees for Cuts to Streets, Alleys, Sidewalks and Drainage Structures

In the event any street, highway or roadway must have an open cut and is approved by the City Engineer in writing for the purpose of installing water or wastewater laterals, or utility repair by a Franchise Utility Company or their subcontractor, a fee of four dollars and fifty cents (\$4.50 sq. ft.) per square foot, with a minimum one hundred dollar (\$100.00) fee will be charged in advance for replacement of such open cut by the city. This fee will be reimbursed if the excavation is restored to like or better condition.

CITY OF LANCASTER FEE SCHEDULE

ARTICLE 11.000 PLANNING AND ZONING RELATED FEES

Sec. 11.100	Reserved for Future Use	
Sec. 11.200	HLPC Application Review (Certificate of Appropriateness)	\$100.00
Sec. 11.300	Zoning Board of Adjustment	
	(a) Variance Request	\$250.00
Sec. 11.400	Plats	
	(a) Preliminary Plat	
	50 acres or less	\$500.00 + \$50.00 per acre
	More than 50 acres	\$1,000.00 + \$100.00 per acre
	(b) Final Plat	\$500.00 + \$10.00 per lot
	(c) RePlat	
	With property owner notification	\$575.00 + \$35.00 per acre
	Without property owner notification	\$450.00 + \$35.00 per acre
	(d) Amended Plat	\$200.00 + \$10.00 per acre
	(e) Minor Plat	\$400.00
	(f) Plat Vacations	\$500.00
Sec. 11.500	Zoning	
	(a) General Zoning Change	\$500.00 + \$10.00 per acre
	(b) Specific Use Permit (SUP)	\$500.00 + \$10.00 per acre
	(c) Private Club Permit	\$350.00
	(d) Amendment to SUP	\$500.00 + \$10.00 per acre
	(e) Planned Development	\$1,500.00 + \$10.00 per acre
	(f) Amendment to Planned Development	\$1,500.00 + 10.00 per acre
	(g) Exceptions	\$250.00

CITY OF LANCASTER FEE SCHEDULE

Sec. 11.600 Other Planning & Zoning Fees

(a) Site Plan Review	\$250.00 + \$10.00 per acre
(b) Tree Survey Review	\$25.00
(c) Illegal Tree Cutting Fine	\$125.00 per diameter inch
(d) Dedication/Abandonment of Right-of-Way or Easements	\$150.00 per development for first 5 + \$25.00 for each additional document
(e) Consultant Fees	Hourly Rate of Consultant
(f) Zoning Verification Letter	\$50.00
(g) Subsequent Legal Notices after 1st	\$15.00 per additional notice

Sec. 11.700 Maps, Publications and Miscellaneous Fees

(a) Comprehensive Plan	\$48.00
(b) Copying – 8 ½" x 11", or 8 ½" x 14"	\$0.10 per page. Any request for more than 20 pages may be sent to an outside duplicating facility at requestor expense.
(c) Lancaster Development Code (Zoning Ordinance and Subdivision Regulations)	\$45.00
(d) Zoning Map (24" x 36")	\$20.00

ARTICLE 12.000 MUNICIPAL COURT

Sec. 12.100 Municipal Court Building Security Fund

Any defendant convicted in the municipal court of the City of Lancaster of a misdemeanor offense that occurs after September, 1997 or the passage of this article, shall pay a \$3.00 security fee as a cost of court. The term "convicted" includes any convictions obtained by way of a plea of guilty, a trial and any cases, deferred adjudication, probation or pretrial diversion in order for the defendant to take advantage of one of the alternative programs offered by the municipal court including, but not limited to a driving safety course, deferred adjudication, alcohol awareness and shoplifters alternative. (1994 Code of Ordinances, Chapter 8, Article 8.100, Section 8.1600)

Sec. 12.200 Municipal Court Technology Fund

A defendant convicted of a misdemeanor offense in the municipal court in the City of Lancaster shall pay a technology fee not to exceed four dollars for each conviction as a cost of court. The Municipal

CITY OF LANCASTER FEE SCHEDULE

Court Clerk shall collect the costs and pay the funds to the Finance Director for deposit in a fund to be known as the "Municipal Court Technology Fund".
(Ordinance 2002-03-12 adopted 3/2/02)

Sec 12.300 Special Expense Fee

There is hereby established a special expense fee in the amount of twenty-five dollars (\$25.00) which shall be collected, after due notice to the defendant, for the issuance and service of a warrant of arrest for an offense under Section 38.10 of the Texas Penal Code titled " Bail Jumping and Failure to Appear"; or Section 543.009 of the Texas Transportation Code titled "Compliance With or Violation of Promise to Appear."

ARTICLE 13.000 ADMINISTRATIVE FEES

PUBLIC INFORMATION CHARGES

(a) Copies, standard paper copy \$0.10 per page

For standard paper copies reproduced by means of an office machine copier or a computer printer. Each side that has recorded information is considered a page.

(b) Copies, nonstandard copy

The charges in this section are to cover the materials onto which information is copied and do not reflect any additional charges, including labor, that may be associated with a particular request. The charges for nonstandard copies are:

(A) Diskette	\$1.00
(B) Magnetic tape	actual cost
(C) Data cartridge	actual cost
(D) Tape cartridge	actual cost
(E) Rewritable CD (CD-RW)	\$1.00
(F) Non-rewritable CD (CD-R)	\$1.00
(G) Digital video disc (DVD)	\$3.00
(H) JAZ drive	actual cost
(I) Other electronic media	actual cost
(J) VHS video cassette	\$2.50

CITY OF LANCASTER FEE SCHEDULE

(K) Audio cassette	\$1.00
(L) Oversize paper copy (11 inches by 17 inches, green bar, blue bar, not including maps and photographs using specialty paper)	\$0.50
(M) Specialty paper (Mylar, blueprint, blue line, map, photographic)	actual cost
(c) Microfiche and Microfilm	actual cost of reproduction
From Master copy of Microfilm	\$0.10 per page
(d) Computer Resource Charge	
Mainframe	\$10 per CPU minute
Midsized	\$1.50 per CPU minute
Client/Server	\$2.20 per clock hour
PC or LAN	\$1.00 per clock hour
(e) Other Public Information Charges	
(A) Computer Programmer	\$28.50 per hour
(B) Personnel Charge (50 or more pages)	\$15.00 per hour
(C) Overhead Charge (50 or more pages)	20% of personnel charge
(D) Remote Document Retrieval Charge	actual cost
(E) Miscellaneous Supplies (labels, boxes)	actual cost
(F) Postage and Shipping Charge	actual cost
(G) Miscellaneous (credit card transaction fee)	actual cost
(H) Body Worn Camera	\$10.00 per recording plus \$1.00 per full minute of the recording
(f) Certified or Attestation under City Seal	\$2.50
(g) Finance	
(1) Return Check Fee	\$35.00 per check
(2) Budget Book	\$106.00 per
(3) CAFR	book \$50.00 per
(4) Copies - printouts (computer generated)	book \$0.25 per page

CITY OF LANCASTER FEE SCHEDULE

(h) Special Events

(1) Application Fee	\$25.00 (applications submitted 31 days prior to event)
(2) Outdoor Recreation and Park Application Fee	\$50.00
(3) Special Events Fee Attendance:	
0-500	\$100.00
501-1,500	\$300.00
1,501-3,000	\$750.00
3,001-5,000	\$1,000.00
5,001-10,000	\$1,500.00
(4) Lease Fee Attendance:	
0-500	\$125.00/day
501-1,500	\$300.00/day
1,501-3,000	\$750.00/day
3,001-5,000	\$1,000/day
5,001-10,00	\$1,500/day
(5) Expedited Review Fee	\$25.00 (expedited fee for applications received within 30 days of the event)
(6) Street Barricade Rental Fee	1 to 25 barricades -\$15.00 25 to 50 barricades - \$30.00 50+ barricades - will require contract services
(7) Street Cones Rental Fee	1 to 25 cones - \$10.00 25 to 50 cones - \$20.00 50+ cones - will require contract services
(8) Barricade Replacement Fee	\$62.00 per barricade
(9) Cone Replacement Fee	\$39.00 per cone
(10) Litter Can	\$5.00 each
(11) Litter Can Replacement Fee	\$90.00 each
(12) Portable Stage Rental (16' x 16')	\$100.00 / per every 4 hours
(13) Portable Stage Rental (12' x 12')	\$75.00 / per every 4 hours
(14) Reimbursable Costs: Fees associated with City of Lancaster service provision at the request of the applicant will be calculated by the applicable department based on the associated reimbursable cost, the service/equipment requested, and the length of time the service is needed.	

CITY OF LANCASTER FEE SCHEDULE

(15) Commercial Filming

\$50.00 {process fee for applications, which include a maximum of two locations)
\$250.00 (Processing Fee for applications, which include, but not limited to projects that involve more extensive planning and affect any of the following:

- Multiple street closures
- Multiple lane closures
- Intermittent traffic control
- Require traffic management
- Complex scenes
- Special Effects

Should filming require the assistance from the Lancaster Police Department and/or Lancaster Fire Rescue Department, a contact from each department will be provided to the applicant. The starting rate for 'off-duty' is \$45.00 / per hour with a four (4) hour minimum.
(Ordinance 2004-06-18 adopted 6/14/04)

ARTICLE 14.000 POLICE DEPARTMENT

Sec. 14.100 Alarm System Permit Fees

(a) Alarm System Permit Fees

Registration Fee - Residential	\$ 50.00
Registration Fee - Commercial	\$100.00
Senior Rate (65 or older) - Residential only	Exempt*
Renewal Fee - Residential	\$50.00
Renewal Fee - Commercial	\$100.00
Senior Rate (65 or older)-Residential only	Exempt*
Late Fee after 30 day notice for registration	\$25.00
Late Fee After 30 day notice for renewal	\$25.00

False Alarms with Permit within 12 month period:

1-3 No Charge

CITY OF LANCASTER FEE SCHEDULE

4-5	\$ 50.00
6-7	\$ 75.00
8 or more	\$100.00 each

False Alarms without Permit within 12 month period:

1-3 Residential	\$100.00 each
1-3 Commercial	\$200.00 each
4-5 Commercial	\$250.00 each
6-7 Residential	\$175.00
6-7 Commercial	\$250.00
8 or more - Residential	\$200.00 each
8 or more - Commercial	\$250.00 each

Late Payment for non-payment within 30 days after notification \$25.00

False Robbery Alarms within 12 month period:

1-3	\$100.00
4 or more	\$ 200.00

Late Payment for each False Robbery Alarm not paid within 30 days after notification \$25.00

Appeal:

*Appeal Hearing Fee \$25.00

*(Fee shall be refunded, in its entirety, if appeal is upheld)

Reinstatement:

Reinstatement Fee \$50.00

(Resolution 2007-02-22 adopted 2/26/07)

(b) Accident Reports

(1) Regular Copy \$6.00 per report

CITY OF LANCASTER FEE SCHEDULE

(2) Certificate of Regular Copy Addl. \$2.00 per report

(3) Certificate with no information or report on file \$6.00 per report

(c) Offense Reports \$0.10 per page

(d) Fingerprinting

(1) First two (2) fingerprint cards \$10.00

(2) Per fingerprint card thereafter \$5.00

(Resolution 2004-12-102 adopted 12/13/04)

(e) Fines, Costs, and Fees

School Bus Stop Arm Violation Fine \$300.00

30 Day Late Payment Penalty \$50.00

60 Day Late Payment Penalty \$100.00

Non-Sufficient Funds -Returned Check Fee \$35.00

Failure to Appear Penalty \$50.00

Administrative Adjudication Hearing Filing Fee \$25.00

Municipal or JP Court Appeal Hearing Filing Fee \$20.00

Hearing Rescheduling Fee \$20.00

(Resolution 2014-06-48 adopted 06/09/14)

ARTICLE 15.000 PARKS AND RECREATION

Sec. 15.100 Memberships

(a) Annual Membership Fees (Valid for 1 year from date of purchase)

- | | | |
|---|--|--|
| (1) Recreation (JR) ID Card - (Under 5 yrs) | Free with purchase of adult rec ID card | Must be accompanied by an adult over 18 years of age |
| (2) Recreation ID Card -Youth (5-16 yrs) | \$10.00 / year Resident
\$15.00 / year Non-Resident | Provides access to use of gymnasium and walking track during designated hours. |
| (3) Recreation ID Card - Adult (17-49 yrs) | \$20.00 / year Resident
\$30.00 / year Non-Resident | Provides access to use of gymnasium and walking track during designated hours. |

CITY OF LANCASTER FEE SCHEDULE

(4) Seniors (50 + years)	\$15.00 / year Resident \$20.00 / year Non-Resident	Provides access to use of gymnasium and walking track during designated hours.
(5) Daily Fitness Atrium Admission (17 years and older)	\$5.00 / day	Provides access to fitness atrium during designated hours.
(6) Monthly Fitness Atrium Membership (17 years and older)	\$20.00 Resident \$25.00 Non-Resident	Provides access to the fitness atrium during designated hours.
(7) Annual Fitness Atrium Membership (17 years and older)	\$160.00 Resident \$200.00 Non-Resident	Provides access to use the gymnasium, walking track and the fitness atrium during designated hours.
(8) Open Swim Admission	\$7.00/ day Resident \$10.00/ day Non-Resident	Provides access to use of pool during designated hours.
(9) Daily Fitness Swim Admission (17 years and older)	\$5.00/ day Resident \$8.00/ day Non-Resident	Provides access to use of pool during designated hours.
(10) Monthly Fitness Swim Membership (17 years and older)	\$20.00 Resident \$30.00 Non-Resident	Provides access to use of pool during designated hours.
(11) Seasonal Swim Pass(Summer) Individual (16 years and younger)	\$60.00 Resident \$70.00 Non-Resident	Provides access to use of pool during designated hours.
(12) Seasonal Swim Pass(Summer) Individual (17 years through adult)	\$70.00 Resident \$80.00 Non-Resident	Provides access to use of pool during designated hours.
(13) Seasonal Swim Pass(Summer) Family 4+	\$180.00 Resident \$200.00 Non-Resident	Provides access to use of pool during designated hours
(14) Annual Fitness Swim Membership (17 years and older)	\$120.00 Resident \$160.00 Non-Resident	Provides access to use of pool during designated hours.

CITY OF LANCASTER FEE SCHEDULE

(15) Annual Senior Center Membership (50 + years)	\$3.00 Resident \$5.00 Non-Resident	Provides access to the Senior Center facility and programming.
(16) Contracted Instructor Program facilitator (Indoor)	70 % of gross revenues	
(17) Contracted Instructor Program facilitator (Outdoor)	15% of collected revenues	

(a) Corporate Membership Rates

LISD Annual Employee Membership Rate	\$85.00	Provides access to usage of the fitness atrium, walking track, gymnasium and pool during designated hours. Also provides a 10% discount on rentals / reservations of facilities and 10% discount on programs and classes offered by instructors.
	Agency	Individual
(1) Corporate A (5-9)	\$125.00	\$100.00
(2) Corporate B (10+)	\$225.00	\$100.00

Sec. 15.200 Rental Facilities

(a) Athletic Fields

Concession Stand	\$50.00 / per day
Deposit	\$100.00
(1) Cedardale Field Rental / hour	\$25.00 - 2 hour minimum Resident \$35.00 - 2 hour minimum Non-Resident
(2) City Park Field Rental / hour	\$25.00 - 2 hour minimum Resident

CITY OF LANCASTER FEE SCHEDULE

	\$35.00 - 2 hour minimum Non-Resident
(3) Royce Clayton Ballpark / hour	\$25.00 - 2 hour minimum Resident \$35.00 - 2 hour minimum Non-Resident
(4) Youth Football / hour	\$25.00 - 2 hour minimum Resident \$35.00 - 2 hour minimum Non-Resident
(5) Soccer Field / hour	\$25.00 - 2 hour minimum Resident \$35.00 - 2 hour minimum Non-Resident

Additional fees for athletic field rentals with lights are \$15.00 per hour.

(b) Community House

Deposit	\$150.00 Resident \$150.00 Non-Resident
(1) 4 hour rental Resident	\$300.00
(2) 4 hour rental Non-Resident	\$400.00
(3) 6 hour rental Resident	\$400.00
(4) 6 hour rental Non-Resident	\$500.00

(c) Gymnasium

Deposit	\$250.00 Resident \$250.00 Non-Resident
(1) 1/2 Gym	\$50.00 / hour Resident \$65.00 / hour Non-Resident 4 hours minimum after operating hours.
(2) Full Gym	\$100.00/ hour Resident \$150.00/ hour Non-Resident 4 hours minimum after operating hours.
(3) Full Gym Tournament Fee	\$150.00/ hour Resident \$200.00/ hour Non-Resident

CITY OF LANCASTER FEE SCHEDULE

4 hours minimum after operating hours. Allows gate fees charged by renter. Must reserve entire gymnasium.

(d) Outdoor Facility

Deposit	\$100.00 Resident \$100.00 Non-Resident
(1) City Park Pavilion 1 8:00 a.m. – Noon (12) or 1:00 p.m. – 5:00 p.m.	\$100.00 Resident \$150.00 Non-Resident
(2) City Park Pavilion 2 8:00 a.m. – Noon (12) or 1:00 p.m. – 5:00 p.m.	- \$100.00 Resident \$150.00 Non-Resident
(3) Community Park Pavilion 8:00 a.m. – Noon (12) or 1:00 p.m. – 5:00 p.m.	\$100.00 Resident \$150.00 Non-Resident
(4) Heritage Park Gazebo 8:00 a.m. – Noon (12) or 1:00 p.m. – 5:00 p.m.	\$75.00 Resident \$100.00 Non-Resident
(5) Kid Square Park Pavilion 8:00 a.m. – Noon (12) or 1:00 p.m. – 5:00 p.m.	\$100.00 Resident \$150.00 Non-Resident
(6) Bear Creek Park Pavilion	\$100.00 Resident \$150.00 Non-Resident
(7) Rocky Crest Park Pavilion	\$100.00 Resident \$150.00 Non-Resident
(8) Meadowcreek Park Pavilion	\$50.00 Resident \$75.00 Non-Resident
(9) JA Dewberry Park Pavilion	\$50.00 Resident \$75.00 Non-Resident

(e) Pool

(1) Indoor Pool Reservations	
Deposit	\$100.00 Resident \$100.00 Non-Resident
(A) Party Room (Semi-Private) 2 hours	\$150.00 Resident \$250.00 Non-Resident
(B) Private Party A (1 - 50) 2 hours	\$300.00 Resident \$350.00 Non-Resident
(C) Private Party B (51 - 100) 2 hours	\$350.00 Resident \$400.00 Non-Resident

CITY OF LANCASTER FEE SCHEDULE

(D) Private Party C (101 - 150) 2 hours	\$400.00 Resident \$450.00 Non-Resident
(E) Private Party D (151 +) 2 hours	\$450.00 Resident \$500.00 Non-Resident

(f) Recreation Center

(1) Grand Banquet Hall

Deposit	\$250.00 Resident \$250.00 Non-Resident
Set-up Fee	\$50.00 Resident \$50.00 Non-Resident
Kitchen	\$30.00 / hour Resident \$30.00 / hour Non-Resident
1,100 sq. ft.	\$50.00 / hour Resident \$75.00 / hour Non-Resident
2,200 sq. ft.	\$75.00 / hour Resident \$100.00 / hour Non-Resident
3,300 sq. ft.	\$150.00 / hour Resident \$175.00 / hour Non-Resident
(2) Aerobic Dance Room / hour	\$40.00 / hour Resident \$60.00 / hour Non-Resident
(3) Classroom / hour	\$30.00/ hour Resident \$50.00/ hour Non-Resident
(4) Conference Room / hour	\$20.00/ hour Resident \$40.00/ hour Non-Resident
(5) Projector Screen/Podium/Sound System Rental	

Deposit	\$200.00 Resident \$200.00 Non-Resident
1 Screen	\$65.00 / day Resident \$75.00 / day Non-Resident
2 Screen	\$75.00 / day Resident \$100.00 / day Non-Resident
Podium	\$35.00 / day Resident \$40.00 / day Non-Resident
Portable Sound System	\$200.00 / day Resident \$275.00 / day Non-Resident
Table Clothes	\$4.00 / each
Chair Covers	\$2.00 / each

(g) Senior Life Center

Deposit	\$250.00 Resident \$250.00 Non-Resident
Kitchen	\$30.00 / hour Resident

CITY OF LANCASTER FEE SCHEDULE

	\$30.00 / hour Non-Resident
(1) 4 Hour Rental	\$500.00 Resident \$600.00 Non-Resident
(2) 6 Hour Rental	\$600.00 Resident \$750.00 Non-Resident
(h) <u>Non-Profit - For Meetings Only</u>	
Deposit	\$75.00 / hour Resident \$75.00 / hour Non-Resident
(1) Classroom / Youth Room	\$20.00 / hour Resident \$30.00 / hour Non-Resident
(2) 1,100 square feet (Grand Hall)	\$50.00 / hour Resident \$60.00 / hour Non-Resident
(3) Conference Room	\$10.00 / hour Resident \$20.00 / hour Non-Resident
(i) <u>Lancaster Youth and Adult Sports Associations Fee</u>	
Player participation fee per season	\$15.00
(j) <u>Programs</u>	
Individual Recreation Classes	Range from \$5.00 - \$25.00 per class / per day
Recreation Programs	Range from \$20.00-\$150.00 Programs vary by week or by month
Recreation Team Sports	Range from \$100.00 - \$400.00 per team / per season
(k) <u>Amphitheater Rental</u>	
Deposit	\$150.00 Resident \$150.00 Non-Resident
(1) 4 Hour Rental	\$200.00 Resident \$325.00 Non-Resident
(2) 6 Hour Rental	\$275.00 Resident \$400.00 Non-Resident
(3) Each additional hour after 6 hours	\$50.00 Resident \$75.00 Non-Resident
(l) <u>Stage Rental</u>	
Deposit	\$75.00 Resident \$75.00 Non-Resident
(1) 4 Hour Rental	\$100.00 Resident \$100.00 Non-Resident

CITY OF LANCASTER FEE SCHEDULE

(2) Each additional hour after 4 hours

\$35.00 Resident
\$35.00 Non-Resident

(m) Country view

Weekday: Monday-Thursday

Includes cart fee

Tee Time

Price

Open - 1:00 p.m.

\$33.00

11:00 a.m. – 2:00 p.m.

\$26.00

2:00 p.m. – 5:00 p.m.

\$20.00

5:00 p.m. - close

\$16.00

Senior rate

\$25.00

Weekday: Friday

Includes cart fee

Tee Time

Price

Open – 1:00 p.m.

\$36.00

11:00 a.m. – 2:00 p.m.

\$28.00

2:00 p.m. – 5:00 p.m.

\$22.00

5:00 p.m. - close

\$17.00

Weekday: Saturday – Sunday & Holidays

Includes cart fee

Tee Time

Price

Open – 1:00 p.m.

\$39.00

11:00 a.m. – 2:00 p.m.

\$30.00

2:00 p.m. – 5:00 p.m.

\$24.00

5:00 p.m. – close

\$17.00

Range

Fees

Small (40 balls)

\$5.00

Medium (65-75)

\$8.00

Large (100-110 balls)

\$12.00

Cart

Fees

1 Cart

\$12.00

ARTICLE 16.000 AIRPORT FEES

(a) Monthly Hangar Rental

(1) 956 sq. ft. (small T-hangar)

\$220.00 | \$0.23 per sq. ft.

(2) 1,018.25 sq. ft. (medium T-hangar)

\$234.00 | \$0.23 per sq. ft.

(3) 1,624.33 sq. ft. (large T-hangar)

\$374.00 | \$0.23 per sq. ft.

(b) Community Hangar Rental

(1) 956 sq. ft. (small T-hangar)

\$110.00 | \$0.12 per sq. ft.

CITY OF LANCASTER FEE SCHEDULE

- | | |
|--|-------------------------------|
| (2) 1,018.25 sq. ft. (medium T-hangar) | \$117.00 \$0.12 per sq. ft. |
| (3) 1,624.33 sq. ft. (large T-hangar) | \$187.00 \$0.12 per sq. ft. |

(c) Other Airport Fees

- | | |
|------------------------------------|----------------------------------|
| (1) Ground Lease (Improved) | \$0.30 per square foot per year |
| (2) Ground Lease (Unimproved) | \$0.20 per square foot per year |
| (3) Terminal Building Office Lease | \$12.00 per square foot per year |
| (4) Monthly Tie Down Fee | \$60.00 per month |
| (5) Lease Assignment Fee | \$250.00 per instance |
| (6) Fuel Flowage Fee | \$0.20 per delivered gallon |
| (7) Cafe Sales | 5% of Gross Sales |

(Ordinance 2003-10-32 adopted 10/27/03) (Resolution 2009-04-41 adopted April 13, 2009)

ARTICLE 17.000 DEVELOPMENT FEES

	<u>Building Fee</u>	<u>Engineering Fee</u>	<u>Planning Fee</u>
(a) <u>Abandonment Driveway, Drive Approach, Curb, Gutter and Sidewalk Permit Fees</u> (bond required)			
(1) Residential Zones Repair/Replacement	\$25.00	N/A	N/A
(2) Residential Zones, New Construction	\$35.00	N/A	N/A
(3) Nonresidential Zones, per Approach	\$35.00	N/A	N/A
(b) <u>Annexations</u>	N/A	N/A	\$1,000.00 plus filing fee
(c) <u>Appeals to Zoning Board of Adjustments</u>	N/A	N/A	N/A
(d) <u>Building Permits</u>			
Single-Family Residence, Duplex, Multi-Family, Apartment, Condominium & Townhouse, Commercial and remodels) Fees Assessed Per Address			
(e) <u>Consultant Fee-Supplemental</u>	N/A	N/A	N/A
(f) <u>Design/Plan Review</u>	65% of the building permit fee.	N/A	N/A

CITY OF LANCASTER FEE SCHEDULE

Commercial and Industrial Projects Amendments (Commercial & Industrial) Residential Projects, Amendments (Residential), Minor Design Review	Section titled "Building Permit" in this schedule
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(g) Plats

(1) Preliminary Plat

Fifty (50) acres or less	N/A	N/A	\$500.00 + \$50.00 / acre
More than fifty (50) acres	N/A	N/A	\$1,000.00 + \$100.00 / acre
(2) Final Plat	N/A	N/A	\$500.00 + \$10.00 / lot

(3) Re-Plats

Plat revision with property owner notification	N/A	N/A	\$575.00 + \$35.00 / acre
Plat revision without property owner notification	N/A	N/A	\$450.00 + \$35.00 / acre

(4) Amended Plats

Amended Plats Correcting Errors	N/A	N/A	\$400.00
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(5) Plat Vacations

Plat Vacation increasing lots	N/A	N/A	\$200.00 + \$10.00 / acre
All other plat vacations	N/A	N/A	\$500.00

(6) Miscellaneous Plat Items

Dallas County Clerk's Recording Fee	N/A	N/A	\$33.00 1st page \$10.00 subsequent page
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(7) Re-Plats	N/A	N/A	\$400.00
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CITY OF LANCASTER FEE SCHEDULE

	<u>Building Fee</u>	<u>Engineering Fee</u>	<u>Planning Fee</u>
(h) <u>Development Review and Inspection Fees</u>			
(1)	Special Inspection \$47.00 per hour, minimum 2 hours	(1) 1.5 % - 3.5% estimated cost of improvements intended for dedication to the city for water, sewer and streets. Effectively Immediately= 1.5% Effective January 1, 2004 = 3.5% Each additional hour \$47.00 per hour	N/A
	(1) Inspection 2 hours – Travel time of job site and return time to be included outside of normal business hours (min. charge) \$47.00 per hour	N/A	N/A
	(2) Re-inspection fees assessed under provisions of Section 305.8 \$47.00 per hour	N/A	N/A
	(3) Inspection for which no fee is specifically indicated (min. charge - one half hour) \$47.00 per hour	N/A	N/A
	(4) Additional plan review required by changes, additions or revisions to plans (min. charge- one- half hour) \$47.00 per hour	(2) Plan Review- \$47.00 per hour	N/A

CITY OF LANCASTER FEE SCHEDULE

(2) Miscellaneous Case	N/A	N/A	\$100.00
(3) Planned Development Review	N/A	N/A	\$1,500.00 plus \$10.00 per acre
(4) Park Fee in Lieu of Dedication (including single-family, dual family, and multi-family residential areas)	N/A	N/A	\$1,400.00 per dwelling unit (Ordinance 2006-10-41 adopted 10/23/06)
(i) <u>Signs</u> (Sec. 3.100 Fee Adopted - Lancaster City Code)			
(1) Permanent Signs, Per Face Based on Sign Area	Table A	N/A	N/A
(2) Temporary Portable Signs, Flags, banners, etc. (good for two weeks)	\$25.00	N/A	N/A
(3) Sign contractor registration	\$100.00	N/A	N/A
(j) <u>Site Plan Review</u>	N/A	N/A	\$250.00 plus \$10 per acre
(k) <u>Subdivision Name Change</u>	N/A	N/A	\$200.00
(l) <u>Street Lighting Escrow</u>	N/A	N/A	N/A
(m) <u>Tree Survey/Preservation Plan</u>	N/A	N/A	\$25.00 administration processing fee with \$125.00 per inch mitigation fee
(n) <u>Small cell application fee</u> <u>(This fee shall not exceed and is capped by statutory limits)</u>	N/A	\$500.00 (1-5 network nodes; \$250.00 (each additional network node); \$1,000.00 per pole	N/A
Small cell user fees (This fee shall not exceed and is capped by statutory limits)	N/A	\$250.00 annually for each network node;	N/A

CITY OF LANCASTER FEE SCHEDULE

Transport Facility monthly user fees (This fee shall not exceed and is capped by statutory limits)	N/A	\$20.00 per year for city pole attachment \$28.00 multiplied by the number of the network provider's network nodes located in the public right-of-way for which the installed transport facilities provide backhaul, until the time the network provider's payment to the City exceeds its monthly aggregate per month compensation to the City.	N/A
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Revision References

Effective October 1, 2007 (Annual update)
Resolution 2007-09-108

Revised January 14, 2008 (Water/waste water services rate)
Resolution 2008-01-07

Revised June 23, 2008 (Garbage collection fees)
Resolution 2008-06-54

Revised September 8, 2008 (Water service rate)
Resolution 2008-09-82

Revised September 8, 2008 (Waste/water service rate)
Resolution 2008-09-83

Effective October 1, 2008 (Annual update)
Resolution 2008-09-84

Revised October 27, 2008 (Multi-Family Rental Property Registration and Inspection Fee)
Resolution 2008-10-91

Revised November 10, 2008 (Food Inspections & Administrative Fee)
Resolution 2008-11-100

Revised December 8, 2008 (Irrigation Permit Fee)
Resolution 2008-12-105

Revised April 13, 2009 (Municipal Airport Fees)
Resolution 2009-04-41

CITY OF LANCASTER FEE SCHEDULE

**Revised April 27, 2009 (Cargo Container Fees)
Resolution 2009-04-51**

**Effective October 1, 2009 (Annual Update)
Resolution 2009-08-84**

**Revised October 26, 2009 (Park land dedication fee per ordinance 2006-10-41)
Resolution 2009-10-102**

**Revised December 14, 2009 (Sec. 10.1700 Garbage Collection Fees)
Resolution 2009-12-125**

**Amended February 8, 2010 (Article 9.000 Drainage Utility Systems Fees to reflect
Rates as adopted 10/14/02 Ordinance No. 2002-10-41)
Resolution 2010-02-11**

**Revised March 22, 2010 (Article 9.000 Drainage Utility System Fees)
Resolution 2010-03-27**

**Revised June 28, 2010 (Repealed Cargo Container Fee for Agricultural Purposes)
Resolution 2010-06-58**

**Revised June 28, 2010 (Established Wind Energy System Permit Fee; Ordinance No. 2010-
04-09)
Resolution 2010-06-59**

~~Resolution 2010-09-75 (repealed in its entirety)~~

**Effective October 1, 2010 (Annual Update; Corrected Section 10.700 Water Rates – Within
City)
Resolution 2010-09-82**

**Revised November 8, 2010 (Includes fee for Local Alcohol Permit)
Resolution 2010-11-93**

**Revised September 12, 2011 (Sec. 10.1700 Garbage Collection Rates)
Resolution 2011-09-79**

**Revised September 12, 2011 (Sec. 10.700 Water Rates – Within City and Sec. 10.1000
Wastewater Treatment Services User Charges)
Resolution 2011-09-80**

**Effective October 1, 2011 (Annual Update)
Resolution 2011-09-81**

**Effective October 10, 2011 (Sec. 4.400 Food Service Establishments fees)
Resolution 2011-10-86**

CITY OF LANCASTER FEE SCHEDULE

**Effective February 27, 2012 (Revised Article 16.000 Airport Fees to add rental rates for community hangars)
Resolution 2012-02-17**

**Effective August 27, 2012 (Updated Water/Wastewater and Roadway Impact Fees)
Ordinance 2012-08-25**

**Effective October 1, 2012 (Annual Update)
Resolution 2012-08-69**

**Effective December 1, 2012 (Industrial Discharge Fee – reference Appendix “A”)
Resolution 2012-09-79**

**Effective October 1, 2013 (Annual Update)
Resolution 2013-08-68**

**Effective January 1, 2014 (Hotel/Motel Property Annual Inspection Fee)
Resolution 2013-07-61**

**Effective June 9, 2014 (Fines, costs, and fees for School Bus Stop Arm Violations)
Resolution 2014-06-48**

**Effective June 23, 2014 (Boarding Home Facilities Permit)
Resolution 2014-06-50**

**Effective October 1, 2014 (Annual Update)
Resolution 2014-09-77**

**Effective October 1, 2015 (Water and Wastewater Rates)
Resolution 2015-09-74**

**Effective October 1, 2015 (Annual Update)
Resolution 2015-09-67**

**Effective December 14, 2015 (Solid Waste Disposal)
Resolution 2015-12-102**

**Effective October 1, 2016 (Annual Update)
Resolution 2016-09-71**

**Effective October 10, 2016 (Rental Registration)
Resolution 2016-10-88**

**Effective August 28, 2017 (Small Cell Antennas or Distributed Antenna Systems)
Resolution 2017-08-61**

**Effective October 1, 2017 (Annual Update)
Resolution 2017-09-62**

CITY OF LANCASTER FEE SCHEDULE

**Effective November 13, 2017 (Microchip Fees)
Resolution 2017-11-79**

**Effective April 23, 2018 (Sec. 10.1700 Garbage Collection Rates)
Resolution 2018-04-36**

**Effective October 1, 2018 (Annual Update and Water and Wastewater Rates)
Resolution 2018-09-72**

**Effective October 1, 2019 (Annual Update)
Resolution 2019-09-63**

City Council Regular Meeting

9.

Meeting Date: 09/28/2020

Policy Statement: This request supports the City Council 2020-2021 Policy Agenda

Goal(s): Healthy, Safe & Engaged Community

Submitted by: Fabrice Kabona, Assistant City Manager

Agenda Caption:

Consider a resolution approving the terms and conditions of a professional services agreement between the City of Lancaster and Catholic Charities the administration of the Lancaster Emergency Small Business Program funded through the Coronavirus Aid, Relief, and Economic Security(CARES) Act.

Background:

On May 11, 2020, the State of Texas announced the distribution of Coronavirus Relief Funds (CRF), created within the Coronavirus Aid, Relief, and Economic Security (CARES) Act, to provide financial resources to state and local governments. The State of Texas received a direct allocation of approximately \$11.24 billion from the United States Department of Treasury for coronavirus related expenses. Consistent with CARES Act, forty-five percent (45%) of the total \$11.24 billion state allocation, approximately \$5.06 billion, was made available to local governments. Of that \$5.6 billion, \$3.2 billion was directly issued to six (6) cities and twelve (12) counties in Texas with a population greater than 500,000. The cities with a population of less than 500,000 population within the twelve (12) counties exceeding 500,000 population were encouraged to work with the county to receive funding for their city; the cities are not eligible to request funding from the state.

On May 19, 2020, Dallas County Commissioners Court unanimously approved a court order to allocate CARES Act funds to eligible cities within Dallas County in reference to the Governor's allocation guidance. For the City of Lancaster, the total population number of 38,400 was utilized to determine the city's two allocated amounts for direct payment and maximum reimbursement amount. Dallas County will issue funds in two forms, the first being a 20% initial direct payment the second form being the remaining 80% eligible to cities by reimbursement request. Funds will be disbursed from Dallas County CARES Funds to Dallas County Cities based on the funding formula of \$55 per capita for each city. The estimated upfront cost Dallas County will be issuing to Dallas County Cities is \$14,507,581; of that amount, the City of Lancaster will receive the direct funding amount of \$422,400. The estimated total amount of Dallas County Funds that will be available for Dallas County Cities reimbursement is \$72,537,905; of that amount, the City of Lancaster is eligible to request reimbursement up to an amount of \$1,726,032.

During the strategic planning session, on June 27, 2020, City Council received a presentation regarding recommendations for emergency assistance programs established by the City to provide relief to residents impacted by COVID-19.

On July 20, 2020, City Council received a presentation of the finalized proposal for emergency assistance programs on emergency COVID-19 relief for residents. The assistance programs consist of 1). Emergency Housing Assistance Program, 2). Childcare Emergency Assistance Program, 3). Emergency Utility and Internet Assistance Program, and 4). Small Business Grant Program administered by Dallas County.

In July 2020, staff authorized Dallas County to administer funding of \$200,000 and process all applications for the City of Lancaster's Small Business Grant Program. The allocated funding for the Small Business Program would be kept by Dallas County to fund Lancaster business that applied for COVID-19 relief assistance.

In September 2020, Dallas County contacted all cities that authorized the county to administer funds to inform cities that all funding allocated for the Small Business Program will be returned to each city due to the lack of applications received. The City of Lancaster has contacted Catholic Charities to administer funding of \$200,000 and process applications for Lancaster businesses.

Operational Considerations:

The City shall return any unspent funds to the County by December 11, 2020.

Legal Considerations:

The attached management service agreement and resolution have been reviewed and approved as to form by the City Attorney.

Public Information Considerations:

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

Fiscal Impact:

The City will receive up to \$1,726,032, which is 80% of the city's reimbursement funding amount from Dallas County. Of the 80% funding, \$200,000 has been allocated for the Lancaster Small Business Grant program. An administration fee of 10% will be paid to Catholic Charities for services of administering and processing applications for the community program.

Options/Alternatives:

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

Recommendation:

Staff recommends approval of the resolution, as presented.

Attachments

Resolution

Agreement

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS, APPROVING THE TERMS AND CONDITIONS OF A PROFESSIONAL SERVICES AGREEMENT BY AND BETWEEN CATHOLIC CHARITIES, AND THE CITY OF LANCASTER TO PROVIDE ADMINISTRATION SERVICES OF THE LANCASTER SMALL BUSINESS ASSISTANCE PROGRAM FOR RESIDENTS; AUTHORIZING THE CITY MANAGER TO EXECUTE SAID AGREEMENT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Lancaster desires to contract, pursuant to the authorities identified above, with Catholic Charities "Contractor" for the administration of the Lancaster Emergency Small Business Assistance Program by providing COVID-19 relief assistance to eligible Lancaster businesses; and

WHEREAS, the City of Lancaster has the authority under Texas Local Government Code § 81.027 to support businesses of Lancaster, Texas who have been affected by COVID-19 pandemic; and

WHEREAS, the City of Lancaster is in receipt of funds received by Dallas County from the United States Treasury Department under the Coronavirus Aid, Relief, and Economic Security Act also known as the "CARES Act"; and

WHEREAS, the City of Lancaster wishes to engage the services of the Contractor for the administration of the Lancaster Emergency Small Business Assistance Program for the support of businesses; and

WHEREAS, the Contractor is knowledgeable and capable of providing the services and related activities in Lancaster, Texas; and

WHEREAS, on March 12, 2020, Lancaster Mayor declared a local state of disaster for a public health emergency in relation to COVID-19; and

WHEREAS, on March 13, 2020, the Governor of the State of Texas declared a state of disaster and the President of the United States declared a national emergency in relation to COVID-19; and

WHEREAS, the Governor of Texas, on March 13, 2020, invoked Texas Government Code § 418.017 in his state-wide disaster declaration, to "authorize the use of all available resources of state government and of political subdivisions that are reasonably necessary to cope with this disaster", and

WHEREAS, some local businesses have been ordered to cease operations due to state and local regulations related to the COVID-19 pandemic causing economic strain for many residents of the City of Lancaster; and

WHEREAS, the City of Lancaster finds that the expenditure of public funds in support of the operations of Lancaster residents, especially in this time of a pandemic crises, accomplishes a valid public purpose of protecting the Lancaster economy and the economic welfare of the residents of Lancaster by reducing the strain on other governmental functions should these residents become homeless or unemployed; and

WHEREAS, the Contractor will serve a benefit to all Lancaster residents during this pandemic, providing emergency housing assistance, emergency utility/internet assistance, and emergency childcare assistance to eligible Lancaster residents; and

WHEREAS, the Parties desire to enter into this Agreement for the purposes stated herein; and

WHEREAS, these Recitals are incorporated into this Agreement and are expressly made a part of this Agreement;

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

SECTION 1. That the City Council authorizes the City Manager to execute the contract which is attached hereto as Exhibit "1".

SECTION 2. That this resolution shall take effect immediately from and after its passage and it is so duly resolved

DULY PASSED and approved by the City Council of the City of Lancaster, Texas, on this the 28th, day of September, 2020.

ATTEST:

APPROVED:

Sorangel O. Arenas, City Secretary

Clyde C. Hairston, Mayor

APPROVED AS TO FORM:

David Ritter, City Attorney

CITY OF LANCASTER
EMERGENCY SMALL BUSINESS ASSISTANCE PROGRAM
MANAGEMENT SERVICES AGREEMENT

1. RECITALS:

This Agreement is entered into by and between the City of Lancaster, Texas (hereinafter, "City"), a Texas home-rule municipal corporation, and Catholic Charities of Dallas, Inc., located at 1421 W. Mockingbird Lane, Dallas, TX 75247 (hereinafter "Contractor") or individually as a "Party" or collectively the "Parties" for certain management services, as identified in this Agreement under authority of laws of the State of Texas, for certain management services, as identified in Section 5 (Scope of Services) of this Agreement.

WHEREAS, the City is in receipt of funds from the United States Treasury Department, through Dallas County, Texas, under the Coronavirus Aid, Relief, and Economic Security Act also known as the "CARES Act"; and

WHEREAS, the City desires to contract, pursuant to the authorities identified above, with the Contractor for the administration of the **City of Lancaster Emergency Small Business Assistance Program** by providing emergency financial assistance to eligible City of Lancaster small businesses; and

WHEREAS, the Contractor is knowledgeable and capable of providing the services and related activities in the City of Lancaster, Texas; and

WHEREAS, on March 13, 2020, the Governor of the State of Texas declared a state of disaster and the President of the United States declared a national emergency in relation to COVID-19; and

WHEREAS, the Governor of Texas, on March 13, 2020, invoked Texas Government Code § 418.017 in his statewide disaster declaration, to "authorize the use of all available resources of state government and of political subdivisions that are reasonably necessary to cope with this disaster", and

WHEREAS, some local businesses had been ordered to cease operations due to state and local regulations related to the COVID-19 pandemic, causing economic strain on many Lancaster businesses, even with the phased reopening in the state of Texas; and

WHEREAS, the City finds that the expenditure of public funds in support of the operations of City of Lancaster businesses, especially in this time of a pandemic crises, accomplishes a valid public purpose of protecting the City of Lancaster economy; and

WHEREAS, the Parties desire to enter into this Agreement for the purposes stated herein; and

WHEREAS, these Recitals are incorporated into this Agreement and are expressly made a part of this Agreement; and

NOW THEREFORE, in consideration of the promises and agreements hereinafter set forth, the Parties agree as follows:

2. TERM:

The term of this Agreement shall begin upon day execution of this Agreement by the City and continue until the services are rendered and the deliverables detailed in the attached Exhibit A are completed, unless terminated earlier under any provision hereof. Notwithstanding the foregoing, the services and deliverables detailed in the attached Exhibit A shall be completed by November 30, 2020 (the "Term").

3. INCORPORATED DOCUMENTS:

The following documents are incorporated by reference as if fully reproduced herein:

Exhibit A Contractor's Statement of Work ("SOW")

4. ORDER OF PRECEDENCE:

In the event of any conflict or inconsistency between or among the provisions of this Agreement or any incorporated or referenced document or any exhibit, attachment, or associated document, such conflict or inconsistency shall be resolved in the following order of precedence:

(1) this Agreement and any subsequent amendments; then (2) Exhibit A; then (3) Exhibit B.

5. CONTRACTOR'S SCOPE OF SERVICES AND OBLIGATIONS:

Contractor's obligations and scope of the services to be provided to City are detailed in the attached and incorporated **Exhibit A**.

6. CITY'S OBLIGATIONS:

City agrees to perform the following:

- a) City of Lancaster will assist Contractor in scheduling appointments with key City personnel and employees;
- b) City of Lancaster will manage the outreach and marketing of the Emergency Small Business Assistance Program;
- c) City of Lancaster will provide funding to Contractor as detailed in this Agreement and **Exhibit A**.

7. TERMS AND CONDITIONS OF PAYMENT FOR SERVICES:

City agrees to compensate Contractor for approved budget expenses incurred and for documented units of services performed, subject to the following limitations:

- a) Compensation for Management Services. Contractor has agreed to be compensated for the services described herein in accordance with Contractor's SOW, attached hereto as **Exhibit A**.
- b) Not to Exceed Amount. Contractor understands and agrees that the maximum total amount payable for the services described herein shall not exceed **ten percent (10%) of the total amount of funds awarded under this Agreement** (hereinafter "Not to Exceed Amount") unless a formal written amendment is executed by the Parties hereto and is formally approved by the City Council. Contractor assures City that it will not perform services that would cause the amounts payable to

Contractor for the services described herein to exceed the maximum amount payable of ten percent (10%) of the total amount of funds awarded under this Agreement, without following the procedures described in this subsection (b). City shall not pay for any services that would cause the amounts payable for the services described herein in excess of the Not to Exceed Amount, without a formal written amendment approved by the City Council. Should the Contractor request it from the City in order to perform the services detailed in this Agreement, the Contractor may request that an amount up to the Not to Exceed Amount be paid to Contractor upfront. Any upfront payment shall be made within the discretion of the City.

Contractor agrees to submit complete, fully documented, and accurate itemized invoices with appropriate documentation, as required by City, following the completion of the services detailed in **Exhibit A**. Specifically, the invoices shall be itemized and include supporting documentation and any management fees. Within the supporting documentation the subcontractor invoices shall be included, if any. The invoices shall be submitted on the first day of each month during the Term of this Agreement as expenses are incurred. The invoices submitted shall represent the services rendered and funds disbursed by Contractor for the previous month. If payment has not been paid upfront as detailed in Section 7(b) above, payment will be made to Contractor by City upon receipt of a verified and proper billing for services actually rendered. Any payments by City to Contractor may be withheld if the Contractor fails to comply with City's reporting requirements, performance objectives, or other requirements relating to Contractor's performance of work, deliverables, and services under this Agreement. City shall pay Contractor only for those costs that are allowable under applicable rules and regulations, as stated in this Agreement. City shall have the right to withhold all or part of any payments to the Contractor to offset any reimbursement made to Contractor for ineligible expenditures or undocumented units of services billed.

Contractor understands and agrees that all billings and documentation must be submitted to City on a rolling monthly basis during the Term of this Agreement. All billings must have appropriate supporting documentation before such billings will be approved.

If payment has not been paid upfront as detailed in Section 7(b) above, City will make payment to Contractor upon receipt of a verified and proper invoice in accordance with Texas Government Code, Chapter 2251.

The City of Lancaster Auditor is responsible for monitoring fiscal compliance activities and shall resolve any dispute between the Parties regarding City's payments to Contractor for services rendered under this Agreement.

Prior Debts. City shall not be liable for costs incurred or performances rendered by Contractor before or after the Term; for expenses not billed to City within the applicable time frames set forth in this Agreement; or for any payment for services or activities not provided pursuant to the terms of this Agreement.

Refund provision. If payment has been paid upfront as detailed in Section 7(b) above, the City shall have the right to demand repayment of any funds paid to Contractor for services rendered that did not comply with the Terms of this Agreement. The Contractor shall promptly refund any monies previously paid by City that the City, in its sole discretion, determines were used for services or activities that were not in compliance with this Agreement.

8. REPORTING AND ACCOUNTABILITY:

Reporting. Contractor agrees to submit all required documentation and reports on a timely basis and in accordance with the specified time frames pursuant to this Agreement. Penalties for delinquent reporting may include withholding of payments until such time all reports are received, cancellation and/or termination of this Agreement with no obligation to pay for undocumented services, or both.

Access to Records. Contractor agrees that City, or any of its duly authorized representatives, has the right of timely and unrestricted access to any books, documents, papers, reports, or other records of Contractor that are pertinent to the fulfillment of the requirements of this Agreement, in order to make audit, examinations, excerpts, transcripts, and copies of such documents. This right also includes timely and reasonable access to Contractor's personnel for the purpose of reviewing, interviewing, evaluating, and monitoring related to such documents. All such items shall be furnished to the City in City of Lancaster, Texas.

Ownership. Contractor agrees that all information, data, and supporting documentation that relates to the services provided hereunder shall remain the property of City.

Maintenance of Records. Contractor's records, books, and other documents reasonably related to this Agreement shall be kept and maintained in standard accounting form. Such records, books, and documents shall be made available in City of Lancaster, subject to inspection by City or authorized City personnel upon request.

Audit. The City of Lancaster Auditor, its assigns, or any other governmental entity approved by City shall have the unrestricted right to audit all data or documents related to this Agreement. Such data shall be furnished in City of Lancaster at a mutually convenient time within a reasonable time. Should City determine it reasonably necessary, Contractor shall make all of its records, books, and documents reasonably related to this Agreement available to authorized City personnel, at reasonable times and within reasonable periods, for inspection or auditing purposes or to substantiate the provisions of services under this Agreement.

Retention of Records. All records, books, and documents reasonably related to this Agreement shall be maintained and kept by Contractor for a minimum of four (4) years and ninety (90) days after termination or expiration of this Agreement. If any litigation, claim, or audit involving these documents or records begins before the specified period expires, Contractor must keep the records and documents for not less than four (4) years and ninety (90) days until all litigation, claims, or audit findings are resolved, whichever is later. Contractor is strictly prohibited from destroying or discarding any records, books, or other documents reasonably related to this Agreement, unless the time period for maintaining such under this subsection has lapsed.

9. CONFIDENTIALITY:

(a) Contractor shall not disclose privileged or confidential communications or information acquired in the course of the performance of the services under this Agreement, unless authorized by law. Contractor agrees to adhere to all confidentiality requirements, as applicable, for the services performed for City under this Agreement.

(b) Public Information Act. The Parties acknowledge and agree that City is subject, as a matter of law, to

Texas Government Code, Chapter 552, also known as the "Texas Public Information Act" (hereinafter "Public Information Act"). Notwithstanding any other provision, the Parties agree that in the event that any provision of this Agreement, or other documents related to this Agreement, including, but not limited to, any exhibit, attachment, amendment, addendum, or other incorporated document, is in conflict with the Public Information Act, such provision shall be of no force or effect. Furthermore, it is expressly acknowledged and agreed that the City, its Elected Officials, Appointed Officials, Officers, Directors, and Employees (hereinafter "City Requesters") may request advice, decisions and opinions of the Attorney General of the State of Texas in regard to the application of the Public Information Act to any software, hardware, firmware, or any part thereof, or other equipment or item, data or information, or any other thing or item furnished to or in the possession or knowledge of City. It is further acknowledged and agreed that the City Requesters have the right and obligation by law to rely on the advice, decisions and opinions of the Texas Attorney General. Contractor hereby releases the City Requesters from any and all liability or obligation of any type, kind or nature regarding any disclosure of any software, hardware, firmware, or any part thereof, or other equipment or item, data or information, or any other thing or item furnished by Contractor or in the possession or knowledge of the City that is determined by City or in reliance on any advice, decision or opinion of the Texas Attorney General to be available to the public or any persons.

(c) Notwithstanding the foregoing, the Parties agree, to the extent permitted by the Public Information Act, to keep confidential (and store in a secure area with limited access) and will not copy, publish, sell, exchange, disclose, or provide to others or use any information, documents or data, provided to or disclosed to the other Party, or any information related to this Agreement, including, but not limited to, any exhibit, attachment, amendment, addendum, or other incorporated document, for any purposes other than performing each Party's obligations under this Agreement.

10. CONFIDENTIAL OR PROPRIETARY MARKING:

Any information or documents the Contractor uses in the performance of the services provided under this Agreement that Contractor considers confidential or proprietary or that contains trade secrets must be clearly marked accordingly. This marking must be explicit as to the designated information. The designation, however, may not necessarily guarantee the non-release of the documents or information under the Texas Public Information Act or otherwise required by law.

11. INDEMNIFICATION:

CITY OF LANCASTER, ELECTED OFFICIALS, APPOINTED OFFICIALS, OFFICERS, DIRECTORS, EMPLOYEES, AGENTS AND REPRESENTATIVES (HEREINAFTER, "INDEMNITEES") SHALL NOT BE LIABLE TO CONTRACTOR, ITS SUBCONTRACTORS, EMPLOYEES, AGENTS, INVITEES, LICENSEES, ASSIGNS OR TO ANY OTHER PERSON WHOMSOEVER OR ENTITY WHATSOEVER, FOR ANY INJURY TO PERSON OR DAMAGE TO PROPERTY, ON OR ABOUT CITY PROPERTY, INCLUDING, BUT NOT LIMITED TO, CONSEQUENTIAL DAMAGE: (1) CAUSED BY ANY ACT OR OMISSION OF CONTRACTOR, ITS SUBCONTRACTORS, EMPLOYEES, AGENTS, INVITEES, LICENSEES, ASSIGNS OR OF ANY OTHER PERSON ENTERING CITY PROPERTY BY EXPRESS OR IMPLIED INVITATION OF CONTRACTOR OR SUBCONTRACTOR; OR (2) OCCASIONED BY OR THROUGH ANY ACT OR OMISSION OF CONTRACTOR OR ITS SUBCONTRACTOR ON CITY PROPERTY OR OF ANY OTHER PERSONS WHOMSOEVER; OR (3) ARISING OUT OF THE USE OF CITY PROPERTY BY CONTRACTOR, ITS SUBCONTRACTORS, EMPLOYEES, LICENSEES, INVITEES OR ASSIGNS;

OR (4) ARISING OUT OF ANY BREACH OR DEFAULT BY CONTRACTOR, ITS SUBCONTRACTORS, EMPLOYEES, LICENSEES, INVITEES OR ASSIGNS OF ANY OF THE REQUIREMENTS OR PROVISIONS OF THIS AGREEMENT OR IN THE EXECUTION OR PERFORMANCE OF ITS OBLIGATIONS HEREUNDER; OR (5) OCCASIONED BY OR THROUGH THE USE OF ANY CITY PROVIDED UTILITIES, COMPUTERS, SOFTWARE, FIRMWARE, HARDWARE OR ANY VIRUS OR SIMILAR RELATED ITEMS THAT MAY BE CONTRACTED BY CONTRACTOR THROUGH SUCH USE.

CONTRACTOR ASSURES THAT IT IS AN INDEPENDENT CONTRACTOR AND NOT AN AGENT, SERVANT, OR EMPLOYEE OF CITY. CONTRACTOR AGREES, AND SHALL REQUIRE ALL SUBCONTRACTORS TO AGREE, TO PROTECT, INDEMNIFY, DEFEND AND HOLD HARMLESS INDEMNITEES AGAINST ALL CLAIMS, DEMANDS, ACTIONS, SUITS, LOSSES, DAMAGES, LIABILITIES, COSTS AND/OR EXPENSES OF EVERY KIND AND NATURE (INCLUDING, BUT NOT LIMITED TO, COURT COSTS, LITIGATION EXPENSES AND ATTORNEY'S FEES) AND ALL RECOVERABLE INTEREST THEREON, INCURRED BY OR SOUGHT TO BE IMPOSED ON INDEMNITEES BECAUSE OF BODILY INJURY (INCLUDING DEATH) OR DAMAGE TO PROPERTY (WHETHER REAL, PERSONAL OR INCHOATE), ARISING OUT OF OR IN ANY WAY RELATED (WHETHER DIRECTLY OR INDIRECTLY, CAUSALLY OR OTHERWISE) TO: (1) THE PERFORMANCE OF, ATTEMPTED PERFORMANCE OF, OR FAILURE TO PERFORM, THE SERVICES UNDER THIS AGREEMENT BY CONTRACTOR, ITS SUBCONTRACTORS, EMPLOYEES, AGENTS, INVITEES, LICENSEES, ASSIGNS OR TO ANY OTHER PERSON WHOMSOEVER AND/OR ANY OTHER PERSON OR ENTITY; (2) THE NEGLIGENT ACT OR OMISSION OF CONTRACTOR, SUBCONTRACTORS, EMPLOYEES, AGENTS, INVITEES, LICENSEES, ASSIGNS IN THE EXECUTION OR PERFORMANCE OF THIS AGREEMENT; (3) THE CONDITION OF THE PREMISES ON WHICH SAID SERVICES ARE BEING PERFORMED; (4) THE SELECTION, PROVISION, USE OR FAILURE TO USE, BY ANY PERSON OR ENTITY, OF ANY POWER SOURCE, HARDWARE, SOFTWARE, TOOLS, SUPPLIES, MATERIALS, EQUIPMENT OR VEHICLES (WHETHER OWNED OR SUPPLIED BY INDEMNITEES, CONTRACTOR, OR ANY OTHER PERSON OR ENTITY) IN CONNECTION WITH SAID SERVICES; (5) THE PRESENCE ON CITY PROPERTY OF CONTRACTOR, ITS SUBCONTRACTORS, EMPLOYEES, INDEPENDENT CONTRACTORS, AGENTS, INVITEES, LICENSEES, ASSIGNS OR ANY OTHER PERSON ACTING BY OR ON BEHALF OF CONTRACTOR; (6) THE SERVICES UPON OR ADJACENT TO ALL OR ANY PART OF CITY PROPERTY, WHETHER OR NOT CAUSED BY OR CONTRIBUTED TO BY THE PRESENCE IN OR OPERATION OF ANY FACILITY OR ANY OPERATION, STRUCTURE OR FACILITIES OF CITY, OR ANY OTHER PARTY, OR BY NEGLIGENCE OR ALLEGED NEGLIGENCE ON THE PART OF INDEMNITEES OR ANY OF INDEMNITEES' AGENTS, EMPLOYEES, CONTRACTORS, SUBCONTRACTORS, INVITEES OR LICENSEES; (7) THE BREACH OF ANY OF THE REQUIREMENTS AND PROVISIONS OF THIS AGREEMENT OR ANY FAILURE OF CONTRACTOR, ITS SUBCONTRACTORS, EMPLOYEES, AGENTS, INVITEES, LICENSEES, OR ASSIGNS IN ANY RESPECT TO COMPLY WITH AND PERFORM ALL OF THE REQUIREMENTS AND PROVISIONS; (8) OCCASIONED THROUGH THE LOSS OF FUNDS OR RIGHTS TO RECEIVE ANY SUM OF MONEY IN ANY FORM OR MEDIUM ARISING OUT OF THE BREACH OF ANY OF THE REQUIREMENTS AND PROVISIONS OF THIS AGREEMENT; AND (9) OCCASIONED BY ANY CIVIL OR CRIMINAL ACTIVITY OR PENALTY UNDER STATE OR FEDERAL LAW BY CONTRACTOR, ITS SUBCONTRACTORS, EMPLOYEES, AGENTS, INVITEES, LICENSEES, OR ASSIGNS ARISING OUT OF THE BREACH OF ANY OF THE REQUIREMENTS AND PROVISIONS OF THIS AGREEMENT.

IN ADDITION, CONTRACTOR HEREBY COVENANTS AND AGREES THAT IT WILL HOLD INDEMNITEES HARMLESS FOR ALL PERSONAL PROPERTY OF CONTRACTOR, ITS CONTRACTORS, SUBCONTRACTORS, EMPLOYEES, AGENTS, GUESTS, CONSULTANTS, SUBCONTRACTORS, LICENSEES, SUBLICENSEES, INVITEES OR OTHER PARTY HAVING ANY PERSONAL PROPERTY ON CITY PREMISES IN RELATION TO THE CONTRACTOR'S USE OF THE AREA. CONTRACTOR FURTHER AGREES TO DEFEND, AT ITS SOLE COST AND EXPENSE (AT THE ELECTION OF CITY), AGAINST ANY CLAIM, DEMAND, ACTION OR SUIT FOR WHICH INDEMNIFICATION IS PROVIDED HEREUNDER.

APPROVAL AND ACCEPTANCE OF CONTRACTOR'S SERVICES BY CITY SHALL NOT CONSTITUTE NOR BE DEEMED A RELEASE OF THE RESPONSIBILITY AND LIABILITY OF CONTRACTOR, ITS SUBCONTRACTORS, EMPLOYEES, OFFICERS, AGENTS, INVITEES, LICENSEES OR ASSIGNS FOR THE ACCURACY AND COMPETENCY OF THEIR SERVICES; NOR SHALL SUCH APPROVAL AND ACCEPTANCE BE DEEMED TO BE AN ASSUMPTION OF SUCH RESPONSIBILITY BY THE CITY FOR ANY DEFECT, ERROR OR OMISSION IN THE SERVICES PERFORMED BY CONTRACTOR, ITS SUBCONTRACTORS, EMPLOYEES, OFFICERS, AGENTS, INVITEES, LICENSEES OR ASSIGNS IN THIS REGARD. CONTRACTOR SHALL DEFEND, HOLD HARMLESS AND INDEMNIFY THE CITY FOR DAMAGES RESULTING FROM SUCH DEFECTS, ERRORS OR OMISSIONS.

WITHOUT IN ANY WAY LIMITING OR RESTRICTING THE INDEMNIFICATION AND DEFENSE AGREEMENTS STATED ABOVE, CONTRACTOR AGREES THAT IT IS THE INTENTION OF THE PARTIES HERETO THAT CONTRACTOR, ITS CONTRACTORS AND SUBCONTRACTORS, AND THEIR INSURERS BEAR THE ENTIRE RISK OF LOSS OR INJURY TO ANY OF CONTRACTOR'S EMPLOYEES, "BORROWED SERVANTS," INDEPENDENT CONTRACTORS, AGENTS, REPRESENTATIVES, SUBCONTRACTORS, VENDORS, MATERIALMEN, OR ANY OTHER PERSON PRESENT ON THE PROPERTY OR PERFORMING ANY OTHER ACT OR SERVICE ON CONTRACTOR'S BEHALF OR AT ITS REQUEST, WHETHER OR NOT ANY SUCH LOSS OR INJURY IS CAUSED IN WHOLE OR IN PART BY ANY NEGLIGENCE OR FAULT OF INDEMNITEES, AND WITHOUT SEEKING ANY CONTRIBUTION THEREFOR FROM INDEMNITEES OR ITS INSURERS.

THESE PROVISIONS SHALL APPLY, WHETHER OR NOT ANY SUCH INJURY OR DAMAGE HAS BEEN, OR IS ALLEGED TO HAVE BEEN, CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OR FAULT OF INDEMNITEES. OR ON !ID: OTHER THEORY OF LIABILITY, INCLUDING NEGLIGENCE. INTENTIONAL WRONGDOING, STRICT PRODUCTS LIABILITY, OR THE BREACH OF A NON- DELEGATABLE DUTY.

NO INDEMNIFICATION BY CITY. CONTRACTOR ACKNOWLEDGES AND AGREES THAT THE CITY IS PROHIBITED BY ARTICLE XI, SECTION 7 OF THE TEXAS CONSTITUTION FROM INDEMNIFYING IT OR ANY OTHER THIRD PARTY FOR DAMAGES ARISING UNDER THIS AGREEMENT.

THESE PROVISIONS SHALL SURVIVE TERMINATION, EXPIRATION OR CANCELLATION OF THIS AGREEMENT OR ANY DETERMINATION THAT THIS AGREEMENT OR ANY PORTION HEREOF IS VOID, VOIDABLE, INVALID OR UNENFORCEABLE.

12. INSURANCE:

Within ten (10) business days after the effective date of this Agreement, Contractor shall furnish, at its sole cost and expense, the following minimum insurance coverage. Such insurance is a condition precedent to commencement of any services. Contractor shall, in the stated ten (10) business-day period, furnish to the City of Lancaster Purchasing Agent verification of the insurance coverage in the type and amount required herein, meeting all conditions in this Agreement, by an insurance company acceptable to City and authorized to do business in the State of Texas. Such insurance shall show the City as the certificate holder (general liability insurance}. Coverage dates shall be inclusive of the entire Term of the Agreement and each renewal period, if any.

The following minimum insurance coverage is required:

Statutory Workers' Compensation Insurance or self-insured employee coverage in the amount as required by the law of the State of Texas or Federal law, meeting the acceptability requirements as established by the Texas Workers' Compensation Act, Title 5, Subtitle A, Texas Labor Code, if Contractor has any employee(s) as defined by the Workers' Compensation Act. If Contractor has no employee as defined by the Texas Workers' Compensation Act}, Contractor shall provide City with a sworn Affidavit stating that there is no employee, in lieu of a Certificate of Insurance. In the event that any work is sublet Contractor shall require the subcontractors to similarly provide Workers' Compensation Insurance for all of the subcontractors' employees unless such employees are afforded protection by the Contractor. In case any class of employees engaged in hazardous work under this Contract at the site of the project is not protected under the Workers Compensation statute, the Contractor shall provide and shall cause each subcontractor to provide adequate and suitable insurance for the protection of employees not otherwise protected.

Commercial General Liability Insurance, including Contractual Liability Insurance. Commercial General Liability Insurance coverage for the following: (a) Premises Operations; (b) Independent Contractors or subcontractors; (c) Products/Completed Operations; (d) Personal Injury; (e) Contractual Liability; (f) Explosion, Collapse and Underground; (g) Broad Form Property Damage, to include fire legal liability.

Such insurance shall carry limits of One Million and 00/100 Dollars (\$1,000,000.00) for bodily injury and property damage per occurrence with a general aggregate of Two Million and 00/100 Dollars (\$2,000,000.00) and products and completed operations aggregate of Two Million and 00/100 Dollars (\$2,000,000.00). There shall not be any policy exclusion or limitations for personal injury, advertising liability, medical payments, fire damage, legal liability, broad form property damage, and/or liability for independent contractors or such additional coverage or increase in limits specifically contained within the bid specifications.

This insurance must be endorsed with a Waiver of Subrogation Endorsement, waiving the carrier's right of recovery under subrogation or otherwise from City.

Commercial Automobile Liability Insurance. Contractor shall provide its own commercial automobile liability insurance if any vehicles are to be used in performance of the services under this Agreement. City shall not be liable in any way for any injuries or damages arising out of the use of Contractor's rented, hired, borrowed, or owned vehicles.

Professional Errors and Omissions Insurance. Contractor shall indemnify City for damages resulting from defects, errors or omissions and shall secure, pay for and maintain in full force and effect during the Term of this Agreement and any subsequent extensions hereto and thereafter for an additional five (5) years from the effective date of cancellation, termination or expiration of this Contract or any subsequent extensions hereto, sufficient errors and omissions insurance in a minimum amount of One Million and 00/100 Dollars (\$1,000,000.00) per occurrence with an aggregate of Two Million and 00/100 Dollars (\$2,000,000) with certificates of insurance evidencing such coverage to be provided to the City.

Contractor agrees that, with respect to the above-referenced insurance, all insurance contracts will contain the following required provisions:

Name City of Lancaster, its elected officials, appointed officials, officers, directors, employees, agents, representatives, and volunteers as additional insureds (as the interest of each insured may appear) as to all applicable coverage.

Provide for thirty (30) days prior written notice to the City for cancellation, non- renewal or material change, or ten (10) days for non-payment of premium.

Provide that the inclusion of one or more persons, corporations, organizations, firms or entities as insureds under this policy shall not in any way affect the right of any such person, corporation, organization, firm or entity with respect to any claim, demand, suit, or judgment made, brought or recovered in favor of any other insured.

Provide that this policy shall protect each person, corporation, organization, firm or entity in the same as though a separate policy had been issued to each, provided that its endorsement shall not operate to increase the insurance company's limits of liability as set forth elsewhere in the policy.

Provide for an endorsement that the other insurance clause shall not apply to the City where the City is an additional insured on the policy.

Provide for notice to the City at the address shown below by registered mail.

Each applicable policy of insurance shall contain a waiver of subrogation, and Contractor agrees to waive subrogation against City, its elected officials, appointed officials, officers, directors, employees, agents, representatives, and volunteers for injuries, including death, property damage, or any other loss.

Contractor shall be solely responsible for all cost of any insurance as required here, any and all deductible amount, which in no event shall exceed ten percent (10%) of the amount insured and in the event that an insurance company should deny coverage.

It is the intent of these requirements and provisions that insurance covers all cost and expense so that the City will not sustain any expense, cost, liability or financial risk as a result of the performance of services under this Agreement.

Except as otherwise expressly specified, Contractor shall agree that all policies of insurance shall be endorsed, waiving the issuing insurance company's right of recovery against City, whether by way of subrogation or otherwise.

Insurance certificates. The certificates of insurance shall list City of Lancaster as the certificate holder. Any and all copies of Certificates of Insurance shall reference this Agreement for which the insurance is being supplied. All insurance policies or duly executed certificates for the same are required to be carried by Contractor under this Agreement, together with satisfactory evidence of the payment of the premium thereof, shall be delivered to the City of Lancaster within ten (10) business days of execution and/or renewal of this Agreement and upon renewals and/or material changes of such policies, but not less than ten (10) days prior to the expiration of the term of such coverage, or such non-delivery shall constitute a default of this Agreement subject to immediate termination at City's sole discretion.

All insurance coverage shall be on a per claim/occurrence basis unless specifically approved in writing and executed by the City of Lancaster Purchasing Agent and Risk Manager.

All insurance required to be carried by Contractor and/or subcontractors under this Agreement shall be acceptable to City in form and content, in its sole discretion. All policies shall be issued by an insurance company acceptable and satisfactory to City and authorized to do business in the State of Texas. Acceptance of or the verification of insurance shall not relieve or decrease the liability of the Contractor.

If Contractor and/or its subcontractors fail to comply with any of the requirements relating to insurance, the City, in addition to all other remedies allowed by this Agreement or in law, may, at its sole discretion and without waiving any rights that it may have, and in addition to all other remedies allowed by this Agreement, obtain such insurance and deduct from the payments to Contractor the expense of obtaining such insurance and the cost of insurance premiums. However, neither Contractor nor any third party shall have any recourse against the City for payment of any premiums or assessment for any deductibles, or payment of any amount that would have been payable by any such insurance, as all such liability, cost, expense, premiums and deductibles are the sole responsibility and risk of the Contractor .

Approval, disapproval or failure to act by the City regarding any insurance supplied by Contractor shall not relieve Contractor of full responsibility or liability for damages and accidents as set forth herein. Neither shall bankruptcy, insolvency or denial of liability by any insurance company exonerate the Contractor from liability.

Minimum insurance is a condition precedent to any work performed under this Agreement and for the entire Term of this Agreement, including any renewals or extensions. In addition to any and all other remedies City may have upon Contractor's failure to provide and maintain any insurance or policy endorsements to the extent and within the time herein required, or such insurance lapses, is reduced below minimum requirements or is prematurely terminated for any reason, City shall have the right to: order Contractor to stop work hereunder; (2) withhold any payment(s) which become due to Contractor hereunder until Contractor demonstrates compliance with the requirements hereof and assurance and proof acceptable to City that there is no liability to City for failure to provide such required insurance; (3) declare a material breach of this Agreement, which, at City's sole discretion, may result in: (a) immediate termination of this Agreement; (b) demand on any bond, as applicable; (c) the right of the City to hire a replacement contractor to perform the services. Contractor will be fully liable for the difference between the original Contract price and the actual price paid, which amount is payable to City by Contractor on demand; or (3) any combination of the above.

Contractor shall advise City in writing within twenty-four (24) hours of any claim or demand against City or Contractor known to Contractor related to or arising out of Contractor's activities or services under this Agreement.

Acceptance of the services by City shall not constitute nor be deemed a release of the responsibility and liability of Contractor, its employees, associates, agents or subcontractors for the accuracy and competency of their services; nor shall such acceptance be deemed an assumption of responsibility or liability by City for any defect in the services performed by Contractor, its employees, subcontractors, and agents.

Nothing herein contained shall be construed as limiting in any way the extent to which Contractor may be held responsible for payments of damages to persons or property resulting from Contractor's or its subcontractor's performance of the work or services covered under this Agreement.

Contractor shall provide that all provisions of this Agreement concerning liability, duty and standard of care, together with the indemnification provisions, shall be underwritten by contractual liability coverage sufficient to include obligation within applicable policies.

It is agreed that City shall deem Contractor's insurance primary with respect to any insurance or self-insurance carried for liability arising out of operations under this Agreement.

Contractor shall notify City in the event of any change in coverage and shall give such notices not less than ten (10) calendar days prior to the change, which notice must be accompanied by a replacement certificate of insurance.

Standard of Care: Services provided by Contractor under this Contract will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar agreements.

The provisions of this Section are solely for the benefit of the Parties hereto and not intended to create or grant any rights, contractual or otherwise, to any other person or entity.

The provisions of this Section shall survive termination or expiration of this Agreement or any determination that this Agreement or any portion hereof is void, voidable, invalid or unenforceable.

Insurance Lapse. If the Contractor fails to maintain the insurance required under the Agreement continuously at all times during the period stated in the Agreement, or otherwise has a lapse in any of the required insurance coverage, including workers' compensation coverage the Contractor shall reimburse the City for any and all costs, including attorney's fees incurred by the City in curing said default. In the event of any insurance lapse, the City shall retain five percent (5%) of the value of the total Agreement Sum for a period of six (6) months from the date of the cure of the insurance lapse or the date the Agreement has ended, whichever is later, to cover the City's potential exposure to liability during the period of the insurance lapse.

In the event that the Contractor does not maintain any and all insurance as required by this Agreement, the Contractor shall immediately cure such lapse at the Contractor's sole cost and expense, and pay the City in full for all costs and expenses incurred by the City under this Agreement as a result of the Contractor's failure to maintain insurance, including, but not limited to, any and all costs and reasonable attorney's fees relating to the City's efforts to cure such lapse in insurance coverage. Such costs and attorney's fees, which shall not exceed One Thousand Five Hundred Dollars and No Cents (\$1500.00), shall be automatically deducted from monies owed to the Contractor by the City under this Agreement. If

the monies owed to the Contractor under this Agreement are less than the amount required to cure the lapse in coverage, the Contractor shall pay such monies to the City upon written demand. Moreover, upon any lapse of the required insurance by the Contractor, the City shall immediately retain five percent (5%) of the total value of this Agreement to cover the City's potential exposure to liability during the period of such insurance lapse. The five percent (5%) retainage shall be immediately deducted from any monies due to the Contractor by the City under this Agreement and held by the City for a period of six (6) months from the date of the cure of the insurance lapse or a period of six (6) months from the date this Agreement has terminated, expired, or otherwise ended, whichever is later. If no claims are received by or lawsuits filed against the City for any applicable matters, accidents or injuries that occurred during the lapse of insurance, the retainage shall be promptly returned to the Contractor upon written request.

Notwithstanding the foregoing, in the event a claim is received by or lawsuit is filed against the City for applicable matters, accidents, or injuries that occurred during the Contractor's insurance lapse, the City shall use the retainage to defend, pay costs of defense, or settle any and all such claims, lawsuits, or judgments, with any and all amounts in excess of the retainage to be paid by the Contractor upon written demand by the City .

13. EXPENSES:

Unless prior written approval by City is obtained or otherwise detailed in this Agreement, Contractor shall be responsible for all mileage and other miscellaneous expenses related to the fulfillment of the requirements of this Agreement. Mileage and other miscellaneous expenses shall be included in the Not to Exceed Amount.

14. TERMINATION:

Suspension. Should City desire to suspend the services, but not terminate the Agreement, City shall issue a written order to stop work. The written order shall set out the terms of the suspension. Contractor shall stop all services as set forth in this Agreement and will cease to incur costs to City during the term of the suspension. Contractor shall resume work when notified to do so by City in a written authorization to proceed. If a change in the terms and conditions of payment for services of this Agreement is necessary because of a suspension, a mutually agreed contract amendment will be executed in accordance with this Agreement.

Termination. The City, at its option and without prejudice to any other remedy to which it may be entitled to at law or in equity, or elsewhere under this Agreement, terminate this Agreement, in whole or part, by giving thirty (30) days prior written notice thereof to the Contractor with the understanding that all services being performed under this Agreement shall cease upon the date specified in such notice. City shall compensate the Contractor in accordance with the terms of this Agreement for the services performed prior to the date specified in such notice. In the event of cancellation, Contractor shall cease any and all services under this Agreement on the date of termination and to the extent specified in the notice of termination. Upon receipt of such notice, Contractor shall not incur any new obligations or perform any additional services and shall cancel any outstanding obligations or services to be provided. Upon termination of this Agreement as herein above provided, any and all unspent funds that were paid or provided by City to Contractor under this Agreement and any and all City data, documents and information in Contractor's possession shall be returned to City within five(5) working days of the date of termination. In no event shall City's termination of this Agreement, for any reason, subject City to liability.

Without Cause: This Agreement may be terminated, in whole or in part, without cause, by City upon thirty (30) days prior written notice to the Contractor.

With Cause: City reserves the right to terminate this Agreement immediately, in whole or in part, at its sole discretion, for the following reasons:

- Lack of, or reduction in, funding or resources in accordance with Section 30(Fiscal Funding Clause);
- Non-performance by Contractor or Contractor's failure or inability to perform or substantially perform, for whatever reason, the services required under this Agreement;
- Contractor's improper, misuse or inept performance of services under this Agreement;
- Contractor's failure to comply with the terms and provisions of this Agreement;
- Contractor's submission of invoices, data, statements and/or reports that are incorrect, incomplete, or false in any way;
- Contractor's failure to comply with City's reporting requirements, the program objectives, the terms, conditions, or standards of this Agreement, applicable federal, state, or local laws, rules, regulations and ordinances, or any other requirement set forth in this Agreement;
- Contractor's failure to perform the work and services required by this Agreement within the time specified herein or any extension thereof;
- Contractor's failure to provide City with proper notice of an assignment in accordance with Section 16 (Assignment);
- If Contractor becomes or is declared insolvent or bankrupt, or is the subject of any proceedings relating to its liquidation or insolvency or for the appointment of a receiver or similar officer for it, has a receiver of its assets or property appointed or makes an assignment for the benefit of all or substantially all of its creditors, institutes or causes to be instituted any proceeding in bankruptcy or reorganization or rearrangement of its affairs, enters into an agreement for the composition, extension, or adjustment of all or substantially all of its obligations, or has a material change in its key employees; and/or
- Contractor's inability to perform under this Agreement due to judicial order, injunction or any other court proceeding.

15. NOTICE:

Any notice to be given under this Agreement shall be deemed to have been given if reduced to writing and delivered in person or mailed by overnight or Registered Mail, postage pre-paid, to the party who is to receive such notice, demand or request at the addresses set forth below. Such notice, demand or request shall be deemed to have been given three (3) days subsequent to the date it was so delivered or mailed.

TO CITY:
City of Lancaster
Attn: Fabrice Kabona
211 N. Henry Street
Lancaster, Texas 75146

TO CONTRACTOR:
Catholic Charities Dallas
Attn: Dave Woodyard
1421 W. Mockingbird Lane
Dallas, Texas 75247

16. ASSIGNMENT:

Contractor may not assign its rights and duties under this Agreement without the prior written consent of

City, even if such assignment is due to a change in ownership or affiliation. Any assignment attempted without such prior consent shall be null and void. Such consent shall not relieve the assignor of liability in the event of default by its assignee.

17. CONTRA PROFERENTUM:

The doctrine of contra proferentum shall not apply to this Agreement. If an ambiguity exists in this Agreement, the Agreement shall not be construed against the Party who drafted the Agreement and such Party shall not be responsible for the language used.

18. ENTIRE AGREEMENT:

This Agreement, including its Attachments, Exhibits, and Addendums incorporated as a part hereof, shall constitute the entire agreement relating to the subject matter hereof between the Parties hereto and supersedes any other agreement concerning the subject matter of this transaction, whether oral or written, and except as otherwise provided herein, this Agreement may not be modified without prior written agreement of the Parties. Each Party acknowledges that the other Party, or anyone acting on behalf of the other Party has made no representations, inducements, promises or agreements, orally or otherwise, unless such representations, inducements, promises or agreements are embodied in this Agreement, expressly or by incorporation.

19. BINDING EFFECT:

This Agreement and the respective rights and obligations of the Parties hereto shall inure to the benefit and be binding upon the successors and assigns of the Parties hereto, as well as the Parties themselves.

20. REMEDIES/WAIVER OF BREACH:

Pursuit of any remedy provided in this Agreement shall not preclude pursuit of any other remedies herein provided or any other remedies provided by law or equity, including injunctive relief, nor shall pursuit of any remedy herein provided constitute a forfeiture or waiver of any obligation of the defaulting Party hereunder or of any damages accruing by reason of the violation of any of the terms, provisions, and covenants herein contained. No waiver of any term, covenant, condition or violation of this Agreement shall be deemed or construed to constitute a waiver of any other violation or breach of any of the terms, provisions, and covenants herein contained, and forbearance to enforce one or more of the remedies herein provided upon an event of default shall not be deemed or construed to constitute a waiver of such default. Any waiver of any provision of this Agreement or violation thereof must be by a written instrument.

21. FEDERAL FUNDED PROJECT:

If this Agreement is funded in part by either the State of Texas or the federal government, Contractor agrees to timely comply, without additional cost or expense to City, unless otherwise specified herein, with any statute, rule, regulation, grant, contract provision or other state or federal law, rule, regulation, or other similar restriction that imposes additional or greater requirements than stated herein and that is directly applicable to the services rendered under the terms of this Agreement.

22. DEFAULT/CUMULATIVE RIGHTS/MITIGATION:

It is not a waiver of default if the non-defaulting party fails to immediately declare a default or delays in taking any action. The rights and remedies provided by this Agreement are cumulative, and either Party's use of any right or remedy will not preclude or waive its right to use any other remedy. These rights and remedies are in addition to any other rights the Parties may have by law, statute, ordinance or otherwise. Contractor has a duty to mitigate damages.

23. PREVENTION OF FRAUD AND ABUSE:

Contractor shall establish, maintain and utilize internal management procedures sufficient to provide for the proper, effective management of all activities funded under this Agreement. Any known or suspected incident of fraud or program abuse involving Contractor's employees or agents shall be reported immediately to the City by Contractor. Moreover, Contractor warrants that it is not listed on a local, county, state or federal consolidated list of debarred, suspended and ineligible contractors and grantees. Contractor and City agree that every person who, as part of their employment, receives, disburses, handles or has access to funds collected pursuant to this Agreement does not participate in accounting or operating functions that would permit them to conceal accounting records and the misuse of said funds. Contractor shall, upon notice by City, refund expenditures of the Contractor that are contrary to this Agreement and deemed inappropriate by the City.

24. FISCAL FUNDING CLAUSE:

Notwithstanding any provisions contained herein, the obligations of the City under this Agreement is expressly contingent upon the availability of funding for each item and obligation contained herein for the term of the Agreement and any extensions thereto. Contractor shall have no right of action against City in the event City is unable to fulfill its obligations under this Agreement as a result of lack of sufficient funding for any item or obligation from any source utilized to fund this Agreement or failure to budget or authorize funding for this Agreement during the current or future fiscal years. In the event that City is unable to fulfill its obligations under this Agreement as a result of lack of sufficient funding, or if funds become unavailable, City, at its sole discretion, may provide funds from a separate source or may terminate this Agreement by written notice to Contractor at the earliest possible time.

25. NO BOYCOTT OF ISRAEL:

Pursuant to Section 2271.002 of the Texas Government Code, Contractor verifies that it:
Does not boycott Israel; and
Will not boycott Israel during the Term of this Agreement.

26. COUNTERPARTS, NUMBER/GENDER AND HEADINGS:

This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. Words of any gender used in this Agreement shall be held and construed to include any other gender. Any words in the singular shall include the plural and vice versa, unless the context clearly requires otherwise. Headings herein are for the convenience of reference only and shall not be considered in any interpretation of this Agreement.

27. INDEPENDENT CONTRACTOR:

Contractor, including its employees, agents or licensees, is an independent contractor and not an agent, servant, joint enterprise or employee of the City, and is responsible for its own acts, omissions, forbearance, negligence and deeds, and for those of its agents or employees in conjunction with the performance of services covered under this Agreement, and shall be specifically responsible for sufficient supervision and inspection to ensure compliance in every respect with the contract requirements. There shall be no contractual relationship between any subcontractor, agent, employee or supplier of the Contractor and the City by virtue of this Agreement.

28. SUBCONTRACTING:

The costs of all subcontracted services are included in the fees paid herein. Subcontracts entered into by the Contractor will be in writing and subject to all requirements herein. Contractor agrees that it will solely be responsible to City for the performance of this Agreement. Contractor shall pay all subcontractors in a timely manner. City shall have the right to prohibit Contractor from using any subcontractor.

29. ASSURANCES:

In providing services required by this Agreement, Contractor agrees to observe and comply with all grant requirements, licenses, legal certifications, or inspections required for the services, facilities, equipment, or materials, and all applicable federal, state, and local statutes, ordinances, rules, and regulations. Contractor's failure to comply with this assurance shall be treated as a default and/or breach of this Agreement.

Contractor assures that it will not transfer or assign its interest in this Agreement without written consent of City. Contractor understands that in the event that all or substantially all of Contractor's assets are acquired by another entity, Contractor is still obligated to fulfill the terms and conditions of this Agreement. City approval to transfer or assign Contractor's interest in this Agreement to an entity that acquires all or substantially all of Contractor's assets is subject to formal approval by the City Council.

Contractor, by acceptance of the terms of this Agreement, agrees and ensures that personnel providing the services hereunder are duly licensed and/or qualified to perform the required services. Contractor further agrees and ensures that all program and/or facility licenses or permits necessary to perform the required services are current and that City will be notified immediately if such licenses or permits become invalid during the Term of this Agreement.

Contractor agrees to adhere to confidentiality requirements, as applicable, for the services performed for City under this Agreement, and any other confidentiality provisions or laws, whether federal or state, relating to the services being providing hereunder.

Contractor assures that it will not use any information, documents, or data provided to Contractor by City for any proprietary purposes and shall not copy, sell, exchange, disclose or provide to others or use any information, documents or data reasonably related to this Agreement for its own proprietary interests.

Contractor agrees to establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain.

Contractor shall comply with all federal, state and local laws, statutes, ordinances, rules and regulations and the orders and decrees of any courts or administrative bodies or tribunals in any matter affecting the performance of this Agreement, including, without limitation, workers' compensation laws, minimum and maximum salary and wage statutes and regulations, licensing laws and regulations and non-discrimination laws and regulations. When required, Contractor shall furnish City satisfactory proof of compliance therewith.

Contractor certifies that it is not aware of any conflicts of interest involving any City of Lancaster official or employee related to this Agreement or the services provided under this Agreement.

Contractor certifies that it is not currently involved, either directly or indirectly, with any litigation against or involving City of Lancaster.

Contractor will develop and implement an agency-wide drug-free workplace policy. Contractor will also require that all contracts between itself and subcontractors also comply with said requirements.

Contractor understands that reimbursement for costs under this Agreement shall be in accordance with all applicable federal rules, regulations, cost principles, and other requirements relating to reimbursement.

Under Section 231.006, Texas Family Code, Contractor certifies to City that Contractor is not delinquent in any child support obligations and therefore ineligible to receive payment under the terms of this Agreement. Contractor hereby acknowledges that this Agreement may be terminated and payment may be withheld if this certification is inaccurate.

Contractor, by executing this Agreement, hereby certifies that it is not delinquent in its Texas franchise tax payments, or that it is exempt from, or not subject to such a tax. A false statement concerning the corporation's franchise tax status shall constitute grounds for termination of this Agreement at the sole option of the City.

Contractor certifies to City that Contractor is not delinquent on the repayment of any federal, state, or local debt or other obligation.

Contractor certifies that neither it nor any of its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this Agreement by any federal, state, or local department or agency.

Contractor shall pay all subcontractors in a timely manner. City shall have no liability to any subcontractors in the event Contractor does not pay or delays payment to any subcontractors. At termination or expiration of this Agreement, Contractor shall deliver to City an affidavit of all bills paid. Final payment shall be contingent upon receipt of such affidavits as resolution of all accounting for which City is or may be liable under this Agreement.

Failure to comply with any of these assurances or any other requirements specified within this Agreement will put Contractor in default and/or breach of this Agreement and may result, at the sole discretion of

City, in the disallowance of funds and the withholding of future awards, in addition to any other remedies permitted by law.

30. PROMPT PAYMENT ACT:

Contractor agrees that a temporary delay in making payments due to the City's accounting and disbursement procedures shall not place the City in default of this Agreement and shall not render the County liable for interest or penalties, provided such delay shall not exceed thirty (30) days after its due date. Any payment not made within thirty (30) days of its due date shall bear interest in accordance with Chapter 2251 of the Texas Government Code.

31. TAX

City of Lancaster, as a local government of the State of Texas, is exempted from the payment of Texas state and local sales, excise, and use taxes, and shall therefore not be liable or responsible to the Contractor for the payment of such taxes under this Agreement.

The fees paid to Contractor pursuant to this Agreement are inclusive of any applicable sales, use, personal property or other taxes attributable to periods on or after the applicable effective date of this Agreement and based upon or measured by Contractor's cost in acquiring or providing products and/or services and related materials and supplies furnished or used by Contractor in performing his obligations hereunder, including all personal property and use taxes, if any, due on equipment or software owned by Contractor. Contractor accepts full and exclusive liability for the payment of any and all contributions or taxes for Social Security, Workers' Compensation Insurance, Unemployment Insurance, or Retirement Benefits, Pensions, or annuities now or hereafter imposed under any state or federal laws which are measured by the wages, salaries, or other remuneration pay to persons employed by Contractor for work performed under the terms of this Agreement and agrees to indemnify and save harmless the City from any such contribution or taxes or liability.

32. TRANSITION SERVICES REQUIRED OF CONTRACTOR:

Upon notice of termination and/or expiration of this Agreement, the City shall immediately have the right to audit any and all records of Contractor relating to this Agreement. Moreover, upon the termination and/or expiration date of this Agreement, Contractor agrees to transition the services provided herein in a cooperative manner and provide anything requested from the City at no additional cost, including, but not limited to the following, upon date of termination and/or expiration: (I) All contract and services documentation, including all records, books and data reasonably related to this Agreement, maintained in accordance with Section 8 (Reporting and Accountability) of this Agreement and identified in a complete, neat and orderly manner; (ii) A good faith pledge to cooperate with City upon transition of services to another contractor or City department providing the same or similar services; (iii) Records, books and data, including electronic data, in a format compatible with City's information technology capabilities, or in a format compatible with a succeeding contractor's information technology capabilities, as determined by City; (iv) Final accounting of all income derived from the Agreement; (v) Downloading and removal of all City information from Contractor's equipment and software; and (vi) Removal of Contractor's services without degradation or other adverse effect on City's system. This provision shall survive termination or cancellation of this Agreement.

33. SIGNATORY WARRANTY:

The undersigned signatories for the Parties hereby represent and warrant that they are officers of their respective organizations for which they have executed this Agreement and that they have full and complete authorities to enter into this Agreement on behalf of their respective organizations and that the executions thereof are the acts of the parties involved and have been delivered and constitute legal, valid and binding obligations of the respective Parties.

34. ACCEPTANCES

By their signatures below, the duly authorized representatives of City and Contractor accept the terms of this Agreement in full.

EXECUTED this _____ day of _____ 2020.

CITY:

CONTRACTOR:

CITY OF LANCASTER, TEXAS

CATHOLIC CHARITIES OF DALLAS, INC.

BY:

Printed Name

Printed Name

Title

Title

Signature

Signature

EXHIBIT A: STATEMENT OF WORK

CITY OF LANCASTER EMERGENCY SMALL BUSINESS ASSISTANCE PROGRAM

PURPOSE:

Provide eligible small businesses with emergency financial assistance to support business continuity

EMPHASIS/TRGET POPULATION:

Small businesses based in Lancaster that have suffered financial hardship as a result of the COVID-19 pandemic, including decreased business due to required closures, partial phased re-openings, etc.

PROGRAM ADMINISTRATION:

Program will be administered by a qualified third-party entity, Catholic Charities Dallas on a contract basis. Such an approach will allow the program to begin much earlier than if the City had to hire staff in order to internally operate the program and will allow the program to utilize an entity that already has extensive experience in this field.

PROGRAM ALLOCATION:

\$200,000 is the total program budget, of which 10% (\$20,000) will be allocated to the third-party administrator to offset staffing and administrative costs.

ASSISTANCE TO BE PROVIDED:

Qualifying small businesses can receive a one-time payment of up to \$10,000. Funds can be utilized in the following ways:

- Payroll (gross payroll, health insurance)
- Fixed overhead costs
 - Rent, lease or mortgage for real business property
 - Rent, lease or purchase payment for equipment, furniture, technology, payment and communications systems
 - Property/general liability insurance, excluding costs of a personal residence
 - Equipment rental
- Utility payments, excluding for personal residence
- Contract labor
- Supplies and materials related to COVID, including PPE and installation of new sanitation equipment, signage and materials

Funds will be issued in the form of a grant and will be paid directly to the business owner/applicant.

APPLICATION PROCESS:

Applications will be taken on-line and via phone. Catholic Charities will build an online application management platform unique to the City of Lancaster to process all applications and house all required documents and certifications. Completed applications will be processed on a first-come, first-served basis.

ELIGIBILITY CRITERIA:

- Small business must be located within the City of Lancaster and have been in operation since at least March 1, 2020.

- Applicant must have less than 100 employees.
- Applicant business must be registered to do business in the State of Texas.
- Applicant must not have received assistance from the SBA, FEMA or other federal stimulus program, such as the CARES Act.
- Applicant must be able to document a reduction in sales/revenues since March 2020 due to COVID-19.

Meeting these criteria does not obligate the City to provide assistance to any applicant.

DETERMINING ELIGIBILITY:

All applicants will be required to complete a pre-screening, eligibility questionnaire prior to proceeding to a full application.

To document eligibility, applicants will need to provide the following:

- Signed, year-to-date monthly profit and loss statements
- Business bank statements
- Signed W-9 form
- Driver's license or government-issued identification
- Copy of State of Texas business license and Certificate of Occupancy (if required)
- Copy of Schedule C from 2019 business and/or personal tax returns
- Copy of IRS Form 941 (Employer's Quarterly Federal Tax Return)
- Documentation of incurred expenses (e.g., copies of lease, mortgage statement, payroll, equipment leases, invoices for purchases of PPE, etc.)

REPORTING:

Catholic Charities Dallas will provide weekly reports to City of Lancaster including total applications received, processed and approved or declined, along with total funds disbursed. In addition, a monthly report of all the previous mentioned items and backup documentation will be provided to the City by the 5th of each subsequent month.

SPECIAL PROVISIONS:

Because of the program's mission to rapidly provide assistance, the program will have the following special provisions:

- The City Manager will have the authority to revise any of the program's policies, rules, scope, and terms as necessary for timely disbursement of the funds. He will also have the authority to approve additional incremental funding to third-party partners who demonstrate that current funding has been committed to qualified businesses.
- Under most City contracts, payments/assistance is provided on a reimbursable or after-the-fact basis. However, because of the need for the administrative to "front" the assistance that will be provided under this program, the City will need to advance funding in full to the administrative entity.
- Administrative entity will invoice the City separately for administrative fees on a monthly basis. The administrative fee will equal no more than 10% of the total award under this Agreement. Administrative fees will be subtracted from the total award advanced to the administrative entity.

City Council Regular Meeting

10.

Meeting Date: 09/28/2020

Policy Statement: This request supports the City Council 2020-2021 Policy Agenda

Goal(s): Effective Municipal Operations

Submitted by: Kenneth L. Johnson, Fire Chief; Kim Hall, Director of Finance; Opal Mauldin-Jones, City Manager

Agenda Caption:

Consider a resolution authorizing the City Manager to negotiate and execute an agreement for a lease/purchase financing plan with JP Morgan Chase Bank, N.A. in an amount not to exceed one million eight hundred thousand dollars (\$1,800,000.00) for the purchase of a 2020 Pierce Ladder Truck and accompanying equipment.

Background:

The City of Lancaster currently maintains an Equipment Replacement Fund as a means to replace equipment on a consistent basis. The fund has been utilized for the purchase of public safety, public works, and parks equipment in the last several years. Allocation of funds to the Equipment Replacement comes from Fund Balance in excess of the minimum twelve percent (12%) policy goal.

Staff is recommending the lease/purchase of a new ladder truck and equipment to be utilized within the fire department. We will maintain our current staffing levels. The apparatus will be located at Station 1 and the personnel currently assigned to Engine 1 will be redeployed as truck crew when the call for service requires the ladder truck to be deployed. This model and strategy will be deployed until a time in the future. The City will utilize a phase approach to obtain needed equipment and increase staffing to provide a safe and quality service within the resources allocated within each fiscal years.

The annual lease payment will be made utilizing funds within the debt service fund. The lease/purchase option allows the City to utilize remaining funds within the equipment replacement fund to make additional purchases in accordance with the schedule of replacements.

Operational Considerations:

The ladder truck will be purchased from Siddons-Martin Emergency Group, LLC. The truck would be built for the City of Lancaster, with an expected 10-12 month timeframe for completion. The City is utilizing a phased approach to addressing the equipment and staffing for the department. While not a preferred operational model, this approach allows the City to acquire the needed equipment and to plan and phase in additional staffing in future years when staffing within the department can be increased.

To ensure preventive maintenance and sustainable operational cost, the ladder truck will only be deployed when the "alarm" call for service necessitates. We will maintain Engine 1 at the station for utilization as well.

Legal Considerations:

The resolution has been reviewed and approved by the City Attorney as to form. Prior to execution of the lease documents, they will be reviewed and approved by the City Attorney.

Public Information Considerations:

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

Fiscal Impact:

Funding is available in the debt service fund. The City will make semi-annual payments. The term of the lease will not exceed eighty-four (84) years.

Options/Alternatives:

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

Recommendation:

Staff recommends approving the resolution authorizing the City Manager to enter into a lease/purchase agreement with JP Morgan Chase Bank, N.A.

Attachments

Resolution

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS, APPROVING A PROPOSAL FOR LEASE PURCHASE FINANCING OF A PIERCE LADDER TRUCK AND EQUIPMENT IN AN AMOUNT NOT TO EXCEED ONE MILLION EIGHT HUNDRED THOUSAND DOLLARS (\$1,800,000.00). AUTHORIZING THE CITY MANAGER TO NEGOTIATE AN AGREEMENT WITH JPMORGAN CHASE BANK, N.A.; AND TO ISSUE A PURCHASE ORDER PURSUANT TO APPROVAL; REPEALING ALL RESOLUTIONS IN CONFLICT; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Lancaster desires to purchase a Pierce Ladder Truck and equipment;

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

SECTION 1. The City Council hereby approves the lease/purchase of a Pierce Ladder Truck and the equipment, for a total amount not to exceed One Million Eight Hundred Thousand Dollars (\$1,800,000.00); and hereby authorizes the City Manager to execute a financing agreement with Chase Equipment Finance as set forth in Exhibit "A" which is attached hereto and incorporated herein.

SECTION 2. The City Manager or her designee is hereby authorized to issue a purchase order.

SECTION 3. Any prior resolution of the City Council in conflict with the provisions contained in this Resolution are hereby repealed and revoked.

SECTION 4. Should any part of this resolution be held invalid for any reason, the remainder shall not be affected thereby, and such remaining portions are hereby declared severable.

SECTION 5. The Governing Body of Lessee anticipates that the Lessee may pay certain capital expenditures in connection with the Property prior to the receipt of the Lease Purchase Proceeds for the Property. The Governing Body of Lessee hereby declares the Lessee's official intent to use the Lease Purchase Proceeds to reimburse itself for Property expenditures. This section of the Resolution is adopted by the Governing Body of Lessee for the purpose of establishing compliance with the requirements of Section 1.150-2 of Treasury Regulations. This section of the Resolution does not bind the Lessee to make any expenditure, incur any indebtedness, or proceed with the purchase of the Property.

SECTION 6. This resolution shall take effect immediately from and after its passage, and it is duly resolved.

DULY PASSED and approved by the City Council of the City of Lancaster, Texas, on this the 28th day of September, 2020.

ATTEST:

APPROVED:

Sorangel O. Arenas, City Secretary

Clyde C. Hairston, Mayor

APPROVED AS TO FORM:

David T. Ritter, City Attorney

City Council Regular Meeting

11.

Meeting Date: 09/28/2020

Policy Statement: This request supports the City Council 2020-2021 Policy Agenda

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

Submitted by: Bester Munyaradzi, Senior Planner

Agenda Caption:

M20-10 Discuss and consider an exception to the Lancaster Development Code (LDC) Article 14.400 Permissible Uses to allow for installation of temporary trailers for COVID-19 drive through tests at the Walgreens Pharmacy located at 1507 W. Pleasant Run Road at the northwest corner of Pleasant Run and N. Bluegrove Road.

Background:

1. **Location and Size:** The property is located at 1507 W. Pleasant Run Road Lancaster, Texas and is 1.77 acres in size.
2. **Current Zoning:** The subject property is currently zoned Retail (R).
3. **Adjacent Properties:**
North: Neighborhood Services (NS) (Occupied retail strip)
South: Retail (CVS Pharmacy)
East: Retail (Gas Station and a Convenience Store)
West: Planned Development (PD-LI)(Self Storage Facility)
4. **Comprehensive Plan Compatibility:** The Future Land Use Plan identifies this site as suitable for Commercial uses and the proposed temporary structures are consistent with the Future Land Use Plan of the 2016 Comprehensive Plan.

Operational Considerations:

The applicant is proposing a COVID-19 drive through testing program which consists of four (4) temporary trailers; three (3) 10' x 20', and (1) 8' x 20' on the north side of the Walgreens building. The site will be open Sunday through Saturday from 9:00 am – 5:00 pm beginning October 16, 2020, for a duration that will extend through early 2021. These temporary trailers will be utilizing the area next to the existing drive-through and escape lane of the Walgreens Pharmacy without blocking the pharmacy drive through access.

The set-up will be six (6) stations including check-in, collection, laboratory, quality control, breaktable and stock stations. Signage and traffic cones will be used to direct and block traffic to and from certain areas. Entrance to the collecting station will be from N. Bluegrove and traffic will be exiting onto W. Pleasant Run. Traffic mitigation at the site will be maintained by limiting the number of participants scheduled at this site as Walgreens is encouraging appointments to be scheduled at www.walgreens.com/covid19testing. A site coordinator will also be on-site and can adjust the traffic flow when needed. The attached traffic circulation site plan details the trailer set-up and traffic circulation pattern.

COVID-19 testing is a critical public service during this pandemic. However, staff recommends that the following measures be taken:

1. Structures shall be allowed for a period of six (6) months after which an extension of the said time will shall be reassessed and approved by the City Council;
2. Testing trailers shall be limited to four;
3. The days and hours of operation shall be limited to Sunday through Saturday from 9:00 am – 5:00 pm; and
4. An approved traffic mitigation plan that ensures no traffic impacts on the adjacent streets and intersections. The mitigation shall include, but is not limited to, scheduled appointment testing times and hiring police officers to

direct traffic both on and off-site.

Public Information Considerations:

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

Options/Alternatives:

1. City Council may approve the request, as presented.
2. City Council may approve the request with changes, state those changes.
3. City Council may deny the request.

Recommendation:

Staff recommends approval of the request with the following stipulations: 1. Structures shall be allowed for a period of six (6) months after which an extension of the said time shall be reassessed and approved by the City Council 2. Testing trailers shall be limited to the four 3. The days and hours of operation shall be limited to Sunday through Saturday from 9:00 am – 5:00 pm 4. An approved traffic mitigation plan that ensures no traffic impacts on the adjacent streets and intersections. The mitigation shall include, but is not limited to, scheduled appointment testing times and hiring additional police officers to direct traffic both on and off-site.

Attachments

Ordinance

Location Map

Letter of Intent

Traffic Circulation Site Plan

ORDINANCE NO.

AN ORDINANCE OF THE CITY OF LANCASTER GRANTING A SPECIAL EXCEPTION ALLOWING TEMPORARY TRAILER STRUCTURES FOR COVID-19 DRIVE THROUGH TESTING ON WALGREENS PROPERTY LOCATED ON THE NORTHWEST CORNER OF W. PLEASANT RUN ROAD AND N. BLUEGROVE ROAD ADDRESSED AS 1507 W. PLEASANT ROAD, LANCASTER, TEXAS, TO ALLOW FOR FOUR (4) TEMPORARY TRAILERS IN SUBSTANTIAL CONFORMANCE TO THE EXHIBIT, ATTACHED HERETO AND INCORPORATED HEREIN FOR ALL PURPOSES; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND (\$2,000) DOLLARS FOR EACH OFFENSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Lancaster has received a request for a special exception allowing four (4) temporary trailers for COVID-19 drive through testing; and

WHEREAS, the City Council of the City of Lancaster, in compliance with the laws of the State of Texas with reference to the granting of a special exception have given the requisite notices by publication and otherwise, and have held due hearings and afforded a full and fair hearing to all persons interested; and

WHEREAS, the City Council of the City of Lancaster is of the opinion and finds that granting the special exception request is critical and necessary due to the current pandemic; and

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

SECTION 1. That the request is hereby granted to allow a special exception on the Walgreen property generally located on the northwest corner of W. Pleasant Run Road and N. Bluegrove Road, and is addressed as 1507 W. Pleasant Run Road, Lancaster, TX, to allow four (4) temporary trailers in substantial conformance to the exhibit being attached hereto and made a part hereof for all purposes.

SECTION 2. That the special exception be restricted to the following stipulations:

1. Structures shall be allowed for a period of six (6) months after which an extension of the said time will need to be reassessed and approved by the City Council.
2. Testing trailers shall be limited to four (4)
3. The days and hours of operation shall be limited to Sunday through Saturday from 9:00 a.m. – 5:00 p.m.
4. Operation in conformance with an approved traffic mitigation plan that ensures no traffic impacts on adjacent streets and intersections. The mitigation shall include, but not limited to scheduled appointment testing times and hiring police officers to direct traffic both on and off-site.

SECTION 3. Ordinance Number 2006-04-13, the Lancaster Development Code of the City of Lancaster, Texas, as amended, shall remain in full force and effect, save and except as amended by this ordinance

SECTION 4. If any article, paragraph, subdivision, clause or provision of this ordinance or the Lancaster Development Code be adjudged invalid or held unconstitutional for any reason, such judgment or holding shall not affect the validity of this ordinance as a whole or any part or provision thereof, or of the Lancaster Development Code, other than the part so declared to be invalid or unconstitutional.

SECTION 5. Any person, firm or corporation violating any of the provisions of this ordinance or the Lancaster Development Code of the City of Lancaster, Texas, shall be deemed guilty of a misdemeanor and, upon conviction in the municipal court of the City of Lancaster, Texas, shall be subject to a fine not to exceed the sum of Two Thousand (\$2,000.00) dollars for each offense, and each and every day such offense 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 law and charter in such cases provide.

DULY PASSED and approved by the City Council of the City of Lancaster, Texas, on this the 28th day of September, 2020

ATTEST:

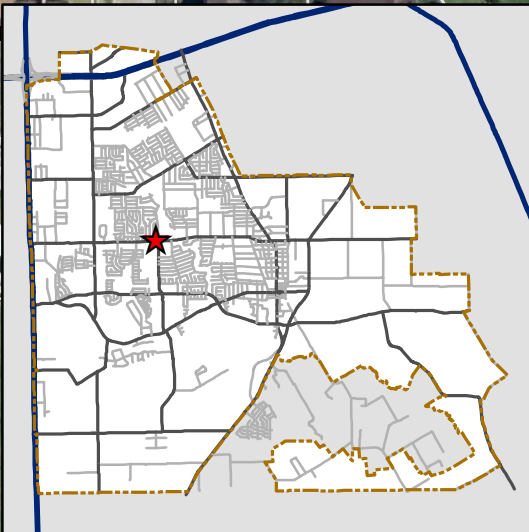
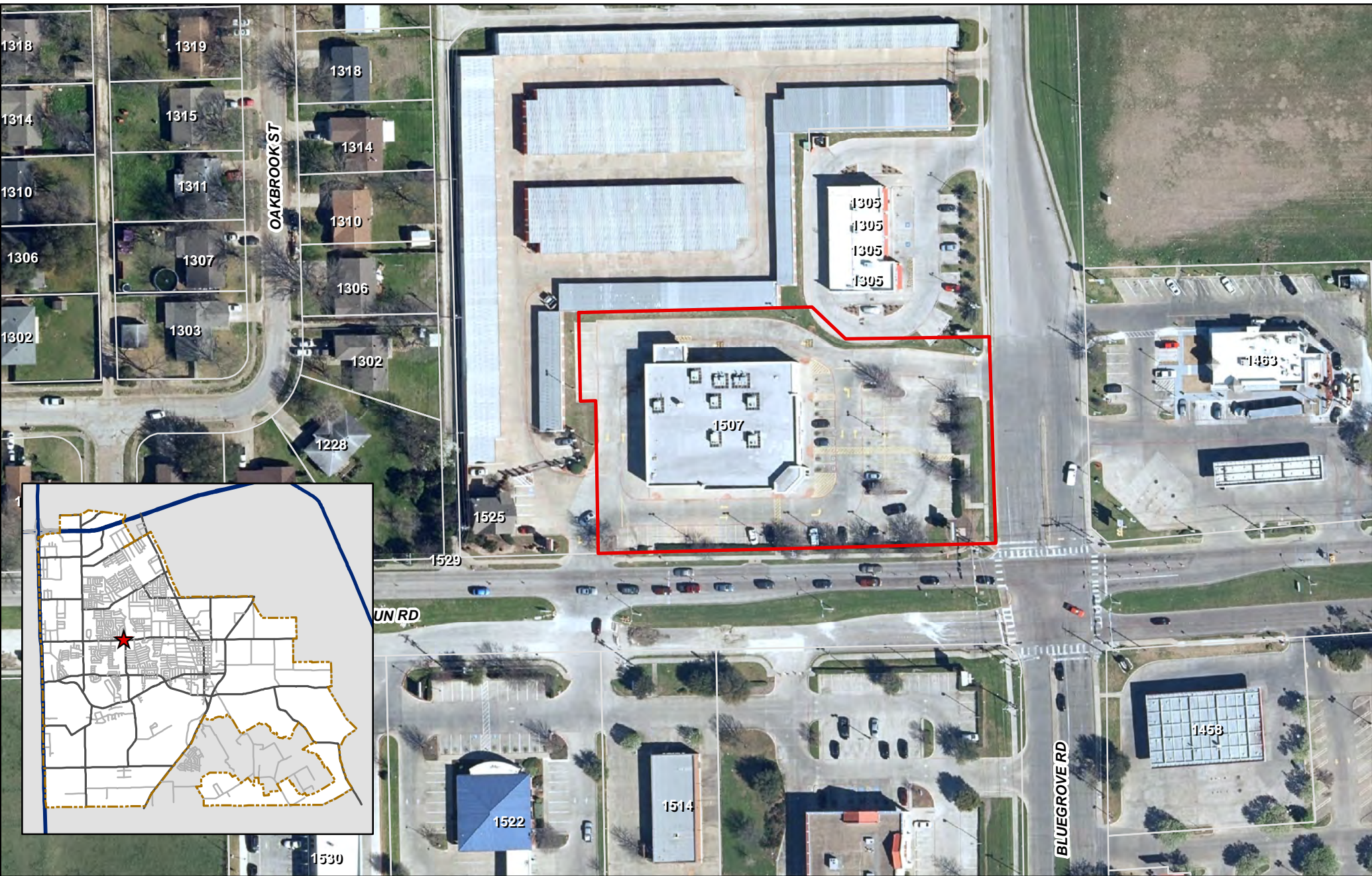
APPROVED:

Sorangel O. Arenas, City Secretary

Clyde C. Hairston, Mayor

APPROVED AS TO FORM:

David T. Ritter, City Attorney



0 25 50 100 Feet

Parcels
City Limits



City of Lancaster
1507 W Pleasant Run Rd
Zoned: Retail



September 4, 2020

Mr. Brian Brown
Skillful Improvements & Restoration Co.
Lancaster, Texas

RE: Letter of Intent
Walgreen Covid 19 Test Site (Drive thru)
1507 Pleasant Road
Lancaster, TX 75146

The purpose of this letter is to explain in detail the intention for the property referenced above. We intend to utilize the services of Skillful Improvements & Restoration to install temporary electrical service and trailer mobilization for the Covid 19 Test Site (Drive thru). The site will be open Monday through Sunday from 9:00 AM – 5:00 PM. The site is scheduled to go “live” on October 16, 2020. The duration of the site will likely extend through early 2021 depending on the Covid vaccine status.

The scope of work to be undertaken pursuant to this letter is:

- Acquisition of all necessary permits and insurances sufficient to enable the start and completion of work.
- Installation of temporary electric services.
- Mobilization and installation of 4 temporary storage trailers (3) 10' x 20', (1) 8' x 20'.
- Traffic mitigation at the site can be maintained by limited the number of participants scheduled at this site. Walgreens encouraging appointments be scheduled at www.walgreens.com/covid19testing. The site coordinator will be on site and can adjust the traffic flow if needed.

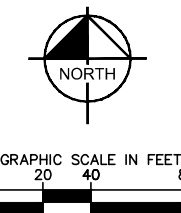
You are hereby directed to proceed with work immediately, in accordance with the site plan / specifications provided.

We look forward to working with you.

Sincerely,

Michael Simone
Senior Project Manager / Construction Manager for Walgreens

cc: Luis Gomez



PROVIDE 5 TRAFFIC CONES SPACED AT 4' O.C. TO DIRECT EXITING TRAFFIC

PROVIDE 3 TRAFFIC CONES SPACED 1 PER PARKING STALL TO BLOCK ACCESS

PROVIDE 4 TRAFFIC CONES SPACED AT 4' O.C. TO PROTECT GENERATOR AND PORTABLE TOILET & WASH STATION

PROVIDE 5 TRAFFIC CONES SPACED AT 4' O.C. TO SEPARATE TESTING AND DRIVE THRU TRAFFIC AND PROTECT TRAILERS

SIGNAGE TO BE REMOVED FROM FIRE LANE IN CASE OF EMERGENCY

NOTE TO OPERATORS:
WE BELIEVE THIS ZONE MAY NOT SUPPORT TWO LANES OF TRAFFIC. WE NEED TO AVOID BLOCKING THIS TO ALLOW DRIVE THRU UTILIZATION

PROVIDE SIGNAGE: "TESTING TRAFFIC KEEP RIGHT", "TESTING VEHICLES WAIT HERE" AND "DO NOT BLOCK DRIVE THRU TRAFFIC"

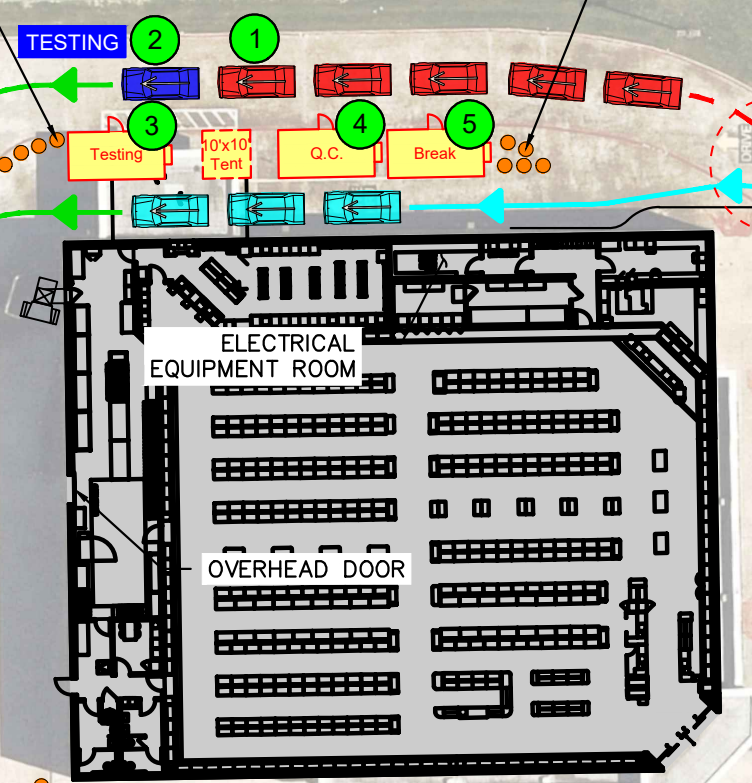
PROVIDE 4 TRAFFIC CONES SPACED AT 4' O.C. TO DISCOURAGE RE-ENTRY

EXIT

ENTRANCE

N BLUEGROVE ROAD

W PLEASANT RUN ROAD



STATIONS

1	CHECK-IN
2	COLLECTION
3	LAB
4	Q.C.
5	BREAK TABLE
6	STOCK

LEGEND

	WAITING VEHICLE
	TESTING
	RETAIL DRIVE THRU VEHICLE
	EXITING VEHICLE
	TRAFFIC CONES
	10'x20' TRAILER
	PORTABLE TOILET & WASH STATION
	GENERATOR

City Council Regular Meeting

12.

Meeting Date: 09/28/2020

Policy Statement: This request supports the City Council 2020-2021 Policy Agenda

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

Submitted by: Vicki Coleman, Director of Development

Agenda Caption:

M19-01 Conduct a public hearing and consider an ordinance adopting the 2020 Streetscape Master Plan; and amending Chapter 8, Community Character and Design by replacing 2006 Streetscape Master Plan of the 2016 Comprehensive Plan.

Background:

During the FY 2017/2018 and 2018/2019 Strategic Planning Sessions, the City Council identified an objective to update the Streetscape Master Plan. The current Streetscape Master Plan was developed by Halff Associates and Caye Cook & Associates and was adopted by City Council in 2006.

It is standard and recommended for Master Plans to be updated every ten (10) years (at minimum) and the adoption of the 2016 Comprehensive Plan necessitates that the Streetscape Master Plan be updated to align with the Comprehensive Plan.

A Request For Qualifications (RFQs) was issued in August 2018, and Halff Associates was selected to update the plan. In December 2018, City Council received a presentation from Halff Associates Inc. regarding the scope of services for the Streetscape Master Plan update. January 14, 2019, City Council approved a resolution authorizing the award of a contract to Halff Associates to provide an update to the City of Lancaster's Streetscape Master Plan.

On October 7, 2019, Halff Associates presented the following:

- Background and Purpose of Streetscape Master Plan
- Overview of the Previous Plan
- Streetscape and Gateway Current Trends
- Existing Conditions in Lancaster
- Master Plan Opportunities

After the presentation, the consultants led a visioning discussion and attained the City Council's vision for streetscapes and gateways in Lancaster. On August 17, 2020, the City Council received an update on the Streetscape Master Plan and the final draft plan from Halff Associates. Halff Associates will present the final Streetscape Master Plan for City Council's adoption consideration.

Public Information Considerations:

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

Options/Alternatives:

1. City Council may approve the ordinance, as presented.
2. City Council may approve the ordinance with changes; state the changes.
3. City Council may deny the ordinance.

Recommendation:

The Planning and Zoning Commission recommended approval at their September 1, 2020 meeting. Staff concurs and recommends approval of the ordinance as presented.

Attachments

Ordinance

Final Streetscape Master Plan

ORDINANCE NO.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS, AMENDING THE CITY'S COMPREHENSIVE PLAN BY UPDATING THE CURRENT STREETScape MASTER PLAN BY ADOPTING THE 2020 STREETScape MASTER PLAN; PROVIDING FOR A SAVINGS CLAUSE: PROVIDING FOR A REPEALER CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City of Lancaster desires to have a Healthy, Safe and Engaged Community; Sound Infrastructure and Quality as stated in the annual Goals and Objectives adopted by the City Council; and

WHEREAS, City Council has prioritized the update of existing City master plans in accordance with previously adopted comprehensive plan update recommendations; and has identified a specific objective to update the Streetscape Master Plan during the 2018-2019 City Council Strategic Planning Session; and

WHEREAS, industry standards recommend master plans be updated at least every ten years, and the existing Streetscape Master Plan was adopted in 2006; and

WHEREAS, on September 1, 2020, the City Planning and Zoning Commission recommended approval and adoption of the 2020 Streetscape Master Plan; and

WHEREAS, on September 28, 2020, the City Council received a briefing on the proposed 2020 Streetscape Master Plan; and, after consideration, finds it is in the best interest of the City of Lancaster and the citizens thereof to adopt the Streetscape Master Plan and update the City's Comprehensive Plan accordingly; and

WHEREAS, the official copy of the 2020 Streetscape Master Plan, which is the subject of this ordinance, is on file with the City of Lancaster City Secretary's Office.

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

SECTION 1. The City Council of the City of Lancaster, Texas hereby approves and adopts the 2020 Streetscape Master Plan, a copy of which is attached hereto as Exhibit "A," to replace the existing 2006 Streetscape Master Plan, and the City's Comprehensive Plan is amended accordingly.

SECTION 2. The City Council directs the City Manager to carry out actions to advance the strategies set forth and achieve the goals and implement the plans presented in the 2020 Streetscape Master Plan.

SECTION 3. Any prior ordinance or resolution of the City Council in conflict with the provisions contained in this Ordinance is hereby repealed and revoked, to the extent of the conflict with this Ordinance.

SECTION 4. Should any part of this Resolution be held to be invalid for any reason, the remainder shall not be affected thereby, and such remaining portions are hereby declared to be severable.

SECTION 5. This Resolution shall take effect immediately from and after the date of passage and as provided by law.

DULY PASSED and approved by the City Council of the City of Lancaster, Texas, on this the this the 28th day of September, 2020.

ATTEST:

Sorangel O. Arenas, City Secretary

APPROVED:

Clyde C. Hairston, Mayor

APPROVED AS TO FORM:

David T. Ritter, City Attorney

DRAFT 08.03.2020



CITY OF LANCASTER STREETSCAPE MASTER PLAN



AUGUST 2020 DRAFT



HALFF



ACKNOWLEDGMENTS

The following individuals are recognized for their significant contributions to the preparation of the City of Lancaster Streetscape Master Plan.

CITY COUNCIL

Clyde C. Hairston	Mayor
Carol Strain - Burk	District 1
Stanley Jaglowski	District 2
Marco Mejia	District 3
Derrick D. Robinson	District 4, Deputy Mayor Pro Tem
Racheal Hill	District 5, Mayor Pro Tem
Nina Morris	District 6

CITY STAFF

Opal Mauldin - Jones	City Manager
Fabrice Kabona	Assistant City Manager
Cary Neal	Assistant to the City Manager
Vicki Coleman	Director of Development Services
Bester Munyaradzi, AICP	Senior Planner
Emma Chetuya	Planner
Sean Johnson	Director of Quality of Life & Cultural Services
Shane Shepard	Director of Economic Development

CONSULTANT TEAM

HALFF ASSOCIATES INC.

Lenny Hughes, PLA	Principal In Charge
Kendall Howard, AICP	Project Manager
Justin Sparks, PLA	Landscape Architect
Justin Marston, PLA	Landscape Architect
Swati Appadu	Landscape Designer
Kelsey Ryan	Planner

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LIST OF ACRONYMS

AASHTO = American Association of State Highway Transportation Officials
 ASTM = American Society for Testing and Materials
 DFW = Dallas-Fort Worth
 ESRI = Environmental Systems Research Institute
 FHWA = Federal Highway Administration
 LED = Light-Emitting Diode
 MEP = Mechanical, Electrical, and Plumbing
 NCTCOG = North Central Texas Council of Governments
 RGBW = Red, Green, Blue, White
 ROW = Right-of-Way
 TxDOT = Texas Department of Transportation



CHAPTER 1

INTRODUCTION

PLAN BACKGROUND & PURPOSE

PLAN GOALS & OBJECTIVES

PLANNING PROCESS

This first chapter presents the context for why the City of Lancaster embarked on an update to the Streetscape Master Plan. The chapter includes an overview of the plan background and purpose, describes the overall planning process, and presents the plan goals and objectives.

PLAN BACKGROUND & PURPOSE

The City of Lancaster is a growing and dynamic community located at the southern edge of the Dallas-Fort Worth (DFW) Metroplex. The City is a unique combination of suburban residential, historic downtown, scenic creeks and greenbelts, and industrial/manufacturing hubs. Not only is the built and natural environment of Lancaster diverse, so are the people that live and work in the community. One way to reflect the values of a community in the built environment is through streetscapes and monumentation.

Streetscape: The physical area and elements within the street right-of-way that define a street which includes pedestrian and vehicular paving, lighting, signalization, signage, utilities, site furnishings, vehicular or pedestrian amenities, and vegetation.

Monumentation: An architectural feature used to mark an entry to an area or to identify a place.

In recognition of the importance of streetscapes and monumentation to the community, the City embarked on a Streetscape Master Plan originally in 2006. As Lancaster continued to grow and evolve, city leaders recognized the importance of updating the plan to reflect current trends and in 2019, initiated an update to the streetscape master plan.

The purpose of this Streetscape Master Plan Update is to:

- Update the 2006 Streetscape Master Plan
- Identify recommendations for monumentation and streetscape design standards
- Help the City identify capital projects for monumentation and streetscapes
- Add value through defining quality of life and the City's identity



The brick entry features in downtown Lancaster are an example of monumentation.

The resulting streetscape master plan serves as a guide for the City to update development standards and requirements for developers to incorporate monumentation and streetscape features when new development occurs. This plan is divided into six chapters:

- 1. INTRODUCTION** | Discusses purpose and background of the plan.
- 2. COMMUNITY CONTEXT** | Presents existing conditions in Lancaster.
- 3. STREETScape MASTER PLAN NEEDS** | Identifies issues and opportunities for implementing streetscape and monumentation features.
- 4. GATEWAY & STREETScape VISION** | Presents concepts for a hierarchy of streetscape and monumentation to be applied throughout the City.
- 5. GATEWAY & STREETScape DESIGN STANDARDS** | Introduces design standards for the recommended hierarchy of streetscape and monumentation.
- 6. IMPLEMENTATION** | Identifies priority actions and typical cost figures.

BENEFITS OF STREETScape BEAUTIFICATION & MONUMENTATION

Effective streetscape beautification and monumentation can have significant long-term benefits in a community, including the following:

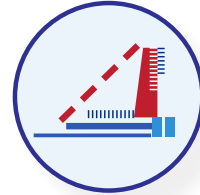
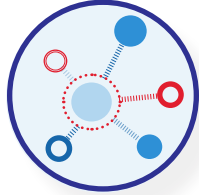
- **Citizen pride** - increases pride residents feel for the City.
- **Relocation benefits** - makes Lancaster a more attractive place for new businesses and residents to locate.
- **Increasing the competitiveness of Lancaster** - makes Lancaster more competitive amongst area communities for attracting new employers.
- **Keeping residents in Lancaster** - helps retain residents as a quality place to live.
- **Health benefits** - linking streetscapes to active recreation facilities can promote overall health of residents.
- **Increases in property values** - quality streetscapes and monumentation can raise the values of surrounding properties.



The Cedar Crest gateway in Dallas is a major gateway monument into a neighborhood.

PLAN GOALS & OBJECTIVES

The overall vision of the Streetscape Master Plan is to provide quality streetscape design, create a unified family of iconic entry monumentation, and promote the local values and identity of Lancaster. The following goals provide a framework for the implementation of the Streetscape Master Plan and each goal is supported by specific, attainable objectives. These goals were developed in coordination with staff and with input from the City Council at the beginning of the planning process.



GOAL 1

PROMOTE AND ENHANCE A CONNECTED COMMUNITY

Build and reflect upon Lancaster's unique history and character using highly recognizable streetscape design and monumentation.

GOAL 2

REINFORCE THE IDENTITY OF LANCASTER

Establish and promote Lancaster's brand through unique, highly recognizable physical improvements to the public environment.

OBJECTIVES

1.1

Reflect and reinforce the local vernacular of the City by creating signature streetscapes that strengthen the community's presence in the region and promote a sense of welcome.

1.2

Implement city-wide memorable gateways, portals, and intersection improvements which will help improve the image of the City and promote opportunities to attract new talent and retain current residents.

1.3

Celebrate Lancaster's unique history by providing accessible and meaningful connections to enhance the safety, comfort, and character of all streets for all people, regardless of disabilities or age.

OBJECTIVES

2.1

Implement an expansive network of iconic and noticeable hierarchy of monumentation and streetscape features that will reflect and embrace the classic and unlimited potential of Lancaster.

2.2

Introduce a family of iconic major and minor monumentation and streetscape elements which signify key destinations and a sense of arrival to Lancaster from adjacent communities.

2.3

Develop a unified streetscape theme to enhance a cohesive image of Lancaster through the thoughtful selection and placement of elements to foster variety and interest.



GOAL 3

ENHANCE QUALITY OF LIFE THROUGH STREETScape DESIGN

Ensure all users have access to visible, accessible, high quality streetscape elements that are well maintained and shared by all.

OBJECTIVES



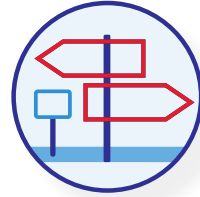
Create pedestrian-friendly corridors to encourage safe walking by incorporating smooth, slip-resistant materials that make streets welcoming for people of all ages and abilities.



Design sustainable features that encourage the preservation of existing trees and plantings by integrating enhancements with the natural landforms to have little impact on the natural environment.



Accommodate healthy trees, plantings, and green stormwater infrastructure best management practices to provide sustainable solutions that reduce stormwater runoff into watersheds.



GOAL 4

IMPROVE WAYFINDING SYSTEM

Improve and install pedestrian scale wayfinding signage to assist pedestrians with navigating throughout the city.

OBJECTIVES



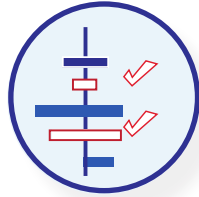
Consider a variety of wayfinding and branding elements that orient users and reflect citizens desires while being cautious about altering the streetscape's character and function.



Identify design treatments that highlight Lancaster's memorable history, modern future, and reinforce the distinct character with a clean, classic and bold look through theming and wayfinding.



Provide clear directional signage at key decision points along pedestrian and bike routes such as trail access points and crossings which distinguish from and also tie to Lancaster's surrounding environment.



GOAL 5

DEVELOP AND ADOPT STREETSCAPE STANDARDS

Establish a benchmark or reference for best management practices of streetscape design goals to design pedestrian-friendly streets.

OBJECTIVES

5.1

Develop user-friendly streetscape design standards and guidelines, establishing a model for pedestrian environments to be consistent with the course of population changes that come with consistent growth.

5.2

Evaluate existing and future land uses and planning and development trends to determine an appropriate sustainable streetscape improvement in the area.

5.3

Utilize context-sensitive solutions, select and develop a planting palette to incorporate a variety of trees and planting that adapt to local site conditions and enhance the seasonal streetscape.



GOAL 6

SPUR ECONOMIC OPPORTUNITIES

Generate interest to attract visitors and retain residents by demonstrating commitment to fostering high standards for quality of life.

OBJECTIVES

6.1

Pursue strategic partnerships to help identify Capital Projects and provide a road map that can be used to guide decisions for enhancing Lancaster's streetscape for the future.

6.2

Introduce public art installations where appropriate to express diversity and unique qualities of the natural and built environment.

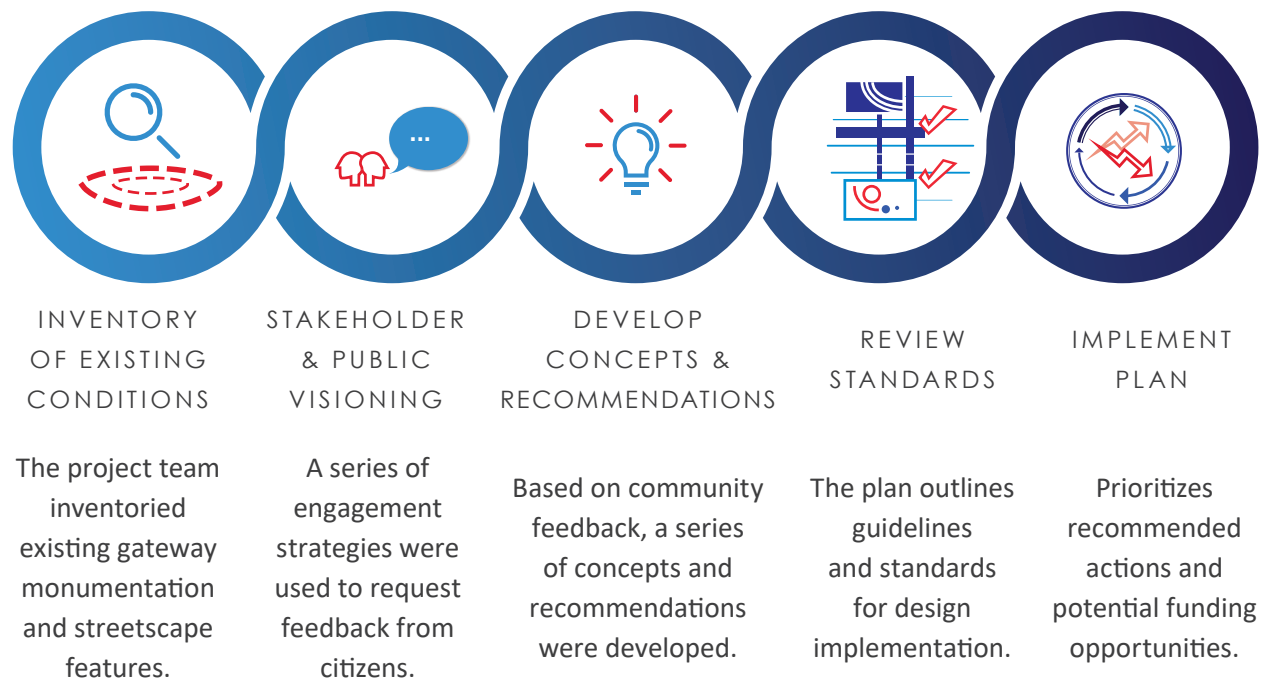
6.3

Consider implementing lane diets or road diets to improve mobility, enable active transportation, and minimize traffic congestion for a better-connected streetscape network.

PLANNING PROCESS

The project team underwent a ten month planning process to develop the updated master plan, as shown in **Figure 1:1** below. This plan builds upon the previous streetscape master plan as well as other planning guidance the City has adopted, including the Comprehensive Plan, Thoroughfare Plan, Trails Plan, and Parks, Recreation and Open Space Master Plan. Throughout the process City staff, focus groups, stakeholders and citizens were actively involved to guide the Plan recommendations. The graphic below represents the steps involved in the planning process

Figure 1:1 - Planning Process



Streetscape design helps to create a consistent, quality look in a community.



CHAPTER 2

COMMUNITY CONTEXT

REGIONAL CONTEXT

BUILT & NATURAL ENVIRONMENT

DEMOGRAPHIC ANALYSIS

OVERVIEW OF PREVIOUS PLANS

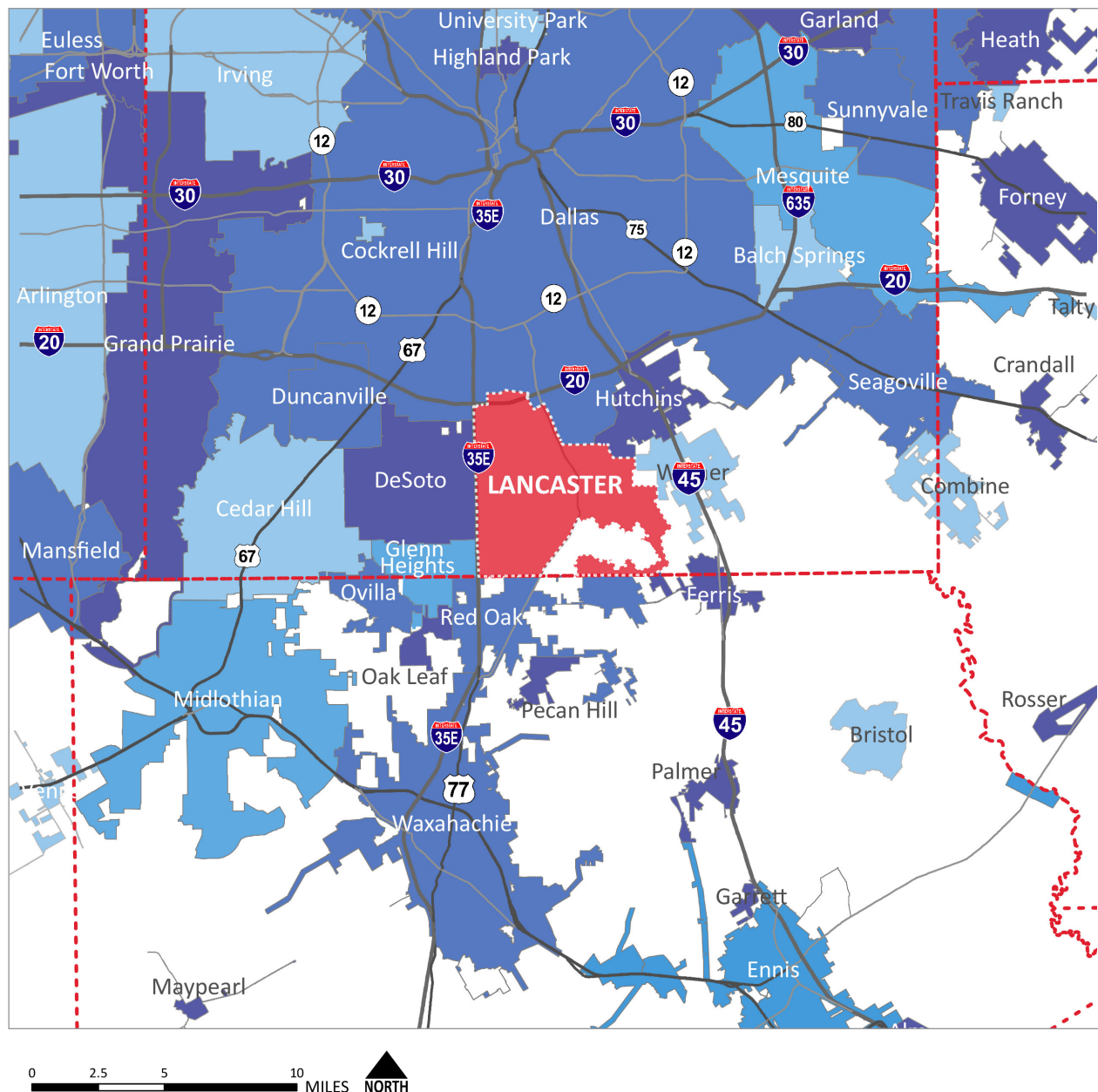
PUBLIC & STAKEHOLDER ENGAGEMENT

Chapter 2 identifies the characteristics that distinguish Lancaster from other communities. This chapter includes a description of the context for the surrounding natural and built environment that influences Lancaster's streetscape. To understand Lancaster today and in the future, the city's demographics have been analyzed along with growth projections. This chapter also includes a review of relevant plans, and finally a summary of public and stakeholder engagement is included in this chapter.

REGIONAL CONTEXT

Lancaster is located in southern Dallas County and is part of the DFW Metroplex in Texas. The city is roughly 33.15 square miles and is bordered by IH-35E to the West, IH-20 to the north and the county line to the south. Lancaster, along with surrounding communities, is part of the 'Inland Port' of Dallas and supports significant industrial and logistics businesses. Lancaster's prime location presents opportunities to serve as the 'southern gateway' into the DFW Metroplex. **Figure 2:1** depicts Lancaster's location within the greater region. Key regional employers located within Lancaster include Wal-Mart, Cedar Valley College (partially in Lancaster), AT&T Distribution Center, Swift Transportation, and United National Foods, Inc.

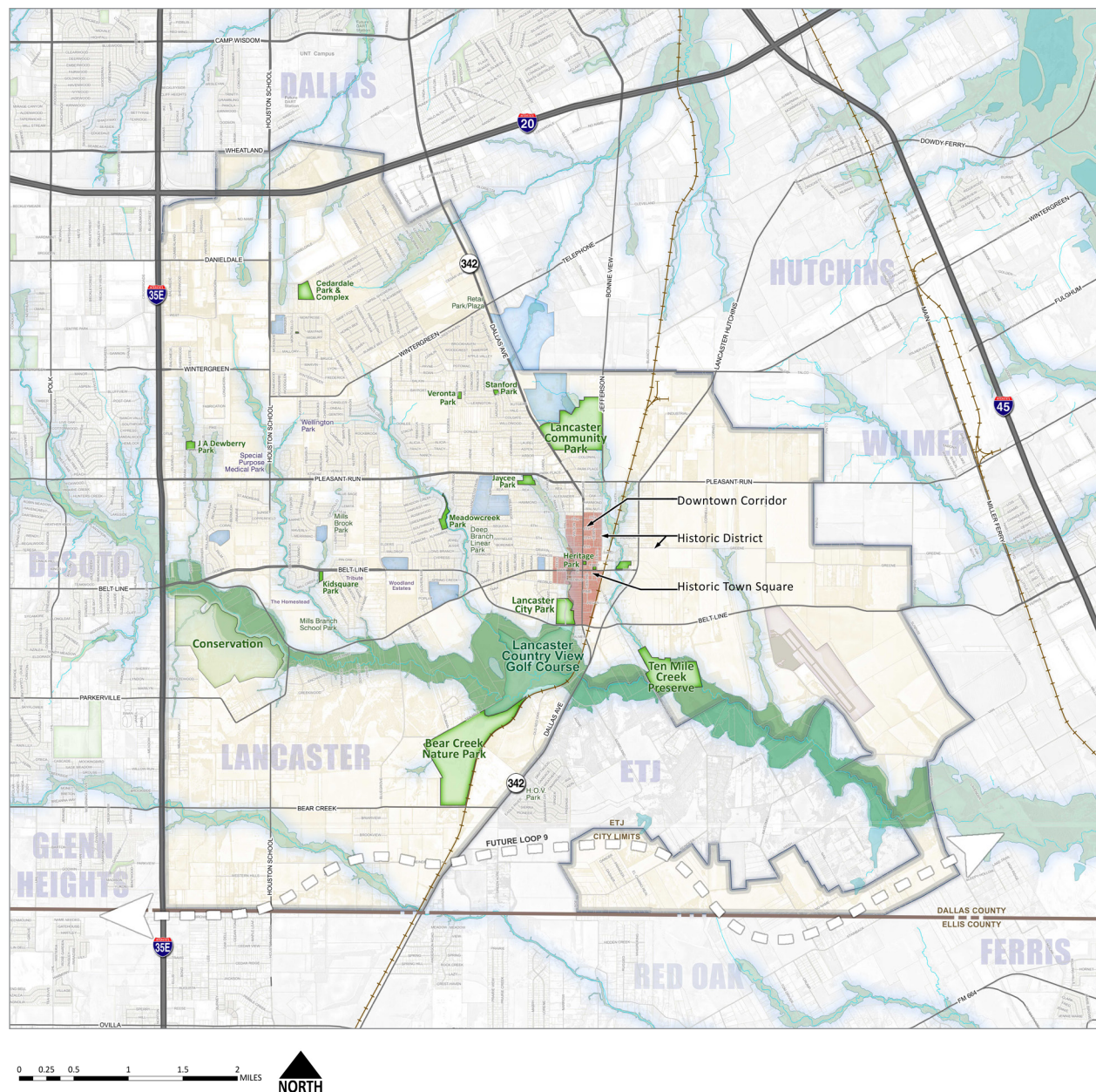
Figure 2:1 - Regional Context Map



BUILT & NATURAL ENVIRONMENT

Lancaster contains many natural features that provide ecological value and appeal. One of the major natural features is the Ten Mile Creek which provides quality recreational opportunities for visitors. Additionally, there are 13 parks in Lancaster. The largest park is Lancaster Community Park, which features an amphitheater, baseball field, football field, soccer field, fishing pier, pavilion, and recreation center. **Figure 2:2** depicts the natural features in Lancaster, including creeks, floodplains, and parks. There is significant vacant land in Lancaster; the majority of vacant land is located in the far southern and far eastern portions of the city, indicating that there is potential for significant new development as the community continues to grow.

Figure 2:2 - Natural Features in Lancaster



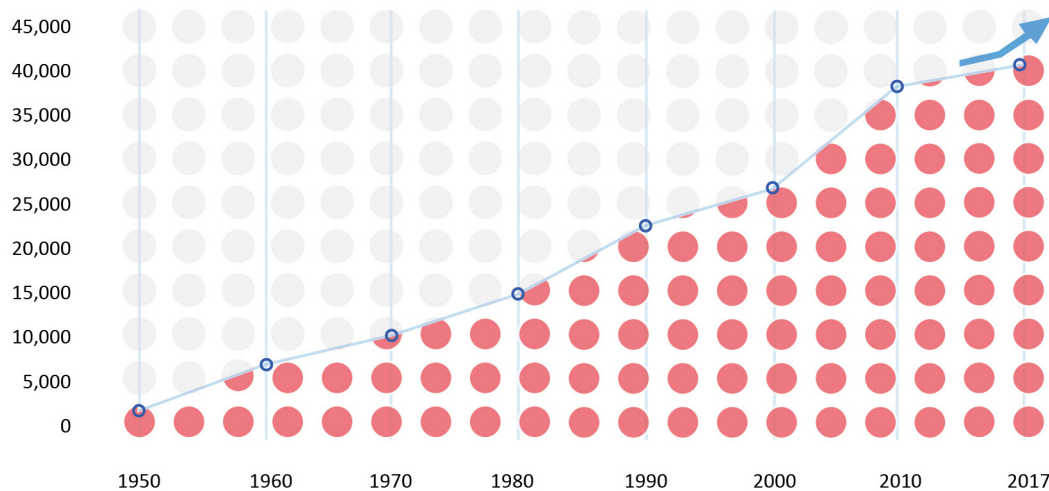
DEMOGRAPHIC ANALYSIS

GROWTH TRENDS

The City of Lancaster experienced relatively steady population growth from 1950 to 1960, similar to many of the cities within the DFW Metroplex. In 1950 the population was estimated to be 2,632 and by 1960 the City had grown approximately 185%; in 2010, the population had reached 36,361. This is approximately a 1,281% increase in the past 60+ years. Over the past 20 years, the city has continued on this growth trend, increasing by about 50%. While Lancaster has been continuously growing over the past century, it still only makes up about 1.5% of Dallas County's population. **Figure 2:3** shows the population of Lancaster over the past several decades.

Population projections made by NCTCOG predicts that both the City of Lancaster and Dallas County will experience growth, but at a slower rate than in previous years. The City's population is anticipated to increase by 30.8% by 2045, reaching a population total of 50,849. Dallas County is expected to reach over three million consistent with a 35% increase in population. Decline in the rate of population growth in the future indicates that the city and county will be approaching build out, therefore it is strategic to establish design and development standards to ensure implementation is prioritized in the long-term.

Figure 2:3 - Historic Population Growth



Source: U.S. Census Bureau, 2013-2017 American Community Survey 5-Year Estimates

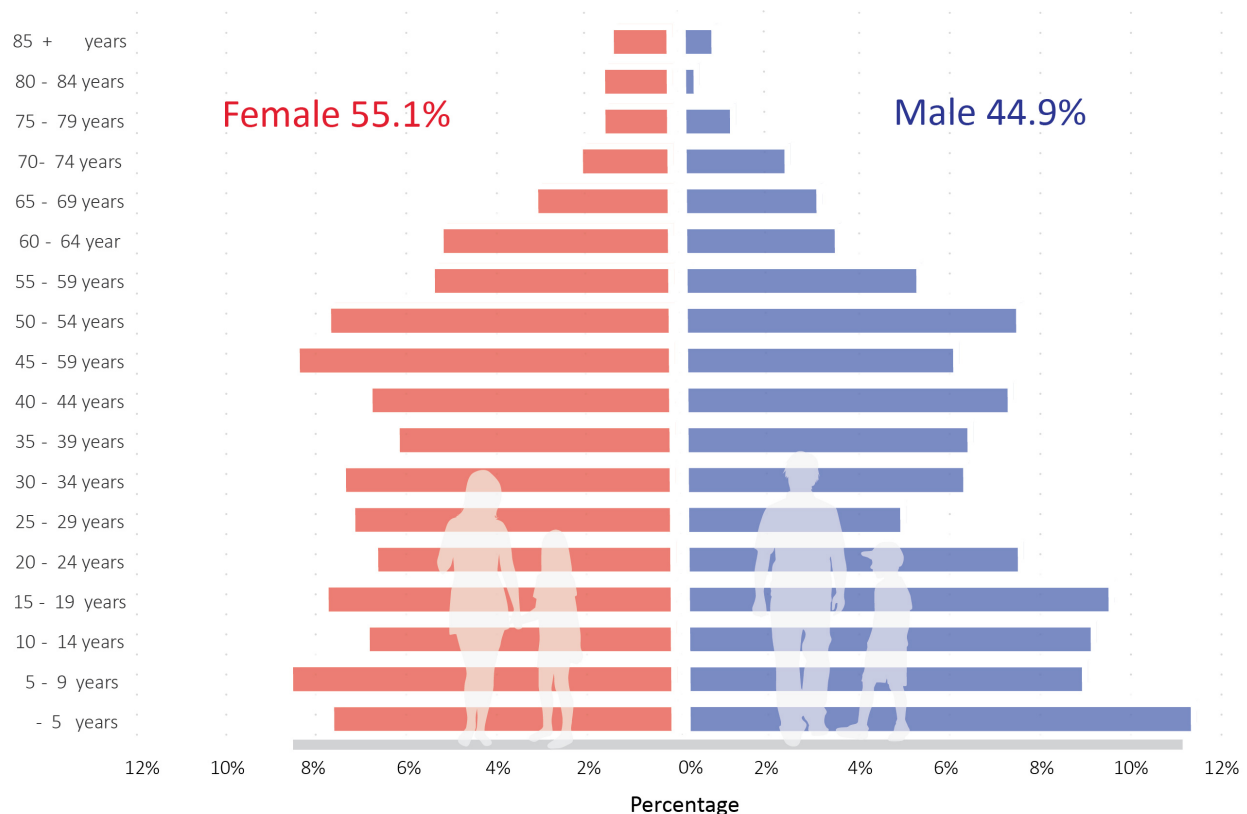
AGE & GENDER CHARACTERISTICS

As of 2017, the largest population group in Lancaster are individuals under the age of five, followed by those age five to nine. A population with a large percentage of children often indicates a growing community with a lot of families. Additionally, females make up 55.1% of the total population, and outpace their male counterparts in most age cohorts older than 45 years. The median age in Lancaster in 2017 was 32 years, which is lower than the DFW region median of 34.6 years. A younger population with a significant number of children provides considerable impact to the types of parks and recreational programming a city should prioritize. Families with young children seek recreational opportunities and amenities that align with multi-generational needs.



Lancaster has recently rebuilt several schools, which is needed with the growth in the percentage of children under 18.

Figure 2:4 - Population by Age & Gender

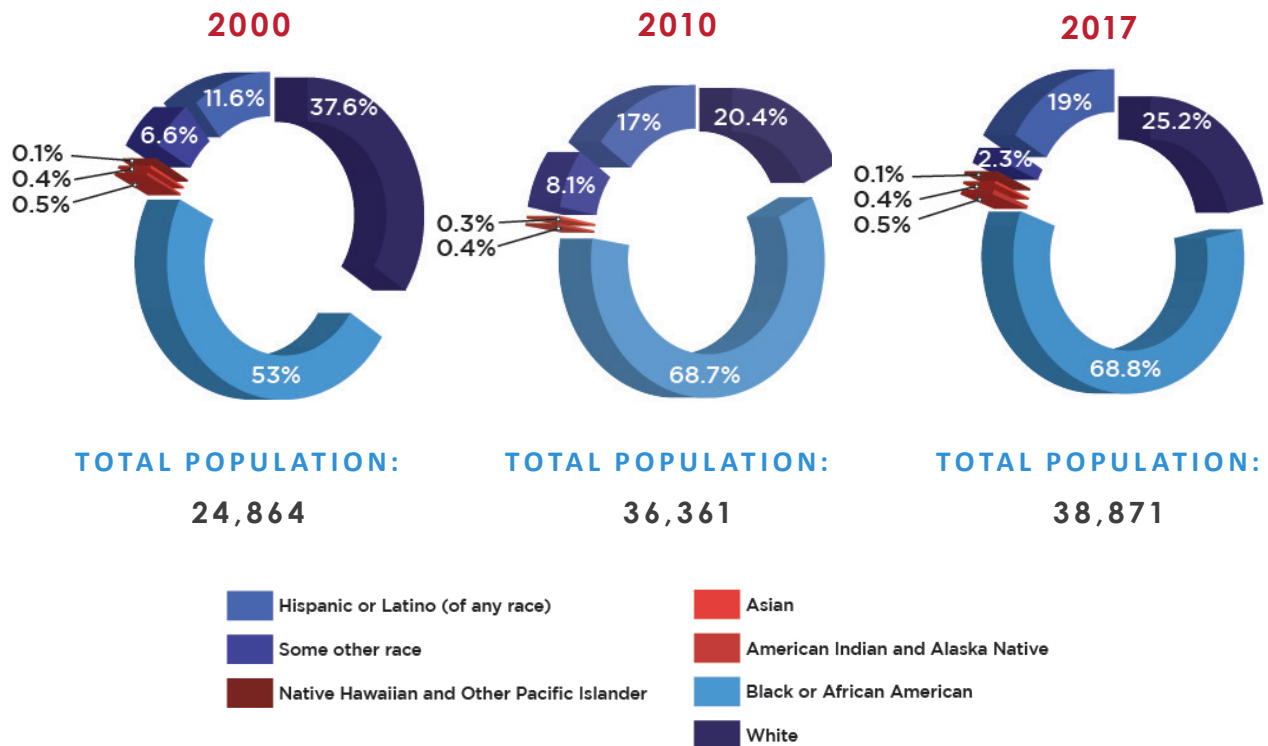


Source: U.S. Census Bureau, 2013-2017 American Community Survey 5-Year Estimates

RACE & ETHNICITY CHARACTERISTICS

Lancaster's population is primarily composed of residents who identify as Black or African American (68.8%) and White (25.2%). Generally, the composition of Lancaster's population has not changed significantly from 2000 to 2017. Since 2000, Lancaster has had a considerable percentage of the population that identifies as Hispanic or Latino ethnicity. From 2000 to 2017 the percentage of Hispanic or Latino residents increased 146%. **Figure 2:5** shows the racial composition from 2000, 2010, and 2017.

Figure 2:5 - Race and Ethnicity Over Time



Source: U.S. Census Bureau

HOUSEHOLD CHARACTERISTICS

The percentage of owner-occupied units has remained greater than renter-occupied units in Lancaster from 2000 to 2017; however, the total percentage has decreased over time. The percentage of renter-occupied housing units has increased 5.2% from 2000 to 2017 to 37%. A large percentage of owner-occupied housing units is consistent with the fact that 73% of Lancaster's households are family households and that a large portion of the population is 34 years old or younger, indicating that there are many young families choosing to purchase single-family homes.

In 2017 the median household income in Lancaster was \$51,628, which is an 18% increase since 2000 but a 2% decrease from 2010. Comparatively, median household income in Dallas County in 2017 was \$53,626 and in the state was \$57,051.

Previously, the City has had a slightly higher median household income than both the city and state. In 2010, Lancaster's median household income was \$52,752 while Dallas County was \$47,974, and Texas was \$49,646. [Table 2:1](#) and [Table 2:2](#) show key household characteristics over time.

Individuals living below the poverty level in Lancaster account for 14.8% of the total city population. This percentage has increased gradually since 2000 when 8.1% of the population was impoverished. Compared to both Dallas County and the state of Texas, in 2017, the percentage of people living in poverty was slightly less in Lancaster.

Table 2:1 - Household Characteristics, 2000-2017

	2000	2010	2017
Total Housing Units	9,590	13,598	13,741
Occupied Housing Units	9,182	12,120	12,892
Occupied Housing Units (%)	95.7%	89.1%	93.8%
Vacant Housing Units	408	1,478	849
Vacant Housing Units (%)	4.3%	10.9%	6.2%
Owner-occupied Housing Units	6,023	8,133	7,781
Percentage of Owner-occupied Units	65.6%	67.1%	60.4%
Median Mortgage Cost	\$975	\$1,447	\$1,326
Renter-occupied units	3,159	3,987	5,111
Percentage of Renter-occupied units	34.4%	32.9%	39.6%
Median Rent Cost	\$671	\$865	\$967
Total Households	9,182	12,120	12,892
Family Households	75.1%	72.2%	73.2%
Non-Family Households	24.9%	27.8%	26.8%

Source: Census Bureau, 2013-2017 American Community Survey 5-Year Estimates.

Table 2:2 - Household Income

	2000	2010	2017
Less than \$15,000	935	1,476	1,570
\$15,000 to \$24,999	1,025	1,228	1,241
\$25,000 to \$34,999	1,201	1,111	1,483
\$35,000 to 49,999	2,135	2,243	1,846
\$50,000 to \$74,999	2,151	3,042	3,025
\$75,000 to \$99,999	946	1,697	1,697
\$100,000 to \$149,999	609	1,221	1,510
\$150,000 or more	165	372	520
Median Household Income	\$43,773	\$52,752	\$51,628

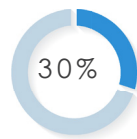
Source: Census Bureau, 2013-2017 American Community Survey 5-Year Estimates.



Lancaster Community Park is a family friendly environment that provides recreational opportunities for all ages.

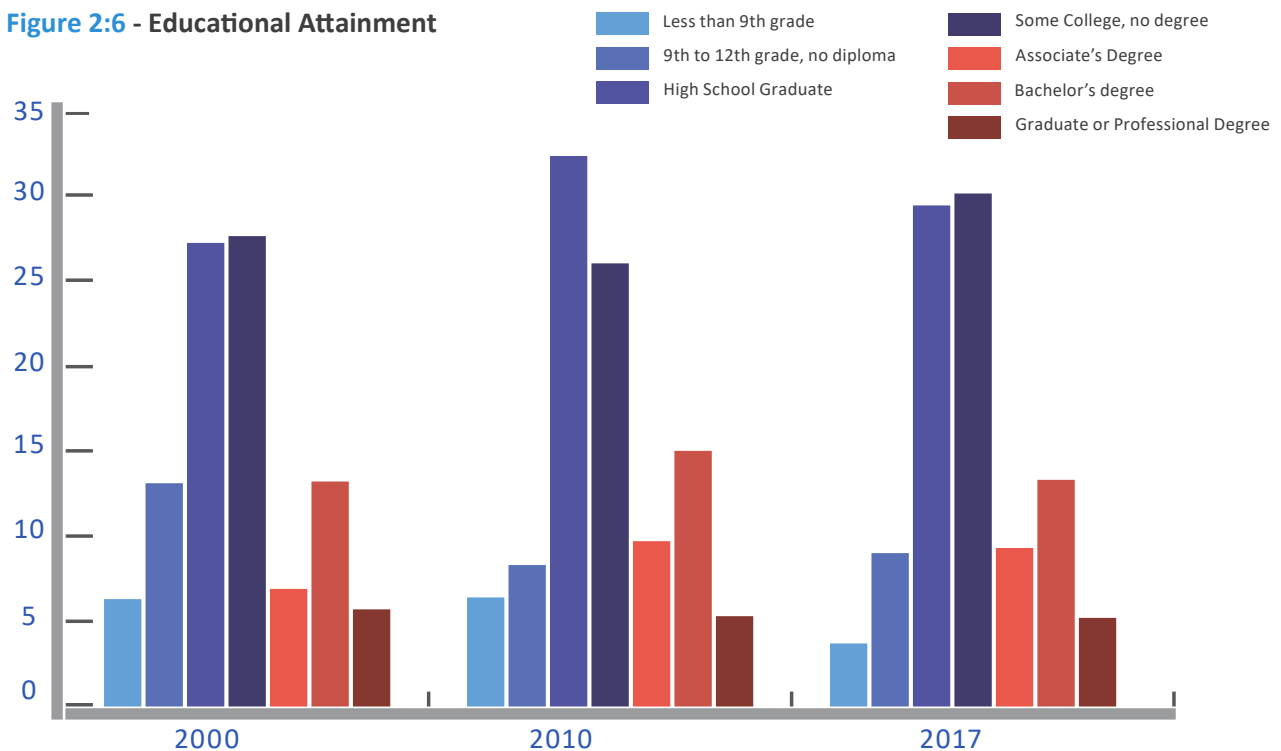
EDUCATIONAL ATTAINMENT

Of the residents in Lancaster 25 years and older, approximately 29% were high school graduates in 2017: this percentage has fluctuated since 2000 when it was 27% and then 32% in 2010. The educational attainment category that has increased most significantly over the past 20 years are residents who have some college experience. **Figure 2:6** depicts the changes in educational attainment for the population of 25 or older from 2000 to 2017.



30% of residents have some college education which is higher than Dallas County as whole (20% in 2017).

Figure 2:6 - Educational Attainment



Source: U.S. Census Bureau

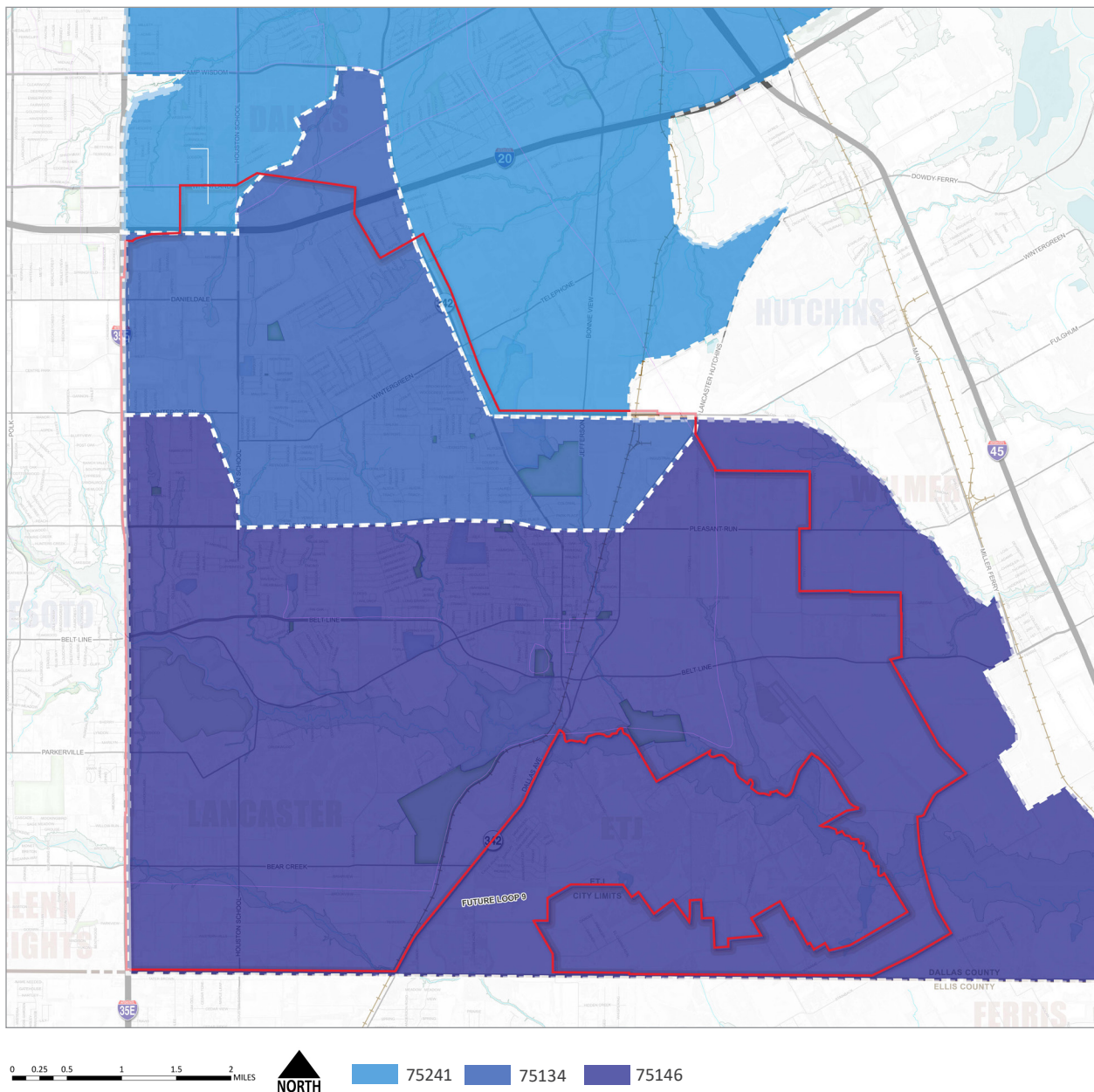


Cedar Valley College provides secondary education options in Lancaster.

TAPESTRY SEGMENTATION

A demographic and mapping company called the Environmental Science and Research Institute (ESRI) has developed a Tapestry Segmentation profile to characterize residents beyond just what the Census tells us. With Tapestry Segmentation, residential areas within the U.S. are divided into broad market segments based on their socioeconomic and demographic composition and assumptions about how consumer preferences are made. The following represents the most common tapestry segments based on zip codes found in the City of Lancaster. Because such a small portion of zip code 75241 is included in Lancaster, that zip code is not included in the Tapestry discussion.

Figure 2:7 - Lancaster Zip Codes



ZIP CODE 75134**UP AND COMING FAMILIES**

This segment is one of the fastest-growing markets in the Country. It is made up of young families who are ethnically diverse and typically live in new single-family residential developments. Residents tend to have a slightly higher median household income than the average U.S. household. Some of the socioeconomic traits of this zip code are college educated residents, low unemployment, more diverse than the rest of the country, and fiscally responsible. Residents are ambitious and focused on achieving their goals and establishing their lifestyle.

**ZIP CODE 75146****AMERICAN DREAMERS**

American Dreamers primarily own their own single-family homes located outside of the city where housing is more affordable. These households are composed of younger married-couple families with children or grandparents. Typically, the diversity of residents is greater than other segments. A lower percentage of residents have earned a college degree, but the majority has a high school diploma or has some college education. Although labor force participation is high in this segment, unemployment is higher than the national average. These residents are hard working to improve their family's lives.



OVERVIEW OF PREVIOUS PLANS

STREETSCAPE MASTER PLAN

Adopted in 2006, the original streetscape master plan for Lancaster had a similar purpose to this plan update. The plan sought to promote a sense of community, establish a unique city identity and develop a unifying streetscape theme in Lancaster. The overarching objectives of the plan included the following:

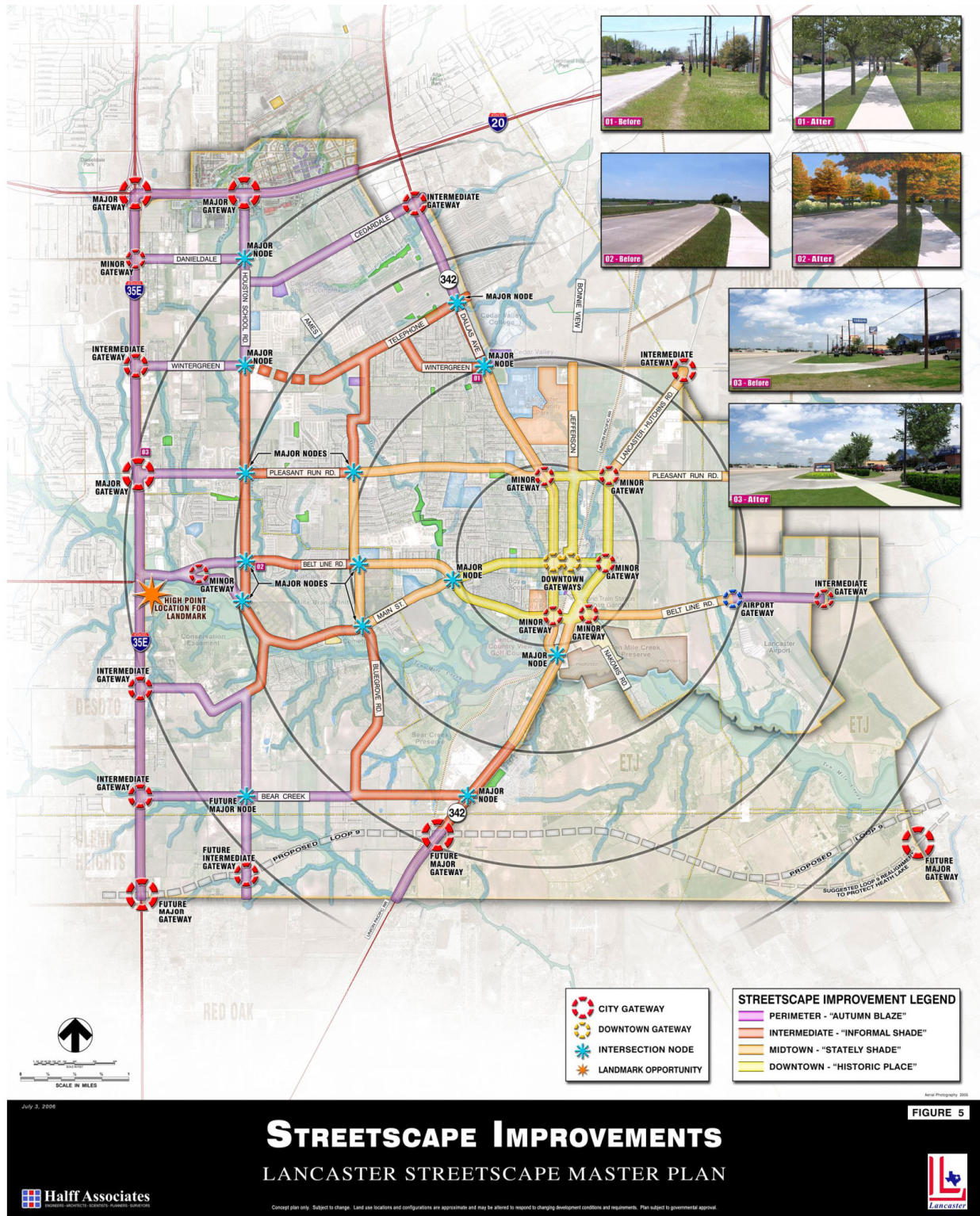
- Create and Reinforce a Unified Image of Lancaster
- Design for Vehicular and Pedestrian Safety
- Create a Pedestrian Friendly Environment
- Provide Wayfinding Devices
- Provide Landscaped Corridors
- Preserve Existing Trees and Vegetation
- Provide Consistent Standards
- Provide Art and Interest



The 2006 plan recommendations proposed a multi-ring approach to the development of streetscapes. Envisioned as a series of rings, the intent was that the intensity of streetscape features would increase the closer you get to downtown. For the perimeter ring, the improvements were meant to be highly visible and vehicular in scale. For the middle ring, the purpose was to use streetscapes to define emerging neighborhoods and greenways. For the inner ring, the streetscapes were meant to define established neighborhoods. Finally, the city core was meant to highlight the historic downtown and Town Square.

As for gateways, the plan proposed a hierarchy of gateways of various scale including city gateways, downtown gateways, intersection nodes, and landmarks. The hierarchy included recommended locations and design considerations for major gateways, intermediate gateways, minor gateways, district-specific gateways in Mills Branch and Downtown, and major nodes.

The facing page depicts the overall recommendation map from the 2006 plan. A discussion of the progress that has been made since the 2006 plan was adopted is included in Chapter 3.



Recommended streetscape improvements and monumentation features from 2006 plan.

COMPREHENSIVE PLAN

A Comprehensive Plan is an overarching policy document that provides tools to guide future development for a community. This plan helps guide how the community should grow and redevelop, which will eventually create more opportunities for housing and economic development. Chapter 8 of the 2016 Comprehensive Plan focused on community character and design. The overarching policies for Community Character and Design include:

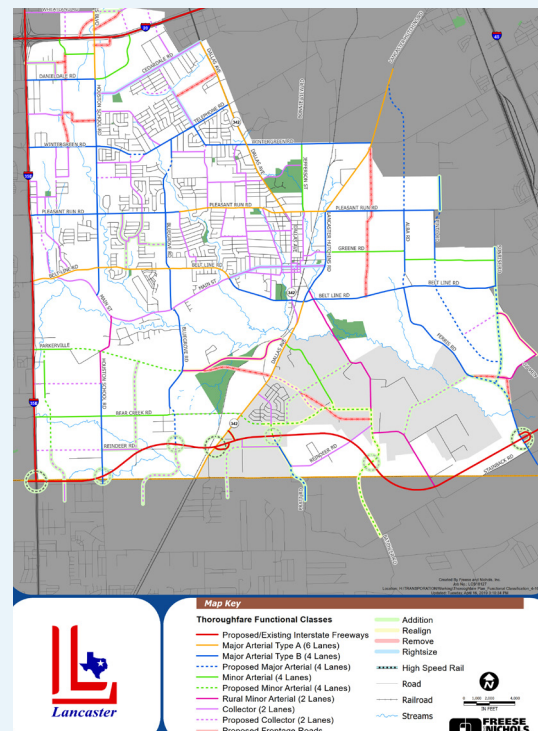
- Policy 1: Use Community Character to create a destination so people choose Lancaster as a place to live, work, play, and visit.
- Policy 2: Insist on quality design in new development.
- Policy 3: Use design themes to identify key areas and districts.
- Policy 4: Community design should be part of Lancaster's marketing strategy.



THOROUGHFARE PLAN

The 2020 Thoroughfare Plan serves as the city's long-range transportation plan. The plan establishes a classification of roadways based on balancing existing infrastructure with identifying needs for future roadways.

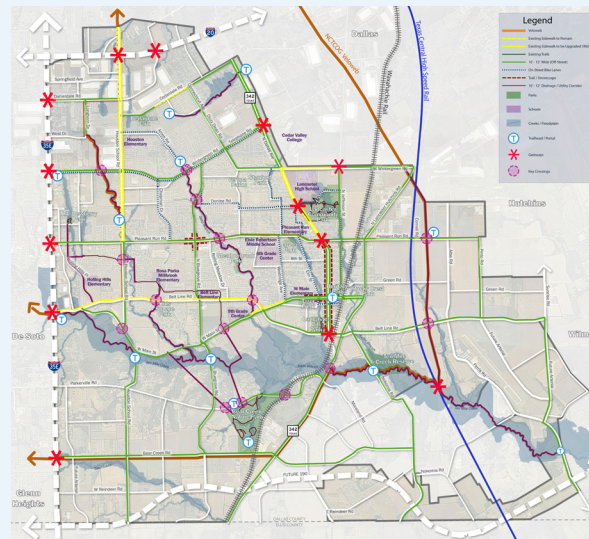
The plan document provides guidance on the location and design of major roadway facilities, connections between these facilities, extensions of roadways and the amount of required right-of-way. The plan provides a thoroughfare classification system that dictates the number of lanes for a roadway and outlines specific design features. One important facility identified on the Plan is the upcoming Loop 9, which will serve as an important regional highway connecting many DFW communities.



TRAILS MASTER PLAN

The 2006 Trails Master Plan, which was updated in 2020, identifies needed active transportation corridors. The Trails Master Plan was created to help develop how trails can link destinations, neighborhoods and public facilities with surrounding communities. The underlying goals for the Trails Master Plan include:

- Develop regionally connected trails
- Link communities
- Provide access to users of all abilities
- Provide amenities within trail systems
- Provide access for maintenance and emergency vehicles
- Preserve and enhance corridors
- Update ordinances for future trail development



Trails master plan map.

PARKS, RECREATION, AND OPEN SPACE MASTER PLAN

The 2006 Parks, Recreation and Open Space Master Plan was updated in 2020. The plan creates overarching guidelines for developing recreational facilities in Lancaster. The plan also provides an inventory of existing parks, a detailed needs assessment, and overall recommendations for future facilities. Plan goals include:

- Provide recreational facilities
- Preserve, enhance and improve the look and feel of Lancaster
- Implement a trails system that links open spaces
- Develop mechanisms to help support the city's funding resources



Lancaster Community Park

PUBLIC & STAKEHOLDER ENGAGEMENT

A variety of public and stakeholder engagement methods were used to seek input on the community vision and concepts for streetscapes and monumentation. The City Council provided key feedback at a series of work sessions, all of which were accessible to the public. Additionally, a public online survey was conducted in conjunction with the parks master plan update. This section summarizes the key findings from each of these input methods.

CITY COUNCIL WORK SESSIONS

During the first City Council vision work session, the council members were asked questions about their vision for Lancaster through a series of four questions. These questions and summarized responses are shown on the following pages.

Question 1: How would you describe Lancaster in one word or phrase?

Great! Growing and determined
 Quality of life Home Diversity
 Unlimited potential
 Sense of Unity and togetherness
 Historic character
 Sense of Community
 Sense of partnership Small town feel

Question 2: What is your vision for the future of streetscapes, gateways, and branding in Lancaster?

Classic, clean, richness Shining star of Texas
 Branded and memorable
 Maintainable, color pop, simple, seasonal
 All America City 2019
 Lasting and sustainable
 Clean, beautiful, classic and bold
 User-friendly at all scales
 Noticeable, consistent, iconic

Question 3: What characteristics of Lancaster are important when considering a 'brand' for the City? Rural character? Small-town feel? Historic, modern, or somewhere in between? Other characteristics?

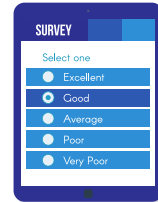
Come grow with us! doors are open
Community oriented
 Family friendly
 Historic and modern – where we have been and where we're going
Safe Variety and Diversity of landmarks
 Business friendly
Strength consensus
 Time, clock theme, modern, clean and historic
 Up and coming and determined, goal oriented **Workable**
 Father of American quarter horse (steedust)
 Airport, golf course unique to city
Sense of welcome

Question 4: How will branding impact the future of Lancaster?

Changes narrative, changes culture
 Instills pride, consistent ownership
Moving forward Identity with city
 Sense of direction
 Consistent growth
 Looking forward, not back
 long-lasting impression
Improve image

ONLINE COMMUNITY SURVEY

As part of the City's Parks Master Plan that was developed simultaneously with this plan, a public opinion survey was conducted that included questions focused on streetscape needs. A total of 381 survey responses were received over a period of two months. The following charts represent key findings from this survey.

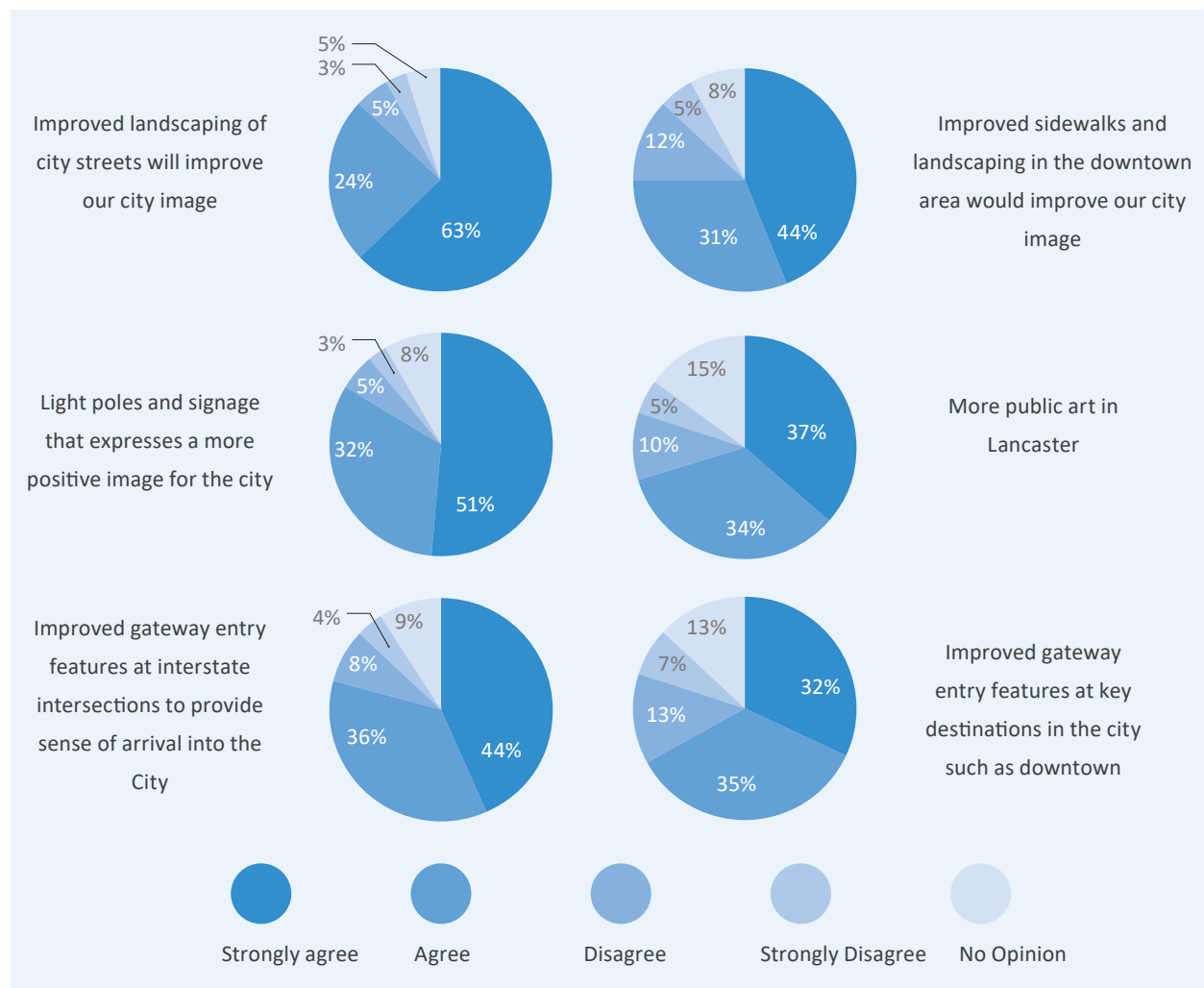


STREETSCAPE PREFERENCES

Respondents most strongly agreed that enhanced streetscapes and monumentation will improve the image of the City.

Survey Question: The City is developing a Streetscape Master Plan that will provide recommendations for beautifying streets and city entry features. How strongly do you agree or disagree with the statement below?

Figure 2:8 - Survey Results - Streetscape Preferences



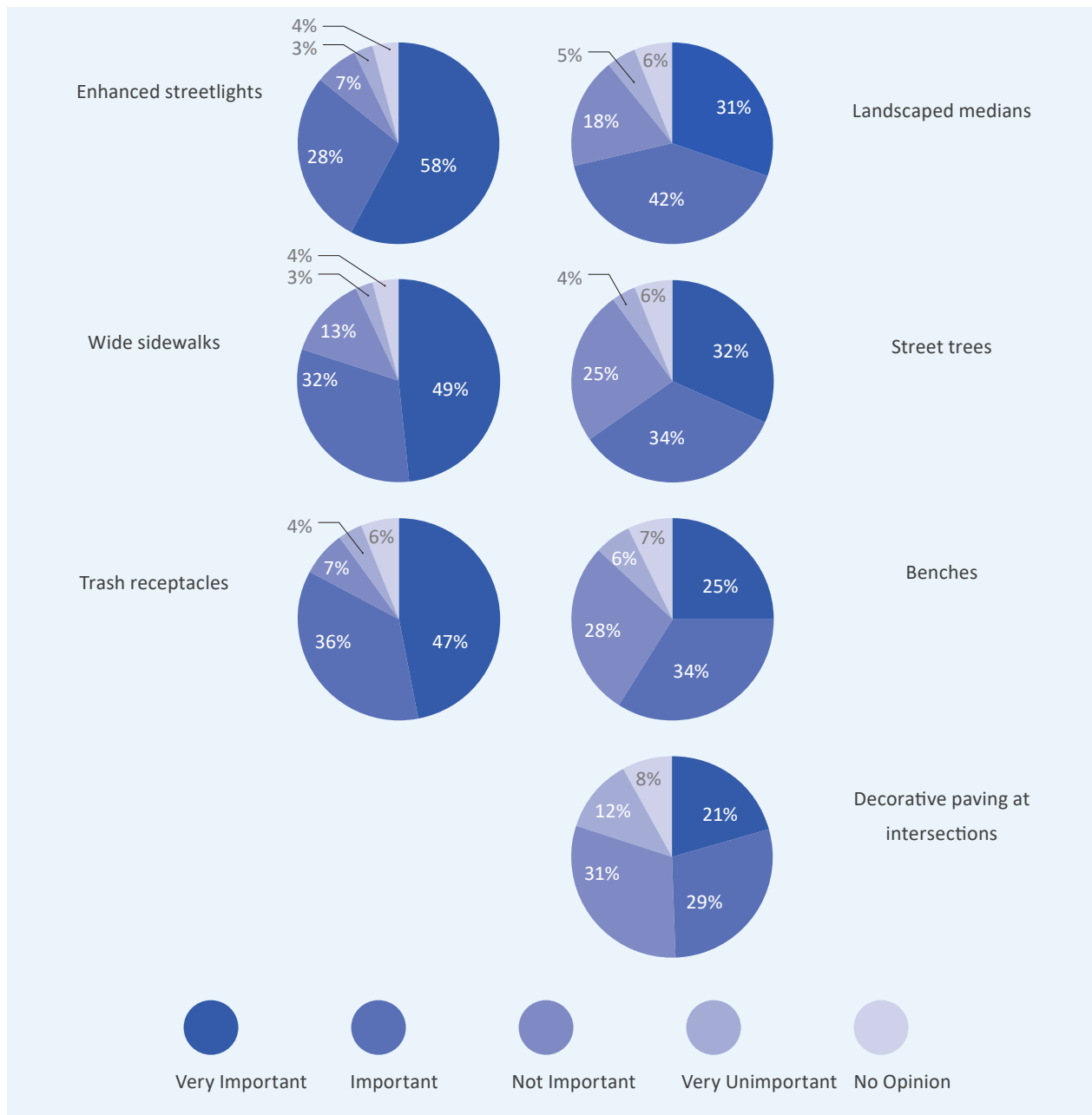
Source: National Service Research November 2019

STREETSCAPE ELEMENTS

Respondents preferred enhanced streetlights, wide sidewalks, and trash receptacles as the most important streetscape elements to incorporate.

Survey Question: Please rate how important it is to add the following streetscape elements to major roadways in the City (For example: Belt Line Rd., Pleasant Run Rd., Houston School Rd., Dallas Ave., Wintergreen Rd., Danieldale Rd.).

Figure 2:9 - Survey Results - Streetscape Elements



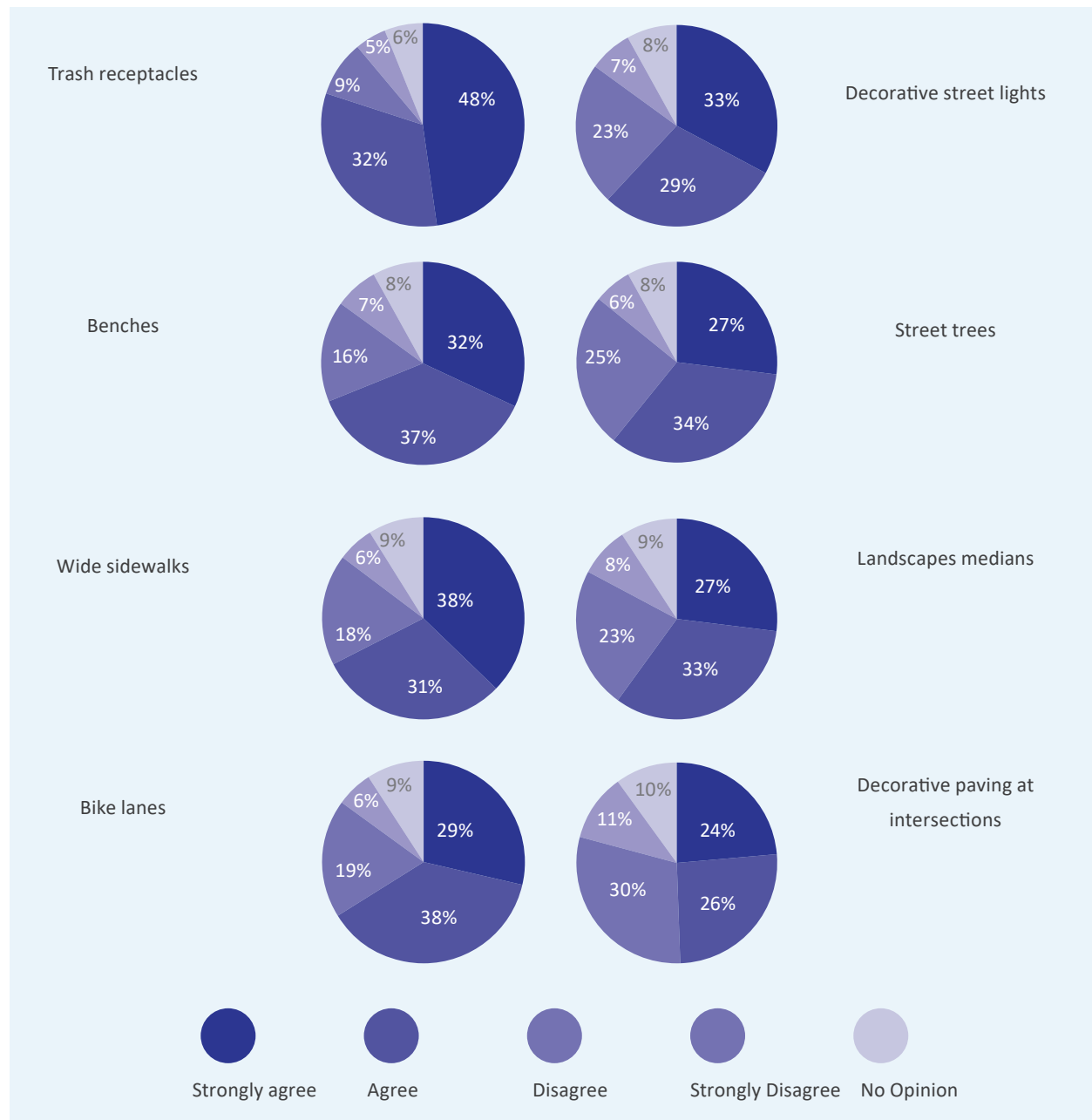
Source: National Service Research November 2019

DOWNTOWN STREETScape ELEMENTS

Specific to Downtown Lancaster, respondents thought trash receptacles, benches, and wide sidewalks were the most important streetscape elements to incorporate.

Survey Question: Please rate how important it is to add the following streetscape elements to Downtown?

Figure 2:10 - Survey Results - Downtown Streetscape Elements

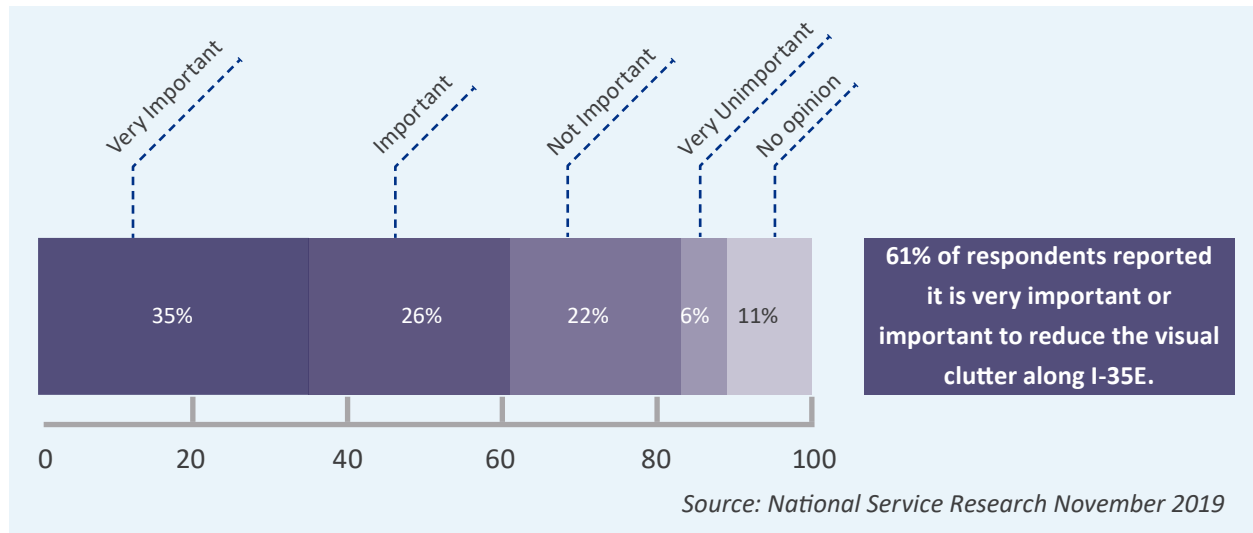


Source: National Service Research November 2019

VISUAL CLUTTER ALONG I-35E

Survey Question: The City of Lancaster has a significant amount of signage and utility poles along Interstate 35E. How important is it to reduce the “visual clutter” along Interstate 35E in Lancaster?

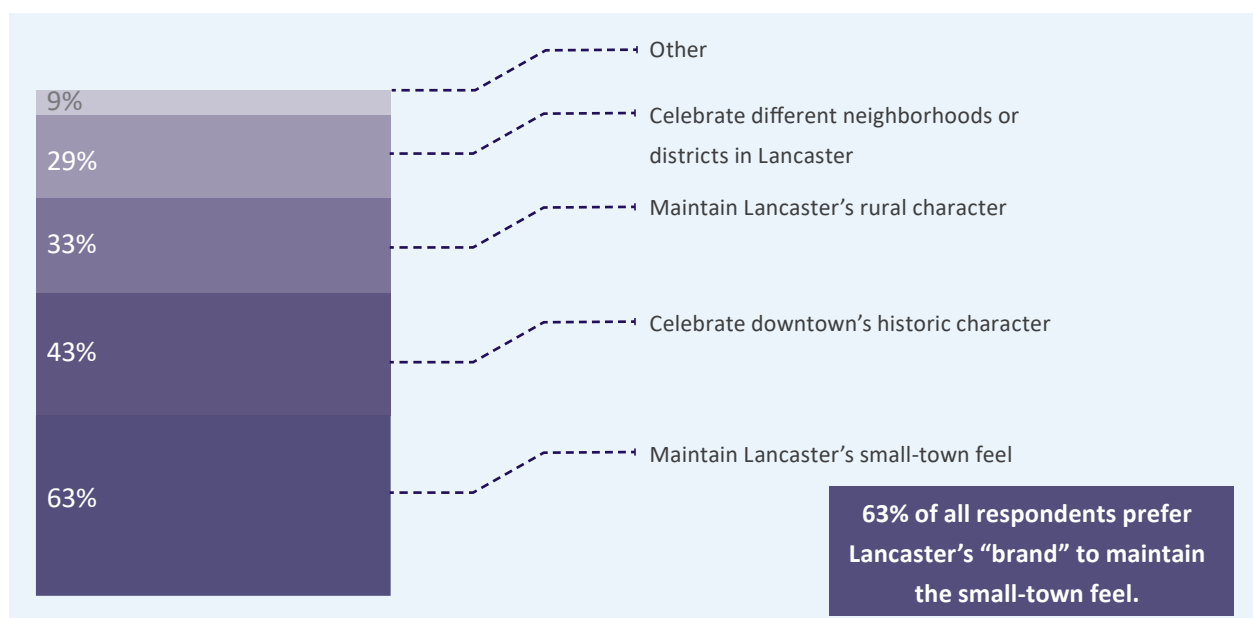
Figure 2:11 - Survey Results - Visual Clutter Along I-35E



LANCASTER “BRAND”

Survey Question: As growth and development continues in the DFW area, Lancaster could create a unique “brand” to distinguish itself from other area communities. Which of the following characteristics are important to you when considering a “brand” for the City of Lancaster?

Figure 2:12 - Survey Results - Lancaster “Brand”

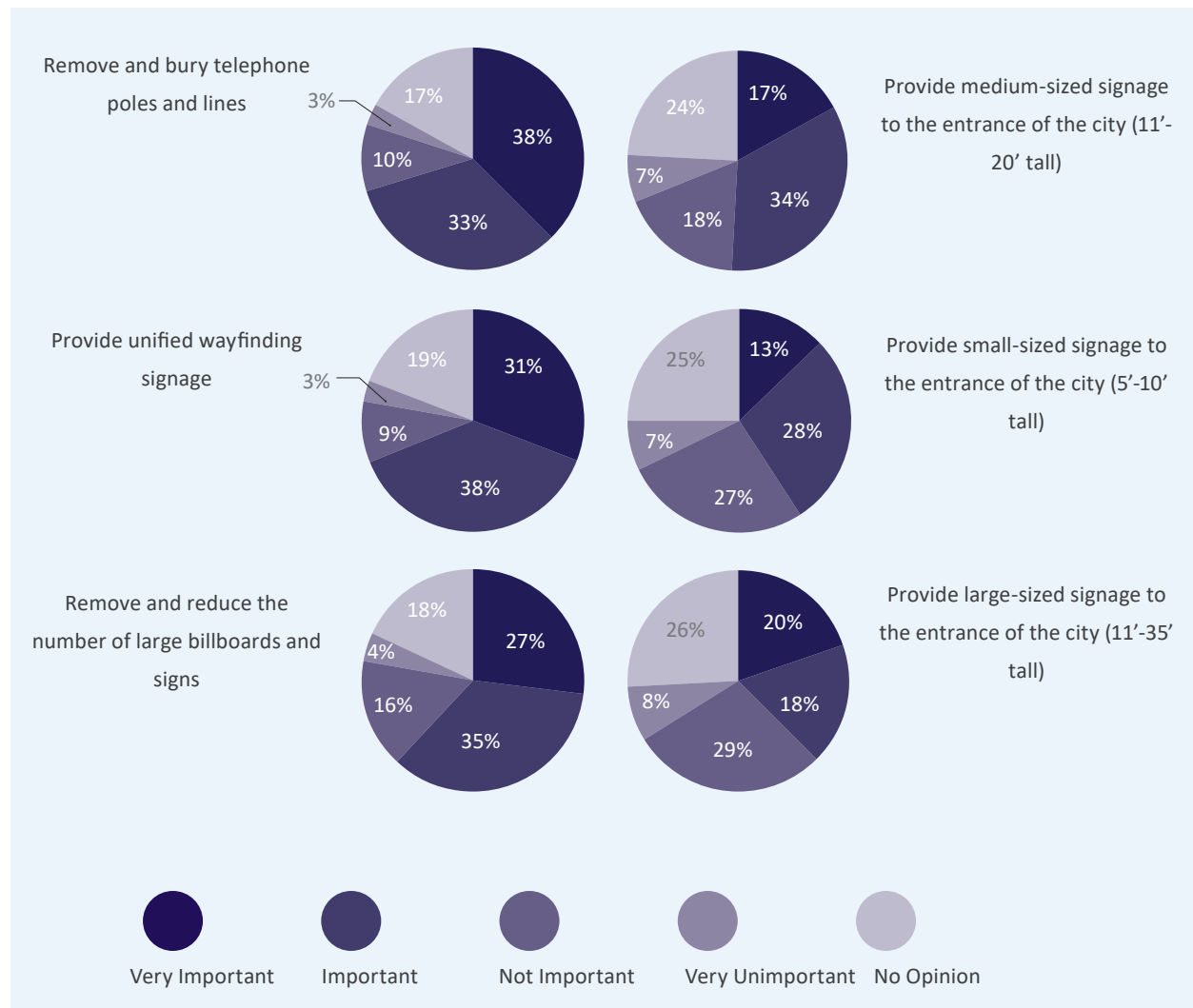


REDUCING VISUAL CLUTTER

Survey Question: The following strategies can help reduce visual clutter along a roadway. Rate each strategy along I-35E in Lancaster?

The charts below summarize how respondents ranked the importance of these Downtown elements.

Figure 2:13 - Survey Results - Reducing Visual Clutter



Responses will add to more than 100% due to multiple responses allowed.

Source: National Service Research November 2019

COMMUNITY SURVEY KEY FINDINGS

Streetscape Elements: Along major roadways, the top three improvements survey respondents want to see made are to enhanced streetlights, wide sidewalks, and trash receptacles. Within the downtown area, trash receptacles, benches, and wide sidewalks were the top three elements respondents noted.

Visual Clutter: The majority of survey respondents thought it was very important or important to reduce visual clutter along major roadways, including IH-35E. Reducing visual clutter such as utility poles and unsightly signage will require coordination with various entities.

Lancaster Brand: The majority of survey respondents want to maintain the City's 'small-town feel' and celebrate the historic character in downtown. These characteristics are most closely aligned with the different character district recommendations discussed in later chapters of the report.



Downtown Lancaster has a unique look and feel that survey respondents want to maintain.



CHAPTER 3

STREETSCAPE MASTER PLAN NEEDS

EXISTING STREETSCAPE & MONUMENTATION

STREETSCAPE & MONUMENTATION TRENDS

OPPORTUNITIES

Chapter 3 assesses the current conditions of streetscapes and monumentation in Lancaster, discusses current trends, and identifies opportunities based on the assessment of existing conditions and public/stakeholder input. Development standards are also outlined in this chapter.

EXISTING STREETSCAPE & MONUMENTATION

CURRENT CONDITIONS

In Lancaster today, there is not a cohesive appearance for monumentation features or streetscapes. Instead, there is an assortment of different entry features and an inconsistent look and feel along the various roadways. This section depicts the current conditions of existing features in the city.

BELT LINE ROAD

Belt Line Road is a major roadway that travels through many communities in DFW, which passes by a mix of commercial, single-family residential, and vacant land adjacent to Belt Line. There are sidewalks for a significant portion of the street but no particular distinguishing streetscape features.



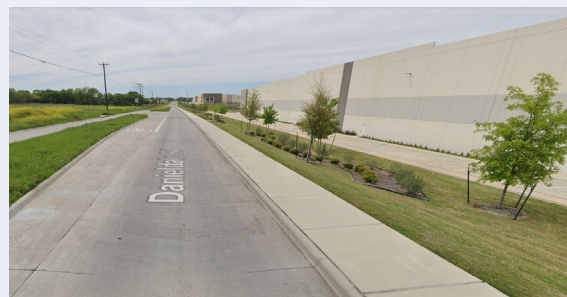
DALLAS AVENUE

Dallas Avenue serves as one of the main corridors in Lancaster, providing a direct link into downtown. At some intersections, there have been intersection treatments added (intersection of Wintergreen Road and near Town Square in downtown). Otherwise, the streetscape is very bare, as shown in image number 3. The solid concrete median does not provide any visual interest and is an eyesore. The City received Green Ribbon funding from TxDOT in 2019 and is currently working on a design to improve landscaping along Dallas Avenue from Cedardale Road to Alexander Avenue. This will greatly improve the look and feel of the corridor.



DANIELDALE ROAD

There are many industrial warehouses located along Danieldale Road. The City has done a good job requiring landscaping lining the street to provide visual separation from the large industrial buildings.





HOUSTON SCHOOL ROAD

North of Wintergreen Road, there are large industrial warehouses located along Houston School Road. Similar to Daniieldale Road, the City has been successful in requiring screening landscape and sidewalks along the roadway.



PLEASANT RUN ROAD

The existing city gateway feature is located at the intersection of Pleasant Run Road and IH-35E. However, as you travel into Lancaster, there are no distinguishing streetscape features along the roadway.



IH-35E

This major interstate travels north-south through the DFW region and this portion in Lancaster serves as one of the southernmost entrances into the region. There are a total of six major roadway intersections with IH-35E in Lancaster, so there is significant opportunity to create a lasting impression of the City. However, today there are no significant gateways visible from IH-35E in Lancaster. The first impression one gets is of the large, obelisk gateway monument located across the highway in DeSoto. There is also significant visual clutter along the interstate with many commercial signs and billboards.



DOWNTOWN ENTRY SIGNAGE

Downtown Lancaster is a key destination within the community. The City has made concerted efforts to maintain the historic character of the area by incorporating a red brick motif into entry signage at the four corners of the Town Square and with red brick paving at key crosswalks. Downtown is the most defined part of Lancaster today.

CITY ENTRY FEATURES

There are various entry features throughout Lancaster of various scales and materials. The major gateway at IH-35E and Pleasant Run Road matches the character that was established in downtown, however, it is much smaller in scale especially when juxtaposed with DeSoto's much larger landmark across the highway.

Other entry features are not consistent, as shown in the images to the right. Some are also partially hidden by overgrown landscaping. There are a few spots within the city that feature the standard pole sign, but they are very small and hard to notice when driving.

There are still opportunities to develop significant entry features along major entrances to the City, including Belt Line Road, Houston School Road, and Bear Creek.



PROGRESS SINCE 2006 PLAN

The City has made progress on some of the implementation actions from the 2006 plan. [Table 3:1](#) depicts all of the implementation actions (Years 2006-2010 and 2011-2015) from the plan.

Table 3:1 - 2006 Plan Implementation Progress

Category	Implementation Action	Progress Since 2006 Plan
Landmarks	Intersection of IH-35E and Belt Line Rd.	No action.
Major Gateways	IH-35E and Pleasant Run Rd. IH 20 and Houston School Rd. Cedardale and Dallas Ave.	Gateway installed in median at IH-35E and Pleasant Run Rd. No action on other intersections.
Intermediate Gateways	Lancaster-Hutchins Rd. at City Limits Belt Line Rd. at Lancaster Airport Dallas Ave. at Wintergreen IH-35E and Wintergreen IH-35E and Bear Creek IH-35E at Danieldale Main St. and Belt Line Rd. Lancaster-Hutchins Rd. and Pleasant Run Rd. Dallas Ave. and Pleasant Run Rd. Main St. and Lancaster-Hutchins Rd. Dallas Ave. and Belt Line Rd. State St. and Belt Line Rd. Dallas Ave. and Lancaster-Hutchins Rd.	No action.
Minor Gateways	Main St. and Dallas Ave. E. Main St. and Henry St. S. Central Ave. and W. Cedar St. N. Central Ave. and E. First St.	Intersection paving added in downtown. Brick entry features added at three intersections in downtown.
Downtown Gateways	Belt Line Rd. and Houston School Rd. Pleasant Run Rd. and Houston School Rd. Telephone Rd. and Dallas Ave. N. Main St. and Belt Line Rd. Main St. and Houston School Rd. Main St. and Bluegrove Belt Line Rd. and Bluegrove Pleasant Run Rd. and Bluegrove Wintergreen and Houston School Rd.	Intersection paving added at: - Pleasant Run Rd. and Houston School Rd - Wintergreen and Houston School Rd.
Nodes		
Major Thoroughfares Parkways/Medians	Belt Line Rd; Houston School Rd; Pleasant Run Rd; Dallas Ave; Lancaster-Hutchins Rd; Main St	Received Green Ribbon Funding for Dallas Ave; Design for Belt Line, Houston School, and Pleasant Run underway.

STREETSCAPE & MONUMENTATION TRENDS

STREETSCAPE TRENDS

The images shown below portray general types of streetscape trends that are being designed in the region. **Images 1-4** depict active transportation corridors adjacent to roadways along with supporting amenities like site furnishings and resting points. **Images 5-9** depict xeriscaping or low-maintenance vegetation alternatives that can save watering costs.





Image 1: Beltline Road, Houston

Image 2: North Colony Blvd, The Colony

Image 3: Beltline Road, Houston

Image 4: Bethany Road, Allen

Image 5: North Colony Blvd, The Colony

Image 6: Sessom Dr, San Marcos

Image 7: North Colony Blvd, The Colony

Image 8: Crystal Falls Parkway, Austin

Image 9: North Colony Blvd, The Colony

MONUMENTATION TRENDS

The images shown below portray general types of monumentation trends that are being designed in the region. The images below depict the types of monumentation features that can vary in size and scale to suit the environment that they are being placed in. Scale, form, and structure help identify entry points and demarcate passages to important features to create interest and enhance the sense of arrival.



Image 1: Flower Mound

Image 2: Cedar Crest Gateway, Dallas

Image 3: Cesar Chavez Boulevard, Austin

Image 4: Uptown, Dallas

FAMILY OF MONUMENTATION TRENDS

Monumentation that has been designed with a consistent theme in mind can help tell a story and establish visual continuity. Direct linkages can be made throughout the city via the simple use of similar materials, form, or color to inform visitors about where they are located in the city.



Images 1-3: Cedar Crest Gateway Bridge, Dallas

SIGNAGE AND WAYFINDING TRENDS

The images shown below portray signage and wayfinding trends that are related to overall streetscape and monumentation. Directional signage and wayfinding help navigate visitors to easily find their destination on their own without long explanations or too many navigational choices. Signage can be placed along pathways, intersections, and can be designed in many forms or shapes to orient visitors.



Image 1: Stonebriar, Frisco

Image 2: The Gates of Prosper, Prosper

Image 3: Cedar Crest Gateway, Dallas

Image 4: White Rock Creek Trail, Dallas

Image 5: Santa Fe Trestle Trail, Dallas

DEVELOPMENT STANDARDS

Streetscape and monumentation in Lancaster is regulated by Article 14.800 Landscape Standards and Article 14.1200 Sign Standards of the Lancaster Development Code. The purpose of these landscape standards is to preserve and protect the natural environment of Lancaster and encourage the preservation of large trees. In order to implement the types of streetscape features and monumentation recommended in this master plan, the City should consider making revisions to the Landscape Standards that align with the below considerations.

- **Purpose Statement:** Consider expounding upon the purpose statement, specifically with regards to implementing the intent of the comprehensive plan and streetscape master plan.
- **Definitions:** Just like in Article 14.900 (Tree Preservation), there should be a section added for definitions. It is helpful to have a clear definition of common terms used throughout the article such as buffering, dripline, landscape area, streetyard, etc.
- **Plan Content:** Consider additional requirements for plan content such as plans must be prepared by a licensed landscape architect, maintenance provisions, and descriptive irrigation provisions.
- **Credits:** Consider enhancing tree preservation credits and credits for other landscape amenities above and beyond the minimum requirements.
- **Additional Sections:** Consider adding additional sections such as application of division, artificial lot lines, and hike and bike trail landscaping requirements.



Gathering area at Bear Creek Nature Park.

OPPORTUNITIES

Based on the review of existing conditions, relevant planning documents, and public and stakeholder input, a series of opportunities for streetscape and monumentation features were developed. This section describes the key opportunities depicted in [Figure 3:1](#). More details on the hierarchy of streetscape and monumentation types are included in Chapter 4.

CITY ENTRANCES

Entrances to the City pose a great opportunity to add gateway monumentation to signify that you are entering Lancaster. A series of major and minor gateways are shown on the Opportunity Map. Major Gateways are key vehicular entrances from the major highways. Minor gateways are smaller interchanges and could represent gateways along trails.

MAJOR THOROUGHFARES

Belt Line, Pleasant Run, and Houston School are major thoroughfares that represent opportunities for significant streetscape treatments to establish an identity in Lancaster. A hierarchy of streetscape treatments that would be appropriate on these and other corridors is discussed in Chapter 4.

CHARACTER DISTRICTS

The Trails Master Plan effort identified six areas within the City that are intended to represent general areas of differing character. These districts are important for the streetscape master plan as they can help identify where gateway monumentation and entry signage may be placed to help users transition from one district to the next. The six character districts include:

- **Campus/Commercial Edge** - Represents the area near the I-20/I-35E interchange and near UNT Dallas campus.
- **Residential Heart** - Represents the existing suburban residential neighborhoods within Lancaster.
- **Historic Core** - Represents the historic downtown area.
- **Greenbelt Spine** - Represents the area surrounding Ten Mile Creek.
- **Airport/Industry** - Represents areas in the eastern part of the City that are slated for future industrial uses.
- **Rural South** - Represents the undeveloped portions of the City in the south.

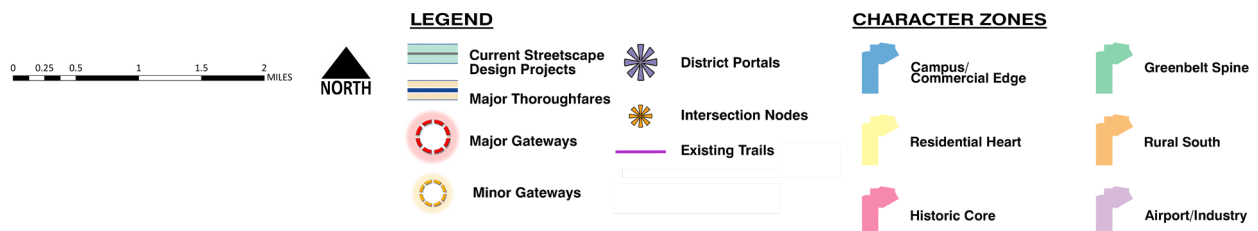
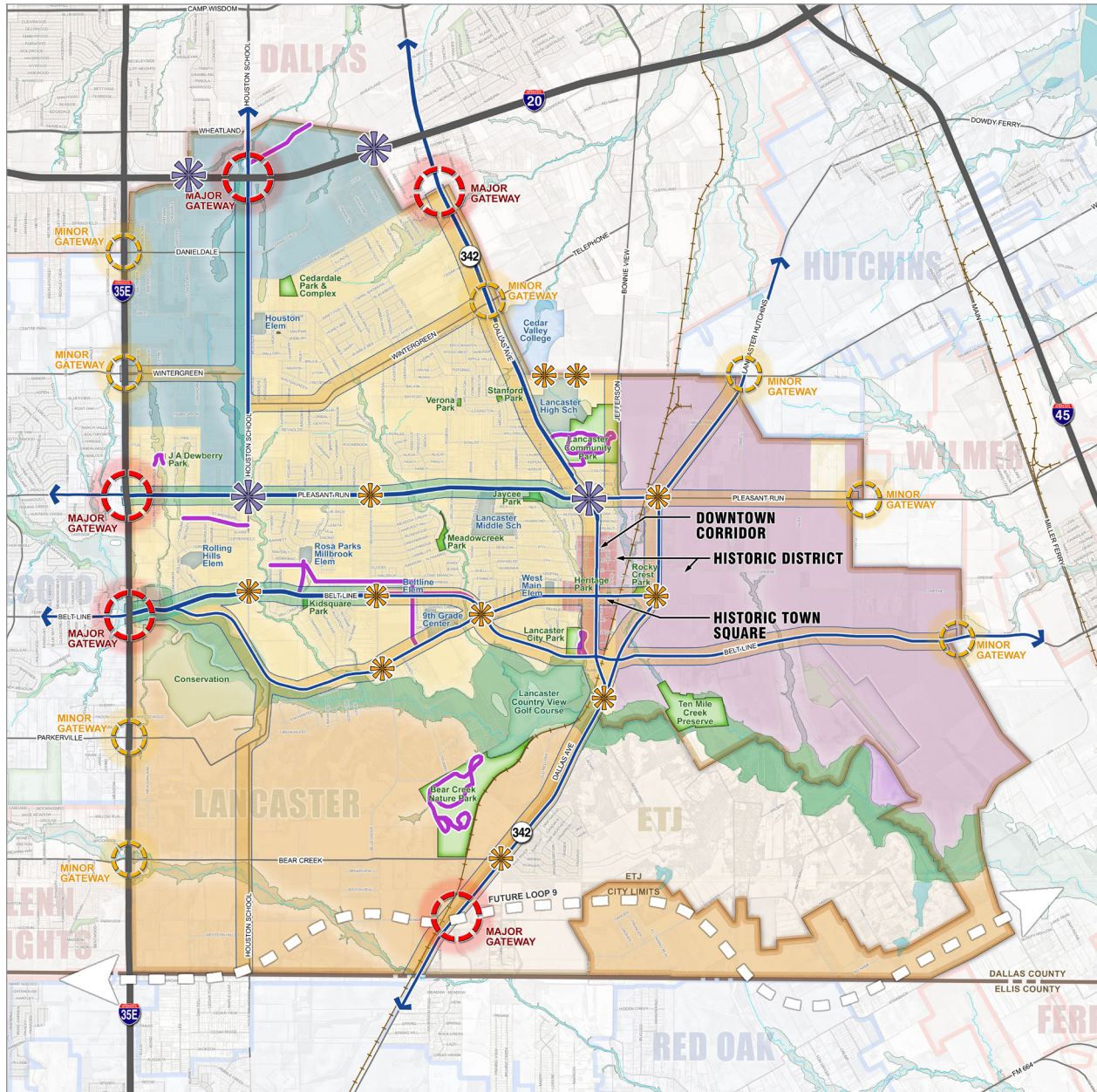
INTERSECTION TREATMENTS

In addition to gateways at the boundaries of the city, this plan also recommends treatments to intersections along major thoroughfares within the city. Although those intersections don't warrant gateway monumentation, there can be improvements to the intersection to make them safer and more aesthetically pleasing, such as adding decorative pavers, landscaping, and crosswalks.

TRAIL CONNECTIVITY

The Trails Master Plan identified a series of potential trail corridors throughout the city - both adjacent to roadways and away from the roadway, such as along creek corridors. There are opportunities to create gateways at trailheads to signify to trail users when you are entering Lancaster.

Figure 3:1 - Streetscape and Monumentation Opportunity Map





CHAPTER 4

GATEWAY & STREETSCAPE VISION

COMMUNITY IDENTITY & DESIGN

GATEWAYS & MONUMENTATION FEATURES

STREETSCAPE FEATURES

Chapter 4 presents the overall vision for monumentation and streetscape features for this master plan based on the public and stakeholder feedback that was received along with the identified needs. The chapter establishes a hierarchy within monumentation and streetscape features and identifies where the most feasible proposed features could occur. Proposed conceptual renderings are also presented to show future opportunities and the visual impact of the introduction of enhanced monumentation and streetscape features in Lancaster.

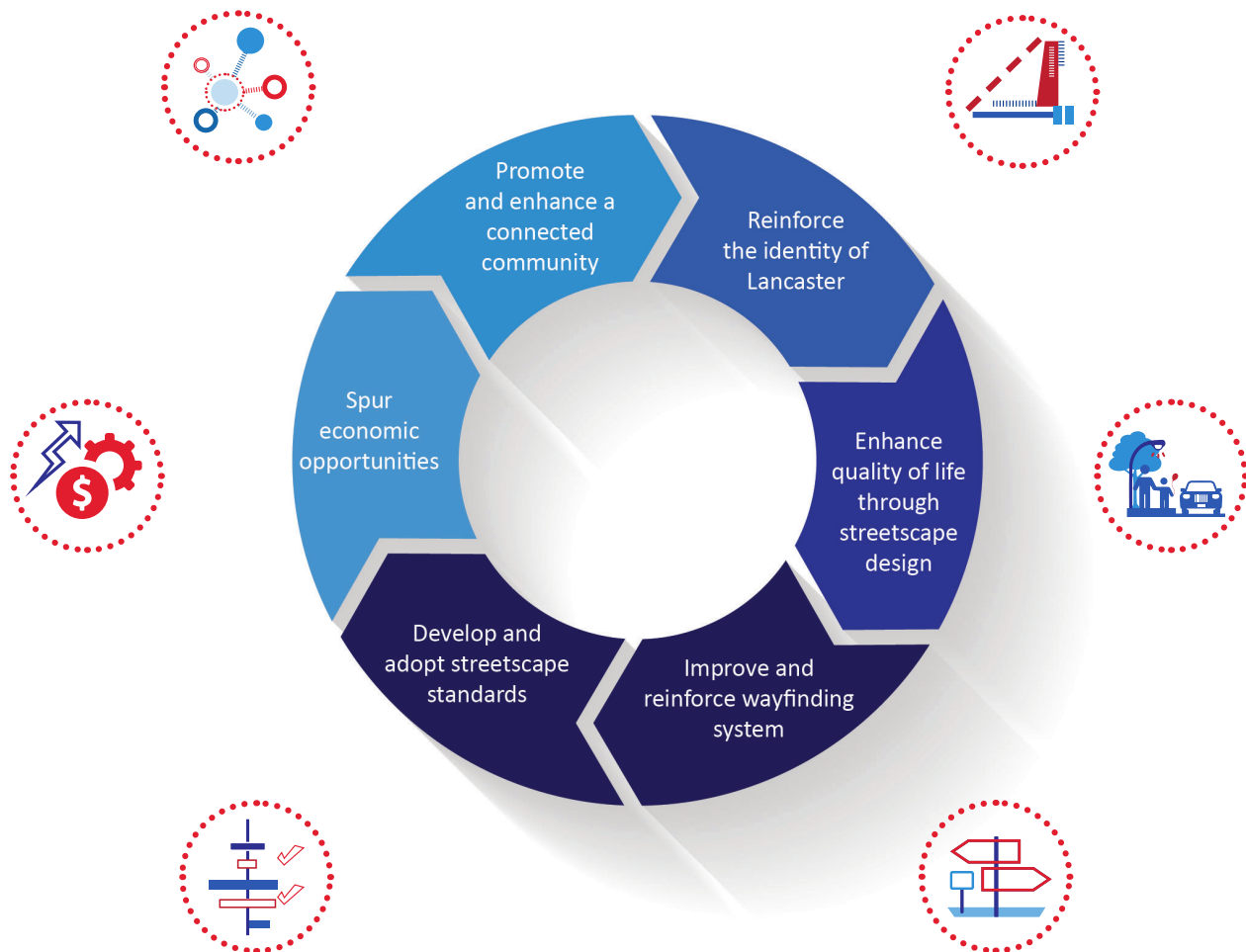
COMMUNITY IDENTITY & DESIGN

INTRODUCTION

Over time, urban sprawl and rapid expansion of cities that are often characterized by increased reliance on outside developers have led to a high degree of similar developments in neighborhoods across the United States. Ultimately, this repeated use of indistinguishable forms and development patterns has created communities that have minimal distinct character that sets them apart from other cities.

This Streetscape Master Plan informs and presents an image of what Lancaster wants to be, including preserving and enhancing the character and history of the city while providing safe environments for pedestrian and vehicular activity. When implemented, the recommendations in this plan can help balance multiple modes of transportation, strengthen connections with adjacent communities, and enhance the economic value of properties.

Figure 4:1 - Plan Goals & Objectives





View in Town Square in Downtown Lancaster.



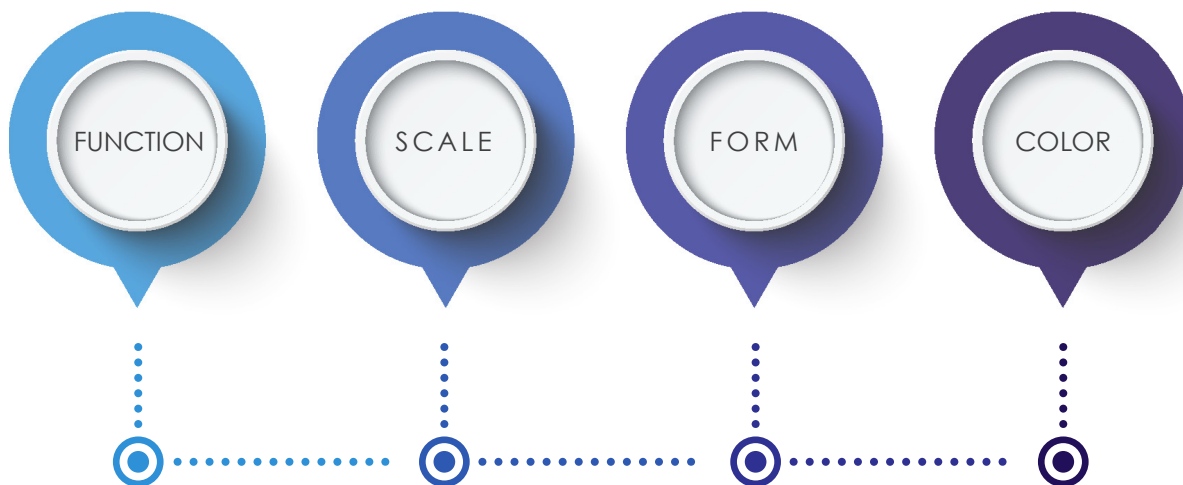
Unique pavilion structure in Lancaster Community Park.

GATEWAYS & MONUMENTATION FEATURES

The plan sets forth recommendations on how to distinguish Lancaster from other communities through the use of gateways and monumentation along major intersections and streets. With proper planning and design, the creation of a system of gateway and monumentation features can form a direct expression of Lancaster's character and effectively communicate necessary directional information to promote self navigation. A gateway and monumentation system will provide the following:

- Enhance and highlight Lancaster's memorable character and modern future.
- Define a sense of place and pride within the community.
- Create a cohesive themed system to ease navigability and provide clear directional signage to users.
- Connect neighborhoods within Lancaster through a series of landmarks.

Four critical elements of gateway and monumentation features are function, scale, form, and materials/ colors.



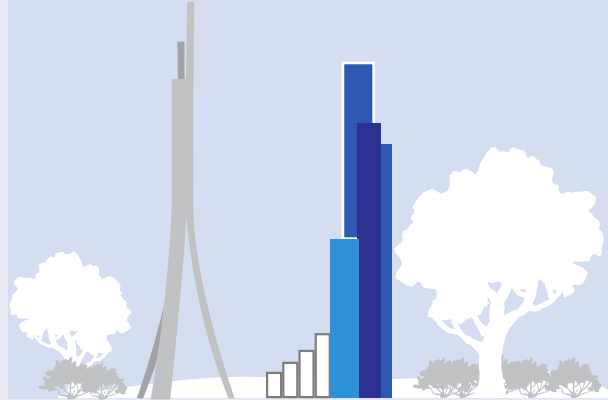
FUNCTION

Gateways and monumentation are freestanding vertical cues that serve as transitions, mark changes between surrounding communities, and provide visual cues to demarcate a sense of arrival into Lancaster. These features must be placed with consideration to safety, aesthetics and access for maintenance. Gateways and monumentation should be placed appropriate to its proposed setting and community context to improve navigation, enhance Lancaster's brand, and reinforce the city's identity.



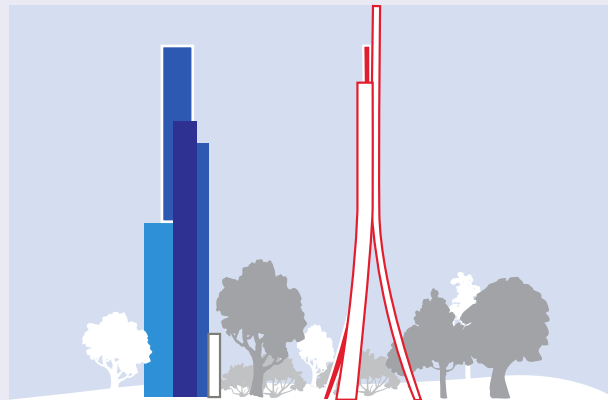
SCALE

Vertical cues may vary in height and width, and should be contextually placed to directly relate to their immediate surroundings. A smaller scaled version of a monument could be placed at subsequent intersections to reemphasize the gateway that has been introduced at the entrance of the city. This repetition through scale of the same style and form will intentionally introduce a recognizable palette and establish a sense of place in Lancaster.



FORM

The massing and shapes of gateway and monumentation in Lancaster may come in variations of a selected type of form, and should immediately relate visually to each other to form a cohesive family of elements. The character and form of the gateway monumentation are strongly influenced by existing architecture and the community's vision. Overall the form should be sensitive to its surrounding context and respond to local conditions.



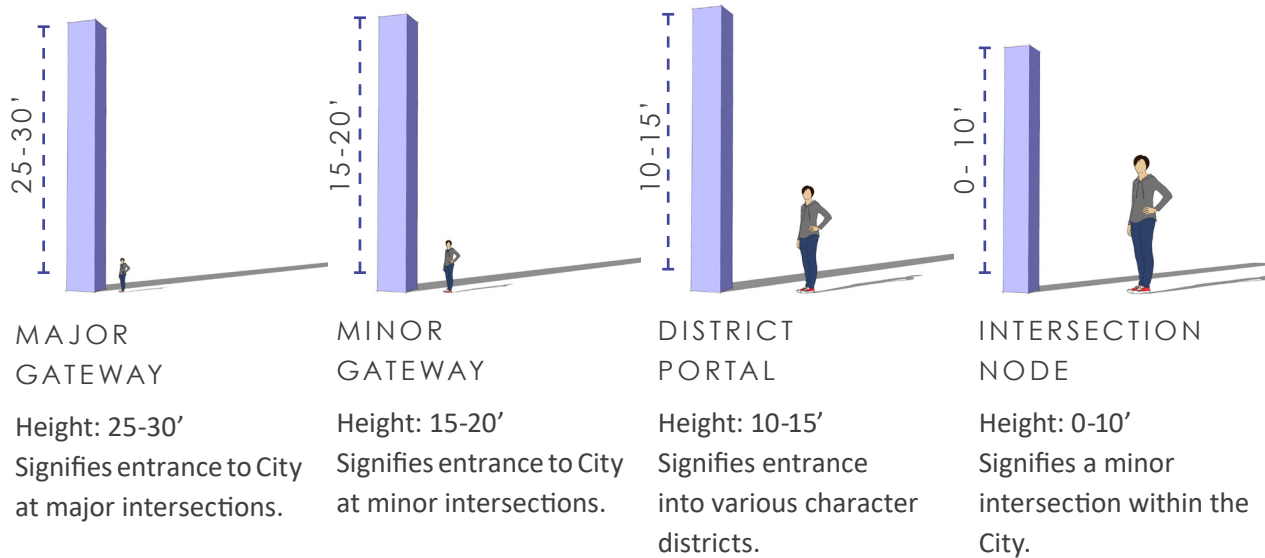
MATERIALS AND COLORS

Materials and colors chosen are consistent with existing materials seen commonly throughout Lancaster. Purposeful selection of consistent materials will provide a cohesive look and feel. The repetition of certain textures, colors, and materials will associate with Lancaster.

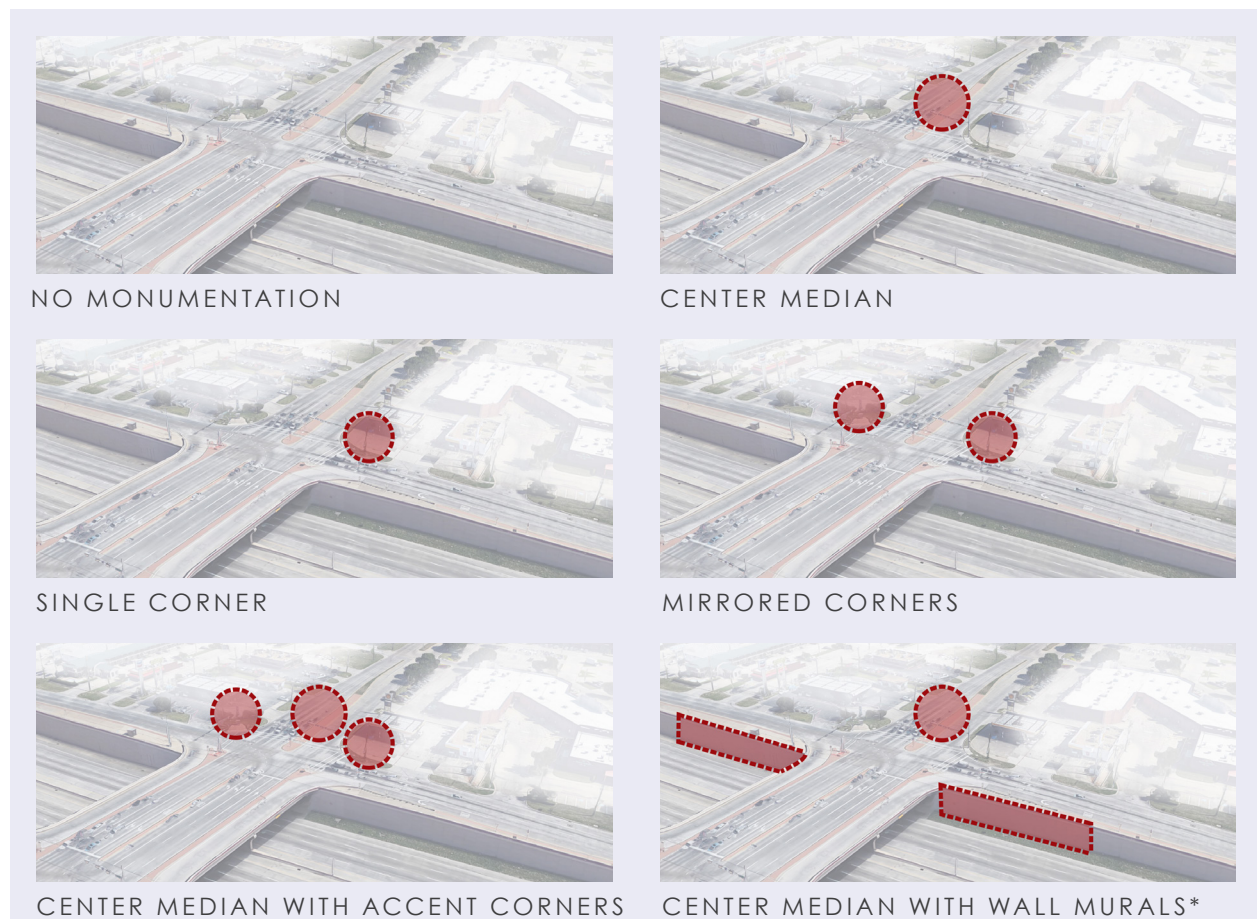


MONUMENTATION HIERARCHY

As introduced in Chapter 3, the proposed monumentation hierarchy consists of four types: major gateway, minor gateway, district portal, and intersection node; the proposed locations are shown in **Figure 4:2**.

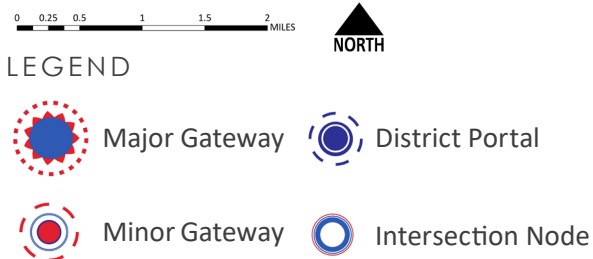
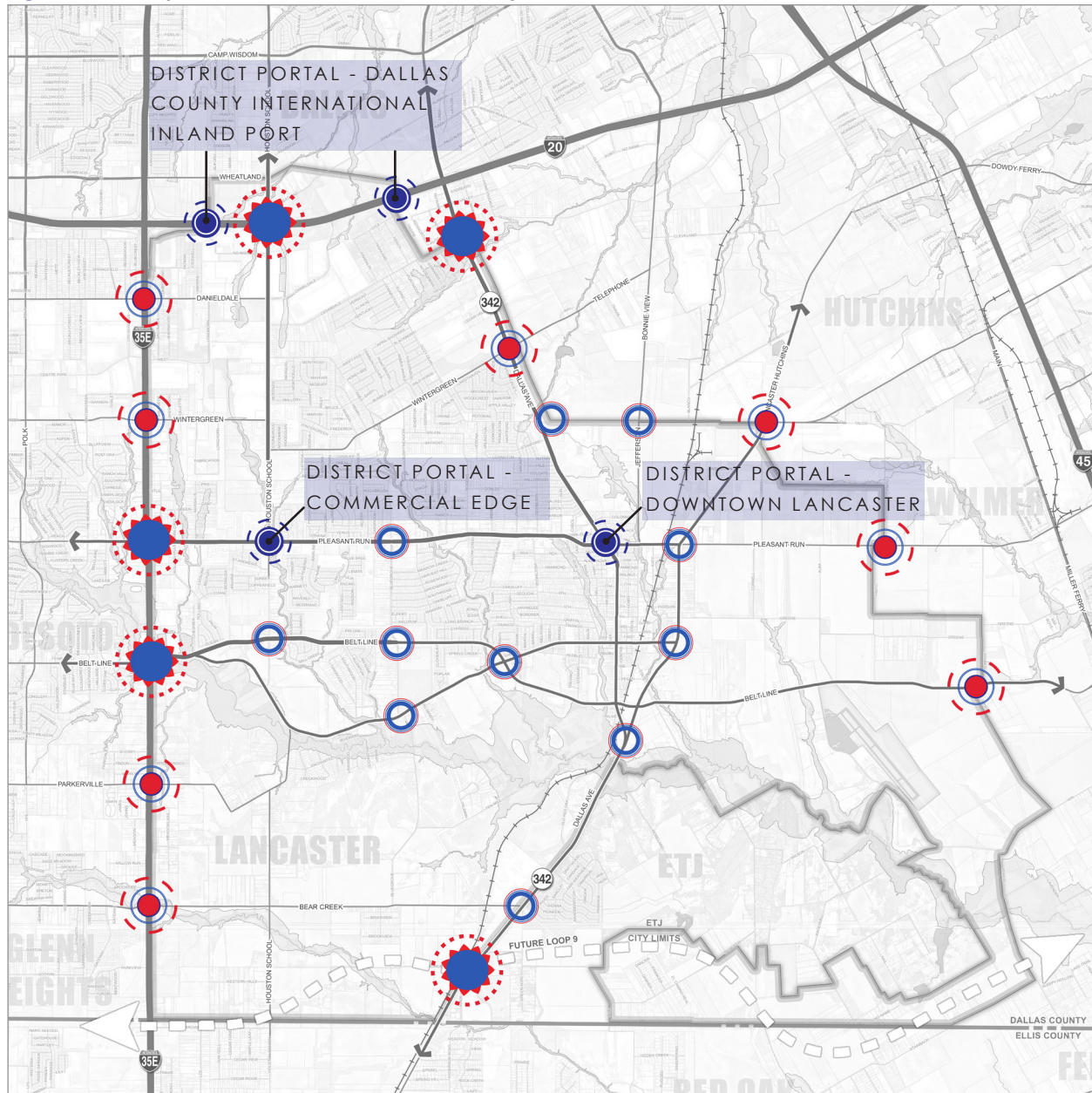


Below are graphics to show potential layout options to locate monuments in Lancaster.



*At major gateways along IH-35E only.

Figure 4:2 - Proposed Monumentation Hierarchy



Generally, TxDOT allows one major monument feature per City within their interstate ROW. If more than one major monument is implemented along IH-35E and IH-20, then they should be placed outside of TxDOT ROW within the city limits.

MAJOR GATEWAY MONUMENTATION EXAMPLES

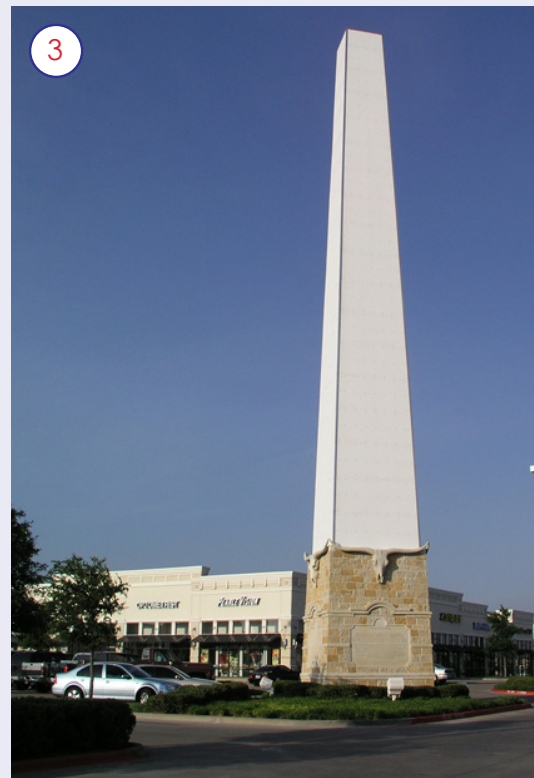
Major gateways should include readily identifiable elements that create a point of reference and can be viewed from long distances to help users determine their location from an unfamiliar area, directing them into Lancaster.



Image 1: Coppel

Image 2: Cedar Crest Gateway, Dallas

Image 3: Fort Worth



MINOR GATEWAY MONUMENTATION EXAMPLES

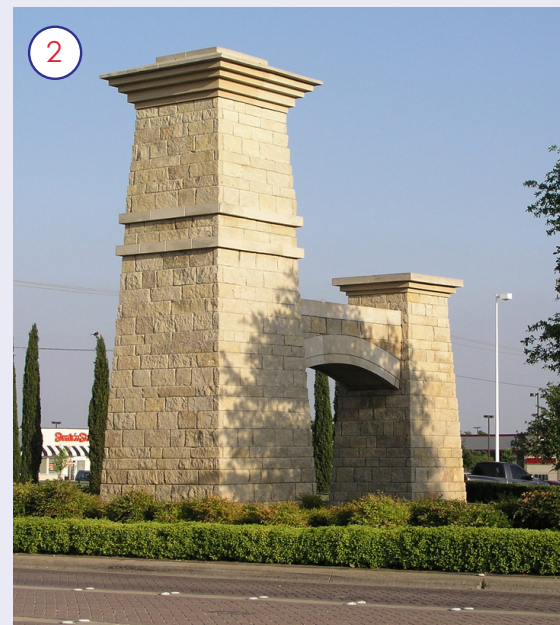
Upon arrival into Lancaster, minor features bring about physical cues to help move in a certain direction or towards a key point of interest. Minor gateway monumentation reflects the character of the major gateway monumentation in the city and serves as a unifying element.



Image 1: Rio Grande Boulevard, Euless

Image 2: Frisco

Image 3: Southern Hills, McKinney



DISTRICT PORTAL MONUMENTATION EXAMPLES

District portals incorporate specific elements that are placed to signify certain areas or neighborhoods within Lancaster that are distinguished by its character.

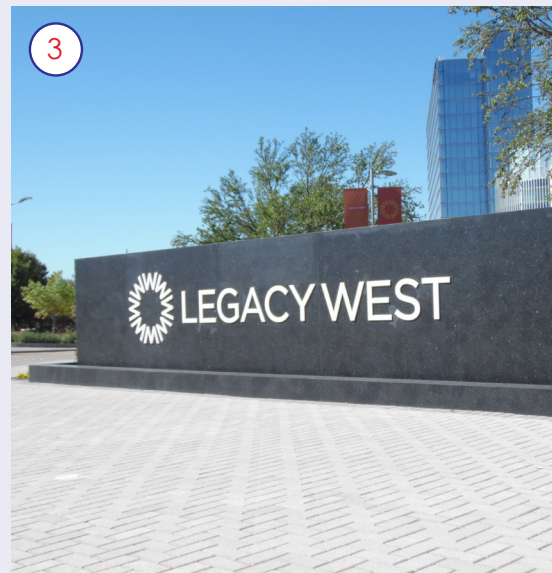


Image 1: Rose District, Broken Arrow, OK

Image 2: Downtown Dallas

Image 3: Legacy West, Plano

INTERSECTION NODE EXAMPLES

Intersection nodes are characterized by pavement and planting treatments at key intersections. They may also have small monumentation signs that relate to the surrounding area.



Image 1: Rose District, Broken Arrow, OK

Image 2: Oak Street, Roanoke

Image 3: Lovers Lane, Prosper

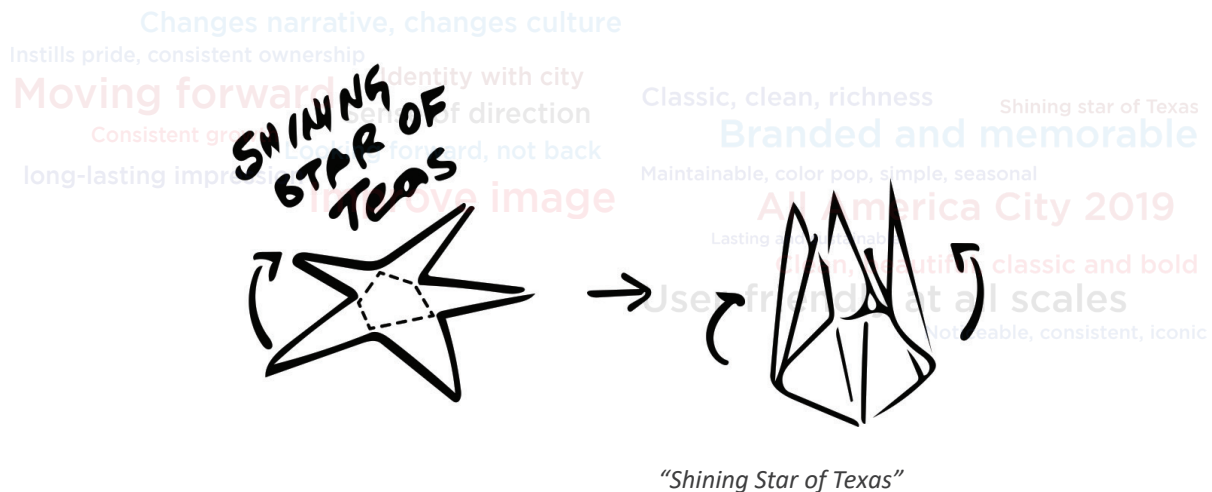
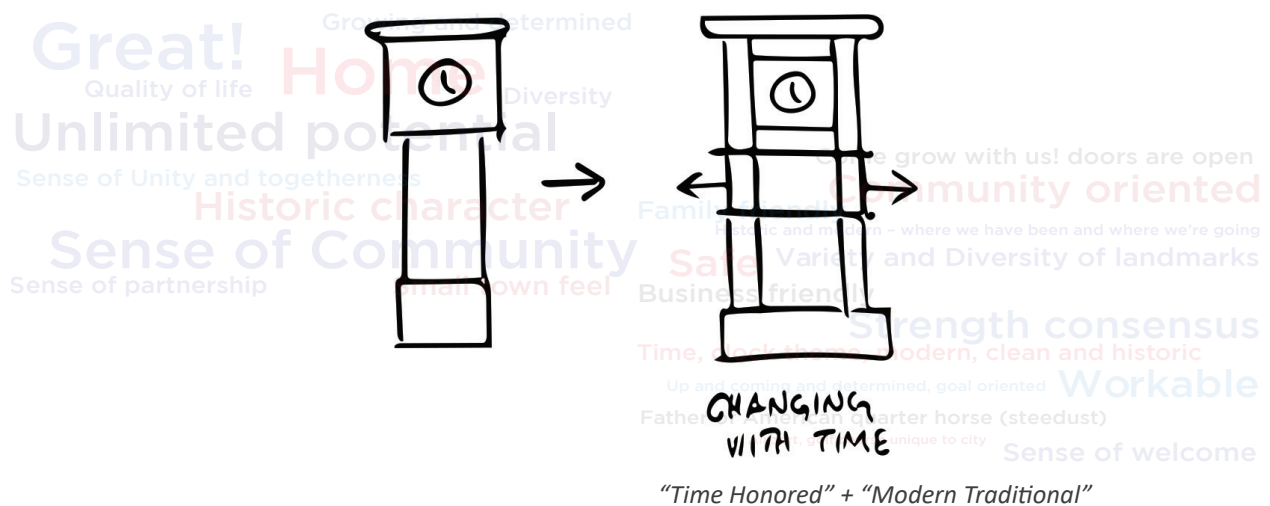
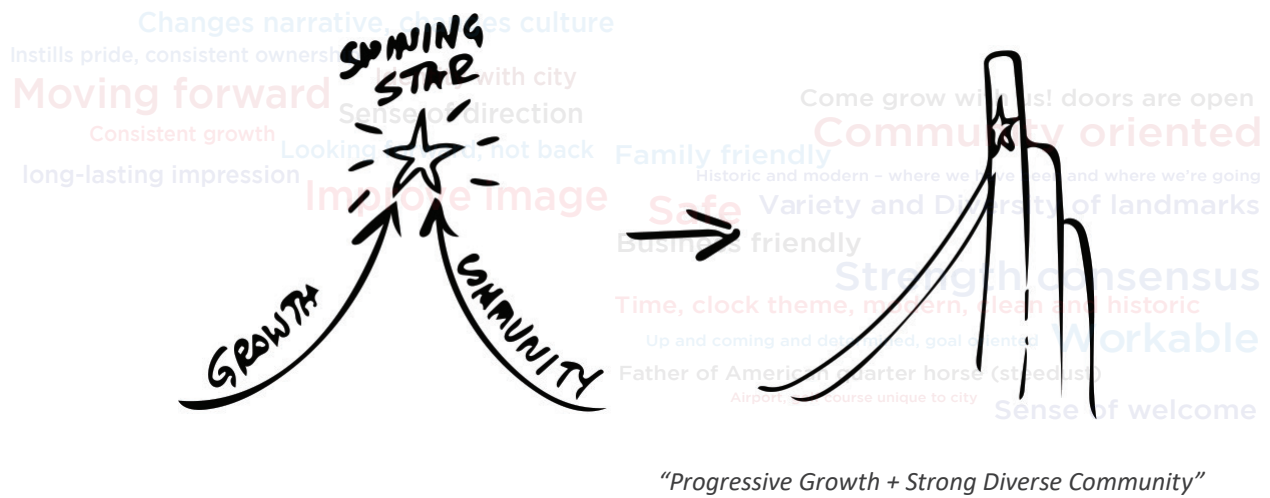
MONUMENTATION CONCEPT

Understanding the community's desires and reaching a consensus on what they would like to see in Lancaster helps distinguish where to focus planning, design strategies, and solutions that the community actively supports. The gateway monumentation and streetscape concept is derived from the council members committed vision for the future of Lancaster as shown below:



Based on a series of meetings with Council and staff, various concepts were developed to illustrate the fundamental characteristics behind the future of Lancaster's vision. These concept sketches were refined through a progression of work sessions and eventually were vetted through Council and staff members. Comments and feedback were documented and incorporated to help identify a preferred concept capturing Lancaster's story.

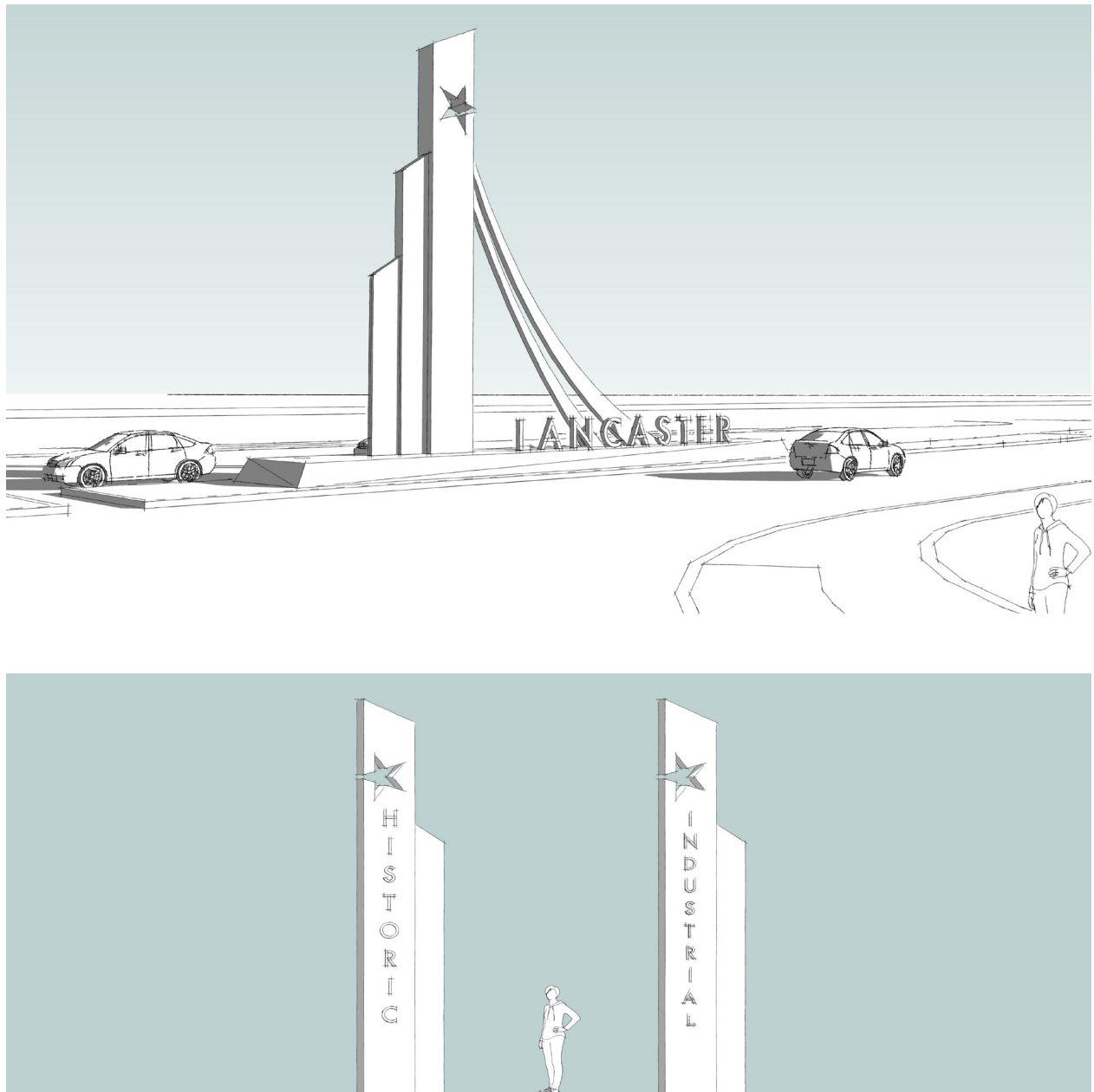
Figure 4:3 - Monumentation Concept Development



Below is the recommended concept **‘Shining Star’** that was developed based on feedback received at the City Council Work Session. The inspiration behind the development of this concept is:

PROGRESSIVE GROWTH + STRONG DIVERSE COMMUNITY.

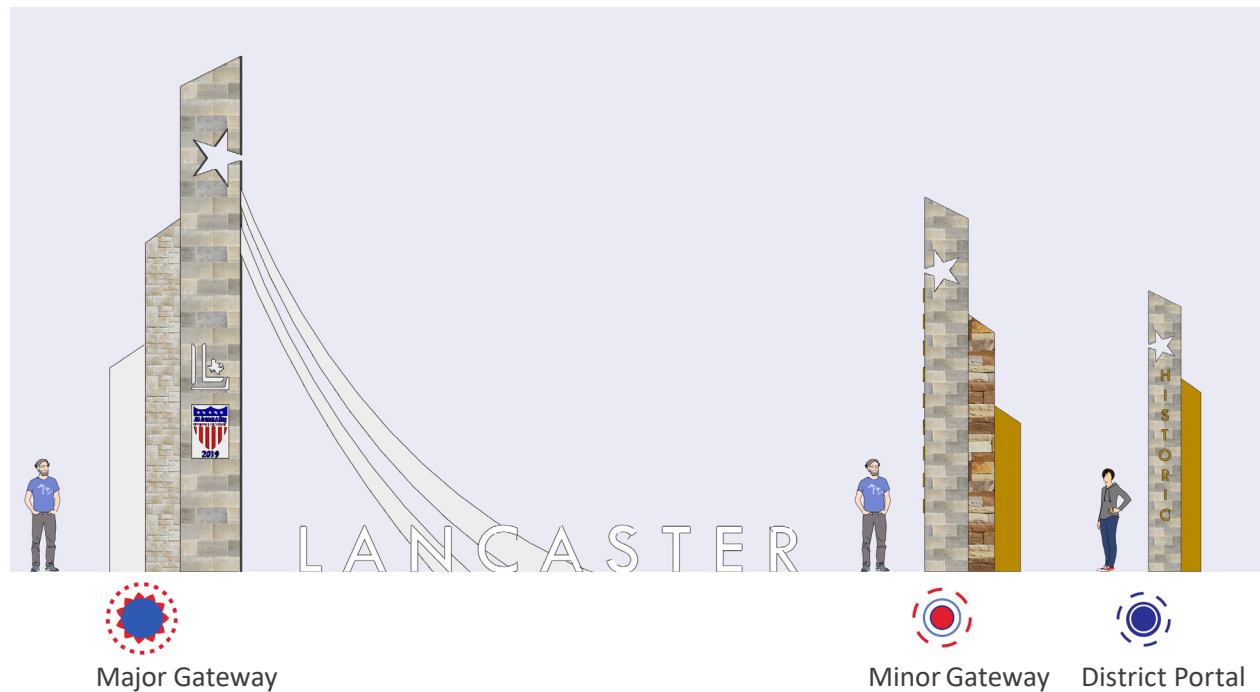
Figure 4:4 - Concept & Monumentation Family Development



FAMILY OF MONUMENTATION FEATURES

The family of monumentation elevation below shows the monumentation features in comparison to each other. The graphic expresses the interrelationship between structures in terms of scale, size and color. The renderings shown on the next few pages illustrate how the monumentation structures would be placed along Lancaster's streets in context with the streetscape. Recommended material finishes and lighting effects have been added to depict a three-dimensional view. Specific standards are discussed in Chapter 5.

Figure 4:5 - Monumentation Hierarchy



The major gateways along IH-35E could also be incorporated within the retaining wall of the highway as shown below. This would be considered a distinct landmark in Lancaster.



Figure 4:6 - Shining Star Major Gateway Concept at Night



Figure 4:7 - Minor Monument Concept



Figure 4:8 - District Portal Concept



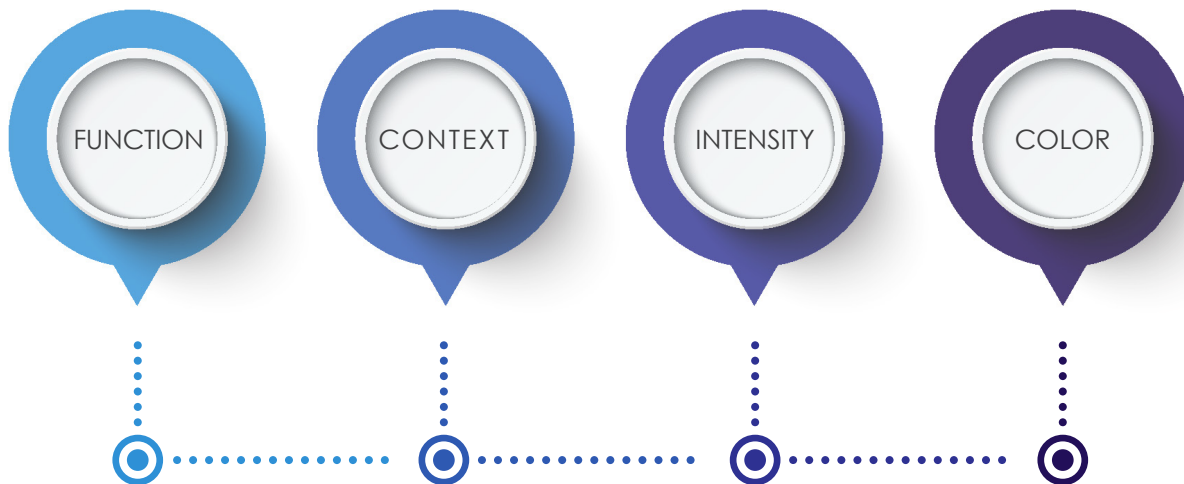
Figure 4:9 - Monumentation Material Palette



STREETSCAPE FEATURES

Streetscapes are a vital component of a city's public space that can convey Lancaster's aesthetic quality and unique identity. A well planned streetscape can connect landmarks, open spaces, and communities. Planting materials are a vital component of streetscapes and trees play a large role as they provide color and texture to help define separate spaces, entrances, and add aesthetic value. How a streetscape is designed will shape the behavior of how the street will be used by all. Some of factors that must be considered when designing streetscapes include:

- Safety
- Environmental benefits
- Maintenance and coordination with placement of utilities
- Accessibility for all users (motorists, cyclists, and pedestrians)



FUNCTION

The purpose of each streetscape is developed around the surrounding built environment as well as the anticipated future land uses that the street traverses. A cohesively designed streetscape should be highly visible for pedestrians and drivers, define established neighborhoods and greenways, such as the historic downtown and town square. Special consideration should be given to identifying street needs based upon anticipated development patterns.



CONTEXT

Lancaster's thoroughfares and streets define what type of streetscape treatment is to be applied in a certain area. Thoroughfare classifications dictate the width and function of streets depending on the volume of vehicular traffic. Plantings can be placed near pedestrian walkways, building facades, or along streets to further provide context.



INTENSITY

Special consideration should be given to how trees and other plantings are used as it relates to their size, stature, and aesthetic properties. The closer that the trees or plantings are placed, the higher the intensity of the planting which increases the focus of a specific area such as an intersection or neighborhood entry.



COLOR

Other considerations include the careful selection of specific trees or plants for their seasonal color which can relate to specific neighborhoods and maintain a consistent appearance. Crosswalks at intersection treatments can be enhanced with one selected color and specific type of paving that is maintained throughout the city to visually communicate to the user that they are at an intersection crossing.



STREETSCAPE HIERARCHY

MAJOR THOROUGHFARES

Major thoroughfares in Lancaster include Dallas Avenue, Belt Line Road, Houston School Road, and Pleasant Run Road. These roadways are wide, heavily trafficked thoroughfares that carry significant numbers of cars each day. Additionally, these roadways have existing medians which serve as a blank slate for incorporating streetscape plantings.

The four roadways highlighted in **Figure 4:10** represent the major thoroughfare segments that have funding for streetscape design improvements. These represent the priority streetscape projects to improve the overall aesthetic in Lancaster.

Additionally, there are roadways shown in light blue that represent additional segments that could benefit from streetscape enhancements in the future as growth and development expands in these areas of the City.



MINOR THOROUGHFARES

Minor thoroughfares in Lancaster are shown in red in **Figure 4:10**. These roadways are still significant thoroughfares within the City, but account for fewer traffic volumes than those of the major thoroughfares. Many of these roadways are undivided, meaning that they don't have medians. In this case, streetscape improvements are focused on the landscape buffer areas on either side of the travel lanes.

Although there is no designated funding for streetscape improvements at this time for these roadways, they should be slated for lower-intensity streetscape enhancements when these roads are improved or as funding allows.

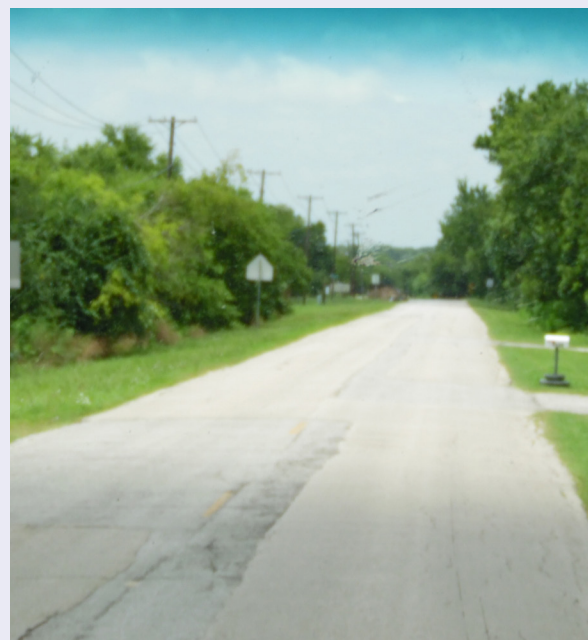
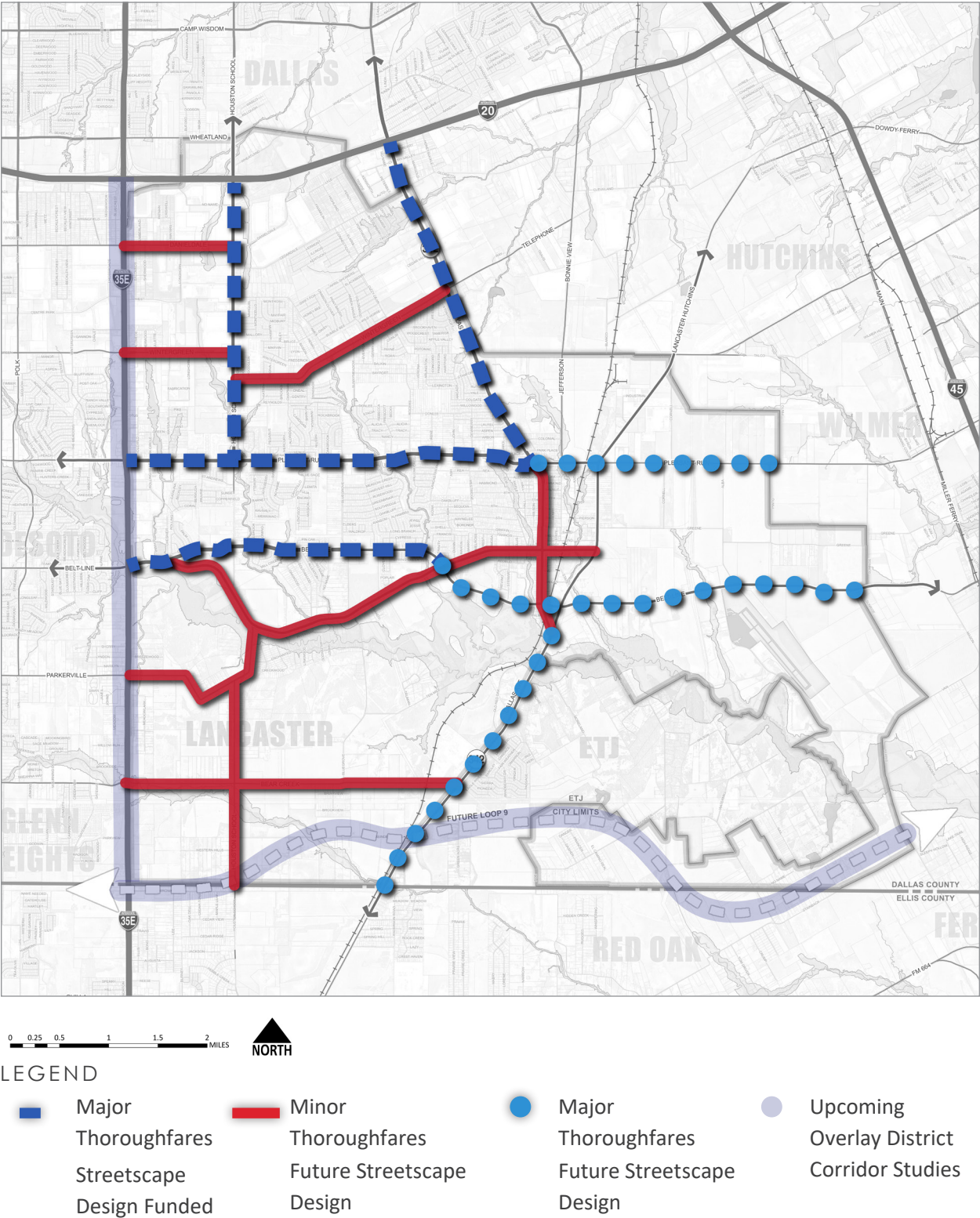


Figure 4:10 - Proposed Streetscape Hierarchy



STREETSCAPE FEATURE EXAMPLES

Features of streetscape include pedestrian facilities, plantings, hardscape, lighting, and site furnishings, as shown in the following images.



Image 1: Sessom Dr, San Marcos

Image 2: Paige Road, The Colony

Image 3: Oak Street, Roanoke

Image 4: Crystal Falls, Austin



Image 5: Cedar Crest Gateway, Dallas

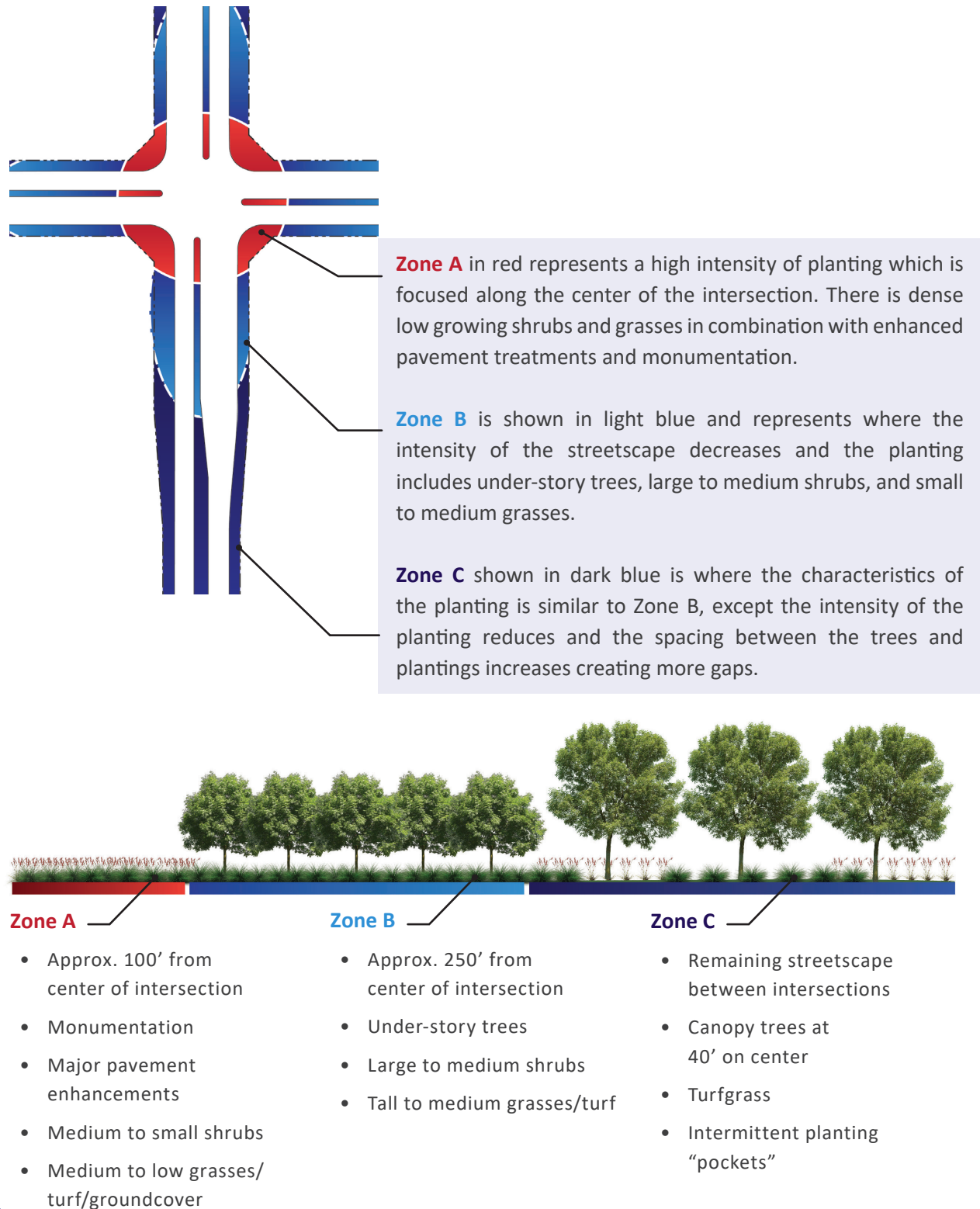
Image 6: Cedar Crest Bridge, Dallas

Image 7: Oak Street, Roanoke

STREETSCAPE DESIGN EXAMPLES

The graphic below illustrates the zones that are located along a typical intersection to depict the intensity of streetscape planting.

Figure 4:11 - Streetscape Intensity Design



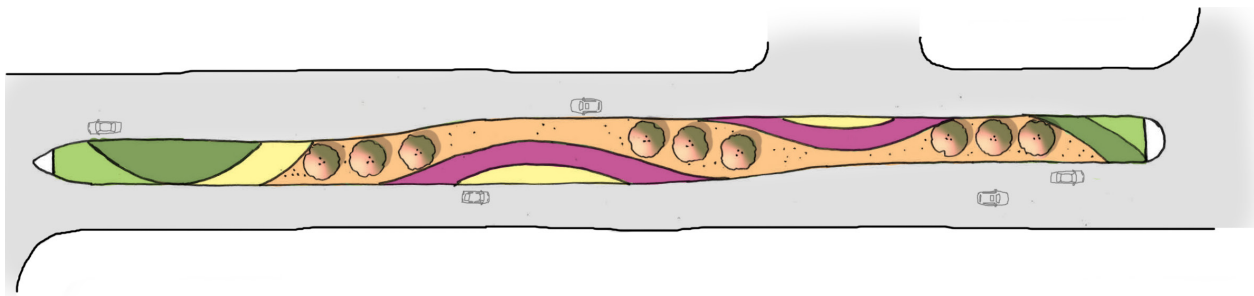
STREETSCAPE CONCEPT

HIGH INTENSITY STREETSCAPE AT INTERSECTIONS

The graphic below illustrates a typical high intensity designed streetscape within the median which includes elements such as:

- Emphasis on planting at the ends
- Pockets of planting, shade and ornamental trees
- Xeriscaping
- Reduced mowing

Figure 4:12 - High Intensity Streetscape Concept

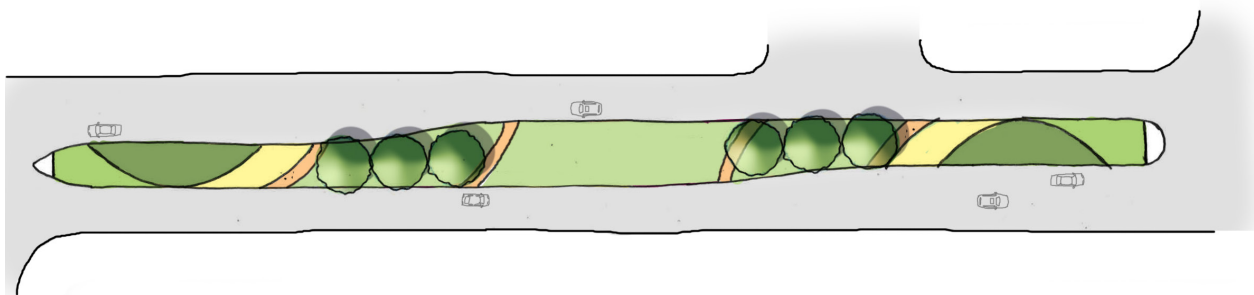


LOW INTENSITY STREETSCAPE AT INTERSECTIONS

The graphic below illustrates a typical lower intensity designed streetscape within the median which includes elements such as:

- Emphasis on planting at the ends only
- Pockets of shade trees
- Large grassed areas

Figure 4:13 - Low Intensity Streetscape Concept

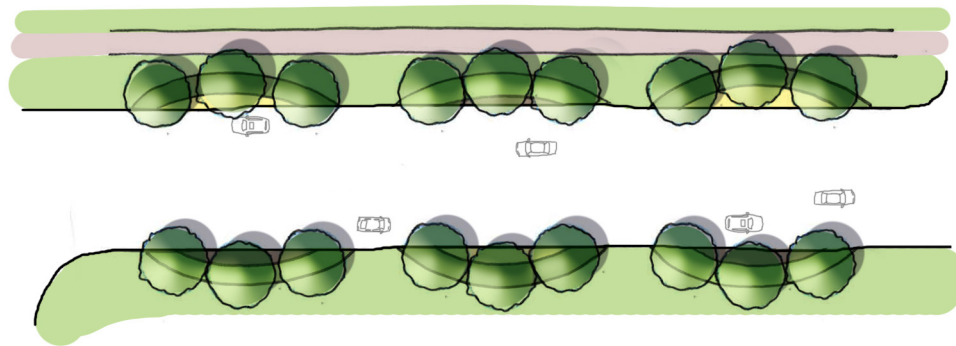


LANDSCAPE BUFFER AREA STREETSCAPE

The graphic below illustrates the typical treatment for a roadway without medians, which is more common for minor thoroughfares in Lancaster. These treatments include key features such as:

- Regularly spaced shade trees
- Groundcover surrounding the shade trees
- Large grass areas

Figure 4:14 - Landscape Buffer Area Streetscape Concept



MONUMENTATION WITH STREETSCAPE CONCEPT SKETCHES

The conceptual sketches below illustrate the relationship between monumentation and streetscape features along a typical streetscape intersection.

Figure 4:15 - Major Monument with Streetscape

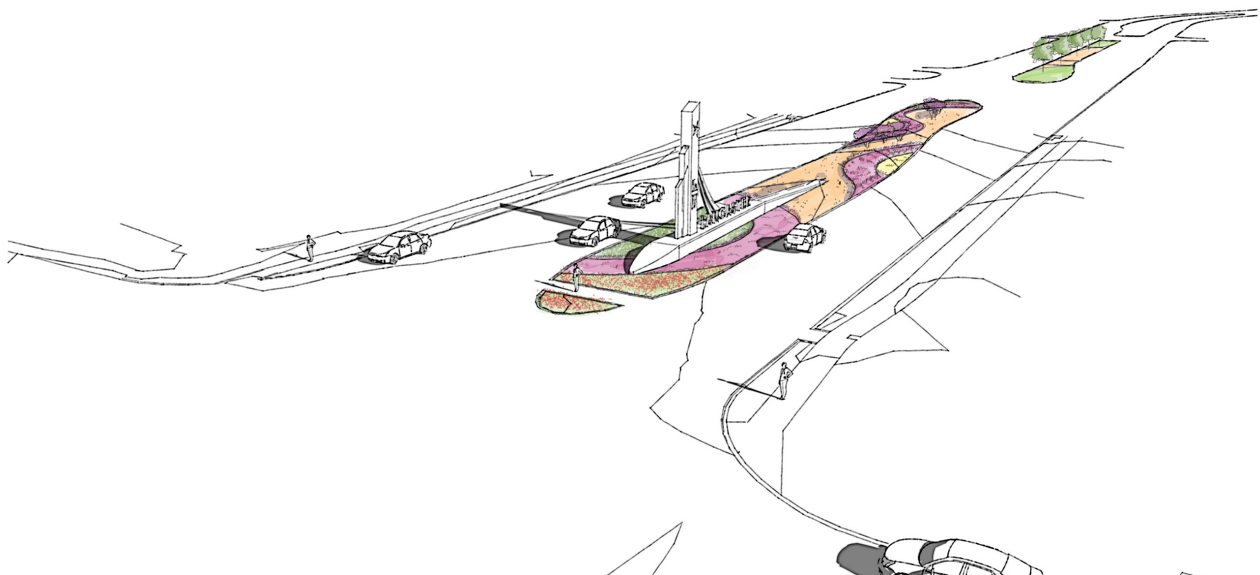


Figure 4:16 - Minor Monument with Streetscape

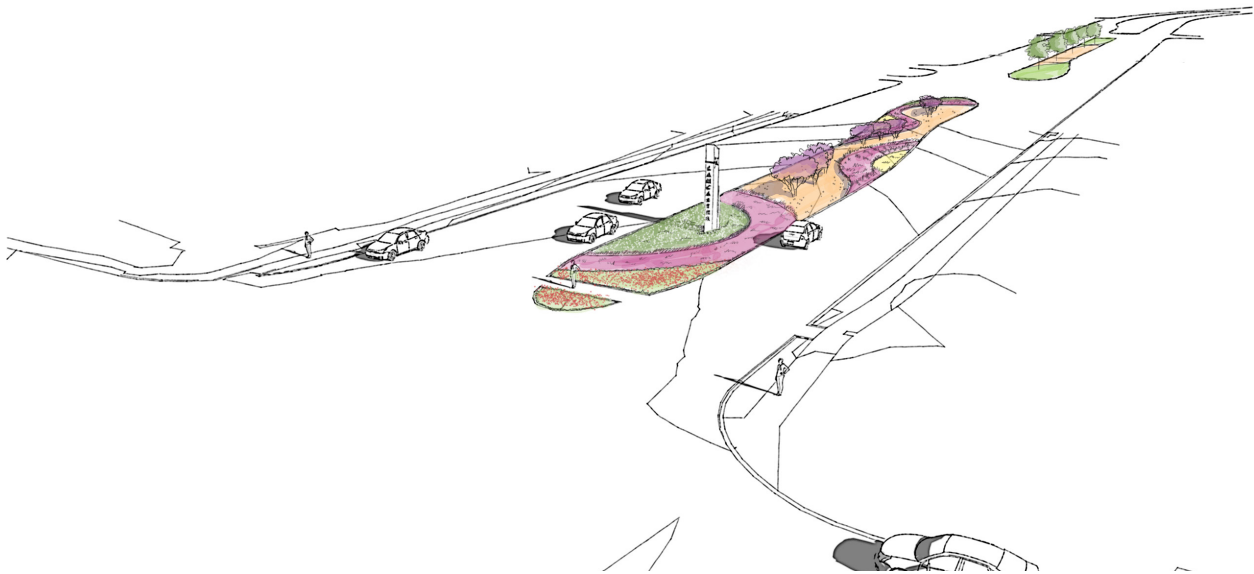


Figure 4:17 - District Portal Monument with Streetscape

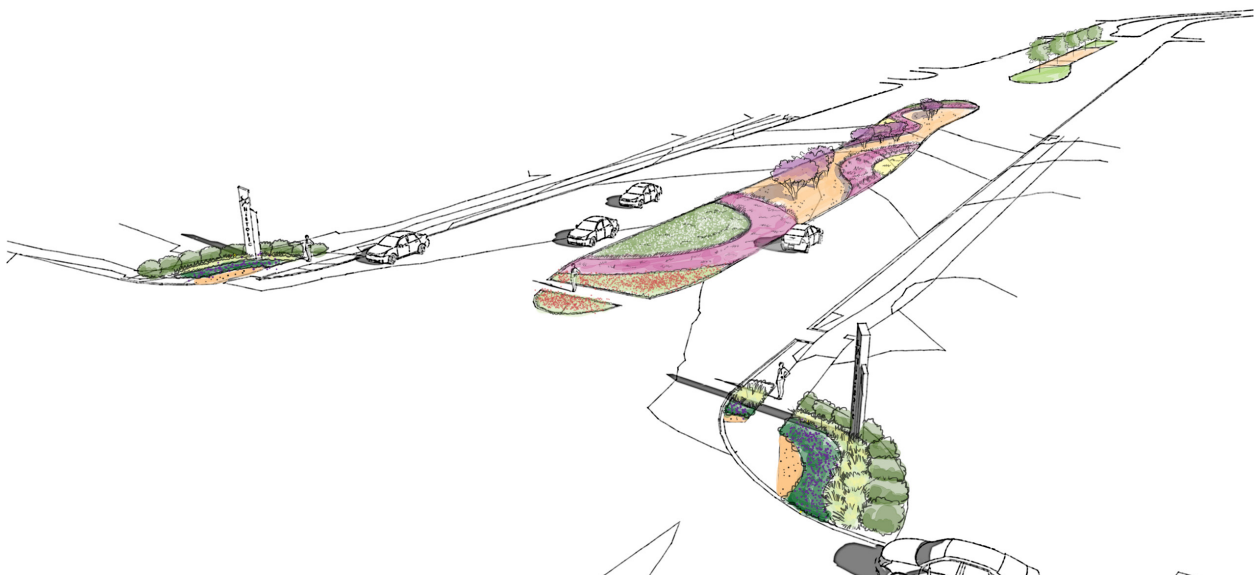


Figure 4:18 - Major Monument with Streetscape Views

Represents the intersection of Pleasant Run Road and IH-35E.



Figure 4:19 - Minor Monument with Streetscape Views

Represents the intersection of Wintergreen Road and IH-35E.



Figure 4:20 - District Portal with Streetscape Views

Represents a district portal along Pleasant Run Road.



Figure 4:21 - Intersection Node with Streetscape Views

Represents an intersection node along Pleasant Run Road.





CHAPTER 5

GATEWAY & STREETSCAPE DESIGN STANDARDS

MONUMENTATION STANDARDS

STREETSCAPE STANDARDS

This chapter presents detailed considerations for the recommended monumentation and streetscape design standards. The recommendations presented in this Chapter should be used as guidance to implement development standards. The goal is for these design standards to be incorporated into the City's development regulations to guide future improvements as new development and redevelopment occurs in Lancaster.

MONUMENTATION STANDARDS

INTRODUCTION

The intent of this section is to enhance the framework that was provided in the 2006 Streetscape Master Plan and the 2016 Comprehensive Plan to develop more straightforward and integrated guidance that can be used by the City.

As presented in Chapter 4, there are four types of monumentation within the recommended hierarchy: major gateways, minor gateways, district portals, and intersection nodes. This section presents details on design standards for the various components of monuments – scale, materials, lighting, and maintenance, which have been developed based on a review of previous guidance and best practices. For each of these components, specific recommendations are outlined and applicable reference materials are listed for more information.

As shown in **Figure 4:2** and **Table 5:1**, monumentation treatments are recommended for the subsequent intersections in Lancaster. These are meant to be implemented over time, as roadways are constructed or rebuilt, or as new development occurs. Funding opportunities are discussed in Chapter 6.

Figure 5:1 - Major Monument at Night



Table 5:1 - Recommended Monumentation Treatments in Lancaster*

Major Gateway	Minor Gateway	District Portal	Intersection Nodes
IH-35E & Pleasant Run Rd	IH-35E & Danieldale Rd	IH-20 between IH-35E & Houston School Rd (Dallas Co. International Inland Port)	Dallas Ave & Wintergreen Rd
IH-35E & Belt Line Rd	IH-35E & Wintergreen Rd	IH-20 between Houston School Rd and Dallas Ave (Dallas Co. Intentional Inland Port)	Jefferson Rd & Wintergreen Rd
IH-20 & Houston School Rd	IH-35E & Parkerville Rd	Houston School Rd & Pleasant Run (Commercial Edge)	Pleasant Run Rd & Lancaster Hutchins Rd
Dallas Ave & City Limits	IH-35E & Bear Creek	Pleasant Run Rd & Dallas Ave (Downtown Lancaster)	Pleasant Run Rd & Bluegrove Rd
Loop 9 & 342	Dallas Ave & Wintergreen Rd		Belt Line Rd & Houston School Rd
	Lancaster-Hutchins Rd & City Limits		Belt Line Rd & Bluegrove Rd
	Pleasant Run Rd & City Limits		Belt Line Rd & Main St
	Belt Line Rd & City Limits		Main St & Lancaster Hutchins Rd
			Main St & Bluegrove Rd
			Dallas Ave & Lancaster Hutchins Rd merge
			Dallas Ave & Bear Creek Rd

*Note: Refer to Figure 4:2 on page 53 for a map depicting these locations.

MONUMENTATION - SCALE

OVERVIEW:

Monumentation features should mark entries to key areas of the City and should be designed and installed to be clearly viewed at all times of day. Depending on the monumentation type, the feature should be visible to drivers and pedestrians from various distances. For this reason, the below recommendations for scale have been proposed.

RECOMMENDATIONS:

- **Major Gateway:** 25' – 30' max height. Meant to signify main entrance into Lancaster. Maximum height meets TxDOT guidance for height of landmarks within their Right-of-Way.
- **Minor Gateway:** 15' – 20' max height. Meant to signify minor entrances into Lancaster.
- **District Portal:** 10' – 15' max height. Meant to signify entrances into character districts of City.
- **Intersection Node:** 0 – 10' max height. Meant to signify a minor intersection within the City.

REFERENCES:

- TxDOT - Gateway Monument Program Guidelines
- 2006 Lancaster Streetscape Master Plan
- 2016 Comprehensive Plan
- AASHTO - American Association of State Highway Transportation Officials
- International Dark-Sky Association

MONUMENTATION - MATERIALS

OVERVIEW:

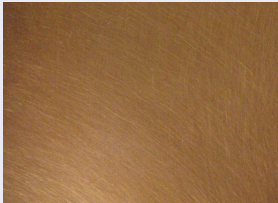
Proper material selection, high quality installation, and attention to detail are important during the installation of materials. The overall look and feel of the monumentation features should provide clean lines and be well-crafted while providing a unified image for Lancaster. The selected materials shown in the recommended palette should be consistently used for the corresponding structures in the family of monumentation to create a theme that will be carried throughout the City for continuity.

RECOMMENDATIONS:

The recommended palette includes:

- Brushed bronze architectural feature - brings forth an iconic image to reflect Lancaster's potential.
- Cast stone column - reflects a classic character that can be repeated throughout new developments.
- Oklahoma ledgestone - embraces the colors and tones found in established districts in Lancaster and references the historic brick in an updated manner.
- Brushed aluminum 'Lancaster' back-lit letters - establishes a bold and memorable brand in the city.
- Random ashlar limestone - evokes the exposed limestone formations along the creeks in Lancaster.
- Pin mounted Lancaster city logo - reinforces the civic pride in Lancaster.
- Pin mounted 'All American City' plaque - highlights Lancaster's achievements and consistent growth.

Brushed Bronze Option (Preferred)



Brushed Bronze



Cast Stone/Cast Concrete



Oklahoma Ledgestone



Brushed Aluminum letters

Brushed Aluminum Option (Alternate)



Brushed Aluminum



Cast Stone/Cast Concrete



Random ashlar limestone



Brushed Aluminum letters

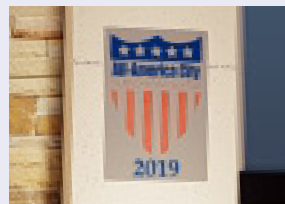
Lancaster logos



Brushed Aluminum - pin mounted city logo



Brushed Aluminum - pin mounted city logo



'All American City' plaque

REFERENCES:

- ASTM (American Society for Testing and Materials)

MONUMENTATION - LIGHTING

OVERVIEW:

As part of enhancing Lancaster's unique image, the lighting of monimentation features should be of a similar style, look, and color to promote a cohesive look.

RECOMMENDATIONS:

In order to be visible at night, monuments should be lit in a discreet, subtle and high impact manner, but in a way so as to not distract drivers or produce glare to surrounding areas.

- **Major Gateway:** Monument to have a combination of ground LED lights to wash or flood the structure in light and 'Lancaster' to be back-lit as shown in the below image.
- **Minor Gateway:** Monument to have a combination of ground LED lights to wash or flood the structure in light.
- **District Portal:** Monument to have a combination of ground LED lights to wash or flood the structure in light.
- **Intersection Node:** No lighting is required for intersection treatments.
- Lancaster letters specifications: Beam Angle: 120 degrees, 14W, 700 Max. Lumen, LED Die Colors: RGBW.
- Wall washer accent lighting specifications: 76W (12-LED), 3,000 Max. Lumen, LED Die Colors: RGBW.
- Top of monument, inside star specifications: 2.5W, 125 Max Lumen, and 5W, 250 Max Lumen, LED Die Colors: RGBW.
- Lighting should be installed in accordance with national and local electrical code regulations.
- Wireless bluetooth control is preferred for ease of remote access and maintenance.

REFERENCES:

- 2006 Lancaster Streetscape Master Plan
- International Dark-Sky Association

Figure 5:2 - Example of Lighting on Major Monument Feature



MONUMENTATION - MAINTENANCE

OVERVIEW:

The materials used in the monumentation are purposefully durable to be able to withstand wear and tear. However, like most built features, monuments will need to be maintained over time.

RECOMMENDATIONS:

Key considerations for maintenance standards include:

- Use of removable logos to reflect updated award designations. The City logo may change over time, so using the pin-mounted logos is easier to remove without damaging the surface of the monument.
- Require regular cleaning, including pressure washing on an as needed basis.
- Application of an anti-graffiti coating material that is resistant to graffiti or at least makes it easy to wash off without damaging the underlying materials.
- Reapplication or touch-up of materials when needed should be immediately addressed to prevent unforeseen damage and prevent blight.
- Foundational structure underneath monument should be placed with sufficient reinforcement to withstand minor crashes.
- Use of standardized hardware for lighting and signage to simplify maintenance activities.

REFERENCES:

- 2006 Lancaster Streetscape Master Plan

STREETSCAPE STANDARDS

INTRODUCTION

As presented in Chapter 4, this plan recommends high-intensity streetscape near intersections and low-intensity streetscape along the majority of roadways. This section presents details on design standards for the various components of streetscapes – plantings, furnishings, signage/wayfinding, lighting, and maintenance. As shown in **Figure 4:10** and **Table 5:2**, streetscape treatments are recommended for the following roadways in Lancaster. These are meant to be implemented over time, as funding allows or as roadways are constructed or rebuilt. Funding opportunities are discussed in Chapter 6.

Table 5:2 - Recommended Streetscape Treatments in Lancaster*

Roadway	Limits	Treatment Type
Houston School Rd	IH-20 to Pleasant Run Rd	Major Thoroughfare Streetscape Design (Funded)
Pleasant Run Rd	IH-35E to Dallas Ave	Major Thoroughfare Streetscape Design (Funded)
Belt Line Rd	IH-35E to Bluegrove Rd	Major Thoroughfare Streetscape Design (Funded)
Dallas Ave	Cedardale Rd to Alexander Ave	Major Thoroughfare Streetscape Design (Funded)
Pleasant Run Rd	Dallas Ave to Eastern City Limits	Major Thoroughfare Streetscape Design (Future)
Belt Line Rd	Cedardale Rd to Eastern City Limits	Major Thoroughfare Streetscape Design (Future)
Dallas Ave	Belt Line Rd to Southern City Limits	Major Thoroughfare Streetscape Design (Future)
Danieldale Rd	IH-35E to Houston School Rd	Minor Thoroughfare Streetscape Design (Future)
Wintergreen Rd	IH-35E to Houston School Rd	Minor Thoroughfare Streetscape Design (Future)
Wintergreen Rd	Houston School Rd to Dallas Ave	Minor Thoroughfare Streetscape Design (Future)
Main St	Belt Line Rd to Lancaster Hutchins Rd	Minor Thoroughfare Streetscape Design (Future)
Dallas Ave	Alexander Ave to 342	Minor Thoroughfare Streetscape Design (Future)
Parkerville Rd	IH-35E to Main St	Minor Thoroughfare Streetscape Design (Future)
S. Houston School Rd	Parkerville Rd to Southern City Limits	Minor Thoroughfare Streetscape Design (Future)
Bear Creek Rd	IH-35E to 342	Minor Thoroughfare Streetscape Design (Future)

**Note: Refer to Figure 4:10 on page 67 for a map depicting these locations.*

STREETSCAPE - PLANTING

OVERVIEW:

A key component of streetscapes are the planting materials and trees which can provide environmental benefits, shade, stormwater infrastructure, and a buffer between pedestrians and moving traffic. Well-designed streetscape plantings can also help reduce vehicle speeds. For new developments that may have the potential to create an appropriate setback, wider right of ways should be accommodated to provide maximum space for planting.

This section highlights planting materials for the high-intensity and low-intensity streetscape sections. A full plant listing is also included in the Appendix.

RECOMMENDATIONS:

- Existing trees within the Right-of-Way should be preserved to maintain the original character of the area. Preservation should also be evaluated on a case-by-case basis.
- Refer to existing codes and requirements that have been developed for the area.
- Existing underground utilities should be located and addressed prior to planting shrubs and trees.
- It is recommended to incorporate native, adaptive, and drought resistant planting as much as possible to reduce mowing frequency and maintenance needs.
- For turf grass use drought resistant and drought tolerant grass that require less frequent mowing and maintenance.
- In historic districts, oak trees and bold plantings can be used to bring color and timeless beauty.
- Planting materials and trees should be spaced out in a continuous manner. Along roadways consider a spacing of 25-40 feet.
- Plantings and trees should be pruned to ensure visibility of signs.

Consider the possibility of tree preservation when a tree's elevation falls within 3' of the proposed road's elevation. Continuity should be achieved by consistency in materials used for the retaining wall. Walls of this type used for tree preservation should be located outside of the drip line of associated trees.

Wall with Oklahoma Ledge stone
ledge stone pattern.

Within 3' elevation try to
preserve tree.



Figure 5:3 -
Preservation of
Existing Trees

MAJOR THOROUGHFARE STREETSCAPE DESIGN

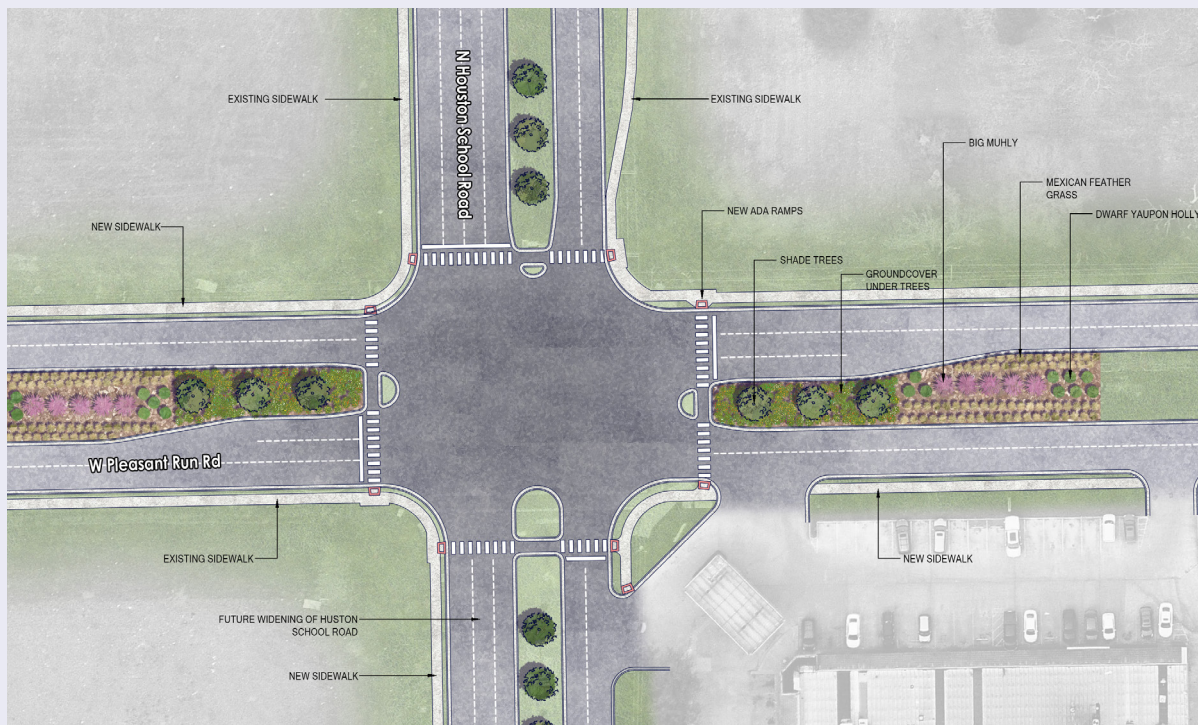
High-Intensity Streetscape: These segments should be focused closer to intersections of major thoroughfares (approximately 100 feet on either side of the intersection within the median or within corners of the intersection). Key Features include:

- Xeriscaping for reduced mowing maintenance.
- Pockets of colorful plantings throughout to signal approaching the intersection.
- Pockets of shade where ornamental trees to provide some height.
- Emphasized denser plantings at intersections.

Low-Intensity Streetscape: These segments will make up the majority of the streetscapes within medians on major thoroughfares. Key features include:

- Large grassed areas.
- Pockets of shade trees.
- Plantings that have been spaced out.

Figure 5:4 - Major Thoroughfare Streetscape Design Example



MINOR THOROUGHFARE STREETSCAPE DESIGN

Many of the roadways identified in this plan for a minor thoroughfare streetscape treatment are undivided roadways, meaning that there is no median. While median plantings can have a significant impact on the overall streetscape, treatments along the landscape buffer area on either side of the travel lanes can also have a positive impact. Referred to in the Lancaster Development Code as ‘streetscape buffer,’ the current code requires a minimum landscape buffer of six feet between back-of-curb and sidewalk for new residential and commercial uses where there is no adjacent on-street parking. It’s within this area that the site furnishings described later in this section are to be placed.

Landscape Buffer Area:

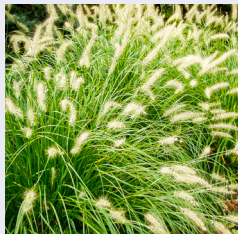
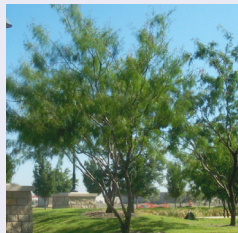
- Groups of shade trees spaced approximately 50 feet; trees should be on the approved plant list per the Lancaster Tree Preservation Ordinance.
- Groundcover surrounding the shade trees.
- Large grass areas.
- Incorporate denser plantings at intersection corners, if applicable.

OTHER CONSIDERATIONS:

Most thoroughfares in Lancaster are already built, therefore many of these streetscape applications will apply to existing roadways when they are improved or widened. There are some parts of Lancaster that are less developed wherein new roadways are proposed. In the currently undeveloped areas of Lancaster, it is recommended that existing vegetation be preserved as much as possible.

REFERENCES:

- 2006 Lancaster Streetscape Master Plan
- Lady Bird Johnson Wildflower Center
- Texas A&M AgriLife Extension
- Earth-Kind Landscaping

Figure 5:5 - Streetscape Planting Palette*More comprehensive list of plantings is included in the Appendix.***GROUNDCOVERS****Asian Jasmine****Purple Wintercreeper****Trailing Rosemary****SHRUBS AND GRASSES****Gregg Salvia****Dwarf Yaupon Holly****Dwarf Burford Holly****Red Yucca****Gulf Muhly Grass****Dwarf Fountain Grass****Mexican Feather Grass****ORNAMENTAL TREES****Yaupon Holly****Desert Willow****Crape Myrtle****SHADE TREES****Chinese Pistache****Shumard Oak****"Allee" Elm****Lacebark Elm**

STREETSCAPE - FURNISHINGS

OVERVIEW:

In addition to plantings, the pedestrian realm can further be enhanced by features such as bollards, seating, trash receptacles, and street lighting. These elements are most feasible in areas where pedestrians are already present, such as downtown. All furnishings should be consistent in materials for a uniform look.

RECOMMENDATIONS:

Seating

Opportunities to sit down as necessary for pedestrians of all abilities also invites visitors to stay a while and experience the streetscape environment. There are many types of seating that may be incorporated into the streetscape, such as benches, movable chairs, and seat walls.

- Benches should be all metal ribbon benches set on a brick paving pads (see Figure 5:6).
- Seating should not be placed directly in the pedestrian zone.

Trash Receptacles

Trash receptacles should be strategically located in convenient locations that pedestrians can use to keep streetscapes clean.

- Trash receptacles should be located near high pedestrian activity areas such as Downtown Lancaster.
- Trash receptacles should be black metal, ribbon-style with removal liners (see Figure 5:6).
- Trash receptacles should not be placed directly in the pedestrian zone.
- Durability of materials should be considered when selecting materials for trash receptacles.

Other Furnishings

In addition to seating and trash receptacles, there are other furnishings that can add to the human-scale of the streetscape environment.

- Large planters filled with colorful plantings in Downtown.
- Bicycle racks should be black metal.
- Informational kiosks in areas of interest such as downtown should use consistent materials as the monumentation features.

REFERENCES:

- 2006 Lancaster Streetscape Master Plan
- City of Lancaster Landscaping Regulations and Standards

Figure 5:6 - Streetscape Furnishing Examples



Victor Stanley - Bench

- Model CR-18: A City Sites Series™ bench.
- Length: 6-foot (1.8 meters).
- Color: Black.



Victor Stanley - Trash Receptacle

- Model S-45: The “Big One.” Ironsites Series.
- 45-gallon (170 liter) capacity.
- Material: Recycled Solid Steel Bar
- Standard tapered formed lid.
- Bottom recessed pedestal.

STREETSCAPE - LIGHTING

OVERVIEW:

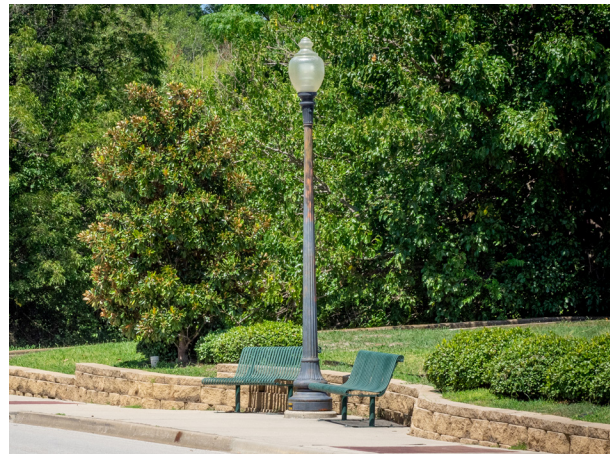
Lighting is critical to ensure both vehicular and pedestrian safety after dark. Lighting also provides visual hierarchy within a streetscape and can help orient drivers and pedestrians. As part of enhancing Lancaster's unique image, effective street and pedestrian scale lighting should also be consistent with the overall aesthetic of the corridor, where lighting of similar style, overall look and color should be used to promote a cohesive theme.

Pedestrian scale lighting illuminates sidewalks, crosswalks, and bike lanes and also provides an increased sense of safety. Pedestrian scale lighting is recommended wherever pedestrian traffic is highest, such as the downtown area, in shopping areas, along trails, and especially at intersections and crossing points as these are the areas with highest rates of conflicts with moving vehicles. Both street and pedestrian lighting should minimize the amount of glare, which typically is achieved through upgrading lighting to LED luminaries with specific angles of the fixture. Additional specifications about the recommended lighting is included in the Appendix.

Figure 5:7 - Existing Lighting in Lancaster



Pedestrian scale lighting at Lancaster Community Park.



Pedestrian scale lighting along Lancaster's streetscape.



Lighting at West Main Elementary School.



Pedestrian Scale lighting in Downtown Lancaster.

ARCHITECTURAL AND LANDSCAPE ACCENT LIGHTING

Another type of lighting that is used in streetscapes are accent or landscape lighting which are installed to highlight focal architectural features, sculptures, trees, or landscaped areas. These lighting features create a more attractive and interesting environment for pedestrians.

This plan proposes upgrading existing street lighting to more attractive pole and luminaries with uniform appearance. Any replacement street lights should be standardized and also reflect the individual character of specific districts in Lancaster.

RECOMMENDATIONS:

- The placement of trees should be coordinated with existing and proposed lighting.
- Light fixtures should be regularly spaced 180 - 220 feet apart.
- Street lights should typically consist of a luminary on a pole 25 to 30 feet high.
- Pedestrian scale light fixtures along pedestrian paths should be 12 to 18 feet high.
- Pedestrian scale light fixtures should be spaced out approximately every 25 feet.
- Light fixtures should be black metal with a decorative luminary.
- Energy efficient and LED best management practices of lighting options are preferred when selecting types of lighting.
- Cut-off lighting is an option to be considered to reduce glare as it allows light patterns to be controlled, minimizing light spill over to surrounding areas and keeps light sources out of a pedestrian's line of sight.
- Dark Sky compliance lighting should be used to minimize light pollution.
- WiFi enabled timed lighting is preferred for remote access.

REFERENCES:

- 2006 Lancaster Streetscape Master Plan
- Lancaster Development Code
- AASHTO
- FHWA, Lighting Handbook
- International Dark-Sky Association

STREETSCAPE - SIGNAGE AND WAYFINDING

OVERVIEW:

The overall goal of brand identity could be implemented through gateway treatments, directional signage, trail system signage, banner programs, printed literature, and website applications. The development of signage and wayfinding play a large role in identifying areas in Lancaster as recognizable destinations. Signage can be used as part of gateway monumentation, place-making treatments, and can be provided at key nodes such as intersections. Symbols and icons can be used that relate to districts, where the use of consistent color schemes and typography will reinforce a sense of place and Lancaster's visual identity and brand.

Destinations within Lancaster that should be directed to via wayfinding signage include parks, recreation centers, City Hall, downtown, and various districts. Banners can also be used as part of a consistent wayfinding system to communicate information to visitors about which area or district they are located.

RECOMMENDATIONS:

- Directional signs of adequate vehicular scale that are placed at appropriate decision points will assist pedestrians and benefit retail businesses.
- Identification signs could be as minimal as pole mounted icons or banners.
- Directional signage should be placed at key nodes to help vehicular traffic and pedestrians.
- Information on signage should be combined to eliminate the clutter.
- The text on the signage should be visible from a distance by passing vehicles and pedestrians.
- Signage should be offset a minimum of 1 foot from the curb.
- Signage should not be placed in the pedestrian zone.
- Banners should be interchangeable with updated logos or graphics.

REFERENCES:

- 2006 Lancaster Streetscape Master Plan
- Lancaster Sign Ordinance

Figure 5:8 - Wayfinding and Signage Examples



STREETSCAPE - MAINTENANCE

OVERVIEW:

The streetscapes should be able to be maintained in a sustainable manner to maximize the expected life cycle for all elements of the streetscape. While trees and plants have numerous benefits for pedestrians, they may also create maintenance challenges. Medians are also subject to damage from vehicular traffic, therefore it is crucial that streetscape planning and design takes into consideration the realities of external environments.

RECOMMENDATIONS:

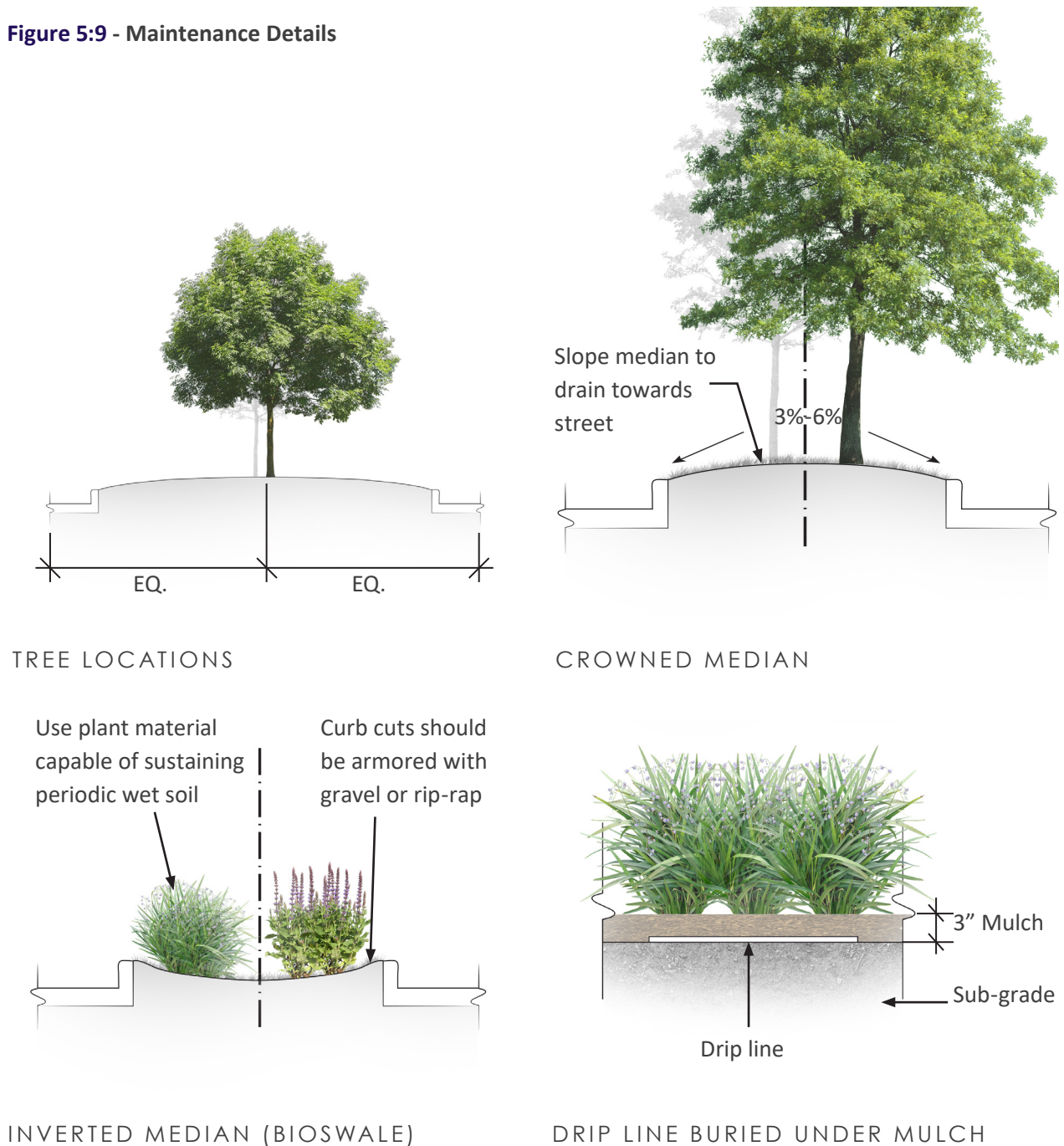
- Lancaster Code indicates that developers should be responsible for the initial maintenance of the streetscape improvements including street trees, entry plantings, and lighting during the period that their neighborhoods are developing and until all lots are occupied.
- Provisions for a homeowners' association should be addressed by the developer where the maintenance will be turned over to the homeowner's association after all lots are occupied.
- Maintenance staff should be engaged in early decision making, and educated about the care of existing and proposed trees and their requirements for protection during construction.
- Drought tolerant and low maintenance planting should be incorporated as much as possible.
- The median maintenance details shown in Figure 5:9 should be incorporated as a standard practice for design and maintenance of streetscape features.

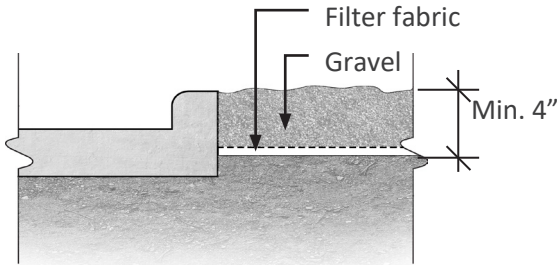
REFERENCES:

- 2006 Lancaster Streetscape Master Plan
- Lancaster Development Code
- City of Lancaster Landscaping Regulations and Standards

Streetscapes are challenging environments that are subject to damage from environmental factors, vehicles, and are difficult to access for maintenance. It is therefore crucial that streetscape design considers these realities for an efficient, lasting and cost-effective landscape in the long-term. The following eight graphics and drought tolerant plant palette listed previously are guides for consistent planting design which, when applied to medians and planting areas, results in reduced maintenance cost while maintaining a high level of aesthetic quality.

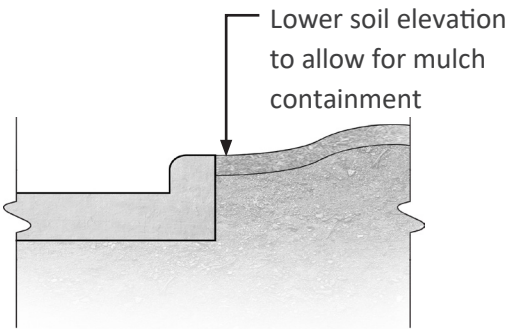
Figure 5:9 - Maintenance Details



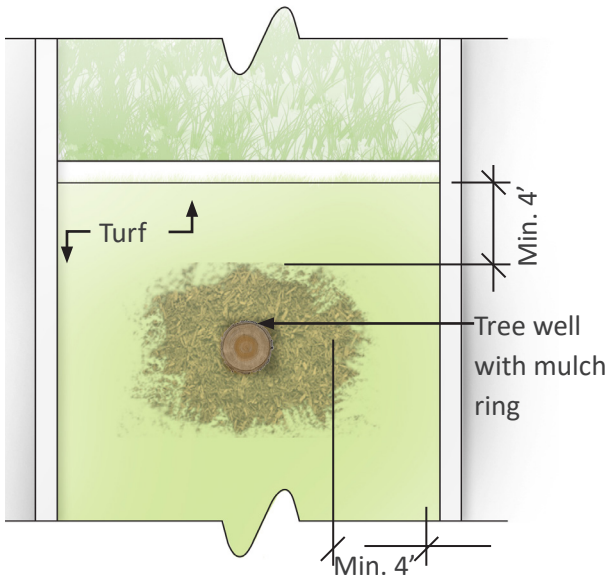


*Use tackifier if decomposed granite is specified.

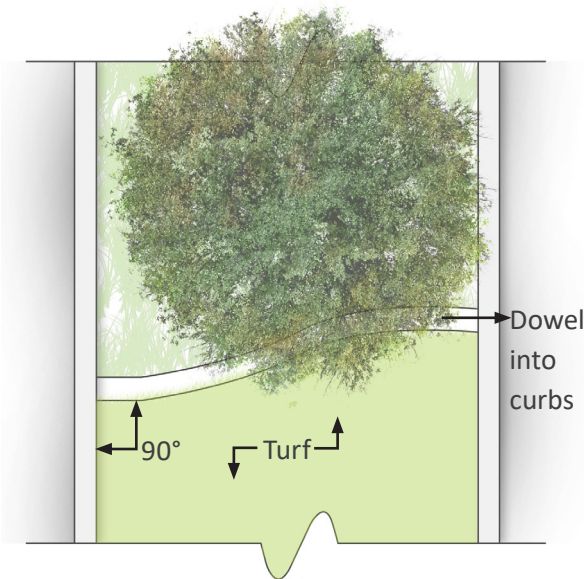
GRAVEL



MULCH FLUSH WITH CURB



MOW AREA



MOW STRIP AT 90 DEGREES

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CHAPTER 6

IMPLEMENTATION

IMPLEMENTATION PLAN

TYPICAL COST FIGURES

POTENTIAL FUNDING SOURCES

UPDATES TO APPLICABLE ORDINANCES

This final chapter presents the implementation priorities for the recommended gateway and streetscape features. Estimates of probable costs and potential funding sources are also discussed. The chapter closes with a discussion of critical elements to administering the master plan.

IMPLEMENTATION PLAN

ACTION PLAN

The streetscape and monumentation vision and recommendations presented in Chapters 4 and 5 cannot be achieved all at one time. Rather, the recommendations are prioritized so that the most critical happen in a shorter time-frame and the less critical happen later as funding becomes available or as development occurs. **Table 6:1** on the following pages summarizes the recommendations and the associated timeframes for implementation; the elements included in the table are as follows.

Timing: Identifies the recommended time frame for the specific recommendation to be implemented, divided into short, medium, and long-term. It is important to note that development may occur that allows for some monumentation or streetscape recommendations to occur sooner than identified in this table. Factors that influence timing include funding availability, visibility of corridor, and planned roadway improvements.

- **Short-Term:** Most critical recommendations to be implemented over the next five years. This also includes projects that already have funding slated for improvements that can be implemented in the short-term.
- **Medium-Term:** Recommendations that should be initiated in years five to ten of the plan when funding becomes available.
- **Long-Term:** Recommendations that are more complex or most expensive that will be implemented beyond year ten of plan implementation.

Implementation Considerations: Lists factors that should be considered when the actions are implemented such as future roadway expansions, ROW or scale restrictions, and coordinating proposed monument and streetscape designs.

Table 6:1 - Streetscape Master Plan Implementation Plan

Recommendation	Timing*	Implementation Considerations
MAJOR GATEWAYS		
Implement major gateway at Dallas Ave and City Limits	Short	Green Ribbon project design of median, undeveloped land to the east and west of Dallas Ave
Implement major gateway at IH-35E and Pleasant Run Rd	Medium	TxDOT scale restrictions if within ROW, removal of existing monument, competing monument in DeSoto across IH-35E
Implement major gateway at IH-35E and Belt Line Rd	Medium	TxDOT scale restrictions if within ROW, removal of existing monument, Ten Mile Creek trail wayfinding
Implement major gateway at IH-20 and Houston School Rd	Medium	TxDOT scale restrictions if within ROW
Implement major gateway at Loop 9 and Highway 342	Long	Coordination with NTTA, future Loop 9 corridor study overlay recommendations
MINOR GATEWAYS		
Implement minor gateway at IH-35E and Wintergreen Rd	Medium	Hardscape within median, TxDOT scale restrictions if within ROW
Implement minor gateway at Dallas Ave and Wintergreen Rd	Medium	Corner treatment with new development
Implement minor gateway at IH-35E and Daniieldale Rd	Long	Corner treatment, TxDOT scale restrictions if within ROW
Implement minor gateway at IH-35E and Parkerville Rd	Long	Future roadway expansion, TxDOT scale restrictions if within ROW
Implement minor gateway at IH-35E and Bear Creek Rd	Long	Future roadway expansion, TxDOT scale restrictions if within ROW
Implement minor gateway at Lancaster-Hutchins Rd and City limits	Long	Future roadway expansion, potential corner treatment, undeveloped land

**Development may occur that allow for some gateway or streetscape recommendations to occur sooner.*

Table 6:1 - Streetscape Master Plan Implementation Plan (continued)

Recommendation	Timing*	Implementation Considerations
Implement minor gateway at Pleasant Run Rd and eastern City limits	Long	Future roadway expansion, undeveloped land on either side of Pleasant Run Rd
Implement minor gateway at Belt Line Rd and eastern City limits	Long	Future roadway expansion, undeveloped land on either side of Belt Line Rd
DISTRICT PORTALS		
Implement a district portal along IH-20 between IH-35E and Houston School Rd	Short	Dallas County International Inland Port theme, coordination with TxDOT and Dallas County
Implement a district portal along IH-20 between Houston School Rd and Dallas Ave	Short	Dallas County International Inland Port theme, coordination with TxDOT and Dallas County
Implement a district portal at Houston School Rd and Pleasant Run Rd	Medium	Commercial Edge theme, streetscape designs for Pleasant Run Rd and Houston School Rd
Implement a district portal at Pleasant Run Rd and Dallas Ave	Medium	Downtown Lancaster theme, streetscape designs for Pleasant Run and Dallas Ave

**Development may occur that allow for some gateway or streetscape recommendations to occur sooner.*

Table 6:1 - Streetscape Master Plan Implementation Plan (continued)

Recommendation	Timing*	Implementation Considerations
INTERSECTION NODES		
Implement an intersection node at Dallas Ave and Wintergreen Rd	Short	Adjacent minor gateway, tie in existing brick pavers on east side of Wintergreen Rd
Implement an intersection node at Pleasant Run Rd and Bluegrove Rd	Short	Improve existing crosswalks, Pleasant Run Rd streetscape design
Implement an intersection node at Belt Line Rd and Houston School Rd	Short	Improve existing crosswalks, Belt Line Rd and Houston School Rd streetscape designs
Implement an intersection node at Belt Line Rd and Bluegrove Rd	Short	Improve existing crosswalks, Belt Line Rd streetscape design
Implement an intersection node at Jefferson Rd and Wintergreen Rd	Short	Tie in existing brick pavers along three corners of the intersection
Implement an intersection node at Pleasant Run Rd and Lancaster-Hutchins Rd	Long	Future roadway expansion, Pleasant Run Rd streetscape design
Implement an intersection node at Belt Line Rd and Main St	Long	Future roadway expansion, improve existing crosswalks
Implement an intersection node at Main St and Lancaster-Hutchins Rd	Long	Future roadway expansion, undeveloped land to the east
Implement an intersection node at Main St and Bluegrove Rd	Long	Occur with future development
Implement an intersection node at the Dallas Ave and Lancaster-Hutchins Rd merge	Long	Unique intersection configuration, pedestrian safety
Implement an intersection node at Dallas Ave and Bear Creek Rd	Long	Future roadway expansion, occur with future development

*Development may occur that allow for some gateway or streetscape recommendations to occur sooner.

Table 6:1 - Streetscape Master Plan Implementation Plan (continued)

Recommendation	Timing*	Implementation Considerations
MAJOR THOROUGHFARE STREETScape DESIGN		
Houston School Rd (IH-20 to Pleasant Run Rd)	Short	Visibility, continuous pedestrian facilities, safe intersection crossings, proposed monumentation features
Pleasant Run Rd (IH-35E to Dallas Ave)	Short	Visibility, continuous pedestrian facilities, safe intersection crossings, preservation of existing trees in median, proposed monumentation features
Belt Line Rd (IH-35E to Bluegrove Rd)	Short	Visibility, continuous pedestrian facilities, safe intersection crossings, proposed monumentation features
Dallas Ave (Cedardale Rd to Alexander Ave)	Short	TxDOT requirements (Green Ribbon funding), turn lane removal, visibility, proposed monumentation features
Pleasant Run Rd (Dallas Ave to Eastern City Limits)	Long	Future roadway expansion, visibility, continuous pedestrian facilities, safe intersection crossings, proposed monumentation features
Belt Line Rd (Cedardale Rd to Eastern City Limits)	Long	Future roadway expansion, visibility, continuous pedestrian facilities, safe intersection crossings, proposed monumentation features
Dallas Ave (Belt Line Rd to Southern City Limits)	Long	Future roadway expansion, visibility, proposed monumentation features

**Development may occur that allow for some gateway or streetscape recommendations to occur sooner.*

Table 6:1 - Streetscape Master Plan Implementation Plan (continued)

Recommendation	Timing*	Implementation Considerations
MINOR THOROUGHFARE STREETScape DESIGN		
Wintergreen Rd (IH-35E to Houston School Rd)	Medium	Plantings within ROW, visibility, proposed monumentation features
Danielsdale Rd (IH-35E to Houston School Rd)	Medium	Plantings within ROW, visibility, proposed monumentation features
Wintergreen Rd (Houston School Rd to Dallas Ave)	Medium	Plantings within ROW, visibility, proposed monumentation features
Main St (Belt Line Rd to Lancaster-Hutchins Rd)	Medium	Plantings within ROW, visibility, proposed monumentation features, preservation of existing trees
Dallas Ave (Alexander Ave to Hwy 342)	Medium	Consistency with streetscape design to the north, visibility, proposed monumentation features
Parkerville Road (IH-35E to Main St)	Long	Future roadway alignment and expansion, visibility, proposed monumentation features
S Houston School Rd (Parkerville Rd to Southern City Limits)	Long	Future roadway expansion, visibility
Bear Creek Rd (IH-35E to Hwy 342)	Long	Future roadway expansion, visibility, proposed monumentation features

**Development may occur that allow for some gateway or streetscape recommendations to occur sooner.*

TYPICAL COST FIGURES

This section provides typical cost figures for developing each of the proposed monumentation features and streetscape sections using the features as described in Chapter 5. It is important to note that these are planning level cost estimates that will change as additional design and engineering occurs. Additionally, inflation should be factored in for future projects to account for potential raises in price of materials.

MONUMENTATION TYPICAL COST FIGURES

The opinions of probable cost for the different monumentation features include elements related to mobilization, traffic control, architectural features, structural, MEP, and a 25% contingency. These cost ranges represent opinions of probable construction costs; costs may vary depending on the conditions of the specific location and bidding prices.

Major Monument: \$300,000 - \$350,000 per feature

Minor Monument: \$100,000 - \$150,000 per feature

District Portal: \$60,000 - \$75,000 per feature

Intersection Node (Pavement Treatment): Approx. \$500,000 (includes removal of existing pavement)

STREETSCAPE TYPICAL COST FIGURES

To calculate the cost per mile for the streetscape improvements, the following elements were included: existing pavement removal, traffic control, sod, irrigation, mulch, soil mix, plant material, plant bed preparation, root barriers, concrete landscape edge, vegetative watering, maintenance, and a 25% contingency. These cost ranges represent opinions of probable construction costs; costs may vary depending on the conditions of the specific corridor and bidding prices.

Major Thoroughfare Streetscape Design:

High-Intensity Streetscape Plantings: \$300,000 - \$400,000 per mile

Low-Intensity Streetscape Plantings: \$250,000 - \$300,000 per mile

Minor Thoroughfare Streetscape Design:

Landscape Buffer Area Plantings: \$200,000 - \$225,000 per mile

POTENTIAL FUNDING SOURCES

Implementation of the monumentation features and streetscape improvements may be public, private, or developer-initiated strategies. Typically, the City will be responsible for funding streetscape improvements within a median, which may be paid with capital expenditures, and developers are responsible for funding streetscape improvements within the landscape buffer area adjacent to their property. Depending on the location of the monument feature, the cost may be shared by the City and developer. This section describes potential funding sources for local and state funding sources.

LOCAL FUNDING SOURCES

- **General Fund Expenditures:** This serves as the main operating fund for local governments. Improvements to existing roads could be used with general fund expenditures.
- **Bond Funds:** Municipal bonds are approved by voters through a bond election; if approved, the City takes on debt to finance the improvements included in the bond package. Large capital expenditures like roadways are often funded by bonds. *When establishing capital improvement budgets for street improvements, allocations for incidental paving and planting for gateways and streetscape planting should be included.*
- **Tax Increment Reinvestment Zone (TIRZ):** A TIRZ is a defined area in which the increases in tax revenue is reinvested back into the area for public improvements and development projects that benefit the defined area.

STATE FUNDING SOURCES

- **TxDOT Green Ribbon Program:** TxDOT administers a statewide program for landscape projects in areas that are in non-attainment for air quality. Eligible projects include planting trees, shrubs, and groundcover along roadways designated on the state highway system to help mitigate the effects of air pollution. No funding match from local governments is required. In Lancaster, the city received Green Ribbon funding for Dallas Avenue in 2019, which is a TxDOT on-system roadway.

DEVELOPER COSTS

The costs of many of the improvements should be incurred by the developer, including:

- **Underground Utilities:** The cost of installing underground utilities should be incurred by the developer in future developments.
- **Landscape Buffers:** Developers are financially responsible for developing sidewalks, entranceways, and landscape buffers adjacent to their development.

ADMINISTERING THE MASTER PLAN

INTERACTIONS WITH DEVELOPMENT COMMUNITY

It is not feasible for the City of Lancaster to implement all of the monumentation and streetscape recommendations by themselves. Rather, the development community will play a critical role in implementing the streetscape and monumentation recommendations over time.

For monumentation, when new development or redevelopment occurs on a tract of land that has a monumentation feature recommended, the City should work with the developer to design a monument feature consistent with the standards set forth in Chapter 5 to share the costs.

For streetscape features, relying on developers to incrementally develop the landscape buffer areas adjacent to their property will take a long time to create a cohesive looking corridor. The City might instead develop a fee in lieu to use for streetscape enhancements so a corridor can be transformed all at one time.

UPDATES TO APPLICABLE ORDINANCES

The Lancaster Development Code regulates all aspects of development within Lancaster and represents Article 14 of the overall city code of ordinances. The following adjustments to the existing development code language should be considered to more fully implement the recommendations included in this master plan. Additional comments are included in Chapter 3 on page 43.

LANCASTER DEVELOPMENT CODE

Section 14.1203: Specific Sign Regulations.

- Update Monument Signs to reflect maximum height as specified in Chapter 5.

Section 14.1208: Maintenance of Signs.

- Add in discussion on maintenance of monument signage consistent with recommended standards in Chapter 5.

Section 14.805: Landscape Materials & Standards.

- Consider expanding the approved plant list to include the plantings recommended in Chapter 5 and the Appendix of this master plan.

Section 14.909: Street Trees.

- Incorporate recommended standards for street tree spacing within medians and within the landscape buffer for both major and minor thoroughfare streetscape treatments as described in Chapter 5.

CONCLUSION

This plan serves as an update to the 2006 Streetscape Master Plan. Since 2006, there has been significant development in Lancaster and more areas have been developed. With the upcoming Loop 9 highway construction, additional portions of Lancaster are anticipated to be developed. This plan offers standards for monumentation and streetscape features for future developed areas as well as a means to improve the existing monumentation and streetscape features within already developed areas of the City. Over time, as these recommendations are implemented, the aesthetic quality of Lancaster will be improved and made more consistent.





APPENDIX

- A - GLOSSARY OF TERMS
- B - SURVEY RESULTS PRESENTATION
- C - RECOMMENDED PLANTING LISTING
- D - RECOMMENDED LIGHTING SPECIFICATIONS

APPENDIX A - GLOSSARY OF TERMS

The following terms are used throughout this master plan report.

ACCENT LIGHTING - Lighting that is installed to highlight focal architectural features, sculptures, trees, or landscaped areas to create a more attractive and interesting environment for pedestrians.

CHARACTER DISTRICTS - Six distinct areas of Lancaster intended to represent general areas of differing character as defined by the Trails Master Plan.

COMMUNITY BRAND - The identifiable image of a community that is unique to a specific community.

FORM - Refers to the shape and massing of a particular monumentation feature or streetscape element.

FUNCTION - Refers to the purpose of a monumentation feature or streetscape element.

GATEWAY - A passage or point at which a new area is entered and defined by special paving, planting, site furnishings, or architectural features.

- **Major Gateway:** Signifies entrance to the City at major intersections; typically 25' - 30' in height.
- **Minor Gateway:** Signifies entrance to the City at minor intersections; typically 15' - 20' in height.
- **District Portal:** Signifies entrance into various character districts; typically 10' - 15' in height.
- **Intersection Node:** Signifies a minor intersection within the City; typically 0' - 10' in height.

GROUND COVER - Low-lying plants that easily spread to cover sections of ground and require minimal maintenance.

INTENSITY - Refers to the density and proximity of plantings within a streetscape area.

LANDSCAPE BUFFER AREA - The area between a sidewalk and curb that is planted with vegetation including trees and grass.

LIGHT POLLUTION - Any adverse effect of man-made light including sky glow, glare, light trespass, light clutter, decreased visibility at night, and energy waste.

LUMINAIRE - Refers to a complete lighting fixture, including the pole, fixture, and parts designed to power and distribute light.

MAJOR THOROUGHFARE - In Lancaster, represents a four or six-lane major arterial with significant traffic volumes.

MINOR THOROUGHFARE - In Lancaster, represents a two or four-lane minor arterial that connect to major arterials.

MONUMENTATION - An architectural feature used to mark an entry to an area or to identify a place.

NODE - A significant roadway intersection with concentrated activity.

ORNAMENTAL TREES - Typically smaller trees that are meant to provide vivid colors and unique designs rather than strictly shade.

PEDESTRIAN ZONE - The area of a streetscape that is meant for the exclusive use of pedestrians and that should be free of obstructions.

RIGHT-OF-WAY - The area of a roadway between property boundaries in which the vehicular lanes, pedestrian zone, and landscape buffer areas fall.

SCALE - The relative height of a feature compared to the surrounding context (e.g. vehicular or pedestrian scale).

SHADE TREES - Typically larger trees that are meant to provide shade for pedestrians.

SHRUBS - Small to medium-size perennial plant with multiple stems and shorter height than trees.

SITE FURNISHINGS - Outdoor furnishings such as benches, trash receptacles, light poles, bollards, or street signs that are for both vehicular and pedestrian benefit.

STREETSCAPE - The physical area and elements within the street right-of-way that define a street which includes pedestrian and vehicular paving, lighting, signalization, signage, utilities, site furnishings, vehicular or pedestrian amenities, and vegetation.

- **High-Intensity Streetscape:** Features more dense plants at intersections to signal the approach to a significant intersection.
- **Low-Intensity Streetscape:** Features less dense trees and plantings and instead emphasizes large grassed areas for ease of maintenance.

VISUAL CLUTTER - Refers to the concentration of signs, billboards, and utility lines along a view corridor that detracts from the overall aesthetic of an area.

WAYFINDING - A system of directional signs and architectural elements that assist travelers in finding destinations in a city.

XERISCAPING - An approach to landscaping that greatly reduces or eliminates the need for irrigation.

APPENDIX B - SURVEY RESULTS PRESENTATION



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Streetscape Elements	6
Downtown Streetscape Elements	7
Visual Clutter along I-35E	8
Reducing Visual Clutter along I-35E	9
Lancaster "Brand"	10
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Survey Objectives & Methodology

- **National Service Research (NSR)** completed a comprehensive research study for the City of Lancaster, Texas as part of the Park, Recreation and Open Space Master Plan and the Streetscape Master Plan. An important aspect of the Master Plan was to conduct a demand and needs assessment which involved citizen input. The purpose of the study was to provide citizen feedback for the both Master Plans that will provide guidance based upon citizen needs and priorities.
- Questions for the Streetscape Master Plan survey were included in the Comprehensive Park & Recreation Master Plan citizen needs assessment survey.
- The sampling plan included mailed surveys to 6,000 Lancaster households. Residents had the option of completing the mailed survey or an online survey. The survey was posted on the Lancaster website and various social media sites. The surveys were mailed September 6, 2019. The survey closed November 7, 2019.
- A total of 381 survey responses were received (116 mailed and 265 online). The margin of error of this sample size at a 95% confidence level is plus or minus 5.0%.

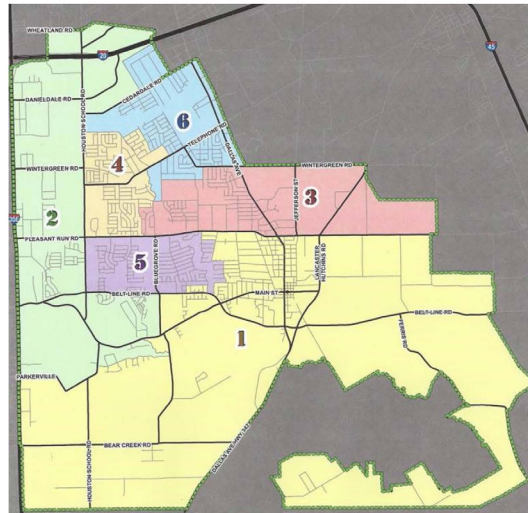
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2019 Lancaster Needs Assessment Survey Conducted by National Service Research November 2019

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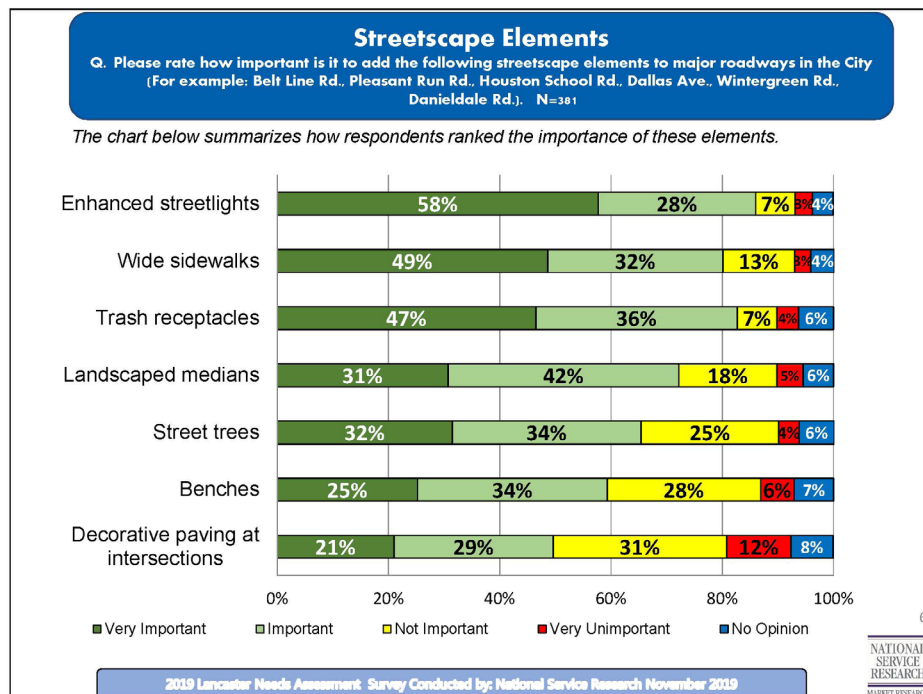
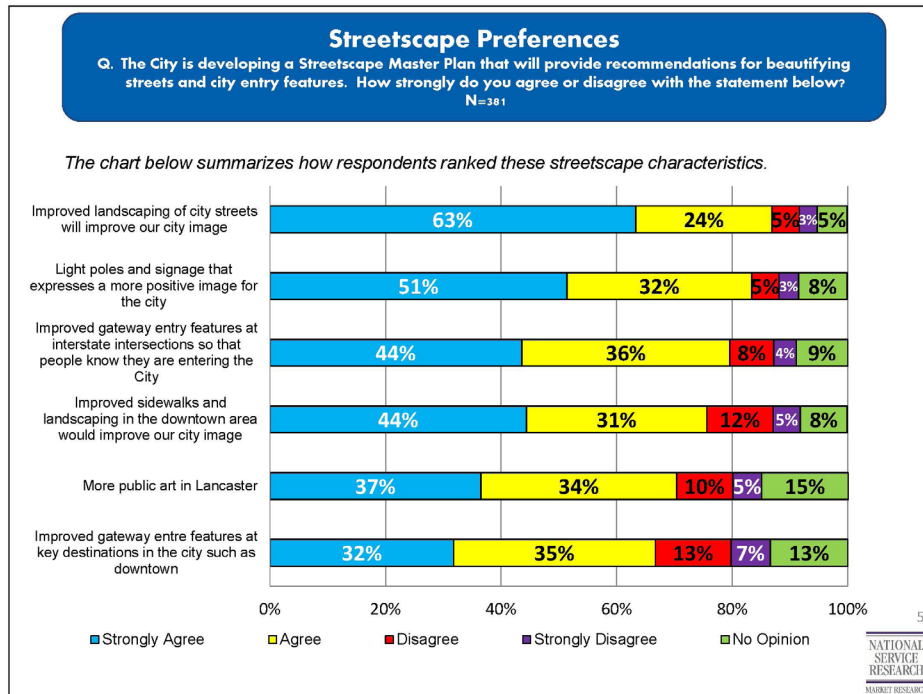
District of Residence

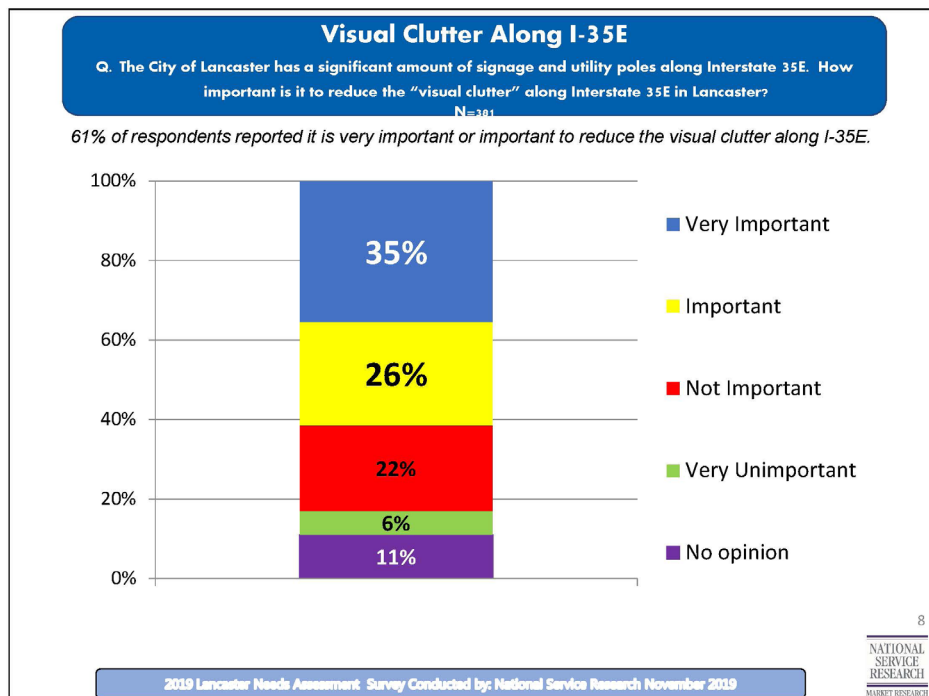
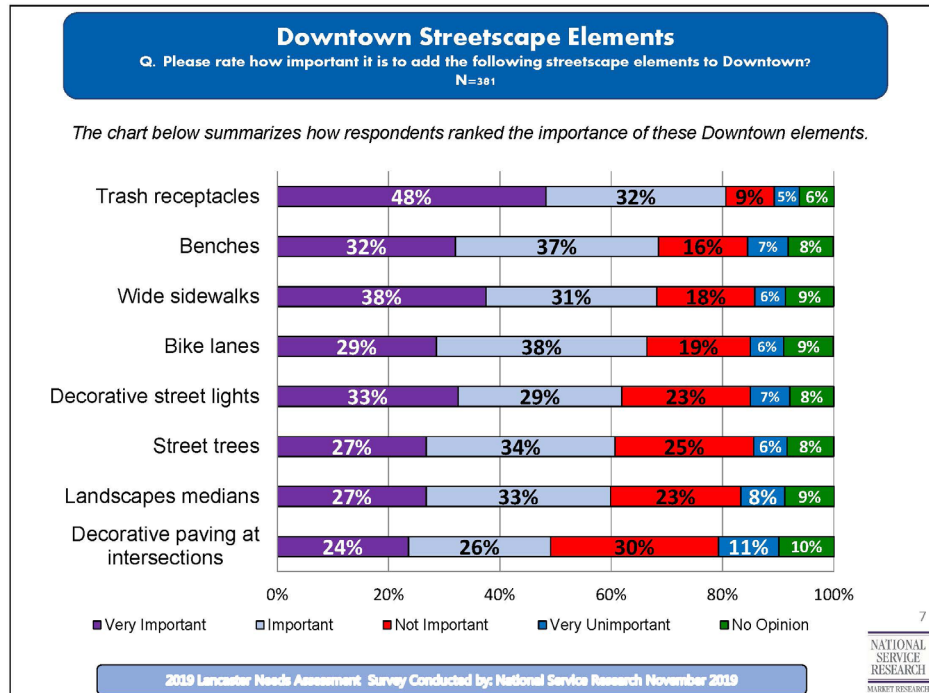
District	% Response
1	28%
2	11
3	8
4	16
5	18
6	12
Unknown	7

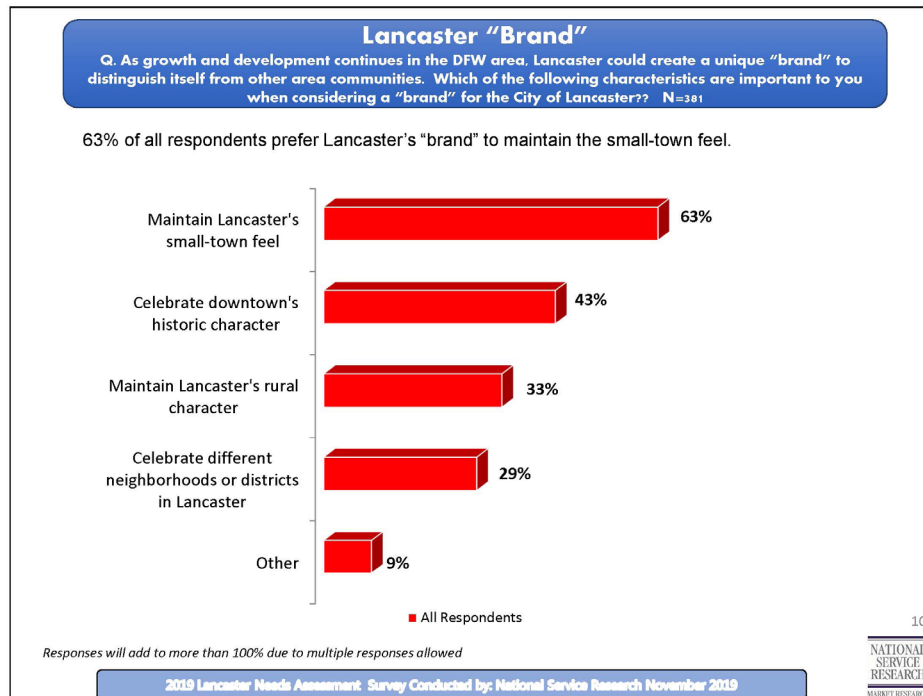
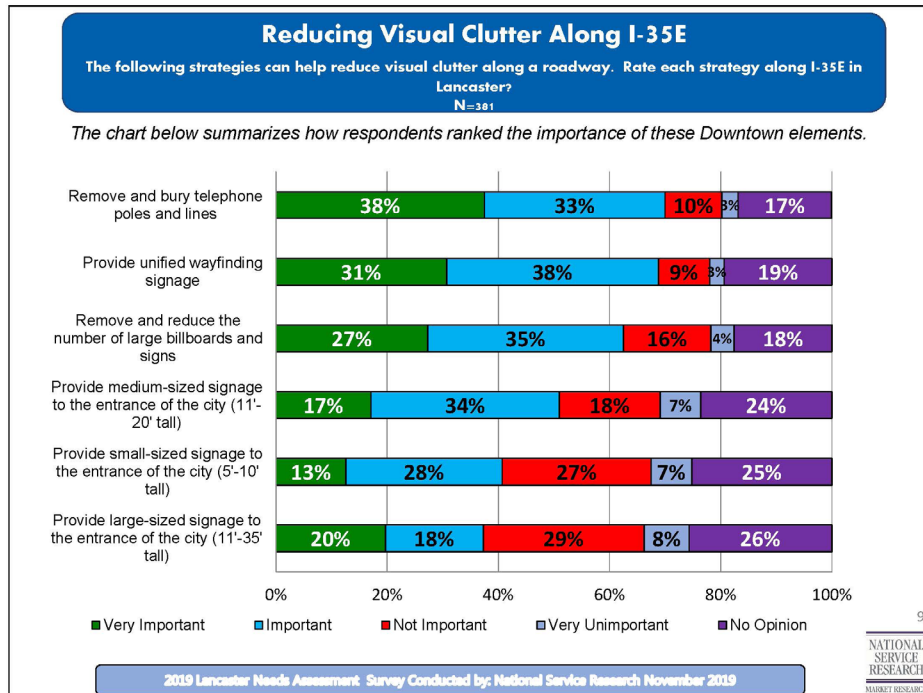


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MARKET RESEARCH









Respondent Demographics



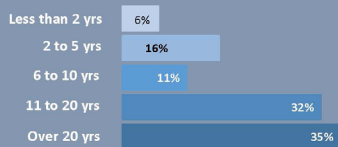
2019 Lancaster Needs Assessment Survey Conducted by: National Service Research November 2019

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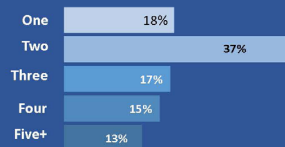
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Respondent Demographics

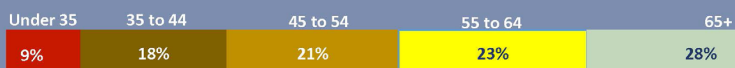
Length Lived in Lancaster



Household Size – Mean Household Size 2.79



Respondent Age – Mean 54.8 years of age



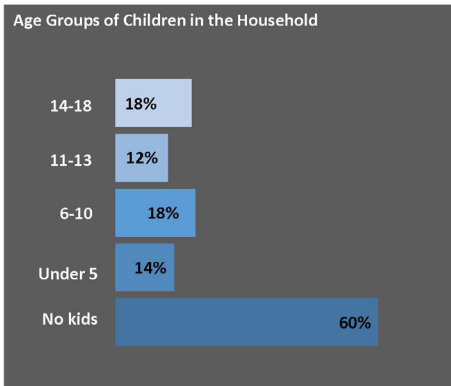
90% of respondents own their home and 10% are renters.

2019 Lancaster Needs Assessment Survey Conducted by: National Service Research November 2019

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Respondent Demographics



Responses will add to more than 100% due to multiple responses allowed

2019 Lancaster Needs Assessment: Survey Conducted by National Service Research November 2019

13

NATIONAL
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RESEARCH
MARKET RESEARCH

National Service Research Background/Contact Information

Contact: Andrea Thomas, Owner
2601 Ridgmar Plaza, Suite 2
Fort Worth, Texas 76116
817-312-3606
e-mail: andrea@nationalserviceresearch.com
web site: www.nationalserviceresearch.com

National Service Research (NSR), founded in 1989, is a full-service market research consulting firm and conducts market studies for the public and private sector. NSR conducts various types of consumer and business research including focus groups and surveys nationwide. NSR's owner and founder, Andrea Thomas, over thirty-five years of professional market research experience.

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2019 Lancaster Needs Assessment: Survey Conducted by National Service Research November 2019

APPENDIX C - RECOMMENDED PLANTING LIST

The following plant list is recommended for planting plans as required by the city landscape ordinance, as well as city plantings in the parkways and medians. The plants were chosen because of their natural occurrence in this region of Texas. They can be used as buffers as currently required by the zoning ordinance between residential and other uses, to screen parking, and/or to screen residential areas from major thoroughfares.

The use of native trees and shrubs ensures the following:

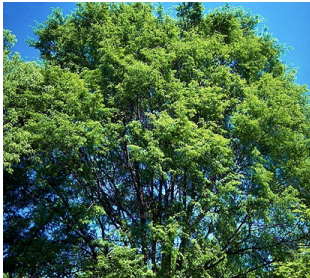
- Creates and maintains the unique rural character of Lancaster;
- Ensures a native plant legacy;
- Requires less water use;
- Reduces plant pests and diseases; and,
- Promotes civic responsibility to support indigenous materials of local ecology.

The list is native to Lancaster or to similar ecosystems of Texas. The proper plant must be chosen for the specific location based on its mature size, growth habit, and soil, light and water requirements.

CANOPY TREES – OVER 30'

(For required Street Yard area per landscape ordinance)

Common Name	Scientific Name
Alligator Juniper	<i>Juniperus deppeana</i>
American Elm	<i>Ulmus Americana</i>
Bald Cypress	<i>Taxodium distichum</i>
Black Jack Oak	<i>Quercus marilandica</i>
Boxelder	<i>Acer negundo</i>
Bur Oak	<i>Quercus macrocarpa</i>
Caddo Maple	<i>Acer baratum</i> or <i>Acer saccharum</i> "October Glory"/"Autumn Flame"
Cedar Elm	<i>Ulmus crassifolia</i>
Callery Pear	<i>Pyrus calleryana</i>
Chinquapin Oak	<i>Quercus muhlenbergii</i>
Chittamwood	<i>Bumelia lanuginosa</i>
Durand Oak	<i>Quercus durandii</i>
Lacebark Elm	<i>Ulmus parvifolia sempervirens</i>
Eastern Red Cedar	<i>Juniperus virginiana</i>
Honey Locust	<i>Gleditsia triacanthos</i> (thornless)
Live Oak	<i>Quercus virginiana</i>
Mesquite	<i>Prosopis glandulosa</i>
Panache Red Oak	<i>Quercus texana</i> 'Panache'
Pecan	<i>Carya illinoensis</i> "Caddo Sioux" or "Kansa"
Pond Cypress	<i>Taxodium ascendens</i>
Post Oak	<i>Quercus stellata</i>
Red Maple	<i>Acer rubrum</i> or <i>Acer saccharum</i> "October Glory"/"Autumn Flame"
Shumard Red Oak	<i>Quercus shumardii</i>
Sweetgum	<i>Liquidambar styraciflua</i>
Sycamore	<i>Platanus occidentalis</i>
Texas Ash	<i>Fraxinus texensis</i>
Texas Hickory	<i>Carya texana</i>
Texas Red Oak	<i>Quercus texana</i>
Trident Maple	<i>Acer rubrum</i> "trilobum"
Walnut	<i>Juglans nigra</i>
Western Soapberry	<i>Sapindus drummondii</i>
White Oak	<i>Quercus alba</i>
Winged Elm	<i>Ulmus alatus</i>



Lacebark Elm
Ulmus parvifolia
sempervirens
 Minimum spacing: 30' O.C.
 50' - 70' H / 40' - 60' W - Typ.



Eastern Red Cedar
Juniperus virginiana
 Minimum spacing: 30' O.C.
 50' - 70' H / 40' - 60' W - Typ.



Pecan
Carya illinoensis "Caddo
 Sioux" or "Kansa"
 Minimum spacing: 24" O.C.
 3' H&W



Live Oak
Quercus virginiana
 Minimum spacing: 30' O.C.
 40' - 60' H / 30' - 40' W - Typ.



Post Oak
Quercus stellata
 Minimum spacing: 30' O.C.
 40' - 60' H / 30' - 40' W - Typ.



Red Maple
Acer rubrum "October
 Glory"
 Minimum spacing: 30' O.C.
 40' - 60' H / 30' - 40' W - Typ.



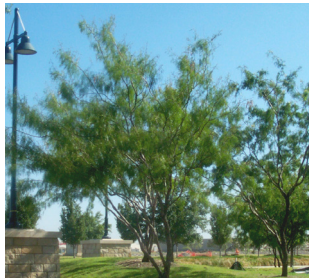
Shumard Red Oak
Quercus shumardii
 Minimum spacing: 30' O.C.
 40' - 60' H / 30' - 40' W - Typ.



Sweetgum
Liquidambar styraciflua
 Minimum spacing: 30' O.C.
 40' - 60' H / 30' - 40' W - Typ.

UNDERSTORY TREES - UNDER 30'

Common Name	Scientific Name
Ashe Juniper	<i>Juniperus ashei</i>
American Holly	<i>Ilex opaca</i> and cv.
Texas Buckeye	<i>Aesculus arguta</i>
Carolina Buckthorn	<i>Rhamnus carolinanna</i>
Cherry Laurel	<i>Prunus caroliniana</i>
Chilopsis linearis	<i>Dessert willow</i>
Chitalpa, Chilopsis	<i>Catalpa</i>
Desert Willow	<i>Chilopsis linearis</i>
Eastern Red Cedar	<i>Juniperus virginiana</i>
Eve's Necklace	<i>Sophora affinis</i>
Farkleberry	<i>Vaccinium spp.</i>
Flameleaf Sumac	<i>Rhus lanceolata</i>
Fringe tree	<i>Chionanthus virginica</i>
Hawthorne	<i>Crataegus mollis</i>
Mexican Plum	<i>Prunus mexicana</i>
Parsley Hawthorn	<i>Crataegus marshallii</i>
Possumhaw Holly	<i>Ilex deciduas</i>
Redbud	<i>Cercis spp.</i>
Rough Leaf Dogwood	<i>Cornus drummondii</i>
Rusty Blackhaw Virburnum	<i>Viburnum rufidulum</i>
Sassafras	<i>S. albidium</i>
Smoke Tree	<i>Cotinus obovatus</i>
Sweet Bay Magnolia	<i>Magnolia virginiana</i>
Texas Buckeye	<i>Aesculus glabra</i> Texas Persimmon, <i>Disopyros texana</i>
Texas Pistachio	<i>Pistacia texana</i>
Texas Mountain Laurel	<i>Sophora secundiflora</i>
Waxmyrtle	<i>Myrica cerifera</i>
Wright Acacia	<i>Acacia wrightii</i>
Yaupon Holly	<i>Ilex vomitoria</i>



Desert Willow
Chilopsis linearis
Minimum spacing: 15' O.C.
12' - 15' H / 15' - 20' W - Typ.



Mexican Plum
Prunus mexicana
Minimum spacing: 15' O.C.
15' - 35' H / 10' - 20' W - Typ.



Wax Myrtle
Myrica cerifera
Minimum spacing: 30' O.C.
60' - 80' H / 40' - 50' W - Typ.



Yaupon Holly
Ilex vomitoria
Minimum spacing: 10' O.C.
12' - 15' H / 10' - 12' W - Typ.

FLOODPLAIN/OPEN SPACE TREES

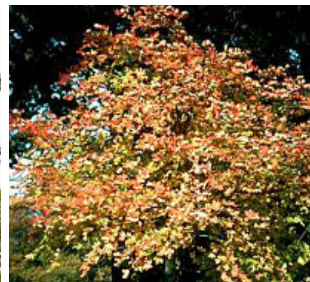
Common Name	Scientific Name
American Elm	<i>Ulmus americana</i>
Black Gum	<i>Nyssa sylvatica</i>
Black Walnut	<i>Juglans nigra</i>
Black Willow	<i>Salix babylonica</i>
Cedar Elm	<i>Ulmus crassifolia</i>
Pecan	<i>Carya illinoensis</i>
Persimmon	<i>Diospyros virginiana</i>
Sycamore	<i>Platanus occidentalis</i>



Boxelder
Acer negundo
Minimum spacing: 36" O.C.
3' H&W



Bur Oak
Quercus macrocarpa
Minimum spacing: 30' O.C.
60' - 80' H / 40' - 50' W - Typ.



Caddo Maple
Acer saccharum "October
Glory"
Minimum spacing: 24" O.C.
3' H&W



Cedar Elm
Ulmus crassifolia
Minimum spacing: 30' O.C.
50' - 70' H / 40' - 60' W - Typ.

SHRUBS FOR SCREENING

Common Name	Scientific Name
Agarita	<i>Berberis trifoliolata</i>
American Beautyberry	<i>Callicarpa americana</i>
Arkansas Yucca	<i>Yucca gloriosa or pendula</i>
Coralberry	<i>Symphoricarpos orbiculatus</i>
Dwarf Waxmyrtle	<i>Myrica pusilla</i>
Dwarf Yaupon Holly	<i>Ilex vomitoria 'nana'</i>
Evergreen Sumac	<i>Rhus virens</i>
Indian Hawthorne	<i>Raphiolepis indica 'clara' or 'snow' varieties</i>
Red Yucca	<i>Hesperaloe parviflora</i>
Roughleaf Dogwood	<i>Cornus drummondii</i>
Autumn Sage	<i>Salvia greggii</i>
Texas Sage	<i>Leucophyllum frutescens</i>
Texas Sotol	<i>Dasyliirion sp.</i>
Turk's Cap	<i>Malvaviscus arboreus</i>



Autumn Sage
Salvia greggii
 Minimum spacing: 24" O.C.
 3' High & Wide



Dwarf Wax Myrtle
Myrica cerifera var. pumila
 Minimum spacing: 36" O.C.
 3' - 6' High & Wide



Red Yucca
Hesperaloe parviflora
 Minimum spacing: 24" O.C.
 3' High & Wide



Texas Sage
Leucophyllum frutescens
 Minimum spacing: 36" O.C.
 6' High & Wide

ORNAMENTAL GRASSES

Common Name	Scientific Name
Gulf Muhly Grass	<i>Muhlenbergia lindheimeri</i>
Little Bluestem	<i>Schizachyrium scoparium</i>
Broomsedge Bluestem	<i>Andropogon virginicus</i>
Splitbeard Bluestem	<i>Andropogon termarius</i>
Canada Wildrye	<i>Elymus canadensis</i>
Inland Sea oats	<i>Chasmanthium latifolium</i>
Mexican Feather Grass	<i>Stipa tenuissima</i>
Deer Grass	<i>Muhlenbergia rigens</i>
Silver Feather	<i>Miscanthus adagio</i>
Lindheimer Muhly	<i>Muhlenbergia lindheimeri</i>



Gulf Muhly Grass
Muhlenbergia capilaris
 Minimum spacing: 24" O.C.
 3' High & Wide



Mexican Feather Grass
Stipa tenuissima
 Minimum spacing: 18" O.C.
 3'-5' High & Wide



Little Bluestem
Schizachyrium scoparium
 Minimum spacing: 36" O.C.
 3'-6' High & Wide



Lineheimer's Muhly
Muhlenbergia lindheimeri
 Minimum spacing: 36" O.C.
 3'-5' High & Wide

APPENDIX D - RECOMMENDED LIGHTING SPECIFICATIONS

LUMINARIES

Application:	Roadway and street
Model:	Lumec RoadFocus LED cobra head luminaires
Color:	Black, bronze, gray and white
Price:	Variable depending on base, pole selected and spacing
Features:	LED Roadway lighting, saving energy, maintenance and energy costs Uniform and high performance illumination Zero uplight IP66 rated light engines Internal shielding available Includes service tag assistance throughout life of the product Seamless integration in new and existing installations Full range of precision optics and broadest range of control solutions available Accessories can be ordered separately and can be quickly installed in the field
Contact:	Signify North America Corporation 200 Franklin Square Drive, Somerset, NJ 08873 https://www.signify.com/en-us/brands/lumec (855) 486-2216



RFM Cobra head (medium)



RFS Cobra head (small)

LUMINARIES

Application:	Urban, full cutoff. Roadway, street, monuments, bridges and facades.
Model:	Domus LED pendant large, DMS50, Domus, Domus 55, and Domus Small
Color:	Multiple color and finish options available
Price:	Variable depending on base, pole selected and spacing
Features:	Multiple lumen packages Type 2, 3, 4, and 5 optics available 4000K and 3000K color temperatures available Dimming driver standard
Contact:	Signify North America Corporation 200 Franklin Square Drive, Somerset, NJ 08873 https://www.signify.com/en-us/brands/lumec (855) 486-2216

*Domus DMS50 Pendant (large)**Domus DOS Small*

LUMINARIES

Application:	Roadway, street, bridges, monuments, facades. Non cutoff.
Model:	Lumec's Renaissance Series, Renaissance LED RN20 / 30 large/ RNS small
Color:	Multiple color and finish options available
Price:	Variable depending on base, pole selected and spacing
Features:	<p>Design evokes late 19th and early 20th century styling</p> <p>Provides design flexibility with a variety of cages, crowns, and decorative deflectors</p> <p>Simple and fast maintenance</p> <p>IP66 optical system keeps optics free of contaminants</p> <p>Ensures top-level performance in harsh environmental conditions</p> <p>Multiple lumen packages</p> <p>Type 2, 3, 4, and 5 optics available</p> <p>Glass or Acrylic Globes available</p> <p>4000K and 3000K color temperatures available</p> <p>Dimming driver standard</p> <p>Multiple driver options and programmed dimming options available</p> <p>Tool free access to lamp and electrical components for ease of maintenance</p>
Contact:	<p>Signify North America Corporation</p> <p>200 Franklin Square Drive,</p> <p>Somerset, NJ 08873</p> <p>https://www.signify.com/en-us/brands/lumec</p> <p>(855) 486-2216</p>



RNS 30 (large)



RNS 20 (small)

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DRAFT 08.03.2020



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City Council Regular Meeting

13.

Meeting Date: 09/28/2020

Policy Statement: This request supports the City Council 2020-2021 Policy Agenda

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

Submitted by: Vicki Coleman, Director of Development

Agenda Caption:

M20-06 Conduct a public hearing and consider an ordinance adopting the 2020 Master Thoroughfare Plan; amending Chapter 4, Transportation; Master Thoroughfare Plan of the 2016 Comprehensive Plan.

Background:

In December 2003 the City adopted Proposed Land Use Assumptions, a Thoroughfare Impact Fee Improvement Program (TIFIP), and a Roadway Impact Fee Ordinance. The plan was updated in March 2006. Industry standards suggest that Master Plans be updated at a minimum every ten years. A Request For Qualifications (RFQ) was issued in 2016. Freese and Nichols, Inc. (FNI) were selected to perform this work.

In October 2017, City Council received a presentation regarding the process to update these plans. In November 2017, City Council considered a resolution approving the terms and conditions of a professional services contract with FNI to provide an update to the master plan for water, wastewater, and roadways with updated impact fees. On August 17, 2020, City Council received an update on the Master Thoroughfare Plan update and a draft from FNI. FNI will present the final Master Thoroughfare Plan for City Council's adoption consideration.

Operational Considerations:

This is a request to amend the 2016 Comprehensive Plan.

Public Information Considerations:

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

Options/Alternatives:

1. City Council may approve the ordinance, as presented.
2. City Council may approve the ordinance with changes; state the changes.
3. City Council may deny the ordinance.

Recommendation:

The Planning and Zoning Commission recommended approval at their September 1, 2020 meeting. Staff concurs and recommends approval of the ordinance as presented.

Attachments

Ordinance
Final Master Thoroughfare Plan

ORDINANCE NO.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS, AMENDING THE CITY'S COMPREHENSIVE PLAN BY UPDATING THE CURRENT MASTER THOROUGHFARE PLAN BY ADOPTING THE 2020 MASTER THOROUGHFARE PLAN; PROVIDING FOR A SAVINGS CLAUSE; PROVIDING FOR A REPEALER CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City of Lancaster desires to have a Healthy, Safe and Engaged Community; Sound Infrastructure and Quality as stated in the annual Goals and Objectives adopted by the City Council; and

WHEREAS, City Council has prioritized the update of existing City master plans in accordance with previously adopted comprehensive plan update recommendations; and has identified a specific objective to update the Master Thoroughfare Plan during the 2018-2019 City Council Strategic Planning Session; and

WHEREAS, industry standards recommend master plans be updated at least every ten years, and the existing Master Thoroughfare Plan was adopted in 2006; and

WHEREAS, on September 1, 2020, the City Planning and Zoning Commission recommended approval and adoption of the 2020 Master Thoroughfare Plan; and

WHEREAS, on September 28, 2020, the City Council received a briefing on the proposed 2020 Master Thoroughfare Plan; and, after consideration, finds it is in the best interest of the City of Lancaster and the citizens thereof to adopt the Master Thoroughfare Plan and update the City's Comprehensive Plan accordingly; and

WHEREAS, the official copy of the 2020 Master Thoroughfare Plan, which is the subject of this ordinance, is on file with the City of Lancaster City Secretary's Office.

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

SECTION 1. The City Council of the City of Lancaster, Texas hereby approves and adopts the 2020 Master Thoroughfare Plan, a copy of which is attached hereto as Exhibit "A," to replace the existing 2006 Master Thoroughfare Plan, and the City's Comprehensive Plan is amended accordingly.

SECTION 2. The City Council directs the City Manager to carry out actions to advance the strategies set forth and achieve the goals and implement the plans presented in the 2020 Master Thoroughfare Plan.

SECTION 3. Any prior ordinance or resolution of the City Council in conflict with the provisions contained in this Ordinance is hereby repealed and revoked, to the extent of the conflict with this Ordinance.

SECTION 4. Should any part of this Resolution be held to be invalid for any reason, the remainder shall not be affected thereby, and such remaining portions are hereby declared to be severable.

SECTION 5. This Resolution shall take effect immediately from and after the date of passage and as provided by law.

DULY PASSED and approved by the City Council of the City of Lancaster, Texas, on this the this the 28th day of September, 2020.

ATTEST:

APPROVED:

Sorangel O. Arenas, City Secretary

Clyde C. Hairston, Mayor

APPROVED AS TO FORM:

David T. Ritter, City Attorney



Thoroughfare Plan Update

City of Lancaster
Final Report
May 2020



Acknowledgements

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INTRODUCTION

Chapter 1: Introduction

The thoroughfare system forms one of the most visible and permanent elements of the community. It establishes the framework for community growth and development and forms a long-range statement of public policy for transportation. As the alignment and right-of-way (ROW) of major transportation facilities are established and adjacent property developed, it is difficult to facilitate system changes without significant financial impacts. However, by incorporating programmed land uses and densities, strategies can be developed that maximize the land use/transportation relationship thereby increasing the community's chances in achieving mobility, safety, transportation choice, and economic development.

The changing social and economic climate dictate an integrated network of transportation systems be considered to support and sustain viable long-term growth. In addition to vehicular mobility, many communities, including Lancaster, have expanded transportation planning to include a broader range of considerations for transit, bike and pedestrian initiatives. When coupled with land use considerations, viable walkable places with value capture can be achieved. The City has begun incorporating more transportation alternatives through the development of a bike and pedestrian network, trails and streetscape plans, and a more walkable and mixed-use land use policy.



The process of developing a thoroughfare plan involves balancing the existing supply of infrastructure with the projected needs of the future. These future needs help to determine how much vehicle capacity is required and what multi-modal elements should be considered such as walking, biking or riding transit.

The Thoroughfare Plan will provide individual, yet integrated, strategies for vehicular, transit, pedestrian and bicycle network development and capital projects planning that will serve as a blueprint for future investment related decisions into the transportation system. The Plan is aimed at addressing the dynamic and changing needs that have occurred in Lancaster since the last Thoroughfare Plan. These policies, in conjunction with the Thoroughfare Plan Map, will guide long-term transportation decisions.

Thoroughfare Planning 101

While there is substantial variation between thoroughfare plans, all plans share several key attributes:

- **Role as a Policy Document:** While all thoroughfare plans provide long-term solutions to shape and direct future growth, a key feature of all plans is to set policies for orderly development of the roadway network that emphasize network connections, roadway capacity, and stakeholder/public involvement. All thoroughfare plans identify the general location and type of facilities required to support growth.
- **Long-Range in Scope:** All thoroughfare plans are focused on addressing long-range transportation needs to manage forecast growth. The planning horizon for implementation is typically 20 years or more.
- **Focused on ROW Preservation:** A key component of the thoroughfare plan is to create a mechanism to preserve land for future roadways (ROW) so that an effective and efficient roadway network can be developed over time to support growth as it occurs.
- **Defined Roadway Functional Classification:** All plans include a discussion of proposed roadway functional classifications and design cross-sections for the study area. The thoroughfare plan designates roadway classifications of thoroughfares and supports the regional transportation system.
- **Thoroughfare Plan Map:** All thoroughfare plans include a map of proposed roadway recommendations, usually limited to major and minor arterials. The map identifies and integrates existing City thoroughfare plans within the study area to produce a clear and consistent vision for the development of the roadway network.
- **Living Document:** Roadway recommendations outlined in thoroughfare plans are not final. The plan itself is subject to constant revision and amendment and is typically updated every 5 to 7 years to provide considerations in accommodating the changing growth patterns of the county. As such, the thoroughfare plan acts as a “living document”.

“A [Thoroughfare] plan is a statement of intention, not a guarantee of action.”

Source: 2016 Montgomery County Thoroughfare Plan, HGAC.



INTRODUCTION

Understanding Proposed Alignments

The alignments outlined in the plan are not final and can be revised several times before a final alignment is approved, engineered, and implemented. Such revisions happen for a variety of reasons, some of which include environmental review, engineering design, compatibility with surrounding developments, future potential development, available funding, and stakeholder/public involvement.

Updates to recommended alignments identified in the plan are allowed, provided they support the long-range goals of network connectivity, safety and mobility, and additional capacity as outlined in the thoroughfare plan's map of roadway recommendations. A brief description of the core functions of proposed alignment ROW is presented in Table 1.

Table 1: Core Functions of the ROW

Core Functions of the ROW
Mobility
Accommodates the movement of people and good towards their destinations.
Access for People
Allows for people to get on or off the mobility system on-route to or from a destination. Access for people can be provided in many ways: short-term on-street parking, a bus stop, or a bike-rack.
Access for Commerce
Accommodates deliveries of goods and site services. Ensuring adequate access for commerce facilitates the delivery of goods and materials while aiding service provider's access in and out of buildings.
Storage
Provides for on-street parking for vehicles and temporary accommodation of construction activities that intrude in the ROW.
Greening
Enhances environmental sustainability by planting and/or installing street trees, planter boxes, and vegetated curb extensions, adding to aesthetic conditions and the environmental health of the built environment.
Activation
Recognizes the placemaking is an important function of the public ROW. It creates vibrant streetscapes and serves an essential placemaking function. This can include street cafes, parklets, and food trucks.

Thoroughfare Plan Limitations

Thoroughfare plans are aimed at serving as a vision for long-term need based on forecasted growth and development. As a high-level planning document, they typically do not discuss:

- Specific projects or specific project-related issues, including final alignment, design, and construction timeframe.
- Funding commitments by local agencies to construct specific projects.
- Local traffic issues such as signage, wayfinding, and parking.
- Local roadways (with some exceptions).
- Traffic enforcement.
- Transportation and air quality.
- Traffic calming strategies.
- Traffic signalization issues.
- Specific intermodal issues.
- Managed facilities, such as High Occupancy Vehicle lanes or tolled facilities.
- Complementary transportation facilities, such as:
 - Transportation Network Companies (UBER, LYFT)
 - Travel Demand Management or Transportation System Management
 - Future Transportation Technologies
 - Automated People Movers

INTRODUCTION

Previous Planning Efforts

Past planning efforts in a city are essential to any thoroughfare plan. They provide a snapshot of the steps a city took to reach its current position and a guidebook of strategies that may or may not have had success in the past.

Regional Initiatives

Mobility 2045 - The Metropolitan Transportation Plan for North Central Texas

Mobility 2045 is the latest Metropolitan Transportation Plan for the Dallas - Fort Worth Metroplex and is maintained by the North Central Texas Council of Governments (NCTCOG). The primary purpose of the plan is to direct plans, policies, and programs to manage the multimodal needs of the region's growing population. The plan goals for Mobility 2045 are illustrated in Figure 1 and discussed below.

Plan Goals

- Improve the availability of transportation options for people and goods.
- Support travel efficiency measures and system enhancements targeted at congestion reduction and management.
- Assure all communities are provided access to the regional transportation system and planning process.
- Preserve and enhance the natural environment, improve air quality, and promote active lifestyles.
- Encourage livable communities which support sustainability and economic vitality.
- Ensure adequate maintenance and enhance the safety and reliability of the existing transportation system.
- Pursue long-term sustainable revenue sources to address regional transportation system needs.
- Provide timely project planning and implementation.
- Develop cost-effective projects and programs aimed at reducing costs associated with constructing, operating, and maintaining the regional transportation system.

Figure 1: Plan Goals



As part of the greater Dallas/Fort Worth Metropolitan Area, Lancaster is directly impacted by issues occurring at the regional level. Mobility 2045 indicates that even with improvements to area transportation facilities, congestion is expected to significantly increase within the metropolitan area. As shown in Figure 2, the Lancaster area has light congestion in 2018, but by 2045 the area within and around the city is

forecast to experience higher levels of traffic congestion, with areas to the north experiencing severe levels of congestion. It is important that the City continue to be aware of regional initiatives aimed at improving circulation and mitigating congestion.

The following are regional initiatives that should be considered as future land use as transportation decisions are made for the City of Lancaster. Planned highway improvements for IH-35E and the construction of Loop 9 between IH-35E and IH-45 will enhance accessibility for residents, local businesses, and visitors to and from the City. Planned enhancements to the regional rail system and bike and pedestrian network will improve overall connectivity in Lancaster and provide viable multimodal transportation alternatives and improve mobility for all users of the Lancaster transportation network.

NCTCOG Logistics Hub Study

Adopted in October of 2012, NCTCOG's Logistics Hub Study is shown in Figure 3. Amongst the study findings, it stated that as the Southern Dallas County area continues to grow, the most pressing issue will be increases in roadway capacity due to passenger vehicles and truck freight movement.

The document identified the major north-south arterials in Lancaster as SH 342 (Dallas Avenue), Houston School Road, and Jefferson Street. The major east-west arterials include Pleasant Run Road, Wintergreen Road, Belt Line Road, Daniieldale Road, and Bear Creek. The study gives specific recommendations for how wide

Figure 2: Levels of Congestion and Delay

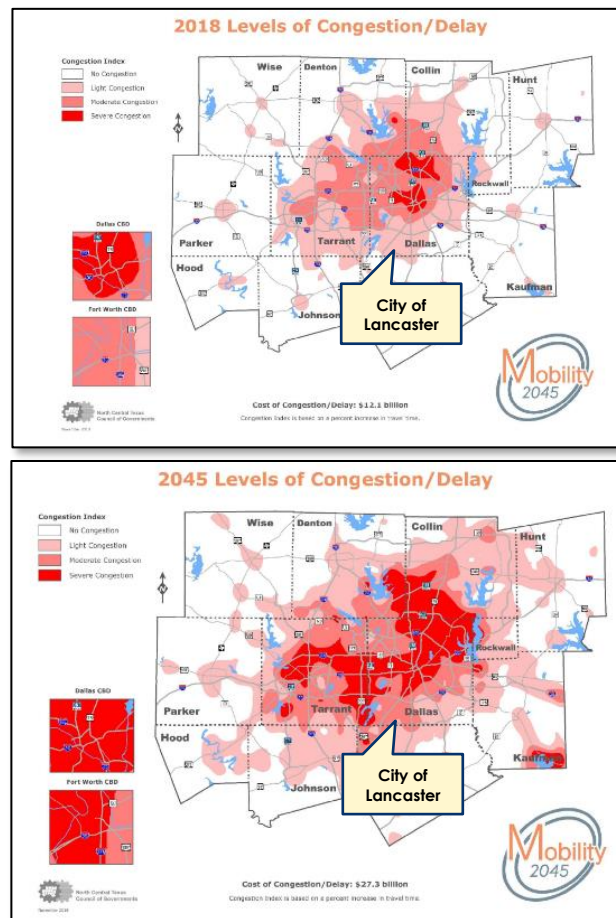


Figure 3: NCTCOG Logistics Hub Study



INTRODUCTION

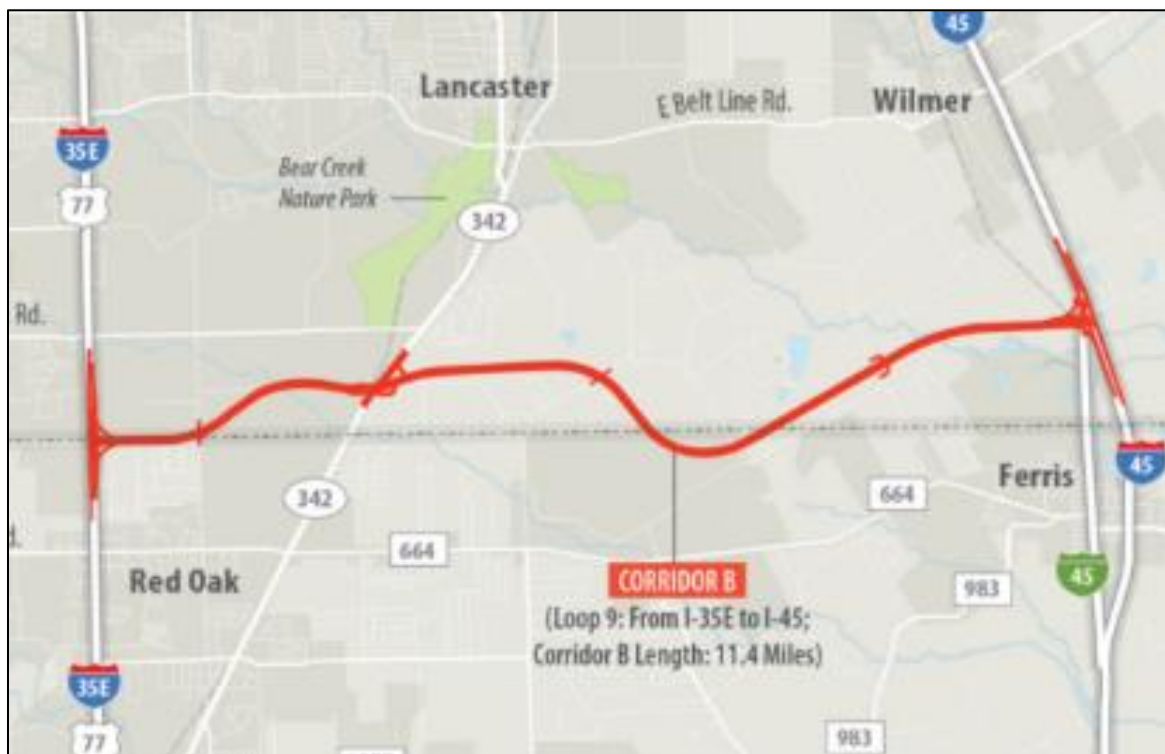
certain arterials should be that continue through Lancaster.

Improvements focused on widening of multiple east-west arterials to provide connectivity between the freight centers and IH-45. These roads included Wintergreen Road, Pleasant Run Road, and Belt Line Road, all of which are major roadways that cut through Lancaster. Additional expansions of north-south arterials such as Bonnie View Road, and Lancaster-Hutchins Road that provide connectivity to IH-20 would also be needed. A new alignment to connect the International Inland Port of Dallas (IIPOD area) to Lancaster Regional Airport and the City of Ferris would also be needed.

Loop 9

The updated alignment of Loop 9 is identified in Lancaster's 2016 Comprehensive Plan and presented in the updated Master Thoroughfare Plan. As illustrated in Figure 4, Loop 9 would enter Lancaster's city limits on the west at the inter-section with I-35E and continue east within the city limits and extraterritorial jurisdiction (ETJ). Introduced in 1964, this loop has been revisited, studied, and realigned multiple times. The project addresses population growth in the region and provides east-west connectivity throughout communities in southern Dallas and Ellis counties. Economic development on the southern end of the city will most likely occur as a result.

Figure 4: Proposed Loop 9 Alignment



Source: TxDOT

Regional Veloweb

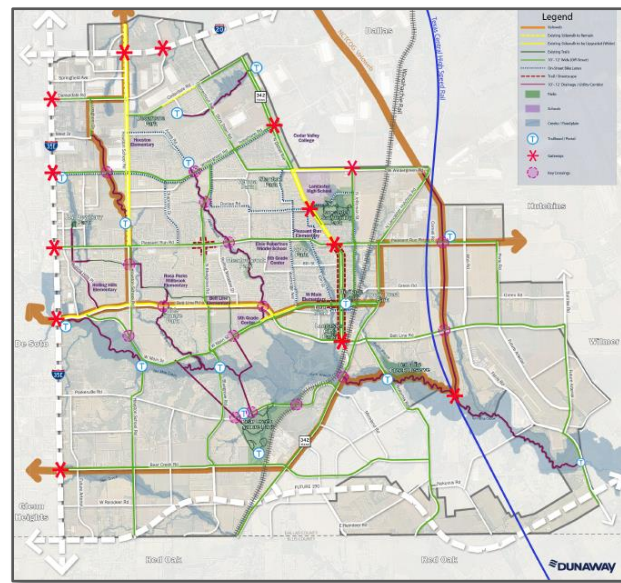
The Regional Veloweb, as defined by NCTCOG, is an 1,883-mile bike and pedestrian network spanning 10 counties and 117 cities within the Dallas-Fort Worth Metroplex. The Veloweb consists of existing and planned off-street shared use paths designed to accommodate all non-motorized modes of transportation.

Design considerations for the Regional Veloweb include the following:

- Minimum 12-foot width and grade separated crossing of roadways with significant traffic flows.
- 16- to 24-foot sections or separated facilities for pedestrians and bicyclists in areas with high peak-volumes of users.
- Independent corridors such as greenways or other active or abandoned ROW.
- Continuous linear corridors that provide long-distance connections through cities and across counties.
- Provide connections to major destinations, including transit stations, employment and education centers, and/or other major activity venues with high volumes of users.
- Grade-separated crossings of roadways with significant traffic flows.
- Few, if any, driveway crossings and signalized or stop sign intersections.
- Supported by a network of local community paths, sidewalks, and on-street bikeways that provide connections to local neighborhood destinations.
- Constructed with long-lasting impervious surfaces.

NCTCOG has identified plans to expand the Veloweb into Lancaster in its latest long-range Metropolitan Transportation Plan, Mobility 2045. Figure 5 shows the regional Veloweb plans for Lancaster as part of its 2020 Hike and Bike Trails Master Plan.

Figure 5: Lancaster Veloweb

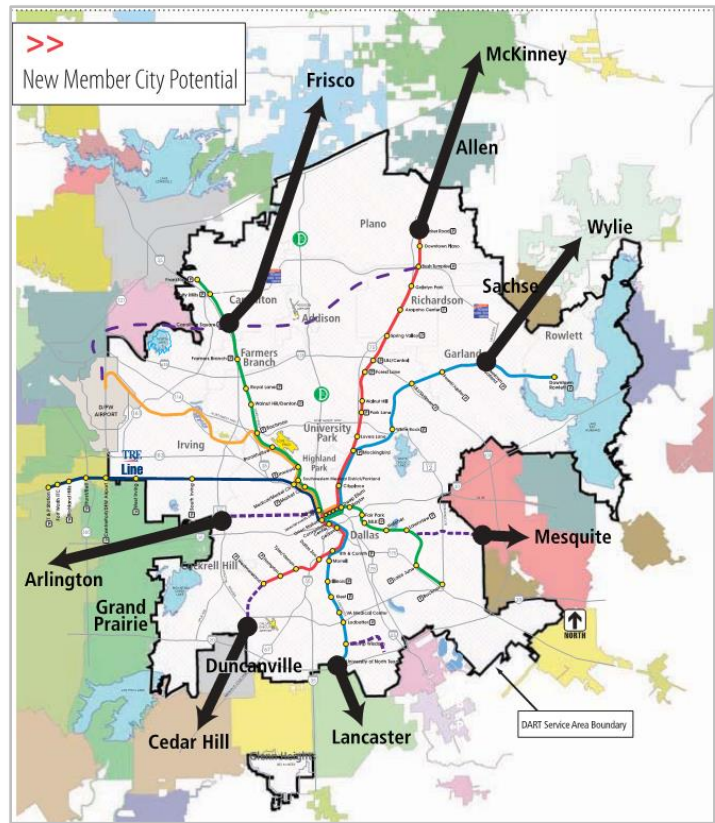


DART 2030

The DART 2030 plan was revised in January of 2007 and focused on enhancing the existing transit system to accommodate additional services as well as expansion projects. As shown in Figure 6, several cities were identified as an expansion opportunity for DART including Lancaster which showed potential to support rail. In 2020, DART will update its Transit System Plan, which will incorporate:

- The 2019 Bus Service Plan
- Its capital expansion program to identify future expansion opportunities
- DART's Mobility as a Service strategy, which will enhance system access, mobility, and service flexibility through emerging technologies
- Opportunities for future streetcar expansion within the DART service area
- Regional opportunities beyond its current service area

Figure 6: DART 2030 Plan – Potential New Member Cities



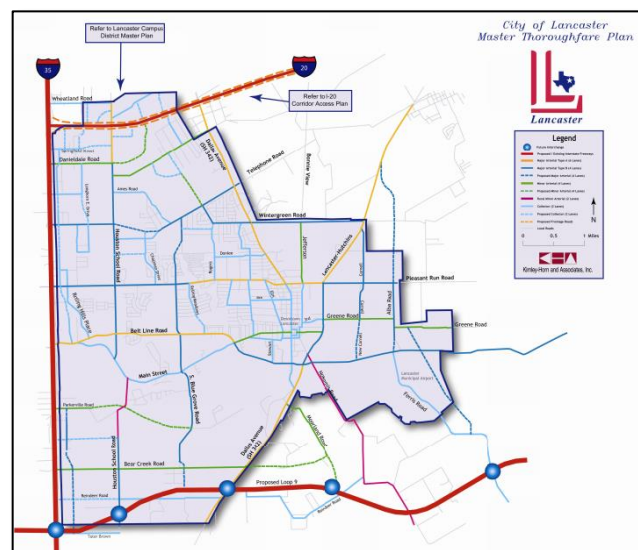
Source: DART 2030 Transit System Plan, page 45.

City Initiatives

Lancaster 2006 Master Thoroughfare Plan

The City of Lancaster's Master Thoroughfare Plan (MTP) was the guiding document on the location and design of major roadway facilities within Lancaster and is shown in Figure 7. Adopted in 2006, it recommended expansions of several roadways in the city. Only a handful of new alignments are planned, and they are mainly extensions of existing roadways such as Alba Road, Cornell and Wintergreen Road. Many of the planned improvements were the expansions of two-lane roads into major arterial routes through the city. These

Figure 7: 2006 Master Thoroughfare Plan



included east-west roads such as Belt Line Road, Pleasant Run Road and Wintergreen Road, and north-south routes such as Houston School Road, and Lancaster Hutchins.

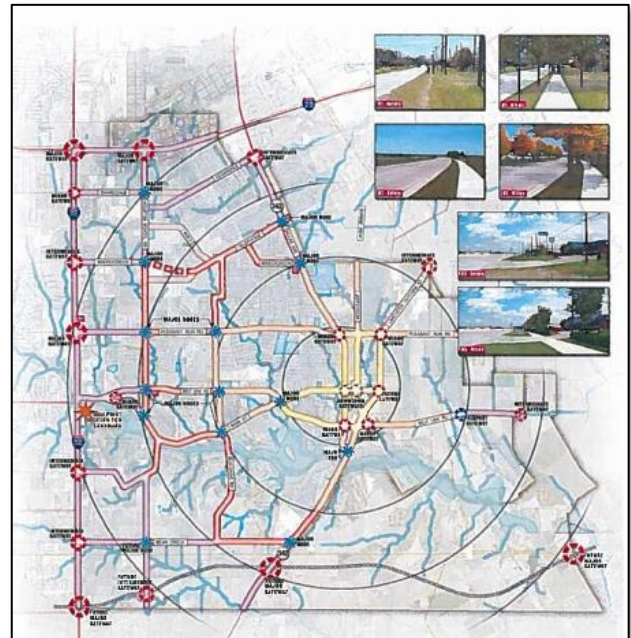
Lancaster 2006 Streetscape Master Plan

Adopted in 2006, Lancaster's Streetscape Master Plan was a planning tool for developing aesthetics of future streets. The goals of the plan were to create and reinforce a unified image of Lancaster, design for vehicular and pedestrian safety, create a pedestrian friendly environment, proven wayfinding devices, and provide an overall sense of interest to the streetscape.

The intent of the document was to facilitate the creation of an attractive system of streets that would beautify the city.

The streetscape design concept recommended using a multi-ring approach with four concentric rings emanating from the city center (see Figure 8), each with their own defined character. Each ring would have their own specific set of signages, trees, colors, pavement types, and node monuments to be used. The ring approach provided a sense of reference to the City's downtown without making downtown the ultimate destination.

Figure 8: 2006 Streetscape Master Plan



1. Outer Ring / Gateway access - This ring provided the introduction to the city, would be highly visible, and provide wayfinding devices.
2. Middle Ring/ Intermediate - Its purpose was to define emerging neighborhoods and greenways.
3. Inner Ring/ Midtown - Its purpose was to define established neighborhoods. Signage would be for specific destination and parking information.
4. City core- downtown - Its purpose was to focus on downtown and town square and would be mostly pedestrian oriented.

The plan provided a recommended layout of thoroughfares and streets broken out into 5 types:

A. Major Thoroughfare (Max 120' ROW)

Three travel lanes on each side of a tree lined median with parkway, sidewalk, and then landscape setback.

B. Major Thoroughfare (Max 110' ROW)

Three travel lanes on each side of a tree lined median with parkway, sidewalk, and then landscape setback.

C. Secondary Major Thoroughfare (Max 100' ROW)

Two travel lanes on each side of a tree lined median with parkway, sidewalk, and then landscape setback.

D. Collector (Max 65' ROW)

Two travel lanes with no median, but parkways, sidewalks, and a landscape setback on each side of outer lanes.

E. Residential (Max 50' ROW)

Two travel lanes, with parkway and sidewalks on each side of outer lanes.

The design standards would be implemented as a priority on streets and roadways that were recently widened and improved as of the CIP. These roadways would consist of Belt Line Road, Wintergreen east of Dallas Avenue and Houston School Road north of Belt Line Road.

Lancaster Master Thoroughfare Plan (MTP) 2015 Update

The MTP dictates the number of lanes for a roadway facility by its thoroughfare classification system. Each classification outlines design features of the roadway. The 2015 update (see Figure 9) added Loop 9 as a proposed interstate freeway. The plan proposed to fill gaps in any major arterial that does not provide a full connection from one link to another.

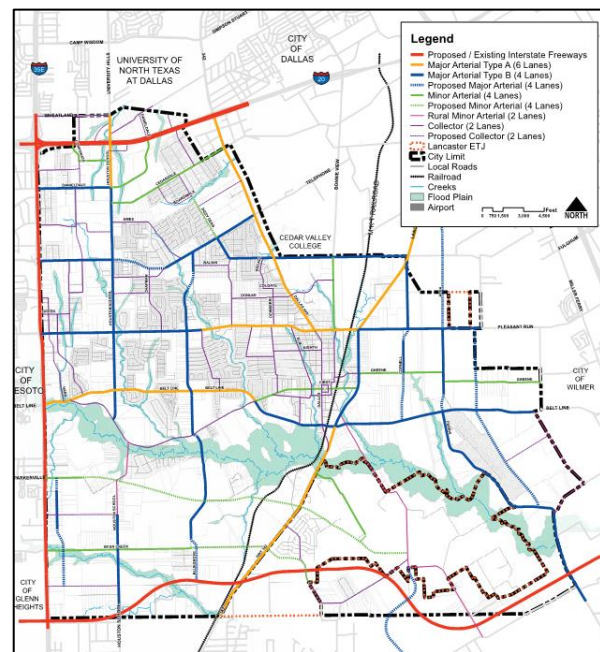
Lancaster 2016 Comprehensive Plan

Adopted in 2016, the City of Lancaster's Comprehensive Plan identifies a need for a transportation system that is less focused on the automobile and more attuned to alternative modes of transportation. The plan recommends a street context framework that breaks out roadways into five different categories based on their land use:

1. Urban Commercial Streets - Wide range of uses, including live, work, shop, and play.
2. Town Center Streets – Residential and service retail.
3. Suburban Neighborhood Streets – Primarily residential.
4. Suburban Commercial Streets – Wide range of uses including live, work, shop, play, dining, and lodging.
5. Rural Neighborhood Streets – Limited range of uses including special industrial, agricultural, and single-family.

As part of the comprehensive planning process, the MTP for Lancaster was evaluated and updated. The updated plan assessed existing roadways for number of lanes,

Figure 9: 2015 Thoroughfare Plan Update



connectivity, and congestion. Most of the changes to the MTP included new connections between existing facilities and extensions of existing roadways.

The Plan recommended connecting east/west arterials that are not currently continuous through the city. Areas identified include Wintergreen Road, Telephone Road and Bear Creek Road. The ROW acquisitions needed for these connections are shown in the plan. Lastly, a revision of codes and ordinances would be required to reflect the five types of street contexts that were developed in the comprehensive plan to provide more uniform standards for road construction and expansion in the city.

Current Planning Efforts

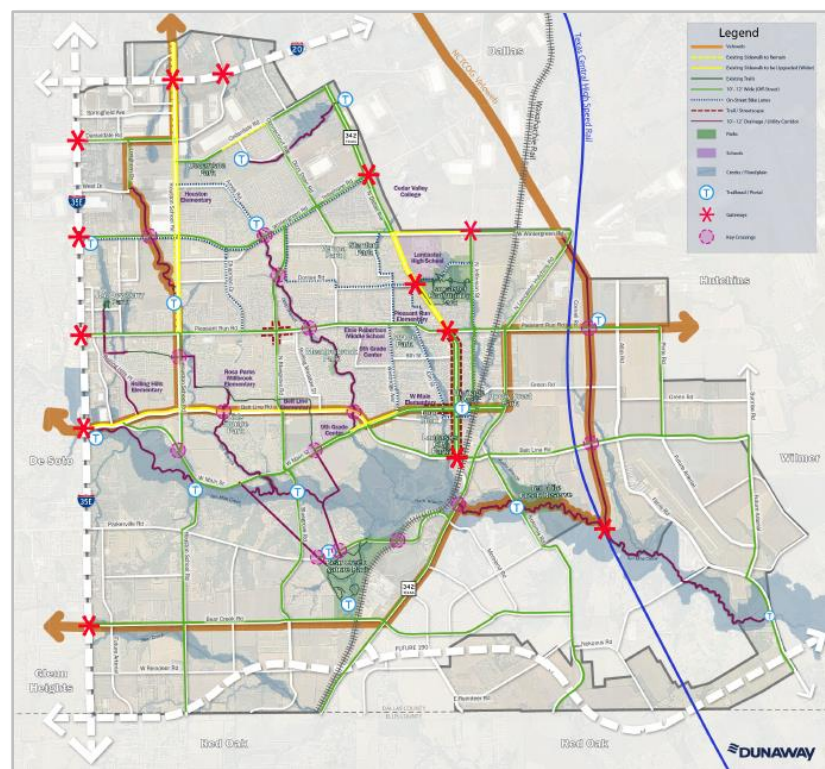
Considerations from several current planning efforts were incorporated into the thoroughfare plan update and are summarized below.

Lancaster 2020 Hike and Bike Trails Master Plan

The City of Lancaster recently updated its Hike and Bike Trails Master Plan. The development of this master plan update was based on the 2006 Trails Master Plan Summary for planning a well-connected trail system throughout Lancaster. The plan development process included an analysis of the existing system, including identification of challenges and opportunities to expand the system, conceptual trail planning and design and community engagement, and finally development of a trail network, design standards, trail hierarchy, and the final report.

The final trail plan provides City officials and key decision-makers a guide and tools to develop and implement the proposed network of trails.

Figure 10: 2020 Hike and Bike Trails Master Plan



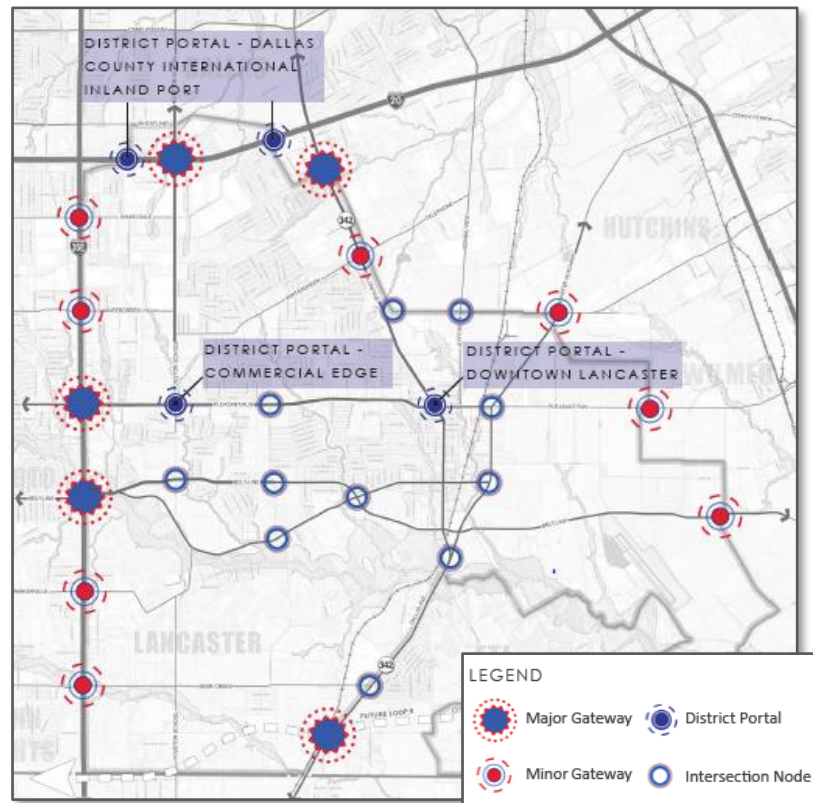
Courtesy Dunaway Associates

INTRODUCTION

Lancaster 2020 Streetscape Master Plan Update

The 2020 Streetscape Master Plan Update focuses on enhancing the identity and character of the community through beautification of entryways, key intersection areas, and corridors. The Streetscape Master Plan identifies classes of enhancements with specific visual qualities that address identity, context, and function. The Plan also discusses landscaping, monumentation, public art, and intersection treatments.

Figure 11: 2020 Streetscape Master Plan - Gateways



Southern Dallas Regional Veloweb Alignment Study

The North Central Texas Council of Governments (NCTCOG) is leading a study to review the feasibility of bikeway segments in southern Dallas County to link the cities of Cedar Hill, DeSoto, Duncanville, and Lancaster. The study will investigate gaps between existing or planned paths and bikeways and examine key destinations along proposed routes and connections to existing transit services. The final report will discuss conceptual schematics, project phasing, environmental review, ROW requirements, and opinions on costing.

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GOALS AND OBJECTIVES

Chapter 2: Goals and Objectives

The transportation network forms the skeleton of the city and must serve to support the larger vision of the community. Transportation strategies were developed through input and discussion with City officials and key stakeholders. While these strategies are distinct from the general vision, they reinforce and expand upon community strengths and promote transportation as a key element of community success.

Comprehensive Plan Vision and Principles

Vision Statement

A vision statement sets out the long-term aspirations or desires of the community. Lancaster's vision for the future is based upon four key points.

- It is built on our existing natural, cultural, and historic community assets.
- It creates Lancaster as a destination community.
- The community's educational excellence supports its people and businesses.
- The diverse choices in Lancaster appeal to people of all ages and businesses in a variety of industries.



Supporting Principles

Supporting the vision are 10 principles or policies that provide more direction on how to achieve the overall vision for the City of Lancaster.

1. Lancaster's quality of life attracts people of all ages.
2. Natural and historic assets are the foundation for distinctive neighborhoods and business areas.
3. The City's continued investments in existing neighborhoods offer desirable choices for current and future residents.
4. New residential developments expand the range of neighborhood choices, so Lancaster appeals to people throughout all stages of life.
5. Lancaster's economic base is strong because it includes businesses in diverse and growing industries.
6. The enhanced Medical District is a key reason Lancaster is the wellness center of southern Dallas County.
7. Development and investment decisions support Lancaster's fiscal sustainability over time.
8. Lancaster has great mobility choices – walking and biking routes to destination within the community, public transportation connections to the DFW region, and street networks that link Lancaster residents to jobs and Lancaster businesses to their employees and customers.

9. Lancaster residents of all ages can find the resources for success here in this community (resources for education, training, healthy living, job search, etc.).
10. The Comprehensive Plan is the foundation for unified action to implement the City's long-term vision. The City works in partnership with other agencies including the Lancaster ISD, the Chamber of Commerce, and Economic Development among others to carry out the Plan.

Transportation Strategies

Specific guidance for transportation and related categories of land use, infrastructure, economic development, open space/recreation, community character and design, historic preservation, and public facilities build upon the vision statement and guiding principles. Defined strategies for transportation include:

- Providing a full range of mobility choices:
 - Anticipate and benefit from potential commuter rail.
 - Plan development that is "Transit-Ready" around Lancaster's desired rail stations.
 - Minimize the impacts of potential high-speed rail.
- Taking advantage of Lancaster's location within regional mobility systems (highways, public transportation, freight, air, etc.).
- Using transportation improvements to strengthen key destinations within Lancaster.

Thoroughfare Plan Goals and Objectives

The goals and objectives are designed to relate directly to the supporting principles and strategies of the 2016 Comprehensive Plan while providing additional guidance:

Expand Mobility and Access

Objectives:

- Judiciously improve the capacity and flow of the transportation infrastructure, as appropriate.
- Continuously evaluate existing and planned roadway corridors for future transportation needs.
- Integrate trails, bike lanes, bus transit, commuter rail, roadways, and sidewalks into a more interconnected comprehensive plan.
- Explore use of new technologies to enhance transportation options.
- Develop roadway streetscape and context sensitive design policies and standards that enhance multi-modal utilization, connectivity between communities, historic preservation, economic development, and user safety.
- Maintain a functional classification and roadway design standards in the City's Thoroughfare Plan.



GOALS AND OBJECTIVES

- Promote system connectivity to adjacent cities and the regional transportation network.

Focus on Maintenance and Fiscal Responsibility

Objectives:

- Maintain and enhance the condition of the existing transportation infrastructure with special consideration for older neighborhoods and rural areas.
- Identify and investigate new pavement technologies and paving systems.
- Implement robust asset management program to ensure system condition is continuously monitored, maintenance projects prioritized, and the overall network kept in good condition.
- Leverage public and private funding sources to optimize transportation investments.
- Identify and investigate regional, state, and federal funding initiatives to support local transportation programs and projects.
- Include roadway conditions into the ranking and prioritization of roadway projects.

Improve Economic Vitality

Objectives:

- Improve access to employment, commerce, education, and community resources.
- Provide for the efficient movement of goods and services.
- Give priority for freight movement in selected corridors, where appropriate.
- Strengthen the integration of transportation and land use.
- Employ roadway design principles that support community identity and wayfinding.
- Plan for Transit Oriented Development (TOD) as well as freight-oriented land use.
- Promote commuter rail initiatives to the City of Lancaster.
- Support connections and improvements to roadways adjacent to Loop 9.



Enhance Quality of Life

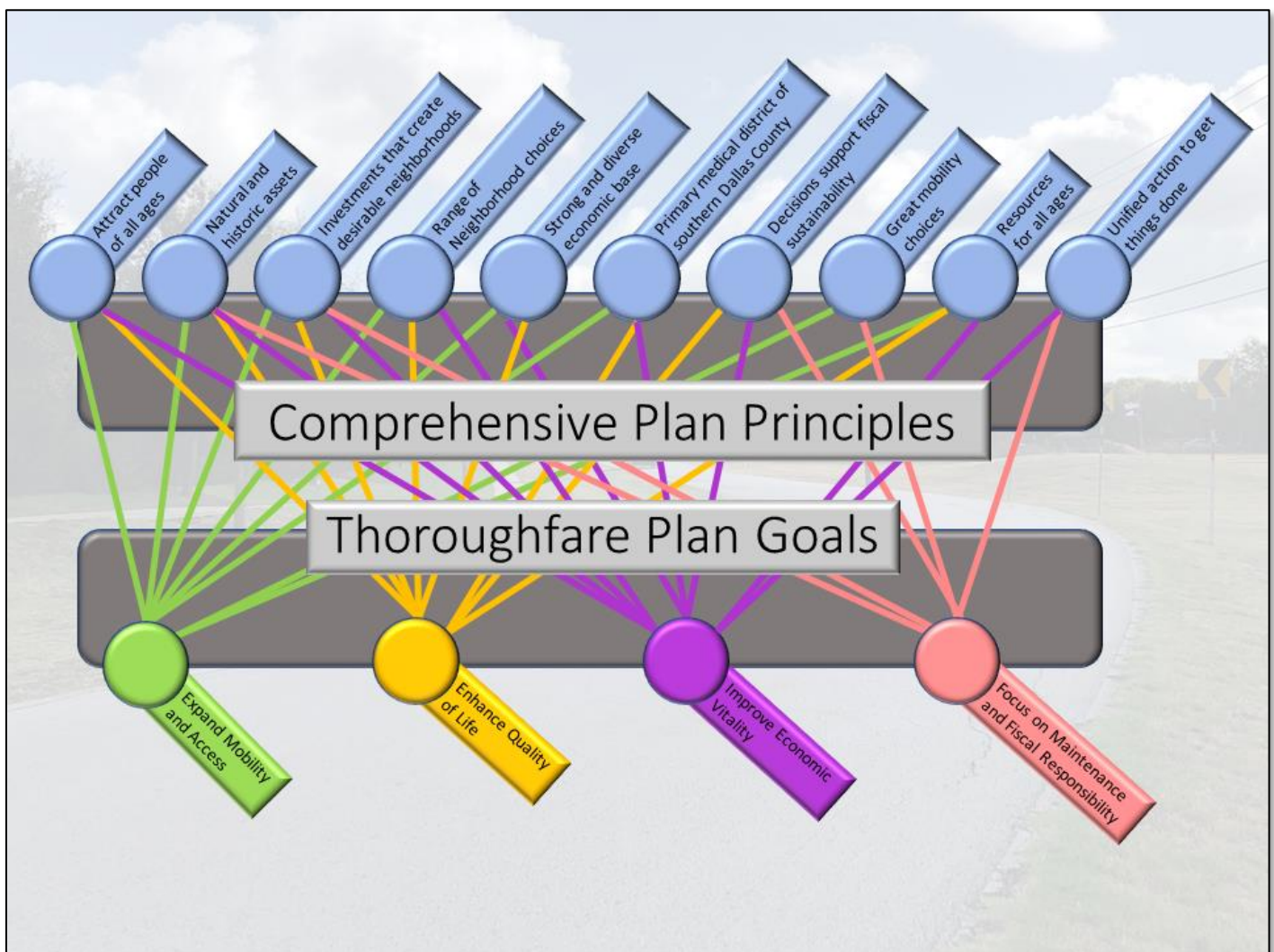
Objectives:

- Focus on moving people, not vehicles, safely and efficiently.
- Exceed federal, state and local air quality standards.
- Promote and incorporate active transportation activities into all events within the City.

- Embrace principles of streetscape and context sensitive roadway design where possible.
- Promote mixed-use developments at select locations to reduce auto use, improve air quality, and promote active transportation options.
- Make pedestrian and cyclist safety a priority when considering roadway rehabilitation or construction.
- Ensure safe and efficient routes to schools for pedestrians and cyclists, with preference towards elementary and middle schools.

Figure 11 illustrates the connections between the principles of the 2016 Comprehensive Plan and Thoroughfare Plan goals.

Figure 11: Connections between Comprehensive Plan and Thoroughfare Plan



EXISTING CONDITIONS

Chapter 3: Existing Conditions

The City of Lancaster has an advantage over many cities in the region and around the state because it already offers a multi-modal transportation network. The City is located just south of the DART Blue Line station at the University of North Texas at Dallas and has a developing bike and pedestrian network and excellent connections to the regional roadway network and the proposed high-speed rail station in Dallas.

The existing conditions section of a thoroughfare plan sets the foundation of the plan. It provides a baseline description of the city's transportation network as it stands today regarding capacity, functional classification, modal accommodations, and serves as a platform for recommended system adjustments.



Existing Transportation Framework

Lancaster contains a robust road network that provides access throughout the city and connectivity to the surrounding area. The network is generally composed of a grid network based on a functional hierarchy of streets. The purpose of the street classification system is to reduce traffic and improve connectivity to surrounding land uses.

Ease of access and efficient connectivity are important features of the overall network. Understanding the functionality and framework of facilities in Lancaster require an evaluation of different aspects of the transportation system. The purpose of evaluating existing conditions is to better define transportation needs in order to identify solutions to meet Lancaster's current and future transportation demands.

Existing Roadway Operations

Roadway operations describe the mechanics of a roadway network. These factors are typically gauged by examining traffic volumes, or the number of vehicles utilizing the network during a specified time interval, and level-of-service, a measure of the amount of congestion on a roadway given the number of vehicles it was designed to accommodate at a given time (capacity).



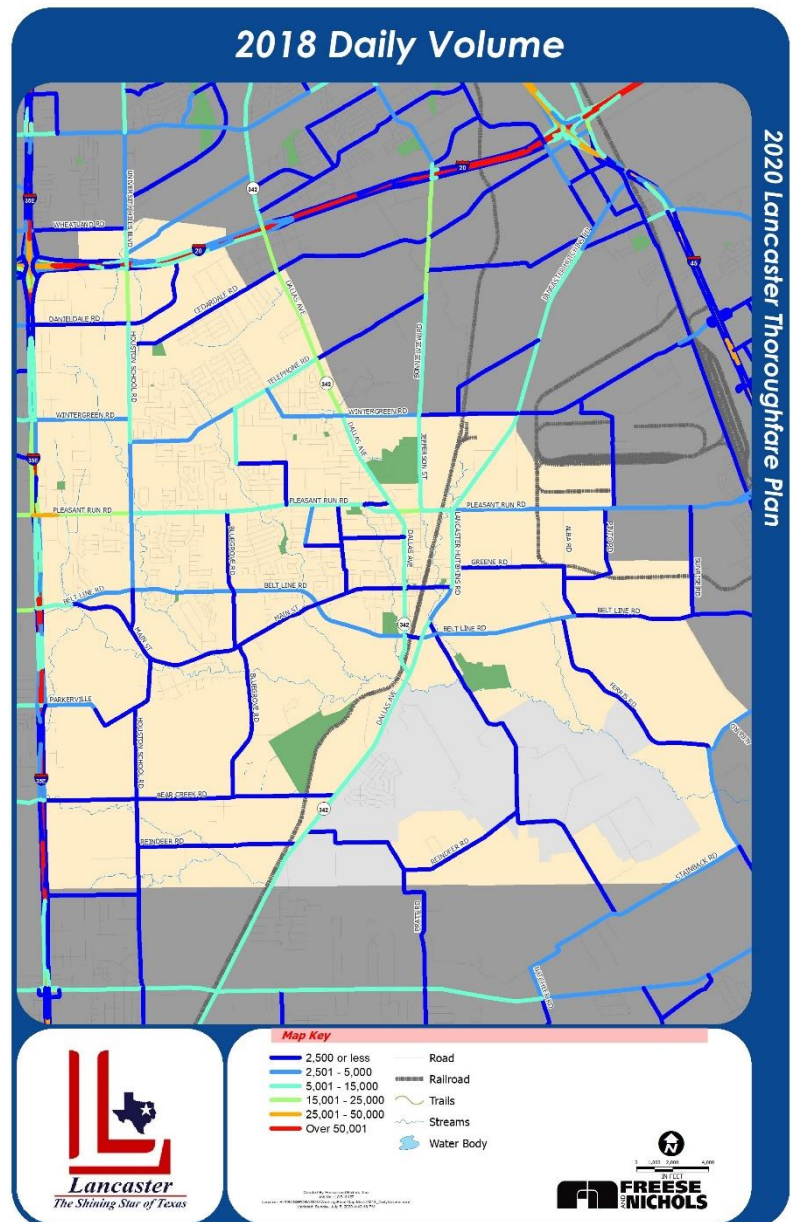
Traffic Volumes

Understanding current traffic volumes on a road network is an important step in determining if facilities are functioning at capacity under current conditions. The Annual Average Daily Traffic (AADT) provides information on traffic history. AADT is the total volume of vehicle traffic divided by 365 days. Traffic counts can also be collected over a specific time period.

Figure 12: 2018 Daily Volume

Current Daily Traffic Volumes

The bulk of thoroughfares in Lancaster were reported to be carrying volumes of up to 2,500 vehicles per day in 2018. The range of traffic volumes in the city is as low as 4 vehicles per day and up to nearly 28,000 vehicles per day. As shown in Figure 12, Pleasant Run Road from Park Circle Drive to IH-35E has the highest AADT at just under 28,000 vehicles per day. Much of this traffic can be attributed to the roadways' proximity to a major shopping center. The next highest traffic volumes in 2017 were along Dallas Avenue from Telephone Road to Cedardale Road carrying 22,000 vehicles per day. This stretch of roadway provides access from residential communities to IH-20 and can be attributed to residents using it to commute back and forth between the Dallas-Fort Worth Metroplex. Pleasant Run Road, from Dallas Avenue to Jefferson Street, recorded a daily volume of 17,600, while Houston School Road, from Daniieldale Road to IH-20, recorded 15,500. Except for these few higher volume roadways, most roadways in Lancaster operate with daily traffic volumes under 15,000 vehicles.



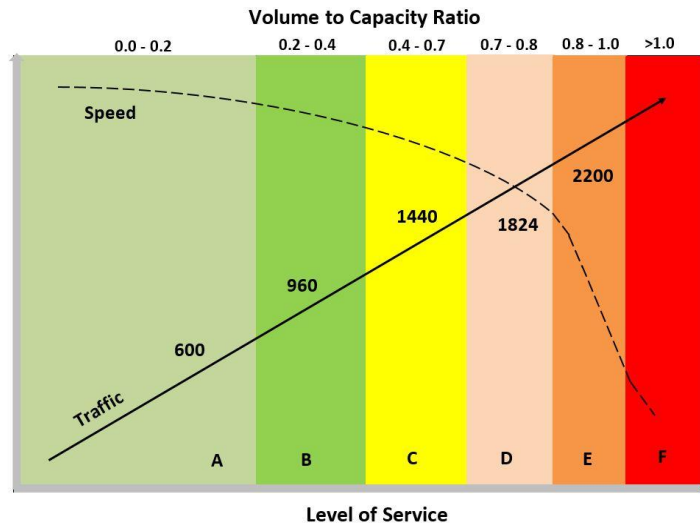
EXISTING CONDITIONS

Existing Network Level of Service

Level-of-Service (LOS) is a performance measure used to evaluate the function and flow of traffic through a transportation network. LOS is a measure of congestion expressed as the volume to capacity ratio of a roadway. Volumes represent an estimate of the number of vehicles on a road segment. Capacity is the maximum number of vehicles a roadway was designed to accommodate within a segment.



Traffic operational performance is based on an LOS scale from A through F, with A referring to free flow traffic conditions and F representing severely congested facilities. The closer a roadway's volumes are to equaling or exceeding their capacity, the lower the level-of-service (LOS D-F); the lower the volumes and further below the roadway's capacity, the higher the level-of-service (LOS A-C). Figure 13 illustrates the relationship between level-of-service and traffic volume, volume to capacity ratios, and speed.

Figure 13: Volume/Capacity Ratios vs Level of Service



Most cities design for LOS C and D operational conditions during the peak hours. Economically, LOS C or D roadways slow traffic down just enough for commuters to take notice of local businesses along a corridor; these conditions are also ideal for pedestrian activity. In some cases, mitigation of LOS may be constrained due to ROW or environmental factors. A description of operational conditions and congestion is listed in Table 2 below.

Table 2: Level of Service and Congestion

<p>LOS ABC: Traffic flow in this category moves at or above the posted speed limit. Travel time in this category is not hindered as a result of congestion because traffic volumes are much less than the actual capacity.</p>	
<p>LOS DE: This category is slightly more congested than LOS ABC; however, traffic volumes are beginning to reach their capacity of the thoroughfare. Traffic usually moves along at an efficient rate and posted speeds may not be fully reached.</p>	

LOS F: Congestion is apparent in this level-of-service category. Traffic flow is irregular, and speed varies. The posted speed limit is rarely, if ever, achieved in this category. In more congested corridors, traffic can be at a mere standstill with limited progression during peak hours.

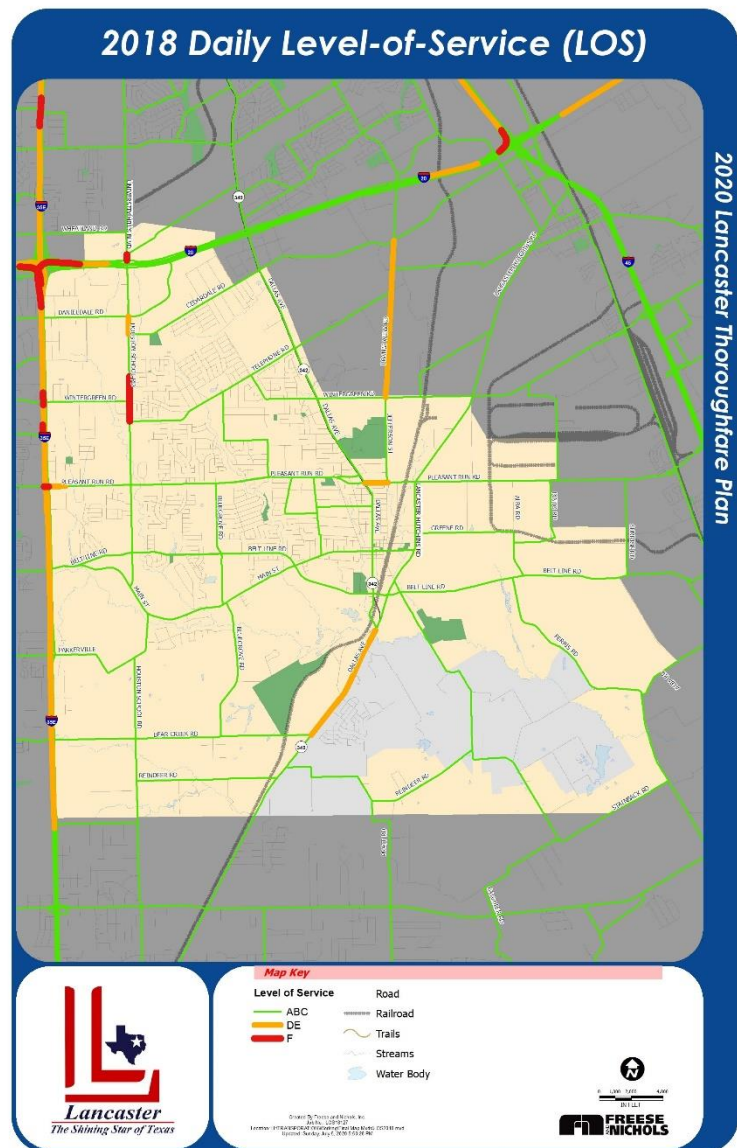


Figure 14: 2018 Level of Service

2018 Level of Service

As illustrated in Figure 14, Lancaster operates on a LOS of ABC with very few roadway segments having a rate of DE, or F. The daily LOS numbers indicated the worst projected conditions within a 24-hour period within the segment. The most congested segment is on North Houston School Road, from Wintergreen Road to approximately 600 ft north of Meadowgate Lane. This roadway is in the middle of this congested stretch of roadway and is the sole entrance/exit to a residential community of over 500 households. With five lanes and a 35-foot raise median, this unsignalized intersection has a stop sign for vehicles exiting from the community.

Traveling north on Houston School Road, the segment from Cedardale Road to Danieldale Road operates on a level of DE. The intersections on Danieldale Road and Cedardale Road are both large and unsignalized, and feed into major industrial business centers. At the Danieldale Road intersection, a vehicle would have to cross over 100 feet of roadway while making a left turn. Being less than 1 mile away from IH-20, this intersection may need traffic signals to reduce congestion. Crossing IH-20 from North Houston Road on the north side is a



EXISTING CONDITIONS

small segment that operates at an LOS of DE. Such congestion is expected as there is significant demand to access IH-20.

Another major corridor with LOS operations of DE to F is Pleasant Run Road. The overpass in between the IH-35 E frontage roads has a LOS of F which rises to a LOS of DE as it reaches Rolling Hills Place.

Besides the small segments of congestion next to areas of activity, there is a larger stretch of DE level of congestion on Pleasant Road from Dallas Avenue to Jefferson Street, and from Jefferson Street running north past the city limits. This is due to Jefferson Street being an alternative route to reach IH-20. Table 3 lists the congested roadways in Lancaster as of 2018.

Table 3: Congested Roadways in Lancaster

Roadway	Segment	LOS	Daily Vol	AM Vol	PM Vol
Pleasant Run Road	Southbound IH-35E frontage road to northbound IH-35E frontage road.	F	26,429	3,966	6,926
Pleasant Run Road	Northbound IH-35E frontage road to Rolling Hills Place.	D, E	28,325	4,843	7,176
Houston School Road	Wintergreen Road to Wintergreen Road.	F	9,376	1,721	2,481
Houston School Road	Wintergreen Road to 600' N of Meadowgate Lane.	F	9,690	1,787	2,559
Houston School Road	Cedardale Road to Daniieldale Road.	D, E	14,748	2,694	3,616
University Hills Drive	IH-20 westbound frontage road to Wheatland Road.	D, E	9,798	2,429	2,839
Pleasant Run Road	Dallas Avenue to Jefferson Street.	D, E	18,318	2,902	4,480
Jefferson Street	Pleasant Run Road to Wintergreen Road.	D, E	12,422	1,860	2,762

Existing Major Traffic Generators

Major employers (greater than 150 employees) and areas of high commercial development can create an abundance of traffic and varying patterns of traffic flow. Recognizing these areas as major traffic generators can have important implications when planning future roadways. Major generators with over 200 employers include

Walmart, Lancaster Independent School District, Bass Craft, Cedar Valley College, Oak Creek Homes, and the City of Lancaster¹.

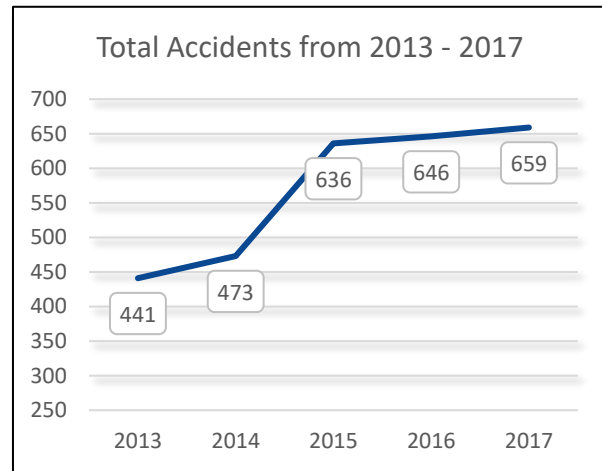
Future Major Traffic Generators

The construction of Loop 9 in southern Dallas County is expected to create numerous significant residential and commercial developments within Lancaster. With such development, an increase in traffic is likely to occur along the City's southern periphery and will have a significant impact on the transportation network within the City.

Crash Statistics

The annual number of vehicle crashes is important in telling whether a roadway network is safe, and where improvements can be made to improve public safety. Traffic accident data supplies critical information on the causes of congestion and whether they are the source of confusion among drivers. Through analyzing public data from the Texas Department of Transportation, corridors and locations with the highest crash rates were determined.

Figure 15: Total Accidents (2013-2017)



Texas Department of Transportation (TxDOT) Crash Records Information System (CRIS) reported 2,855 traffic accidents in the city of Lancaster from 2013 to 2017; 12 of these accidents resulted in fatalities. As shown in Figure 15, the crash rate rose by over 34 percent from 2014 to 2015 and then flattened out the following years with crash rates rising around 2 percent year over year. Although the number of crashes has increased slightly in recent years, the trend indicates that it is becoming normal for the roads to operate at a higher crash rate.

Specific road segments with high crash rates were identified in Table 4 and in Figure 16 on the following pages. Approximately 600 crashes were reported along the IH-35E, which makes up over 20% of total accidents within the city limits. Pleasant Run Road experienced 417 crashes, while 388 were reported on IH-20.

¹ Source: City of Lancaster website.

EXISTING CONDITIONS

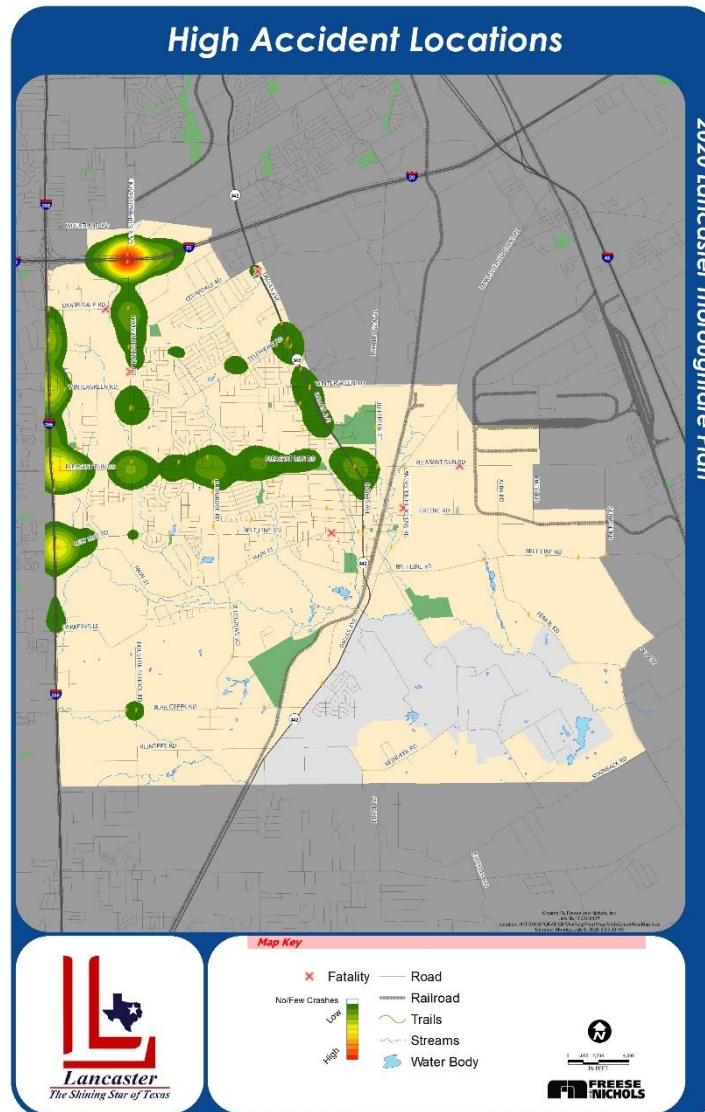
The one-mile roadway segment from Corporate Drive to Daniieldale Road along IH-20 has the highest number of crashes, with a high concentration occurring as IH-20 intersects North Houston School Road. The high volume of vehicles in this specific area is due to a cluster of industrial and business developments just south of the interstate. Pleasant Run Road, a major arterial that intersects through the core of the city from east to west, has the highest crash rate on its segment from IH-35E to Marsalis Road. There are more crashes than usual here because the intersection of Pleasant Run Road and IH-35E is in a major activity center and is surrounded by major retail, shopping and entertainment centers and commercial businesses.

Table 4: High Accident Locations

High Accident Areas	Total Accidents	Crash Rate by Route Length
IH-20 from Corporate Drive to Daniieldale Road	357	63.75
West Pleasant Run Road from IH-35E to Marsalis Road	159	81.53
IH-35E from East Pleasant Run Road to Southpointe Drive	141	56.4
IH-35E from The Meadows Parkway to Wintergreen Road	130	41.93
IH-35E from West Drive to Daniieldale Road	104	41.6
Pleasant Run Road from Chapman Drive to Rolling Meadows Drive	76	27.64
Pleasant Run Road from Glendover Drive to Springcrest Circle	67	36.22
North Houston School Road between Daniieldale Road and Cedardale Road	67	60.91
West Belt Line Road from IH-35E to West Main Street	60	32.43
North Dallas Avenue from West 8 th Street to East Park Place Drive	49	23.9

Source: TxDOT CRIS 2013 - 2017

Figure 16: High Accident Locations in Lancaster



Of the total accidents that occurred, approximately 12% were caused by a vehicle going over 70 miles per hour. The bulk of accidents were documented at speeds of 45 – 55 miles per hour (38%), and 30 – 40 miles per hour (32%). Many of these crashes occurred in areas with wide, multilane intersections leading to a center of activity in the city.

The top contributing factors for accidents include, but are not limited to, driver inattention, failure to control speed, failure to yield on a left turn and failure to yield at a stop sign.

Of all crashes reported in this four-year period, 37 involved pedestrians. Around 65% of total accidents were non-injury-related and approximately 95% of crashes had property damages exceeding \$1,000. Between 2012 to 2015, the annual number of fatalities decreased. From 2015 to 2016, fatal crashes rose from 4 to 11.

EXISTING CONDITIONS

Transit Services and Connectivity

Lancaster is served by numerous transit agencies that provide service in and around the City limits. Light rail service to downtown Dallas and points beyond are provided via the DART Blue Line at the UNT Dallas Station. City residents enjoy access to STAR transit bus services within the City and DART bus services in nearby Glenn Heights.



Existing Rail Connectivity

The DART Blue line opened in 1996 and is one of the original light rail lines in the DFW Metroplex. In late 2016, the Blue Line expanded its service to the University of North Texas (UNT) Dallas Station, just outside Lancaster's northern city limits. The Blue Line currently runs north from the UNT Station, through downtown Dallas, then east to Rowlett. DART's 2030 System Plan shows an expansion of the Blue Line via a branch to IH-20 and the SouthPort Intermodal Terminal.

Existing Bus Connectivity

The City of Lancaster has several agencies that provide bus service to its residents. DART provides nearby bus service via bus route #555 with service to Cedar Valley College and has Glenn Heights Park and Ride located just west of the City near IH-35E and Bear Creek Road in Glenn Heights.

STAR Transit provides a fixed-route service within Lancaster via the Hutchins Shuttle on route #401 with service to Crescent Medical Center, Cedar Valley College, and the DART UNT Dallas Station. It also provides additional fixed route service adjacent to Lancaster along IH-35E in DeSoto on route #501.

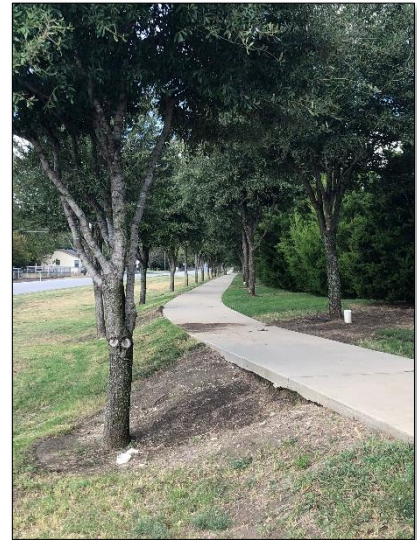


Non-Motorized Transportation

Non-motorized transportation is one of the most essential elements of a transportation network. This is because all trips, regardless of mode, begin with the pedestrian. It is important to build a transportation network that not only accommodates but plans for pedestrian and bicycle activity. Common elements of a non-motorized network include on-street and off-street bike trails, signed bike routes, and sidewalks.

Non-Motorized Transportation Elements

- Sidewalk – A primarily pedestrian off-street facility between the curb line of the roadway and the adjacent property.
- Shared Use Path - An on or off-street facility separated by a barrier or open space that is designed to accommodate all non-motorized modes including pedestrians, bicyclists, skaters, and joggers.
- Cycle Track – On or off-street facilities, designated for bicyclists, that is separated sidewalks, motorized travel lanes, and parking lanes.
- Bike Lane – On-street facility, designated for bicyclists that is separated from the motorized travel lanes through pavement striping.
- Wide Paved Shoulders – Wide shoulders, typically along rural highways, used to accommodate bicyclists and joggers.



These elements are often bolstered by landscaping and pedestrian amenities such as benches, shade trees, pedestrian lighting, and raised cross walks.

Existing Non-Motorized Transportation Network

Lancaster's non-motorized transportation network includes sidewalks, on and off-street trails, signed routes, and wide shoulders along certain roadways throughout the city. It accommodates several users, including pedestrians and bicyclists traveling to work and school, shopping and entertainment venues, and for general recreation.

Bicycle and Pedestrian Connectivity

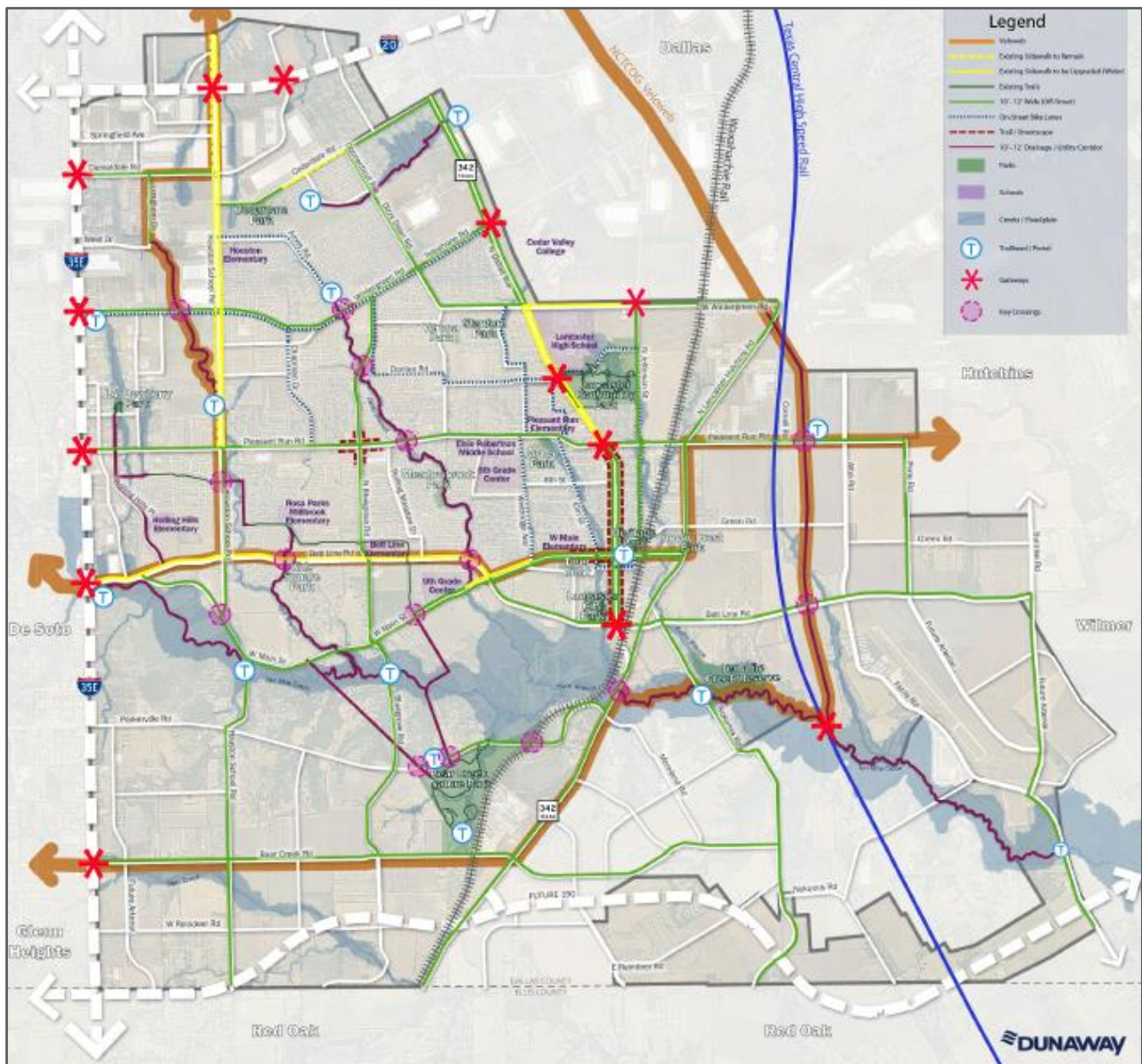
Currently, the City of Lancaster has limited opportunities for bicycle and pedestrian mobility, but officials have recognized the need to develop these networks and are working diligently to improve the quantity and quality of these networks.

There are several bicycle and pedestrian trails within the City, mostly located along creeks and parks, such as the 10 Mile Creek Preserve, Cedardale Park, and the popular Pleasant Run Trail. Sidewalks are generally well developed within existing subdivisions, however, there is limited sidewalk network outside these areas, especially in rural areas.

EXISTING CONDITIONS

The City of Lancaster has recently updated its Hike and Bike Trail Master Plan with the proposed network shown in Figure 17. Recommendations include trails through the downtown core and an extensive network of off-street bike lanes along major and minor arterials with on-street facilities along collectors and select minor arterials.

Figure 17: 2020 Hike and Bike Trails Master Plan



Courtesy of Dunaway Associates

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MODELING AND THOROUGHFARE ANALYSIS

Chapter 4: Modeling and Thoroughfare Analysis

Modeling Process

The City of Lancaster's Thoroughfare Plan was developed using several mobility analysis tools, including the Dallas Fort Worth Regional Travel Model for the Extended area (DFX), maintained by the North Central Texas Council of Governments (NCTCOG). The DFX model forecasts trips in the region based on several factors, including trip purpose (work, home and shopping), trip length, and congestion. Regional trip forecasts are based on projections of future population and employment which help determine total daily trips, trip origins and trip destinations.



The data provided by the DFX model, along with expert technical judgment, was used in tandem to develop the Lancaster Thoroughfare Plan. Using a regional model in the thoroughfare planning process provides a more comprehensive analysis in anticipating future trips within and around the City of Lancaster.

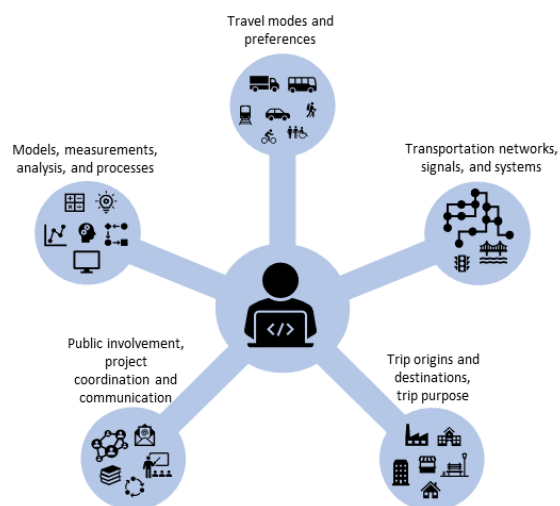
The model was used to help prioritize projects and aid in making recommendations for the future street network. General components associated with the development of travel demand models are illustrated in Figure 18.

The model-based analysis was completed using the following steps.

Thoroughfare Analysis Modeling Methodology

- Review of Lancaster population and employment projections by Traffic Survey Zone (TSZ).
- Review of NCTCOG model network to match currently adopted Lancaster Thoroughfare Plan.
- Review of 2045 model performance outputs on Lancaster thoroughfare network.
- Adjusted proposed thoroughfare network to reflect needed capacity improvements or possible capacity reductions.

Figure 18: Components of Travel Demand Modeling

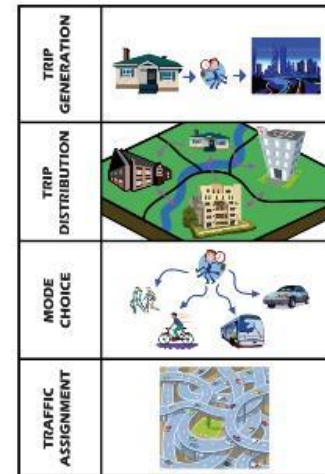


Travel Demand Modeling Steps

Travel demand modeling is comprised of a series of mathematical models that simulate travel on the transportation system. The model divides the City of Lancaster into TSZs which have specific demographic and land use data associated with them and are used to determine trip demand and travel patterns. The modeling process encompasses the following four primary steps as illustrated in Figure 19:

- Trip Generation – the number of trips produced and attracted to a destination or TSZ based on trip purpose.
- Trip Distribution – the estimation of the number of trips between each TSZ, i.e., where the trips are going.
- Modal Split – the prediction of the number of trips made by each mode of transportation between each TSZ.
- Traffic Assignment – the amount of travel (number of trips) loaded onto the transportation network through path-building. This is used to determine network performance.

Figure 19: Steps of Travel Demand Modeling



The model provides the City with an accurate tool to identify system improvements to create a forecast network that will accommodate future transportation needs.

Forecasting Growth

Two essential inputs for the travel demand model are population and employment data. This information helps determine the origin and destination of each trip. The number of trips produced by each person or job varies depending on many factors, including income level and job type.

Traffic changes between the base year and the forecast/build-out year are evaluated to determine relative change and the impact of proposed improvements. These changes serve as a guide for decision-makers to determine how to develop their roadway networks and which projects are most important for their community.



Travel Demand Model Base Year Conditions

NCTCOG maintains an updated version of the base year demographics and transportation network for the region. This includes most of the major and minor thoroughfares in the City of Lancaster. The model's demographics undergo a comprehensive update at least once every 5 years. The 2018 demographics provided from NCTCOG were used in the analysis of the base year conditions.

MODELING AND THOROUGHFARE ANALYSIS

Travel Demand Model Analysis

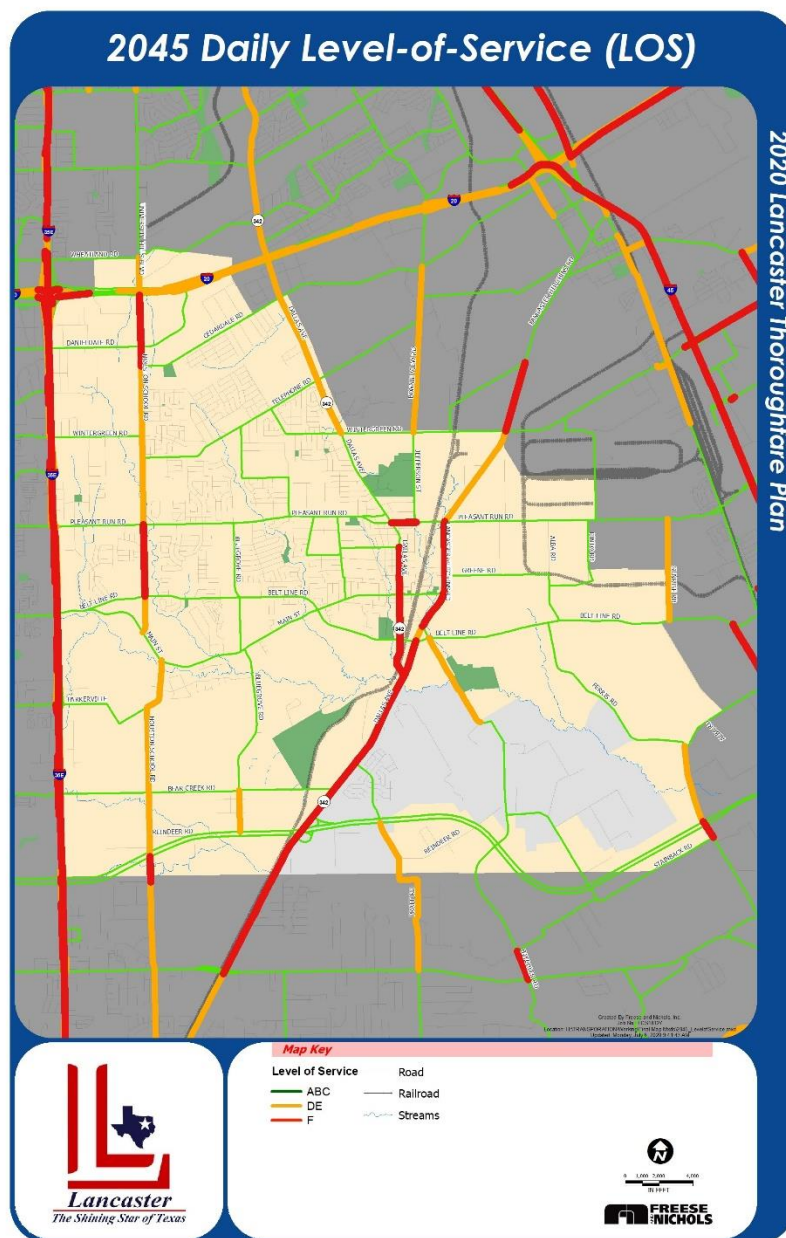
The results from the DFX help to determine the capacity and thoroughfare needs in the City of Lancaster. The goal of a thoroughfare plan is to balance the supply and demand of the roadways to ensure that resources are maximized and the system functions safely and efficiently. The purpose of the analysis was to determine where the mobility needs in the region are and to adjust roadway size and functional class based on forecast volumes, congestion and known constraints. The new thoroughfare plan network was developed through an extensive process of engagement with city staff, public participants, and other stakeholders.

The two primary indicators for evaluating future need are traffic volumes and congestion or level-of-service (LOS). Traffic volumes help to determine the appropriate sizing of a road. Congestion on the other hand compares the projected volumes to the proposed capacity of the roadway; this is known as the Volume to Capacity (V/C) Ratio. The results of the V/C Ratio are presented in an A through F grading system with a LOS A roadway representing free flow conditions and LOS F representing extremely congested conditions.

Projected Level of Service

An evaluation of future thoroughfare conditions in Figure 20 reveals that most major north-south corridors are forecast to have high traffic volumes and be heavily congested by 2045. This is compounded by the observation that IH-35E, IH-20, and IH-45 will also be heavily congested by 2045, indicating few alternative routes for travelers.

Figure 20: 2045 Daily Level of Service



Some of these major thoroughfares that are forecast to experience poor levels-of-service are:

North-South Corridors:

- North Dallas Avenue (SH 342), from IH-20 to West Telephone Road.
- SH 342, from East Beltline Road to the southern city limits.
- North Houston School Road, from IH-20 to West Wintergreen Road.

East-West Corridors:

- West Pleasant Run Road, from North Jefferson Street, to SH 342.

In addition, some roadways are forecast to experience low volumes, but high level-of-service. These corridors include:

North-South Corridors:

- North Houston School Road, from West Wintergreen Road to the southern city limits.
- North Lancaster Hutchins Road, from South Dallas Avenue (SH 342) to West Wintergreen Road.
- South Bluegrove Road, from Bear Creek Road to Loop 9.
- North Dallas Avenue, from 8th Street to South Lancaster Hutchins Road.

Note that while Loop 9 is not expected to be congested at this point in the future, several connecting roadways are expected to be heavily congested. These roadways include Pratt Road, Ferris Road, Bluegrove Road and Houston School Road.

It is also important to note that while the many north-south corridors through the City are forecast to become congested, only one small segment of the east-west roadway network is expected to become congested.

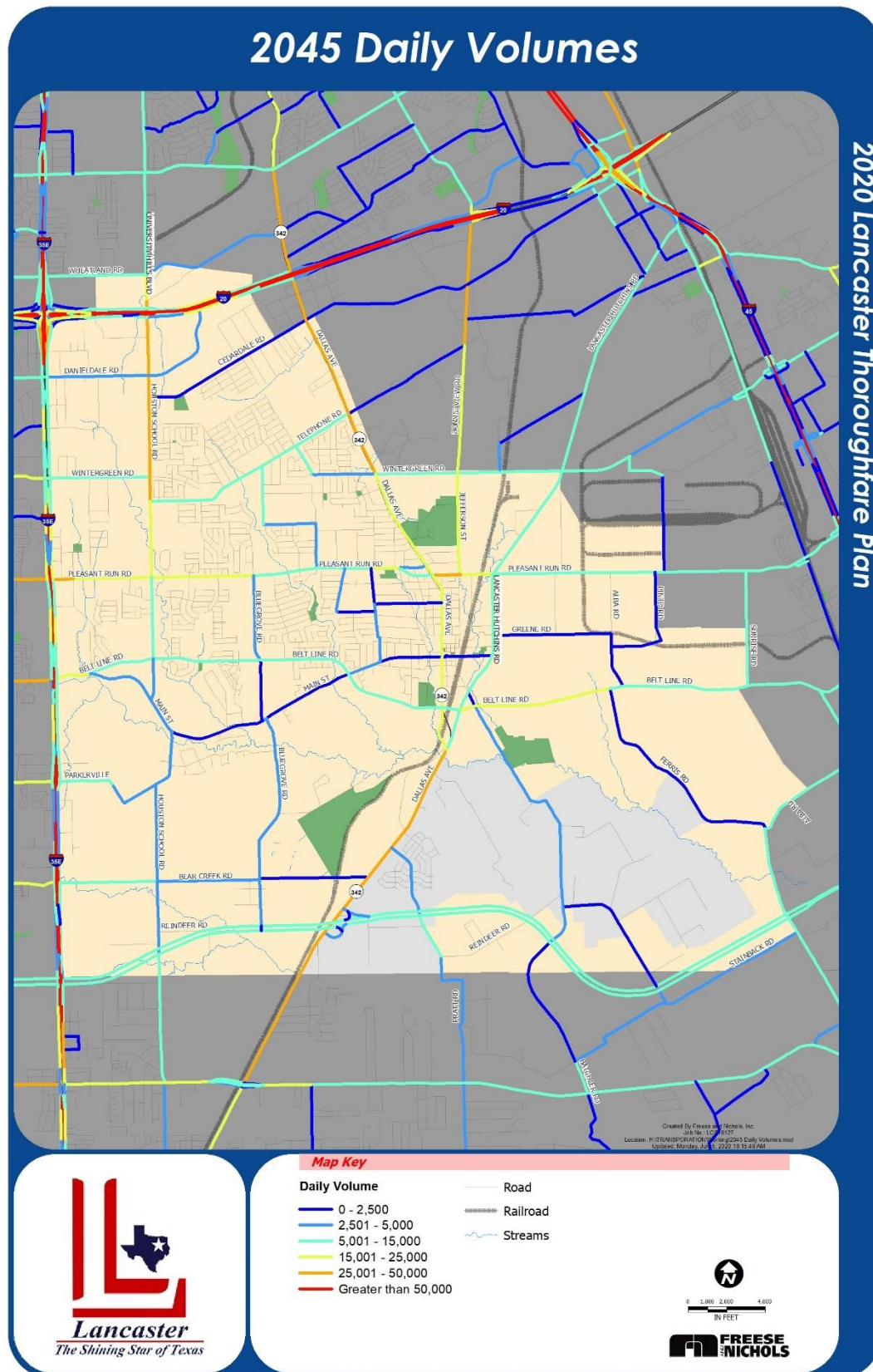
Projected Thoroughfare Volumes

An analysis of forecast daily volumes in Figure 21 supports the LOS analysis, showing high volumes along north-south corridors, with lower forecast volumes along east-west thoroughfares. Roadways with high volumes include Houston School Road past Pleasant Run Road, Dallas Avenue/SH 342, Jefferson Street, and Lancaster Hutchins Road.

Main Street, Houston School Road and Bluegrove Road (south of Pleasant Run), Cedardale Road, Daniieldale Road and Bear Creek Road have some of the lowest volumes in Lancaster in 2045.

Note that the discrepancy of volumes and LOS between east-west and north-south corridors was the most obvious observation shown in the analysis, indicating a clear preference of travelers to use north-south over east-west corridors though the City.

Figure 21: 2045 Daily Volumes



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Chapter 5: Thoroughfare Plan

The process of developing a thoroughfare plan involves balancing the existing supply of infrastructure with the projected needs of the future. These future needs help to determine how much vehicle capacity is required and what multi-modal elements should be considered such as walking, biking, or riding transit. Included in each functional classification recommendation is the amount of required ROW that is needed as the thoroughfares are built, widened, or as development occurs. Preserving ROW is an important part of the plan for the City of Lancaster.

Lancaster's Thoroughfare Plan is built upon traditional thoroughfare planning concepts, which focus on functionality in providing mobility and accessibility for vehicular traffic, as well as accommodations for transit and non-motorized forms of transportation.

Proposed 2020 Lancaster Thoroughfare Plan

Key Changes to Current Plan

Thoroughfare plan amendments recommended to help meet the land use and transportation goals had to be developed with respect to existing ROW constraints. This was accomplished by creating flexibility within the existing functional classification system and ROW requirements to meet future land use and transportation needs. To accomplish this goal, the following changes were recommended for the existing thoroughfare plan. A graphical representation of the plan amendments is shown in Figure 22 on page 39.

Deletions:

- West Drive and North Longhorn Drive extensions.
- West Main Street spur, from Bear Creek Nature Park west boundary to Nokomis Road.
- Extension of Cedar Valley Drive, from Dallas Avenue to Dizzy Dean Drive.
- Springfield Street and Corporate Drive extensions.
- New roadway from IH-20 frontage road to University Hill Blvd.
- East Wheatland to University Hills Blvd (built).
- New roadway from North Houston School Road to IH-20 frontage road.
- Removal/Realignment of Ferris Road connections to Sunrise Road.



Realignments:

- Batchler Road, from Stainback to Nokomis Road.
- Fairweather Drive from Dallas Avenue to Bear Creek Drive Extension

- Bear Creek Drive extension, from Bradberry Drive to Nokomis Road.
- East Reindeer Road, from Poe Road across Loop 9 to Bear Creek extension.

Rightsizing / ROW Reallocation (see page 66):

- Dizzy Dean Drive, from West Telephone Road to Connecticut Avenue.
- Cedardale Road, from Houston School Road to Dallas Avenue.
- Main Street, from Belt Line Road to Lancaster Hutchins Road.



Additions:

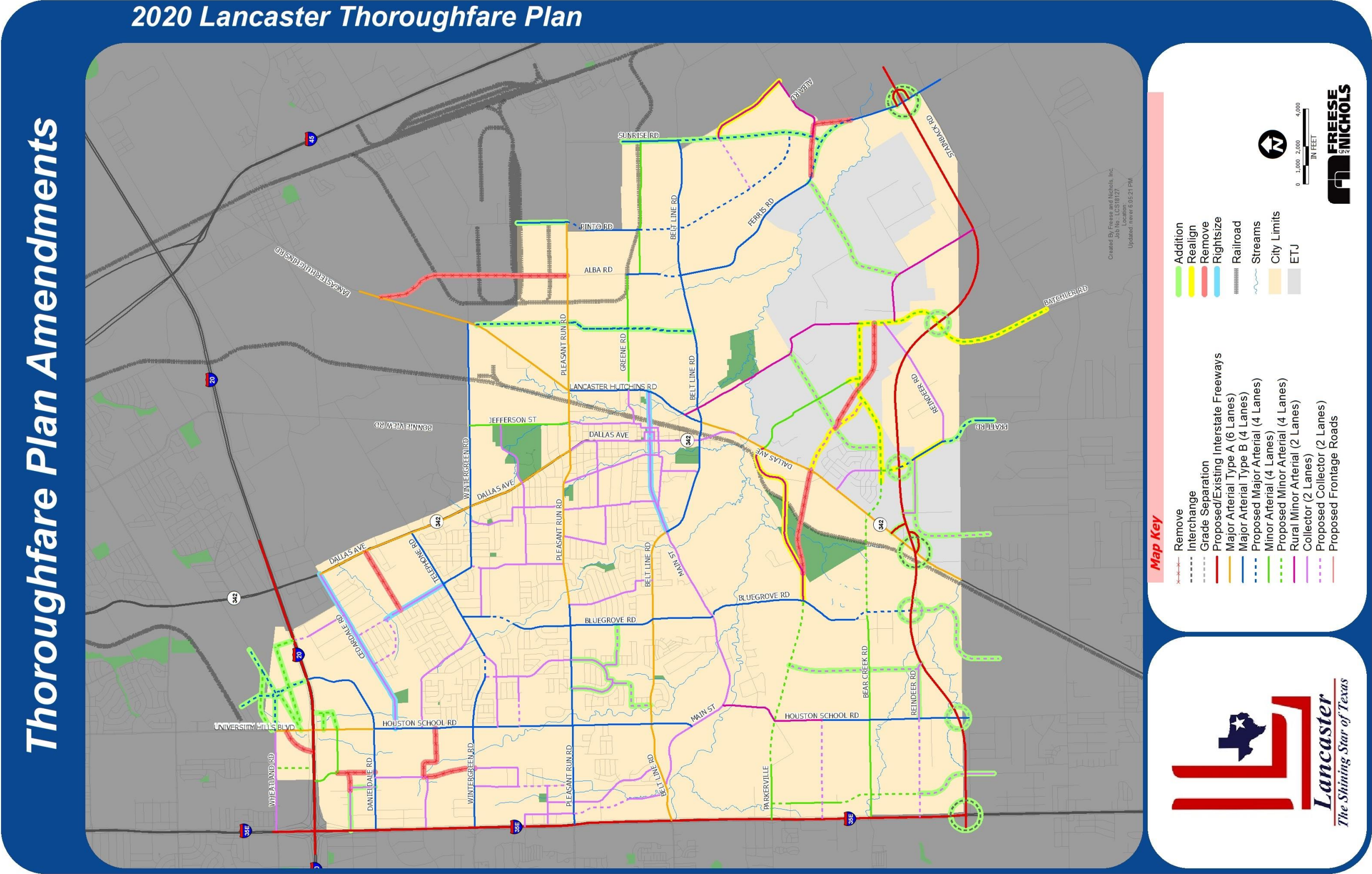
- New collector road extension of East Wheatland Road from University Hills Blvd to East Wheatland Road (west of University Hills Blvd).
- New collector road from East Wheatland Road to DART Blue Line ROW.
- New collector road from Lee Street north across Loop 9 to Meadowlark Lane.
- New collector road from Loop 9 to Parkerville Road, between Houston School Road and Bluegrove Road.
- Extension of Reindeer Road, east from Houston School Road to Loop 9.
- New collector road from Nokomis Road to Ferris Road.
- Extension of Bluegrove Road across Loop 9 south.
- Extension of East Reindeer Road south of Loop 9.
- Extension/Realignment of Pratt Road north to East Reindeer Road.
- New Collector from Bear Creek extension to Nokomis Road.
- Extension of Sunrise Road to Ferris Road.
- Extension/Realignment of Ferris Road at Sunrise Road.
- Extension of Millbrook Drive south to West Belt Line Road.
- Upgrade of Rawlins Drive and Chapman Drive to collector.
- Extension of Indian Lilac Drive to Bluegrove Road.

Interchanges/Grade Separations:

- IH-35E at Loop 9.
- Houston School Road at Loop 9.
- Bluegrove Road at Loop 9.
- SH 342 (Dallas Avenue) at Loop 9.
- Bradberry Drive extension at Loop 9.
- Batchler Road at Loop 9.
- Ferris Road at Loop 9.
- Lee Street at Loop 9.



Figure 22: Thoroughfare Plan Amendments



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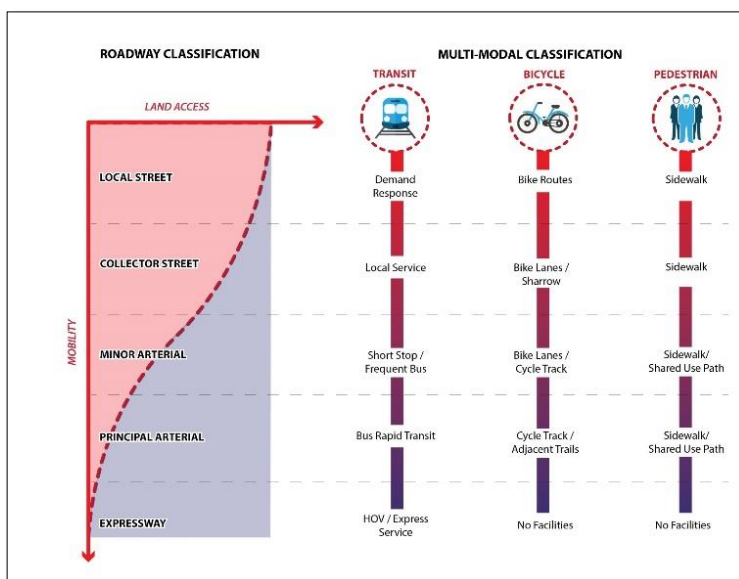
THOROUGHFARE PLAN

Functional Street Classification

As shown in Figure 23, the functional classification of streets is used to identify the hierarchy, function, and dimensions of a facility. Streets and highways are grouped into classes based on facility characteristics, such as geometric design, speed, and traffic capacity. The roadway functional class allows travelers ease of access to origins and destination through a combination of streets. Functional class can be updated over time if surrounding land uses change significantly. A facility will move up in hierarchy as the surrounding area becomes denser and additional cars are drawn to the area. Population and land use densification may also decrease the functional class of a roadway as the area becomes more walkable. The network in Lancaster varies in functional classes, with a mixture of freeways, major and minor arterials, rural minor arterials, collectors, and local roads.

Most large cities in Texas incorporate a traditional functional classification system to organize roadway types within their jurisdiction. This system provides key information and standards for each roadway type to assist citizens and developers in understanding the types of roadways that are planned for the region's transportation system and how those roadways may be designed.

Figure 23: Roadway Classification



The Lancaster Thoroughfare Plan consists of all the major roadways in the City of Lancaster by their assigned functional classification. This classification sets the required ROW to be acquired or preserved to accommodate future traffic demand in the region. This plan also looks at ways to incorporate multi-modal elements along identified corridors within the city. Where these elements are needed, alternative thoroughfare design elements may be implemented through retrofit or redesign as reconstruction is needed. The street types or functional classification in the City of Lancaster identifies thoroughfares as freeways and frontage roads, major and minor arterials, collectors and local roadways.

Freeways and Frontage Roads

Freeways are also not typically designated on a thoroughfare plan. The regional, statewide and national scale of the freeways that traverse through Lancaster limit the ability for the City of Lancaster to impact the decisions made at the state and national level. However, the impact of these facilities on the mobility and needs in the City are essential to consider as thoroughfare planning processes continue.

Frontage roads are significant as they provide important access parallel to limited-access freeways and toll roads in and around the City. Access to these roads is essential for the success of businesses that front these roads.

Lancaster is currently serviced by three freeway facilities: IH-35E, IH-20, and IH-45. For Lancaster residents, these interstate facilities provide regional access to many metroplex cities. Interstate 20 provides an east-west connection in the north of the city and forms its northern border. IH-35E and IH-45 provide excellent north-south access to nearby cities as well as superior connections to major cities within Texas as well as Oklahoma. The proposed Loop 9 will provide additional east-west connectivity to the south. Note that there are no existing or planned toll facilities within or adjacent to the City of Lancaster.



Major Arterials

Arterials focus on moving regional traffic. These types of thoroughfares typically carry the highest amounts of traffic and have the highest speeds depending on the context environment. These facilities are classified into major and minor arterials.

Major arterials are designed to allow large volumes of traffic to operate at a high level of mobility. A major arterial is designed for longer distance trips and provides access to major activity centers and adjacent cities. There should be a limited number of driveways directly accessing major arterials and should only connect to other major arterials or freeways. Typically, on-street parking should not be allowed on a major arterial.

Major arterials in the City of Lancaster are sub-classified as Type "A" or "B" facilities. These sub-classifications are based on the current and future demands and the potential development. Type "A" facilities have six (6) lanes, while Type "B" roadways have four (4) lanes.



State Highway 342 (Dallas Avenue) is an example of a Type "A" major arterial. It provides a north-south corridor through the city and serves as a link between cities in southern Dallas County and north Ellis County. This facility intersects Lancaster and runs through downtown before connecting with IH-35E and US 77 in Red Oak in Ellis County.

Bluegrove Road and Wintergreen Road are examples of Type "B" major arterials. Several major arterials have both Type "A" and "B" classifications, including Belt Line Road, Pleasant Run Road, Lancaster Hutchins Road, and Houston School Road.

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Minor Arterials

Minor arterials connect traffic from collectors to primary arterials. They are designed to accommodate moderate traffic volumes at relatively low speeds, and often extend to a larger geographic area. If ROW and/or level-of-service are adequate, minor arterials may accommodate on-street parking. Parkerville Road, Cedardale Road and Greene Road are examples of minor arterials.



Collectors

Roadways designated as collectors are designed for short trips and low speeds. They serve primarily to connect trips to higher functional class facilities and on moving traffic between neighborhoods and different areas within the City. These types of thoroughfares carry moderate volumes of traffic and have lower speeds to accommodate access to adjacent properties. The number of lanes range from two (2) to four (4) depending on the current and future demands and the potential development. Center turn lanes may be incorporated on Major Collectors, but raised medians are rarely found on these types of streets. Main Street and Reindeer Road are examples of collectors.



Sometimes collectors are broken down into major and minor collectors. Major collectors provide higher levels of mobility, handle more traffic, and have fewer driveways and intersections than minor collectors.

Local Streets

Local streets are typically not designated on a thoroughfare plan because it is a street type that does not require ROW dedication. As new development occurs, local streets are typically built by the developer and once the development is complete, the city takes over maintenance and ownership of the ROW. Local streets are focused on providing access to homes in residential neighborhoods where speeds are less than 30 miles per hour (mph), and traffic volumes are the lowest. In most cases lane striping is not implemented, and on-street parking occurs in a variety of locations depending on the surrounding uses and building types.



Functional Street Classification System Analysis and Recommendations

In the past, functional classification systems have been rigid and inflexible, providing little ability to incorporate alternative design options. This concept of rigidity has evolved over time as the relationship between transportation and land use has become more influential in the design and operation of our streets. Now, as development patterns are changing, roadways are accommodating multiple modes of transportation. Thoroughfare design practice has begun to involve several different design considerations such as pedestrian, bicycle and transit accommodations. This has resulted in a variation of the typical street design along certain corridors to incorporate multi-modal design implementation.



Typical Roadway Characteristics by Functional Classification

All functional classes have general characteristics, such as spacing, capacity, speed, required ROW, and specific design criteria to delineate how each facility should be utilized. Table 5 below sets out current characteristics defined for each type of functional class of roadway.

Table 5: Roadway Characteristics by Functional Class

Attributes	Freeway	Major Arterial	Minor Arterial	Collector	Local
Roadway Spacing	2-10 miles	1-2 miles	0.25-1 mile	0.1-0.25 miles	200-500 feet
Facility Length	15+ miles	5-15 miles	1-5 miles	0.25-1 mile	<0.25 mile
Traffic Volume (vehicles/day)	100,000+	35,000-80,000	10,000-35,000	1,000-10,000	<1,000
ROW (feet)	300-500	100-120	70-100	60-70	50-60
Number of Lanes	Main + Frontage Roads	4 to 6	3 to 5	2 to 4	2
Median	Yes	Typical	Optional	Not Typical	No
Speed Limit (mph)	55-75	35-55	30-45	25-35	30 Max.

Recommended Functional Classification Amendments

As mentioned previously, the thoroughfare network was amended to accommodate updated growth projections. New classifications were developed to provide

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consistency with existing roadway design implementation, provide options for multi-modal elements, and to provide more flexibility in developing new street sections. Recommendations address potential expansion of existing thoroughfares (5-lane major arterial) as well as providing more flexibility by redefining and expanding the sub-classes of collectors.

Table 6 contains the current and proposed functional classifications for the Lancaster Thoroughfare Plan. Descriptions and cross-sections of each classification are discussed in the following pages.

Table 6: Comparison of City of Lancaster Thoroughfare Classifications

Roadway Class	Lanes	Area Type	Min ROW (feet)		
			Recommended 2020 TP	2016 Comp Plan	2006 Streetscape Plan
Major Arterial (Type A)	6	Urban	120'	120'	110'-120'
	5 (New)	Urban	110'	-	-
Major Arterial (Type B)	4	Urban	100'	100'	100'-110' (6 lanes)
Minor Arterial (Type C)	4	Urban	100'	86'	85'-100'
	4 (New)	Rural	100'	-	110'
Major Collectors (Type D1)	4 (New)	Urban	80'	-	65'
	4 (New)	Rural	80'	-	110'
	3	Urban	60'	60'	-
Minor Collectors (Type D2)	2 (New)	Urban	60'	-	-
	2	Rural	60'	86' (Rural Minor Arterial)	-
Local Roads (Type E)	2	Urban	60'	60'	50'
	2	Rural	60'	60'	60'

Recommended Thoroughfare Design Standards

Versatility is a strength in any policy document because it gives policymakers flexibility to address unforeseen issues that may arise during the implementation phase. To provide flexibility in the thoroughfare plan, new thoroughfare design standards were developed to accommodate a variety of land uses adjacent to both urban and rural ROW, including future developments associated with Loop 9.

It is recommended that the new thoroughfare design standards from the 2020 Thoroughfare Plan update be incorporated in existing subdivision regulations to ensure consistent roadway construction throughout the County.



Recommended Thoroughfare Design Standards

There are established roadway design standards that are utilized by communities across the United States; these standards are based upon decades of research and field experience. Guidelines for these revised design standards came from a variety of sources, including:

- American Association of State Highway and Transportation Officials (AASHTO), A Policy on Geometric Design of Highways and Streets, latest edition.
- Transportation Research Board, Highway Capacity Manual, latest edition.
- Texas Manual on Uniform Traffic Control Devices, latest edition.

Previous design standards for the City of Lancaster from the 2006 Streetscape Plan and the 2016 Comprehensive Plan were evaluated and referenced to ensure consistency of the revised design standards. Tables 7 through 9 on the following pages list these previous design standards for comparison, as well as the new recommended design standards for the 2020 Thoroughfare Plan Update.

Changes to the design standards focused on more clearly defining urban versus rural roadways. There was also an effort to provide more flexibility for major arterials in commercial areas. This was accomplished by adding in a 5-lane roadway arterial class with a continuous left turn lane to enhance access to local businesses where appropriate.

Table 7: 2006 Streetscape Master Plan Thoroughfare Design Standards

Roadway Class	Lanes	Area Type	Min ROW (feet)	Travel Lane Pavement (feet)	Median (feet) (Flush / Raised)	Sidewalk Buffer (feet)	Sidewalk (feet)	Parking
Major Arterial (Type A)	6	Urban	110'-120'	2 @ 33'	17'	7'-11'	5'-6'	No
Major Arterial (Type B)	6	Urban	100'-110'	2 @ 33'	14'	5'-10'	5'	No
Minor Arterial (Type C)	4	Urban	85'-100'	2 @ 22'	17'	6'-14.5'	5'-6'	No
Collectors (Type D)	4	Urban	65'	45'	-	5'	5'	No
Local Roads (Type E)	2	Urban	50'	27'	-	6.5'	5'	No
Rural Thoroughfares (Type F)	2	Rural	60'	28'-30'	-	Ditch	-	No
Rural Thoroughfares (Type F – Divided)	4	Rural	110'	2 @ 28'-30'	20'	Ditch	-	No

Table 8: 2016 Comprehensive Plan Thoroughfare Design Standards

Roadway Class	Lanes	Area Type	Min ROW (feet)	Travel Lane Pavement (feet)	Median (feet) (Flush / Raised)	Shoulders (feet) (Inside/Outside)	Pedestrian Realm (feet)	Parking
Major Arterial (Type A)	6	Urban	120'	2 @ 36'	17'	-	15.5'	No
Major Arterial (Type B)	4	Urban	100'	2 @ 24'	16'	-	18'	No
Minor Arterial	4	Urban	86'	2 @ 24'	17'	-	10.5'	No
Rural Minor Arterial	2	Rural	86'	24'	-	5'	26' (Drainage / Buffer)	No
Collectors	3	Urban	60'	2 @ 12'	14' CLT*	-	11'	No
Local Roads	2	Urban	60'	2 @ 18.5'	-	-	11.5'	No

*Continuous left turn lanes.

Table 9: Recommended 2020 Lancaster Thoroughfare Plan Design Standards

Roadway Class	Lanes	Area Type	Min ROW (feet)	Travel Lane Pavement (feet)	Median (feet) (Flush / Raised)	Shoulders (feet) (Inside/Outside)	Sidewalk (feet)	Parking
Major Arterial (Type A)	6	Urban	120'	2 @ 36'	14'/18'	-	6'-8'	No
	5 (New)	Urban	110'	62'	CLT*	-	6'-8'	No
Major Arterial (Type B)	4	Urban	100'	2 @ 24'	14'/16'	-	6'-8'	No
Minor Arterial (Type C)	4	Urban	100'	2 @ 22'	14'/16'	-	5'-6'	No
	4	Rural	100'	48'	-	4-8'	Optional	No
Major Collectors (Type D1)	4 (New)	Urban	80'	44'	-	-	5'-6'	No
	4 (New)	Rural	80'	44'	-	4'	Optional	No
	3	Urban	60'	38'	CLT*	-	5'-6'	No
Minor Collectors (Type D2)	2 (New)	Urban	60'	30'	-	-	5'	Optional
	2	Rural	60'	24'	-	4'	Optional	Optional
Local Roads (Type E)	2	Urban	60'	28'	-	-	5'	Optional
	2	Rural	60'	28'	-	2'	Optional	Optional

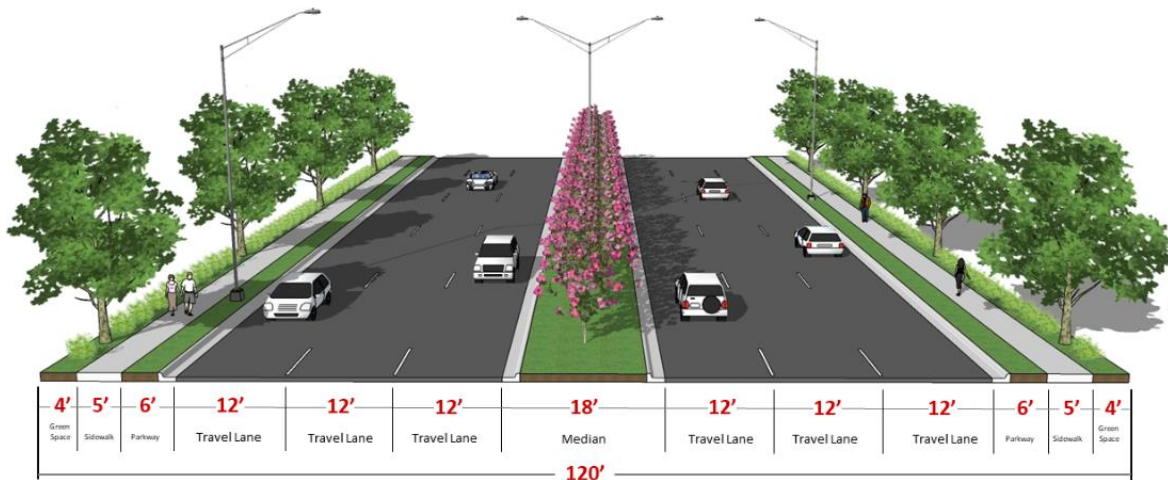
*Continuous left turn lanes.

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Design Standard Cross-Sections

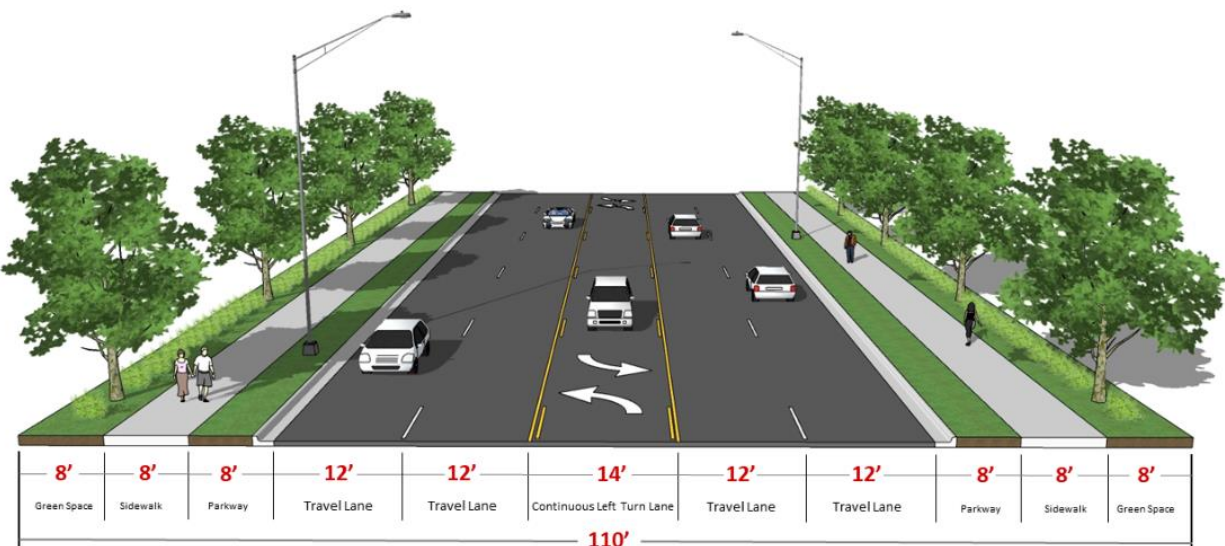
Graphics depicting recommended design cross-sections are shown below and on the following pages through Figures 24 to 35.

Figure 24: Major 6-Lane Urban Arterial



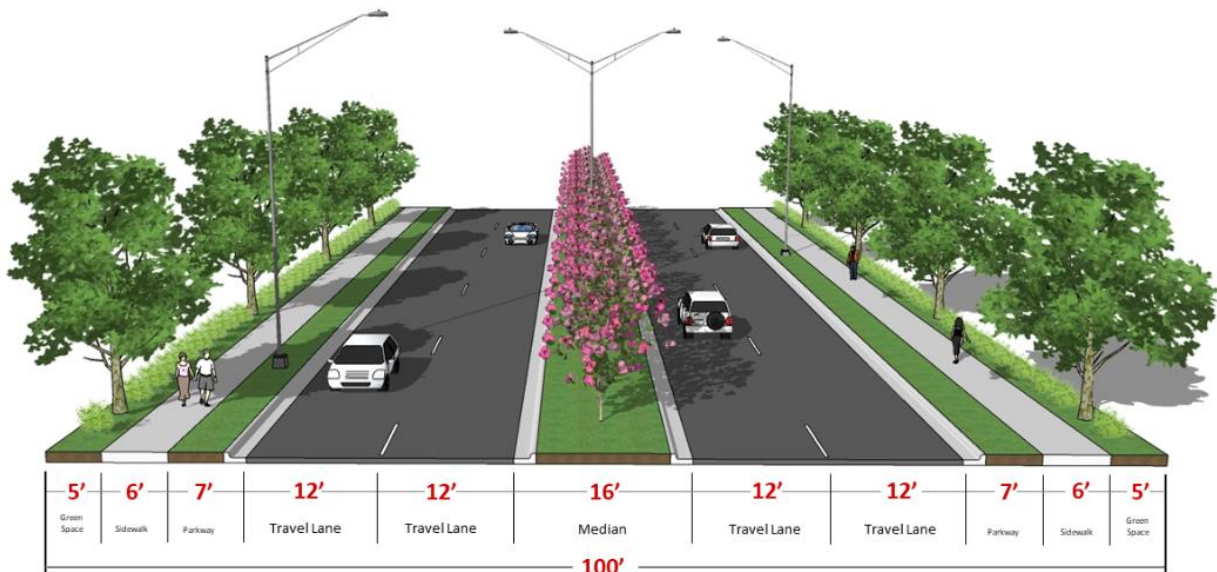
Major Urban Arterial (Type A) – 6 Lane, 120' ROW, 12' Lanes

Figure 25: Major 5-Lane Urban Arterial



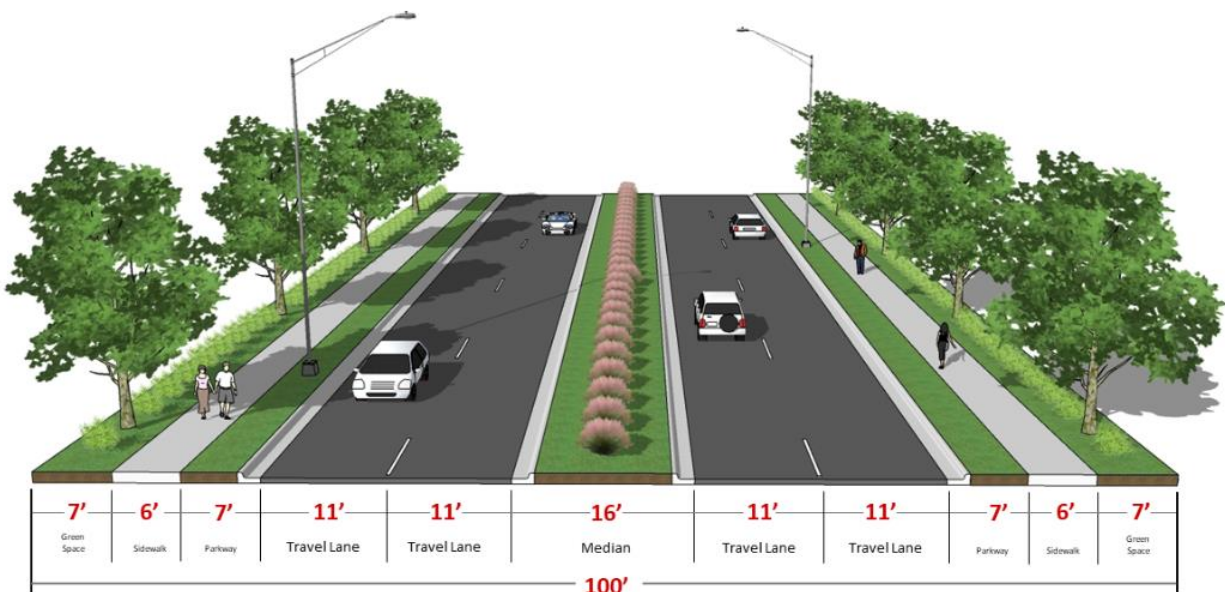
Major Urban Arterial (Type A) – 5 Lane, 110' ROW, 12' Lanes w/ CLT

Figure 26: Major 4-Lane Urban Arterial



Major Urban Arterial (Type B) – 4 Lane, 100' ROW, 12' Lanes

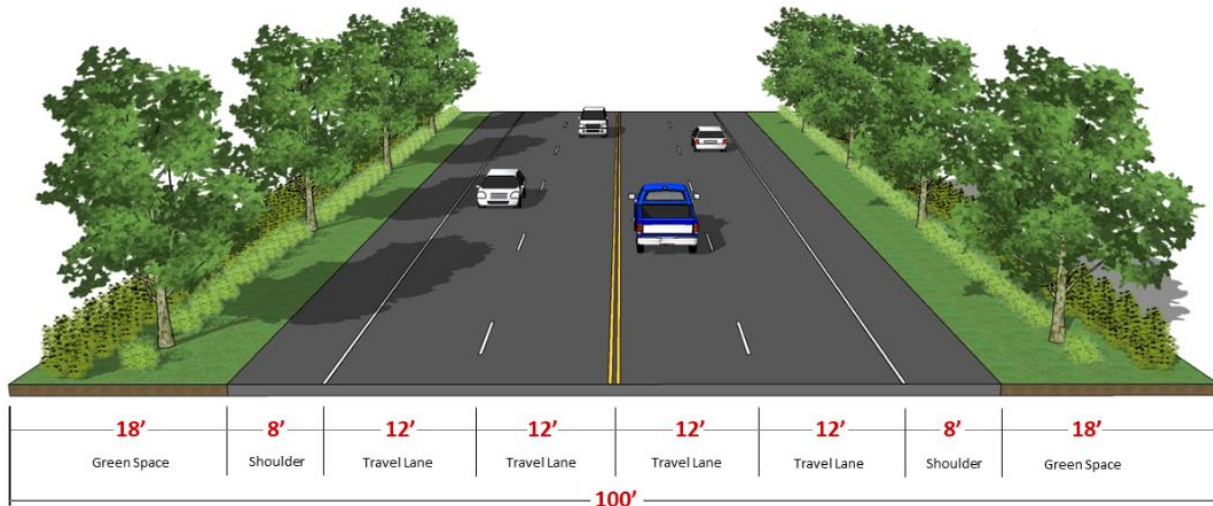
Figure 27: Minor 4-Lane Urban Arterial



Minor Urban Arterial (Type C) – 4 Lane, 100' ROW, 11' Lanes

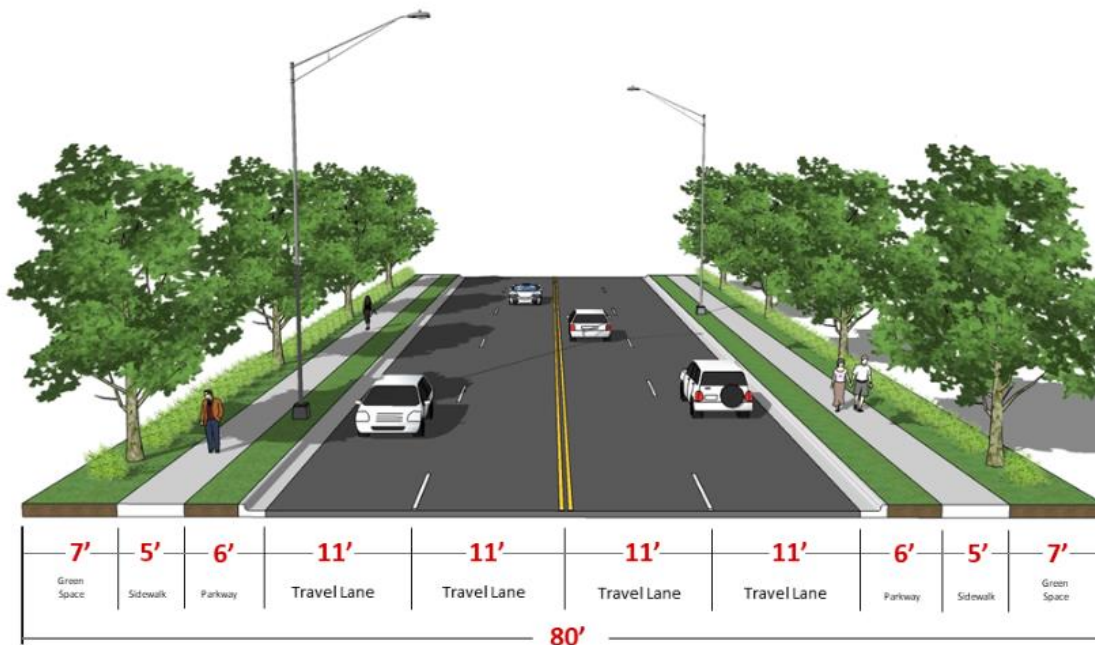
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Figure 28: Minor 4-Lane Rural Arterial



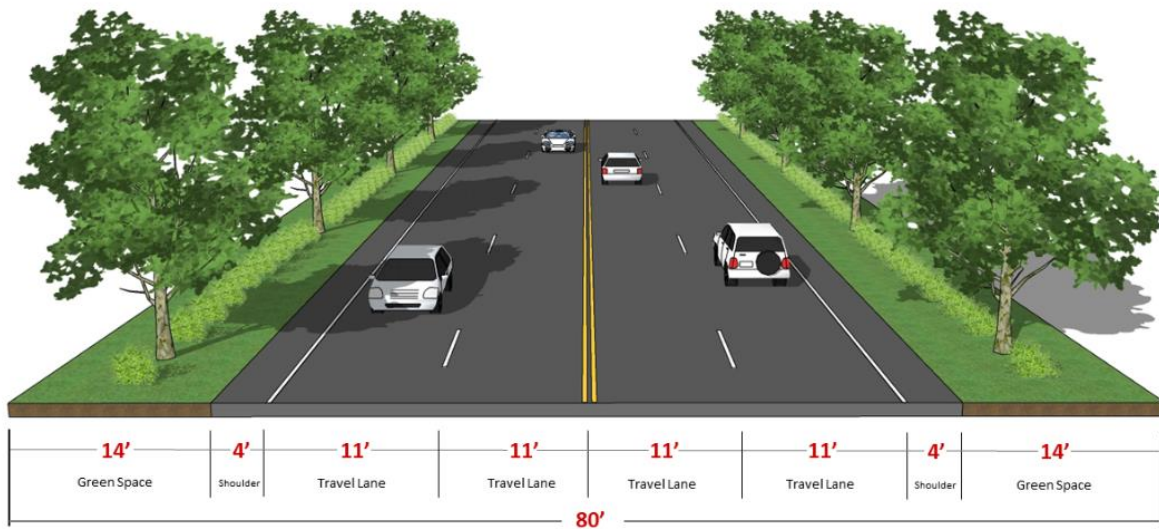
Minor Rural Arterial (Type C) – 4 Lane, 100' ROW, 12' Lanes

Figure 29: Major 4-Lane Urban Collector



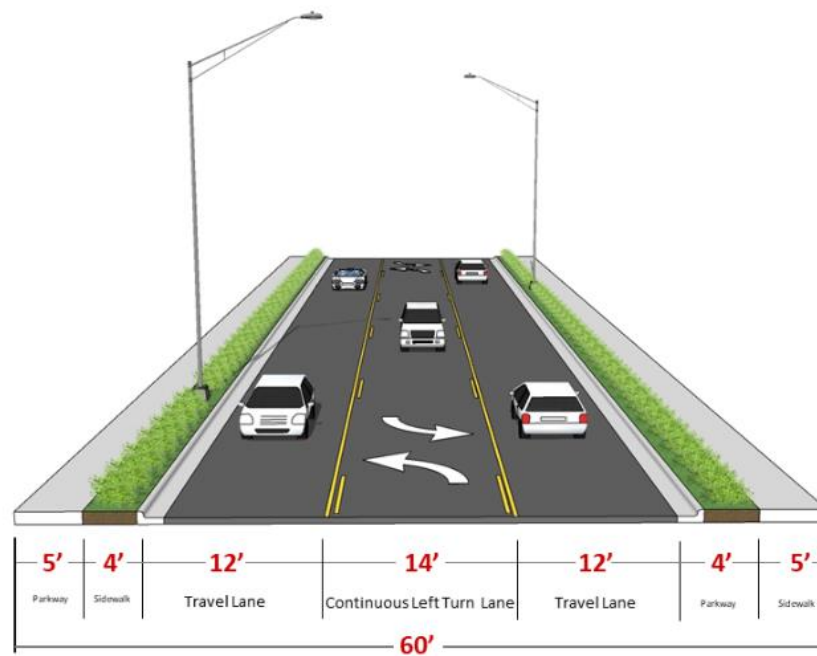
Major Urban Collector (Type D1) – 4 Lane, 80' ROW, 11' Lanes

Figure 30: Major 4-Lane Rural Collector



Major Rural Collector (Type D1) – 4 Lane, 80' ROW, 11' Lanes

Figure 31: Major 3-Lane Urban Collector



Major Urban Collector (Type D1) – 3 Lane, 60' ROW, 12' Lanes

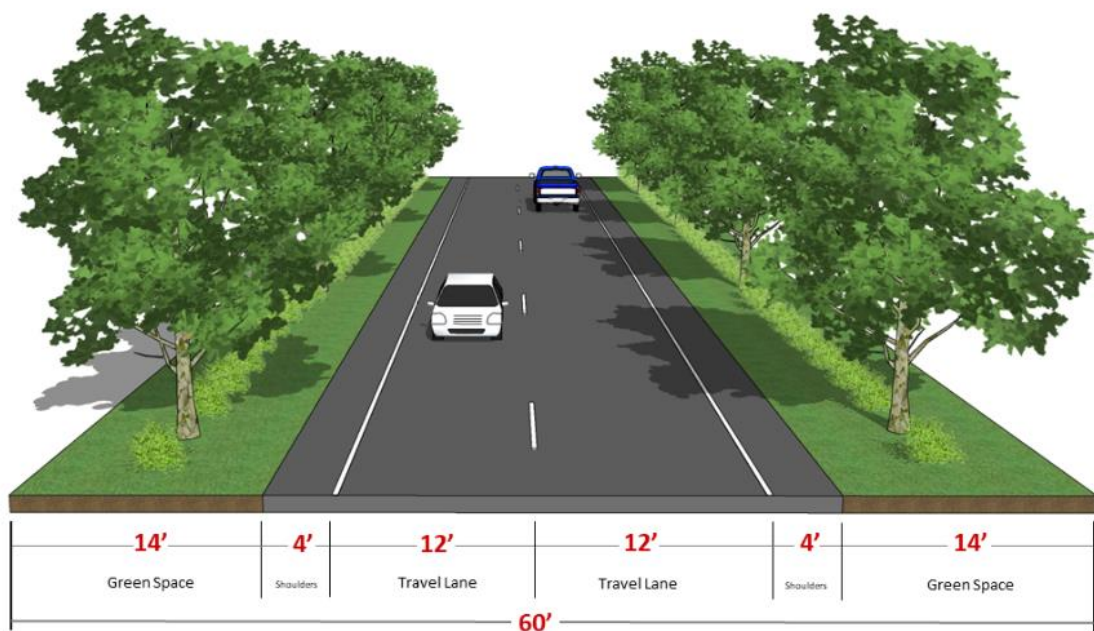
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Figure 32: Minor 2-Lane Urban Collector



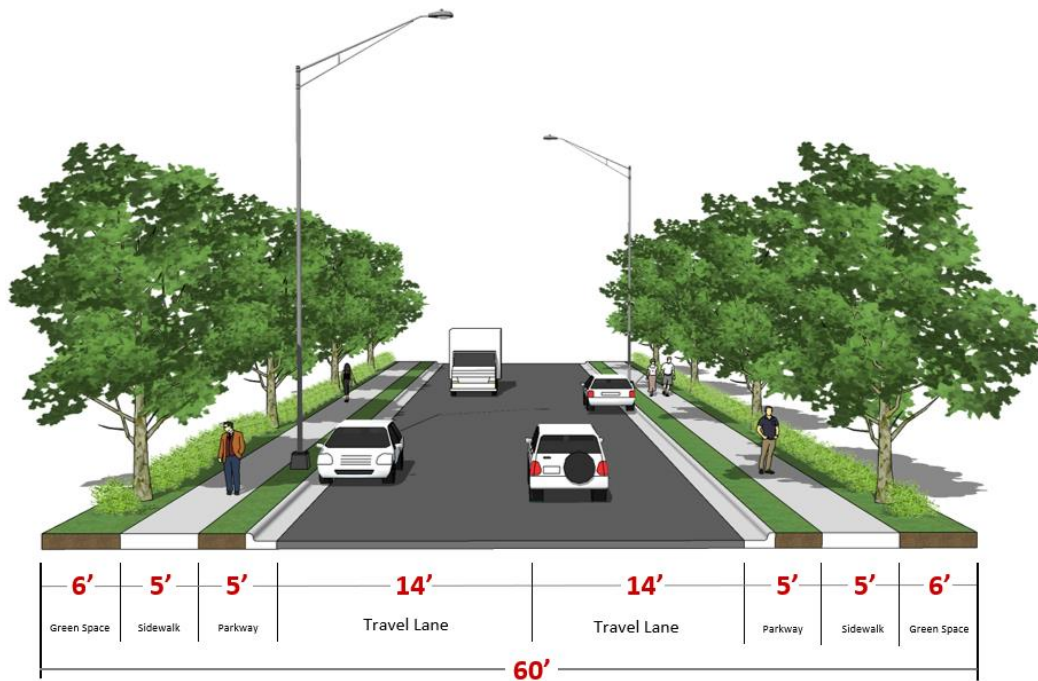
Minor Urban Collector (Type D2) – 2 Lane, 60' ROW, 15' Lanes

Figure 33: Minor 2-Lane Rural Collector



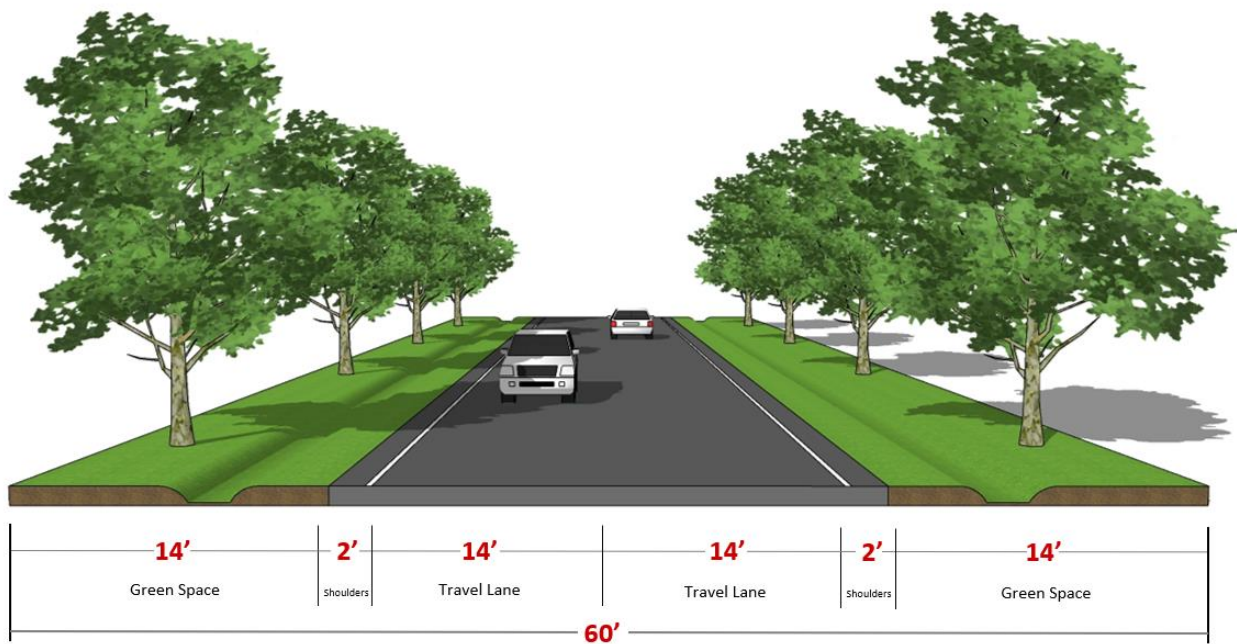
Minor Rural Collector (Type D2) – 2 Lane, 60' ROW, 12' Lanes

Figure 34: Local Urban Roadway



Local Urban Roadway – 2 Lane, 60' ROW, 14' Lanes

Figure 35: Local Rural Roadway



Local Rural Roadway – 2 Lane, 60' ROW, 14' Lanes

In cases where thoroughfare corridors cross between municipal and county boundaries, it is recommended that staff from affected agencies develop a memorandum of understanding or other legally binding agreement to determine final design and/or design of transition between roadway sections.

The framework of the Lancaster bicycle network will be a system of routes and trails throughout the city connecting key destinations or bike access areas such as schools, parks, transit stations, major employers and activity centers.

The City of Lancaster is currently in the process of updating its Hike and Bike Trails Master Plan. An initial review of the plan in Figure 36 reveals a well-connected network of both on and off-street bicycle and pedestrian facilities.

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City of Lancaster
THOROUGHFARE PLAN

It is recommended that the City incorporate the final recommendations from the Trail Master Plan, the new Streetscape Plan, and the Southern Dallas Regional Veloweb Alignment Study into the new Thoroughfare Plan once they are complete.

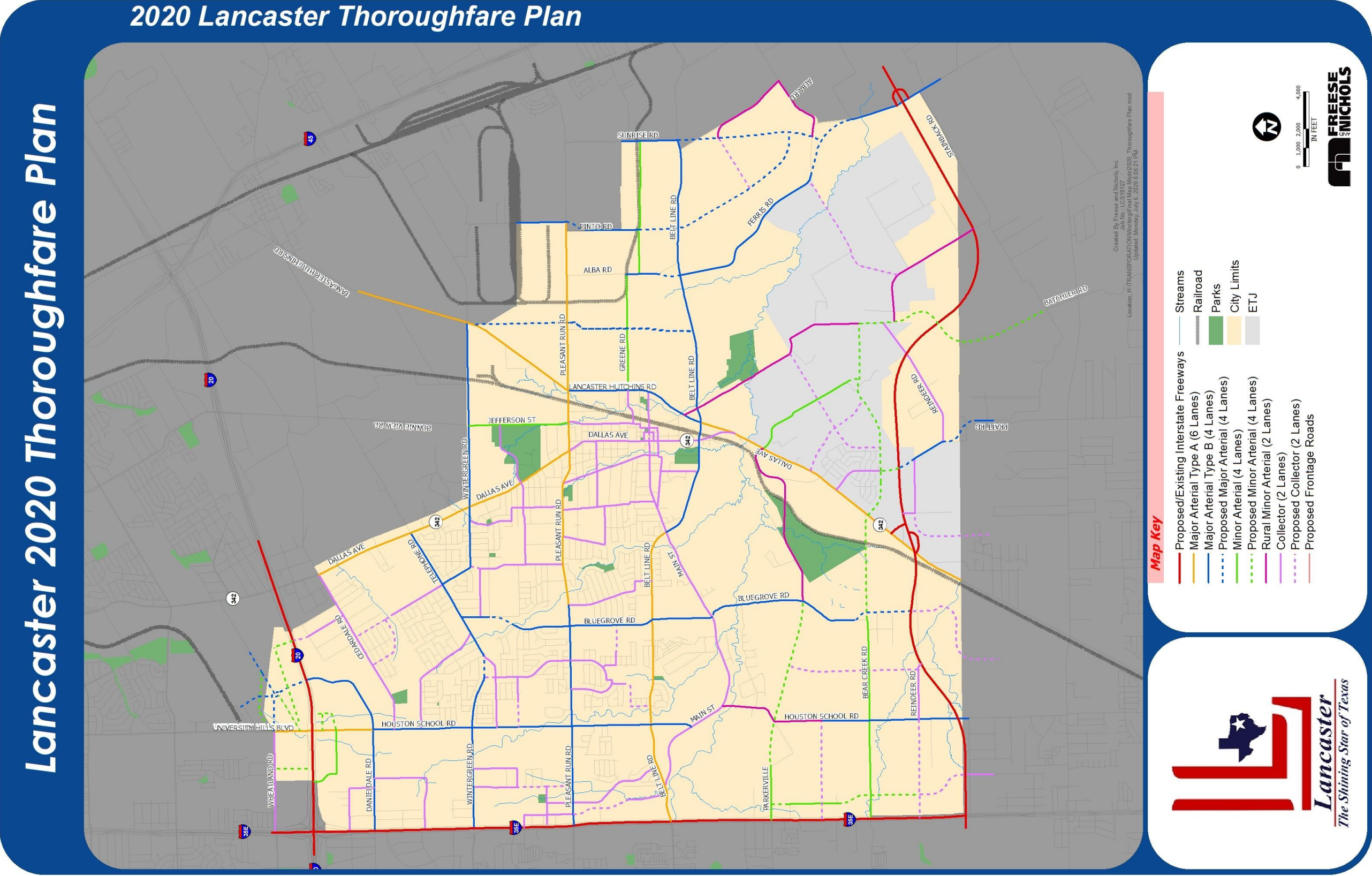
Based on our review of existing thoroughfares within the City of Lancaster, the following guidance is recommended for the expansion of bicycle and pedestrian networks in the City of Lancaster.

- Identify which groups of riders the City wishes to attract to its bike/ped network and *design a system specifically focused on their needs and concerns.*
- Focus on projects that produce early “wins” in promoting bicycling and walking. Such examples could be expanding the Pleasant Run Trail south to Bear Creek Nature Park or connecting downtown to Pleasant Run Road facilities via Main Street.
- Place on emphasis on buffered or separate ROW for cyclists over on-street facilities as they are safer than simple bike lanes. There should be focus on attracting new riders to the system, which must be balanced against satisfying the needs of existing riders.
- The City should also develop a bicycle education and activities program in parallel with development of its bicycle network and in coordination with local cycling organizations and businesses. Efforts should be made to include cycling promotions during community events and engage stakeholders in promoting active transportation. An example of such promotions could be the introduction of “Ciclovias” or Open Streets, a community event that creates car-free streets for several hours on a set day to encourage residents to bike, walk, or run through their community. Work with regional cycling groups to create special events or other initiatives that promote cycling.
- Consider “Pop-up” bike lanes as interim measures along selected streets.
- Create bike parks and other bike-centric facilities within the parks network that create a safe place for children to learn to bike and practice biking.
- Work with the Lancaster Independent School District to identify safe routes to school and develop a cycling education program within schools for children.
- Make bicycle and pedestrian networks a priority in new development areas within the City, as appropriate.
- Create a separate dedicated funding source for bicycle and pedestrian facilities within the City’s Capital Improvement Program.
- Avoid large scale implementation of bicycle and pedestrian facilities along Houston School Road, north of Wintergreen Road. This area is being developed by the City as an industrial area focused on intermodal freight and is a challenging environment for active transportation. It is recommended that future initiatives explore parallel corridors with lower truck activity.

2020 Thoroughfare Plan Map

The 2020 Thoroughfare Plan map is shown in Figure 37 on the following page.

Figure 37: 2020 Lancaster Thoroughfare Plan



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CONTEXT-BASED ROADWAY DESIGN

Chapter 6: Context-Based Roadway Design

Context-based Approach

Recent trends in thoroughfare planning practices have provided opportunities for greater flexibility in thoroughfare design. This new trend better complements surrounding land use by creating different roadway standards based on the users of the facility and the surrounding context. The Context Sensitive Solutions (CSS) Design Manual, written by the Institute of Transportation Engineers and the Congress for the New Urbanism, provides a guide on how this emerging practice can be implemented during the thoroughfare planning process. Opportunities for multi-modal corridors that advance economic development and create a safer, more efficient transportation system, arise when the context of a roadway is considered during the planning and design process. The context sensitive approach has been adopted by the Texas Department of Transportation (TxDOT) and has already been successfully implemented in thoroughfare planning processes in other cities across the State of Texas. The updated Lancaster Thoroughfare Plan will advance the concept of flexible roadway design for multi-modal purposes by taking advantage of context sensitive design principles.

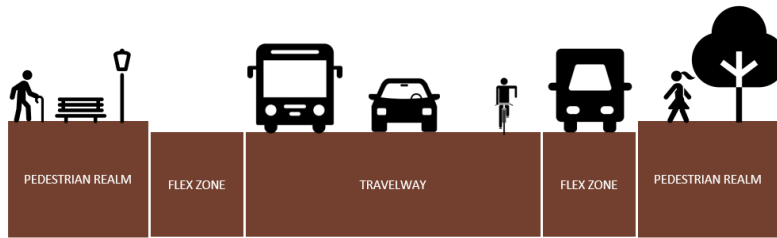
Figure 38: Context Sensitive Urban Zones



Context Sensitive Design Elements

As Lancaster continues to mature as a community, essential functions within the ROW become more diverse to serve existing and emerging activities. As shown in Figure 38, context sensitive design can define networks that add activity to certain corridor areas. Since every function cannot be accommodated within the ROW, a framework for integration and prioritization of functions must be developed. A description of context sensitive street design elements is illustrated in Figure 39 on the next page.

Figure 39: Context Sensitive Street Design Elements



	Definition	Travelway	Flex Zone	Pedestrian Realm
Mobility	Moves people and goods	✓	✓	✓
Access for People	People arrive at their destination or transfer between different travel modes		✓	✓
Access for Commerce	Goods and services reach their customers and markets		✓	✓
Storage	Provides storage for vehicles or equipment		✓	
Greening	Enhances aesthetics and environmental health		✓	✓
Activation	Offers vibrant social spaces		✓	✓

Travel Way

The travel way (travel lanes) includes the central portions of the roadway or thoroughfare. Typically, the travel way is from curb-to-curb when on-street parking is not available. Primarily including the travel lanes, the travel way contains the elements of the roadway that involve the movement of vehicles, transit, bicycles and truck traffic. The design of this portion of the thoroughfare includes travel lane considerations, transit accommodations, and in some cases, bicycle integration.

Flex Zone

A transition area between the travelway and pedestrian realm, this area provides space for people and goods to transition between moving vehicles and people in the

pedestrian realm. This zone can contain multiple uses along a street including on-street parking, passenger loading, commercial deliveries, and parklets, which are street-side miniature parks that provide a space for people to sit while enjoying the activity of the street.

Pedestrian Realm

Comprised of sub-zones, including frontage, clear walk, and buffer zones, this area lies between the property line and the flex or travelway zones. This space includes the sidewalk, planting areas, street furniture, lighting, and other pedestrian and business amenities.

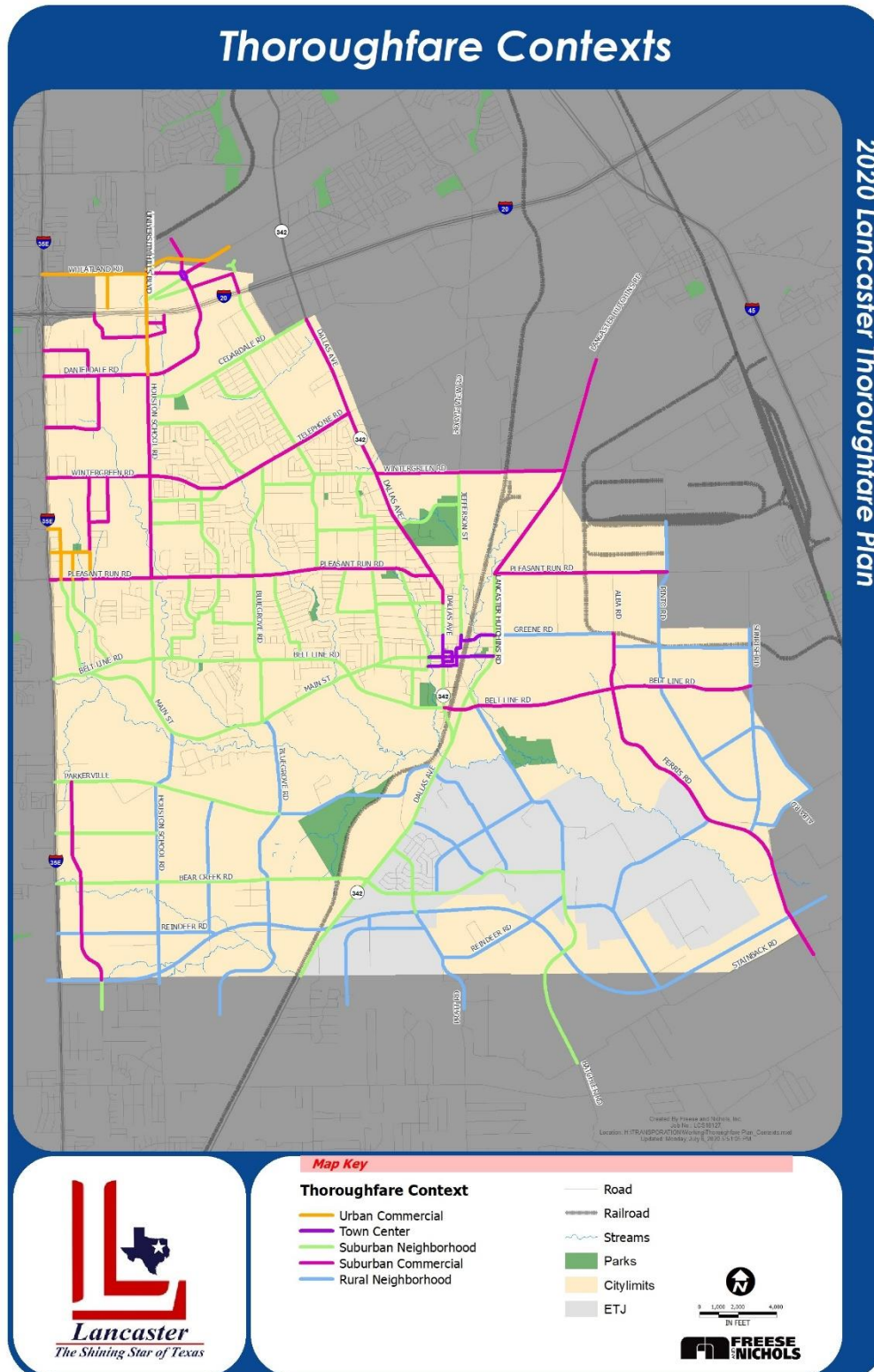
Context Types

Along with the more flexible functional-classification design standards, the character of the area adjacent to the roadway (street context) will play an important role in the way a street looks. One type of street design will not satisfy all the different needs within Lancaster. Therefore, it is important that the standards incorporate design elements to provide flexibility for differing types of land use characteristics. As illustrated in Figure 40 on the following page, the City of Lancaster has five (5) different context types; Urban

CONTEXT-BASED ROADWAY DESIGN

Commercial, Town Center, Suburban Neighborhood, Suburban Commercial and Rural Neighborhood.

Figure 40: Thoroughfare Contexts in Lancaster



Urban Commercial

The urban fabric in this zone includes a diverse mix of uses with nominal building setbacks. Roadways provide for bicycle and pedestrian uses and transit service as these activities are usually present. On street parking and loading/unloaded zones for commercial vehicles are provided. Posted speeds are low and roadway design encourages interaction with surrounding land uses. Parklets and other street-side amenities are often present. Sidewalks may be wider than usual to accommodate high pedestrian activity. Roadways may be closed to traffic on occasion to support special events such as farmers markets or festivals.



Town Center

Town Center context zones are comprised of a mix of land uses and activity centers that attract all types of people and trips on a daily basis. The mix of land uses in this context type accommodates several different travel modes such as vehicles, transit, pedestrian and bicyclists. In this context type it is sometimes difficult to differentiate between arterials and collectors because the volumes and speeds are similarly ranged. Transit service can be provided on most urban arterials and collectors; the slower speeds allow more frequent transit stops.



Bicycle users are more common in urban commercial and town center zones due to the type of development and context. Bicycle infrastructure can range from cycle tracks along corridors with additional ROW, to shared lanes where speeds are low. Pedestrian accommodation is also important in urban contexts. Higher volumes of pedestrians in urban areas usually warrant additional pedestrian accommodations such as wider sidewalks, street furniture and more intense landscaping along a corridor. On-street parking is an important consideration in urban areas because they serve businesses that front urban center streets. Different types of parking can be implemented such as parallel parking, angled parking and reverse angled parking depending on the needs of the surrounding business and available ROW.

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Suburban Neighborhood

Suburban areas typically contain both suburban homes (single family, multifamily, mobile homes) and some neighborhood-scale commercial uses. Access to suburban neighborhoods from the arterial network is primarily through the collector and local network of streets. Driveway management is paramount in these areas. On-street parking is common. Speed restrictions around schools are commonplace.



Public transit routes for suburban developments are usually located on arterial streets, however school bus activity can occur on any street. Bicycle use in suburban development is primarily for leisure with a small percentage of bicycle commuters. Pedestrian use can be either for commuting (to a transit stop or school) or for leisure. Sidewalks provide pedestrian access for those that live in the surrounding neighborhoods.

Suburban Commercial

In Lancaster, there are several industrial districts near major freeways or rail facilities. Industrial thoroughfares are designed to connect heavy vehicles to and from major highways to industrial areas. These streets are designed with wider travel lanes with larger turning radii than most typical thoroughfares. Industrial streets have limited pedestrian infrastructure but can incorporate bicycle and transit infrastructure.



Pedestrian and bicycle facilities may require buffers due to traffic speeds and volumes.

Rural Neighborhood

Rural neighborhoods typically consist of very low-density rural residences with agricultural and occasional light industrial uses. Most buildings have substantial setbacks from the roadway. Roadways are usually widely spaced with lower posted speeds and have no on-street parking. Roadways and bridges can be narrow in places and have weight restrictions for trucks. Some local roadways or access roads may be dirt or gravel. Bicycles and pedestrians share the roadway with vehicles and there is very limited transit service, if any. Farm vehicles are often present on roadways. Equestrian travel may occasionally be present on some roadways.



Integrating Context Sensitive Design Elements with Land Use Types

Table 10 discusses the relationship between context sensitive design and land use between the different context types for the City of Lancaster.

Table 10: Context Sensitive Design and Land Use

	Rural Neighborhood	Suburban Commercial	Suburban Neighborhood	Town Center/Urban Commercial
Land Use	Limited range of uses including special industrial, agricultural, and single-family Larger rural building setbacks	Wide range of uses including live, work, shop, play, dining, and lodging Larger suburban building setbacks	Primarily residential Homes can frontage on low volume facilities	Wide range of uses including live, work, shop, and play Minimal building setbacks
Travelway	Lower speeds on collector facilities Transit service limited Shared lanes with bicycles and vehicles	Higher speeds and volumes Driveway management important Raised medians desirable Transit service available; stops spaced no closer than ¼-mile to increase efficiency On-street bike facilities desirable; may require buffer due to traffic speeds and volumes	Low to moderate speeds and volumes Driveway management important Emergency vehicle accommodation Transit service available On-street bicycle facilities desirable	Low speeds on collector facilities Emergency vehicle accommodation Frequent transit service; stops spaced no greater than ½-mile Shared lanes with bicycles and vehicles On-street bicycle facilities desirable where ROW is available
Flex Zone	No on-street parking Limited transit stops	No on-street parking Limited transit stops; Stops spaced no closer than ¼-mile to increase efficiency	On-street parking common Transit stops	On-street parking encouraged High quality, weather protected transit stops Freight delivery zones Pick-up/drop-off zones Activation spaces (food trucks, festivals)
Pedestrian Realm	Low pedestrian activity Shared-use path desirable where ROW is available Limited transit stops Landscaping and trees to provide shade	Low to moderate pedestrian activity Wider sidewalks with wide landscaping buffer Pedestrian access to transit and adjacent land uses Off-street trails where ROW permits Limited transit stops; Stops spaced no closer than 1/4 – mile to increase efficiency	Low to moderate pedestrian activity Wider sidewalks with wide landscaping buffer Off-street trails where ROW permits Transit stops Landscaping and trees to provide shade Activation spaces (parklets, outdoor dining, public art)	Moderate to high pedestrian activity Wider sidewalks with landscaping buffer Bicycle parking High quality, weather protected transit stops Pedestrian-scaled lighting and street furniture Activation spaces (parklets, outdoor dining, public art)

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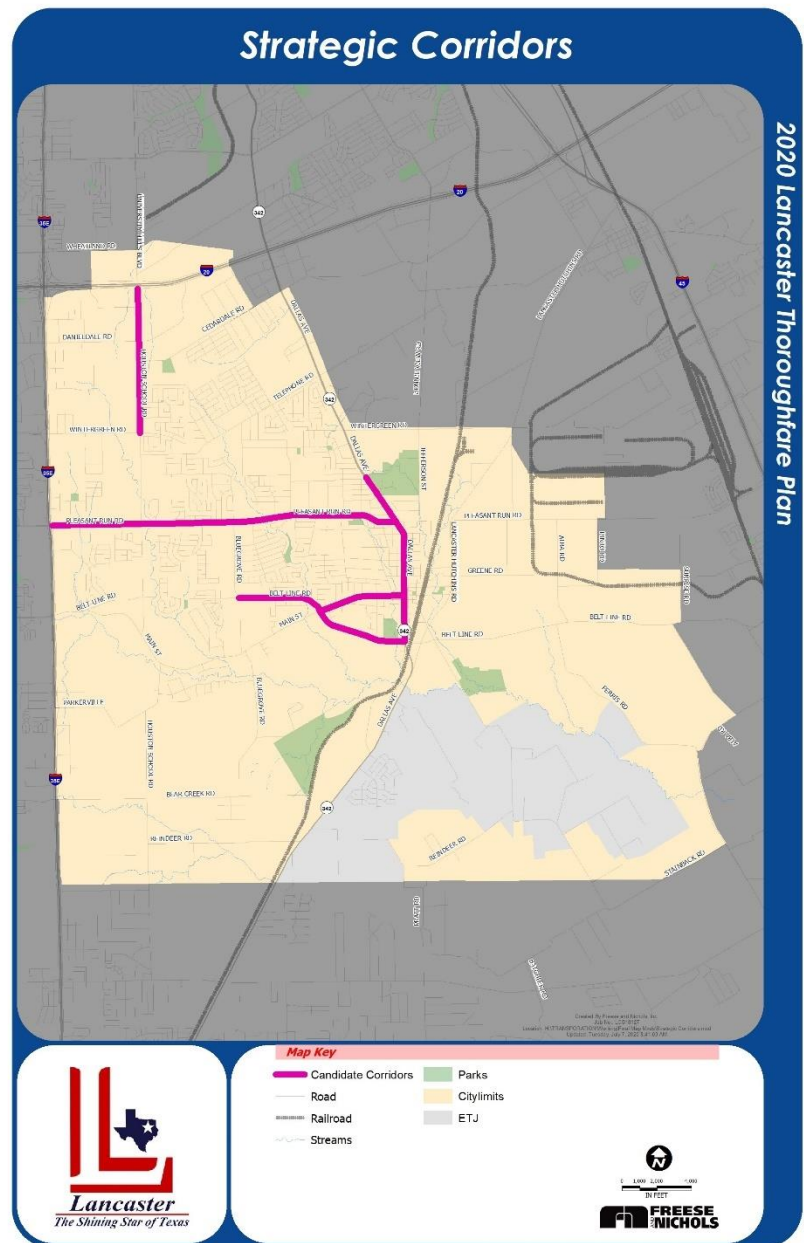
Context Sensitive Strategic Corridors

Implementing context sensitive design and complete streets into an existing network of thoroughfares can range in difficulty. In some cases, simply adding signage and restriping the roadway may change the entire character of the corridor. In other cases, implementation may involve repaving or acquiring ROW to build the complete street. Retrofitting streets with new design elements are most effective when combined with other improvements such as utility maintenance or pavement overlay.

One of the best ways to introduce complete streets is to incorporate the design elements into the construction of an entirely new thoroughfare. The ability to do this in Lancaster is challenging as most of the urban thoroughfare network is complete.

In Lancaster, there are several key corridors with potential for context sensitive design implementation. This includes expanding upon the existing multi-modal characteristics of the corridor. For each strategic corridor, a few options are considered as potential improvements. The following corridors shown in Figure 41 were examined in specific detail. Cross sections are provided to provide a visual guide to explain the balance between the different uses of the street and illustrate how portions of ROW can be effectively dedicated for specific uses.

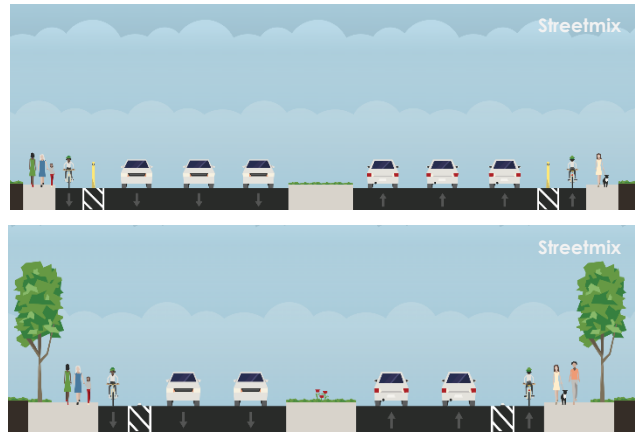
Figure 41: Strategic Corridors



Pleasant Run Road (from IH-35E to SH 342 / Dallas Avenue)

Pleasant Run Road is an east-west major arterial that runs through the center of Lancaster and connects its downtown core to the City of DeSoto's downtown to the west and Wilmer to the east. Pleasant Run Road is a 4-lane undivided roadway from IH-35E to Dallas Avenue (SH 342). The 2018 network from the regional mobility plan (Mobility 2045) shows current traffic volumes on Pleasant Run Road ranging from 28,000 vehicles per day (vpd) near IH-35E to 10,000 vpd at Dallas Avenue. Future traffic projections show traffic increasing near IH-35E to 34,500 vpd, with 13,000 vpd at Dallas Avenue.

Figure 42: Potential Corridor Configurations for Pleasant Run Road



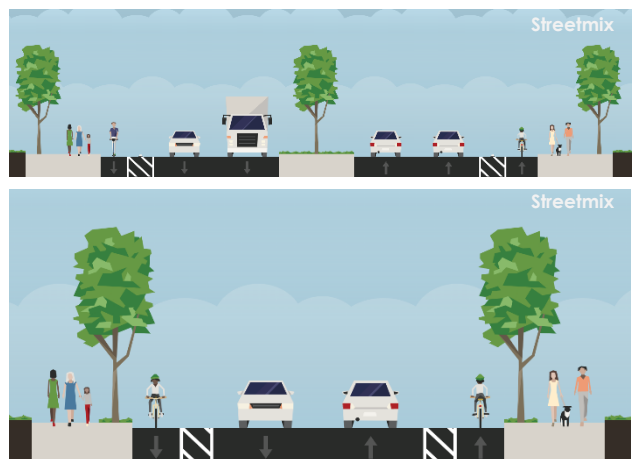
The focus of this corridor is to provide access for a range of modes connecting downtown to IH-35E. This includes transit, bicycling and walking as additional modes to be accommodated along with the automobile. The roadway corridor to the east of Dallas Avenue is expected to remain in its current configuration.

Figure 42 displays potential multi-modal improvements for Pleasant Run Road.

SH 342 / Dallas Avenue (from Veterans Memorial Parkway to Belt Line Road)

Dallas Avenue is one of the primary north-south mobility corridors in the City. It connects to the proposed Loop 9 to the south and IH-20 to the north. The land uses along the corridor are primarily commercial, residential, and institutional. This corridor runs through downtown Lancaster to connect with Lancaster Community Park, the Public Library, Recreation Center, Lancaster High School, Tiger Stadium, and the Public Safety Building. This corridor starts as a 6-lane divided major arterial to the north and transitions to a 2-lane undivided collector as it approaches downtown.

Figure 43: Potential Corridor Configurations for Dallas Avenue



Modeled 2018 counts show just over 10,000 vpd at Veterans Memorial Parkway and just 6,000 vpd at Belt Line Road. The presence of the high school, recreation center, park, seniors center, and historic downtown suggest that improvements should

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be considered along the corridor to promote bicycle, pedestrian, and transit activity (see Figure 43). Accommodations for low speed vehicles, such as golf carts and electric scooter-type vehicles may also be considered at a future date.

Forecast 2045 volumes show consistent volumes along the corridor, with 18,800 vpd at Veterans Memorial Parkway with almost 19,000 vpd at Belt Line Road. Since there is limited ROW through downtown, accommodations for vehicle mobility pose significant challenges along this section of the corridor. One option is to expand the 4-lane section of the corridor by right-sizing the roadway from Veterans Memorial Parkway south of Oak Street and retaining the 2-lane undivided section through the historic downtown.

Houston School Road (from IH-20 to Wintergreen)

This facility is a 4-lane divided major arterial that connects residential and major warehousing and intermodal facilities to IH-20 to the north. This corridor is expected to generate substantial truck traffic and is therefore should be designed primarily for vehicles and large trucks. Current volumes of 10,000 to 15,000 vpd are expected to increase substantially to 30,000 to 34,000 vpd. As illustrated in Figure 44, sidewalks should be designed with special care to ensure the safety of pedestrians and cyclists. Any proposed transit stops along this route should include turnouts. Due to the volume of truck traffic and the continued development of intermodal facilities along this corridor, the promotion of transit, walking and cycling along this roadway is not recommended. Alternative corridors should be explored for bicycle, pedestrian, and transit connections to the DART Blue Line and the University of North Texas Campus to the north.

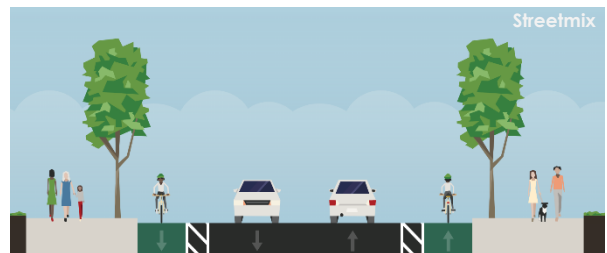
Figure 44: Potential Roadway Configuration for Houston School Road



Main Street (from Belt Line Road to SH 342 / Dallas Avenue)

This 2-lane undivided collector runs from Belt Line Road to Dallas Avenue. There is ample ROW along the corridor providing flexibility in future design. This corridor runs primarily through residential neighborhoods as well as an elementary school and retail as it approaches Dallas Avenue.

Figure 45: Potential Roadway Configuration for Main Street



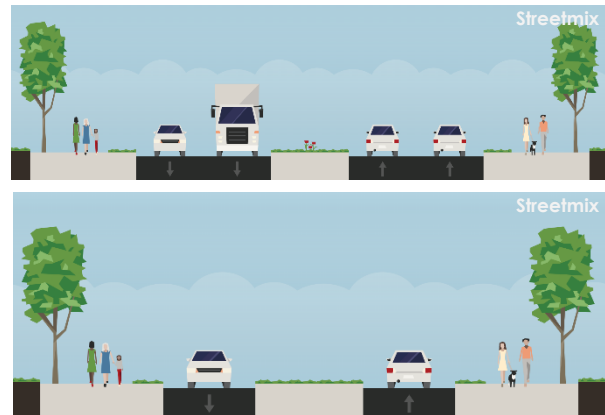
Currently this roadway only carries about 1,400 vpd, which is expected to increase to only 2,000 to 4,000 vpd by 2045. This suggests that no additional roadway capacity is required, and that excess ROW could be reallocated for bicycle and pedestrian uses as shown in Figure 45.

Belt Line Road (from Bluegrove Road to SH 342 / Dallas Avenue)

This corridor is but one section of Belt Line Road, a key east-west corridor that runs through southern Lancaster, between DeSoto and Wilmer. The primary land uses along this corridor are residential, with variety of commercial, institutional, and retail uses at select locations. This 2-lane undivided roadway has a good bike and pedestrian pathway on its northern half until Main Street. This facility is expected to increase its traffic volumes from 2,500 to 3,300 vpd in 2018 to between 7,500 to 8,400 vpd in 2045.

Since this corridor provides key east-west mobility and connects several growing residential areas, it is expected to require mobility upgrades in the future. Additional bicycle and pedestrian facilities are recommended on its northern edge from Main Street to Dallas Avenue, with a new bike/ped facility running along its southern edge from Bluegrove Road to Dallas Avenue (see Figure 46).

Figure 46: Potential Roadway Configurations for Belt Line Road



Roadway Rightsizing

Rightsizing is the process of reallocating pavement and ROW space to better serve the context of the roadway and the goals of the community. A road built many years ago in an undeveloped area or developing area was sized for a future condition, but now housing, shops, schools, and other destinations have matured in the community. Traffic conditions have stabilized and are more predictable and the needs of adjacent development is better known. These conditions, prevalent in some areas of Lancaster, provide the opportunity to rightsize roadways to optimize these assets for the community.

Using data from the regional travel demand model, corridors were evaluated for rightsizing under two scenario types which both reduce the ultimate number of lanes on the facility.

1. Reallocation – reducing the number of existing travel lanes.
2. Redesignation - preempting roadway widening by acknowledging new ultimate sizing.

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Reallocations consider ultimate vehicular demands and reallocate existing pavement and/or ROW space to other uses when excess vehicular capacity remains.

Reallocations identified with Lancaster include both straight lane reductions, and rightsizing conversions. The former is straightforward in the reallocation of space with similar intersection and driveway traffic operations and reducing existing vehicular capacity by the travel lane loss.

Redesignations reconsider future investments in expansion, but existing pavement conditions are unaffected. These are made to align traffic demands with roadway capacity supply, reducing excess infrastructure liabilities and reducing overall cost to the City. No existing capacity is lost, only potential future capacity.

Rightsizing

*is the process of reallocating pavement and ROW to **better** serve the context of the roadway and goals of the community*

It is important to note that vehicular capacity is made up of two parts: link-level segments and intersections. While roadway rightsizing reduces link segment lane configurations, typical capacity bottlenecks are found at intersections so the reduced lane configuration between intersections does not affect true corridor capacity. Intersection treatments through dedicated turn bays, traffic control devices, and signal timing and coordination can offset reduced link-level capacities of roadway rightsizing.

By analyzing the travel demand model for anticipated demand on the network in the future, major movements could be tracked to determine vehicular capacity needs that need absorbed in the collector and arterial network.

Rightsizing Analysis

Many corridors in Lancaster are experiencing a LOS between A and D and have low daily traffic volumes. These roadways provide excellent opportunities, where ROW is available, to provide additional infrastructure and accommodations for multi-modal elements. Recommended roadways for rightsizing include Main Street, Bluegrove Road, Cedardale Road, Bear Creek Road, and Dizzy Dean Drive. Additional analysis is recommended to determine if these and other roadways are eligible for rightsizing, but preliminary analysis suggests there may be opportunities for rightsizing on these roadways.

Bike and Pedestrian Complete Streets Integration

Complete Streets is a transportation planning approach that aims to maximize the use of public ROW for all transportation users, regardless of age, ability, or modal choice. This method uses high-level policy direction to influence everyday decision-making processes in roadway design, rather than design prescription. Complete Streets is not about special projects, but about changing the approach to projects on all streets. It is an incremental approach aimed at long-term results. These policies utilize the entire

ROW while focusing on safety, comfort, and convenience as well as cohesiveness within the context of the community. Complete Streets make it easier to cross the street, walk to shops, and bicycle to work, which in turn makes the town a better place to live. These traits are essential to a seamless multimodal transportation network.

Benefits

Complete Streets improve safety, provide modal choices, reduce costs, and lead to better health and stronger economies. By considering the many different users of the roadway, streets can be designed to accommodate everyone and improve the livability of the community.

- Improve Safety – Reduced travel speed which lowers risk to pedestrians and cyclists as well as include pedestrian infrastructure such as sidewalks, bicycle lanes, crossings, median islands, and curb extensions.
- Provide Modal Choices – By building safe, comfortable, and convenient infrastructure for other modes of transportation, residents are more willing to use them.
- Reduced Costs – Encouraging and installing provisions for non-motorized transportation – particularly within and around employment and activity centers, reduce transportation system operation and maintenance costs. It also decreases travel costs for Lancaster residents who can walk or ride a bike to work as opposed to automobiles alone. Further, by reevaluating the needs of the residents and incorporating community input at the beginning of the project, the schedule, scope, and budget can often be reduced. Narrowing the pavement area will also reduce costs.
- Better Health – Accommodating pedestrians and bicyclists in the transportation network enhances the overall health of Lancaster residents. Lancaster's aging, but active population, in addition to kids and teens who cannot drive, look for pedestrian and bicycle facilities to become more active and independent.
- Stronger Economies – Areas that provide safe and comfortable walkability have lower commercial vacancies and higher home and office space values.

Economic Benefit

Complete Streets affect the local economy in various ways. By providing convenient alternatives to driving, such as transit, walking, or biking, residents and visitors save money on transportation costs which can then be used for other expenses, such as housing, restaurants, and entertainment. Congestion costs can also be reduced if residents use alternative modes.

Local businesses see the benefits in improving access to people traveling by foot or bicycle. By increasing pedestrian and bicycle activity, businesses often see increased sales. Bicycle infrastructure can often create jobs directly through increased tourism, bicycle manufacturing, sales and repair, bike tours, and other activities.

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Complete Streets also create a framework for economic development and spur private investment by improving the public space and making it a more pedestrian and cyclist friendly place. In a downtown area or commercial boulevard, the Complete Streets framework defragments the overall development landscape by visually reducing the space between developments and thus encouraging pedestrian movement between adjacent businesses. Revitalizing key areas throughout Lancaster with pedestrian plazas, wide sidewalks, landscaping, and traffic calming elements may entice private investors to build or redevelop more residential, retail, and office buildings. In addition to private investments, property values increase with the walkability of a neighborhood. Today's college graduates, who comprise an increasing percentage of the workforce and add to the vitality of a local economy, prefer walkable urban neighborhoods.

Key Intersections

The ability for the roadway network to operate effectively relies on the ability of intersections to efficiently process traffic. Operational conditions typically break down when insufficient turn-lane capacity is available to remove turn movements from the traffic stream. To ensure the ability to provide channelized turn movements, such as a second left-turn or right-turn lane, an additional 22 feet should be provided at key major and minor arterial intersections. To determine the exact dimensional requirements of specific intersections, a traffic analysis should be conducted at the time of facility implementation.

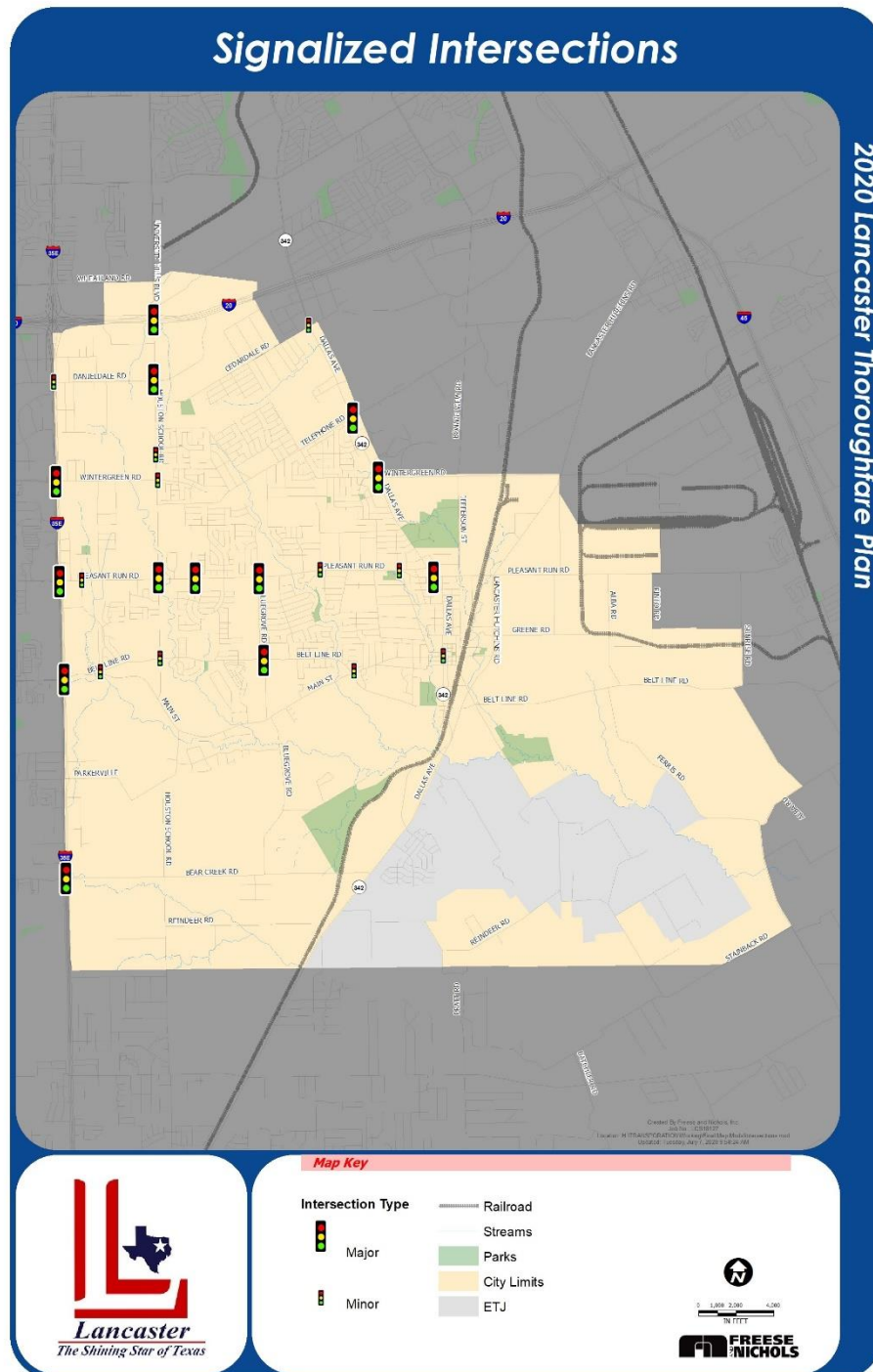
Table 11: Critical Intersection ROW Requirements

Critical Intersection ROW Requirements					
Roadway	Major Arterial	Minor Arterials	Major Collector	Minor Collector	Greenway Arterial
Major Arterial / Greenway Arterial	350'	350'	300'	260'	350'
Minor Arterial	300'	300'	260'	260'	300'

As currently defined, divided roadways could accommodate a separate left-turn lane. By adding 22 feet of width, a second left-turn and separate right-turn bay can be added as needed to an intersection. Travel lanes of 11 feet provide enough roadway width for turn movements. Table 11 presents the ROW requirements for critical intersections in Lancaster.

Twenty-three signalized intersections were identified in Lancaster (see Figure 47) and are located at crossings between major and minor arterials or freeway frontage roads. At these intersections, the City should require additional ROW (via the platting process if possible) to allow for additional turn lanes that may be needed in the future. Note that a review of intersections suggest that significant, widespread intersection upgrades and the expansion of the signalized intersection network are expected in the near term.

Figure 47: Signalized Intersections in Lancaster



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Figures 48 and 49 below identify the necessary distances by roadway class for storage and transition requirements. The distances allow for minimum turn-lane storage and lane transitions. In high intensity development areas, a traffic analysis should be conducted to determine appropriate intersection requirements.

Figure 48: Minor Roadway Intersections

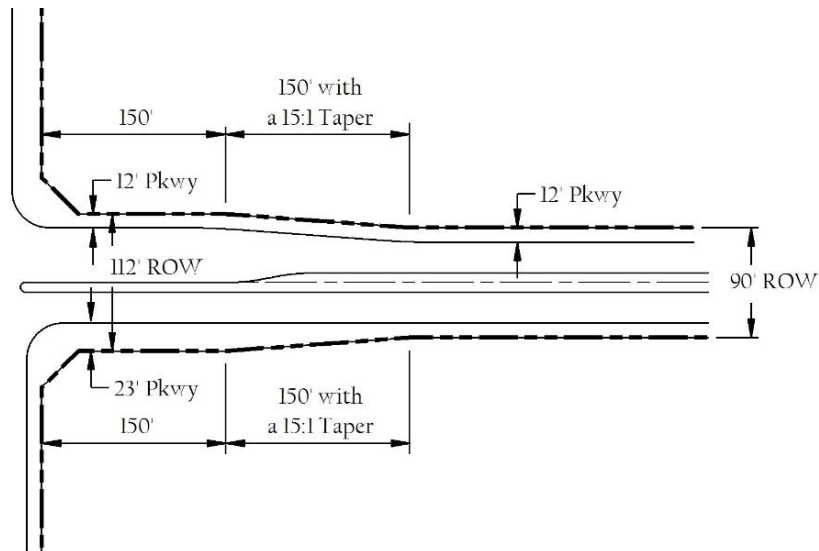
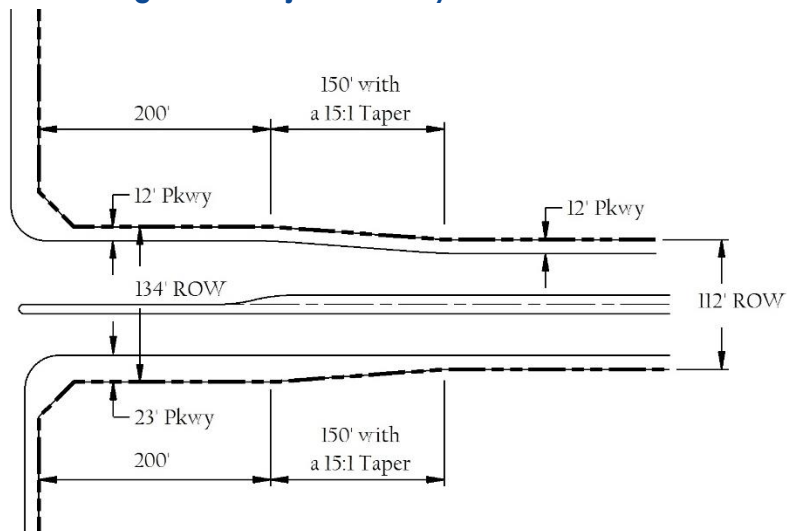


Figure 49: Major Roadway Intersections



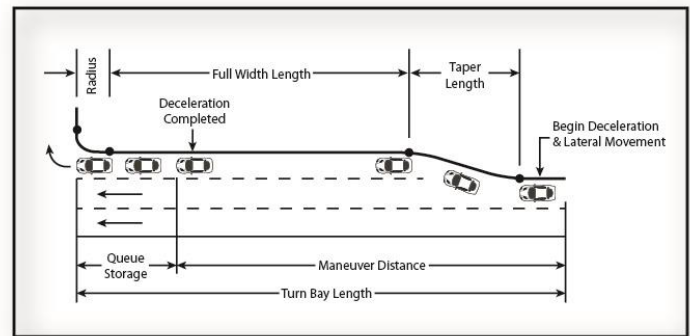
Intersection Congestion Mitigation

Intersection performance can be improved through several different mitigation techniques. These techniques can be applied to better handle the current traffic or the forecasted traffic. The following are some of the intersection improvements that can be implemented at critical intersections within the City of Lancaster.

Signal Timing – Signal timing is a critical technique that involves synchronizing the sequence and duration of each phase of a traffic signal to improve the overall traffic flow throughout the corridor. The timing of signals often involves coordinating an entire signal system or series of signals. Advanced traffic signal controllers provide the traffic engineer great flexibility in controlling the flow of traffic through an intersection. Proper signal timing along a corridor can increase the efficiency of the roadway by allowing for the maximum number of vehicles to pass in the shortest time. It also affects the air quality of the city because travel time and idling are reduced. This technique can be used to increase capacity on corridors and is a less expensive option than adding lanes.

Right Turn Capacity Increase – The addition of acceleration and deceleration lanes can provide operational benefits throughout a corridor and at an intersection by allowing turning vehicles to exit the roadway without affecting the through movement of traffic. As shown in Figure 50, this design allows a more efficient flow of traffic along a corridor and allows vehicles to form platoons at the signalized intersections, thereby maximizing the flow that the signal can handle.

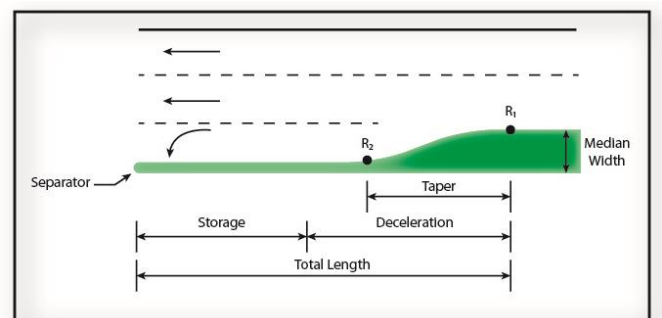
Figure 50: Right Turn Capacity Design



Right turn lanes consist of storage length and acceleration or deceleration length. Lengths of auxiliary lanes (acceleration or deceleration) are a function of the posted speed, but queue lengths are normally established on a case by case basis. The Highway Capacity Manual and TxDOT's Operations and Procedures Manual provide guidance on the provision of auxiliary lanes. These improvements are not one size fits all. Consideration must be given for posted speed, traffic volume, and development type.

Left Turn Capacity Increase – Much like right-turn lanes, left-turn lanes also allow the turning vehicles to exit the through lanes without affecting the through traffic. As illustrated in Figure 51, left-turn lanes should provide adequate queue storage for signalized and unsignalized intersections based on an operational analysis. The length of deceleration is dependent on the posted speed and the amount of speed differential acceptable for the thoroughfare.

Figure 51: Left Turn Capacity Design



Chapter 7: Plan Implementation

The recommended projects include improvements to enhance connectivity within the city through several modes, including, but not limited to, roadway and intersection improvements, complete streets applications, bike and pedestrian enhancements, and transit connectivity.

Committed and Funded Projects

Both TxDOT and the North Central Texas Council of Governments have several committed and planned projects within the City of Lancaster and the surrounding area. Figure 52 reveals the location of these projects within the City of Lancaster.

Project Prioritization

Final prioritization of transportation improvements within the city of Lancaster will be at the discretion of the City. The recommendations shown in Figure 53 and Table 12 on the following pages are preliminary in nature and will need to be vetted by the City before the list is finalized.

Figure 52: Committed and Funded Projects

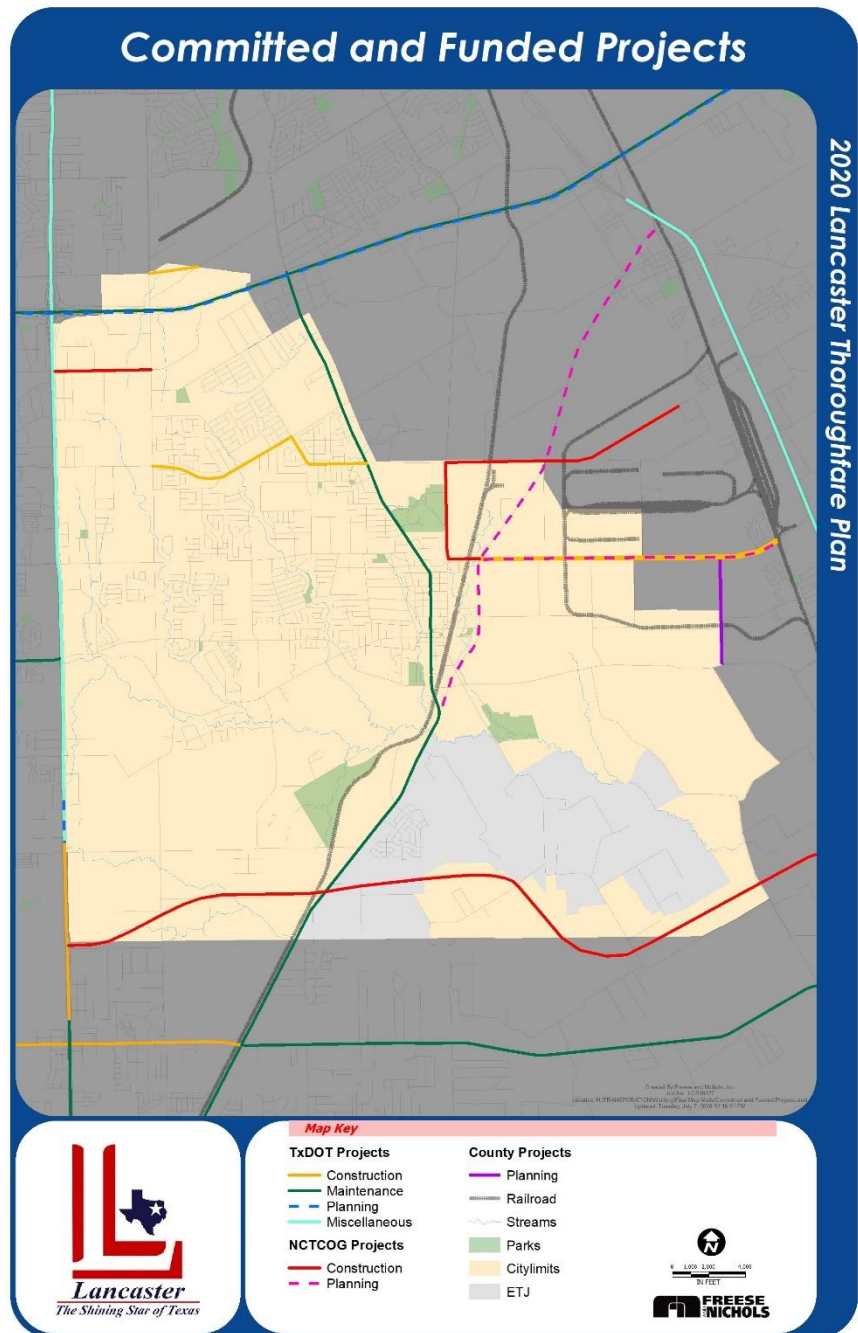


Figure 53: Project Prioritization

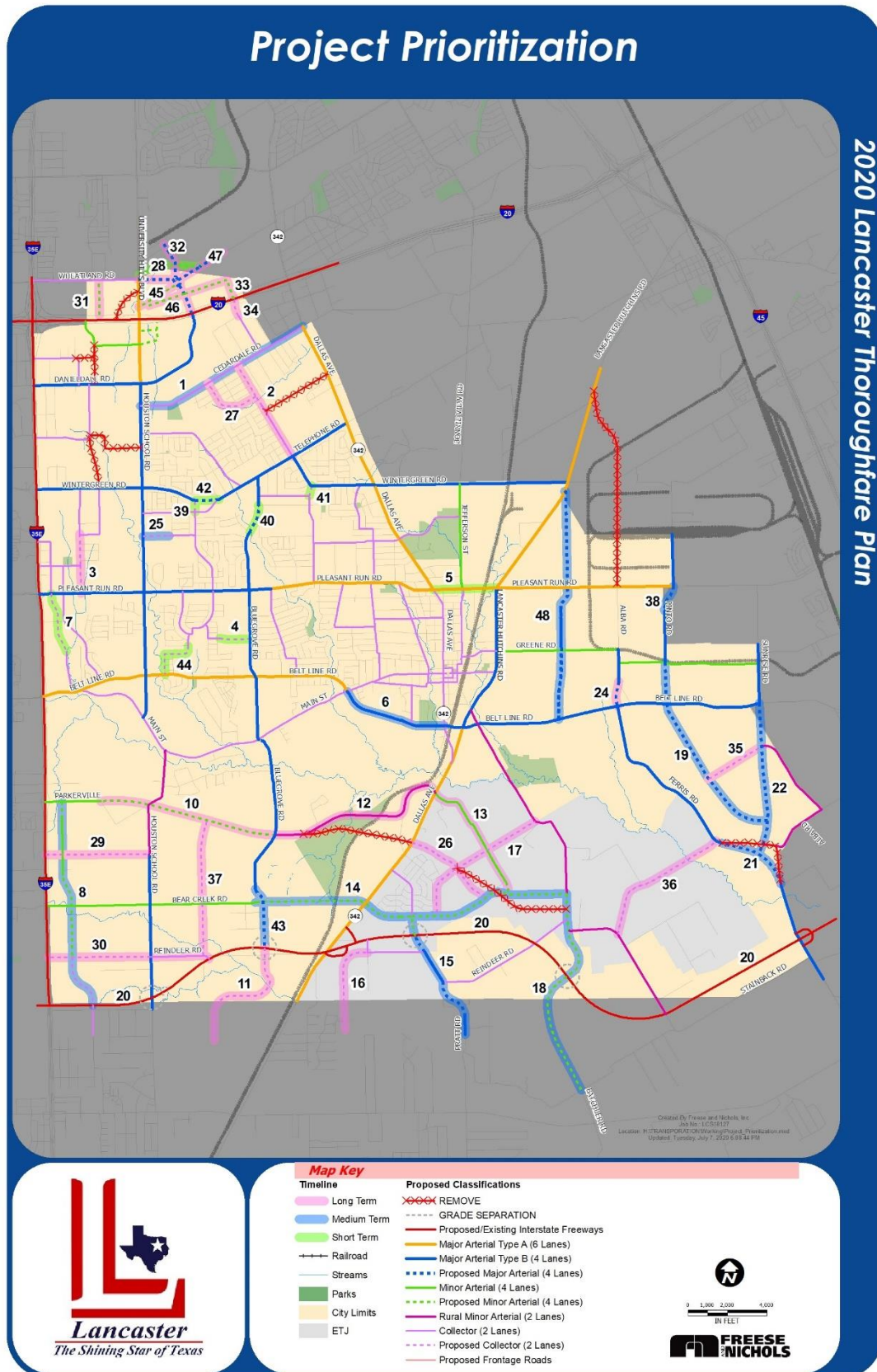


Table 12: Thoroughfare Plan Project Listing

ID	Project Description	Recommendation	Time Frame	Comment
1	Cedardale Road (Houston School Road to Dallas Avenue)	Rightsize and reconstruct to a 2-lane facility; Flare at ends	Medium Term	Residential use, industrial access on other facilities Low travel demand model volume (4,000 daily) Dallas extension east is 4-lane
2	Dizzy Dean Road (Wintergreen North of Telephone Road to Cedardale Road)	Extend and rightsize to 2-lane collector; Flare near Telephone Road	Long Term	Logistics/distribution planned for land on east side Encourage access via Telephone and Dallas instead (away from res.) Minimize bridge width
3	Marsalis Road Connector (Longhorn Drive to Pleasant Run Road)	Construct a 2-lane collector	Long Term	Connection improves north-south mobility in northern Lancaster
4	Indian Lilac Drive Extension (Millbrook Drive to Bridle Path)	Construct a 2-lane collector	Short Term	Charter school on Pleasant Run; need alternate routes for pickup/drop off Elementary school also in neighborhood Ensure future connections to Bluegrove and Belt Line
5	Pleasant Run Road (Dallas Avenue to Lancaster Hutchins)	Rightsize to 4-lane facility	Short Term	Low travel demand model volume (16,000-24,000 daily; 1,900 pk hr dir) Repurpose space for other objectives E-W through-travel shifting to Loop 9. Dallas County / TxDOT Project.
6	Belt Line Road (West Main to Dallas Avenue)	Rightsize to 4-lane facility	Medium Term	Low travel demand model volume (20,000 daily; 1,600 pk hr dir) E-W through-travel shifting to Loop 9
7	Main Street (Belt Line to Lancaster Hutchins)	Reconstruct and rightsize to a 2-lane collector	Short Term	Constrained ROW for any future widening Low travel demand model volume (2,000-4,000 daily) Maintain historic character through downtown
8	Meadowlark Lane (Reindeer Road south)	Extend backage	Medium Term	Align with major collector in Red Oak Plan Secondary Loop 9 access
9	Reindeer Road (Houston School to Loop 9)	Extend collector	Long Term	Maintain roadway ROW and access to Loop 9 Secondary Loop 9 access
10	New North-South Collector (Parkerville to Bluegrove Road)	New 2-lane collector	Long Term	Ensure ROW preserved in future for collector between Houston School and Bluegrove
11	Bluegrove Road (Loop 9 south to Red Oak)	New 2-lane collector	Long Term	Align with major collector in Red Oak Plan Need full intersection access at Loop 9 Leverage existing creek crossing
12	Parkerville Extension / Realignment (Bluegrove Road to SH 342)	Realign, downgrade to Rural Minor Arterial	Long Term	Current alignment goes through Bear Creek Nature Park Realign to follow Ten Mile Road, cut through tip of park E-W travel covered from other facilities per travel demand model
13	Moreland Extension (SH 342 to Bear Creek extension #14)	Remove and realign, downgrade to collector	Long Term	Ensure ROW preserved in future Realign to meet other objectives (see Bear Creek extension)
14	Bear Creek Road Extension (Bluegrove Road to Nokomis Road)	New 2-lane collector	Medium Term	Extend to east to support: local E-W travel (without Loop 9), access, and circulation Move tie-in point on Nokomis Road north to avoid home/pond on Moreland Road Ensure ROW preserved in future
15	Reindeer Road/Pratt Road (south of Bear Creek)	Realign, upgrade segment	Medium Term	Realign for traditional intersection at Bear Creek and Reindeer Continue Minor Arterial status to align with Red Oak Plan
16	Reindeer Road Collectors (east of Dallas Avenue)	New 2-lane collector	Long Term	Ensure ROW preserved in future Align with major collector in Red Oak Plan
17	New Collector Roadway	New 2-lane collector	Long Term	Implementation timeline dependent upon development activity

	(Nokomis Road to Bear Creek Extension #14)			
18	Nokomis Road (south of Bear Creek)	Upgrade to Minor Arterial	Medium Term	Upgrade segment from Rural Arterial to Minor Arterial to meet with Bear Creek extension Upgrade south of Nokomis Road 90 turn to align with Red Oak Plan
19	Pinto Road Connector (Greene Road to Sunrise Road Extension #22)	Construct 4-lane major arterial (type B)	Medium Term	Dependent upon Loop 9 construction and subsequent development activity
20	Loop 9	Add grade separations and planned ramping	N/A – TxDOT Project	According to Feasibility Study
21	Ferris Road Realignment (Watermill Road Extension #36 to Ferris Road)	Realign major arterial	Medium Term	Dependent upon Loop 9 construction and subsequent development activity
22	Sunrise Road (Belt Line Road to Ferris Road)	New 4-lane major arterial	Medium Term	Leverage Loop 9 interchange Straighten facility for easier N-S mobility for industrial development
23	Danieldale Road Extension (IH-20 north to Campus District Village Center)	New 4-lane major arterial	Long Term	Construction dependent upon development activity
24	Alba Road Extension (south of Greene Road to Belt Line Road)	New 4-lane major arterial	Long Term	Construction dependent upon development activity
25	Reynolds Drive Extension (Reynolds Drive to Houston School Road)	New 2-lane collector	Medium Term	Construction dependent upon development activity
26	New Collector Roadway (Lancaster Hutchins Road to Bear Creek Extension #14)	New 2-lane collector	Long Term	Construction dependent upon development activity
27	Boardwalk Avenue Extension (Boardwalk Avenue to Dizzy Dean Extension #2)	New 2-lane collector	Long Term	Construction dependent upon development activity
28	Wheatland Road Extension (from East Wheatland Road to Houston School Road)	New 2-lane collector	Short Term	City of Dallas Project. Construction phase imminent.
29	New Collector Roadway (Houston School Road to IH-35E)	New 2-lane collector	Long Term	Construction dependent upon development activity
30	Reindeer Road Connector (Houston School Road to IH-35E)	New 2-lane collector	Long Term	Construction dependent upon development activity and Loop 9 construction
31	New Collector Roadway (IH-20 north to East Wheatland Road)	New 2-lane collector	Long Term	Construction dependent upon development activity
32	Danieldale Road Extension (IH-20 north across East Wheatland Road Extension)	New 4-lane major arterial	Long Term	Construction dependent upon development activity
33	New Minor Arterial (Danieldale extension - #23 east then south to IH-20 frontage roads)	New 4-lane minor arterial	Long Term	Construction dependent upon development activity
34	Trippie Street Connector (Lyle Street north to IH-20 frontage roads)	New 2-lane collector	Long Term	Construction dependent upon development activity
35	Sunrise Road Connector (Sunrise Road to Pinto Road)	New 2-lane collector	Long Term	Construction dependent upon development activity
36	Watermill Road Extension (Wilson Road to Ferris Road)	New 2-lane collector	Long Term	Construction dependent upon development activity

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37	New Collector Roadway (Parkerville extension (#10) south to Reindeer Road))	New 2-lane collector	Long Term	Construction dependent upon development activity
38	Pinto Road Realignment (Pinto Road at Pleasant Run Road)	Realign 4-lane major arterial connection	Medium Term	Dependent upon Loop 9 construction and subsequent development activity
39	Chapman Drive Extension (Wintergreen Road to Wintergreen Road)	Construct new 4-lane major arterial connection	Short Term	Creates new east-west connection and supports ongoing development in northern Lancaster
40	Bluegrove Road Connector (Kings Cross Drive to Sunny Meadow Road)	Construct new 4-lane major arterial connection	Short Term	Strengthens north-south connections and supports ongoing development in northern Lancaster
41	Rodgers Avenue Connector (Balkin Drive to Wintergreen Road)	New 2-lane collector	Short Term	Strengthens north-south connections and supports ongoing development in northern Lancaster
42	Wintergreen Connector (East of Godiva Street to Baskin Drive)	Construct new 4-lane major arterial connection	Short Term	Immediate improvement to east-west connectivity in Lancaster.
43	Bluegrove Road Extension	Construct new 4-lane major arterial connection	Medium Term	Dependent upon Loop 9 construction and subsequent development activity
44	Millbrook Drive Extension	Construct new 2-lane collector	Short Term	Enhance access to Rosa Parks-Millbrooks Elementary School Ensure future connections to Bluegrove and Belt Line
45	New Collector Roadway (Campus District Village Center to Houston School Road)	Construct new 4-lane collector	Long Term	Construction dependent upon development activity
46	New Collector Roadway (Danieldale Road Extension to Campus District Village Center)	Construct new 4-lane collector	Long Term	Construction dependent upon development activity
47	New 4-lane Major Arterial Roadway (Wheatland Road Extension to Campus District City Center)	Construct new 4-lane major arterial	Long Term	Construction dependent upon development activity
48	Cornell Road (Lancaster-Hutchins Road to Belt Line Road)	Construct new 4 lane major arterial	Medium Term	Construction dependent upon Prime Pointe development activity

Recommended Funding Strategies

Several potential funding sources have been identified for the implementation of recommended transportation improvements in Lancaster.

Impact Fee Program

The funding and implementation matrix were developed to identify potential funding sources for Plan recommendations. For this section of the document, the matrix was broken into four (4) categories:

- Roadway Construction
- Roadway Rehabilitation
- Intersection Improvements
- Miscellaneous

Roadway Construction

Roadway construction funding sources, such as Category 12: Strategic Priority Funds, are geared towards new road roadway construction, roadway realignments, and interchange construction. Table 13 provides a list of funding sources that could be used to fund roadway construction. Category 12 Funds are specifically obligated to projects that promote economic development and improve interstate connectivity. Eligible projects include construction of additional lanes and new roadways, grade separations, interchanges, bottleneck removal, and safety improvements. These funding sources could be instrumental in the construction of recommended mobility projects.

Table 13: Funding Sources for Roadway Construction

Roadway Construction		
Recommendation	Problem Addressed	Potential Funding Source(s)
Street Construction	Improved Access Capacity Improvement Congestion Relief Economic Development	Category 12: Strategic Priority Funds Category 4E: Rural Mobility/Rehabilitation Category 11: Texas Mobility Fund Category 8B: Texas FM Road Expansion Proposition 7 Funds
Frontage Road Construction	Congestion Relief Economic Development Capacity Improvement	Category 12: Strategic Priority Funds Category 11 Proposition 7 Funds
Roadway Realignment	Safety Improved Traffic Flow Congestion Relief	Category 12 Category 4E Category 11 Proposition 7 Funds
Interchange Construction	Capacity Improvement Congestion Relief	Category 12 Category 11 Proposition 7 Funds

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Roadway Rehabilitation

Roadway rehabilitation projects include investments in transportation improvements that increase capacity, improve safety, or facilitate economic development. It includes enhancements such as grade separations, roadway resurfacing, lane additions, and ROW acquisitions. Funding options for roadway rehabilitation include, but are not limited to, Category 4F: Rehabilitation in Urban and Rural Areas, which are geared towards the rehabilitation of on-system roadways that are functionally classified higher than minor collectors. Table 14 provides a list of funding sources that could be used for roadway rehabilitation improvements.

Table 14: Funding Sources for Roadway Rehabilitation

Roadway Rehabilitation		
Recommendation	Problem Addressed	Potential Funding Source(s)
Grade Separation	Congestions Relief Safety	CMAQ Category 2: Metro Corridor Funds Category 11 Texas Mobility Fund
Lane Addition	Congestion Relief Improved Capacity	STP-MM Category 12: Strategic Priority Funds Category 11 Texas Mobility Fund
Roadway Widening	Congestion Relief Improved Capacity Accommodates wider vehicles	STP-MM Category 12 Category 4F Category 3C Category 11 Texas Mobility Fund
Narrower Lanes	Traffic Calming Safety	Category 11 Category 4E
ROW Acquisition	ROW for future Road Expansion	Category 2 Category 4E Proposition 7 Funds
HOV Lane	Congestion Relief Capacity Improvement	Texas Mobility Fund
Road Dieting	Traffic Calming Safety Economic Development	Category 11 Category 4E

Intersection Improvements

Intersection improvement funds are geared towards intersection safety improvements and access management projects that improve the overall flow of traffic within a corridor. Intersection improvements include traffic signalization, intersection lighting, roundabouts, turn lanes, and intersection geometry improvements. Intersection improvement funding sources include but are not limited to Category 10A Traffic Control Devices and Category 4E: Rural Mobility/Rehabilitation. Category 10A funds can be used for the installation or rehabilitation of traffic signals and intersection lighting on on-system roadways. Category 4E funds can be used in rural unincorporated areas or cities with populations below 5,000. Eligible projects include right and left turn lanes, intersection Geometry improvements, and roundabouts. Table 15 includes a list of funding sources for intersection improvements.

Table 15: Funding Sources for Intersection Improvements

Potential Funding Sources for Intersection Improvements		
Recommendation	Problem Addressed	Potential Funding Source(s)
Traffic Signalization	Congestion Relief Safety	CMAQ Category 10A: Traffic Control Devices category 10B: Rehab of Traffic Management Systems Category 11
Intersection Geometry Improvements	Safety Congestions Relief Capacity Improvement Accommodates Wider Vehicles	CMAQ Category 4E Category 11
Intersection Lighting	Safety	Category 12 CMAQ Category 11
Left and Right Turn Lanes	Safety Congestions Relief Capacity Improvement	CMAQ Category 11 Category 4E
Round-A-Bout	Congestion Relief Capacity Improvement Safety Traffic Calming	CMAQ STEP Funds Category 11 Category 4E

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Miscellaneous Projects

Miscellaneous improvements range from bridge construction to pedestrian amenities and traffic impact assessments. Some of the eligible funding sources for these improvements include the Statewide Transportation Enhancement Program (STEP) funds. STEP funds are available for non-traditional transportation projects such as bike and pedestrian initiatives, landscaping, and special studies. Although federally funded, these funds are not restricted to on-system facilities. Table 16 provides a list of funding options available for miscellaneous projects.

Table 16: Potential Funding Sources for Miscellaneous Projects

Potential Funding Sources for Miscellaneous Projects		
Recommendation	Problem Addressed	Potential Funding Source(s)
Bridge Construction/ Reconstruction	Safety Capacity Improvement Accommodate Wider Vehicles	Category 6A: On System Bridge Program Category 6B: Off System Bridge Program Category 11
Street Lighting	Safety Economic Development	CMAQ STEP Funds Category 11
Railroad Grade Separation Repair/ Construction	Congestion Relief Safety	Category 4G: Railroad Grade Separation Category 11
Pedestrian Amenities/ Landscaping	Traffic Calming Safety Economic Development Beautification	CMAQ STEP Funds Green Ribbon Funds Category 11
Transit Expansion	Transit Needs Multimodal Connectivity	CMAQ STEP Funds Category 11
Traffic Impact Assessment	Congestion Relief Traffic Calming Safety Improved Access	CMAQ Regional Toll Revenue
Miscellaneous	Safety Congestion Relief Capacity Improvement	Category 4F: Category 4E Category 3C: NHS Rehabilitation Category 8A: Rehabilitation of FM Roads Category 11 Texas Mobility Fund

Additional funding sources for the cities located in the North Central Texas Region is available at NCTCOG's One Stop Shop for Transportation Funding:

<http://www.nctcog.org/trans/onestop/>.

Conclusion

Successful implementation of the Lancaster Thoroughfare Plan will require the coordination between agencies and stakeholder groups to gain public acceptance and acquire funding. Two of the biggest deterrents to plans implementation are public resistance and a lack of agency coordination.

Public acceptance is essential to the implementation of a project. Many projects, though planned, designed, and funded, have fallen apart due to public disapproval. In order to avoid this, all recommendations presented in this plan need to be vetted through the public participation process prior to implementation. Each project needs to be presented and reviewed by the public to provide awareness of any negative or positive impacts of the project.

Agency coordination is also essential in the implementation of transportation projects. Because transportation is regional, different agencies and jurisdictions must communicate to ensure more seamless connectivity. One city's or county's strategy to widen a roadway in order to accommodate more traffic can create issues for an adjacent city attempting to accommodate traffic on the same facility through the implementation of complete streets and sustainable land use policies. Successful implementation of the Lancaster Thoroughfare Plan will require constant and transparent communication with Dallas, DeSoto, Hutchins, Red Oak, Wilmer in addition to Dallas County, NCTCOG, and TxDOT.

The current work in progress on roadways throughout the county would not be possible without the leadership of elected city officials advocating together for improvements to roads and other transportation infrastructure. To implement this plan, continued leadership from the City will be required.