

**MINUTES****LANCASTER CITY COUNCIL MEETING OF JUNE 23, 24 & 25, 2011**

The City Council of the City of Lancaster, Texas, met on June 23, 2011 in a special meeting for the first day of strategic planning at the Lancaster Senior Life Center, 240 Veterans Memorial Parkway in Lancaster at 1:30 p.m. with a quorum present to-wit:

**Councilmembers Present:**

Mayor Marcus E. Knight  
Walter Weaver  
Stanley Jaglowski [councilmember-elect]  
Marco Mejia  
Mayor Pro Tem James Daniels  
Clyde Hairston  
Deputy Mayor Pro Tem Nina Morris

**City Staff Present:**

Opal Mauldin Robertson, City Manager  
Dolle Downe, City Secretary  
Thomas Griffith, Fire Chief  
Dori Lee, Human Resources Director  
Clovia English, Public Works Director  
Sheree Haynes, Finance Director [effective 7-18-11]  
Rona Stringfellow Govan, Development Services Director  
Cami Loucks, Library Director  
Ed Brady, Economic Development Director  
Sean Johnson, Parks and Recreation Director  
Wes Blair, Interim Police Chief  
Julia Novak, The Novak Consulting Group, facilitator  
Sarah Slegers, The Novak Consulting Group

**Call to Order:**

Mayor Knight called the meeting to order at 1:30 p.m. on June 23, 2011.

City Council met in the first day of a three day strategic planning session. City Council discussed overall operating rules and expectations.

Facilitator Novak led discussion regarding the results of the Strength Deployment Inventory (SDI), an assessment tool that facilitates understanding of behavioral styles and preferences taken earlier by Council and Executive Team members. Councilmembers and Executive Team members participated in several exercises to facilitate a greater understanding of their own SRI results and those of their colleagues.

Council took a brief recess at 2:50 p.m. and reconvened at 3:00 p.m.

City Manager Mauldin Robertson made a presentation on the results of the 2011 Citizen Survey discussing the importance of citizen expectations and needs as related to the upcoming budget discussions.

City Manager Mauldin Robertson presented a preliminary 2011-2012 balanced budget noting that final property valuations and corresponding property tax revenues would not be finalized until late July. City Manager Mauldin Robertson provided a brief overview of departmental budgets, outlining her direction to Directors to submit budgets at three levels – one sustaining City services comparable to the FY 2010-2011 level and two additional budgets further reducing expenditures. Directors discussed with City Council the impact on City services with the reduced budgets.

Mayor Knight recessed the meeting at 7:57 p.m.

### **LANCASTER CITY COUNCIL MEETING OF JUNE 24, 2011**

The City Council of the City of Lancaster, Texas, reconvened on June 24, 2011 at the Lancaster Senior Life Center, 240 Veterans Memorial Parkway in Lancaster at 1:30 p.m. with a quorum present to-wit:

**Councilmembers Present:**

Mayor Marcus E. Knight  
 Walter Weaver  
 Stanley Jaglowski [councilmember-elect]  
 Marco Mejia  
 Mayor Pro Tem James Daniels  
 Clyde Hairston  
 Deputy Mayor Pro Tem Nina Morris

**City Staff Present:**

Opal Mauldin Robertson, City Manager  
 Dolle Downe, City Secretary  
 Julia Novak, The Novak Consulting Group  
 Sarah Slegers, The Novak Consulting Group

Facilitator Novak opened the afternoon with reflection and feedback regarding the SDI assessment tool and discussions from the previous day. Feedback was positive.

Facilitator Novak reviewed with Council expectations they had set for themselves and one another from the previous year's strategic planning workshop. Council identified expectations they wished to carry forward and revised some expectations.

Council took a brief recess at 3:15 p.m. and reconvened at 3:30 p.m.

Facilitator Novak led discussion and review of the City Council Rules and Procedures. Councilmembers discussed councilmembers' allotted travel and training budget line item and whether those funds should be shared with fellow councilmembers. City Council agreed that they should follow the same travel and training rules that City staff follows which does not allow for transfer of funds among staff members. This revision to the City Council Rules and Procedures will be presented for formal consideration by City Council as outlined in the City Charter.

Facilitator Novak led discussion regarding councilmembers' expectations of staff including areas where staff is doing well and areas where this is still room for improvement. City Manager Mauldin Robertson shared feedback regarding Council-staff relations.

**LANCASTER CITY COUNCIL MEETING OF JUNE 25, 2011**

The City Council of the City of Lancaster, Texas, reconvened for its final scheduled day of strategic planning on June 25, 2011 at the Lancaster Senior Life Center, 240 Veterans Memorial Parkway in Lancaster at 8:30 a.m. with a quorum present to-wit:

**Councilmembers Present:**

Mayor Marcus E. Knight  
Walter Weaver  
Stanley Jaglowski [councilmember-elect]  
Marco Mejia  
Mayor Pro Tem James Daniels  
Clyde Hairston  
Deputy Mayor Pro Tem Nina Morris  
[DMPT Morris departed at 1 p.m.]

**City Staff Present:**

Opal Mauldin Robertson, City Manager  
Dolle Downe, City Secretary  
Thomas Griffith, Fire Chief  
Dori Lee, Human Resources Director  
Clovia English, Public Works Director  
Sheree Haynes, Finance Director  
Rona Stringfellow Govan, Dev. Services Dir.  
Cami Loucks, Library Director  
Ed Brady, Economic Development Director  
Sean Johnson, Parks & Recreation Director  
Wes Blair, Interim Police Chief  
Julia Novak, The Novak Consulting Group  
Sarah Slegers, The Novak Consulting Group

Facilitator Novak opened the day soliciting feedback regarding the planning session. Both councilmembers and staff provided input.

Facilitator Novak reviewed the City's Vision and Mission statements with councilmembers. There were no modifications to these statements. Facilitator Novak then reviewed each of the six key performance indicators [Financially Sound City Government; Quality Development; Healthy, Safe & Vibrant Neighborhoods; Professional & Committed Workforce; Sound Infrastructure; and Civic Engagement] identified in last year's strategic plan. City Council discussed and refined each key indicator's language, tailoring each focus area to provide the platform for sustainable progress towards the City's Vision.

Council took a brief recess at 9:40 a.m. and reconvened at 9:50 a.m.

Led by Facilitator Novak, City Council began brainstorming goals for the next 12-18 months while staff worked on revisions to the descriptive vision statements under each of the six key focus areas. Councilmembers and staff discussed staff's proposed changes to the descriptive vision statements. Facilitator Novak led Councilmembers' review of current strategies identifying those completed and developed new goal statements associated with the six key performance indicators.

Council continued discussion of the goal statements through a working lunch. Following extensive discussion, updated strategies [goals] were identified for focus. Adoption of the goals will be formally considered at an upcoming City Council meeting.

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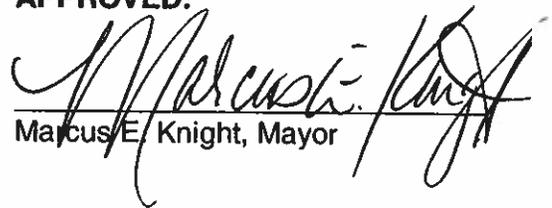
Council concluded with appreciation for Executive Team members' participation and thanks to the facilitators, Ms. Novak and Ms. Slegers.

Mayor Knight adjourned the special meeting at 1:23 p.m.

**ATTEST:**

  
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Dolle K. Downe, City Secretary

**APPROVED:**

  
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Marcus E. Knight, Mayor