

MINUTES

LANCASTER CITY COUNCIL REGULAR MEETING OF SEPTEMBER 28, 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 28, 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
Fabrice Kabona, Assistant City Manager
Carey Neal, Assistant to the City Manager
Keturah Barnett, ICMA Fellow
Kim Hall, Director of Finance
Kenneth Johnson, Fire Chief
Sam Urbanski, Police Chief
Dori Lee, Director of Human Resources
Ron Gleaves, Information Technology Manager
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 7:06 p.m. on September 28, 2020.

Pledge of Allegiance:

Deputy Mayor Pro Tem Robinson led the pledge of allegiance.

Invocation:

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

Proclamation: Blood Cancer Awareness

Mayor Hairston read the Blood Cancer Awareness proclamation.

Citizens Comments:

Bobbie Smith, 635 Mary Wilson Dr. shared neighborhood concerns about being on a corner lot.

Consent Agenda:

City Secretary Arenas read the consent agenda.

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.

Councilmember Strain-Burk pulled items 9 & 10 for clarification.

MOTION: Councilmember Strain-Burk made a motion, seconded by Councilmember Mejia to approve consent items 1 through 8. The vote was 7 for, 0 against.

City Manager Mauldin-Jones shared that 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. 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. The City of Lancaster agreed to set aside funds for community programs as well as the Small Business Grant Program. 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. Additionally, 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. City Manager Mauldin-Jones shared that in September 2020, Dallas County contacted all cities that authorized the county to administer funds to inform cities that all funds allocated for the Small Business Grant program will be returned to each city due to lack of applications received. The City of Lancaster has contacted Catholic Charities to administer funding of \$200,000 and process applications for Lancaster businesses. City Manager Mauldin-Jones shared that the City will receive up to \$1,726,032, which is 80% of the city's reimbursement funding amount from Dallas County and 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.

Councilmember Strain-Burk shared that she wanted clarification of the CARES Act for residents that may be effected by COVID-19.

Councilmember Strain-Burk shared accolades to the staff and council planning during the budget process and decisions to enhance the community with new equipment.

MOTION: Councilmember Strain-Burk made a motion, seconded by Councilmember Jaglowski to approve consent items 9 and 10. The vote was 7 for, 0 against.

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.

City Manager Mauldin-Jones shared 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, break table 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 scheduled appointments. Additionally, 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. City Manager Mauldin-Jones shared the 4 (four) staff recommendations to be taken which were that 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; testing trailers shall be limited to four; the days and hours of operation shall be limited to Sunday through Saturday from 9:00 am – 5:00 pm; and that 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.

MOTION: Councilmember Strain-Burk made a motion, seconded by Councilmember Jaglowski to approve item 11. The vote was 7 for, 0 against.

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.

City Manager Mauldin-Jones shared during the FY 2017/2018 and 2018/2019 Strategic Planning Sessions, the City Council identified an objective to update the Streetscape Master Plan and a Request For Qualifications (RFQs) was issued in August 2018, in which 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. City Manager Mauldin-Jones shared that on 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. Additionally, on August 17, 2020, the City Council received an update on the Streetscape Master Plan and the final draft plan from Halff Associates at which time the Planning and Zoning Commission recommended approval at their September 1, 2020, meeting. City Manager Mauldin-Jones shared that staff concurs and further recommends approval of the ordinance as presented, and to open the public hearing to receive comments, and then to take action. City Manager Mauldin-Jones shared that Halff and Associates were available virtually for questions.

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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 vote was 7 for, 0 against.

MOTION: Councilmember Strain-Burk made a motion, seconded by Councilmember Jaglowski to approve item 12. The vote was 6 for, 1 against [Strain-Burk].

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.

City Manager Mauldin-Jones shared 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. A Request For Qualifications (RFQ) was issued in 2016 and Freese and Nichols, Inc. (FNI) was selected to perform this work. In October 2017, City Council received a presentation regarding the process to update these plans. Additionally, in November 2017, City Council considered a resolution approving the terms and conditions of a professional services agreement 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. City Manager Mauldin-Jones shared that the Planning and Zoning Commission recommended approval at their September 1, 2020 meeting. City Manager Mauldin-Jones confirmed that Council's noted street correction were updated. City Manager Mauldin-Jones shared that staff concurs and recommends approval of the ordinance as presented, and to open the public hearing to receive comments, and then to take action. City Manager Mauldin-Jones shared that Freese and Nichols, Inc. were available virtually for questions.

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 vote was 7 for, 0 against.

MOTION: Councilmember Strain-Burk made a motion, seconded by Councilmember Jaglowski to approve item 13. The vote was 7 for, 0 against.

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 7:44 p.m.

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ATTEST:



Sorangel O. Arenas, City Secretary

APPROVED:



Clyde C. Hairston, Mayor