



**NOTICE OF WORK SESSION AGENDA
LANCASTER CITY COUNCIL**



**James R. Williams Pump Station
Training Room, 1999 Jefferson**

Monday, June 16, 2014 – 7:00 PM

DEFINITIONS:

Written Briefing: Items that generally do not require a presentation or discussion by the staff or Council. On these items, the staff is seeking consent from the Council or providing information in a written format.

Verbal Briefing: These items do not require extensive written background information or are an update on items previously discussed by the Council.

Regular Item: These items generally require discussion between the Council and staff, boards, commissions, or consultants. These items may be accompanied by a formal presentation followed by discussion and direction to the staff.

**[Public comment will not be accepted during Work Session
unless Council determines otherwise.]**

Regular Items:

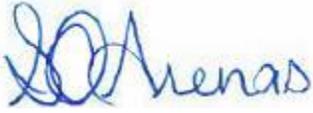
- 1.** Receive a presentation and discuss the Comprehensive Annual Financial Report the Fiscal Year ending September 30, 2013, as prepared by BKD, LLP; the City of Lancaster's independent auditor.
- 2.** Receive and discuss a presentation from Republic [Allied] Waste Services regarding refuse and recycling services.
- 3.** Receive a presentation on the award of the Federal Emergency Management Agency (FEMA) Assistance to Firefighters Grant to the City of Lancaster.
- 4.** Receive and discuss a presentation regarding the City's compensation plan.
- 5.** Receive and discuss a presentation on Boarding Home Facilities and regulations.

EXECUTIVE SESSION: The Council reserves 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: The Municipal Center is 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.

Certificate

I hereby certify the above Notice of Meeting was posted at the Lancaster City Hall on June 13, 2014 @ 9:00 a.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
Work Session Agenda Communication
June 16, 2014

Item 1

Receive a presentation and discuss the Comprehensive Annual Financial Report for the Fiscal Year ending September 30, 2013, as prepared by BKD, LLP; the City of Lancaster's independent auditor.

This request supports the City Council 2013-2014 Policy Agenda.

Goal: Financially Sound City Government

Background

The purpose of this agenda item is to formally submit the Comprehensive Annual Financial Report for the fiscal year ended September 30, 2013, to the City Council. The report is distributed to numerous financial institutions, bond rating agencies, the City's financial advisors, and grantors to comply with financial disclosure requirements. This report is designed to provide readers with an understanding of the financial status of the City and results of operations.

The City engaged the independent certified public accounting firm BKD, LLP to perform the annual audit of the City of Lancaster and its component units. This is the third and final year of a three year contract. The audit field work began in January and concluded in March, 2013. The City staff and BKD worked closely to ensure all requests and deadlines were met to accomplish this goal.

Submitted by:
Cynthia Pearson, Director of Finance

LANCASTER CITY COUNCIL
Work Session Agenda Communication
June 16, 2014

Item 2

Receive and discuss a presentation from Republic [Allied] Waste Services regarding refuse and recycling services.

This request supports the City Council 2013-2014 Policy Agenda.

Goal: Financially Sound City Government

Background

On December 14, 2009, the City Council amended the February 19, 2001 contract, as amended December 12, 2005 with Republic [Allied] Waste Services to provide refuse, recyclable materials, bulk and brush collection within the City.

At the March 17, 2014 work session, Council requested to receive quarterly updates from the refuse and recycling service provider. Council will receive a presentation from representatives from Republic Waste regarding refuse and recycling services.

Submitted by:

Opal Mauldin Robertson, City Manager

LANCASTER CITY COUNCIL

Work Session Agenda Communication

June 16, 2014

Item 3

Receive a presentation on the award of the Federal Emergency Management Agency (FEMA) Assistance to Firefighters Grant to the City of Lancaster.

This request supports the City Council 2013-2014 Policy Agenda.

Goal 1: Healthy, Safe and Vibrant Neighborhoods

Background

The City received notification from the Federal Emergency Management Agency (FEMA) that the Lancaster Fire Department was awarded the Assistance to Fire Fighters Grant. The grant is to replace the department inventory of self-contained breathing apparatus (SCBA).

The grant is a 90/10 match in the amount of One hundred sixty four thousand seven hundred sixty dollars (\$164,760.00). The city 10% match is sixteen thousand four hundred seventy six dollars (\$16,476).

Considerations

- **Operational** – The SCBA equipment is required safety equipment for firefighters.
- **Legal** – The City is required to utilize the funds for the sole purpose of replacing the SCBA.
- **Financial** – The 10% match was included the current years' budget.
- **Public Information** – There are no public information requirements. Information regarding receipt of the grant will be distributed through various media.

Options/Alternatives

There is no action required.

Submitted by:
Thomas Griffith, Fire Chief

LANCASTER CITY COUNCIL
Work Session Agenda Communication
Monday, June 16, 2014

Item 4

Receive and discuss a presentation regarding the City's compensation plan.

This request supports the City Council 2013-2014 Policy Agenda.

Goal: Professional and Committed City Workforce

Background

In October 2013 Council received a presentation regarding the city's compensation plan and how the City compared to our comparable survey cities.

City Council identified the compensation plan as a strategic goal in 2013 and it continues through 2014. The established pay policy or goal was to be at the middle average of the city survey cities.

In 2007 the Waters Consulting Group contracted with the City of Lancaster to conduct an in depth compensation study. Unfortunately, the economic downturn affected the City of Lancaster immediately after receiving the results of the compensation study and all pay plan initiatives were placed on hold.

Subsequently adjustments to the pay plan were deferred as well as the general government step plan. Since that time, in 2012 City Council approved a one-time \$1,000 cost of living payment to full time employees paid in two equal installments. In 2013 City Council approved a 3% cost of living adjustment to the pay plan.

City Council will receive a presentation providing additional information.

Submitted by:
Dori Lee, Director of Human Resources

LANCASTER CITY COUNCIL
Work Session Agenda Communication
June 16, 2014

Item 5

Receive and discuss a presentation on Boarding Home Facilities and regulations.

This request supports the City Council 2013-2014 Policy Agenda.

Goal 1: Healthy, Safe and Vibrant Neighborhoods

Background

A recent Study by Health Management Associates found that many low-income Texans reside in unlicensed boarding home facilities, particularly the aged, disabled, mentally ill, and persons with a history of substance abuse; and the study further found that many residents of boarding home facilities have a high likelihood of needing personal care, medical, mental health, and social services, and that these facilities often do not meet those needs.

Recently surrounding cities have adopted ordinances that regulate these facilities. Since their adoption of those ordinances; Lancaster has seen an influx of unlicensed and unregulated Boarding Homes move into town. In the locations public safety staff has found cases where the residents are vulnerable to exploitation, unsafe and unsanitary conditions.

Council will receive a presentation regarding proposed license requirements for Boarding Homes and to establish basic health and safety requirements of these facilities.

Submitted by:

Opal Mauldin-Robertson, City Manager
Rona Stringfellow, Assistant City Manager
Thomas Griffith, Fire Chief