



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



**Monday, February 8, 2016 - 7:00 PM**

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**CALL TO ORDER**

**INVOCATION:** Ministerial Alliance

**PLEDGE OF ALLEGIANCE:** Councilmember LaShonjia Harris

**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.

- C1. Consider approval of minutes from the City Council Regular Meeting held on December 14, 2015.
- C2. Consider a resolution ordering a General Election to be held on Saturday, May 7, 2016, for the election of one councilmember for District 1, one councilmember for District 3, and one councilmember for District 5 for a three year term; providing for the publication and posting of notice; and providing for early voting dates, times and locations.

**ACTION:**

- 3. Consider a resolution approving the terms and conditions of a Project Specific Agreement by and between Dallas County and the City of Lancaster for the purpose of Transportation Improvements on Danieldale Road from Interstate Highway 35E to Houston School Road; authorizing the City Manager to execute the agreement; and providing an effective date.
- 4. Discuss and consider appointments to the Animal Shelter Advisory Committee and Library Advisory Board.
- 5. Consider confirmation of nominations made by the Planning and Zoning Commission for appointment to the Lancaster Historic Landmark Preservation Committee
- 6. Consider confirmation of Samuel Urbanski as Interim Chief of Police of the Lancaster Police Department and administer Oath of Office.

**ADJOURNMENT**

**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.

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**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.

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**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.**

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### **Certificate**

**I hereby certify the above Notice of Meeting was posted at the Lancaster City Hall on February 4, 2016 @ 6:00 p.m. and copies thereof were provided to the Mayor, Mayor Pro-Tempore, Deputy Mayor Pro-Tempore and Council members.**



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Sorangel O. Arenas  
City Secretary

# **LANCASTER CITY COUNCIL**

## **Agenda Communication**

February 8, 2016

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**Consider approval of minutes from the City Council Regular Meeting held on December 14, 2015.**

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### **Background**

Attached for your review and consideration are minutes from the:

- City Council Regular Meeting held December 14, 2015

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### **Submitted by:**

Sorangel O. Arenas, City Secretary

## MINUTES

### LANCASTER CITY COUNCIL MEETING OF DECEMBER 14, 2015

The City Council of the City of Lancaster, Texas, met in a called Regular session in the Council Chambers of City Hall on December 14, 2015 at 7:00 p.m. with a quorum present to-wit:

**Councilmembers Present:**

Mayor Marcus E. Knight  
Carol Strain-Burk  
Deputy Mayor Pro Tem Stanley Jaglowski  
Marco Mejia  
LaShonjia Harris

**Councilmembers Absent:**

Mayor Pro Tem James Daniels  
Nina Morris

**City Staff Present:**

Opal Mauldin-Robertson, City Manager  
Rona Stringfellow, Assistant City Manager  
Fabrice Kabona, Assistant to the City Manager  
Sean Johnson, Managing Director of Quality of Life & Cultural Services  
Ed Brady, Director of Economic  
Sam Urbanski, Acting Police Chief  
Pat Adamcik, Assistant Fire Chief  
Michael Grace, Development Services Director  
Jermaine Sapp, Equipment and Facilities Director  
Cynthia Pearson, Finance Director  
Mark Divita, Airport Manager  
Julie Doshier, Assistant City Attorney  
Angie Arenas, City Secretary

**Call to Order:**

Mayor Knight called the meeting to order at 7:00 p.m. on December 14, 2015.

**Invocation:**

Sean Johnson gave the invocation.

**Pledge of Allegiance:**

Deputy Mayor Pro Tem Stanley Jaglowski led the pledge of allegiance.

**Consent Agenda:**

City Secretary Arenas read the consent agenda.

- C1. Consider approval of minutes from the City Council Regular Meeting held on October 26, 2015 and November 9, 2015.**
- C2. Consider a resolution of the City Council accepting one (1) tract of land from Jose A. Ortiz, generally located on the north side of Enchanted Lane and being more particularly described in the Donation Special Warranty Deed, attached hereto and incorporated herein by reference as Exhibit "A"; directing the City Secretary to file for recording in the Real Property Records of Dallas County, Texas, said Deeds; and providing an effective date.**

- C3. Consider a resolution of the City Council accepting two (2) tracts of land from Will C. Miller, III and W. L. Alexander, Jr. (posthumous), generally located on the south side of Riverway Lane and being more particularly described in the Donation Special Warranty Deed, attached hereto and incorporated herein by reference as Exhibit "A"; directing the City Secretary to file for recording in the Real Property Records of Dallas County, Texas, said Deeds; and providing an effective date.**
- C4. Consider a resolution approving the terms and conditions of a lease/purchase agreement and authorizing the City Manager to execute the same with M W Leasing, Inc. for fitness equipment from CommFit through an interlocal Agreement with BuyBoard in an amount not to exceed \$87,795.80.**
- C5. Consider a resolution authorizing the purchase of outdoor restroom facilities at Bear Creek Nature Park from Restroom Facilities Limited (RFL), A Corworth Company through an Interlocal Agreement with BUYBOARD (CONTRACT 42313) in an amount not to exceed \$103, 414.90 authorizing the City Manager to execute the agreement pursuant to approval; repealing all resolutions in conflict; providing a severability clause; and providing an effective date.**
- C6. Discuss and consider a resolution awarding Bid (2015-3) to Tiseo Paving Company in an amount not to exceed \$5,299,394.15 for the reconstruction and water/wastewater improvements to Danieldale Road.**
- C7. Consider a resolution approving the funding agreement of the Texas Department of Transportation 14TBLANCR project (Terminal Building) in an amount not to exceed \$866,470 for 2015 through 2016 at the Lancaster Regional Airport.**
- C8. Consider a resolution authorizing the City Manager to authorize on behalf of the City of Lancaster assignments and assumptions of ground leases at the Lancaster Regional Airport from December 14, 2015 to June 30, 2016.**

Councilmember Strain-Burk made a request to pull consent items C5-C7 and Deputy Mayor Pro Tem Jaglowski made a request to pull content item C4.

**MOTION:** Councilmember Strain-Burk made a motion, seconded by Councilmember Mejia, to approve consent items C1-C3 and C8 and exclude items C4-C7. The vote was cast 5 for, 0 against [Mayor Pro Tem Daniels and Morris absent].

Deputy Mayor Pro Tem Jaglowski sought more information on consent item C4.

Sean Johnson advised that the new fitness lease agreement includes new technology that offers fitness on demand. The fitness equipment replaced will include stationary weight machines, free weights and a new SPARC trainer, which is one of the newest top fitness trend machines in the profession.

**MOTION:** Deputy Mayor Pro Tem Jaglowski made a motion, seconded by Councilmember Strain-Burk, to approve consent item C4. The vote was cast 5 for, 0 against [Mayor Pro Tem Daniels and Morris absent].

Councilmember Strain-Burk sought more information on consent item C5 inquired of Sean Johnson the time frame for this project and the electrical design so pipes don't freeze during the winter season.

Sean Johnson advised that it will take approximately 60-90 days to construct and the City is using a company from Marble Falls, Texas. He also stated that the electrical system will be winterized similar to the other existing public restrooms. Mr. Johnson notified the Council that the Public Works Department and Development Services are involved in this project.

**MOTION:** Councilmember Strain-Burk made a motion, seconded by Deputy Mayor Pro Tem Jaglowski, to approve consent item C5. The vote was cast 5 for, 0 against [Mayor Pro Tem Daniels and Morris absent]. Councilmember Strain-Burk spoke on item C6 and shared that the city council has been working hard to improve Daniieldale Road. She stated that the city has received funding with the support of Congresswoman Eddie Bernice Johnson to improve the city's infrastructure.

**MOTION:** Councilmember Strain-Burk made a motion, seconded by Deputy Mayor Pro Tem Jaglowski, to approve consent items C6. The vote was cast 5 for, 0 against [Mayor Pro Tem Daniels and Morris absent].

Councilmember Strain-Burk spoke on item 7 and shared that our airport has received support from our FFA to improve and have a terminal facility for our citizens.

**MOTION:** Councilmember Strain-Burk made a motion, seconded by Deputy Mayor Pro Tem Jaglowski, to approve consent items C7. The vote was cast 5 for, 0 against [Mayor Pro Tem Daniels and Morris absent].

**9. Discuss and consider a resolution granting a request for Special Exceptions pursuant to Sections 14.505 (a) 2 and 3, height and articulations; to provide a Special Exception for increased height on the proposed Huntington Industrial site located between Longhorn Drive and North Houston School Road and more commonly known as 3201 N. Houston School Rd.**

Mike Grace stated that the proposed new development consists of approximately 61.17 acres and is projected to contain three buildings ranging in size from 217,350 square feet to 468,300 square feet.

Steve Myer, Huntington Industrial, stated that the project includes three buildings estimated at 1 million square feet and approximately \$40 million dollars taxable. Mr. Myers is requesting two variances and a waiver of the restrictions to allow special exceptions for this project.

**MOTION:** Councilmember Mejia made a motion, seconded by Councilmember Strain-Burk, to approve action item 9. The vote was cast 5 for, 0 against [Mayor Pro Tem Daniels and Morris absent].

**10. Consider a resolution approving the Landscape Maintenance Agreement through the Texas Department of Transportation (TXDOT).**

City Manager Mauldin-Robertson communicated that the City of Dallas and the Texas Department of Transportation entered an agreement to install landscape improvements at the intersections of Interstate 20 and Houston School Road (Lancaster).

**MOTION:** Councilmember Strain-Burk made a motion, seconded by Deputy Mayor Pro Tem Jaglowski, to approve action item 10. The vote was cast 5 for, 0 against [Mayor Pro Tem Daniels and Morris absent].

**11. Consider a resolution approving the terms and conditions of an amended Interlocal Agreement by and between the cities of Desoto and Cedar Hill for the shared Jail Facility.**

City Manager Mauldin-Robertson communicated that the agreement is being amended to address the medical needs and intake process regarding the shared Jail Facility with City of Desoto and City of Cedar Hill.

**MOTION:** Councilmember Strain-Burk made a motion, seconded by Deputy Mayor Pro Tem Jaglowski, to approve action item 11. The vote was cast 5 for, 0 against [Mayor Pro Tem Daniels and Morris absent].

**12. Consider an ordinance disannexing the hereinafter described territory currently located in the City of Lancaster, Texas, Dallas, County, Texas and reducing the boundary limits of said City in accordance with there hereinafter described property in exhibit "A"; making findings of fact.**

City Manager Mauldin-Robertson communicated that in February 2008 the Allen Development of Texas LLC requested a voluntary annexation which resulted in the adoption of Ordinance 2008-02-08. The property description included 157.42 total acres but should have only included 55 acres of this tract.

**MOTION:** Councilmember Strain-Burk made a motion, seconded by Deputy Mayor Pro Tem Jaglowski, to approve action item 12. The vote was cast 5 for, 0 against [Mayor Pro Tem Daniels and Morris absent].

**13. Consider a resolution of the City Council of the City of Lancaster, Texas, authorizing the filing of a project application in an amount not to exceed \$156,451.00 with the North Central Texas Council of Governments Implementation Project.**

City Manager Mauldin-Robertson communicated that the North Central Texas Council of Governments (NCTCOG) offers grant opportunities for the regional solid waste management in approximately \$1.3 million funds for Fiscal years 2016 and 2017. Additionally, staff is requesting Council's authorization to apply for grant funding to assist in the expansion of the community cleanup or Trash-off events and will go toward the City's efforts to reduce illegally dumped items.

**MOTION:** Councilmember Strain-Burk made a motion, seconded by Deputy Mayor Pro Tem Jaglowski, to approve action item 13. The vote was cast 5 for, 0 against [Mayor Pro Tem Daniels and Morris absent].

**14. Discuss and consider a resolution approving the terms and conditions of a solid waste disposal contract by and between the City of Lancaster and Community Waste Disposal (CWD) to provide solid waste collection, hauling, and disposal for residential and commercial customers and recyclable materials collection and processing.**

Mayor Knight recused himself from this item.

City Manager Mauldin-Robertson communicated that the City of Lancaster February 19, 2001 Solid Waste Contract as amended, and the December 12, 2005, December 14, 2009, and November 9, 2015 agreements with Allied/Republic Waste Services expires January 31, 2016. On June 05, 2015, a Request for Proposal (RFP) was posted on the city procurement system with a deadline for submitting responses to the City set for July 24, 2015. City Council received a presentation and recommendation regarding the proposals for solid waste and recycle services at the August 10, 2015 work session. City Manager Mauldin-Robertson made a presentation outlining the basic details of the agreement which would have a term of seven years beginning February 1, 2016 and expiring January 31, 2023.

**MOTION:** Councilmember Strain-Burk made a motion, seconded by Councilmember Mejia, to approve action item 14 including the recommendations. The vote was cast 4 for, 0 against [Mayor Knight recused] [Mayor Pro Tem Daniels and Morris absent].

**15. Consider a resolution approving the commercial and residential disposal rate for pick-up of municipal solid waste disposal and amending Section 10.1700 Garbage Collection Fees of the Master Fee Schedule.**

City Manager Mauldin-Robertson communicated that this item amends the master fee schedule to reflect the rates assessed to customers for the collection, hauling, disposal and processing of residential and commercial solid waste and recycling within the City. She also advised residential customer rates will remain at \$13.84/month plus fees and taxes. Additionally, commercial Hand Collect customer rates will remain the same at \$17.96/month plus fees and taxes. The purpose for maintaining the existing rates is to allocate funds for street maintenance which is about \$4.64 savings per month, per household which equals to about \$ 4.3 million for our roadways and streets.

**MOTION:** Councilmember Strain-Burk made a motion, seconded by Councilmember Mejia, to approve a 7 item 15. The vote was cast 4 for, 1 against [Councilmember Harris] [Mayor Pro Tem Daniels and Morris absent].

**16. Discuss and consider annual appointments to City of Lancaster boards and commissions.**

Mayor Knight suggested moving forward with considering annual appointments even though some members were absent. Also, Mayor Knight stated that Deputy Mayor Pro Tem Jaglowski will have to recuse himself from the Animal Shelter board.

Nominated for the vacant position on the Planning and Zoning Commission with a term expiring in 2017, was Cynthia Johnson.

Nominated for the vacant position on the Planning and Zoning Commission with a term expiring in 2016, was Isabel Aguilar.

Nominated for the two reappointment positions on the Planning and Zoning Commission were Marvin Earle and Lawrence Prothro.

**MOTION:** Councilmember Strain-Burk made a motion, seconded by Deputy Mayor Pro Tem Jaglowski, to reappoint Marvin Earle and Lawrence Prothro, appoint Cynthia Johnson to the Planning and Zoning

Commission for terms expiring 2017, and appoint Isabel Aguilar to the Planning and Zoning Commission for term expiring 2016. The vote was cast 5 for, 0 against [Mayor Pro Tem Daniels and Morris absent].

**MOTION:** Councilmember Mejia made a motion, seconded by Councilmember Strain-Burk, to reappoint Dean Byers, John Stewert, and Tim Fagan to the Airport Advisory Board with terms to expire 2017 and to reappoint alternate member James O. Knight with a term to expire 2016. The vote was cast 5 for, 0 against [Mayor Pro Tem Daniels and Morris absent].

Nominated for the two regular reappointment positions on the Property Standards and Appeals Board were Cassandra Andrews and Donna Lee.

Nominated to reappoint the alternate member on the Property Standards and Appeals Board was Carlon Terry.

**MOTION:** Deputy Mayor Pro Tem Jaglowski made a motion, seconded by Councilmember Strain-Burk, to reappoint Cassandra Andrews and Donna Lee to a regular position of the Property Standards and Appeals Board for terms expiring 2017 and to reappoint alternate member Carlon Terry with a term to expire 2016. The vote was cast 5 for, 0 against [Mayor Pro Tem Daniels and Morris absent].

**MOTION:** Councilmember Strain-Burk made a motion, seconded by Deputy Mayor Pro Tem Jaglowski, to reappoint Abe Cooper, Darwin Isham, and Mary Sykes to the Parks and Recreation Advisory Board/Lancaster Recreational Development Corporation with terms to expire 2017 and reappoint alternate member Terrence Comick with a term to expire 2016 . The vote was cast 5 for, 0 against [Mayor Pro Tem Daniels and Morris absent].

Mayor Knight informed all that there are no vacancies for the Economic Development Corporation.

Nominated for the vacant position on the Library Advisory Board with a term expiring in 2017 were Desarea B. Bradley and Elva Griffin.

Nominated to appoint the alternate member on the Library Advisory Board with a term expiring in 2016 was Cassandra Lewis.

**MOTION:** Councilmember Strain-Burk made a motion, seconded by Deputy Mayor Pro Tem Jaglowski, to appoint Desarea B. Bradley and Elva Griffin to the Library Advisory Board with a term to expire 2017 and to appoint Cassandra Lewis to an alternate position with a term expiring 2016. The vote was cast 5 for, 0 ag 8 [Mayor Pro Tem Daniels and Morris absent].

Deputy Mayor Pro Tem Jaglowski recused from considering appointments to the Animal Shelter Advisory Committee.

Nominated to reappointment a position on the Animal Shelter Advisory Committee with a term expiring in 2017 was Stacey Jaglowski.

Nominated to appoint the alternate member on the Animal Shelter Advisory Committee with a term expiring in 2016 was Lisa Mayfield.

**MOTION:** Councilmember Strain-Burk made a motion, seconded by Councilmember Mejia, to reappoint Stacey Jaglowski to the Animal Shelter Advisory Committee with a term to expire 2017 and to appoint Lisa Mayfield to an alternate position with a term expiring 2016. The vote was cast 4 for, 0 against [Deputy Mayor Pro Tem Jaglowski recused] [Mayor Pro Tem Daniels and Morris absent].

Nominated to appoint the Municipal Officer on the Animal Shelter Advisory Committee was Christylla Miles.

Nominated to appoint Animal Welfare on the Animal Shelter Advisory Committee was Rosanna Ross.

**MOTION:** Councilmember Strain-Burk made a motion, seconded by Deputy Mayor Pro Tem Jaglowski, to appoint Christylla Miles as the Municipal Officer on the Animal Shelter Advisory Committee and appoint Rosanna Ross as the Animal Welfare on the Animal Shelter Advisory Committee. The vote was cast 5 for, 0 against [Mayor Pro Tem Daniels and Morris absent].

Nominated to appoint the alternate member on the Museum Advisory Committee with a term expiring in 2016 was Clara Butler.

**MOTION:** Councilmember Strain-Burk made a motion, seconded by Deputy Mayor Pro Tem Jaglowski, to appoint Clara Butler to an alternate position with a term expiring 2016. The vote was cast 5 for, 0 against [Mayor Pro Tem Daniels and Morris absent].

Below is a recap of the 2015 appointments.

**Term Expires**

**Planning & Zoning Commission**

|                  |      |                                     |
|------------------|------|-------------------------------------|
| Cynthia Johnson  | 2017 | new appointment, regular position   |
| Marvin Earle     | 2017 | reappointment, regular position     |
| Lawrence Prothro | 2017 | reappointment, regular position     |
| Isabel Aguilar   | 2016 | new appointment, alternate position |

**Airport Advisory Board**

|                 |      |                                   |
|-----------------|------|-----------------------------------|
| Dean Byers      | 2017 | reappointment, regular position   |
| John Stewart    | 2017 | reappointment, regular position   |
| Tim Fagan       | 2017 | reappointment, regular position   |
| James O. Knight | 2016 | reappointment, alternate position |

**Property Standards and Appeals Board**

|                   |      |                                   |
|-------------------|------|-----------------------------------|
| Cassandra Andrews | 2017 | reappointment, regular position   |
| Donna Lee         | 2017 | reappointment, regular position   |
| Carlton Terry     | 2016 | reappointment, alternate position |

**Parks and Recreation Advisory Board /  
Lancaster Recreational Development Corp.**

|            |      |                                 |
|------------|------|---------------------------------|
| Abe Cooper | 2017 | reappointment, regular position |
|------------|------|---------------------------------|

|                 |      |                                   |
|-----------------|------|-----------------------------------|
| Darwin Isham    | 2017 | reappointment, regular position   |
| Mary Sykes      | 2017 | reappointment, regular position   |
| Terrence Comick | 2016 | reappointment, alternate position |

Library Advisory Board

|                    |      |   |
|--------------------|------|---|
| Desarea B. Bradley | 2017 | reappointment, regular position (from alter to reg) |
| Elva Griffin       | 2017 | new appointment, regular position                   |
| Cassandra Lewis    | 2016 | reappointment, alternate position                   |

Animal Shelter Advisory Committee

|                  |      |   |
|------------------|------|---|
| Stacey Jaglowski | 2017 | reappointment, regular position                       |
| Christylla Miles | 2017 | new appointment, regular position (Municipal Officer) |
| Rosanna Ross     | 2017 | new appointment, regular position (Animal Welfare)    |
| Lisa Mayfield    | 2016 | new appointment, alternate position                   |

Museum Advisory Board

|              |      |                                     |
|--------------|------|-------------------------------------|
| Clara Butler | 2016 | new appointment, alternate position |
|--------------|------|-------------------------------------|

**17. Consider confirmation of nominations made by the Mayor for appointment to the City of Lancaster Zoning Board of Adjustment.**

Mayor Knight nominated the following for the Zoning Board of Adjustment:

Sherri Williams, was appointed for the vacant position with a term expiring in 2017; Syrinithnia Mann, was appointed for the alternate position with a term expiring in 2016; and Deborah Taylor and Margaret Brooks, were reappointed with a term expiring in 2017.

**MOTION:** Councilmember Strain-Burk made a motion, seconded by Deputy Mayor Pro Tem Jaglowski, to confirming Mayor Knight's nomination made for the Zoning Board of Adjustment. The vote was cast 5 for, 0 against [Mayor Pro Tem Daniels and Morris absent].

**MOTION:** Councilmember Strain-Burk made a motion, seconded by Deputy Mayor Pro Tem Jaglowski, to adjourn. The vote was cast 5 for, 0 against [Mayor Pro Tem Daniels and Morris absent].

The meeting was adjourned at 8:16 p.m.

**ATTEST:**

**APPROVED:**

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Sorangel O. Arenas, City Secretary

\_\_\_\_\_  
Marcus E. Knight, Mayor

# LANCASTER CITY COUNCIL

## Agenda Communication

February 8, 2016

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**Consider a resolution ordering a General Election to be held on Saturday, May 7, 2016, for the election of one councilmember for District 1, one councilmember for District 3, and one councilmember for District 5 for a three year term; providing for the publication and posting of notice; and providing for early voting dates, times and locations.**

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**This request supports the City Council 2015-2016 Policy Agenda.**

**Goal: Civic Engagement**

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### **Background**

The municipal General Election for City officers this year includes councilmembers for Districts 1, 3 and 5. The designated uniform Election Day is Saturday, May 7, 2016.

### **Considerations**

- **Operational** - To conduct the election, Lancaster will participate in a joint election with other governing entities in Dallas County administered by Dallas County Elections. Participating in a joint election with other cities and school districts greatly reduces election costs for all participants. The joint election agreement is a companion item to this agenda item.

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

There will be three polling locations for Lancaster citizens on Election Day: Lancaster Veterans Memorial Library, Lancaster Elsie Robertson Middle School and Wilmer Community Center. Voters must vote by precinct on Election Day.

- **Legal** – The City Attorney has reviewed the resolution ordering the election. The statutory last day for City Council to order the election is February 9, 2016.

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

The 82<sup>nd</sup> Texas Legislature revised the requirements for notice of early voting locations contained in the election order. Now election law only requires the main early voting location to be listed in the election order. The main early voting location (Dallas County Records Building) and the Lancaster early voting location (Veterans Memorial Library) are included in the election order.

- **Financial** – The City's cost will depend on the number of entities contracting with Dallas County for election services. There will be further details regarding estimated election costs in the agenda item on the joint election agreement. If a run-off election is required, the City will incur additional costs.
- **Public Information** – All requirements for the posting and publishing of the election order will be completed as outlined in the election order.

### **Recommendation**

Staff recommends approval of the resolution as presented ordering the General Election for municipal officers on Saturday, May 7, 2016.

### **Attachments**

- Resolution (Election Order in English and Spanish)
- 

### **Submitted by:**

Sorangel O. Arenas, City Secretary

**RESOLUTION NO.**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS, ORDERING A GENERAL ELECTION TO BE HELD ON MAY 7, 2016 FOR THE ELECTION OF ONE COUNCILMEMBER FOR DISTRICT 1, ONE COUNCILMEMBER FOR DISTRICT 3, AND ONE COUNCILMEMBER FOR DISTRICT 5 FOR A THREE YEAR TERM; PROVIDING FOR THE PUBLICATION AND POSTING OF NOTICE; PROVIDING FOR EARLY VOTING DATES, TIMES AND LOCATIONS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Charter requires that a councilmember for Districts 1, 3 and 5 shall be elected this year at a General Election to be held on May 7, 2016, under the TEXAS ELECTION CODE and the City's Home Rule Charter; and

**WHEREAS**, by law it becomes the ministerial duty of the City Council to call for such municipal election;

**NOW, THEREFORE, BE IT REMEMBERED THAT** on this the 8<sup>th</sup> day of February, 2016, at a duly convened meeting of the City Council of the City of Lancaster, Texas, a quorum being present, the Council issued the following order:

**IT IS HEREBY ORDERED** that a General Election be held in the City of Lancaster, Texas, on the 7<sup>th</sup> day of May, 2016, the same being the first Saturday of the month, 7:00 a.m. to 7:00 p.m., for the purpose of electing one councilmember for District 1 for a three (3) year term, one councilmember for District 3 for a three (3) year term and one councilmember for District 5 for a three (3) year term; and,

**IT IS FURTHER ORDERED:** That such general election shall be held as a Joint Election administered by the Dallas County Elections Administrator in accordance with the provisions of the TEXAS ELECTION CODE and a Joint Election Agreement; and,

None but legally qualified voters of District 1 shall be entitled to vote for the Councilmember for District 1; none but legally qualified voters of District 3 shall be entitled to vote for the Councilmember for District 3; and none but legally qualified voters of District 5 shall be entitled to vote for the Councilmember for District 5; and,

The candidate for each such office receiving a majority of all votes cast for all candidates for such office shall be elected to serve such term or until his or her successor is duly elected and qualified; and,

In the event any candidate for any one of said offices fails to receive a majority of all votes cast for all the candidates for such office, a run-off election shall be held. If a run-off election becomes necessary, the run-off election shall be held on Saturday, June 18, 2016. The Dallas County Elections Administrator will conduct the run-off election; and,

A Presiding Election Judge and an Alternate Presiding Election Judge shall be appointed in accordance with the Joint Election Agreement; and,

Notice of said election shall be published once in the official newspaper of the City not earlier than April 7, 2016, the 30<sup>th</sup> day before Election Day, and not later than April 27, 2016, the 10<sup>th</sup> day before Election Day. Such notice shall also be posted on the Bulletin Board used to publish notice of City Council Meetings not later than April 16, 2016, the last business day prior to the 21<sup>st</sup> day before Election Day; and,

A copy of the published notice that contains the name of the newspaper and the date of publication shall be retained as a record of such notice, and the person posting the notice shall make a record at the time of posting stating the date and place of posting and deliver a copy of said notice posted to the Mayor of the City of Lancaster after the posting is made; and,

### **EARLY VOTING**

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

Early voting by personal appearance will be conducted at the main and branch locations beginning Monday, April 25, 2016 through Friday, April 29, 2016, between 8:00 a.m. - 5:00 p.m.; Saturday, April 30, 2016, between 8:00 a.m. - 5:00 p.m.; Sunday, May 1, 2016, between 1:00 p.m. - 6:00 p.m.; and Monday, May 2, 2016 through Tuesday, May 3, 2016, between 7:00 a.m. - 7:00 p.m.; and,

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

**MAIN EARLY VOTING POLLING PLACE:**

**Dallas County Records Building**

509 Main Street  
Dallas, Texas 75202

**BRANCH EARLY VOTING POLLING PLACES:**

Branch early voting for the joint election to be held on May 7, 2016, will be conducted at various branch early voting polling locations including the Lancaster Veterans Memorial Library at 1600 Veterans Memorial Parkway, Lancaster, Texas 75134. A list of all Dallas County Early Voting Polling locations is available at [www.dallascountyvotes.org](http://www.dallascountyvotes.org).

**EARLY VOTING BY MAIL**

Application for a ballot by mail shall be mailed to:  
Toni Pippins-Poole  
Early Voting Clerk  
Office of the Elections Department  
2377 N. Stemmons Freeway, Suite 820  
Dallas, Texas 75207

Application for ballot by mail must be received no later than the close of business on April 26, 2016; and,

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

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

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

**DULY ORDERED** by the City Council of the City of Lancaster, Texas on this the 8<sup>th</sup> day of February, 2016.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
Sorangel O. Arenas, City Secretary

\_\_\_\_\_  
Marcus E. Knight, Mayor

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Robert E. Hager, City Attorney

## RESOLUCIÓN NO.

**RESOLUCIÓN DEL CONSEJO MUNICIPAL DE LA CIUDAD DE LANCASTER, TEXAS, QUE ORDENA UNA ELECCIÓN GENERAL QUE SE CELEBRARA EL 7 DE MAYO DE 2016, PARA LA ELECCIÓN DE UN CONCEJO DE DISTRITO 1, UN CONCEJO DE DISTRITO 3, Y UN CONCEJO DE DISTRITO 5 PARA UN TÉRMINO DE TRES AÑOS; QUE CONTEMPLA LA PUBLICACIÓN Y PUBLICACIÓN DEL AVISO, LA PRESTACIÓN PARA VOTACIÓN TEMPRANA FECHAS, HORAS Y LUGARES; Y PROPORCIONAR UNA FECHA DE VIGENCIA.**

**CONSIDERANDO**, que la Carta exige que los concejales de la ciudad para los distritos 1, 3 y 5 serán elegidos este año en una elección general que se celebrará el 7 de mayo de 2016, en el marco del Código Electoral de Texas y

**CONSIDERANDO**, que, por ley se convierte en el deber ministerial del Consejo de la Ciudad para solicitar tales elecciones municipales

**AHORA, POR LO TANTO**, debe recordarse que en este día el 8 de febrero 2016, en una reunión debidamente convocada del Consejo Municipal de la Ciudad de Lancaster, Texas, el quórum está presente, el Consejo emitió el siguiente orden:

**SE ORDENA** que las elecciones generales se celebrarán en la ciudad de Lancaster, Texas, el día 7 de mayo 2016, el mismo ser el primer sábado del mes, de 7:00 a.m. - 7:00 p.m. con el fin de elegir a un Concejál para el Distrito 1, para un período tres (3) años, un Concejál del distrito 3, para un período de tres (3) años, y un Concejál para el Distrito 5, para un período de tres (3) años y,

**SE ORDENA ADEMÁS:** Que las elecciones generales se llevará a cabo como una elección conjunta administrado por el Administrador de Elecciones del Condado de Dallas, de conformidad con las disposiciones del Código Electoral de Texas y un acuerdo electoral mixto y,

Ninguno, pero está legalmente calificado votantes del Distrito 1, tendrá derecho a votar por el concejál para el Distrito 1, ninguna formación jurídica, pero los votantes del Distrito 3, tendrá derecho a votar por el Concejál del distrito 3, ninguna formación jurídica, pero los votantes del Distrito 5 se derecho a votar por el concejál para el Distrito 5 y,

El candidato para cada oficina, que recibe la mayoría de los votos emitidos para todos los candidatos a cargos serán elegidos para servir a dicho término o hasta que su sucesor sea debidamente elegido y calificado y,

En el caso de que cualquier candidato a cualquiera de dichos oficios no recibe una mayoría de los votos emitidos a favor de todos los candidatos a dicho cargo, una vuelta de las elecciones se celebrarán. Si una segunda vuelta de las elecciones se hace necesario, la vuelta de las elecciones se celebrará el Sábado, 18 de junio 2016. El Administrador de Elecciones del Condado de Dallas llevará a cabo la segunda vuelta electoral y,

Un Juez de Elección Presidente y un Suplente Elección Juez Presidente será nombrado de conformidad con el acuerdo electoral mixto y,

Aviso de dicha elección se publicará una vez en el periódico oficial de la ciudad no antes del 7 de abril 2016, 30 días antes de las elecciones, ya más tardar el 27 de abril 2016, el día 10 antes de las elecciones. Dicho aviso también se publicará en el tablón de anuncios utilizado para publicar un anuncio de reuniones del Concejo Municipal a más tardar el 16 de abril 2016, el último día hábil antes del día 21 antes de las elecciones y,

Una copia del anuncio publicado que contenga el nombre del periódico y la fecha de publicación se mantiene como un registro de tal notificación, y la persona que envía el anuncio deberá hacer un registro en el momento del anuncio indicando la fecha y lugar de envío y entregar una copia de dicho aviso enviado a el Alcalde de la ciudad de Lancaster, después de que se haga la publicación y,

### **VOTACIÓN TEMPRANA**

Antoinette “Toni” Pippins-Poole, Dallas County Elections Administrator, es el designado secretario de votación anticipada en cumplimiento con la Sección 271.006 del Código Electoral de Texas. Otros empleados de la votación anticipada Adjunto será designado como sea necesario para el proceso electrónico de votación temprana y llevar a cabo la votación anticipada en las sucursales.

La votación anticipada en persona se llevará a cabo a partir Lunes, 25 de abril 2016 hasta el Viernes, 29 de abril 2016, entre 8:00 a.m. - 5:00 p.m.; Sábado, 30 de abril 2016, entre las 8:00 a.m. - 5:00 p.m., Domingo, 1 de mayo 2016, entre las 1:00 p.m. - 6:00 p.m., y Lunes, 2 de mayo 2016 hasta el Martes, 3 de mayo 2016, entre las 7:00 a.m. - 7:00 p.m. y,

Cualquier votante calificado de Lancaster puede votar por adelantado para la elección conjunta de comparecencia personal en cualquier lugar principal de votación anticipada o en cualquier lugar del condado de Dallas lugar de votación temprana:

#### **Lugare principal de votación temprana electoral:**

##### **Dallas County Records Building**

Oficina del Departamento de Elecciones, Primer Piso  
509 Main Street  
Dallas, Texas 75202

#### **LUGARES DE VOTACIÓN TEMPRANA:**

Lugares de votación temprana para la elección conjunta que se celebrará el 7 de mayo de 2016, se llevará a cabo en varios lugares de votación temprana, incluyendo la Biblioteca Lancaster Veterans Memorial Library at 1600 Veterans Memorial Parkway, Lancaster, Texas 75134. Una lista de todos los lugares del condado de Dallas votación temprana están disponible en [www.dallascountyvotes.org](http://www.dallascountyvotes.org).

## VOTACIÓN TEMPRANA POR CORREO

Solicitud para votar por correo deberán enviarse a:  
Toni Pippins-Poole  
De votación anticipada  
Oficina del Departamento de Elecciones  
2377 N. Stemmons Freeway, Suite 820  
Dallas, Texas 75207

Solicitud de boleta por correo deberán recibirse a más tardar al cierre de actividades el 26 de abril de 2016 y,

Los lugares de votación para los votantes el día de elecciones queda fijada en el Lancaster Veterans Memorial Library, 1600 Veterans Memorial Parkway, Lancaster, Texas 75134, Lancaster Elsie Robertson Middle School, 822 W. Pleasant Run Road, Lancaster, Texas 75146, y en Wilmer Community Center, 101 Davidson Plaza, Wilmer, Texas 75172. Las urnas estarán abiertas 7:00 a.m. - 7:00 p.m.

El Secretario de la Ciudad deberá presentar estas declaraciones al Ayuntamiento para la captación de dicha elección y,

El escrutinio de los resultados de las elecciones dijo que para la elección de la Mesa se llevará a cabo por el Ayuntamiento no antes del día 3, ni a más tardar el día 11 después de las elecciones.

**Debidamente ordenadas** por el Consejo Municipal de la Ciudad de Lancaster, Texas, en este día el 8 de febrero de 2016.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
Sorangel O. Arenas, City Secretary

\_\_\_\_\_  
Marcus E. Knight, Mayor

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Robert E. Hager, City Attorney

# LANCASTER CITY COUNCIL

## Agenda Communication

February 8, 2016

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**Consider a resolution approving the terms and conditions of a Project Specific Agreement by and between Dallas County and the City of Lancaster for the purpose of Transportation Improvements on Danieldale Road from Interstate Highway 35E to Houston School Road; authorizing the City Manager to execute the agreement; and providing an effective date.**

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**This request supports the City Council 2015-2016 Policy Agenda.**

**Goal: Sound Infrastructure**

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### **Background**

Dallas County has entered an agreement with the City of Lancaster for the purposes of transportation improvements along Danieldale Road. The scope of the project is from the intersection of Danieldale Road and Houston School Road to Interstate Highway 35E. The project involves reconstruction of the roadway. It also will provide water, drainage and sewer improvements.

Dallas County desires to enter into a project specific agreement with the City of Lancaster, which will approve the expenditure of County funds for the development of completed plans, specifications and construction cost estimates. The City of Lancaster will be the project manager on this project.

City Council approved the resolution for the bid award at the December 14, 2015 meeting. This is the final step for Dallas County's partnership with the City of Lancaster.

### **Considerations**

- **Operational** – Use of an Interlocal Agreement allows our local government to contract with one or more units of other local governments to perform governmental functions and services in a cooperative and cost efficient manner.
- **Legal** – The resolution and agreement have been reviewed and approved as to form by the City Attorney.
- **Financial** – The total project cost is \$7,961,250.19 of which the City of Lancaster share is \$5,299,394.15. The funding sources include 2010 General Obligation Bonds – Fund 44 and 2015 General Obligation Bonds – Fund 70. Dallas County's contribution is \$800,000.00.

- **Public Information** – 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 reject the resolution.

**Recommendation**

Staff recommends the approval of the resolution as presented.

**Attachments**

- Resolution
  - Interlocal Agreement
- 

**Submitted by:**

Rona Stringfellow, Assistant City Manager

**RESOLUTION NO. 2015-\_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS, APPROVING THE TERMS AND CONDITIONS OF A PROJECT SPECIFIC AGREEMENT BY AND BETWEEN DALLAS COUNTY AND THE CITY OF LANCASTER FOR THE PURPOSE OF TRANSPORTATION IMPROVEMENTS ON DANIELDALE ROAD FROM INTERSTATE HIGHWAY 35E TO HOUSTON SCHOOL ROAD; AUTHORIZING THE CITY MANAGER TO EXECUTE SAID AGREEMENT; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of the City of Lancaster desires to execute a Project Specific Agreement with Dallas County in connection to transportation improvements on Danieldale Road Interstate 35E to Houston School Road;

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

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

**SECTION 2.** That the City Manager is hereby authorized to execute said agreement as depicted in Exhibit "A".

**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.** 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 8<sup>th</sup> day of February 2016.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
Sorangel O. Arenas, City Secretary

\_\_\_\_\_  
Marcus E. Knight, Mayor

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Robert E. Hager, City Attorney

**DALLAS COUNTY CAPITAL IMPROVEMENT PROGRAM  
PROJECT SPECIFIC AGREEMENT  
TO THE MASTER AGREEMENT GOVERNING  
MAJOR CAPITAL TRANSPORTATION IMPROVEMENT PROJECTS**

This Project Specific Agreement hereinafter called "PSA" to the Master Agreement Governing Transportation Major Capital Improvement Projects ("Master Agreement") is made by and between the City of Lancaster, Texas, hereinafter "City", and the County of Dallas, Texas, hereinafter "County", acting by and through its duly authorized officials, for the purpose of Transportation Improvements on Daniel Dale Road from IH 35 to Houston School Road, MCIP Project 31306, hereinafter called "Project".

**WHEREAS**, the City entered into Master Agreement with Dallas County authorized by County Commissioners Court Order 2011-861 dated May 10, 2011; and

**WHEREAS**, the City has requested that it be designated as the Lead Agency for the project and will provide the Project Manager; and

**WHEREAS**, the City has entered into a Local Project Advance Funding Agreement ("LPAFA") with the State of Texas by and through the Texas Department of Transportation ("TxDOT") to provide funding for the Project; and

**WHEREAS**, Chapter 791 of the Texas Government Code and Texas Transportation Code Section 472.001 provides authorization for local governments to contract with each other for the performance of governmental functions and services as well as joint funding of road construction or improvement of road or street projects.

**NOW THEREFORE THIS PSA** is made by and entered into by the City and the County for the mutual consideration stated herein.

**Witnesseth**

**Article I.**

**Project Specific Agreement**

This PSA is to specifically identify the Project, changes in the rights and responsibilities of each of the parties as set forth in the Master Agreement and additions thereto as incorporated herein. This PSA will be an addition to the Master Agreement and incorporate each of its terms and conditions. All terms of the Master Agreement remain in full force and effect except as modified herein. In the event of any conflict between the Master Agreement and this PSA, this PSA shall control.

**Article II**  
**Incorporated Documents**

This PSA incorporates, as if fully reproduced herein word for word and number for number, the following items:

1. Master Agreement authorized by County Commissioners Court Order 2011-861 dated May 10, 2011, and additions thereto as incorporated herein.
2. Project Scoping Sheets, attached and incorporated herein as Attachment “A”.
3. Current Cost Estimates and Funding Sources attached and incorporated herein as Attachment “B”.
4. LAPAFA between The City and Lancaster and TxDOT, incorporated by reference.

**Article III**  
**Term of Agreement**

This PSA becomes effective when signed by the last party whose signature makes the respective agreement fully executed and shall terminate upon the completion and acceptance of the Project by Dallas County Commissioners Court or upon the terms and conditions in the Master Agreement, Article IV.

**Article IV**  
**Project Description**

This PSA is entered into by the parties for public transportation improvements on Daniieldale Road from IH 35 to Houston School Road, MCIP Project 31306, as more specifically described in Attachment “A”, Project Scoping Sheets. This project will facilitate the movement of public transportation to benefit both the City and County. The County has and hereby does give its approval for expenditure of County funds for the construction, improvement, maintenance, or repair of a street located within the municipality.

**Article V**  
**Fiscal Funding**

Notwithstanding anything to the contrary herein, this **PSA** is expressly contingent upon the availability of County funding for each item and obligation contained herein. City shall have no right of action against the County of Dallas as regards this **PSA**, specifically including any funding by County of the Project in the event that the County is unable to fulfill its obligations under this **PSA** as a result of the lack of sufficient funding for any item or obligation from any source utilized to fund this **PSA** or failure of any funding party to budget or authorize funding for this **PSA** during the current or future fiscal years. In the event of insufficient funding, or if funds become unavailable in whole or part, the County, at its sole discretion, may provide funds from a separate source or terminate this **PSA**. In the event that payments or expenditures are made, they shall be made from current funds as required by Chapter 791, Texas Government Code.

Notwithstanding anything to the contrary herein, this **PSA** is expressly contingent upon the availability of City funding for each item and obligation contained herein. County shall have no right of action against the City as regards this **PSA**, specifically including any funding by City of the Project in the event that the City is unable to fulfill its obligations under this **PSA** as a result of the lack of sufficient funding for any item or obligation from any source utilized to fund this **PSA** or failure of any funding party to budget or authorize funding for this **PSA** during the current or future fiscal years. In the event of insufficient funding, or if funds become unavailable in whole or part, the City, as its sole discretion, may provide funds from a separate source or terminate this **PSA**. In the event that payments or expenditures are made, they shall be made from current funds as required by Chapter 791, Texas Government Code.

## **Article VI** **Agreements**

### **I. County and City Responsibilities**

1. City will be the Lead Agency for the Project.
2. City and County mutually agree that the Project limits are as stated in the Attachment A, within the CITY boundaries.
3. The agreed upon Standard Basic Project Design for the project is as defined in the Project Scoping Sheets, Attachment “A”. Such design shall be the Standard Basic Project Design for the Project and specifically does not include Paving and Drainage Amenities or Utility Betterments as defined in the Master Agreement. If the City adds relocation or adjustment of City Utilities or Utility Betterments, the City agrees that it will pay 100% of the costs of these additions.
4. The County agrees that City may include any such item as an optional item to the construction bidding.
5. The Project may require the acquisition of right-of-way which is specifically all real property needed or convenient for roadway and/or drainage purposes as shown in the Project design or right-of-way plans and specifically includes all real property outside of the designed right-of-way needed, if applicable, or convenient to the construction, drainage, interface with adjoining streets or alleys, driveways or other access ways or other Project permanent or temporary easements which is approved by City and County. Such right-of-way acquisition shall be the responsibility of the City as Lead Agency.
6. In order to certify compliance with the expenditure of the Project funding for this PSA, the City agrees to furnish to the County, its Auditor, or its designated representative(s) the unrestricted right to audit any and all accounting and other records regarding any funds paid or claimed under this agreement, including, but not limited to all books, records, reports, tickets, deposits, expenditure, budget or any item therein, supporting data, computer records and programs, and all items of hardware, software or firmware, or any other item utilized by the City regarding this PSA (records). City contracts and agrees that all records shall be kept and maintained for a period of time not less than four (4) years from the date of the termination of this PSA. Such records shall be provided to the County in Dallas County, Texas and available for any audit at any time upon request.

7. The results of any audit may be furnished to City for comment. In the event that any audit shall determine that moneys are owed to County such sums are deemed to be due and payable to Dallas County, Texas, within thirty (30) days of the date of an invoice for such cost being deposited in the us mail and certified mail with return receipt requested.
8. The audit provisions of this agreement shall survive the termination of this agreement until all Project claims to which the County is or may be a party, are fully paid or reduced to judgment not subject to appeal and barred by the Texas Statute regarding limitation of actions.

## II. City Responsibilities

1. City will provide project management of the Project from commencement of planning to completion of construction. City will execute the necessary agreements for the implementation of design and construction of the Project mutually agreed upon and incorporated herein by this PSA.
2. City will accomplish all tasks and responsibilities of the Lead Agency as set forth in the Master Agreement.
3. This PSA is City approval of the preferred alignment and the proposed estimated budget.
4. City agrees that it shall be responsible for contractual requirements with each party utilized or related to the completion of the Project. City further agrees that it will include in its contractual or procurement specification all items necessary for full compliance with the rules, regulations and requirements of all City, State and Federal law.
5. City shall coordinate any necessary utility adjustments for construction of the Project.
6. City will work to ensure design and construction is completed in a timely and effective manner.
7. City shall allow the County an opportunity to review design plans, change orders and amendments.
8. City shall be responsible for maintaining the road after the Project is complete.

## III. County Responsibilities

1. County agrees to participate in the City led project as a funding participant.
2. The County will attend task force meetings, field construction meetings and will retain right during construction to confirm progress through inspection and to review plans, change orders and amendments.
3. Review, comments, approval or acceptance of City, its contractors or subcontractors work by the County shall not constitute nor be deemed either controlling or a release of the responsibility, and liability of City regarding its consultant, employees, subcontractors, agents and consultants for the accuracy and competency of their work. Nor shall such approval and acceptance be deemed to be an assumption of such responsibility by the County for any defect, error or omission in the work prepared.

IV. Funding

County and City mutually agrees to proportionately fund the Direct Project and Program cost as follows:

1. Notwithstanding any provision in the Master Agreement, this PSA, any amendment thereto, or any other agreement between the parties, the total Project cost is estimated at Six Million One Hundred Forty Four Thousand Eight Hundred Eleven Dollars and sixty one cents (\$6,144,811.61). The County's total obligation to this Project is to provide funding in an amount not to exceed Eight Hundred Thousand Dollars and no cents (\$800,000.00), reduced by County in-house delivery costs which are estimated to be Twenty Five Thousand Dollars and no cents (\$25,000.00).
2. Project costs may include all County project delivery costs including but not limited to preliminary scoping and research, preliminary design services, special services, primary design services, inspection, laboratory services and construction.
3. The City will have a total obligation to this Project in the amount of Three Million Four Hundred Sixty Five Eight Hundred Fifty One Dollars and sixty one cents (\$3,465,851.61)
4. City will receive funding from TxDOT in an estimated amount of One Million Eight Hundred Seventy Eight Thousand Nine Hundred Sixty Dollars and no cents (\$1,878,960.00).
5. County agrees, within thirty days notification by City, to encumber an amount adequate for the total estimated Project costs as determined prior to the commencement of the Project. The County will pay Project costs as invoiced by the City.
6. If the total Project costs excluding paving and drainage amenities or utility betterments should exceed this amount, the City and County agree to amend the project's scope to remain within the current estimated not to exceed amount.

**Article VII**

**Miscellaneous**

- I. No Third Party Beneficiaries, The terms and provisions of this PSA are for the benefit of the parties hereto and not for the benefit of any third party. It is the express intention of City and County that any entity other than City or County receiving services or benefits under this PSA shall be deemed an incidental beneficiary only. This PSA is intended only to set forth the contractual right and responsibilities of the parties hereto.
- II. Applicable Law. This PSA is and shall be expressly subject to the Sovereign Immunity of County and Governmental Immunity of City, Title 5 of the Texas Civil Practice and Remedies Code, as amended, and all applicable Federal and State Law. This PSA shall be governed by and construed in accordance with the laws and case decisions of the State of Texas. Exclusive venue for any legal action regarding this PSA filed by either City or County shall be in Dallas County, Texas.

III. Notice. Any notice provided for in this Agreement to be given by either party to the other, shall be required to be in writing and shall be deemed given when personally delivered, or two (2) business days after being deposited in the United States Mail, postage prepaid, certified, returned receipt requested, or registered addressed as follows:

To County: County of Dallas  
Director of Public Works  
Dallas County Administration Building  
411 Elm Street, Fourth Floor  
Dallas County, Texas 75202-3389

To City: City of Lancaster  
City Manager  
211 N. Henry Street  
Lancaster, Texas 75146

Either party may change its address for notice by giving the other party notice thereof.

- IV. Assignment. This PSA may not be assigned or transferred by either party without the prior written consent of the other party.
- V. Binding Agreement; Parties Bound. This PSA has been duly executed and delivered by both parties and constitutes a legal, valid and binding obligation of the parties, their successors and permitted assigns.
- VI. Amendment. This PSA may not be amended except in a written instrument specifically referring to this PSA and signed by the parties hereto.
- VII. Number and Gender. Words of any gender used in this PSA shall be held and construed to include any other gender and words in the singular shall include the plural and vice versa, unless the context clearly requires otherwise.
- VIII. Counterparts. This PSA 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.
- IX. Severability. If one or more of the provisions in this PSA shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or unenforceability shall not cause this PSA to be invalid, illegal or unenforceable, but this PSA shall be construed as if such provision had never been contained herein, and shall not affect the remaining provisions of this PSA, which shall remain in full force and effect.
- X. Entire Agreement. This PSA embodies the complete agreement of the parties, supersedes all oral or written previous and contemporary agreements between the parties and relating to matters in the PSA.
- XI. Contingent. This Agreement is expressly subject to and contingent upon formal approval by the Dallas County Commissioners Court and by resolution of the City Council. This PSA is also contingent upon an executed Agreement between the

City and TxDOT. If the City and TxDOT Agreement terminates, this PSA shall terminate as well.

The City of Lancaster, State of Texas, has executed the Agreement pursuant to duly authorized City Council Resolution \_\_\_\_\_, Dated the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

The County of Dallas, State of Texas, has executed this agreement pursuant to Commissioners Court Order Number \_\_\_\_\_ and passed on the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

County of Dallas

City of Lancaster

\_\_\_\_\_  
Clay Lewis Jenkins, County Judge

\_\_\_\_\_  
By:

Title: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Approved As To Form\*:  
Susan Hawk  
District Attorney

Attest:

Russell Roden  
Chief, Civil Section

By: \_\_\_\_\_  
Sherri Turner  
Assistant District Attorney

\_\_\_\_\_  
City Secretary/Attorney

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

**ATTACHMENT A**  
**Project Supplemental Agreement to Master Agreement Governing  
Transportation Major Capital Improvement Projects**  
**PROJECT SCOPING SHEETS**

**Project Name: Danieldale Road**  
**MCIP Project 31306**

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**SPECIFIC R.O.W. ALIGNMENT DESCRIPTION**

City Council approves of the Financing, Construction or Improvement on Danieldale Road beginning at IH 35E and ending at Houston School Road, with an approximate width of 29 Feet or as otherwise necessary and convenient for construction of the project, as more fully described in the City/NCTCOG Thoroughfare/ Transportation Plan and consent to acquire by condemnation, right of way or easement which Dallas County Commissioners Court determines is necessary or convenient to the project.

---

|                                |                               |
|--------------------------------|-------------------------------|
| LEAD AGENCY:                   | City Of Lancaster             |
| LEAD AGENCY'S PROJECT MANAGER: | <u>Gina Garcia, PE</u>        |
| CONTACT INFORMATION:           | <u>972-218-1206</u>           |
| PROJECT LIMITS:                | <u>Sta 10+75 to Sta 62+34</u> |
| PROJECT LENGTH:                | <u>5,159LF</u>                |

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**PAVEMENT AND ALIGNMENT TOPICS**

**PAVEMENT SECTION**

PAVING DESIGN CRITERIA

ROW WIDTH:

Existing:  (0' to 90')

Proposed:  (65' to 90')

PAVEMENT WIDTH:

Existing:

Proposed:

No. of lanes proposed:

# ATTACHMENT A

## Project Supplemental Agreement to Master Agreement Governing Transportation Major Capital Improvement Projects

### PROJECT SCOPING SHEETS

Project Name: **Danieldale Road**  
MCIP Project **31306**

#### PAVEMENT CROSSFALL:

|          |                                    |
|----------|------------------------------------|
| PROPOSED | <input type="text" value="2%"/>    |
| MINIMUM  | <input type="text" value="2%"/>    |
| MAXIMUM  | <input type="text" value="3.63%"/> |

#### MEDIANS

MEDIAN WIDTH

ANY MID BLOCK OPENINGS TO CONSIDER?  YES  NO

ANY SIDE STREETS TOO CLOSE FOR OPENING?  YES  NO

STANDARD TURN LANE WIDTH

STANDARD NOSE WIDTH

#### PARKWAY:

Proposed Width

Proposed Sidewalk Width

Parkway cross fall slope maximum

#### GRADE REQUIREMENTS:

Is TC 6" below adjacent ground criteria to be followed?  YES  NO

Any deep cuts, high fills?  YES  NO

#### VERTICAL GRADE:

MINIMUM

# ATTACHMENT A

## Project Supplemental Agreement to Master Agreement Governing Transportation Major Capital Improvement Projects

### PROJECT SCOPING SHEETS

Project Name: **Danieldale Road**  
MCIP Project **31306**

MAXIMUM

3.82%

CENTERLINE ALIGNMENT POSITION:

IN CENTER OF EXISTING ROW?  YES  NO

OFFSET FROM CENTER?  YES  NO If yes, what distance?

ON BRAND NEW ALIGNMENT?  YES  NO

LEFT TURN LANES:  YES  NO

If yes, are left turn lanes designated or continuous?  DESIGNATED  CONTINUOUS

MINIMUM LENGTH: 333 FT

MINIMUM STORAGE: 200 FT

WIDTH: 10 FT

ANY DUAL LEFT TURN LANES?  YES  NO

ANY FREE RIGHT TURN LANES?  YES  NO

CRASH CUSHIONS/ATTENTUATORS INVOLVED?  YES  NO

RAILROAD CROSSINGS INVOLVED?  YES  NO

NOTE: IF CURRENT CROSSING IS NOT USED, IS ABANDONMENT AN OPTION?

YES  NO  N/A

### PAVEMENT STRUCTURE

DESIGN WHEEL LOAD 18 kip ESAL

BUS AND HEAVY TRUCK TRAFFIC?  YES  NO

# ATTACHMENT A

## Project Supplemental Agreement to Master Agreement Governing Transportation Major Capital Improvement Projects

### PROJECT SCOPING SHEETS

Project Name: **Danieldale Road**  
MCIP Project **31306**

ROADWAY CLASSIFICATION

MINIMUM PAVEMENT STRUCTURE THICKNESS:

MINIMUM PAVEMENT BASE OR SUBGRADE THICKNESS:

DESIGN SPEED

POSTED SPEED

#### DRIVEWAYS

MAXIMUM RESIDENTIAL GRADE (%)

MAXIMUM COMMERCIAL GRADE (%)

MINIMUM COMMERCIAL DRIVEWAY WIDTH

#### SIDE STREET CONSIDERATIONS:

TURNING RADIUS, MINIMUM

PAVEMENT THICKNESS

COMMERCIAL DRIVEWAY THICKNESS

### DRAINAGE TOPICS

#### STORM SEWER DESIGN CRITERIA:

TxDOT       CITY       HYDRO-35       TP-40

INLET DEPTHS (APPROPRIATE FOR PAVEMENT THICKNESS)

MINIMUM COVER FOR LATERALS

BRIDGES/BOX CULVERTS INVOLVED?  YES       NO

If yes, specify involvement:  BRIDGE(S)       BOX CULVERT(S)

**ATTACHMENT A**

**Project Supplemental Agreement to Master Agreement Governing  
Transportation Major Capital Improvement Projects**

**PROJECT SCOPING SHEETS**

**Project Name: Danieldale Road  
MCIP Project 31306**

100 YEAR FLOOD PLAIN CONSIDERATION?  YES  NO

If yes, how many feet of freeboard are required?

**PERMITS**

- COE 404 PERMITS NEEDED  YES  NO
- TCEQ PERMIT  YES  NO (Temporary Construction Permit)
- CDC PERMIT  YES  NO
- EIS  YES  NO
- ADA PERMIT  YES  NO

ANY OTHER PERMITS FROM OTHER AGENCIES SUCH AS TxDOT, DFW AIRPORT,  
DART, ETC.?  YES  NO

If yes, please document below:

**UTILITIES**

LIST OF ALL KNOWN UTILITIES:

Dallas Water Utilities, City of Lancaster, AT&T, Century Link, Atmos, Oncor

DOCUMENT KNOWN RISKS (TRA lines, Transmission Towers, Lone Star Gas Valve  
Stations) FOR OUR UTILITY PARTNERS:

Relocate Power Poles at pavement widening locations

ARE UTILITIES ON EXISTING STREET R.O.W.?  YES  NO

**ATTACHMENT A**

**Project Supplemental Agreement to Master Agreement Governing  
Transportation Major Capital Improvement Projects**

**PROJECT SCOPING SHEETS**

**Project Name: Danieldale Road  
MCIP Project 31306**

DO UTILITIES OWN THEIR R.O.W. OR HAVE PREVIOUS EASEMENTS?

YES       NO

If yes, please describe below:

HAS WORK ORDER BEEN ISSUED FOR SUE (Subsurface Utility Engineering)?

YES       NO

ANY UNUSUAL CONSIDERATIONS?       YES       NO

If yes, please document below:

**R-O-W ACQUISITION**

RIGHT OF WAY CONSTRAINTS, IF ANY, PROVIDE A LIST AND DESCRIPTION  
ALONG WITH DATA FOR RISK ASSESSMENT:       YES       NO

\*Please see list on next page. (page 7)

# ATTACHMENT A

## Project Supplemental Agreement to Master Agreement Governing Transportation Major Capital Improvement Projects

### PROJECT SCOPING SHEETS

**Project Name: Danieldale Road  
MCIP Project 31306**

| Parcel ID                | Location   | Current Use/<br>Property Type          | Taking/ Easement                                  |
|--------------------------|--|--|---|
| 21SE                     | Northside of Danieldale, East of IH-35E                                | Light Industrial                       | Slope Easement                                    |
| 22SE                     | Northside of Danieldale, East of IH-35E                                | Vacant Land                            | Slope Easement                                    |
| 3                        | NWC of Danieldale Road and Cumberland Street                           | Single - Family                        | Partial Taking                                    |
| 4                        | NEC of Danieldale Road and Cumberland Street                           | Commercial                             | Partial Taking                                    |
| 24SE                     | Northside of Danieldale Road, East of Cumberland                       | Single - Family                        | Slope Easement                                    |
| 25SE                     | Northside of Danieldale Road, East of Cumberland                       | Vacant Lot                             | Slope Easement                                    |
| 7DE                      | Southside of Danieldale Road, East of Cumberland                       | Vacant Lot                             | Drainage Easement                                 |
| 8                        | NWC of Danieldale Road and Waters                                      | Vacant Lot/ SFR                        | Partial Taking                                    |
| 9                        | NEC of Danieldale Road and Waters                                      | Vacant Lot/ SFR                        | Partial Taking                                    |
| 12DE                     | Northside of Danieldale Road, East of Longhorn Drive                   | Agricultural Land                      | Drainage Easement                                 |
| 14, 14SE, 14DE           | NWC of Danieldale Road and Houston School Road                         | Agricultural Land                      | Partial Taking, Slope Easement, Drainage Easement |
| 11, 13DE, 15, 15SE, 15DE | Southside of Danieldale Road, between Longhorn and Houston School Road | Light Industrial/<br>Agricultural Land | Partial Taking, Slope Easement, Drainage Easement |

ANY NON-ROUTINE, i.e., CEMETARY, JUNK YARD, OLD CHURCHES, SERVICE STATIONS, CONTAMINATED SOILS, LANDFILLS, NOISE WALL CONSIDERATIONS, TRAILER PARKS, TREE ORDINANCES?  YES  NO

# ATTACHMENT A

## Project Supplemental Agreement to Master Agreement Governing Transportation Major Capital Improvement Projects

### PROJECT SCOPING SHEETS

Project Name: **Danieldale Road**  
MCIP Project **31306**

If yes, please define below:

- ANY NON-CONFORMING ISSUES?     YES     NO
- R.O.W. MAP NEEDED?     YES     NO
- FIELD NOTES NEEDED?     YES     NO
- R.O.W. PLATS NEEDED?     YES     NO
- RELOCATION ASSISTANCE INVOLVED?     YES     NO
- PARKING/LOSS OF PARKING CONSIDERATIONS?     YES     NO
- HISTORICAL SITE CONSIDERATION?     YES     NO

### USUAL CITY TOPICS OF CONCERN

DESIGN STANDARDS TO BE USED?

City of Lancaster, TxDOT

ORDER OF PRECEDENCE OF STANDARDS

City of Lancaster, TxDOT

AUXILIARY LANES?     YES     NO

PROVISIONS FOR FUTURE WIDENING?     YES     NO

LANDSCAPING?     YES     NO

EXPOSED AGGREGATE DRIVEWAYS, SIDEWALKS?     YES     NO

STAMPED/COLORED CONCRETE?     YES     NO

IRRIGATION?     YES     NO

BRICK PAVERS?     YES     NO

# ATTACHMENT A

## Project Supplemental Agreement to Master Agreement Governing Transportation Major Capital Improvement Projects

### PROJECT SCOPING SHEETS

Project Name: **Danieldale Road**  
MCIP Project **31306**

If yes, please define location(s):

STREET LIGHTING?     YES     NO

TRAFFIC SIGNALS?     YES     NO

PAVEMENT MARKINGS?     YES     NO

BIKE LANES (EXTRA WIDTH)?     YES     NO    If yes, specify width:

14FT Shared Lane

NEW SIDEWALKS?     YES     NO

BUS TURNOUTS?     YES     NO

BUS STOPS OR BUS SHELTERS?     YES     NO

WATER UTILITY BETTERMENTS?     YES     NO

WATER UTILITY RELOC.?     YES     NO

SAN. SEWER BETTERMENTS?     YES     NO

SAN. SEWER RELOC.?     YES     NO

RETAINING WALLS?     YES     NO

If yes, please specify wall type (stone, blocks, gabions, proprietary types, etc.):

SOD, SEEDING, TOPSOIL?

SOD     SEEDING     TOPSOIL     OTHER:

DRAINAGE IMPROVEMENTS?     YES     NO

RR CROSSING IMPROVEMENTS?     YES     NO     N/A

**ATTACHMENT A**

**Project Supplemental Agreement to Master Agreement Governing  
Transportation Major Capital Improvement Projects**

**PROJECT SCOPING SHEETS**

**Project Name: Danieldale Road  
MCIP Project 31306**

GRADE SEPARATIONS?  YES  NO

RAMPS OR CONNECTORS TO TxDOT FACILITIES?  YES  NO

If yes, please specify facility(ies) below:

**SPECIAL SCHOOL OR EMERGENCY VEHICLE  
CONSIDERATIONS**

ANY NEARBY OR ADJACENT SCHOOLS, CITY HALL, FIRE OR POLICE  
DEPARTMENT REQUIRING SPECIAL CONSIDERATION?  YES  NO

If yes, please list the special consideration(s) below:

**PUBLIC INVOLVEMENT**

CITY COUNCIL APPROVAL OF ALIGNMENT REQUIRED?  YES  NO

NEIGHBORHOOD MEETING, REQUIRED?  YES  NO

HAVE ALL NEIGHBOR GROUPS PROVIDED EARLY INPUT?

YES  NO  N/A

IF REQUIRED WHO CONDUCTS, CITY OR COUNTY?

CITY  COUNTY  N/A

DOCUMENT POTENTIAL SITES FOR PUBLIC AND/OR NEIGHBORHOOD MEETINGS:

Lancaster City Hall

# **ATTACHMENT A**

## **Project Supplemental Agreement to Master Agreement Governing Transportation Major Capital Improvement Projects**

### **PROJECT SCOPING SHEETS**

**Project Name: [Danieldale Road](#)  
MCIP Project [31306](#)**

### **CONSTRUCTIBILITY REPORT**

FROM INSPECTION STAFF, DOCUMENT ANY AND ALL ISSUES THAT MAY AFFECT PROJECT SCOPE, BUDGET, CONSTRUCTIBILITY, THE PROJECT SCHEDULE AND/OR THE SAFETY OF PROJECT?

Traffic Control  
High Percentage of Trucks  
Box Culverts

**ATTACHMENT B**

**Project Supplemental Agreement to Master Agreement Governing  
Transportation Major Capital Improvement Projects**

**CURRENT COST ESTIMATES & FUNDING SOURCES**

**Project Name: Danieldale Road  
MCIP Project 31306**

| <b>Funding Source</b>               |                         |
|-------------------------------------|-------------------------|
| <b>Total Estimated Project Cost</b> | <b>\$6,144,811.61</b>   |
| <b>Source</b>                       | <b>Committed Amount</b> |
| TxDOT                               | \$1,878,960.00          |
| Dallas County                       | \$800,000.00            |
| City of Lancaster                   | \$3,465,851.61          |
| <b>Total</b>                        | <b>\$6,144,811.61</b>   |

# LANCASTER CITY COUNCIL

## Agenda Communication

February 8, 2016

---

**Discuss and consider appointments to the Animal Shelter Advisory Committee and Library Advisory Board.**

---

This request supports the City Council 2015-2016 Policy Agenda.

**Goal: Civic Engagement**

---

### **Background**

On December 14, 2015, the City Council considered its annual appointments to the various Boards and Commissions of the City of Lancaster. There are two current vacancies as a result of resignation. The first vacancy was created on the Library Advisory Board by the resignation of Elva Griffin, and the second vacancy was created when Lisa Mayfield resigned from the Animal Shelter Advisory Committee.

### **Considerations**

We have applications on hand from annual appointments in December 2015 that expressed interest in the Animal Shelter Advisory Committee & Library Advisory Board.

### **Options/Alternatives**

Council may choose to:

1. Make an appointment from applications on hand.
2. Direct staff to expand recruiting to obtain new applications
3. Leave position unfilled at this time.

It is in the best interest of the board and committee to operate with full membership as soon as is practical.

### **Recommendation**

Board and Commission appointments are solely at Council's discretion.

### **Attachments**

- List of Applicants
  - Applications
- 

### **Submitted by:**

Sorangel O. Arenas, City Secretary



# Boards and Commissions Applicants

## 2016



| Applicants       | Airport | PSAB | HLPC | Library | ZBA | LEDC | P&Z | Parks/4B | Animal SAB | Museum | Comments               |
|------------------|---------|------|------|---------|-----|------|-----|----------|------------|--------|------------------------|
| Adair, Linda     |         |      |      |         |     |      |     |          | 1          |        | Interviewed on 12-3-15 |
| Gardner, Candace |         |      |      | 1       |     | 2    |     |          |            |        | Interviewed on 12-3-15 |



City of Lancaster, Texas  
Boards and Commissions  
Application



Name: LINDA ADAIR Date: 5-5-15

Address: 227 ALEXANDER Zip: 75146

Home Phone: \_\_\_\_\_ Work/Cell Phone: 214-597-9159

Email Address: LINDAADAIR@YAHOO.COM Length of residency: 8 yrs

Occupation: Project Manager

Please list the Boards/Commissions/Corporations you wish to serve on in order of preference.

1. ANIMAL SERVICES ADVISORY
2. \_\_\_\_\_
3. \_\_\_\_\_

Have you ever served as a member of any Lancaster boards, commissions, or committees?

YES

NO

List any particular qualifications you feel would be beneficial to serving on any particular board or commission. You may also attach additional sheets as well as a resume.

Project Mgr ORGANIZATIONAL SKILLS follow up  
CUSTOMER SERVICE, Meeting Coordinator, Vendor  
Relationship

To be an effective member of a Board or Commission, you must be willing to attend and participate in all scheduled meetings.

Applications are always welcome as vacancies may occur throughout the year.

Signature Linda Adair Date 5-5-15

Please return your completed application to the City Secretary's Office at 211 N. Henry St., or mail to P. O. Box 940, Lancaster, TX 75146 or fax to 972-218-1399.

|                    |                                |
|--------------------|--------------------------------|
| Received by: _____ | Office Use Only<br>Date: _____ |
|--------------------|--------------------------------|

**From:** noreply@civicplus.com  
**Sent:** Monday, August 10, 2015 12:36 PM  
**To:** Rios, Mayra; Arenas, Angie  
**Subject:** Online Form Submittal: Board Application Form

## Board Application Form

Select the Board, Commission, or Committee applying for Lancaster Economic Development Corporation

---

### Personal Information

First Name Candace

Last Name Gardner

Address 526 Aspen ST

City Lancaster

State Texas

Zip 75134

Length of Residency 13 years

Home Phone Number 214-557-3678

Email Address [gardnercandace@hotmail.com](mailto:gardnercandace@hotmail.com)

Occupation Vice President, Human Resources - United Way Dallas

---

### Organization Membership Information

Have you ever served as a member of any Lancaster Boards, Commissions, or Committees? No

If yes, which *Field not completed.*

Please list any particular qualifications you feel would be beneficial to serving on any particular board or commission. I have business acumen, professionalism, interpersonal skills with a vested interest in the City of Lancaster. My home is in Lancaster, Texas and my children grew up here.

Please Enter Basic  
Resume Information  
Below

Bachelor Degree- Paul Quinn College; 15 years of accounting as a staff and senior accountant;8 years of Human Resources experience. Volunteer with Traffick911- anti- Human Trafficking non-profit. I currently manage a departmental budget and oversee the HR function for United Way of Metropolitan Dallas, Inc., which employs 96 full time employees and additional seasonal, temporary and contract staff.

---

Disclosure of Personal  
Information

I ALLOW public access to my personal information

---

To be an effective member of a Board or Commission, you must be willing to attend and participate in all scheduled meetings.

---

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# LANCASTER CITY COUNCIL

## Agenda Communication

February 8, 2016

---

**Consider confirmation of nominations made by the Planning and Zoning Commission for appointment to the Lancaster Historic Landmark Preservation Committee.**

---

**This request supports the City Council 2015-2016 Policy Agenda.**

**Goal: Civic Engagement**

---

### **Background**

Pursuant to section 14.212 of the Lancaster Development Code, members of the Historic Landmark Preservation Committee are appointed by the Planning and Zoning Commission and confirmed by the City Council.

The Historic Landmark Preservation consists of five regular members and an alternate. Terms of Office: HLPC members shall serve for terms of two (2) years with three (3) member's terms expiring in odd numbered years and two (2) members' terms expiring in even numbered years. At the Tuesday, February 2, 2016 meeting, the Planning and Zoning Commission appointed the following members:

| Historic Landmark Preservation Committee (HLPC) | Term Expires | Member name                         |            |
|---|--------------|-------------------------------------|------------|
|   |              |                                     |            |
| <i>(P&amp;Z appoints, Council confirms)</i>     | 2015         | Glenn Hooper                        | Re-appoint |
|   | 2015         | Gilles Delaisse                     | Re-appoint |
|   | 2015         | Vacant / Norma Chambers             | Appoint    |
|   | 2015         | Vacant / Shannon Abbott (Alternate) | Appoint    |

### **Considerations**

A motion, with a second, and an affirmative vote is required to confirm the appointments.

### **Recommendation**

Planning and Zoning Commission recommends approval of this item as presented.

---

**Submitted by:**  
**Mike Grace, AICP**  
**Director, Development Services**



City of Lancaster, Texas  
Boards and Commissions  
Application



Name: GLENN HOOPER Date: 6-19-15  
 Address: 323 S DALLAS Zip: 75146  
 Home Phone: — Cell Phone: 972 533 7056  
 Email Address: gphooper@yahoo.com Length of residency: 17  
 Occupation: Architect

Please list the Boards/Commissions/Corporations you wish to serve on in order of preference.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Have you ever served as a member of any Lancaster boards, commissions, or committees?

YES  NO

List any particular qualifications you feel would be beneficial to serving on any particular board or commission. You may also attach additional sheets as well as a resume.

---



---



---

To be an effective member of a Board or Commission, you must be willing to attend and participate in all scheduled meetings.

**DISCLOSURE OF PERSONAL INFORMATION**

I, GLENN HOOPER, an applicant for, or an appointed official, for the City of Lancaster, Texas, elect to:

- ALLOW public access to my personal information  
 NOT ALLOW public access to my personal information

Note: Under the Public Information Act, a personal e-mail address is not public information and would not be released.

Signature [Signature] Date 6-19-15

Please return your completed application to the City Secretary's Office at 211 N. Henry St., or mail to P. O. Box 940, Lancaster, TX 75146 or fax to 972-218-1399.

Applications are always welcome as vacancies may occur throughout the year.

|                    |             |
|--------------------|-------------|
| *Office Use Only*  |             |
| Received by: _____ | Date: _____ |



# Boards and Commissions 2015



Dear Board or Commission member:

Our records indicate your current appointment will expire in July 2015. Please complete the information below to indicate if you are interested in being reappointed.

GLENN Hooper  
(Name)

HLPC  
(Board or Commission)

Desire reappointment

Do not wish to be reappointed

*(Please complete the enclosed application and return with this form to the address below or via fax.)*

If you wish to apply for a different board, please indicate name of board or commission on the enclosed application with this form and return it to the address below or via fax.

Glenn Hooper  
Signature

6-19-2015  
Date

**Deadline to receive this form is July 2, 2015.**

**For more information, please call (972) 218-1310. Thank you for your service to the City of Lancaster.**

**Please mail form and application to:**

**Mayra Rios, Assistant City Secretary  
City of Lancaster  
211 N. Henry St.  
P.O. Box 940  
Lancaster, TX 75146**

**Fax form or email application to:**

**(972) 275-0915  
[citysecretary@lancaster-tx.com](mailto:citysecretary@lancaster-tx.com)**

**For Office Use Only**

**Received by:** \_\_\_\_\_

**Date:** \_\_\_\_\_



# Boards and Commissions 2015



Dear Board or Commission member:

Our records indicate your current appointment will expire in July 2015. Please complete the information below to indicate if you are interested in being reappointed.

GILLES H. DELAISSE  
(Name)

Historical Landmark Preservation  
(Board or Commission) Committee

Desire reappointment

Do not wish to be reappointed

*(Please complete the enclosed application and return with this form to the address below or via fax.)*

If you wish to apply for a different board, please indicate name of board or commission on the enclosed application with this form and return it to the address below or via fax.

[Signature]  
Signature

6-29-2015  
Date

**Deadline to receive this form is July 2, 2015.**

For more information, please call (972) 218-1310. Thank you for your service to the City of Lancaster.

**Please mail form and application to:**  
Mayra Rios, Assistant City Secretary  
City of Lancaster  
211 N. Henry St.  
P.O. Box 940  
Lancaster, TX 75146

**Fax form or email application to:**  
(972) 275-0915  
[citysecretary@lancaster-tx.com](mailto:citysecretary@lancaster-tx.com)

|                                 |                                   |
|---------------------------------|-----------------------------------|
| <b>For Office Use Only</b>      |                                   |
| Received by: <u>Drina Nance</u> | Date: <u>RECEIVED JUL 01 2015</u> |



City of Lancaster, Texas  
Boards and Commissions  
Application



Name: Gilles Delaisse Date: 6-29-2015  
 Address: 441 S. Dallas AVE Zip: 75146  
 Home Phone: 972-218-9736 Cell Phone: 214-938-8333  
 Email Address: GHDELAISSE@GMAIL.COM Length of residency: 15 y  
 Occupation: CLIENT MANAGER

Please list the Boards/Commissions/Corporations you wish to serve on in order of preference.

1. HLPC
2. PARK & RECREATION ADVISORY
3. \_\_\_\_\_

Have you ever served as a member of any Lancaster boards, commissions, or committees?

YES  NO

List any particular qualifications you feel would be beneficial to serving on any particular board or commission. You may also attach additional sheets as well as a resume.

ACTIVE IN THE CITY OF LANCASTER, ALSO CONTACTED  
IN GREEN SPACE AND PARKS AND LIVING IN THE CITY FOR  
THE PAST 15 YEARS

To be an effective member of a Board or Commission, you must be willing to attend and participate in all scheduled meetings.

**DISCLOSURE OF PERSONAL INFORMATION**

I, Gilles Delaisse, an applicant for, or an appointed official, for the City of Lancaster, Texas, elect to:

ALLOW public access to my personal information  
 NOT ALLOW public access to my personal information

Note: Under the Public Information Act, a personal e-mail address is not public information and would not be released.

Signature: [Signature] Date: 6-29-2015

Please return your completed application to the City Secretary's Office at 211 N. Henry St., or mail to P. O. Box 940, Lancaster, TX 75146 or fax to 972-218-1399.

Applications are always welcome as vacancies may occur throughout the year.

\*Office Use Only\*

Received by: [Signature] Date: \_\_\_\_\_

RECEIVED JUL 01 2015

**Nance, Trina**

---

**From:** Arenas, Angie  
**Sent:** Monday, July 06, 2015 7:57 PM  
**To:** Nance, Trina  
**Cc:** Rios, Mayra  
**Subject:** Fwd: Online Form Submittal: Board Application Form

Sent from my iPad

Begin forwarded message:

**From:** <[noreply@civicplus.com](mailto:noreply@civicplus.com)>  
**Date:** July 3, 2015 at 3:18:54 AM CDT  
**To:** <[mrios@lancaster-tx.com](mailto:mrios@lancaster-tx.com)>, <[aarenas@lancaster-tx.com](mailto:aarenas@lancaster-tx.com)>  
**Subject: Online Form Submittal: Board Application Form**

### Board Application Form

Select the Board, Commission, or Committee applying for Library Advisory Board

|                     |  |
|---------------------|--|
| First Name          | Norma  |
| Last Name           | Chambers   |
| Address             | Address1507 Rebecca Lane   |
| City                | Lancaster  |
| State               | Tx   |
| Zip                 | 75134  |
| Length of Residency | 22 yrs   |
| Home Phone Number   | 214 274 1457   |
| Email Address       | <a href="mailto:mscookie123@yahoo.com">mscookie123@yahoo.com</a> |
| Occupation          | Retired Teacher  |

Have you ever served as a No

member of any Lancaster Boards, Commissions, or Committees?

If yes, which

*Field not completed.*

Please list any particular qualifications you feel would be beneficial to serving on any particular board or commission.

Leader, teacher, communicator, strong organizational skills,

Please Enter Basic Resume Information Below

Resume on file I volunteer at Sr. Life Center as Computer teacher. Experience 38 years Dallas ISD and Ft. Worth schools Business and Computer Teacher 1976--2011 retired. Bachelor degree Univ. of AR at Pine Bluff, 1974. Graduated Masters degree in Administration and Supervision. Southern Dallas Business and Professional Women's Group and member of Delta Sigma Theta Sorority

Disclosure of Personal Information

I ALLOW public access to my personal information

Email not displaying correctly? [View it in your browser.](#)

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# Board Application Form

Select the Board, Commission, or Committee applying for  
Historic Landmark Preservation Committee

---

## Personal Information

---

First Name Shannon

---

Last Name Abbott

---

Address 316 S Centre Avenue

---

City Lancaster

---

State Texas

---

Zip 75146

---

Length of Residency 1 year

---

Home Phone Number 972-768-0685

---

Email Address [sabbott@texasrangers.com](mailto:sabbott@texasrangers.com)

---

Occupation Human Resources Manager

---

## Organization Membership Information

---

Have you ever served as a member of any Lancaster Boards, Commissions, or Committees? No

---

If yes, which *Field not completed.*

---

Please list any particular qualifications you feel would be beneficial to serving on any particular board or commission.

• Precise attention to detail • Stellar researching skills • Excellent follow up and follow through skills

---

Please Enter Basic Resume Information Below

I worked for the Texas Rangers Baseball in Human Resources since 2004. Also, currently serving in the US Navy Reserve as a Master Chief (E9).

---

Disclosure of Personal Information

I DO NOT ALLOW public access to my personal information

---

To be an effective member of a Board or Commission, you must be willing to attend and participate in all scheduled meetings.

# LANCASTER CITY COUNCIL

## Agenda Communication

February 8, 2016

---

**Consider confirmation of Samuel Urbanski as Interim Chief of Police of the Lancaster Police Department; and administer Oath of Office.**

---

**This request supports the City Council 2015-2016 Policy Agenda.**

**Goal: Professional and Committed City Workforce**

---

### **Background**

Section 143.013 of the Texas Local Government Code requires the appointment of a person as head of the police department to be confirmed by the municipality's governing body.

Samuel Urbanski is currently the Assistant Police Chief for the Lancaster Police Department.

Assistant Chief Urbanski has 13 years of law enforcement experience with the Lancaster Police Department. Mr. Urbanski earned his Bachelor of Science in Computer Arts and a minor in Criminal Justice from Stephen F. Austin State University. He graduated first in his class from the Eastfield Police Academy. He is also a graduate of ILEA Supervisor College and the FBI National Academy class #244. He holds a Master Peace Officer certificate.

During his time with the Lancaster Police Department he has served as a field training officer, SWAT officer, SWAT Commander, training and recruiting officer and Internal Affairs Lieutenant. Assistant Chief Urbanski has taken a large variety of police related classes including SWAT team leader, TCOLE instructor, NAPD driving instructor, Reid investigation and a number of IA interview classes.

### **Recommendation**

The City Manager respectfully requests confirmation of Samuel Urbanski as Interim Chief of Police for the Lancaster Police Department.

Following confirmation by the City Council, the City Secretary will administer the Oath of Office.

---

### **Submitted by:**

Opal Mauldin-Robertson, City Manager