



NOTICE OF WORK SESSION AGENDA
LANCASTER CITY COUNCIL
JAMES R. WILLIAMS PUMP STATION
TRAINING ROOM, 1999 JEFFERSON, LANCASTER, TEXAS



Monday, August 15, 2016 - 7:00 PM

DEFINITIONS:

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

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

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

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

Regular Items:

1. Discuss and consider a resolution adopting the City of Lancaster's Financial Policy providing for prudent financial management of all funds to enable the city to maintain a long-term stable and positive financial condition and provide guidelines for the day-to-day planning and operation of the city's financial matters.
2. Discuss and consider a resolution adopting the City of Lancaster's Investment Policy providing that all funds of the city be managed and invested for safety, liquidity, diversification and yield and that investments be chosen in a manner which promotes diversity by market sector, credit and maturity; providing that this policy serve to satisfy the requirements of Chapter 2256 of the Local Government Code, "Public Funds Investment Act".
3. Discuss proposed changes to the City of Lancaster's Master Fee Schedule.
4. Receive a presentation and discuss the Fiscal Year 2016-2017 proposed budget.
5. Discuss amending City Council Rules and Procedures as adopted November 16, 2015.

ADJOURNMENT

EXECUTIVE SESSION: The City Council reserve the right to convene into executive session on any posted agenda item pursuant to Section 551.071(2) of the Texas Government Code to seek legal advice concerning such subject.

ACCESSIBILITY STATEMENT: Meetings of the City Council are held in municipal facilities are

wheelchair-accessible. For sign interpretive services, call the City Secretary's office, 972-218-1311, or TDD 1-800-735-2989, at least 72 hours prior to the meeting. Reasonable accommodation will be made to assist your needs.

PURSUANT TO SECTION 30.06 PENAL CODE (TRESPASS BY HOLDER WITH A CONCEALED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A CONCEALED HANDGUN.

CONFORME A LA SECCION 30.06 DEL CODIGO PENAL (TRASPASAR PORTANDO ARMAS DE FUEGO CON LICENCIA) PERSONAS CON LICENCIA BAJO DEL SUB-CAPITULO 411, CODIGO DEL GOBIERNO (LEY DE PORTAR ARMAS), NO DEBEN ENTRAR A ESTA PROPIEDAD PORTANDO UN ARMA DE FUEGO OCULTADA.

PURSUANT TO SECTION 30.07 PENAL CODE (TRESPASS BY HOLDER WITH AN OPENLY CARRIED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A HANDGUN THAT IS CARRIED OPENLY.

CONFORME A LA SECCION 30.07 DEL CODIGO PENAL (TRASPASAR PORTANDO ARMAS DE FUEGO AL AIRE LIBRE CON LICENCIA) PERSONAS CON LICENCIA BAJO DEL SUB-CAPITULO H, CAPITULO 411, CODIGO DE GOBIERNO (LEY DE PORTAR ARMAS), NO DEBEN ENTRAR A ESTA PROPIEDAD PORTANDO UN ARMA DE FUEGO AL AIRE LIBRE.

Certificate

I hereby certify the above Notice of Meeting was posted at the Lancaster City Hall on August 11, 2016 @ 5:00 p.m. and copies thereof were provided to the Mayor, Mayor Pro-Tempore, Deputy Mayor Pro-Tempore and Council members.



Sorangel O. Arenas
City Secretary

LANCASTER CITY COUNCIL

City Council Work Session

Item 1.

Meeting Date: 08/15/2016

Policy Statement: This request supports the City Council 2016-2017 Policy Agenda.

Goal(s): Financially Sound Government

Submitted by: Baron Sauls, Director of Finance

Agenda Caption:

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

Background:

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

Operational Considerations:

There are no fundamental changes proposed in the policy. Review allows Council to determine and demonstrate compliance with the finance related legal and contractual issues in accordance with provisions of the City Charter, the Texas Local Government Code and other pertinent legal documents and mandates. The item will be placed on the City Council Regular Meeting agenda on September 12, 2016 for consideration.

Legal Considerations:

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

Public Information Considerations:

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

Attachments

Resolution

Exhibit A

RESOLUTION NO.

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

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

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

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

SECTION 1. The City of Lancaster Financial Policy, attached hereto and incorporated herein by reference as Exhibit "A", having been reviewed by the City Council of the City of Lancaster, Texas, and found to be acceptable and in the best interest of the City and its citizens is hereby in all things approved; and, the City Manager and staff shall implement and execute the procedures and policies adopted therein.

SECTION 2. This resolution shall take effect immediately from and after its passage, as the law and charter in such cases provide.

DULY PASSED and approved by the City Council of the City of Lancaster, Texas, on this the 12th day of September, 2016.

ATTEST:

APPROVED:

Sorangel O. Arenas, City Secretary

Marcus E. Knight, Mayor

APPROVED AS TO FORM:

Robert E. Hager, City Attorney

City of Lancaster, Texas
FINANCIAL MANAGEMENT POLICY
August 15, 2016



FINANCIAL MANAGEMENT POLICIES

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CITY OF LANCASTER, TEXAS

FINANCIAL MANAGEMENT POLICY STATEMENT

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

I. Revenues

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

II. Expenditures

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

III. Fund Balance/Working Capital/ Net Assets

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

IV. Capital Expenditures and Improvements

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

V. Debt Management

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

VI. Cash Management and Investments

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

VII. Intergovernmental Relations

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

VIII. Grants

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

IX. Economic Development

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

X. Fiscal Monitoring

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

XI. Accounting, Auditing and Financial Reporting

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

XII. Internal Controls

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

XIII. Risk Management

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

XIV. Operating Budget

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

XV. Five Year Plans

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

I. Revenues

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

A. Balance and Diversification in Revenue Sources

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

B. User Fees

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

C. Property Tax Revenues/Tax Rate

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

D. Utility/Enterprise Funds User Fees

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

E. Administrative Services Charges

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

F. Revenue Estimates for Budgeting

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

G. Revenue Collection and Administration

The City shall maintain high collection rates for all revenues by keeping the revenue system as simple as possible in order to facilitate payment. In addition, since a revenue should exceed the cost of producing it, the City shall strive to control and reduce administrative costs. The City shall pursue to the full extent allowed by state law all delinquent taxpayers and others overdue in payments to the City. The fees based on user charges shall be reviewed annually to ensure continuing coverage of the cost of services. The City shall revise user fees with review of the City Council to adjust for the costs of inflation and additional recovery increments. The City shall review and adopt utility rates annually that shall generate revenues required to fully cover operating expenditures, meet the legal restrictions of all applicable bond covenants, and provide

for an adequate level of working capital needs. A method is established whereby the General Fund can impose a charge to the Utility Fund(s) for general and administrative services performed on the Enterprise Fund's behalf. The process shall be documented and disclosed to the City's auditors for review. All revenue collections will be consolidated under Finance and be audited annually.

II. Expenditures

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

Current Funding Basis

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

Avoidance of Operating Deficits

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

Maintenance of Capital Assets

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

Periodic Program Reviews

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

Purchasing

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

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

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

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

III. Fund Balance/Working Capital/Net Assets

In accordance with the requirements of Governmental Accounting Standards Board Statement Number 53, the City shall use the following guidelines to explain and define the purpose of fund balance, working capital and retained earnings of the various operating funds. The city will describe fund balance as follows: {1) Unspendable – portion of net resources that cannot be spent, i.e. assets that will never convert to cash or not convert during the current period, or resources that must be maintained intact pursuant to legal or contractual requirements. {2) Restricted – portion of net resources that are required to be reserved by external legal restrictions such as debt covenants, grantors, contributors or other governments. {3) Committed – portion of fund balance that represents resources whose use is constrained by limitations that the City imposes upon itself by council action and require council action to release. {4) Assigned – portion of fund balance that reflects the City's intended use of resources. {5) Unassigned-surplus fund balance.

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

General Fund Unassigned Fund Balance

The City shall strive to maintain the General Fund unassigned fund balance at an amount equal to a minimum of twelve {12} percent of the general operating budget. The City will maintain an unallocated fund balance of an amount equal to a minimum of twelve {12} percent of the general operating budget. Any excess above the minimum will be designated to the Capital Improvement Program and the Equipment Replacement Program. These designations will be reviewed annually and authorized by the Council. The minimum twelve (12) percent unallocated fund balance will be used to

avoid cash-flow interruptions, generate interest income, reduce need for short-term borrowing and assist in maintaining an investment-grade bond rating.

Other Operating Funds Unrestricted Net Assets; Enterprise Working Capital

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

Fund	Minimum	Target	Maximum
Water/Wastewater Fund	12.00%	18.00%	25.00%
Airport Fund	12.00%	18.00%	25.00%
Golf Fund	12.00%	18.00%	25.00%
Debt Service Funds	10% of Current Year Debt Payment		

Use of Fund Balance/ Net Assets

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

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

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

IV. Capital Infrastructure and Equipment Replacement

Capital Expenditures and Improvements

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

Capital Improvements Program

The City shall annually review the Capital Improvements Program (CIP), potential new projects and the current status of the City's infrastructure, replacement and renovation needs, updating the program as appropriate. All projects, ongoing and proposed, shall be prioritized based on an analysis of current needs and resource availability. For every

project, all operation, maintenance and replacement expenditures shall be fully casted. The CIP shall also present the City's long-term borrowing plan, debt payment schedules and other debt outstanding or planned, including general obligation bonds, revenue bonds, certificates of obligation and lease/purchase agreements.

Replacement of Capital Assets (Equipment) on a Regular Schedule

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

Capital Expenditure Financing

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

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

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

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

V. Debt Management

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

Use of Debt Financing

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

Amortization of Debt

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

Affordability Targets

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

Sale Process

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

Rating Agencies Presentations

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

Continuing Disclosure

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

Debt Refunding

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

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

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

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

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

The City will establish and maintain an equipment replacement fund. If any equipment is secured through a lease/purchase agreement, it will have a useful life of at least seven (7) years.

VI. Cash Management and Investments

The City's available cash shall be invested according to the standard of prudence set forth in Section 2256.006 of the Texas Government Code. The following shall be the objectives of the City of Lancaster Investment Policy listed in their order of importance: preservation of capital and protection of investment principal, maintenance of sufficient liquidity to meet anticipated cash flows, diversification to avoid unreasonable market risks and attainment of a market value rate of return. The investment income derived from pooled investment accounts shall be allocated to contributing funds based upon the proportions of respective average balances relative to total pooled balances.

VII. Intergovernmental Relations

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

Interlocal Cooperation in Delivering Services

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

Legislative Program

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

VIII. Grants

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

Grant Guidelines

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

Grant Review

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

IX. Economic Development

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

Commitment to Expansion and Diversification

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

Increase Non-Residential Share of Tax Base

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

Coordinate Efforts with Other Jurisdictions

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

Use of Other Incentives

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

X. Fiscal Monitoring

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

Financial Status and Performance Reports

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

Five-Year Forecast of Revenues and Expenditures

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

XI. Accounting, Auditing and Financial Reporting

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

Financial Reporting program and the Texas Comptroller's Office Leadership Circle program promoting financial transparency.

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

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

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

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

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

XII. Internal Controls

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

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

XIII. Risk Management

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

XIV. Operating Budget

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

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

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

XV. Five Year Financial Plans

Capital Improvement Plan

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

Long Range Financial Forecast

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

LANCASTER CITY COUNCIL

City Council Work Session

Item 2.

Meeting Date: 08/15/2016

Policy Statement: This request supports the City Council 2016-2017 Policy Agenda.

Goal(s): Financially Sound Government

Submitted by: Baron Sauls, Director of Finance

Agenda Caption:

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

Background:

Chapter 2256 of the Texas Government Code known as the "Public Funds Investment Act" (PFIA) requires the City Council to annually review and adopt an investment policy.

Operational Considerations:

No fundamental changes are proposed in the policy. The item will be placed on the City Council Regular Meeting agenda on September 12, 2016 meeting for consideration.

Legal Considerations:

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

Public Information Considerations:

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

Fiscal Impact:

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

Attachments

Resolution

Exhibit A

RESOLUTION NO.

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

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

WHEREAS, the "Public Funds Investment Act" requires the treasurer; the chief financial officer, if not the treasurer, and the investment officer of the city to attend investment training; and

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

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

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

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

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

SECTION 1. The City of Lancaster has complied with the requirements of the "Public Funds Investment Act", and the Investment Policy, as amended, attached hereto and incorporated herein by reference as Exhibit "A," is hereby adopted as the investment policy of the City effective September 12, 2016;

SECTION 2. This resolution shall take effect immediately from and after its passage, as the law and charter in such cases provide.

DULY PASSED and approved by the City Council of the City of Lancaster, Texas, on this the 12th day of September, 2016.

ATTEST:

APPROVED:

Sorangel O. Arenas, City Secretary

Marcus E. Knight, Mayor

APPROVED AS TO FORM:

Robert E. Hager, City Attorney

Exhibit "A"

City of Lancaster, Texas
INVESTMENT POLICY

August 15, 2016



INVESTMENT POLICIES

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City of Lancaster, Texas

Investment Policy

I. Purpose

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

II. Policy Statement

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

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

III. Scope

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

IV. Objective and Strategy

The City shall manage and invest with five primary objectives, listed in order of priority: safety, public trust, liquidity, diversification and yield. Investments are to be chosen in a manner which promotes diversity by market sector, credit and maturity. The choice of high-grade government investments and high-grade money market instruments is designed to assure the marketability of those investments should liquidity needs arise. To match anticipated cash flow requirements the maximum weighted average maturity of the overall portfolio may not exceed six months.

A. Safety

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

B. Public Trust

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

C. Liquidity

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

D. Diversification

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

E. Yield

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

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

Effective cash management is recognized as essential to good fiscal management. Cash management is defined as the process of managing monies in order to ensure maximum cash availability. The City shall maintain a comprehensive cash management program which includes collection of accounts receivable, prudent investment of its available cash, disbursement of payments in accordance with invoice terms and the management of banking services.

V. Legal limitations, Responsibilities and Authority

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

VI. Standards of Care

A. Delegation of Investment Authority

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

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

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

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

Authorization Resolution

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

B. Prudence

The standard prudence to be used in the investment function shall be the "prudent person" standard and shall be applied in the context of managing the overall portfolio. This standard states:

"Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the expected income to be derived."

Limitation of Personal Liability

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

C. Internal Controls

The Director of Finance is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the entity are protected from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (a) the cost of a control should not exceed the benefits likely to be derived and (b) the valuation of costs and benefits requires estimates and judgments by management. Therefore, the Director of Finance shall establish a process for annual independent review by an external auditor to assure compliance with policies and procedures. Quarterly Investment Reports must be formally reviewed at least annually by the independent auditor and reported to the City Council.

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

Cash Flow Forecasting

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

D. Ethics and Conflicts of Interest

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

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

- E. **Training** - Investment officials must complete at least 10 hours of investment training within 12 months of taking office or assuming duties, and shall attend an investment training session not less than once in a two year period and receive not less than 10 hours of instruction relating to investment responsibilities. The City shall provide the training through courses and seminars offered by professional organizations and associations in order to insure the quality and capability of the City's investment personnel making investment decisions in compliance with Public Funds Investment Act (PFIA). Professional organizations and associations that may provide investment training included the Government Treasurer's Organization of Texas, the University of North Texas, the Government Finance Officers Association of Texas, or the Texas Municipal League.

VII. Authorizations

A. Authorized Investments

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

- A. Obligations of the United States Government, its agencies and instrumentalities and government sponsoring enterprises, not to exceed two years to stated maturity, excluding collateralized mortgage obligations (CMOs);
- B. Fully insured or collateralized certificates of deposit from a bank doing business in the State of Texas and under the terms of a written depository agreement with the bank, not to exceed one year to stated maturity;
- C. Repurchase agreement and reverse repurchase agreements as defined by the Act, not to exceed 180 days to stated maturity, provided an executed

Bond Market Master Repurchase Agreement is on file with the City and the counterparty bank or primary dealer. Flex repurchase agreements used specifically for capital projects may extend beyond two years but only to match the expenditure plan of the projects;

- D. No-load, SEC registered money market funds, each approved specifically before use by the City;
- E. Constant dollar Texas Local Government Investment Pools as defined by the Public Funds Investment Act; and

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

B. Competitive Bidding Requirement

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

C. Delivery versus Payment

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

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

E. Authorized Financial Dealer and Institutions

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

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

- Provision of an audited financial statement each year

- Proof of certification by the National Association of Securities Dealers (NASD) and provision of CRM number
- Proof of current registration with the State Securities Commission

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

VIII. Diversification and Maturity Limitations

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

Security Type	Max% of Portfolio
U.S. Treasury obligations	100%
U.S. Government agencies and instrumentalities	not to exceed 50%
Fully insured or collateralized CDs	not to exceed 30%
Repurchase agreements	100%
Money Market funds	100%
For Bond funds	80%
Local Government Investment Pools	
Liquidity Pools	100%
Maximum percent ownership of pool	not to exceed 20%
For bond funds	not authorized

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

IX. Safekeeping and Collateralization

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

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

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

Collateralization

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

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

Securities pledged as collateral will be held in the City's name by an independent third party with whom the City has a current custodial agreement. The Investment Officer is responsible for entering into collateralization agreements with third party custodians in compliance with this Policy. The agreements are to specify the acceptable investment securities for collateral, including provisions relation to possession of the collateral, the substitution or release of investment securities, ownership of securities, and the method of valuation of securities. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the City and retained. Collateral shall be reviewed at least quarterly to assure that the market value of the pledged securities is adequate.

X. Performance Evaluation and Reporting

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

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

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

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

XI. Depositories

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

XII. Investment Policy Adoption by City Council

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

EXHIBIT A

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

Baron Sauls, Director of Finance

Raju Anthony, Assistant Finance Director

EXHIBIT B

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

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

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

(1) The investment official owns 10 percent or more of the voting stock or shares of the business organization or owns \$5,000 or more of the fair market value of the business.

(2) Funds received by the investment official from the business organization exceed 10 percent of the investment official's gross income for the previous year.

(3) The investment official has acquired from the business organization during the previous year investments with a book value of \$2,500 or more for the personal account of the investment official.

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

City of Lancaster
Investment Officials

Baron Sauls, Director of Finance

Date

Raju Anthony, Assistant Finance Director

Date

EXHIBITC

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

Broker/Dealers

Coastal Securities

Duncan-Williams, Inc.

First Southwest Company

Public Depositories

JP Morgan Chase, NA (Primary)

Investment Pools

TexPool

LOGIC

Texas Class

EXHIBIT D

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

(date)

City of Lancaster, Texas

(Attn: Designated Investment official)

211N. Henry

Lancaster, TX 75146

Dear Mr/s. *(investment official)*:

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

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

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

Registered Principal

Broker Assigned to the Account

Signed By: _____

Printed Name: _____

Title: _____

Date: _____

LANCASTER CITY COUNCIL

City Council Work Session

Item 3.

Meeting Date: 08/15/2016

Policy Statement: This request supports the City Council 2016-2017 Policy Agenda

Goal(s): Financially Sound Government

Submitted by: Sorangel O. Arenas, City Secretary

Agenda Caption:

Discuss proposed changes to the City of Lancaster's Master Fee Schedule.

Background:

Each year as part of the budgeting process, City Council reviews proposed changes to the City's Master Fee Schedule. The Master Fee Schedule is adopted by resolution. Changes to the fee schedule may be made throughout the year, as needed, by resolution.

The Master Fee Schedule is comprehensive. This agenda item seeks Council's input regarding proposed changes in fees. Attached is the redlined fee schedule showing proposed changes.

Operational Considerations:

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

ARTICLE 2.000 ANIMAL CONTROL FEES(reference agenda page 41)

Sec. 2.100 General

(i)	Animal Trap Deposit	\$50.00 per trap
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ARTICLE 5.000 FIRE SERVICES FEES(reference agenda page 52)

Sec. 5.1200 Required Annual Operational Permit Fees

3	Assisted living operations - Residential Commercial Assisted Living Nursing Home	\$50.00 \$100.00 \$200.00 \$200.00
7	Combustible dust-producing operations	\$25.00 \$100.00
8	Combustible fibers	\$25.00 \$100.00
9	Compressed gases	\$25.00 \$100.00
12	Cutting and welding	\$25.00 \$50.00
13	Day care operations - Residential Commercial Day care	\$25.00 \$50.00 \$100.00
18	Flammable and combustible liquids	\$25.00 \$100.00
20	Foster home operations	\$25.00 \$50.00

23	Group home operations Per Sec. 4.1200 Boarding Home Ordinance	\$50.00
24	Half-way home operations Per Sec. 4.1200 Boarding Home Ordinance	\$50.00
28	Hot work operations	\$0.00 \$50.00
30	Lumber yards and woodworking plants	\$25.00 \$50.00
32	LP-gas	\$25.00 \$50.00
33	Magnesium	\$25.00 \$50.00
35	Open burning (Exception: Recreational fires)	\$25.00 \$150.00 per burn

Required Construction Permits

2	Battery systems	\$25.00 Per Table 1-A
10	Private fire hydrants	\$25.00 Per Table 1-A
12	Standpipe systems	\$25.00 Per Table 1-A

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

4-5	\$50.00 \$200.00
6-7	\$75.00 \$250.00
8 or more	\$100.00 \$300.00 each

Sec. 5.1700 Dallas County Response Fees

(1)	Ambulance (In-County Calls)	\$375.00 \$450.00 per ambulance run
(2)	Dallas County Assisted Fire Run	\$395.00 \$420.00 per fire run

ARTICLE 15.000 PARKS AND RECREATION(reference agenda page 74)

Sec. 15.100 Memberships

(b) Corporate Membership Rates

LISD Annual Employee Membership Rate	\$85.00	Provides access to usage of the fitness atrium, walking track, gymnasium and pool during designated hours. Also provides a 10% discount on rentals/ reservations of facilities and 10% discount on programs and classes offered by instructors.
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ARTICLE 16.000 AIRPORT FEES(reference agenda page 79)

(a) Monthly Hangar Rental	
1. 956 sq. ft. (small T-hangar)	\$190.00 / \$0.20 \$210.00 / \$0.22 per sq. ft.
2. 1,0825.25 sq. ft. (medium T-hangar)	\$205.00 / \$0.20 \$224.00 / \$0.22 per sq. ft.
3. 1,624.33 sq. ft. (large T-hangar)	\$305.00 / \$0.19 \$357.00 / \$0.22 per sq. ft.
(b) Community Hangar Rental	
1. 956 sq. ft. (small T-hangar)	\$95.00 / \$0.10 \$105.00 / \$0.11 per sq ft
2. 1,018.25 sq. ft. (medium T-hangar)	\$103.00 / \$0.09 \$112.00 / \$0.11 per sq ft

3. 1,624.33 sq. ft. (large T-hangar)	\$153.00 / \$0.10 \$179.00 / \$0.11 per sq ft
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Options/Alternatives:

Staff requests Council's input on proposed changes to the Master Fee Schedule.

The Master Fee Schedule is scheduled for adoption as a part of the FY 2016-2017 budget adoption process. The effective date of the Master Fee Schedule will be October 1, 2016.

Attachments

Animal Survey Fee

Fire Fee Survey

Parks and Rec Fee Survey

Airport Fee Survey

Draft Master Fee Schedule (redlined)

CITY OF LANCASTER FEE SCHEDULE

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Effective ~~October 1, 2015~~ October 1, 2016

Resolution ~~2015-09-67~~ 2016-08-XX

CITY OF LANCASTER FEE SCHEDULE

ARTICLE 1.000 911 EMERGENCY TELEPHONE SERVICE FEE

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

ARTICLE 2.000 ANIMAL CONTROL FEES

Sec. 2.100 General

- (a) Animal Impound Fee
 - (1) 1st Offense \$45.00
 - (2) 2nd Offense \$55.00
 - (3) 3rd Offense \$85.00
 - (4) 4th Offense \$110.00
 - (5) Each subsequent offense is increased by \$50.00
- (b) Boarding While Impounded \$10.00 per day
- (c) Rabies and Quarantine Observation Fee \$15.00 per day
- (d) Adoption Fees
 - (1) Small Dogs and Puppies \$15.00
 - (2) Large Dogs \$25.00
 - (3) Cats \$15.00
- (e) Surrender of Animal
 - (1) Residential Surrender Fee \$20.00 per animal or litter
 - (2) Nonresidential Surrender Fee \$25.00
- (f) Euthanization/Dogs & Cats Only
 - (1) At Owner's Request \$30.00
- (g) Pick Up Deceased Animal for Owner \$30.00
- (h) Microchip and/or Registration Fee
 - \$15.00 if spayed/neutered
 - \$25.00 not spayed/neutered
- (i) Animal Trap Deposit \$50.00 per trap

Sec. 2.200 Dangerous Dog Registration Fee

CITY OF LANCASTER FEE SCHEDULE

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

ARTICLE 3.000 BUILDING RELATED FEES

Sec. 3.100 Fees Adopted

(a) Moving Permit Fees

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

(b) Residential Portable/Storage Building Permit Fees

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

(c) Fence Permit Fees

- | | |
|--|---------------|
| (1) Residential Zoning (New/Replacement) | Per Table 1-A |
| (2) Nonresidential | Per Table 1-A |
| (3) A-O Zoning (Agricultural Fencing) | \$25.00 |

Accessory Structures less than 400 sq. ft. \$50.00

Accessory Structures greater than 400 sq. ft. \$100.00

All other construction and related additions or remodeling work will be permitted and charged in accordance with Table 1-A

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

- | | |
|---|-------------------------|
| (1) Residential zones, new/repair/replacement | Per Table 1-A |
| (2) Nonresidential zones, per approach | \$25.00 + per Table 1-A |

(e) Paving Private/Commercial Property Permit Fees

- | | |
|---|---------------|
| (1) Residential zones, new construction | Per Table 1-A |
| (2) Nonresidential zones, per approach | Per Table 1-A |
| (3) Commercial Parking Lots | Per Table 1-A |

(f) Permit Fees

- | | |
|--|---------------|
| (1) Residential zones, new/repair/replacement | Per Table 1-A |
| (2) Single family residence, duplex, multi-family, apartment, condominium townhouse, | |

CITY OF LANCASTER FEE SCHEDULE

commercial and remodels per Table 1-A. Fee
assessed per address.

(g) Backflow Test Report \$25.00

TABLE 1-A

Total Valuation

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

(g) Sewer/Water/Gas Lines & Replacements

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

CITY OF LANCASTER FEE SCHEDULE

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

CITY OF LANCASTER FEE SCHEDULE

- (10) Busways
- | | |
|--|---------------|
| Initial 100 feet | Per Table 1-A |
| Each additional 100 feet or fraction thereof | Per Table 1-A |

- (11) Subpanels
- | | |
|-----------------------|---------------|
| Initial panel | Per Table 1-A |
| Each subsequent panel | Per Table 1-A |

Service change charge does not include additional circuits required.

(i) HVAC Installation Fees

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

(j) Swimming Pool/Spa/Hot Tub Permit Fees. Per Table 1-A

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

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

CITY OF LANCASTER FEE SCHEDULE

- (k) Mobile/HUD Manufactured Home Permit Fees
 - (1) Pre-June 1976 Per Table 1-A
 - (2) June 1976 to present Per Table 1-A
- (l) Industrialized Home Permit Fee Per Table 1-A
- (m) Apartment Registration and Inspection Fee \$15.00 per apartment unit
- (n) Satellite Dish Permit Fees
 - Pole style or roof mount Per Table 1-A
- (o) Installation or Removal of Underground Fuel Storage Tank and/or Hazardous Chemicals
 - (1) Storage tank permit fees Per Table 1-A
- (p) Repair of Underground Fuel Storage Tank and/or Lines Permit Fees
 - (1) Contractor's Registration (per year) \$100.00
 - (2) Repairs of underground fuel storage tanks Per Table 1-A
(base fee)
- (q) Above Ground LPG Storage Tank System Permit Fees
 - (1) Contractor's Registration (per year) \$100.00
 - (2) Base fee (per tank) Per Table 1-A
- (r) Fire Sprinkler and/or Standpipe System Permit Fees
 - (1) Contractor's Registration (per year) \$100.00
 - (2) Base Fee Per Table 1-A
- (s) Fire Alarm Fees
 - (1) Base Fees Per Table 1-A
- (t) Fixed Fire-Extinguishing System Permit Fees
 - (1) Contractor's Registration (per year) \$100.00
 - (2) Base Fee Per Table 1 A
- (u) Tents and/or Air Support System Permit Fees
 - (1) 200 sq. ft. or larger Per Table 1-A
- (v) Grading Filling and Excavating Permit Fees
 - (1) Base Fee Per Table 1-A
- (w) Fee Assessment for Traffic Signals. There shall be an assessment of thirty-five dollars \$35.00 per acre for each acre of development so as to provide for future traffic signalization.
 - (1) New Construction \$75.00
 - (2) Existing Structure \$75.00
- (x) Certificate of Occupancy Fees

CITY OF LANCASTER FEE SCHEDULE

(1) New Construction	\$75.00
(2) Existing Structure	\$75.00
(y) <u>Concrete Permit</u>	
(1) All contractors' must submit \$300,000.00 liability insurance made out with the City of Lancaster as a certificate holder.	
(z) <u>Irrigation Permit Fee</u>	\$125.00
(aa) <u>Administrative Plan Review-Residential</u>	\$250.00
(bb) <u>Administrative Plan Review-Commercial</u>	65% of permit fee
(cc) <u>Utility Verification Permit</u>	\$50.00
(dd) <u>After Hours Inspections</u> hours	\$47.00 per hour, minimum 2
(ee) <u>Sign Permit Fees</u>	Per Table 1-A
(ff) <u>Wind Energy System Permit Fee</u>	Per Table 1-A
(gg) <u>Hotel/Motel Property Inspection Fee</u> annually	\$50.00 per rental unit
(hh) <u>Annual Rental Registration Fee</u>	\$55.00 per rental unit
<u>Inspection Fee Upon move out</u>	\$55.00 per rental unit
<u>Re-Inspection Fee</u>	\$25.00 per rental unit
(Resolution 2014-06-47 adopted 06/09/14)	

Contractor Registration Fees

(1) Building Contractor Registration	\$100.00 Annually
(2) Plumbing Business Registration	\$100.00 Annually
(3) Electrical Contractor Registration	\$100.00 Annually
(a) Master License Registration	\$30.00 Annually
(b) Journeyman License Registration	\$20.00 Annually
(c) House Wireman License Registration	\$10.00 Annually
(4) HVAC Contractor Registration	\$100.00 Annually
(a) Type A License Registration	\$30.00 Annually

CITY OF LANCASTER FEE SCHEDULE

(b) Type B License Registration	\$30.00 Annually
(5) General Contractor Registration	\$100.00 Annually
(6) Fence Contractor Registration	\$100.00 Annually
(7) Sign Contractor Registration	\$100.00 Annually
(8) Concrete Contractor Registration	\$100.00 Annually

Sec. 3.200 When Fees Doubled

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

Sec. 3.300 Second Inspections

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

Sec. 3.400 Public Schools Exempt From Fee Requirements

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

Sec. 3.500 Excavation Fees

Permit Fees. Permit fees shall be fifty dollars (\$50.00) minimum with a maximum of 2.5% of the construction contract cost. Such fee if paid by check, money order, bank draft or other negotiable instrument, shall be made payable to the city treasurer. If paid by cash, such cash shall be remitted daily to the city treasurer, who shall deposit it to the credit of the general fund. Construction bond for work in a city right-of-way shall be \$10,000.00 bond amount; \$2,000.00 bond amount where work not to exceed \$2,000.00 in value for any one permit that may be acquired for that work within the right-of-way.
(Ordinance 38-99 adopted 11/8/99)

Sec. 3.600 Backflow Prevention Assembly Testers Fees

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

ARTICLE 4.000 BUSINESSES RELATED FEES

CITY OF LANCASTER FEE SCHEDULE

Sec. 4.100 Peddlers, Solicitors and Itinerant Vendors

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

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

(c) Replacement Permits. Should a permittee lose the permit or otherwise need to obtain a replacement permit from the city, the cost of such replacement permit shall be fifteen dollars (\$15.00).

(Ordinance 2008-06-24; adopted June 23, 2008)

Sec. 4.200 Coin-Operated Machine Fees

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

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

Sec. 4.300 Reserved for Future Use

Sec. 4.400 Food Service Establishments

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

CITY OF LANCASTER FEE SCHEDULE

Sec. 4.500 Temporary Food Permit Application \$75.00
 (Set by the Dallas County Department of Health and Human Services.)

Sec. 4.600 Reserved for Future Use

Sec. 4.700 Temporary Building Use Fees

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

(1) Real estate sales office	\$100.00	
(2) Construction office	\$100.00	
(3) Asphalt batching plant	\$100.00	
(4) Cement hatching plant	\$100.00	Sec. 4.800 T axicab Permits
(5) Portable church building	\$100.00	
(6) Portable school building	\$100.00	
(7) Other temporary use as determined by City Manager (or his/her designated representative)	\$100.00	Each applicant
(8) Cargo container for construction purposes	\$150.00	for a license to

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

Sec. 4.900 Emergency Ambulance Service Permit

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

Sec. 4.1000 Limousine Operator Permit

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

Sec. 4.1100 Alcoholic Beverage Permit

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

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

Sec. 4.1200 Boarding Home Facilities Permit

The License fees are as follows:

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

CITY OF LANCASTER FEE SCHEDULE

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

ARTICLE 5.000 FIRE SERVICES FEES

Sec. 5.100 **Apartment Registration and Inspection Fee** \$15.00 per apartment unit

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

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

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

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

Above Ground LPG Storage Tank System Permit Fees

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

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

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

Sec. 5.400 **Fire Alarm Fees**

(1) Base fees Per Table 1-A

Fixed Fire-Extinguishing System Permit Fees

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

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

(1) 200 sq. ft. or larger \$25.00

Sec. 5.600 **When Fees Doubled**

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

CITY OF LANCASTER FEE SCHEDULE

Sec. 5.700 Second Inspections

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

Sec. 5.800 Public Schools Exempt From Fee Requirements

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

Sec. 5.900 Emergency Ambulance Service Permit

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

Sec. 5.1000	<u>Residential Fire Alarm Permit Fee</u>	\$25.00 Annually
	(No Charge if Burglar Alarm Permit is taken out with Police Department)	
	Senior Rate (65 or older)	Exempt

Sec. 5.1100	<u>Commercial Fire Alarm Permit Fee</u>	\$100.00 Annually
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Sec. 5.1200 Required Annual Operational Permit Fees

1	Aerosol products	\$25.00
2	Amusement buildings	\$100.00
3	Assisted living operations – Residential	\$50.00 \$100.00
	Commercial Assisted Living	\$200.00
	Nursing Home	\$200.00
4	Aviation facilities	\$25.00
5	Carnivals and fairs	\$75.00
6	Cellulose nitrate film	\$25.00
7	Combustible dust-producing operations	\$25.00 \$100.00
8	Combustible fibers	\$25.00 \$100.00
9	Compressed gases	\$25.00 \$100.00
10	Covered mall buildings	\$25.00

CITY OF LANCASTER FEE SCHEDULE

11	Cryogenic fluids	\$100.00
12	Cutting and welding	\$25.00 -\$50.00
13	Day care operations - Residential Commercial Day care	\$25.00 \$50.00 \$100.00
14	Dry cleaning plants	\$25.00
15	Exhibits and trade shows	\$25.00
16	Explosives	\$500.00
17	Fire hydrants and valves	\$25.00
18	Flammable and combustible liquids	\$25.00 \$100.00
19	Floor finishing	\$0.00
20	Foster home operations	\$25.00 -\$50.00
21	Fruit and crop ripening	\$25.00
22	Fumigation and thermal insecticidal Fogging	\$25.00
23	Group home operations Per Sec. 4.1200 Boarding Home Ordinance	\$50.00
24	Half-way home operations Per Sec. 4.1200 Boarding Home Ordinance	\$50.00
25	Hazardous materials	\$200.00
26	HPM facilities	\$100.00
27	High-piled storage	\$100.00
28	Hot work operations	\$0.00 -\$50.00
29	Industrial ovens	\$25.00
30	Lumber yards and woodworking plants	\$25.00 \$50.00
31	Liquid- or gas-fueled vehicles or equipment in assembly buildings	\$25.00
32	LP-gas	\$25.00 \$50.00
33	Magnesium	\$25.00 \$50.00
34	Miscellaneous combustible storage	\$25.00

CITY OF LANCASTER FEE SCHEDULE

35	Open burning (Exception: Recreational fires)	\$25.00 \$150.00 per burn
36	Open flames and torches	\$0.00
37	Open flames and candles	\$0.00
38	Organic coatings	\$25.00
39	Places of assembly	\$0.00
40	Private fire hydrant installation	\$25.00 per hydrant
41	Pyrotechnic special effects material	\$100.00
42	Pyroxylin plastics	\$100.00
43	Refrigeration equipment	\$25.00
44	Repair garages and motor fuel-dispensing facilities.	\$0.00
45	Rooftop heliports	\$ 25.00
46	Spraying or dipping	\$ 25.00
47	Storage of scrap tires and tire byproducts	\$200.00
48	Temporary membrane structures, tents and canopies.	\$25.00
49	Tire-rebuilding plants	\$100.00
50	Waste handling	\$200.00
51	Wood products	\$25.00

Required Construction Permits

1	Automatic fire-extinguishing systems	Per Table 1-A
2	Battery systems	\$25.00 Per Table 1-A
3	Compressed gases	Per Table 1-A
4	Fire alarm and detection systems and related equipment.	Per Table 1-A
5	Fire pumps and related equipment	\$25.00
6	Flammable and combustible liquids	Per Table 1-A
7	Hazardous materials	Per Table 1-A

CITY OF LANCASTER FEE SCHEDULE

8	Industrial ovens	Per Table 1-A
9	LP-gas	Per Table 1-A
10	Private fire hydrants	\$25.00 per hydrant Per Table 1-A
11	Spraying or dipping	Per Table 1-A
12	Standpipe systems	\$25.00 Per Table 1-A
13	Temporary membrane structures, tents and canopies.	\$25.00

Sec. 5.1300 Ambulance Fees

(1)	ALS Emergency Mileage	\$15.00
(2)	ALS Non-Emergency Mileage	\$15.00
(3)	ALS Supplies – IV Therapy	\$100.00
(4)	ALS1 Emergency, Non-Resident	\$1,125.00
(5)	ALS1 Emergency, Resident	\$1,050.00
(6)	ALS2, Non-Resident	\$1,275.00
(7)	ALS2, Resident	\$1,200.00
(8)	BLS Emergency, Non-Resident	\$900.00
(9)	BLS Emergency, Resident	\$825.00
(10)	BLS Emergency Mileage	\$15.00
(11)	Treatment / No-Transport	\$150.00

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

Sec. 5.1400 Local EMS Services

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

Sec. 5.1500 Fire Department Response Fees

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

CITY OF LANCASTER FEE SCHEDULE

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

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

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

1-3	No Charge
4-5	\$50.00 \$200.00
6-7	\$75.00 \$250.00
8 or more	\$100.00 \$300.00 each

False Alarms without Permit within 12 month period:

1-3 Residential	\$50.00 each
1-3 Commercial	\$100.00 each
4-5 Residential	\$75.00 each
4-5 Commercial	\$200.00 each
6-7 Residential	\$100.00 each
6-7 Commercial	\$250.00 each
8 or more – Residential	\$200.00 each
8 or more – Commercial	\$300.00 each
Late Payment for non-payment within 30 days after notification	\$25.00

CITY OF LANCASTER FEE SCHEDULE

Sec. 5.1700 Dallas County Response Fees

- (1) Ambulance (In-County Calls) ~~\$375.00~~ \$450.00 per ambulance run
- (2) Dallas County Assisted Fire Run ~~\$395.00~~ \$420.00 per fire run

ARTICLE 6.000 ABATEMENT OF PROPERTY MAINTENANCE NUISANCE

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

ARTICLE 7.000 LIQUID WASTE TRANSPORT PERMIT

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

ARTICLE 8.000 LIBRARY FINES AND FEES

- (a) Charges for overdue materials
 - (1) Books/Magazines \$0.20 per day/Maximum \$10 per item
 - (2) Audio Tapes/CDs \$0.20 per day/Maximum \$10 per item
 - (3) Interlibrary Loans \$0.20 per day /Maximum \$10 per item
 - (4) Video Tapes/DVDs \$1.00 per day / Maximum \$10 per item
- (b) Lost or Damaged Beyond Repair \$5.00 + replacement cost
- (c) Copies

CITY OF LANCASTER FEE SCHEDULE

(1) Single	\$0.10 per page
(2) Microfilm	\$0.25 per page
(3) Computer Printout	\$0.10 per page
(4) Color Copies	\$1.00 per page
(5) Fax	\$1.00 per page
(d) <u>Nonresident Library Card</u>	\$20.00 Picture id required
(e) <u>Lost Card</u>	\$2.00 replacement
(f) <u>Recovery Fee</u>	\$10.00 - if account is sent to third party for collection (value of material + \$10.00)
(g) <u>Non-cardholder one (1) Hour Internet Access</u>	\$3.00 per hour
(h) <u>Microfilm / microfiche rental</u>	Actual cost, plus shipping and \$1.00 handling fee per order
(i) <u>Interlibrary loan service - Postage</u>	\$3.00 per item
(j) <u>Library meeting room</u> [during operating hours]	
Deposit, resident/non-resident	\$100
Deposit, non-profit	\$50
Rental	\$35.00/hour, resident \$55.00/hour, non-resident \$30.00/hour, non-profit
Kitchen use per hour	\$25.00/hour
Set up Fee	\$50.00
Projector with screen	\$65.00/hour, resident; \$75.00/hour, non- resident
(k) <u>Tablets and E-Readers Usage Fee</u>	\$2.00 per hour/ plus replacement cost if Damaged

ARTICLE 9.000 MUNICIPAL DRAINAGE UTILITY SYSTEM FEES

Account Classification	Rate/SFLUE per Month	Minimum Fee per month	Maximum Fee per Month
Single Family Residential	\$7.97	\$7.97	\$7.97
Multi-Family Residential	\$7.97	\$7.97	\$7.97
Residents Age 65 and Over	\$3.98	\$3.98	\$3.98
Permanently Disabled Residents	\$3.98	\$3.98	\$3.98

CITY OF LANCASTER FEE SCHEDULE

Commercial	\$7.97 (≤ 3)	\$7.97	N/A
	\$6.09 ($> 3-5$)		
	\$5.42 ($> 5-10$)		
	\$4.73 ($> 10-32$)		
	\$4.62 (> 32)		
City and Other Political Subdivision of the State	\$7.97	\$7.97	\$100.00
Fire Hydrant	\$0.00	\$0.00	\$0.00
Religious Institutions	\$7.97	\$7.97	\$100.00
Lancaster Independent School Dist.	\$7.97	\$7.97	\$100.00 Per each school property

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

ARTICLE 10.000 UTILITY RELATED FEES

Sec. 10.100 Water and Sewer Extensions

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

Sec. 10.200 Water Meter

- (a) Tampering and Criminal Mischief Damages
 - (1) Damaged meter only \$200.00 plus cost of meter
 - (2) Damaged service line \$250.00 plus cost of meter
- (b) Broken Lock on Meter \$25.00
- (c) Pulled Meter \$200.00
- (d) Reread Meter at customers request \$20.00
- (e) Check for Leaks \$20.00

Sec. 10.300 Extension of Mains into New Areas

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

Sec. 10.400 Industrial Discharge Fee

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

CITY OF LANCASTER FEE SCHEDULE

Sec. 10.500 Charges for Water Service Connections

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

Sec. 10.600 Deposits for Water and/or Sewer

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

	New Fees with Activation Fee
(1) Residential Owners – ¾ inch	\$90.00 + \$10.00 = \$100.00
Residential Renter – ¾ inch	\$150.00 + \$10.00 = \$160.00
*Temporary (30 day) clean up	\$40.00 + \$10.00 = \$50.00

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

Water Meter Cost on Existing Taps

¾" Meter \$250.00

1" Meter \$300.00

1 ½" Meter \$470.00

2" Meter \$625.00

3" and Larger Meters - Owner provides meters approved by the City

Meter Set Fee

Included in cost of meter

3" and Larger Meters – Will be set by licensed plumber or bonded contractor.
Customer must notify the City when meter is set.

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

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

Request for Residential Tap Fees for Water

¾" Tap \$890.00

1 "Tap \$997.00

1 ½" Tap \$1,250.00

2" Tap \$1,496.00

3" and larger - Owner provides Taps and Meters

CITY OF LANCASTER FEE SCHEDULE

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

Plus \$35/lf for each foot over 35'

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

Request for Residential Tap Fees for Sewer

4" Sewer Tap
Less than 35' in length and less than
10' in depth \$1,250.00

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

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

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

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

- (3) Third Party contractor is responsible for all commercial taps within the City. City Right-Of-Way (ROW) permit application is required and regular inspection fees will apply.
- (4) Public schools and county community colleges are subject to commercial rates, but shall not be required to make a water and/or sewer deposit as required by this section.
- (5) Fire Hydrant Meter
 - (A) Deposit \$1,500.00
 - (B) Monthly \$25.00
 - (C) Usage \$2.75/1,000 gallons
- (6) Commercial – ¾ inch New Fee with Activation Fee
 - (A) 1 inch \$125.00 + \$10.00 = \$135.00
 - (B) 1 ½ inch \$150.00 + \$10.00 = \$160.00
 - (C) 2 inch \$200.00 + \$10.00 = \$210.00
 - (D) 3 inch to compound meter \$300.00 + \$10.00 = \$310.00

Backflow Testing and Installation

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

CITY OF LANCASTER FEE SCHEDULE

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

Inspection fee per device: \$30.00

Sec. 10.700 Water Rates - Within City

The following schedule of water charges for residential, commercial, industrial, and multi-family complex customers shall be effective with the first billing of October 2015:

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

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

(1) Multi-family complexes shall be charged a minimum monthly water charge equal to the greater of
 (a) the minimum bill for a 5/8 inch meter, multiplied by the number of units, or
 (b) the minimum monthly meter charge for the size meter(s) serving the account.

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

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

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

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

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

CITY OF LANCASTER FEE SCHEDULE

For example:

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

(5) A discount for senior citizens (age 65 or over) of \$1.94 per month shall be applied to each qualified residential account.

(Resolution 2011-09-80 adopted 9/12/11, effective October 1, 2011)

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

Sec. 10.800 Water Rates - Outside City Limits

Effective with the first billing cycle of October 2015, the rates or The following schedule of water charges for sales of water to customers outside the city limits of Lancaster, Texas, shall be effective with the first billing of October 2015:

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

Meter Size:	Minimum Monthly Meter Charge:
¾ inch or less	\$24.04
1-inch	\$60.10
1 ½ inch	\$120.19
2-inch	\$192.31
3-inch	\$384.62
4-inch	\$600.97
6-inch	\$1,201.94
8-inch	\$1,923.10
10 inch	\$2,450.00

(1) Multi-family complexes shall be charged a minimum monthly water charge equal to the greater of
 (a) the minimum bill for a ¾ inch meter, multiplied by the number of units or (b) the minimum monthly meter charge for the size meter(s) serving the account.

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

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

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

CITY OF LANCASTER FEE SCHEDULE

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

(5) A discount for senior citizens (age 65 or over) of \$1.94 per month shall be applied to each qualified residential account.

Sec. 10.900 Imposition of Lien for Water Service Charges

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

(1)	Reconnect Fee (Cutoff)	\$45.00
(2)	Reconnect Fee (Cutoff) After 5 p.m.	\$55.00
(3)	Late Fee	7% of balance due
(4)	NSF Check	\$35.00
(5)	Extra Trip Charge (New Connects and Reconnects)	\$25.00
(6)	Data log meter	\$25.00

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

Sec. 10.1000 Wastewater Treatment Services User Charges

The following schedule of charges for residential, commercial, industrial and multi-family complex customers shall be effective with the first billing cycle of October 2015:

(1) Minimum monthly sewer charge (no gallons of usage) for residential, commercial, and industrial is fifteen dollars and four cents (\$15.04) per connection.

(2) Minimum monthly sewer charge for each dwelling unit of a multi-family complex (no gallons) is seven dollars and seventy-three cents (\$7.73) per unit.

(3) Minimum monthly sewer charge for each dwelling unit of a multi-family complex outside of the city limits (no gallons) is eight dollars and eighty-nine cents (\$8.89) per unit.

(4) Variable rate per one thousand (1,000) gallons of water usage for residential, commercial, industrial, and multi-family complexes is seven dollars and seventy-three cents (\$7.73).

(5) The total monthly amount due for “all” sewer accounts shall be the sum of the minimum monthly sewer charge plus the variable rate times the user’s water usage for the month. The maximum monthly “residential customer” volume charges shall be based on the average of the three lowest monthly bills in the last twelve. Normally these will be the reading cycles ending in December, January, and February. However, the utility billing department may adjust this forwards or backwards one month.

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

CITY OF LANCASTER FEE SCHEDULE

(6) The practice of discounting the computed sewer usage to 95% and 90% as detailed in the Lancaster Code of Ordinances Section 11.608(b) and 11.609(b); was discontinued in 2008.

(7) A discount for senior citizens (age 65 or over) of \$1.94 per month shall be applied to each qualified residential account.

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

Sec. 10.1100 Water Impact Fee

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

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

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

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

Sec. 10.1200 Sewer Impact Fee

(Reference Table 3.5 of Ordinance)

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

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

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

Sec. 10.1300 Roadway Impact Fee

(Reference Exhibit B of Ordinance)

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

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

Roadway Impact Fees are imposed upon any new development (which includes expansion of existing facilities) to generate revenue for funding or recouping the costs of capital improvements or facility expansions to these systems necessitated by or attributable to the new developments' demand on these systems. The Roadway Impact Fees are calculated using Service Units, which are a standardized measure of consumption or use (supply and demand) of the roads in the city by new development and

CITY OF LANCASTER FEE SCHEDULE

are calculated in accordance with generally accepted engineering or planning standards for Roadway Systems' capital improvements or facility expansion. The total impact fee due is determined by the land use, the location of the development, and the square footage of the building.

Sec. 10.1400 Inspections

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

Sec. 10.1500 Calibrations

- | | | |
|-----|------------------------------|------------------------------------|
| (a) | Pipe < 1 inch | \$50.00 |
| (b) | Pipe < 1 inch and < 3 inches | \$50.00 |
| (c) | Pipe > = 3 inches | \$100.00 Contracted price plus 25% |
- (Ordinance 2002-10-38 adopted 10/14/02)

Sec. 10.1600 Reserved for future use.

Sec. 10.1700 Garbage Collection Fees

- | | | |
|-----|--|------------------|
| (a) | Residential | \$13.84 |
| | Once weekly refuse collection/disposal | |
| | Once weekly recycling collection/processing | |
| | Every other month brush/bulk item collection | |
| (b) | Administrative Processing Fee | \$ 2.50 |
| (c) | Extra cart | |
| | 2 nd cart | \$10.00 |
| | 3 rd cart | \$15.00 |
| | 4 th cart | \$20.00 |
| (d) | Commercial Hand Collect | \$17.96 |
| | Once weekly refuse collection/disposal | |
| | Additional Cart(s) Once Per Week | \$14.47/per cart |
| (e) | Special Pick Up | \$65.00 minimum |
| (f) | Commercial Containers – Price Haul Rates (Disposal costs included) | |
| | Rates do not include franchise fees, billing fees or taxes. | |

CITY OF LANCASTER FEE SCHEDULE

Size	1 X WK	2 X WK	3 X WK	4 X WK	5 X WK	6 X WK	EXTRA
2YD	\$58.65	\$108.54	\$150.97	\$193.40	\$235.83		\$68.00
3YD	\$67.08	\$124.12	\$172.64	\$221.16	\$269.68		\$70.00
4YD	\$83.86	\$155.21	\$215.84	\$276.46	\$337.08		\$72.00
6YD	\$100.70	\$186.36	\$259.20	\$332.04	\$404.88		\$76.00
8YD	\$125.92	\$233.00	\$324.13	\$415.26	\$506.39		\$78.00
Casters	\$7.85/lift						
Locks Gates	\$7.85/lift						

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

Size/Pickup	1xWeek	2xWeek	Extra
6 YD	\$80.00	NB	\$62.50
8 YD	\$80.00	NB	\$62.50

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

4 YD \$316.00/per haul

6 YD \$386.00/per haul

8 YD \$469.00/per haul

(Resolution 2012-09-76 adopted 09/10/12, effective 10/01/12)

(Resolution 2015-12-102 adopted 12/14/215, effective 12/14/15)

Sec. 10.1800 Wastewater Discharge

There is hereby established a wastewater discharge permit fee of \$450.00 for a three year term by the Water/Wastewater Superintendent of the City of Lancaster.

(1994 Code of Ordinances, Chapter 1, Article 11.1300, Section 11.1300)

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

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

CITY OF LANCASTER FEE SCHEDULE

ARTICLE 11.000 PLANNING AND ZONING RELATED FEES

Sec. 11.100 Reserved for Future Use

Sec. 11.200 HLPC Application Review (Certificate of Appropriateness) \$100.00

Sec. 11.300 Zoning Board of Adjustment

(a) Variance Request \$250.00

Sec. 11.400 Plats

(a) Preliminary Plat
50 acres or less \$500.00 + \$50.00 per acre
More than 50 acres \$1000.00 + \$100.00 per acre
(b) Final Plat \$500.00 + \$10.00 per lot
(c) Re Plat
With property owner notification \$575.00 + \$35.00 per acre
Without property owner notification \$450.00 + \$35.00 per acre
(d) Amended Plat \$200.00 + \$10.00 per acre
(e) Minor Plat \$400.00
(f) Plat Vacations \$500.00

Sec. 11.500 Zoning

(a) General Zoning Change \$500.00 + \$10.00 per acre
(b) Specific Use Permit \$500.00 + \$10.00 per acre
(c) Private Club Permit \$350.00
(d) Amendment to SUP \$500.00 + \$10.00 per acre
(e) Planned Development \$1500.00 + \$10.00 per acre
(f) Amendment to Planned Development \$1,500.00 + 10.00 per acre
(g) Exceptions \$250.00

Sec. 11.600 Other Planning & Zoning Fees

(a) Site Plan Review \$250.00 + \$10.00 per acre
(b) Tree Survey Review \$25.00
(c) Illegal Tree Cutting Fine \$125.00 per diameter inch
(d) Dedication/Abandonment of Right-of-Way or Easements \$150.00 per development for first 5 + \$25.00 for each additional document
(e) Consultant Fees Hourly Rate of Consultant

CITY OF LANCASTER FEE SCHEDULE

- (f) Zoning Verification Letter \$50.00
- (g) Subsequent Legal Notices after 1st \$15.00 per additional notice

Sec. 11.700 Maps, Publications and Miscellaneous Fees

- (a) Comprehensive Plan \$48.00
- (b) Copying – 8½" x 11", or 8½" x 14" \$0.10 per page. Any request for more than 20 pages may be sent to an outside duplicating facility at requestor expense.
- (c) Lancaster Development Code (Zoning Ordinance and Subdivision Regulations) \$45.00
- (d) Zoning Map (24" x 36") \$20.00

ARTICLE 12.000 MUNICIPAL COURT

Sec. 12.100 Municipal Court Building Security Fund

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

Sec. 12.200 Municipal Court Technology Fund

A defendant convicted of a misdemeanor offense in the municipal court in the City of Lancaster shall pay a technology fee not to exceed four dollars for each conviction as a cost of court. The Municipal Court Clerk shall collect the costs and pay the funds to the Finance Director for deposit in a fund to be known as the "Municipal Court Technology Fund".
(Ordinance 2002-03-12 adopted 3/2/02)

SECTION 12.300 Special Expense Fee

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

ARTICLE 13.000 ADMINISTRATIVE FEES

Public Information Charges

CITY OF LANCASTER FEE SCHEDULE

(a) copies, standard paper copy	\$0.10 per page
For standard paper copies reproduced by means of an office machine copier or a computer printer. Each side that has recorded information is considered a page.	
(b) copies, nonstandard copy. The charges in this section are to cover the materials onto which information is copied and do not reflect any additional charges, including labor, that may be associated with a particular request. The charges for nonstandard copies are:	
(A) Diskette	\$1.00
(B) Magnetic tape	actual cost
(C) Data cartridge	actual cost
(D) Tape cartridge	actual cost
(E) Rewritable CD (CD-RW)	\$1.00
(F) Non-rewritable CD (CD-R)	\$1.00
(G) Digital video disc (DVD)	\$3.00
(H) JAZ drive	actual cost
(I) Other electronic media	actual cost
(J) VHS video cassette	\$2.50
(K) Audio cassette	\$1.00
(L) Oversize paper copy (11 inches by 17 inches, greenbar, bluebar, not including maps and photographs using specialty paper)	\$0.50
(M) Specialty paper (Mylar, blueprint, blueline, map, photographic)	actual cost
(c) Microfiche and Microfilm	actual cost of reproduction
From Master copy of Microfilm	\$0.10 per page
(d) Computer Resource Charge	
Mainframe	\$10 per CPU minute
Midsize	\$1.50 per CPU minute
Client/Server	\$2.20 per clock hour
PC or LAN	\$1.00 per clock hour
(e) Other Public Information Charges	
(A) Computer Programmer	\$28.50 per hour
(B) Personnel Charge (50 or more pages)	\$15.00 per hour
(C) Overhead Charge (50 or more pages)	20% of personnel charge
(D) Remote Document Retrieval Charge	actual cost
(E) Miscellaneous Supplies (labels, boxes)	actual cost
(F) Postage and Shipping Charge	actual cost
(G) Miscellaneous (credit card transaction fee)	actual cost
(f) Certified or Attestation under City Seal	\$2.50
(g) Finance	
(1) Return Check Fee	\$35.00 per check
(2) Budget Book	\$106.00 per book

CITY OF LANCASTER FEE SCHEDULE

(3) CAFR	\$50.00 per book
(4) Copies – printouts (computer generated)	\$0.25 per page
 (h) Special Events	
(1) Application Fee	\$25.00 (applications submitted 31 days prior to event)
(2) Expedited Review Fee	\$25.00 (expedited fee for applications received within 30 days of the event)
(3) Street Barricade Rental Fee	1 to 25 barricades \$15.00 25 to 50 barricades \$30.00 50+ barricades; will require contract services
(4) Street Cones Rental Fee	1 to 25 cones \$10.00 25 to 50 cones \$20.00 50+ cones; will require contract services
(5) Barricade Replacement Fee	\$62.00 per barricade
(6) Cone Replacement Fee	\$39.00 per cone
(7) Reimbursable Costs: Fees associated with City of Lancaster service provision at the request of the applicant will be calculated by the applicable department based on the associated reimbursable cost, the service/equipment requested, and the length of time the service is needed.	

(Ordinance 2004-06-18 adopted 6/14/04)

ARTICLE 14.000 POLICE DEPARTMENT

Sec. 14.100

(a) Alarm System Permit Fees

Alarm System Permit Fees

Registration Fee – Residential	\$ 50.00
Registration Fee – Commercial	\$100.00
Senior Rate (65 or older) – Residential only	Exempt*
Renewal Fee – Residential	\$ 50.00
Renewal Fee – Commercial	\$100.00
Senior Rate (65 or older) – Residential only	Exempt*
Late Fee after 30 days notice for registration	\$ 25.00
Late Fee After 30 days notice for renewal	\$ 25.00
<u>False Alarms with Permit within 12 month period:</u>	
1-3	No Charge
4-5	\$ 50.00
6-7	\$ 75.00
8 or more	\$100.00 each

False Alarms without Permit within 12 month period:

CITY OF LANCASTER FEE SCHEDULE

1-3 Residential	\$100.00 each
1-3 Commercial	\$200.00 each
4-5 Commercial	\$250.00 each
6-7 Residential	\$175.00 each
6-7 Commercial	\$275.00 each
8 or more – Residential	\$200.00 each
8 or more – Commercial	\$300.00 each
Late Payment for Non-payment within 30 days after notification	\$25.00
False Robbery Alarms within 12 month period:	
1-3	\$100.00
4 or more	\$200.00
Late Fee for Each False Robbery Alarm not paid within 30 days after notification	\$25.00
Appeal:	
Appeal Hearing Fee*	\$25.00
*(Fee shall be refunded, in its entirety, if appeal is upheld)	
Reinstatement:	
Reinstatement Fee	\$50.00
(Resolution 2007-02-22 adopted 2/26/07)	
(b) <u>Accident Reports</u>	
(1) Regular Copy	\$6.00 per report
(2) Certificate of Regular Copy	Addl. \$2.00 per report
(3) Certificate with no information or report on file	\$6.00 per report
(c) <u>Offense Reports</u>	
	\$0.10 per page
(d) <u>Fingerprinting</u>	
(1) First two (2) fingerprint cards	\$10.00
(2) Per fingerprint card thereafter	\$5.00
(Resolution 2004-12-102 adopted 12/13/04)	
(e) <u>Fines, Costs, and Fees</u>	
School Bus Stop Arm Violation Fine	\$300.00
30 Day Late Payment Penalty	\$50.00

CITY OF LANCASTER FEE SCHEDULE

60 Day Late Payment Penalty	\$100.00
Non-Sufficient Funds – Returned Check Fee	\$35.00
Failure to Appear Penalty	\$50.00
Administrative Adjudication Hearing Filing Fee	\$25.00
Municipal or JP Court Appeal Hearing Filing Fee	\$20.00
Hearing Rescheduling Fee	\$20.00

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

ARTICLE 15.000 PARKS AND RECREATION

Sec. 15.100 Memberships

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

1. Recreation (JR) ID Card – (Under 5 yrs)	Free w/ purchase of adult rec ID card	Must be accompanied by an adult over 18 years of age
2. Recreation ID Card - Youth (5-16 yrs)	\$10/yr Resident	Provides access to use of gymnasium and walking track during designated hours.
	\$15/yr Non Resident	
3. Recreation ID Card - Adult (17-49 yrs)	\$20/yr Resident	Provides access to use of gymnasium and walking track during designated hours.
	\$30/yr Non Resident	
4. Seniors (50 + years)	\$15/yr Resident	Provides access to use of gymnasium and walking track during designated hours.
	\$20/yr Non Resident	
5. Daily Fitness Atrium Admission (17 years and older)	\$5/day	Provides access to fitness atrium during designated hours.
6. Monthly Fitness Atrium Membership (17 years and older)	\$20 Resident	Provides access to the fitness atrium during designated hours.
	\$25 Non Resident	
7. Annual Fitness Atrium Membership (17 years and older)	\$160 Resident	Provides access to use the gymnasium, walking track and the fitness atrium during designated hours.
	\$200 Non Resident	
8. Open Swim Admission	\$5/ day Resident	Provides access to use of pool during designated hours.
	\$7/day Non Resident	
9. Daily Fitness Swim Admission (17 years and older)	\$3/ day Resident	Provides access to use of pool during designated hours.
	\$5/day Non Resident	
10. Monthly Fitness Swim Membership (17 years and older)	\$15 Resident	Provides access to use of pool during designated hours.
	\$20 Non Resident	

CITY OF LANCASTER FEE SCHEDULE

11. Seasonal Swim Pass (Summer) Individual (16 years and younger)	\$60 Resident \$70 Non Resident	Provides access to use of pool during designated hours.
12. Seasonal Swim Pass (Summer) Individual (17 years through adult)	\$70 Resident \$80 Non Resident	Provides access to use of pool during designated hours.
13. Seasonal Swim Pass (Summer) Family 4+	\$180 Resident \$200 Non Resident	Provides access to use of pool during designated hours.
14. Annual Fitness Swim Membership (17 years and older)	\$120 Resident \$160 Non Resident	Provides access to use of pool during designated hours.
15. Annual Senior Center Membership (50 + years)	\$3 Resident \$5 Non Resident	Provides access to the Senior Center facility and programming.

(b) Corporate Membership Rates

LISD Annual Employee Membership Rate **\$85.00** Provides access to usage of the fitness atrium, walking track, gymnasium and pool during designated hours. Also provides a 10% discount on rentals/ reservations of facilities and 10% discount on programs and classes offered by instructors.

	Agency	Individual
(1) Corporate A (5-9)	\$125.00	\$100.00
(2) Corporate B (10+)	\$225.00	\$100.00

Sec. 15.200 Rental Facilities

(a) Athletic Fields

	Deposit	\$100.00
(1) Cedardale Field Rental/ hour	\$25.00 2 hr minimum Resident \$35.00 2 hr minimum Non Resident	
(2) City Park Field Rental/ hour	\$25.00 2 hr minimum Resident \$35.00 2 hr minimum Non Resident	
(3) Royce Clayton Ballpark/ hour	\$25.00 2 hr minimum Resident \$35.00 2 hr minimum Non Resident	
(4) Youth Football/ hour	\$25.00 2 hr minimum Resident \$35.00 2 hr minimum Non Resident	
(5) Soccer Field/ hour	\$25.00 2 hr minimum Resident \$35.00 2 hr minimum Non Resident	

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

CITY OF LANCASTER FEE SCHEDULE

(b) Community House

Deposit	Resident	\$150.00	Non Resident	\$150.00
(1) 4 hour rental	Resident			\$200.00
(2) 4 hour rental	Non Resident			\$225.00
(3) 6 hour rental	Resident			\$300.00
(4) 6 hour rental	Non Resident			\$325.00

(c) Gymnasium

Deposit	Resident	\$100.00	Non Resident	\$100.00
(1) ½ Gym	\$50/hour Resident		4 hours min. after operating hours.	
	\$65/ hour Non Resident			
(2) Full Gym	\$75/hour Resident		4 hours min. after operating hours.	
	\$90/ hour Non Resident			
(3) Full Gym Tournament Fee	\$100/hour Resident		4 hours minimum after operating hours. Allows gate fees charged by renter. Must reserve entire gymnasium.	
	\$125/ hour Non Resident			

(d) Outdoor Facility

Deposit	Resident	\$100.00	Nonresident	\$100.00
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(1) City Park Pavilion 1

8 am - 12 noon or 1 pm - 5 pm

(A) Resident		\$75.00		
(B) Non Resident		\$100.00		

(2) City Park Pavilion 2

8 am – 12 noon or 1 pm - 5 pm

(A) Resident		\$75.00		
(B) Non Resident		\$100.00		

CITY OF LANCASTER FEE SCHEDULE

(3) Community Park Pavilion

8 am – 12 noon or 1 pm - 5 pm

(A) Resident	\$75.00
(B) Non Resident	\$100.00

(4) Heritage Park Gazebo

8 am – 12 noon or 1 pm - 5 pm

(A) Resident	\$50.00
(B) Non Resident	\$75.00

(5) Kid Square Park Pavilion

8 am – 12 noon or 1 pm - 5 pm

(A) Resident	\$75.00
(B) Non Resident	\$100.00

(6) Bear Creek Park Pavilion

(A) Resident	\$75.00
(B) Non Resident	\$100.00

(7) Rocky Crest Park Pavilion

(A) Resident	\$50.00
(B) Non Resident	\$75.00

(8) Meadowcreek Park Pavilion

(A) Resident	\$50.00
(B) Non Resident	\$75.00

(9) JA Dewberry Park Pavilion

(A) Resident	\$50.00
(B) Non Resident	\$75.00

(e) Pool

(1)	<u>Indoor Pool Reservations</u>	Resident	Non Resident
	<u>Deposit</u>	\$75.00	\$75.00
	(A) Party Room (Semi-Private) 2 hr	\$100.00	\$125.00

CITY OF LANCASTER FEE SCHEDULE

(B) Private Party A (1-50) 2 hr	\$200.00	\$250.00
(C) Private Party B (51-100) 2 hr	\$250.00	\$300.00
(D) Private Party C (101-150) 2 hr	\$300.00	\$350.00
(E) Private Party D (151 +) 2 hr	\$350.00	\$400.00

(f) Recreation Center

(1)	<u>Grand Banquet Hall</u>	Resident	Non Resident
	Deposit	\$250.00	\$250.00
	Set-up Fee	\$ 50.00	\$ 50.00
	Kitchen	\$ 30.00/hour	\$ 30.00/hour
	1,100 sq. ft.	\$50.00/hour	\$75.00/hour
	2,200 sq. ft.	\$75.00/hour	\$100.00/hour
	3,300 sq. ft.	\$100.00/hour	\$125.00/hour
(2)	Aerobic Dance Room/hour	\$40.00/hr Resident	\$60.00/hr Non Resident
(3)	Classroom/hour	\$30.00/hr Resident	\$50.00/hr Non Resident
(4)	Conference Room/hour	\$20.00/hr Resident	\$40.00/hr Non Resident
(5)	Projector Screen/Podium/Sound System Rental		
	Deposit	\$200.00 Resident	\$200.00 Non Resident
	1 screen	\$65/day Resident	\$75/day Non Resident
	2 screen	\$75/day Resident	\$100/day Non Resident
	Podium	\$35/day Resident	\$40/day Non Resident
	Portable Sound System	\$200/day Resident	\$275/day Non Resident

(g) Senior Life Center

Kitchen	\$30.00/hour Resident	\$30.00/hour Non Resident
Deposit	Resident \$250.00	Nonresident \$250.00
(1) 4 Hour Rental		\$400 Resident \$500 Non Resident
(2) 6 Hour Rental		\$600 Resident \$750 Non Resident

CITY OF LANCASTER FEE SCHEDULE

(h) Non-Profit - For meetings only

		Non-Resident
(1) Deposit	\$75.00/hour	\$75.00
(2) Classroom/Youth Room	\$20.00/hour	\$25.00
(3) 1,100 square feet (Grand Hall)	\$50.00/hour	\$75.00
(4) Conference Room	\$10.00/hour	\$20.00

(i) Lancaster Youth and Adult Sports Association Fee

Player participation fee per season \$ 15.00

(j) Programs

Individual Recreation Classes	Range from \$5 - \$25	per class/ per day
Recreation Programs	Range from \$15 - \$100	Programs vary by week or by month.
Recreation Team Sports	Range from \$100 - \$400	per team/ per season

(k) Amphitheater Rental

	Resident	Non Resident
Deposit	\$150.00	\$150.00
4 hour rental	\$200.00	\$325.00
6 hour rental	\$275.00	\$400.00
Each additional hour after 6 hrs.	\$50.00	\$75.00

(l) Visitors Center & State Auxiliary Museum Rental

(After hour rental includes atrium and conference room only)

	Resident	Non Resident
Deposit	\$250.00	\$250.00
Set-up Fee	\$50.00	\$50.00
(1) 3 Hour Rental (After hours)	\$350.00	\$400.00
3 hour minimum and maximum for after hour reservations		
(2) Conference Room (during hours of operation only)		
	Resident	Non Resident
Deposit	\$100.00	\$100.00
Hourly rate (2 hour minimum)	\$50.00	\$75.00

ARTICLE 16.000 AIRPORT FEES

(a) Monthly Hangar Rental

CITY OF LANCASTER FEE SCHEDULE

- (1) 956 sq. ft. (small T-hangar) ~~\$190.00 / \$0.20~~ \$210.00 / \$0.22 per sq. ft.
- (2) 1,018.25 sq. ft. (medium T-hangar) ~~\$205.00 / \$0.20~~ \$224.00 / \$0.22 per sq. ft.
- (3) 1,624.33 sq. ft. (large T-hangar) ~~\$305.00 / \$0.19~~ \$357.00 / \$0.22 per sq. ft.

(b) Community Hangar Rental

- (1) 956 sq. ft. (small T-hangar) ~~\$95.00 / \$0.10~~ \$105.00 / \$0.11 per sq ft
- (2) 1,018.25 sq. ft. (medium T-hangar) ~~\$103.00 / \$0.09~~ \$112.00 / \$0.11 per sq ft
- (3) 1,624.33 sq. ft. (large T-hangar) ~~\$153.00 / \$0.10~~ \$179.00 / \$0.11 per sq ft

(c) Other Airport Fees

- (1) Ground Lease (Improved) \$0.30 per square foot per year
- (2) Ground Lease (Unimproved) \$0.20 per square foot per year
- (3) Terminal Building Office Lease \$12 per square foot per year
- (4) Monthly Tie Down Fee \$75.00 per month
- (5) Fuel Flowage Fee \$0.20 per delivered gallon
- (6) Café Sales 5% of Gross Sales

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

CITY OF LANCASTER FEE SCHEDULE

ARTICLE 17.000 DEVELOPMENT FEES

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

CITY OF LANCASTER FEE SCHEDULE

	<u>Building Fee</u>	<u>Engineering Fee</u>	<u>Planning Fee</u>
(f) <u>Design/Plan Review</u>			
Commercial and Industrial Projects Amendments (Commercial & Industrial) Residential Projects, Amendments (Residential), Minor Design Review	65% of the building permit fee. Section titled "Building Permit" in this schedule	N/A	N/A
(g) <u>Plats</u>			
(1) <u>Preliminary Plat</u>			
Fifty (50) acres or less			\$500.00 + \$50.00/acre
More than fifty (50) acres			\$1,000.00 + \$100.00/acre
	<u>Building Fee</u>	<u>Engineering Fee</u>	<u>Planning Fee</u>
(2) <u>Final Plat</u>			
			\$500.00 + \$10.00/lot
(3) <u>Re-Plats</u>			
Plat revision with property owner notification			\$575.00 + \$35.00/acre
Plat revision without property owner notification			\$450.00 + \$35.00/acre
(4) <u>Amended Plats</u>			
Amended Plats Correcting			\$400.00

CITY OF LANCASTER FEE SCHEDULE

Errors

(5) Plat Vacations

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

(6) Miscellaneous Plat Items

Dallas County Clerk's Recording Fee	\$33.00 1 st page \$10.00 subsequent page
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(7) Re-Plats

\$400.00

(1994 Code of Ordinance, Chapter 9, Article 9.100, Section 9.106)

	<u>Building Fee</u>	<u>Engineering Fee</u>	<u>Planning Fee</u>
(h) <u>Development Inspection Fees</u>			
(1)	Special Inspection \$47.00 per hour, minimum 2 hours	1.5%-3.5% estimated cost of improvements intended for dedication to the city for water, sewer and streets. Effectively Immediately = 1.5% Effective January 1, 2004 = 3.5% Each additional hour \$47.00 per hour	N/A
	1. Inspection 2 hours - Travel time of job site and return time to be included outside of normal business hours (min. charge) \$47.00 per hour	N/A	N/A
	2. Re-inspection fees assessed under provisions of Section 305.8	N/A	N/A

CITY OF LANCASTER FEE SCHEDULE

\$47.00 per hour

- | | | |
|--|-----|-----|
| 3. Inspection for which no fee is specifically indicated (min. charge – one half hour)
\$47.00 per hour | N/A | N/A |
| 4. Additional plan review required by changes, additions or revisions to plans (min. charge-one-half hour)
\$47.00 per hour | N/A | N/A |

- | | | | |
|---|----------------------------|-------------------------------|---|
| (2) <u>Miscellaneous Case</u> | N/A | N/A | \$100.00 |
| (3) <u>Planned Development Review</u> | N/A | N/A | \$1,500.00 plus \$10.00 per acre |
| (4) <u>Park Fee in Lieu of Dedication</u>

(including single-family, dual family, and multi-family residential areas) | <u>Building Fee</u>
N/A | <u>Engineering Fee</u>
N/A | <u>Planning Fee</u>
\$1,400.00 per dwelling unit
(Ord. 2006-10-41 adopted 10/23/06) |

(h) Signs
(Sec. 3.100 Fee Adopted – Lancaster City Code)

- | | | | |
|--|---------|-----|-----|
| (1) Permanent Signs, Per Face Based on Sign Area | Table A | N/A | N/A |
| (2) Temporary Portable Signs, | \$25.00 | N/A | N/A |

CITY OF LANCASTER FEE SCHEDULE

Flags, banners, etc.
(good for two weeks)

(3) Sign contractor registration	\$100.00	N/A	N/A
(i) <u>Site Plan Review</u>	N/A	N/A	\$250.00 plus \$10 per acre
(j) <u>Subdivision Name Change</u>	N/A	N/A	\$200.00
(k) <u>Street Lighting Escrow</u>	N/A	N/A	N/A
(l) <u>Tree Survey/Preservation Plan</u>	N/A	N/A	\$25.00 administration processing fee with \$125.00 per inch mitigation fee

CITY OF LANCASTER FEE SCHEDULE

Revision References

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

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

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

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

Revised September 8, 2008 (revised waste water service rate)
Resolution 2008-09-83

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

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

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

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

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

CITY OF LANCASTER FEE SCHEDULE

Revised April 27, 2009

Resolution 2009-04-51 (Cargo Container Fees)

Effective October 1, 2009 (annual update)

Resolution 2009-08-84

Revised October 26, 2009

Resolution 2009-10-102 (revised park land dedication fee per ordinance 2006-10-41)

Revised December 14, 2009

Resolution 2009-12-125 (revised Sec. 10.1700 Garbage Collection Fees)

Amended February 8, 2010

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

Revised March 22, 2010

Resolution 2010-03-27 (revised Article 9.000 Drainage Utility System Fees)

Revised June 28, 2010

Resolution 2010-06-58 (repealed cargo container fee for agricultural purposes)

Revised June 28, 2010

Resolution 2010-06-59 (established Wind Energy System Permit Fee; Ordinance No. 2010-04-09)

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

Effective October 1, 2010 (annual update)

Resolution 2010-09-82 (corrected Section 10.700 Water Rates – Within City)

Revised November 8, 2010

Resolution 2010-11-93 (adds fee for Local Alcohol Permit)

Revised September 12, 2011

Resolution 2011-09-79 (revised Sec. 10.1700 Garbage Collection Rates)

Revised September 12, 2011

CITY OF LANCASTER FEE SCHEDULE

Resolution 2011-09-80 (revised Sec. 10.700 Water Rates –Within City and Sec. 10.1000 Wastewater Treatment Services User Charges)

*Effective October 1, 2011 (annual update)
Resolution 2011-09-81*

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

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

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

*Effective October 1, 2012 (annual update)
Resolution 2012-08-69*

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

*Effective October 1, 2013 (annual update)
Resolution 2013-08-68*

*Effective January 1, 2014
Resolution 2013-07-61 (Hotel/Motel Property Annual Inspection Fee) (adopted 7-8-13)*

*Effective June 9, 2014
Resolution 2014-06-48 (Fines, costs, and fees for School Bus Stop Arm Violations) (adopted 6-9-14)*

*Effective June 23, 2014
Resolution 2014-06-50 (Boarding Home Facilities Permit) (adopted 6-23-14)*

*Effective October 1, 2014 (annual update)
Resolution 2014-09-77*

Effective October 1, 2015

CITY OF LANCASTER FEE SCHEDULE

Resolution 2015-09-74 (Water and Wastewater Rates) (adopted 9-14-15)

Effective October 1, 2015 (annual update)

Resolution 2015-09-67

Effective December 14, 2015

Resolution 2015-12-102 (Solid Waste Disposal) (adopted 12-14-15)

Effective October 1, 2016 (annual update)

Resolution 2016-08-XX

LANCASTER CITY COUNCIL

City Council Work Session

Item 4.

Meeting Date: 08/15/2016

Policy Statement: This request supports the City Council 2016-2017 Policy Agenda

Goal(s): Financially Sound Government

Submitted by: Opal Mauldin-Robertson, City Manager

Agenda Caption:

Receive a presentation and discuss the Fiscal Year 2016-2017 proposed budget.

Background:

City Council received a presentation of the proposed FY 2016/2017 budget for all funds at the August 1, 2016 work session. This provides an opportunity for council to discuss and ask any questions regarding the proposed budget.

The following is the remaining budget and tax rate meeting schedule:

August 18, 2016: Budget Town Hall Meeting, 6:30 p.m. at the Recreation Center

August 22, 2016: Regular Meeting (1st Public Hearing) – Tax Rate, Budget, PID's

August 27, 2016: Budget Town Hall Meeting, 9:00 a.m. at the Recreation Center

August 29, 2016: Special Meeting (2nd Public Hearing) –Tax Rate, Budget, PID's Budgets Adoption

September 12, 2016: Regular Meeting – Budget Adoption, Tax Rate Adoption

Please bring your budget book to the work session.

LANCASTER CITY COUNCIL

City Council Work Session

Item 5.

Meeting Date: 08/15/2016

Policy Statement: This request supports the City Council 2016-2017 Policy Agenda

Goal(s): Financially Sound Government
Healthy, Safe & Vibrant Community
Sound Infrastructure
Quality Development
Civic Engagement
Professional & Committed City Workforce

Submitted by: Sorangel O. Arenas, City Secretary

Agenda Caption:

Discuss amending City Council Rules and Procedures as adopted November 16, 2015.

Background:

Section 3.14 of the City's Home Rule Charter requires the City Council to determine its own rules of order and business. City Council reviewed the Rules and Procedures in June of 2016 during strategic planning. The City Council Rules and Procedures provide the framework for which the Council conducts its business and may be amended by a majority vote of City Council at a posted regular meeting.

To ensure clear communication regarding a councilmember's request to place an item on the agenda, revisions to "Section D. City Council Agenda Process, item 1.c." are recommended. These revisions would require a request by a councilmember for a matter to be placed on an agenda to be submitted in writing, on a specified form, signed by the requesting councilmember and acknowledged by the City Manager and City Secretary.

Council's proposed revisions from the 2016 Strategic Planning to Section D. 1.c. are as follows:

D. CITY COUNCIL AGENDA PROCESS

1. Agenda Items

.....

c. A Councilmember may place an item on the agenda by ~~presenting same~~ **submitting the request** in writing ~~or verbally~~, to the City Manager not later than noon **(12:00 p.m.)** on the ~~Friday~~ **Thursday**, ~~one two weeks before~~ **prior to** the Council meeting **on which the item is to appear**. **The City Manager and City Secretary shall acknowledge receipt of the request.** ~~The City Manager may discuss with the requesting Councilmember delay of the agenda item one meeting due to time considerations. However, the Councilmember may choose to direct the City Manager to place the agenda item on the upcoming Council meeting without a one meeting delay. Such direction shall~~ **Nothing in these rules or procedures shall prohibit the City Manager from discussing with the requesting Councilmember a reasonable delay in placing the item on the agenda. Discussion, should it occur, should** be noted in the agenda communication regarding the agenda item.

Proposed revisions from Deputy Mayor Pro Tem Jaglowski are provided in the attached document.

Recommendation:

Staff seeks direction from City Council regarding the proposed revisions.

Attachments

Councilmember Request to Schedule Item for City Council Discussion/Action Form

DMPT Jaglowski's red-lined changes

Rules and Procedures - Res 2015-11-88

City of Lancaster
City Council
Rules and Procedures



*As Amended
November 16, 2015*

Last CC Review: June 14-15, 2016

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STATEMENT OF MISSION

The City Council shall faithfully discharge all duties imposed upon it by the City Charter and the Constitution and laws of the State of Texas, independently and impartially deciding all matters brought before it with responsibility to the citizens and each other.

COUNCIL DUTIES AND RESPONSIBILITIES

The City Council is the governing body for the City of Lancaster and must bear responsibility for the integrity of governance. This policy intends to promote and ensure effective and efficient governance.

The Council shall govern the City with a commitment to preserving the values and integrity of representative local government and democracy. The following statements will serve as a guide to that commitment:

1. The Council must strive for continual improvement of each member's personal knowledge and ability to serve in an atmosphere conducive to the responsible exchange of ideas.
2. The Council will keep the community informed on municipal affairs; encourage communication between the citizens and Council and strive for constructive relationships with Dallas County, neighboring communities, Lancaster Independent School District and other governmental bodies.
3. The Council will recognize and address the rights and privileges of the social, cultural, and physical heritage characteristics of the community when setting policy; and, to strive to enhance the cultural diversity of its citizens.
4. The Council will seek to improve the quality and image of public service.
5. ~~The Council will commit to improving the quality of life for the individual and the community by being dedicated to the faithful stewardship of the public trust.~~ The Council will always be committed to promote and protect the best interest of all its citizens and entire community.

SECTION I

MAYOR - CITY COUNCIL RELATIONS

A. MAYORAL RESPONSIBILITIES

1. The Mayor shall be the presiding officer at all meetings. The Mayor Pro Tem shall preside in the absence of the Mayor. The Deputy Mayor Pro

Tem shall preside in the absence of both the Mayor and Mayor Pro Tem.

In the absence of the Mayor, the Mayor Pro Tem or Deputy Mayor Pro Tem may perform the Mayoral duties provided in these rules.

2. The Mayor shall have a voice and vote in all matters before the Council.
3. The Mayor is the spokesperson for and on behalf of the Council on all matters unless absent, at which time a designee will assume the role.
4. The Mayor shall preserve order and decorum and is responsible for keeping the meetings orderly by recognizing each Member for discussion, limiting speaking time, encouraging debate among Members, and keeping discussion on the agenda items being considered as required by these rules and in accordance with the TOMA.
5. Should a conflict arise among Councilmembers, the Mayor serves as mediator and arbiter.
- ~~5-6.~~ Sign all ordinances, resolutions within three business days after passage; if Mayor is unable or refuses, then such legislative enactment may be signed by Mayor Pro Tem or Deputy Mayor Pro Tem.

B. COUNCILMEMBER RESPONSIBILITIES

1. Councilmembers shall know and observe the adopted rules and procedures governing their duties and responsibilities, and; complete its required open government training by July of each calendar year. -
2. Councilmembers shall be prepared to discuss and act upon the posted agenda.
3. Councilmembers shall take the initiative to be informed about Council actions taken in their absence. When absent the individual Councilmember is responsible for obtaining relevant information prior to the Council meeting when said item is to be considered.
4. Councilmembers appointed to serve as liaison to a board, commission, or study group are responsible for keeping all Councilmembers informed of significant board, commission, or study group activities, at Councilmembers discretion. -
- ~~4-5.~~ Councilmembers shall conduct annual performance review of any of its

appointive positions as provided in the Home Rule Charter or ordinances.

C. HOUSE RULES: CODE OF CONDUCT

1. Listen and understand before judging.
2. Focus on the Vision and goals;
no personal attacks or inferences.
3. Look for areas of agreement before differences.
- ~~4.~~ 4. Be on time; start on time; turn off all personal communication devices.
5. Once a decision is made,
support the City decision, but state your reservation.
6. Agree to disagree;
move on to the next issue.
7. Come prepared to discuss issues;
When possible ask questions of staff prior to the meeting so that staff can be prepared.
8. Praise in public;
provide constructive feedback in private.
9. Participate in discussions and focus on the issue;
avoid side conversations. Need to be mindful that sidebar conversations are disruptive.
- ~~10.~~ 10. Allow any speaker to finish statements or presentations without interruptions or sidebar comment.
- ~~10~~1. Be courteous, honest and treat others with respect.
- ~~12~~4. Communicate in an open, direct manner;
keep others informed.
- ~~13~~2. If you have a problem with another member of Council, go to that member directly and not to other council members, the community or staff.
- ~~14~~3. Be a positive ambassador for the City.

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D. CITY COUNCIL AGENDA PROCESS

1. Agenda Items

- a. The City Manager shall be responsible for the placement of agenda items.
- b. Any member of the City Council shall have the unbridged right to place an item on the agenda of a duly convened meeting of the council and nothing contained in the Charter or these Rules and Procedures shall be construed to limit or circumscribe such right.
- c. A Councilmember may place an item on the agenda by presenting same, in writing ~~or verbally~~, to the City Manager not later than noon on the ~~Friday-Thursday~~ one week before the Council meeting. The City Manager may discuss with the requesting Councilmember delay of the agenda item ~~one meeting due to time considerations to~~ the next regular meeting. However, the Councilmember may choose to direct the City Manager to place the agenda item on the upcoming Council meeting without ~~a one meeting~~ delay. Such direction shall be noted in the agenda communication regarding the agenda item.

2. Parliamentary Procedures

- a. Discussion on agenda items will be initiated following introduction by the Mayor, explanatory comments by staff, and a motion and a second for or against the proposal.
- b. The Mayor will encourage all Councilmembers to participate in discussion and debate, ensuring all members the opportunity to speak, limiting each speaker to ensure efficient use of time as appropriate.
- c. Generally accepted Parliamentary Procedure will determine

the
precedence of motions and the general conduct and
composition of
meetings except as otherwise provided herein or by State
law.

3. Citizens Comments

- a. When Citizens' Comments are listed on the posted agenda,
the
Mayor may enforce the three (3) minute rule. The Mayor, at
his/her
discretion, may adjust the length of time per speaker. All
speakers
shall be accorded the courtesy of the same time allowance.
All
citizens requesting to speak during Citizens' Comments
must fill
out a speaker card prior to the call to order of the meeting.
(Approved by motion at City Council meeting June 7, 1999)
- b. When Public Hearings are listed on the posted agenda, citizens
wishing to speak during the Public Hearing will be asked to fill out
a speaker card prior to the call to order of the meeting.
- c. Public comment shall not be accepted during a Council work
session. A councilmember may request that the Mayor recognize a
person to speak during a work session if the councilmember
believes the person has pertinent, factual information that is directly
relevant to the Council's discussion. The Mayor, at his/her
discretion, may ask the person to speak.

4. Minutes

- a. The City Secretary will keep Action Minutes for all City Council
meetings where Council takes official action and description

minutes

for all citizens' comments and Public Hearings.

b. The City Secretary shall maintain recordings of City Council meetings in accordance with the City's adopted Records Management Program ordinance and applicable state law.

c. Any questions regarding minutes shall be directed to the City Secretary prior to the council meeting.

~~e.~~ 5. Any Councilmember may appeal

~~5.~~ Any Councilmember may appeal to the Council as a whole from a ruling by the Mayor. If the appeal is seconded, the person making the appeal may make a brief statement and the Mayor may explain the Mayor's position, but no other Member may speak on the motion. The Mayor will then put the ruling to a vote of the Council.

6. Any Councilmember may ask the Mayor to enforce the rules established by the Council. Should the Mayor fail to do so, upon point of order, a majority vote of the Council ~~may present may override the Mayor and call for enforce~~ enforce the house rules as set forth herein. ~~ement of the house rules.~~

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E. COUNCIL MEMBER TRAINING AND PROFESSIONAL DEVELOPMENT

1. In addition to the required open government training, Councilmembers are

~~4. Council members are~~ encouraged to attend at least one training event per year, and others as

~~found year, and others as found~~ beneficial to performance of their elective ~~—~~ duties, subject to the availability of funds as appropriated in the annual ~~—~~ budget for the Mayor and each council district.

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1. Council shall appropriate an amount for Mayor and each council district.

Travel and training funds appropriated for the Mayor and each council district shall not be available for transfer to another council district or the Mayor.

2. Selection of professional development events are at the discretion of each council member, but are limited to expenditures within the amount appropriated for mayor and each council district. Unexpended funds for each elective position are non-transferable and shall be returned to fund balance at the end of each fiscal year.

4. Council members are encouraged to select training events from the following providers:
 - Texas Municipal League
 - North Central Texas Council of Government

5. Additional expenditures from miscellaneous professional development funds, subject to annual appropriation, for the Mayor and/or a council member chosen to represent the council, may be made for special events as the need may arise. Such additional expenditures may be made only after having been placed on the agenda of a regular council meeting and acted upon by motion, second, and favorable majority vote.
(Resolution 46-99)

SECTION II
COUNCIL - STAFF RELATIONS

The City Manager is the primary link between the Council and the professional staff. The Council's relationship with the staff shall be through the City Manager, subject only to the "inquiry" provision of the City Charter.

- A. **AGENDA QUESTIONS.** Questions arising from Councilmembers after

receiving their agenda information packet should be presented to the City Manager for staff consideration prior to the Council meeting. The additional information will be distributed to all Councilmembers. Any request for additional information shall be provided to the entire council as expeditiously as possible prior to any meeting to ensure appropriate review.

- B. PRESENTATIONS TO COUNCIL.** The City Manager shall designate appropriate staff to address each agenda item and shall see that it is adequately prepared and presented to the Council. Presentation should be professional, timely, and allow for discussion of options for resolving the issue. Staff shall make it clear that no Council action is required, present the staff recommendation, or present the specific options for Council consideration.
- C. PROBLEM RESOLUTION.** If the City Manager or staff time is being dominated or misdirected by a Councilmember or in any conflict arising between staff and Council, the City Manager shall:
1. Visit with the Councilmember and discuss the problem and/or impact on City Manager or staff time;
 2. If unresolved, ask the Mayor to arbitrate a resolution to the issue;
 3. If still unresolved, ask the Mayor to present the concerns to the Council.
 4. If the unresolved issue is with the Mayor, ask the Mayor Pro Tem to arbitrate a resolution to the issue.
 5. If still unresolved issue involves the Mayor, ask the Mayor Pro Tem to present the concerns to the Council.
- D. STAFF CONDUCT AND TRAINING**
1. The City Manager is responsible for the professional and ethical behavior of the City Staff. All staff members shall show each other, Council, and the public respect and courtesy at all times.

2. The City Manager is responsible, within the constraints of the appropriated budget, for staff development.

E. COUNCIL ORIENTATION. The City Manager will, in a timely manner, provide appropriate orientation services for new Councilmembers. Such services shall include, but not be limited to, the following:

1. Availability of Texas Municipal League conferences and seminars.
2. An individual meeting with new Members informing them about City facilities and procedures.
3. Printed documents and resource materials necessary to the performance of the office of Councilmember.

F. COUNCIL - MANAGER/STAFF RELATIONS

1. The rules and procedures governing Council right of inquiry shall apply only to the administrative staff reporting directly to the City Manager and shall not be in any way construed to limit the right of Council to direct access, verbal or written, with the City Manager, City Secretary, and City Attorney, unless otherwise specifically provided herein.
2. Inquiries: All administrative inquiries of staff may be made in writing and addressed to the person with a copy to the City Manager. Staff may respond in writing as soon as possible, but not later than ten (10) business days, via the City Manager, as follows:
 - a. The full response to the inquiry.
 - b. Refer the inquiry to a more appropriate staff personnel with notice to the City Manager of the referral.
 - c. City Manager shall send a copy of all responses to all members of the Council.
3. Dispute Resolution
 - a. Visit with the Mayor and/or Councilmembers, and discuss

abuse and/or impact on City Manager or staff time.

- b. If unresolved, ask the Mayor to mediate a resolution to the issue; if the dispute is with the Mayor, the Mayor Pro-Tem shall mediate;
 - c. If still unresolved, the Council shall mediate a final resolution. *(Resolution 43-98, October 12, 1998)*
4. Communications with Staff
- a. In order to make the most efficient use of council members and staff time and to facilitate responsiveness to both staff and constituents, Council members may, upon request and funding availability, be issued a cellular telephone and tablet with service plans.
5. Disclosure of Police or Code Offense Reports and Related Records
- a. To protect the integrity of an investigation and prosecution of an offense, no Information regarding police or code enforcement matters, other than what may be made to the public or media generally, will be released verbally or in written form to any council member.
 - b. A Council member request for open records may be made through the City Secretary's office for personal subject matters. A council member may not use an Open Records Request to circumvent a copy of requested city documents being shared with other council members.

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SECTION III
MEDIA RELATIONS

It is through an informed public that progress is ensured and good government remains sensitive to its constituents. These guidelines are designed to help ensure fair relationships with print, radio, and television reports without infringing upon the First Amendment rights of the media.

The Council and the City Manager recognize the important link to the public provided by the media. It is the Council's desire to strengthen this link by establishing a professional working relationship to maintain a well-informed citizenry.

- A. Media Orientation. Since each government body conducts business differently, it is requested that all reporters new to City Council meetings meet with the City Manager, Mayor or the designated media relations representative prior to covering their first meeting for information on policies and procedures.
- B. Agenda Information. All reporters requesting same will receive an agenda package in advance and will be furnished support material needed for clarification for themselves or the general public.
- C. Chamber Seating. During the conduct of official business, the news media shall occupy the places designated for them or the general public.
- D. Conduct in Chambers. Representatives of the media are requested to refrain from conversing privately with others in the audience while Council is in session. Interviews with the public should be conducted outside the

Council Chambers while Council is in session.

- E. Spokesperson for Staff. On administrative matters, the City Manager or his/her designee is the spokesperson to present staff information on the agenda.
- F. Spokesperson for City. The Mayor, or the Mayor's designee, is the primary spokesperson for the official position of the City on matters regarding policy decisions and Council information pertaining to issues on the agenda. Any clarifications requested by the media on the issues should be addressed after the meeting.
- G. Equal Access for Opposing Positions. The ethical burden for fair presentation of opposing positions on any issue falls upon the media. When opposing positions have been debated, regardless of the outcome, the public is better informed when all sides have adequate coverage by the media. Interviews by the media should provide equitable representation from all Councilmembers.

SECTION IV

BOARDS/COMMISSIONS

All City Councilmembers, with the exception of the Mayor, ~~may will~~ serve ~~at the~~ Council ~~pleasure~~ liaisons to all the boards and commissions of the City for a period of one year.

- A. Councilmembers will select different boards and/or commissions to serve as liaisons ~~after on or around after~~ the ~~completion appointment~~ of the boards and commissions ~~appointmentsmembers~~.
- B. Each Councilmember will be allowed to select the board or commission they would like to serve as liaisons to by order of seniority.
- C. Councilmembers are strongly encouraged, rather than required, to attend all meetings of their selected boards and/or commissions.
- D. Each Councilmember may submit a quarterly report to the entire council ~~through the City Secretary on their respective board and/or~~

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commission's _____ activity. Any questions or concerns above board or commission matters will be directed to the City Secretary for dissemination to the Council.

This Section was added after Res. No. 50-97 was adopted October 13, 1997. Item D was added after Res. 2007-09-105 was adopted on September 24, 2007. Item A amended after Resolution 2015-11-89 was adopted on November 16, 2015.

CODE OF ETHICS

Since the office of elected official is one of trust and service to the citizens of Lancaster, certain ethical principles shall govern the conduct of Councilmembers, who shall:

- A. Be dedicated to the highest ideals of honor and integrity in all public and personal relationships;
- B. Recognize that the primary function of local government is to serve the best interests of all the people;
- C. Be dedicated to public service by being cooperative and constructive, and by making the best and most efficient use of available resources;
- D. Refrain from any activity or action that may hinder one's ability to be objective and impartial on any matter coming before the Council;
- E. To follow the required conflict of interest and disclosure of interest (vendors) required under state law.
- F. Not seek nor accept gifts or special favors and shall believe that personal gain by use of confidential information or by misuse of public funds or time is dishonest;
- FG. Recognize that public and political policy decisions are ultimately the responsibility of the City Council;
- GH. Conduct business in open, well-publicized meetings in order to be directly accountable to the citizens of Lancaster in compliance with the City Charter and Texas Open Meetings Act;
- HJ. Avoid inappropriate reference to personalities, and refrain from impugning

the integrity or motives of another;

- IJ. Demonstrate respect and courtesy to others;
- JK. Refrain from rude and derogatory remarks and shall not belittle staff members, other Councilmembers and members of the public;
- KL. Not condone any unethical or illegal activity.

CENSURE POLICY

1. Two or more City Councilmembers may file a written notice of censure against another City Councilmember with the City Secretary. The written notice shall set forth the allegation(s) of conduct and City Charter provisions which the accused Councilmember shall have allegedly violated. A copy shall be delivered to all Councilmembers. A written response to the allegation(s) may be filed by the accused Councilmember ten (10) days after receipt thereof. A copy of the notice of censure and response thereto shall be delivered to each Councilmember within two (2) days after the response is filed.
2. On the first regularly called meeting of the Council, which complies with the Texas Open Meetings Act, after the filing of the notice and response, the City Secretary shall formally read the notice and response into the public record. The Council, by majority vote, shall thereafter determine whether or not good cause shall exist to set a formal hearing on the merits of the notice of censure or dismiss the allegation(s). A public hearing shall be set on the allegation(s) by the City Council. A vote to hold a public hearing shall not be construed to be a vote of censure.
3. The accused City Councilmember has the right to be represented by legal counsel and present witnesses relative to the allegation(s).

4. A public hearing on the allegation(s) and response shall be held at either a regular or special called meeting of the City Council, which shall be open to the public.

5. The City Council will hear evidence concerning the notice of censure. The City Councilmembers proffering the charges shall present evidence in support of the allegation(s) contained in the notice of censure. The Councilmember who is the subject of the censure shall have the opportunity to present evidence to support his or her position with respect to the notice of censure. After receiving evidence at an open public meeting, the City Council shall then take a roll-call vote, after motion duly made and seconded, a majority of five members of the City Council shall be required to sustain the censure of the Councilmember.

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SECTION I

MAYOR - CITY COUNCIL RELATIONS

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matters unless absent, at which time a designee will assume the role.

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4. Be on time; start on time; turn off all communication devices.
5. Once a decision is made,
support the City decision, but state your reservation.
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move on to the next issue.

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D. CITY COUNCIL AGENDA PROCESS

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 - b. Any member of the City Council shall have the unabridged right to place an item on the agenda of a duly convened meeting of the council and nothing contained in the Charter or these Rules and Procedures shall be construed to limit or circumscribe such right.
 - c. A Councilmember may place an item on the agenda by presenting same, in writing or verbally, to the City Manager not later than noon on the Friday one week before the Council meeting. The City Manager may discuss with the requesting Councilmember delay of the agenda item one meeting due to time considerations. However, the Councilmember may choose to direct the City Manager to place the agenda item on the upcoming Council meeting without a one meeting delay. Such direction shall be noted in the agenda

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3. Citizens Comments

- a. When Citizens' Comments are listed on the posted agenda, the Mayor may enforce the three (3) minute rule. The Mayor, at his/her discretion, may adjust the length of time per speaker. All speakers shall be accorded the courtesy of the same time allowance. All citizens requesting to speak during Citizens' Comments must fill out a speaker card prior to the call to order of the meeting.

(Approved by motion at City Council meeting June 7, 1999)

- b. When Public Hearings are listed on the posted agenda, citizens wishing to speak during the Public Hearing will be asked to fill out a speaker card prior to the call to order of the meeting.
- c. Public comment shall not be accepted during a Council work session. A councilmember may request that the Mayor recognize a person to speak during a work session if the councilmember believes the person has pertinent, factual information that is directly relevant to the Council's discussion. The Mayor, at his/her discretion, may ask the person to speak.

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 - c. Any questions regarding minutes shall be directed to the City Secretary prior to the council meeting.

5. Any Councilmember may appeal to the Council as a whole from a ruling by the Mayor. If the appeal is seconded, the person making the appeal may make a brief statement and the Mayor may explain the Mayor's position, but no other Member may speak on the motion. The Mayor will then put the ruling to a vote of the Council.

6. Any Councilmember may ask the Mayor to enforce the rules established by the Council. Should the Mayor fail to do so, a majority vote of the Council present may override the Mayor and call for enforcement of the house rules.

E. COUNCIL MEMBER TRAINING AND PROFESSIONAL DEVELOPMENT

1. Council members are encouraged to attend at least one training event per year, and others as found beneficial to performance of their elective duties, subject to the availability of funds as appropriated in the annual budget for the Mayor and each council district.

2. Council shall appropriate an amount for Mayor and each council district. Travel and training funds appropriated for the Mayor and each council district shall not be available for transfer to another council district or the Mayor.

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SECTION II

COUNCIL - STAFF RELATIONS

The City Manager is the primary link between the Council and the professional staff. The Council's relationship with the staff shall be through the City Manager, subject only to the "inquiry" provision of the City Charter.

- A. **AGENDA QUESTIONS.** Questions arising from Councilmembers after receiving their agenda information packet should be presented to the City Manager for staff consideration prior to the Council meeting. The additional information will be distributed to all Councilmembers.

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professional, timely, and allow for discussion of options for resolving the issue. Staff shall make it clear that no Council action is required, present the staff recommendation, or present the specific options for Council consideration.

C. PROBLEM RESOLUTION. If the City Manager or staff time is being dominated or misdirected by a Councilmember or in any conflict arising between staff and Council, the City Manager shall:

1. Visit with the Councilmember and discuss the problem and/or impact on City Manager or staff time;
2. If unresolved, ask the Mayor to arbitrate a resolution to the issue;
3. If still unresolved, ask the Mayor to present the concerns to the Council.
4. If the unresolved issue is with the Mayor, ask the Mayor Pro Tem to arbitrate a resolution to the issue.
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D. STAFF CONDUCT AND TRAINING

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2. The City Manager is responsible, within the constraints of the appropriated budget, for staff development.

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1. Availability of Texas Municipal League conferences and seminars.
2. An individual meeting with new Members informing them about City facilities and procedures.
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performance of the office of Councilmember.

F. COUNCIL - MANAGER/STAFF RELATIONS

1. The rules and procedures governing Council right of inquiry shall apply only to the administrative staff reporting directly to the City Manager and shall not be in any way construed to limit the right of Council to direct access, verbal or written, with the City Manager, City Secretary, and City Attorney, unless otherwise specifically provided herein.

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 - a. The full response to the inquiry.
 - b. Refer the inquiry to a more appropriate staff personnel with notice to the City Manager of the referral.
 - c. City Manager shall send a copy of all responses to all members of the Council.

3. Dispute Resolution
 - a. Visit with the Mayor and/or Councilmembers, and discuss abuse and/or impact on City Manager or staff time.
 - b. If unresolved, ask the Mayor to mediate a resolution to the issue; if the dispute is with the Mayor, the Mayor Pro-Tem shall mediate;
 - c. If still unresolved, the Council shall mediate a final resolution. (*Resolution 43-98, October 12, 1998*)

4. Communications with Staff
 - a. In order to make the most efficient use of council members and staff time and to facilitate responsiveness to both staff and

constituents, Council members may, upon request and funding availability, be issued a cellular telephone and tablet with service plans.

5. Disclosure of Police or Code Offense Reports and Related Records
 - a. To protect the integrity of an investigation and prosecution of an offense, no Information regarding police or code enforcement matters, other than what may be made to the public or media generally, will be released verbally or in written form to any council member.
 - b. A Council member request for open records may be made through the City Secretary's office for personal subject matters. A council member may not use an Open Records Request to circumvent a copy of requested city documents being shared with other council members.

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SECTION III
MEDIA RELATIONS

It is through an informed public that progress is ensured and good government remains sensitive to its constituents. These guidelines are designed to help ensure fair relationships with print, radio, and television reports without infringing upon the First Amendment rights of the media.

The Council and the City Manager recognize the important link to the public provided by the media. It is the Council's desire to strengthen this link by establishing a professional working relationship to maintain a well-informed citizenry.

- A. Media Orientation. Since each government body conducts business differently, it is requested that all reporters new to City Council meetings meet with the City Manager, Mayor or the designated media relations representative prior to covering their first meeting for information on policies and procedures.
- B. Agenda Information. All reporters requesting same will receive an agenda package in advance and will be furnished support material needed for clarification for themselves or the general public.
- C. Chamber Seating. During the conduct of official business, the news media shall occupy the places designated for them or the general public.
- D. Conduct in Chambers. Representatives of the media are requested to refrain from conversing privately with others in the audience while Council is in session. Interviews with the public should be conducted outside the Council Chambers while Council is in session.
- E. Spokesperson for Staff. On administrative matters, the City Manager or his/her designee is the spokesperson to present staff information on the agenda.
- F. Spokesperson for City. The Mayor, or the Mayor's designee, is the primary spokesperson for the official position of the City on matters regarding policy decisions and Council information pertaining to issues on the agenda. Any clarifications requested by the media on the issues should be addressed after the meeting.

- G. Equal Access for Opposing Positions. The ethical burden for fair presentation of opposing positions on any issue falls upon the media. When opposing positions have been debated, regardless of the outcome, the public is better informed when all sides have adequate coverage by the media. Interviews by the media should provide equitable representation from all Councilmembers.

SECTION IV

BOARDS/COMMISSIONS

All City Councilmembers, with the exception of the Mayor, will serve as Council liaisons to all the boards and commissions of the City for a period of one year.

- A. Councilmembers will select different boards and/or commissions to serve as liaisons after or around the completion of the boards and commissions appointments.
- B. Each Councilmember will be allowed to select the board or commission they would like to serve as liaisons to by order of seniority.
- C. Councilmembers are strongly encouraged, rather than required, to attend all meetings of their selected boards and/or commissions.
- D. Each Councilmember may submit a quarterly report to the entire council through the City Secretary on their respective board and/or commission's activity.

This Section was added after Res. No. 50-97 was adopted October 13, 1997. Item D was added after Res. 2007-09-105 was adopted on September 24, 2007. Item A amended after Resolution 2015-11-89 was adopted on November 16, 2015.

CODE OF ETHICS

Since the office of elected official is one of trust and service to the citizens of Lancaster, certain ethical principles shall govern the conduct of Councilmembers, who shall:

- A. Be dedicated to the highest ideals of honor and integrity in all public and personal relationships;

- B. Recognize that the primary function of local government is to serve the best interests of all the people;
- C. Be dedicated to public service by being cooperative and constructive, and by making the best and most efficient use of available resources;
- D. Refrain from any activity or action that may hinder one's ability to be objective and impartial on any matter coming before the Council;
- E. Not seek nor accept gifts or special favors and shall believe that personal gain by use of confidential information or by misuse of public funds or time is dishonest;
- F. Recognize that public and political policy decisions are ultimately the responsibility of the City Council;
- G. Conduct business in open, well-publicized meetings in order to be directly accountable to the citizens of Lancaster in compliance with the City Charter and Texas Open Meetings Act;
- H. Avoid inappropriate reference to personalities, and refrain from impugning the integrity or motives of another;
- I. Demonstrate respect and courtesy to others;
- J. Refrain from rude and derogatory remarks and shall not belittle staff members, other Councilmembers and members of the public;
- K. Not condone any unethical or illegal activity.

CENSURE POLICY

1. Two or more City Councilmembers may file a written notice of censure against another City Councilmember with the City Secretary. The written notice shall set forth the allegation(s) of conduct and City Charter provisions which the accused Councilmember shall have allegedly violated. A copy shall be delivered to all Councilmembers. A written response to the allegation(s) may be filed by the accused Councilmember ten (10) days after receipt thereof. A copy of the notice of censure and response thereto shall be delivered to each Councilmember within two (2) days after the response is filed.

2. On the first regularly called meeting of the Council, which complies with the Texas Open Meetings Act, after the filing of the notice and response, the City Secretary shall formally read the notice and response into the public record. The Council, by majority vote, shall thereafter determine whether or not good cause shall exist to set a formal hearing on the merits of the notice of censure or dismiss the allegation(s). A public hearing shall be set on the allegation(s) by the City Council. A vote to hold a public hearing shall not be construed to be a vote of censure.
3. The accused City Councilmember has the right to be represented by legal counsel and present witnesses relative to the allegation(s).
4. A public hearing on the allegation(s) and response shall be held at either a regular or special called meeting of the City Council, which shall be open to the public.
5. The City Council will hear evidence concerning the notice of censure. The City Councilmembers proffering the charges shall present evidence in support of the allegation(s) contained in the notice of censure. The Councilmember who is the subject of the censure shall have the opportunity to present evidence to support his or her position with respect to the notice of censure. After receiving evidence at an open public meeting, the City Council shall then take a roll-call vote, after motion duly made and seconded, a majority of five members of the City Council shall be required to sustain the censure of the Councilmember.