

## MINUTES

## LANCASTER CITY COUNCIL MEETING OF JUNE 14 &amp; 15, 2016

The City Council of the City of Lancaster, Texas, met on June 14, 2016 in a special meeting for the first day of strategic planning at the University of North Texas at Dallas, Founders Hall Building Room 241, 7400 University Hills Blvd, Dallas, Texas at 8:00 a.m. with a quorum present to-wit:

**Councilmembers Present:**

Mayor Marcus E. Knight  
Mayor Pro Tem Carol Strain-Burk  
Deputy Mayor Pro Tem Stanley Jaglowski  
Marco Mejia  
Clyde C. Hairston  
Nina Morris

**City Staff Present:**

Opal Mauldin-Robertson, City Manager  
Rona Stringfellow, Assistant City Manager  
Sorangel O. Arenas, City Secretary  
Robert E. Hager, City Attorney  
Julia Novak, The Novak Consulting Group, facilitator

**Call to Order:**

Mayor Knight called the meeting to order at 8:14 a.m. on June 14, 2016.

City Council met on the first day of a two day strategic planning session.

City Attorney Hager reviewed Councils' Rules and Procedures which is the code of conduct for the governing body of the City. Discussions regarding the procedures on managing an approved agenda item and a subsequent motion to reconsider.

City Manager Mauldin-Robertson requested discussion regarding a councilmember's request to place an item on the agenda. Discussion was made to place an item on the agenda by submitting the request in writing to the City Manager's office on the Thursday, one week before the Council meeting. Should discussion occur on that item, it would be noted in the agenda communication regarding that agenda item.

City Attorney Hager was dismissed from session.

Facilitator Novak welcomed everyone and reviewed the agenda for the two day strategic planning session.

Facilitator Novak reviewed norms and expectations for the meeting.

Facilitator Novak asked participants to share their expectations for the planning session.

Facilitator Novak asked participants to share some of their "most successful" projects during their time with the City.

The Councils' pre-treat surveys were discussed and shared regarding governance roles and how the Council can increase their individual and collective effectiveness as a governing body. Council conversed on the different governance roles each member must play.

Facilitator Novak led discussions on the three questions relating to governance:

- Which role do you naturally gravitate towards?
- What role does the Council, as a body, seem to gravitate towards?

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- Where should the Council spend more time in order to enhance effectiveness?

The Council provided examples in each of the different governing roles that were discussed, and how they can take a further active role.

City Council recessed for lunch at 11:45 p.m.

Facilitator Novak led conversation and participation by Council regarding changes on the City's Executive Team and the City Council, during the past year. Council shared their recent satisfaction levels with their processes and interactions with the Executive Management Team and with one another. Particularly, Council was asked to discuss and share:

- "What's Working Well for the Council?"
- "Where Council be doing better?"
- "What is going well with the Executive Team?"
- "What could staff do more/better or different to support the Council?"

4:30 p.m. – 6:00 p.m. City Council participated in a team building a quorum of councilmembers was presented. No City business was transacted.

Mayor Knight recessed the meeting at 6:10 p.m.

## LANCASTER CITY COUNCIL MEETING OF JUNE 15, 2016

The City Council of the City of Lancaster, Texas, met on June 15, 2016 in a special meeting for the first day of strategic planning at the University of North Texas at Dallas, Founders Hall Building Room 338, 7400 University Hills Blvd, Dallas, Texas at 8:30 a.m. with a quorum present to-wit:

### **Councilmembers Present:**

Mayor Marcus E. Knight  
Mayor Pro Tem Carol Strain-Burk  
Deputy Mayor Pro Stanley Jaglowski  
Marco Mejia  
Clyde C. Hairston  
Nina Morris

### **City Staff Present:**

Opal Mauldin Robertson, City Manager  
Rona Stringfellow, Assistant City Manager  
Sorangel O. Arenas, City Secretary  
Julia Novak, The Novak Consulting Group, facilitator

Facilitator Novak opened the second day of the planning session and with discussions regarding Council Staff Relations, specifically regarding the reporting of public safety incidents, CSRs, and the quantity of memos.

Facilitator Novak guided Council to revisit and refresh the City's history and vision for the future. Council came up with a theme for each decade in preparation for claiming and visioning the future for the City.

City Manager Mauldin-Robertson provided an overview of the status of the current work plan and shared input from the City's Executive Team. She identified key priority projects that Council had the opportunity to review and discuss the work for the upcoming year.

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Facilitator Novak inquired of each councilmember their most important policies and initiatives that they wish to pursue to further the City's vision.

City Council recessed for lunch at 11:35 a.m.

City Manager Mauldin-Robertson shared key priority projects which staff will continue to drive on throughout the next year which include:

- Continue Compensation Policy
- Downtown/TIF/City Hall
- Complete Comprehensive Plan Implementation Strategy
- Review Economic Development Policy
- Complete Golf Course Assessment
- Implement Facility Assessment
- Complete Fleet Maintenance Facility

Facilitator Novak inquired of each Councilmember discussion the most important policies and initiatives they want to pursue.

With additional discussion, City Council prioritized their operational priorities to include:

- Develop a Land Bank Strategy for City Property,
- Develop a Plan to Show Developers the Opportunities for Building Custom Homes;
- Create and implement a retail strategy so we are clear about what types of retail we want to attract,
- Infrastructure Project Pleasant Run Road Phases 1,2,& 3, and
- Lancaster University – establish professional-level training program for all levels of employees

Facilitator Novak led Council in defining problem(s) for each operational priorities mentioned and asked to identify what success looks like.

Council concluded with reflections on this year's planning session and expressed appreciation to Ms. Novak and staff.

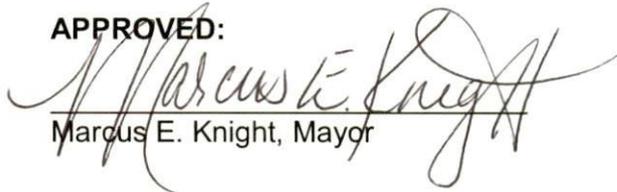
The meeting was adjourned at 1:26 p.m.

**ATTEST:**



Sorangel O. Arenas, City Secretary

**APPROVED:**



Marcus E. Knight, Mayor