

## MINUTES

## LANCASTER CITY COUNCIL SPECIAL MEETING OF AUGUST 20, 2018

The City Council of the City of Lancaster, Texas, met in a called Special Session in the Council Chambers of City Hall on August 20, 2018 at 7:00 p.m. with a quorum present to-wit:

**Councilmembers Present:**

Mayor Clyde C. Hairston  
Carol Strain-Burk  
Deputy Mayor Pro Tem Stanley Jaglowski  
Mayor Pro Tem Marco Mejia  
Derrick D. Robinson  
Racheal Hill  
Nina Morris

**City Staff Present:**

Opal Mauldin-Jones, City Manager  
Rona Stringfellow, Assistant City Manager  
Fabrice Kabona, Assistant to the City Manager  
Jasmine Carr, Community Programs Coordinator  
Baron Sauls, Finance Director  
Kenneth Johnson, Fire Chief  
Sam Urbanski, Police Chief  
Dori Lee, Director of Human Resources  
Jermaine Sapp, Director of Equipment Services and Facilities  
Delajer Walker, Interim E.C. Superintendent  
David T. Ritter, City Attorney  
Sorangel O. Arenas, City Secretary

**Call to Order:**

Mayor Hairston called the meeting to order at 7:00 p.m. on August 20, 2018.

**Public Hearing:**

- 1. Conduct a public hearing and discuss an ordinance making certain findings in connection with the proposed supplemental services ordered in connection with the Beltline Ashmoore Public Improvement District.**

Assistant City Manager Stringfellow shared that the Beltline Ashmoore is an established subdivision consisting of approximately 19.42 acres generally located on the north side of Beltline Road between Houston School Road and Blue Grove. The subdivision has an approved Public Improvement District (PID) to provide for maintenance of its common areas and entry features. Annually the PID board, in accordance with the provisions of Chapter 372 of the Texas Local Government Code, is required to present an updated five (5) year service and assessment plan. The PID board is required to establish a maintenance budget. The Beltline Ashmoore PID is proposing an annual assessment of \$0.1500 per \$100 assessed value. The public hearing was posted in the local publication of record on August 7, 2018 and notice mailed to property owners of record on August 7, 2018 as required by Local Government Code Chapter 372. The fiscal year 2018/2019 proposed service plan budget is \$80,461.96 and assessments are proposed at \$0.1500 per one hundred dollars assessed valuation. After opening the public hearing, staff recommended closing the public hearing and placing the item on the August 27, 2018 Regular Meeting for consideration.

Councilmember Strain-Burk inquired the reasoning for the 5-Year Service plans if the Beltline Ashmoore PID is proposing the same annual assessment plan from the previous years. Assistant City Manager Stringfellow shared that a memorandum was presented at the dais that reflects a copy of the 5-Year Service plans for each of the Public Improvement Districts. The report format included in the agenda packet is the year-to-date report. However, Chapter 372 of the Texas Local Government Code requires the approval of the five-year (5) service plan. She indicated that the PID board is proposing new budget items for the upcoming fiscal

year which include: Maintenance-buildings and Structures of \$9,500.00; Landscaping Repair and Maintenance of \$10,163.01; Irrigation System Repair and Maintenance of \$10,913.29; Advertising of \$600.00; Travel and Education of \$3,000.00; and Utilities Trash Disposal of \$2,000.00.

Mayor Hairston opened the public hearing.

Sarah Walden, 1916 Crepe Myrtle Drive, inquired information of the Beltline Ashmoore Public Improvement District. Mayor Hairston directed her to HOA/PID President Ivory Barnes as well as a public copy is available in the City Secretary's Office.

**MOTION:** Councilmember Morris made a motion, seconded by Councilmember Strain-Burk to close the public hearing. Item 1 placed on August 27, 2018 agenda. The vote was cast 7 for, 0 against.

**2. Conduct a public hearing and discuss an ordinance making certain findings in connection with the proposed supplemental services ordered in connection with the Boardwalk Public Improvement District.**

Assistant City Manager Stringfellow stated Boardwalk is an established subdivision consisting of approximately 38.002 acres in Phase 1 and 43 acres in Phase 2 totaling 80.239 acres generally located on the South side of Cedardale Road and on east side of Houston School Road. The PID was established on August 8, 2011. The subdivision has an approved Public Improvement District (PID) to provide for maintenance of its common areas and entry features. Annually, the PID board, in accordance with the provisions of Chapter 372 of the Texas Local Government Code, is required to present an updated five (5) year service and assessment plan. The PID board is required to establish a maintenance budget. The Boardwalk PID is proposing an annual assessment of \$0.2000 per \$100 of assessed value. The public hearing was posted in the local publication of record on August 7, 2018 and notice mailed to property owner of record on August 7, 2018 as required by Local Government Code Chapter 372. The fiscal year 2018/2019 proposed service plan budget is \$188,747.23 and assessments are proposed at \$0.2000 per one hundred dollars assessed valuation. After opening the public hearing, staff recommended closing the public hearing and placing the item on the August 27, 2018 Regular Meeting for consideration.

Mayor Hairston opened the public hearing.

There were no other speakers.

**MOTION:** Councilmember Morris made a motion, seconded by Councilmember Strain-Burk to close the public hearing. Item 2 placed on August 27, 2018 agenda. The vote was cast 7 for, 0 against.

**3. Conduct a public hearing and discuss an ordinance making certain findings in connection with the proposed supplemental services ordered in connection with the Glendover Estates Public Improvement District.**

Assistant City Manager Stringfellow shared that Glendover Estates is an established subdivision of approximately 29.56 acres generally located south of Pleasant Run Road and west of Houston School Road. The PID was established on September 25, 2006. The subdivision has an approved Public Improvement District (PID) to provide for maintenance of its common areas and entry features. Annually the PID board, in accordance with the provisions of Chapter 372 of the Texas Local Government Code, is required to present an updated five (5) year service and assessment plan. In Fiscal Year 2017/2018, the PID board was not active and the budget adopted was from the approved previous five year service plan. This past year staff, along with the management company, made multiple attempts to hold meetings and revitalize board activity. Most recently, after mailing a letter to all property owners, we are in the process of re-establishing an active board. Because this is in process, staff is bringing forward again a previously requested budget from the previously adopted service plan. The Glendover Estates PID is proposing an annual assessment of \$0.2400 per \$100 assessed value. The public hearing was posted in the local publication of record on August 7, 2018 and notice mailed to property owners of record on August 7, 2018 as required by Local Government Code

Chapter 372. The fiscal year 2018/2019 proposed service plan budget is \$30,353.00 and assessments are proposed at \$0.2400 per one hundred dollars assessed valuation. After opening the public hearing, staff recommended closing the public hearing and placing the item on the August 27, 2018 Regular Meeting for consideration.

Mayor Hairston opened the public hearing.

Darius Cox 1411 Heather Ridge, inquired further information of the proposed service plan budget of \$30,353.00 and the process and direction of re-establishing the PID board. Mayor Hairston shared that Assistant City Manager Stringfellow will respond with the information he seeks.

**MOTION:** Councilmember Strain-Burk made a motion, seconded by Councilmember Hill to close the public hearing. Item 3 placed on August 27, 2018 agenda. The vote was cast 7 for, 0 against.

**4. Conduct a public hearing and discuss an ordinance making certain findings in connection with the proposed supplemental services ordered in connection with the Lancaster Mills Public Improvement District.**

Assistant City Manager Stringfellow shared that Lancaster Mills is a subdivision of approximately 60.59 acres located north of Beltline Road and east of the Homestead Addition, south of Redbud Drive and west of the Pecan Hollow Estates Addition. The PID board was established on February 12, 2007. The subdivision has an approved Public Improvement District (PID) to provide for maintenance of its common areas and entry features. Annually the PID board, in accordance with the provisions of Chapter 372 of the Texas Local Government Code, is required to present an updated five (5) year service and assessment plan. As this district is currently undeveloped, the proposed assessment rate of \$0.0000 per \$100 assessed valuation as there are no budgeted expenses for the 2018/2019 fiscal year. The public hearing was posted in the local publication of record on August 7, 2018 and notice mailed to the property owners of record on August 7, 2018 as required by Local Government Code Chapter 372. After opening the public hearing, staff recommended closing the public hearing and placing the item on the August 27, 2018 Regular Meeting for consideration.

Mayor Hairston opened the public hearing.

There were no other speakers.

**MOTION:** Councilmember Strain-Burk made a motion, seconded by Councilmember Hill to close the public hearing. Item 4 placed on August 27, 2018 agenda. The vote was cast 7 for, 0 against.

**5. Conduct a public hearing and discuss an ordinance making certain findings in connection with the proposed supplemental services ordered in connection with the Meadowview Public Improvement District.**

Assistant City Manager Stringfellow shared that Meadowview is an established subdivision consisting of approximately 809 Single Family Lots and 1 common area/detention pond, 215.262 total acreage including 50.614 acres in Phase 1, 36.907 acres in Phase 2, 36.493 in Phase 3, 2.869 acres in Phase 4 and 88.384 acres in Phase 5. This subdivision is generally located east of Ames Road, west of Dizzy Dean Drive and north of Wintergreen Road. The PID board was established on August 8, 2011. Annually, the PID board, in accordance with the provisions of Chapter 372 of the Texas Local Government Code, is required to present an updated five (5) year service and assessment plan. The Meadowview PID is proposing an annual assessment of \$0.1000 per \$100 assessed value. The fiscal year 2018/2019 proposed service plan budget is \$380,475.00 and assessments are proposed at \$0.1000 per one hundred dollars assessed valuation. The increase in budget is for the maintenance of its common areas and entry features. After opening the public hearing, staff recommended closing the public hearing and placing the item on the August 27, 2018 Regular Meeting for consideration.

Councilmember Morris inquired from Assistant City Manager Stringfellow the avenue needed for a budget amendment to occur as related the new neighborhood park. Assistant City Manager Stringfellow stated the maintenance cost for the park is proposed for the fiscal year 2018/2019.

Mayor Hairston opened the public hearing.

Glenn Rhymes, 1014 April Showers Lane, requested additional information and guidance on item 5. Mayor Hairston communicated that Assistant City Manager Stringfellow will provide assistance to better understand the Public Improvement District.

**MOTION:** Councilmember Morris made a motion, seconded by Councilmember Strain-Burk to close the public hearing. Item 5 placed on August 27, 2018 agenda. The vote was cast 7 for, 0 against.

**6. Conduct a public hearing and discuss an ordinance making certain findings in connection with the proposed supplemental services ordered in connection with the Millbrook East Public Improvement District.**

Assistant City Manager Stringfellow shared that Millbrook East is an established subdivision consisting of approximately 46.265 acres in Phase 1, 17.572 acres Phase 2A and 13.540 acres Phase 2B for a total of 77.377 acres generally located on the south side of Pleasant Run Road east of Houston School Road and west of Bluegrove Road. The PID Board was established on August 8, 2011. Annually, the PID board in accordance with the provisions of Chapter 372 of the Texas Local Government Code is required to present an updated five (5) year service and assessment plan. The PID board is required to establish a maintenance budget. The Millbrook East PID is proposing an annual assessment of \$0.1500 per \$100 assessed value. The public hearing was posted in the local publication of record on August 7, 2018 and notice mailed to the property owners of record on August 7, 2018 as required by Local Government Code Chapter 372. The fiscal year 2018/2019 proposed service plan is \$154,832.00 and assessments are proposed at \$0.1500 per one hundred dollars assessed valuation. After opening the public hearing, staff recommended closing the public hearing and placing the item on the August 27, 2018 regular meeting for consideration. She indicated that an inquiry was addressed as to why the proposed service plan was high. She shared that the subdivision is proposing to construct a neighborhood park and have budgeted the cost as well as the maintenance.

Councilmember Strain-Burk inquired the location of the proposed park. Assistant City Manager Stringfellow commented that the location is near the Hike and Bike Trail and will require the City to possibly enter into a license service agreement as well as include Oncor. The subject property is maintained and will require a City easement.

Councilmember Hill applauded the development and improvements occurring in the Millbrook East Public Improvement District as well as the Beltline Ashmoore Public Improvement District.

Mayor Hairston opened the public hearing.

Alice Jones, 1953 Pin Oak Lane, inquired the exact location of the neighborhood park as it will be near the Hike and Bike Trail. Mayor Hairston communicated that Assistant City Manager Stringfellow will provide her the information that she seeks.

**MOTION:** Councilmember Strain-Burk made a motion, seconded by Councilmember Morris to close the public hearing. Item 6 placed on the August 27, 2018 agenda. The vote was cast 7 for, 0 against.

**7. Conduct a public hearing and discuss an ordinance making certain findings in connection with the proposed supplemental services ordered in connection with the Pleasant Run Estates Phase 1-A Public Improvement District.**

Assistant City Manager Stringfellow shared that Pleasant Run Estates, Phase 1-A is an established subdivision consisting of approximately 30.44 acres generally located on the north side of Pleasant Run Road between Houston School Road and Blue Grove. The PID was established on August 8, 2016.

Annually the PID board, in accordance with the provisions of Chapter 372 of the Texas Local Government Code, is required to present an updated five (5) year service and assessment plan. The Pleasant Run Estates, Phase 1-A PID is proposing an annual assessment of \$0.1800 per \$100 assessed value. The public hearing was posted in the local publication of record on August 7, 2018 and notices mailed to the property owners of record on August 7, 2018 as required by Local Government Code Chapter 372. The 2018/2019 proposed service plan is \$37,851.00 and assessments are proposed at \$0.1800 per one hundred dollars assessed valuation. After opening the public hearing, staff recommended closing the public hearing and placing the item on the August 27, 2018 Regular Meeting for consideration.

Mayor Hairston opened the public hearing.

Belinda Tucker, 1827 Athena Drive, acknowledged the establishment of the board and shared that the PID board has been the same since the establishment. Also, she shared her concerns related to the establishment of the board. She spoke in favor of the PID but indicated that she did not authorize the establishment. Ms. Tucker expressed her concerns and spoke in opposition to the proposed supplemental service plan.

**MOTION:** Councilmember Morris made a motion, seconded by Councilmember Hill to close the public hearing. Item 7 placed on the August 27, 2018 agenda. The vote was cast 7 for, 0 against.

**8. Conduct a public hearing and discuss an ordinance making certain findings in connection with the proposed supplemental services ordered in connection with the Rolling Meadows Public Improvement District.**

Assistant City Manager Stringfellow shared that Rolling Meadows is an established subdivision consisting of approximately 38.8 acres generally located on the east and west side of Rolling Hills Place and on the North side of Beltline. The PID was established on August 25, 2008. Annually, the PID board, in accordance with the provisions of Chapter 372 of the Texas Local Government Code, is required to present an updated five (5) year service and assessment plan. The PID board is required to establish a maintenance budget. The public hearing was posted in the local publication of record on August 7, 2018 and notice mailed to the property owners of record on August 7, 2018 as required by Local Government Code Chapter 372. The Rolling Meadows PID is proposing an annual assessment of \$0.2500 per \$100 assessed value. The fiscal year 2018/2019 proposed service plan is \$106,228.00 and assessments are proposed at \$0.2500 per one hundred dollars assessed valuation. After opening the public hearing, staff recommended closing the public hearing and placing the item on the August 27, 2018 Regular Meeting for consideration.

Mayor Hairston opened the public hearing.

There were no other speakers.

**MOTION:** Councilmember Morris made a motion, seconded by Councilmember Strain-Burk to close the public hearing. Item 8 placed on August 27, 2018 agenda. The vote was cast 7 for, 0 against.

**9. Conduct a public hearing and discuss an ordinance making certain findings in connection with the proposed supplemental services ordered in connection with the Tribute at Mills Branch and Tribute East at Mills Branch Public Improvement District.**

Assistant City Manager Stringfellow shared that Tribute at Mills Branch and Tribute East at Mills Branch is a subdivision of approximately 42.7 acres located south of Beltline Road and east of Southwood Drive and platted as the Tribute at Mills Branch, Phases 1A and 1B, 181 single family lots and 9 common areas. The PID Board was established on March 27, 2006. Annually, the PID board, in accordance with the provision of Chapter 372 of the Texas Local Government Code, is required to present an updated five (5) year service and assessment plan. As this district is now completed, a new PID board is in the process of being elected and the former PID board has proposed an assessment plan for lots with completed homes at a rate of \$0.3600 per \$100 assessed valuation and lots without completed homes at \$0.8000 per \$100 assessed

valuation, as adopted in FY 2018/2019 in the five (5) year service plan and budget adoption. The public hearing was posted in the local publication of record on August 7, 2018 and notice mailed to the property owners of record August 7, 2018 as required by Local Government Code Chapter 372. The fiscal year 2018/2019 proposed service plan is \$93,983.00 and assessments are proposed at \$0.3600 (lots with homes) per one hundred dollars assessed valuation and \$0.8000 (lots without homes) per one hundred dollars assessed valuation. After opening the public hearing, staff recommended closing the public hearing and placing the item on the August 27, 2018 Regular Meeting for consideration.

Mayor Hairston opened the public hearing.

There were no other speakers.

**MOTION:** Councilmember Morris made a motion, seconded by Councilmember Strain-Burk to close the public hearing. Item 9 placed on August 27, 2018 agenda. The vote was cast 7 for, 0 against.

Councilmember Strain-Burk inquired staff comments regarding the manner in which invoices received by the Public Improvement Districts are handled. City Manager Mauldin-Jones shared that the invoices are provided to the City for processing and must be in compliance with the adopted service plan. Any amendments, the PID must present the adjustments to City Council for consideration.

Councilmember Strain-Burk inquired to whom determines the selection of the management company. City Manager Mauldin-Jones communicated that each Public Improvement District Board selects their own. Also, she shared that any documentation or invoices processed are transparent and available in accordance with the Texas Public Information Act with the City Secretary's Office. The City is required, under Local Government Code Chapter 372, a copy of each the Public Improvement District's Plan is available in the City Secretary's Office until such time the governing body adopts the service plans.

Deputy Mayor Pro Tem Jaglowski inquired the party responsible for the construction to the proposed supplemental services. City Manager Mauldin-Jones communicated that each Public Improvement District Board composes their budget and conducts meetings in accordance with the Texas Open Meetings Act and submits their proposed service plan to the governing body. Under state statute, the City is required publish the notice in the local publication of record, Focus Daily News, and mail a notice to each property owner of record which reflects the public hearing as well as the proposed service and assessment rate.

Councilmember Strain-Burk inquired the action needed to dissolve a PID. City Manager Mauldin-Jones informed that the same action that created the PID, will be needed to dissolve it which is citizen driven.

Councilmember Robinson inquired direction for citizens that attempts to obtain information. City Manager Mauldin-Jones communicated that the contact information for each PID board is available on the City's website or they may contact staff. Documentation is available through the Public Information Act form.

Councilmember Hill inquired the avenues that may be taken to share the information of each PID board. City Manager Mauldin-Jones stated that the City does not manage the PID but the message will be communicated.

Councilmember Morris indicated that majority of the proposed service plans included advertisement in which will assist for publication notices.

Deputy Mayor Pro Tem Jaglowski shared that all of the PID meetings are subject to the Texas Open Meetings Act, inquired the location of the posted notices. City Manager Mauldin-Jones confirmed and shared that the notices are posted at City Hall in the information kiosk. Also, the City will post their notices on the City's website. Some of the PIDs will post signs of their meeting dates and times, some may pass out flyers, but each PID has various different means for engagement.

- 10. Conduct a public hearing and discuss an ordinance regarding the proposed revenue increase from levying ad valorem taxes for fiscal year 2018/2019 at \$0.8675 per one hundred dollars assessed valuation of all taxable property within the corporate limits to provide revenues for current maintenance and operation expenses and interest and sinking fund requirements; providing due and delinquent dates; penalties and interest; providing a homestead exemption and disability exemption.**

City Manager Mauldin-Jones stated that the current tax rate for fiscal year 2018/2019 is proposed at \$0.8675 per one hundred dollars assessed valuation on taxable property within the corporate limits. This item is the first of two public hearings regarding the proposed tax rate of eighty-six seventy-five one thousandths cents (\$0.8675) on each one hundred dollars (\$100.00) assessed value of taxable property. The City has participated in two Work Session Meetings as well as the Budget Town Hall conducted on Thursday, August 16, 2018 and available on media sites. The proposed tax rate of eighty-six seventy-five one thousandths cents (\$0.8675) on each one hundred dollars (\$100.00) assessed value of taxable property to be apportioned and distributed as follows: \$0.6012 for the purpose of maintenance and operations, and \$0.2663 for interest and sinking fund requirements. The required notice and vote are being held in accordance with state law and the City Charter. This is the first of two public hearings regarding the proposed tax rate. The second public hearing of the tax rate is scheduled for August 27, 2018 at 7:00 p.m. at Lancaster Municipal Center, City Council Chambers located at 211 North Henry Street. The vote is scheduled for Monday, September 10, 2018, 7:00 p.m. at the Lancaster Municipal Center, Council Chambers, 211 North Henry, Lancaster, Texas.

Councilmember Robinson inquired the number of citizens that participated in the Budget Town Hall Meeting. City Manager Mauldin-Jones indicated less than 10 individuals; however, the presentation is available online and various sites like the City's YouTube channel.

Mayor Hairston opened the public hearing.

There were no other speakers.

**MOTION:** Councilmember Morris made a motion, seconded by Councilmember Strain-Burk to close the public hearing. The second public hearing is Monday, August 27, 2018 7:00 p.m. at the Lancaster Municipal Center, Council Chambers, 211 North Henry Street, Lancaster, Texas and the vote is scheduled for Monday, September 10, 2018, 7:00 p.m. at the Lancaster Municipal Center, Council Chambers, 211 North Henry, Lancaster, Texas. The vote was cast 7 for, 0 against.

- 11. Conduct a public hearing and discuss an ordinance approving the proposed fiscal year 2018/2019 budget for the fiscal year beginning October 1, 2018 and ending September 30, 2019; providing that expenditures for said fiscal year shall be in accordance with said budget.**

City Manager Mauldin-Jones stated that item 11 under the State Truth-in-Taxation and the City Charter require the City of Lancaster to conduct a public hearing on the proposed annual budget. The proposed total tax rate required to provide revenue for maintenance and operations and interest and sinking fund requirements is \$0.8675 cents per \$100 assessed valuation. The approval of the proposed ordinance will adopt the FY 2018/2019 budget in the amount of \$58,038,645. This is the first of two public hearings on the proposed budget. The second and final public hearing is scheduled for August 27, 2018 and consideration for adoption of the proposed budget is scheduled on Monday, September 10, 2018 at the Lancaster City Council Regular Meeting. A copy of the proposed budget is available for public review in the City Secretary's office. Staff recommended closing the public hearing and announcing the final public hearing to be held on Monday, August 27, 2018 at 7:00 p.m. at Lancaster Municipal Center Council Chambers located at 211 North Henry Street, Lancaster, Texas.

Mayor Hairston opened the public hearing.

There were no speakers.

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**MOTION:** Councilmember Morris made a motion, seconded by Councilmember Strain-Burk to close the public hearing. The final public hearing to be held on Monday, August 27, 2018 at 7:00 p.m. at Lancaster Municipal Center Council Chambers located at 211 North Henry Street, Lancaster, Texas. The vote was cast 7 for, 0 against.

**MOTION:** Councilmember Morris made a motion, seconded by Mayor Pro Tem Mejia to adjourn. The vote was cast 7 for, 0 against.

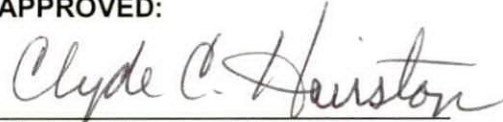
The meeting was adjourned at 8:00 p.m.

**ATTEST:**



Sorangel O. Arenas, City Secretary

**APPROVED:**



Clyde C. Hairston, Mayor