



**NOTICE OF SPECIAL MEETING  
AND WORK SESSION AGENDA**

**LANCASTER CITY COUNCIL**

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



**TREE CITY USA.**

**Monday, February 20, 2012 – 6:45 P.M.**

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**6:45 p.m. SPECIAL MEETING AGENDA**

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Call to Order

- A. Discuss and consider a resolution accepting the resignation of councilmember District 5 and declaring a vacancy in Lancaster City Council District 5.

Adjournment

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**7:00 p.m. WORK SESSION AGENDA**

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**DEFINITIONS:**

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

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

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

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

| Item | Key Person |
|------|------------|
|------|------------|

**Regular Items:**

1. Receive and discuss a presentation regarding Dallas County Tax Foreclosure Resale Program. **Mauldin Robertson**
2. Receive and discuss a presentation regarding the National League of Cities' Service Line Warranty Program. **Mauldin Robertson**

3. Discuss the 2011 Racial Profiling Analysis Annual Report for the Lancaster Police Department. **Flatt**
4. Receive a presentation and discuss first quarter financials, investment update, and budget amendments for fiscal year 2011/2012. **Mauldin Robertson / Haynes**
5. Discuss Quarterly Report of City Council Five Year Goals and Strategies established during the annual City Council Strategic Planning Session in June 2011. **Mauldin Robertson**

Adjournment

**EXECUTIVE SESSION:** The Council reserves the right to convene into executive session on any posted agenda item pursuant to Section 551.071(2) of the TEXAS GOVERNMENT CODE to seek legal advice concerning such subject.

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

### Certificate

I hereby certify the above Notice of Meeting was posted at the Lancaster City Hall on February 16, 2012 @ 5:00 pm and copies thereof were hand delivered to the Mayor, Mayor Pro-Tempore, Deputy Mayor Pro-Tempore and Council members.



\_\_\_\_\_  
Dolle K. Downe, TRMC  
City Secretary

**LANCASTER CITY COUNCIL**  
Agenda Communication for  
February 20, 2012

**A**

AG12-00A

**Discuss and consider a resolution accepting the resignation of councilmember District 5 and declaring a vacancy in Lancaster City Council District 5.**

**This request supports the City Council 2011-2012 Policy Agenda.**

**Goal: Civic Engagement**

**Background**

Mayor Pro Tem Clyde Hairston has resigned. His resignation letter is attached.

**Considerations**

Following resignation by a councilmember, it is appropriate for City Council to formally accept the resignation and declare a vacancy in the place vacated [District 5].

Constitutional law requires that a special election to fill the vacancy [an unexpired term ending May 2013] must be called for that purpose within 120 days after the vacancy occurs. The City's Home Rule Charter calls for a vacancy to be filled by a special election held in accordance with the Texas Election Code.

The election can be held on May 12, 2012 and meet the necessary legal requirements. When City Council orders the General Election for the mayoral position, Council may order a Special Election for the vacated council position at the same time.

Accepting the resignation and declaring District 5 vacant allows the candidacy process to begin immediately.

**Recommendation**

Staff recommends acceptance of the resignation and approval of the resolution declaring the vacancy in District 5.

**Attachments**

- Resignation letter of Mayor Pro Tem Clyde Hairston
- Resolution declaring a vacancy in District 5

**Prepared and submitted by:**  
Dolle K. Downe, City Secretary

**Date:** February 14, 2012

February 13, 2012

Dear Mayor/City Council  
City Manager  
City Secretary

First let me thank all of you for allowing me the opportunity to serve my city. But, due to my health and personal situations, I believe it would be to the best interest of our city that I resign from my positions. Therefore it is with great regret that I must step down from serving on the Lancaster City Council.

Please accept this letter as a formal notice of my resignation from the position of Lancaster City Councilman District 5 / Mayor Pro Tem, with the effective date of 12:01 AM February 14, 2012. Again, thanks to everyone for giving me the opportunity to serve my city.

Sincerely

A handwritten signature in cursive script that reads "Clyde C. Hairston".

Rev. Clyde C. Hairston

**RESOLUTION NO. 2012-02-15**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS, ACCEPTING THE RESIGNATION FOR COUNCILMEMBER DISTRICT 5 AND DECLARING A VACANCY; PROVIDING A REPEALING CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the councilmember for District 5, Clyde Hairston, has tendered his resignation effective immediately for personal reasons; and,

**WHEREAS**, the City Council of the City of Lancaster, Texas, desires to give effect to the wishes of such councilmember; and,

**WHEREAS**, the Home Rule Charter requires that there be a vacancy declared as a result of the resignation.

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

**SECTION 1.** That the resignation of Clyde Hairston, Councilmember District 5, effective on the 14<sup>th</sup> day of February, 2012 is hereby accepted; and,

**SECTION 2.** That the City Council of the City of Lancaster, Texas, hereby declares that there is a vacancy for District 5 for the City Council of the City of Lancaster, Texas; and,

**SECTION 3.** That the City Council hereby directs the City Secretary to prepare the appropriate resolution in order to call a special election in conformity with the Texas Constitution, Texas Election Code and the Home Rule Charter of the City of Lancaster, Texas.

**SECTION 4.** That all provisions of the resolutions of the City of Lancaster, Texas, in conflict with the provisions of this resolution, except as noted herein, be, and the same are hereby, repealed, and all other provisions not in conflict with the provisions of this resolution shall remain in full force and effect.

**SECTION 5.** That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Lancaster, and it is accordingly so resolved.

**DULY PASSED** and approved by the City Council of the City of Lancaster, Texas, on this the 20<sup>th</sup> day of February 2012.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
Dolle K. Downe, City Secretary

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

**APPROVED AS TO FORM:**

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

**LANCASTER CITY COUNCIL**  
**Work Session Agenda Communication for**  
**February 20, 2012**

**1**

WS12-001

**Receive and discuss a presentation regarding Dallas County Tax Foreclosure Resale Program.**

**This request supports the City Council 2011-2012 Policy Agenda.**

**Goal: Healthy, Safe and Vibrant Neighborhoods**

**Background**

The law firm of Linebarger, Goggan, Blair & Sampson, LLP (LGBS) and the Dallas County Tax Office desire to expand and strengthen Dallas County's current Tax Foreclosure Resale Program ("Program") implemented in 1994. Under the current Program, administered by the Dallas County Public Works – Property Division, the directive was to restrict the number of properties struck off to Dallas County at the Sheriff's Sale.

LGBS, in its April 2011 briefing to the Dallas County Commissioners Court, recommended an initiative to increase the number of properties being offered by Sheriff's Sale in suburban jurisdictions. LGBS also advised of several suburban jurisdictions, including the City of Lancaster, which would benefit from Dallas County's assistance with the selling of said properties. There are currently a total of 16 properties struck off to the City of Lancaster recommended for inclusion in the program.

The presentation will provide details related to the addition of the City of Lancaster in this initiative, the process necessary for Lancaster's struck off properties to be adopted into the program and the impact of participation on the current tax base.

**Prepared and submitted by:**  
Opal Mauldin Robertson, City Manager

**Date:** February 10, 2012

**LANCASTER CITY COUNCIL**  
**Work Session Agenda Communication for**  
**February 20, 2012**

**2**

WS12-002

**Receive and discuss a presentation regarding the National League of Cities' Service Line Warranty Program.**

**This request supports the City Council 2011-2012 Policy Agenda.**

**Goal: Sound Infrastructure**

**Background**

The National League of Cities (NLC) partnered with Utility Service Partners, Inc. to offer the NLC Service Line Warranty Program. This program offers a solution that can be extended to water and sewer customers as an 'insurance policy' that covers the unexpected costs of line repairs from a property owner's structure to the City of Lancaster's main.

There are other providers in the market that offer similar service; however, the National League of Cities selected and partnered with Utility Service Partners, Inc. to offer this program to its member cities. Subsequently, the North Central Texas Council of Governments (NCTCOG) has an umbrella agreement with Utility Service Partners, Inc. to offer their service within the NCTCOG region.

Utility Service Partners, Inc. will make a brief presentation regarding the Line Warranty Program.

**Attachments**

- NLC Service Line Warranty Program Literature

**Prepared and submitted by:**  
Opal Mauldin Robertson, City Manager

**Date:** February 8, 2012



# City of Anywhere

State

[Customer Name]  
[Customer Address]  
[Customer City, State, Zip Code]

[Date]

Contact ID: [Contact ID]

Re: Coverage for Residents

Dear [Customer Name],

I am very pleased to tell you about a new program available to our residents, brought to us through a partnership with the National League of Cities (NLC) and Service Line Warranties of America (SLWA). This program is one that could potentially save you a lot of money in these difficult economic times. As you may know, as a homeowner in the City of \_\_\_\_\_, you are responsible for the maintenance and repair of your buried, outside sewer service line that runs from the utility connection to your home.

SLWA offers a Sewer Line Warranty which will protect you from any repairs needed on your outside, buried sewer line for a small monthly fee. If you should need a repair, they have a 24-hour hotline and will dispatch a local plumber within 24 hours to perform the repair. There are no service fees or deductibles. Repair costs are covered up to \$4,000 per incident, plus an additional \$4,000 allowance for public street cutting, if needed.

SLWA is proud to have been selected by the NLC as an Enterprise Programs Partner. After a decade in business, SLWA has an A+ rating with the Better Business Bureau. The National League of Cities, representing over 218 million Americans, is the nation's oldest and largest organization devoted to strengthening and promoting cities as centers of opportunity, leadership and governance.

An unexpected and costly outside sewer line repair can devastate a family's budget and if you have not already set aside money for these types of expenses, I would encourage you to protect yourself today by enrolling in the outside sewer line warranty. Payment options include invoice, credit card, or direct debit from your checking account.

***If you enroll by [date], SLWA will offer a discounted price of \$\_\_\_\_ per month which represents a savings of over \_\_% on their standard monthly price. If you elect to pay annually, they will discount the cost further to \$\_\_\_\_ which is over a \_\_% savings.***

To enroll, or to learn more about this program, please call **1-800-000-0000**, Monday through Friday 9:00 am to 5:00 pm, to speak with SLWA directly. Or if you prefer, you may return the bottom portion of this letter to SLWA in the enclosed, self-addressed, postage-paid envelope or visit **www.utilitylineprotection.com**.

Sincerely,

Mayor Name  
Mayor

Complete warranty terms and conditions will be provided following enrollment or you can view them online at [www.utilitylineprotection.com](http://www.utilitylineprotection.com). You may terminate your participation in a warranty program at any time. You have 30 days from the date you enroll to receive a full refund. After 30 days, you will be reimbursed the pro rata share of any amount you paid for any portion of the warranty period subject to cancellation.

✂-----  
Cut here

CTYCD0411





**For Immediate Release**  
November 10, 2010

**Contact:**  
Utility Service Partners  
Brad Carmichael  
724-749-1003  
bcarmichael@utilitysp.net

National League of Cities  
Gregory Minchak  
202-626-3003  
Minchak@nlc.org

### **National League of Cities Teams with Utility Service Partners Will Offer Utility Service Line Warranties to City Residents Across the Nation**

Canonsburg, PA - Utility Service Partners, Inc. ("USP") and the National League of Cities ("NLC") announce the creation of the NLC Service Line Warranty Program to assist cities in providing their residents with protection against the high cost of broken or leaking utility lines.

The NLC Service Line Warranty Program will provide affordable utility service line warranties to homeowners covering expensive repairs to external water and sewer lines on homeowners' property. The program offers 24 hour/7 day a week utility service line protection.

"We believe that the NLC Service Line Warranty Program provides a unique service to cities and their residents, combining an efficient solution for homeowners while providing a source of additional income for cities. USP has a strong, proven track record of customer satisfaction and we are delighted to be working with them," added Donald J. Borut, Executive Director of the National League of Cities.

The NLC program, which will be offered to cities in the 48 contiguous states, will be rolled out over an 18-month period in six-month intervals.

"We are delighted to be working with the National League of Cities, which builds on the track record USP has developed of successfully managing warranty programs for cities and utilities. We look forward to partnering with cities across the United States" said Phil Riley, the President and CEO of USP.

Cities interested in participating in the NLC Service Line Warranty Program should contact Brad Carmichael, Vice President of Business Development at Utility Service Partners, [partnerships@utilitysp.net](mailto:partnerships@utilitysp.net) or (866) 974-4801. Further information is available at [www.utilitysp.net/nlc](http://www.utilitysp.net/nlc) and [www.nlc.org/enterpriseprograms](http://www.nlc.org/enterpriseprograms).

**About Utility Service Partners**

Headquartered in Canonsburg, Pennsylvania, Utility Service Partners, Inc. is a leading independent provider of service line warranties and water heater rentals in the United States. USP is a portfolio company of Macquarie Capital, part of Macquarie Group Limited, one of the world's largest owners and managers of infrastructure assets and a manager of over \$36 billion in infrastructure equity around the world.

**About the National League of Cities**

The National League of Cities is the nation's oldest and largest organization devoted to strengthening and promoting cities as centers of opportunity, leadership and governance. NLC is a resource and advocate for 19,000 cities, towns and villages, representing more than 218 million Americans.

###

To strengthen  
and promote  
cities as centers  
of opportunity,  
leadership, and  
governance.



National League of Cities

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*Immediate Past President*  
James C. Hunt  
Councilmember  
Clarksburg, West Virginia

*Executive Director*  
Donald J. Borut

Dear City Official:

The National League of Cities (NLC) is pleased to partner with Utility Service Partners, Inc. (USP) in offering the NLC Service Line Warranty Program. Our Service Line Warranty Program is an affordable home protection solution for your residents to help them deal with the financial burden of unanticipated utility line repair and replacement costs that are not the city's responsibility to repair. Some additional program benefits are:

- No cost for cities to participate
- Affordable rates for residents
- Repairs made by trusted local contractors
- Reduces local officials' frustration
- Increases citizen satisfaction

We selected this program because of two outstanding features. First, by endorsing the NLC Service Line Warranty Program, the city generates extra revenue. USP will pay the city a royalty on every dollar collected. The Program generates an on-going, sustainable source of revenue for the city. Second, the program helps stimulate the local economy. USP uses local contractors to complete the repairs, which helps keep money in the local economy.

Some other things to consider in evaluating our Service Line Warranty Program are: 1) USP pays for the repairs, not your residents, 2) all repairs are performed to local code, 3) customers are provided with a 24/7 customer service repair hotline, and 4) USP is responsible for all aspects of the program including marketing, billing, customer service, and performing all repairs.

The Warranty Program came to the attention of the NLC through a grass roots effort that began in West Virginia, Illinois, Oklahoma and Texas. Participating cities have been delighted with the program and eagerly endorsed it to the NLC.

When you participate in an NLC-endorsed program, you have the satisfaction of knowing that the NLC staff is working with the service provider to offer superior service. We are here to help cities participate in the program and make sure the program works for you. I strongly encourage you to consider NLC for *solutions, service and savings*.

For more information about the NLC Service Line Warranty Program, contact Denise Belser, NLC Program Director, at [belser@nlc.org](mailto:belser@nlc.org) or (202) 626-3028. I also invite you to visit the Enterprise Programs section of NLC's website at [www.nlc.org](http://www.nlc.org).

Sincerely,

Donald J. Borut  
Executive Director

Past Presidents: John DeStefano, Jr., Mayor, New Haven, Connecticut • Brian J. O'Neill, Councilman, Philadelphia, Pennsylvania Directors: Ulysses Z. Addison, Jr., Councilmember, Baton Rouge, Louisiana • David Baker, Mayor, Kenmore, Washington • Geoffrey C. Beckwith, Executive Director, Massachusetts Municipal Association • M. Margaret Bates, Commissioner, Louderville, Florida • Charles A. Blango, Alderman, New Haven, Connecticut • William G. "Bill" Brooks, Mayor, Belle Isle, Florida • Kenneth H. Bullock, Executive Director, Utah League of Cities and Towns • Jim Byard, Jr., Mayor, Prattville, Alabama • Gary W. Campbell, City Director/Vice Mayor, Fort Smith, Arkansas • Sheri Copeland, Councilmember, Arlington, Texas • Nancy G. Carter, Council Member, Charlotte, North Carolina • Brad Cole, Mayor, Carbondale, Illinois • Sandra Calvin-Ray, Council Member, Minneapolis, Minnesota • John F. Cook, Mayor, El Paso, Texas • Mildred C. Crump, Council President, Newark, New Jersey • Roe Davis, Jr., Alderman, Milwaukee, Wisconsin • Gretchen Driskill, Mayor, Soline, Michigan • Larry G. Frong, Executive Director, Illinois Municipal League • Jon Furlada, Councilmember, Campbell, California • John A. Garnet, Jr., Executive Director, Pennsylvania League of Cities and Municipalities • Paul M. Gresham, Councilmember, Centerville, Ohio • William Hall, Executive Director, Municipal Association of South Carolina • Rep Hankins, Council Member, Irwinwood, Ohio • Perry B. Henderson, Mayor Pro Tem, La Quinta, California • Edna Branch Jackson, Mayor Pro Tem/Alderman at-Large, Savannah, Georgia • Dennis Kavanagh, Councilmember, Mesa, Arizona • Greg Lemke, Council Member, Moorhead, Minnesota • George Lewis, Executive Director, Mississippi Municipal League • Myron Lowery, Council Member, Memphis, Tennessee • Michael McCouley, Executive Director, League of Oregon Cities • James F. Miller, Executive Director, League of Minnesota Cities • Mark Mitchell, Councilmember, Tampa, Arizona • Gene I. Nancolas, Mayor, Caldwell, Idaho • Ron Hollinsky, Councilmember, Dallas, Texas • Louie W. Fudge III, Councilmember, Wilmington, North Carolina • Ronda W. B. Purvis, Council Member, Colorado Springs, Colorado • Ed F. Reyes, Councilmember, Los Angeles, California • Gene Schuller, Alderman, Chicago, Illinois • John Spiring, Mayor, Quincy, Illinois • Sharyn F. Tolman, Councilor, Portersburg, West Virginia



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# Nation's Cities

WEEKLY

Newspaper Handling

VOLUME 33, NUMBER 41 | NOVEMBER 8, 2010

## New NLC Program Reduces Service Line Repair Costs

by Denise Belser and Cathy Spain

Cities can now help their residents cope with the high cost of external water and sewer line repairs by participating in a new NLC Service Line Warranty Program.

Homeowners in participating cities are eligible to purchase these low-cost warranties, which provide repairs for broken or leaking utility lines up to \$4,000 for each occurrence. These repairs may range from \$1,200 to over \$3,500 and can create a significant financial hardship for the unprepared. Warranties provide peace of mind for homeowners by transferring the risk of costly repairs.

Many residents become frustrated when they are told that the city is not responsible for a service line repair. The homeowner must contract with a plumber and pay the repair costs if the damage occurs between the city's main pipe and the water meter or the connection to the home. Cities that participate in the warranty program can enhance the city's image by reducing the homeowner cost and making reputable plumbers readily available.

The service line repair work is performed by local, professional plumbers chosen by Utility Service Partners Inc., (USP), the company that administers the program. Once USP receives a call about a service line problem from a resident who has purchased a warranty, a plumber is assigned to the claim and is required to contact the customer

*"This program has been available to Clarksburg's residents for 18 months, and it is a real winner. Resident satisfaction is high and it's a lot easier to tell citizens about this great new service rather than explain why they are on the hook for costly repairs."*

— James C. Hunt, councilmember, Clarksburg, W.Va., and NLC immediate past president

within one hour of receiving the job assignment from USP. Typically, repairs are completed within 24 hours.

The national program is modeled after existing programs in Oklahoma and West Virginia and sponsored by the state municipal leagues. Cities in these states may continue to contact their state league or NLC for information about the program.

"This program has been available to Clarksburg's residents for 18 months, and it is a real winner," said James C. Hunt, councilmember, Clarksburg, W.Va., and NLC immediate past president. "Resident satisfaction is high and it's a lot easier to tell citizens about this great new service rather than explain why they are on the hook for costly repairs."

Starting up the program is easy and there is no cost for the city. Once the decision is made to move forward, the city agrees to co-brand the program by signing a one-page marketing service agreement with USP. This permits USP to use the city's name and logo in mailings sent to residents and in advertising. Then the city approves a press release and a solicitation letter and sends the city logo artwork and

other information to USP for the letters that are mailed to residents promoting the program.

Several marketing campaigns are undertaken to promote the service in the city. The city has the right to prior review and approval of any materials prepared by USP. Participation increases with subsequent campaigns and word-of-mouth communications from trusted friends and neighbors.

NLC and USP will roll out the program over an 18-month period at six-month intervals as various state regulatory requirements are met and contractor networks are established and vetted by USP in the 48 contiguous states. (See the map to determine the program's availability in your state.)

The benefits of this program are shared throughout the community. It is extremely affordable — between \$4 and \$6 for each warranty a month. Citizen frustration is reduced, city officials have fewer complaints to handle from residents, there is no cost to the city for this value-added program and the city even receives a share of the revenues collected. All repairs are performed to code and the money stays in the community because

local plumbers are engaged.

Furthermore, USP monitors contractor performance to ensure quality work and a customer repair hotline is available 24/7. The program also contributes to a city's "green" initiatives. Leaking water pipes waste millions of gallons of treated water and leaking sewer lines pollute groundwater and land.

This NLC Service Line Warranty Program is a home protection solution for city residents arranged by NLC Enterprise Programs, an initiative bringing solutions and savings to cities. When cities participate in an NLC-endorsed program, they have the satisfaction of knowing that the NLC staff is working with the program administrator to offer superior service.

**Details:** For more information about this program, visit [www.nlc.org/enterpriseprograms](http://www.nlc.org/enterpriseprograms) or contact Denise Belser, NLC program director, at [belser@nlc.org](mailto:belser@nlc.org) or (202) 626-3028.

If you are attending the Congress of Cities in Denver, stop by the USP/NLC Service Line Warranty booth in the NLC Pavilion to begin the process of bringing this program to your city residents.

NLC SERVICE LINE WARRANTY PROGRAM

# Overview

NATIONAL  
LEAGUE  
of CITIES



*Building Peace of Mind, One Community at a Time*

# NLC SERVICE LINE WARRANTY PROGRAM

*Building Peace of Mind, One Community at a Time*

## EXPENSIVE LINE FAILURES SOLUTION

The NLC Service Line Warranty Program, administered by Utility Service Partners, helps city residents save thousands of dollars on the high cost of repairing broken or leaking water or sewer lines. This program is offered at *no cost* to the city.

## REPAIR SAVINGS

Residents who have not set aside money to pay for an unexpected, expensive utility line repair, now have an opportunity to obtain a low cost warranty that will provide repairs for a low monthly fee, with no deductibles or service fees. The work is performed by licensed, *local* plumbers who will call the customer within one hour of filing a claim. The repair is performed professionally and quickly, typically within 24 hours. USP provides a personally staffed 24/7 repair hotline for residents, 365 days a year.

## IMPLEMENTATION

Once your city has approved participation in the program, start up is simple. The program is designed for a quick launch, taking up little of your city employees' valuable time:

1. Execute the simple, one page contract provided by USP.
2. Approve the recommended Press Release (this is designed as a general notice to reduce resident confusion and calls to the city with questions).
3. Approve the Campaign Letter provided by the USP Marketing team.
4. Access monthly reports via the web.

## MORE INFORMATION

### BENEFITS

- NO COST for the city to participate
- Generates revenue for your city
- Affordable rates for residents
- 24/7 customer service
- Service from trusted, local contractors
- Peace of mind for your residents
- Reduces local officials' frustration
- Easy implementation
- Fewer citizen complaints
- All repairs performed to *local* code

To learn more about this program, visit NLC's website at [www.nlc.org/enterpriseprograms](http://www.nlc.org/enterpriseprograms) or contact Denise Belser, Program Director, at [belser@nlc.org](mailto:belser@nlc.org) or (202) 626-3028.

*Building Peace of Mind, One Community at a Time*

This program is administered by Utility Service Partners (USP). USP is solely responsible for the implementation and operation of the program.

# National Roll-Out Schedule

|                     |                         |                             |                         |
|---------------------|-------------------------|-----------------------------|-------------------------|
| Currently Available | Available in March 2011 | Available in September 2011 | Available in March 2012 |
|---------------------|-------------------------|-----------------------------|-------------------------|



**UTILITY SERVICE PARTNERS**

How long has the company been in business?

The company was originally formed in 1998 within Columbia Energy to provide service line warranties for its utility customers. USP was formed in September 2003 to purchase Columbia Service Partners from Columbia Energy. USP continues to expand the product offerings and grow the business through city and utility partnerships. USP is a proud member of the Better Business Bureau.

**PROGRAM**

Is this program available everywhere?

The NLC Service Line Warranty Program will be introduced throughout the contiguous United States in phases over the next 18 months. Please see our National Roll-Out Schedule map for details regarding your state.

How are our citizens notified of the program?

USP mails each resident a campaign letter which outlines the cities' endorsement, followed by a reminder letter two weeks later to ensure the highest response rate. USP only solicits through direct mail — no telemarketing is ever employed. All homeowners will have the option to enroll in the program, regardless of the age of their residence.

What cooperation will be needed from the cities?

USP desires to enter into a co-branded marketing services agreement with each city. The agreement provides for the use of the city name/logo, in conjunction with USP's logo, on marketing materials sent to citizens. The city is endorsing USP as the service provider for the warranty program.

When do you solicit residents?

Through the years, we have found the optimal times to invite citizens to participate are in the Spring and Fall of each year.

Does NLC or USP sell or rent the personal information of residents that enroll in the program?

No. Neither the NLC nor USP will sell or rent the names of prospective customers or participants.

How much does the resident pay for this service?

Each warranty is sold separately and the price range is generally between \$4 and \$5 a month per product.

**BENEFITS**

How much will residents save by using the warranty program?

While costs for water line and sewer line repairs can vary, the average cost of repairing a broken water line or sewer line may range from \$1,200 to over \$3,500.

Will this program cost the city any money?

Not a cent. USP pays for all marketing materials and program administration. Furthermore, USP will pay the city a royalty for every resident that participates in the program!

What benefit does the city receive from endorsing these programs?

By endorsing the USP programs, the city is able to reduce resident's frustration over utility line failures by bringing them low-cost service options. 96% of survey respondents say that their image of the city is enhanced because the warranty program is offered as a service by the city. These programs also generate extra revenue for the city through the royalty that is paid by USP to the city. Finally our programs help to stimulate the local economy. USP only uses local contractors to complete the repairs which helps to keep the dollars in the local community.

**RESPONSIBILITIES**

Who administers the program?

Utility Service Partners (USP) administers the program and is responsible for all aspects of the program including marketing, billing, customer service, and performing all repairs to local code.

What are the city's responsibilities?

We ask each city to work with USP to provide the following: 1) a copy of the city seal, if available, for the solicitation letterhead 2) the city's return address for outer envelope (this ensures a high "open-rate") 3) the name, title and signature sample of the designated solicitation signor and 4) the appropriate zip codes of the city to allow USP to purchase a mailing list of the residents.

Why does the city have to provide a city seal, address and signature?

We have found that while the letter is written in such a manner as to leave no doubt that it is a USP program (the USP logo is on the enrollment form), the city address drives a very high "open-rate" and the city seal and signature lend credibility to the offer, thus driving a much higher enrollment rate.

Will we get a lot of calls from citizens when they get the letter?

A press release provided by USP and issued prior to the first mailing will help alleviate citizen concerns, which should result in nominal calls to city hall.

## **PRODUCTS**

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How will citizens know what is covered?

All customers receive a set of terms and conditions upon enrollment in a utility warranty program. They have 30 days from the date of enrollment to cancel and receive a full refund.

What items are included as part of the water line warranty?

The external water warranty covers the underground service line from the point of connection to the city main line to the water meter. It also covers the underground service line between the water meter and the exterior foundation of the home. If any part of the line is broken and leaking, USP will repair or replace the line in order to restore the service. Coverage caps listed in the terms & conditions are per occurrence as follows: \$4,000 plus an additional \$500 for public sidewalk cutting, if necessary.

What items are included as part of the sewer line warranty?

The external sewer line warranty covers the underground service line from the point of connection to the city main line to the point of entry to the home. If any part of the line is broken and leaking, USP will repair or replace the line in order to restore the service. Coverage caps listed in the terms & conditions are per occurrence as follows: \$4,000 plus an additional \$4,000 for public street cutting, if necessary.

The Coverage Cap looks adequate but is there an annual or lifetime restriction on how much you will pay to repair?

No. Unlike some other warranties available, we provide you with the full coverage per incident. We will pay up to your coverage amount each and every time you need us. We do not deduct prior repair expense from your coverage cap or limit the amount we will pay annually.

Doesn't Homeowner's Insurance cover this type of repair?

Typically, no. Most homeowner policies will pay to repair the damage created by failed utility lines but they generally do not pay to repair the actual broken pipes or lines. We encourage you to call your insurance company to determine your actual coverage.

Is soil movement due to ground shifting covered?

Yes, ground shifting is one of the major causes for water line breaks. If the line is broken and leaking, the repair is covered under the warranty.

Who replaces landscaping if damaged?

USP will provide basic restoration to the site. This includes filling in the holes, mounding the trench (to allow for settling) and raking and seeding the affected area. Restoration does not include replacing trees or shrubs or repairing private paved/concrete surfaces. This is outlined in the terms & conditions sent to the customer.

What building codes will you adhere to?

If the line is broken and leaking, USP will repair or replace the leaking portion of the line according to the current code. However, USP is not responsible for bringing working lines up to code that are not in need of repair.

## **CUSTOMER SERVICE**

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Will a citizen have a long hold time when reporting a claim?

No. Repair calls receive the highest priority and are answered 24/7. Repair calls are connected to a live agent through a voice recognition unit (VRU).

Will the customer always get a live operator when they call?

Yes. Customers are directed to select to speak with either a service or claims agent and will then be directed to a live Agent.

What is the claims process?

Program participants call a toll-free USP number to file a claim. USP selects the contractor, who is required to contact the customer within one hour of receiving the job to schedule a time to begin the repairs. Typically, repairs are completed within 24 hours. Emergencies receive priority handling.

## **CONTRACTORS**

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Who performs the repair work?

USP retains *local*, professional plumbers to perform all the service line repair work.

How selective are you when choosing contractors to conduct repairs?

USP only selects contractors who share our commitment to excellence in customer service. Scorecards are maintained for each contractor, tracking the customer satisfaction rating for work performed. Customer feedback is shared with our contractors and any contractor with a low customer satisfaction rating is removed from the network.



## Implementation Process



1. Upon approval from city council (if applicable), execute one-page contract provided by USP (upon contract execution, USP will immediately begin to recruit and screen local contractors)



2. Approve Press Release provided by USP (general notice to eliminate resident confusion/city calls) and if desired, distribute to local media and/or post to the city website



3. Send the following to USP for the creation of the citizen solicitation letter:

- City Seal artwork, if available
- Name/Title of designated signor plus signature
- City Address for outer envelope
- Zip+4 list of city territory



4. Approve Solicitation Letter provided by USP



5. Access Monthly Reporting via the web



6. Receive Annual Payment

## A PARTNERSHIP WITH BECKLEY, WEST VIRGINIA

Beckley is a city with a population of 20,000 residents located in southern West Virginia and is the central hub of Raleigh County. Like many cities in the country, Beckley is looking to create an environmentally conscious community while, at the same time, dealing with important budget issues.

In June 2009, Beckley hosted a workshop, sponsored by Utility Service Partners, Inc., discussing "Bottom Line Green." 'Green' has become a new buzzword today, and everyone is making a claim that their program or product is good for the environment. But can a utility line warranty program contribute to a cleaner planet?

Well, the answer is Yes.

Leaking water pipes waste millions of gallons of treated water each year. Wasted drinking water has to be recaptured and retreated by the local municipal water system. Leaking sewer lines pollute ground water and acres of land. The re-treating of water can waste energy and resources, contributing to increased carbon emissions and lost revenue for the city. And citizens become frustrated when they learn that they are responsible for repairing — and paying for — broken or leaking pipes.

USP's program offers cities a solution that ensures timely repairs to broken homeowner water and sewer lines, thereby conserving water resources and minimizing waste water pollution. For a small monthly fee paid by the homeowner, USP offers around the clock repair service, with access to a live representative and prompt service performed by local, certified technicians. A cleaner planet, a happier citizen.

Beckley Mayor Emmett Pugh was intrigued. "The mayor approached us right after the session and asked for more information. He wanted to know more about how this kind of a program could benefit the city," said Brad Carmichael, Vice President, Business Development.

Were there strings attached? How much would it cost the city to implement? Would the city have to find the manpower to help get the program off of the ground?

The answer is No.

No strings attached. No cost to the city to implement. USP covers all of the costs to promote the utility line warranty program to the local citizens. In terms of city involvement, USP simply needs a few pieces of information, including the city seal, return address and the official's signature for the communication. It's that simple. USP's solution is designed for fast turnaround with little impact to city government.

Mayor Pugh was pleased with the company's approach. "Working with USP is really easy. They take care of everything — marketing, billing, and customer service. All we had to do was review and approve the letter to customers."

By October 2009, Beckley had contracted with USP to offer the utility line warranty programs to its citizens, and the first marketing campaign, a sewer line warranty offer, was mailed to Beckley households the following spring.

The program was a tremendous success. "We were delighted with the response from our citizens," Mayor Pugh commented on the results of the first campaign. "Providing a service to our residents which helps them avoid costly repairs, that's something they really appreciate."

The NLC Service Line Warranty program is a timely solution for cities like Beckley, West Virginia, and many others across the United States. By sharing in a portion of the revenues collected from this program, cities can relieve some of the strain caused by shrinking revenues and increasing costs. The program also offers cities the opportunity to enhance their image by providing an additional service that benefits their residents.



**LANCASTER CITY COUNCIL**  
**Work Session Agenda Communication for**  
**February 20, 2012**

**3**

WS12-003

**Discuss the 2011 Racial Profiling Analysis Annual Report for the Lancaster Police Department.**

**This request supports the City Council 2011-2012 Policy Agenda.**

**Goal: Professional and Committed Workforce**

**Background**

Effective September 1, 2001, the Texas Legislature enacted the Texas Racial Profiling Law (S.B. No. 1074). The Texas Code of Criminal Procedure requires that law enforcement agencies collect information relating to traffic stops in which a citation is issued and to arrests resulting from those traffic stops. The Texas Code of Criminal Procedure further requires that law enforcement agencies compile and analyze this information and submit a report containing the information compiled during the previous calendar year to the governing body of each county or municipality served by the agency.

Attached is the 2011 Lancaster Police Department Racial Profiling Analysis as prepared by representative experts from the University of North Texas. The Police Department had no sustained racial profiling complaints in 2011.

In January 2011, the Texas Commission on Law Enforcement Standards and Education (TCLEOSE) started posting a copy of each police department's racial profiling report on its website.

**Considerations**

- **Operational** - The Lancaster Police Department has adopted a detailed, written policy on racial profiling and currently collects the required information on racial profiling as required by State law. The Lancaster Police Department contracted with the University of North Texas for the examination of contact data.
- **Legal** - The Texas Code of Criminal Procedure requires that the Lancaster Police Department 2011 Racial Profiling Analysis Report be submitted to the City of Lancaster governing body. The City Attorney has approved the resolution as to form.
- **Financial** – There is no financial impact in accepting this report.

- **Public Information** – There are no public information requirements.

**Options/Alternatives**

1. Council may approve this resolution.
2. Council may deny this resolution.

**Recommendation**

Staff recommends approval of the resolution accepting the 2011 Racial Profiling Analysis Annual Report that conforms to the requirements of the Racial Profiling Law (S.B. 1074) in presenting the report to the governing body.

**Attachments**

- Resolution
- Lancaster Police Department 2011 Racial Profiling Analysis Report

**Prepared and submitted by:**  
Larry W. Flatt, Chief of Police

**Date:** February 8, 2012

**RESOLUTION NO. 2012-02-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS, TO ACCEPT THE 2011 RACIAL PROFILING ANALYSIS ANNUAL REPORT, WHICH IS ATTACHED HERETO AND INCORPORATED HEREIN BY REFERENCE AS EXHIBIT "A"; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, in accordance with the Racial Profiling Law adopted September 1, 2001, the Lancaster Police Department contracted with the University of North Texas to prepare racial profiling data for the City Council; and

**WHEREAS**, the City Council has received said report; and

**WHEREAS**, the City Council desires to accept the 2011 Lancaster Police Department Racial Profiling Analysis Report;

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

**SECTION 1.** That the 2011 Lancaster Police Department Racial Profiling Analysis Annual Report, which is attached hereto and incorporated herein by reference as Exhibit "A", is hereby, in all things accepted by the City Council of the City of Lancaster, Texas.

**SECTION 2.** This resolution shall take effect immediately from and after its passage as the law in such cases provides, and it is accordingly so resolved.

**DULY PASSED** and approved by the City Council of the City of Lancaster, Texas, on this the 27<sup>th</sup> day of February 2012.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
Dolle K. Downe, City Secretary

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

**APPROVED AS TO FORM:**

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

# LANCASTER POLICE DEPARTMENT

2011

## RACIAL PROFILING ANALYSIS



**PREPARED BY:**

**Eric J. Fritsch, Ph.D.**  
**Chad R. Trulson, Ph.D.**

## **Executive Summary**

Article 2.132 (7) of the Texas Code of Criminal Procedure requires the annual reporting to the local governing body of data collected on the race or ethnicity of individuals stopped and issued citations or arrested for traffic violations and whether or not those individuals were searched. Since the law provides no clear instruction to a governing body on how to review such data, the Lancaster Police Department requested this analysis and review to assist the City Council in reviewing the data.

The analysis of material and data from the Lancaster Police Department revealed the following:

- **A COMPREHENSIVE REVIEW OF THE LANCASTER POLICE DEPARTMENT'S RACIAL PROFILING POLICY SHOWS THAT THE LANCASTER POLICE DEPARTMENT IS FULLY IN COMPLIANCE WITH ARTICLE 2.132 OF THE TEXAS CODE OF CRIMINAL PROCEDURE.**
- **A REVIEW OF THE INFORMATION PRESENTED AND SUPPORTING DOCUMENTATION REVEALS THAT THE LANCASTER POLICE DEPARTMENT IS FULLY IN COMPLIANCE WITH TEXAS LAW ON TRAINING AND EDUCATION REGARDING RACIAL PROFILING.**
- **A REVIEW OF THE DOCUMENTATION PRODUCED BY THE DEPARTMENT REVEALS THAT THE DEPARTMENT IS FULLY IN COMPLIANCE WITH APPLICABLE TEXAS LAW ON THE RACIAL PROFILING COMPLAINT PROCESS.**
- **ANALYSIS OF THE DATA REVEALS THAT THE DEPARTMENT IS FULLY IN COMPLIANCE WITH APPLICABLE TEXAS LAW ON THE COLLECTION OF RACIAL PROFILING DATA.**
- **THE ANALYSIS OF STATISTICAL INFORMATION FROM LANCASTER POLICE DEPARTMENT REVEALS THAT THERE ARE NO METHODOLOGICALLY CONCLUSIVE INDICATIONS OF SYSTEMIC RACIAL PROFILING BY THE DEPARTMENT.**
- **THE LANCASTER POLICE DEPARTMENT IS FULLY IN COMPLIANCE WITH APPLICABLE TEXAS LAW CONCERNING THE PROHIBITION OF RACIAL PROFILING.**
- **THE LANCASTER POLICE DEPARTMENT IS FULLY IN COMPLIANCE WITH APPLICABLE TEXAS LAW CONCERNING THE REPORTING OF INFORMATION TO TCLEOSE.**

## **Introduction**

This report details an analysis of the Lancaster Police Department's policies, training, and statistical information on racial profiling for the year 2011. This report has been prepared to specifically comply with Article 2.132 of the Texas Code of Criminal Procedure (CCP) regarding the compilation and analysis of racial profiling data. Specifically, the analysis will address Articles 2.131 – 2.135 of the CCP and make a determination of the level of compliance with those articles by the Lancaster Police Department in 2011. The full copies of the applicable laws and regulations pertaining to this report are contained in Appendix A.

This report is divided into six analytical sections: Lancaster Police Department's policy on racial profiling; Lancaster Police Department's training and education on racial profiling; Lancaster Police Department's complaint process and public education on racial profiling; analysis of statistical data on racial profiling; an analysis of Lancaster Police Department's compliance with applicable laws on racial profiling; and a final section which includes new data reporting requirements to TCLEOSE as required beginning in 2011.

For the purposes of this report and analysis, the following definition of racial profiling is used: racial profiling means a law enforcement-initiated action based on an individual's race, ethnicity, or national origin rather than on the individual's behavior or on information identifying the individual as having engaged in criminal activity (Texas CCP Article 3.05).

### **Lancaster Police Department Policy on Racial Profiling**

A review of Lancaster Police Department's "Racial Profiling Policy" contained in the Operations Directive 2002-2005 revealed that the department has adopted policies in compliance with Article 2.132 of the Texas CCP. There are seven specific requirements mandated by Article 2.132 that a law enforcement agency must address. All seven are clearly covered in Lancaster's racial profiling policy. Lancaster Police Department policies provide clear direction that any form of racial profiling is prohibited and that officers found engaging in inappropriate profiling may be disciplined up to and including termination. The policies also provide a very clear statement of the agency's philosophy regarding equal treatment of all persons regardless of race, ethnicity, or national origin. Appendix B lists the applicable statute and corresponding Lancaster Police Department regulation.

***A COMPREHENSIVE REVIEW OF LANCASTER POLICE DEPARTMENT'S RACIAL PROFILING POLICY SHOWS THAT THE LANCASTER POLICE DEPARTMENT IS FULLY IN COMPLIANCE WITH ARTICLE 2.132 OF THE TEXAS CODE OF CRIMINAL PROCEDURE.***

### **Lancaster Police Department Training and Education on Racial Profiling**

Texas Occupation Code § 1701.253 and § 1701.402 require that curriculum be established and training certificates issued on racial profiling for all Texas peace officers. Documentation provided by Lancaster Police Department reveals that racial profiling training and certification is current for all officers in 2011. Racial profiling training is specifically covered in Lancaster's Racial Profiling Policy Part IV.

***A REVIEW OF THE INFORMATION PRESENTED AND SUPPORTING DOCUMENTATION REVEALS THAT THE LANCASTER POLICE DEPARTMENT IS FULLY IN COMPLIANCE WITH TEXAS LAW ON TRAINING AND EDUCATION REGARDING RACIAL PROFILING.***

## **Lancaster Police Department Complaint Process and Public Education on Racial Profiling**

Article 2.132 §(b)3-4 of the Texas Code of Criminal Procedure requires that law enforcement agencies implement a complaint process on racial profiling and that the agency provide public education on the complaint process. Lancaster Police Department's Racial Profiling Policy Part V and VI cover this requirement.

***A REVIEW OF THE DOCUMENTATION PRODUCED BY THE DEPARTMENT REVEALS THAT THE DEPARTMENT IS FULLY IN COMPLIANCE WITH APPLICABLE TEXAS LAW ON THE RACIAL PROFILING COMPLAINT PROCESS.***

## **Lancaster Police Department Statistical Data on Racial Profiling**

Article 2.132(b) 6 requires that law enforcement agencies collect statistical information on traffic citations and detentions with specific information on the race of the person cited. In addition, information concerning searches of persons and whether or not the search was based on consent is also to be collected. Lancaster Police Department submitted statistical information on all citations in 2011 and accompanying information on the race of the person cited. Accompanying this data was the relevant information on searches.

***ANALYSIS OF THE DATA REVEALS THAT THE DEPARTMENT IS FULLY IN COMPLIANCE WITH APPLICABLE TEXAS LAW ON THE COLLECTION OF RACIAL PROFILING DATA.***

### **Analysis of the Data**

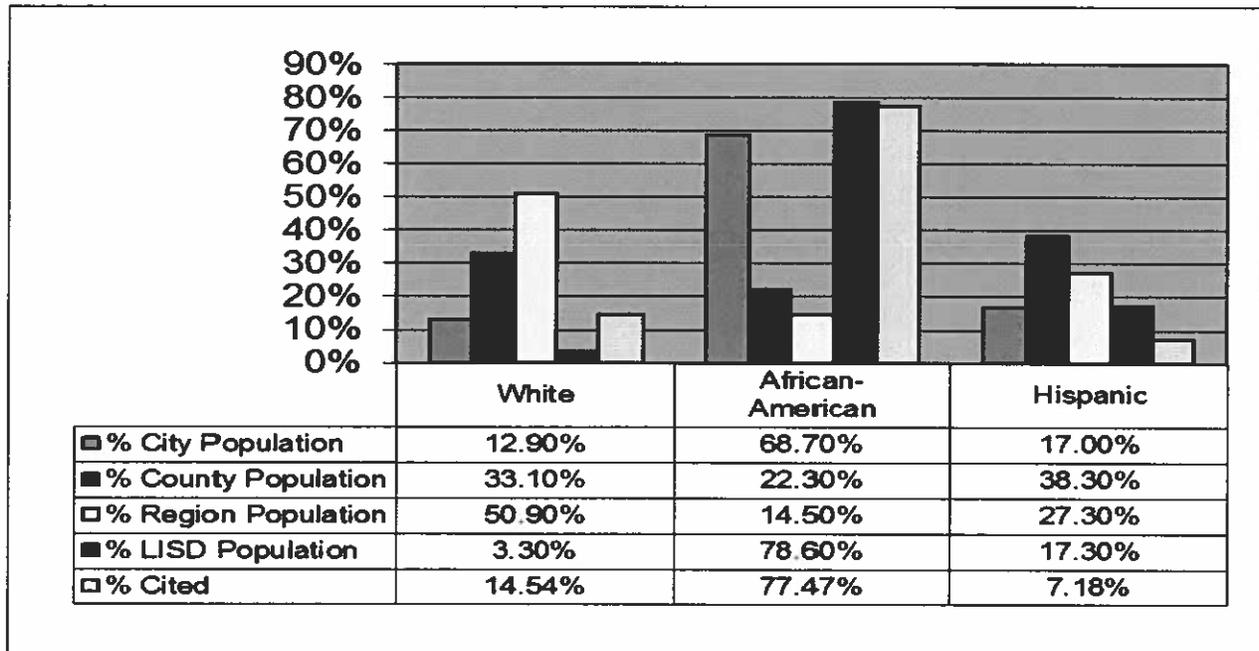
The first chart depicts the percentages of people cited by race including Whites, African-Americans, and Hispanics. White drivers constituted 14.54 percent of all drivers cited, whereas Whites constituted 12.90 percent of the city population, 33.10 percent of the county population, and 50.90 percent of the region population.<sup>1</sup> The chart shows that White drivers are cited at a rate that is higher than the percentage of Whites in the city, but lower than the county and regional population. White drivers were cited at a significantly higher rate than the percentage of White students in the Lancaster Independent School District (3.30%).<sup>2</sup> African-American drivers constituted 77.47 percent of all drivers cited, whereas African-Americans constituted 68.70 percent of the city population, 22.30 percent of the county population, and 14.50 percent of the region population. African-American drivers were cited at a rate that is higher than the percentage of African-Americans found in the city population. African-American citation rates

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<sup>1</sup>City, County, and Regional population figures are derived from the 2010 Census of the U.S. Census Bureau. "Regional" population figures are defined as the 16 county North Central Texas Council of Governments Region and is comprised of the following counties: Collin, Dallas, Denton, Ellis, Erath, Hood, Hunt, Johnson, Kaufman, Navarro, Palo Pinto, Parker, Rockwall, Somervell, Tarrant, and Wise.

<sup>2</sup> Data on the racial make-up of LISD were obtained from Texas Education Association for the 2009-2011 school year and provided by LPD.

were also higher than the percentage of African-Americans in both the county and regional populations. However, African-Americans were cited at a rate that is slightly lower than the percentage of African-American students in the LISD population (78.60%). Hispanic drivers constituted 7.18 percent of all drivers cited whereas Hispanics constituted 17 percent of the city population, 38.30 percent of the county population, and 27.30 percent of the regional population. Hispanic drivers were cited at a rate that is lower than the percentage of Hispanics in the city, county, regional, and LISD population.



As the chart shows, easy determinations regarding whether or not Lancaster police officers have “racially profiled” a given motorist are impossible given the nature of the data that has been collected and presented for this report. The law dictates that police agencies compile aggregate-level data regarding the *rates* at which agencies *collectively* stop motorists in terms of their race/ethnicity. These aggregated data are to be subsequently analyzed in order to determine whether or not *individual* officers are “racially profiling” motorists.

This methodological error, commonly referred to as the “ecological fallacy,” defines the dangers involved in making assertions about individual officer decisions based on the examination of aggregate incident level data. In short, one cannot “prove” that an *individual* officer has “racially profiled” any *individual* motorist based on the rate at which a department stops any given *group* of motorists.

Additional interpretation problems remain in regards to the specific measurement of “racial profiling” as defined by Texas state code. For example, officers are currently forced to make subjective determinations regarding an individual's race based on his or her personal observations because the Texas Department of Public Safety does not provide an objectively-based determination of an individual's race/ethnicity on the Texas driver's license. The absence of any verifiable race/ethnicity data on the driver's license is especially troubling given the racial diversity within the city of Lancaster and the North Texas region as a whole, and the large numbers of citizens who are of Hispanic and/or mixed racial descent. The validity of any

racial/ethnic disparities discovered in the aggregate level data becomes threatened in direct proportion to the number of subjective "guesses" officers are forced to make when trying to determine an individual's racial/ethnic background.

In addition, the data collected for the current report does not allow for an analysis that separates (or disaggregates) the discretionary decisions of officers to stop a motorist from those that are largely non-discretionary. For example, non-discretionary stops of motorists based on the discovery of outstanding warrants should not be analyzed in terms of whether or not "profiling" has occurred simply because the officer who has stopped a motorist as a result of the discovery of an outstanding warrant does not *independently* make the decision to stop, but rather, is required to stop that individual regardless of any determination of race. An officer cannot be determined to be "racially profiling" when organizational rules and state codes compel them to stop regardless of an individual's race/ethnicity. Straightforward aggregate comparisons of stop rates ignore these realities, and fail to distinguish between discretionary and non-discretionary law enforcement actions. In the future, this validity issue could be lessened by the collection of data indicating the initial reason for the traffic stop, whether it be an observed traffic violation, other criminal activity, the existence of an outstanding warrant, or some other reason.

Finally, there has been considerable debate as to what the most appropriate population "base-rate" is in determining whether or not racial/ethnic disparities exist. As the current analysis shows in regards to the use of city, county, and regional population base-rates, the outcome of analyses designed to determine whether or not disparities exist is obviously dependent on which base-rate is used. In addition, population growth and the changing demographic character of the North Texas region and particularly the city of Lancaster has exacerbated problems associated with determining appropriate base-rates because measures derived exclusively from the U.S. Census can become quickly outdated since they are compiled only once per decade. For example, Lancaster has experienced a rate of growth of more than 40 percent since the 2000 Census. In years following the 2000 Census, it was unclear as to how this growth impacted the overall demographic character of the city. However, the 2010 Census has revealed that Lancaster has not only experienced large-scale growth over the course of the last several years, but has also become much more diverse as indicated by the demographic statistics presented in this report. Related, the determination of valid stop base-rates becomes multiplied if analyses fail to distinguish between residents and non-residents who are stopped, because the existence of significant proportions of non-resident stops will lead to invalid conclusions if racial/ethnic comparisons are made exclusively to resident population figures.

In short, the methodological problems outlined above point to the limited utility of using aggregate level comparisons of the rates at which different racial/ethnic groups are cited in order to determine whether or not racial profiling exists within a given jurisdiction.

The table below reports the summaries for the total number of persons cited and searched subsequent to being stopped by the Lancaster Police Department for traffic offenses (5,434). In addition, the table shows the number of stopped individuals who granted consent to search and those stopped drivers who were arrested at the conclusion of the stop. The chart shows that roughly 11 percent of all drivers searched were White (85/783 total searches), roughly 9 percent (67) were Hispanic, and 80 percent (624) were African-American. It is clear that the vast majority of the total number of drivers cited (including White, African-American, and Hispanic

groups) were not searched, as roughly 85 percent of all drivers who were cited were not searched (783/5,434).

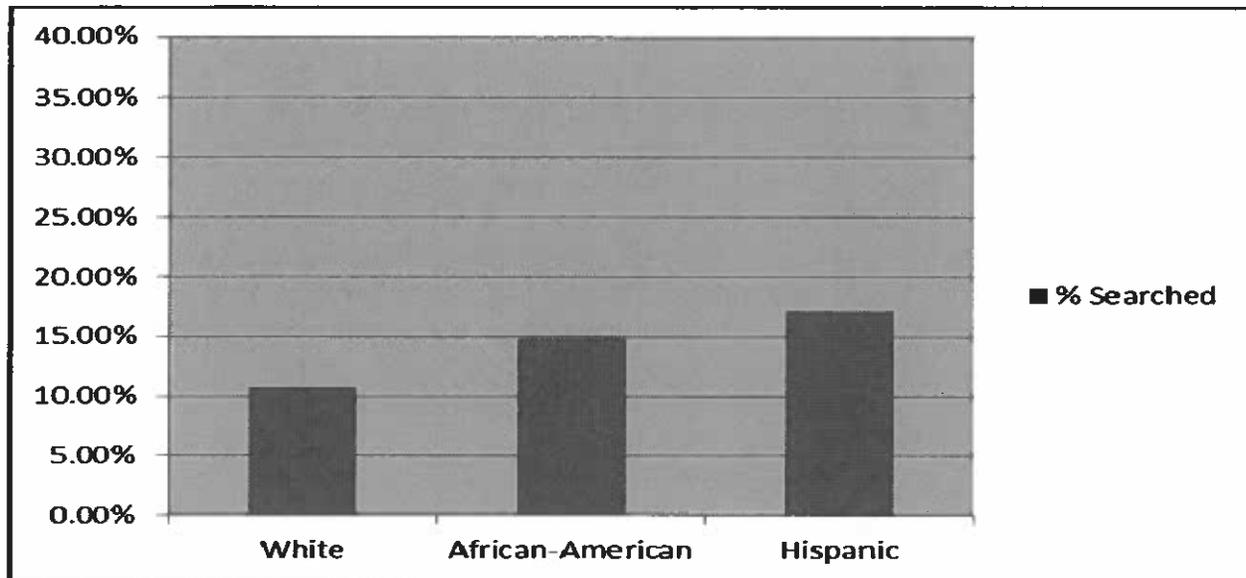
| Action           | White | Asian | Hispanic | African-American | Other | Total |
|------------------|-------|-------|----------|------------------|-------|-------|
| Stops            | 790   | 21    | 390      | 4,210            | 23    | 5,434 |
| Searches         | 85    | 0     | 67       | 624              | 7     | 783   |
| Consent Searches | 6     | 0     | 3        | 35               | 0     | 44    |
| Arrests          | 40    | 0     | 18       | 230              | 2     | 290   |

Note: "Searches" include vehicle and driver searches only

It should be noted that aggregate level comparisons regarding the rates at which drivers are searched by police are subject to some of the same methodological issues as those outlined above regarding analyses of aggregate level stop rates. Of particular concern is the absence of any analyses that separates discretionary searches from non-discretionary searches. For example, searches that are conducted incident to an arrest or as part of a vehicle tow inventory should not be included in analyses designed to examine whether or not racial profiling has occurred because these types of searches are non-discretionary in that the officer is compelled by law or departmental guidelines to conduct the search irrespective of the race of the stopped driver.

Less than 1 percent of the total number of citations resulted in a consensual search (44/5,434). So too, only 5 percent of drivers cited were subject to an arrest. Of those arrested, roughly 14 percent (40/290 total arrests) were White, roughly 79 percent (230) were African-American, and roughly 6 percent (18) were Hispanic. Additional data regarding the reason for the arrest are necessary in order to further examine whether or not these data reflect individual officer decisions to arrest or non-discretionary actions based primarily on legal and/or organizational requirements (e.g., the existence of outstanding arrest warrants or on view criminal activity).

The bar chart below presents the percentage of drivers that were searched within each racial category. The chart indicates that drivers who were cited were rarely searched across the racial categories. For example, roughly 11 percent of all White drivers who were cited were also searched, roughly 15 percent of all African-American drivers who were cited were searched, and approximately 17 percent of all Hispanic drivers who were cited were also searched.



### **Analysis of Racial Profiling Compliance by Lancaster Police Department**

The foregoing analysis shows that the Lancaster Police Department is fully in compliance with all relevant Texas laws concerning racial profiling, including the existence of a formal policy prohibiting racial profiling by its officers, officer training and educational programs, a formalized complaint process, and the collection of data in compliance with the law. Finally, internal records indicate that the department had no complaints in reference to racial profiling for the year 2011.

In addition to providing summary reports and analysis of the data collected by the Lancaster Police Department in 2011, this report also included an extensive presentation of some of the limitations involved in the level of data collection currently required by law and the methodological problems associated with analyzing such data for the Lancaster Police Department as well as police agencies across Texas. The Lancaster Police Department should continue its educational and training efforts within the department on racial profiling. Finally, the department should conduct periodic evaluations to assess patterns of officer decision-making on traffic stops. The final section of this report includes newly required TCLEOSE reporting information by Texas law enforcement organizations.

# **LPD TCLEOSE Reporting Forms**



Partial Exemption Racial Profiling Reporting  
(Tier 1)

Department Name LANCASTER TX POLICE DEPT  
Agency Number TX0571700  
Chief Administrator Name LARRY W FLATT  
Reporting Name LARRY W FLATT  
Contact Number 972-218-2708  
E-mail Address LFLATT@LANCASTER-TX.COM

Certification to Report 2.132 (Tier 1) – Partial Exemption

Policy Requirements (2.132(b) CCP):

Each law enforcement agency in this state shall adopt a detailed written policy on racial profiling. The policy must:

- (1) clearly define acts constituting racial profiling;
- (2) strictly prohibit peace officers employed by the agency from engaging in racial profiling;
- (3) implement a process by which an individual may file a complaint with the agency if the individual believes that a peace officer employed by the agency has engaged in racial profiling with respect to the individual;
- (4) provide public education relating to the agency's complaint process;
- (5) require appropriate corrective action to be taken against a peace officer employed by the agency who, after an investigation, is shown to have engaged in racial profiling in violation of the agency's policy adopted under this article;
- (6) require collection of information relating to motor vehicle stops in which a citation is issued and to arrests made as a result of those stops, including information relating to:
  - (A) the race or ethnicity of the individual detained;
  - (B) whether a search was conducted and, if so, whether the individual detained consented to the search; and
  - (C) whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual; and
- (7) require the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision (6) to:
  - (A) the Commission on Law Enforcement Officer Standards and Education; and
  - (B) the governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

These policies are in effect

[Signature] 1-6-12  
Chief Administrator Date



**Partial Exemption Racial Profiling Reporting  
(Tier 1)**

**Video and Audio Equipment Exemption**

**Partial Exemption Claimed by (2.135(a) CCP):**



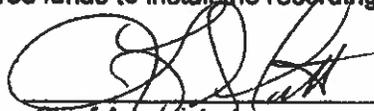
all cars regularly used for motor vehicle stops are equipped with video camera and transmitter-activated equipment and each motor stop is recorded and the recording of the stop is retained for at least 90 days after the stop.

OR



In accordance with 2.135(a)(2) the agency has requested and not received funds to install the recording equipment

I claim this exemption

  
Chief Administrator

1-6-12  
Date

**PARTIAL EXEMPTION RACIAL PROFILING REPORTING (TIER 1)**

**INSTRUCTIONS:** Please fill out all boxes. If zero, use 0.

1. Total on lines 4, 11, 14, and 17 must be equal
2. Total on line 20 must equal line 15

**AGENCY NAME:**

**Number of motor vehicle stops (mark only 1 category per vehicle stop):**

1. 5144\_\_ Citation only
2. 290\_\_\_ Arrest only
3. 0\_\_\_\_\_ Both
  
4. 5434\_\_\_ (Total of 1-3)

**Race or Ethnicity (mark only 1 category per vehicle stop):**

5. 4210\_\_ African
6. 21\_\_\_ Asian
7. 790\_\_\_ Caucasian
8. 390\_\_\_ Hispanic
9. 5\_\_\_\_\_ Middle Eastern
10. 0\_\_\_\_\_ Native American (18 "Other")
  
11. 5434\_\_\_ (Total of 5-10, must be the same as #4)

**Race or Ethnicity known prior to stop?**

12. 428\_\_ Yes
13. 5006\_\_ No
  
14. 5434\_\_\_ (Total of 12-13, must be the same as #4 and #11)

**Search conducted?**

15. 783\_\_ Yes
16. 4651\_\_ No
  
17. 5434\_\_\_ (Total of 15-16, must be the same as #4, #11, and #14 above)

**Was search consented?**

18. 44\_\_\_ Yes
19. 739\_\_\_ No
  
20. 783\_\_\_\_\_ (Total, must equal #15)



**Partial Exemption Racial Profiling Reporting  
(Tier 1)**

**Option to submit required data by utilizing agency report**

**You must submit your report in PDF format**

**Electronic Submission of data required by 2.132(b)(6) CCP**

(B) require collection of information relating to motor vehicle stops in which a citation is issued and to arrests made as a result of those stops, including information relating to:

- (A) the race or ethnicity of the individual detained;
- (B) whether a search was conducted and, if so, whether the individual detained consented to the search; and
- (C) whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual; and

This report meets the above requirements

  
\_\_\_\_\_  
Chief Administrator

1-6-12  
\_\_\_\_\_  
Date

***Send entire documents electronically to this website***

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**[www.tcleose.state.tx.us](http://www.tcleose.state.tx.us)**

# **Appendix A**

## **Racial Profiling Statutes and Laws**

### **Art. 3.05. RACIAL PROFILING.**

In this code, "racial profiling" means a law enforcement-initiated action based on an individual's race, ethnicity, or national origin rather than on the individual's behavior or on information identifying the individual as having engaged in criminal activity.

Added by Acts 2001, 77th Leg., ch. 947, Sec. 2, eff. Sept. 1, 2001.

### **Art. 2.131. RACIAL PROFILING PROHIBITED.**

A peace officer may not engage in racial profiling.

Added by Acts 2001, 77th Leg., ch. 947, Sec. 1, eff. Sept. 1, 2001.

### **Art. 2.132. LAW ENFORCEMENT POLICY ON RACIAL PROFILING.**

(a) In this article:

(1) "Law enforcement agency" means an agency of the state, or of a county, municipality, or other political subdivision of the state, that employs peace officers who make motor vehicle stops in the routine performance of the officers' official duties.

(2) "Motor vehicle stop" means an occasion in which a peace officer stops a motor vehicle for an alleged violation of a law or ordinance.

(3) "Race or ethnicity" means of a particular descent, including Caucasian, African, Hispanic, Asian, Native American, or Middle Eastern descent.

(b) Each law enforcement agency in this state shall adopt a detailed written policy on racial profiling. The policy must:

- (1) clearly define acts constituting racial profiling;
  - (2) strictly prohibit peace officers employed by the agency from engaging in racial profiling;
  - (3) implement a process by which an individual may file a complaint with the agency if the individual believes that a peace officer employed by the agency has engaged in racial profiling with respect to the individual;
  - (4) provide public education relating to the agency's complaint process;
  - (5) require appropriate corrective action to be taken against a peace officer employed by the agency who, after an investigation, is shown to have engaged in racial profiling in violation of the agency's policy adopted under this article;
  - (6) require collection of information relating to motor vehicle stops in which a citation is issued and to arrests made as a result of those stops, including information relating to:
    - (A) the race or ethnicity of the individual detained;
    - (B) whether a search was conducted and, if so, whether the individual detained consented to the search; and
    - (C) whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual; and
  - (7) require the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision (6) to:
    - (A) the Commission on Law Enforcement Officer Standards and Education; and
    - (B) the governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.
- (c) The data collected as a result of the reporting requirements of this article shall not constitute prima facie evidence of racial profiling.
- (d) On adoption of a policy under Subsection (b), a law enforcement agency shall examine the feasibility of installing video camera and transmitter-activated equipment in each agency law enforcement motor vehicle regularly used to make motor vehicle stops and transmitter-activated equipment in each agency law enforcement motorcycle regularly used to make motor vehicle

stops. If a law enforcement agency installs video or audio equipment as provided by this subsection, the policy adopted by the agency under Subsection (b) must include standards for reviewing video and audio documentation.

(e) A report required under Subsection (b)(7) may not include identifying information about a peace officer who makes a motor vehicle stop or about an individual who is stopped or arrested by a peace officer. This subsection does not affect the collection of information as required by a policy under Subsection (b)(6).

(f) On the commencement of an investigation by a law enforcement agency of a complaint described by Subsection (b)(3) in which a video or audio recording of the occurrence on which the complaint is based was made, the agency shall promptly provide a copy of the recording to the peace officer who is the subject of the complaint on written request by the officer.

(g) On a finding by the Commission on Law Enforcement Officer Standards and Education that the chief administrator of a law enforcement agency intentionally failed to submit a report required under Subsection (b)(7), the commission shall begin disciplinary procedures against the chief administrator.

Added by Acts 2001, 77th Leg., ch. 947, Sec. 1, eff. Sept. 1, 2001.

Amended by: Acts 2011, 81st Leg., R.S., Ch. 1172, Sec. 25, eff. September 1, 2011.

### **Art. 2.133. REPORTS REQUIRED FOR MOTOR VEHICLE STOPS.**

(a) In this article, "race or ethnicity" has the meaning assigned by Article 2.132(a).

(b) A peace officer who stops a motor vehicle for an alleged violation of a law or ordinance shall report to the law enforcement agency that employs the officer information relating to the stop, including:

(1) a physical description of any person operating the motor vehicle who is detained as a result of the stop, including:

(A) the person's gender; and

(B) the person's race or ethnicity, as stated by the person or, if the person does not state the person's race or ethnicity, as determined by the officer to the best of the officer's ability;

- (2) the initial reason for the stop;
- (3) whether the officer conducted a search as a result of the stop and, if so, whether the person detained consented to the search;
- (4) whether any contraband or other evidence was discovered in the course of the search and a description of the contraband or evidence;
- (5) the reason for the search, including whether:
  - (A) any contraband or other evidence was in plain view;
  - (B) any probable cause or reasonable suspicion existed to perform the search; or
  - (C) the search was performed as a result of the towing of the motor vehicle or the arrest of any person in the motor vehicle;
- (6) whether the officer made an arrest as a result of the stop or the search, including a statement of whether the arrest was based on a violation of the Penal Code, a violation of a traffic law or ordinance, or an outstanding warrant and a statement of the offense charged;
- (7) the street address or approximate location of the stop; and
- (8) whether the officer issued a written warning or a citation as a result of the stop.

Added by Acts 2001, 77th Leg., ch. 947, Sec. 1, eff. Sept. 1, 2001.

Amended by: Acts 2011, 81st Leg., R.S., Ch. 1172, Sec. 26, eff. September 1, 2011.

#### **Art. 2.134. COMPILATION AND ANALYSIS OF INFORMATION COLLECTED.**

(a) In this article:

- (1) "Motor vehicle stop" has the meaning assigned by Article 2.132(a).
- (2) "Race or ethnicity" has the meaning assigned by Article 2.132(a).

(b) A law enforcement agency shall compile and analyze the information contained in each report received by the agency under Article 2.133. Not later than March 1 of each year, each law enforcement agency shall submit a report containing the incident-based data compiled during the

previous calendar year to the Commission on Law Enforcement Officer Standards and Education and, if the law enforcement agency is a local law enforcement agency, to the governing body of each county or municipality served by the agency.

(c) A report required under Subsection (b) must be submitted by the chief administrator of the law enforcement agency, regardless of whether the administrator is elected, employed, or appointed, and must include:

(1) a comparative analysis of the information compiled under Article 2.133 to:

(A) evaluate and compare the number of motor vehicle stops, within the applicable jurisdiction, of persons who are recognized as racial or ethnic minorities and persons who are not recognized as racial or ethnic minorities; and

(B) examine the disposition of motor vehicle stops made by officers employed by the agency, categorized according to the race or ethnicity of the affected persons, as appropriate, including any searches resulting from stops within the applicable jurisdiction; and

(2) information relating to each complaint filed with the agency alleging that a peace officer employed by the agency has engaged in racial profiling.

(d) A report required under Subsection (b) may not include identifying information about a peace officer who makes a motor vehicle stop or about an individual who is stopped or arrested by a peace officer. This subsection does not affect the reporting of information required under Article 2.133(b)(1).

(e) The Commission on Law Enforcement Officer Standards and Education, in accordance with Section 1701.162, Occupations Code, shall develop guidelines for compiling and reporting information as required by this article.

(f) The data collected as a result of the reporting requirements of this article shall not constitute prima facie evidence of racial profiling.

(g) On a finding by the Commission on Law Enforcement Officer Standards and Education that the chief administrator of a law enforcement agency intentionally failed to submit a report required under Subsection (b), the commission shall begin disciplinary procedures against the chief administrator.

Added by Acts 2001, 77th Leg., ch. 947, Sec. 1, eff. Sept. 1, 2001.

Amended by: Acts 2011, 81st Leg., R.S., Ch. 1172, Sec. 27, eff. September 1, 2011.

**Art. 2.135. PARTIAL EXEMPTION FOR AGENCIES USING VIDEO AND AUDIO EQUIPMENT.**

(a) A peace officer is exempt from the reporting requirement under Article 2.133 and the chief administrator of a law enforcement agency, regardless of whether the administrator is elected, employed, or appointed, is exempt from the compilation, analysis, and reporting requirements under Article 2.134 if:

(1) during the calendar year preceding the date that a report under Article 2.134 is required to be submitted:

(A) each law enforcement motor vehicle regularly used by an officer employed by the agency to make motor vehicle stops is equipped with video camera and transmitter-activated equipment and each law enforcement motorcycle regularly used to make motor vehicle stops is equipped with transmitter-activated equipment; and

(B) each motor vehicle stop made by an officer employed by the agency that is capable of being recorded by video and audio or audio equipment, as appropriate, is recorded by using the equipment; or

(2) the governing body of the county or municipality served by the law enforcement agency, in conjunction with the law enforcement agency, certifies to the Department of Public Safety, not later than the date specified by rule by the department, that the law enforcement agency needs funds or video and audio equipment for the purpose of installing video and audio equipment as described by Subsection (a)(1)(A) and the agency does not receive from the state funds or video and audio equipment sufficient, as determined by the department, for the agency to accomplish that purpose.

(b) Except as otherwise provided by this subsection, a law enforcement agency that is exempt from the requirements under Article 2.134 shall retain the video and audio or audio documentation of each motor vehicle stop for at least 90 days after the date of the stop. If a complaint is filed with the law enforcement agency alleging that a peace officer employed by the agency has engaged in racial profiling with respect to a motor vehicle stop, the agency shall retain the video and audio or audio record of the stop until final disposition of the complaint.

(c) This article does not affect the collection or reporting requirements under Article 2.132.

(d) In this article, "motor vehicle stop" has the meaning assigned by Article 2.132(a).

Added by Acts 2001, 77th Leg., ch. 947, Sec. 1, eff. Sept. 1, 2001.

Amended by: Acts 2011, 81st Leg., R.S., Ch. 1172, Sec. 28, eff. September 1, 2011.

#### **Art. 2.136. LIABILITY.**

A peace officer is not liable for damages arising from an act relating to the collection or reporting of information as required by Article 2.133 or under a policy adopted under Article 2.132.

Added by Acts 2001, 77th Leg., ch. 947, Sec. 1, eff. Sept. 1, 2001.

#### **Art. 2.137. PROVISION OF FUNDING OR EQUIPMENT.**

(a) The Department of Public Safety shall adopt rules for providing funds or video and audio equipment to law enforcement agencies for the purpose of installing video and audio equipment as described by Article 2.135(a)(1)(A), including specifying criteria to prioritize funding or equipment provided to law enforcement agencies. The criteria may include consideration of tax effort, financial hardship, available revenue, and budget surpluses. The criteria must give priority to:

(1) law enforcement agencies that employ peace officers whose primary duty is traffic enforcement;

(2) smaller jurisdictions; and

(3) municipal and county law enforcement agencies.

(b) The Department of Public Safety shall collaborate with an institution of higher education to identify law enforcement agencies that need funds or video and audio equipment for the purpose of installing video and audio equipment as described by Article 2.135(a)(1)(A). The collaboration may include the use of a survey to assist in developing criteria to prioritize funding or equipment provided to law enforcement agencies.

(c) To receive funds or video and audio equipment from the state for the purpose of installing video and audio equipment as described by Article 2.135(a)(1)(A), the governing body of a county or municipality, in conjunction with the law enforcement agency serving the county or municipality, shall certify to the Department of Public Safety that the law enforcement agency needs funds or video and audio equipment for that purpose.

(d) On receipt of funds or video and audio equipment from the state for the purpose of installing video and audio equipment as described by Article 2.135(a)(1)(A), the governing body of a county or municipality, in conjunction with the law enforcement agency serving the county or municipality, shall certify to the Department of Public Safety that the law enforcement agency has installed video and audio equipment as described by Article 2.135(a)(1)(A) and is using the equipment as required by Article 2.135(a)(1).

Added by Acts 2001, 77th Leg., ch. 947, Sec. 1, eff. Sept. 1, 2001.

#### **Art. 2.138. RULES.**

The Department of Public Safety may adopt rules to implement Articles 2.131-2.137.

Added by Acts 2001, 77th Leg., ch. 947, Sec. 1, eff. Sept. 1, 2001.

#### **Art. 2.1385. CIVIL PENALTY.**

(a) If the chief administrator of a local law enforcement agency intentionally fails to submit the incident-based data as required by Article 2.134, the agency is liable to the state for a civil penalty in the amount of \$1,000 for each violation. The attorney general may sue to collect a civil penalty under this subsection.

(b) From money appropriated to the agency for the administration of the agency, the executive director of a state law enforcement agency that intentionally fails to submit the incident-based data as required by Article 2.134 shall remit to the comptroller the amount of \$1,000 for each violation.

(c) Money collected under this article shall be deposited in the state treasury to the credit of the general revenue fund.

Added by Acts 2011, 81st Leg., R.S., Ch. 1172, Sec. 29, eff. September 1, 2011.

## **Appendix B**

# **Racial Profiling Laws and Corresponding Department Policies**

| <b>Texas CCP Article</b> | <b>LANCASTER POLICE<br/>DEPARTMENT Racial Profiling Policy</b> |
|--------------------------|--|
| 2.132(b)1                | Part III   |
| 2.132(b)2                | Part I & III   |
| 2.132(b)3                | Part IV  |
| 2.132(b)4                | Part IV  |
| 2.132(b)5                | Part V   |
| 2.132(b)6                | Part VII   |
| 2.132(b)7                | Part VII   |

# **Appendix C**

## **Lancaster Police Department Racial Profiling Policy**

**Operations Directive 2002-005**

Effective Date: September 23, 2002; Replaces 2001-006  
Affects: All Personnel

### **I. PURPOSE**

The purpose of this policy is to reaffirm the Lancaster Police Department's commitment to unbiased policing in all its encounters between officer(s) and any person(s); to reinforce procedures that serve to ensure public confidence and mutual trust through the provision of services in a fair and equitable fashion; and to protect our officers from unwarranted accusations of misconduct when they act within the dictates of departmental policy and the law.

### **II. POLICY**

It is the policy of this department to police in a proactive manner and, to aggressively investigate suspected violations of law. Officers shall actively enforce state and federal laws in a responsible and professional manner, without regard to race, ethnicity or national origin. Officers are strictly prohibited from engaging in racial profiling as defined in this policy. This policy shall be applicable to all persons, whether drivers, passengers or pedestrians.

Officers shall conduct themselves in a dignified and respectful manner at all times when dealing with the public. Two of the fundamental rights guaranteed by both the United States and Texas constitutions are equal protection under the law and freedom from unreasonable searches and seizures by government agents. The right of all persons to be treated equally and to be free from unreasonable searches and seizures must be respected. Racial profiling is an unacceptable patrol tactic and will not be condoned.

This policy shall not preclude officers from offering assistance, such as upon observing a substance leaking from a vehicle, a flat tire, or someone who appears to be ill, lost or confused. Nor does this policy prohibit stopping someone suspected of a crime based upon observed actions and/or information received about the person.

### **III. DEFINITIONS**

**Racial Profiling** – A law enforcement-initiated action based on an individual’s race, ethnicity, or national origin rather than on the individual’s behavior or on information identifying the individual as having engaged in criminal activity.

Racial profiling pertains to persons who are viewed as suspects or potential suspects of criminal behavior. The term is not relevant as it pertains to witnesses, complainants or other citizen contacts.

The prohibition against racial profiling does not preclude the use of race, ethnicity or national origin as factors in a detention decision. Race, ethnicity or national origin may be legitimate factors in a detention decision when used as part of an actual description of a specific suspect for whom an officer is searching. Detaining an individual and conducting an inquiry into that person’s activities simply because of that individual’s race, ethnicity or national origin is racial profiling. Examples of racial profiling include but are not limited to the following:

1. Citing a driver who is speeding in a stream of traffic where most other drivers are speeding because of the cited driver’s race, ethnicity or national origin.
2. Detaining the driver of a vehicle based on the determination that a person of that race, ethnicity or national origin is unlikely to own or possess that specific make or model of vehicle.
3. Detaining an individual based upon the determination that a person of that race, ethnicity or national origin does not belong in a specific part of town or a specific place.

A law enforcement agency can derive two principles from the adoption of this definition of racial profiling:

1. Police may not use racial or ethnic stereotypes as factors in selecting whom to stop and search, while police may use race in conjunction with other known factors of the suspect.
2. Law enforcement officers may not use racial or ethnic stereotypes as factors in selecting whom to stop and search. Racial profiling is not relevant as it pertains to witnesses, etc.

**Race or Ethnicity** – Of a particular decent, including Caucasian, African, Hispanic, Asian, or Native American.

**Pedestrian Stop** – An interaction between a peace officer and an individual who is being detained for the purpose of a criminal investigation in which the individual is not under arrest.

**Traffic Stop** – A peace officer who stops a motor vehicle for an alleged violation of a law or ordinance regulating traffic.

#### **IV. TRAINING**

Officers are responsible to adhere to all Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) training and the Law Enforcement Management Institute of Texas (LEMIT) requirements as mandated by law.

All officers shall complete a TCLEOSE training and education program on racial profiling not later than the second anniversary of the date the officer is licensed under Chapter 1701 of the Texas Occupations Code or the date the officer applies for an intermediate proficiency certificate, whichever date is earlier. A person who on September 1, 2001, held a TCLEOSE intermediate proficiency certificate, or who had held a peace officer license issued by TCLEOSE for at least two years, shall complete a TCLEOSE training and education program on racial profiling not later than September 1, 2003.

The chief of police, as part of the initial training and continued education for such appointment, will be required to attend the LEMIT program on racial profiling.

An individual appointed or elected as a police chief before the effective date of this Act shall complete the program on racial profiling established under Subsection (j), Section 96.641, Education Code, as added by this Act, not later than September 1, 2003.

#### **V. COMPLAINT INVESTIGATION**

1. The department shall accept complaints from any person who believes he or she has been stopped or searched based on racial, ethnic or national origin profiling. No person shall be discouraged, intimidated or coerced from filing a complaint, nor discriminated against because he or she filed such a complaint.
2. Any employee who receives an allegation of racial profiling, including the officer who initiated the stop, shall record the person's name, address and telephone number, and forward the complaint through the appropriate channel or direct the individual(s). Any employee contacted shall provide to that person a copy of a complaint form or the department process for filing a complaint. All employees will report any allegation of racial profiling to their superior before the end of their shift.
3. Investigation of a complaint shall be conducted in a thorough and timely manner. All complaints will be acknowledged in writing to the initiator who will receive disposition regarding said complaint within a reasonable period of time. The investigation shall be

reduced to writing and any reviewer's comments or conclusions shall be filed with the chief. When applicable, findings and/or suggestions for disciplinary action, retraining, or changes in policy shall be filed with the chief.

4. If a racial profiling complaint is sustained against an officer, it will result in appropriate corrective and/or disciplinary action, up to and including termination.
5. If there is a departmental video or audio recording of the events upon which a complaint of racial profiling is based, upon commencement of an investigation by this department into the complaint and written request of the officer made the subject of the complaint, this department shall promptly provide a copy of the recording to that officer.

## **VI. PUBLIC EDUCATION**

This department will inform the public of its policy against racial profiling and the complaint process. Methods that may be utilized to inform the public are the news media, radio, service or civic presentations, the Internet, as well as governing board meetings. Additionally, information will be made available as appropriate in languages other than English. A copy of the most current departmental racial profiling policy will be included in the City website.

## **VII. COLLECTION & REPORTING OF INFORMATION**

For each traffic stop, pedestrian stop and for each arrest resulting from such traffic and pedestrian stops, the officer who makes the stop is required to record the following data in the Stop Tracker software program:

1. the violator's race or ethnicity;
2. the violator's gender;
3. location of the stop;
4. name, address and identifying information of the violator;
5. violation suspected;
6. whether a search was conducted;
7. was the search consensual;
8. arrest for this cited violation or any other violation;
9. vehicle information such as license plate etc.

By March of each year, the department shall submit a report to their governing board that includes the information gathered by the citations. The report will include:

1. a breakdown of citations by race or ethnicity;
2. number of citations that resulted in a search;
3. number of searches that were consensual; and
4. number of citations that resulted in custodial arrest for this cited violation or any other violation.

Not later than March 1<sup>st</sup> of each year, this department shall submit a report to our governing body containing this information from the preceding calendar year.

### **VIII. USE OF VIDEO AND AUDIO EQUIPMENT**

Each motor vehicle regularly used by this department to make traffic and pedestrian stops is equipped with a video camera and transmitter-activated equipment, and each motorcycle regularly used by this department to make traffic and pedestrian stops is equipped with transmitter-activated equipment; and

Each traffic and pedestrian stop made by an officer of this department that is capable of being recorded by video and audio, or audio, as appropriate, is recorded.

This department shall retain the video and audiotapes, or the audiotape of each traffic and pedestrian stop for at least ninety (90) days after the date of the stop. If a complaint is filed with this department alleging that one of our officers has engaged in racial profiling with respect to a traffic or pedestrian stop, this department shall retain the video and audiotapes, or the audiotape of the stop until final disposition of the complaint.

Supervisors will ensure officers of this department are recording their traffic and pedestrian stops. A recording of each officer will be reviewed at least once every ninety (90) days.

### **IX. RESPONSIBILITY**

Division Commanders as well as supervisory personnel are responsible for overall compliance with the content and intent of this directive. All members of the Department shall know and comply with all aspects of this directive.

Larry Flatt  
Chief of Police

**LANCASTER CITY COUNCIL**  
**Work Session Agenda Communication for**  
**February 20, 2012**

**4**

WS12-004

**Receive a presentation and discuss first quarter financials, investment update and budget amendments for fiscal year 2011/2012.**

**This request supports the City Council 2011-2012 Policy Agenda.**

**Goal: Financially Sound City Government**

**Background**

The broad purpose of the City's Financial and Investment policy statements is to enable the City to achieve and maintain a long-term stable and positive financial position, and provide guidelines for the day to day planning and operations of the City's financial affairs. Annually, Council reviews and adopts its Financial and Investment Policies. The following information is representative of the first quarter of fiscal year 2011/2012, October 1, 2011 through December 31, 2011.

- **Financial Report** - The financial data will be presented during the work session. Typically, the first quarter of each fiscal year provides minimal impact on revenues. The collection of property tax is mainly on delinquent taxes due and a few early remitters. Sales tax collections run two (2) months in arrears. Therefore, the actual months of activity relates to August, September and October sales. Optimal expenditure rate is 25% for the first quarter unless the expenditures are related to capital equipment, or cyclical events such as annual premiums or dues. As of December 31, 2011, the City Wide Operating Fund expenditure rate is approximately 18%.
- **Investments** - The City's Investment Policy states the City shall manage and invest with five primary objectives, listed in order of priority: safety, public trust, liquidity, diversification and yield. Currently, all investments are with TexPool and LOGIC. These investment pools provide the highest liquidity and safety for the City's funds. At the end of December 2011, the City had \$17,088,504 invested with TexPool and \$28,037,580 invested with LOGIC. TexPool investments are funds from Property Tax Collections and LOGIC investments are funds from bond proceeds. Since the majority of the City's property tax collections occur during the second quarter of the fiscal year, January 1, 2012 through March 31, 2012, the City transfers those funds into the TexPool account to safeguard the asset and provide the most liquidity and yield possible to support operational needs throughout the year. Attached are

publications outlining the current state of the investments, market, and outlook for TexPool and LOGIC.

- **Budget Amendments** - The City's adopted fiscal year 2011/2012 budget is October 1, 2011 ending September 30, 2012. During the course of the year, staff monitors the budget to ensure expenditures are properly recorded and in alignment with the adopted budget. As a result, there were six (6) budget amendments presented with supporting detail to realign the budget with actual expenditures required. The net results of the amendments equal to zero, with no effect on the bottom line. There were five (5) amendments for the General Fund moving funds from the operation to capital for small equipment and one (1) amendment realigning the budget within the operational section. There was one (1) budget amendment in the Water/Wastewater Fund realigning the budget within the operational section with a net zero effect.

The Rolling Meadows Public Improvement District Board submitted a budget amendment to realign its costs as a result of hiring Vision Communities Management, Inc. The net result reduces their fund balance by \$2,988. Action to approve or reject this amendment will be required at the next regular Council Meeting on February 27, 2012.

### **Attachments**

- TexPool Monthly Newsletter
- LOGIC Monthly Newsletter
- Budget Amendment Request- Rolling Meadows P.I.D.

**Prepared and submitted by:**  
Opal Mauldin Robertson, City Manager  
Sheree Haynes, Finance Director

**Date:** February 14, 2012

### ANNOUNCEMENTS

We would like to recognize and welcome the following entities who joined the TexPool and TexPool Prime programs in December 2011:

#### TEXPOOL

- Texas Transportation Commission – Central Texas Turnpike System
- Galveston College
- Brooks County ISD
- Harris County MUD 432
- Life School of Dallas

#### TEXPOOL PRIME

- Texas Transportation Commission – Central Texas Turnpike System
- Dallas County
- Life School of Dallas

### Upcoming Events

1/29/12 – 2/01/12 IASA Midwinter Conference, Austin

### TexPool Advisory Board Members

|                    |               |
|--------------------|---------------|
| R.C. Allen         | LaVonne Mason |
| Pegi Buchanan      | John McGrane  |
| José Elizondo, Jr. | Clay McPhail  |
| Ron Leverett       | Vivian Wood   |

Overseen by the State of Texas Comptroller of Public Accounts Susan Combs.

Operated under the supervision of the Texas Treasury Safekeeping Trust Company.

### Additional information regarding TexPool is available upon request:

www.texpool.com

1-866-839-7665

(1-866-TEX-POOL)

Fax: 866-839-3291

## Federated

Federated, founded in 1955, is a S&P 500 company that is publicly traded on the NYSE. It is one of the largest managers of AAA-rated money market portfolios in the country. (Source: *Money* Feb 11/30/11)

Visit us at [FederatedInvestors.com](http://FederatedInvestors.com).

635884-24 (01/12)

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### Month in Cash: The Fed and the ECB ease liquidity

January 1, 2012

The cash yield curve steepened during the month as a sharp drop in the supply of overnight paper pushed rates lower at the short end while mounting jitters over the continuing eurozone debt crisis nudged yields higher at the longer end. Normal year-end window dressing and other seasonal factors accounted for the dearth in repo supply, which effectively pushed some overnight rates down into the single digits. Meanwhile, the one-month London interbank offered rate (Libor) rose 2.4 basis points in December to almost 0.30%, three-month Libor increased 5.2 basis points to 0.58%, six-month Libor climbed 6 basis points to 0.81%, and one-year Libor moved up by 5.7 basis points to 1.13%. The increase in Libor could have been larger had not the Federal Reserve in early December lowered the rate it charges foreign institutions to "swap" euros for dollars. The Fed intervention, which was designed to provide dollar liquidity to the eurozone financial system, curtailed interbank lending, thus limiting the scope of upward pressure on Libor.

It was a challenging month from a cash management perspective. Supply was severely constrained as banks and broker-dealers closed their books for the year, even as seasonal inflows to the pools necessitated putting new funds to work. It remained our objective, however, to keep maturities relatively short to enable the pools to take advantage of the more generous cash yields that we believe will be available if, as we expect, the U.S. economic recovery gains traction in 2012. Given those expectations, we maintained the portfolio composition in TexPool while adding to holdings in fixed-rate three-month paper in TexPool Prime.

### The United States and Europe diverge

News from the domestic economic front was mostly positive. Retailers generally reported solid holiday sales, initial unemployment claims continued their gradual decline, some housing metrics showed clear improvement, and consumer confidence unexpectedly rose, probably in response to the promising jobs data. Indications that the U.S. economy was pulling out of its summer soft patch further reduced the probability of the Federal Reserve initiating a third round of quantitative easing, or the purchasing of Treasury debt with newly printed money. For savers, the absence of a QE3 is positive, since heavy Fed bond buying would exert more downward pressure — albeit indirectly — on short rates and imply that

*(continued page 6)*

### PERFORMANCE As of December 31, 2011

|                                    | TexPool             | TexPool Prime      |
|------------------------------------|---------------------|--------------------|
| Current Invested Balance           | \$16,330,737,188.19 | \$1,170,475,840.26 |
| Weighted Average Maturity (1)*     | 34 Days             | 39 Days            |
| Weighted Average Maturity (2)*     | 72 Days             | 46 Days            |
| Net Asset Value                    | 1.00008             | 1.00001            |
| Total Number of Participants       | 2,263               | 137                |
| Management Fee on Invested Balance | 0.0473%             | 0.0638%            |
| Interest Distributed               | \$1,021,558.00      | \$91,063.70        |
| Management Fee Collected           | \$596,890.94        | \$51,681.45        |
| Standard & Poor's Current Rating   | AAAm                | AAAm               |

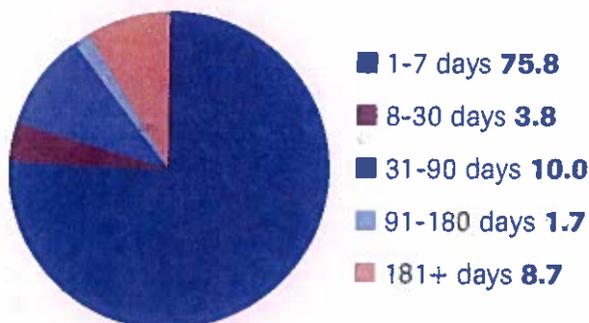
### December Averages

|   |                     |                  |
|---|---------------------|------------------|
| Average Invested Balance                      | \$14,968,252,547.31 | \$966,800,454.81 |
| Average Monthly Yield, on a simple basis (3)* | 0.08%               | 0.11%            |
| Average Weighted Average Maturity (1)*        | 40 Days             | 52 Days          |
| Average Weighted Average Maturity (2)*        | 79 Days             | 53 Days          |

\*Definitions for Average monthly yield and Average Weighted Maturity can be found on Page 2.

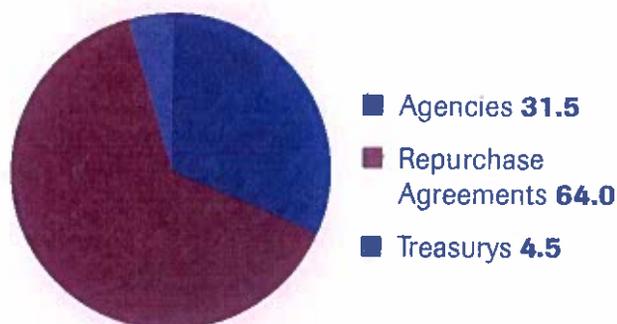
## Portfolio by Maturity (%)

As of December 31, 2011



## Portfolio by Type of Investment (%)

As of December 31, 2011



### PORTFOLIO ASSET SUMMARY AS OF DECEMBER 31, 2011

|                                      | Book Value                 | Market Value               |
|--------------------------------------|----------------------------|----------------------------|
| Uninvested Balance                   | \$359,744.49               | \$359,744.49               |
| Receivable for Investments Sold      | 0.00                       | 0.00                       |
| Accrual of Interest Income           | 8,555,056.94               | 8,555,058.94               |
| Interest and Management Fees Payable | -1,021,586.97              | -1,021,586.97              |
| Payable for Investments Purchased    | 0.00                       | 0.00                       |
| Repurchase Agreements                | 10,445,589,000.00          | 10,445,589,000.00          |
| Mutual Fund Investments              | 0.00                       | 0.00                       |
| Government Securities                | 5,147,870,204.56           | 5,149,154,261.29           |
| US Treasury Bills                    | 0.00                       | 0.00                       |
| US Treasury Notes                    | 729,384,789.17             | 729,385,992.00             |
| <b>Total</b>                         | <b>\$16,330,737,188.19</b> | <b>\$16,332,022,467.75</b> |

Market value of collateral supporting the Repurchase Agreements is at least 102% of the Book Value. The portfolio is managed by Federated Investment Counseling and the assets are safe kept in a separate custodial account at State Street Bank in the name of TexPool. The only source of payment to the Participants is the assets of TexPool. There is no secondary source of payment for the pool such as insurance or State guarantee. Should you require a copy of the portfolio, please contact TexPool Participant Services.

### PARTICIPANT SUMMARY

|                  | Number of Participants | Balance            |
|------------------|------------------------|--------------------|
| School District  | 589                    | \$5,279,685,629.42 |
| Higher Education | 56                     | \$1,875,013,533.30 |
| Healthcare       | 80                     | \$471,218,601.57   |
| Utility District | 694                    | \$1,295,723,140.47 |
| City             | 438                    | \$4,167,915,272.01 |
| County           | 171                    | \$1,708,387,788.72 |
| Other            | 255                    | \$1,532,681,781.16 |

#### Definition of Weighted Average Maturity (1) & (2)

*(1) "WAM Days" is the mean average of the periods of time remaining until the securities held in TexPool (a) are scheduled to be repaid, (b) would be repaid upon a demand by TexPool, or (c) are scheduled to have their interest rate readjusted to reflect current market rates. Securities with adjustable rates payable upon demand are treated as maturing on the earlier of the two dates set forth in (b) and (c) if their scheduled maturity is 397 days or less; and the later of the two dates set forth in (b) and (c) if their scheduled maturity is more than 397 days. The mean is weighted based on the percentage of the amortized cost of the portfolio invested in each period.*

*(2) "WAM Days" is calculated in the same manner as the described in footnote 1, but is based solely on the periods of time remaining until the securities held in TexPool (a) are scheduled to be repaid or (b) would be repaid upon a demand by TexPool, without reference to when interest rates of securities within TexPool are scheduled to be readjusted.*

#### Definition of Average Monthly Yield (3)

*(3) This current yield for TexPool Prime for each date may reflect a waiver of some portion or all of each of the management fees.*

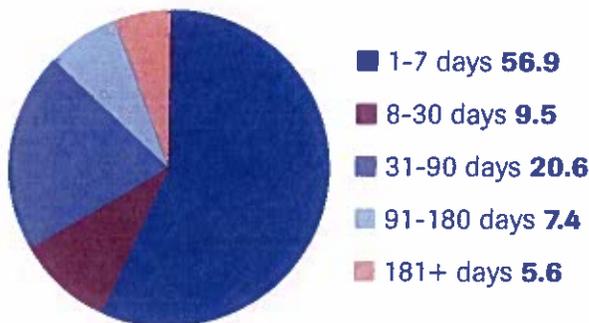
# TEXPOOL

## DAILY SUMMARY

| Date            | Money Mkt. Fund<br>Equiv. (SEC Std.) | Daily<br>Allocation Factor | TexPool<br>Invested Balance | Market Value<br>Per Share | WAM Days (1) | WAM Days (2) |
|-----------------|--------------------------------------|----------------------------|-----------------------------|---------------------------|--------------|--------------|
| 01-Dec          | 0.1018%                              | 0.000002790                | \$14,661,371,062.84         | 1.00009                   | 39           | 80           |
| 02-Dec          | 0.0991%                              | 0.000002716                | \$14,611,384,222.06         | 1.00007                   | 40           | 81           |
| 03-Dec          | 0.0991%                              | 0.000002716                | \$14,611,384,222.06         | 1.00007                   | 40           | 81           |
| 04-Dec          | 0.0991%                              | 0.000002716                | \$14,611,384,222.06         | 1.00007                   | 40           | 81           |
| 05-Dec          | 0.0983%                              | 0.000002692                | \$14,517,932,187.49         | 1.00007                   | 40           | 79           |
| 06-Dec          | 0.0977%                              | 0.000002677                | \$14,545,155,315.04         | 1.00008                   | 39           | 79           |
| 07-Dec          | 0.0853%                              | 0.000002337                | \$14,710,380,150.30         | 1.00008                   | 38           | 78           |
| 08-Dec          | 0.0859%                              | 0.000002353                | \$14,717,479,524.87         | 1.00008                   | 42           | 80           |
| 09-Dec          | 0.0797%                              | 0.000002184                | \$14,825,882,239.68         | 1.00007                   | 43           | 81           |
| 10-Dec          | 0.0797%                              | 0.000002184                | \$14,825,882,239.68         | 1.00007                   | 43           | 81           |
| 11-Dec          | 0.0797%                              | 0.000002184                | \$14,825,882,239.88         | 1.00007                   | 43           | 81           |
| 12-Dec          | 0.0896%                              | 0.000002455                | \$14,681,825,670.35         | 1.00008                   | 43           | 81           |
| 13-Dec          | 0.0851%                              | 0.000002331                | \$14,645,672,139.29         | 1.00007                   | 43           | 81           |
| 14-Dec          | 0.0794%                              | 0.000002175                | \$14,694,794,647.01         | 1.00009                   | 42           | 80           |
| 15-Dec          | 0.0960%                              | 0.000002631                | \$14,821,729,491.97         | 1.00009                   | 41           | 79           |
| 16-Dec          | 0.1030%                              | 0.000002821                | \$14,895,034,387.47         | 1.00009                   | 42           | 79           |
| 17-Dec          | 0.1030%                              | 0.000002821                | \$14,895,034,387.47         | 1.00009                   | 42           | 79           |
| 18-Dec          | 0.1030%                              | 0.000002821                | \$14,895,034,387.47         | 1.00009                   | 42           | 79           |
| 19-Dec          | 0.0881%                              | 0.000002415                | \$14,888,689,518.94         | 1.00009                   | 40           | 80           |
| 20-Dec          | 0.1024%                              | 0.000002805                | \$14,889,136,910.07         | 1.00008                   | 39           | 79           |
| 21-Dec          | 0.0580%                              | 0.000001588                | \$14,927,552,417.81         | 1.00008                   | 39           | 79           |
| 22-Dec          | 0.0537%                              | 0.000001471                | \$15,001,012,617.87         | 1.00012                   | 39           | 78           |
| 23-Dec          | 0.0686%                              | 0.000001879                | \$15,020,971,534.23         | 1.00011                   | 40           | 79           |
| 24-Dec          | 0.0686%                              | 0.000001879                | \$15,020,971,534.23         | 1.00011                   | 40           | 79           |
| 25-Dec          | 0.0686%                              | 0.000001879                | \$15,020,971,534.23         | 1.00011                   | 40           | 79           |
| 26-Dec          | 0.0686%                              | 0.000001879                | \$15,020,971,534.23         | 1.00011                   | 40           | 79           |
| 27-Dec          | 0.0731%                              | 0.000002003                | \$15,029,187,105.44         | 1.00012                   | 37           | 77           |
| 28-Dec          | 0.0540%                              | 0.000001479                | \$15,409,163,948.93         | 1.00011                   | 35           | 73           |
| 29-Dec          | 0.0493%                              | 0.000001350                | \$16,132,483,197.38         | 1.00008                   | 34           | 71           |
| 30-Dec          | 0.0461%                              | 0.000001264                | \$16,330,737,188.19         | 1.00008                   | 34           | 72           |
| 31-Dec          | 0.0461%                              | 0.000001264                | \$16,330,737,188.19         | 1.00008                   | 34           | 72           |
| <b>Averages</b> | <b>0.0810%</b>                       | <b>0.000002218</b>         | <b>\$14,988,252,547.31</b>  | <b>1.00009</b>            | <b>40</b>    | <b>79</b>    |

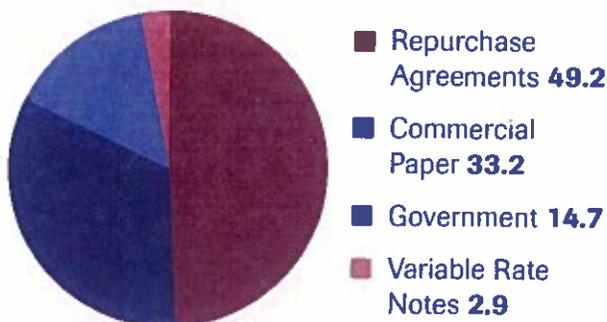
## Portfolio by Maturity (%)

As of December 31, 2011



## Portfolio by Type of Investment (%)

As of December 31, 2011



### PORTFOLIO ASSET SUMMARY AS OF December 31, 2011

|                                      | Book Value                | Market Value              |
|--------------------------------------|---------------------------|---------------------------|
| Uninvested Balance                   | \$207.70                  | \$207.70                  |
| Accrual of Interest Income           | 144,933.65                | 144,933.65                |
| Interest and Management Fees Payable | -90,984.36                | -90,984.36                |
| Payable for Investments Purchased    | 0.00                      | 0.00                      |
| Accrued Expenses & Taxes             | 0.00                      | 0.00                      |
| Repurchase Agreements                | 575,623,000.00            | 575,623,000.00            |
| Commercial Paper                     | 388,075,054.21            | 388,075,142.00            |
| Bank Instruments                     | 0.00                      | 0.00                      |
| Mutual Fund Investments              | 0.00                      | 0.00                      |
| Government Securities                | 172,223,629.06            | 172,241,471.18            |
| Variable Rate Notes                  | 34,500,000.00             | 34,495,170.00             |
| <b>Total</b>                         | <b>\$1,170,475,840.26</b> | <b>\$1,170,488,940.17</b> |

Market value of collateral supporting the Repurchase Agreements is at least 102% of the Book Value. The portfolio is managed by Federated Investment Counseling and the assets are safe kept in a separate custodial account at State Street Bank in the name of TexPool Prime. The assets of TexPool Prime are the only source of payments to the Participants. There is no secondary source of payment for the pool such as insurance or State guarantee. Should you require a copy of the portfolio, please contact TexPool Participant Services.

### PARTICIPANT SUMMARY

|                  | Number of Participants | Balance          |
|------------------|------------------------|------------------|
| School District  | 66                     | \$682,724,469.06 |
| Higher Education | 8                      | \$54,716,131.59  |
| Healthcare       | 7                      | \$26,998,528.87  |
| Utility District | 3                      | \$53,258,434.97  |
| City             | 23                     | \$108,644,449.36 |
| County           | 18                     | \$198,200,954.04 |
| Other            | 12                     | \$45,932,198.95  |

# TEXPOOL PRIME

## DAILY SUMMARY

| Date            | Money Mkt. Fund<br>Equiv. (SEC Std.) | Daily<br>Allocation Factor | TexPool Prime<br>Invested Balance | Market Value<br>Per Share | WAM Days (1) | WAM Days (2) |
|-----------------|--------------------------------------|----------------------------|-----------------------------------|---------------------------|--------------|--------------|
| 01-Dec          | 0.1268%                              | 0.000003473                | \$919,870,508.56                  | 1.00001                   | 47           | 49           |
| 02-Dec          | 0.1249%                              | 0.000003421                | \$904,680,117.41                  | 1.00000                   | 50           | 49           |
| 03-Dec          | 0.1249%                              | 0.000003421                | \$904,680,117.41                  | 1.00000                   | 50           | 49           |
| 04-Dec          | 0.1249%                              | 0.000003421                | \$904,660,117.41                  | 1.00000                   | 50           | 49           |
| 05-Dec          | 0.1288%                              | 0.000003529                | \$910,918,748.37                  | 1.00001                   | 51           | 51           |
| 06-Dec          | 0.1299%                              | 0.000003558                | \$908,610,837.88                  | 0.99995                   | 55           | 55           |
| 07-Dec          | 0.1243%                              | 0.000003405                | \$906,037,138.53                  | 0.99996                   | 55           | 54           |
| 08-Dec          | 0.1237%                              | 0.000003389                | \$911,562,676.78                  | 0.99999                   | 55           | 55           |
| 09-Dec          | 0.1200%                              | 0.000003289                | \$916,150,624.79                  | 0.99999                   | 56           | 55           |
| 10-Dec          | 0.1200%                              | 0.000003289                | \$916,150,624.79                  | 0.99999                   | 56           | 55           |
| 11-Dec          | 0.1200%                              | 0.000003289                | \$916,150,624.79                  | 0.99999                   | 56           | 55           |
| 12-Dec          | 0.1308%                              | 0.000003583                | \$914,856,315.56                  | 0.99999                   | 55           | 55           |
| 13-Dec          | 0.1207%                              | 0.000003307                | \$932,216,014.79                  | 0.99999                   | 54           | 54           |
| 14-Dec          | 0.1245%                              | 0.000003411                | \$934,851,644.44                  | 1.00000                   | 53           | 53           |
| 15-Dec          | 0.1302%                              | 0.000003588                | \$897,195,148.36                  | 1.00000                   | 57           | 57           |
| 16-Dec          | 0.1368%                              | 0.000003747                | \$900,408,224.12                  | 1.00000                   | 60           | 60           |
| 17-Dec          | 0.1368%                              | 0.000003747                | \$900,408,224.12                  | 1.00000                   | 80           | 60           |
| 18-Dec          | 0.1368%                              | 0.000003747                | \$900,408,224.12                  | 1.00000                   | 60           | 60           |
| 19-Dec          | 0.1131%                              | 0.000003099                | \$923,000,598.73                  | 1.00001                   | 58           | 55           |
| 20-Dec          | 0.1180%                              | 0.000003233                | \$927,798,738.29                  | 1.00001                   | 55           | 55           |
| 21-Dec          | 0.0878%                              | 0.000002400                | \$997,734,015.02                  | 1.00001                   | 50           | 50           |
| 22-Dec          | 0.0770%                              | 0.000002109                | \$1,003,906,307.35                | 1.00002                   | 49           | 54           |
| 23-Dec          | 0.0963%                              | 0.000002637                | \$1,022,174,415.22                | 1.00001                   | 50           | 56           |
| 24-Dec          | 0.0963%                              | 0.000002637                | \$1,022,174,415.22                | 1.00001                   | 50           | 56           |
| 25-Dec          | 0.0963%                              | 0.000002637                | \$1,022,174,415.22                | 1.00001                   | 50           | 56           |
| 26-Dec          | 0.0963%                              | 0.000002637                | \$1,022,174,415.22                | 1.00001                   | 50           | 56           |
| 27-Dec          | 0.1020%                              | 0.000002794                | \$1,031,940,728.34                | 1.00002                   | 48           | 51           |
| 28-Dec          | 0.0812%                              | 0.000002226                | \$1,104,615,832.48                | 1.00002                   | 43           | 48           |
| 29-Dec          | 0.0770%                              | 0.000002109                | \$1,152,392,601.01                | 1.00001                   | 41           | 45           |
| 30-Dec          | 0.0806%                              | 0.000002208                | \$1,170,475,840.26                | 1.00001                   | 39           | 46           |
| 31-Dec          | 0.0806%                              | 0.000002208                | \$1,170,475,840.26                | 1.00001                   | 39           | 48           |
| <b>Averages</b> | <b>0.1125%</b>                       | <b>0.000003082</b>         | <b>\$966,800,454.61</b>           | <b>1.00000</b>            | <b>52</b>    | <b>53</b>    |





## Performance

### As of December 31, 2011

|                                       |                    |
|---------------------------------------|--------------------|
| Current Invested Balance              | \$2,477,652,428.03 |
| Weighted Average Maturity (1)*        | 32 Days            |
| Weighted Average Maturity (2)*        | 36 Days            |
| Net Asset Value                       | 1.000080           |
| Total Number of Participants          | 421                |
| Management Fee on Invested Balance    | 0.0875%            |
| Interest Distributed                  | \$577,306.28       |
| Management Fee Collected              | \$170,658.47       |
| % of Portfolio Invested Beyond 1 Year | 0.00%              |
| Standard & Poor's Current Rating      | AAA-               |

### December Averages:

|  |                    |
|--|--------------------|
| Average Invested Balance                 | \$2,296,600,427.84 |
| Average Monthly Yield, on a simple basis | 0.2085%            |
| Average Weighted Average Maturity (1)*   | 40 Days            |
| Average Weighted Average Maturity (2)*   | 43 Days            |

\*Definition of Weighted Average Maturity (1) & (2)

- (1) This weighted average maturity calculation uses the SEC Rule 2a-7 definition for stated maturity for any floating rate instrument held in the portfolio to determine the weighted average maturity for the pool. This Rule specifies that a variable rate instrument to be paid in 397 calendar days or less shall be deemed to have a maturity equal to the period remaining until the next readjustment of the interest rate.
- (2) This weighted average maturity calculation uses the final maturity of any floating rate instruments held in the portfolio to calculate the weighted average maturity for the pool.

Rates reflect historical information and are not an indication of future performance.

### Holiday Reminder

In observance of **Martin Luther King Jr. holiday**, LOGIC will be closed **Monday, January 16, 2012**. All ACH transactions initiated on Friday, January 13th will settle on Tuesday, January 17th.

In observance of **Presidents' Day**, LOGIC will be closed **Monday, February 20, 2012**. All ACH transactions initiated on Friday, February 17th will settle on Tuesday, February 21st.

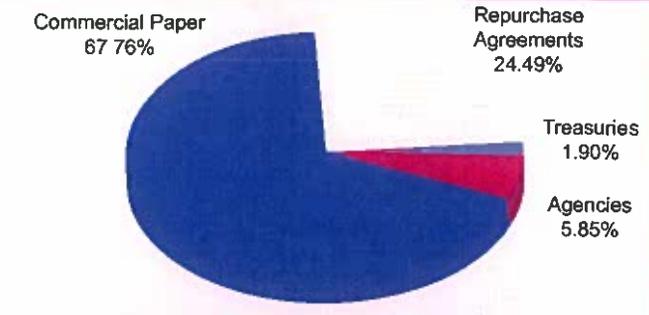
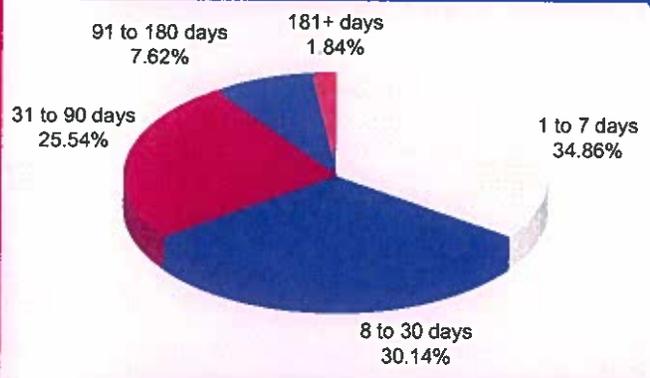
## Economic Commentary

While markets' worst fears of a disorderly credit event in Europe or double-dip recession in U.S. were not realized in the fourth quarter, policy actions and the continued risks to the global economy did not reassure. European summits in October and December attempted to bring needed focus to the growing financial crisis. Proposed resolutions included tighter fiscal integration and discipline in the euro area through budget deficit targets and authority for the European Court of Justice to intervene in issues of budget oversight for individual countries. However, skepticism remains whether these steps will adequately address Europe's issues. U.S. economic data began to improve during the quarter, albeit gradually. However, the impact of a recession in Europe will likely limit domestic growth to a continued sluggish pace at best. Furthermore, the inability of the political parties to reach a consensus on the federal budget in the fourth quarter will likely lead to persistent budgetary battles and gridlock in the new year, creating an environment of continued economic uncertainty.

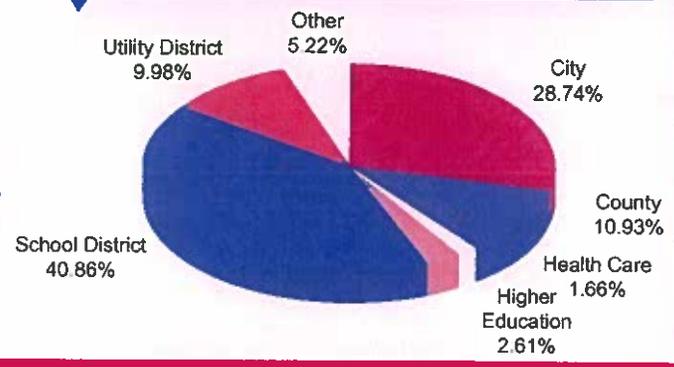
The economy dodged a bullet at the end of 2011 when Congress approved a two-month extension of the payroll tax cut and unemployment benefits. Negotiations in January and February will likely lead to a full-year application of these measures. Nonetheless, it may still have negative implications for consumer spending, which had a positive impact on growth in the second half of 2011. Given the decline in the savings rate, and stagnant growth in real disposable income, a failure of policy makers to extend the programs coupled with a decline in confidence would likely damage momentum in consumption over the first half of 2012. Further unconventional policy from the FOMC is expected, following the release of the December 13th meeting minutes. The enhancement in the FOMC's communications (to include projections of the fed funds rate following the January 24-25 meeting) was likely a first step to another eventual round of asset purchases, which may include agency mortgage backed securities. Given relative weakness in measures of inflation, an uncertain fiscal situation, and a still high unemployment rate, risks are for further policy intervention from the Federal Reserve.

## News

**Portfolio by Type of Investment As of December 31, 2011**



**Portfolio by Maturity As of December 31, 2011**



**Distribution of Participants by Type As of December 31, 2011**

**Historical Program Information**

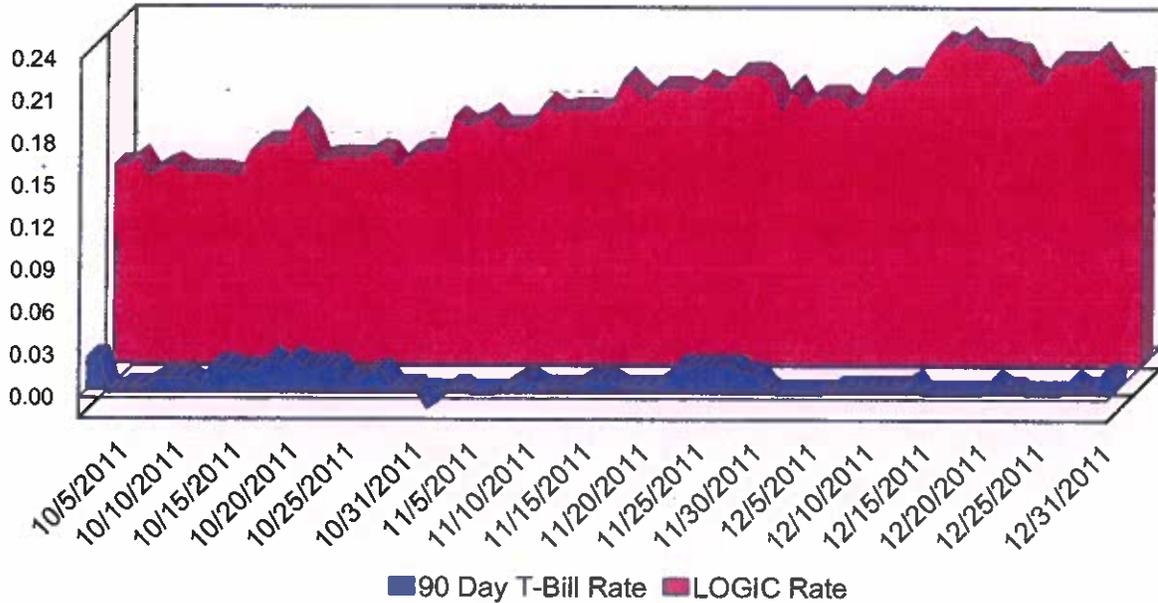
| Month  | Average Rate | Book Value         | Market Value       | Net Asset Value | WAM (1)* | WAM (2)* | Number of Participants |
|--------|--------------|--------------------|--------------------|-----------------|----------|----------|------------------------|
| Dec 11 | 0.2085%      | \$2,477,652,428.03 | \$2,477,850,942.56 | 1.000080        | 40       | 43       | 421                    |
| Nov 11 | 0.1874%      | 2,259,728,979.97   | 2,259,941,196.35   | 1.000093        | 47       | 51       | 421                    |
| Oct 11 | 0.1470%      | 2,279,051,628.31   | 2,279,247,462.46   | 1.000085        | 47       | 53       | 420                    |
| Sep 11 | 0.1381%      | 2,188,738,663.58   | 2,188,922,466.41   | 1.000075        | 46       | 52       | 418                    |
| Aug 11 | 0.1380%      | 2,182,133,828.03   | 2,182,294,888.70   | 1.000073        | 53       | 59       | 416                    |
| Jul 11 | 0.1424%      | 2,313,406,799.39   | 2,313,569,380.42   | 1.000070        | 49       | 55       | 414                    |
| Jun 11 | 0.1745%      | 2,404,741,857.72   | 2,405,079,613.48   | 1.000140        | 54       | 61       | 414                    |
| May 11 | 0.1785%      | 2,272,417,692.24   | 2,272,837,744.11   | 1.000184        | 55       | 62       | 413                    |
| Apr 11 | 0.1964%      | 2,476,285,267.87   | 2,476,709,472.73   | 1.000171        | 55       | 62       | 413                    |
| Mar 11 | 0.2098%      | 2,621,420,210.00   | 2,621,725,436.22   | 1.000116        | 53       | 60       | 413                    |
| Feb 11 | 0.2084%      | 2,625,007,478.50   | 2,625,287,166.21   | 1.000106        | 51       | 59       | 412                    |
| Jan 11 | 0.2090%      | 2,559,327,541.30   | 2,559,474,673.52   | 1.000057        | 48       | 57       | 412                    |

**Portfolio Asset Summary as of December 31, 2011**

|                                      | Book Value                 | Market Value               |
|--------------------------------------|----------------------------|----------------------------|
| Uninvested Balance                   | \$ 657.77                  | \$ 657.77                  |
| Accrual of Interest Income           | 172,848.67                 | 172,848.67                 |
| Interest and Management Fees Payable | (591,586.38)               | (591,586.38)               |
| Payable for Investment Purchased     | 0.00                       | 0.00                       |
| Receivable for Investment Sold       | 0.00                       | 0.00                       |
| Repurchase Agreements                | 606,939,000.00             | 606,939,000.00             |
| Commercial Paper                     | 1,679,131,648.69           | 1,679,256,432.00           |
| Government Securities                | 191,999,859.28             | 192,073,590.50             |
| <b>Total</b>                         | <b>\$ 2,477,652,428.03</b> | <b>\$ 2,477,850,942.56</b> |

Market value of collateral supporting the Repurchase Agreements is at least 102% of the Book Value. The portfolio is managed by J.P. Morgan Chase & Co. and the assets are safekept in a separate custodial account at the Federal Reserve Bank in the name of LOGIC. The only source of payment to the Participants are the assets of LOGIC. There is no secondary source of payment for the pool such as insurance or guarantee. Should you require a copy of the portfolio, please contact LOGIC Participant Services.

LOGIC versus 90-Day Treasury Bill



This material is for information purposes only. This information does not represent an offer to buy or sell a security. The above rate information is obtained from sources that are believed to be reliable, however, its accuracy or completeness December be subject to change. The LOGIC management fee December be waived in full or in part at the discretion of the LOGIC co-administrators and the LOGIC rate for the period shown reflects waiver of fees. This table represents investment performance/return to the customer, net of fees, and is not an indication of future performance. An investment in the security is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although the issuer seeks to preserve the value of an investment at \$1.00 per share, it is possible to lose money by investing in the security. Information about these and other program details are in the fund's Information Statement which should be read carefully before investing. The yield on the 90-Day Treasury Bill ("T-Bill Yield") is shown for comparative purposes only. When comparing the investment returns of the LOGIC pool to the T-Bill Yield, you should know that the LOGIC pool consist of allocations of specific diversified securities as detailed in the respective Information Statements. The T-Bill Yield is taken from Bloomberg Finance L.P. and represents the daily closing yield on the then current 90-day T-Bill.

Daily Summary for December 2011

| Date       | Mny Mkt Fund Equiv. [SEC Std.] | Daily Allocation Factor | LOGIC Invested Balance | Market Value Per Share | WAM Days (1)* | WAM Days (2)* |
|------------|--------------------------------|-------------------------|------------------------|------------------------|---------------|---------------|
| 12/1/2011  | 0.1836%                        | 0.000005031             | \$2,267,129,723.59     | 1.000093               | 40            | 44            |
| 12/2/2011  | 0.1905%                        | 0.000005218             | \$2,263,630,089.84     | 1.000079               | 40            | 44            |
| 12/3/2011  | 0.1905%                        | 0.000005218             | \$2,263,630,089.84     | 1.000079               | 40            | 44            |
| 12/4/2011  | 0.1905%                        | 0.000005218             | \$2,263,630,089.84     | 1.000079               | 40            | 44            |
| 12/5/2011  | 0.1834%                        | 0.000005025             | \$2,293,148,500.63     | 1.000093               | 39            | 43            |
| 12/6/2011  | 0.1846%                        | 0.000005057             | \$2,276,484,947.32     | 1.000090               | 40            | 44            |
| 12/7/2011  | 0.2031%                        | 0.000005564             | \$2,289,655,815.67     | 1.000116               | 44            | 47            |
| 12/8/2011  | 0.1968%                        | 0.000005391             | \$2,291,336,676.72     | 1.000117               | 43            | 47            |
| 12/9/2011  | 0.2031%                        | 0.000005564             | \$2,238,199,323.48     | 1.000103               | 42            | 45            |
| 12/10/2011 | 0.2031%                        | 0.000005564             | \$2,238,199,323.48     | 1.000103               | 42            | 45            |
| 12/11/2011 | 0.2031%                        | 0.000005564             | \$2,238,199,323.48     | 1.000103               | 42            | 45            |
| 12/12/2011 | 0.2181%                        | 0.000005974             | \$2,237,792,847.38     | 1.000117               | 43            | 47            |
| 12/13/2011 | 0.2295%                        | 0.000006288             | \$2,244,061,289.04     | 1.000127               | 44            | 47            |
| 12/14/2011 | 0.2261%                        | 0.000006194             | \$2,244,364,446.34     | 1.000131               | 44            | 48            |
| 12/15/2011 | 0.2322%                        | 0.000006363             | \$2,228,874,391.15     | 1.000131               | 44            | 48            |
| 12/16/2011 | 0.2244%                        | 0.000006149             | \$2,266,341,877.92     | 1.000116               | 41            | 45            |
| 12/17/2011 | 0.2244%                        | 0.000006149             | \$2,266,341,877.92     | 1.000116               | 41            | 45            |
| 12/18/2011 | 0.2244%                        | 0.000006149             | \$2,266,341,877.92     | 1.000116               | 41            | 45            |
| 12/19/2011 | 0.2214%                        | 0.000006066             | \$2,235,217,874.10     | 1.000130               | 41            | 45            |
| 12/20/2011 | 0.2205%                        | 0.000006040             | \$2,255,201,342.45     | 1.000135               | 41            | 45            |
| 12/21/2011 | 0.2054%                        | 0.000005628             | \$2,263,896,237.28     | 1.000095               | 40            | 44            |
| 12/22/2011 | 0.2013%                        | 0.000005514             | \$2,318,615,844.13     | 1.000094               | 39            | 43            |
| 12/23/2011 | 0.2149%                        | 0.000005888             | \$2,341,875,305.61     | 1.000079               | 36            | 40            |
| 12/24/2011 | 0.2149%                        | 0.000005888             | \$2,341,875,305.61     | 1.000079               | 36            | 40            |
| 12/25/2011 | 0.2149%                        | 0.000005888             | \$2,341,875,305.61     | 1.000079               | 36            | 40            |
| 12/26/2011 | 0.2149%                        | 0.000005888             | \$2,341,875,305.61     | 1.000079               | 36            | 40            |
| 12/27/2011 | 0.2222%                        | 0.000006088             | \$2,339,085,122.30     | 1.000098               | 36            | 40            |
| 12/28/2011 | 0.2112%                        | 0.000005786             | \$2,354,902,872.24     | 1.000098               | 36            | 39            |
| 12/29/2011 | 0.2025%                        | 0.000005549             | \$2,427,525,380.40     | 1.000089               | 34            | 37            |
| 12/30/2011 | 0.2045%                        | 0.000005603             | \$2,477,652,428.03     | 1.000080               | 32            | 36            |
| 12/31/2011 | 0.2045%                        | 0.000005603             | \$2,477,652,428.03     | 1.000080               | 32            | 36            |
| Average    | 0.2085%                        | 0.000005713             | \$2,296,600,427.84     |                        | 40            | 43            |

LOGIC Participant Services  
c/o First Southwest Asset Management, Inc.  
325 North St. Paul Street, Suite 800  
Dallas, TX 75201



**LOGIC Board**

**LOGIC Board Members**

|                           |   |   |
|---------------------------|---|---|
| <b>Philip G. Roberson</b> | <b>Arlington ISD</b>                        | <b>Board President</b>                      |
| <b>Fred L. Werner</b>     | <b>City of Grapevine</b>                    | <b>Board Vice President</b>                 |
| <b>Judd R. Sanderson</b>  | <b>North Texas Municipal Water District</b> | <b>Board Treasurer / Investment Officer</b> |
| <b>Sandra Newby</b>       | <b>Tarrant Regional Water District</b>      | <b>Board Member</b>                         |
| <b>Wes Vela</b>           | <b>City of Missouri City</b>                | <b>Board Member</b>                         |

**Contacts**

For more information contact LOGIC Participant Services ★ 1-800-895-6442 ★ [www.logic.org](http://www.logic.org)





# BUDGET ADJUSTMENT REQUEST



Date 1/23/2012

PLEASE RETURN TO FINANCE DIRECTOR

Do not enter anything in the shaded area.

|          | ACCOUNT NUMBER | ACCOUNT DESCRIPTION            | CURRENT BUDGET TOTAL | ADJUSTMENT AMOUNT | BUDGET TOTAL LESS ADJUSTMENT |
|----------|----------------|--------------------------------|----------------------|-------------------|------------------------------|
| Example: | 01-0201-16-00  | Supplies                       | 1,000                | (500)             | 500                          |
| Decrease |                | Less: Bad Debt                 | 600                  | (600)             |                              |
| Decrease |                | Newsletter                     | 120                  | (120)             |                              |
| Decrease |                | Copies                         | 240                  | (240)             |                              |
| Decrease |                | Webhosting                     | 240                  | (240)             |                              |
| Decrease |                | Postage                        | 600                  | (222)             | 378                          |
| Decrease |                | Post Office Box                | 60                   | (60)              |                              |
| Decrease |                | Supplies                       | 600                  | (600)             |                              |
| Decrease |                | Meeting Expenses               | 1,080                | (930)             | 150                          |
| Decrease |                | Social Events/Holiday          | 950                  | (625)             | 325                          |
| Decrease |                | Donations                      | 390                  | (280)             | 110                          |
| Decrease |                | Subscriptions                  | 200                  | (200)             |                              |
| Decrease |                | Education                      | 200                  | (200)             |                              |
| Decrease |                | Travel                         | 200                  | (200)             |                              |
| Decrease |                | Community Improvement Projects | 4,000                | (400)             | 3,600                        |
|          |                | subtotal                       | 9,480                | (4,917)           | 4,563                        |

|          | ACCOUNT NUMBER | ACCOUNT DESCRIPTION | CURRENT BUDGET TOTAL | ADJUSTMENT AMOUNT | BUDGET TOTAL PLUS ADJUSTMENT |
|----------|----------------|---------------------|----------------------|-------------------|------------------------------|
| Example: | 01-0201-02-00  | Supplies            | 1,300                | 500               | 1,800                        |
| Increase |                | Management          | -                    | 7,800             | 7,800                        |
| Increase |                | Tax Return          | 50                   | 75                | 125                          |
| Increase |                | Storage             | 385                  | 30                | 415                          |
| Increase |                |                     |                      |                   | -                            |
| Increase |                |                     |                      |                   | -                            |
| Increase |                |                     |                      |                   | -                            |
| Increase |                |                     |                      |                   | -                            |
|          |                | subtotal            | 435                  | 7,905             | 8,340                        |

TOTAL **9,915**      **2,988**      **12,903**

Explanation with appropriate justification and documentation attached:

As a result of the hiring of Vision Communities Management, Inc. the Rolling Meadows Public Improvement District Board submits the indicated budget adjustments for the approved FY 2011/2012 Rolling Meadows PID budget. *See attached documents and request from PID board*

*↑  
Balance from their anticipated fund balance*

entered by: \_\_\_\_\_  
date: \_\_\_\_\_

Requested By: Rolling Meadows P.I.D. Board  
 Department Director Approval: N/A  
 Finance Director Approval: [Signature]  
 City Manager Approval: [Signature]

NOTE: Please utilize one form per budget adjustment to expedite approval and processing.

## Rolling Meadows HOA 2012-2016 PID Budget

|                                     | 2012             | 2011             | 2010             | 2009             | 2008             |
|-------------------------------------|------------------|------------------|------------------|------------------|------------------|
| <b>Revenues</b>                     |                  |                  |                  |                  |                  |
|                                     | <b>VCN Rev</b>   |                  |                  |                  |                  |
| Assessments                         | 24,043.00        | 24,043.00        | 24,043.00        | 24,043.00        | 24,043.00        |
| Revenue Totals                      | 24,043.00        | 24,043.00        | 27,219.00        | 27,408.00        | 27,796.30        |
| <b>Expenses</b>                     |                  |                  |                  |                  |                  |
|                                     | <b>VCN Rev</b>   |                  |                  |                  |                  |
| <b>Administration</b>               |                  |                  |                  |                  |                  |
| Management                          | 0.00             | 7,000.00         | 7,000.00         | 7,000.00         | 7,000.00         |
| Leas: Bad Debt                      | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| Debt County Collection Services     | 410.00           | 410.00           | 410.00           | 410.00           | 410.00           |
| Tier Return                         | 80.00            | 125.00           | 125.00           | 125.00           | 125.00           |
| Legal Fees                          | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| Newsletter                          | 120.00           | 0.00             | 0.00             | 0.00             | 0.00             |
| Copies                              | 200.00           | 0.00             | 0.00             | 0.00             | 0.00             |
| Web/Hosting                         | 340.00           | 0.00             | 0.00             | 0.00             | 0.00             |
| Postage                             | 0.00             | 375.00           | 375.00           | 375.00           | 375.00           |
| Post Office Box                     | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| Supplies                            | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| Meeting Expenses                    | 1,000.00         | 150.00           | 150.00           | 150.00           | 150.00           |
| Storage                             | 200.00           | 415.00           | 415.00           | 415.00           | 415.00           |
| Administration Totals               | 4,880.00         | 9,775.00         | 9,775.00         | 9,775.00         | 9,775.00         |
| <b>Taxes &amp; Insurance</b>        |                  |                  |                  |                  |                  |
| Income Taxes                        | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| Property Tax                        | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| Property & Liability                | 2,300.00         | 2,300.00         | 2,300.00         | 2,300.00         | 2,300.00         |
| Directors & Officers                | 1,000.00         | 1,000.00         | 1,000.00         | 1,000.00         | 1,000.00         |
| Taxes & Insurance Totals            | 3,300.00         | 3,300.00         | 3,300.00         | 3,300.00         | 3,300.00         |
| <b>Community Relations</b>          |                  |                  |                  |                  |                  |
| Social Events/Holiday               | 0.00             | 325.00           | 325.00           | 325.00           | 325.00           |
| Donations                           | 200.00           | 110.00           | 110.00           | 110.00           | 110.00           |
| Subscriptions                       | 200.00           | 0.00             | 0.00             | 0.00             | 0.00             |
| Education                           | 200.00           | 0.00             | 0.00             | 0.00             | 0.00             |
| Travel                              | 200.00           | 0.00             | 0.00             | 0.00             | 0.00             |
| Community Relations Totals          | 1,000.00         | 435.00           | 435.00           | 435.00           | 435.00           |
| <b>Landscaping</b>                  |                  |                  |                  |                  |                  |
| Landscaping Contract                | 7,000.00         | 7,000.00         | 7,000.00         | 7,000.00         | 7,000.00         |
| Inspection Reports                  | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| Non-Contract Mowing                 | 1,525.00         | 1,525.00         | 1,525.00         | 1,525.00         | 1,525.00         |
| Landscaping Totals                  | 10,325.00        | 10,325.00        | 10,325.00        | 10,325.00        | 10,325.00        |
| <b>Common Area Repairs/Upgrades</b> |                  |                  |                  |                  |                  |
| Lighting/Other Repairs              | 475.00           | 475.00           | 475.00           | 475.00           | 475.00           |
| Community Improvement Projects      | 4,000.00         | 3,000.00         | 3,000.00         | 3,000.00         | 3,000.00         |
| Pest Control                        | 302.40           | 302.40           | 302.40           | 302.40           | 302.40           |
| Common Area Repairs Totals          | 4,777.40         | 4,377.40         | 4,377.40         | 4,377.40         | 4,377.40         |
| <b>Utilities</b>                    |                  |                  |                  |                  |                  |
| Electric                            | 2,400.00         | 2,400.00         | 2,400.00         | 2,400.00         | 2,400.00         |
| Water                               | 3,340.00         | 3,340.00         | 3,340.00         | 3,340.00         | 3,340.00         |
| Utilities Totals                    | 5,740.00         | 5,740.00         | 5,740.00         | 5,740.00         | 5,740.00         |
| <b>Total Expenses</b>               | <b>20,957.40</b> | <b>21,925.40</b> | <b>21,925.40</b> | <b>21,925.40</b> | <b>21,925.40</b> |
| <b>Cash short/excess</b>            | <b>3,175.20</b>  | <b>188.20</b>    | <b>5,293.60</b>  | <b>5,482.60</b>  | <b>5,870.90</b>  |

**ROLLING MEADOWS HOMEOWNERS ASSOCIATION, INC.**  
2301 Ohio Drive, Suite 236  
Plano, TX 75093

**2012 PID BUDGET REVISION RESOLUTION**

The Board of Directors for Rolling Meadows Homeowners Association, Inc. resolves to adopt the attached year 2012 Revised PID Operating Budget.

EXECUTED as this 6<sup>th</sup> day of January, 2012.

Courtney Haeflinger  
Signature

Courtney Haeflinger  
Print Name

Treasurer  
Print Title

**Rolling Meadows H.O.A. Board meeting held January 05, 2012**

**7: oopm @ 112 Cayman Drive 75146**

**Present: Toni Elkins: President, Ted Darden: Vice President, Courtney Haeflinger: Treasurer, Stacey Jaglowski: Secretary, Stanley M Jaglowski: A.C.A., Kerri Kingsbery: Vision Communities, Shanea Grisby: Vision Communities...**

**All Rolling Meadows records, copies, files, checkbook, calculator, and office stamp were turned over to Vision Communities as per requests.**

**Received and reviewed proposed amended budget for 2012.**

**Discussed County Collection fees to be investigated to be revised.**

**Revised donations and bad debt: \$100.00 added for Rotary Club (Flags on Holiday's). \$350.00 for bad debt.**

**Vision Communities to investigate market for different insurance carrier.**

**Continue with one annual meeting coordinate with National Night Out time frame and Fall festivities.**

**Continue with "Yard of the Month" Submit selection to Shanea to Coordinate with Calloway's Nurseries.**

**Link to Vision Communities website operational after budget approval.**

**Rolling Meadows website hosting to be cancelled immediately Darden.**

**Create a Facebook page Like Page Darden and Stacey to create and maintain...**

**Informational letter to be mailed by Vision Communities to all Household of Rolling Meadows Subdivision.**

**Cancel current Rolling Meadows P.O. Box effective Jan 31, 2012. Fill out change of address. Stanley...**

**Investigate downsized storage unit. Stanley...**

**Proposed amended budget for 2012 was approved by all 5 Rolling Meadows Board Members**

**Meeting adjourned approx. 8:15pm**

# **Rolling Meadows Homeowners Association, Inc.**

## **ASSOCIATION MANAGEMENT AND SERVICES FOR ROLLING MEADOWS**

January 12, 2012

Dear Rolling Meadows Homeowner,

Rolling Meadows Homeowners Association Board of Directors is pleased to announce the hiring of Vision Communities Management, Inc. to manage the community's association business, effective January 1<sup>st</sup>, 2012.

Vision is a "Boutique" Community Management Company specializing in providing highly personalized management services and we are committed to assisting you in protecting the property values in your community.

Vision Communities services all types and sizes of communities and Public Utility Districts in the Dallas/Ft. Worth Metroplex; in particular four other Public Utility Districts within the City of Lancaster. Kerri Kingsbery, the President and founder of Vision, has served on the Boards of the communities in which she has lived which gives her a unique perspective as a homeowner and as a management company owner.

As the community's previous website, <http://rollingmeadowshoa.org> will no longer be in service, website functions are now available to the homeowners in Rolling Meadows through the Vision Communities website, [www.visioncommunitiesmgmt.com](http://www.visioncommunitiesmgmt.com). Through this website you may:

**Submit an Architectural Modification Request form** - From the menu bar under "**e-forms**" you can select an automated form that allows you to submit your modification request online.

You will also find e-forms to submit a **Maintenance Request and Question Submission** and you can access your **Community Governing Documents**, just scroll down under "Documents".

Vision Communities staff are very pleased to have the opportunity to serve the Rolling Meadows community! **Your new Community Manager is Shanea Grisby. You may reach her and all the Vision staff at:**

**Vision Communities Management, Inc.**  
**2301 Ohio Drive #236, Plano, TX 75093**  
**Phone: 972-612-2303**  
**Fax: 214-237-3363**  
**Email: [shanea@visioncommunitiesmgmt.com](mailto:shanea@visioncommunitiesmgmt.com)**

**Visit Rolling Meadows HOA on Facebook at: Rolling Meadows HOA, Lancaster, TX**

Thank you,

Vision Communities Management, Inc.  
for the Rolling Meadows Board of Directors

**LANCASTER CITY COUNCIL**  
**Work Session Agenda Communication for**  
**February 20, 2012**

**5**

WS12-005

**Discuss Quarterly Report of City Council Five Year Goals and Strategies established during the annual City Council Strategic Planning Session in June 2011.**

**This request supports the City Council 2011-2012 Policy Agenda.**

**Goal: Current Strategies**

**Background**

During the 2011 Annual Strategic Planning Session, City Council reviewed and updated five-year goals and strategies. As a result of the session, Council requested staff continue to provide a quarterly report highlighting the five year goals, strategies and projects.

The FY 2010/2011 Fourth Quarter Update was presented at the Monday, October 17, 2011 work session. This report reviews FY 2011/2012 first quarter implementation and progress on strategies and initiatives outlined in the FY 2011-2012 strategic plan, and how said strategies tie to continued progress toward the realization of Lancaster Vision 2026.

**1. Financially Sound Government**

The City has a long-range financial plan and has prudent fiscal policies and processes in place. It has met or exceeded its general fund reserve goals, has funds available to address the needs of the community, and responsibly manages its debt. The community continues to move toward a more competitive tax rate.

- 1. Adopt a balanced budget for 2011-2012 by September 30, 2011 that maintains basic service levels and minimizes the impact on City taxpayers and ratepayers.**

During the September 12, 2011 regular meeting Council adopted a balanced FY 11/12 budget that met the objectives set forth during strategic planning.

- 2. Direct staff to monitor budget and scrutinize expenses to yield savings to be put toward funding of the City reserves.**

Executive staff has communicated expectations of fiscally responsible budget allocation and expenditures city-wide. Department budgets will be monitored utilizing established budgetary procedures and accountability standards accordingly.

### **3. Additional Considerations**

#### **Inclusion of a five year Capital Improvement Project (CIP) Budget in conjunction with the presentation of the FY 2012/2013 Budget.**

At present, all departments have submitted CIP recommendations that are being consolidated for City Manager review. Once approved, submissions chosen for inclusion will be represented in the FY 2012/2013 budget process for Council consideration.

#### **Develop a city-wide equipment replacement schedule by June 2012.**

The city-wide equipment replacement plan is nearing completion. Staff will visually inspect each piece of equipment and determine life expectancy, replacement factor and an estimated cost of replacement. The replacement schedule will provide a breakdown of all types of equipment by department, replacement dates and replacement cost. This schedule should prove to be a valuable tool for council in future budgeting decisions.

### **2. Quality Development**

The City encourages high quality construction in its housing, commercial buildings and public facilities. The City employs sustainable building practices and encourages conservation and the use of alternative energy sources. The city has a diverse housing stock with walkable neighborhoods and other high-quality neighborhood amenities. A diversity of commercial businesses include corporate business parks and distribution facilities, which makes use of the expanded airport, rail, and highway system. Retail areas have grown because of growth in industrial commercial and residential development.

#### **1. Focus economic development efforts in industrial, retail and commercial areas in order to grow the commercial tax base and create a 12.5% increase in the total number of jobs in Lancaster.**

During the period of this quarterly report, staff has conducted 16 sales calls on developers and commercial real estate brokers and participated in 4 commercial broker events. Staff hosted the visits of 2 companies looking for existing warehouse distribution space and responded to 10 inquiries for information regarding potential development projects.

During this reporting quarter, the following businesses located their operations in Lancaster occupying over **267,000** square feet of space.

- Pinnacle Auto Parts has leased 120,000 sq. ft. of space in Building #2 in the ProLogis 20/35 Industrial Park for its auto parts distribution operations
- Auto Repair Minor has taken 4,900 sq. ft. of space at 1516 S. I35 for its auto repair business
- Liberty Ministries has taken 3,000 sq. ft. of space at 912 N. Dallas Ave. for its church activities

- E-Cop Police Supply has leased 850 sq. ft. at 211 W. Pleasant Run Rd. for its police supply business
- Reaching the Heart Ministries has taken 650 sq. ft. at 200 W. Park Place for its outreach operations
- Owens Corning Company has located in 120,000 sq. ft. of space in Building #1 in the ProLogis 20/35 Park
- Global Care Home Health Agency has located in 1,600 sq. ft. of space at 3200 W. Pleasant Run Road #110 for its business operations
- Instant Tax Service has located in 1,200 sq. ft. of space at 350 W. Pleasant Run Road for its tax service operations
- Zahreerah Barrett has leased 1,000 sq. ft. of space at 2286 W. Pleasant Run Rd. for a tax office
- Allen Simpson Agency has leased 1,068 sq. ft. of office space at 1425 N. Dallas Ave. for his insurance sales and service operations
- Lone Star Slots has leased 5,200 sq. ft. of space at 3015 Lometa Dr. for its product warehousing operations
- O.S.H.A. has leased 2,800 sq. ft. at 202 W. Pleasant Run Rd. for its catering business
- DFW Trio has leased 3,000 sq. ft. of space at 1442 W. Pleasant Run Rd. for a state inspection and oil changing business
- The Corner Lot has leased 1,000 sq. ft. of space at 1450 Pleasant Run Road for their retail operations
- Salon 100 Boutique has leased 1,000 sq. ft. of space at 2286 W. Pleasant Run Rd. for its salon business

## **2. Implement three year annexation plan for the E.T.J.**

The City Council approved the Sunrise District in the first portion of the Three-year annexation plan. It was approved on November 14, 2011 at the regularly scheduled City Council meeting in accordance with State Law. Staff has been working to familiarize residents with major city services offered, pursuant to the approved service plan. Staff has re-mapped city limits, provided updated maps to appropriate entities, worked with residents in the area on transition of waste hauling services, and hosted a new resident's town hall meeting.

Staff will continue to work with the City Attorney's office on annexation agreements and preparing for the continuation of the three year plan which includes the Wilson/Nokomis District and the Hash Road District scheduled for consideration in 2012 and 2013, respectively.

## **3. Explore and discuss the creation of a joint TIF with DeSoto for I35 corridor by December 2012.**

Staff is currently conducting a land use analysis to determine the focus and scope of a Tax Increment Financing District in conjunction with the City of DeSoto, if feasible. Staff has corresponded with DeSoto's Planning Division to gather

corresponding zoning and future land uses in preparation for a City Council work session presentation and discussion on March 19, 2012.

#### **4. Additional Considerations**

##### **Parks and Recreation Department**

**Prioritize and complete entrance beautification infrastructure (e.g. signage, lighting and irrigation) and landscaping for Pleasant Run Road, Dallas Avenue and Houston School Road by FY 2013-1014.**

In October 2011 a few aesthetic enhancements were implemented on the Beltline Road entrance sign to include new lettering (with Lancaster logo) along with solar panel lights for night time illumination.

Staff has researched xeriscape/ xerogardening techniques and identified drought tolerant plant materials that would reduce cost significantly. (Xeriscaping and xerogardening refers to landscaping and gardening in ways that reduce or eliminate the need for supplemental water from irrigation.) This plant material is scheduled to be put in Spring 2012.

Staff has finalized a Park Beautification/ Maintenance agreement and developed a Citywide Volunteer Program that has been approved and began implementation October 1, 2011. The City of Lancaster is now a member of the Volunteer Center of North Texas which is a statewide agency that promotes volunteerism opportunities to Corporations and Businesses along with the screening and placement of court ordered community service restitution workers. Staff is also soliciting sponsors and donors through the "Adopt a Spot" program to offer local businesses and organizations the opportunity to get involved in Lancaster' City Wide beautification efforts. The Parks Department has received several applications from organizations desiring to (Adopt-A-Spot) which are currently under review.

### **3. Healthy, Safe, & Vibrant Neighborhoods**

Lancaster is a safe place where neighbors know each other. The community unites at city-wide events that keep neighborhoods strong. Compassionate code enforcement maintains our residential neighborhoods, and all residents have access to parks near where they live.

#### **1. Support Lancaster neighborhoods in the creation of Public Improvement Districts (PIDs) throughout the City to strengthen and connect neighborhoods.**

An All HOA/PID Meeting is scheduled for Thursday, February 23, 2012 at 6:30 p.m. This meeting will feature an overview of Public Improvement Districts (PID). Several neighborhoods including Pleasant Run Estates and Anderson Farms have expressed their interest in additional information regarding the process.

## **2. Additional Considerations**

The following is a summary of responses and other activities for the first Quarter from 10/01/2011 to 12/31/2011. During this time period the Lancaster Fire Department had 2,305 unit responses to 1,312 incidents.

### **Emergency Medical Services (EMS)**

Emergency Medical Service (EMS) incidents made up the majority of runs for this time period at 66% of all calls. Paramedics provided Advance Life Support (ALS) to 80% of all patients seen. Paramedics saw an increase in Stroke related calls from this time last year.

### **Fire Response**

The Department responded to 42 fire incidents, 870 rescue and medical emergencies, 35 hazardous materials incidents, 164 service calls, 74 good intent calls, 97 false alarms and 2 severe weather events. Total amount lost was \$153,250 from fire and the amount saved was \$1,692,500 bringing the dollar saved rate to 90.95%. Unattended cooking was the largest factor in accidental fires. 17.24% of all fires were intentionally set.

### **Police Response**

During the period of October 1, 2011 through December 31, 2011 the Lancaster Police Department Patrol Division answered a total of 5,641 calls for service. There were a total of 670 arrests made by officers during this time period. The department responded to 114 minor accidents and 61 major accidents in the city. There were a total of 107 burglaries reported, 3 robberies and 2 homicides. The 2 homicides are currently under investigation by Lancaster Police Department detectives and the Texas Rangers. During this quarter the Community Services Officer (CSO) attended 6 community watch meetings. CSO also held 3 meetings with all apartment managers in the city to discuss any issues that the apartment complexes may be experiencing. The police department sponsored a coat drive again this year at Christmas.

### **Library**

As of December 31, 2011, the library's collection totals 82,738 items, including the 949 items added during this quarter. Circulation of library materials for the quarter totals 15,135. Library cards were given to 476 new library patrons.

### **Oversee the Update of the Airport Storm Water Permit by consultants Freese & Nichols.**

The Texas Commission on Environmental Quality (TCEQ) regulates storm water discharges from industrial sites for water quality protection [TPDES MSGP general

permit (TXR050000)]. Lancaster Regional Airport is considered to be an industrial site subject to the TCEQ industrial storm water permit requirements. The existing three-year permit has expired. To avoid any penalties, the City was required to renew the airport's permit authorization by November 17, 2011. Because of the onerous and voluminous activities involved in satisfying the requirements for the Airport's Storm Water Permit, for which requires extensive technical expertise, Freese & Nichols, Inc. (FNI) assisted the city in securing the last permit in 2008. Renewal of the permit will require the same activities and assistance. Staff again worked with FNI to complete this task. This objective has been completed and the permit was renewed effective November 17, 2011.

**Oversee the Development of a Post Construction Management Ordinance based on the SWM Program and Updating of the Illicit Discharge Ordinance to meet TCEQ MS4 Storm Water Management Program compliance requirements.**

The City of Lancaster has developed a Storm Water Management Plan (SWMP) to comply with the requirements of the Texas Pollution Discharge Elimination System (TPDES) General Permit No. TXR04000. The Municipal Separate Storm Sewer System (MS4) Program is a TCEQ mandated program that all cities must comply with. It is a five (5) year program and the 2011-2012 fiscal year marks the 5<sup>th</sup> year. It is for the purpose of ensuring that pollutants not enter the water system. The city has 33 minimum control measures called Best Management Practices (BMP's) that must be complied with. As part of the BMP's, education for Elected Officials and the public is required and achieved through an update presentation to City Council on the progress of the SWMP five year plan. Proof of compliance must be submitted to the TCEQ in an annual report each year.

Development of a Post Construction Management Ordinance and the updating of the Illicit Discharge Ordinance will move us into compliance for the MS4 Storm Water Management Program as mandated by TCEQ. Staff is working with FNI to complete this objective by the deadline date of August 12, 2012.

**4. Professional & Committed Workforce**

Lancaster city government is an employer of choice with competitive pay that attracts an engaged, responsive, customer-oriented, innovative, and effective workforce. Some employees live in the community and all have a sense of ownership of the community. City employees feel needed and appreciated by elected officials, residents and businesses and are respectful to and appreciative of the customers and the City's governing body. The City's executive staff are engaged with residents and attend community events, uphold strong customer service, and use technology to aid them in working smarter.

**Personnel Policy Update**

Through the hard work of many, the City has updated the personnel policy manual to incorporate all policies and directives under one umbrella named the "P.R.I.D.E.

Playbook.” To acknowledge the revised policies and programs we are requiring all employees to complete a new employee acknowledgement form.

### **Online Training**

The City of Lancaster has partnered with Strategic Government Resource, a company whom exists to help local governments be more successful through various collaborative efforts, with a particular emphasis on employee recruitment, selection, assessment, development, coaching, and career path planning; to provide online training to employees of the City of Lancaster. All employees are required to complete online training by the end of 2012. Training topics include the following: DOT Alcohol Testing and Reasonable Suspicion Training, DOT Drug Testing and Reasonable Suspicion Training, Extraordinary Customer Service, Embracing Diversity in the Workplace, Ethics: The Heart of Public Service, Local Government 101, Sexual Harassment Prevention for Local Government Employees and An Introduction to Lean Thinking in Local Government.

Online curriculum features:

- The self-paced course content may be hard copy printed or stored and viewed electronically by user
- The course contains multiple topic related attachments
- In case of unanticipated interruption, participants may exit the course, then resume where they left off at a later time
- The course contains multiple interactive slides designed to increase retention of material
- The course contains a ten question quiz to test for comprehension of materials
- Participants can print a certificate of completion (or multiple copies for HR, participant's supervisor, etc.) after successfully completing the course
- New courses added to the system every six weeks

### **Electronic Time Keeping**

The City of Lancaster has implemented electronic time keeping for all city personnel to provide accurate and efficient reporting of time worked for payroll processing. Previously, time was recorded by hand on paper documents by the employee then transferred onto a report which summarized department totals, and finally keyed into a computer. The previous process allowed for multiple entries of time by a human and increased the potential for errors. Today time is captured and verified electronically through ADP EZ Labor, then downloaded directly into the payroll software. Time is no longer hand written or hand keyed by multiple individuals or through multiple formats. The time keeping process has been streamlined thus eliminating added hours of work by administrative staff previously spent compiling payroll reports.

### **Online Pay Stubs**

In conjunction with online time keeping, employees also have access to their pay stub online. In years past the City required all employees to participate in direct deposit and as a result limited the use of actual payroll checks. However, a pay stub detailing the pay and benefits for each employee continued to be issued. Thus the paper stub was previously printed on plain paper.

The City of Lancaster has eliminated the need to print paper pay stubs. Online pay stubs saves city resources and time. Pay stubs were previously printed on paper, stuffed into envelopes, and then distributed to departments. Now employees may access their current and previous pay stubs online and only print a pay stub on as needed basis. Staff time spent printing, stuffing and delivering pay stubs has been replaced with a quick and easy file upload procedure.

### **Codification**

In follow up discussion, Franklin Legal has indicated that they are about six weeks away from sending the codification draft for City Secretary/City Attorney review. This is due to the large volume of ordinances for codification. Staff will continue to press Franklin Legal for timely completion of the draft. Following review, Council must formally adopt the updated Code of Ordinances, Volume 1 (all non-development ordinances).

### **Redistricting**

The Department of Justice has pre-cleared the City's Councilmember District boundaries (2011 redistricting plan) as submitted.

### **Public Safety Education**

The Department sponsored or participated in 16 Public Safety events ranging from Fire Safety House education at schools to Fire Station tours for school children. Total public attendance to these events was 396 adults and 769 children. The Department conducted 51 inspections during this period as well.

## **5. Sound Infrastructure**

The City has well-maintained streets and well-planned preventative maintenance programs for Infrastructure and assets.

### **1. Identify funding required for City's 10% match to complete the 2012-2013 planned improvements in the Airport Master Plan.**

Lancaster Regional Airport has two design and engineering projects scheduled per the Airport Master Plan in FY 2012. Project (1) is the design/engineering for a new south apron, stub taxiway, connection taxi lane, and helicopter landing apron. Project (2) is the design/engineering for a new 12,000 gallon self serve fuel farm

and service road. Construction for these projects won't begin until FY 2014. Below is the City's (Sponsor's) 10% match required by the TxDOT – Aviation grants already in effect:

|                    |                   |
|--------------------|-------------------|
| Project (1)        | \$22,931.25       |
| <u>Project (2)</u> | <u>\$8,068.75</u> |
| Total:             | \$31,000.00       |

These projects, once construction is completed in the future, will allow Lancaster Regional Airport to be a more professional and attractive airport to corporate jets and business aircraft thus allowing the Airport to get closer to becoming self sustaining through increased air traffic and fuel sales.

## **2. Additional Considerations**

### **Utilize Dallas County Community Development Block Grant (CDBG) funds and Dallas County Public Works to reconstruct Stanford Drive from Arcady Lane to Arlington Lane.**

During the June 27, 2011 City Council meeting, Council conducted a Public Hearing and passed a resolution authorizing the submission of an application to Dallas County for CDBG funds in the amount of \$124,000 for the reconstruction of Stanford Drive from Arcady Lane to Arlington Lane. Staff is awaiting the Notice of Award for the CDBG funds from Dallas County. Once the Notice of Award is received, staff will coordinate with Dallas County to move forward with the reconstruction of the road.

### **Erect 2-MG Elevated Water Storage Tank to comply with TCEQ Requirements.**

During the 2010 TCEQ inspection, the system received a violation for elevated storage requirements. The elevated storage improvements are needed to ensure adequate potable water, fire protection to the city, and to provide for future growth and development. Staff is working with Freese & Nichols (FNI) to move through the schedule agreed upon with TCEQ which is as follows:

Conduct Site Study and Acquire Property: May 2011—September 2011

Prepare Construction Documents: October 2011—May 2012

Advertise and Award Construction Contract: June 2012—August 2012

Construction of Elevated Storage Tank: September 2012—October 2013

FNI is in the process of completing the site studies. Once the analysis is complete, a presentation with a recommended site will be made to City Council. Once Council approves a site, we can then proceed with the process of acquiring the property for the elevated storage tank.

**Replace the below listed priority water lines to improve water quality and reduce maintenance costs due to service interruptions caused by red water issues and water losses due to flushing and water line breaks.**

- **Martin-Berry- Francis**
- **Lexington**

At the January 9, 2012 City Council meeting, Council approved the contracts for pipe rehabilitation through Pipe Bursting for the Martin-Berry-Francis and Lexington Project. The contractor started work on the project January 30, 2012. The contractor estimates completion within 60 days.

**Make Phased Improvements to the Keller Branch Interceptor Line.**

The Keller Branch Interceptor serves the East and Central portion of the city from Ten Mile Creek to Cedardale. The section of the line between Pleasant Run (at Katy) to the Trinity River Authority's sewer line in Ten Mile Creek needs to be upgraded. The Wastewater Master Plan identifies the need to enlarge the size pipe of the Keller Branch Interceptor between Pleasant Run and Ten Mile Creek. Due to the cost of replacement of the entire line, this project will need to be completed in phases beginning at the TRA interceptor replacing back towards Main Street. This will be considered Phase I and available funding will determine how much can be replaced in this phase. The completion of the project will need to be completed in subsequent budget years as funding becomes available. The city is under a 2007 Sanitary Sewer Overflow (SSO) Reduction Plan as required by the TCEQ.

**Develop a systematic foundation to outline and replace distressed streets on an annual basis based on data derived from the pavement management program (funding plan) by January 2011.**

Staff is compiling a Streets Maintenance Program presentation that will present the concept of "It's cheaper to maintain than repair". The presentation will also present a summary on the condition of our streets as documented by our Pavement Management Software and a plan for a Streets Maintenance Program and the annual funding needed to actualize the program.

**Assess the contract of the current management of the Golf Course by 2011, and review and adopt the golf course five-year improvement plan by January 2011.**

The assessment of the current management contract of the Country View Golf Course has been completed, as well as, a review of the golf course five-year improvement plan. Upon reviewing both, environmental concerns and incomplete title work were identified. A plan of action has been developed to address both instances which will delay the implementation of the improvement plan with environmental concerns holding precedent.

## **6. Civic Engagement**

The City provides opportunities for involvement through special events, boards and commissions, youth and parent volunteer opportunities in recreation, sports teams, City elections, civic leadership academy, and City-wide celebrations.

### **1. Direct Staff to write and release positive press releases weekly.**

The Community Relations Division continues to meet this council objective by issuing 11 press releases since October 1, 2011, with an average of three press releases per month. This consistent dispersal of positive media releases ensure a proactive presence in the media and informs our citizens about the value-added services and engagement opportunities the City of Lancaster provides. While not all information released appears in print publications, Staff utilizes social media outlets such as Facebook, Twitter and RSS feeds to provide citizens information about community engagement activities, special events and City services.

### **2. Develop schedule of regular meetings with LISD to discuss issues of mutual concern.**

Staff continues to meet consistently with the LISD staff as requested by Council. On Wednesday, January 18, 2012 Mayor Marcus E. Knight and City Manager Opal Mauldin Robertson were accompanied by Dr. McFarland to present a City update to the Dallas Morning News Editorial Board. This meeting was arranged to further the positive image and communicate the unique offerings that characterize the City of Lancaster.

### **3. Create presentation/display boards or information kiosks for placement in high-traffic local businesses to provide civic information.**

Staff is currently drafting Community Display posters that follow the "Get Connected!" theme and incorporate QR code smart phone technology. Each poster will be created to suit the highlighted sections of our newly introduced website: Live, Work and Visit. We will continue to explore options and utilization of technology to ensure information regarding city services and programs are visible in high-traffic areas.

### **4. Additional Considerations**

#### **Datacenter Virtualization**

The city has begun virtualizing our datacenter making better use of technology and reducing our carbon foot print on the environment. Server virtualization allows one physical server to process multiple virtual machines handling different applications. This will allow us to increase server utilization rates while running far fewer servers. This drastically cuts down on the power needed to operate and cool machines. It also reduces the number of machines to maintain. This important technology provides for greater efficiency of staff resources.

### **City Website**

Our website has recently received a complete makeover. We have greatly improved the look, functionality, and user experience all the while reducing the cost to support and maintain it.

### **CJIS (Criminal Justice Information System)**

Over the course of 2010 and 2011, the Texas Department of Public Safety's CJIS (Criminal Justice Information System) conducted an audit and follow-up to ensure that the police department complies with all FBI policies regarding information security. The audit examines policies and practices of the police department, and the security practices and tools that are in place across any parts of the network that can access CJIS data. This includes systems in dispatch, the network operations center and the department's fleet of mobile computers. The department was found to be in compliance and passed their audit.

### **Telephone - VoIP (Voice over Internet Protocol)**

We have very recently replaced the phone system within the city with a ShoreTel VoIP phone system. This newer ShoreTel system has a 15 year life span. It is a software based system which allows for ease of upgrades and expansion, and has been recognized as the number one IP telephony product on the market for 8 consecutive years by Nemertes Research. Its modular design provides for limited failure points and system components, as well as simple and affordable disaster recovery options available to the city should we need them.

In addition to the numerous internal benefits, citizens will experience better service in that staff will be able to direct calls accordingly, know who is available (in the office or on the phone), and with unified messaging it will allow staff to receive voicemail and faxes directly to their email.

### **Cable/Web Streaming – On Demand Video**

With the implementation of Swagit Productions video system, citizens can now watch City Council meetings anywhere. Video footage of meetings are now automatically uploaded to Swagit's servers, and meetings are broken down by agenda item, so viewers can either watch the entire meeting or select a particular agenda item from an on-screen menu. Swagit's solution creates no additional work for city staff. It offers the city a truly hands-free, fully automated system for on-demand video.

### **Youth Advisory Council – Develop a plan to work with the school district to identify a Youth Commission program by January 2011.**

In May 2011 Council Work Session, staff proposed to amend the YAC ordinance by repealing Section 9.1802 to provide for changes in the appointment of youth

members and adult sponsors as recommended by Council Liaison. The amended ordinance passed unanimously on May 23, 2011.

The YAC conducted its first two meetings of the new school year in August and September 2011. The group was excited and eager to get back to work. Officers were elected at the October meeting. The current officers for the Youth Advisory Council are:

- Chairman De'Marcus Tilley
- Vice Chairman Jackie Adams
- Secretary/Treasurer Uriah Shepard

Members are currently working on two projects. The first is project allowed officers and the staff liaison to attend the Youth Advisory Commission Summit, which was held in Garland, TX January 21<sup>st</sup> and 22<sup>nd</sup>. The second project is to raise funds for the organization. Two fundraising initiatives being researched and discussed by the members are a restaurant-partnership fundraiser and a concession stand at the Lancaster Youth Baseball League games.

In order to increase membership, the students have worked with their staff liaison to develop marketing materials. Staff is available to answer or address questions regarding project status.

**Prepared and submitted by:**

Opal Mauldin Robertson, City Manager

**Date:** February 8, 2012