



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

**LANCASTER CITY COUNCIL**

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

**Monday, June 18, 2012 – 7:00 P.M.**



---

**7:00 p.m. SPECIAL MEETING AGENDA**

---

Call to Order

1. Consider election of a Mayor Pro Tempore.
2. Consider election of a Deputy Mayor Pro Tempore.

Adjournment

---

**WORK SESSION AGENDA**

---

**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
------	------------

**Verbal Briefing:**

1. Receive training on iPad features and use.

**Staff**

**Regular Items:**

2. Receive and discuss a presentation on the FY 2012/2017 Capital Improvement Program for the Water/Waste Water Fund and Storm Water Fund.  
**Mauldin Robertson**
3. Receive and discuss a financial overview of the Housing Assistance Payments (HAP) Housing Fund, Water/Waste Water Fund, Golf Fund, Airport Fund, the Lancaster Recreational Development Corporation (LRDC) Fund, the E-911 Fund, and the General Obligation Debt Service Fund.  
**Mauldin Robertson**

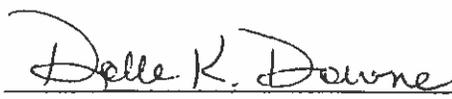
Adjournment

**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 June 14, 2012 @ 5:00 p.m. 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  
June 18, 2012

**1**

AG12-001

**Consider election of a Mayor Pro Tempore.**

**Background**

Section 3.05 (b) of the City Charter provides for the election of a Mayor Pro Tem and a Deputy Mayor Pro Tem. Section 3.05 (c) of the City Charter provides that the Mayor Pro Tem shall act as Mayor during the disability or absence of the Mayor and in this capacity shall have the rights conferred upon the Mayor.

**Options**

Council may elect a Mayor Pro Tem at this time or defer the action until the next regular meeting.

**Recommendation**

No staff recommendation. This is a matter for Council decision.

**Attachments**

- Section 3.05 *Mayor, Mayor Pro Tem and Deputy Mayor Pro Tem* from the City's Home Rule Charter

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

**Date:** June 11, 2012

- (2) have resided in their district for a minimum of one (1) year prior to the date of the election and shall reside in that district during the term of office.

In the event that a citizen's residence is changed solely as a result of an approved redistricting plan in accordance with law, the one (1) year district residency requirement shall not apply.

### ***SECTION 3.03 Compensation***

The City Council shall serve without compensation. The City Council shall be entitled to reimbursement for actual expenses incurred in the performance of official duties.

### ***SECTION 3.04 Mayor and the City Councilmember; Qualifications; How Nominated and Elected; Official Ballot.***

(A) The names of candidates for City Councilmember and Mayor shall be placed on the official ballot upon the filing of a petition, in accordance with the TEXAS ELECTION CODE, with the City Secretary stating the candidate has resided in the City of Lancaster for a period of at least one year prior to such election. If filing for a Council district, the candidate must have also resided within the district for which the candidate is filing for a period of at least one (1) year prior to such election, except as provided herein. The petition shall be signed, in addition to the candidate, by twenty-five (25) qualified voters residing within the district for which the candidate is seeking election, or in the case of the Mayor, twenty-five (25) qualified voters of the City. Upon filing, such name shall be printed upon the official ballot. The order in which the names of the candidates for City Council shall appear on the ballot shall be determined by lot, in a drawing held under the supervision of the City Secretary.

(B) If a member of the Council shall file as a candidate for nomination or election to any public office other than his current office on the City Council, such candidacy shall constitute an automatic resignation.

### ***SECTION 3.05 Mayor, Mayor Pro-Tem and Deputy Mayor Pro-Tem***

(A) The Mayor shall preside at all meetings of the City Council, and shall be recognized as head of the City government for all ceremonial purposes, and by the Governor for purposes of military law, but shall have no regular administrative duties. The Mayor may participate in the discussion of all matters coming before the City Council. The Mayor shall be entitled to vote as a member thereof on all legislative or other matters. He shall sign resolutions/ordinances and conveyances made or entered into by the City and all bonds issued under the provisions of this Charter; and such other documents that he/she may be authorized by Council or by law. The Mayor shall not have power to veto any legislative or other matter.

(B) The City Council shall elect a Mayor Pro Tem and a Deputy Mayor Pro Tem at the first meeting as provided herein.

(C) The Mayor Pro-Tem shall be a Councilmember elected by the City Council at the first regular meeting after each election of Councilmembers and/or Mayor. The Mayor Pro-Tem shall act as Mayor during the disability or absence of the Mayor, and in this capacity shall have the rights conferred upon the Mayor.

(D) The Deputy Mayor Pro-Tem shall be a Councilmember elected by the City Council at the first regular meeting after each election of Councilmembers and/or Mayor. The Deputy Mayor Pro-Tem shall act as Mayor during the disability or absence of the Mayor and Mayor Pro-Tem, and in this capacity shall have the rights conferred upon the Mayor.

### ***SECTION 3.06 Vacancies, Forfeiture and Filling of Vacancies***

(A) The office of a Councilmember or the Mayor shall become vacant upon his/her death, resignation, forfeiture of, or removal from office by any manner authorized by law.

(B) Any person on the City Council who ceases to possess the required qualifications for office or who is convicted of a felony or is convicted of violating any State laws regulating conflicts of interest of municipal officers shall forfeit his/her office. Every forfeiture shall be declared and enforced by the City Council.

(C) If there is a vacancy in the office of Mayor, a new Mayor shall be elected as provided by state law.

(D) A vacancy in the office of any Councilmember shall be filled by special election in accordance with the TEXAS ELECTION CODE. If the vacated office is that of Mayor Pro-Tem (or Deputy Mayor Pro-Tem), the City Council shall elect a new Mayor Pro-Tem (or Deputy Mayor Pro-Tem) at the next regular meeting.

(E) Vacancies filled by special election shall be for the remainder of the term that was vacated.

### ***SECTION 3.07 Duties and Powers of the City Council***

(A) The City Council shall have all powers necessary and incident to the proper discharge of the duties imposed upon it and is hereby invested with all powers necessary to carry out the terms of this Charter; it being intended that the City Council and Mayor shall have and exercise all powers enumerated in this Charter or implied thereby and all powers that are or hereafter may be granted to municipalities by this Charter, the Constitution or laws of the State of Texas.

(B) Any member of the City Council shall have the unabridged right to place an item on the agenda of a duly convened meeting of the Council; nothing contained in this Charter shall be construed to limit or circumscribe such right.

(C) During each calendar year, the City Council shall undertake one (1) annual review of the performance of the City Manager in writing. The City Manager shall be responsible for

**LANCASTER CITY COUNCIL**  
Agenda Communication for  
June 18, 2012

**2**

AG12-002

**Consider election of a Deputy Mayor Pro Tempore.**

**Background**

Section 3.05 (b) of the City Charter provides for the election of a Mayor Pro Tem and a Deputy Mayor Pro Tem. Section 3.05 (d) of the City Charter provides that the Deputy Mayor Pro Tem shall act as Mayor during the disability or absence of the Mayor and Mayor Pro Tem and in this capacity shall have the rights conferred upon the Mayor.

**Options**

Council may elect a Deputy Mayor Pro Tem at this time or defer the action until the next regular meeting.

**Recommendation**

No staff recommendation. This is a matter for Council decision.

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

**Date:** June 11, 2012

**LANCASTER CITY COUNCIL**  
**Work Session Agenda Communication for**  
**June 18, 2012**

**1**

WS12-001

**Receive training on iPad features and use.**

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

**Goal: Financially Sound City Government**

Staff will introduce iPads for City Council and provide brief training on its features and use.

Bringing this paperless technology to councilmembers allows increased efficiency in processes for Council agendas, Weekly Reports, and councilmember e-mail. Councilmembers will benefit from ready access to Council agenda packets, the Weekly Report and their city e-mail. In addition, use of the iPad reduces copier costs and other expenses associated with agenda production and agenda packet delivery. Providing agendas and other information to Council electronically increases staff productivity, saving time and money.

This training session will highlight key features of the iPad and use of PDF Expert, an application on the iPad to access agendas and weekly reports. Security features and how to access your city e-mail will also be reviewed. The iPad is considered user friendly and this training session will provide a basic overview. Councilmembers may receive additional individual training through the City Secretary's office.

The iPad is registered to the City and engraved. Similar to city-issued cell phones, use of the iPad requires review of the City's Guidelines for Acceptable Computer Use Policy and signature on the agreement form. These documents are attached for your review.

**Attachments**

- City of Lancaster Guidelines for Acceptable Computer Use and Agreement Form

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

**Date:** June 11, 2012

# City of Lancaster

## Guidelines for Acceptable Computer Use

Name	_____	_____	_____	City Council
ID#:	_____	_____	_____	Dept.

### Councilmember Agreement Form

### Guidelines for Acceptable Computer Use

I acknowledge receipt of the City-issued iPad as described above and understand this equipment must be surrendered to the City immediately if, for any reason, I no longer serve as a member of the Lancaster City Council.

I have received, read and understand the City of Lancaster's Guidelines for Acceptable Computer Use. As a user of the City computer network, I agree to comply with the stated guidelines and to use the network in a constructive manner.

I understand that my computer use (iPad) is not private and that the City may monitor my activity on the system. I also understand that the City does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected. I further understand that violation of these guidelines may result in loss of computer access and privileges.

#### Appropriate Use

- ✓ Adhering to all guidelines in accordance with administrative regulations.
- ✓ Using the system mainly for educational purposes but some limited personal use is permitted.
- ✓ Responsible at all times for the proper and secure use of your account.
- ✓ Using appropriate communication from your account that may be perceived as representing the City's point of view.

#### Inappropriate Use

- ✓ Using the system for any illegal purpose.
- ✓ Borrowing someone's account without permission.
- ✓ Downloading or using copyrighted material without permission from the copyright holder.
- ✓ Posting inappropriate messages or accessing inappropriate material.
- ✓ Wasting City resources through improper use.
- ✓ Gaining unauthorized access to restricted information or resources.

Councilmember Signature X \_\_\_\_\_ Date: \_\_\_\_\_

**This form will be maintained on file in the City Secretary's Office.**

## City of Lancaster Guidelines for Acceptable Computer Use

This document is intended to educate Councilmembers of the City of Lancaster on the ethics and rules of technology use. Councilmembers are expected to read and comply with this document. Councilmembers are expected to sign the Councilmember Agreement for acceptable use. Relevant technology use form(s) are included at the beginning of this document.

<b>ACCESS</b>	Access to City technology, Employee, the Internet, computers, and other technology resources, shall be made available to Council primarily for instructional and administrative purposes and in accordance with administrative regulations. Limited personal use of the system shall be permitted if the use: <ol style="list-style-type: none"> <li>1. Imposes no tangible cost on the City.</li> <li>2. Does not unduly burden the City's computer or network resources; and</li> <li>3. Has no adverse effect on the City.</li> </ol>
<b>CITY PROPERTY</b>	The equipment, software, and network resources provided through the City are and remain the property of the City. Users of City equipment shall comply with all policies, procedures, and guidelines of the City; access may be denied to any student, employee, or councilmember who fails to comply with the City's policies, procedures, and guidelines.
<b>CITY SOFTWARE</b>	All software used in City computers must be legally licensed with proper documentation and approved by the City's Technology Department or its designee. Software will only be installed by personnel approved by the Technology Department.
<b>PERSONAL SOFTWARE</b>	Personal software may not be installed on City technology.
<b>PERSONAL COMPUTERS</b>	<p>Personal computers and peripheral equipment will not be used in the City.</p> <p>City -licensed software may not be loaded on non- City computers unless the licensing agreement includes provisions for that action. City -licensed software must be removed from personal computers and returned to the City upon leaving employment.</p> <p>The City accepts no liability for loss or damage to these personal computers or peripheral equipment.</p>

## City of Lancaster Guidelines for Acceptable Computer Use

<b>MONITORED USE</b>	City technology use by Council is not private and may be monitored at any time by designated City staff to ensure appropriate use. The City reserves the right to inspect user directories for inappropriate materials or executable files and programs that are unauthorized and may affect the operation of the network. Such files are subject to removal when found. Additionally, the City reserves the right to monitor access to and use of e-mail, the Internet, or other network or computer-related activities, engage in routine computer maintenance and housekeeping, carry out internal investigations, prepare responses to request for public records, or disclose messages, data, or files to law enforcement or other legal authorities.
<b>INTELLECTUAL PROPERTY</b>	As agents of the City, Council shall have limited right to work they create using the City's technology. The City shall retain the right to use any product created by a Councilmember on City technology even when the author no longer serves as a councilmember.
<b>COMMERCIAL USE</b>	City technology resources may not be used for commercial purposes and/or for personal gain.
<b>NETWORK OVERLOAD</b>	The authorized City systems administrator may intercept any e-mail messages or other transmissions that have the capacity to overload computer resources. Video and audio transmissions on the City network may only be used within guidelines. Electronic chain letters and/or downloading of materials from the Internet that may negatively impact the City are prohibited. Deliberate and/or repeated transmission of material that negatively affects the instructional and administrative functions of the City will be treated as violations of the City's Acceptable Use Guidelines and actions will be taken in accordance with that policy.
<b>E-MAIL</b>	Access to the City's e-mail is a privilege and certain responsibilities accompany that privilege. City users are expected to demonstrate the same level of ethical and professional conduct as is required in face-to-face or written communications. Users should be mindful that use of City-related e-mail addresses might cause some recipients or other readers of that mail to assume they represent the City, whether or not that was the user's intention.
<b>NETWORK ETIQUETTE</b>	<p>Users are expected to observe the following network etiquette:</p> <ol style="list-style-type: none"> <li>1. Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.</li> <li>2. Use appropriate language; <i>swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.</i></li> <li>3. Pretending to be someone else when sending/receiving messages is considered inappropriate and unacceptable.</li> <li>4. Transmitting obscene messages or images is prohibited.</li> </ol>

## City of Lancaster Guidelines for Acceptable Computer Use

### TECHNOLOGY USER GUIDELINES

1. All files and programs on the computer belong to someone. Users shall not erase, rename, or make unusable any other individual's files or programs.
2. Users assigned a system account will be responsible for its proper use at all times. Users shall not authorize anyone else to use their name, login, password, or files for any reason.
3. Users shall not exchange passwords or attempt to discover another user's password or gain unauthorized access to resources or information either within the City locally or at a remote location.
4. Users shall not use City computers, networks, or other technology for any purposes other than legitimate learning purposes. Users shall not use any City technology for unlawful purposes, such as the illegal copying, installation, storage of software, or gaining access to restricted information or resources.
5. Users may not redistribute copyrighted media, programs or data except within copyright laws and fair use exemptions or with the written permission of the copyright holder or designee. Permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws.
6. Users shall not illegally copy copyrighted software provided by the City. Note that, except as noted in the Copyright Notice at the end of any software document, it is generally illegal to copy any software that has a copyright. The use of illegally copied software is considered a criminal offense and is subject to criminal prosecution.
7. Users shall not intentionally write, produce, generate copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan Horse, or some similar name.
8. Users shall not deliberately use the computer to annoy or harass others with unacceptable language, images, threats, or post messages that could be damaging to another's reputation.
9. Users shall not purposefully access materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
10. Users shall not intentionally damage the system, intentionally damage information not belonging to them, intentionally misuse system sources, or allow others to misuse system resources.
11. Users shall not distribute any personal information about themselves or others by means of e-mail, the Internet, or other technology means.

## City of Lancaster Guidelines for Acceptable Computer Use

<b>COPYRIGHT</b>	The electronic transmission or use of copyrighted materials (either sending or receiving) through the City network without adherence to the copyright law, fair use exemptions, required citation, or written permission by the author is prohibited.
<b>VANDALISM</b>	<ol style="list-style-type: none"> <li>1. Users shall not intentionally damage the system, intentionally damage information not belonging to them, intentionally misuse system sources, or allow others to misuse system resources.</li> <li>2. Users shall not tamper with, remove components from, or otherwise deliberately interfere with the operation of computers, networks, printers, or other associated peripherals. Such actions will be considered acts of vandalism and/or theft.</li> </ol>
<b>FORGERY</b>	Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users, deliberate interference with the ability of other system users to send/receive electronic mail, or the use of another person's user ID and/or password is prohibited.
<b>WEB PAGES</b>	Development of web pages including web page information will be limited to information pertaining to the City and must be approved by the administrative designee.
<b>CONSENT</b>	No original work created by a user will be posted on a web page under the City's control unless the City has received written consent from the user who created the work.
<b>CONSEQUENCES</b>	Non compliance may result in suspension of access or termination of privileges and other disciplinary action consistent with City policies. Violations of law may result in criminal prosecution as well as disciplinary action by the City.
<b>LIABILITY DISCLAIMER</b>	The City shall not be liable for user's inappropriate use of electronic communication resources or violations of copyright restrictions or other laws, users' mistakes or negligence, and costs incurred by users. The City shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet.

**LANCASTER CITY COUNCIL**  
**Work Session Agenda Communication for**  
**June 18, 2012**

**2**

WS12-002

**Receive and discuss a presentation on the FY 2012/2017 Capital Improvement Program for the Water/Waste Water Fund and the Storm Water Fund.**

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

**Goal: Financially Sound City Government**

As a part of the FY 2012/2013 budget, the City Manager's Office will present a financial overview of the proposed Capital Improvement Program (CIP) for the Water/Waste Water Fund and the Storm Water Fund. This presentation will provide an overview of the CIP capital budget, its purpose and how its implementation complements the goals and objectives outlined by Council and current department projects.

A capital budget is a multi-year tool with a five-year financial plan and work program. The project funding within a capital budget does not expire at the conclusion of each fiscal year as with an operating budget. Each year the Capital Improvement Program is revised and readopted in accordance with that fiscal year's budget process.

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

**Date:** June 14, 2012

**LANCASTER CITY COUNCIL**  
**Work Session Agenda Communication for**  
**June 18, 2012**

**3**

WS12-003

**Receive and discuss a financial overview of the Housing Assistance Payments (HAP) Housing Fund, Water/Waste Water Fund, Golf Fund, Airport Fund, the Lancaster Recreation Development Corporation (LRDC) Fund (4B), the E-911 Fund, and the General Obligation Debt Service Fund.**

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

**Goal: Financially Sound City Government**

**Background**

As we prepare for the FY 2012/2013 budget, the City Manager's Office will present a financial overview of each of the City funds. This presentation will include discussion on the revenues, expenditures, and various distinctions of the separate funds used by the City. For this work session, the City Manager will present the summaries of the HAP Housing Fund, Water/Waste Water Fund, Golf Fund, Airport Fund, the 4B Lancaster Recreation Development Corporation (LRDC) Fund, the E-911 Fund, and the General Obligation (G.O.) Debt Service Fund.

The HAP Housing Fund accounts for the administrative costs, housing assistance payments of the Lancaster Housing Agency. Revenues are generated through Administrative Fees paid by HUD to operate the Lancaster Housing Agency and from HUD to administer the Section 8 Housing Program.

The Water/Waste Water Fund accounts for the personnel, maintenance, and services provided in operations of the water and waste water system. Revenue is derived from monthly utility billing fees for water and sewer charges, and additional fees on services provided.

The Golf Fund accounts for maintenance costs associated with Countryview Golf Course, and any additional costs of maintaining the city owned assets (building, land, pump system). Revenue is derived from monthly payments from the Golf Pro.

The Airport Fund accounts for costs and revenues associated with the operations and maintenance of the Lancaster Regional Airport. Revenues are primarily derived from hangar rentals and fuel sales.

The Lancaster Recreation Development Corporation Fund (4B) accounts for costs associated with the development and debt services of recreational facilities for the City of Lancaster. This fund also accounts for the operating costs of the Lancaster Veterans Memorial Library, Lancaster Senior Life Center, and the Lancaster Recreation Center. Revenues are derived from sales taxes and program revenues.

The E-911 Fund accounts for costs associated with the maintenance and development of the E-911 systems in the City of Lancaster. Revenues are derived from telecommunications surcharges on wireless and land based telephone lines.

The Debt Service Fund accounts for principal and interest payments on General Obligation debt and Certificate of Obligation debt incurred by the City of Lancaster. Revenues are derived from property taxes.

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

**Date:** June 14, 2012