



NOTICE OF WORK SESSION AGENDA
LANCASTER CITY COUNCIL AND CITY COUNCIL
JOINT WORK SESSION WITH PLANNING AND ZONING
COMMISSION AND TREE ADVISORY BOARD



James R. Williams Pump Station
Training Room, 1999 Jefferson

November 05, 2012 – 7:00 PM

DEFINITIONS:

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

Verbal Briefing: These items do not require extensive written background information or 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

Regular Items:

- 1.** Receive and discuss a presentation from Republic [Allied] Waste Services regarding refuse and recycling services.
- 2.** Discuss and receive a presentation about the 2012 inspection by the Insurance Services Office (ISO).
- 3.** Discuss the Tree Preservation Ordinance. [Joint discussion item among the City Council, Planning and Zoning Commission and the Tree Advisory Board.]
- 4.** Discuss and receive a presentation on the fourth quarter financials, investment update, and budget amendments for fiscal year 2011/2012.
- 5.** Discuss Quarterly Report of City Council Five Year Goals and Strategies established during the annual City Council Strategic Planning Session in June 2012.

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 November 2, 2012 @ 3:00 p.m. and copies thereof were hand delivered to the Mayor, Mayor Pro-Tempore, Deputy Mayor Pro-Tempore and Council members.



Dolle K. Dawne, TRMC
City Secretary

LANCASTER CITY COUNCIL

Item 1

Agenda Communication

Monday, November 5, 2012

Receive and discuss a presentation from Republic [Allied] Waste Services regarding refuse and recycling services.

This request supports the City Council 2012-2013 Policy Agenda.

Goal: Financially Sound City Government

Background

On December 14, 2009, the City of Lancaster amended the February 19, 2001 contract, as amended December 12, 2005, with Republic (Allied) Waste Services to provide refuse, recyclable materials, bulk and brush collection within the City.

At the September 10, 2012 Regular Meeting Council requested to discuss and receive a presentation from Republic (Allied) Waste Services regarding refuse and recycling services. Council will receive and discuss a presentation from Republic (Allied) Waste Services.

Submitted by:

Opal Mauldin Robertson, City Manager

LANCASTER CITY COUNCIL
Work Session Agenda Communication
November 05, 2012

Item 2

Discuss and receive a presentation about the 2012 inspection by the Insurance Services Office (ISO).

This request supports the City Council 2012-2013 Policy Agenda.

Goal: Quality Development & Financially Sound City Government

Background

Chief Griffith will present to the Council information about the Fire Department's latest inspection by the Insurance Service Office (ISO). The inspection analyzed three areas of City operations. Areas evaluated were: 1) Receiving and handling fire alarms, 2) Fire Department operations and 3) Water supply available for fighting fires. The data is used to calculate the Public Protection Classification (PPC) for the City of Lancaster. This PPC is used by some insurance companies to calculate insurance premiums for residents and businesses. The better the rating the more money homeowners and businesses could save; making Lancaster more attractive to prospective businesses and residents, as well as reducing current premiums.

Attachments

- Insurance Services Office, Inc., Classification Details
-

Submitted by:
Thomas Griffith, Fire Chief

INSURANCE SERVICES OFFICE, INC.

CLASSIFICATION DETAILS

Graded Area: Lancaster

County: Dallas

State: Texas

Date Surveyed: March, 2012

Total credit: 74.46

Class: 03

Pop.: 36,600

RECEIVING AND HANDLING FIRE ALARMS

This section of the Fire Suppression Rating Schedule reviews the facilities provided for the general public to report fires, and for the operator on duty at the communication center to dispatch fire department companies to the fires.

	<u>Actual</u>	<u>Credit</u> <u>Maximum</u>
1. Credit for Telephone Service (Item 414)		
This item reviews the facilities provided for the public to report fires, including the listing of fire and business numbers in the telephone directory.	1.90	2.00
2. Credit for Operators (Item 422)		
This item reviews the number of operators on-duty at the communication center to handle fire calls.	1.20	3.00
3. Credit for Dispatch Circuits (Item 432)		
This item reviews the dispatch circuit facilities used to transmit alarms to fire department members.	3.30	5.00
4. Total Credit for Receiving and Handling Fire Alarms:	6.40	10.00
Relative Classification for Receiving and Handling Fire Alarms:	4	

CLASSIFICATION DETAILS

Graded Area: Lancaster

County: Dallas

State: Texas

Date Surveyed: March, 2012

Total credit: 74.46

Class: 03

Pop.: 36,600

FIRE DEPARTMENT

This section of the Fire Suppression Rating Schedule reviews the engine and ladder-service companies, equipment carried, response to fires, training and available fire fighters.

	<u>Actual</u>	<u>Credit</u> <u>Maximum</u>
1. Credit for Engine Companies (Item 513)		
This item reviews the number of engine companies and the hose equipment carried.	9.68	10.00
2. Credit for Reserve Pumpers (Item 523)		
This item reviews the number of reserve pumpers, their pump capacity and the hose equipment carried on each.	0.85	1.00
3. Credit for Pump Capacity (Item 532)		
This item reviews the total available pump capacity.	5.00	5.00
4. Credit for Ladder-Service Companies (Item 549)		
This item reviews the number of ladder and service companies and the equipment carried.	1.02	5.00
5. Credit for Reserve Ladder-Service Companies (Item 553)		
This item reviews the number of reserve ladder and service trucks, and the equipment carried.	0.00	1.00

CLASSIFICATION DETAILS

Graded Area: Lancaster

County: Dallas

State: Texas

Date Surveyed: March, 2012

Total credit: 74.46

Class: 03

Pop.: 36,600

FIRE DEPARTMENT (continued)

	<u>Actual</u>	<u>Credit</u> <u>Maximum</u>
6. Credit for Distribution (Item 561)		
This item reviews the percent of the built-upon area of the city which has an adequately-equipped, responding first-due engine company within 1.5 miles and an adequately-equipped, responding ladder-service company within 2.5 miles.	1.84	4.00
7. Credit for Company Personnel (Item 571)		
This item reviews the average number of equivalent fire fighters and company officers on duty with existing companies.	8.75	15.00+
8. Credit for Training (Item 581)		
This item reviews the training facilities and their use.	7.25	9.00
** Additional Credit for Training (CTT) 0.0		
9. Total Credit for Fire Department:	34.39	50.00+

Relative Classification for Fire Department:

+ This indicates that credit for manning is open-ended, with no maximum credit for this item.

CLASSIFICATION DETAILS

Graded Area: Lancaster

County: Dallas

State: Texas

Date Surveyed: March, 2012

Total credit: 74.46

Class: 03

Pop.: 36,600

WATER SUPPLY

This section of the Fire Suppression Rating Schedule reviews the water supply system that is available for fire suppression in the city.

	<u>Actual</u>	<u>Credit</u> <u>Maximum</u>
1. Credit for the Water System (Item 616)		
This item reviews the supply works, the main capacity and hydrant distribution.	28.87	35.00
2. Credit for Hydrants (Item 621)		
This item reviews the type of hydrants, and method of installation.	2.00	2.00
3. Credit for Inspection and Condition of Hydrants (Item 631)		
This item reviews the frequency of inspections of hydrants and their condition.	2.40	3.00
4. Total Credit for Water Supply:	33.27	40.00
Relative Classification for Water Supply:	2	

Public Protection Classification Summary Report

Lancaster

Texas

Prepared by

**Insurance Services Office, Inc.
4030 W. Braker Lane, Suite 350
Austin, Texas 78759
(800) 444-4554**

Background Information

Introduction

ISO collects and evaluates information from communities in the United States on their structure fire suppression capabilities. The data is analyzed using our Fire Suppression Rating Schedule (FSRS™) and then a Public Protection Classification (PPC™) number is assigned to the community. The surveys are conducted whenever it appears that there is a possibility of a classification change. As such, the PPC program provides important, up-to-date information about fire protection services throughout the country.

The Fire Suppression Rating Schedule (FSRS) recognizes fire protection features only as they relate to suppression of first alarm structure fires. In many communities, fire suppression may be only a small part of the fire department's overall responsibility. ISO recognizes the dynamic and comprehensive duties of a community's fire service, and understands the complex decisions a community must make in planning and delivering emergency services. However, in developing a community's Public Protection Classification, only features related to reducing property losses from structural fires are evaluated. Multiple alarms, simultaneous incidents and life safety are not considered in this evaluation. The PPC program evaluates the fire protection for small to average size buildings. Specific properties with a Needed Fire Flow in excess of 3,500 gpm are evaluated separately and assigned an individual classification.

A community's investment in fire mitigation is a proven and reliable predictor of future fire losses. Statistical data on insurance losses bears out the relationship between excellent fire protection – as measured by the PPC program – and low fire losses. So, insurance companies use PPC information for marketing, underwriting, and to help establish fair premiums for homeowners and commercial fire insurance. In general, the price of fire insurance in a community with a good PPC is substantially lower than in a community with a poor PPC, assuming all other factors are equal.

ISO is an independent company that serves insurance companies, communities, fire departments, insurance regulators, and others by providing information about risk. ISO's expert staff collects information about municipal fire suppression efforts in communities throughout the United States. In each of those communities, ISO analyzes the relevant data and assigns a Public Protection Classification – a number from 1 to 10. Class 1 represents an exemplary fire suppression program, and Class 10 indicates that the area's fire suppression program does not meet ISO's minimum criteria.

ISO's PPC program evaluates communities according to a uniform set of criteria, incorporating nationally recognized standards developed by the National Fire Protection Association and the American Water Works Association. A community's PPC depends on:

- **Needed Fire Flows**, which are representative building locations used to determine the theoretical amount of water necessary for fire suppression purposes.
- **Receiving and Handling Fire Alarms**, including telephone systems, telephone lines, staffing, and dispatching systems.
- **Fire Department**, including equipment, staffing, training, and geographic distribution of fire companies.
- **Water Supply**, including condition and maintenance of hydrants, alternative water supply operations, and a careful evaluation of the amount of available water compared with the amount needed to suppress fires up to 3,500 gpm.

Data Collection and Analysis

ISO has evaluated and classified over 48,000 fire protection areas across the United States using its Fire Suppression Rating Schedule (FSRS). A combination of meetings between trained ISO field representatives and the dispatch center coordinator, community fire official, and water superintendent is used in conjunction with a comprehensive questionnaire to collect the data necessary to determine the PPC number. In order for a community to obtain a classification better than a Class 9, three elements of fire suppression features are reviewed. These three elements are Receiving and Handling Fire Alarms, Fire Department and Water Supply.

A review of the **Receiving and Handling Fire Alarms** fire alarm and communication system accounts for 10% of the total classification. The review focuses on the community's facilities and support for handling and dispatching fire alarms. This section is weighted at **10 points**, as follows:

- Telephone Service 2 points
- Number of Needed Operators 3 points
- Dispatch Circuits 5 points

A review of the **Fire Department** accounts for 50% of the total classification. ISO focuses on a fire department's first alarm response and initial attack to minimize potential loss. In this section, ISO reviews such items as engine companies, ladder or service companies, distribution of fire stations and fire companies, equipment carried on apparatus, pumping capacity, reserve apparatus, department personnel, and training. The fire department section is weighted at **50 points**, as follows:

- Engine Companies 10 points
- Reserve Pumpers 1 point
- Pumper Capacity 5 points
- Ladder/Service Companies 5 points
- Reserve Ladder/Service Trucks 1 point
- Distribution of Companies 4 points
- Company Personnel 15 points
- Training (CT + CTT) 9 points

A review of the **Water Supply** system accounts for 40% of the total classification. ISO reviews the water supply a community uses to determine the adequacy for fire suppression purposes. Hydrant size, type, and installation is also considered, as well as the inspection frequency and condition of fire hydrants. The water supply system is weighted at **40 points**, as follows:

- Credit for Supply System 35 points
- Hydrant Size, Type & Installation 2 points
- Inspection/Condition of Hydrants 3 points

There is one additional factor considered in calculating the final score – **Divergence**.

Even the best fire department will be less than fully effective if it has an inadequate water supply. Similarly, even a superior water supply will be less than fully effective if the fire department lacks the equipment or personnel to use the water. The FSRS score is subject to modification by a divergence factor, which recognizes disparity between the effectiveness of the fire department and the water supply.

The Divergence factor mathematically reduces the score based upon the relative difference between the fire department and water supply scores. The factor is introduced in the final equation.

Public Protection Classification Number

The PPC number assigned to the community will depend on the community's score on a 100-point scale:

PPC	Points
1	90.00 or more
2	80.00 to 89.99
3	70.00 to 79.99
4	60.00 to 69.99
5	50.00 to 59.99
6	40.00 to 49.99
7	30.00 to 39.99
8	20.00 to 29.99
9	10.00 to 19.99
10	0.00 to 9.99

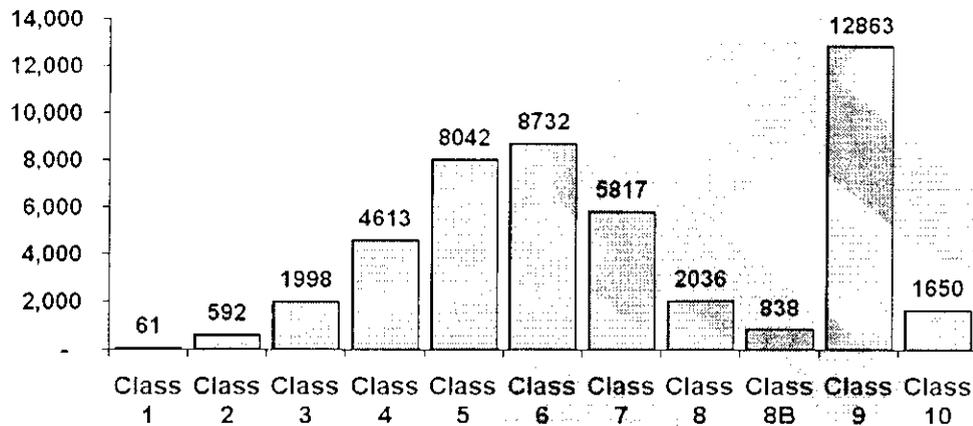
The classification numbers are interpreted as follows:

- **Class 1 through (and including) Class 8** represents a fire suppression system that includes an FSRS creditable dispatch center, fire department, and water supply.
- **Class 8B** is a special classification that recognizes a superior level of fire protection in otherwise Class 9 areas. It is designed to represent a fire protection delivery system that is superior except for a lack of a water supply system capable of the minimum FSRS fire flow criteria of 250 gpm for 2 hours.
- **Class 9** is a fire suppression system that includes a creditable dispatch center, fire department but no FSRS creditable water supply.
- **Class 10** does not meet minimum FSRS criteria for recognition.

Distribution of Public Protection Classification Numbers

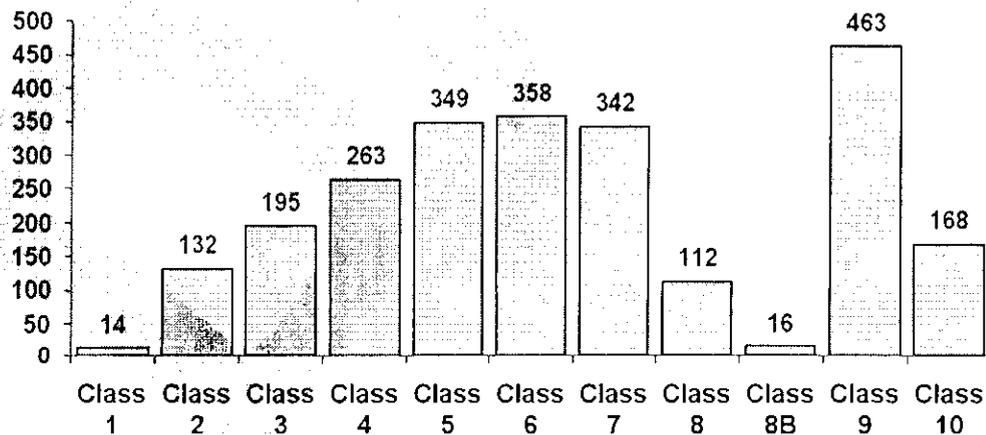
The 2011 published countrywide distribution of communities by the Public Protection Classification number is as follows:

Countrywide



The 2011 published statewide distribution of communities by the Public Protection Classification number is as follows:

Texas



Assistance

The PPC program offers help to communities, fire departments and other public officials as they plan for, budget, and justify improvements. ISO is also available to assist in the understanding of the details of this evaluation.

ISO Public Protection representatives can be reached by telephone at (800) 444-4554. The technical specialists at this telephone number have access to the details of this evaluation and can effectively speak with you about your PPC questions. What's more, we can be reached via the internet at www.isomitigation.com/talk/.

We also have a website dedicated to our Community Hazard Mitigation Classification programs at www.isomitigation.com. Here, fire chiefs, building code officials, community leaders and other interested citizens can access a wealth of data describing the criteria used in evaluating how cities and towns are protecting residents from fire and other natural hazards. This website will allow you to learn more about ISO's Public Protection Classification program. The website provides important background information, insights about the PPC grading processes and technical documents. ISO is also pleased to offer Fire Chiefs Online — a special secured website with information and features that can help improve your ISO Public Protection Classification, including a list of the Needed Fire Flows for all the commercial occupancies ISO has on file for your community. Visitors to the site can download information, see statistical results and also contact ISO for assistance.

In addition, on-line access to the Fire Suppression Rating Schedule and its commentaries is available to registered customers for a fee. However, fire chiefs and community chief administrative officials are given access privileges to this information without charge.

To become a registered fire chief or community chief administrative official, register at www.isomitigation.com.

Classification Details

Public Protection Classification

ISO concluded its review of the fire suppression features being provided for/by Lancaster. The resulting community classification is **Class 3**.

If the classification is a single class, the classification applies to properties with a Needed Fire Flow of 3,500 gpm or less in the community. If the classification is a split class (e.g., 6/9), the following applies:

- The first class (e.g., "6" in a 6/9) applies to properties within 5 road miles of a recognized fire station and within 1,000 feet of a fire hydrant or alternate water supply.
- Class 8B or class 9 applies to properties beyond 1,000 feet of a fire hydrant but within 5 road miles of a recognized fire station.
- Alternative Water Supply: The first class (e.g., "6" in a 6/10) applies to properties within 5 road miles of a recognized fire station with no hydrant distance requirement.
- Class 10 applies to properties over 5 road miles of a recognized fire station.
- Specific properties with a Needed Fire Flow in excess of 3,500 gpm are evaluated separately and assigned an individual classification.

Summary Evaluation Analysis

The following points represent the analysis of the application of the criteria outlined in the FSRs of four topics— Receiving and Handling Fire Alarms, Fire Department, Water Supply, and the Divergence factor for Lancaster:

FSRS Feature	Earned Credit	Credit Available
Receiving and Handling Fire Alarms		
414. Credit for Telephone Service	1.90	2
422. Credit for Operators	1.20	3
432. Credit for Dispatch Circuits	3.30	5
440. Credit for Receiving and Handling Fire Alarms	6.40	10
Fire Department		
513. Credit for Engine Companies	9.68	10
523. Credit for Reserve Pumpers	0.85	1
532. Credit for Pumper Capacity	5.00	5
549. Credit for Ladder Service	1.02	5
553. Credit for Reserve Ladder and Service Trucks	0.00	1
561. Credit for Distribution	1.84	4
571. Credit for Company Personnel	8.75	15
581. Credit for Training	7.25	9
580A. Supplemental Credit for Texas State Training	0.00	3.26*
*Note: Maximum value for 581 + 580A = 9 points		
590. Credit for Fire Department	34.39	50
Water Supply		
616. Credit for Supply System	28.87	35
621. Credit for Hydrants	2.00	2
631. Credit for Inspection and Condition	2.40	3
640. Credit for Water Supply	33.27	40
Divergence	-2.88	—
Texas Addendum Credit	3.28	6.5
Total Credit	74.46	100

General Information

To determine the Total Credit, the points for Receiving and Handling Fire Alarms, Fire Department and Water Supply are added together and the Divergence factor is applied. To establish the points for each category, FSRS items labeled as "Credit for..." are totaled. These particular items are intermediate values. Usually these intermediate values are based upon a 100-point scale, but they can be different. The ratios between the actual points scored in each of these sub-items and the points available for full credit are then multiplied by the points available for the sub-item.

For instance, Item 414 "Credit for Telephone Service (CTS)" is valued at 2 points. To determine the credit earned, the totals for Item 411 "Review of Telephone Lines (TL)", Item 412 "Review of Telephone Directory (TD)", and Item 413 "Review of Recording Device (RD)" are summed. In Item 411, up to 60 points can accrue; Item 412 has a combined value of 20 points; and 20 points are available for Item 413. The sum of these three Items is divided by 100 and then multiplied by the 2 point weight in Item 414 to determine the final score for "Credit for Telephone Service (CTS)".

The formula for Item 414 "Credit for Telephone Service (CTS)" looks like this:

$$CTS = \frac{TS}{100} \times 2$$

Where $TS = TL + TD + RD$

Detailed Evaluation Analysis

On the following pages are the details of the evaluation of each category for Lancaster. These details relate only to the fire insurance classification for this jurisdiction. They are not for property loss prevention or life safety purposes and no life safety or property loss recommendations are made.

At the end of the detailed analysis the relative class is indicated. The relative class represents the classification each category would have achieved if the individual score was translated into a 100-point scale instead of the points available for that category.

Receiving and Handling Fire Alarms

Ten percent of a community's overall score is based on how well the communications center receives and dispatches fire alarms. Our field representative evaluated:

- the telephone service, including the number of telephone lines coming into the center
- the listing of the emergency number and business number in the telephone directory
- the automatic recording of emergency calls
- the communications center, including the number of operators on-duty and awake at the center
- the dispatch circuits and how the center notifies firefighters about the location of the emergency

Item 414 - Credit for Telephone Service (2 points)

The first item reviewed is Item 414 "Credit for Telephone Service (CTS)". This item reviews the facilities provided for the public to report fires including the telephone line used to report an emergency, business and private alarm lines including progression of emergency calls to business lines. Also analyzed is the listing of fire and business numbers in the telephone directory and the automatic recording of emergency calls. ISO uses National Fire Protection Association (NFPA) 1221, *Standard for the Installation, Maintenance and Use of Emergency Services Communications Systems* as the reference for this section.

To determine the score for Item 414, three sub-items (Item 411, Item 412, and Item 413) were evaluated. The details are as follows:

Item 411 - "Review of Telephone Lines (TL)"	Earned Credit	Credit Available
<p>A. Number of needed fire lines*</p> <p>For maximum credit, there should be 2 incoming telephone lines reserved for receiving notification of fires. The Communication Center serving Lancaster has 6 lines reserved.</p> <p>The telephone directory listed both a business and an emergency number.</p>	25.00	25
<p>B. Number of needed fire, business, and private alarm lines*</p> <p>For maximum credit, there should be 2 incoming lines reserved for notification of fires (and other emergency calls) plus 1 additional line for conducting other fire department business and, if applicable, for private alarms.</p> <p>The Communication Center serving Lancaster has 8 lines in addition to the 6 lines reserved for receiving notification of fires (and other emergency calls).</p> <p>The telephone directory listed both a business and an emergency number.</p>	25.00	25
<p>C. Progression of emergency calls to business lines</p> <p>For maximum credit, unanswered emergency calls should progress to the business number.</p>	10.00	10
<p>D. If detailed information of a fire is received and transmitted through more than one communication center, DEDUCT</p> <p>For no deduction of points, fire calls should be immediately transferred from the answering point to the dispatcher who will then obtain the needed information from the caller for dispatching.</p>	0.00	-20
Review of Telephone Lines (TL) total:	60.00	60

***Note:** When only one telephone number is listed in the telephone directory the telephone lines provided cannot be reserved for emergency calls because the general public is not given a choice of telephone lines to use. Therefore, the operator/telecommunicator must accept both emergency and business calls over the same lines. The number of needed fire, business, and alarm lines will show a reduction in credit.

Item 412 - "Review of Telephone Directory (TD)"	Earned Credit	Credit Available
<p>A. Emergency number on the inside front cover or the front page</p> <p>For credit, the fire emergency telephone number should be printed on the inside front cover or front page of the white pages in the telephone directory.</p>	10	10
<p>B. Emergency number and business number listed under "Fire Department"</p> <p>For credit, both the number to report a fire and the fire department business number should be listed under "FIRE DEPARTMENT" in the white pages (or government section) of the telephone directory.</p> <p>The fire number is not listed and the business number is not listed.</p>	0	5
<p>C. Emergency number and business number listed under the name of the city</p> <p>For credit, both the number to report a fire and the fire department business number should be listed under the community or fire district in the white pages (or government section) of the telephone directory.</p> <p>The fire number is listed and the business number is listed.</p>	5	5
<p>D. If the numbers for individual fire stations are listed, DEDUCT</p> <p>For no deduction of points, the individual fire stations should not be listed in the telephone directory.</p>	0	-10
Review of Directory Listing (TD) total:	15	20

Item 413 - "Review of Recording Device (RD)"	Earned Credit	Credit Available
<p>A. Review of the recording device (RD):</p> <p>For credit, a voice recorder should automatically record all emergency calls and the operator should be able to immediately play back any emergency call to review the conversation.</p>	20	20
Review of Recording Device (RD) total:	20	20

The Items "TL", "TD", and "RD" are then added together and divided by the total possible points (100 points) to determine the factor that is applied to the 2 points available for Item 414 "Credit for Telephone Service (CTS)".

414 "Credit for Telephone Service (CTS)" = 1.90 points

Item 422 - Credit for Operators (3 points)

The second item reviewed is Item 422 "Credit for Operators (CTO)". This item reviews the number of operators on duty and awake at the center to handle fire calls and other emergencies. All emergency calls including those calls that do not require fire department action are reviewed to determine the proper staffing to answer emergency calls and dispatch the appropriate emergency response. NFPA 1221, *Standard for the Installation, Maintenance and Use of Emergency Services Communications Systems*, recommends that ninety-five percent of emergency calls shall be answered within 15 seconds and ninety-nine percent of emergency calls shall be answered within 40 seconds. In addition, NFPA recommends that ninety percent of emergency alarm processing shall be completed within 60 seconds and ninety-nine percent of alarm processing shall be completed within 90 seconds of answering the call.

To receive full credit for operators on duty, ISO must review documentation to show that the communication center meets NFPA 1221 call answering and dispatch time performance measurement standards. This documentation may be in the form of performance statistics or other performance measurements compiled by the 9-1-1 software or other software programs that are currently in use such as Computer Aided Dispatch (CAD) or Management Information System (MIS). If the necessary data is not available, the number of needed operators will be determined by specification criteria using a "Call Volume Matrix Table" (see the following page).

CALL VOLUME MATRIX TABLE #1
For Public Safety Answering Points that
Perform Call Taking and Dispatching

Alarms per Year	Number of Needed Telecommunicators
Less than 731	1*
731 to 10,000	2
10,001 to 25,000	4**
25,001 to 50,000	5**
50,001 to 100,000	6**
100,001 to 150,000	7**
150,001 to 200,000	8**
200,001 to 250,000	9**
250,001 to 300,000	10**
Over 300,000***	11**

CALL VOLUME MATRIX TABLE #2
For Public Safety Answering Points that
Perform Call Taking Without Dispatching

Alarms per Year	Number of Needed Telecommunicators
Less than 10,001	1
10,001 to 50,000	2
50,001 to 100,000	4**
100,001 to 150,000	5**
150,001 to 200,000	6**
200,001 to 250,000	7**
250,001 to 300,000	8**
Over 300,000***	9**

* *Communication centers that provide emergency medical dispatching (EMD) protocols need two telecommunicators on duty at all times.*

** *Includes a supervisor in the communication center.*

*** *For every 10 additional calls (alarms) that are averaged per hour (87,600 calls per year), one additional telecommunicator is added.*

To determine the score for Item 422, two sub-Items (421.A and 421.B) are summed. The details are as follows:

Item 421 - "Review of Operators (PO)"	Earned Credit	Credit Available
<p>A. Number of operators on-duty (OD): For maximum credit, there should be 5 operators on duty at all times. There are an average of 2.00 operators on duty at the communication center.</p>	32.00	80
<p>B. Number of operators awake at all times (OA): For maximum credit, all operators should be awake at all times. There is an average of 2.00 operators awake at all times.</p>	8.00	20
Review of Operators (PO) total:	40.00	100

After the items "OD" and "OA" are summed up to determine the points received for the "Review of Operators", the sum is divided by the total possible points (100 points) to determine the factor that is applied to the 3 points available for Item 422 "Credit for Operators (CTO)".

Item 422 "Credit for Operators (CTO)" = 1.20 points

Item 432 - Credit for Dispatch Circuits (5 points)

The third item reviewed is Item 432 "Credit for Dispatch Circuits (CDC)". This item reviews the dispatch circuit facilities used to transmit alarms to fire department members. A "Dispatch Circuit" is defined in NFPA 1221 as "A circuit over which an alarm is transmitted from the communications center to an emergency response facility (ERF) or emergency response units (ERUs) to notify ERUs to respond to an emergency". All fire departments (except single fire station departments with full-time firefighter personnel receiving alarms directly at the fire station) need adequate means of notifying all firefighter personnel of the location of reported structure fires. The dispatch circuit facilities should be in accordance with the general criteria of NFPA 1221. "Alarms" are defined in this Standard as "A signal or message from a person or device indicating the existence of an emergency or other situation that requires action by an emergency response agency".

There are two different levels of dispatch circuit facilities provided for in the Standard – a primary dispatch circuit and a secondary dispatch circuit. In jurisdictions that receive 730 alarms or more per year (average of two alarms per 24-hour period), two separate and dedicated dispatch circuits, a primary and a secondary, are needed. In jurisdictions receiving fewer than 730 alarms per year, a second dedicated dispatch circuit is not needed. Dispatch circuit facilities installed but not used or tested (in accordance with the NFPA Standard) receive no credit.

The score for Credit for Dispatch Circuits (CDC) is influenced by monitoring for integrity of the primary dispatch circuit. There are up to 1.5 points available for this Item. Monitoring for integrity involves installing automatic systems that will detect faults and failures and send visual and audible indications to appropriate communications center (or dispatch center) personnel. ISO uses NFPA 1221 to guide the evaluation of this item.

Additional points are available for dispatch recording facilities at the Communication Center. All alarms that are transmitted over the required dispatch circuits need to be automatically recorded (including the dates and times of transmission) to earn the maximum points in this item.

ISO's evaluation includes a review of the communication system's emergency power supplies. To receive maximum credit, two sources of power need to be provided for the operation of the communications network including dispatch circuits and its related support systems and equipment. A common arrangement is to have the primary power come from a utility distribution system and a secondary power source from an automatic starting emergency engine-generator and/or an Uninterruptible Power Supply (UPS) and Battery System – (SEPSS-Stored Emergency Power Supply Systems).

To determine the score for Item 432, four sub-items (Item 431.A, Item 431.B, Item 431.C and Item 431.D) needed to be evaluated.

The score that Lancaster received for Item 432 was calculated as follows:

Item 432 - "Credit for Dispatch Circuits (CDC)"	Earned Credit	Credit Available
<p>Item 431A - "Dispatch Circuits Provided"</p> <p>The points are determined by prorating the value of the type of dispatch circuit using the percentage of members dependent upon each circuit.</p>	40.00	40
<p>Item 431B - "Monitoring for Integrity of Circuit"</p> <p>For maximum credit, the dispatch circuit should have an automatic system that will detect faults and failures and send visual and audible indications to appropriate personnel. These systems are subject to field verification and demonstration.</p>	0.00	30
<p>Item 431C - "Dispatch Recording Facilities at Communication Center"</p> <p>For maximum credit, all alarms that are transmitted over the required dispatch circuits need to be automatically recorded.</p>	10.00	10
<p>Item 431D - "Emergency Power Supply"</p> <p>For maximum credit, emergency power supplies need to be provided and regularly tested (one hour weekly, under load, with test documentation).</p>	16.00	20
<p>Item 431E - "When no circuit is needed"</p> <p>If all responding firefighters are in the same building as the communication center and are alerted, no dispatch circuit is needed and the maximum points are credited. However, the community does not operate in this fashion.</p>	0.00	100
Dispatch Circuits (DC) total:	66.00	100

After the items in 431 are summed up to determine the points received for the "Credit for Dispatch Circuits (CDC)", the sum is divided by the total possible points (100 points) to determine the factor that is applied to the 5 points available for Item 432 "Credit for Dispatch Circuits (CDC)".

Item 432 "Credit for Dispatch Circuits (CDC)" = 3.30 points

The final step in determining the credit for "Receiving and Handling Fire Alarms" is to add Item 414, Item 422, and Item 432:

Item	Earned Credit	Credit Available
414. Credit for Telephone Service (CTS)	1.90	2
422. Credit for Operators (CTO)	1.20	3
432. Credit for Dispatch Circuits (CDC)	3.30	5
Item 440. Credit for Receiving and Handling Fire Alarms:	6.40	10

Fire Department

Fifty percent of a community's overall score is based upon the fire department's structure fire suppression system. ISO's field representative evaluated:

- Engine and ladder/service vehicles including reserve apparatus
- Equipment carried
- Distribution of fire companies
- Available and/or responding firefighters
- Automatic Aid with neighboring fire departments
- Training

Basic Fire Flow

The Basic Fire Flow for the community is determined by the review of the Needed Fire Flows for selected buildings in the community. The following building addresses were used to determine the Basic Fire Flow:

- 6500 gpm 945 East Pleasant Run Road, Lancaster
- 5000 gpm 822 West Pleasant Run Road, Lancaster
- 4500 gpm 500 North Interstate 35 E, Lancaster
- 4000 gpm 600 West Belt Line Road, Lancaster
- 3500 gpm 1400 Meadowlark Lane, Lancaster

The fifth largest Needed Fire Flow is determined to be the Basic Fire Flow. Since the FSRs develops a PPC for properties with a Needed Fire Flow of 3,500 gpm or less, the maximum that the Basic Fire Flow can be is 3,500 gpm. The Basic Fire Flow for Lancaster has been determined to be 3500 gpm.

Item 513 - Credit for Engine Companies (10 points)

The first item reviewed is Item 513 "Credit for Engine Companies (CEC)". This item reviews the number of engine companies, their pump capacity, hose testing, pump testing and the equipment carried on the in-service pumpers. To be recognized, pumper apparatus must meet the general criteria of NFPA 1901, *Standard for Automotive Fire Apparatus* which include a minimum 250 gpm pump, an emergency warning system, a 300 gallon water tank, and hose.

The review of the number of needed pumpers considers the Basic Fire Flow; the response distance to built-upon areas; the method of operation; and the response outside the city. Multiple alarms, simultaneous incidents, and life safety are not considered.

Item 510.A. Number of Needed Engine Companies (NE):

BASIC FIRE FLOW, GPM	ENGINE COMPANIES
500 - 1,000	1
1,250 - 2,500	2
3,000 - 3,500	3

The FSRS indicates that a minimum of 3 engine companies are needed in the fire district to suppress fires in structures with a Needed Fire Flow of 3,500 gpm or less. This number is calculated as follows:

The greater of:

- a) 3 engine companies to support a Basic Fire Flow of 3500 gpm.
- b) 3 engine companies to provide fire suppression services to areas with a reasonable number of properties without a responding fire station within 1½ miles.
- c) 2 engine companies based upon the fire department's method of operation to provide a minimum two engine response to all first alarm structure fires.

There are 0.66666668653 additional engine companies needed for response outside the city.

The FSRS recognizes that there are 3 engine companies in service.

For maximum credit, at least two engine companies should respond to all reported first alarms for fires in buildings (except when only one engine company is needed). The credit for engine companies has been reduced by 0.0 percent because the FSRS review deemed there is an adequate response to all reported fires in the district.

For each in-service engine, ISO reviews the pump capacity (as indicated by a pumper test), the hose (including hose testing) and the equipment carried.

For maximum credit, pumper service tests must be done annually and documented. ISO evaluates the pumper service tests using NFPA 1911, *Standard for the Inspection, Maintenance, Testing and Retirement of In-service Automotive Fire Apparatus*. This Standard indicates that the service tests should be conducted for:

- 20 minutes @ 100% capacity at 150 psi
- 10 minutes @ 70% capacity at 200 psi
- 10 minutes @ 50% capacity at 250 psi

Other factors such as the "overload test" are not evaluated in the FSRS and are not required for FSRS credit.

For maximum credit, hose tests must be performed annually and documented. ISO evaluates a hose testing program using NFPA 1962, *Standard for the Inspection, Care, and Use of Fire Hose, Couplings and Nozzles and the Service Testing of Fire Hose*.

The FSRS also reviews Automatic Aid. Automatic Aid is considered in the review as assistance dispatched automatically by contractual agreement between two communities or fire districts. That differs from mutual aid or assistance arranged case by case. ISO will recognize an Automatic Aid plan under the following conditions:

- It must be prearranged for first alarm response according to a definite plan. It is preferable to have a written agreement, but ISO may recognize demonstrated performance.
- The aid must be dispatched to reported structure fires on the initial alarm.
- The aid must be provided 24 hours a day, 365 days a year.
- The aid must offset a need in the community ISO is surveying. For example, if a community needs a ladder company and the fire department does not have one, but a neighboring community's ladder company responds by Automatic Aid agreement, credit may be available.
- The aiding ladder company must cover at least 50% of the needed ladder company Standard Response District by hydrant count in the community being graded.

FSRS Item 512.D "Automatic Aid Engine Companies" responding on first alarm and meeting the needs of the city for basic fire flow and/or distribution of companies are factored based upon the value of the Automatic Aid plan (up to 0.90 can be used as the factor). The Automatic Aid factor is determined by a review of the Automatic Aid provider's communication facilities, how they receive alarms from the graded area, inter-department training between fire departments, and the fire ground communications capability between departments.

For each engine company, the credited Pump Capacity (PC), the Hose Carried (HC), the Equipment Carried (EC) and a factor for an overweight apparatus all contribute to the calculation for the percent of credit the FSRS provides to that engine company.

After the Items in 512 are summed to determine the points received for the "In Service Total (EC)", the sum is divided by the total possible points and then multiplied by the Needed Engine Companies (NE). Next, this is multiplied by the appropriate factor representing the percent of built-upon area of the city with first alarm response of one or two engine companies. Finally, this product is multiplied by the 10 points available for Item 513 "Credit for Engine Companies (CEC)" to determine the final score for this item.

Item 513 "Credit for Engine Companies (CEC)" = 9.68 points

Item 523 - Credit for Reserve Pumpers (1 point)

The second pumper item reviewed is Item 523 "Credit for Reserve Pumpers (CRP)". This item reviews the number and adequacy of the pumpers and their equipment with one (or more in larger communities) pumper out of service. The number of needed reserve pumpers is 1 for each 8 needed engine companies determined in Item 513, or any fraction thereof. The number of reserve pumpers credited in this item will not exceed the number of needed reserve pumpers. If only one reserve pumper is needed, and more than one reserve pumper is provided in the city, only the best equipped reserve pumper will be credited. Reserve pumpers are reviewed for pump capacity, hose carried, and equipment in the same manner as described in Item 512 except that Automatic Aid reserve pumpers are not considered.

The value of the Reserve Pumper Credit (RPC) is determined by multiplying the credited Pump Capacity (PC) times the credit for the Hose Carried (HC) times the credit for the Equipment Carried (EC) times the factor for an overweight apparatus.

After the items in 521 are factored to determine the points received for each reserve pumper, the reserve pumper with the largest points is selected for the Reserve Pumper Credit (RPC). The value for RPC is added to the value in Item 512 determined above. Next, the best equipped in-service pumper is subtracted from the in-service and reserve total. The difference is then divided by the total the possible points times the Needed Engine Companies (NE). Finally, this quotient is multiplied by the 1 point available for Item 523 "Credit for Reserve Pumpers (CRP)".

Item 523 "Credit for Reserve Pumpers (CRP)" = 0.85 points

Item 532 – Credit for Pumper Capacity (5 points)

The next item reviewed is Item 532 "Credit for Pumper Capacity (CPC)". The total pump capacity available should be sufficient for the Basic Fire Flow of 3500 gpm in Lancaster. The maximum needed pump capacity credited is the Basic Fire Flow of the community. The pump capacity is obtained by test at the rated pump pressure. Credit is limited to 80 percent of rated capacity if no test data is available within two years of the survey date. Less than 80 percent may be credited if other mechanical features of the apparatus indicate a generally poor mechanical condition.

The existing pump capacity (EP) represents the capacity of in-service pumpers, pumper-ladder, and pumper-service trucks that were credited in Item 513.

The reserve pump capacity (RP) is that capacity of reserve pumpers, reserve pumper-ladder, and pumper-service trucks that were credited in Item 523. One-half the capacity of permanently-mounted pumps capable of delivering at least 50 gpm at 150 psi on other apparatus, reserve pumpers and reserve pumper-ladder and reserve pumper-service trucks not credited in Items 513 or 523 is credited in this item. This capacity is expressed as "OP".

Automatic Aid pumper capacity is that capacity of pumpers credited as Automatic Aid in Item 513. The capacity credited does not exceed the percent determined by the value of the Automatic Aid plan determined in Item 512.D multiplies by the creditable pump capacity for each Automatic Aid pumper. This capacity is expressed as AAP.

The sum of the capacities determined for EP, RP, OP, and AAP is 5750 gpm. The FSRS limits the total capacity to the Basic Fire Flow of 3500 gpm. Next, this capacity is divided by the Basic Fire Flow. Finally, this factor is multiplied by the 5 points available for Item 532 "Credit for Pumper Capacity (CPC)".

Item 532 "Credit for Pumper Capacity (CPC)" = 5.00 points

Item 549 – Credit for Ladder Service (5 points)

The next item reviewed is Item 549 "Credit for Ladder Service (CLS)". This item reviews the number of response areas within the city with 5 buildings that are 3 or more stories or 35 feet or more in height, or with 5 buildings that have a Needed Fire Flow greater than 3,500 gpm, or any combination of these criteria. The height of all buildings in the city, including those protected by automatic sprinklers, is considered when determining the number of needed ladder companies. When no individual response area alone needs a ladder company, at least one ladder company is needed if buildings in the city meet the above criteria. The number and type of apparatus is dependent upon the height of buildings, Needed Fire Flow and response distance.

Response areas not needing a ladder company should have a service company. A service company is an apparatus with some or all of the equipment identified in Table 544.A (see the following pages).

The number of ladder or service companies, the height of the aerial ladder, aerial ladder testing and the equipment carried on the in-service ladder trucks and service trucks is compared with the number of needed ladder trucks and service trucks and an FSRS equipment list (Table 544 A, B, and C). Ladder trucks must meet the general criteria of NFPA 1901, *Standard for Automotive Fire Apparatus* to be recognized.

The number of needed ladder-service trucks is dependent upon the number of buildings 3 stories or 35 feet or more in height, buildings with a Needed Fire Flow greater than 3,500 gpm, the response distance to built-upon areas, the method of operation and the response outside the city.

The FSRS indicates that a minimum of 1 ladder company is needed. This is calculated as follows:

1 ladder company due to the number of buildings with a Needed Fire Flow over 3,500 gpm or 3 stories or more in height, the response distance to built-upon areas or the method of operation.

There are 0 additional ladder companies needed because 10% or less of the responses outside of the district result in a reduction of the ladder companies left in the district to 50% or less of the normal strength level.

The FSRS recognizes that there are 0.5 ladder companies in service.

For maximum credit, a ladder or service company should respond on first alarms to all reported fires in buildings. It was determined the ladder or service company response is to 100% of first alarm fires in buildings.

The FSRS indicates that a minimum of 0 service companies are needed. This need is calculated as follows:

0 service companies due to the number of buildings with a Needed Fire Flow over 3,500 gpm or 3 stories or more in height, the response distance to built-upon areas or the method of operation.

The FSRS recognizes that there are 0 service companies in service.

Ladders, tools and equipment normally carried on ladder trucks are needed not only for ladder operations but also for forcible entry, ventilation, salvage, overhaul, lighting and utility control.

If a ladder company is needed, the available equipment items in Table 544.A are summed to determine the points received for a Service Company, and available equipment items in Table 544.B are summed to determine the additional equipment points available for a Ladder Company. Table 544.A and 544.B points are added together to determine the total possible points available out of a possible 784 points.

Tests and sample forms for recording tests for aerial ladder and elevating platforms are described in NFPA 1911, *Standard for the Inspection, Maintenance, Testing and Retirement of In-service Automotive Fire Apparatus*.

If a service company is needed, the available equipment items are summed in Table 544.A. If additional ground ladders are needed for the service company, the assigned points for each available ground ladder up to 4 (from Table 544.B) are added to the points determined in Table 544.A.

All ladder company equipment, available service company equipment, available engine-ladder company equipment and available engine-service company equipment are summed. This sum is then divided by the sum of 784 points multiplied by the Needed Ladder (NL) plus 334 points multiplied by the Needed Service (NS) companies plus any points assigned for any additional ladders from Table 544.B.

Next, this factor is multiplied by the appropriate factor (A) representing the percent of built-upon area of the city with first alarm response of a ladder, service, engine-ladder or engine-service company to fires in buildings. Finally, this product is multiplied by the 5 points available for Item 549 "Credit for Ladder Service (CLS)".

Item 549 "Credit for Ladder Service (CLS)" = 1.02 points

Item 553 – Credit for Reserve Ladder and Service Trucks (1 point)

The next item reviewed is Item 553 "Credit for Reserve Ladder and Service Trucks (CRLS)". This item considers the adequacy of ladder and service apparatus when one (or more in larger communities) of these apparatus are out of service. The number of needed reserve ladder and service trucks is 1 for each 8 needed ladder and service companies that were determined to be needed in Item 540, or any fraction thereof. When 8 or less ladder and service companies are needed, and 1 or more ladder companies are needed, the reserve truck should be a ladder truck. When the number of needed reserve ladder and service trucks exceeds the number of needed reserve ladder trucks, the difference is considered as needed reserve service trucks.

The number of in-service ladder and service trucks considered out of service is determined by the number of needed reserve ladder and service trucks. The in-service ladder and service trucks credited in Item 549 having the largest number of points is what is considered as out of service. The equipment on credited reserve ladder and service trucks shall be reviewed by application of Tables 544.A, 544.B and 544.C.

The number of reserve ladder trucks credited in this item shall not exceed the number of needed reserve ladder and service trucks. If only one reserve ladder is needed, and if more than one reserve ladder or service truck is provided in the city, only the best equipped reserve ladder or service truck will be credited.

All ladder company equipment, available service company equipment, available engine-ladder company equipment and available engine-service company equipment are summed.

After the points for all reserve ladder and service equipment is determined, the reserve ladder service truck with the largest points is selected. This value is added to the value of all in-service ladder and service company equipment determined in Item 549. Next, the best equipped in-service ladder or service truck is subtracted from the in-service and reserve total. The difference is then divided by the total possible points for a ladder truck times the Needed Ladder (NL) plus the total possible points times the Needed Service (NS) plus any assigned points for any additional ladders needed from Table 544.B. Finally, this quotient is multiplied by the 1 point available for Item 553 "Credit for Reserve Ladder and Service Trucks (CRLS)".

Item 553 "Credit for Reserve Ladder and Service Trucks (CRLS)" = 0.00 points

Item 561 – Credit for Distribution (4 points)

Next, Item 561 "Credit for Distribution (CD)" is reviewed. This Item examines the number and adequacy of existing engine and ladder-service companies to cover built-upon areas of the city. The built-upon area of the city should have a fully equipped first-due engine company within 1½ miles and a fully equipped ladder-service company within 2½ miles.

To determine the Credit for Distribution, first the Existing Engine Company (EC) points and the Existing Engine Companies (EE) determined in Item 513 are considered along with Ladder Company Equipment (LCE) points, Service Company Equipment (SCE) points, Engine-Ladder Company Equipment (ELCE) points, and Engine-Service Company Equipment (ESCE) points determined in Item 549.

Secondly, a determination is made of the percentage of built upon area within 1½ miles of a first-due engine company and within 2½ miles of a first-due ladder-service company.

Item 561 "Credit for Distribution (CD)" = 1.84 points

Item 571 – Credit for Company Personnel (15 points)

Item 571 "Credit for Company Personnel (CCP)" reviews the average number of existing firefighters and company officers available to respond to reported first alarm structure fires in the city.

The on-duty strength is determined by the yearly average of total firefighters and company officers on-duty considering vacations, sick leave, holidays, "Kelley" days and other absences. When a fire department operates under a minimum staffing policy, this may be used in lieu of determining the yearly average of on-duty company personnel.

Firefighters on apparatus not credited under Items 513 and 549 that regularly respond to reported first alarms to aid engine, ladder and service companies are included in this item as increasing the total company strength.

Firefighters staffing ambulances or other units serving the general public are credited if they participate in fire-fighting operations, the number depending upon the extent to which they are available and are used for response to first alarms of fire.

Call and volunteer members (VM) are credited on the basis of the average number staffing apparatus on first alarms. Off-shift career firefighters and company officers responding on first alarms are considered on the same basis as call and volunteer personnel. For personnel not normally at the fire station, the number of responding firefighters and company officers is divided by 3 to reflect the time needed to assemble at the fire scene and the reduced ability to act as a team due to the various arrival times at the fire location when compared to the personnel on-duty at the fire station during the receipt of an alarm. The number of Public Safety Officers who are positioned in emergency vehicles within the jurisdiction boundaries may be credited based on availability to respond to first alarm structure fires. In recognition of this increased response capability the number of responding Public Safety Officers is divided by 2.

Call and volunteer firefighters and company officers assigned for on-duty shifts at fire stations on a pre-arranged schedule are considered as on duty for the proportional time that they are at the fire station.

The average number of firefighters and company officers responding with those companies credited as Automatic Aid under Items 513 and 549 are considered for either on-duty or volunteer company personnel as is appropriate. The actual number is calculated as the average number of company personnel responding multiplied by the value of AA Plan determined in Item 512.D.

The maximum creditable response of on-duty and call/volunteer firefighters is 12, including company officers, for each existing engine and ladder company and 6 for each existing service company.

Chief Officers are not creditable except when more than one chief officer responds to alarms; then extra chief officers may be credited as firefighters if they perform company duties.

The FSRS recognizes 14.00 on-duty personnel and an average of 0.00 volunteers/off-shift personnel responding on first alarm structure fires.

Item 571 "Credit for Company Personnel (CCP)" = 8.75 points

Item 581 – Credit for Training (9 points)

The final item reviewed in the Fire Department section is Item 580 "Credit for Training (CT)". This item evaluates training facilities and aids and the use made of them by the fire suppression force; company training at fire stations; classes for officers; driver and operator training; new driver and operator training; hazardous materials training; recruit training; the pre-fire planning inspection program; and the training and inspection records.

A maximum of 35% of the training evaluation is attributed to facilities, aids and use, and 65% is attributed to specialized training including the pre-fire planning inspection program.

Item 580.A.1 "Facilities and Aids "	Earned Credit	Credit Available
<p>Drill Tower For maximum credit, a 4 story drill tower should be used.</p> <p>A 3 story drill tower is available and used by the fire department.</p>	6.00	8
<p>Fire Building (including smoke room) For maximum credit, there should be a fire resistive smoke room that is separated from the drill tower so that training may be conducted in the tower and in the smoke room.</p> <p>A fire building is not available or used for training.</p>	8.00	8
<p>Combustible Liquids Pit For maximum credit, a 1,500 square foot combustible liquid pit or equivalent video instructing effective fire suppression of Class B fires should be used.</p> <p>Credit for a 1500 square foot combustible liquids pit was provided representing the actual size of the pit or that there is a video instructing effective fire suppression of Class B fires available for use to train the fire department personnel.</p>	5.00	5
<p>Library and Training Manuals For maximum credit, a complete library of training manuals should be available in the department for the membership. The library and manuals may include: NFPA "Fire Protection Handbook", "The Fire Chief's Handbook" published by Fire Engineering, "Managing Fire and Rescue Services" published by ICMA, Training manuals published by IFSTA or equivalent, and the following NFPA Standards, 472, 1001, 1002, 1021, 1201, 1401, 1403, 1410, 1451, and 1620.</p> <p>Credit was given for complete training materials.</p>	2.00	2
<p>Multi-Media Training Aids including Pump and Hydrant Cutaways A slide/overhead projector and compatible multi-media aids are available. A movie/VCR type projector and compatible multi-media aids are available. A pump cutaway is available in the department for the membership. A hydrant cutaway is available in the department for the membership.</p>	2.00	2

Item 580.A.1 "Facilities and Aids" (continued)	Earned Credit	Credit Available
<p>Training Area For maximum credit, a fire department training area of at least 2.0 acres in size should be available for single and multi-company drills.</p> <p>A training area of 2 acres is provided. also</p>	10.00	10
Review of Facilities and Aids (FA) total:	33.00	35
Item 580.A.2 "Use"		
<p>a. Half-day (3 hours) drills, 8 per year (0.05 each) For maximum credit, all members should participate in 8 half-day, single company drills.</p> <p>There were an average of 8.00 single company half-day drills.</p>	0.40	0.40
<p>b. Half-day (3 hours) multiple-company drills, 4 per year (0.10 each): For maximum credit, all members should participate in 4 half-day multiple company drills.</p> <p>There were an average of 4.00 multiple company drills.</p>	0.40	0.40
<p>c. Night drills (3 hours), 2 per year (0.10 each): For maximum credit, all members should participate in two 3-hour night drills per year.</p> <p>There were an average of 2.00 night drills.</p>	0.20	0.20
Factor for "Use" subtotal -	1.00	
Average percentage participating in drills -	100%	
Factor for Use (FU):	1.00	1.0
Review of Facilities and Aids (FA) total:	33.00	35
"Facilities, Aids and Use" subtotal:	33.00	
Deduction for incomplete or missing records -	-0.00	

Note 1: A single company drill may receive credit under a and c; a multiple-company drill may receive credit under a, b, and c.

Note 2: If the Drill Tower, Fire Building, Combustible Liquids Pit or Training Area do not achieve at least 10 points, credit will be given for the use of buildings, streets and open areas (other than formal training grounds), but not both.

After the items under Item "Facilities and Aids" are summed and the factor for "Use" is established, the credit for "Facilities, Aids and Use" is determined by multiplying the total possible points (35 points) by the factor for "Use" (up to 1.0) and subtracting any deductions for record keeping.

Facilities, Aids and Use subtotal = 33.00 points

Specialized Training	Earned Credit	Credit Available
<p>B. Company Training</p> <p>For maximum credit, each firefighter should receive 20 hours per month in structure fire related subjects as outlined in NFPA 1001.</p> <p>There was an average of 107.33 hours per month of company training received by company members and participation was 100% of those eligible to participate.</p> <p>0.00 points will be deducted for missing or incomplete records.</p>	25.00	25
<p>C. Classes for Officers</p> <p>For maximum credit, each officer should receive 2 days of leadership, management, supervisory, and incident management system training per year as outlined in NFPA 1021.</p> <p>There was an average of 4.20 days devoted to officer classes and participation is 100% of those eligible to participate.</p> <p>0.00 points will be deducted for missing or incomplete records.</p>	15.00	15
<p>D. Driver and Operator Training</p> <p>For maximum credit, each driver and operator should receive 4 half-day sessions of driver/operator training per year in accordance with NFPA 1002 and NFPA 1451.</p> <p>There were 2.67 half-day sessions received per year by drivers and operators and participation was 100% of those eligible to participate.</p> <p>0.00 points will be deducted for missing or incomplete records.</p>	1.34	2
<p>E. New Driver and Operator Training</p> <p>For maximum credit, each new driver and operator should receive 40 hours of driver/operator training per year in accordance with NFPA 1002 and NFPA 1451.</p> <p>There were 179.23 hours received per year by new drivers and operators and participation was 100% of those eligible to participate.</p> <p>0.00 points will be deducted for missing or incomplete records.</p>	2.00	2
<p>F. Training on Hazardous Materials</p> <p>For maximum credit, each firefighter should receive ½ day of training for incidents involving hazardous materials in accordance with NFPA 472.</p> <p>There were 0.50 days of training received per year and participation was 100% of those eligible to participate.</p> <p>0.00 points will be deducted for missing or incomplete records.</p>	0.50	1

Specialized Training (continued)	Earned Credit	Credit Available
<p>G. Recruit Training</p> <p>For maximum credit, each firefighter should receive 240 hours of structure fire related training in accordance with NFPA 1001 within the first year of employment or tenure.</p> <p>There were 146.00 hours received per year and participation was 100% of those eligible to participate.</p> <p>0.00 points will be deducted for missing or incomplete records.</p>	3.04	5
<p>H. Pre-Fire Planning Inspections</p> <p>For maximum credit, pre-fire planning inspections of each commercial, industrial, institutional, and other similar type building (all buildings except 1-4 family dwellings) should be made twice per year by company members. Records of inspections should include up-to date notes and sketches.</p> <p>There are 6.00% of the buildings inspected at a yearly frequency of 1.00. Participation is 100.00%.</p> <p>0.00 points will be deducted for missing or incomplete records.</p>	0.72	15

To determine the Credit for Training, the points credited in Item 580.A through 580.H are summed.

For maximum credit, records should be kept of all training. NFPA 1401 outlines the appropriate manner in which to accomplish this. A deduction of up to 20 points (20% for each item) is made for a lack of records. A deduction of 10% is made for incomplete records and 20% for no records for each sub-item.

A total of 0.00 points is deducted to reflect a deficiency of record keeping for Lancaster.

Finally, this sum is divided by 100 and then multiplied by the 9 points available for Item 580 "Credit for Training (CT)".

Item 580 "Credit for Training (CT)" = 7.25 points

Item 580A – Supplemental Credit for Texas State Training (3.26 points*)

This item provides specific recognition for fire department training conducted by the State Firemen's and Fire Marshal's Association, Texas A & M University, and the Texas Commission on Fire Protection. Item 580 applies only to local training activities.

$$CTT = \text{CERT} + \text{FTS} / \text{TOTAL \# IN FIRE DEPT} \times 3.26$$

CERT = Total number of volunteers certified through either: The State Firemen's and Fire Marshals' Association of Texas as basic, intermediate, or advanced firefighter (this excludes the introductory certification) OR The Texas Commission on Fire Protection as a volunteer firefighter.

FTS = Total number of firefighters in attendance of a prevention or suppression course at Firemen's Training School at Texas A & M University within the last 3 years.

TOTAL # IN FIRE DEPT. = Total number of firefighters (paid and/or volunteer) in the fire department.

*Note: The maximum value for CT + CTT = 9 points

Item 580A “Supplemental Credit for Texas State Training (CTT)” = 0.00 points

The final step in determining the Credit for Fire Department is to add the following eight components:

Item	Earned Credit	Credit Available
513. Credit for Engine Companies (CEC)	9.68	10
523. Credit for Reserve Pumpers (CRP)	0.85	1
532. Credit for Pumper Capacity (CPC)	5.00	5
549. Credit for Ladder Service (CLS)	1.02	5
553. Credit for Reserve Ladder and Service Trucks (CRLS)	0.00	1
561. Credit for Distribution (CD)	1.84	4
571. Credit for Company Personnel (CCP)	8.75	15
581. Credit for Training (CT)	7.25	9
580A. Supplemental Credit for Texas State Training (CTT)	0.00	3.26*
*Note: Maximum value for CT + CTT = 9 points		-
Item 590. Credit for Fire Department:	34.39	50

Water Supply

Forty percent of a community's overall score is based on the adequacy of the water supply system. The ISO field representative evaluated:

- the capability of the water distribution system to meet the Needed Fire Flows at selected locations up to 3,500 gpm.
- size, type and installation of fire hydrants.
- inspection and condition of fire hydrants.

Item 616 – Credit for Supply System (35 points)

The first item reviewed was Item 616 "Credit for Supply System (CSS)". This item reviews the rate of flow that can be credited at each of the Needed Fire Flow test locations considering the supply works capacity, the main capacity and the hydrant distribution. The lowest flow rate of these items is credited for each representative location. A water system capable of delivering 250 gpm or more for a period of two hours plus consumption at the maximum daily rate at the fire location is considered minimum in the ISO review.

To determine the score for Item 616 "Credit for Supply System (CSS)", three sub-items are evaluated (Item 612 "Supply Works Capacity", Item 613 "Main Capacity" and Item 614 "Hydrant Distribution").

Where there are 2 or more systems or services distributing water at the same location, credit is given on the basis of the joint protection provided by all systems and services available.

The supply works capacity is calculated for each representative Needed Fire Flow test location, considering a variety of water supply sources. These include public water supplies, emergency supplies (usually accessed from neighboring water systems), suction supplies (usually evidenced by dry hydrant installations near a river, lake or other body of water), and supplies developed by a fire department using large diameter hose or vehicles to shuttle water from a source of supply to a fire site. The result is expressed in gallons per minute (gpm).

The normal ability of the distribution system to deliver Needed Fire Flows at the selected building locations is reviewed. The results of a flow test at a representative test location will indicate the ability of the water mains (or fire department in the case of fire department supplies) to carry water to that location.

The hydrant distribution is reviewed within 1,000 feet of representative test locations measured as hose can be laid by apparatus. Credit is allowed up to 1,000 gpm for each hydrant within 300 feet of the location, 670 gpm for hydrants within 301 to 600 feet of the location and 250 gpm for hydrants within 601 to 1,000 feet of the location. Credit may be reduced when hydrants do not have a pumper outlet and/or two or more hose outlets. If a hose diameter greater than 2½ inch is carried by all in-service pumpers, the hydrant distribution credit may be greater due to the reduced friction loss in the larger diameter hose.

For maximum credit, the Needed Fire Flows should be available at each location in the district. Needed Fire Flows of 2,500 gpm or less should be available for 2 hours; and Needed Fire Flows of 3,000 and 3,500 gpm should be obtainable for 3 hours.

Item 616 "Credit for Supply System (CSS)" = 28.87

Item 621 – Credit for Hydrants (2 points)

The second item reviewed is Item 621 “Credit for Hydrants (CH)”. This item reviews the number of fire hydrants of each type compared with the total number of hydrants.

For maximum credit, all hydrants should have a pumper outlet, 6 inch or larger branch connection, uniform size operating nut and should operate in a uniform direction in accordance with AWWA C-502 *Standard for Dry-Barrel Fire Hydrants* or AWWA C-503 *Standard for Wet-Barrel Fire Hydrants*.

For maximum credit, all suction supply points should be equipped with a dry hydrant with a 6 inch or larger pipe and fittings, a minimum number of 90 degree elbows (preferably no more than two), and suction screen placement so that the dry hydrant will deliver the design capacity (usually 1,000 gpm) as specified in NFPA 1142, *Standard on Water Supplies for Suburban and Rural Fire Fighting*.

There are a total of 1495 hydrants in the city.

620. Hydrants, - Size, Type and Installation	Earned Credit	Credit Available
<p>A. With a 6 -inch or larger branch and a pumper outlet with or without 2½ -inch outlets There are 1488 hydrants that have a 6 -inch or larger branch and a pumper outlet.</p>	99.53	100
<p>B. With a 6 -inch or larger branch and no pumper outlet but two or more 2½ -inch outlets, or with a small foot valve, or with a small barrel There are 0 hydrants that have a 6 -inch or larger branch but no pumper outlet, or have a small foot valve or with a small barrel.</p>	0.00	75
<p>C. With only a 2½ -inch outlet There are 0 hydrants with only a 2½ -inch outlet.</p>	0.00	25
<p>D. With less than a 6 -inch branch There are 7 hydrants with less than a 6 -inch branch connection.</p>	0.12	25
<p>E. Flush Type There are 0 hydrants that are of the flush type.</p>	0.00	25
<p>F. Cistern or suction point There are 0 locations that are considered a cistern and/or a suction point.</p>	0.00	25
Total	99.65	100

Note 1: 2 points are deducted for each 10 percent of the hydrants that are not operating in a uniform direction of the majority, or with an operating nut different from the majority.

Of the 1495 hydrants that were reviewed, 0% did not operate in the direction of the majority and 0% had a different size operating nut.

Note 2: 10 points are deducted if more than one type hose thread is used for pumper or hose outlets. Of the 1495 hydrants that were reviewed, none had a different hose thread than the majority. There were no points deducted for this item.

To determine the "Credit for Hydrants (CH)", the points credited in Item 620.A through 620.F are summed, including any deductions. The sum is divided by 100 and then multiplied by the 2 points available for Item 621 "Credit for Hydrants (CH)".

Item 621 "Credit for Hydrants (CH)" = 2.00

Item 630 – Credit for Inspection and Condition (3 points)

The third item reviewed is Item 630 "Credit for Inspection and Condition (CIC)". This item reviews the fire hydrant inspection frequency, the completeness of the inspections and the condition of hydrants. Inspection and condition of hydrants should be in accordance with AWWA M-17, *Installation, Field Testing and Maintenance of Fire Hydrants*.

A. Inspection (HI):

The frequency of inspection is the average time interval between the 3 most recent inspections.

Frequency of Inspections	Points
½ year	100
1 year	80
2 years	65
3 years	55
4 years	45
5 years or more	40

Note: The points for inspection frequency are reduced by 10 points if the inspections are incomplete or do not include a flushing program. An additional reduction of 10 points are made if hydrants are not subjected to full system pressure during inspections. If the inspection of cisterns or suction points does not include actual drafting with a pumper, or back-flushing for dry hydrants, 40 points are deducted.

B. Condition (HF):

A factor (HF) is determined from the following list of conditions according to the actual condition of hydrants examined compared with the total number examined during the survey:

Condition	Factor
Standard (no leaks, opens easily, conspicuous, well located for use by pumper)	1.0
Usable (with some defects and/or impediments to use)	0.5
Not Usable	0.0

For maximum credit, all hydrants should be inspected twice a year. The inspection should include operation of the fire hydrant, a test for leaks (using domestic pressure), and a flushing of the hydrant. Records should be kept of inspections.

Water System: City of Lancaster Water Supply

Item 630.A "Inspection (HI):"		Time Interval
Most recent inspection was Sep 01, 2011		
1 st prior inspection was Sep 01, 2010		1 year
2 nd prior inspection was Sep 01, 2009		1 year
Review of Inspection (HI):	Earned Credit	Credit Available
	80	100

For maximum credit, all hydrants should be conspicuous, well located for use by a pumper and in good condition. There were 60 hydrants examined in this FSRS item.

Item 630.B "Condition (HF):"		Maximum Factor
Standard: There were 60 hydrants considered in standard condition.		1.0
Usable: There were 0 hydrants considered in usable condition.		0.5
Not Usable: There were 0 hydrants considered not usable.		0.0
Review of Condition (HF):	Condition Factor (HF)	Maximum Factor
	1.00	1.0

To determine the "Credit for Inspection and Condition (CIC)", the points credited in Item 630.A are multiplied by the Condition Factor from Item 630.B. The product is divided by 100 and then multiplied by the 3 points available for Item 631 "Credit for Inspection and Condition (CIC)".

Item 631 "Credit for Inspection and Condition (CIC)" = 2.40

The final step in determining the credit for Water Supply is to add Item 616, Item 621, and Item 631:

Item	Earned Credit	Credit Available
616. Credit for Supply System (CSS)	28.87	35
621. Credit for Hydrants (CH)	2.00	2
631. Credit for Inspection and Condition (CIC)	2.40	3
Item 640. Credit for Water Supply:	33.27	40

Divergence = -2.88

The Divergence factor mathematically reduces the score based upon the relative difference between the fire department and water supply scores. The factor is introduced in the final equation.

Texas Addendum Credit (6.50 points)

NOTE: In Texas, the following grading criteria will be in lieu of the criteria of the FSRS.

Total Credit and Classification

700. General: Texas FSRS Addendum

This item develops the Public Protection Classification number by summarizing the credits developed in Items 400 through 640 plus CTX, and by adjusting for the difference in credit between Items 590 and 640.

“Texas Addendum Credit (CTX)” = 3.28

701. Public Protection Classification (PPC):

$$PPC^* = \frac{100 - \{(CFA + CFD + CWS + CTX) - 0.5 \{[(CWS) - 0.8(CFD)]\}}}{10}$$

*Raise any decimal to the next higher whole number; i.e. 5.12 = 6

Summary of Public Protection Classification Review

Completed by ISO

for

Lancaster

FSRS Item	Earned Credit	Credit Available
Receiving and Handling Fire Alarms		
414. Credit for Telephone Service	1.90	2
422. Credit for Operators	1.20	3
432. Credit for Dispatch Circuits	3.30	5
440. Credit for Receiving and Handling Fire Alarms	6.40	10
Fire Department		
513. Credit for Engine Companies	9.68	10
523. Credit for Reserve Pumpers	0.85	1
532. Credit for Pumper Capacity	5.00	5
549. Credit for Ladder Service	1.02	5
553. Credit for Reserve Ladder and Service Trucks	0.00	1
561. Credit for Distribution	1.84	4
571. Credit for Company Personnel	8.75	15
581. Credit for Training	7.25	9
580A. Supplemental Credit for Texas State Training	0.00	3.26
Note: Maximum value for 581 + 580A = 9 points		
590. Credit for Fire Department	34.39	50
Water Supply		
616. Credit for Supply System	28.87	35
621. Credit for Hydrants	2.00	2
631. Credit for Inspection and Condition	2.40	3
640. Credit for Water Supply	33.27	40
Divergence	-2.88	-
Texas Addendum Credit	3.28	6.5
Total Credit	74.46	100

Community Classification = 3

If the individual scores Lancaster achieved for Receiving and Handling Fire Alarms; Fire Department; and Water Supply were translated into a 100 point scale instead of the (10, 50 and 40) points actually used, the relative Fire Suppression Rating Schedule classification for each of these sections would be:

Receiving and Handling Fire Alarms: a (relative) **Class 4**

Fire Department: a (relative) **Class 4**

Water Supply: a (relative) **Class 2**



INSURANCE SERVICES OFFICE, INC.

4030 W. Braker Lane, Suite 350, Austin, TX 78759
(800)444-4554 FAX (800) 736-3289

**GRADING SUMMARY
TEXAS STATE EXCEPTIONS
TO THE
ISO FIRE SUPPRESSION RATING SCHEDULE**

NAME OF COMMUNITY: Lancaster

COUNTY: Dallas

EVALUATOR: McCormack, Michael

CTT POINTS: 0.00

FIRE SAFETY CONTROL POINTS: 3.28

Date: 3/20/2012

Population: 36,600

BFF: 3,500 GPM

GRADING WORKSHEET FOR TEXAS STATE EXCEPTIONS TO THE FSRS

A. FIRE PREVENTION CODE ENFORCEMENT (FPCE)...

30%

Lancaster

1. Regulations

For the adoption and maintenance of one of the following model codes:

NFPA 1, *Fire Prevention Code*

BOCA, *National Fire Prevention Code*

ICBO, *Uniform Fire Code*

SBCCI, *Standard Fire Prevention Code*

MODEL CODES	POINTS CREDITED
<p>a. Current Model Code Edition, up to 8%</p> <p>Within one year of the most recent edition (2009 ed.). (8%) Second most recent edition (2006 ed.). (6%) Third most recent edition (2003 ed.). (4%) Older. (0%)</p>	6.0
<p>b. Past Model Code Editions, up to 2%</p> <ul style="list-style-type: none"> • If model codes were adopted prior to 1960. (2%) <li style="text-align: center;">OR • If model codes were adopted after 1960 but before 1980. (1%) 	1.0

2. Personnel

a. Quantity, up to 5%	5.0
b. Qualifications and Certification, up to 3%	3.0
c. Ongoing Training, up to 2%	0.0

GRADING WORKSHEET FOR TEXAS STATE EXCEPTIONS TO THE FSRS

Lancaster

Enforcement and Inspection Activity

a. Plan Review, up to 2%.....	2.0
b. Certificate of Occupancy Inspections, up to 1%	1.0
c. Fire Prevention Inspection Frequency and Recordkeeping, up to 3%	3.0
d. Quality Control of Enforcement and Inspection Programs, up to 1%	1.0
e. Inspections of Private Fire Protection Equipment, up to 1%	1.0
f. Enforcement of Fire Prevention Ordinances, up to 1%	1.0
g. Coordination with Fire Department Training and Preplanning Programs, up to 1%	1.0

A. FPCE: TOTAL=	<u>25.0</u>
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B. FIRE INVESTIGATION (FI)	10%
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1. Organization and Staffing

a. Organization, up to 2%	1.0
b. Personnel, up to 2%	0.2

2. Personnel Qualifications and Training

a. Qualifications and Certification, up to 2%	2.0
b. Training and ongoing training, up to 1%	0.7

GRADING WORKSHEET FOR TEXAS STATE EXCEPTIONS TO THE FSRS

Lancaster

3. Use of the Texas Fire Incident

a. Reporting System (TEXFIRS), up to 3% Supplied by TDI	1.9
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B. FI: TOTAL =	<u>5.8</u>
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C. PUBLIC FIRE SAFETY EDUCATION (PFSE).....	30%
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1. Public Fire Safety Education, Personnel Qualifications and Training

A. ALL PUBLIC FIRE SAFETY EDUCATION PERSONNEL MUST COMPLETE A COURSE BASED ON THE DOCUMENT ENTITLED "PUBLIC FIRE EDUCATION PLANNING, A FIVE-STEP PROCESS", PUBLISHED BY THE U. S. DEPARTMENT OF COMMERCE-UNITED STATES FIRE ADMINISTRATION PUBLIC EDUCATION OFFICE OR A 40-HOUR COURSE ON THE METHODS OF TEACHING. 3%	0.0
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B. ALL PUBLIC FIRE SAFETY EDUCATION PERSONNEL MUST PARTICIPATE IN CONTINUING EDUCATION IN PUBLIC FIRE SAFETY EDUCATION TECHNIQUES AND PROCESSES. THEY MUST RECEIVE AT LEAST 10 HOURS OF ADDITIONAL WORK-RELATED TRAINING EACH YEAR. 3%	0.0
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GRADING WORKSHEET FOR TEXAS STATE EXCEPTIONIONS TO THE FSRS

Lancaster

2. PROGRAMS FOR PUBLIC FIRE SAFETY EDUCATION

a. Residential fire safety program, up to 8%	0.0
b. Fire safety education in schools (private and public, early childhood education through grade 12), up to 8% Supplied by TDI	7.2
c. Juvenile fire-setter intervention program, up to 4%	0.0
d. Fire safety education program for occupancies having large-loss potential or hazardous conditions as identified by annual analysis of large-loss fire risks, up to 4%	4.0

C. PFSE:	<u>11.2</u>
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GRADING WORKSHEET FOR TEXAS STATE EXCEPTIONS TO THE FSRs

Lancaster

D. CONSTRUCTION CODE ENFORCEMENT (CCE)

30%

I. Regulations – Local Construction Codes

<p>a. Current Model Code Edition or Ordinance in use, up to 8%</p> <ul style="list-style-type: none"> • Adoption of the current code will be valued highest, older editions progressively less, and editions more than three-publications-old will receive no value. • For adoption of model building code. (1%) • For adoption of the NEC. (1%) • For adoption of a model mechanical code. (1%) • For adoption of a model gas and plumbing code. (1%) • For adoption and maintenance of a model substandard building abatement code. (1%) • The credit for current code edition (sum of 5 previous bullets) will be prorated as follows: <ul style="list-style-type: none"> -Within one year of the most recent edition (100% of value). -Second most recent edition (75% of value). -Third most recent edition (50% of value). -Older (0%). • For adoption and maintenance of a comprehensive sprinkler ordinance applying to all nonresidential structures. (1%) • For adoption and maintenance of a comprehensive household fire warning equipment ordinance according to NFPA 74 standards. (0.5%) • For adoption and maintenance of an ordinance requiring new roofs to be fire resistive. (0.5%) • For adoption and maintenance of a zoning ordinance (fire limits ordinance may be used. (0.5%) • For adoption and maintenance of a comprehensive residential sprinkler ordinance according to applicable NFPA standards. (0.5%) 	6.0
<p>b. Past Model Code Editions, up to 2%</p> <ul style="list-style-type: none"> • If codes were adopted since prior to 1960. (2%) <p style="text-align: center;">OR</p> <p>If codes were adopted after 1960 but before 1980. (1%)</p>	0.0

GRADING WORKSHEET FOR TEXAS STATE EXCEPTIONS TO THE FSRS

Lancaster

2. Personnel

a. Quantity, up to 5%	5.0
b. Qualification and Certification, up to 3% <ul style="list-style-type: none"> • Inspectors must be certified through a recognized building authority or have a minimum of 5 years work-related experience and working toward certification. (2%) • Plan reviewers must be certified through a recognized building authority. (1%) 	3.0
c. Ongoing Training, up to 2%	1.0

3. Enforcement and Inspection Activity

a. Inspection Activity, up to 4%	4.0
b. Plan Review, up to 2% <ul style="list-style-type: none"> • All construction plans for new nonresidential construction, additions, remodeling, etc., must be reviewed for compliance with appropriate codes. (1%) • All plan reviews must be coordinated with Fire Marshal. (1%) 	1.0
c. Inspection procedures, up to 1%	1.0
d. Recordkeeping, up to 1% <ul style="list-style-type: none"> • The inspection process must be documented and records kept on each construction project. (0.5%) • Building permits must be required for all construction. (0.5%) 	1.0
e. Quality Control of Enforcement and Inspection Program, up to 1%	
f. Public Information up to 1% <ul style="list-style-type: none"> • Information brochures that explain the permit process and inspection procedure to the public must be available. (0.5%) • Seminars for local architects, contractors and builders for construction code education must be presented twice a year. (0.5%) 	0.5

D. CCE: TOTAL =	<u>23.5</u>
E. CAFS: TOTAL =	<u>0.0</u>

**GRADING WORKSHEET FOR
TEXAS STATE EXCEPTIONS TO THE FSRS
Lancaster**

E. COMPRESSED AIR FOAM SYSTEM (CAFS).....

30%

1. Compressed Air Foam System – Apparatus

Please complete and return one sheet for each apparatus to be considered

UNIT NUMBER	Q 351	
YEAR MODEL	1996	
MAKE	Simon Duplex	
TANK CAPACITY	500	GALLONS (minimum 300)
PUMP CAPACITY	1500	GPM (minimum 500 GPM)
COMPRESSOR	0	SCFM (minimum 120 SCFM)
FOAM TANK CAPACITY	0	CLASS A / (minimum 20 Gallons)
CLASS A FOAM	0	GPM (minimum 2.5 GPM)

2. Will at least one of the apparatus listed above equipped with the CAFS unit respond on all structure fires on first alarm assignment?

Yes

No

Note: Where multiple apparatus are assigned to respond to a structure fire on first assignment, this means that out of 3 (or more) apparatus initially responding from

GRADING WORKSHEET FOR
TEXAS STATE EXCEPTIONS TO THE FSRS
Lancaster

Prorated Exceptions Credit (6.5 points max.) applied to total FSRS Points

$$\text{EXCEPTIONS CREDIT} = \frac{\text{FPCE} + \text{FI} + \text{PFSE} + \text{CCE} + \text{CAFS}}{130} \times 6.5 = \underline{3.28}$$

This concludes the Fire Safety Control portion of the questions.

The following pertain to training as it applies specifically to the State of Texas.

Item 581

SUPPLEMENTAL CREDIT FOR TRAINING (CTT):

CERT=	<u>0</u>	
FTS=	<u>0</u>	
TOTAL # IN FIRE DEPT =	<u>56</u>	

$$\text{CTT} = \frac{\text{CERT} + \text{FTS}}{\text{TOTAL \# IN FIRE DEPT.}} \times 3.26 = \underline{0.00}$$

MAXIMUM CREDIT = 3.26 POINTS

Item 590

CREDIT FOR FIRE DEPARTMENT

$$\text{CFD} = \text{CEC} + \text{CRP} + \text{CPC} + \text{CLS} + \text{CRLS} + \text{CD} + \text{CCP} + \text{CT} + \text{CTT} = \underline{34.39}$$

Note: Maximum value of CT + CTT = 9.00

CEC= <u>9.68</u>	CRP= <u>0.85</u>	CPC= <u>5.00</u>
CLS= <u>1.02</u>	CRSL= <u>0.00</u>	CD= <u>1.84</u>
CCP= <u>8.75</u>	CT= <u>7.25</u>	CTT= <u>0.00</u>

INSURANCE SERVICES OFFICE, INC.
HYDRANT FLOW DATA SUMMARY

City Lancaster
 County Dallas State Texas Witnessed by: Insurance Services Office, Inc. Date: March 22, 2012

TEST NO.	TYPE DIST.*	TEST LOCATION	SERVICE	FLOW - GPM $Q=(29.83(C(d^2)p^{0.5}))$			PRESSURE PSI		FLOW -AT 20 PSI		REMARKS***	
				INDIVIDUAL HYDRANTS			STATIC	RESID.	NEEDED **	AVAIL.		
1	Comm	4th on E Pleasant Run E of Lanc Hutch	City of Lancaster Water Supply, 705 Lower Level	1150	0	0	1150	51	50	6500	7300	(D)-(5626 gpm)
2	Comm	3rd N of I 35 & Beltline	City of Lancaster Water Supply, 792 Upper Level	1350	0	0	1350	90	78	4500	3500	
3	Comm	Infront of Bailey Tool	City of Lancaster Water Supply, 792 Upper Level	1280	0	0	1280	82	68	4000	2900	
4	Comm	Meadowlark & Kirkland	City of Lancaster Water Supply, 792 Upper Level	770	0	0	770	64	36	3500	1000	
5	Comm	1st hy behind Shop Center	City of Lancaster Water Supply, 792 Upper Level	1230	0	0	1230	90	86	3500	5800	
6	Comm	Gateway Dr & Rollinghills Pl	City of Lancaster Water Supply, 792 Upper Level	1100	0	0	1100	80	40	3500	1400	
7	Comm	1st on W Beltline E of Bluegrove	City of Lancaster Water Supply, 792 Upper Level	770	0	0	770	100	90	2250	2400	
8	Comm	W Main & Mimosa	City of Lancaster Water Supply, 792 Upper Level	1150	0	0	1150	70	50	2000	1900	
9	Comm	2nd hy on Ferris S of Belt Line	City of Lancaster Water Supply, 705 Lower Level	1190	0	0	1190	82	64	2250	2300	
10	Comm	1st on Houston School N of Beltline	City of Lancaster Water Supply, 792 Upper Level	1050	0	0	1050	96	90	1750	4100	
11	Comm	1st on I 35 N of Bear Creek	City of Lancaster Water Supply, 792 Upper Level	1220	0	0	1220	72	48	1250	1900	
12	Comm	1s on W Pleasant Run E of Bluegrove	City of Lancaster Water Supply, 792 Upper Level	1230	0	0	1230	90	80	1500	3500	
13	Comm	2nd on Roan W of Wintergreen	City of Lancaster Water Supply, 792 Upper Level	1190	0	0	1190	70	57	1250	2500	
14	Comm	W Longhorn at Wintergreen	City of Lancaster Water Supply, 792 Upper Level	920	0	0	920	60	44	1750	1500	
15	Comm	W Pleasant Run & Houston School	City of Lancaster Water Supply, 792 Upper Level	1130	0	0	1130	75	55	3500	2000	
16	Comm	Merrimac & Edgewood	City of Lancaster Water Supply, 792 Upper Level	710	0	0	710	90	80	3000	2000	

THE ABOVE LISTED NEEDED FIRE FLOWS ARE FOR PROPERTY INSURANCE PREMIUM CALCULATIONS ONLY AND ARE NOT INTENDED TO PREDICT THE MAXIMUM AMOUNT OF WATER REQUIRED FOR A LARGE SCALE FIRE CONDITION.

THE AVAILABLE FLOWS ONLY INDICATE THE CONDITIONS THAT EXISTED AT THE TIME AND AT THE LOCATION WHERE TESTS WERE WITNESSED.

*Comm = Commercial; Res = Residential.

**Needed is the rate of flow for a specific duration for a full credit condition. Needed Fire Flows greater than 3,500 gpm are not considered in determining the classification of the city when using the Fire Suppression Rating Schedule.

*** (A)-Limited by available hydrants to gpm shown. Available facilities limit flow to gpm shown plus consumption for the needed duration of (B)-2 hours, (C)-3 hours or (D)-4 hours.

HYDRANT FLOW DATA SUMMARY

City Lancaster
County DallasState Texas

Witnessed by:

Insurance Services Office, Inc.

Date _____

TEST NO.	TYPE DIST.*	TEST LOCATION	SERVICE	FLOW - GPM $Q=(29.83(C(d^2)p^{0.5}))$			PRESSURE PSI		FLOW -AT 20 PSI		REMARKS***	
				INDIVIDUAL HYDRANTS		TOTAL	STATIC	RESID.	NEEDED **	AVAIL.		
17	Comm	Carol & Arbor	City of Lancaster Water Supply, 792 Upper Level	990	0	0	990	55	50	2250	2800	
18	Comm	W Pleasant Run & Lancaster Park	City of Lancaster Water Supply, 792 Upper Level	790	0	0	790	45	43	5000	3100	
19	Comm	2nd hy on Cedar Valley W of N Dallas	City of Lancaster Water Supply, 792 Upper Level	1230	0	0	1230	83	73	1500	3300	
20	Comm	Industrial & Lanc Hutch	City of Lancaster Water Supply, 705 Lower Level	870	0	0	870	60	35	1250	1100	
21	Comm	1st hy on I 35 N of Pleasant Run	City of Lancaster Water Supply, 792 Upper Level	1160	0	0	1160	82	70	500	2800	
22	Comm	1st hy on Vet Mem E of Dallas	City of Lancaster Water Supply, 705 Lower Level	920	0	0	920	55	50	1500	2600	
23	Comm	2nd hy on Pecan W of State	City of Lancaster Water Supply, 705 Lower Level	1320	0	0	1320	76	66	1000	3300	
24	Comm	1st hy W of Dallas on Oncor	City of Lancaster Water Supply, 792 Upper Level	750	0	0	750	51	38	1750	1200	
25	Comm	1st hy on I 35 N of Belt Line	City of Lancaster Water Supply, 792 Upper Level	960	0	0	960	90	78	1000	2500	
26	Res	Baskin & Henry	City of Lancaster Water Supply, 792 Upper Level	1280	0	0	1280	68	65	1000	5700	
27	Res	Cardigan & Binkerhead	City of Lancaster Water Supply, 792 Upper Level	1070	0	0	1070	68	56	1000	2300	
28	Res	3rd hy on Bear Creek E of I 35	City of Lancaster Water Supply, 792 Upper Level	1200	0	0	1200	72	65	1000	3500	
29	Res	1st hy on Bear Creek W of Bluegrove	City of Lancaster Water Supply, 792 Upper Level	1160	0	0	1160	76	42	1000	1500	
30	Comm	1s hy on Sherwood N of West	City of Lancaster Water Supply, 792 Upper Level	810	0	0	810	58	42	750	1300	

THE ABOVE LISTED NEEDED FIRE FLOWS ARE FOR PROPERTY INSURANCE PREMIUM CALCULATIONS ONLY AND ARE NOT INTENDED TO PREDICT THE MAXIMUM AMOUNT OF WATER REQUIRED FOR A LARGE SCALE FIRE CONDITION.

THE AVAILABLE FLOWS ONLY INDICATE THE CONDITIONS THAT EXISTED AT THE TIME AND AT THE LOCATION WHERE TESTS WERE WITNESSED.

*Comm = Commercial; Res = Residential.

**Needed is the rate of flow for a specific duration for a full credit condition. Needed Fire Flows greater than 3,500 gpm are not considered in determining the classification of the city when using the Fire Suppression Rating Schedule.

*** (A)-Limited by available hydrants to gpm shown. Available facilities limit flow to gpm shown plus consumption for the needed duration of (B)-2 hours, (C)-3 hours or (D)-4 hours.

Lancaster's ISO Rating

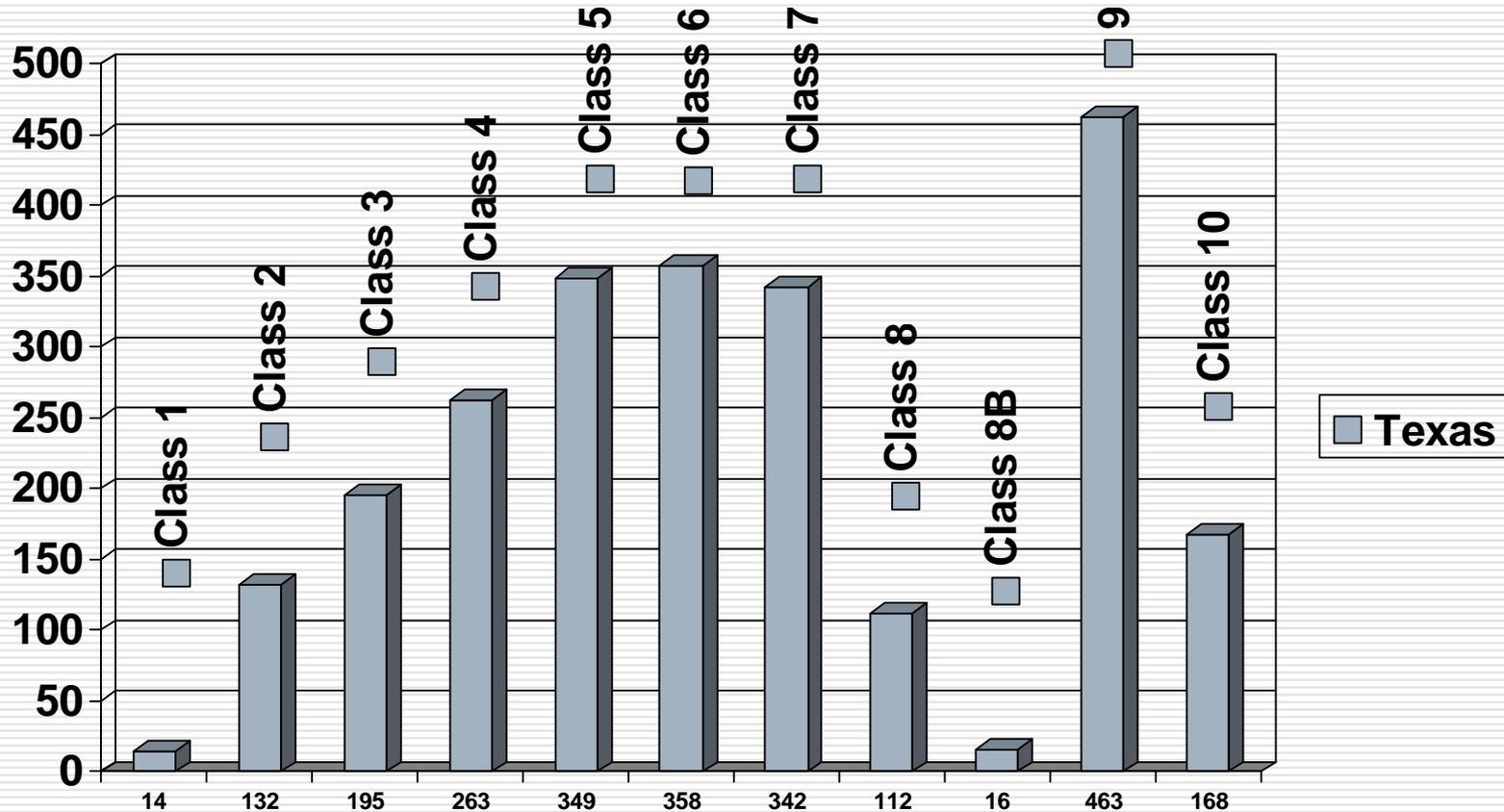
What is the Purpose of ISO?

- ❑ The Insurance Services Office, Inc. (ISO) mission is to accurately reflect a community's fire suppression and control resources through the Public Protection Classification (PPC) system.
- ❑ Provide rating information to insurance companies.

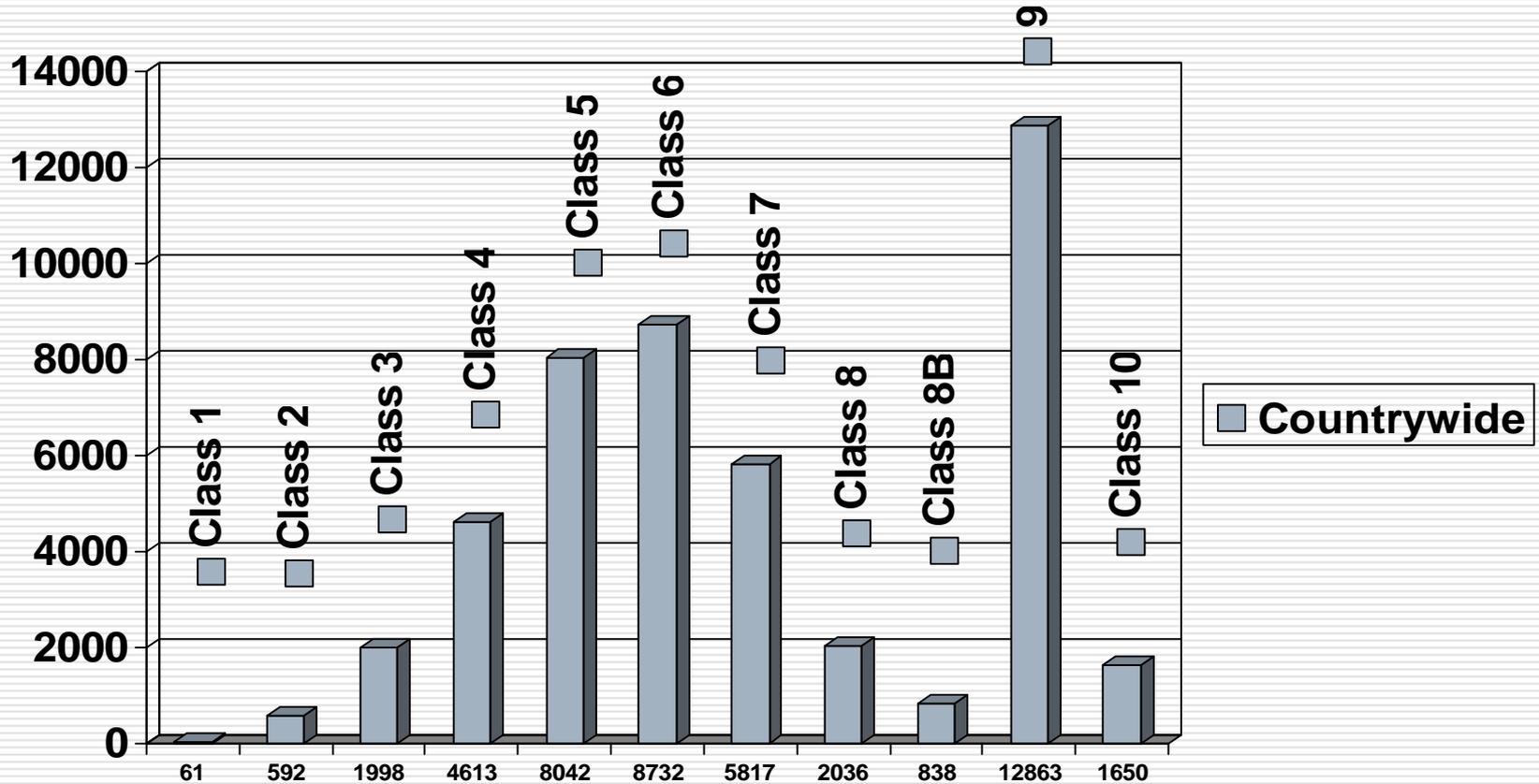
What is PPC ?

- ❑ The Public Protection Classification (PPC) is a numerical grading system that scores a community's ability to control fire.
- ❑ One of several elements considered in the calculation of individual property insurance premiums by most insurance companies.

Texas Fire Departments



Countrywide Fire Departments



How ISO Scores

- Water Supply 40 points
 - Fire Department 50 points
 - Alarm Center 10 points
-
- Divergence reduces score

The Score of Each Class

□ 1 = 90 +

□ 2 = 80 - 89.99

□ 3 = 70 - 79.99

□ 4 = 60 - 69.99

□ 5 = 50 - 59.99

What Was Graded?

- Receiving and Handling Fire Alarms
- Fire Department
- Water Supply

Handling Fire Alarms

	Score	Possible Points
<input type="checkbox"/> Credit for Operators	1.20	3.00
<input type="checkbox"/> Credit for Dispatch Circuits	3.30	5.00
<input type="checkbox"/> Total for Handling Alarms	6.40	10.00

Fire Department

	Score	Possible Points
<input type="checkbox"/> Credit for Engine Comp	9.68	10.00
<input type="checkbox"/> Credit for Reserve Pumpers	.85	1.00
<input type="checkbox"/> Credit for Pump Capacity	5.00	5.00
<input type="checkbox"/> Credit for Ladder Companies	1.02	5.00
<input type="checkbox"/> Credit for Reserve Ladder	0.00	1.00
<input type="checkbox"/> Credit for Distribution	1.84	4.00
<input type="checkbox"/> Credit for # of Personnel	8.75	15.00
<input type="checkbox"/> Credit for Training	7.25	9.00
<input type="checkbox"/> Total	34.39	50.00

Water Supply

	Score	Possible Points
<input type="checkbox"/> Credit for Water System	28.87	35.00
<input type="checkbox"/> Credit for Hydrants	2.00	2.00
<input type="checkbox"/> Credit for Insp. & Condition	2.40	3.00
<input type="checkbox"/> Total for Water Supply	33.27	40.00

Lancaster's PPC

- ❑ Previously Lancaster was a Class 4
- ❑ Graded in March 2012
- ❑ Total Credits 74.46 out of 100
- ❑ Now a Class 3
- ❑ 5.54 Points Away From a Class 2

Points We Can Make Up

<input type="checkbox"/> Operators	1.80
<input type="checkbox"/> Dispatch Circuits	1.70
<input type="checkbox"/> Engine Comp	0.32
<input type="checkbox"/> Reserve Pumpers	0.15
<input type="checkbox"/> Pump Capacity	0.00
<input type="checkbox"/> Ladder Companies	3.98
<input type="checkbox"/> Reserve Ladder	1.00
<input type="checkbox"/> Station Distribution	2.16
<input type="checkbox"/> Fire Personnel	6.25
<input type="checkbox"/> Training	1.75
<input type="checkbox"/> Water System	6.13
<input type="checkbox"/> Hydrants	0.00
<input type="checkbox"/> Inspection & Condition of Hydrants	0.60

State Approval

- The State Fire Marshal's office has accepted ISO's recommendation.
- All class-rated properties in the City limit will receive a Class 3 rating effective 03/01/2013.

What Does This Mean?

- Could result in lower insurance rates.
- Could affect both businesses and residences.
- Insurance company and agent specific.
- If we could save each homeowner an average of \$100.00 a year that would be \$1,403,500.00.

Questions?

LANCASTER CITY COUNCIL
Work Session Agenda Communication
November 5, 2012

Item 3

Discuss the Tree Preservation Ordinance.

This request supports the City Council 2012-2013 Policy Agenda.

Goal: Quality Development

Background

Councilman Weaver requested Staff provide an update to City Council regarding the Tree Preservation Ordinance which is contained in the Lancaster Development Code. Staff provided a presentation in August 2011 detailing the ordinance. Council directed staff to provide recommendations of potential changes to be made and bring this item forward for further direction.

Considerations

Staff will provide a brief presentation to the Planning and Zoning Commission, the Tree Board, and the City Council on the current Tree Preservation section of the Lancaster Development Code and possible changes.

Recommendation

Staff is seeking direction on this matter.

Attachments

- Excerpt of the Tree Preservation Ordinance from the Lancaster Development Code
-

Submitted by:

Rona Stringfellow-Govan, Managing Director of Public Works and Development Services

ARTICLE 14.900 TREE PRESERVATION

Sec. 14.901 General Provisions

(a) Purpose. The purpose of this ordinance is to promote site planning which furthers the preservation of trees and natural areas; to protect trees during construction; to facilitate site design and construction; contribute to the long-term viability of existing trees; and to prohibit clear cutting of trees. It is the further purpose of this ordinance to achieve the following broader objectives:

1. Prohibit the clearing of trees and natural areas.
2. Protect and increase the value of residential and commercial properties within the City as well as forest value.
3. Maintain and enhance a positive image, which will encourage further development in the City.
4. Protect healthy quality trees and promote, enhance the ecological, environmental and aesthetic qualities of the City in future development.
5. To encourage the increase of arboreal elements in design plans so as to improve both aesthetic and healthful conditions within the City.
6. To further the preservation of trees and natural areas by protecting them during the planning, site design, construction and maintenance phases of any residential or commercial development within the city of Lancaster, Texas, with specific exemptions as outlined in *Section 5*.
7. To retain the optimum number of trees on any development site.

(b) Tree Preservation Definitions. For the purpose of this ordinance, certain words or terms applicable hereto are defined in Article 13 Definitions of this Unified Development Code. For the purpose of this ordinance the Landscape Administrator shall have interpretive authority to use commonly accepted definitions and/or to utilize generally accepted professional standards when any such conflict cannot otherwise be resolved.

Sec. 14.902 Definitions for Tree Preservation

For the purpose of this ordinance, certain words or terms applicable hereto are hereinafter defined. Words and terms used in this ordinance, but not defined in this Article shall have the meanings ascribed thereto in the Lancaster Development Code, or other ordinances of the City. Words and terms defined in two ordinances shall be read in harmony unless there exists an irreconcilable conflict in which case the definition contained in this ordinance shall control. For the purpose of this ordinance the Landscape Administrator shall have interpretive authority to use commonly accepted definitions and/or to utilize generally accepted professional standards when any such conflict cannot otherwise be resolved.

Agricultural Use. The use of land to produce plant or animal products, such as the growing of crops, raising and pasturing of livestock, timber production, Christmas tree, or farming.

Administrative Official. Provisions of this Section shall be administered by the Landscape Administrator, who shall be appointed by the City Manager.

ANSI. American National Standards Institute; standards used by the horticulture and landscape professionals to measure and evaluate trees.

Bark Protection. Where a protected tree remains in the immediate area of intended construction, the tree shall be protected by enclosing the entire circumference of the tree with approved padding material and 2" x 4" lumber encircled with wire or any other method approved by the Landscape Administrator or designee. The intent is to protect the bark of the tree against incidental contact or damage by large construction equipment.

Boring. Boring of utilities shall be required in those circumstances where it is not possible to trench around the critical root zone of the protected tree. When required, the length of the bore shall be the width of the critical root zone at a minimum depth approved on site by Landscape Administrator or designee.

Buildable Area. That portion of a building site exclusive of the required yard areas on which a structure or building improvements may be erected and including the actual structure, driveway, parking lot, pool and other construction as shown on a site plan.

Buffer Zone. Buffer zone is a method of screening or separating adjacent land use areas, which are improved with predominate non-residential use and whose side or rear lines are adjacent to a residential district or use and not separated by a public street or roadway. These buffers, when required, should be densely maintained with trees and shrubs and be a minimum of twenty-five (25') feet in depth.

Builder/Contractor (New Construction Only). A builder or contractor who has purchased land or lots for construction with intent to sell is subject to all requirements specified herein.

Building Envelope (BE). Defined as that area surrounding and adjacent to the building pad that may be cleared to allow for all necessary construction equipment and construction. Residential BE shall not exceed ten (10') feet from the Building Pad. Commercial BE shall be determined by the Landscape administrator for the necessary tree protection. All existing natural vegetation beyond the building envelope shall be protected by protective fencing.

Building Pad. The actual foundation area of a building.

Caliper. The diameter of a tree measured is as follows: Height to measure depends on size: 0-4" (zero to four inches), measured at 6" (six inches) from natural ground level. Trees 4" (four inches) to transplantable size are measured at 12" (twelve inches) from natural ground level. All others at 4.5' from the ground level in Diameter at Breast Height (*see ANSI standard).

Clear-Cutting. The removal of all of the trees or a significant majority of the trees within an area of land.

Conservation Design. A development design or pattern intended or having the effect of creating, retaining or preserving environmentally sensitive areas, natural habitats, wooded areas or areas of natural beauty in greater amount than would be otherwise be provided using Conventional Design or Traditional Neighborhood Design. Techniques used to achieve this result principally include the grouping together and/or concentration of buildings into clusters, reduction in lot size, reduction in paved areas and/or streets, and the use of shared common areas.

Conventional Design. A development design or pattern characterized by homes and non-residential buildings located on large individual lots, physical separation of buildings, segregation of land uses, and a predominance of individual yards within privately owned lots rather than the use of commonly-owned open areas. This pattern frequently features long block lengths, wide streets, cul-de-sacs, alleys and an emphasis on transportation service via the privately owned automobile.

Critically Alter, Critical Alteration. Uprooting or severing the main trunk of a tree, or any act which causes or may reasonably be expected to cause a tree to die. This includes, but is not limited to: damage inflicted upon the root system of a tree; a change in the natural grade above the root system of a tree, storage of materials, or the compaction of soil above the root system of a tree; an application of herbicidal chemical or the misapplication of beneficial chemicals; excessive pruning; placement of non-permeable pavement over the root system or a tree; or trenching within the primary root zone. Additionally, a tree may be considered critically altered if more than 25% of the primary root zone is altered or disturbed at natural grade, or more than 25% of the canopy is removed.

Critical Root Zone (CRZ). The area of undisturbed natural soil around a tree defined by a circle with a radius equal to the distance from the trunk to the outermost portion of the drip line. If CRZ is compromised by site conditions, such as but not limited to, roads, sidewalks, existing buildings, utility easements, etc., the CRZ will be determined by the Landscape Administrator or designee.

Cut/Fill. Areas where the natural ground level has been excavated (cut) or raised (fill).

Drip Line. A circular line, which follows the outermost portion of the canopy of a tree and extending to the ground.

Diameter at Breast Height (DBH). The DBH is measured four and one-half (4.5') feet from natural ground level.

FEMA 100-Year Flood Plain. The area designated as being within the one hundred year flood plain on the Federal Emergency Management Agency Flood Insurance Rate Map (FIRM) as of the effective date of this Ordinance. The boundary may be verified and established through field surveys based on elevation. Any changes made by FEMA to the 100-year flood plain boundary after the effective date of this Ordinance due to filling of the flood plain, channelization, or other drainage improvements shall not reduce the area in which tree preservation, replacement or protection requirements apply.

Grade Change. Any changes in ground level or soil compaction within the area just beyond the spread of the branches will damage the roots.

Ground Level Cuts. Where protected tree removal is allowed through exemption or by tree removal permit, and the root system is intertwined with protected trees which are intended to be saved, the tree shall be removed by flush cutting with the natural level of the surrounding ground. If stump removal is desired stump grinding shall be allowed upon approval of the Landscape Administrator.

Grubbing. Excavating or removing a significant part of the root system.

Tree Health. The condition of the tree, including structural integrity, pest and/or pathogen related problems.

Residential Homestead. Owners of property zoned as residential, who reside at the property as their primary residence. This term does not include properties zoned “MF” Multi-Family Residential district.

Limits of Construction. Delineation on the site plan defining the areas within which all construction activity may occur.

Municipal/Public Domain Property. Property in which title is held in the name of a governmental entity. Proper examples of this would include City Hall, public parks, Corps of Engineers’ property, State of Texas R.O.W., library, fire stations, water tower sites, public schools or similar properties.

Open Space. Open Space means a public or semi- public space, including common areas or parks that:

- Is open and unobstructed from its lowest level to the sky. (Vegetation and complimentary amenity structures such as open pavilions shade structures, picnic tables, playground equipment, bicycle racks drinking fountains, trash receptacles, goal posts, lighting etc. shall not be considered obstructions.)
- Is accessible to, designed for, and intended for the common use or enjoyment of the general public or the residents/occupants of a building, neighborhood or subdivision.
- Is used for recreation, resource protection, amenity or buffer yard/greenbelt purposes.
- Is not an existing or future right-of-way (R.O.W.).
- Is not part of the roof of any building

Tree, Preserved. A protected tree shall be considered preserved only if a minimum of 75% of the critical root zone is maintained at undisturbed natural grade and not more than 25% of the canopy is removed due to building encroachment. The canopy shall retain its natural form and integrity.

Protective Fencing. Protective fencing shall be orange vinyl construction fencing or other material approved by Landscape Administrator or designee with a four-foot (4') approximate height adequately supported.

Pruning, Allowed. Approved pruning of protected tree(s) by Landscape Administrator in cases where tree(s) must be strategically pruned to allow construction or demolition of a structure. When allowed, all pruning shall be in accordance with approved arboricultural technique and/or guidelines established by the Landscape Administrator or designee.

Pruning Permit. Permit required for all utility, franchise and city projects. No fee is required.

Thinning, Selective. The removal of selected trees from within a forested area. The purpose of Selective Thinning is to improve the health and natural growth form of remaining trees or remove invasive and sometimes non-native species.

Top Soil. Top layer of soil native to the site.

Traditional Neighborhood Design. A development design or pattern that is characterized by a mixture of housing types and densities, a mixture of land uses including retail, office, and civic uses, reduced paving and street sizes, and that affords ease of pedestrian access. This design typically features a gridiron street pattern, short block lengths, narrow streets, reduced building

setbacks from the street and close proximity of residential and non-residential buildings and uses.

Tree. Any self-supporting woody perennial plant, which will attain a trunk diameter of two inches (2") or more when measured at a point four and one-half feet (4.5') above ground level and normally an overall height of at least fifteen feet (15') at maturity, singular or multi-trunk. The diameter of a multi-trunk tree shall be determined by adding the total diameter of ½ diameter of each additional trunk to the diameter of the largest trunk.

Tree Board. The Tree and Landscape Advisory Board members shall be appointed by the City Council. The Board will meet as needed, to review and monitor the Tree Protection and Landscape Ordinances, and to advise the Landscape Administrator, Park Board, City Council, Planning & Zoning Commission and citizens.

Tree Diversity. A condition wherein no single species of tree or plant material comprises more than 30% of the cumulative total of plantings on a site or of replacement trees required due to mitigation and remediation.

Tree, Heritage. Any tree planted and related to the heritage of the community, individual or homestead.

Tree, Historic. Any tree that has been identified as having historical value (species, history, uniqueness) by the Tree Advisory Board and/or Landscape Administrator. The nomination for certification shall have a public hearing and be forwarded to the Council for confirmation. A listing of all trees so designated shall be maintained and updated by the Landscape Administrator and made available upon request to the public. (Tree Champion List is listed with Texas Forestry Service.)

Tree, Park. Trees located in public parks and all areas owned by the City to which the public has free access to as a park.

Tree, Protected. A tree listed on the recommended tree list (Appendix A), which has a caliper of six (6") inches or greater measured in accordance with standards established by this ordinance. The caliper of a multi-trunk tree shall be determined by adding the total diameter of the largest trunk to one-half (1/2) diameter of each additional trunk (refer to ANSI).

Tree, Specimen. Any tree, including under story trees, of a species not listed or not on the recommended tree list, but which the City determines significant positive characteristics, such as size, age and/or historical importance, and is worthy of preserving.

Tree, Street. Trees, shrubs, and all other woody vegetation on land lying between property lines planted at recommended intervals with consideration of visibility triangle on either side of all streets, avenues, right-of-ways or entrances to the City. Tree species and planting techniques shall be selected to create a unified image for the street, provide an effective canopy, avoid sidewalk damage and minimize water consumption.

Tree, Understory. A tree which the City has determined has significant positive characteristics worthy of preservation and that does not typically attain height greater than thirty (30') feet.

Tree Survey. The Tree Survey is the heart of the Tree Preservation Ordinance. Its purpose is not to penalize, but to aid in protecting our valuable natural resources during development and construction. The Tree Survey will also help determine the quantity of trees, if any, that may be

removed or cannot be safely and adequately protected during the street utility, engineering/drainage, and construction phases of development.

Tree Topping. The severe cutting back of limbs to stubs larger than three inches in diameter within the tree's crown to such a degree so as to remove the normal canopy and disfigure the tree. Trees severely damaged by storms or other causes, or certain trees under utility wires or other obstructions where other pruning practices are impractical, may be exempted from this ordinance at the determination of the Landscape Administrator or designee.

Tree, Canopy or Shade. Canopy or Shade Tree means a species of tree which normally bears crown foliage no lower than six feet above ground level upon maturity.

Sec. 14.903 Permit Required

A tree removal permit shall be obtained from the Landscape Administrator or designee before any person, directly or indirectly, shall clear cut/remove, destroy or do selective thinning on any protected tree(s) situated on property regulated by this ordinance, except as specified herein (definitions of clear cutting, selective thinning, and ground level cuts).

(a) New Development/Construction. In the event it becomes necessary to remove a tree for development or construction, a Tree Removal Permit shall be required. New construction shall include Residential, Non Residential, Special Developments, Planned Developments and individual contractor builders shall be required to meet the criteria herein specified and shall require a Tree Removal Permit for the removal of any Protected Tree. During platting, a permit shall be issued after preliminary plat approval by Planning and Zoning Commission.

- (1) Submission of a Tree Removal Permit Application to the City shall authorize the Landscape Administrator or designee to conduct field inspections of the site as necessary to meet the provisions of this Article and any published Guidelines. After thorough review of the Tree Removal Permit Application and accompanying documents, the Landscape Administrator or designee will approve as submitted, approve with conditions, or disapprove the applications.
- (2) All developers and/or builders, which have not submitted preliminary plats as of the effective date of this ordinance shall be subject to the requirements for tree protection and replacement specified in this ordinance.
- (3) All areas within public R.O.W., utility easements or drainage easements, as shown on an approved Preliminary Plat and areas designated as cut/fill on the master drainage construction plan approved by the Landscape Administrator, shall be subject to the tree protection requirements specified herein except as provided for in *Sub-section 5.8 Street Trees and Open Space.*

(b) Municipal/Public Domain Property. All municipal or public domain property shall be subject to this Article regarding protection and replacement specified. A Tree Removal Permit shall be required with fee exemption for the removal of a Protected Tree. Any Protected Tree to be removed must be shown on construction plans approved by the Landscape Administrator or designee.

(c) City/Franchise for Existing R.O.W. and Public Easements. All construction and maintenance activity within public R.O.W. or easements shall be subject to the requirements for tree protection and replacement specified in this ordinance.

- (1) **City Projects.** The City shall be subject to the requirements for tree protection and replacement on all projects. A Tree Removal Permit shall be required with fee exemption for the removal of a Protected Tree.
 - (2) **Pruning.** The owners of all trees adjacent to public R.O.W. shall be required to maintain a minimum clearance of fourteen feet (14') above the traveled pavement or curb of a public street. Said owners shall also remove all dead, diseased or dangerous trees, or broken or decayed limbs, which shall constitute a menace to public safety. (The City shall also have right to prune trees overhanging within the Public R.O.W. which interfere with the proper spread of light along the street from a street light or interferes with visibility of any traffic control device or sign or a s necessary to preserve the public safety.)
 - (3) **Stump Removals.** All stumps of street and park tree shall be removed below the surface of the ground so the top of the stump shall not project above the surface of the ground.
 - (4) **Franchise and Other Utility Companies.** All utility company projects shall be subject to the requirements for tree protection and replacement specified in this Ordinance. Companies shall meet before hand on site with Landscape Administrator or designee, and obtain pruning permit before work is begun. Pruning activities by a utility company must comply with Definitions on Pruning, allowed, Pruning required, and Tree Topping. Prior to beginning any pruning not requested by the owner of the tree; the contractor shall submit a Tree Pruning Request for approval (see definitions). A Tree Removal Permit must be obtained prior to the removal of a protected tree. This permit must be accompanied by current pictures, site plan or construction plan meeting the site plan requirements specified in this Ordinance.
 - A. Utility companies may prune trees as necessary to re-establish disrupted electric service without obtaining a permit.
 - B. Compliance with this ordinance shall be amended to and included with all future revision of all franchise agreements.
 - C. All trenching shall be designed to avoid trenching across the critical root zone of any protected tree. Although this is not intended to prohibit the placement of underground service such as electric, phone, gas, etc., the placement of these utilities is encouraged to be located outside of the critical root zone of protected tree(s).
 - D. Pictures of work site shall be submitted with all permit applications and is a requirement for procurement prior to work beginning.
- (c) Agricultural Owners. Agricultural owners shall be permitted to remove seven (7) protected trees per calendar year without the requirement to mitigate or replace said trees providing they meet provisions as stated in *Sub-section 5.4 Agriculture*. Protected trees removed in excess of seven will require mitigation and the approval of a permit.
- (d) Builders/Contractors (New Construction Only). A builder or contractor who purchased land or lots for residential construction and sale is subject to all requirements specified herein. All builders who have not submitted a request for a building permit as of the effective date of this ordinance are subject to the requirement herein this ordinance and shall be required to obtain a tree removal permit for removal of Protected Tree(s). No building permit shall be issued unless the applicant signs a permit request which states that all construction activities shall meet the requirements of the tree preservation ordinance.

(e) Permit Expiration. Permits for tree removal shall become void one hundred eighty (180) days after the issue date on the permit.

Sec. 14.904 Submittal Requirements

Prior to removing a protected tree(s) and receiving a tree removal permit, the applicant shall submit a Tree Removal Permit Application and pay the application fee to the City. The applicant shall also submit a written reason for the request to remove the Protected Tree(s), as well as the following information as applicable:

(a) Tree Survey

(1) **Purpose.** The Tree Survey is vital to the Tree Preservation Ordinance. Its purpose is to aid in protecting the City's valuable natural resources during all phases of development and construction. Additionally, the Tree Survey will help identify Protected and/or historic trees; identify the trees to be mitigated on the site that may be damaged in the construction zone; determine the trees that must be accommodated in the development of essential streets, utilities and building construction, and in the adjustment of these streets, utilities and building envelopes, to protect as much of the native vegetation as possible.

(2) **Scope.** A Tree Survey shall be conducted on all residential and non-residential tracts and be current to within the twenty-four (24) months immediately prior to submission of and included with the following:

- A. Preliminary Plat
- B. Re-plat
- C. Final Plat/Approval
- D. Site Plan Review
- E. Application for Building Permit
- F. Street, Utility, and drainage plans
- G. Concept Plan for a Planned Development

(3) **Detail**

- A. The Tree Survey shall be performed by a degreed urban forester, certified arborist, or qualified personnel as approved by the Landscape Administrator or designee.
- B. The Tree Survey shall be accurate and include: Location, size (DBH or Caliper), species, and trees with health problems (structural integrity, pest and/or pathogens) with a six-inch (6") or greater caliper (see definition). The Tree Survey information shall be compiled in a tabular format with each Tree identified by a number corresponding to a numbered tree on the site Plan.
- C. The entire parcel being proposed for development should be included in the Tree Survey.
- D. Once the Tree Survey has been accomplished and submitted to the City, all Trees on the Tree Survey shall be classified as Protected Trees, with the exception of those classified as Unprotected Tree species under this Ordinance.

(b) Commercial Development. Additional requirements for the tree survey on commercial tracts of land shall require a complete tree survey, which shall include the following:

- (1) All areas within public R.O.W.,
- (2) Public utility or drainage easements shown on an approved Final Plat, and
- (3) Fire lanes, parking and drive areas, exclusive of the building pad, shall be subject to the tree protection and replacement requirements specified herein.

(c) Aerial Photos and Sampling. With the submittal of a concept plan or preliminary plat, which ever occurs first for property containing large, heavily wooded areas, the Landscape Administrator or designee may, in lieu of a tree survey, authorize the submittal of an aerial photograph accompanied by a transparent plan of the development at the same scale as the photograph, showing all non-disturbance areas and proposed exemption areas where no trees will be critically altered.

For heavily wooded areas where development activity and disturbance is intended or likely, the Landscape Administrator or designee is authorized, but not required, to accept sampling of the property in lieu of a tree survey for all or any part of a property, provided that a tree survey of all other areas is submitted to the Landscape Administrator prior to any grading or construction. Said Sample or sampling techniques should be representational of the site or wooded area and should comprise at least 5% of the total site or wooded area.

The Landscape Administrator or designee may approve the submission of photographs or samples in phases for a multiphase project.

(d) Affidavit of No Protected Trees. If a property contains no Protected Tree species, or if construction, grading, trenching or related activities are not to be performed in an area containing protected trees, the applicant may submit an Affidavit of No Protected Trees in lieu of a tree survey. This affidavit shall act in lieu of a tree survey upon a determination by the Landscape Administrator that no protected trees exist on the site. The Landscape Administrator shall review the Affidavit. The Affidavit shall be denied or approved when determined if the property contains protected tree(s) or non-protected tree(s) by the Landscape Administrator.

(e) A Tree Preservation Plan. A tree preservation plan shall be submitted showing major site construction features, existing trees to remain, existing trees that may be removed, and replacement trees showing species, location, number and size. The Tree Preservation Plan information may be included on the tree survey if all information can be clearly delineated.

Sec. 14.905 Exemptions

Any exemption shall be approved by the Landscape Administrator or designee prior to removal of any tree(s). A Tree Removal Permit and tree protection and replacement requirements shall not be required under any of the following circumstances.

(a) Public Safety. The tree endangers the public health, welfare of safety and immediate removal is required due to structural integrity concerns.

(b) Utility Service Interruption. The tree has disrupted a public utility service due to a tornado, storm, flood or other act of nature. Removal shall be limited to the portion of the tree reasonably necessary to reestablish and maintain reliable utility service.

(d) Landscape Nursery. All licensed plant or tree nurseries shall be exempt from the tree protection and replacement requirements and from the tree-removal permit requirements only in relation to those trees planted and growing on the premises of said licensee, which are so planted and growing for the sale or intended sale to the general public in the ordinary course of said licensee's business.

(e) Agricultural. The owner of property zoned 'AO' agricultural and being actively used for agricultural purposes or being used for an individual residence or homestead shall be permitted to remove seven (7) Protected Trees per calendar year without obtaining a permit. Removal of protected trees in excess of seven will require permits. It is not the intent of this Ordinance to prohibit the clearing of land for legitimate agricultural use. An agriculturally zoned property owner shall request the Landscape Administrator to make an on-site inspection of the property to be cleared and provide to the Landscape Administrator the reason for the clearing said property. A fee shall be paid to the city for this inspection. If the Landscape Administrator determines the clearing of land to be for a legitimate, agricultural reason, he/she shall issue a tree removal permit and specify the designated area or property. Should the cleared land be developed within five (5) years of clearing date, the developer shall be required to mitigate trees removed as referenced in the Permit. To give the owner of agricultural property the same rights as the residentially zoned property owner, he/she can be exempt from this ordinance for a total of two (2) acres surrounding and adjacent to his/her existing homestead.

(f) Diseased Trees. Tree removal is permissible when a tree is infected with transmittable pathogens, damaged beyond the point of recovery, or in danger of falling as determined by the Landscape Administrator or designee prior to the removal of the tree.

(g) Residential Property. Owners of property zoned as residential, who reside at the property and use the residence as their primary residence. Citizens of Lancaster who have a homestead within the City of Lancaster and own residential rental properties shall have an exemption on a maximum of two (2) properties for removal of Protected Trees.

(h) Affidavit of No Protected Trees. See *Section 14.904(d)*.

(i) Street Trees & Open Space. New developments incorporating Traditional Neighborhood Design with a minimum of 15% open space, Conventional Design with a minimum of 20% open space, or Conservation Design with a minimum of 25% open space and the provision of street trees shall be exempt from the mitigation applicable for protected tree loss within rights-of-way (ROW) areas. For purposes of this section the following apply:

- (1) Street trees shall be planted an average of thirty (30') feet on center, in minimum five-foot (5') wide planter strips located between the curb and minimum five-foot (5') wide sidewalk. In secondary areas without planter strips, trees shall be kept as close to the sidewalk to

provide shade canopy, be aligned to visually frame the street, avoid sidewalk damage, and minimize water consumption. Street trees shall be of a limited selection of tree species, as listed in the City's Approved Plant List, to give them a unified and distinct image.

- (2) Tree species and placement shall be designed to avoid the use of a single species, to visually frame streets and to create an identifiable and distinct image.
- (3) Adequate sight distances must be maintained, in order to ensure safety.
- (4) Infrastructure shall be engineered and constructed to assure placement of street trees will not be injurious to utilities, vision clearance, or other public improvements.
- (5) Maintenance of "street trees" including adequate irrigation shall be provided by homeowners individually or shall be incorporated into the homeowner association (H.O.A.) and business development agreements.

(j) **Building Pad.** The building foundation and an area extending ten (10') feet from the building foundation as shown on an approved Site Plan shall be exempt from tree replacement and mitigation.

Sec. 14.905 Review and Approval Process

(a) **Authority for Review.** The Landscape Administrator or designee shall evaluate any plans required by this ordinance for determination that the applicant has made a good faith effort in saving as many protected trees as possible. An analysis prepared by the Landscape Administrator or designee shall be forwarded to the Planning and Zoning Commission and the City Council for their consideration regarding denial or approval of the development. The Landscape Administrator or designee shall be responsible for the review and approval of all requests for tree removal permits submitted in accordance with the requirements specified herein.

- (1) **Deferrals.** The Landscape Administrator may defer the approval of a tree removal permit to the Planning and Zoning Commission for any reason. All decisions made by the Commission shall be final.
- (2) **Appeals.** Decisions made by the Landscape Administrator may be appealed to the Planning and Zoning Commission. Any such appeal shall first be considered by the Tree Advisory Board. The Tree Advisory Board shall be authorized, but not required, to forward a non-binding recommendation to the Planning and Zoning Commission. All decisions made by the Planning and Zoning Commission shall be final.

(b) **Fee Schedules.** The Landscape Administrator shall establish administrative procedures necessary to facilitate the implementation and enforcement of this ordinance.

- (1) **Fees.** All tree removal permits shall be accompanied by a payment made to the City of Lancaster in the amount established by resolution of the City Council to cover the cost of review and passed by Resolution.
- (2) **Alternative Fee Schedule.** Until such time as a Landscape Administrator is hired, the Tree Preservation Ordinance requirements for new construction review shall be fulfilled by approved City Tree Consultants and applicable consultant fees shall be charged to the applicant in lieu of city fee schedule by resolution. There shall be an administrative fee of \$25.00 paid additionally to the City.

(c) **Permit Application Action.** The Landscape Administrator or Planning and Zoning Commission shall grant a tree removal permit based on the following considerations:

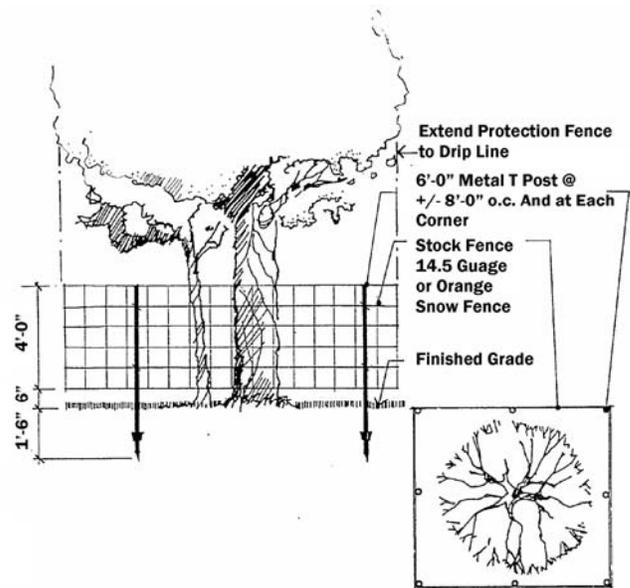
- (1) Whether or not an alternative solution can be made to accomplish the desired activity without tree removal;
- (2) The cost of preserving the tree;
- (3) Whether the tree is worthy of preservation;
- (4) The effect of the removal on erosion, soil moisture, retention, flow of surface waters, and drainage systems;
- (5) The need for buffering of residential areas from the noise, glare, and visual effects of nonresidential uses;
- (6) Whether the proposed tree replacement pursuant to *Section 7 Tree Replacement* adequately mitigates the removal of the tree;
- (7) Whether the removal affects the public health, safety or welfare.

Sec. 14.906 Guidelines for Tree Protection

A major purpose of this Section is to protect all the Protected Trees retained on the site for approved development and construction to occur.

(a) During Construction. Minimum requirements for the protection of all Protected Trees on the development and construction site related, but not limited to, streets, parking lots, building sites, driveways and sidewalks shall be strictly adhered to. This shall include:

- (1) Establishing a Building Envelope enclosed with approved fencing; establishing designated areas for parking all vehicles, trailers, construction equipment, related items as well as storage of all supplies and materials;
- (2) Clearly identifying designated restricted areas on construction and site plans and the project location;
- (3) Proper protection of Drip line of a Protected Tree with appropriate fencing;
- (4) Approved bilingual (English and Spanish) signage visibly located at site;
- (5) Retention and protection of Under Story Vegetation and leaf litter during all phases of development;
- (6) Boring of any underground utilities, which passes within a Protected Tree or Critical Root Zone;
- (7) Enactment of preventive measures to prevent grade changes of one-half inch (1/2") or more, or fill, within a Tree Protection or Critical Root Zone.



Additional protective measures may be required by the Landscape Administrator or designee as a condition of permit approval. Such conditions may be established by the publication of Tree Preservation Guidelines and/or by attaching conditions of permit approval.

(b) Trenching. All trenching shall be designed to avoid trenching across the critical root zone of any protected tree. Although this is not intended to prohibit the placement of underground service such as electric, phone, gas, etc., the placement of these utilities is encouraged to be located outside of the critical root zone of protected tree(s). Irrigation system trenching shall be placed outside the critical root zone with only the minimum required single head supply allowed within that area placed radially to the tree trunk and shall be hand trenched with roots cleanly cut or use of air spade to reduce damage.

(c) Prohibited Activities. Prior to and during development and construction, the following activities shall be prohibited. The Landscape Administrator shall be authorized to provide more detailed explanations by publication of Tree Preservation Guidelines or by attachment of conditions to any permit issued pursuant to this ordinance. All such directions shall be strictly adhered to.

- (1) Clear cutting of trees on a property for any purpose at any time except for the exceptions provided for in *Section 5 Exemptions*.
- (2) Construction vehicles and equipment parking and storage around Protected Trees.
- (3) Storage, placing or disposing of construction and waste materials around Protected Trees.
- (4) Restrictions and prohibitions on unapproved grade changes that may damage or destroy Protected Trees.
- (5) Water accumulations due to construction-related activities.
- (6) Unapproved attachments to Protected Trees.
- (7) Removal of more than 25% of a Protected Tree's foliage in a given year. No pruning or topping may significantly disfigure the tree, or be done in a manner, which would reasonably lead to the death of the tree.
- (8) Any person acting to circumvent the purpose of this ordinance.
- (9) Impervious materials used in or near Protected Trees.
- (10) Unapproved fencing and bark protection methods on any construction sites in and near the Protected Tree areas.
- (11) Construction methods such as boring, grade change, trenching, and root pruning that damage or destroy Protected Trees.
- (12) Placement of fill within the drip line of any protected tree on any undeveloped property.

Sec. 14.907 Tree Replacement

In the event that it is necessary to remove a Protected Tree(s) as allowed in *Section 3* above, the applicant shall be required to replace the Protected Tree(s) being removed with quality trees from the Approved Plant List. A sufficient number of trees shall be planted to equal or exceed, in caliper, the diameter (at 4.5' above ground level) of each tree removed. This mitigation measure is not meant to supplant good site planning. Tree replacement will be reconsidered only after all design alternatives, which could save more existing trees, have been evaluated and reasonably rejected. Said replacement trees shall be a minimum of two (2") inches caliper (at 1' above ground) and seven feet (7') in height when planted. All replacement trees shall be from the Approved Tree List or an approved street tree when replacing street trees. Tree diversity will be encouraged. The Landscape Administrator or designee has the authority to reject any tree(s) replacement plan not meeting the standards in this Article and in Article VIII Landscape Standards.

(a) Responsibility and Site Requirements. The Landscape Administrator or designee shall determine the agent responsible for replacement, the time frame for replacement and the location of the new trees. The replacement trees shall be located on the subject site whenever possible. However if this is not feasible, the Landscape Administrator or designee has the authority to allow the planting to take place on another property, including public property. If the Landscape Administrator approves the planting of replacement trees more than 30 days after the removal of protected trees, the applicant shall provide the Landscape Administrator with an affidavit that all replacement trees will be planted within six (6) months and maintained by the applicant for a minimum of two (2) years in good condition. Developers shall plant all the replacement trees identified on the Mitigation Plan. The Landscape Administrator or designee shall document the date of replacement trees on the reforestation plan and record for review of the 2-year commitment.

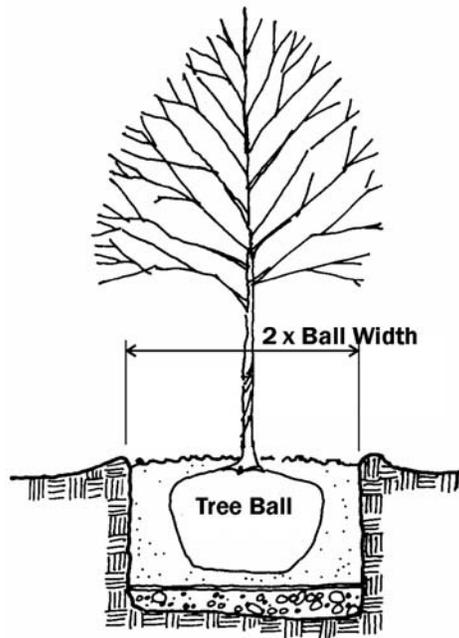
In as much as it is reasonable and feasible, replanting on the development or construction site will be encouraged in order to restore the original natural landscape character of the site.

- (1) Protected Trees will be replanted at a replacement ration of one-inch (1") caliper of replacement tree for each one (1") inch Diameter Breast Height (DBH) of removed tree.
 - (2) *Specimen and Historic, Champion, and Heritage Trees shall be replanted at a replacement ratio of ten (10") inches caliper Replacement Tree for each one-inch (1") DBH of removed tree. *(American National Standards Institute)
 - (3) The Landscape Administrator has the authority to reject any trees not meeting these standards.
 - (4) One (1) 6-month extension may be approved by the Landscape Administrator due only to seasonal limitations that would make planting of trees impractical, and shall require an escrow deposit in an amount equal to 110% of the mitigated value.
 - (5) The applicant shall be required to maintain the replacement trees in good condition for a minimum of two years. If a replacement tree dies or is damaged within the initial two-year period, the applicant shall replace it with a tree approved by the Landscape Administrator or designee.
- (b) Payment in Lieu of Replacement.
- (1) To the extent that tree replacement is not feasible, the Landscape Administrator or designee shall determine in accordance with the provisions provided herein, the amount of indemnification to be paid by the developer or other responsible party. Upon

determination of indemnification, said payment shall be made to the City of Lancaster Reforestation and Natural Area Fund based on the following guidelines:

- A. For Protected Trees, reparations will be made in the amount of one hundred twenty-five dollars (\$125.00) per one (1") inch DBH. The Landscape Administrator shall be authorized to reduce this amount in accordance with the following:
 1. In cases when at least 25% of the required mitigation is provided by on-site or off-site tree planting, a reduction to not less than one hundred dollars (\$100) per one (1") inch DBH may be allowed.
 2. A two (2") inch credit against mitigation and/or reparations may be authorized for each inch of large tree that is preserved and designated as Specimen, Historic, Champion, or Heritage tree. Designation of Specimen, Historic, Champion, or Heritage trees not located on the same property may also be used for this credit upon review and approval of same. The property owner or responsible party for said tree designated as a Specimen, Historic, Champion, or Heritage tree shall be responsible for the care and maintenance of said tree.
 3. A one (1") inch for one (1") inch credit against mitigation and/or reparations shall be authorized for the preservation of any tree provided that:
 - i. Said tree to be preserved is a minimum of six (6") caliper inches and is listed as a protected species in Appendix A of this ordinance.
 - ii. Said tree to be preserved is located in an exempted area or is otherwise free from mitigation and/or reparations requirements.
 - iii. Said tree is protected from future removal, destruction or critical alteration by:
 - The establishment of protective covenants, easements, or agreements, or
 - Said tree is transplanted to or designated within a common area, public park or open space.
 4. Subsequent removal damage, or critical alteration of any tree used for credit as identified in *Sub-sections a, b or c* above shall require mitigation replacement and/or reparations in accordance with this ordinance.
- B. For Specimen and Historic, Champion, and Heritage Trees, reparations will be made for the Appraised Value of the removed tree as determined by CLTA (Council of Landscape Tree Appraisers) Guidelines. In lieu of total cash reparation, developers shall have the option of paying 75% of mitigated value to the City of Lancaster Reforestation and Natural Areas Fund (LRNA Fund) and 25% of the mitigated value shall be expended to plant approved trees at sites designated by the Landscape Administrator. Developers shall purchase, plant, and maintain for a period of two (2) years approved trees at designated sites. Verification of mitigation expenses shall be approved by Landscape Administrator or designee.
- C. If any Protected and/or Replacement Tree(s) dies within two (2) years of initial planting or issuance of Certificate of Occupancy and is brought to the attention of the Landscape Administrator or designee, the original permit applicant shall be subject to the same replacement fee as for a Protected Tree.

- D. Money paid in lieu of tree replacement made in compliance with this section shall be considered contributions to the LRNA Fund.
- E. The LRNA Fund shall be used for purchasing and planting trees on public property, acquiring property that shall remain in a naturalistic state in perpetuity through outright purchase or Development Rights, and assisting in the cost of administering this ordinance.
- F. The Landscape Administrator shall be authorized to temporarily defer the payment of any mitigation or reparation fees when such action is deemed to be warranted due to unique circumstances, such as when the amount of mitigation is subject to change, when a development agreement is pending, or other similar transitory circumstances. Any such deferred fee shall be rectified and paid in full prior to the filing of a plat in the County records.



Sec. 14.908 Tree Planting Restrictions

- (a) Overhead Lines. Any required replacement trees shall not be planted within an area such that the mature canopy of the selected tree will interfere with overhead utility lines.
- (b) Underground Utilities. Any required replacement trees or street trees shall not be planted within an area such that the mature root zone of the tree will interfere with underground public utility lines (including water lines, sewer lines, transmission lines or other utilities). Selection of tree species whose root systems are the least invasive to utilities may be considered.
- (c) Fire Hydrants. No trees shall be planted within ten (10') feet of a fire hydrant.
- (d) Street Corners. No street trees shall be planted closer than thirty-five feet (35') of any street corner, measured from the point of nearest intersecting curbs or curb-lines.

Sec. 14.909 Street Trees

- (a) Acceptable Trees. The Landscape Administrator shall maintain a list of acceptable trees for planting along streets, buffer yards, medians, within parks, or within other public areas. Trees other than those listed as acceptable may only be planted within said public areas upon approval of the Landscape Administrator.
- (b) Street Tree Spacing. The spacing of street trees will be in accordance with recommendations of the Landscape Administrator. Closer spacing or group plantings may be approved by the Landscape Administrator in unique situations.
- (c) Homeowner Associations (HOAs) or Property Owners. HOAs or property owners shall maintain a clearance above the street level of fourteen (14') feet, seven to eight feet (7' to 8') above sidewalks, and branching of trees out of the Visibility Triangle. Landscape maintenance of street trees to accommodate buses and service vehicles shall be incorporated into homeowner association and business agreements. HOAs will be responsible for replacement of trees along public rights-of-way within their neighborhood.
- (d) Public Tree Care. The City shall have the right to prune and maintain street trees, and park trees within the lines of all streets, alleys, avenues, lanes, squares, and public grounds, as may be necessary to insure public health, safety and welfare. The City may, by determination of the Landscape Administrator, remove, cause or order to be removed, any tree or part thereof which is in an unsafe condition; or which by reason of its nature maybe injurious to sewers, electric power lines, gas lines, water lines, vision clearance or other public improvements.

Sec. 14.910 Ordinance Enforcement

- (a) Developers Agreement. No developer's agreement shall be approved which does not state that all construction activities shall meet the requirements of the tree preservation ordinance.
- (b) Building Permit. No building permit shall be issued unless the applicant signs an application or permit request which states that all construction activities shall meet the requirements of the tree preservation ordinance and guidelines.
- (c) Acceptance of Improvements. No acceptance of public improvements shall be authorized until all fines for violation of this ordinance have been paid to the City or other wise disposed of through the Municipal Court. No acceptance of public improvements shall be authorized until all replacement trees have been planted, or appropriate payments have been made to the Reforestation

Fund; however, the acceptance of public improvements may be authorized before all trees have been replaced provided a fiscal security deposit is posted in the amount equal to one and one-half times (1½ X) the prevailing rate for installed trees with a two (2) year guarantee, plus fifteen percent (15%) to cover administrative costs. Said deposit shall be forfeited if subject trees are not planted within 30 days of notification by the Landscape Administrator.

(d) Certificate of Occupancy. No Certificate of Occupancy shall be issued until all fines for violations of this ordinance have been paid to the City or otherwise disposed of through the Municipal Court. No Certificate of Occupancy shall be issued until all replacement trees have been planted or appropriate payments have been made to the Reforestation Fund; however, that a Certificate of Occupancy may be granted before all trees have been replaced provided a fiscal security deposited is posted in the amount equal to one and one half times (1½) the prevailing rate for installed trees with a two (2) year guarantee, plus fifteen percent (15%) to cover administrative costs. Said deposit shall be forfeited if subject tree(s) are not planted within 30 days of notification by the Landscape Administrator.

Sec. 14.911 Violations

In addition to any criminal penalty for violation of this Code, any person, firm, corporation, agent, city, state, or federal organization or employee thereof who violates the provisions of this ordinance where such violation results in the removal or damage to applicable trees shall be guilty of a misdemeanor and upon conviction shall be assessed a civil penalty of one hundred twenty-five dollars (\$125.00) per diameter inch of the tree(s) removed or damaged.

The unlawful injury, destruction or removal of each protected tree shall be considered a separate incident, and each incident subjects the violator to the penalty set forth herein per tree.

- (a) **Removal of Public Trees.** It shall be deemed a violation of this ordinance for any person or firm to engage in the business or occupation of pruning, treating, or removing street or park trees within the City without first adhering to the requirements of this ordinance and procuring approval from the Landscape Administrator.
- (b) **Violations and Assessments.** Violations of this ordinance and non-payment of fines levied will be attached to property involved through standard legal methods.

Any person, firm, corporation, agent, city, state, or federal organization or employee thereof who violates a procedural requirement or who fails to comply with conditions established with a permit issued by the Landscape Administrator or his or her designee pursuant to this ordinance shall be guilty of a misdemeanor and upon conviction shall be fined five hundred dollars (\$500.00) per violation. Each procedural violation or failure to comply each day shall be considered a separate incident, and each incident subjects the violator to the penalty set forth herein.

Appendix A

Alligator Juniper	Mexican Plum
American Elm	Pecan
Arizona Cypress	Pond Cypress
Austrian Pine	Post Oak
Bald Cypress	Possumhaw Holly
Black Jack Oak	Red Maple
Burr Oak	Redbud
Carolina Buckthorn	Rough Leaf Dogwood
Caddo Maple	Rusty Blackhaw
Callery Pear	Saucer Magnolia
Cedar Elm	Shantung Maple
Cherry Laurel	Shumard Red Oak
Chinese Pistachio	Smoketree
Chinquapin Oak	Southern Magnolia
Chittamwood	Star Magnolia
Crabapple	Sweetgum
Crape Myrtle	Sycamore
Dawn Redwood	Texas Ash
Eastern Red Cedar	Texas Buckeye
Eldarica Pine	Texas Hickory
Eldarica Pine	Texas
Eve's Necklace	Texas Persimmon
Gingko	Texas Red Oak
Golden Raintree	Walnut
Hawthorn	Water Oak
Hickory	Western Soapberry
Lacebark Elm	Winged Elm
Live Oak	Yaupon Holly

LANCASTER CITY COUNCIL
Work Session Agenda Communication
November 5, 2012

Item 4

Discuss and receive a presentation on the fourth quarter financials, investment update, and budget amendments for fiscal year 2011/2012.

This request supports the City Council 2012-2013 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. The following information is representative of the fourth quarter of fiscal year 2011/2012, July 1, 2012 through September 30, 2012. The information presented is subject to audit adjustments for the fiscal year end 2012.

- Financial Report – The financial data will be presented during the work session. Year-to-date revenues are approximately 2% higher than expected due to the increase in sales tax collections. Sales tax collections continue to increase from the previous year's collection. The sales tax collections are two (2) months in arrears. The year-to-date collections represented in the financials are through the month of July, 2012.
- The optimal expenditure rate for the fourth quarter is 100%. As of September 30, 2012, the City Wide Operating Fund expenditure rate is approximately 98%. As of October 29, 2012, staff is in the process of accruing vendor invoices for the fiscal year. The expected expenditure rate after all accruals should be 100% and within budget.
- 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 September 2012, the City had \$21,417,485 invested with TexPool and \$17,874,832 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 occurs 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 began October 1, 2011 and ended September 30, 2012. At this time, there are no budget amendments to be presented.

Attachments

- TexPool Monthly Newsletter
 - LOGIC Monthly Newsletter
-

Submitted by:

Opal Mauldin Robertson, City Manager

Sheree Haynes, Finance Director

As of September 30, 2012

Current Invested Balance	\$2,370,820,935.14
Weighted Average Maturity (1)*	50 Days
Weighted Average Maturity (2)*	52 Days
Net Asset Value	1.000069
Total Number of Participants	441
Management Fee on Invested Balance	0.0875%
Interest Distributed	\$545,465.07
Management Fee Collected	\$167,826.54
% of Portfolio Invested Beyond 1 Year	0.31%
Standard & Poor's Current Rating	AAAm

September Averages:

Average Invested Balance	\$2,340,003,654.07
Average Monthly Yield, on a simple basis	0.1964%
Average Weighted Average Maturity (1)*	48 Days
Average Weighted Average Maturity (2)*	51 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.

New Participants

We would like to welcome the following entity who joined LOGIC in September:

- ★ City of Red Oak

Holiday Reminder

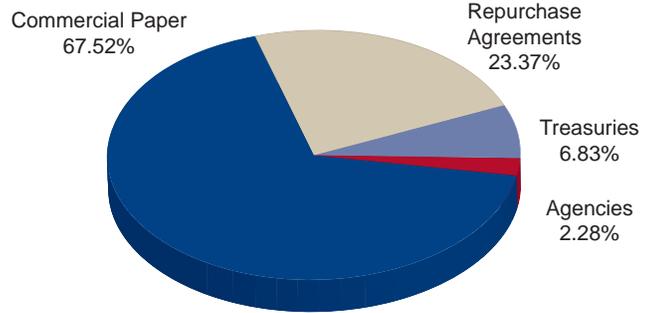
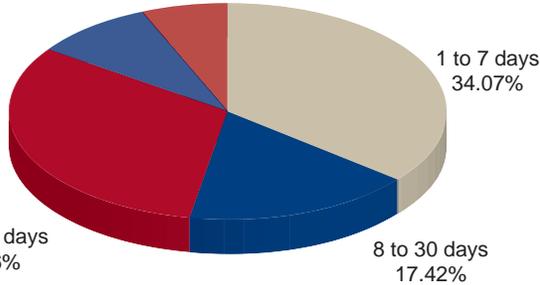
Please note that in observance of the Columbus Day holiday, **LOGIC will be closed Monday, October 8, 2012.** All ACH transactions initiated on Friday, October 5th will settle on Tuesday, October 9th. This is an unusual holiday where the investment markets are open but the banks are closed. Please plan accordingly for your liquidity needs.

The European debt crisis continued to be the main driver of markets during the quarter. At its September 6th meeting, the ECB left its key interest rate unchanged at 0.75% but delivered on its promise to backstop the euro-zone crisis through a new bond purchasing plan called "Outright Monetary Transactions" or "OMT". The ECB pledged to purchase unlimited amounts of bonds between one and three years in maturity of member countries that undertake a macroeconomic adjustment program through the EFSF/ESM. This action reduced the tail risk in Europe; but, as before, the devil is in the detail. Similar to the ECB, the Fed unleashed more stimulus into the economy with another round of quantitative easing ("QE3") at its September 13th meeting after disappointing gains in the labor market. The Fed pledged to buy indefinitely \$40 billion in mortgage-backed securities each month until there is a substantial improvement in the unemployment rate. The Fed also extended its low interest rate guidance to mid-2015 from late 2014, and stated that it will continue its existing policy known as "Operation Twist" until December 2012. One of the most interesting parts of the Fed statement was the commitment to remain accommodative even after the economic recovery strengthens.

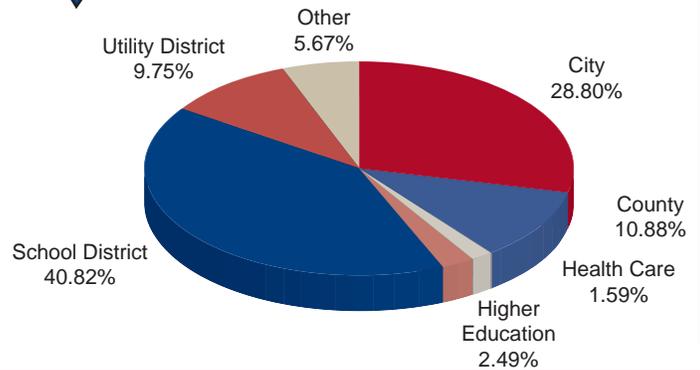
Aggressive central banks actions, and modest economic growth, will continue to keep global rates low, and with tail risks curtailed, volatility lower as well. Central banks now appear to have done what they can, and the onus for generating an economic recovery has shifted to fiscal policy. It is clear that inflation targeting has given way to growth generation over the intermediate horizon. While the downside risks have been mitigated, the upside to the economy has not materially improved. The amount of deleveraging yet to occur is a massive inhibitor of growth. Although the ECB has provided a sufficient liquidity backdrop to stabilize sovereign funding and the German Constitutional court has given the green light for the ESM, agreements on integration and reform have yet to be reached. The slowdown in China looms as an ominous headwind for Pacific Rim countries. The outcome of the U.S. elections seems less important than any immediate bipartisan agreement to reduce the fiscal cliff, which will otherwise occur in 2013. Central bank asset purchases, or quantitative easings, are more likely to inflate asset prices than to generate economic growth, unless emerging market growth forecasts.

Portfolio by Type of Investment As of September 30, 2012

91 to 180 days 9.18%
181+ days 6.47%



Portfolio by Maturity As of September 30, 2012



Distribution of Participants by Type As of September 30, 2012

Historical Program Information

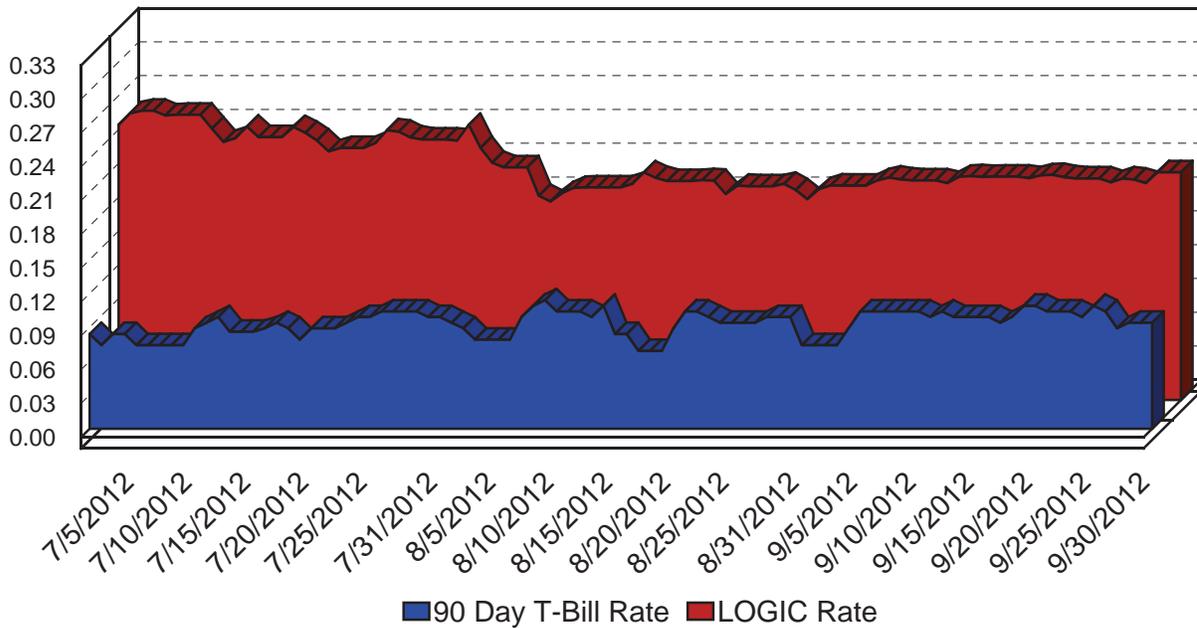
Month	Average Rate	Book Value	Market Value	Net Asset Value	WAM (1)*	WAM (2)*	Number of Participants
Sep 12	0.1964%	\$2,370,820,935.14	\$2,370,986,418.51	1.000069	48	51	441
Aug 12	0.1927%	2,412,204,530.32	2,412,368,953.31	1.000066	45	49	440
Jul 12	0.2379%	2,576,792,523.17	2,576,977,647.64	1.000071	42	47	438
Jun 12	0.2514%	2,740,188,470.00	2,740,458,128.80	1.000098	42	48	437
May 12	0.2683%	2,838,358,807.97	2,838,700,233.67	1.000120	49	56	435
Apr 12	0.2864%	3,146,524,243.82	3,146,890,397.72	1.000116	44	48	433
Mar 12	0.2942%	3,263,401,089.13	3,263,825,072.25	1.000129	48	51	426
Feb 12	0.2860%	3,230,282,021.25	3,230,605,825.73	1.000100	53	55	423
Jan 12	0.2513%	3,139,196,113.09	3,139,446,843.68	1.000079	39	41	422
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

Portfolio Asset Summary as of September 30, 2012

	Book Value	Market Value
Uninvested Balance	\$ 5,233,205.33	\$ 5,233,205.33
Accrual of Interest Income	780,895.23	780,895.23
Interest and Management Fees Payable	(598,988.05)	(598,988.05)
Payable for Investment Purchased	0.00	0.00
Receivable for Investment Sold	0.00	0.00
Repurchase Agreements	552,804,000.00	552,804,000.00
Commercial Paper	1,597,286,927.71	1,597,405,052.00
Government Securities	215,314,894.92	215,362,254.00
Total	\$ 2,370,820,935.14	\$ 2,370,986,418.51

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 may be subject to change. The LOGIC management fee may 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 September 2012

Date	Mny Mkt Fund Equiv. [SEC Std.]	Daily Allocation Factor	LOGIC Invested Balance	Market Value Per Share	WAM Days (1)*	WAM Days (2)*
9/1/2012	0.1902%	0.000005212	\$2,412,204,530.32	1.000057	46	49
9/2/2012	0.1902%	0.000005212	\$2,412,204,530.32	1.000057	45	48
9/3/2012	0.1902%	0.000005212	\$2,412,204,530.32	1.000057	44	47
9/4/2012	0.1949%	0.000005339	\$2,402,810,637.48	1.000072	44	48
9/5/2012	0.1974%	0.000005409	\$2,387,612,248.17	1.000065	47	50
9/6/2012	0.1957%	0.000005363	\$2,382,591,825.73	1.000066	48	51
9/7/2012	0.1948%	0.000005337	\$2,436,185,555.24	1.000053	45	48
9/8/2012	0.1948%	0.000005337	\$2,436,185,555.24	1.000053	45	48
9/9/2012	0.1948%	0.000005337	\$2,436,185,555.24	1.000053	45	48
9/10/2012	0.1925%	0.000005273	\$2,405,949,743.09	1.000071	45	48
9/11/2012	0.1981%	0.000005428	\$2,354,525,651.34	1.000067	48	52
9/12/2012	0.1986%	0.000005442	\$2,316,997,502.59	1.000730	48	52
9/13/2012	0.1979%	0.000005421	\$2,310,432,075.02	1.000076	50	54
9/14/2012	0.1982%	0.000005429	\$2,249,213,319.27	1.000062	50	53
9/15/2012	0.1982%	0.000005429	\$2,249,213,319.27	1.000062	50	53
9/16/2012	0.1982%	0.000005429	\$2,249,213,319.27	1.000062	50	53
9/17/2012	0.1968%	0.000005393	\$2,254,888,899.06	1.000071	49	52
9/18/2012	0.1994%	0.000005462	\$2,243,597,246.24	1.000069	50	53
9/19/2012	0.1998%	0.000005473	\$2,241,288,139.20	1.000065	50	53
9/20/2012	0.1977%	0.000005416	\$2,224,467,465.22	1.000065	51	54
9/21/2012	0.1966%	0.000005385	\$2,243,125,585.84	1.000057	48	51
9/22/2012	0.1966%	0.000005385	\$2,243,125,585.84	1.000057	48	51
9/23/2012	0.1966%	0.000005385	\$2,243,125,585.84	1.000057	48	51
9/24/2012	0.1932%	0.000005294	\$2,237,775,073.63	1.000067	48	51
9/25/2012	0.1966%	0.000005387	\$2,418,383,730.98	1.000059	45	48
9/26/2012	0.1955%	0.000005356	\$2,460,787,896.33	1.000050	47	49
9/27/2012	0.1925%	0.000005275	\$2,423,351,710.65	1.000072	50	52
9/28/2012	0.2020%	0.000005533	\$2,370,820,935.14	1.000069	50	52
9/29/2012	0.2020%	0.000005533	\$2,370,820,935.14	1.000069	50	52
9/30/2012	0.2020%	0.000005533	\$2,370,820,935.14	1.000069	50	52
Average	0.1964%	0.000005381	\$2,340,003,654.07		48	51

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



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Sandra Newby	Tarrant Regional Water District	Board Member
Wes Vela	City of Missouri City	Board Member

For more information contact LOGIC Participant Services ★ 1-800-895-6442 ★ www.logic.org



ANNOUNCEMENTS

We would like to recognize and welcome the following entities who joined the TexPool program in September 2012:

TEXPOOL

- City of Woodville

TEXPOOL PRIME

- City of Woodville

Upcoming Events

10/08/12 – 10/10/12

TACA, Kerrville

10/23/12 – 10/26/12

GFOAT Fall Conference, San Marcos

11/13/12 – 11/16/12

TML Conference, Grapevine

TexPool Advisory Board Members

R.C. Allen	LaVonne Mason
Pati Buchenau	John McGrane
Jose 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

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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: *iMoneyNet* as of 8/31/12).

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G35884-24 (10/12)

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Month in Cash: New easing goes down surprisingly well—so far

October 1, 2012

The big news last month, of course, was the Federal Reserve's Federal Open Market Committee announcement of a new round of easing measures, this time focusing on mortgages, and a commitment to continue easing indefinitely. The market reaction, at least in the money market world, has been better than expected. Despite the announcement, there's been no real drop-off in either supply or in overnight or term rates. We're still seeing repo rates in the high teens or low 20s, and we're seeing an ample amount of supply in both mortgages and Treasuries. It's a surprising reaction, but nobody likes to look a gift horse in the mouth.

Of course, that doesn't mean we won't see repercussions. Neither event has taken place yet, but we do expect to see a general reduction in supply and lower rates, especially in the overnight marketplace, probably beginning this month. After all, the Fed is planning \$40 billion per month in additional purchases of mortgages, a course change that has to leave a significant wake.

As expected this time of year, assets in both TexPool and TexPool *Prime* have reached their valleys and, as we head into the new school year, will rise over the next few months as the pools begin to collect revenues again.

Another positive is on the municipal side, where both daily and weekly variable rate demand note rates—which reset on a daily and weekly basis—have been slowly inching upward. That's something we were predicting would happen. The strong showing by VRDNs is especially notable, coming in an environment in which overnight rates in the taxable market are doing well themselves.

Overseas, Standard & Poor's potentially cast some light on the wide gap between borrowing rates in the eurozone. It said late in the month that the Swiss National Bank, in an effort to protect its currency against the euro, has been buying approximately 50 percent of the bonds issued by the stronger

(continued page 6)

PERFORMANCE as of September 30, 2012

	TexPool	TexPool Prime
Current Invested Balance	\$13,933,151,648.92	\$936,136,294.30
Weighted Average Maturity (1)*	41 Days	32 Days
Weighted Average Maturity (2)*	80 Days	47 Days
Net Asset Value	1.00007	1.00006
Total Number of Participants	2,272	149
Management Fee on Invested Balance	0.0473%	0.0638%
Interest Distributed	\$1,735,519.58	\$136,892.06
Management Fee Collected	\$522,327.34	\$48,423.88
Standard & Poor's Current Rating	AAAm	AAAm

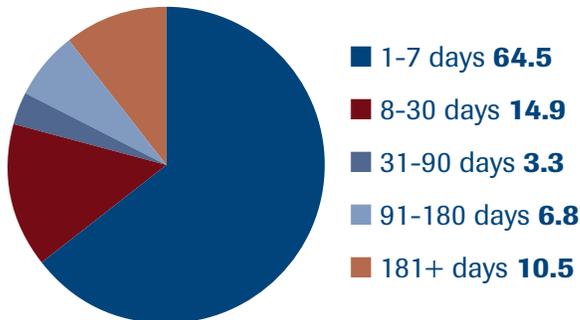
Month Averages

Average Invested Balance	\$13,445,746,958.71	\$915,607,719.30
Average Monthly Yield, on a simple basis (3)*	0.16%	0.18%
Average Weighted Average Maturity (1)*	40 Days	36 Days
Average Weighted Average Maturity (2)*	81 Days	54 Days

*Definitions for Average Monthly Yield and Weighted Average Maturity can be found on page 2.

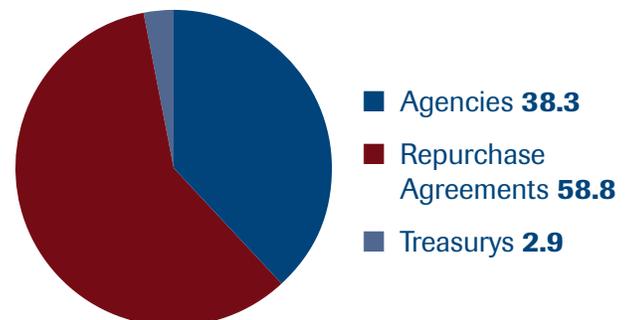
Portfolio by Maturity (%)

As of September 30, 2012



Portfolio by Type of Investment (%)

As of September 30, 2012



PORTFOLIO ASSET SUMMARY AS OF SEPTEMBER 30, 2012

	Book Value	Market Value
Uninvested Balance	\$362,470.24	\$362,470.24
Receivable for Investments Sold	0.00	0.00
Accrual of Interest Income	15,119,195.46	15,119,195.46
Interest and Management Fees Payable	-1,734,475.52	-1,734,475.52
Payable for Investments Purchased	0.00	0.00
Repurchase Agreements	8,189,097,000.00	8,188,963,275.00
Mutual Fund Investments	0.00	0.00
Government Securities	5,326,078,906.19	5,327,032,305.57
US Treasury Bills	0.00	0.00
US Treasury Notes	404,228,552.55	404,237,440.00
Total	\$13,933,151,648.92	\$13,933,980,210.75

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	569	\$4,626,904,118.23
Higher Education	56	\$1,369,446,307.83
Healthcare	79	\$427,552,761.34
Utility District	696	\$1,308,179,923.66
City	443	\$4,013,036,827.00
County	172	\$1,021,347,795.40
Other	257	\$1,165,618,293.08

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.

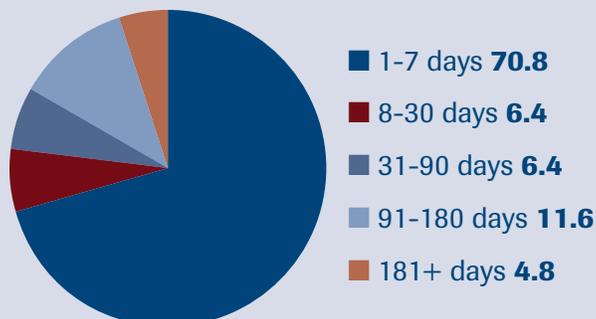
TEXPOOL

DAILY SUMMARY

Date	Money Mkt. Fund Equiv. (SEC Std.)	Daily Allocation Factor	TexPool Invested Balance	Market Value Per Share	WAM Days (1)	WAM Days (2)
09/01	0.1481%	0.000004058	\$13,642,779,110.22	1.00006	38	81
09/02	0.1481%	0.000004058	\$13,642,779,110.22	1.00006	38	81
09/03	0.1481%	0.000004058	\$13,642,779,110.22	1.00006	38	81
09/04	0.1478%	0.000004048	\$13,358,423,338.05	1.00008	37	79
09/05	0.1472%	0.000004034	\$13,379,040,949.32	1.00008	37	79
09/06	0.1617%	0.000004430	\$13,303,319,008.63	1.00007	39	81
09/07	0.1583%	0.000004337	\$13,290,602,038.58	1.00007	40	82
09/08	0.1583%	0.000004337	\$13,290,602,038.58	1.00007	40	82
09/09	0.1583%	0.000004337	\$13,290,602,038.58	1.00007	40	82
09/10	0.1526%	0.000004182	\$13,280,949,312.73	1.00008	38	80
09/11	0.1651%	0.000004524	\$13,247,799,905.17	1.00008	39	82
09/12	0.1640%	0.000004494	\$13,235,198,950.09	1.00008	40	83
09/13	0.1685%	0.000004616	\$13,154,558,025.35	1.00008	40	84
09/14	0.1724%	0.000004722	\$13,182,722,761.18	1.00007	41	83
09/15	0.1724%	0.000004722	\$13,182,722,761.18	1.00007	41	83
09/16	0.1724%	0.000004722	\$13,182,722,761.18	1.00007	41	83
09/17	0.1574%	0.000004312	\$13,201,500,232.00	1.00007	39	82
09/18	0.1566%	0.000004290	\$13,257,740,341.00	1.00007	39	80
09/19	0.1529%	0.000004190	\$13,161,831,951.78	1.00007	42	83
09/20	0.1623%	0.000004446	\$13,248,060,169.72	1.00007	41	82
09/21	0.1531%	0.000004195	\$13,265,817,544.60	1.00007	41	82
09/22	0.1531%	0.000004195	\$13,265,817,544.60	1.00007	41	82
09/23	0.1531%	0.000004195	\$13,265,817,544.60	1.00007	41	82
09/24	0.1663%	0.000004555	\$13,297,942,330.54	1.00007	39	80
09/25	0.1563%	0.000004283	\$14,205,939,025.71	1.00007	37	75
09/26	0.1659%	0.000004544	\$14,137,334,939.35	1.00007	39	78
09/27	0.1445%	0.000003959	\$13,957,550,971.44	1.00008	41	80
09/28	0.1501%	0.000004112	\$13,933,151,648.92	1.00007	41	80
09/29	0.1501%	0.000004112	\$13,933,151,648.92	1.00007	41	80
09/30	0.1501%	0.000004112	\$13,933,151,648.92	1.00007	41	80
Average	0.1572%	0.000004306	\$13,445,746,958.71	1.00007	40	81

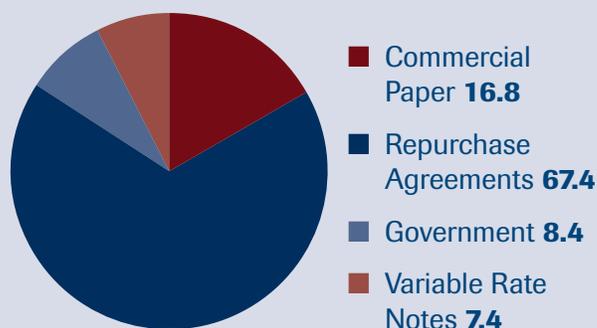
Portfolio by Maturity (%)

As of September 30, 2012



Portfolio by Type of Investment (%)

As of September 30, 2012



PORTFOLIO ASSET SUMMARY AS OF SEPTEMBER 30, 2012

	Book Value	Market Value
Uninvested Balance	-\$468.10	-\$468.10
Accrual of Interest Income	258,567.17	258,567.17
Interest and Management Fees Payable	-136,896.52	-136,896.52
Payable for Investments Purchased	0.00	0.00
Accrued Expenses & Taxes	0.00	0.00
Repurchase Agreements	630,525,000.00	630,525,000.00
Commercial Paper	157,298,424.18	157,334,645.00
Bank Instruments	0.00	0.00
Mutual Fund Investments	0.00	0.00
Government Securities	98,691,667.57	98,709,071.50
Variable Rate Notes	49,500,000.00	49,498,740.00
Total	\$936,136,294.30	\$936,188,659.05

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	70	\$449,196,800.09
Higher Education	8	\$50,438,725.40
Healthcare	7	\$11,338,967.66
Utility District	5	\$36,158,677.86
City	26	\$132,801,514.90
County	18	\$134,066,534.50
Other	15	\$122,110,674.97

TEXPOOL PRIME

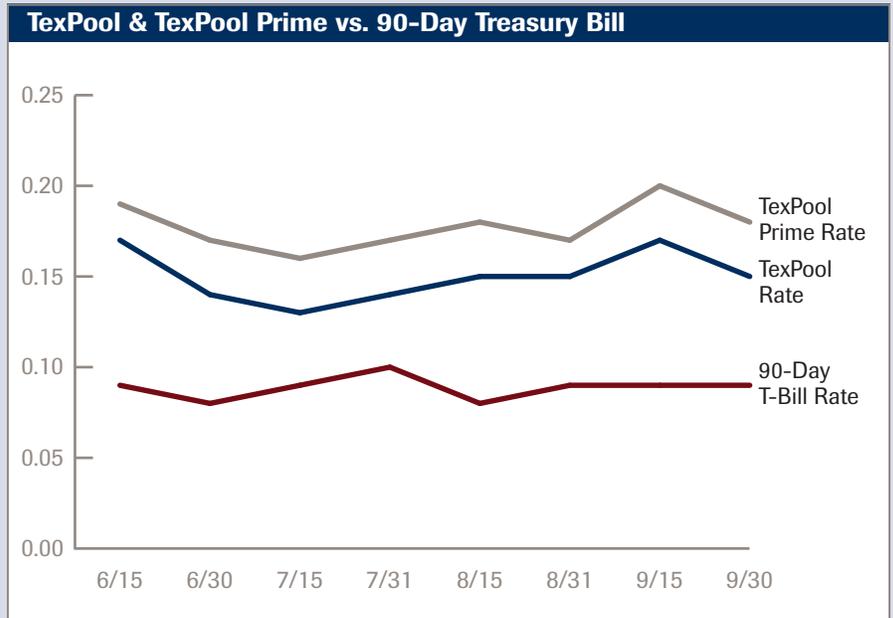
DAILY SUMMARY						
Date	Money Mkt. Fund Equiv. (SEC Std.)	Daily Allocation Factor	TexPool Prime Invested Balance	Market Value Per Share	WAM Days (1)	WAM Days (2)
09/01	0.1740%	0.000004766	\$981,504,077.46	1.00005	43	60
09/02	0.1740%	0.000004766	\$981,504,077.46	1.00005	43	60
09/03	0.1740%	0.000004766	\$981,504,077.46	1.00005	43	60
09/04	0.1736%	0.000004757	\$982,249,841.47	1.00005	40	56
09/05	0.1752%	0.000004799	\$980,170,060.89	1.00005	39	56
09/06	0.1862%	0.000005102	\$972,511,067.62	1.00005	39	56
09/07	0.1817%	0.000004977	\$912,743,406.90	1.00005	42	59
09/08	0.1817%	0.000004977	\$912,743,406.90	1.00005	42	59
09/09	0.1817%	0.000004977	\$912,743,406.90	1.00005	42	59
09/10	0.1777%	0.000004869	\$918,700,490.19	1.00006	39	56
09/11	0.1882%	0.000005156	\$917,828,387.29	1.00005	39	55
09/12	0.1886%	0.000005167	\$917,312,340.90	1.00005	39	55
09/13	0.1937%	0.000005308	\$915,988,326.35	1.00006	32	54
09/14	0.2013%	0.000005514	\$877,931,438.70	1.00005	34	57
09/15	0.2013%	0.000005514	\$877,931,438.70	1.00005	34	57
09/16	0.2013%	0.000005514	\$877,931,438.70	1.00005	34	57
09/17	0.1853%	0.000005076	\$877,329,462.62	1.00005	31	55
09/18	0.1790%	0.000004903	\$877,221,928.65	1.00005	31	48
09/19	0.1764%	0.000004832	\$882,522,208.01	1.00005	30	47
09/20	0.1789%	0.000004900	\$877,198,103.42	1.00004	36	52
09/21	0.1792%	0.000004910	\$875,725,157.68	1.00004	36	52
09/22	0.1792%	0.000004910	\$875,725,157.68	1.00004	36	52
09/23	0.1792%	0.000004910	\$875,725,157.68	1.00004	36	52
09/24	0.1891%	0.000005180	\$872,727,852.36	1.00004	34	50
09/25	0.1880%	0.000005152	\$882,302,316.19	1.00005	33	49
09/26	0.1909%	0.000005231	\$910,360,188.13	1.00005	32	47
09/27	0.1566%	0.000004291	\$931,687,879.91	1.00006	31	46
09/28	0.1757%	0.000004814	\$936,136,294.30	1.00006	32	47
09/29	0.1757%	0.000004814	\$936,136,294.30	1.00006	32	47
09/30	0.1757%	0.000004814	\$936,136,294.30	1.00006	32	47
Average	0.1821%	0.000004989	\$915,607,719.30	1.00005	36	54

TEXPOOL

Participant Services
1001 Texas Ave. 14th Floor
Houston, TX 77002

(continued from page 1)

“core” European countries of Germany, France, Finland, the Netherlands and Austria, amounting to roughly 80 billion euro worth of bonds in the first seven months of 2012 alone. If true, that could be a contributing factor in the discrepancy between the low rates for those stronger core countries and the higher borrowing costs for less-stable European countries such as Spain and Italy. Switzerland’s central bank denied the rating agency’s charge, saying that S&P failed to take into account its sizable deposits outside of the core zone.



90-Day Treasury Bill is a short-term debt instrument backed by the national government. These are used to collect immediate cash to meet outstanding obligations.

Any private investor can invest in a Treasury bill. The 90-Day Treasury Bill is a weighted average rate of the weekly auctions of 90-Day Treasury Bills.

Discuss Quarterly Report of City Council Five Year Goals and Strategies established during the annual City council Strategic Planning Session in June 2012.

This request supports the City Council 2012-2013 Policy Agenda.

Goal: Financially Sound City Government
Civic Engagement
Healthy, Safe, & Vibrant Neighborhoods
Professional & Committed Workforce
Sound Infrastructure
Quality Development

Background

The FY 2011/2012 First Quarter Update was presented in February, the second quarter report was presented in June, and the third quarter update at the August 20th work session. This fourth quarter update will provide a status review of the implementation and progress on strategies and initiatives outlined in the 2012/2013 strategic plan, a final recap of the 2011/2012 goals and objectives, and how said strategies connect to continued progress toward the realization of Lancaster Vision.

2012/2013 Goals & Objectives Status Review

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. Revise and Amend Storm Water Ordinance.

All the Best Management Practices (BMPs) were completed prior to the August 12, 2012 required completion date. The renewal Phase II permit has been delayed due to unresolved requirements between the Environmental Protection Agency (EPA) and the Texas Commission on Environmental Quality (TCEQ). We have received the draft permit; however, the final permit is expected until March 2013. Council reviewed and approved modifications to the Stormwater ordinance during this quarter to ensure compliance. Upon receipt of the new permit, staff will present an update for council consideration to include review of the fee structure for educational and religious institutions.

2. Amend Financial Policies to maintain a minimum 12% fund balance and designate any excess to the Capital Improvement Program (CIP) and Equipment Replacement Fund.

The Financial Policies were presented and approved by Council in September during the budget adoption process. The amendment changed the minimum fund balance from 10% to 12% and designated any excess above 12% to the Capital Improvement Projects (CIP) and Equipment Replacement Fund.

3. Additional Considerations:

Capital Improvement Project Budget

A five year Capital Improvement Project (CIP) Budget is being presented for Council consideration.

FY 2012/2013 Employee Benefits Plan

City Council approved implementation of a Health Savings Account (HSA) plan option coupled with a high deductible health plan (HDHP) alongside the current HMO and PPO plans.

Council also implemented a shift for dependent subsidy for all health plans to a flat 50% subsidy level to better align with benchmarks. Additionally, a \$25 monthly premium cost increase is recommended to the employee only HMO coverage to encourage enrollment in the HSA.

The city realized a substantial enrollment in the new high deductible health plan offered this year with 87 enrollments. The city is looking forward to accumulating claims history and data in the coming months to analyze the cost effectiveness of the new plan implementation.

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. Update the Comprehensive Plan

Comprehensive Plan for the City of Lancaster
3-Year Work Plan

- What: updating the 2002 Lancaster Comp Plan
Why: to address changes in the city and to adjust the Plan based on new directives and changing ideologies
When: FY2013 – FY 2015
How: staff working with a consultant to provide a thorough review and update to the comprehensive plan

Year 1

- Submit a Request for Proposal to hire an appropriate consulting firm who could fulfill the needs of the plan in a timely and cost efficient nature.
- Review existing plans (downtown, parks, campus district, etc.) for potential incorporation into the Comp Plan
- Identify tasks for the consultant to complete – public outreach, research and analysis, conduct public meetings, write the plan, draft the layout, take pictures
- Have consultant produce an 18-month timetable for completing the plan

2. Recruit Quality Commercial, Industrial and Retail Jobs.

Economic Development staff continues working toward the attraction of projects creating commercial, industrial and retail development in order to create a growing tax base and growth in the community's daytime population ensuring the financial sustainability of government in Lancaster and jobs for our residents.

- Staff conducted 17 sales calls on commercial/industrial brokers, developers and potential end users promoting Lancaster as a location for the logistic solutions to their customers.
- Staff conducted one community tour for a developer unfamiliar with the opportunities in Lancaster.
- Staff responded to nine inquiries for information regarding Lancaster as a potential location for the inquirer's expansion or relocation needs.

3. Target marketing program to commercial, industrial and retail brokerage community.

Economic Development staff will develop and implement efficient and effective marketing programs designed to solicit and secure the interest of the commercial, industrial and retail development-brokerage communities to promote Lancaster as a profitable marketplace for their client's future relocation or expansion needs.

- Staff participated in 3 commercial-industrial broker and developer events promoting Lancaster as a location for the logistic solutions for their customers.
- Staff hosted the visits of three end user companies interested in Lancaster as a location for their expansion plans.

- Staff attended 2 trade shows calling on commercial-industrial users, brokers and developers exhibiting at the show to promote Lancaster as a location for the logistic solutions to their customers.

During the current reporting period, 18,030 square feet of formally empty space was occupied by business operations.

4. Continue to implement the Airport Master Plan.

Lancaster Regional Airport is finalizing the two FY 2012 design and engineering projects per the Airport Master Plan. 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 is scheduled for FY 2014. This project is in partnership with TxDOT – Aviation Division. The grant is funded 90% by TxDOT and 10% City match. The following is the City match requirement that was paid in FY 2012.

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

5. Additional Considerations

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 at the November 14, 2011 regular 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.

Staff continues to work with the City Attorney's office on annexation agreements and continuation of the three year plan which includes the Wilson/Nokomis District and the Hash Road District.

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. Expand Police visibility and involvement in the community through community watch programs, and teen/youth activities and education.**

Teen Gaming Night

In an effort to address unbecoming activity and mass gatherings in the Movie theater parking lot, the Lancaster Police Department and the Parks and Recreation Department partnered in Summer 2012 to host the “Teen Gaming Night”.

This unique event was held at the police storefront located across from the Cinemark Movie Theater in Lancaster. Over 80 teens enjoyed video game tournaments utilizing the latest video gaming systems to include XBox 360, Wii and Play Station 3. Teens also enjoyed pizza, snacks and drinks, as well as, self awareness workshops led by recreation staff and Lancaster Police Officers.

This event created an opportunity for Teens and Police Officers to interact in a positive environment which has statistically proven to reduce criminal activity. Because of the overwhelming success and receptive turnout, this event was offered throughout the summer and the month of September.

Free Summer Lunch Program

The summer food program provides free, nutritious meals to children 18 years of age or younger. Nutritional meals allow students to get the nutrition they need to learn, play and grow through the summer months. The summer food program is sponsored by the Chocolate Mint Foundation. Lancaster Police Officers frequently visited these sites and had the opportunity to meet with you and interact with the public. Locations of the summer lunch program included Lancaster Recreation Center, Dewberry Park and Meadowcreek Park. Over 24,000 lunches, snacks and breakfast meals were served as a result of these efforts. Along with the high number of meals served, several youth from the City of Lancaster were employed through the Chocolate Mint Foundation and assisted in the daily preparation, delivery and serving of these numerous meals.

2. Support Lancaster neighborhoods in the creation of Public Improvement Districts (PID’s) throughout the City to strengthen and connect neighborhoods.

An All HOA/PID Meeting was held Thursday, February 23, 2012 and an All PID Board Meeting was held on Thursday, June 14, 2012 in an effort to assist neighborhoods with questions and details regarding the management of current Public Improvement District communities as well as to provide details regarding the PID establishment process for the upcoming fiscal year. Inquiries and insights from various communities were discussed and addressed by staff during the meeting. As a result, a PID Policy Committee comprised of citizens from Public Improvement District Advisory Boards has been established and is currently working with staff toward the development of a policy to assist in PID governance.

3. Additional Considerations

Lancaster Police Department Update

During the period of July 01, 2012 thru September 30, 2012, the Lancaster Police Department Patrol Division answered a total of 8,563 calls for service. There were a total of 260 arrests made by officers during this time period. The department responded to 106 minor accidents and 59 major accidents in the city. There were

total of 165 burglaries, and 11 robberies reported. A total of 136 motor vehicle burglaries were reported.

Burglary of Habitation reports in September 2012 shows a decrease of 47% from August of 2012. The reason for the decrease is the result of officers arresting three juveniles and one adult for two counts of burglary of a vehicle, two counts of unauthorized use of a motor vehicle and one count of burglary of a building. The criminal investigation division filed a total of twenty (20) cases on the four suspects with additional charges to be filed. These suspects are responsible for the major increase in burglaries over the last month.

On September 25, 2012, Detective Bobby Bailey was honored by the U.S. Department of Justice, United States Attorney Sarah R. Saldana. He received the 2012 Law Enforcement Commendation Award for his outstanding work in the prosecution of United States v Moses Coppin and Temeka Bennett.

Assistant Chief Wes Blair graduated from the FBI National Academy in Quantico, Virginia on September 21, 2012. Officers attending the FBI National Academy are offered, on a cost-free basis, a comprehensive and balanced 10 week program of advanced professional instruction. Throughout this training, particular emphasis is placed on leadership development. The Lancaster Police Department now has three top command officers who are FBI National Academy graduates. They are Lt. Sam Urbanski, Assistant Chief Wes Blair and Chief Larry Flatt.

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 City 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 is engaged with residents and attends community events, uphold strong customer service, and use technology to aid them in working smarter.

Codification

Franklin Legal has substantially completed the draft Code of Ordinances following review by the City Attorney and City Secretary. It is anticipated that Council will consider formal adoption of the updated Code of Ordinances at its December meeting. This action by Council will complete the codification of Volume 1 (all non-development ordinances).

5. Sound Infrastructure

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

1. FCC Compliance with Narrowband Requirements.

Public safety has filed the necessary paperwork with the FCC for the UHF frequency band to correct all of the long term radio frequency problems associated with Narrowbanding. The City of Lancaster has received the required UHF frequencies and we are testing them now to determine frequency interference levels. The VHF frequencies have been narrowbanded and are compliant with the exception of the early warning sirens and several radios that were too old to narrowband. The rest of the system will be waiting on the construction of the new water tower where the UHF system will be installed.

2. Street Maintenance Program.

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 an on-going plan for a Streets Maintenance Program and the annual funding needed to actualize the program.

Staff identified funding for repair to Walnut Street, Oak Street, and Henry Street. Additional street repair projects were identified and approved in partnership with Dallas County.

3. Plan for new Fleet Maintenance Facility.

A location has been identified and the project has been included in the capital improvement plan for land acquisition and cleanup. Functional considerations have been outlined for the new facility.

4. Additional Considerations

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

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 have delayed the implementation of the improvement plan with environmental concerns holding precedent. Title work is currently being completed and should be remedied in the next few months. However, several improvements have taken place at the Golf Course to increase participant usability and enhance the aesthetic appearance. Improvements are as follows:

- renovation of men's restrooms
- lighting improvements inside the club house dining area
- installed new windows and tint to reduce energy cost
- replaced and repaired main entrance to club house
- installed new railings in the foyer that extends to cart area

- Exterior of club house and outdoor restrooms currently having wood repaired and replaced and exterior painted
- Cart path materials purchased to be installed when season slows down

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.

2011/2012 Goals and Objectives Recap

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.

The financial data will be presented during the November 5, 2012 work session. Year-to-date revenues are approximately 2% higher than expected due to the increase in sales tax collections. Sales tax collections continue to increase from the previous year's collection. The sales tax collections are two (2) months in arrears. The year-to-date collections represented in the financials are through the month of July, 2012.

The optimal expenditure rate for the fourth quarter is 100%. As of September 30, 2012, the City Wide Operating Fund expenditure rate is approximately 98%. As of October 29, 2012, staff is in the process of accruing vendor invoices for the fiscal year. The expected expenditure rate after all accruals should be 100% and within budget.

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.

Economic Development staff continues working toward the attraction of projects creating commercial, industrial and retail development in order to create a growing tax base and growth in the community's daytime population ensuring the financial sustainability of government in Lancaster and jobs for our residents. Year-to-date, staff has conducted 72 sales calls on developers and commercial real estate brokers and participated in 14 commercial broker events. Staff hosted the visits of 10 companies looking for existing manufacturing and warehouse distribution space and responded to 38 inquiries for information regarding potential development projects. Economic Development staff has attended 3 trade shows, conducted 5 development tours and made one international mission to assist with the marketing of our unique development opportunities within our community. The total square footage of space occupied for business operations year-to-date is 797,833.

2. Explore and discuss the creation of a joint TIF with Desoto for I35 corridor by December 2012.

The City Council received a presentation on March 19, 2012 at the regularly scheduled work session. Council indicated that no further action needed to be taken on this project.

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.

During the 2012/2013 budget process Public Improvement Districts submitted their Five Year Service Plans for Council consideration. On Monday, August 27, 2012 the service plans were approved.

As a result of staff's partnership with residents, a PID Policy Committee comprised of citizens from Public Improvement District Advisory Boards has been established to develop a governing document that will standardize PID creation and oversight in the City of Lancaster.

Sound Infrastructure

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

1. Develop a city-wide vehicle replacement schedule by June 2012.

The city-wide equipment replacement plan was presented to council during the FY 2012/2013 budget process. As a result of the approval of the program by Council, staff has begun the process of acquiring items budgeted for replacement this fiscal year.

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 50 press releases since October 1, 2011 through September 30, 2012 with an average of 4 press releases per month. This consistent dispersal of media releases contributed to the City of Lancaster's presence in the media and informed our citizens about the value-added services and engagement opportunities the City of Lancaster provides throughout the fiscal year. While not all information released appeared in print publications, Staff utilized 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. This goal continues to remain a priority and both organizations continue to partner on various initiatives and events. In February 2012 a joint meeting was conducted between the school board and council and a subsequent meeting is being scheduled for 2013.

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

The reach of community engagement publications and resources has been increased through the implementation of the "Get Connected!" campaign. The optimization of the Lancaster Live Around Town weekly email through the CivicPlus website has allowed for the list serve to be expanded for additional uses including City of Lancaster special event and emergency operations notifications. The distribution of Lancaster Live enrollment forms has not only spurred an increase in weekly email subscribers, but has also begun the process of allowing individuals to receive text message notifications regarding community information as well.

The "Visit" section of the City of Lancaster website has been updated to include detailed information for those visiting the city including information regard

restaurants, lodging, Country View Golf Course, Lancaster Museums and other topics of interest. The City of Lancaster social media presence has also been streamlined to allow for daily posts that steer “friends” to current offerings available throughout the city via civic engagement activities including meetings, programs, classes, events, etc.

Staff introduced local businesses to the opportunity of allowing community engagement posters and materials in their facilities. These efforts were met without approval from high-traffic business representatives. We continue to explore options and utilization of technology to ensure information regarding city services and programs are visible in high-traffic areas.

Prepared and submitted by:

Opal Mauldin Robertson, City Manager

Date: November 5, 2012