



**NOTICE OF WORK SESSION AGENDA
LANCASTER CITY COUNCIL**



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

Monday, June 3, 2013 – 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.]**

Regular Items:

- 1.** Discuss Quarterly Report of City Council Five Year Goals and Strategies established during the annual City Council Strategic Planning Session in June 2012.
- 2.** Discuss a presentation on the FY 2013/2018 Capital Improvement Plan for the General Fund.

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 May 31, 2013 @ 11:30 a.m. and copies thereof were hand delivered to the Mayor, Mayor Pro-Tempore, Deputy Mayor Pro-Tempore and Council members.

Dolle K. Downe, TRMC
City Secretary

LANCASTER CITY COUNCIL

Work Session Agenda Communication

June 3, 2013

Item 1

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.

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

Background

The FY 2012/2013 First Quarter Update was presented at the Monday, February 18, 2013 work session. This second quarter update will provide a status review of the implementation and progress on strategies and initiatives outlined in the 2012/2013 strategic plan and how said strategies connect to continued progress toward the realization of Lancaster Vision 2027.

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 33 Best Management Practices (BMPs) have been implemented by the City. TCEQ's field staff conducted an audit on October 11, 2012, and reviewed the implementation schedule and annual reports. TCEQ has issued a letter stating that the City of Lancaster is in compliance with the MS4 Phase II Permit requirements for the first five year term period (2007-2012).

New Permit Status: TCEQ is in the process of renewing the MS4 General permit, which expired August 12, 2012. A notice of intent to renew the general permit was published in the Texas Register on April 13, 2012, to allow administrative continuance of coverage to currently regulated Phase II MS4 entities. The comment period for the

MS4 general permit renewal ended with the September 24, 2012 public meeting. TCEQ is currently preparing the response to the comments received.

Implications to the City: As the MS4 permit is still on hold and under review at TCEQ, and the permit will not be ready by May 2013. TCEQ has indicated that it may be a minimum of 4 additional months (August 13) before the permit is released. Further, TCEQ has confirmed that an annual report will be required from each MS4 this August, similar to our past 5 years. The annual report will need to describe the BMPs completed/continued over the permit year from August 2012 to August 2013. Staff has been continuing the BMP implementation.

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 are presented to Council for consideration annually during the budget adoption process. Staff amended the policies to reflect the change in the fund balance policy. The amendment changed the current minimum fund balance from 10% to 12% and designated any excess above 12% to the Capital Improvement Projects (CIP) and Equipment Replacement Fund.

The Equipment Replacement Fund has allowed for the order of the following replacement equipment in FY 2012/2013 thus far: 1 Fire Truck, 1 Ambulance, 7 Police Vehicles and 1 Senior Life Center Van and 1 Tar Pot, 1 Asphalt Lay Down Machine.

3. Additional Considerations:

Capital Improvement Project Budget

Inclusion of a five year Capital Improvement Project (CIP) Plan is being prepared for Council consideration.

Presentations regarding the CIP budget recommendations are currently being presented during City Council work sessions as scheduled by fund department.

COMPASS

Compass Professional Health Services was established in 2005 with the mission to help employers and individuals lower their healthcare costs while maintaining or improving the quality.

In August 2012, City Council approved the implementation of Compass Professional Health Services to help employees enrolled in the new High Deductible Health Plan navigate the health care system and locate high quality/low cost services.

The cost of the service is \$5 per enrollment per month. There are currently 85 individuals enrolled in the high deductible health plan @ \$5.00 each = \$425 per month

For one quarter the city has spent approximately \$1,275. Services performed through the end of the 4th quarter in 2012 by Compass have saved \$13,331 in actual claims costs. Combined with estimated productivity savings of \$2,983 they estimate a total of \$16,314 in savings.

Human Resources has partnered with Compass to ensure ongoing education and information is disseminated to those eligible to use the plan. Participants can use the services for prescription review, doctor review, cost estimates, bill reviews, coordination of care, answering benefit questions, obtaining medical records from prior physicians, and scheduling appointments not only for the employee but for spouse and children as well.

We anticipate increased activity and use as employees become more comfortable with the services available.

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 includes 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: Update the City of Lancaster Comprehensive Plan that was adopted by Council in 2002.

Why: Plan should be reviewed every 10 years.

When: Begin the process in FY2013 and complete by FY2015

How: Staff will work with consulting firm, selected through a Request for Proposal (RFP) process, and assess current conditions, develop strategies and implementation tools, based on community vision and need.

In accordance with the Year 1 Work Plan, staff is finalizing the RFP process to select a consulting firm for this project. A firm should be identified by early summer of this year.

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 19 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 international sales mission to South Korea participating in one trade show and conducting sales calls seeking capital investment in Lancaster by South Korean companies.
- Staff responded to 6 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 2 commercial-industrial broker and developer events promoting Lancaster as a location for the logistic solutions for their customers.
- Staff hosted the visits of 4 end user companies interested in Lancaster as a location for their expansion plans.
- Staff attended 1 trade show 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.
- Staff contacted 17 retail and restaurant end users soliciting their evaluation of Lancaster as a future location for their businesses.

During the current reporting period, 53,166 square feet of formerly empty space was occupied by business operations.

4. Continue to implement the Airport Master Plan.

Lancaster Regional Airport is awaiting TxDOT-Aviation's release of 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 (design/engineering for a new south apron, stub taxiway, connection taxi lane, and helicopter landing apron)	\$22,931.25
Project 2 (design/engineering for a new 12,000 gallon self-serve fuel farm and service road)	\$8,068.75
Projects Total:	\$31,000.00

Since construction is not planned until FY 2014, no capital funds are required in FY 2013. FY 2014 will bring construction of projects 1 & 2 above as well as the design and construction of a new terminal building (project 3) at the new south ramp area. These three projects are a key component to increasing continued growth and utilization of the airport by corporate jet aircraft customers.

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.

Lancaster Police Department community outreach initiatives include the following:

National Night Out

Attended National Night Out functions at several locations throughout the City October 4, 2012. These functions are an excellent opportunity for the officers to get to know the citizens in the community and answer their questions regarding crime prevention and personal safety tips in their designated service areas.

Holiday Community Service

This past Thanksgiving, officers provided a full Thanksgiving dinner to three families identified by the Lancaster Outreach Center. All the holiday necessities were donated by officers and delivered personally to their homes. It is very rewarding to be able to help these families in need.

Community Watch Programs

The Department participates in community watch meetings to help provide information and promote getting to know your neighbor and home safety. The Parks and Recreation Department also attends to promote teen/youth activities that help engage our younger generation.

Ride-Along Program

The Department encourages citizens to participate in the department's Ride-Along Program that is available year-round. This program allows the opportunity to ride with

a patrol officer to gain a better understanding of the officer activity in maintaining a safe community.

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

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. This policy will ensure the uniform establishment and oversight of Public Improvement Districts as our communities continue to grow and take advantage of this maintenance and improvement tool.

5-Year Service plans are currently being prepared for the FY 2013/2014 budget process as required by Local Government Code 372. We have a total of eight PIDs.

3. Additional Considerations:

Lancaster Police Department Update

During the period of January 01, 2013 thru March 31, 2013, the Lancaster Police Department Patrol Division answered a total of 9,962 calls for service. This is an increase of 9.0% over last quarter. There were a total of 659 arrests made by officers during this time period which is an increase of 4.1% over last quarter. The department responded to 110 minor accidents and 133 major accidents in the city. There were a total of 125 burglaries reported, both residential and business, which is a decrease of 30% over last quarter and 14 robberies reported, the same number as last quarter. A total of 71 motor vehicles burglaries were reported which was a decrease of 37% over last quarter. Public awareness and neighborhood watch groups are being educated on the importance of locking their vehicles and removing items from their vehicles when left unattended.

Parks Department

The Spring Trash Off took place on Saturday, March 23, 2013. Despite severe morning weather, we had a good turnout. We have the following numbers:

- Three volunteers and 31 staff members that helped with traffic, loading trash in dumpsters, mulching brush, and loading tires at the Trash Off site.
- Twenty-one volunteers participated in litter pickup at their adopted areas in the City.
- Four hundred and thirty-four vehicles brought items to the Trash Off.
 - 56 cars shredded 5,000 lbs. of paper
 - 59 trucks mulched brush
 - 78 trucks dropped off 314 tires
 - 88 dropped off e-waste

- 65 trucks dropped off 6,100 lbs. of scrap metal for a total of 15,789 pounds

Recreation Department

S.A.F.E. After School Program

- The S.A.F.E. after school program implemented After the Bell Rings into the daily activities of the program. The first series in the after school-based project is “Reading after the Bell” that focuses on extending the education day to build better learning environments in safer surroundings like Lancaster Recreation Center. This program allows youth a quiet environment that allows them to read 20 minutes a day and help with pronunciation if needed. Program participants are currently participating in the After the Bell Rings reading program with over 30 hours of reading time logged.
- The 4th through 8th grade class performed skits in a bag that helps students develop paragraphs and stories.
- Spring Break Camp was held March 11th through 16th, 2013. Over thirty-five youth enjoyed their spring break with Lancaster Recreation Center. Youth enjoyed field trips, games, arts & crafts and swimming with their new friends!

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

City Council adopted the updated codification of the Code of Ordinances at their meeting on Monday, January 14, 2013. The link for public search of the updated Code of Ordinances is on the City’s website. This completes the codification of all non-development ordinances. Future and amended ordinances will be added to the online code promptly following adoption. Codification of the Lancaster Development Code will be considered in the fiscal year 2013/2014 budget.

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

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. The remainder of the system will be converted upon completion of the new elevated water tower where the UHF system will be installed.

2. Street Maintenance Program

The following tasks were completed as a component of the Street Maintenance Program:

Sectional Overlays: Sections of failed streets prepped and overlaid with asphalt.

- Edwards Street
- Daniel Lane
- Old Red Oak Road
- Southwood Drive
- Doyle Lane
- Interurban Road
- Pinto Road
- Oakwood Drive

Beltline at Quail Hollow: Concrete bridge erosion damage repaired, concrete bridge extensions repaired, stormwater inlet boxes installed to prevent further erosion. Erosion matting and grass seed installed. Asphalt on south side of Beltline cut out and replaced. Guardrail repaired.

West Nile Virus: Staff implementing mosquito control in standing water areas and public information program.

3. Plan for new Fleet Maintenance Facility

Staff has identified a location and has budgeted in the capital improvement plan for design and land acquisition. Functional considerations are being outlined for the new facility. The design work and construction are reserved for future consideration.

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.

- Annual Parent/Child Valentines Dance was a success!
- Annual Bunny Hop Fun Run and Egg Hunt was a success. Youth and adults turned out for arts & crafts, sack races, face painting, karate demonstrations and vendors. The egg hunt was the treat of the event. Over sixty-five people entered the fun run and winners received a Lancaster Parks & Recreation souvenir bag with a special surprise inside.
- The Lancaster Tiger Sharks Swim Team welcomed back the Grand Prairie Wahoo's for another swim meet. Several Tiger Sharks took first and 2nd in their events against the stronger, more experienced Wahoo's, but the real reward was in the acknowledgment of hard work and improvement from the other team's swimmers, coaches, and parents.
- We have completed a successful partnership with LISD, the Community, parents, and volunteers in a successful Lancaster Winter Basketball League. The City of Lancaster has afforded seven community teams the ability to advance to the Regional TAAF basketball tournament in De Soto.
- Opening Day of the City of Lancaster's RBI (Reviving Baseball in Inner Cities) Program - This program is at partnership between the City of Lancaster, Major league Baseball, and the Texas Rangers. At Royce Clayton field, in Community Park, over 200 players, coaches, volunteers, parents and friends attended to hear the announcement of the 2013 U6, U8, and U10 & U12 Lancaster Tigers. The Rangers have has been a constant presence by training Lancaster coaches, inviting Lancaster to the RBI Institute in Orlando, FL, and assisting in equipment grant opportunities. Warner Brothers Studios presented Parks Director Sean Johnson with a \$500 check and commemorative baseballs of their new movie "42" based on the life of Jackie Robinson.
- Lancaster has dedicated this season to the accomplishments of Jackie Robinson. We will receive recognition with Jackie Robinson's number painted on the infield. Opening Day concluded with a Pitch, Hit & Run competition. Winners have an opportunity to progress in competition to the 2013 MLB All Star game against national regional competition winners.
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- Youth Advisory Council
 - Youth Advisory Council @ YAC Summit 2013, Port Arthur TX - Lancaster Youth Advisory Council attended the Texas Youth Commission Summit in Port Arthur Texas, February 15th-17th 2013. The attendees include Vice Chair Tamara Dotson, Members Tacadrick Jones, Jasmine Richards, Kendall Pinckney, DeMarcus Tilley, Demetria Wren, and Markisia Price. Staff Liaisons in attendance were Tiffany Bizer-Mack, and Feliciano Hurtado. Members and staff were able to attend session on becoming leaders, taking their YAC chapter to the next level, and making the right decisions in life.
 - YAC- the Youth Advisory Council volunteered at the citywide trash-off and the Bunny Hop Fun Run for community service and as a fundraiser!
- Volunteer Hours
 - The total number of volunteer hours for the month of January 2013 = 658.25
 - The total number of volunteer hours for the month of February 2013 = 687.5
 - The total number of volunteer hours for the month of March 2013 = 465.5
 - Total Number of Volunteer Hours (January – March 2013) = **1811.25**

Library Department

Below is a summary of the activity that took place at Veterans Memorial Library during the 2nd quarter:

- The Library celebrated Black History month by providing the South African folk music group Boitumelo and Genealogist Lela Evans gave a talk on researching African-American ancestors.
- The Library opened a new collection of eBooks in March for adults and teens from Baker & Taylor Axis 360. We also started an eBook collection for children called TumbleBooks.

Submitted by:

Opal Mauldin Robertson, City Manager

LANCASTER CITY COUNCIL
Work Session Agenda Communication
Monday, June 3, 2013

Item 2

Discuss a presentation on the FY 2013/2018 Capital Improvement Plan for the General Fund.

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

Goal: Financially Sound City Government

Background

As we prepare for the FY 2013/2014 budget, the City Manager's Office will present a financial overview of the proposed Capital Improvement Plan (CIP) for the General Fund. This presentation will provide an overview of the CIP capital budget, its purpose and how its implementation complements the goals and objectives outlined by Council and current department projects.

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

Submitted by:

Opal Mauldin Robertson, City Manager