

MINUTES

LANCASTER CITY COUNCIL MEETING OF MAY 28 & 29, 2013

The City Council of the City of Lancaster, Texas, met on May 28, 2013 in a special meeting for the first day of strategic planning at the Lancaster Recreation Center, 1700 Veterans Memorial Parkway at 8:37 a.m. with a quorum present to-wit:

Councilmembers Present:

Mayor Marcus E. Knight
Carol Strain-Burk
Stanley Jaglowski
Mayor Pro Tem Marco Mejia
Deputy Mayor Pro Tem James Daniels
LaShonjia Harris
Nina Morris

City Staff Present:

Opal Mauldin Robertson, City Manager
Aretha Adams, Assistant City Manager
Dolle Downe, City Secretary
Julia Novak, The Novak Consulting Group, facilitator
Robert E. Hager, City Attorney [departed at 10:40 a.m.]

Call to Order:

Mayor Knight called the meeting to order at 8:37 a.m. on May 28, 2013.

City Council met on the first day of a two day strategic planning session.

Facilitator Novak welcomed everyone and asked participants to share their expectations for the planning session. Facilitator Novak reviewed norms for the meeting.

City Attorney Hager discussed the purpose for having City Council Rules and Procedures and then reviewed the rules and procedures including discussions regarding the procedure for putting an item on the agenda, the amount of time citizens have to address the Council, and the need to remind citizens why Council cannot respond to comments during the Citizens Comments portion of the agenda [Texas Open Meetings Act].

City Attorney Hager stated that the City's Ethics Ordinance outlines specifics, while the Code of Ethics in the Rules and Procedures represents the philosophy. Following discussion, City Attorney Hager suggested the Code of Ethics Ordinance be reviewed and updated. Council agreed to further discussion at an upcoming work session.

Council reviewed the Censure Policy and discussed holding one another accountable.

City Attorney Hager departed at 10:40 a.m. Council recessed for a brief break at 10:40 a.m. and reconvened at 10:50 a.m.

Facilitator Novak led discussions regarding the Lancaster "Brand" with councilmembers reflecting on what they considered the Brand to be. Further discussion was held regarding the Council's role in protecting the Brand.

City Council recessed for lunch at 11:50 a.m. and reconvened at 12:20 p.m.

Facilitator Novak made a brief presentation on Civility and its importance in civic engagement and enhancing the Lancaster Brand. Council discussed the importance of encouraging debate without becoming fractured. The City Manager and councilmembers received feedback on how they enhance the Lancaster Brand and what could be done differently to further enhance the Brand.

Council recessed at 1:10 p.m. and reconvened at 1:20 p.m.

Facilitator Novak led review of the Council House Rules [from the Council Rules and Procedures]. Council discussed and clarified house rules and processes.

Council recessed at 3:30 p.m. and reconvened at 3:45 p.m.

City Manager Mauldin Robertson highlighted successes and recapped progress made on fiscal year 2012-2013 goals and objectives including but not limited to: increasing fund balance from 3% to 21%; amount of funds in excess of 12% going towards one time expenditures; updates to storm water ordinance; growth in the Youth Advisory Commission; volunteer program growth with a first volunteer appreciation event; new focus on social media; educational focus with Public Improvement Districts; additional technology in the field for staff; an RFP issued for updating the City's Comprehensive Plan; continued commercial and industrial developments including Prologis 5 building, Chicken Express, Family Dollar, Seattle's Best Coffee, Mobis facility and Kia; continued focus on in-house water, sewer and routine street maintenance projects; continued targeting and marketing to retail outlets to locate in Lancaster; continued progress and collaboration with FAA and TxDOT Aviation on Airport Master Plan; on time compliance with FCC radio requirements; continued use of the Pavement Management Program for strategic repair and replacement of City streets; and identified a site and discussions on partnering with the school district regarding a new Fleet Maintenance facility.

Mayor Knight recessed the meeting at 4:52 p.m.

LANCASTER CITY COUNCIL MEETING OF MAY 29, 2013

The City Council of the City of Lancaster, Texas, reconvened on May 29, 2013 at the Lancaster Recreation Center, 1700 Veterans Memorial Parkway at 8:38 a.m. with a quorum present to-wit:

Councilmembers Present:

Mayor Marcus E. Knight
Carol Strain-Burk
Stanley Jaglowski
Mayor Pro Tem Marco Mejia
Deputy Mayor Pro Tem James Daniels
LaShonjia Harris
Nina Morris [departed at noon]

City Staff Present:

Opal Mauldin Robertson, City Manager
Aretha Adams, Assistant City Manager
Dolle Downe, City Secretary
Julia Novak, The Novak Consulting Group

Facilitator Novak opened the second day of the planning session with a recap of the previous day's discussions and brief discussion on training goals for councilmembers.

City Council reviewed the existing Key Performance Areas which include:

- Financially Sound City Government
- Civic Engagement
- Healthy, Safe and Vibrant Neighborhoods
- Professional and Committed City Workforce
- Sound Infrastructure
- Quality Development

and determined that the existing six Key Performance Areas remain essential to achieving the Lancaster Vision.

Facilitator Novak led Council in defining potential initiatives under each of the six key areas outlined above.

City Council recessed for lunch at 11:00 a.m. and reconvened at 11:45 a.m.

Council continued discussions regarding initiatives, evaluating suggestions and refining objectives. City Manager Mauldin Robertson sited potential programs including rental property inspection program, review and update of City's economic incentive policy, codification of the Lancaster Development Code, and regional collaboration regarding dispatch.

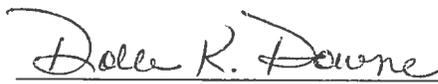
With additional discussion, City Council prioritized target initiatives for fiscal year 2014 to include: retaining a competitive City tax rate; supporting neighborhoods in the creation of Public Improvement Districts throughout the City to strengthen and connect neighborhoods; assess community policing strategy and determine appropriate staffing levels and deployment; update Compensation Survey and provide data to Council regarding pay relative to established policy; promote the development of a nationally branded hotel/convention center in Lancaster by pursuing opportunities and developing a strategy; gauge interest of the development community in pursuing development on the north side of Interstate 20 at Houston School Road; and prioritize maintenance initiatives based on Pavement Management Program results.

Adoption of the goals and objectives in the 2013-2014 Work Plan will be formally considered at an upcoming City Council meeting.

Council concluded with reflections on this year's planning session and expressed appreciation to Ms. Novak and staff.

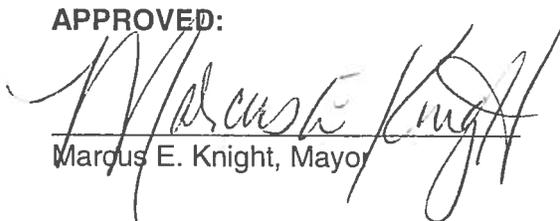
The meeting was adjourned at 1:10 p.m.

ATTEST:



Dolle K. Downe, City Secretary

APPROVED:



Marcus E. Knight, Mayor