



NOTICE OF WORK SESSION AGENDA

LANCASTER CITY COUNCIL

MUNICIPAL CENTER CITY COUNCIL CHAMBERS
211 N. HENRY STREET, LANCASTER, TEXAS



Monday, September 16, 2013 – 6:30 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.** Receive a presentation regarding texting while driving.
- 2.** 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 September 13, 2013 @ 12:00 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
Work Session Agenda Communication
September 16, 2013

Item 1

Receive a presentation regarding texting while driving.

This request supports the City Council 2013-2014 Policy Agenda.

Goal: Financially Sound City Government

Background

At the request of Deputy Mayor Pro Tem Nina Morris, the City Manager's Office and the Police Department will make a presentation on information gathered regarding local, regional and state efforts on enforcement regulations prohibiting texting while driving in the State of Texas.

Submitted by:

Opal Mauldin Robertson, City Manager
Larry Flatt, Chief of Police

LANCASTER CITY COUNCIL

Work Session Agenda Communication

September 16, 2013

Item 2

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 and the Second Quarter Update was presented during the Monday, June 3, 2013 work session. This third 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.

We are in 100% compliance with our MS4 permit for this year (2012-2013). All 33 BMPs have been implemented as of August 12, 2013. The annual report to TCEQ is due November 12, 2013.

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.

Council amended Financial Policies during the FY 2012/13 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.

80% of unassigned fund balance was designated for Capital Improvement Projects and 10% was designated for the Equipment Replacement Fund.

The Equipment Replacement Fund in the current fiscal year allowed for the purchase of 1 Fire Truck, 1 Ambulance, 7 Police Vehicles, 1 Senior Life Center Van, and 4 heart monitors.

The Capital Improvement Program has been presented to council by fund and staff will seek approval of the program not later than December 2013.

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

Council authorized execution of an agreement with Jacobs to update the City of Lancaster Comprehensive Plan. This is a 3 year process. Council will receive an Economic State of the City related to the current market conditions, trends and opportunities in October.

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 in our community.

- 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 responded to 8 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 continue to create and implement efficient and effective marketing programs designed to solicit and secure the interest of the commercial, industrial, restaurant 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 2 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 22 retail and restaurant end users soliciting their evaluation of Lancaster as a future location for their businesses.

During the current reporting period, 35,230 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. The following table shows the payments for FY 2014:

Project	Payment Due	FY 14 Sponsor Payments
Project 1 (construction of new south apron, stub taxiway, connection taxi lane, and helicopter landing apron)	Oct 2, 2013	\$410,240
Project 2 (construction of new 12,000 gallon self-serve fuel farm and service road)	Oct 2, 2013	\$96,250
Project 3 (design/engineering of new terminal building with auto parking)	Nov/Dec 2013	~\$50,000
Project Totals for FY 2014:		\$556,490

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.

The men and women of the Lancaster Police Department take pride in serving the citizens of this community. The safety of all citizens and businesses in our community is our top priority. Lancaster Police Department community outreach initiatives include the following:

National Night Out

Lancaster Police Department is preparing for the 2013 National Night Out scheduled for Tuesday, October 1, 2013. Thus far, Pleasant Run Estates Phase II, Rosemont Apartments, Main Street and Homestead Community have registered to participate and local faith-based organizations are also being encouraged to plan an event. These functions are an excellent opportunity for the officers to get to know the citizens in the community and answer questions regarding crime prevention and personal safety tips in designated service areas.

Summertime Special Events

The Lancaster Police Department has been active and present at the following city-wide events: BSW Juneteenth Family Reunion, 4th of July Celebration and the Mayor/Superintendent Back to School Fair.

Community Partnerships

On Friday, August 9, 2013, Chief Larry Flatt, Assistant Chief M.C. Smith, and Fire Chief Thomas Griffith hosted a meeting with Lancaster ISD Police Chief McIntyre and principals from LISD campuses to discuss increased communication between both entities. Many areas of partnership were identified including youth crime prevention and reporting, social media monitoring efforts, fire prevention in schools and ongoing training and knowledge sharing between both entities.

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. The draft is currently being discussed with PID Boards for feedback prior to legal review and council consideration. 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.

3. Additional Considerations:

Lancaster Police Department Update

During the period of April 01, 2013 thru June 30, 2013, the Lancaster Police Department Patrol Division answered a total of 13,627 calls for service. This is an increase of 36.7% over last quarter. There were a total of 645 arrests made by officers during this time period, which is a decrease of 2% over last quarter. The department responded to 109 minor accidents and 81 major accidents in the city. There were a total of 143 burglaries reported, both residential and business, which is an increase of 14% over last quarter. Overall for the year, there is a decrease of 13% in burglaries from 2012 to 2013. There were 12 robberies reported which is an increase of 1% over last quarter. A total of 89 motor vehicle burglaries were reported which is an increase of 25% over last quarter. Overall for the year, there is a 19

decrease in motor vehicle burglaries from 2012 to 2013. DWI arrests are up by 22% over this same time period last year. During this past quarter, officers made 9 arrests for burglary of habitation, 4 for burglary of a vehicle and 4 for burglary of a business. The department will continue to implement proactive strategies to reduce property crimes within our community.

On June 28, 2013, three new Lancaster Police Officers graduated from the Dallas County Sheriff's Academy. They are Officers Manuel Camacho, Jr., Daniel M. Lemboris and Carlos A. Nava. These officers are currently beginning their 16 week field training program. We welcome these new officers to the Lancaster Police Department.

Parks Department

- On Saturday, April 13, 2013 we had the Mud Run Event at Bear Creek.
- On Saturday, April 20, 2013, we had Earth Day with Oncor. Oncor volunteers worked at Bear Creek mulching the trail, painting trash receptacles, and water sealing the wooden bridge.
- Adopt-A-Spot Volunteers picked up/cleaned nine adopted areas. The Symes Family joined us by adopting Houston School Rd. from Main to Parkerville Rd., and the Church of Christ of Cedar Valley adopted W. Wintergreen
- Baseball RBI Program.
- Airport Advisory Board on May 14, 2013 at the Pump Station.
- Juneteenth Event on Saturday, June 15, 2013.
- Eagle Scout, Kameron Henderson performed his Eagle Scout project at the Dog Park on June 7 and 8, 2013 with help from fellow scouts and family. They painted the pavilion and installed a split rail fence.

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 is included 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

Council will receive a presentation on the Street Pavement Management Program in October.

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.

- Bear Creek Family Camp Out – was held on April 6, 2013, 10:00 a.m. – April 7, 2013, 12:00 Noon. One hundred and four people attended the Family Camp Out. The families arrived excited, and adventurous. The children explored every facet of the Bear Creek Nature Park, looking at animal tracks, different plants, catching frogs, and identifying trees and plants that are native to this region of Texas. The Campers also played games, hiked through the woods and fished. Bear Creek provided the campers a way to connect with nature and an appreciation for nature and family time together. It also provided them with exercise of the whole body.
- Pet Vaccination Clinic held on April 27, 2013 at CVS Pharmacy for low cost pet vaccinations and information giveaway!
- Opened BSW Baseball Season with Pitch Hit & Run Competition. Event was sponsored by Warner Brothers Studios and the Texas Rangers.
- Opening Day of the City of Lancaster's RBI (Reviving Baseball in Inner Cities) Program. This program is a 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 RBI Program would like to thank Breon Dennis (Texas Rangers) and Susan Clarke (Warner Brothers Studios) for their support of the Lancaster RBI Program. Both were present for Opening Day. The Rangers have 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 city staff with a \$500 check and commemorative baseballs of their new movie "42" based on the life of Jackie Robinson.

- Cinco de Mayo Celebration - on Sunday, May 5, 2013 hundreds of people joined the City to celebrate Cinco de Mayo in style! Fiesta music, great food, and fun were at Lancaster Recreation Center. Several car clubs brought several of their showcase cars for the public. Bounce houses, face painting, and open swim were on hand for the kids and kids at heart.
- National Physical Fitness Month - Boy Scout, and Girls Scouts, were out on the nature trails of our neighbors at Bear Creek Nature Park on May 18, 2013. Hikers were equipped with hard shoes with tread and thick socks. Children under the age of 17 were accompanied by an adult. They brought plenty of water, healthy snacks, sunscreen, a love for nature and a positive attitude.

Lancaster Veterans Memorial Library

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

- Checked out 19,689 items to Library users including 47 eBooks.
- Added 650 items to the Library collection.
- Provided 630 Library cards to users.
- We had 22 people volunteer logging 255 hours.
- We held our annual Summer Reading Club and registered 239 children and teens.
- Provided 50 children's programs for 601 attendees - These programs included: Family Story Time, Toddler Time and Pajama Time Stories. In June 2013, Summer Reading Club programs included a live animal magic show, Lyndale the Literary Lion, a Chalk Talk Storyteller, a Fire truck program, Brothers "Gromm", a dinosaur puppet show with Paleo Maggie, and Zooniversity.
- Provided 25 adult programs for 400 attendees. Programs included "How to Download eBooks" Craft and Chat, our popular Knit and Crochet Group, and Genealogy Help.
- Provided an average of 705 Library users per month access to public computers.
- Thirty-seven computer classes were provided at the Library for 115 adults on the following topics: Using Ancestry.com, Intro to Twitter, Basic Computer and Internet, Excel Basics, PowerPoint, Mango Languages, Email Basics, Google Basics, ResumeMaker, Job & Career Accelerator. The most popular classes were Basic Computer and Internet skills.

- We started a weekly evening computer class on Tuesdays at 6:30pm entitled "Online Job & Career Resources".
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Submitted by:

Opal Mauldin Robertson, City Manager