



**NOTICE OF SPECIAL WORK SESSION AGENDA  
LANCASTER CITY COUNCIL  
JAMES R. WILLIAMS PUMP STATION  
TRAINING ROOM, 1999 JEFFERSON, LANCASTER, TEXAS**



**Monday, March 4, 2019 - 7:00 PM**

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**CALL TO ORDER**

1. Discuss and receive a presentation regarding FY 2019 projects completed by Youth Advisory Committee (YAC).
2. Discuss and receive an update on the Millbrook East Public Improvement District's solar light installation project.
3. Discuss and receive an update on the first quarter of Fiscal Year 2018/2019 for the operations and management of Countryview Golf Course.
4. Discuss and receive a presentation on the Quarterly Financial Report for the first quarter of FY 2018/2019 for the period ending December 31, 2018.
5. Discuss the report of City Council's Five Year Goals and Strategies established during the annual City Council Strategic Planning Session August 31 and September 1, 2018 for the first quarter of Fiscal Year 2018/2019.

**ADJOURNMENT**

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**EXECUTIVE SESSION:** The City Council reserve 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.

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**ACCESSIBILITY STATEMENT:** Meetings of the City Council are held in municipal facilities are 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.

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**PURSUANT TO SECTION 30.06 PENAL CODE (TRESPASS BY HOLDER WITH A CONCEALED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A CONCEALED HANDGUN.**

**CONFORME A LA SECCION 30.06 DEL CODIGO PENAL (TRASPASAR PORTANDO ARMAS DE FUEGO CON LICENCIA) PERSONAS CON LICENCIA BAJO DEL SUB-CAPITULO 411, CODIGO DEL GOBIERNO (LEY DE PORTAR ARMAS), NO DEBEN ENTRAR A ESTA PROPIEDAD PORTANDO UN ARMA DE FUEGO OCULTADA.**

**PURSUANT TO SECTION 30.07 PENAL CODE (TRESPASS BY HOLDER WITH AN OPENLY CARRIED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A**

HANDGUN THAT IS CARRIED OPENLY.

CONFORME A LA SECCION 30.07 DEL CODIGO PENAL (TRASPASAR PORTANDO ARMAS DE FUEGO AL AIRE LIBRE CON LICENCIA) PERSONAS CON LICENCIA BAJO DEL SUB-CAPITULO H, CAPITULO 411, CODIGO DE GOBIERNO (LEY DE PORTAR ARMAS), NO DEBEN ENTRAR A ESTA PROPIEDAD PORTANDO UN ARMA DE FUEGO AL AIRE LIBRE.

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**Certificate**

**I hereby certify the above Notice of Meeting was posted at the Lancaster City Hall on March 1, 2019 @ 5:00 p.m. and copies thereof were provided to the Mayor, Mayor Pro-Tempore, Deputy Mayor Pro-Tempore and Council members.**



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Sorangel O. Arenas  
City Secretary

## LANCASTER CITY COUNCIL

### City Council Special Work Session

1.

**Meeting Date:** 03/04/2019

**Policy Statement:** This request supports the City Council 2018-2019 Policy Agenda

**Goal(s):** Healthy, Safe & Engaged Community

**Submitted by:** Sean Johnson, Managing Director of Quality of Life and Cultural Services

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#### **Agenda Caption:**

Discuss and receive a presentation regarding FY 2019 projects completed by Youth Advisory Committee (YAC).

#### **Background:**

As prescribed in the City Council rules and procedures as amended September 2016, Section D. City Council Agenda Process, Subsection 1. b. Councilmember Nina Morris requested that an item be placed on a work session agenda in March of each year for the purpose of receiving a presentation from the Youth Advisory Committee (YAC).

#### **Operational Considerations:**

City Council established a YAC for the purpose of seeking the input of its youth on municipal government issues, serving in an advisory capacity to evaluate relevant issues, and report to the City Council. The staff liaison and YAC members will provide an update on projects that have taken place and future initiatives, as well as discuss the process of becoming a member and its benefits.

Updates on activities presented will include the following:

1. Texas Municipal League 2019 Youth Advisory Committee Summit
2. TRAPS 86th Legislative Platform - Parks Day at the Capitol "Walk The Halls" event opposing Texas 86th Legislative Session Unfunded Mandates and securing Sporting Good Sales Tax to remain in the TPWD funding pools.
3. 2018/2019 Fiscal Year Projects and future planned initiatives

## LANCASTER CITY COUNCIL

### City Council Special Work Session

2.

**Meeting Date:** 03/04/2019

**Policy Statement:** This request supports the City Council 2018-2019 Policy Agenda

**Goal(s):** Sound Infrastructure

**Submitted by:** Rona Stringfellow, Deputy City Manager

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#### **Agenda Caption:**

Discuss and receive an update on the Millbrook East Public Improvement District's solar light installation project.

#### **Background:**

As prescribed in the City Council rules and procedures as amended September 2016, Section D. City Council Agenda Process, Subsection 1. b. Councilmember Racheal Hill requested that an item be placed on a worksession agenda to discuss the Millbrook East Public Improvement District's creative solution to provide additional lighting in their existing subdivision.

Staff will provide a brief update on the Millbrook East Public Improvement District's installation of their solar lighting project.

## LANCASTER CITY COUNCIL

### City Council Special Work Session

3.

**Meeting Date:** 03/04/2019

**Policy Statement:** This request supports the City Council 2018-2019 Policy Agenda

**Goal(s):** Financially Sound City Government

**Submitted by:** Rona Stringfellow, Deputy City Manager

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#### **Agenda Caption:**

Discuss and receive an update on the first quarter of Fiscal Year 2018/2019 for the operations and management of Countryview Golf Course.

#### **Background:**

The City Manager's Office began oversight of the process and created a transition team to ensure operations at the golf course remain uninterrupted. On November 1, 2017, the City entered into a short-term management agreement (November 1, 2017 through December 31, 2017) with Touchstone Golf, LLC to oversee the operations at the Country View Golf Course. During this time, Touchstone evaluated operations, the facility, and other items based upon their industry experience to determine next steps.

On January 8, 2018, City Council received a presentation on findings of operations. Staff recommended the City extend the term of the Touchstone Golf, LLC agreement to provide a more comprehensive plan following a full season of golf.

On January 29, 2018, the City Council approved the extended management agreement with Touchstone Golf, LLC and directed staff to provide an update on golf course operations quarterly.

City Council has received presentations regarding course operations and financials on April 16 and 23, 2018. City Council amended the golf fund budget on May 7, 2018. This is the requested quarterly update on operations.

#### **Attachments**

Country View First Quarter Update

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# **Fiscal Year 2018-2019**

## **Country View Golf Club First Quarter Update**

### **October 1, 2018 - December 31, 2018**

#### **Course**

- Pre-Emerge applied; for the prevention of weeds and to extend the health of the Bermuda Grass
- No Poa on the greens; Poa is a type of invasive weed
- Received the new cart fleet (65 carts total)

#### **Tournaments**

- \$9,557 in Tournament Revenue; 7 tournaments total, including the monthly scramble
- Country View Scramble growing with each event; held monthly

#### **Private Events**

- \$10,635 Private Event Revenue
- 7 December Holiday Events
- Private event leads coming in daily

#### **Shop**

- Merchandise Sales increased 31%

#### **Rounds**

- October – 1,171 Rounds Played
- November – 1,213 Rounds Played
- December – 797 Rounds Played
- Rounds Totals – 3,181 Rounds Played

#### **Food & Beverage**

- Over \$11.6 thousand in food and beverage sales
- Hired additional staff to streamline the process of both Private Events and Food and Beverages; 4 new hires total

#### **Members**

- 77 Members & 196 Players Cards
- Member Dues - \$5696.89

## LANCASTER CITY COUNCIL

### City Council Special Work Session

4.

**Meeting Date:** 03/04/2019

**Policy Statement:** This request supports the City Council 2018-2019 Policy Agenda

**Goal(s):** Financially Sound City Government

**Submitted by:** Baron Sauls, Director of Finance

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#### **Agenda Caption:**

Discuss and receive a presentation on the Quarterly Financial Report for the first quarter of FY 2018/2019 for the period ending December 31, 2018.

#### **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 first quarter of fiscal year 2018/2019; October 1, 2018 through December 31, 2018. The reports will be distributed, presented and reviewed during the work session.

## LANCASTER CITY COUNCIL

### City Council Special Work Session

5.

**Meeting Date:** 03/04/2019

**Policy Statement:** This request supports the City Council 2018-2019 Policy Agenda

**Goal(s):**  
Effective Municipal Operations  
Financially Sound City Government  
Healthy, Safe & Engaged Community  
Sound Infrastructure  
Quality Development  
Professional and Committed City Workforce

**Submitted by:** Opal Mauldin-Jones, City Manager

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#### **Agenda Caption:**

Discuss the report of City Council's Five Year Goals and Strategies established during the annual City Council Strategic Planning Session August 31 and September 1, 2018 for the first quarter of Fiscal Year 2018/2019.

#### **Background:**

City Council conducted an annual Strategic Planning Session August 31 and September 1, 2018. This report represents activity for the first quarter of Fiscal Year 2018/2019 (October 1, 2018 thru December 30, 2018). This is a review of the implementation and progress on strategies and initiatives outlined in the 2018/2019 strategic plan and how said strategies connect to continued progress toward the realization of the Vision.

#### **Attachments**

First Quarterly Update FY18/19

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# **Fiscal Year 2018-2019**

## **First Quarter Update**

### **October 1, 2018 - December 31, 2018**

#### **Financially Sound Government**

***The City has a long-range financial plan and prudent fiscal policies and processes. Appropriate reserve levels and a competitive tax rate ensures the needs of the community and responsibly manages its debt.***

Traditional Stars Award – Staff completed and submitted to Texas Comptroller for the Traditional Stars Award in December 2018.

#### **Quality Development**

***The City encourages high quality, diverse housing, commercial and retail development and public facilities. Policies encourage sustainable building practices, conservation and the use of alternative energy sources.***

1. Continue design and development of new City Hall - Downtown TIF; Implementation of Tax Increment Finance District (TIF's) for Key Growth Areas – Staff met with the consultant in December 2018 to discuss project scope and provide locational information on the proposed TIF area. Staff has a meeting scheduled during the first week of March to discuss the next steps in the process of establishing the TIF.

Staff presented an update to the City Council regarding City Hall at the December 2018 City Council Special work session. At that time, Council requested additional information on infrastructure and funding options as a next step.

2. Continue Economic Development Strategic Plan - The Economic Development Strategic plan was presented in December 2018 and adopted in January 2019.
3. Establish and implement revitalization incentives for existing commercial and retail centers - Staff is researching and an update will be provided to Council by the 3<sup>rd</sup> quarter of 2019.
4. Ensure Development Codes and Comprehensive Plan encourages the development of Estate style and/or Gated Communities – Staff continues to review the Lancaster Development Code and the Comprehensive Plan to encourage diversified housing options.
5. Adopt Xeriscape amendments to the Lancaster Development Code (LDC), Code of Ordinances and/or applicable development regulations – Council approved an amendment to the Lancaster Development code in November 2018 to allow for the Landscape Regulations and Standards to make a Xeriscape landscaping subsection more comprehensive through Xeriscape landscaping principles and a list of approved Xeriscape plant species.
6. Implement the Comprehensive Plan Update – In progress through ordinance, development code and master plan updates and amendments.
7. Review and update the following plans: Campus District, Historic District, Downtown District, LanPort District, Medical District, Mills Branch Overlay District, Master Thoroughfare, Hike & Bike Trail, Stormwater Master Plan, Water & Wastewater Master Plan, Streetscape Master Plan, IH-35 Corridor -

## PROJECT STATUS

<u>PROJECT NAME</u>	<u>ASSIGNED STAFF</u>	<u>TENTATIVE TIME LINE</u>
Downtown TIF	Underway	3 <sup>rd</sup> Quarter 2019
Campus District TIF	Underway	3 <sup>rd</sup> Quarter 2019
Water, Waste Water & Master Thoroughfare Plan - Mater Plan Update	Contract Awarded to Freese & Nichols - Update Underway	3 <sup>rd</sup> Quarter 2019
Parks, Open Space & Recreation Master Plan Update	Contract Awarded to Dunaway Associate - Update Underway	December 2019 (Estimated Completion)
Hike & Bike Master Plan Update	Contract Awarded to Dunaway Associate - Update Underway	August 2019 (Estimated Completion)
Streetscape Master Plan Update	Contract Award to Half Associates - Update Underway	November 2019 (Estimated Completion)
Loop 9 Corridor Study	Staff Is Scheduled to Meet With TxDOT In Preparation For The Corridor Study	May 2019 (CC Work Session)
1-35 Corridor Study	Underway	May 2019 (CC Work Session)

8. Create "High-End Friendly" Development Codes - Consider new low density zoning category (SF 2, 3) - Council had a work session in December 2018. Consideration is scheduled for March 2019.
9. Market to high-end developers - The Economic Development Department hosted a Developer's luncheon on November 13, 2018. Staff continues to market to high end residential and commercial developers through direct mail, conferences and introductory meetings.
10. Conduct a Hotel Feasibility Study and recruit a new Hotel - Staff identified the Campus District as a strategic location and engaged Prospectus.com to conduct a full feasibility study. The study will conduct a market area analysis, lodging market analysis, and identify hotel types and brands that fit within the analysis.
11. Implement Land Bank Policy - The Land Bank Policy was adopted in February 2019. This policy is an economic development tool that is available to the City in efforts to incentivize development and/or redevelopment within the City.

## Code Compliance:

### Illegal Dumping Cases by the Code Compliance Team

ID #	Short Address	Case Start Date
18-03577	1300 BEAR CREEK Rd.	10/10/2018
18-03578	212 S I-35E Suite # 101	10/10/2018
18-03579	1402 N I-35E	10/10/2018
18-03580	2655 PARKERVILLE Rd.	10/10/2018
18-03581	620 W PLEASANT RUN Rd.	10/11/2018
18-03582	1000 BEAR CREEK Rd.	10/12/2018
18-03605	510 E PLEASANT RUN Rd.	10/16/2018
18-03611	320 S STEWART St.	10/18/2018
18-03633	2141 BEAR CREEK Rd.	10/25/2018
18-03634	1425 N DALLAS AVE	10/25/2018
18-03635	995 W Beltline	10/25/2018
18-03740	1616 N I-35E	10/25/2018
18-03742	2100 W MAIN St.	10/25/2018
18-03743	2655 PARKERVILLE Rd.	10/25/2018
18-03787	1246 APRIL SHOWERS Ln.	10/26/2018
18-03789	1333 W WINTERGREEN Rd.	10/26/2018
18-03826	500 OLD RED OAK Rd.	11/05/2018
18-03827	246 E FIRST St.	11/05/2018
18-03828	412 OLD RED OAK Rd.	11/08/2018
18-03829	242 OLD RED OAK Rd.	11/08/2018
18-03852	2005 CORNELL Rd.	11/09/2018
18-03954	2005 CORNELL Rd.	11/09/2018
18-03955	2924 OCEAN Dr.	11/09/2018
18-03956	622 ROLLING MEADOWS Dr.	11/09/2018
18-03992	1800 N LANCASTER HUTCHINS	11/13/2018
18-03989	1800 S I-35E	12/13/2018
18-03990	1000 S I-35E	12/13/2018
18-03991	2539 BALOMEDE Ave. Suite # 5	12/13/2018

18-03993	636 MISSION Ln.	12/18/2018
18-03994	790 S I-35E	12/27/2018
18-03995	1480 N I-35E	12/27/2018
18-03996	3335 SPRINGFIELD Ave.	12/27/2018
18-03997	2737 PARKERVILLE Rd.	12/27/2018
18-03998	200 S HOUSTON SCHOOL Rd.	12/27/2018
18-03999	2000 W MAIN St.	12/27/2018

**TOTALS:**

Total Cases:

37

### Commercial Code Compliance Cases

Business	Address	Violation	Action taken	Status
HARGROVE WP,CLYDE	2401 BELTLINE	HIGH GRASS COMMERCIAL	10/01/18 NOTICE SENT	ABATED OWNER 10/15/18
HARGROVE WP,CLYDE	2410 BELTLINE	HIGH GRASS COMMERCIAL	10/01/18 NOTICE SENT	ABATED OWNER 10/15/18
HOUSTON SCHOOL RETAIL LTD	2500 BELTLINE	HIGH GRASS COMMERCIAL	10/01/18 NOTICE SENT	ABATED OWNER 10/18/18
LANCASTER MILLS LP	601 W BELTLINE	HIGH GRASS COMMERCIAL	10/05/18 NOTICE SENT	ABATED OWNER 10/22/18
TEXAS ATLAS /INV /INC	2810 DANIEL DALE	HIGH GRASS/ IMPROPER STORAGE	10/08/18 NOTICE SENT	ABATED OWNER 10/29/18
KNIGHTS OF PYTHIAS CO	323 N LANCASTER HUTCHINS	HIGH GRASS WEEDS /TRASH LITTER	10/05/18 NOTICE SENT	ABATED CITY CODE
MARIA VARGAS	501 E.SECOND	HIGH GRASS WEEDS COMMERCIAL	10/05/18 NOTICE SENT	ABATED OWNER 10/22/18
JEFFRY D HAHN	2501 N.DALLAS	HIGH GRASS WEEDS COMMERCIAL	10/08/18 NOTICE SENT	ABATED OWNER 10/23/18
ARK YORK CORP	2601 N DALLAS	HIGH GRASS WEEDS COMMERCIAL	10/08/18 NOTICE SENT	ABATED OWNER 10/23/18
DALLAS TEACHERS CREDIT	100 REA	HIGH GRASS COMMERCIAL	10/10/18 NOTICE SENT	ABATED CODE TEC 10/23/18
DALLAS TEACHERS CREDIT	100 REA	HIGH GRASS COMMERCIAL	ABATED 11/20/18	BILLED TO OWNER
ASIM&ADNAN INV/INC	3215 W PLEASANT RUN	HIGH GRASS COMMERCIAL	10/29/18 NOTICE SENT	ABATED OWNER 11/05/18
LANCASTER PLAZA INC	1009 W PLEASANT RUN	HIGH GRASS COMMERCIAL	10/29/18 NOTICE SENT	ABATED OWNER 11/05/18
MR.JIMS PIZZA	1009 W PLEASANT RUN	HIGH GRASS LITTER TRASH COMMERCIAL	11/01/18 NOTICE SENT	ABATED OWNER 11/05/18
ROBERT D BLACK	3207 BELVEDERE	HIGH GRASS WEEDS COMMERCIAL	11/07/18 NOTICE SENT	ABATED BY CODE 12/12/18
ROBERT D BLACK	3207 BELVEDERE	HIGH GRASS WEEDS COMMERCIAL	11/07/18 NOTICE SENT	ABATED BY CODE 12/12/18
JOSE CRUZ GALLEG0	3108 BELVEDERE	HIGH GRASS TRASH LITTER COMMERCIAL	11/07/18 NOTICE SENT	ABATED BY CODE 12/12/18
JONNY BAKER	3214 BELVEDERE	HIGH GRASS TRASH LITTER COMMERCIAL	11/12/18 NOTICE SENT	ABATED OWNER 11/28/18
IMPERIUM GLOBAL MGT	2514 SHERWOOD	HIGH GRASS TRASH LITTER COMMERCIAL	11/07/18 NOTICE SENT	12/26/18 ABATED CODE

STATE OF TEXAS	2540 SHERWOOD	HIGH GRASS COMMERCIAL	11/26/18 NOTICE SENT	12/26/18 ABATED CODE
STEVEN WILSON	3112 BELVEDERE	HIGH GRASS COMMERCIAL	11/19/18 NOTICE SENT	12/26/18 ABATED OWNER
STEVEN WILSON	3116 BELVEDERE	HIGH GRASS COMMERCIAL	11/19/18 NOTICE SENT	12/26/18 ABATED OWNER
LANCASTER JV LLC	3241 W WINTERGREEN	HIGH GRASS COMMERCIAL	11/28/18 NOTICE SENT	12/26/18 ABATED CODE
ALG TRANSPORT	2534 BALOMEDE	HIGH GRASS WEEDS COMMERCIAL	11/28/18 NOTICE SENT	12/26/18 ABATED CODE
ALG TRANSPORT	2530 BALOMEDE	HIGH GRASS WEEDS COMMERCIAL	11/28/18 NOTICE SENT	12/26/18 ABATED CODE
LELIA MCNUTT	2522 BALOMEDE	HIGH GRASS WEEDS COMMERCIAL	12/28/18 NOTICE SENT	12/26/18 ABATED CODE
FOUR A'S REALTY	729 PLEASANT RUN	HIGH GRASS WEEDS COMMERCIAL	11/29/18 NOTICE SENT	12/30/18 ABATED OWNER
T&A LANCASTER REALTY	2500 HOUSTON SCHOOL	HIGH GRASS WEEDS COMMERCIAL	12/03/18 NOTICE SENT	12/18/18 ABATED OWNER
D REALTY INVESTMENTS	900 JEFFERSON	HIGH GRASS WEEDS COMMERCIAL	12/14/18 NOTICE SENT	12/28/18 ABATED OWNER
ARK YORK CORP	2601 N DALLAS	TRASH LITTER HIGH GRASS WEEDS	10/08/18/18 NOTICE SENT	10/29/18 ABATED OWNER
JEFFRY D HAHN	2501 DALLAS	TRASH LITTER HIGH GRASS WEEDS	10/08/18 NOTICE SENT	10/29/18 ABATED OWNER
ERIC ELDERS	106 DALLAS	TRASH LITTER HIGH GRASS WEEDS	11/07/18 ABATED CODE TEC	LIEN FILED
ARCK YORK/WHIP IN STO	2601 DALLAS	TRASH LITTER HIGH GRASS WEEDS	10/01/18/NOTICE BY HAND	10/16/18 ABATED OWNER
DAI NANCY MI	1300 W MAIN	TRASH LITTER HIGH GRASS WEEDS	10/01/18 NOTICE SENT	10/16/18 ABATED OWNER
AVITAL PLEASANT RUN LL	630 W PLEASANT RUN	TRASH LITTER HIGH GRASS WEEDS	10/20/18 NOTICE SENT	10/30/18 ABATED CODE
ROBIN BUREL	208 W PARK PLACE	TRASH LITTER HIGH GRASS WEEDS	10/20/18 NOTICE SENT	10/30/18 ABATED OWNER
AUDAX INTERPRISE LLC	2705 DALLAS	HIGH GRASS WEEDS COMMERCIAL	10/29/18 NOTICE SENT	11/05/18 ABATED OWNER
ZJES CORP	1220 DALLAS	HIGH GRASS WEEDS COMMERCIAL	10/29/18 NOTICE SENT	11/05/18 ABATED OWNER
AVITAL PLEASANT RUN LL	101 HOUSTON SCHOOL	HIGH GRASS WEEDS COMMERCIAL	10/29/18 NOTICE SENT	11/21/18 ABATED OWNER
1622 MARKET CENTRAL L	3334 N I-35 STE 200	HIGH GRASS WEEDS COMMERCIAL	10/30/18 NOTICE SENT	11/05/18 ABATED OWNER
BENEFICIAL TAX SERVICE	1002 DALLSAS	TRASH LITTER	10/30/18 NOTICE SENT	11/15/18 ABATED OWNER
BENEFICIAL TAX SERVICE	3334 N I-35 STE 100	HIGH GRASS WEEDS COMMERCIAL	10/30/18 NOTICE SENT	11/15/18 ABATED OWNER
HOUSTON SCHOOL RETAI	2500 BELTLINE	HIGH GRASS WEEDS COMMERCIAL	11/05/18 NOTICE SENT OWNER	11/19/18 ABATED OWNER
HARGROVE WP,CLYDE LP	2410 BELTLINE	HIGH GRASS WEEDS COMMERCIAL	11/05/18 NOTICE SENT OWNER	11/19/18 ABATED OWNER
CAPGROW HOLDINGS	2249 BELT LINE	HIGH GRASS WEEDS COMMERCIAL	11/05/18 NOTICE SENT OWNER	11/19/18 ABATED OWNER
MARKET CENTER LLC	3334 I-35	VERBAL WARNING	11/08/18 VERBAL WARNING	11/15/18 ABATED OWNER
DLH MASTER LAND	1421 LANCASTER HUTCHINS	HIGH GRASS WEEDS	11/08/18 NOTICE REISSUED	11/29/18 ABATED

HOLDINGS		COMMERCIAL		OWNER
SUSTIA CARLOSE	702 PLEASANT RUN	TRASH LITTER	11/08/18 VERBAL WARNING	11/15/18 ABATED OWNER
HILL TOP DEVELOPMENT	2111 INDUSTRIAL	HIGH GRASS WEEDS COMMERCIAL	11/08/18 NOTICE HAND DEL	11/15/18 ABATED OWNER
CITY OF DALLAS	341 TELEPHONE	HIGH GRASS WEEDS COMMERCIAL	11/08/18 NOTICE SENT MAIL	11/15/18 ABATED OWNER
CITY OF DALLAS	341 TELEPHONE	HIGH GRASS WEEDS COMMERCIAL	11/08/18 NOTICE SENT MAIL	11/15/18 ABATED OWNER
DSB II LLC ONE	3601 N DALLAS	HIGH GRASS WEEDS COMMERCIAL	11/18/18 NOTICE SENT MAIL	11/29/18 ABATED OWNER
SC TEXAS LAND	1441 PLEASANT RUN	HIGH GRASS WEEDS COMMERCIAL	11/20/18 NOTICE SENT	12/30/18 ABATED OWNER
MARGIE R HORN	110 E.TELEPHONE	OUTDOOR STORAGE TRASH DUMPING	11/20/18 NOTICE SENT	IN PROGRESS EXTENSION TIME
TIRE KING	1416 N I-35	OUTDOOR STORAGE TRASH DUMPING	11/26/18 CITATION ISSUED	FTA IN COURT
TIRE KING	1416 N I-35	COMMERCIAL FENCING VIOLATION	11/26/18 CITATION ISSUED	FTA IN COURT
RIVA OUTLET DISCOUNT	1450 PLEASANT RUN STE108	OUTDOOR STORAGE TRASH DUMPING	11/26/18 CITATION ISSUED	FTA IN COURT
RICHARD BUFORD	1445 PLEASANT RUN	TRASH LITTER	11/26/18 CITATION ISSUED	COURT POSTPONE 3/30/19
LEE FAMILY TRUST	1507 W PLEASANT RUN	BRUSH ACCUMILATION	12/10/19 NOTICE SENT MAIL	ABATED OWNER 01/10/19
LEE FAMILY TRUST	1507 W PLEASANT RUN	OUTDOOR STORAGE TRASH DUMPING	12/10/18 NOTICE ISSUED MAIL	ABATED OWNER 01/10/19
POLARIS PROPERTY MANAGEMENT	1445 PLEASANT RUN	NO DUMPSTER ENCLOSURE	12/10/18 NOTICE SENT	EXTENSION
ABDUL KLALIB	1095 PLEASANT RUN	OUTDOOR STORAGE TRASH DUMPING	12/10/18 NOTICE SENT	ABATED OWNER 01/10/19
KENNETH EASON	710 PLEASANT RUN	NO DUMPSTER ENCLOSURE	12/10/18 NOTICE SENT	ABATED OWNER 01/10/19
KENNETH EASON	710 PLEASANT RUN	COMMERCIAL FENCING VIOLATION	12/10/18 NOTICE SENT	ABATED OWNER 01/10/19
G&R PTNRS	1426 IDLEWILD	HIGH GRASS WEEDS COMMERCIAL	12/14/18 NOTICE SENT	PENDING CODE ABATEMENT
G&R PTNRS	1434 IDLEWILD	HIGH GRASS WEEDS COMMERCIAL	12/14/18 NOTICE SENT	PENDING CODE ABATEMENT
G&R PTNRS	1440 IDLEWILD	HIGH GRASS WEEDS COMMERCIAL	12/14/18 NOTICE SENT	PENDING CODE ABATEMENT
HENRY ROXIE	197 HISTORIC TOWN SQUARE	OVERHANG EXTENSION REPAIR	12/14/18 NOTICE SENT	PENDING CITATION
JACOB CHIRAYATH	631 PLEASANT RUN	BRUSH ACCUMILATION	11-29-18 NOTICE SENT	CLEARED OWNER 01-10-19
JACOB CHIRAYATH	631 PLEASANT RUN	I.P.M.C. PAINT AND COATINGS	11-29-18 NOTICE SENT	30 DAY EXTENSION
JACOB CHIRAYATH	631 PLEASANT RUN	I.P.M.C. BUILDING OVERHANG	11-29-18 NOTICE SENT	30 DAY EXTENSION
M.J. BEAUTY SUPPLY	207 PLEASANT RUN	IMPROPER OUTSIDE STORAGE	11-29-18 NOTICE SENT	12-10-18 OWNER ABATED
M.J. BEAUTY SUPPLY	207 PLEASANT RUN	DUMPSTER ENCLOSURE BROKEN FALLING	11-29-18 NOTICE SENT	12-10-18 OWNER ABATED
OK FOOD MART	701 PLEASANT RUN	DUMPSTER	11-29-18 NOTICE SENT	PENDING

		ENCLOSURE BROKEN FALLING		CITATION
OK FOOD MART	701 PLEASANT RUN	IMPROPER OUTSIDE STORAGE TRASH	11-29-18 NOTICE SENT	ABATED OWNER 01/10/19
FARMERS MARKET	729 PLEASANT RUN	IMPROPER OUTSIDE STORAGE TRASH	11-29-18 NOTICE SENT	ABATED OWNER 01/10/19
FARMERS MARKET	729 PLEASANT RUN	HIGH GRASS WEEDS COMMERCIAL	11-29-18 NOTICE SENT	ABATED OWNER 01/10/19
FARMERS MARKET	729 PLEASANT RUN	OVERHANGING TREE LIMBS	11-29-18 NOTICE SENT	ABATED OWNER 01/10/19
HJ SYSTEMS	2286 PLEASANT RUN	FENCE BROKEN MISSING PIECES	11-29-18 NOTICE SENT	ABATED OWNER 01/10/19
POLARIS PROPERTY MANAGEMENT	1445 PLEASANT RUN	DUMPSTER ENCLOSURE BROKEN FALLING	12-03-18 NOTICE SENT	PENDING CITATION
WALGREENS	2286 PLEASANT RUN	NO BUILDING NUMBERS	12-03-18 NOTICE SENT	ABATED OWNER 01/10/19
WALGREENS	2286 PLEASANT RUN	BRUSH ACCUMILATION	12-03-18 NOTICE SENT	ABATED OWNER 01/10/19
WAFFEL HOUSE # 136	1416 N I-35	DUMPSTER VIOLATION	12-03-18 NOTICE SENT	ABATED OWNER 01/10/19
CITY TRENDS	1450 PLEASANT RUN	DUMPSTER VIOLATION	VERBAL WARNING 12-29-18	ABATED STORE MANAGER

**Healthy, Safe, & Engaged Community**

***Lancaster is a place where we embrace public safety and compassionate enforcement in our neighborhoods to sustain vibrant residential and business communities. The community celebrates unity and participates in citywide events, recreational and cultural activities. Residents have opportunities for involvement in civic life through boards and commissions, youth and parent volunteer opportunities in recreation, sports teams, City elections, Civic Academies, Schools and citywide celebrations.***

1. Update to the Parks and Open Space Master Plan is underway. In December 2018, City Council received a presentation from Dunaway Associates, regarding their approach and strategy for updating the plan. Council approved the contract January 2019. Estimated completion March 2020.
2. Develop an expanded community health initiative - Staff continues to meet with regional and county health partners through the Best Southwest Partnership Healthcare Committee and the Dallas Healthy Start CAN (Community Action Network). In addition to various events focused on health and wellness, staff is seeking to identify information and strategies to address the key conditions identified by the health study prepared by the BSW partnership health care committee.
3. Expand the business retention and expansion programs (BREP) - A visit was made to BILCO Brick in November 2018. The next visit will be with PepsiCo Quaker in March 2019. These visits allow for direct interpersonal interaction between the businesses and local government officials, to discuss specific issues. The BREP program officially engaged four businesses annually. This program will engage six businesses in FY2019. In an effort to keep the BREP visits in the front of mind of businesses, staff is scheduling the visits within 30 days from initial contact with the business. Upcoming BREP meetings will include Sitco, Home Depot, BrassCraft, and Electrolux.
4. Revise Boards and Commissions criteria to ensure engagement quarterly - Board and Commission policy was updated in December 2018.

5. Establish a program for short-term rentals - City Council adopted an ordinance to establish a program for short term rentals in November of 2018.
6. Enhance communication with faith-based community - Staff is in process of updating the list of church and religious institutions within the City and identifying points of contact. We are continuing partnership with LIMA for National Day of Prayer. Staff members continue to attend LIMA meetings.

#### Turkey Bowl/Turkey Shootout

In November 2018, the City of Lancaster hosted the Annual Turkey Bowl/Turkey Shootout at the Lancaster Recreation Center. Through collaboration with the Faith- Based Community (LIMA *Lancaster Interdenominational Ministerial Alliance*) the Quality of Life and Cultural Services Department and Public Safety partnered together for a basketball tournament “Public Safety vs. Pastors” to promote community engagement and positive interaction between citizens and public safety officers.

7. Senior Cares Initiative - Staff has conducted significant research and will provide an update at a future work session to highlight expanded services.

Senior members were presented with several educational opportunities this quarter. They participated in the educational programs, “Self Defense for Seniors”, “Medicare Wheel of Fortune”, and “Lower Your Sodium – It Will Save Your Life.”

The seniors were presented with several health-screening opportunities this quarter. This included monthly blood pressure and blood glucose checks provided by Crescent Medical Center Lancaster and area nursing/medical students.

Senior members participated in several outings this quarter including the State Fair of Texas, the Texas Winds Musical, the 3<sup>rd</sup> Annual Stroke Survivors and Caregivers Conference, and the Living Life Exposition, hosted by the Greater Community Council / Dallas Area Agency on Aging (DAAA).

#### Annual Senior Fall Festival

On October 10, 2018, senior members participated in the Annual Senior Fall Festival which included music, pumpkin walk, pumpkin ring toss, an autumn-themed word search, pumpkin painting, photo drops and pumpkin bowling. Prizes were awarded and light refreshments and treats were served.

#### 10<sup>th</sup> Annual Senior Thanksgiving Luncheon

On November 8, 2018, over 100 members and guests kicked off the holiday season with the 10<sup>th</sup> Annual Senior Thanksgiving Luncheon. Participants enjoyed a traditional Thanksgiving meal served by City officials, department heads, numerous members of the Lancaster Fire and Lancaster Police Departments respectfully. The program was filled with entertainment, music, laughter, reflections from peers, fun and fellowship.

#### Veterans Day Program

On November 9, 2018, senior adults actively participated in senior programming in which veterans were honored during the “Veterans Day” program. Veterans shared their personal testimonies and experiences, and described the impact service to their country had on them and their families, both positive and less positive.

#### 10<sup>th</sup> Anniversary Celebration and Christmas Legacy Ball

On December 7, 2018, senior members and their guests celebrated the 10th anniversary of the Senior Life Center and the Annual Christmas Legacy Ball. Lancaster ISD students escorted members and their guests down the red carpet entrance as they took photos. Entertainment included nationally recognized comedian, Shed G, a DJ, dancing, photographs and door prizes.



8. Review and consider outreach for animal shelter - In December 2018 staff visited with the management team at Operation Kindness to discuss partnership opportunities that would allow them to get animals from the Lancaster Animal Shelter, and discussed various avenues used to promote animal adoptions in their jurisdiction.

A veterinary services RFP was issued in February 2019 seeking to establish partnership with a veterinarian to enhance services such as spay/neuter and vaccination for those adopting animals through the shelter.

9. Police Department Update

Crime prevention and deterrence is a primary objective of the police department. Overall, we are seeing decreases in several offense categories that we believe is a result of some aggressive proactive measures including a robbery detail, increased traffic enforcement and officer initiated close patrol of neighborhoods based on visible activity.

In a continued effort to be more transparent and hold all of our officers accountable, the Lancaster Police Department policies have been published. These policies are recognized by the Texas Police Chief Association Best Practices and further enhances our ability to serve our community and keep Lancaster a safe and vibrant community.”

<b>OFFENSES</b>				
	<b>4Q</b>	<b>1Q</b>	<b>UP/DOWN</b>	<b>%</b>
<b>Assault</b>	100	78	-22	-22.00%
<b>Burglary Building</b>	11	9	-2	-18.18%
<b>Burglary Habitation</b>	23	28	5	21.74%
<b>Burglary Vehicle</b>	51	30	-21	-41.18%
<b>Criminal Mischief</b>	57	43	-14	-24.56%
<b>Drug Crimes</b>	69	65	-4	-5.80%
<b>DWI</b>	10	5	-5	-50.00%
<b>Financial Crimes</b>	30	27	-3	-10.00%
<b>Information Report</b>	338	402	64	18.93%
<b>Mental Evaluations</b>	55	42	-13	-23.64%
<b>Murder</b>	0	1	1	100%
<b>Robbery</b>	11	16	5	45.45%
<b>Runaways</b>	12	13	1	8.33%
<b>Sex Assault</b>	1	7	6	600.00%
<b>Theft</b>	150	124	-26	-17.33%
<b>UUMV</b>	39	55	16	41.03%
<b>ARREST</b>				
	<b>4Q</b>	<b>1Q</b>	<b>UP/DOWN</b>	<b>%</b>
<b>Arrest</b>	544	525	-19	-3.49%
<b>CALLS FOR SERVICE</b>				
	<b>4Q</b>	<b>1Q</b>	<b>UP/DOWN</b>	<b>%</b>

<b>Total Calls</b>	17374	17095	-279	-1.61%
<b>Close Patrols</b>	5294	5703	409	7.73%
<b>House Check Request</b>	24	25	1	4.17%
<b>House Check Calls</b>	239	171	-68	-28.45%
<b>PATROL</b>				
	<b>4Q</b>	<b>1Q</b>	<b>UP/DOWN</b>	<b>%</b>
<b>Traffic Stops</b>	4259	4071	-188	-4.41%
<b>Field Contacts</b>	173	199	26	15.03%
<b>WARRANTS</b>				
	<b>4Q</b>	<b>1Q</b>	<b>UP/DOWN</b>	<b>%</b>
<b>New Felony</b>	33	49	16	48.48%
<b>New Misdemeanor</b>	60	41	-19	-31.67%
<b>New Warrants Total</b>	93	90	-3	-3.23%
<b>Warrants Served</b>	33	42	9	27.27%
<b>ACCIDENTS</b>				
	<b>4Q</b>	<b>1Q</b>	<b>UP/DOWN</b>	<b>%</b>
<b>Total Accidents</b>	168	181	13	7.74%

## 10. Fire Department Update

### Fire Prevention:

The Fire Marshal's office, with the assistance of on-duty shift personnel have installed 55 smoke detectors this quarter. A priority has been to fill requests the same day that they have been received and to observe the absence of smoke detectors while making emergency calls to residents.

### Emergency Medical Services:

The Fire Department has responded to 1,052 rescue and emergency medical calls this quarter.

### Total Life Extending Aid: 390

This is a count of all calls in the reporting period where the response by the Lancaster Fire Department extended the life of the person.

### Reported Fires:

Total Fire Calls – 44 or 2.86% of Incidents

The Fire Department responded to 2698 total responses, this is every time the wheels roll on a piece of fire suppression of EMS equipment responding to a call.

## 11. Municipal Court Update

The first quarter of FY 2018/2019 the Municipal Court collected revenues of \$348,782. This is an increase of \$38,315 or 12.34% from the same period last year of \$310,467.

Warrants issued for the first quarter were 2,458 and 3,236 were served/recalled during the same period.

There were a total of 2,027 cases filed, 2,954 trials/hearings, and 1,835 dispositions the first quarter of FY 2018/2019.

## 12. Quality of Life and Cultural Services Update

### Community Appreciation Day

In October 2018, Congresswoman Eddie Bernice Johnson hosted her 26th Annual Community Appreciation Day Event in Lancaster, TX. Services such as the Mobile Outreach Library Technology Center were highlighted at the Lancaster Recreation Center.

### TRAPS Conference

In October 2018, staff was awarded the Lone Star Programming Award at the Texas Recreation and Parks Society Conference held in Rockwall, Texas. The program, A Stroke of History with a Twist, was recognized as a phenomenal event that brought together our seniors and our youth during an evening that provided a multi-generational and interactive history lesson to celebrate Black History Month.

### Boo Bash

In October 2018, staff hosted its Annual Fall Festival/Boo Bash! Over 1,000 were in attendance at this safe, fun-filled event as an alternative to traditional “Trick-or-Treating.” This year, Hotel Transylvania 3 was featured as the BOO-Vie of the evening. Those in attendance enjoyed bounce houses, face painting, photo booths, carnival games, candy and a costume contest judged by the Youth Advisory Committee members.

### Annual Tree Lighting

In December 2018, Quality of Life and Cultural Services facilitated the Christmas Tree Lighting ceremony was held at Heritage Park. The Parks Division decorated Heritage Park and Historic Town Square with Christmas lights to spread holiday cheer throughout the City.

### A Hometown Heroes’ Breakfast

Due to inclement weather, this year’s Annual Christmas Parade and Festival was cancelled. In lieu of not having this event, in January 2019, the City honored its veterans and educators with a gourmet breakfast. This event was held to show our appreciation for the commitment and dedication of the City of Lancaster Veterans and Educators.

## 13. Recreation Division Update

### Member activity:

This quarter residents visited the Lancaster Recreation Center and Senior Life Center a total of 38,070 times.

	October	November	December	Total
Membership Scans 2018	5,143	4,113	3,994	13,550
Daily Passes	328	282	504	1114
Grand Total for both				14664

Silver Sneakers was utilized 1,388 times and this program continues to grow.

Silver Sneakers	October	November	December	Total

Membership Scans 2018	510	457	421	1388
Number of Individual People	87	82	72	241

#### 14. Library Services Division Update

In honor of Hispanic Heritage Month, a Hispanic holiday that is observed from September 15<sup>th</sup>-October 15<sup>th</sup>, the library hosted a Paint Party. "Dia De Los Muertos" was the featured painting.

#### Circulation and Programming

	Oct	Nov	Dec	1st Quarter Totals
Circulation				
Adult Books	1435	1140	901	3476
Juvenile Books	1472	1068	1068	3608
Audio	48	31	58	137
Periodicals	42	42	20	104
Videos	595	575	588	1758
Interlibrary Loans	2	1	4	7
E-books	228	202	212	642
Tumblebooks	8	1	0	9
Music downloads	n/a	n/a	n/a	0
MOLTC	239	210	0	449
Total Circulation	4069	3270	2851	10190
Questions				
Reference	394	152	254	800
General	3425	1342	2464	7231
Total Questions	3819	1494	2718	8031
Program Attendance				
Children	86	80	85	251
Young adult	5	6	10	21
Adult	5	18	7	30
Outreach	17	25	13	55
Total Attendance	113	129	115	357
Total # of Children's Programs	16	16	17	49
Total # of Young Adult Programs	3	1	2	6
Total # of Adult Programs	17	18	19	54
total # library programs offered	36	35	38	109
Mobile Outreach Library and Technical Center				
total # MOLTC community visits	2	2	1	5

total # MOLTC users	121	130	0	251
total # Non MOLTC programs	0	0	0	0
Total Programs	38	37	39	114

**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 their customers and the City’s governing body. The City’s executive staff is engaged with residents and attends community events, upholds strong customer service, and uses technology to aid them in working smarter.***

1. Review Specialty Incentive Pay Program  
Staff is compiling incentive pay data from survey cities to aid in the assessment of Lancaster’s current specialty incentive pay as compared to survey cities offered incentive pay. Staff has a goal of providing results in the 2<sup>nd</sup> Quarter.
2. Evaluate compensation to address compression -  
Staff is compiling salary survey data from survey cities to prepare a city council work session presentation in the 2<sup>nd</sup> Quarter.
3. Continue Lancaster University –  
We have established an annual professional level training program for all levels of employees. Lancaster University is scheduled for March 8, 2019 at Cedar Valley Community College. Staff has coordinated with several speakers to provide a day of professional development for employees in the areas of customer service, leadership, financial wellness, physical wellness, motivational encouragement, professionalism and inspirational encouragement.
4. Continue City Council annual Strategic Planning and Team Building Exercises  
City Council Strategic Planning Session has been scheduled for June 14 and 15, 2019.

**Sound Infrastructure**

***The City has preventative maintenance programs to ensure well-maintained infrastructure including streets, water, storm water, wastewater and other assets.***

1. Implementation of a Street Maintenance Fund  
Staff is currently researching this and will present findings at a future work session.
2. Continue Infrastructure Implementation Project – Pleasant Run Road Phases 1, 2, 3  
Phase 2, Houston School Road to Blugrove Rd., and Phase 3, Bluegrove Rd. to Dallas Ave., were approved in December of 2018. Phase 1, 35E to Houston School Rd., is being finalized and Phase 2 is underway.
3. Implementation of Water/ Waste Water Master Plan for new and upgrade Projects - Water & Sewer Master Plan in progress; contract awarded to Freese & Nichols, estimated completion August 2019.

4. Complete Airport Terminal Construction
  - a. On March 2, 2018, with cooperation between the City of Lancaster, TxDOT Aviation, KSA Engineering, and Denco Construction Specialists, a successful Groundbreaking Ceremony was held at the airport for the new terminal building project.
  - b. Permits were issued on April 09, 2018.
  - c. The completion date and Grand Opening is tentatively scheduled for summer 2019.
5. Work with the Best Southwest Partnership to implement public transportation options – Council received a presentation from Star Transit in December 2018, covering cities currently enrolled, affordability, and possible implementation within our city limits. DART made a presentation to Council in 2019. An update is scheduled for the 2<sup>nd</sup> quarter of 2019.
6. Conduct a Loop Corridor Study  
Staff is scheduled to meet with TxDOT in preparation for the corridor study. An update will be presented at a future work session.
7. Update Pavement Management Plan and implement  
The pavement management plan update is in progress, data collection took place through November and December. This is scheduled for presentation to City Council in the 2<sup>nd</sup> Quarter.
8. Complete a Flood Plain Reclamation Study for Country View Golf Course  
This project has not yet begun. An update will be provided next quarter.
9. Sound Infrastructure Special Projects
  1. Houston School Illumination Project – Staff met with Oncor to discuss the project on Houston School Road. There is an infrastructure conflict with location and placement of lights due to an existing 36” Dallas Water Utility line. Oncor is researching options and alternatives. Once resolved and Oncor provides a suitable design, an update will be provided. No estimated date of completion available at this time. General Design Manual – a work session within the next few months will include a presentation on the general design manual and standard construction details.
  2. New Traffic Signal at the intersection of Houston School Road and Meadowgate Lane  
The signal will be installed by the developer located at this intersection at no cost to the City of Lancaster. The contractor is currently installing the pole foundations for the new streetlights. This project is approximately 45% complete.