



# AGENDA

## WORK SESSION LANCASTER CITY COUNCIL

James R. Williams Pump Station  
Training Room, 1999 Jefferson  
Lancaster, Texas



**Monday, April 18, 2011 – 7:00 P.M.**

### DEFINITIONS:

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

**Verbal Briefing:** These items do not require extensive written background information or are an update on items previously discussed by the Council.

**Regular Item:** These items generally require discussion between the Council and staff, boards, commissions, or consultants. These items may be accompanied by a formal presentation followed by discussion and direction to the staff.

[Public comment will not be accepted during Work Session unless Council determines otherwise.]

Item	Key Person
------	------------

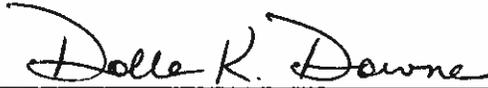
#### **Regular Items:**

1. Discuss a proposed Electronic Records Management Policy for the City of Lancaster. **Downe**
2. Discuss Zoning and the Comprehensive Plan as it relates to development in the City of Lancaster. **Stringfellow-Govan**
3. Discuss a financial overview of the Stormwater Drainage Fund, the Golf Course Fund, and the Sanitation Fund. **Mauldin-Robertson**

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

**Certificate**

I hereby certify the above Notice of Meeting was posted at the Lancaster City Hall on April 14, 2011 @ 5:00pm 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 for**  
**April 18, 2011**

**1**

WS11-001

**Discuss a proposed Electronic Records Management Policy for the  
City of Lancaster.**

**This request supports the City Council 2010-2011 Policy Agenda.**

**Goal 4: Professional & Committed Workforce**

**Background**

The City Secretary is responsible for the City's Records Management Program under an ordinance adopted in November 1990. The ordinance provides for management of all City records in accordance with state law and under the Texas State Library and Archives Commission retention schedules as adopted by City Council.

Technology has greatly enhanced the ability of staff to conduct City business and manage documents in an electronic format through software programs for specific areas and/or processes. Some examples include online employment applications, bid submittals, work orders for City fleet maintenance and code compliance.

Maintaining a City record or document in electronic form does not relieve the City of its responsibilities to ensure the record is secure, retained and subsequently destroyed in accordance with the state retention schedule. The record must remain available to the public as prescribed by the Texas Public Information Act.

**Considerations**

- **Operational** – The purpose of the Electronic Records Management Policy is to establish uniform procedures for the management of records held in electronic form by the City. Chapter 205 of the Texas Local Government Code outlines the requirements for electronic storage of records. The attached proposed Electronic Records Management Policy addresses the state requirements and provides a procedure for the management of electronic records.

The policy will gather data about the records currently maintained in electronic form, their retention schedule and destruction method, and ensure that the City has up-to-date documentation about all electronic records systems that is adequate to specify the technical characteristics necessary for reading, processing or retention of the records.

If the policy is implemented, the City Secretary will solicit information regarding records and software used for electronic records. In addition, training will be provided to appropriate staff regarding applicable laws for maintenance and destruction of electronic records under the policy.

It is important to note that the retention period of an email is determined by its content and function. As such, the Electronic Records Management Policy simply describes proper retention of email messages. Email messages are stored on the City's server for a two year period. This policy's primary focus is on electronic records maintained, as well as the hardware and software necessary to access the data.

- **Legal** – The City Attorney will review the draft Electronic Records Management Policy prior to final consideration for adoption by City Council.
- **Financial** – There is no direct cost to the City in the implementation of this policy.
- **Public Information** – There are no public information requirements for the adoption of this policy.

### **Options/Alternatives**

1. City Council may adopt the Electronic Records Management Policy at a regular Council Meeting by resolution.
2. City Council may reject the policy and direct the City Secretary. Adoption of a policy for the management of electronic records is important to ensure compliance with state law regarding records management.

### **Recommendation**

Staff seeks input regarding the Electronic Records Management Policy. Following Council review, staff recommends adoption of a citywide Electronic Records Management Policy.

### **Attachments**

- Draft Electronic Records Management Policy

**Prepared and submitted by:**  
Dolle K. Downe, City Secretary

**Date:** April 7, 2011

# **CITY OF LANCASTER, TEXAS**

## **Electronic Records Management Policy**

### **I. PURPOSE AND SCOPE**

Ordinance No. 36-90 established the City's Records Management Program. Under the City's Records Management Program, it is the City's policy to provide for efficient, economical and effective controls over the maintenance and disposition of all City records consistent with the requirements of the Texas Local Government Records Act and other applicable state law. The purpose of this policy is to establish uniform procedures for the management of electronic records of the City.

### **II. RESPONSIBILITIES**

- a. The City of Lancaster shall implement, maintain and communicate to all employees a policy on electronic records management that ensures the efficient management of electronic records.
- b. The City Secretary is designated as the Records Management Officer for the City under Section 1.705 of Ordinance No. 36-90.
- c. Department Heads are ultimately responsible for the records management program in their department.
- d. Any City employee who creates or receives a local government record is considered a "custodian of records" and as such, shall maintain the record, including records in electronic form, in his/her care and carry out preservation, destruction, or other disposition only in accordance with the policies and procedures of the City's records management program.

### **III. DEFINITIONS**

- a. "Database" means (A) collection of digitally stored data records, (B) collection of data elements within records within files that have relationships with other records within other files.
- b. "Database Management System" (DBMS) means set of programs designed to organize, store, and retrieve machine-readable information from a computer-maintained database or data bank.
- c. "Data file" means related numeric, textual, sound, or graphic information that is organized in a strictly prescribed form and format.
- d. "Electronic media" means all media capable of being read by a computer including computer hard disks, magnetic tapes, optical disks, or similar machine-readable media.
- e. "Electronic record" means any information that is recorded in a form for computer processing and that satisfies the definition of local government record data.

- f. "Electronic records system" means any information system that produces, manipulates, and stores local government records by using a computer.
- g. "Electronic storage" means the maintenance of local government record data in the form of digital electronic signals on a computer hard disk, magnetic tape, optical disk, or similar machine-readable medium.
- h. "Local government record" means any document, paper, letter, book, map, photograph, sound or video records, microfilm, magnetic tape, electronic medium, or other information regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by the local government or any of its officers or employees pursuant to law, including an ordinance, or in the transaction of public business.
- i. "Local government record data" means the information that by law, regulation, rule of court, ordinance, or administrative procedure in a local government comprises a local government record.
- j. "Source document" means the local government record from which local government record data is obtained for electronic storage.

#### **IV. GENERAL**

- a. Any local government record data may be stored electronically in addition to or instead of source documents in paper or other media subject to the requirements of the Texas Local Government Code.
- b. If a record is maintained electronically, the electronic data, as well as the hardware and software necessary to access the data must be retained for the retention period assigned to the record, unless backup copies of the data are retained in paper form.
- c. Before the electronic storage of any local government record data of permanent value or whose retention period is at least ten years, the City's Records Management Officer shall submit an electronic storage authorization request to the Texas State Library and Archives Commission's director and librarian for approval. If the request is approved, the local government record data may be stored electronically.

#### **V. CREATION AND USE OF DATA FILES**

In coordination with the Records Management Officer, Department Heads shall provide up-to-date technical documentation for each electronic records system that produces, uses and stores data files to include: (1) a narrative description of the system; (2) the physical and technical characteristics of the records, including a record layout that describes each field including its name, size, starting or relative position, and a description of the form of the data or a data dictionary, or the equivalent information associated with a database management system including a description of the relationship between data elements in databases; and (3) any other technical information needed to read or process the records.

## **VI. SECURITY OF ELECTRONIC RECORDS**

In coordination with the Information Technology Department, Department Heads will ensure that only authorized personnel have access to electronic records and that records generated electronically are created by the same processes each time and have a standardized retrieval approach.

Information Technology Department will provide for backup and recovery of records to protect against information loss. A duplicate copy of essential records and any software or documentation required to retrieve and read the records will be maintained in a storage area located in a separate building from the building where the records that have been copied are maintained.

## **VII. MAINTENANCE OF ELECTRONIC RECORDS STORAGE MEDIA**

Electronic records will be periodically recopied to the same electronic media as required and/or transfer of data from an obsolete technology to a supportable technology. The migration strategy for the data and upgrading equipment as technology evolves shall be documented including name of the department responsible for the records; descriptive title of the contents; dates of creation and authorized disposition date; security classification; identification of the software and hardware used; and system title, including the version number of the application.

The storage areas for magnetic tapes or optical disks shall be maintained in accordance with standards set by the Texas State Library and Archives Commission.

## **VIII. RETENTION OF ELECTRONIC RECORDS**

Electronic records and any software, hardware, and/or documentation, including maintenance documentation, required to retrieve and read the electronic records shall be retained as long as the approved retention schedule for the electronic records.

Retention procedures shall include scheduling the disposition of all electronic records, according to statutory requirement, as well as related software, documentation, and indexes; and provide for regular recopying, reformatting, and other necessary maintenance to ensure the retention and usability of electronic records until the expiration of their retention periods.

Retention of email messages is determined by its content and function. It is the responsibility of the user of the email system to manage email messages according to the City's retention schedule. More specifically, it is the responsibility of the sender of email messages with the City's email system and recipient of messages from outside the City to retain the messages for the approved retention period.

**IX. DESTRUCTION OF ELECTRONIC RECORDS**

Electronic records may be destroyed only in accordance with the Texas Local Government Code, Section 202.001 and retention schedules adopted by the City Council.

**X. PUBLIC ACCESS TO ELECTRONIC RECORDS**

An electronic recordkeeping system shall not impede access to any records available to the public under the Texas Public Information Act.

**XI. VIOLATION OF POLICY**

Employees found to have violated any provision of this policy may be subject to appropriate disciplinary action as determined by the Department Head and/or City Manager.

*Adopted by Resolution No. \_\_\_\_\_*

DRAFT

**LANCASTER CITY COUNCIL**  
**Work Session Agenda Communication for**  
**April 18, 2011**

**2**

WS11-002

**Discuss Zoning and the Comprehensive Plan as it relates to  
development in the City of Lancaster.**

**This request supports the City Council 2010-2011 Policy Agenda.**

**Goal 2: Quality Development**

**Background**

In response to requests from City Council regarding planning and development regulations within the City, staff will be presenting information regarding the Zoning Map and Comprehensive Plan.

Zoning is the single most important tool for implementing land use policy. The Zoning Ordinance and Subdivision Regulations are what govern the way development is built in the City. The Comprehensive Plan is the plan that establishes the community's vision about development and land use for the future. The State of Texas requires zoning to be in conformance with an adopted Comprehensive Plan.

The Zoning Map depicts what is currently approved in the City and the Comprehensive Plan depicts what is desired in the future.

Staff will provide a brief presentation on the Zoning Map and the Comprehensive Plan and how it is utilized as part of the Lancaster Development Code. Nathaniel Barnett, Senior Planner for the Planning Division will give the presentation and answer questions related to the Zoning Map and the Comprehensive Plan.

**Attachments**

- Zoning Map
- District Development Standards from Lancaster Development Code
- Zoning District Descriptions
- Comprehensive Plan

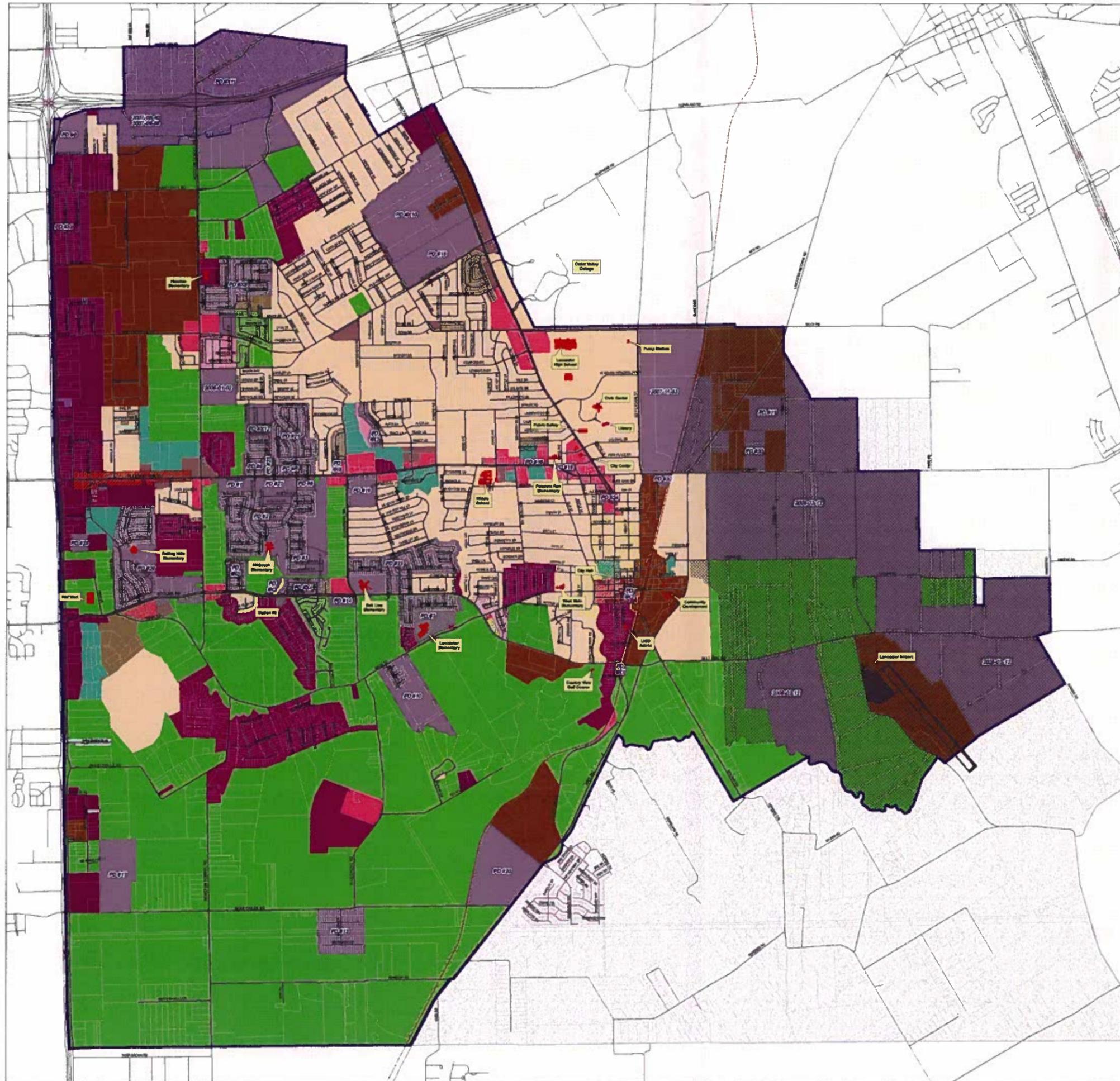
Agenda Communication  
April 18, 2011  
Page 2

**Prepared and submitted by:**  
Rona Stringfellow-Govan, AICP  
Director of Development Services

**Date:** April 7, 2011

# City of Lancaster Zoning Map

Lancaster



### Legend

- City Limits
- ETJ

### Special Overlay Districts

- CAMPUS DISTRICT
- HISTORIC DISTRICT
- LANPORT DISTRICT
- MEDICAL DISTRICT
- MILLS BRANCH DISTRICT
- SF-ZL

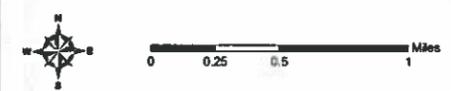
### Zoning

- 2F-6 (Residential)
- A-O (Agricultural Open)
- CH (Central Highway)
- CS (Comercial Services)
- LI (Light Industrial)
- MI (Medlum Industrial)
- MF-16 (Multi-Family)
- MH (Mobil Home)
- NS (Neighborhood Services)
- ORT (Office)
- PD (Planned Development)
- R (Retail)
- SF-4 (Residential)
- SF-5 (Residential)
- SF-6 (Residential)
- SF-E (Residential)
- TC (Town Center)
- TH-16 (Town Homes)
- TND (Residential)
- ZL-7 (Residential)

### Zoning Amendments Since Adoption

Zoning	Ordinance #	Date Adopted
PD	2006-01-02	1/9/2006
SF-E	2007-02-04	2/12/2007
LI	2007-07-35	7/9/2007
PD	2007-08-88	8/13/2007
PD	2007-11-53	11/12/2007
SF-E	2008-08	2/11/2008
PD	2008-03-12	3/10/2008
PD	2007-08-40	8/27/2008

This is to certify that this is the Official Zoning Map of the City of Lancaster, Texas as adopted by City Council on \_\_\_\_\_ Ordinance No. \_\_\_\_\_ 2008-08-12



### District Development Standards

District	Old District Name	Maximum Density	Dwellings per Lot	Minimum Sq. Ft./Dwelling <sup>12</sup>	Front Yard Setback	Rear Yard Setback	Side Yard Setback	Max. Building Height
A-O	A-O	1 Unit /5 acres	1 Unit <sup>1</sup>	NA	40 ft.	25 ft.	10% of lot width, not to exceed 50 ft. <sup>2,3,5</sup>	35 ft.
SF-E	SF-ED	1 Unit /acre	1 Unit <sup>1</sup>	2,100 s.f.	30 ft.	10 ft. <sup>2,3,5</sup>	10 ft. <sup>2,3,5</sup>	35 ft. and 2.5 stories <sup>4</sup>
SF-4	SF-1A	4 Units/acre	1 Unit <sup>1</sup>	2,100 s.f.	30 ft.	10 ft. <sup>2,3,5</sup>	10 ft. <sup>2,3,5</sup>	35 ft. and 2.5 stories <sup>4</sup>
SF-5	SF-1	5 Units/acre	1 Unit <sup>1</sup>	1,750 s.f.	30 ft.	10 ft. <sup>2,3,5</sup>	10 ft. <sup>2,3,5</sup>	35 ft. and 2.5 stories <sup>4</sup>
SF-6	SF-2/SF-3	6 Units/acre	1 Unit	1,750 s.f.	30 ft.	10 ft. <sup>2,3,5</sup>	5 ft. <sup>2,3,5</sup>	35 ft. and 2.5 stories <sup>4</sup>
ZL-7	SF-ZL	7 Units/acre	1 Unit	1,750 s.f.	30 ft.	10 ft. <sup>2,3,5</sup>	10 ft. <sup>2,3,5</sup>	35 ft. and 2.5 stories <sup>4</sup>
2F-6	2F-1	6 Units/acre	2 Units	1,200 s.f. / 1,000 s.f. <sup>7</sup>	30 ft.	10 ft. <sup>2,3,5</sup>	7 ft. <sup>2,3,5</sup>	35 ft. and 2.5 stories <sup>4</sup>
TH-16	SF-A	16 Units/acre	1 Unit	1,500 s.f.	25 ft.	10 ft. <sup>2,3,5</sup>	0 or 10 ft. <sup>2,3,5</sup>	35 ft. and 2.5 stories <sup>4</sup>
MH	MH-1	6.6 Units/acre	NA	1,350 s.f.	30 ft./15 ft. <sup>8</sup>	10 ft. <sup>2,3,5</sup>	5 ft. <sup>2,3,5</sup>	35 ft. and 2.5 stories <sup>4</sup>
MF-16	MF	16 Units/acre	NA	800 s.f. plus 100 s.f./ BR	30 ft.	10 ft. <sup>3</sup>	10 ft. <sup>3</sup>	35 ft. and 2.5 stories <sup>4</sup>
NS	NS	0.5:1 FAR			25 ft.	0 ft./20 ft. <sup>9</sup>	0 or 10 ft. <sup>10</sup>	35 ft. and 2 stories
R	R	NA			25 ft.	0 ft./20 ft. <sup>9</sup>	0 or 10 ft. <sup>10</sup>	35 ft. and 2.5 stories
CH	CH	1:1 FAR			25 ft.	0 ft./20 ft. <sup>9</sup>	0 ft. or 20 ft. <sup>10</sup>	140 ft./60 ft. <sup>11</sup>
CS	C	1:1 FAR			25 ft.	0 ft./20 ft. <sup>9</sup>	0 ft. or 30 ft. <sup>10</sup>	35 ft. and 2.5 stories
TC	NA	[Place Holder]						
ORT	NA	1:1 FAR			25 ft.	0 ft./20 ft. <sup>9</sup>	0 ft. or 20 ft. <sup>10</sup>	35 ft.
LI	LI	1:1 FAR			25 ft.	0 ft./20 ft. <sup>9</sup>	0 ft. or 20 ft. <sup>10</sup>	35 ft.
MI	HI	1:1 FAR			25 ft.	0 ft./20 ft. <sup>9</sup>	0 ft. or 20 ft. <sup>10</sup>	35 ft.
TND	NA	NA						

**Notes:**

1. Guest Quarters/Secondary Living Units are allowed but must meet the standards for such units in Article IV Permissible Uses.
2. For Residential Portable and Accessory Buildings Setback, see Sub-Section 3.1 General Residential Standards.
3. Side yard setback adjacent to a side street must equal at least 85% of the minimum required front yard setback; 100% for MF and other non-residential uses.
4. Accessory buildings such as garages without guest quarters/secondary living unit, shall be a maximum of 20 feet in height; 15 ft. in M.
5. Garages/Carports must be setback a minimum of 20 feet from side or rear property lines that they face.
6. Corner lots should be a minimum of 10 % larger than the average internal lots.
7. 1,200 s.f. for a 2-bedroom unit, 1,000 s.f. for a 1-bedroom unit.
8. 30 ft. setback from a public roadway; 15 ft. from a private road.
9. If rear wall contains windows or doors, then there shall be a 20 ft. setback from residentially zoned property.
10. If sideyard is adjacent to a residentially zoned property, then a 10 ft. sideyard shall be required, 20 ft. in CH, 30 ft. in CS.
11. 140 ft. in height, but shall not exceed 60 ft. in height within 100 ft. of a property zoned as MF, 2F or SF.
12. The minimum Dwelling size is modified for a certain percentage of units by the requirement for Empty Nester type homes.

**ARTICLE 14.300 ZONING DISTRICTS AND MAPS**

**Sec. 14.301 Official Zoning Map**

(a) The City of Lancaster is hereby divided into zones, or districts, as shown on the Official Zoning Map which, together with all explanatory matter thereon, is hereby adopted by reference and declared a part of this ordinance. The zones, or districts, hereby established are and shall be known and cited as:

**Zoning Districts**

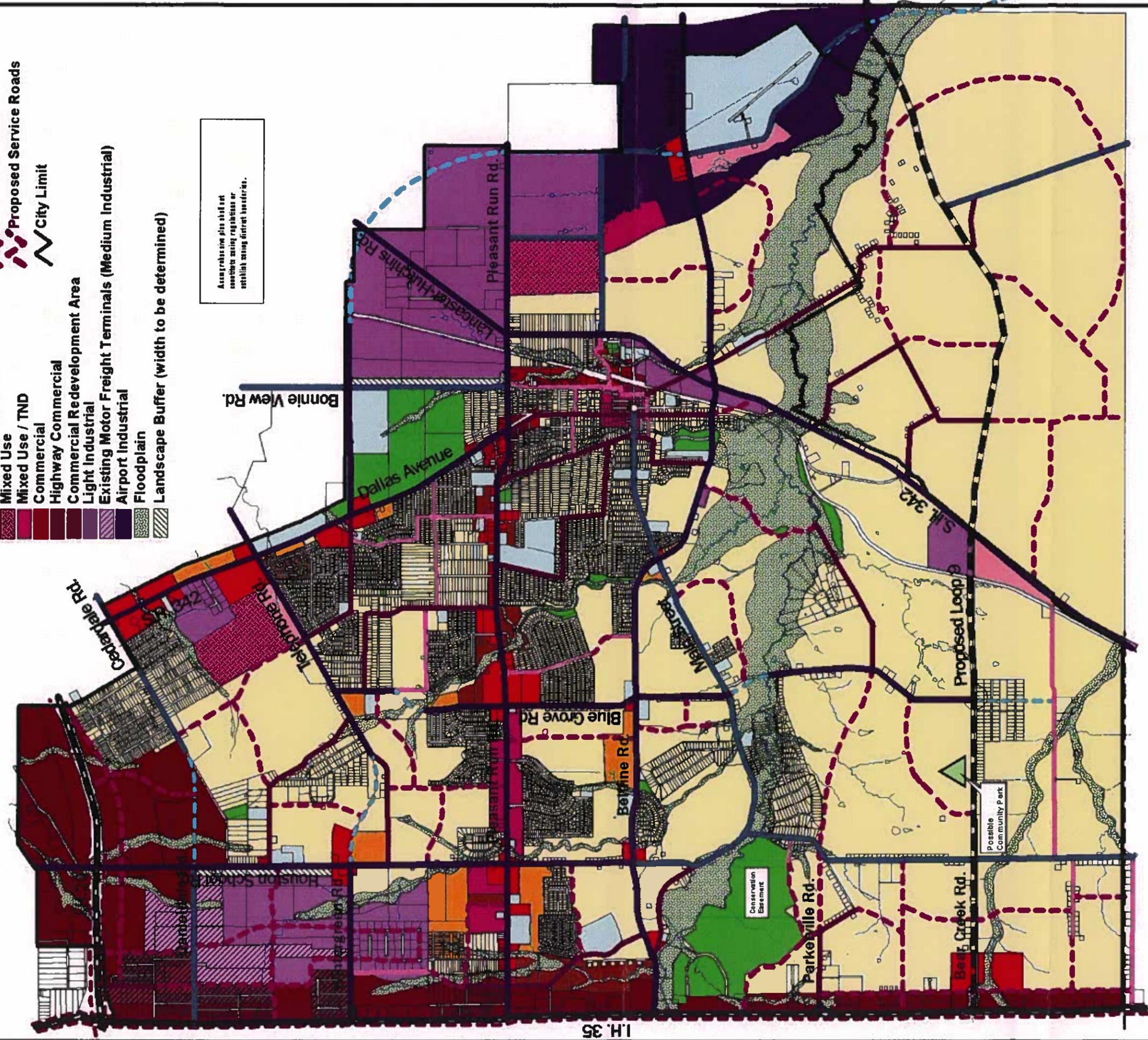
ABBREVIATED DESIGNATION	ZONING DISTRICT NAME
"AO"	Agricultural Open
"SF-E"	Single Family Estate
"SF-4"	Single Family Residential
"SF-5"	Single Family Residential
"SF-6"	Single Family Residential
"SF-6"	
"ZL-7"	Zero Lot Line Single Family Residential
"2F-6"	Two-Family (or Duplex) Residential
"SFA-16"	Single Family Attached Residential
"TH-16"	Town House Residential
"MH"	Mobile Home Residential
"MF-16"	Multi-Family Residential District
"NS"	Neighborhood Service
"R"	Retail
"CH"	Commercial Highway
"CS"	Commercial Service
"TC"	Town Center District (Reserved)
"ORT"	Office Research Technology
"LI"	Light Industrial
"MI"	Medium Industrial

**Legend**

- Low Density Residential
- Medium Density Residential
- High Density Residential
- Public & Semi-Public
- Parks & Open Spaces
- Office
- Retail
- Historic Town Square
- Mixed Use
- Mixed Use / TND
- Commercial
- Highway Commercial
- Commercial Redevelopment Area
- Light Industrial
- Existing Motor Freight Terminals (Medium Industrial)
- Airport Industrial
- Floodplain
- Landscape Buffer (width to be determined)

- Major Thoroughfares
- Type A+Freeways
- Type B+Major Arterial
- Type B-Minor Arterial
- Type B Proposed Arterial
- Type C+Major Collector
- Type C-Minor Collector
- Type C Proposed Collector
- Proposed Service Roads
- City Limit

Areas previously platted but not currently zoning regulations or establish zoning district boundaries.



1:1 H. 35



Dunkin Sefko & Associates, Inc.  
 Urban Planning Consultants  
 Adopted February 25, 2002



**PLATE 7-1**  
**Future Land Use Plan**  
**City of Lancaster, Texas**

**LANCASTER CITY COUNCIL**  
**Work Session Agenda Communication for**  
**April 18, 2011**

**3**

WS11-003

**Discuss a financial overview of the Stormwater Drainage Fund, the Golf Course Fund, and the Sanitation Fund.**

**This request supports the City Council 2010-2011 Policy Agenda.**

**Goal 1: Financially Sound City Government**

**Background**

As we prepare for the FY 2011/2012 budget, the City Manager's Office will present a financial overview of each of the City funds. This presentation will include discussion on the revenues, expenditures, and various distinctions of the separate funds used by the City. For this work session, the City Manager will present the summaries of the Stormwater Drainage Fund, the Golf Course Fund, and the Sanitation Fund.

The Stormwater Drainage Fund is funded by the Stormwater Drainage Fee assessed on property located within the city. The expenditures from this fund are associated with the maintenance of the City's drainage systems and floodplain maintenance.

The Golf Course Fund is funded by revenue receipts from the operations of the golf course. Expenditures include costs associated with the maintenance of the golf course property, an asset owned by the City.

The Sanitation Fund is funded by receipts from solid waste billing. Expenditures include the cost of solid waste service.

**Prepared and submitted by:**  
Greg Van Bebber, Budget Analyst

**Date:** April 8, 2011