



AGENDA CITY COUNCIL MEETING

June 6, 2024 | 5:30 PM

Council Chambers

City Hall | 665 Country Club Road, Lucas, Texas

Notice is hereby given that a meeting of the Lucas City Council will be held on Thursday June 6, 2024, beginning at 5:30 pm at Lucas City Hall, 665 Country Club Road, Lucas, Texas 75002-7651, at which time the following agenda will be discussed. As authorized by Section 551.071 of the Texas Government Code, the City Council may convene into closed Executive Session for the purpose of seeking confidential legal advice from the City Attorney on any item on the agenda at any time during the meeting. Pursuant to Texas Government Code 551.127, one or more members of the governing body may appear via videoconference call. The presiding officer and a quorum of the City Council will be physically present at this meeting.

If you would like to watch the meeting live, you may go to the City's live streaming link at <https://www.lucastexas.us/departments/public-meetings/>.

How to Provide Input at a Meeting:

Speak In Person: Request to Speak forms will be available at the meeting. Please fill out the form and give to the City Secretary prior to the start of the meeting. This form will also allow a place for comments.

Submit Written Comments: If you are unable to attend a meeting and would like to submit written comments regarding a specific agenda item, email City Secretary Toshia Kimball at tkimball@lucastexas.us by no later than 3:30 pm the day of the meeting. The email must contain the person's name, address, phone number, and the agenda item(s) for which comments will be made. Any requests received after 3:30 pm will not be included at the meeting.

Call to Order

- Roll Call
- Determination of Quorum
- Reminder to turn off or silence cell phones
- Pledge of Allegiance

Citizen Input

1. Citizen Input.

Community Interest

Pursuant to Section 551.0415 of the Texas Government Code, the City Council may report on the following items: 1) expression of thanks, congratulations or condolences; 2) information about holiday schedules; 3) recognition of individuals; 4) reminders about upcoming City Council events; 5) information about community events; and 6) announcements involving imminent threat to public health and safety.

2. Items of Community Interest.

Consent Agenda

All items listed under the consent agenda are considered routine and are recommended to the City Council for a single vote approval. If discussion is desired, an item may be removed from the consent agenda for a separate vote.

3. Consent Agenda:
 - A. Approval of the minutes of the May 14, 2024, Special Called City Council meeting.
 - B. Approval of the minutes of the May 16, 2024, City Council meeting.
 - C. Consider approving Resolution R-2024-06-00553 amending the authorized signatory representatives for Local Government Investment Cooperative (LOGIC).
 - D. Consider approving Resolution R-2024-06-00554 amending the authorized signatory representatives for TexPool.
 - E. Consider approving Resolution R-2024-06-00555 amending the authorized signatory representatives for First Public Lonestar Investment Pool.
 - F. Consider approving Resolution R-2024-06-00556 amending the authorized signatory representatives for American National Bank of Texas.

Regular Agenda

4. Consider appointing a Councilmember Liaison to:
 - A. Planning and Zoning Commission (also serving as Capital Improvements Advisory Committee)
 - B. Board of Adjustments (also serving as Building and Standards Commission)
 - C. Parks and Open Space Board (also serving as the Lucas Farmers Market Committee)
 - D. North Texas Municipal Water District (NTMWD)
 - E. North Central Texas Council of Governments (NCTCOG)
 - F. Service Tree Committee
(Mayor Dusty Kuykendall)
5. Consider appointments to the following boards and commissions:
 - A. Board of Adjustments unexpired term (previously held by Brian Stubblefield) expiring on December 31, 2025.
 - B. Planning and Zoning unexpired term (previously held by Chris Bierman) expiring on December 31, 2025.
(City Council)
6. Consider developing a compensation policy and appropriating \$50,646 from unrestricted General Fund Reserves and \$9,626 from unrestricted Water Fund Reserves to implement a five percent compensation adjustment for fiscal year 2023/24. (Presenter: HR Manager Alana Cohen)
7. Discuss the proposed goals and objectives of the Lucas Fire-Rescue Long Range Plan, solicit input from the City Council, and provide any additional guidance to the City Manager and project team. (Presenter: Assistant Fire Chief Aaron Alderdice)

8. Consider authorizing the City Manager to enter into a contract with Four Star Excavating to replace two 72-inch culverts, 68 feet long on Lewis Lane, and appropriating \$170,162 from unrestricted General Fund Reserves to account 11-8209-302 Culvert Maintenance. **(Presenter: Development Services Director Joe Hilbourn)**
9. Discuss alternative options regarding the realignment of Stinson Road as it relates to the City of Lucas Thoroughfare Plan and provide direction to the City Manager. **(Presenter: CIP Manager Patrick Hubbard)**
10. Discuss the City of Lucas responsibilities in maintaining Trinity Trail within the Lucas city limits, Brockdale Park Trailhead and Highland Park and provide guidance to staff. **(Presenter: Public Works Supervisor Jeremy Bogle)**
11. Discuss the City of Lucas Code of Ordinances Chapter 14 “Zoning”, Division 8 titled “Accessory Buildings, Structures and Uses” and provide guidance to staff. **(Presenter: Development Services Director Joe Hilbourn)**
12. Consider authorizing the City Manager to enter into a contract with Texas Materials Group, Inc., for the rehabilitation of portions of Shady Lane, Lynn Lane, Winningkoff Road and East Winningkoff Road in an amount not to exceed \$669,886 from account 11-8209-301 Improvement Roads (Street Maintenance). **(Presenter: CIP Manager Patrick Hubbard)**
13. Discuss the City of Lucas streetlight policy, potential streetlight locations throughout the City, and options for streetlights standards. **(Presenter: CIP Manager Patrick Hubbard)**
14. Consider nominations of a primary and alternate member to the North Central Texas Council of Governments Regional Transportation Council. **(City Council)**

Executive Session

15. Executive Session: An Executive Session is not scheduled for this meeting.

As authorized by Section 551.071 of the Texas Government Code, the City Council may convene into closed Executive Session for the purpose of seeking confidential legal advice from the City Attorney regarding any item on the agenda at any time during the meeting. This meeting is closed to the public as provided in the Texas Government Code.

16. Reconvene from Executive Session and take any action necessary as a result of Executive Session.
17. Adjournment.

Certification

I do hereby certify that the above notice was posted in accordance with the Texas Open Meetings Act on the bulletin board at Lucas City Hall, 665 Country Club Road, Lucas, TX 75002 and on the City’s website at www.lucastexas.us on or before 5:00 p.m. on May 31, 2024.

Toshia Kimball, City Secretary

In compliance with the American with Disabilities Act, the City of Lucas will provide for reasonable accommodations for persons attending public meetings at City Hall. Requests for accommodations or interpretive services should be directed to City Secretary Toshia Kimball at 972.912.1211 or by email at tkimball@lucastexas.us at least 48 hours prior to the meeting.



City of Lucas City Council Agenda Request June 6, 2024

Item No. 01

Requester: Mayor Dusty Kuykendall

Agenda Item Request

Citizen Input.

Background Information

NA

Attachments/Supporting Documentation

NA

Budget/Financial Impact

NA

Recommendation

NA

Motion

NA



City of Lucas

City Council Agenda Request

June 6, 2024

Requester: Mayor Dusty Kuykendall

Agenda Item Request

Items of Community Interest.

Background Information

NA

Attachments/Supporting Documentation

NA

Budget/Financial Impact

NA

Recommendation

NA

Motion

NA



City of Lucas

City Council Agenda Request

June 06, 2024

Item No. 03

Requester: Mayor Dusty Kuykendall
City Secretary Toshia Kimball
Finance Director Liz Exum

Agenda Item Request

Consent Agenda:

- A. Approval of the minutes of the May 14, 2024, Special Called City Council meeting.
- B. Approval of the minutes of the May 16, 2024, City Council meeting.
- C. Consider approving Resolution R-2024-06-00553 amending the authorized signatory representatives for Local Government Investment Cooperative (LOGIC).
- D. Consider approving Resolution R-2024-06-00554 amending the authorized signatory representatives for TexPool.
- E. Consider approving Resolution R-2024-06-00555 amending the authorized signatory representatives for First Public Lonestar Investment Pool.
- F. Consider approving Resolution R-2024-06-00556 amending the authorized signatory representatives for American National Bank of Texas.

Background Information

NA

Attachments/Supporting Documentation

1. Minutes of the May 14, 2024, Special City Council meeting.
2. Minutes of the May 16, 2024, City Council meeting.
3. Resolution R-2024-06-00553 LOGIC Signatories
4. Resolution R-2024-06-00554 TexPool Signatories
5. Resolution R-2024-06-00555 Lone Star Signatories
6. Resolution R-2024-06-00556 American National Bank of Texas Signatories

Budget/Financial Impact

NA



City of Lucas City Council Agenda Request June 06, 2024

Recommendation

City staff recommends approval of the Consent Agenda.

Motion

I make a motion to approve the Consent Agenda as presented.



MINUTES
CITY COUNCIL
SPECIAL CALLED MEETING

May 14, 2024 | 9:00 AM

Council Chambers

City Hall | 665 Country Club Road, Lucas, Texas

City Councilmembers Present:

Mayor Jim Olk
Councilmember Debbie Fisher
Councilmember Kuykendall

City Staff Present:

City Manager Joni Clarke
City Secretary Toshia Kimball

City Councilmembers Absent:

Mayor Pro Tem Kathleen Peele
Councilmember Tim Johnson
Councilmember David Keer
Councilmember Phil Lawrence

The City Council meeting was called to order at 9:00 am.

Mayor Olk determined a quorum was present, and the Pledge of Allegiance was recited.

Per Section 67.004(a) of the Texas Election Code, for the purpose of canvassing a City election, only two members of the City Council are needed to constitute a quorum and conduct the special meeting.

Regular Agenda

- 1. Consider approving Resolution R 2024-05-00551 of the City Council of the City of Lucas, Texas, canvassing the returns and certifying the results of the municipal officers election of the City of Lucas, Texas, held in the City of Lucas, Collin County, Texas, on May 4, 2024 for the purpose of electing two City Councilmembers for Seat No. 3 and Seat No. 4 and the seat for Mayor to serve three (3) year terms, beginning May 16, 2024.**

MOTION: A motion was made by Councilmember Fisher, seconded by Councilmember Kuykendall to approve Resolution R 2024-05-00551 of the City Council of the City of Lucas, Texas, canvassing the returns and certifying the results of the municipal officers election of the City of Lucas, Texas, held in the City of Lucas, Collin County, Texas, on May 4, 2024 for the purpose of electing two City Councilmembers for Seat No. 3 and Seat No. 4 and the seat for Mayor to serve three (3) year terms, beginning May 16, 2024. The motion passed unanimously by a 3 to 0 vote.

- 2. And consider approving Resolution R 2024-05-00552 of the City Council of the City of Lucas, Texas, canvassing and declaring the results of the Special Election of the City of Lucas held May 4, 2024 for the purpose of electing two City Councilmembers to fill vacancies for the unexpired terms for Seat No. 2 and Seat No. 6 until the expiration of the unexpired term and regarding Proposition (A), the results for the reauthorization**

of the one-half of one percent (.50%) sales and use tax to continue providing revenue for maintenance and repair of municipal streets.

MOTION: A motion was made by Councilmember Fisher, seconded by Mayor Olk to approve Resolution R 2024-05-00552 of the City Council of the City of Lucas, Texas, canvassing and declaring the results of the Special Election of the City of Lucas held May 4, 2024 for the purpose of electing two City Councilmembers to fill vacancies for the unexpired terms for Seat No. 2 and Seat No. 6 until the expiration of the unexpired term and regarding Proposition (A), the results for the reauthorization of the one-half of one percent (.50%) sales and use tax to continue providing revenue for maintenance and repair of municipal streets. The motion passed unanimously by a 3 to 0 vote.

3. Adjournment.

Mayor Olk adjourned the meeting at 9:06 a.m.

APPROVED:

ATTEST:

Mayor Dusty Kuykendall

Toshia Kimball, City Secretary



MINUTES

CITY COUNCIL REGULAR MEETING

May 16, 2024 | 7:00 PM

Council Chambers

City Hall | 665 Country Club Road, Lucas, Texas

City Councilmembers Present:

Mayor Dusty Kuykendall
Councilmember Debbie Fisher
Councilmember Chris Bierman
Councilmember Brian Stubblefield
Councilmember Neil Peterson
Councilmember Tim Johnson (videoconference)

City Staff Present:

City Manager Joni Clarke
City Secretary Toshia Kimball
Development Services Director Joe Hilbourn
Finance Director Liz Exum
Fire Chief Ted Stephens
CIP Manager Patrick Hubbard
Public Works Supervisor Jeremy Bogle
Communications Specialist Joshua Menhennett
Deputy Daniel Gillespie

Outgoing City Councilmembers Present:

Mayor Jim Olk
Councilmember David Keer

City Councilmembers Absent:

Mayor Pro Tem Kathleen Peele
Councilmember Phil Lawrence

The regular City Council meeting was called to order at 7:00 pm.

Mayor Olk moved agenda item 2 following agenda item 4.

Citizen Input

1. Citizen Input

Carmen Rockett, Constituent Caseworker & Field Representative for Congressman Keith Self presented Mayor Dusty Kuykendall, Councilmember Brian Stubblefield Seat 2, Councilmember Chris Bierman Seat 3, and Councilmember Neil Peterson Seat 6 with congratulation certificates from the Congressman.

Community Interest

2. Items of Community Interest

Mayor Kuykendall read proclamations for Mayor Jim Olk, Mayor Pro Tem Kathleen Peele, and Councilmember David Keer.

Mayor Kuykendall gave items of community interest including:

- Lucas Car Show
- Lucas Farmers Market
- 2024 Primary Runoff Election
- Bid Farewell to City Manager Joni Clarke

Consent Agenda

3. Consent Agenda:

- A. Approval of the minutes of the April 25, 2024 Special City Council meeting.
- B. Approval of the minutes of the May 2, 2024 City Council meeting.
- C. Consider authorizing the City Manager to approve the purchase of equipment for the new fire engine with money previously approved and budgeted.

MOTION: A motion was made by Mayor Elect Kuykendall, seconded by Councilmember Johnson, to approve the Consent Agenda as presented. The motion passed unanimously by a 6 to 0 vote.

Regular Agenda

- 4. Administer the Oath of Office, Statement of Officer and Certificate of Election to Mayor Dusty Kuykendall, Chris Bierman City Council Seat 3, Brian Stubblefield Unexpired Term Councilmember Seat 2, and Neil Peterson Unexpired Term Seat 6 and receive remarks from incoming Councilmembers.

City Secretary Toshia Kimball administered the Oath of Office and Statement of Officer to Mayor Dusty Kuykendall, Chris Bierman City Council Seat 3, Brian Stubblefield Unexpired Term Councilmember Seat 2, and Neil Peterson Unexpired Term Seat 6.

- 5. Consider receiving a presentation from Vice President Angie Flores and Senior Consultant Christopher Williams with Raftelis regarding the history of North Texas Municipal Water District (NTMWD) and relationship with the City of Lucas, the premium proposals and the forecasted water rates and appropriating \$35,000 from unrestricted water fund reserves into water fund account 51-6400-309 Public Works Professional Services.

Vice President Angie Flores and Senior Consultant Christopher Williams from Raftelis presented.

MOTION: A motion was made by Councilmember Johnson, seconded by Councilmember Bierman to approve appropriating \$35,000 from unrestricted water fund reserves to Water Fund account 51-6400-309 Public Works Professional Services. The motion passed unanimously by a 6 to 0 vote.

- 6. Receive a presentation, consider capital project priorities, and provide direction to the City Manager.

Capital Improvement Projects Manager Patrick Hubbard presented. There was no motion required for this item.

- 7. Discuss and consider the cost and effectiveness of installing “No Thru Traffic” signs at the listed locations:
 - Both ends of Blondy Jhune
 - Both ends of Lewis Lane
 - Both ends of Stinson Road

- Both ends of Rockridge Road
- Both ends of Ingram Road
- Both ends of Forest Grove Road
- Estelle Lane at Country Club Road
- Wolf Creek Drive at Country Club Road
- Winningkoff Road at East Lucas Road
- Lakeview Drive at East Lucas Road
- Orr Road at the City Limit
- Holyoak Drive at East Lucas Road
- Snider Lane at East Lucas Road

Councilmember Tim Johnson presented.

Wayne Millsap, 318 McMillan, Lucas, Texas was in opposition.

Greg Jacobs, 1415 Ford Lane, Lucas, Texas was in opposition.

Ilene Mougel, 651 Stinson Road, Lucas, Texas was in favor.

Councilmember Johnson pulled the requested motion. City Council advised that staff will study the intersections where “No Through Traffic” signs would be effective and focus on areas that are true neighborhoods and report back to City Council.

8. **Consider the appointment of Interim City Manager for the period June 1, 2024, through June 2, 2024.**

MOTION: A motion was made by Councilmember Fisher, seconded by Councilmember Peterson to appoint Development Services Director Joe Hilbourn as Interim City Manager for the period of June 1, 2024, through June 2, 2024. The motion passed unanimously by a 6 to 0.

9. **Consider the appointment of Mayor Pro Tem to serve for a one-year period beginning June 1, 2024, and ending May 31, 2025.**

MOTION: A motion was made by Councilmember Johnson, seconded by Mayor Kuykendall to appoint Councilmember Debbie Fisher as Mayor Pro Tem to serve for a one-year period beginning June 1, 2024, and ending May 31, 2025. The motion passed unanimously by a 6 to 0 vote.

Executive Agenda

9. **Executive Session: An Executive Session is not scheduled for this meeting.**

There was no executive session during this meeting.

10. **Reconvene from Executive Session and take any action necessary as a result of the Executive Session.**

11. **Adjournment.**

MOTION: A motion was made by Councilmember Johnson, seconded by Mayor Kuykendall, to adjourn the meeting at 9:10 pm. The motion passed unanimously by a 6 to 0 vote.

APPROVED:

ATTEST:

Mayor Dusty Kuykendall

Toshia Kimball, City Secretary

[Resolution changing Authorized Representatives for Local Government Investment Cooperative]

RESOLUTION CHANGING AUTHORIZED REPRESENTATIVES FOR LOCAL GOVERNMENT INVESTMENT COOPERATIVE

WHEREAS, City of Lucas

(the "Government Entity") by authority of that certain Local Government Investment Cooperative Resolution R-2024-06-00553 (the "Resolution") entered into that certain Interlocal Agreement, as amended pursuant to its terms and subsequently designated Participation Agreement and Trust Instrument (the "Agreement") and has become a participant in the public funds investment pool created thereunder known as Local Government Investment Cooperative ("LOGIC");

WHEREAS, the Resolution designated on one or more "Authorized Representatives" within the meaning of the Agreement;

WHEREAS, the Government Entity now wishes to update and designate the following persons as the "Authorized Representatives" within the meaning of the Agreement;

NOW, THEREFORE, BE IT RESOLVED:

The following officers, officials or employees of the Government Entity are hereby designated as "Authorized Representatives" within the meaning of the Agreement, with full power and authority to: deposit money to and withdraw money from the Government Entity's LOGIC account or accounts from time to time in accordance with the Agreement and the Information Statement describing the Agreement and to take all other actions deemed necessary or appropriate for the investment of funds of the Government Entity in LOGIC:

- 1. Name: Dusty Kuykendall Title: Mayor
Signature: _____ Phone: 214-676-8778
Email: dkuykendall@lucastexas.us
- 2. Name: John Whitsell Title: City Manager
Signature: _____ Phone: 972-912-1212
Email: jwhitsell@lucastexas.us
- 3. Name: Debbie Fisher Title: Mayor Pro Tem
Signature: _____ Phone: 972-896-7519
Email: dfisher@lucastexas.us
- 4. Name: Liz Exum Title: Finance Director
Signature: _____ Phone: 972-912-1201
Email: lexum@lucastexas.us

{REQUIRED} PRIMARY CONTACT: List the name of the Authorized Representative listed above that will be designated as the Primary Contact and will receive all LOGIC correspondence including transaction confirmations and monthly statements

Name: Liz Exum

{OPTIONAL} INQUIRY ONLY CONTACT: In addition, the following additional Participant representative (*not listed above*) is designated as an *Inquiry Only* Representative authorized to obtain account information:

Name: Toshia Kimball Title: City Secretary

Signature: _____ Phone: 972-912-1211

Email: tkimball@lucastexas.us

Applicant may designate other authorized representatives by written instrument signed by an existing Applicant Authorized Representative or Applicant's chief executive officer.

The foregoing supersedes and replaces the Government Entity's previous designation of officers, officials or employees of the Government Entity as Authorized Representatives under the Agreement pursuant to paragraph 4 of the Resolution. Except as hereby modified, the Resolution shall remain in full force and effect.

PASSED AND APPROVED this 6 day of June, 2024.



City of Lucas
(NAME OF ENTITY/APPLICANT)

SIGNED BY: _____
(Signature of official)

Dusty Kuykendall - Mayor
(Printed name and title)

ATTESTED BY: _____
(Signature of official)

Toshia Kimball - City Secretary
(Printed name and title)

Resolution Amending Authorized Representatives



Please complete this form to amend or designate Authorized Representatives. *This document supersedes all prior Authorized Representative forms.*

*** Required Fields**

1. Resolution

WHEREAS,

City of Lucas

[REDACTED]

Participant Name*

Location Number*

("Participant") is a local government of the State of Texas and is empowered to delegate to a public funds investment pool the authority to invest funds and to act as custodian of investments purchased with local investment funds; and

WHEREAS, it is in the best interest of the Participant to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; and

WHEREAS, the Texas Local Government Investment Pool ("TexPool / Texpool Prime"), a public funds investment pool, were created on behalf of entities whose investment objective in order of priority are preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act.

NOW THEREFORE, be it resolved as follows:

- A. That the individuals, whose signatures appear in this Resolution, are Authorized Representatives of the Participant and are each hereby authorized to transmit funds for investment in TexPool / TexPool Prime and are each further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.
- B. That an Authorized Representative of the Participant may be deleted by a written instrument signed by two remaining Authorized Representatives provided that the deleted Authorized Representative (1) is assigned job duties that no longer require access to the Participant's TexPool / TexPool Prime account or (2) is no longer employed by the Participant; and
- C. That the Participant may by Amending Resolution signed by the Participant add an Authorized Representative provided the additional Authorized Representative is an officer, employee, or agent of the Participant;

List the Authorized Representative(s) of the Participant. Any new individuals will be issued personal identification numbers to transact business with TexPool Participant Services.

1. Dusty Kuykendall Mayor

Name

Title

2 1 4 6 7 6 8 7 7 8

9 7 2 7 2 7 0 0 9 1

dkuykendall@lucastexas.us

Phone

Fax

Email

Signature

2. John Whitsell City Manager

Name

Title

9 7 2 9 1 2 1 2 1 2

9 7 2 7 2 7 0 0 9 1

jwhitsell@lucastexas.us

Phone

Fax

Email

Signature

3. Liz Exum Finance Director

Name

Title

9 7 2 9 1 2 1 2 0 1

9 7 2 7 2 7 0 0 9 1

lexum@lucastexas.us

Phone

Fax

Email

Signature

1. Resolution (continued)

4. Debbie Fisher Mayor Pro Tem
 Name Title
9 7 2 7 2 7 8 9 9 9 9 7 2 7 2 7 0 0 9 1 dfisher@lucastexas.us
 Phone Fax Email

 Signature

List the name of the Authorized Representative listed above that will have primary responsibility for performing transactions and receiving confirmations and monthly statements under the Participation Agreement.

Liz Exum
 Name

In addition and at the option of the Participant, one additional Authorized Representative can be designated to perform only inquiry of selected information. *This limited representative cannot perform transactions.* If the Participant desires to designate a representative with inquiry rights only, complete the following information.

Toshia Kimball City Secretary
 Name Title
9 7 2 9 1 2 1 2 1 1 9 7 2 7 2 7 0 0 9 1 tkimball@lucastexas.us
 Phone Fax Email

D. That this Resolution and its authorization shall continue in full force and effect until amended or revoked by the Participant, and until TexPool Participant Services receives a copy of any such amendment or revocation. This Resolution is hereby introduced and adopted by the Participant at its regular/special meeting held on the 0 6 day of June, 2 0 2 4.

Note: Document is to be signed by your Board President, Mayor or County Judge and attested by your Board Secretary, City Secretary or County Clerk.

City of Lucas
 Name of Participant*

SIGNED

 Signature*
Dusty Kuykendall
 Printed Name*
Mayor
 Title*

ATTEST

 Signature*
Toshia Kimball
 Printed Name*
City Secretary
 Title*

2. Delivery Instructions

Please return this document to **TexPool Participant Services**:
Email: texpool@dtsystems.com
Fax: 866-839-3291

Authorized Representative Add Form for Municipalities

Name of Participant City of Lucas Participant Number [REDACTED]

Addition of Authorized Representative

In order to either (i) carry out the role of Investment Officer for the Participant or (ii) aid the Investment Officer of the Participant in the execution of his or her duties pursuant to Texas Government Code, Section 2256.003(c), as the case may be, the following officers, officials, employees, or contractors of the Participant are hereby designated as Authorized Representatives within the meaning of the Investment Agreement (Agreement). These designated Authorized Representatives have full power and authority to execute the Agreement and any other documents, as may be required to deposit money to and withdraw money from the Participant's Lone Star Investment Pool (Lone Star) account from time to time in accordance with the Agreement and the Information Statement, and take all other actions deemed necessary or appropriate for the investment of local funds of the Participant:

	Rep #1	Rep #2	Rep #3
Printed Name	<u>Dusty Kuykendall</u>	<u>Liz Exum</u>	<u>John Whitsell</u>
Title	<u>Mayor</u>	<u>Finance Director</u>	<u>City Manager</u>
E-mail address	<u>dkuykendall@lucastexas.us</u>	<u>lexum@lucastexas.us</u>	<u>jwhitsell@lucastexas.us</u>
Signature	<u></u>	<u></u>	<u></u>

In accordance with Lone Star procedures, an Authorized Representative shall promptly notify Lone Star of any changes in who is serving as Authorized Representative.

In addition to the foregoing Authorized Representatives, each Investment Officer of Lone Star appointed by the Lone Star Board of Trustees from time to time is hereby designated as an Investment Officer of the Government Entity and, as such, shall have responsibility for investing the share of Lone Star assets representing local funds of the Government Entity.

PASSED AND APPROVED this 6th day of June, 2024.

By: _____ By: _____

Dusty Kuykendall - Mayor Toshia Kimball - City Secretary

Printed Name, Chief Executive Officer *Printed Name, Secretary or Equivalent*

State of Texas, County of Collin

Before me, Linezka Maduro, on this day personally appeared Dusty Kuykendall, and Toshia Kimball

(name of notary) *(name of CEO)* *(name of Clerk/Secretary)*

known to me (or proved to me on the oath of _____) or through _____ to be the person(s)

(person providing oath) *(identification item)*

whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this 6th day of June, 2024.

(Personalized Seal)

Notary Public's Signature

If you have any questions, call the Lone Star Investment Pool at 800-758-3927 for assistance.
Please return the completed form to customer.service@lonestarinvestmentpool.com or fax 512-452-7842.
Keep the original for your files.

RESOLUTION # R-2024-06-00556

CITY OF LUCAS, COLLIN COUNTY, TEXAS (American National Bank of Texas Signatories)

American National Bank—Referred to as “Financial Institution” City of Lucas—Referred to in this document as the “City”

I, Toshia Kimball, certify that I am Secretary (clerk) of the above-named City under the laws of State of Texas, Federal Employer ID Number: 75-1707179, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Lucas City Council, duly and properly called, and held on. These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

AGENTS Any agent listed below, subject to any written limitations is authorized to exercise the powers granted as indicated below:

Name and Title	Signature
A. Mayor - Dusty Kuykendall	_____
B City Manager – John Whitsell	_____
C. Finance Director - Liz Exum	_____
D. Mayor Pro-tem - Debbie Fisher	_____
E. City Secretary - Toshia Kimball	_____

Powers Granted:	Indicate number of signatures required
_____ (1) Exercise all the powers listed in this resolution	_____
___X___ (2) Open any deposit or share account(s) in the name of the City	___2___
___X___ (3) Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution.	___2___
___X___ (4) Borrow money on behalf and in the name of the City, sign, execute and deliver promissory notes or other evidence of indebtedness.	___2___
___X___ (5) Endorse, assign, transfer, mortgage, or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate,	

or other property now owned or hereafter owned or acquired by the city as security for sums borrowed and to discount the same, unconditionally and to waive demand, presentment, protest, notice of protest and notice of non-payment.

___ 2 ___

___X___ (6) Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in this Financial Institution.

___ 2 ___

_____ (7) Other _____

LIMITATIONS OF POWERS-The following are the City’s express limitations of the powers granted under this Resolution.

EFFECT OF PREVIOUS RESOLUTIONS-This Resolution supersedes any Resolution dated prior to June 6, 2024, assigning such powers.

CERTIFICATION OF AUTHORITY

I further certify that the City has and at the time of adoption of this Resolution had, full power and lawful authority to adopt this Resolution and to confer the powers granted above to the persons names that have full power and lawful authority to exercise the same.

City of Lucas is a non-profit organization

Toshia Kimball - City Secretary

Attest: Dusty Kuykendall - Mayor

Attest: Toshia Kimball
State of Texas Notary



City of Lucas City Council Meeting June 6, 2024

Requester: Mayor Dusty Kuykendall

Agenda Item Request

Consider appointing a Councilmember Liaison to:

- A. Planning and Zoning Commission (also serving as Capital Improvements Advisory Committee)
- B. Board of Adjustments (also serving as Building and Standards Commission)
- C. Parks and Open Space Board (also serving as the Lucas Farmers Market Committee)
- D. North Texas Municipal Water District (NTMWD)
- E. North Central Texas Council of Governments (NCTCOG)
- F. Service Tree Committee

Background Information

The City Council appoints Councilmembers to serve as liaisons acting as advisors on behalf of the City Council regarding recommendations and decisions. New appointments will need to be made to the following:

- Planning and Zoning Commission (also serving as Capital Improvements Advisory Committee) – Regular meeting on the second Tuesday of each month at 6:30 pm
- Board of Adjustments (also serving as Building and Standards Commission) – Regular meeting on the fourth Wednesday of each month at 6:30 pm
- Parks and Open Space Board (also serving as the Lucas Farmers Market Committee) – Regular meeting on the fourth Tuesday every other month at 6:30 pm
- North Texas Municipal Water District (NTMWD)
- North Central Texas Council of Governments (NCTCOG)
- Service Tree Committee – Three Councilmembers serve on this committee to recommend Service Tree Award recipient(s) at the beginning of each year

Attachments/Supporting Documentation

NA

Budget/Financial Impact

NA



City of Lucas City Council Meeting June 6, 2024

Recommendation

NA

Motion

I make a motion to appoint the following Councilmember Liaisons:

- A. Councilmember _____ to the Planning and Zoning Commission (also serving as Capital Improvements Advisory Committee)
- B. Councilmember _____ to the Board of Adjustments (also serving as Building and Standards Commission)
- C. Councilmember _____ to the Parks and Open Space Board (also serving as the Lucas Farmers Market Committee)
- D. Councilmember _____ to the North Texas Municipal Water District (NTMWD)
- E. Councilmember _____ to the North Central Texas Council of Governments (NCTCOG)
- F. Councilmembers _____, _____, and _____ to the Service Tree Committee



City of Lucas

City Council Agenda Request

June 6, 2024

Item No. 05

Requester: City Council

Agenda Item Request

Consider appointments to the following boards and commissions:

- A. Board of Adjustments unexpired term (previously held by Brian Stubblefield) expiring on December 31, 2025.
- B. Planning and Zoning unexpired term (previously held by Chris Bierman) expiring on December 31, 2025.

Background Information

There are two vacant seats on the Board of Adjustments and Planning and Zoning Commission that were previously held by Brian Stubblefield and Chris Bierman who have been elected to the City Council following the May 4, 2024 General Election. The City Council may choose to promote an alternate member to a regular member on each board and commission and/or fill remaining vacancies with appointments from new applicants. The City Council may choose to hold interviews of new applicants to be considered for vacant positions.

Current alternate members on the Board of Adjustment include:

- Alternate Member 1: Helene Langer (term expires December 31, 2024)
- Alternate Member 2: Sean Watts (term expires December 31, 2025)

Current alternate members on the Planning and Zoning Commission include:

- Alternate Member 1: Sean Alwardt (term expires December 31, 2025)
- Alternate Member 2: John Awezec (term expires December 31, 2025)

Attachments/Supporting Documentation

1. Board/Commission Attendance Records and Volunteer Applications will be sent to City Council as a separate attachment.

Budget/Financial Impact

NA

Recommendation

NA



City of Lucas City Council Agenda Request June 6, 2024

Motion

I make a motion to approve appointments to the following boards and commissions:

- A. Appoint _____ as _____ to the Board of Adjustments with a term expiring on December 31, 2025.

- B. Appoint _____ as _____ to the Planning and Zoning Commission with a term expiring on December 31, 2025.



City of Lucas

City Council Agenda Request

June 6, 2024

Item No. 06

Requester: HR Manager Alana Cohen

Agenda Item Request

Consider developing a compensation policy and appropriating \$50,646 from unrestricted General Fund Reserves and \$9,626 from unrestricted Water Fund Reserves to implement a five percent compensation adjustment for fiscal year 2023/24.

Background Information

The City Council previously tasked the City Manager and Compensation Team with evaluating the City's compensation strategy to ensure it remains competitive and fair. The Compensation Team comprises of the City Manager, Assistant City Manager, Finance Director, HR Manager, and Assistant Fire Chief who provide well-informed and strategic recommendations regarding compensation and benefits.

Compensation History

Below is an overview of the City's Salary Adjustment History over the past six fiscal years, detailing market adjustments, cost of living adjustments (COLA), and merit pay initiatives:

- FY 18-19, there was a 3% COLA, a one-time \$2,000 merit pay, and a 2019 compensation study rate increase.
- FY 19-20, a 3% COLA was implemented on 10/7/2019.
- FY 20-21, a market adjustment to the midpoint up to 10% or a 2% COLA on 5/7/2021.
- FY 21-22, a 3% COLA was given on 9/27/2021, followed by a \$1,000 merit pay on 12/20/2021.
- FY 22-23, there was a 6% COLA and a 5% market adjustment on 10/5/2022.
- FY 23-24, a 5% COLA was applied on 10/5/2023.

This historical data highlights the City's efforts to maintain competitive compensation through periodic adjustments and merit-based initiatives, reflecting a commitment to fair and equitable employee pay.

Turnover Data

The City of Lucas has tracked turnover trends across various departments over the past six fiscal years, providing valuable insights into employee retention and factors influencing departures. In Lucas Fire-Rescue, there were 13 total turnovers, with the highest in FY 19-20 at five employees. Reasons for leaving included promotions, resignations, relocations, and returns to school. The turnover rate fluctuated, peaking at 31.3% in FY 19-20 and dropping to zero in FY 21-22.

Public Works experienced four total turnovers, with a turnover rate ranging up to 12.5%. One employee left each year from FY 19-20 through FY 22-23 due to military service, job abandonment, resignation, and relocation.



City of Lucas

City Council Agenda Request

June 6, 2024

Item No. 06

City Hall saw 11 total turnovers, with the highest in FY 20-21 at three employees. Reasons for leaving included resignations, retirements, and relocations. The turnover rate peaked at 20% in FY 20-21 and was 17.6% in FY 23-24.

Summary of Key Points:

- Total Departures Across All Departments: 28 employees.
- Budgeted Employees: Increased from 38 in FY 18-19 to 45 in FY 23-24.
- Overall Turnover Rate: Averaged around 11.1% in the most recent fiscal year.

The turnover data indicates varying rates of employee departures across departments and fiscal years, reflecting a mix of voluntary and involuntary reasons for leaving. The highest turnover rates were observed in specific fiscal years, highlighting periods where retention challenges were more pronounced. Understanding these trends aids in formulating strategies to improve employee retention and address the underlying causes of turnover.

Market Comparison Analysis

Our recent in-house market study compared the City of Lucas to five benchmark cities: Fairview, University Park, Allen, Coppell, and Southlake. The study found that Lucas is 9% or \$323,931 below market. Specific departments were further below market: Lucas Fire Rescue by 54%, Public Works by 5%, and City Hall by 41%. The breakdown of the difference by fund shows that the General Fund accounts for \$273,276 and the Water Fund for \$50,655, totaling \$323,931.

To immediately address this issue, the Compensation Team is suggesting a 5% compensation adjustment for FY 23-24. Should we implement the 5% adjustment, 13 positions will be aligned with the market, yet we will remain cumulatively 6% below the target.

There is an identified surplus of \$581,939 in the General Fund and \$727,598 in the Water Fund. This excess revenue over expense positions us favorably to implement a 5% across-the-board market adjustment as an interim solution to address immediate needs while maintaining fiscal stability.

Staff is also seeking input from the City Council to determine our market and propose the creation of a formal policy statement on compensation. This will ensure our compensation strategy aligns with the City's financial capabilities and long-term goals.

Attachments/Supporting Documentation

1. Compensation Study and Adjustment History
2. City of Lucas Turnover by Fiscal Year
3. General Fund Reserve Trend
4. Water Fund Reserve Trend
5. Compensation Calculation Overview



City of Lucas
City Council Agenda Request
June 6, 2024

Budget/Financial Impact

The prorated costs to implement a 5% compensation adjustment for the remainder of FY 23-24 total \$60,272, with \$50,646 from the General Fund and \$9,626 from the Water Fund. The total annualized cost to implement a 5% compensation adjustment will be \$174,118, with \$146,311 from the General Fund and \$27,807 from the Water Fund. The projected revenue over expense for FY 23/24 is \$581,939 in the General Fund and \$727,598 in the Water Fund. After meeting GASB 54 requirements, the unrestricted fund reserves total \$5,305,971 in the General Fund and \$7,103,770 in the Water Fund.

Recommendation

Staff recommends developing a compensation policy and implementing a 5% compensation adjustment by appropriating \$50,646 from unrestricted General Fund Reserves and \$9,626 from unrestricted Water Fund Reserves.

Motion

I make a motion to approve/deny appropriating \$50,646 from unrestricted General Fund Reserves and \$9,626 from unrestricted Water Fund Reserves to implement a five percent compensation adjustment.

City of Lucas
 Compensation Study and Adjustment History

Studies: 2/5/2015 Wendy Delgado
 1/17/2019 In-house Study
 5/7/2021 Combined Study In-house and with consultant Alicia Dorsey
 10/5/2022 In-house Study

Notes:

2-5-15 Wendy Delgado Study
 Payout was implemented over 2 years:
 Year 1 - Exempt Employees - 85% of Market and 100 % Non Exempt
 Year 2 - Remaining 15% of Market for Exempt employees
 Benchmark cities chose by council:
 Celina, Fairview, Fate, Melissa, Parker, Prosper, Sunnyvale, Trophy Club

1-17-19 In-house study included the following bench mark cities:
 Anna Melissa
 Celina Prosper
 Fairview Trophy Club

5-7-21 Combined Study In-house and with consultant Alicia Dorsey
Benchmark Cities chosen by council included:

<u>Director</u>		<u>Staff</u>		
Burnet	Lago Vista	Allen	Mckinney	Wylie
Fair Oaks Ranch	Lake Dallas	Celina	Plano	
Fairview	Mckinney	Frisco	Prosper	
Frisco	Mont Belvieu	Garland	Richardson	
Granite Shoals	Horseshoe Bay	Lewisville	Sachse	

10-5-22 In-house study included the following bench mark cities:
 Allen Southlake
 Coppell University Park
 Fairview

Salary Adjustment History

FY 14-15	2/9/2015	MARKET ADJ 2015 Wendy Delgado Study
FY 15-16	10/8/2015	MARKET ADJ 2015 Wendy Delgado Study
FY 16-17	10/7/2016	1 % COLA
	11/17/2016	MERIT PAY \$2K ONE TIME
FY 17-18	10/10/2017	2 % COLA
	12/13/2017	MERIT PAY \$2K ONE TIME
FY 18-19	10/1/2018	3 % COLA
	11/26/2018	MERIT PAY \$2K ONE TIME
	1/21/2019	2019 COMP STUDY RATE INCREASE
FY 19-20	10/7/2019	3 % COLA
FY 20-21	5/7/2021	MARKET ADJ TO MIDPOINT UP TO 10% OR 2 % COLA
FY 21-22	9/27/2021	3 % COLA
	12/20/2021	\$1K MERIT
FY 22-23	10/5/2022	6 % COLA/5 % MARKET
FY 23-24	10/5/2023	5 % COLA

City of Lucas
Turnover Trend by Fiscal Year

Name	Dept.	Hire Date	Term Date	Reason for Leaving	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Lucas Fire Rescue (LFR)											
FF/ Paramedic	6300	2/26/2017	01/14/19	Lewisville	1						
FF/EMT	6300	11/27/2017	10/06/19	Wylie		1					
FF/ Paramedic	6300	2/25/2019	12/20/19	Resignation		1					
FF/ Paramedic	6300	11/18/2015	12/26/19	Princeton/Opportunity		1					
FF/ Paramedic	6300	11/4/2019	12/31/19	Royse City/Captain Promotion		1					
FF/ Paramedic	6300	3/23/2020	08/18/20	Celina		1					
Fire Captain	6300	10/7/2013	12/30/20	Resignation			1				
FF/ Paramedic	6300	8/19/2020	05/03/21	Return to school/PA - medical			1				
Fire Captain	6300	10/7/2013	07/12/21	Allen			1				
FF/ Paramedic	6300	10/7/2013	02/04/23	Arlington Fire Inspection					1		
FF/ Paramedic	6300	10/11/2021	09/13/23	Plano					1		
FF/ Paramedic	6300	6/30/2021	11/30/23	Plano						1	
Fire Driver/Engineer	6300	2/10/2020	01/05/24	Relocation WI						1	
Total LFR					1	5	3	0	2	2	13

LFR Budgeted Employees	16	16	16	19	19	19
Percent of Budget	6.3%	31.3%	18.8%	0.0%	10.5%	10.5%

Public Works (PW)

Public Works Specialist I	6210	10/16/2018	09/11/20	Military		1					
Public Works Specialist I	6210	4/20/2020	04/08/21	Job Abandonment			1				
Public Works Specialist I	6210	3/14/2018	05/27/22	Resignation				1			
Public Works Specialist I	6210	8/22/2022	08/11/23	Relocation						1	
Total Public Works					0	1	1	1	1	1	4

PW Budgeted Employees	7	8	8	8	9	9
Percent of Budget	0.0%	12.5%	12.5%	12.5%	11.1%	0.0%

City of Lucas
Turnover Trend by Fiscal Year

	Name	Dept.	Hire Date	Term Date	Reason for Leaving	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
City Hall (CH)	Code Enforcement Officer	6212	2/26/2018	09/25/20	Plano		1					
	Human Resources Generalist	6200	2/20/2017	10/09/20	Relocation				1			
	Engineering Project Manager	6209	8/15/2016	11/06/20	Resignation				1			
	City Engineer/Public Works Director	6209	6/3/2013	08/02/21	Retirement				1			
	City Secretary	6110	2/9/2015	07/22/22	Farmers Branch					1		
	Code Enforcement Officer	6209	10/19/2020	08/05/22	Relocation to Tyler				1			
	Management Analyst	6110	2/8/2021	12/18/22	Relocation to DC						1	
	City Secretary	6110	10/12/2022	06/30/22	Farmers Branch						1	
	Public Works Director	6209	9/7/2021	04/26/24	Resignation							1
	City Manager	6200	3/1/2014	05/31/24	Retirement							1
	Assistant City Manager	6200	10/1/2018	05/31/24	Resignation							1
Total City Hall						0	1	3	2	2	3	11

CH Budgeted Employees	15	15	15	16	16	17
Percent of Budget	0.0%	6.7%	20.0%	12.5%	12.5%	17.6%

Total all Departments	1	7	7	3	5	5	28
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Total Budgeted Employees	38	39	39	43	44	45
Percent of Budget	2.6%	17.9%	17.9%	7.0%	11.4%	11.1%

City of Lucas
General Fund Reserves by Fiscal Year

	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Actual 2020-2021	Actual 2021-2022	Actual 2022-2023	Projected 2023-2024
Unassigned Fund Balance per Audit Report	\$ 7,545,674	\$ 8,774,909	\$ 7,380,496	\$ 7,442,323	\$ 8,524,465	\$ 10,085,127	\$ 9,819,059	\$ 9,360,865	\$ 9,360,865
Adjusted For:									
Projected Excess Fund Balance FY 23-24 (Revenue vs. Expense)									\$ 581,939
Additional Restrictions:									
Capital Project funding approved at (3-2-17) City Council Meeting		\$ (1,385,000)							
FY 20-21 Brockdale Roadway Improvements carry-over	\$ (140,335)	\$ (199,570)			\$ -				
Reserve for Capital Outlay FY 20-21	\$ (50,000)	\$ (100,000)							
CC 11-2-23 Reserves for Trinity Trail Connect Phase 1 project									\$ (358,012)
Reserve Balance Prior to GASB 54 Requirement	\$ 7,355,339	\$ 7,090,339	\$ 7,380,496	\$ 7,442,323	\$ 8,524,465	\$ 10,085,127	\$ 9,819,059	\$ 9,360,865	\$ 9,584,792
Reserve Balance in Operating Months	19.3	16.5	16.9	14.9	17.9	18.3	16.4	12	13
50% Current Year General Fund Expenditures (6 months)	\$ (2,286,670)	\$ (2,583,535)	\$ (2,624,410)	\$ (3,009,319)	\$ (2,861,041)	\$ (3,245,588)	\$ (3,572,478)	\$ (4,523,283)	\$ (4,278,821)
Reserve Balance After GASB 54 Requirement	\$ 5,068,669	\$ 4,506,804	\$ 4,756,086	\$ 4,433,005	\$ 5,663,424	\$ 6,839,539	\$ 6,246,581	\$ 4,837,582	\$ 5,305,971
Reserve Balance in Operating Months	13.3	10.5	10.9	8.9	11.9	12.3	10.4	6	7
Restricted during Fiscal Year Audit:									
Ambulance Donation			\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Project Funding approved (3105)			\$ 1,385,000	\$ 1,385,000	\$ 613,590	\$ -	\$ -	\$ -	\$ -
Restricted Court/Misc (3105.10)(3105.35)	\$ 51,004	\$ 56,820	\$ 64,031	\$ 77,266	\$ 78,726	\$ 76,647	\$ 85,892	\$ 96,004	\$ 96,004
Restricted Cable Fees (3105.20)	\$ 17,670	\$ 21,843	\$ 25,318	\$ 28,582	\$ 31,834	\$ 34,707	\$ 38,360	\$ 39,751	\$ 39,751
Brockdale Roadway Improvements (3105.25)			\$ 245,054	\$ 285,878	\$ 385,528	\$ -	\$ 31,464	\$ 31,464	\$ 31,464
Restricted Impact Fees (3105.30)	\$ 1,116,079	\$ 1,254,213	\$ 1,572,405	\$ 1,785,286	\$ 2,115,802	\$ 1,417,322	\$ 1,724,913	\$ 1,881,660	\$ 1,675,171
Restricted Water Rescue (3105-32)						\$ 120,000			
Restricted Bldg Improvements (3105-33)							\$ 243,069	\$ -	\$ -
Restricted FD Equipment (3105-34)						\$ 16,379	\$ 13,130	\$ -	\$ -
Restricted FD Engine (new)								\$ 1,400,000	
Restricted Law Enforcement Vehicles(new)								\$ 489,087	
Restricted Public Works Truck(replacement)								\$ 80,513	
Restricted Capital Outlay (3105-36)							\$ 611,682	\$ 500,000	\$ -
Restricted Impact Fee Study(3105-37)							\$ 24,000	\$ -	\$ -
Restricted Records Mgmt(3105-38)							\$ 13,903	\$ 5,779	\$ -
Restricted Drainage (3105-39)							\$ 257,379	\$ -	\$ -
Restricted Cares Funding (3105.40)					\$ 89,755				
Restricted LOSAP (3105.45)		\$ 216,615	\$ 233,592	\$ 252,407	\$ 265,669	\$ 279,043	\$ 280,509	\$ 284,802	\$ -
Capital Outlay (\$50K per year) (3106)			\$ 150,000	\$ 200,000	\$ 250,000	\$ 300,000	\$ 250,000	\$ 250,000	\$ 250,000
Project Mgmt (3107)				\$ 358,290	\$ 70,853	\$ -	\$ -	\$ -	\$ -
Reserve Restricted per Audit Report	\$ 1,184,753	\$ 1,549,491	\$ 3,775,400	\$ 4,372,709	\$ 3,901,757	\$ 2,244,098	\$ 3,574,301	\$ 5,059,060	\$ 2,092,390

City of Lucas
Water Fund Reserves by Fiscal Year

	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Actual 2020-2021	Actual 2021-2022	Actual 2022-2023	Projected 2023-2024
Unrestricted Cash Balance per Audit Report	\$ 5,579,746	\$ 5,548,487	\$ 5,996,412	\$ 6,215,622	\$ 6,945,017	\$ 7,276,317	\$ 8,106,958	\$ 9,707,570	\$ 9,707,570
Adjusted For:									
Projected Excess Fund Balance FY 23-24									\$ 727,598
Additional Restrictions:									
CC 10-19-23 Reserve Restriction for Water Tower Project (FY 22-23)								\$ (510,632)	\$ (256,946)
CC 12-21-23 Reserve Restriction Osage Lane Lift Station (Design)									\$ (74,500)
Customer Deposits	\$ (239,250)	\$ (245,600)	\$ (247,600)	\$ (256,220)					
Reserve Balance Prior to GASB 54 Requirement	\$ 5,340,496	\$ 5,302,887	\$ 5,748,812	\$ 5,959,402	\$ 6,945,017	\$ 7,276,317	\$ 8,106,958	\$ 9,196,938	\$ 10,103,722
Reserve Balance in Operating Months	19	16	18	18	20	21	20	19	20
50% Current Year Water Fund Expenditures (6 months)	\$ (1,656,470)	\$ (1,897,744)	\$ (1,949,722)	\$ (1,983,894)	\$ (2,081,761)	\$ (2,127,754)	\$ (2,416,524)	\$ (2,861,705)	\$ (2,999,952)
Reserve Balance After GASB 54 Requirement	\$ 3,684,026	\$ 3,405,143	\$ 3,799,090	\$ 3,975,508	\$ 4,863,256	\$ 5,148,563	\$ 5,690,434	\$ 6,335,233	\$ 7,103,770
Reserve Balance in Operating Months	13	10	12	12	14	15	14	13	14
Restricted during Fiscal Year Audit:									
Capital Project Funding approved (3-2-17)/(51-1007-50/3105)			\$ 120,979	\$ 120,979	\$ 120,979	\$ 120,979	\$ 120,979	\$ 120,979	\$ -
Reserve Funding Bait Shop Water Line(51-1007-75/51-3106-75)						\$ 31,118			
Impact Fees (Lakeview Downs) (51-1001-75)/(51-3106-10)					\$ 27,500	\$ 33,000	\$ 11,000	\$ 22,000	\$ 22,000
Impact Fees (Capital Projects) (51-1001)/(51-3106-15)						\$ 352,448	\$ 447,709	\$ 618,050	\$ -
Debt Service (51-1007-40)/(51-1008)/(51-3106)	\$ 375,000	\$ 425,000	\$ 435,000	\$ 477,800	\$ 515,000	\$ 495,000	\$ 410,000	\$ 415,000	\$ 415,000
Impact Fee Study (51-1007-70/51-3106-70)							\$ 23,040		
Project Mgmt (51-1007-70)				\$ 69,945	\$ 17,486				
Bait Shop Waterline Restricted (51-1007-75/51-3106-75)							\$ 1,148,202		
Water Operations Restricted (51-1007-60/51-3106-60)							\$ 35,826	\$ 53,157	
Customer Deposits (51-1012)/(51-3106-20)					\$ 258,400	\$ 278,625	\$ 287,600	\$ 295,600	\$ 295,600
Reserve Restricted per Audit Report	\$ 375,000	\$ 425,000	\$ 555,979	\$ 668,724	\$ 939,365	\$ 1,311,170	\$ 2,484,356	\$ 1,524,786	\$ 732,600

City of Lucas
 Compensation Calculation Overview

Prior to 5 % Adjustment

Market mid-point for 44 positions	\$ 3,905,956
Minus Five positions currently at market mid-point	<u>\$ (350,322)</u>
Total	<u>\$ 3,555,634</u>

City of Lucas current mid-point pay scale for 44 positions	\$ 3,600,860
Minus Five positions currently at market mid-point	<u>\$ (369,157)</u>
Total	<u>\$ 3,231,703</u>

Difference Market vs City	<u><u>\$ 323,931</u></u>
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Percent of Market	<u><u>9%</u></u>
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Percentages by Area:

Lucas Fire Rescue	54%
Public Works	5%
City Hall	<u>41%</u>
	<u>100%</u>

Difference By Fund

General Fund	\$ 273,276
Water Fund	<u>\$ 50,655</u>
*Total	<u><u>\$ 323,931</u></u>

**Summary of Five Percent Adjustment \$174,118

Percentages by Area:

Lucas Fire Rescue	53%	\$ 93,064
Public Works	16%	\$ 27,677
City Hall	<u>31%</u>	<u>\$ 53,377</u>
	<u>100%</u>	<u>\$ 174,118</u>

Difference By Fund

General Fund	\$ 146,311
Water Fund	<u>\$ 27,807</u>
Total	<u><u>\$ 174,118</u></u>

After 5 % Adjustment

Market mid-point for 44 positions	\$ 3,905,956
Minus Thirteen positions at market mid-point	<u>\$ (731,203)</u>
Total	<u>\$ 3,174,753</u>

City of Lucas current mid-point pay scale for 44 positions	\$ 3,753,783
Minus Thirteen positions currently at market mid-point	<u>\$ (775,500)</u>
Total	<u>\$ 2,978,283</u>

Difference Market vs City	<u><u>\$ 196,470</u></u>
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Percent of Market	<u><u>6%</u></u>
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Percentages by Area:

Lucas Fire Rescue	47%
Public Works	2%
City Hall	<u>51%</u>
	<u>100%</u>

Difference By Fund

General Fund	\$ 161,492
Water Fund	<u>\$ 34,977</u>
*Total	<u><u>\$ 196,469</u></u>

Notes:

* Totals do not include TMRS or medicare

** Five Percent Calculation Adjustment includes TMRS and Medicare



City of Lucas

City Council Agenda Request

June 6, 2024

Item No. 07

Requester: Assistant Fire Chief Aaron Alderdice

Agenda Item Request

Discuss the proposed goals and objectives of the Lucas Fire-Rescue Long Range Plan, solicit input from the City Council, and provide any additional guidance to the City Manager and project team.

Background Information

The City Council previously tasked the City Manager with evaluating the City's public safety long term plan as the City approaches buildout. As a response to this directive, the City Manager and Lucas Fire-Rescue leadership proposed the development of a comprehensive long-range plan and needs assessment. This initiative aims to evaluate our current service delivery model and anticipate adjustments necessary as the City progresses toward its ultimate buildout.

A long-range planning committee was established and currently consists of City Manager John Whitsell, Fire Chief Ted Stephens, Assistant Fire Chief Lance Gant, and Assistant Fire Chief Aaron Alderdice. Assistant Chief Aaron Alderdice was named as the Chair of the Committee. On June 15, 2023, the City Council endorsed the long-range plan outline as presented. The outline includes a comprehensive framework that will guide the development of the Lucas Fire-Rescue Long Range Plan. Below is a high-level overview of the key components included in the outline, which will serve as the cornerstone for all project activities.

1. The project team will conduct a data driven analysis of Lucas Fire-Rescue's historical, current, and future response and deployment trends to provide actionable recommendations for maintaining and improving sustainable services and operations.
 - a. This analysis will serve as the foundation for achieving the City Council's goal, which aims to address various operational models for providing emergency services, with the specific intent of identifying those options that can deliver the optimum levels of service in a financially sustainable manner.
 - b. The team will assess different options and consider their potential impact on service delivery. The assessment will consider factors such as response time, resource allocation, coordination among emergency service providers, and overall cost.
 - c. Recommendations will be provided identifying the best short-term, mid-term, and long-term strategies for service delivery and the impact of initiating such a strategy.
2. The committee will soon begin the detailed data collection and analysis phases per the outline document.



City of Lucas

City Council Agenda Request

June 6, 2024

Item No. 07

3. As directed, our strategy is to maximize the use of internal personnel and limit third-party assistance to essential areas such as GIS and data visualization. This approach will not only result in significant cost savings but also ensure that the long-range plan is highly tailored to meet our specific priorities and needs.
4. Staff estimates that the completion of the Lucas Fire-Rescue Long Range Plan will take approximately 14-16 months from this update. To uphold our commitment to transparency and keep the City Council engaged, we will provide regular updates throughout the process. These updates will detail our progress and highlight any necessary adjustments to ensure the plan's alignment with evolving needs and conditions.
5. The Long-Range Plan will be a "living document" to be re-evaluated and updated on an ongoing and as needed basis.

Assistant Chief Aaron Alderdice has completed the master template for the Lucas Fire-Rescue Long Range Plan which will be used to create templates for the individual sections of the report. An example of a completed section template is included in the supporting documentation to provide the City Council with a detailed preview of the structured approach being adopted for the plan's development.

Attachments/Supporting Documentation

1. Lucas Fire-Rescue Long Range Plan Outline

Budget/Financial Impact

Staff is limited in their ability to process and analyze geospatial data and will require the use of GIS specialists. The Fiscal Year 2023/24 budget includes \$7,500 related to GIS analysis. Staff recommends consideration be given to budget \$15,000 in the upcoming Fiscal Year 2024/25 Budget to address ongoing GIS needs. This investment is crucial for the geospatial analysis that underpins the effective development and implementation of the Lucas Fire-Rescue Long Range Plan.

Recommendation

Staff is seeking input, feedback, and recommendations from the City Council on the ongoing development of the Lucas Fire-Rescue Long-Range Plan.

Motion

There is no motion required.

Long Range Plan Outline

Section One—Project Initiation & Information Acquisition

Task 1-A: Project Initiation & Development of a Work Plan

The purpose will be to develop a complete understanding of the organization's background, goals, and expectations for the project.

The project team's coordinator will develop and refine a proposed work plan that will guide the Project team. This work plan will be developed identifying:

- Project team members responsible for each task
- Major tasks to be performed
- Resources to be utilized
- Methods for evaluating study results
- Any potential constraints or issues related to accomplishing specific tasks

The benefits of this process will be to develop communications processes and identify logistical needs for the project.

Task 1-B: Procurement of Information & Data

The project team will review pertinent information and data from LFR and any other agencies or jurisdictions as necessary. This information is critical and will be used extensively in the various analyses and development of the report. Thoroughly researched and relevant studies will be included during the review. The documents and information relevant to this project will include, but not be limited to, the following:

- City and Community Comprehensive Plans, current and future land-use documents, and Economic Development Annual Reports
- Previous or current LFR studies or research
- Local census and demographic data for LFR
- Zoning maps and zoning codes
- List of mutual and automatic aid providers in Collin County



- LFR administrative policies and procedures
- LFR Standard Operating Guidelines (SOGs) and service-delivery practices
- Current LFR service-delivery objectives and targets
- LFR facilities (fire stations) and apparatus and vehicle inventories
- List of all management positions, administrative support staff positions, operations positions, including ranks and titles (not to include names of individuals)
- Latest Insurance Services Office (ISO) report and Public Protection Classification (PPC®)
- Dataset of local target hazards, multistory buildings, large structures, etc.
- Current organizational chart
- List of staff (without identifying information) ranks, titles, EMS certifications, current wages, and benefits
- Assorted shapefiles and other available Geographic Information System (GIS) files (specific requirements to be defined later)
- Current and historical Records Management data, including National Fire Incident Reporting System (NFIRS) incident data (3-5 years)
- Current and historical Computer-Aided Dispatch (CAD) incident records (3-5 years)
- Current and historical budgets including revenue and expenditures, recurring and non-recurring
- LFR financial data, including debt information, long range financial plans, and projections
- Any other documents and records necessary for the successful completion of the project

Section Two—Community Risk Assessment (CRA)

The project team will conduct an all-hazards analysis of area served by LFR, based on the elements included in the following tasks. The purpose of this evaluation is to initially assess the Department's hazards, threats, vulnerabilities, and risks and the entire coverage area as a whole, in comparison to recognized standards and best practices, to include consideration of benchmarks against which to compare future improvement.

Task 2-A: Description of the Community Served

An overview of the service area of LFR will include:



- Community characteristics, including general location, history, geography, topography, climate, local government type, jurisdictional area, and surrounding jurisdictions
- Demographic characteristics
- Physical assets protected
- Transportation networks
- Planning zones or fire management (response) zones

An interpretation of available census and community development data will be provided indicating:

- Population history
- Census-based population and demographic information
- Community planning-based population information
- Transient population and demographic information (to the extent data is available)
- Population density
- Community land-use regulations
- Occupancy types by land use designation
- Hazardous substances and processes
- Non-structural risk categorization

Task 2-B: Review of Community Expectations & Performance Goals

The project team will examine and document the levels of service historically provided to the City of Lucas and any other areas served by LFR. Within this analysis, the service area will be evaluated based on population density, fire management zones, and risks. This analysis will be used in the development of future performance objective recommendations.

Task 2-C: All Hazards Community Risk Assessment

The project team will conduct an analysis of community risks and land use and interpret their impact on emergency services planning and delivery. Land use, zoning classifications, parcel data, ISO fire flow data, economic value, building footprint densities, occupancy data, and demographic information may be used, along with specific target hazard information.

The project team will provide particular emphasis on weather and wildfire hazards. This analysis will include but not be limited to:

- Identification of community risks to include fire, emergency medical services demand, technical rescue, hazardous materials, transportation, and natural hazards



- Establishment of an occupancy vulnerability risk profile for buildings in the response area
- Population age, density, and daytime population estimates
- Projection of population growth estimates and the corresponding demographic changes in population
- Impact or consequences (economic, social, historic, cultural, and environmental)
- Speed of onset, duration, and effect on Department response capabilities

Task 2-D: Spatial Visualization of Data & Information

The project team will use local planning/zoning data combined with available GIS data from the Lucas, Collin County, and other sources to evaluate the physical risks of the communities to include:

- Overall geospatial characteristics including political and growth boundaries, construction, and infrastructure limitations
- Transportation networks including roads, rail lines, airports, and waterways
- Evaluation of physical assets protected
- Risk assessment methodology
- Topography including response barriers, elevation extremes, and open space/interface areas
- Community-wide hazards, treats, vulnerabilities, and risks—including seismic and wildfire hazards
- Risk assessment matrix
- Community safety and remediation programs
- Community fire protection and detection systems
- Community loss and save information
- Risk by response category: fire, emergency medical, and other incidents
- Risk by planning/demand zone
- Utilize three-axis or bar data visualization to include probability, consequence, and organizational and community impacts (resiliency)



Section Three—Standards of Cover (SOC) & Deployment Analysis

The project team will conduct an organizational analysis of LFR based on the elements included in the following objectives. The purpose of this evaluation is to assess Lucas Fire-Rescue's operations in comparison to industry standards and best practices, as well as to create benchmarks against which to compare future improvement.

Task 3-A: Description of the Department

An overview of the organization will be developed evaluating:

- History, formation, and general description of Lucas Fire-Rescue
- Governance and lines of authority
- Organizational design

Task 3-B: Description & Review of Services Provided

The services currently provided by LFR will be reviewed and compared to industry benchmarks. This will include services provided to the City of Lucas and other regular service areas external to the City boundaries. Areas to be considered include:

- Description of the current service-delivery infrastructure
- Deployment considerations
 - Apparatus and unit types and staffing
 - Firefighter staff distribution
- Review of emergency response services by type
- Critical task analysis: fire suppression, EMS, and other incident types
- Review and evaluate operational and administrative support staffing levels, distribution, and assignment
- Review staff allocation to various emergency functions
- Review staff scheduling methodology

Task 3-C: Financial Overview

The project team will review financial data, to include but not limited to:

- Current and historical operating budgets
- Historical recurring and non-recurring expenditures and revenue sources, fees, and taxation
- Any other fiscal issues relevant to this project



Task 3-D: Capital Facilities & Equipment

During this component, a review of current major capital assets (facilities and apparatus) will be completed relative to the existing condition of capital assets and their viability for continued use in future service delivery. This evaluation will include:

Fire Station Facility—Make observations in areas critical of the current fire station location. This will entail a cursory review of the facility and not a detailed, comprehensive engineering analysis. Items to be contained in the report include:

- Design
- Construction
- Safety
- Code compliance
- Staff facilities
- Efficiency
- Future viability

Apparatus & Vehicles—Review and make recommendations regarding inventory of apparatus, and other vehicles and equipment. Items to be reviewed include:

- Age, condition, and serviceability
- Distribution and deployment

Task 3-E: Review of Historical System Performance

To the extent data is available, the project team will review and observe areas affecting service levels and operational performance. These will include, but not necessarily be limited to:

- Resource Distribution Study
 - Overview of the current facility and apparatus deployment strategy, analyzed through GIS software, with identification of service gaps and redundancies in initial unit arrival
- Resource Concentration Study
 - Analysis of company and staff distribution as related to effective response force (ERF) assembly
 - Analysis of response-time performance capability to achieve full ERF
- Response Reliability Study
 - Current workload, including unit hour utilization (UHU)
 - Analysis of call concurrency and impact on ERF assembly (resource drawdown)
 - Analysis of call concurrency and impact on resource exhaustion
 - Review of actual or estimated failure rates of individual companies
- Other analyses necessary to determine operational performance



- Historical Performance Summary
Analysis of actual system reflex-time performance, analyzed by individual components
Ambulance response time performance, transport times, and hospital turnaround times
- Impact of mutual and automatic aid systems

The project team will evaluate the current workload of LFR and the system as a whole and relate that analysis to the previously described community risk. An analysis will be completed and a matrix will be developed for the community's common and predictable risk types identifying staffing and resource needs. The matrix will be developed with consideration to:

- A service-demand study that will analyze and geographically display current service demand by incident type and temporal variation
- Risk-specific staffing levels to meet the critical tasking analysis for the identified risks
- Apparatus assignments to accommodate the anticipated fire flows and other critical functions of the identified risks
- Time standards that will provide for effective initiation of critical tasks and functions
- Summary of current available resources in matrix format

Task 3-F: Establishment of Performance Objectives

The establishment of fire and EMS response-time standards and targets is a primary responsibility of policymakers, based on community risk, citizen expectations, and LFR's capabilities. The project team will provide data analyses and comparisons against industry standards and will recommend response performance goals.

The project team will identify the current level of emergency services provided by LFR and compare the Department's performance against industry standards and best practices, such as the benchmarks described by the Insurance Services Office (ISO), consensus standards from the National Fire Protection Association (NFPA), recommended practices from the Center for Public Safety Excellence (CPSE), and other pertinent resources including:

- All programs
- Fire suppression services
- Emergency medical services and transport
- Hazardous materials services



- Technical rescue services
- Analysis of false alarms, mutual/auto aid, civilian & firefighter injuries

A review and discussion of existing response-performance goals (if in place) or a discussion of existing response performance (if goals are not in place) will be provided matching the nature and type of risks identified in the previous report sections. Project Team will then recommend response performance goals as follows:

- Evaluation of performance
 - Benchmark objective tables
 - Evaluation methodology
 - Factors to consider
- Evaluation findings
 - Response Time Performance—each timed element of the response system, from receipt of call to first unit arrival
 - Resource Distribution—initial attack (first due) resources for risk-specific intervention
 - Resource Concentration—effective response force assembly (apparatus and personnel) of the initial resources necessary to stop the escalation of the emergency for each risk type
- Project Team will also review and consider any current or draft performance goals, objectives, and measures in place by the agency to determine recommended levels of service.

Section Four—Plan for Maintaining & Improving Response Capabilities

Task 4-A: Plan Overview

The project team will work to develop a methodology that will allow LFR to continually measure future performance for the purpose of maintaining and improving response capabilities. This methodology will include, but not necessarily limited to:

- Records Management Systems (RMS) usage policies
- Assignment of oversight responsibilities
- Schedule of assessments
- Review requirements



Task 4-B: Future Fire Station Locations

Utilizing GIS and other analysis methods, the project team will evaluate various options for future fire station locations. These will be evaluated based on efficiency, effectiveness, and the ability to meet response performance standards in accordance with LFR and City policies, industry best practices, and national standards. This will include:

- Assessment of the current fire station location
- Assessment of any City-owned property(s) for a new fire station
- Identification of other potential locations for a new fire station

Task 4-C: Internal & External Assessments

The project team will perform an assessment of internal issues and external challenges, also known as a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis.

Internal Assessment	Strengths of the organization Weaknesses of the organization
External Assessment	Opportunities facing the organization Threats challenging the organization

- Analyzing the strengths, weaknesses, opportunities for, and threats to the organization is the next critical step in the strategic planning process. Strengths represent areas of the organization to be built upon, and weaknesses are areas to be identified as potential sources for improvement.
- Opportunities are vital to the future of the organization and should be viewed as positive prospects for growth and enhancement, while threats must be identified and addressed in advance, where possible. Other critical issues facing the Department may be identified at this point as well. These may include issues that the strategic planning group identifies as critical to the health and success of the organization.

Task 4-D Goals & Objectives

Project Team will facilitate the local planning team in the establishment of goals, strategic initiatives, objectives, and critical tasks that are imperative to the organization and the participation of individual members.

- Establishment of organizational goals that address the identified concerns of the external and internal customers over a one- to five-year timeframe



- For each goal, the development of one or more measurable objectives that are written in such a manner as to describe the criteria by which an outcome is judged complete or successful
- Development of associated tasks for each goal and objective utilizing the format of identified measurable criteria
- Identification of the priority of each objective
- Development of a statement describing the outcome the objective will provide
- Attainment of this task will be demonstrated by establishing realistic goals and objectives for the organization. To meet the mission of the organization, the establishment of these goals is essential to providing the organization and the individual members with a clear direction.

The goals and objectives established during this process will become management tools and should be updated on a continuous basis as priorities change and as specific goals and/or objectives are achieved. The goals and objectives can then be used to identify what has been achieved and to denote changes within the community and the organization. Fastidiously following these goals and objectives will provide LFR with the necessary direction and guidance into the future. This should also support the Department by reducing the number of impediments, disruptions, and uncertainties for the organization and its members.

Task 4-E: Outcome/Performance Metrics

The project team will discuss and propose the establishment of performance measures that assist the organization in measuring their progress toward the organizational vision. This will be an ongoing process and may initially involve concepts of performance measurement that will require modifications in the collection of necessary data as the organization becomes more focused on measuring achievement and outcomes. The process may include:

- Identification of key performance areas
- Analysis of necessary and available performance data
- Preparation of performance measures from the following categories:
 - Quality Measures
 - Input Measures
 - Output Measures
 - Outcome Measures



Task 4-F: Overall Evaluation, Conclusions, & Recommendations to Policymakers

The project team will develop and analyze various operational models for providing emergency services, with the specific intent of identifying those options that can deliver the optimum levels of service identified in the previous tasks at the most efficient cost.

Recommendations will be provided identifying the best short-term, mid-term, and long-term strategies for service delivery and the impact of initiating such a strategy.

The project team will develop options consistent with the identified recommendations for resource deployment that will improve the LFR's level of service towards the identified performance objectives and targets. This may include, but is not necessarily limited to, specific recommendations regarding:

- Any relocation of an existing fire station or the potential for adding an additional station based on community growth
- Potential workload based on current and projected utilization rates compared with expected community growth
- Selection and deployment of apparatus by type, including ambulances
- Deployment of operations personnel, special units, or resources
- Summary of the benefits gained through implementation of the recommendations

The project team will evaluate and present in graphical and descriptive format for the deployment option(s):

- Degree of benefit to be gained through its implementation
- Extent to which it achieves established performance targets
- Potential negative consequences





City of Lucas

City Council Agenda Request

June 6, 2024

Item No. 08

Requester: Development Services Director Joe Hilbourn

Agenda Item

Consider authorizing the City Manager to enter into a contract with Four Star Excavating to replace two 72-inch culverts, 68 feet long on Lewis Lane, and appropriating \$170,162 from unrestricted General Fund Reserves to account 11-8209-302 Culvert Maintenance.

Background Information

Staff received a concern from a resident about the condition of the culvert located at the bend 2,500 feet south of West Lucas Road on Lewis Lane. The existing culverts are 68 feet long, 72 inches in diameter, and spaced roughly 30 feet apart. Upon inspection of the culvert, the bottom one-third of the culvert is rusted through weakening the culvert. Staff considers this culvert replacement as an emergency. The culvert is malformed roughly six inches and is no longer circular as the culvert resembles an oval and is in danger of complete failure.

Attachment/Supporting Documentation

1. Estimate from Four Star Excavating
2. Location Map
3. Pictures of Culverts at Lewis Lane

Budget/Financial Impact

The estimated costs for the culvert replacements would be \$170,162. Staff recommends appropriating funding in the amount of \$170,162 from unrestricted General Fund Reserves to account 11-8209-302 Culvert Maintenance.

Recommendation

Staff recommends hiring Four Star Excavating to replace the culverts at Lewis Lane.

Motion

I make a motion to approve/deny authorizing the City Manager to enter into a contract with Four Star Excavating to replace two 72-inch culverts, 68 feet long on Lewis Lane, and appropriating \$170,162 from unrestricted General Fund Reserves to account 11-8209-302 Culvert Maintenance.

Four Star Excavating, Co.

6825 Levelland Rd., Suite 2B

Dallas, Texas 75252

Office: (972)-330-6767 * Fax: (972) 421-1597

Project: MISCELLANEOUS WORK - LEWIS RD

Location: LUCAS

Date: 5/13/2024

We propose to provide equipment, labor and material to perform the following operations.

Our proposal is to include these items as specifically listed, all other work items or materials are excluded.

This quote is void after thirty days from proposal date.

Item No.	Item Description	Qty	U/M	Unit Price	Extension
ROAD WILL NEED TO BE CLOSED FOR 5 DAYS					
	LEWIS RD				
1	MOBILIZATION	1	LS	\$ 5,200.00	\$ 5,200.00
2	TRAFFIC CONTROL	1	LS	\$ 2,800.00	\$ 2,800.00
3	CLEARING & GRUBBING	1	LS	\$ 3,800.00	\$ 3,800.00
4	REMOVE EX. STORM DRAIN	130	LF	\$ 40.00	\$ 5,200.00
5	72" CL III RCP	130	LF	\$ 903.00	\$ 117,390.00
6	REMOVE & REPLACE ASPHALT	152	SY	\$ 186.00	\$ 28,272.00
7	ROCK RIPRAP	50	TON	\$ 150.00	\$ 7,500.00

TOTAL AMOUNT BID: \$ 170,162.00

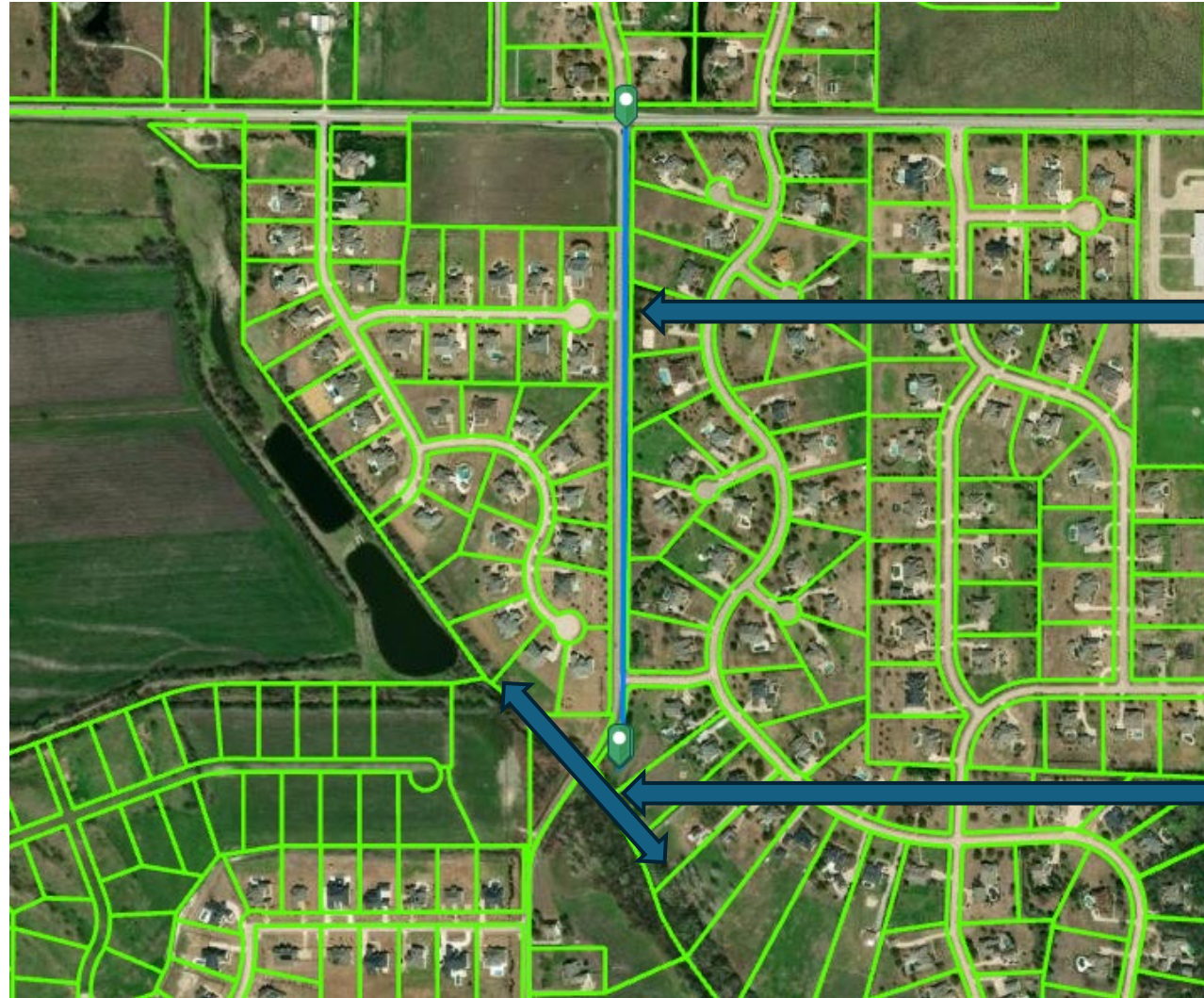
Exclusions:

Sincerely,

Antonio Evangelista

Four Star Excavating Co.

Lewis Lane Culvert location



Lewis Lane

Lewis Lane culvert
2-72" culverts 68' long

Pictures of Culverts at Lewis Lane



Pictures of Culverts at Lewis Lane





City of Lucas

City Council Agenda Request

June 6, 2024

Item No. 09

Requesters: Capital Improvement Projects Manager Patrick Hubbard

Agenda Item Request

Discuss alternative options regarding the realignment of Stinson Road as it relates to the City of Lucas Thoroughfare Plan and provide direction to the City Manager.

Background Information

On June 1, 2023, the City Council discussed various options regarding the realignment of Stinson Road. Engineering presented four design alternatives to the City Council on August 3, 2023; at which time the City Council convened an executive session to discuss these options. Upon discussion, the City Council tabled this item to be discussed at a future meeting.

TxDOT has informed the City of Lucas staff that the location shown on the existing City of Lucas Thoroughfare Plan as amended on May 4, 2023, is not viable and will not be supported by TxDOT.

Only two of the four options presented on August 3, 2023, are viable. These are Options 2 and 4. Options 1 and 3 are not viable for either fiscal reasons, construction constraints, or require TxDOT approval.

The options presented to the City Council on August 3, 2023, were as follows:

Option 1: Construction of Parallel Road as shown in Existing Thoroughfare Plan

Pros:

- Eliminates the intersection of Stinson Road with West Lucas Road, which improve traffic circulation.
- Provides for direct connection to Willow Springs Middle School parking lot which potentially replaces eastern driveway.

Cons:

- Constructability is negatively impacted by need to acquire right-of-way and take portions of multiple intersected properties in various stages of development.
- Would create two sharp turns that struggle to meet or do not meet engineering standards (e.g., design speed).
- May require relocation of existing overhead utility lines.

Option 2: Right-In and Right-Out at Existing Stinson Road Intersection

Note: There is no pork chop/full width median. A pork chop would be a raised triangular median to directionally control traffic.



City of Lucas

City Council Agenda Request

June 6, 2024

Item No. 09

Pros:

- Eliminates safety issue created by left turning motorist into and out of Stinson Road.
- Is relatively simple to implement.

Cons:

- No direct left turn access to or from Stinson Road. A U-Turn would be required to access this road from the East or to exit this road going West.

Option 3: Construction of S-Curve at West Lucas Road Intersection

Pros:

- Eliminates intersection of Stinson Road and West Lucas Road which improves safety and traffic circulation.
- Provides for direct connection to Willow Springs Middle School parking lot which potentially replaces eastern driveway.

Cons:

- Constructability is negatively impacted by need to acquire right-of-way and take portions of multiple intersected properties in various stages of development.
- Would create two sharp turns that struggle to meet or do not meet engineering standards (e.g., design speed).

Option 4: Connection from Stinson Reverse Curve to the North to align with Edgewood Lane

Pros:

- Eliminates intersection of Stinson Road and West Lucas Road which improves safety and traffic circulation.
- Would require an impact to only one, large undeveloped tract.
- May eliminate need for northern curve of existing road to carry through traffic.
- The majority of this road segment is likely to be built and maintained to serve development of this parcel regardless of whether or not a connection is established.

Cons:

- Does not provide a direct connection to Willow Springs Middle School parking lot.
- Routes traffic through residential area.

Attachments/Supporting Documentation

1. Presentation of Stinson Connection to West Lucas Road Layout (dated August 3, 2023)
2. City of Lucas Thoroughfare Plan



City of Lucas

City Council Agenda Request

June 6, 2024

Budget/Financial Impact

The costs associated with each alternative option are undetermined at this time.

Recommendation

Through an analysis of available alternative options, staff believes that the route depicted in Option 4 remains the most viable option for re-aligning Stinson Road. This was the option shown in the City of Lucas Thoroughfare Plan prior to the most recent update on May 4, 2023. Staff would like direction from the City Council on updating the Thoroughfare Plan and will prepare an ordinance to amend the Thoroughfare Plan at a future City Council meeting.

Motion

There is no motion required.

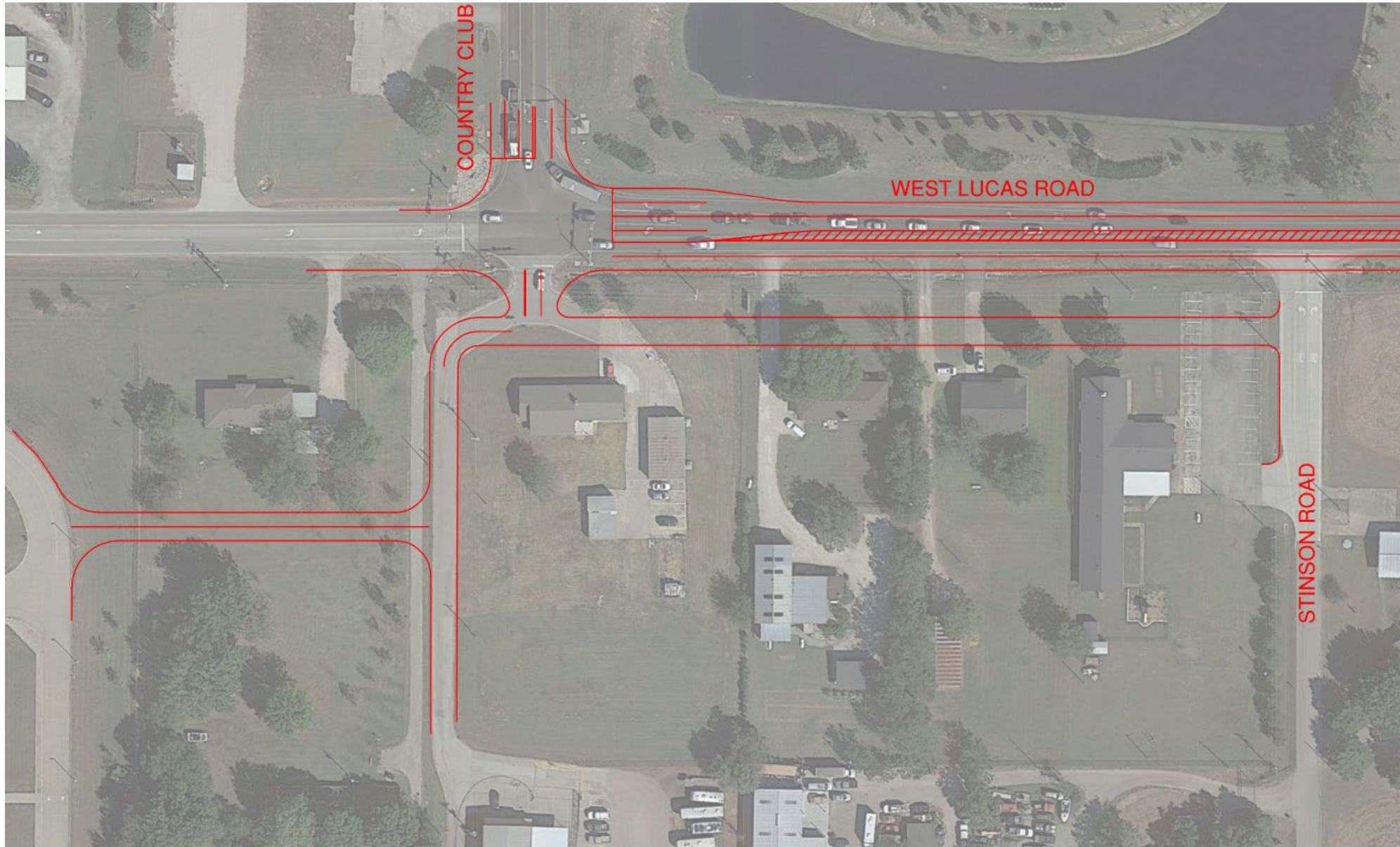
Stinson Connection to West Lucas Road Layout

City Council
August 3, 2023



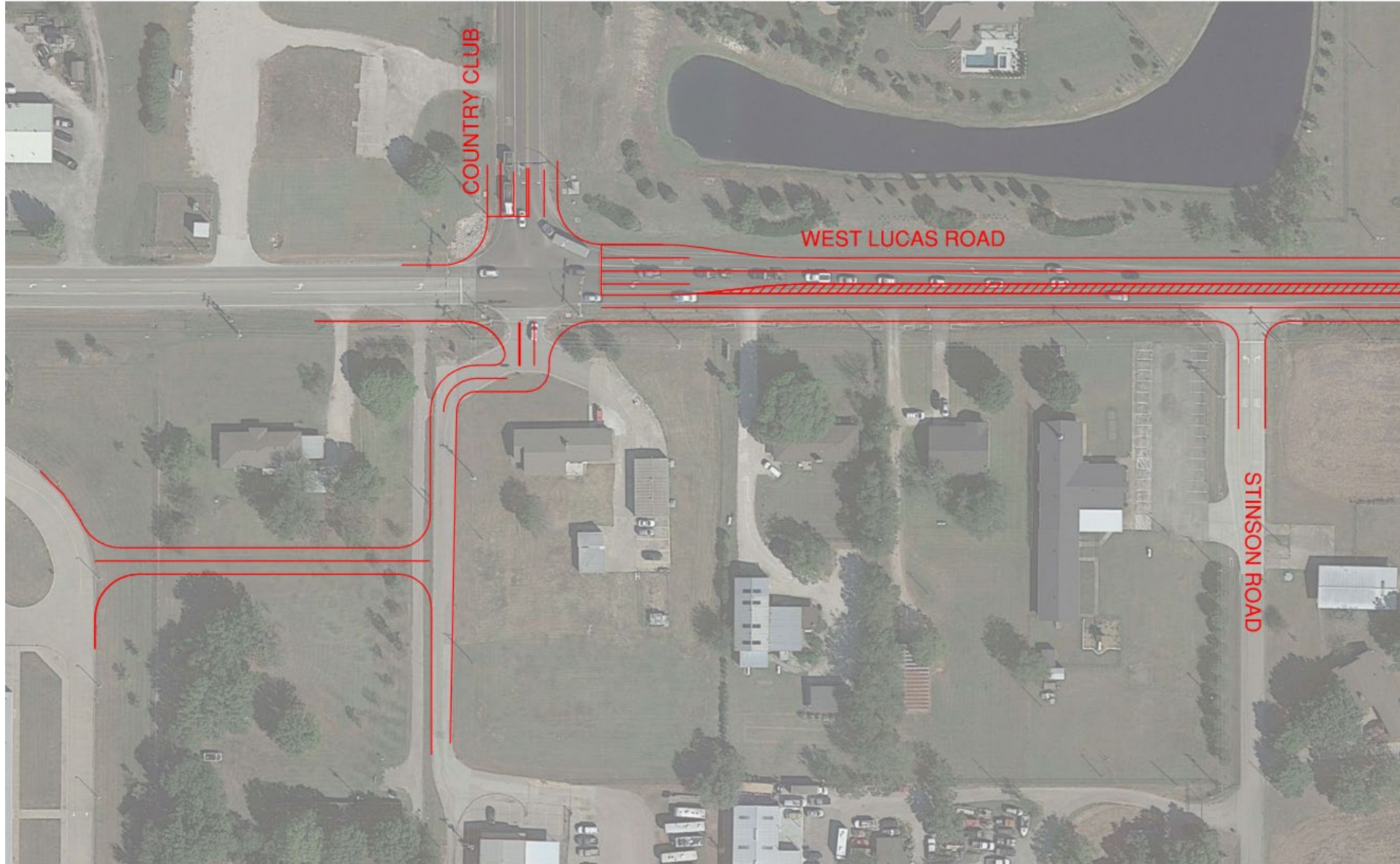


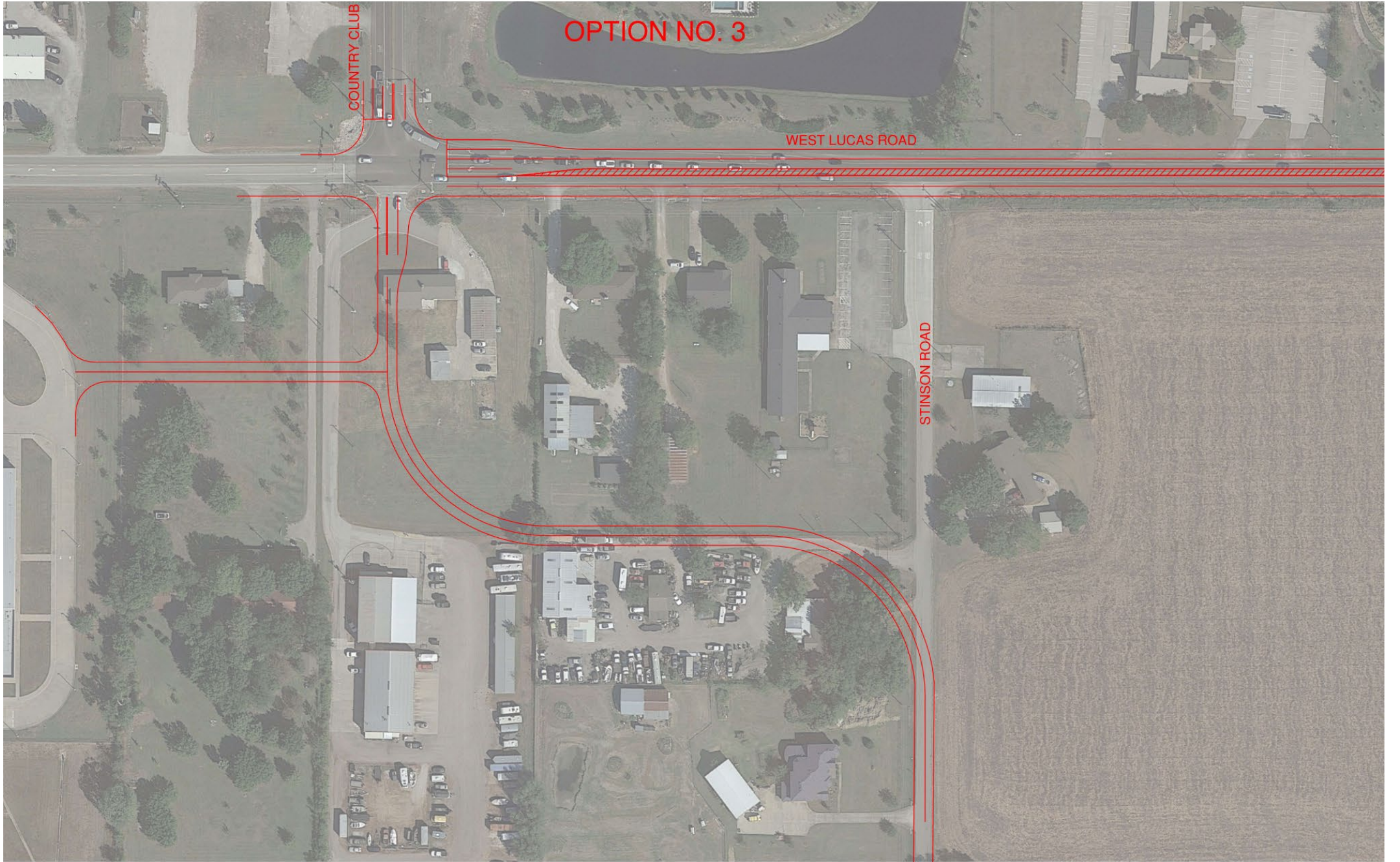
OPTION NO. 1

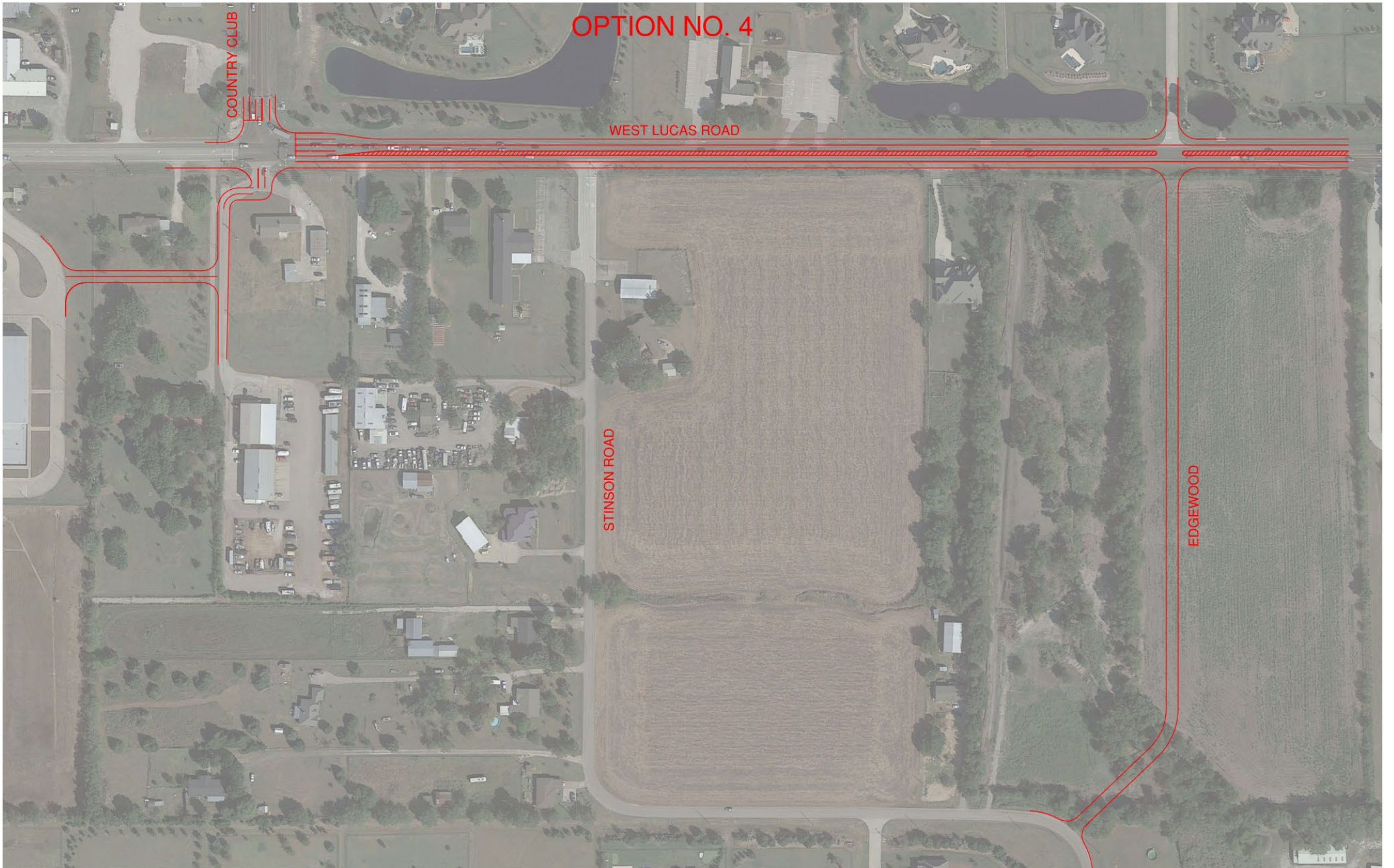




OPTION NO. 2







OPTION NO. 4

COUNTRY CLUB

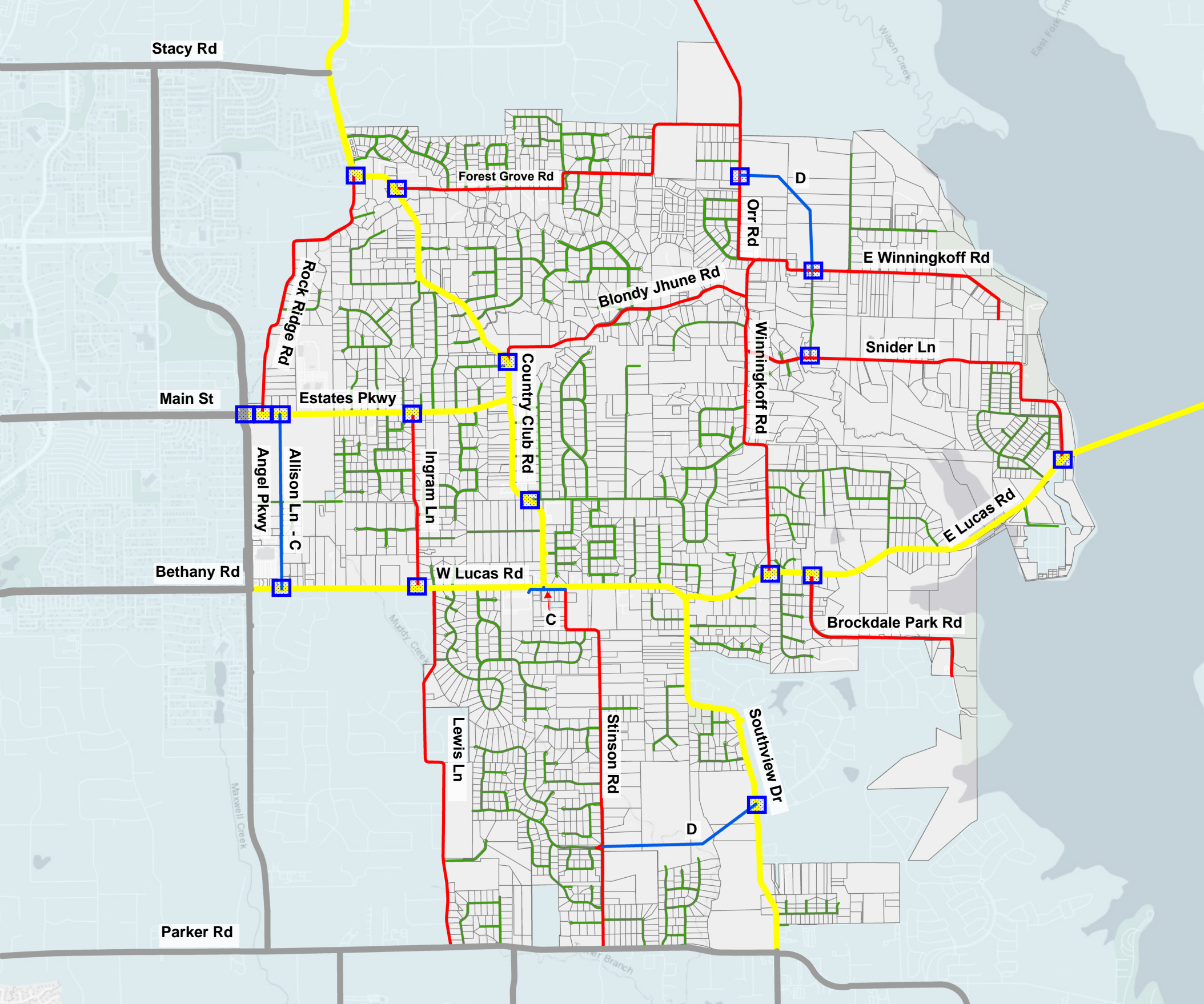
WEST LUCAS ROAD

STINSON ROAD

EDGEWOOD

Discussion





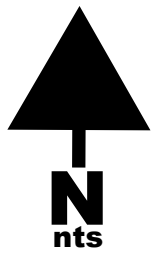
LEGEND					
Type	Color	# of Lanes	Divided	Pavement Width (ft)	Right-of-Way Width (ft)
A	Grey	6	Yes	78 + 16ft Median	120
B	Yellow	4	Varies	52-54	60
C	Red	2	No	24-28	50
D	Green	2	No	24	50
Proposed	Blue	As Labeled	As Labeled	As Labeled	As Labeled

 Proposed Intersection Improvement

- Notes:**
1. Type D roads are shown for reference only and are not modified by this plan.
 2. Private roads and driveways generally are not shown except where valuable for readability.
 3. The blue shaded area is outside of City Limits.
 4. Only the Northern 2,300 ft (approx) of Lewis Lane is Lucas maintained.
 5. Only the Southern 300 ft (approx) of Rock Ridge Rd is Lucas maintained.

Thoroughfare Plan City of Lucas 2022

Revised: March 31, 2023
Adopted: May 4, 2023





City of Lucas

City Council Agenda Request

June 6, 2024

Item No. 10

Requester: Jeremy Bogle Public Works Supervisor

Agenda Item

Discuss the City of Lucas responsibilities in maintaining Trinity Trail within the Lucas city limits, Brockdale Park Trailhead and Highland Park and provide guidance to staff.

Background Information

Currently, Public Works performs the following trail-related maintenance when time permits:

Highland Park Trailhead

- Mow and weed eat at minimum twice monthly during mowing season.
- Trim trees as needed.
- Spray weeds growing in parking area.
- Pick up trash as needed or when illegally dumped.
- Grade gravel parking area.
- Add rock/base to gravel parking areas as needed.

Brockdale Park Trailhead

- Mow and weed eat at minimum twice monthly during mowing season.
- Trim trees as needed.
- Spray weeds growing in parking area.
- Pick up trash as needed or when illegally dumped.
- Grade gravel parking area.
- Add rock/base to gravel parking areas as needed.

East Winningkoff Trailhead (City Owned)

- Mow and weed eat at minimum three times monthly during mowing season.
- Trim trees as needed.
- Spray weeds growing in parking area.
- Pick up trash as needed or when illegally dumped.
- Grade gravel parking area.
- Add rock/base to gravel parking areas as needed.
- Clean and stock restrooms.
- Empty trash weekly.
- Maintain split rail fence including stain and keep posts together and from eroding.
- Maintain corral fence, picnic benches, and pavilion.



City of Lucas

City Council Agenda Request

June 6, 2024

Item No. 10

Trinity Trail

- Mow the entire trail once annually.
- Mow weed eat and tree trim all sections of area designate for annual trail Cleanup.
- Annual trail cleanup where all Public Works Staff work to help shuttle volunteers to select locations of the trail to pick up trash. Public Works then picks up all the trash bags that are filled and disposes of the bags.
- Pick up trash, trim trees, grade low areas or damaged areas from eroding when time permits.
- Assists with trail reroutes when the Trinity Trial Preservation Association decides to move the trail to avoid obstacles.

To perform these duties listed above it requires a minimum of two Public Works staff members and multiple pieces of equipment. While mowing, we are forced to have a staff member travel ahead of the mowing to warn anyone using the trail for safety purposes. Each staff member carries a radio to keep communications open during maintenance to ensure safety and have an advanced warning of approaching hikers/riders while using heavy equipment.

Staff installed traffic counters at the East Winningkoff Trailhead to track utilization. The below table shows the total car count and daily average:

Month	Count	Daily Average
Dec	381	12.29
Jan	499	16.09
Feb	578	19.93
Mar	753	24.29
Apr	747	24.9

If the City Council would like to support the full maintenance responsibility for the Trinity Trail, trailheads and future trails, an additional Public Works staff member and some additional equipment would be needed. Currently, the City rents the needed equipment at an approximate cost of \$6,000 for two weeks. Only having this equipment for two weeks puts a severe time restraint on staff and if we are hit with any unforeseen issues, it is difficult to complete everything that needs to be done.

Attachment/Supporting Documentation

NA



City of Lucas

City Council Agenda Request

June 6, 2024

Item No. 10

Budget/Financial Impact

Cost breakdowns:

- Maintaining Trailheads (3 in Total) Approximately \$15,000 Annually
- Maintaining the actual Trinity Trail itself (Lucas City Limits about 10 miles of trail) Approximately \$10,000 Annually
- Maintaining the Future Trail Improvements (crushed granite trail loop from East Winningkoff Trailhead to Welborn Lane) Approximately \$5000 Annually

This is just to maintain the trail as it currently exists. If the City of Lucas would like to maintain the trail correctly in its entirety within the Lucas city limits, this would involve widening, lifting the canopy, and making the trail fully accessible for use.

Current budget expenses: \$25,000 Annually

Future budget expenses:

Future Trail Loop Maintenance – \$5,000 Annually

Fecon Forestry Mulching Head Attachment – \$55,000

New Public Works Specialist I – Approximately \$66,068 Annually

Recommendation

NA

Motion

There is no motion required.



City of Lucas

City Council Agenda Request

June 6, 2024

Item No. 11

Requester: Development Services Director Joe Hilbourn

Agenda Item

Discuss the City of Lucas Code of Ordinances Chapter 14 “Zoning”, Division 8 titled “Accessory Buildings, Structures and Uses” and provide guidance to staff.

Background Information

In 2023, the City Council requested that a strategic review of the Code of Ordinances be done with specific focus on Chapter 14 “Zoning”. On June 1, 2023, the City Council gave direction that the Planning and Zoning Commission review Chapter 14 in segments and bring updates to the City Council. The Planning and Zoning Commission started the review process on June 8, 2023, and completed a comprehensive review of recommended edits on November 9, 2023.

On December 7, 2023, the City Council agreed to form a Council Subcommittee consisting of Mayor Jim Olk, Councilmember Dusty Kuykendall, and Councilmember Tim Johnson to further review Chapter 14 and make additional proposed changes. On January 18, 2024, the Council Subcommittee met with Development Services Director Joe Hilbourn and Assistant City Manager Kent Souriyasak to discuss new edits and agreed to move forward with final recommended changes to Chapter 14 excluding accessory buildings which will be reviewed separately.

On March 21, 2024, the City Council adopted Ordinance #2024-03-00998 approving amendments to the City of Lucas Code of Ordinances, Chapter 14 titled “Zoning” in its entirety with corrections. This did not include any changes to the subsection regarding accessory buildings.

Attachment/Supporting Documentation

1. Section 14.04.304 titled “General Accessory Buildings, Structures and Uses”

Budget/Financial Impact

NA

Recommendation

Staff is seeking direction from the City Council regarding the review and updates related to accessory buildings.

Motion

There is no motion required.

DIVISION 8
Accessory Buildings, Structures and Uses¹

§ 14.04.301. Purpose.

The purpose and intent of the accessory building, accessory structures and accessory use regulations is to:

- (1) Maintain neighborhood and community integrity and preserve the existing character of neighborhoods by encouraging compatible land uses.
- (2) Provide the residents of the city the opportunity to use their property to enhance the quality of life and/or fulfill personal objectives as long as the use of the property is compatible with the land uses or character of the neighborhood.
- (3) Assure that public and private services such as streets, water, storm water drainage, and electrical systems are not burdened by accessory uses to the extent that the accessory usage exceeds that which is normally associated with the principal use of the property.

(Ordinance 2006-10-00577, sec. 1, adopted 10/16/06 ; Ordinance 2023-05-00979 adopted 5/4/2023)

§ 14.04.302. Accessory buildings, structures, and uses permitted.

- (a) Accessory buildings and structures may be erected, maintained, and used for purposes which are clearly subordinate to the principal building, structure, or use permitted on the premises.
- (b) Accessory buildings, structures, and uses shall be so constructed, maintained, and utilized so that the use of the building, structure or equipment located therein does not produce excessive noise, vibration, concussion, dust, dirt, smoke, odors, noxious gases, heat, traffic, glare from artificial illumination or from reflection of light that may be offensive to persons of ordinary sensibilities that occupy surrounding properties.
- (c) The total square footage of the principal building or structure and any accessory buildings or structures shall not exceed the lesser of fifty thousand (50,000) square feet or thirty percent (30%) of the lot square footage without a specific use permit. Additionally, the total square footage of an accessory dwelling unit shall not exceed six hundred (600) square feet without a specific use permit. A specific use permit for an accessory dwelling unit in excess of six hundred (600) square feet may be granted by the city council when such property owner can show the following:
 - (1) Does not contain or support a use inconsistent with the zoning district regulation applicable to the property;

1. Editor's note—Ord. No. 2005-08-00531 (adopted 8/1/05) added to former chapter 9 a new article 15.5 "Accessory Buildings, Structures and Use Regulations," sections 9-130 through 9-135, and changed references in several other sections within chapter 9. Subsequently, Ordinance No. 2005-12-00544 (adopted 12/5/05), section 4, changed article 15.5 to become article 26 and also changed sections 9-130 through 9-135 to be sections 9-270 through 9-275, respectively. Subsequently, the city enacted Ordinance No. 2006-10-00577, which again added article 15.5, "Accessory Buildings, Structures and Use Regulations," sections 9-130 through 9-135, which conflicted with the already-enacted article 26. On instructions from the city, Ordinance No. 2005-12-00544, section 4, has been treated as being superseded by Ordinance No. 2006-10-00577 in its entirety. Therefore, this division is composed of Ordinance No. 2006-10-00577.

- (2) Use of structure does not cause traffic congestion;
 - (3) Does not support use by any person other than owner or occupant of the principal building, structure, or dwelling; and
 - (4) That size and mass of the structure is consistent with the surrounding uses.
- (d) Except as provided herein, no trailers, containers, commercial boxes or other similar prefabricated containers shall be used as accessory buildings or structures. Exceptions to this subsection (4) are as follows:
- (1) Agriculture uses with five (5) acres or more may utilize trailers, containers, or commercial boxes for permanent storage located behind the principal building or structure and completely obscured from public view; or
 - (2) In industrial and commercial zoned districts, trailers, containers, or commercial boxes for temporary storage facilities may be used for a period not to exceed ninety (90) days total in any one calendar year. Such industrial or commercial temporary storage facilities shall be located behind the principal building or structure and completely obscured from public view. The director of development services may extend the allowable time in thirty (30) day increments up to a maximum of one hundred and eighty (180) days, provided the property owner provides just cause for the extension.
- (e) Except in the agricultural use district (AO), accessory buildings shall be built after the principal building or structure is substantially complete. Accessory buildings used for agricultural purposes that may be built before the principal building or structure in AO districts:
- (1) (Include, but are not limited to) pole barns, livestock barns, riding arenas, implement storage facilities, and loafing sheds.
 - (2) Shall not contain area(s) designed or intended to be used for human habitation for living, sleeping, cooking and/or eating.

(Ordinance 2006-10-00577, sec. 1, adopted 10/16/06 ; Ordinance 2016-10-00845 adopted 10/20/16 ; Ordinance 2020-08-00920 adopted 8/20/20 ; Ordinance 2023-05-00979 adopted 5/4/2023)

§ 14.04.303. Exemptions.

The following accessory structures are exempt from this division:

- (1) Retaining walls;
- (2) Air-conditioning mechanical equipment;
- (3) Uncovered flatwork (such as, but not limited to, patios, sidewalks, concrete pool decking and driveways);
- (4) Playhouses less than one hundred and twenty-five (125) square feet without running water or electricity, playground equipment, tree forts, and similar structures located

behind the front of the principal building or structure; and

- (5) Temporary (less than seven (7) days) membrane structures (such as, but not limited to, tents and bounce houses).

(Ordinance 2008-06-00617 adopted 7/19/08 ; Ordinance 2023-05-00979 adopted 5/4/2023)

§ 14.04.304. General accessory buildings and structures regulations.

In all residential districts, accessory buildings and structures shall comply with the following standards except as may be otherwise specifically provided for in this code:

(1) Types of accessory buildings and structures.

(A) Attached accessory buildings and structures. Accessory buildings and structures that are physically attached to a principal building or structure or located less than ten feet (10') from the principal building or structure shall be considered attached accessory buildings or structures.

(B) Detached accessory buildings and structures. Accessory buildings and structures which are physically located ten feet (10') or more from a principal building or structure and a minimum of ten feet (10') behind the required front setback line shall be considered detached accessory buildings.

(2) Design.

(A) Attached accessory buildings and structures shall be designed to be architecturally compatible with the principal building, structure or dwelling and constructed of similar materials as the principal building.

(B) Detached accessory buildings shall be constructed of materials designed for construction and have a minimum life expectancy of at least twenty (20) years.

(3) Setbacks.

(A) Accessory buildings:

(i) Front yard setback: Attached accessory buildings or structures shall meet the required setback of the principal building or structure. Detached accessory buildings or structures shall be setback a minimum of ten feet (10') behind the rear build line of the principal building, structure or dwelling. A specific use permit may be granted to allow a detached accessory building or structure to be located in front of the principal building, structure or dwelling in AO and R-2 (Residential 2-acre) zoned districts and shall require a three-hundred foot (300') front yard setback.

(ii) Rear yard setback: Accessory building and structures shall have a minimum setback of twenty feet (20').

(iii) Side yard setbacks: Accessory building and structures shall be twenty feet (20') unless the side yard is adjacent to a street. Side yards adjacent to a street shall meet the required side yard setbacks as the principal building or structure.

- (iv) Where a build line is established on a plat, which is not consistent with this article, the build line that is the greater distance from the front property line shall be observed.
 - (v) No required parking shall be allowed within the required front yard setback.
 - (B) In-ground swimming pools, sports courts, tennis courts and similar uses shall maintain a minimum rear yard setback of twenty-five feet (25'), a minimum side yard setback of twenty feet (20') and if the in-ground pool is in front of the principal building it shall maintain a front setback of three hundred feet (300'). In-ground swimming pool setbacks shall be measured from the inside wall of said pool.
 - (C) The inside wall of an aboveground swimming pool and any elevated decking associated with an aboveground swimming pool shall be located behind the principal building and shall maintain a minimum rear yard setback of fifty feet (50') and a minimum side yard setback of twenty-five feet (25').
- (4) Accessory Dwelling Units (ADUs). ADUs may only be used and/or occupied by the owner/occupant of the principal building, structure, or dwelling unit, their family, invited guests and/or domestic staff. An ADU may be a standalone structure, attached but not interconnected to the principal building, structure, or dwelling, or be a part of a permitted accessory building. All areas associated with, or providing support to an ADU shall be used in calculating the square footage of the ADU. These areas include but are not limited to habitable spaces, closets, halls, corridors, bathrooms, porches, patios, storage rooms, and covered vehicle storage areas. The calculation of area associated with an ADU is not intended to include areas of accessory buildings that are isolated and/or delineated for other uses, including but not limited to areas used as a barn, workshop, game/party room, art studio, or pool house. ADUs shall comply with the following:
- (A) General regulations for ADUs:
 - (i) Only one (1) accessory dwelling unit may be constructed or maintained on a lot.
 - (ii) ADUs shall meet the requirements for safety and occupancy of the International Residential Code as adopted by the city from time-to-time.
 - (iii) ADUs may not be rented, bartered, leased, or exchanged separate and apart from the principal building or structure.
 - (iv) Detached ADUs shall be limited to a maximum height of twenty-five feet (25') measured to the peak of the roof of the structure.
 - (B) Specific regulations for ADU square footage based on zoning district:
 - (i) In R-2 zoning districts, a maximum of six hundred (600) square feet. An additional nine hundred (900) square feet may be permitted with a specific use permit. Total area of ADU shall not exceed one thousand and five hundred (1,500) square feet.

- (ii) In R-1.5 zoning districts, a maximum of six hundred (600) square feet. An additional six hundred (600) square feet may be permitted with a specific use permit. Total area of ADU shall not exceed one thousand and two hundred (1,200) square feet.
- (iii) In R-1 and AO zoning districts, a maximum of six hundred (600) square feet. An additional four hundred (400) square feet may be permitted with a specific use permit. Total area of ADU shall not exceed one thousand (1,000) square feet.

(Ordinance 2006-10-00577, sec. 1, adopted 10/16/06 ; Ordinance 2008-06-00617 adopted 7/19/08 ; Ordinance 2015-08-00816 adopted 8/20/15 ; Ordinance 2016-10-00845 adopted 10/20/16 ; Ordinance 2020-08-00920 adopted 8/20/20 ; Ordinance 2023-05-00979 adopted 5/4/2023)

§ 14.04.305. through § 14.04.340. (Reserved)



Item No. 12

City of Lucas
City Council Agenda Request
June 6, 2024

Requester: Capital Improvement Projects Manager Patrick Hubbard

Agenda Item Request

Consider authorizing the City Manager to enter into a contract with Texas Materials Group, Inc., for the rehabilitation of portions of Shady Lane, Lynn Lane, Winningkoff Road and East Winningkoff Road in an amount not to exceed \$669,886 from account 11-8209-301 Improvement Roads (Street Maintenance).

Background Information

The City of Lucas is developing a long-term maintenance plan for all City of Lucas streets and is attempting to identify projects for street maintenance based on the optimal long-term cost savings and impact to the public. This effort uses pavement condition data from NEXCO Highway Solutions of America Inc. (NHSA) and considers factors such as the type of street, traffic volume, and project pavement condition while attempting to remain flexible in addressing areas of known or emerging concern.

Texas Materials Group, Inc. (DBA TexasBit) provided quotes on three street segments in the City of Lucas. This includes the segment of Lynn Lane on and around the Lynn Lane Culvert, the full length of Shady Lane, and the asphalt portion of Winningkoff Road from Stinson Road to and including the intersection of East Winningkoff Road. Pricing provided for the related quotes is provided at a unit rate as accessible through active contracts accessible to the City of Lucas via interlocal agreements with Dallas County and Ellis County.

The total cost of these quoted streets exceeds the remaining balance of the road improvement budget as found in account 11-8209-301 Improvement Roads (Street Maintenance). TexasBit is amicable to completing these projects on a not-to-exceed basis based on the available funds. A summary of these quotes is as follows:

Segment	Amount
Shady Lane	\$256,445.29
Winningkoff Road and Intersection	\$333,659.76
Lynn Lane Culvert	\$124,154.70
Total	\$714,259.75

Remaining Road Improvement Budget	\$669,886.00
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Remainder (Budget - Total)	\$ (44,373.75)
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City of Lucas

City Council Agenda Request

June 6, 2024

Item No. 12

Staff would prioritize the three projects in the following order based on their relative urgency:

1. Lynn Lane Culvert
2. Shady Lane
3. Winningkoff Road and Intersection with East Winningkoff Road

Staff has remained in discussion with TexasBit to produce revised quotes with narrowed project limits constraining the project scope to match available funding. Staff will seek to allocate all remaining Improvement Roads funds for Fiscal Year 2023-2024 to this project.

Attachments/Supporting Documentation

1. Quote for Shady Lane
2. Quote for Winningkoff Road and East Winningkoff Road
3. Quote for Lynn Lane

Budget/Financial Impact

This project would expend the remaining balance of \$669,886 from account 11-8209-301 Improvement Roads (Street Maintenance).

Recommendations

Staff recommends entering into a contract with Texas Materials Group, Inc. for the rehabilitation of portions of Shady Lane, Lynn Lane, Winningkoff Road and East Winningkoff Road in an amount not to exceed \$669,886 from Account 11-8209-301 Improvement Roads (Street Maintenance).

Motion

I make a motion to approve/deny authorizing the City Manager to enter into a contract with Texas Materials Group, Inc., for the rehabilitation of portions of Shady Lane, Lynn Lane, Winningkoff Road and East Winningkoff Road in an amount not to exceed \$669,886 from account 11-8209-301 Improvement Roads (Street Maintenance).



A CRH COMPANY

Texas Materials Group, Inc.
420 Decker Drive, Suite 200
Irving, TX 75062
Phone: (214) 741-3531

PROPOSAL AND CONTRACT
(Dallas and Ellis County Interlocal Agreements)

To: City of Lucas

Effective Date: May 13, 2024

Texas Materials Group, Inc., offers to furnish all material, labor and equipment required for the performance of the following described work subject to the terms and conditions of the Dallas County Interlocal IFB-2022-046-6961 and Ellis County RFP-2019-013.

Description of Work and Price: Pulverize existing roadway, incorporate approximately 24 lbs/SY cement, and recompact and grade cement stabilized subgrade. Place hot mix asphalt paving @ approximately 230 lbs/SY

<u>Location</u>	<u>Limits</u>	<u>Description</u>	<u>Units</u>	<u>Unit Price</u>	<u>Approx. Total</u>
Shady Ln	See Attached Sheet	Mobilization	1	\$2,000.00	\$2,000.00
Shady Ln	See Attached Sheet	8" Stabilization	9,878	\$9.88	\$97,594.64
Shady Ln	See Attached Sheet	TY-D Asphalt	1,055	\$145.83	\$153,850.65
Shady Ln	See Attached Sheet	Traffic Control	2	\$1,500.00	\$3,000.00
					\$256,445.29

*"See Attached Sheet"

Unless the words "Lump Sum" appear next to an item of work, it is understood and agreed that the quantities referred to above are estimates only and that payment shall be made at the state unit prices for actual quantities of work performed by TexasBit.

This estimate expires thirty (30) days from the above date.

TEXASBIT, INC.

ACCEPTED: City of Lucas

W. L. Warner
Account Manager
214-926-9072
William.Warner@Texasbit.com

Date _____





A CRH COMPANY

Texas Materials Group, Inc.
420 Decker Drive, Suite 200
Irving, TX 75062
Phone: (214) 741-3531

PROPOSAL AND CONTRACT
(Dallas and Ellis County Interlocal Agreements)

To: City of Lucas

Effective Date: May 16, 2024

Texas Materials Group, Inc., offers to furnish all material, labor and equipment required for the performance of the following described work subject to the terms and conditions of the Dallas County Interlocal IFB-2022-046-6961 and Ellis County RFP-2019-013.

Description of Work and Price: Pulverize existing roadway, incorporate approximately 24 lbs/SY cement, and recompact and grade cement stabilized subgrade. Place hot mix asphalt paving @ approximately 230 lbs/SY

<u>Location</u>	<u>Limits</u>	<u>Description</u>	<u>Units</u>	<u>Unit Price</u>	<u>Approx. Total</u>
Winningkoff Rd	See Attached Sheet	Mobilization	1	\$2,000.00	\$2,000.00
Winningkoff Rd	See Attached Sheet	8" Stabilization	8,214	\$9.88	\$81,154.32
Winningkoff Rd	See Attached Sheet	TY-D Asphalt	878	\$145.83	\$128,038.74
Winningkoff Rd	See Attached Sheet	TY-B Asphalt	878	\$132.65	\$116,466.70
Winningkoff Rd	See Attached Sheet	Traffic Control	4	\$1,500.00	\$6,000.00
					\$333,659.76

*"See Attached Sheet"

Unless the words "Lump Sum" appear next to an item of work, it is understood and agreed that the quantities referred to above are estimates only and that payment shall be made at the state unit prices for actual quantities of work performed by TexasBit.

This estimate expires thirty (30) days from the above date.

TEXASBIT, INC.

ACCEPTED: City of Lucas

W. L. Warner

Account Manager

214-926-9072

William.Warner@Texasbit.com

Date



A CRH COMPANY

Texas Materials Group, Inc.
420 Decker Drive, Suite 200
Irving, TX 75062
Phone: (214) 741-3531

PROPOSAL AND CONTRACT
(Dallas and Ellis County Interlocal Agreements)

To: City of Lucas

Effective Date: May 13, 2024

Texas Materials Group, Inc., offers to furnish all material, labor and equipment required for the performance of the following described work subject to the terms and conditions of the Dallas County Interlocal IFB-2022-046-6961 and Ellis County RFP-2019-013.

Description of Work and Price: Pulverize existing roadway, incorporate approximately 24 lbs/SY cement, and recompact and grade cement stabilized subgrade. Place hot mix asphalt paving @ approximately 230 lbs/SY

<u>Location</u>	<u>Limits</u>	<u>Description</u>	<u>Units</u>	<u>Unit Price</u>	<u>Approx. Total</u>
Lynn Ln	See Attached Sheet	Mobilization	1	\$2,000.00	\$2,000.00
Lynn Ln	See Attached Sheet	8" Stabilization	4,694	\$9.88	\$46,376.72
Lynn Ln	See Attached Sheet	TY-D Asphalt	506	\$143.83	\$72,777.98
Lynn Ln	See Attached Sheet	Traffic Control	2	\$1,500.00	\$3,000.00
					\$124,154.70

*"See Attached Sheet"

Unless the words "Lump Sum" appear next to an item of work, it is understood and agreed that the quantities referred to above are estimates only and that payment shall be made at the state unit prices for actual quantities of work performed by TexasBit.

This estimate expires thirty (30) days from the above date.

TEXASBIT, INC.

ACCEPTED: City of Lucas

W. L. Warner
Account Manager
214-926-9072
William.Warner@Texasbit.com

Date _____





City of Lucas

City Council Agenda Request

June 6, 2024

Item No. 13

Requester: CIP Manager Patrick Hubbard
Development Services Director Joe Hilbourn

Agenda Item

Discuss the City of Lucas streetlight policy, potential streetlight locations throughout the City, and options for streetlights standards.

Background Information

On February 4 and March 3, 2016, the City Council discussed streetlights funded by the City of Lucas. City staff audited streetlights that were being funded by the City to determine if the existing streetlights were in compliance with the City's Code of Ordinances. Currently, Chapter 10.03.123 states:

(i) Street lighting.

- (1) Street lighting shall be provided at street intersections at the request of the city engineer within new subdivisions and at streets connecting to new subdivisions. Street lighting shall conform to the latest edition of the Illuminating Engineering Society Handbook and the city's regulations as provided in the Code of Ordinances and zoning regulations. When a conflict exists between the two, the city's Code of Ordinances shall take precedent. The use of sodium vapor lights for street and parking lot illumination shall not be allowed in the city.
- (2) Cost of installation of street lighting shall be borne by the subdivider. Cost of ongoing service and utilities shall be borne by the subdivider and included in a maintenance agreement as part of the homeowners' association documents approved by the city attorney.
- (3) The city may install and maintain lights at existing intersections that the city engineer deems necessary.
- (4) The city engineer may, based on field conditions, modify the requirements of this section.
- (5) A request for street lighting that is denied by the city engineer may be appealed to the planning and zoning commission. The request for an appeal must be made in writing to the development services director explaining why a streetlight in the proposed location is warranted and further citing factors as to why the city engineer's decision should be overturned. This request for an appeal must be received by the development services department no less than 20 days prior to the scheduled planning and zoning commission meeting in which the appeal will appear on the agenda. A recommendation for approval from the planning and zoning commission shall then be forwarded to the city council for final action. A recommendation of denial by the planning and zoning commission will only be forwarded to the city council for final action upon written request of the applicant. Such written request must be received within thirty (30) days of the commission denying the request. The decision of the city council is final.



City of Lucas

City Council Agenda Request

June 6, 2024

In 2016, the City Council was presented with the following definitions as it pertains to streetlights:

Types of Lighting Systems – Title 43, Texas Administrative Code, Section 25.11 defines two basic types of roadway lighting systems: 1) “continuous illumination” and 2) “safety lighting.” The rules also describe instances in which continuous lighting may be classified as safety lighting. Subsequent sections of this chapter describe each of these types.

Definition of Safety Lighting – Safety lighting may be installed at any interchange, highway intersection, or other decision-making point or points of nighttime hazard. Safety lighting may be used to the extent necessary to provide for safety enhancement and the orderly movement of traffic. There are three kinds of safety lighting: 1) partial interchange/intersection, 2) complete interchange/intersection, and 3) spot. Which is used depends on the warranting conditions.

Definition of Continuous Illumination – Relatively uniform lighting on all main lanes and direct connections and complete interchange lighting of all interchanges. Frontage roads are not normally lighted by TxDOT. Multi-lane divided and/or partial control access facilities are eligible for continuous illumination.

City of Lucas Standards for Safety Lighting

Location of Illumination - What should be the determining factors for locating streetlights? Currently streetlights are located at signalized intersections by TxDOT, neighborhood entrances by HOAs, and based on a determination made by the City Engineer that includes:

- Roadway Speed - Typically roadways with speed limits in excess of 45 mph are considered high speed roadways. Should high speed roadways have streetlights at all intersections?
- Roadway Geometry
- Height of Source
- Purpose of Illumination
- Illumination – Intensity and Reach
- Luminosity

In 2016, the City Council agreed that any streetlights within the City should comply with the Dark Sky standards and should maintain a limited use of streetlights within the City. At this time, the City Council was in agreement that the City will not be taking responsibility for any lights currently being operated by homeowners associations; the City will not be paying for existing lights within neighborhoods that no longer have a homeowners association; and billing and maintenance of subdivision streetlights will be the responsibility of the residents within that subdivision.

Recently, staff received a request for streetlights at the intersections of Peppy San Drive and East Lucas Road, and Snider Lane and East Lucas Road. Considering the increased traffic and both locations being dark, staff wanted to review the existing practice of installation of streetlights for the City of Lucas. Historically, safety lighting at warranted intersections have been installed on existing utility poles and generally do not provide an ideal situation for the lighting of the intersection. Staff would prefer to evaluate the existing policy more holistically under the current conditions for a better outcome.



City of Lucas City Council Agenda Request June 6, 2024

CIP Manager Patrick Hubbard spoke with TxDOT Area Engineer Jennifer Vorster, PE who provided the following information as it pertains to streetlights along East Lucas Road:

TxDOT will only pay for installation of streetlights if it is an “approved safety corridor” and, even if approved (which is in no way a guarantee) it would likely take 2.5 to 3 years and would need to ask TxDOT for a study. Given that the area is presently in the design process for widening, it would likely not be supported.

The City can install and maintain our own lighting but would require TxDOT approved fixtures that are “crash worthy” which typically requires 16-to-30-foot clear zone.

When staff asked about hanging fixtures on existing poles, Ms. Vorster indicated she needed to follow up with operations but there is a path forward.

Staff also had a brief discussion Half Associates where they can create a streetlight shapefile for us if we supply our list of lights using our existing contract.

Public Works Supervisor Jeremy Bogle contacted GCEC regarding the cost to add streetlights to utility poles through GCEC:

- If the pole already has a transformer, it is a monthly fee of \$14 per month per light.
- If the pole is within 100 feet of a transformer, the price is the same.
- If a pole is not within 100 feet of a transformer, it is \$800 to add a transformer and a monthly fee of \$14 per month per light.
- To install a new pole and transformer, the price will be \$1,800-\$2,000 and there must be an existing pole within 100 feet of new desired pole/ streetlight location.
- GCEC cannot set a pole/streetlight in the TXDOT right of way without an approved right of way permit from TxDOT.
- Lights placed on existing poles do not provide adequate lighting of the intersection.

The City of Lucas may want to consider solar streetlights as an option. If City Council would like to consider this option, staff would need additional time to research the utilization of solar streetlights. Staff did get a cost estimate for a 19-foot solar light from the Outdoor Solar Outlet that includes the pole and 3,000-Watt 180,000 lumen light for \$494.91 plus installation. The City would be required to utilize a breakaway platform if the light was to be in TxDOT right-of-way.



Item No. 13

City of Lucas
City Council Agenda Request
June 6, 2024

Attachment/Supporting Documentation

1. List of Streetlight Locations

Budget/Financial Impact

The City currently budgets \$5,000 per year for street lighting under account 11-6209-334. Staff will be requesting \$5,500 for the upcoming Fiscal Year 2024/25 Budget.

Recommendation

Staff recommends the City Council to review the existing policy pertaining to streetlights and provide guidance to staff.

Motion

There is no motion required.

The following is a list of streetlights on the main collectors of Lucas:

City of Lucas

1. Blondy Jhune Rd and Winningkoff Rd – SW corner
2. Country Club Rd and Glenbrook Cir – E side
3. Country Club and Estelle Ln – NE corner
4. E Lucas Rd and Winningkoff Rd – NE corner
5. E Lucas Rd and Lakeview Dr – NE corner
6. Snider Ln – N side, E of Sterling Brown
7. Snider Ln and Winningkoff – SE corner not working
8. Stinson Rd – E side between 1177 and 1325 Stinson Rd on the bridge
9. Ingram Ln and Estates Parkway – SE corner
10. W Lucas Rd and Ingram Ln – S side
11. Winningkoff Rd and Forestview Dr – NW corner
12. Blondy Jhune Rd and Country Club Rd – North side of Blondy Jhune at 1155 Blondy Jhune

Subdivision

1. Country Club Rd and North Fork Ln – NE corner
2. Ingram Ln and Travis Ranch Rd – NW corner
3. Ingram Ln and Travis Ranch Rd – SW corner
4. Ingram Ln and Noblewood Dr – NE corner
5. W Lucas Rd and Red Star Rd – NE corner
6. W Lucas Rd and Rising Sun – NW corner

TxDOT

1. Country Club Rd and Estates Parkway – NW corner traffic signal
2. Country Club Rd and Estates Parkway – NE corner traffic signal
3. Country Club Rd and Estates Parkway – SW corner traffic signal
4. Country Club Rd and Estates Parkway – SE corner traffic signal
5. Country Club and W Lucas Rd – NW corner traffic signal
6. Country Club and W Lucas Rd – SW corner traffic signal
7. Country Club and W Lucas Rd – NE corner traffic signal
8. Lucas Road and Southview Dr – traffic signal (2)
9. Lucas Road and Southview Dr – traffic signal (2)



City of Lucas

City Council Agenda Request

June 6, 2024

Requester: City Council

Agenda Item Request

Consider nominations of a primary and alternate member to the North Central Texas Council of Governments Regional Transportation Council.

Background Information

The North Central Texas Council of Governments is the Metropolitan Planning Organization for the Dallas-Fort Worth area. The Regional Transportation Council, comprised primarily of local elected officials, is the transportation policy body for the Metropolitan Planning Organization.

Each seat on the Regional Transportation Council will be provided a primary member and an alternate member serving a two-year term beginning in July. Currently the Cities of Lucas, Allen, Rowlett, Sachse, Wylie, Murphy, Parker and Lavon share a seat on the Regional Transportation Council. Those seats will be expiring in June 2024. The primary seat is currently held by City of Allen Mayor Pro Tem Chris Schulmeister. The alternate member position is held by City of Wylie Mayor Matthew Porter.

All appointments must be made in writing to the Regional Transportation Council by June 30, 2024.

Attachments/Supporting Documentation

1. Representation Letter from City of Allen

Budget/Financial Impact

NA

Recommendation

NA

Motion

I make a motion to nominate _____ as the primary member and _____ as the alternate member to the North Central Texas Council of Governments Regional Transportation Council.



May 15, 2024

The Honorable Vicki Sanson
Mayor
City of Lavon
PO Box 340
Lavon, TX 75166

The Honorable Dusty Kuykendall
Mayor
City of Lucas
665 Country Club Road
Lucas, TX 75002

The Honorable Scott Bradley
Mayor
City of Murphy
206 North Murphy Road
Murphy, TX 75094

The Honorable Lee Pettle
Mayor
City of Parker
5700 E. Parker Road
Parker, TX 75002

The Honorable Blake Margolis
Mayor
City of Rowlett
4000 Main Street
Rowlett, TX 75088

The Honorable Jeff Bickerstaff
Mayor
City of Sachse
3815 B Sachse Road
Sachse, TX 75048

The Honorable Matthew Porter
Mayor
City of Wylie
300 Country Club Road
Wylie, TX 75098

Mayor
Baine L. Brooks

Mayor Pro Tem
Chris Schulmeister

Councilmembers
Michael Schaeffer
Tommy Baril
Dave Cornette
Dave Shafer
Ben Trahan

City Manager
Eric Ellwanger

RE: Regional Transportation Council Representation

Dear Mayor Sanson, Mayor Kuykendall, Mayor Bradley, Mayor Pettle, Mayor Margolis, Mayor Bickerstaff, and Mayor Porter:

The Regional Transportation Council (RTC) is requesting nominations for the regular and alternate seat shared by our communities. Allen Mayor Pro Tem Chris Schulmeister currently serves as the Primary Representative to the RTC for our shared seat, with Mayor Porter of Wylie serving as the Alternate Representative. With one year remaining in his term of office, Mayor Pro Tem Schulmeister has decided not to seek a new term. Allen Councilmember Michael Schaeffer has expressed a willingness to serve as your Primary Representative to the RTC with Mayor Porter of the City of Wylie continuing as the Alternate Representative. Both Councilmember Schaeffer and Mayor Porter would serve the length of the term of appointment to the RTC.

If you have any questions or would like to discuss further, please contact me at 214.509.4120 or bbrooks@cityofallen.org.

Sincerely,


Baine L. Brooks
Mayor

Mayor Sanson, Mayor Kuykendall, Mayor Bradley, Mayor Pettle,
Mayor Margolis, Mayor Bickerstaff, and Mayor Porter
May 15, 2024
Page 2

cc: Ms. Kim Dobbs, City Manager, City of Lavon
Ms. Joni Clarke, City Manager, City of Lucas
Ms. Aretha L. Adams, City Manager, City of Murphy
Mr. Luke Olson, City Manager, City of Parker
Mr. David Hall, City Manager, City of Rowlett
Ms. Gina Nash, City Manager, City of Sachse
Mr. Brent Parker, City Manager, City of Wylie
The Honorable Chris Schulmeister, Mayor Pro Tem, City of Allen
The Honorable Michael Schaeffer, City Council, City of Allen
Mr. Eric Ellwanger, City Manager, City of Allen

Attachments:

Bio for The Honorable Michael Schaeffer, City of Allen
Regional Transportation Council Representative Endorsement Form

MICHAEL SCHAEFFER

Councilmember Place No. 1

Term 2024-2027

Councilmember Michael Schaeffer is committed to building a best-in-class community that attracts both families and businesses through exceptional amenities and intentional, responsible growth.

Prior to his election to Allen City Council, Schaeffer spent more than eleven years as a board member on the Allen Economic Development Corporation, including two years as vice president and eight as president. He also served as the public safety subcommittee chair during the 2023 City of Allen CIP bond campaign and participated in the library subcommittee for the 2016 City of Allen CIP bond campaign. In addition, Schaeffer has served on the board of the Allen Public Safety Recovery Fund and the 2010 Allen Census Committee.

Schaeffer is a small business owner with experience in the construction and restaurant industries. He and his family have lived in Allen for more than 25 years.

Contact Michael Schaeffer

Phone: 214.509.4121

[Email](#)

Regional Transportation Council Representative Endorsement

On behalf of the City of _____,

I, _____, Mayor, do hereby endorse the following to serve as RTC Primary and Alternate Representatives on behalf of our community for the term July 1, 2024, to June 30, 2026:

PRIMARY REPRESENTATIVE – Michael Schaeffer, Councilmember, City of Allen

ALTERNATE REPRESENTATIVE – Matthew Porter, Mayor, City of Wylie

SIGNED:

Mayor

ATTEST:

By: _____

Name: _____

Title: City Secretary

Date: _____



City of Lucas City Council Agenda Request June 6, 2024

Requester: City Council

Agenda Item Request

Executive Session: An Executive Session is not scheduled for this meeting.

- A. As authorized by Section 551.071 of the Texas Government Code, the City Council may convene into closed Executive Session for the purpose of seeking confidential legal advice from the City Attorney regarding any item on the agenda at any time during the meeting. This meeting is closed to the public as provided in the Texas Government Code.

Background Information

The meeting is closed to the public as authorized by Section 551.071 of the Texas Government Code.

Attachments/Supporting Documentation

NA

Budget/Financial Impact

NA

Recommendation

NA

Motion

NA



City of Lucas

City Council Agenda Request

June 6, 2024

Item No. 16

Requester: City Council

Agenda Item Request

Reconvene from Executive Session and take any action necessary as a result of the Executive Session.

Background Information

NA

Attachments/Supporting Documentation

NA

Budget/Financial Impact

NA

Recommendation

NA

Motion

NA