



AGENDA

City of Lucas City Council Regular Meeting May 19, 2016

7:00 PM

**City Hall – Council Chambers
665 Country Club Road – Lucas, Texas**

Notice is hereby given that a City of Lucas Regular City Council Meeting will be held on Thursday, May 19, 2016 at 7:00 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.

Call to Order

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

Citizen Input

The Citizens' Input portion of the agenda is an opportunity for the public to address the City Council on any subject. By completing a "Request to Speak" form and submitting it to the City Secretary, citizens have an opportunity to speak at the City Council meeting. However, in accordance with the Texas Open Meetings Act, the City Council cannot discuss issues raised or make any decisions but may refer items to City Staff for research and possible inclusion on a future agenda.

1. Citizen Input (Mayor Jim Olk)

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. Community Interest (Mayor Jim Olk)

Consent Agenda

All items listed under the consent agenda are considered routine and are recommend 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. Consider approval of the minutes of the May 5, 2016 City Council meeting. **(City Secretary Stacy Henderson)**
4. Consider approval of the City of Lucas Investment Report for quarter ending March 31, 2016. **(Finance Director Liz Exum)**

Regular Agenda

5. Administer the Statement of Officer, Oath of Office and Certificate of Election to incoming candidates for Councilmember Debbie Fisher, Seat 5 and Mayor Pro Tem Kathleen Peele, Councilmember Seat 6. **(City Secretary Stacy Henderson)**
6. Consider the appointment of Mayor Pro Tem to serve a one year period beginning June 1, 2016 and ending May 31, 2017. **(Mayor Jim Olk)**
7. Presentation by Christy Williams of the North Central Texas Council of Governments regarding the creation of the North Central Texas Regional 9-1-1 Emergency Communications District. Discuss and consider approving Resolution R 2016-04-00448 supporting the creation of the Emergency Communications District. **(Mayor Jim Olk)**
8. Consider adopting Ordinance 2016-05-00838 amending Chapter 1, Article 1.09, Parks and Recreation, Section 1.09.062 Conduct Prohibited in Parks, paragraph (7) of the City of Lucas Code of Ordinances regarding conduct that is prohibited in city parks. **(City Manager Joni Clarke)**
9. Consider providing comments to the U.S. Army Corps of Engineers (USACE) on the revisions to the Lavon Lake Master Plan. **(City Manager Joni Clarke)**
10. Considering approving Resolution R-2016-05-00450 adopting the City of Lucas Fixed Asset Policy. **(Liz Exum)**
11. Considering approving Resolution R-2016-05-00451 adopting the City of Lucas Fiscal and Budgetary Policy; and thereby repealing Resolution R-2011-09-00376 Fund Balance Policy approved September 1, 2011. **(Liz Exum)**
12. Discuss and provide direction to staff regarding the Allen American serving as the City's official newspaper. **(City Secretary Stacy Henderson)**

Executive Session

The City Council may convene in a closed Executive Session pursuant to Chapter 551.071 of the Texas Government Code.

13. Executive Session:

The City Council may enter into Executive Session as permitted under the Texas Government Code, Section 551.072 to deliberate the lease of real property within the City of Lucas. (Mayor Jim Olk)

14. Adjournment.

Certification

I 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 13, 2016.

Stacy Henderson, 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 Stacy Henderson at 972.912.1211 or by email at shenderson@lucastexas.us at least 48 hours prior to the meeting.



City of Lucas City Council Agenda Request May 19, 2016

Requester: Mayor Jim Olk

Agenda Item:

Citizen Input

Background Information:

NA

Attachments/Supporting Documentation:

NA

Budget/Financial Impact:

NA

Recommendation:

NA

Motion:

NA



City of Lucas Council Agenda Request May 19, 2016

Requester: Mayor Jim Olk

Agenda Item:

Community Interest: There are no items scheduled to discuss for Community Interest

Background Information:

NA

Attachments/Supporting Documentation:

NA

Budget/Financial Impact:

NA

Recommendation:

NA

Motion:

NA



City of Lucas Council Agenda Request May 19, 2016

Requester: City Secretary Stacy Henderson

Agenda Item:

Consent Agenda:

3. Consider approval of the minutes of the May 5, 2016 City Council meeting.
4. Consider approval of the City of Lucas Investment Report for quarter ending March 31, 2016.

Background Information:

NA

Attachments/Supporting Documentation:

1. Minutes of the May 5, 2016 City Council meeting
2. Quarterly Investment Report for March 31, 2016.

Budget/Financial Impact:

NA

Recommendation:

Approve the Consent Agenda as presented.

Motion:

I make a motion to approve/deny the consent agenda as presented.



**City of Lucas
City Council Meeting
May 5, 2016
7:00 PM**

City Hall - 665 Country Club Road – Lucas Texas

Minutes

Call to Order

Mayor Olk called the meeting to order at 7:00 p.m.

City Councilmembers Present:

Mayor Jim Olk
Councilmember Tim Baney
Councilmember Steve Duke
Councilmember Philip Lawrence
Councilmember Debbie Fisher

Staff Present:

City Manager Joni Clarke
Development Services Director Joe Hilbourn
City Secretary Stacy Henderson

City Councilmembers Absent:

Mayor Pro Tem Kathleen Peele
Councilmember Wayne Millsap

Mayor Olk determined that a quorum was present. Everyone was reminded to turn off or silence their cell phones and the Pledge of Allegiance was recited.

Citizen Input

1. Citizen Input

There was no citizen input from the audience.

Community Interest

2. Community Interest Items:

City Manager Joni Clarke stated that staff recently attended the Army Corp of Engineers meeting regarding the Lake Lavon master plan update. Certain higher use areas have been proposed to be reclassified to a lower intensity use. A draft report has been written and an item will be placed on the May 19, 2016 City Council agenda for Council consideration.

City Manager Joni Clarke also noted that a draft Fiscal Policy had been given to the Council for their review and would also be placed on the May 19, 2016 City Council agenda for their consideration.

Ms. Clarke also noted that staff was proposing to host a budget workshop meeting on Wednesday, July 20 and asked Council to review their calendars and let staff know of any conflicts.

Councilmember Fisher noted that May 7, 2016 was Election Day and reminded everyone to vote.

Consent Agenda

3. Consider approval of the minutes of the April 21, 2016 City Council meeting.

MOTION: A motion was made by Mayor Olk, seconded by Councilmember Duke, to approve the Consent Agenda as presented. The motion passed unanimously by a 5 to 0 vote.

Regular Agenda

4. Consider the request by Cross Engineering on behalf of Blondy Jhune Estates for preliminary plat approval of Cross Creek Acres, a parcel of land being 19.836 acres out of the John Cahill Survey ABS 146 and the John Kerby Survey ABS 506 for the property located on Blondy Jhune Road approximately 1,300 feet east of Winningkoff Road, more commonly known as the Enloe property.

Development Services Director Joe Hilbourn gave a brief presentation regarding aspects of the preliminary plat.

Carol Winston, 315 E. Blondy Jhune, asked to speak noting that the proposed preliminary plat depicts an ingress/egress utility easement with access to her property and Ms. Winston shared her concerns relating to construction crews and equipment having access to her land.

Development Services Director Joe Hilbourn stated that staff was aware of the easement and was working with Collin County to update their records and taking the steps necessary to have the easement removed before the final plat was brought forward for approval.

MOTION: A motion was made by Councilmember Duke, seconded by Councilmember Lawrence to approve the preliminary plat as presented. The motion passed unanimously by a 5 to 0 vote.

5. Consider the request by James Roberts on behalf of Logan Ford Ranch Estates for preliminary plat approval of Phase 2 consisting of 14 lots totaling 37.122 acres out of the Calvin Boles Survey, Abstract Number 28 for the property located at the northeast corner of East Winningkoff Road and Welborn Lane.

Development Services Director Joe Hilbourn gave a brief presentation regarding aspects of the preliminary plat.

MOTION: A motion was made by Councilmember Lawrence, seconded by Councilmember Baney to approve the preliminary plat as presented. The motion passed unanimously by a 5 to 0 vote.

6. Discuss proposed modifications and enhancements to the City of Lucas logo.

City Secretary Stacy Henderson gave a brief presentation discussing enhancements that were proposed to a portion of the logo including the horses as well updating the font for the lettering. Various designs were proposed and the updated logo would be used only from that point forward, no street signs or other signage would be replaced should the logo be modified.

The City Council was in agreement and chose design #5 that was included in their packet and to move forward with the modifications proposed.

Executive Session

The City Council may convene in a closed Executive Session pursuant to Chapter 551.071 of the Texas Government Code.

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

No Executive Session took place during this meeting.

8. Adjournment.

***MOTION:** A motion was made by Councilmember Fisher, seconded by Councilmember Duke to adjourn the meeting at 7:30pm. The motion passed unanimously by a 5 to 0 vote.*

APPROVED:

ATTEST:

Jim Olk, Mayor

Stacy Henderson, City Secretary

**CITY OF LUCAS
QUARTERLY INVESTMENT REPORT**

Quarter Ended
March 31, 2016

Bank Account Name	Rating	January 1, 2016	March 31, 2016	Changes	Total Portfolio
ANB Pooled Cash	AAAm	\$7,254,193.13	\$7,646,072.95	\$391,879.82	41.65%
ANB - 2011 CO Capital & Water Fund	AAAm	\$404,711.43	\$404,912.71	\$201.28	2.21%
ANB - 2015 CO Capital & Water Fund	AAAm	\$2,006,837.42	\$2,007,835.53	\$998.11	10.94%
ANB - Reserve General Fund	AAAm	\$2,000,100.00	\$2,000,100.00	\$0.00	10.90%
ANB - RTR West Lucas Capital Fund	AAAm	\$63,002.45	\$63,033.78	\$31.33	0.34%
ANB - RTR FM 2551 Capital Fund	AAAm	\$1,163,120.77	\$1,163,699.25	\$578.48	6.34%
TOTAL Bank Accounts		\$12,891,965.20	\$13,285,654.22	\$393,689.02	72.37%
Interest Rate		0.20%	0.20%	\$0.00	
Weighted Average Life/Days(Balances assumed to have a one day maturity)		1	1	0	
Pools					
Logic - General Fund	AAAm	\$188,803.32	\$189,022.11	\$218.79	1.03%
Logic - Water Fund	AAAm	\$1,343,455.37	\$1,345,012.21	\$1,556.84	7.33%
Interest Rate		0.1637%	0.5206%	\$0.003569	
Weighted Average Life/Days(Balances assumed to have a one day maturity)		1	1	0	
Lone Star Invest - General Fund	AAAm	\$1,938,529.84	\$1,940,000.81	\$1,470.97	10.57%
Lone Star Invest- Water Fund	AAAm	\$728,283.43	\$728,836.06	\$552.63	3.97%
Interest Rate		0.0916%	0.3266%	\$0.00235	
Weighted Average Life/Days(Balances assumed to have a one day maturity)		1	1	0	
Tex Pool - Debt Service Fund	AAAm	\$1,109,277.07	\$868,517.12	-\$240,759.95	4.73%
Interest Rate		0.1105%	0.3273%	\$0.00217	
Weighted Average Life/Days(Balances assumed to have a one day maturity)		1	1	0	
TOTAL Pools		\$5,308,349.03	\$5,071,388.31	-\$236,960.72	27.63%
Total Bank Acct. and Pools		\$18,200,314.23	\$18,357,042.53	\$156,728.30	100.00%

The invested portfolio of the City of Lucas is in compliance with the Public Funds Investment Act and the City's Investment Policy and Strategies


Liz Exum - Finance Director


Joni Clarke - City Manager



City of Lucas Council Agenda Request May 19, 2016

Requester: City Secretary Stacy Henderson

Agenda Item:

Administer the Statement of Officer, Oath of Office and Certificate of Election to incoming candidates for Councilmember Debbie Fisher, Seat 5 and Mayor Pro Tem Kathleen Peele, Councilmember Seat 6.

Background Information:

NA

Attachments/Supporting Documentation:

NA

Budget/Financial Impact:

N/A

Recommendation:

NA

Motion:

NA



City of Lucas Council Agenda Request May 19, 2016

Requester: Mayor Jim Olk

Agenda Item:

Consider the appointment of Mayor Pro Tem to serve a one year period beginning June 1, 2016 and ending May 31, 2017.

Background Information:

NA

Attachments/Supporting Documentation:

NA

Budget/Financial Impact:

N/A

Recommendation:

NA

Motion:



City of Lucas Council Agenda Request May 19, 2016

Requester: Mayor Jim Olk

Agenda Item:

Presentation by Christy Williams of the North Central Texas Council of Governments regarding the creation of the North Central Texas Regional 9-1-1 Emergency Communications District. Discuss and consider approving Resolution R 2016-04-00448 supporting the creation of the Emergency Communications District.

Background Information:

The North Central Texas Council of Governments currently administers the State's 9-1-1 Program as directed by legislation enacted in 1987 by providing emergency dispatch centers, equipment and technology as well as training.

In the most recent legislation, the Health and Safety Code was amended to allow Council of Governments/Regional Planning Commissions to establish Regional Emergency Communication Districts. The NCTCOG 9-1-1 Regional Advisory Committee, made up of elected and appointed officials from entities that are served by the NCTCOG 9-1-1 program are interested in creating an Emergency Communications District that would allow all funds collected to be remitted entirely to this district creating a known and reliable revenue stream as well as outlining future capital improvements.

Currently, citizens and businesses are charged 50 cents on their phone bill to pay for 9-1-1 services. This money is remitted to and held by the State until the legislature appropriates all or part of the funds collected to the Texas Commission on State Emergency Communications (CSEC). CSEC then allocates these funds to Council of Governments; however, funds collected are not always appropriated and remain at the State level for budgeting purposes.

The NCTCOG 9-1-1 Regional Advisory Committee is reaching out to all entities in an effort to gauge the interest in creating an Emergency Communications District. A questionnaire has been included that outlines options assessing the level of interest related to creation of an Emergency Communications District as well as the option of a Resolution approving the creation of an Emergency Communications District is also attached.



City of Lucas Council Agenda Request May 19, 2016

Requester: Mayor Jim Olk

Attachments/Supporting Documentation:

1. Letter from NCTCOG
2. Emergency Communications District Questionnaire
3. 9-1-1 Regional Advisory Committee Members
4. Regional Emergency Communications District FAQs
5. Resolution R 2016-04-00448

Budget/Financial Impact:

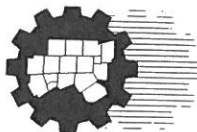
NA

Recommendation:

NA

Motion:

NA



North Central Texas Council Of Governments

Jim Olk
Mayor
City of Lucas
665 Country Club
Lucas, TX 75002

Dear Jim Olk,

The North Central Texas Council of Governments (NCTCOG) currently administers the State's 9-1-1 Program for your city/county, as directed by legislation enacted in 1987. NCTCOG is recognized nationally as a leader in the provision of 9-1-1 services. They have more than met the legislative charge of providing emergency dispatch centers with the latest and best available equipment and technology; and assuring that this equipment and technology is operating or backed up on a 24 hour/365 day basis. Additionally, they have actively assisted with the training and certification of dispatch center personnel.

I am writing this letter to you on behalf of the NCTCOG 9-1-1 Regional Advisory Committee, which is made up of elected and appointed officials from the entities which are served by the NCTCOG 9-1-1 program. We believe there is a positive opportunity for the participants in the NCTCOG program to have a real and larger impact on policy and fiscal matters than is now available through the state administrative program.

In the most recent legislative session, the Health and Safety Code was amended by SB 1108/HB 3462 to permit Councils of Governments/Regional Planning Commissions to establish Regional Emergency Communications Districts (ECD). We see a lot of potential advantages and opportunities that would be to our benefit by creating an ECD. I will attempt to lay out our reasoning in the following paragraphs.

Currently, our citizens and businesses are charged 50 cents on their phone bills to pay for 9-1-1 services. This money is remitted to and held by the state until the legislature appropriates all or part of the funds collected to the Texas Commission on State Emergency Communications (CSEC). CSEC then allocates these funds to councils of governments. The problem is that the Legislature does not always appropriate all of the funds collected, but rather retains some of the funds to show (on paper) a balanced state budget. Currently, the state is holding over \$150 million. Over 15% of this amount has been collected from our Region.

If we were to create an ECD, the monies collected through the maximum 50 cent fee would be remitted in their entirety to this district. The major benefit from this, aside from all the funds collected in our region coming back to it, is that a long-range strategic plan could be adopted outlining future capital improvements and replacements for our dispatch centers based on a known and reliable stream of revenue. Under the present situation, we have no certainty of the amount of funding that the region will receive during any given biennium. This results in a lot of inefficiencies because long-term planning for capital equipment is difficult to do.

The other major benefit to be realized from having our own district is one of local control. Policy and budgetary matters would be decided by a Board of Directors consisting of local elected officials from entities served by NCTCOG's 9-1-1 Program. An initial ECD Board of Directors consisting of a representative from participating entities would meet to determine the size of the permanent Board, and the qualifications of its members. At least two-thirds of the initial Board members must be elected officials.

616 Six Flags Dr, CenterPoint Two
P.O. Box 5888, Arlington, Texas 76005-5888
(817) 640-3300 FAX: 817-640-7806
www.nctcog.org

Emergency Communications District Questionnaire

The County/City of _____ supports the creation of an Emergency Communications District and plans to consider the passage of a resolution in favor of the district.

The County/City of _____ is interested in the creation of an Emergency Communications District for North Central Texas, but wants to participate in a meeting to get more information before considering a resolution in favor of the District.

The County/City of _____ does not support the creation of an Emergency Communications District.

Please send your response by mail, email, or fax to:

Mike Eastland
PO Box 5888, Arlington, Texas 76005
Email Address: meastland@nctcog.org
Phone: 817-695-9101
Fax: 817-704-2543

9-1-1 Regional Advisory Committee Members:

Chair: Judge John Horn (Hunt County)
Vice-Chair: Judge Bruce Woods (Kaufman County)
Major Pam Palmisano (Collin County Sheriff's Department)
Brett Latta (Navarro County Sheriff's Department)
Judge Craig Johnson (Wise County)
Chief Michael Jennings (City of Dublin)
Judge Danny Chambers (Somervell County)
Patrick Adams (City of Mineral Wells)
Sheriff Roger Deeds (Hood County)
Chief Mike Manning (Parker County)
Commissioner Jerry Stringer (Johnson County)
Chief Mark Poindexter (Rockwall County)
Chief Victor Kemp (Dallas County)
Chief Carl Smith (Ellis County)
Mayor Steve Terrell (City of Allen)
Chief Deputy Brian Peterson (Somervell County)

Term Expiration:

December 2016

Sheriff Rodger Deeds – Representing Hood County
Mayor Steve Terrell – Representing Urban County

December 2017

Patrick Adams – Representing Palo Pinto County
Judge John Horn – Representing Hunt County
Judge Bruce Woods – Representing Kaufman County

December 2018

Chief Mike Manning – Representing Parker County
Chief Mark Poindexter – Representing Rockwall County
Chief Victor Kemp – Representing Dallas County
Commissioner Jerry Stringer – Representing Johnson County
Judge Danny Chambers – Representing Somervell County
Chief Carl Smith – Representing Ellis County
Chief Deputy Brian Peterson – Representing Rural County

December 2019

Major Pam Palmisano - Representing Collin County
Captain Brett Latta - Representing Navarro County
Chief Michael Jennings – Representing Erath County
Judge Craig Johnson – Representing Wise County

Creation of a Regional Emergency Communications District Frequently Asked Questions

What is a regional emergency communication district?

A regional emergency communication district is composed of counties and municipalities that operate a 9-1-1 system solely through a council of governments/regional planning commission.

What is required to start the process of creating a regional emergency communication district?

Each county and municipality currently provided 9-1-1 services by the North Central Texas Council of Governments (NCTCOG) must pass a resolution calling for the creation of a district.

How is a governing board formed?

Once all resolutions have been submitted, a meeting will be called and a representative from each county and municipality will be invited to attend for the purpose of determining the appropriate size of a governing board and the qualifications of its members. (At least 2/3 of these representatives must be elected officials.)

What are the responsibilities and powers of the governing board?

- To set policies for the district.
- Adopt an annual budget.
- Adopt bylaws, rules and procedures governing operation of the district.

How is the district staffed?

NCTCOG remains responsible for the day to day administration and operations of the district with services to be provided by its professional 9-1-1 staff.

Does the creation of a district create another level of government with taxing power?

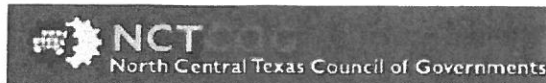
- No, NCTCOG is already providing 9-1-1 support services to the same counties and municipalities that would be members of the district.
- No, the district by state law is prohibited from levying and collecting a tax.

How would the district be funded?

The district would be funded by a maximum fee of \$.50 on telephone bills. All revenue would be remitted to the district.

How does this differ from the current funding method?

- The \$.50 fee remains the same.
- The difference is all of the revenues would come directly to the district for 9-1-1 services.
- Currently, the revenues are sent to the State Comptroller and remain there until the Legislature appropriates them to the Commission on State Emergency Communications (CSEC) for disbursement to Councils of Governments across the state.
- The problem is the Legislature often does not appropriate all of the monies that have been collected from across the state, in fact, the state is holding approximately \$150 million dollars which could be used for 9-1-1 purposes as it is intended.



Regional 9-1-1 Emergency
Number Program

Background

Public Education

Regional 9-1-1 Advisory
Committee

Staff Contacts

Training

Wireless Issues

Telecommunicator
Emergency Response
Taskforce (TERT)

Regional Emergency
Communications Districts

Requests for Proposals

Community Services Home

Creation of a Regional Emergency Communications District

Frequently Asked Questions

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- To set policies for the district
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How is the district staffed?

NCTCOG remains responsible for the day-to-day administration and operations of the district with services to be provided by its professional 9-1-1 staff.

Does the creation of a district create another level of government with taxing power?

- No, NCTCOG is already providing 9-1-1 support services to the same counties and municipalities that would be members of the district.
- No, the district by state law is prohibited from levying and collecting a tax.

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- Currently, the revenues are sent to the State Comptroller and remain there until the Legislature appropriates them to the Commission on State Emergency Communications (CSEC) for disbursement to Councils of Governments across the state.
- The problem is the Legislature often does not appropriate all of the monies that have been collected from across the state, in fact, the state is holding approximately \$150 million dollars which could be used for 9-1-1 purposes as it is intended.

What are the benefits of being a district?

- Local elected officials would have the authority and responsibility of determining the highest and best use of the revenue to best serve 9-1-1 needs.
- Local elected officials would establish the policies and rules for delivery of 9-1-1 services in the region rather than a state commission, CSEC.
- Better predictability of the amount of funds that will be available in future years enables local officials to

develop a longer range financial plan for capital expenditures which will bring about greater efficiency in the use of the revenue.

- Ability to enter into cooperative agreement with other 9-1-1 entities.

Are there any negative impacts that a district would have on public safety providers as a result of not being state controlled?

No, the same services will continue as they have in the past. Call routing will remain the same as it now exists. After hours support and maintenance will continue to be provided by the highly trained and dedicated technical professionals on a 24 x 7 x 365 basis.

Are there any limitations on the ability for a district to be created?

- The combined population of the entities to be served cannot exceed 1.5 million as of September 2015.
- The Texas State Demographer's population estimates, which are the official numbers used by CSEC, were presented to the Legislature at the time the enabling legislation was passed and confirmed that the 1.5 million population provision was met by NCTCOG.

Contact us with any questions or comments.

Contact Information

Christy Williams, Director of 9-1-1

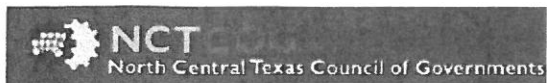
Phone: 817-695-9204 | Fax: 817-640-7492

Email

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North Central Texas Council of Governments | 616 Six Flags Drive P.O. Box 5888 Arlington, TX 76005-5888
Main Operator: (817) 640-3300 | Fax: (817) 640-7806





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community services

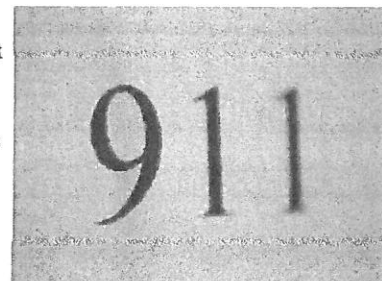
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Regional 9-1-1 Emergency Number Program Advisory Committee

Primary Responsibility

The Regional 9-1-1 Advisory Committee is appointed by and serves at the pleasure of NCTCOG's Executive Board. This Committee assists the Executive Board in the implementation and maintenance of the 9-1-1 Strategic Plan for the North Central Texas region. The Plan serves thirteen counties in the North Central Texas Region and five cities in Dallas County (Balch Springs, Sachse, Wilmer, Seagoville, and Cockrell Hill). The remaining cities in Dallas County and all of Tarrant and Denton Counties implement their own 9-1-1 Plans.



Number Of Committee Members

14

Terms Of Membership

Terms of membership are based on staggered three-year terms with approximately one-third of the membership appointed each year. Reserve members (non-voting) with technical knowledge of 9-1-1 supplement the Advisory Committee.

Standard Meeting Date

The Committee meets as needed.

Special Requirements

Committee members should have a knowledge of 9-1-1 emergency operations and/or a general interest in the 9-1-1 emergency number concept.

[Current Committee List \[PDF\]](#)

[Next Generation 9-1-1 \[PDF\]](#)

Contact Information

Christy Williams, Chief 9-1-1 Program Officer
Phone: 817-695-9204 | Fax: 817-640-7492
[Email](#)

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North Central Texas Council of Governments | 616 Six Flags Drive P.O. Box 5888 Arlington, TX 76005-5888
Main Operator: (817) 640-3300 | Fax: (817) 640-7806



9-1-1 Regional Advisory Committee Members

Chair: Judge John Horn (Hunt County)

Major Pam Palmisano (Collin County Sheriff's Department)

Brett Latta (Navarro County Sheriff's Department)

Judge Bruce Woods (Kaufman County)

Sheriff David Walker (Wise County)

Don Hasting (City of Midlothian)

Mayor Kenny Weldon (City of Stephenville)

Judge Mike Ford (Somervell County)

Patrick Adams (City of Mineral Wells)

Sheriff Roger Deeds (Hood County)

Vacant (Parker County)

Mayor Steve Terrell (City of Allen)

Vacant (Johnson County)

Vacant (Rockwall County)

Vacant (Dallas County)

9-1-1 Regional Advisory Committee Resource Members

Tarrant County 9-1-1 District Director - Greg Petry

Denco 9-1-1 Director-Mark Payne

Municipal Emergency Communications District – Liz Cole (City of Richardson)

PSAP Supervisor Committee Chair -Regina Ramon (Collin County Sheriff's Department)

Training – Vacant

Public Education – Tammy Payne (Weatherford Police Department)

EMS – Charles Dillard, Wise County EMS Director

Addressing – Susan Skrabanek, (Rockwall County Addressing)

Vendor – Tammy Neal (Intrado)



RESOLUTION R-2016-04-00448

(Supporting Creation of Regional Emergency Communications District)

A RESOLUTION OF THE CITY OF LUCAS, TEXAS, SUPPORTING THE CREATION OF THE NORTH CENTRAL TEXAS REGIONAL 9-1-1 EMERGENCY COMMUNICATIONS DISTRICT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Chapter 772, Subchapter H, of the Texas Health and Safety Code, cited as the Regional Emergency Communications District Act (the “act”), provides for the creation of a Regional Emergency Communications District; and

WHEREAS, the act applies to a state planning region established under Chapter 391 of the Texas Local Government Code with a population of under 1.5 million, composed of counties and municipalities that operate a 9-1-1 system solely through a regional planning commission; and

WHEREAS, the Act requires that the governing bodies of each participating county and municipality in the region adopt a resolution approving the creation of the Regional Emergency Communications District (the “District”); and

WHEREAS, as of April 21, 2016, the City of Lucas exclusively receives 9-1-1 system services operated through the North Central Texas Council of Governments, a regional planning commission.

WHEREAS, the City Council of the City of Lucas finds it to be in the best interest of its citizens to support the creation of the North Central Texas Regional 9-1-1 Emergency Communications District;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LUCAS, TEXAS, HEREBY SUPPORTS THE CREATION OF THE NORTH CENTRAL TEXAS REGIONAL 9-1-1 EMERGENCY COMMUNICATIONS DISTRICT.

DULY PASSED AND APPROVED by the City Council of the City of Lucas, Texas, on this the 19th day of May, 2016.

City of Lucas, Texas

Jim Olk, Mayor

ATTEST:

Stacy Henderson, City Secretary



City of Lucas City Council Agenda Request May 19, 2016

Requester: City Manager Joni Clarke

Agenda Item:

Consider adopting Ordinance 2016-05-00838 amending Chapter 1, Article 1.09, Parks and Recreation, Section 1.09.062 Conduct Prohibited in Parks, paragraph (7) of the City of Lucas Code of Ordinances regarding conduct that is prohibited in city parks.

Background Information:

City Attorney Joe Gorfida has made recommendations to staff regarding city park regulations and the prohibition of specific conduct in city parks which was included in Ordinance No. 2014-12-00803 approved by City Council on December 4, 2014. Chapter 1, Article 1.09, Parks and Recreation, Section 1.09.062 Conduct Prohibited in Parks, paragraph (7) of the City of Lucas Code of Ordinances regarding conduct that is prohibited in city parks states:

- (7) To possess, use, discharge or employ any fireworks, firearm, BB gun, air gun, bow and arrow, or slingshot;

The City of Lucas will no longer prohibit the possession of weapons in city parks as the City adjusts its ordinance to align with the new state open-carry law that became effective January 1, 2016. There will still be a general prohibition against fireworks or firearms in parks, but there will be an exception for licensed carriers who have their weapons in compliance with state law. The following updated language is being presented to City Council for consideration:

- (7) To possess, use, discharge or employ any fireworks, firearm, BB gun, air gun, bow and arrow, or slingshot is prohibited with the exception of licensed holders who are authorized to carry firearms in accordance with state law;

Attachments/Supporting Documentation:

1. Ordinance No. 2016-05-00838 amending Chapter 1, Article 1.09, Parks and Recreation, Section 1.09.062 Conduct Prohibited in Parks, paragraph (7) of the City of Lucas Code of Ordinances

Budget/Financial Impact:

N/A



City of Lucas City Council Agenda Request May 19, 2016

Requester: City Manager Joni Clarke

Recommendation:

City staff recommend approval of the revision to Chapter 1, Article 1.09, Parks and Recreation, Section 1.09.062 Conduct Prohibited in Parks, paragraph (7) of the City of Lucas Code of Ordinances. This revision was not taken to the Parks and Open Space Board as it is a legal requirement.

Motion:

I move to adopt Ordinance 2016-05-00838 amending Chapter 1, Article 1.09, Parks and Recreation, Section 1.09.062 Conduct Prohibited in Parks, paragraph (7) of the City of Lucas Code of Ordinances regarding conduct that is prohibited in city parks.

ORDINANCE # 2016-05-00838
[AMENDING CODE OF ORDINANCE CHAPTER 1]

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LUCAS, COLLIN COUNTY, TEXAS, AMENDING THE LUCAS CODE OF ORDINANCES BY AMENDING CHAPTER 1 TITLED “GENERAL PROVISIONS” BY AMENDING ARTICLE 1.09 TITLED “PARKS AND RECREATION” BY AMENDING DIVISION 3 TITLED “PARK RULES” BY AMENDING SECTION 1.09.062 TITLED “CONDUCT PROHIBITED IN PARKS”; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING A PENALTY OF FINE NOT TO EXCEED THE SUM OF FIVE HUNDRED DOLLARS (\$500.00) FOR EACH OFFENSE; AND PROVIDING FOR AN EFFECTIVE DATE.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LUCAS, COLLIN COUNTY, TEXAS, THAT:

Section 1. The Code of Ordinances of the City of Lucas, Texas, is hereby amended by amending Chapter 1 titled “General Provisions” by amending Article 1.09 titled “Parks and Recreation” by amending Division 3 titled “Park Rules” by amending Section 1.09.062 titled “Conduct Prohibited in Parks”, to read as follows:

“CHAPTER 1

GENERAL PROVISIONS

...

ARTICLE 1.09 PARKS AND RECREATION

...

Division 3. Park Rules

...

Sec. 1.09.062 Conduct prohibited in parks

As used in this division, “city park” or “park facility” shall mean any area in the city owned or used by the city, or by the city jointly with any other governmental or private entity, devoted to active or passive recreation, and includes but is not limited to athletic fields, recreation areas, community center property, and those areas designated as city parks. The following acts,

omissions or conduct are prohibited within the limits of all city parks and no person, firm or corporation shall engage in, commit, cause, or suffer the following acts, omissions or conduct:

...

- (7) To possess, use, discharge or employ any fireworks, firearm, BB gun, air gun, bow and arrow, or slingshot is prohibited with the exception of licensed holders who are authorized to carry firearms in accordance with state law;

...”

Section 2. All ordinances of the City of Lucas in conflict with the provisions of this Ordinance shall be, and same are hereby, repealed, provided, however, that all other provisions of said Ordinances are not in conflict herewith shall remain in full force and effect.

Section 3. Should any word, sentence, paragraph, subdivision, clause, phrase or section of this Ordinance or of the City of Lucas Code of Ordinances, as amended hereby, be adjudged or held to be voided or unconstitutional, the same shall not affect the validity of the remaining portions of said Ordinances or the City of Lucas Code of Ordinances, as amended hereby, which shall remain in full force and effect.

Section 4. An offense committed before the effective date of the Ordinance is governed by prior law and the provisions of the City of Lucas Code of Ordinances in effect when the offense was committed and the former law is continued in effect for this purpose.

Section 5. Any person, firm or corporation violating any of the provisions or terms of this Ordinance shall be subject to the same penalty as provided for the in the City of Lucas Code of Ordinances, as amended, and upon conviction shall be punished by a fine not to exceed the sum of Five Hundred Dollars (\$500.00) for each offense, and each and every day such violation shall continue shall be deemed to constitute a separate offense.

Section 6. This Ordinance shall take effect immediately from and after its passage and publication in accordance with the provisions of the Charter of the City of Lucas, and it is accordingly so ordained.

DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF LUCAS, COLLIN COUNTY, TEXAS, ON THIS 19th DAY OF MAY, 2016.

APPROVED:

Jim Olk, Mayor

APPROVED AS TO FORM:

Joseph J. Gorfida, Jr., City Attorney
(05-10-2016/76857)

ATTEST:

Stacy Henderson, City Secretary



City of Lucas Council Agenda Request May 19, 2016

Item No. 09

Requester: City Manager Joni Clarke

Agenda Item:

Consider providing comments to the U.S. Army Corps of Engineers (USACE) on the revisions to the Lavon Lake Master Plan.

Background Information:

During the April 2, 2015 City Council meeting, the Lucas City Council evaluated the current Lavon Lake Master Plan dated May 13, 1972. The City Council provided direction to staff and written public comment was provided to the US Army Corps of Engineers by letter dated April 7, 2015.

Development Services Director Joe Hilbourn, Public Works Director/City Engineer Stanton Foerster and City Manager Joni Clarke attended the US Army Corps of Engineers stakeholder meeting on Thursday, May 5, 2016 in Garland, Texas. The draft Lavon Lake Master Plan revision and environmental assessment, public meeting presentation and Lake Map is available at:

<http://www.swf.usace.army.mil/About/LakesandRecreationInformation/MasterPlanUpdates/LavonLake.aspx>

There is a 30-day comment period beginning May 5 through June 6, 2016.

Attachments/Supporting Documentation:

1. City of Lucas Letter dated April 7, 2015 regarding the Lavon Lake Master Plan
2. Public Workshop Comment Form

Budget/Financial Impact:

N/A

Recommendation:

Staff is seeking guidance from the City Council regarding the draft Lavon Lake Master Plan.

Motion:

N/A



City of Lucas

665 Country Club Road • Lucas, Texas 75002-7651

Telephone (972) 727-8999 • Fax (972) 727-0091 • www.lucastexas.us

April 7, 2015

Mr. Ryan Shackelford, USACE – Fort Worth District – PEC-PM
819 Taylor Street, Room 3B10
Fort Worth, TX 76102
(Send via email to: lavonlakemp@usace.army.mil)

Re: Public Comment on behalf of the City of Lucas City Council
Revision of the Lavon Lake Master Plan by the U.S. Army Corps of Engineers

Dear Mr. Shackelford:

Thank you for hosting the public information meeting held on March 10, 2015 and for the opportunity to provide feedback on the revision of the Lavon Lake Master Plan. The federal lands and water surface of Lavon Lake provides the region with recreational opportunities that are grand by any scale. With regional development pressure, Lavon Lake provides the opportunity for maintaining wildlife habitat, protection of environmentally sensitive areas and the provision of recreational opportunities that are becoming increasingly scarce and deserving of our attention.

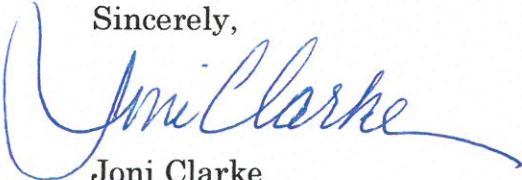
At the Lucas City Council meeting held on April 2, 2015, the City Council took action to provide the U.S. Army Corps of Engineers with the following items for consideration during the master planning process:

- Wild hog management and safeguarding against this invasive and dangerous species.
- Our request to continue to work with the City of Lucas regarding a possible lease agreement with USACE regarding Brockdale Park.
- Our request to continue to work with the City of Lucas regarding a possible lease agreement with USACE regarding Highland Park.
- Defining utility corridors that would not adversely affect the natural beauty of Lucas or negatively impact the quality of life enjoyed by Lucas citizens.

- Preservation of wildlife habitat and support of the Blackland Prairie Raptor Center's mission.
- Support of the Trinity Trail Preservation Association and the continued designation of a safe horse and pedestrian trail corridor.
- Expansion of trail network and defining future connectivity.
- Coordination of public safety services including emergency medical, fire services and law enforcement with a focus on the protection of existing assets and deterring vandalism as well as protection against wildland fires.
- A focus on low intensity use of waterways especially in areas that are environmentally sensitive.
- Prohibit future expansion of marinas and continue to control the number and size of marinas on Lavon Lake.

We sincerely appreciate the opportunity to be part of the Lavon Lake Master Plan process.

Sincerely,



Joni Clarke
City Manager
972-912-1212



**US Army Corps
of Engineers**

Comment Form Instructions

**Lavon Lake, Texas
Master Plan Revision
Draft Report**

30 day comment period beginning May 5 until 6 June, 2016

The U.S. Army Corps of Engineers is in the process of revising the Lavon Lake Master Plan. The master plan revision will guide the land and recreational management of the federally owned property that make up the lake and its shoreline for the next 25 years. Management activities include protecting natural and cultural resources, providing public land and water recreation, promoting visitor safety, and ensuring reservoir and dam operations.

The draft of the Lavon Lake Master Plan revision has been prepared and is available for review and receipt of public and agency comments. During the draft comment period the public and agencies are encouraged to review and provide additional comments regarding the revised land use classifications, management objectives, proposed management plans, and accompanying draft Environment Assessment. The comment period is open for 30 days, starting 5 May and ending 6 June, 2016.

Public comments regarding the contents of the draft Lavon Lake Master Plan and Environmental Assessment can be submitted using any of the following methods:

- fill out and return a comment form available at
<http://www.swf.usace.army.mil/About/LakesandRecreationInformation/MasterPlanUpdates/LavonLake.aspx>
- provide comments in an email message or use comment form and send to:
lavonlakemp@usace.army.mil
- provide comments in a letter or use comment form and mail to:
Ryan Shackelford, USACE - Fort Worth District - RPEC-PM
819 Taylor Street, Room 3B10
Fort Worth, TX 76102
- drop off comment form or letter at the Lavon Lake Project office located at: 3375 Skyview Drive, Wylie, Texas 75098

The draft Lavon Lake Master Plan revision and environmental assessment, and public meeting presentation and Lake Map is available for download at:

<http://www.swf.usace.army.mil/About/LakesandRecreationInformation/MasterPlanUpdates/LavonLake.aspx>

A hardcopy of the draft Master Plan and Environmental Assessment is also available for review at Lavon Lake project office located at: 3375 Skyview Drive, Wylie, Texas 75098

Thank you for your participation in helping develop the Master Plan for Lavon Lake.

Land and Water Surface Classification Definitions

- **Project Operations** = lands required for the dam, spillway, switchyard, levees, dikes, offices, maintenance facilities, and other areas that are used solely for the operation of the project.
- **High Density Recreation** = lands developed for intensive recreational activities for the visiting public including day use and/or campgrounds. These could be areas for commercial concessions and comprehensive resort development. .
- **Mitigation** = only used for lands with an allocation of Mitigation. No such lands exist at Lavon Lake.
- **Environmentally Sensitive Areas** = areas where scientific, ecological, cultural or aesthetic features have been identified.
- **Multiple Resource Management Lands** = classification allows for the designation of a predominate use as described below, with the understanding that other compatible uses described below may also occur on these lands.
 - *Low Density Recreation* = lands with minimal development or infrastructure that support passive recreational use (primitive camping, fishing, hunting, trails, wildlife viewing, etc.).
 - *Wildlife Management* = lands designated for stewardship of fish and wildlife resources.
 - *Vegetative Management* = lands designated for stewardship of forest, prairie, and other native vegetative cover.
 - *Future or Inactive Recreation Areas* = areas with site characteristics compatible with potential future recreational development or recreation areas that are closed. Until there is an opportunity to develop or reopen these areas, they will be managed for multiple resources. No such areas exist at Lavon Lake
- **Water Surface** = areas of the water surface that have specific restrictions and/or recreational uses as described below. .
 - *Restricted* = water areas restricted for project operations, safety, and security purposes
 - *Designated No-Wake* = to protect environmentally sensitive shoreline areas, recreational water access areas from disturbance, and for public safety.
 - *Fish and Wildlife Sanctuary* = annual or seasonal restrictions on areas to protect fish and wildlife species during periods of migration, resting, feeding, nesting, and/or spawning.
 - *Open Recreation* = those waters available for year round or seasonal water-based recreational use.



**US Army Corps
of Engineers®**

Draft Master Plan Public Meeting

Comment Form

Lavon Lake, Texas

Master Plan Revision

Garland, Texas

Thursday, May 5, 2016

Questions, comments, or suggestions?

We need your review of the Lavon Lake Draft Master Plan revision and accompanying environmental assessment prepared in accordance with the National Environmental Policy Act (NEPA). Your participation is key to developing a meaningful Master Plan. Please write your questions, comments, or suggestions in the space provided below. Feel free to use additional pages if needed. Forms may be submitted at the public meeting or within 30 days, to the address below. Thank you for your participation!

Optional Information (used for mailing list to keep you informed and will not be used for any other purpose):

Name: _____ Affiliation: _____

Address: _____ City: _____ State: _____

Zip code: _____ Phone: ____/_____ Email: _____

Mail or email comment sheet to the following Point of Contact:

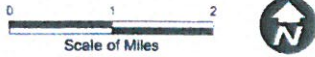
**Mr. Ryan Shackelford, USACE - Fort Worth District - PEC-PM
819 Taylor Street, Room 3B10, Fort Worth, Tx 76102
Email: lavonlakemp@usace.army.mil**

Additional information and comment sheets can be found at the following:
<http://www.swf.usace.army.mil/About/LakesandRecreationInformation/MasterPlanUpdates.aspx>

LAVON LAKE

LAND CLASSIFICATION

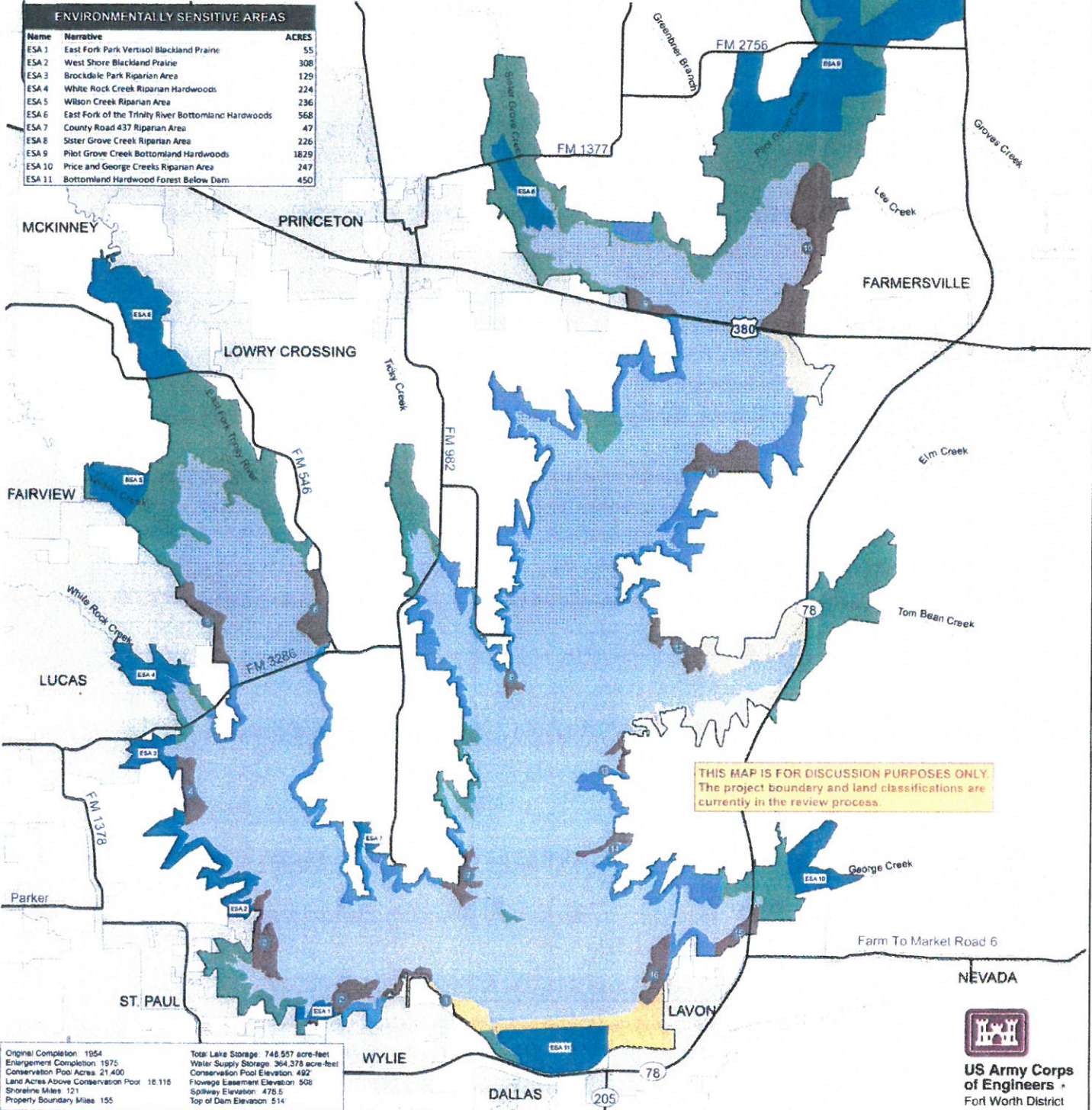
2015 Master Plan Update



PUBLIC USE AREAS	
1. Avelon	9. Twin Groves
2. East Fork	10. Caddo
3. Collin	11. Elm Creek
4. Brockdale	12. Lakeland
5. Highland	13. Pebble Beach
6. Bratonia	14. Little Ridge
7. Clear Lake	15. Mallard
8. Tickey Creek	16. Levonia

LEGEND	
[Symbol]	Project Boundary
[Symbol]	Unclassified Water Surface
[Symbol]	Water Surface
LAND CLASSIFICATION	
[Symbol]	Project Operations
[Symbol]	High Density Recreation
[Symbol]	Environmentally Sensitive Area
[Symbol]	Low Density Recreation
[Symbol]	Vegetative Management
[Symbol]	Wetland Management

ENVIRONMENTALLY SENSITIVE AREAS		
Name	Narrative	ACRES
ESA 1	East Fork Park Vertisol Blackland Prairie	55
ESA 2	West Shore Blackland Prairie	308
ESA 3	Brockdale Park Riparian Area	129
ESA 4	White Rock Creek Riparian Hardwoods	224
ESA 5	Wilson Creek Riparian Area	236
ESA 6	East Fork of the Trinity River Bottomland Hardwoods	568
ESA 7	County Road 437 Riparian Area	47
ESA 8	Sister Grove Creek Riparian Area	226
ESA 9	Pilot Grove Creek Bottomland Hardwoods	1829
ESA 10	Price and George Creeks Riparian Area	247
ESA 11	Bottomland Hardwood Forest Below Dam	450



Original Completion: 1954	Total Lake Storage: 746,557 acre-feet
Engineering Completion: 1975	Water Supply Storage: 304,378 acre-feet
Conservation Pool Acres: 21,400	Conservation Pool Elevation: 492
Land Acres Above Conservation Pool: 18,118	Flowage Easement Elevation: 508
Shoreline Miles: 121	Spillway Elevation: 476.5
Property Boundary Miles: 155	Top of Dam Elevation: 514





City of Lucas Council Agenda Request May 19, 2016

Item No. 10

Requester: Finance Director – Liz Exum

Agenda Item:

Considering approving Resolution R-2016-05-00450 adopting the City of Lucas Fixed Asset Policy.

Background Information:

Staff is presenting a comprehensive Fixed Asset Policy to define and describe a set of standard procedures to record and control the changes in the fixed asset system in accordance with Generally Accepted Accounting Principles (GAAP).

Attachments/Supporting Documentation:

1. Fixed Asset Policy and Procedures
2. Resolution R-2016-05-00450 Fixed Asset Policy

Budget/Financial Impact:

N/A

Recommendation:

Approve as presented.

Motion:

I move to approve/deny Resolution 2016-05-00450 adopting the City of Lucas Fixed Asset Policy.



RESOLUTION R-2016-05-00450
(Adopting Fixed Asset Policy and Procedures)

A RESOLUTION OF THE CITY OF LUCAS, TEXAS, ADOPTING FIXED ASSET POLICY AND PROCEDURES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council has been presented with a proposed Fixed Assets Policy and Procedures (the “Policy”) setting forth standard procedures to record and control the changes in the fixed asset system in accordance with Generally Accepted Accounting Principles (“GAAP”); and

WHEREAS, upon full review and consideration of the Policy and all matters related thereto, the City Council is of the opinion and finds that the Policy should be approved and adopted;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LUCAS, TEXAS, THAT:

SECTION 1. the Policy, which is attached hereto as Exhibit “A”, is hereby approved and adopted.

SECTION 2. all resolutions of the City of Lucas in conflict with the provisions of this Resolution shall be, and same are hereby, repealed, provided, however, that all other provisions of said Resolutions are not in conflict herewith shall remain in full force and effect.

SECTION 3. should any word, sentence, paragraph, subdivision, clause, phrase or section of this Resolution hereby, be adjudged or held to be voided or unconstitutional, the same shall not affect the validity of the remaining portions of said Resolution which shall remain in full force and effect.

SECTION 4. this Resolution shall take effect immediately upon its passage.

DULY PASSED AND APPROVED by the City Council of the City of Lucas, Texas, on this the 19th day of May, 2016.

ATTEST:

APPROVED:

Stacy Henderson, City Secretary

Jim Olk, Mayor

EXHIBIT "A"
Fixed Asset Policy and Procedures



FIXED ASSET POLICY AND PROCEDURES

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Property Accounting	5-6
Property Control	6
Asset Additions	7
Asset Disposal	7-8
Annual Reporting	8

Statement of purpose

The objective of this policy is to define and describe a set of standard procedures necessary to record and control the changes in the fixed asset system in accordance with Generally Accepted Accounting Principles (GAAP). Fixed asset record master files are maintained by the Finance Department. This policy is to establish continuity in the procedures for recording, maintaining, and disposing of all capital and controllable assets. The fixed asset records are necessary to:

1. Ensure that the asset is adequately protected from loss, theft, etc.;
2. Provide necessary documentation for the effective use, maintenance, management and reporting of the asset;
3. Facilitate the calculation and recording of depreciation for fund assets; and
4. Provide necessary documentation for insurance purposes.

Asset Definitions

Capital Assets - A capital asset is defined as a piece of equipment, or investment in general infrastructure, that has a value in excess of \$5,000.00 and has an expected useful life of greater than one year. The Governmental Accounting Standards Board (“GASB”) has issued Statement 34, dictating the requirements for the reporting of such assets. The annual value of such assets is reported in the Comprehensive Annual Financial Report (CAFR). The City shall maintain at a minimum the following information on such assets: description, acquisition cost, acquisition date, purchase order, invoice, asset location, and condition.

Controllable Assets - Certain purchases made by the City do not meet the criteria established for designation as a capital asset. However, these assets should be monitored for proper use and disposal, even though their value does not substantially impact the overall value of City assets. These controllable assets either render a critical function or put the City at risk by their absence (e.g. office equipment, cameras, computers, printers, minor furnishings, cell phones, AED units, etc.). Department Directors must make every effort to maintain adequate controls for such controllable assets.

Improved Cost - The costs of improvements to current assets are to be added to the cost of the existing asset. The costs of normal maintenance and repairs that do not add to the value of the asset, or materially extend asset lives, are not capitalized.

Asset Classification

Assets shall be assigned to one of the following class groups, for the purposes of reporting in government-wide financial statements: land, building and improvements, furniture & equipment, vehicles, infrastructure and construction in progress.

Land and Land Improvements, Rights of Way & Easements - Land and land improvements, including easements and rights-of-way, are assigned an indefinite useful life. No depreciation is applied to land and land improvements.

Buildings and Improvements - This includes all buildings and building related structures. Permanently attached fixtures installed during construction are considered a part of the building. The subsequent addition of equipment will be recorded as machinery and equipment. Major improvements, such as additions to buildings, are added to the life and value of the original asset. These improvements are permanent and non-moveable, they add value to land but have a limited useful life. The building and improvements sub class listing is as follows:

Buildings	40 years
Fences	15 years
Landscaping	15 years
Parking lots	15 years
Retaining walls	15 years
Other – Improvements	15 - 20 Years

Furniture & Fixtures, Machinery & Equipment, Radio Equipment, Software - Machinery and equipment typically comprises the largest number of assets, but comprises the smallest overall value in relation to other classes. Machinery and equipment are given consideration within the following sub classes, with related useful life:

Audiovisual Equipment	5 years
Communications Equipment	7 years
Computer Equipment	3-5 years
Computer Software	5 years
Furniture & Accessories	7 years
Grounds Maintenance Equipment	7 years
Machinery & Tools	7 years
Other Equipment	3 - 7 Year

Vehicles – All motor vehicles licensed and non-licensed will be capitalized regardless of the cost of value. Any additional equipment required in placing the vehicles in operation and that adds value to the vehicles will be capitalized. Examples of these additions are decals, sirens, light bars and tool boxes. The sub class listing for vehicles is:

Fire Protection Vehicles	5-10 years
Fire Truck	20 years
Other Licensed Vehicles	5-10 years
Other Non-Licensed Vehicles	5-10 years
Tractor, Mowers, Backhoes	5-10 years

Infrastructure - Investment in systems that provide a critical service to a municipality when considered as a system, but not a distinct separate asset, is recorded as infrastructure. By its nature, infrastructure is difficult to define as a separate system, and is difficult to define useful life on a broad basis. The Governmental Accounting Standards Board has recommended, and the City of Lucas has adopted, reporting of infrastructure using the following subclasses and relative useful life for the subclasses:

Streets	20 - 40 years
Bridges	20 - 40 years
Water lines	20 - 40 years
Water tanks	20 - 40 years
Sewer lines	20 - 40 years
Other – Infrastructure	20 - 40 years

Construction in Progress - Includes all partially completed projects. Buildings of various types will be the main component in this area. Construction-in-progress is considered as a separate type of construction and is tracked as a separate asset until the time of completion, at which point the value is reclassified as either a new building or related structure, or added to the value of the construction renovated. No depreciation is applied to construction in progress.

Property Accounting

Useful Life Assessments - Normal useful life is defined as the physical life, in terms of years, that an asset is expected to endure before it deteriorates to an unusable condition. Asset classes as defined in this document have been assigned an estimated useful life; a useful life is assigned to each and every asset according to the values listed in the policy sub-class listing. The useful life should be completed on the Fixed Assets Acquisition form, based on the list by the initiating department. Finance Department will then review and approve the form for accuracy. If the applicable

department believes the useful life to be different than the life shown in this policy, those exceptions should be noted.

Asset In-Service Dates - An asset's age is typically based on when the asset was acquired, or when the asset underwent its most recent major renovation. The city's system uses the invoice date for determination of when the asset was acquired.

Function Designations - Assets are associated with a government function (also referred to as program use). The City of Lucas defines assets as relevant to one of the following functions as presented in the Comprehensive Annual Financial Report (CAFR):

- General Government
- Development Services
- Public Works
- Public Safety
- Parks

Acquisition Cost - The following costs associated with the acquisition of a fixed asset are to be capitalized:

1. Purchase costs before trade-in allowance and less discounts; or a qualified appraisal of value at the time of acquisition if the asset is contributed.
2. Professional fees of attorneys, architects, engineers, appraisers, surveyors, etc. which are necessary to make the asset functional (ready to be placed in service).
3. Site preparation costs such as clearing, leveling, filling and demolition of unwanted structures.
4. Fixtures attached to a building or other structure.
5. Transportation and installation charges.
6. Any other expenditure required to put the asset into its intended state of use.

Depreciation Considerations - Depreciation is defined as the gradual conversion of the cost of a tangible capital asset or fixed asset into an operational expense (called depreciation expense) over the asset's estimated useful life. Depreciation shall be applied to all capital assets on an annual basis. The straight line depreciation method shall be used, according to the following formula:

Original cost, divided by estimated useful life.

Please note that depreciation is not applied to land or land improvements.

Property Control

Department Responsibilities - City departments must maintain all assets that are within their control in a working and usable condition. Departments shall take adequate care that the working environment for the asset is appropriate and suitable for such assets. City departments must treat all assets in an ethical manner, and must not misuse the assets or use the assets for personal use or benefit.

The Finance Department will provide to each City Department a listing of assets deemed to be in that department's control. Each City department must review this report annually for all additions and deletions of assets and return to the Finance Department. Such annual report must be made within thirty (30) days of the end of the fiscal year relevant to the annual report. This information is also used to ensure proper insurance coverage.

Purchasing Responsibilities - The Finance Department maintains a full and comprehensive list of capitalized assets possessed by the City. Information on the asset history, location, and appropriate custodial responsibility is retained and managed in such list.

Asset Additions

All City departments are required to provide to the Finance Department a completed Fixed Assets Acquisition Form (Attachment A) each time a capital/fixed asset is purchased. This form should be submitted to Accounts Payable with the PO and approved invoice for payment. A digital picture of the asset purchased is also required. Additionally all City departments are required to provide detailed information on all assets newly acquired during a fiscal year. Such information shall include, where possible: asset description, location funding source, acquisition date, purchase order number, serial number, and asset cost.

Asset Disposal

Assets owned by the City may be deleted from the list of assets by the following means:

1. Trade-in – assets may be considered for trade-in at the time of acquisition of replacement assets, subject to normal purchasing bidding guidelines, and written approval by the department Director.
2. Surplus Sale/City auction - in the event that no other City department has been identified as a potential recipient of surplus property, the City may sell surplus property by soliciting competitive bids.

3. Discard/Disposal - a department Director, with written approval by the City Manager may recommend the disposal of assets that are both no longer in use and have been determined to have no remaining value.

All City departments are required to provide detailed information on the Fixed Assets Disposal Form (Attachment B) to the Finance Department, on all assets disposed of during a fiscal year, no later than thirty (30) days after such disposal. Such deletions shall be within guidelines established by the City regarding appropriate disposition of assets.

Annual Reporting

The total value of assets is reported in the Comprehensive Annual Financial Report (“CAFR”). The value of assets shall include the beginning value, a summary of additions, a summary of retirements, and an ending value for the fiscal year being reported.



City of Lucas Council Agenda Request May 19, 2016

Requester: Finance Director – Liz Exum

Agenda Item:

Considering approving Resolution R-2016-05-00451 adopting the City of Lucas Fiscal and Budgetary Policy; and thereby repealing Resolution R-2011-09-00376 Fund Balance Policy approved September 1, 2011.

Background Information:

Staff is presenting a comprehensive Fiscal and Budgetary Policy to enable the City to achieve and maintain a long-term stable and positive financial condition, and provide guidelines for the day-to-day planning and operations of the City's financial affairs. The City's financial management, as directed by this Policy, is based upon the foundation of integrity, prudent stewardship, planning, accountability, and full disclosure. This policy has been reviewed by the city attorney and financial auditors BrooksCardiel, PLLC.

Attachments/Supporting Documentation:

1. Resolution R-2016-05-00451 City of Lucas Fiscal and Budgetary Policy
2. City of Lucas Fiscal and Budgetary Policy
3. Resolution R-2011-09-00376 Fund Balance Policy

Budget/Financial Impact:

N/A

Recommendation:

Approve as presented.

Motion:

I move to approve/deny Resolution R-2016-05-00451 adopting the City of Lucas Fiscal and Budgetary Policy; and thereby repealing Resolution R-2011-09-00376 Fund Balance Policy approved September 1, 2011.



RESOLUTION R-2016-05-00451
(Adopting Fiscal and Budgetary Policy)

A RESOLUTION OF THE CITY OF LUCAS, TEXAS, ADOPTING THE FISCAL AND BUDGETARY POLICY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council has been presented with a proposed Fiscal and Budgetary Policy (the “Policy”) setting forth guidelines to enable the City of Lucas to achieve and maintain a long-term stable and positive financial condition, and to provide guidelines for the City’s day-to-day financial planning and operations; and

WHEREAS, upon full review and consideration of the Policy and all matters related thereto, the City Council is of the opinion and finds that the Policy should be approved and adopted;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LUCAS, TEXAS, THAT:

SECTION 1. the Policy, which is attached hereto as Exhibit “A”, is hereby approved and adopted.

SECTION 2. all resolutions of the City of Lucas in conflict with the provisions of this Resolution shall be, and same are hereby, repealed, provided, however, that all other provisions of said Resolutions are not in conflict herewith shall remain in full force and effect.

SECTION 3. should any word, sentence, paragraph, subdivision, clause, phrase or section of this Resolution be adjudged or held to be voided or unconstitutional, the same shall not affect the validity of the remaining portions of said Resolution which shall remain in full force and effect.

SECTION 4. this Resolution shall take effect immediately upon its passage.

DULY PASSED AND APPROVED by the City Council of the City of Lucas, Texas, on this the 19th day of May 2016.

ATTEST:

APPROVED:

Stacy Henderson, City Secretary

Jim Olk, Mayor

EXHIBIT "A"
FISCAL AND BUDGETARY POLICY



FISCAL AND BUDGETARY POLICY

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Overview and Statement of Purpose

The City of Lucas assumes an important responsibility to its citizens and customers to carefully account for public funds, to manage City finances wisely and to plan for the adequate funding of services desired by the public.

The broad purpose of the Fiscal and Budgetary Policy is to enable the City to achieve and maintain a long-term stable and positive financial condition, and provide guidelines for the day-to-day planning and operations of the City's financial affairs. The City's financial management, as directed by this Policy, is based upon the foundation of integrity, prudent stewardship, planning, accountability and full disclosure.

Policy scope generally spans areas of accounting and financial reporting, internal controls, operating and capital budgeting, revenue management, cash and investment management, expenditure control, risk and asset management, debt management and planning and forecasting concepts. This is done in order to:

1. Demonstrate to the citizens of the City of Lucas, the City's bond holders and other creditors and the bond rating agencies that the City is committed to a strong fiscal operation;
2. Provide a common vision for financial goals and strategies for current and future policy-makers and staff;
3. Fairly present and fully disclose the financial position of the City in conformity to Generally Accepted Accounting Principles (GAAP); and
4. Demonstrate compliance with finance-related legal and contractual issues in accordance with the Texas Local Government Code and other legal mandates.

Fiscal Year - The City of Lucas has adopted a fiscal year that begins on the first day of October and ends on the last day of September.

Annual Audit Requirements - Section 6.01 of the Lucas Home Rule Charter requires that at the conclusion of each fiscal year, an independent audit be conducted by a certified public accountant. The accountant selected to perform the audit shall complete no more than five (5) consecutive annual audits.

Banking

In compliance with Section 6.04 of the City of Lucas Home-Rule Charter, the City Council shall select a bank depository that will meet the needs of the City and comply with all state laws governing such depositories and the management and safeguarding of public funds. The City shall issue a request for proposals/ qualifications for bank depository services every five years, or more often if necessary. However, said requirements shall not restrict the number of years,

either cumulatively or consecutively, that any single bank depository shall be used. Depositories shall be selected based on a number of criteria include, but not limited to, ability to comply with state and local statutes, customer service, hours of operation, yield on deposits, geographic proximity to City Hall, services offered, etc.

Annual Operating Budget

Budgeting is an essential element of the financial planning, control and evaluation process of municipal government. The “operating budget” is the City’s annual financial operating plan. The annual budget includes all of the operating departments of the General Fund, Capital Improvements Fund, Water Utilities Fund and Debt Service Fund.

Preparation - The City Manager shall prepare and submit to the City Council a proposed budget to cover all anticipated expenditures of the City for the succeeding fiscal year. The budget shall contain sufficient detail to garner an understanding of the programs and services being funded for the benefit of the citizens. The ultimate authority for the adoption of the annual budget rests with the City Council. The full participation by the City Council and the citizens they represent are part of the overall budget process. A copy of the proposed budget will be filed with the City Secretary when it is submitted to the City Council.

Revenue Estimates - In order to maintain a stable level of services, the City shall use a conservative, objective and analytical approach when preparing revenue estimates. The process shall include the analysis of probable economic changes and their impacts on revenues, historical collection rates and trends in revenues. This approach should reduce the likelihood of actual revenues falling short of budget estimates during the year, which could otherwise result in mid-year service reductions.

Balanced Budget - The goal of the City is to balance the operating budgets for each fund with current revenues, whereby, current revenues match and fund on-going expenditures. Excess balances in the operating funds from previous years may be used for non-recurring expenditures, capital expenditures, retirement of debt or to increase the related fund balance.

Publication - The City will publish, in the contemporary means of information sharing a general summary of the budget, as well as the times and places the budget is available for public inspection; and after the publication, the time and place for public hearings on the budget.

Adoption - Upon finalization of the budget, the City Council will hold public hearings, and subsequently adopt the final budget by ordinance. The budget will be effective for the fiscal year beginning October 1. In the event that the budget is not enacted prior to October 1st, the preceding fiscal year budget shall be deemed

adopted, which may be amended or supplemented, as the City Council deems appropriate.

Budget Control, Accountability and Amendments - To provide a method to amend appropriations, the City Council authorizes the following:

1. Line Item Transfers - Each Department Director, appointed by the City Manager, will be responsible for the administration of his/her departmental budget. This includes accomplishing the goals and objectives adopted as part of the budget and monitoring each department budget for compliance with spending limitations. Department Directors may request a line item transfer of funds within a department budget. All transfers require City Manager approval and maintain consistency with the City Councils' intent when the budget was approved. Allocations to the personnel services category may not be transferred into other operational categories.
2. Supplemental Appropriations - If the City Manager certifies that revenues are available in excess of those estimated in the budget, an amendment ordinance may be prepared for City Council approval. In general, supplemental appropriations outside the annual budget process will be evaluated based on the need or urgency of the request.
3. Emergency Appropriations - To meet a public emergency affecting life, health, property or the public peace, the City Council may adopt an emergency appropriation.
4. Reduction of Appropriations - If at any time during the fiscal year it appears probable that expected revenues will be insufficient to finance expenditures for which appropriations have been authorized, the City Council may adopt an ordinance to reduce appropriations.
5. Contingency Appropriations - The budget may include small contingency appropriations within designated operating department budgets. These funds are used to offset expenditures for unexpected maintenance or other unanticipated expenses that might occur during the year, including insurance deductibles, unexpected legal expenses and equipment repairs.
6. Budget Contingency Plan – This policy is intended to establish general guidelines for managing revenue shortfalls resulting from factors such as local and economic downturns that affect the City's revenue streams. Once a budgetary shortfall is projected, the City Manager will take the necessary actions to offset any revenue shortfall with a reduction in current expenses. The City Manager may:
 - Freeze all new hire and vacant positions except those deemed to be a necessity.

- Review all planned capital expenditures.
- Delay all "non-essential" spending or equipment replacement purchases.
- Reduction of fund balance – maintaining a minimum unassigned fund balance equal to 50% of current year expenditures.
- Further Action - If the above actions are insufficient to offset the revenue deficit and the shortfall continues to increase, the City Manager will further reduce operating expenses to balance the budget. The City Manager may ask Department Directors for recommendations on reductions of service levels in order to reduce expenditures to balance the budget.

Note: Any resulting service level reductions, including workforce reductions, will be presented to and approved by the City Council.

Capital Improvement Plan (CIP)

The CIP plan outlines the major utility infrastructure, streets and drainage, facilities, parks and other improvements needed to serve the citizens, meet growth related needs and comply with state and federal regulations.

Preparation - The Finance Director coordinates the annual update and adoption of the five-year Capital Improvement Plan (CIP) as a part of the annual budget process. The City Manager will lead the review and prioritization of capital projects for City Council consideration. The Leadership Team shall prioritize and rank projects according to the criteria listed in project criteria section. The CIP includes all costs associated with the design, rights-of-way acquisition and construction of a project, as well as the estimated operating and maintenance costs, which impacts future operating budgets. The following guidelines will be utilized in developing the CIP:

1. Identify capital improvements and major maintenance projects through system models, repair and maintenance records and growth demands.
2. Prioritize CIP projects based on input from City staff from all operational areas related to each project and its effect on operations.
3. Solicit citizen participation in formulating the identification and prioritization of the CIP.

The CIP will be submitted to City Council for approval and reviewed annually to include updated information.

Control – All capital project expenditures must be appropriated in the capital budget. The Finance Director or City Manager must certify the availability of resources before any capital project contract is presented to the City Council for approval.

Financing Programs - Recognizing that long-term debt is usually a more expensive financing method, alternative financing sources will be explored before debt is issued. When debt is issued, it will be used to acquire major assets with expected lives which equal or exceed the average life of the debt issue. Where applicable, impact fees, assessments, pro-rata charges or other fees should be used to fund capital projects which have a primary benefit to specific, identifiable property owners.

Reporting - Periodic financial reports will be prepared to enable the Department Directors to manage their capital budgets and to enable the Finance Department to monitor and control the budget as authorized. Capital project status reports will be presented to City Council.

Performance Measures

The City Manager and Department Directors will periodically review programs for efficiency and effectiveness. Programs not meeting efficiency or effectiveness objectives shall be brought up to required standards, or be subject to reduction or elimination.

Department Directors will develop program performance measures to evaluate the impact of new programs and growth on the departments. Existing programs will also be evaluated as part of the annual budget process to determine whether programs should continue to be funded.

Reporting

Summary financial reports will be presented to the City Council monthly. These reports will be in a format to enable the City Council to understand the overall budget and financial status. The City Manager will present a mid-year report to the City Council within 60 days following the end of the second fiscal quarter which updates the status of projects and related financial goals set forth in the budget.

Revenue Management

The Finance Department will develop conservative revenue forecasts based upon current and known future revenue streams. The City will strive for the following optimum characteristics in its revenue system:

Certainty - A knowledge and understanding of revenue sources increases the reliability of the revenue system. The City will understand its revenue sources and enact consistent collection policies to provide assurances that the revenue base will materialize according to budget and forecasts.

Equity - The City shall make every effort to maintain equity in its revenue system; i.e., the City should seek to minimize or eliminate all forms of subsidization between funds.

Revenue Adequacy - The City should require there be a balance in the revenue system; i.e., the revenue base will have the characteristics of fairness and neutrality as it applies to cost of service.

Realistic and Conservative Estimates - Revenues will be estimated realistically, and conservatively, taking into account the stability of various revenue streams.

Administration - The benefits of a revenue source should exceed the cost of levying and collecting such revenue. Where appropriate, the City will consider the use of administrative processes of State, Federal or County collection agencies in order to reduce administrative costs.

Diversification and Stability – The City will strive to maintain a diversified revenue system with a stable source of income when feasible.

Other Considerations – The following considerations and issues will guide the City in its revenue policies concerning specific sources of funds:

1. Non-Recurring Revenues - One-time or non-recurring revenues should not be used to finance ongoing operations.
2. Property Tax Revenues - All real and business personal property located within the City will be valued at 100% of the fair market value for any given year based on the current appraisal supplied by the Collin County Appraisal District. Reappraisal and reassessment shall be determined by the Appraisal District.
3. Investment Income - Earnings from investments will be distributed to the Funds in accordance with the equity balance of the fund from which the monies were provided to be invested.
4. User-Based Fees and Service Charges - For services associated with a user fee or charge, the direct or indirect costs of that service will be offset by a fee where possible. The City will review fees and charges annually to ensure that fees provide adequate coverage for the cost of services. The City Council will determine how much of the cost of a service should be recovered by fees and charges.
5. Intergovernmental Revenues – Grant opportunities will be examined for matching requirements and must be approved by the City Council prior to submission of the grant application. It must be clearly understood that operational requirements (on-going costs) be considered in evaluating whether or not an application for a grant funding be submitted.

6. Revenue Monitoring - Revenues will be compared to budgeted revenues on a month and year-to-date basis and variances will be investigated. Any abnormalities will be included in the monthly financial reports provided to the City Council.

Expenditure Policy

Appropriations - The Department Directors shall manage budgets to ensure that appropriations are not exceeded.

Budget Transfers - The City Manager may transfer balances within departments. A Department Director may request a transfer between line items and the City Manager may transfer between categories of items. Finance will make the adjustment upon approval from the City Manager. Requests for additional appropriations must be approved by City Council and preferably presented at the mid-year budget review.

Purchasing - All City purchases of goods or services will be made in accordance with the City's current Purchasing Policy and Procedures and in compliance with State law. Purchases are restricted to budgeted expenditures for the fiscal year in order to avoid unnecessary disbursement of funds. The budget process is extensive and includes submissions of requests for appropriations to the City Manager as well as various workshops where City Council reviews the proposed expenditures for the subsequent fiscal year. The City Council holds public hearings and may add to, subtract from, or change proposed appropriations. This process promotes the efficient and effective use of public funds. Departments are required to generate purchase orders that need to be approved by the Department Director or Director Designee before processing for payment. This procedure contributes to the minimization of duplicated expenses as it encumbers funds for future payments for the total amount of the goods received or services rendered. The Finance Director shall review and approve proposed procurement actions to avoid unnecessary or duplicative purchases.

Prompt Payment - All invoices approved for payment by the proper City authorities shall be paid within thirty (30) calendar days of receipt of goods or services or invoice date, whichever is later in accordance with State law. The City will take advantage of all purchase discounts, when possible.

Payment Processing – The City will strive to process payments in the most efficient method keeping in mind the safety of such transactions and complying with internal control practices. The City will post all accounts payable transactions on the City's website to perpetuate governmental transparency.

Staffing

The City's goal as an employer is to attract and retain quality employees who provide exemplary public service to our community in an effective and efficient manner.

Adequate Staffing - Staffing levels will be adequate for the operations and programs of the City to be conducted efficiently and effectively. In order to provide continuing services to the community, as well as add new services as deemed appropriate based on recommendations from the City Manager and supported action by the elected officials, staffing levels will be evaluated regularly to determine workloads. Workload allocation alternatives, such as contract labor and contracted services, will be explored before adding additional staff.

Market Adjustments - The City shall utilize comparative data from selected benchmark cities. The City Council has selected Celina, Fairview, Fate, Melissa, Parker, Prosper, Sunnyvale and Trophy Club as its benchmark cities. The City Council may also choose to make changes to the benchmark cities by adding or deleting municipalities, as well as using data from other sources and consultants, as a reference for making market-based adjustments. Market based adjustments are based upon the job duties and job descriptions of the position, not on performance of the employee within the position.

Merit Adjustments - The City utilizes a merit-based pay plan as a part of the overall compensation system. City Council may fund merit increases annually during the budget process to aid in retaining and rewarding quality employees for productivity and job performance. These merit-based adjustments are recommended by the employee's immediate supervisor and reviewed by both the Department Director and the City Manager. Employees may receive a merit increase upon approval of the City Manager based upon performance, or when other situations warrant this type of increase, such as a reclassification due to additional job duties.

Cost of Living Adjustment (COLA) - In order to sustain employee compensation levels within the competitive job market, the City may fund an annual COLA for all regular employees not included in a defined pay plan. The COLA will be based on the Consumer Price Index-Urban Wage Earners and Clerical Workers for the south urban area.

Economic Development

The City shall initiate, encourage and promote economic development that will strengthen the local economy and tax base that also takes into account and supports the rural character of the community.

Commitment to Expansion and Diversification - The City shall encourage and participate in economic efforts to expand the City of Lucas's economy and tax base, to increase local employment and to invest when there is a defined, specific long-term return to the community. These efforts shall focus on new areas, as well as other established sections of the City where economic development can generate additional jobs, sales tax, property tax and other economic benefits.

The City's economic development program shall seek to expand the non-residential share of the tax base to decrease the tax burden on residential homeowners.

Cost/Benefit of Incentives for Economic Development – The City will use due caution in the analysis of any incentives that may be used to encourage development. A cost/benefit (fiscal impact) analysis will be performed as part of the evaluation.

Coordinate Efforts with Other Jurisdictions - The City's economic development program shall encourage close cooperation with other local jurisdictions to promote the economic well-being of this area.

Intergovernmental Relations

The City shall coordinate efforts with other governmental agencies to achieve common policy objectives, share the cost of providing government services on an equitable basis and support appropriate favorable legislation at the state and federal levels.

Interlocal Cooperation in Delivery of Services - In order to promote the effective and efficient delivery of services, the City shall work with other local jurisdictions to share on an equitable basis the cost of services, to share facilities and to develop joint programs to improve service to its citizens.

Legislative Program - The City shall cooperate with other jurisdictions to actively oppose any state or federal regulation or proposal that mandates additional City programs or services and does not provide the funding necessary for implementation.

Capital Maintenance and Replacement

The City recognizes that deferred maintenance increases future capital costs. Therefore, a portion of all individual funds with infrastructure should be budgeted each year to maintain the quality within each system.

Repair and Maintenance – The City will utilize a maintenance program for all City assets to maximize the useful life. On-going maintenance and major repair costs are generally considered repairs and are not capitalized for accounting purposes. They include such items as routine maintenance and repairs of building and equipment, street patching and seal coating and other general maintenance.

Streets Capital Maintenance and Replacement - The City will provide annual funding for the Public Works Department to use for a street maintenance program.

Water Utilities Fund Maintenance and Replacement - The City will provide annual funding for the Public Works Department to use for the Water Utilities Fund maintenance program.

Building Capital Replacement and Maintenance - The City will provide annual funding for major maintenance on its buildings such as air conditioning replacements, flooring, painting and other maintenance.

Technology - The City will fund the maintenance and replacement of personal computers and network servers. Major replacements for computer systems will be anticipated and included in the annual budget process.

Fleet and Equipment - The City will anticipate replacing existing cars, trucks, tractors, backhoes, trailers and other equipment as necessary.

Accounting, Auditing and Financial Reporting

Accounting and Financial Reporting - The City is responsible for the internal and external accounting and reporting of its financial affairs. The City's Finance Director is responsible for establishing and managing the accounting and financial reporting systems and assuring procedures are in place to properly record financial transactions and report the City's financial position.

Audit of Accounts - In accordance with the Home Rule Charter Article VI, Section 6.01, an independent audit of the City accounts will be performed annually by a certified public account. The auditor is retained by and is accountable directly to the City Council and shall not complete more than five (5) consecutive audits.

External Reporting - Upon completion and acceptance of the annual audit by the City's auditors, the City shall prepare a written Comprehensive Annual Financial Report (CAFR) which shall be presented to the City Council within 180 calendar days of the City's fiscal year end. The CAFR shall be prepared in accordance with Generally Accepted Accounting Principles (GAAP) and shall be presented annually to the Government Finance Officer Association (GFOA) for

evaluation and consideration for the Certificate of Achievement in Financial Reporting. If circumstances preclude such timely reporting, the Finance Director will inform the City Manager and City Council the reason for the delay.

Internal Reporting - The Finance Department will prepare internal financial reports, sufficient to plan, monitor and control the City's financial affairs.

Risk and Asset Management

Risk Management - The City will utilize a safety program, an employee wellness program and a risk management program to prevent and/or reduce claims and losses. The City will utilize an insurance program(s) where appropriate to minimize the financial impact of claims or losses. The City may also consider contracting to third parties for services the City does not have the capability to effectively provide.

Cash Management - The City's cash flow will be managed to maximize the cash available to invest. Such cash management will entail the centralization of cash collections. The City shall maintain a comprehensive cash management program to include the effective collection of accounts receivable, the prompt deposit of receipts to the City's depository, the payment of obligations, and the prudent investment of idle funds in accordance with this policy.

Investments - The City Council has formally approved a separate Investment Policy for the City of Lucas that meets the requirements of the Public Funds Investment Act (PFIA), Section 2256 of the Texas Government Code. This policy is reviewed annually by the City Council and applies to all financial assets held by the City.

Fixed Assets and Inventory - The City's Fixed Assets Policies and Procedures is pending approval from the City Council. The basic goal and objective of this policy is to define and describe a set of standard procedures necessary to record and control the changes in the fixed asset system in accordance with Generally Accepted Accounting Principles.

Computer System/Data Security - The City's Information Services Consultant shall provide security of its computer/network system and data files through security systems that will include but not be limited to, a firewall, intrusion prevention appliance, and a two-tier spam/virus protection system.

1. Physical location – The location of computer/network systems shall be in locations inaccessible to unauthorized personnel.
2. Access – The Information Services Consultant will be responsible for setting up access to the City's network and files. The Finance Director shall have responsibility for setting security levels for employees within the financial system for internal control purposes, however these levels may be administered by the Consultant.
3. Remote access – The Information Services consultant will set up

employees for Virtual Private Network (VPN) access upon approval from their Department Director.

4. Data backup – Data backups will be conducted daily. The daily backups will remain on-site on a dedicated storage device with redundant backups stored offsite.
5. Inventory – Records of all computer equipment purchased shall be the responsibility of the Finance Department. Routine inventories will be conducted to ensure safeguarding of these assets.

Debt Management

The City of Lucas recognizes the primary purpose of capital facilities is to support provision of services to its taxpayers. Using debt financing to meet the capital needs of the community must be evaluated according to efficiency and equity. Efficiency must be evaluated to determine the highest rate of return for a given investment of resources. Equity is resolved by determining who should pay for the cost of capital improvements. In meeting demand for additional services, the City will strive to balance the needs between debt financing and “pay as you go” methods. The City realizes that failure to meet the demands of a developing community may inhibit its continued economic viability, but also realizes that too much debt may have detrimental effects on the City’s long-range financial condition.

Use of Debt - Long-term debt financing will be considered for capital improvements of which future citizens will benefit. Alternatives for financing will be explored prior to debt issuance and may include, but are not limited to:

1. Grants
2. Use of Reserve Funds
3. Use of Current Revenues
4. Contributions from developers and others
5. Leases

When the City utilizes long-term financing, it will ensure that the debt is soundly financed by conservatively projecting revenue sources that will be used to pay the debt. It will not finance the improvement over a period greater than the useful life of the improvement and it will determine that the cost benefit of the improvement, including interest costs.

Types of Debt:

1. General Obligation Bonds (GO’s) - General obligation bonds must be authorized by a vote of the citizens of Lucas. They are used only to fund capital assets of the general government and are not to be used to fund operating needs of the City. The full faith and credit of the City as well as the City’s ad valorem taxing authority back general obligation bonds.

2. Revenue Bonds - Revenue bonds will be issued to provide for the capital needs of any activities where the capital requirements are necessary for the continuation or expansion of a service. The improved activity shall produce a revenue stream to fund the debt service requirements of the necessary improvement to provide service expansion. The average life of the obligation should not exceed the useful life of the asset(s) to be funded by the bond.
3. Certificates of Obligation, Contract Obligations (CO's) - Certificates of obligation or contract obligations may be used to fund capital requirements not otherwise covered either by general obligation or revenue bonds. Debt service for CO's may be either from general revenues (tax-supported) or supported by a specific revenue stream(s) or a combination of both. Typically, the City may issue CO's when the following conditions are met:
 - a. When the proposed debt will have minimal impact on future effective property tax rates;
 - b. When the projects to be funded are within the normal bounds of City capital requirements, such as for roads, parks, various infrastructure and City facilities; and
 - c. When the average life of the obligation does not exceed the useful life of the asset(s) to be funded by the issue.
 - d. Certificates of obligation will be used with prudent care and judgment by the City Council. Every effort will be made to ensure public participation in decisions relating to debt financing.
4. Tax Anticipation Notes – The City may issue debt securities for a maximum maturity of seven years to provide immediate funding for an expenditure in anticipation of future tax collections.
5. Internal borrowing between City funds – The City may authorize the use of reserves as “loans” between funds. The borrowing fund will repay the loan at a rate consistent with current market conditions. The loan will be repaid within ten (10) years. The loan will be considered an investment of working capital reserves by the lending fund.

Method of Sale - The City will use a competitive bidding process in the sale of bonds unless conditions in the bond market or the nature of the issue warrant a negotiated bid. In such situations, the City will publicly present the reasons for the negotiated sale. The City will rely on the recommendation of the financial advisor in the selection of the underwriter or direct purchaser.

Disclosure - Full disclosure of operating costs along with capital costs will be made to the bond rating agencies and other users of financial information. The City staff, with assistance of the financial advisor and bond counsel, will prepare the necessary materials for presentation to the rating agencies and will aid in the production of the Preliminary Official Statements.

Federal Requirements - The City will maintain procedures to comply with arbitrage rebate and other Federal requirements.

Debt Structuring - The City will issue bonds with maturity not to exceed the useful life of the asset acquired. The structure should approximate level debt service unless operational matters dictate otherwise. Market factors, such as the effects of tax-exempt designations, the cost of early redemption options, will be given consideration during the structuring of long-term debt instruments.

Debt Coverage Ratio - Refers to the number of times the current combined debt service requirements or payments would be covered by the current operating revenues. The City will maintain a minimum debt service coverage ratio of 1.0 times.

Bond Reimbursement Resolutions - The City may utilize bond reimbursements as a tool to manage its debt issues, due to arbitrage requirements and project timing. In so doing, the City uses its capital reserve "cash" to delay bond issues until issuance of bonds is favorable and beneficial to the City.

Other Funding Alternatives - The City will consider alternative funding opportunities prior to issuing debt.

1. Grants - Grants will be examined for matching requirements and the source of those requirements identified. It must be clearly understood that any resulting operation requirements of the grant could be discontinued once the term and conditions of the project have been terminated. The City Council must authorize acceptance of any grant funding and the following should be considered:
 - a. The City shall seek to obtain those grants consistent with the City's current and future priorities and objectives.
 - b. The City Manager and Finance Director shall review grant submittals to determine in-kind match, as well as their potential impact on the operating budget, and the extent to which they meet the City's objectives. If there is a cash match requirement, the source of funding shall be identified and approved by City Council prior to application. Once the application is approved, the City Council sets the grant budget.
 - c. The City shall recover indirect costs to the maximum allowable by the funding source. The City may waive or reduce indirect costs if doing so

will significantly increase the effectiveness of the grant.

- d. The City shall consider terminating grant-funded programs and associated positions when grant funds are no longer available, unless alternate funding is identified.
2. Leases – The City may authorize the use of lease financing for certain operating equipment when it is determined that the cost benefit of such an arrangement is advantageous to the City.
 3. Use of Fund Balance and Reserve Funds - The City may authorize the use of reserve funds to postpone or eliminate a proposed bond issue. This may occur due to fund balances in excess of the reserves necessary to maintain a sound financial position. Reserve funds may be replenished upon issuance of the proposed debt. Unappropriated fund balance in excess of operating reserves may be used for one-time projects, but not on-going operating expenses.

Financial Conditions, Reserves and Receivables

The City of Lucas will maintain minimum reserves in the fund balances to provide a secure, healthy financial base for the City.

Liabilities and Receivables - Procedures will be followed to maximize discounts and reduce penalties offered by creditors. Current liabilities will be paid within 30 days of receiving the invoice or according to the terms of the agreement with the vendor. Accounts Receivable procedures will target collection for a maximum of 30 days of service. The Finance Director is authorized to write-off non-collectible accounts with outstanding balances of \$100 or under that remain unpaid after one year provided proper delinquency procedures have been followed in attempting to collect the delinquencies and approval from the City Manager. An itemized list will be prepared annually and presented to council for approval to write-off non-collectible accounts with outstanding balances in excess of \$100. Efforts to collect written off accounts will continue taking into consideration the cost vs. benefits of further collection efforts.

Capital Project Funds - Every effort will be made for all monies within the Capital Project Funds to be expended within thirty-six (36) months of receipt. The fund balance will be invested and income generated will offset increases in construction costs or other costs associated with the project. Capital project funds are intended to be fully expended, with any unexpected excess to be transferred to the Debt Service fund to service project-related debt service.

General Debt Service Funds - Revenues within this fund are stable, based on property tax revenues. Balances are maintained to meet contingencies and to make certain that the next year's debt service payments may be met in a timely manner.

Investment of Reserve Funds – The reserve funds will be invested in accordance with the City’s investment policy.

Internal Controls

Control Environment - City management is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft, or misuse and to ensure that adequate accounting data are compiled to allow for the preparation of financial statements in conformity with generally accepted accounting principles.

Department Directors Responsibility - Each Department Director is responsible for ensuring that good internal controls and adherence to the City’s Fiscal and Budgetary Policy are followed throughout their department and that all independent auditor internal control recommendations are addressed. Departments will develop and periodically update written internal control procedures.

Accounting System - Internal controls are safeguards the City implements to protect sensitive financial information. Internal controls are implemented at both the organizational and transaction levels of the City’s accounting information system. Organizational level controls ensure the City follows all applicable standards, laws, and regulations. Transactional level controls ensure each accounting process achieves the City’s goals and objectives.

Fund Balance Policy

Purpose - The purpose of this policy is to establish a key element of the financial stability of the City by setting guidelines for fund balance. This policy will replace and rescind Resolution # R-2011-09-00376 Fund Balance Policy adopted September 1, 2011. Unassigned fund balance is an important measure of economic stability. It is essential that the City maintain adequate levels of unassigned fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances. The fund balance also provides cash flow liquidity for the City’s general operations.

GASB 54 - In order to comply with the Governmental Accounting Standard Board’s (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions, the fund balance section of the balance sheets of the governmental funds has been modified. This change has been made in order for the City’s new fund balance components to focus on “the extent to which the government is bound to honor constraints on the specific purposes for which amounts in the fund can be spent” (GASB Statement No. 54, paragraph 54). Previously, the fund balance section focused on whether these resources were available for appropriation. It also

distinguished the unreserved fund balance from the reserved fund balance. In order to show compliance with GASB Statement No. 54, however, the components of the new fund balance include the following line items: a.) nonspendable fund balance; b.) restricted fund balance; c.) committed fund balance; d.) assigned fund balance, and e.) unassigned fund balance. The implementation of these new components is intended to decrease confusion and help serve the needs of the financial statement users.

Definitions

1. Nonspendable fund balance (inherently not spendable) - Includes amounts that are not in a spendable form or are required to be maintained intact. Examples include inventory and permanent funds.
2. Restricted fund balance (externally enforceable limitations on use) - Includes amounts that can be spent only for the specific purposes stipulated by external resource providers either constitutionally or through enabling legislation. Examples include grants and child safety fees.
3. Committed fund balance (self-imposed limitation set in place prior to the end of each fiscal year) - Includes amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority. Commitments may be changed or lifted only by the government taking the same formal action that imposed the constraint originally.
4. Assigned fund balance (limitation resulting from management's intended use) - Comprises amounts *intended* to be used by the government for specific purposes. Intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority. In governmental funds other than the general fund, assigned fund balance represents the amount that is not restricted or committed. This indicates that resources in other governmental funds are, at a minimum, intended to be used for the purpose of that fund.
5. Unassigned fund balance (residual net resources) - This is the excess of total fund balance over nonspendable, restricted, committed, and assigned fund balance. Unassigned amounts are technically available for any purpose.

Assigned Fund Balance - The City Council has authorized the City Manager as the official authorized to assign fund balance to a specific purpose as approved by this fund balance policy.

Minimum Unassigned Fund Balance - It is the goal of the City to achieve and maintain a minimum unassigned fund balance in the general fund equal to 50% of expenditures. The City considers a balance of less than 25% to be cause for concern, barring unusual or deliberate circumstances.

If the unassigned fund balance falls below the goal or has a deficiency, then staff will develop a plan for City Council that addresses the shortfall.

Order of Expenditure of Funds - When multiple categories of fund balance are available for expenditure (for example, a construction project is being funded partly by a grant, funds set aside by the City Council, and unassigned fund balance), the City will start with the most restricted category and spend those funds first before moving down to the next category with available funds. Spendable fund categories in order of most restricted to least restricted are Restricted, Committed, Assigned, and Unassigned.

Direct Costs and Indirect Costs

Direct costs are those costs that can be identified specifically with a particular sponsored project, an instructional activity or any other institutional activity, or that can be directly assigned to activities relatively easily with a high degree of accuracy.

Indirect costs are costs that are not directly accountable to a cost object (such as a particular project, facility, function or product). Indirect costs are those costs that are incurred for common or joint objectives and, therefore, cannot be specifically identified with a particular sponsored project, instructional activity, or any other institutional activity.

Indirect costs include, but not limited to:

- Services of the accounting staff and administrators
- Salaries of personnel engaged in a broad range of departmental support activities
- Cost of utilities for a building housing multiple functions

RESOLUTION # R-2011-09-00376
[FUND BALANCE POLICY]

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LUCAS, TEXAS ADOPTING THE FUND BALANCE POLICY; PROVIDING AN EFFECTIVE DATE.

Whereas, the City Council has reviewed the fund balance policy,

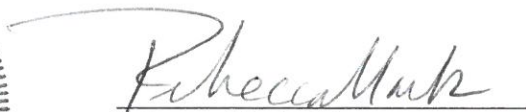
NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LUCAS, TEXAS:

Section 1. That the Fund Balance Policy as attached hereto as Exhibit "A" is hereby approved and adopted to govern the fund balance practices of the City.

Section 2. That this Resolution shall take effect from and upon its adoption and it is so resolved.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF LUCAS, TEXAS, on this 1st day of September, 2011.




Rebecca Mark, Mayor

ATTEST:

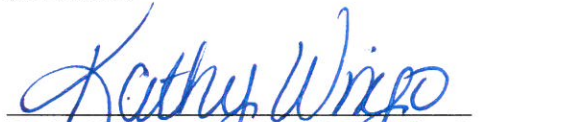

Kathy Wingo, TRMC, CMC, City Secretary

EXHIBIT “A”

City of Lucas, Texas Fund Balance Policy

Purpose

The purpose of this policy is to establish a key element of the financial stability of the City by setting guidelines for fund balance. Unassigned fund balance is an important measure of economic stability. It is essential that the City maintain adequate levels of unassigned fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances. The fund balance also provides cash flow liquidity for the City’s general operations.

In order to comply with the Governmental Accounting Standard Board’s (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions, the fund balance section of the balance sheets of the governmental funds has been modified. This change has been made in order for the City’s new fund balance components to focus on “the extent to which the government is bound to honor constraints on the specific purposes for which amounts in the fund can be spent” (GASB Statement No. 54, paragraph 54). Previously, the fund balance section focused on whether these resources were available for appropriation. It also distinguished the unreserved fund balance from the reserved fund balance. In order to show compliance with GASB Statement No. 54, however, the components of the new fund balance include the following line items: a.) nonspendable fund balance; b.) restricted fund balance; c.) committed fund balance; d.) assigned fund balance, and e.) unassigned fund balance. The implementation of these new components is intended to decrease confusion and help serve the needs of the financial statement users.

Definitions

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Includes amounts that can be spent only for the specific purposes stipulated by external resource providers either constitutionally or through enabling legislation. Examples include grants and child safety fees.
- 3) **Committed fund balance – (self imposed limitation set in place prior to the end of each fiscal year)**
Includes amounts that can be used only for the specific purposes determined by a formal action of the government’s highest level of decision-making authority. Commitments

may be changed or lifted only by the government taking the same formal action that imposed the constraint originally.

4) Assigned fund balance – (limitation resulting from management’s intended use)

Comprises amounts *intended* to be used by the government for specific purposes. Intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority. In governmental funds other than the general fund, assigned fund balance represents the amount that is not restricted or committed. This indicates that resources in other governmental funds are, at a minimum, intended to be used for the purpose of that fund.

5) Unassigned fund balance – (residual net resources)

This is the excess of total fund balance over nonspendable, restricted, committed, and assigned fund balance fund balance. Unassigned amounts are technically available for any purpose.

Policy

Committed Fund Balance

- The City Council is the City’s highest level of decision-making authority and the formal action that is required to be taken to establish, modify, or rescind a fund balance commitment is a resolution approved by the Council at the City’s Council meeting. The resolution must either be approved or rescinded, as applicable, prior to the last day of the fiscal year for which the commitment is made. The amount subject to the constraint may be determined in the subsequent period.

Assigned Fund Balance

- The City Council has authorized the City Manager as the official authorized to assign fund balance to a specific purpose as approved by this fund balance policy.

Minimum Unassigned Fund Balance

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City of Lucas City Council Agenda Request May 19, 2016

Requester: City Attorney Joe Gorfida/City Secretary Stacy Henderson

Agenda Item:

Discuss and provide direction to staff regarding maintaining the Allen American as the City's official newspaper.

Background Information:

The City of Lucas adopted the Allen American as their official newspaper on December 3, 2015. When inquiring with the Allen American regarding compliance with the Government Code, the Allen American stated they met all Government Code requirements outlined below and also submitted to the City a letter from their Publisher outlining their process that is attached.

Section 2051.044 of the Government Code states the following requirements should be met to be a paper of record:

- (a) The newspaper in which a notice is published must:
 1. devote not less than 25 percent of its total column lineage to general interest items;
 2. be published at least once each week;
 3. be entered as second-class postal matter in the county where published; and
 4. have been published regularly and continuously for at least 12 months before the governmental entity or representative publishes notice.
- (b) A weekly newspaper has been published regularly and continuously under Subsection (a) if the newspaper omits not more than two issues in the 12-month period.
- (c) This section does not apply to the publication of a notice to which Section 2051.0441 applies.

The Allen American does not meet requirement (a)3 above as they do not hold a second-class postal matter permit in Collin County. Star Local Media, the owner of the Allen American is comprised of 14 newspapers within their corporation, one of those being the Celina Record, which is their paper of record. When notices are published in the Allen American, they are also published in the Celina Record to meet all Government Code requirements.

Attachments/Supporting Documentation:

1. Letter from General Manager and Publisher of the Allen American

Budget/Financial Impact:

NA



City of Lucas City Council Agenda Request May 19, 2016

Requester: City Attorney Joe Gorfida/City Secretary Stacy Henderson

Recommendation:

NA

Motion:

NA



City of Lucas Council Agenda Request May 19, 2016

Requester: Mayor Jim Olk

Agenda Item:

Executive Session:

The City Council may enter into Executive Session as permitted under the Texas Government Code, Section 551.072 to deliberate the lease of real property within the City of Lucas.

Background Information:

NA

Attachments/Supporting Documentation:

NA

Budget/Financial Impact:

NA

Recommendation:

NA

Motion:

NA