



**PUBLIC NOTICE**  
**Temporary Board of the Lucas Fire**  
**Control, Prevention, and EMS District**  
**February 6, 2014, at 6:00 PM**  
**City Hall - 665 Country Club Road**

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**Notice is hereby given that a Meeting of the Temporary Board of the Lucas Fire Control, Prevention, and Emergency Medical Services District will be held on Thursday, February 6, 2014, at 6:00 PM at the Lucas City Hall, 665 Country Club Road, Lucas, Texas, at which time the following agenda will be discussed.**

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**Agenda**

**Call to Order**

Call to Order  
Roll Call  
Determination of Quorum  
Reminder to turn off or silence cell phones

**Regular Session**

- 1) Elect presiding officer of the Temporary Board of Directors.
- 2) Discuss and Consider tax rate (one-half of one percent).
- 3) Discuss and Consider the proposed two-year budget and service plan for the City of Lucas Fire Control, Prevention, and Emergency Services District within the territorial limits of the City.
- 4) Discuss and Consider the permanent appointment of a seven member board which membership shall consist of the Mayor and six (6) councilmembers to the City of Lucas Fire Control, Prevention, and Emergency Services District and provide for

this to be a proposed measure for the Special Election to be held on May 10, 2014.

- 5) Discuss and Consider the approval of **Resolution # R-2014-02-00410** of the Temporary Board of the Lucas Fire Control, Prevention, and Emergency Services District ordering a Special Election to be held on Saturday, May 10, 2014, for the purpose of creating the Lucas Fire Control, Prevention, and Emergency Medical Services District and the adoption of a Local Sales and Use Tax; and providing for an effective date.
- 6) Adjournment.

<b>Certification</b>
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*I hereby certify that the above notice of meeting was posted on the bulletin board at Lucas City Hall by 5:00 p.m. on or before Friday, January 31, 2014, as required in accordance with Government Code §551.041.*

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Kathy Wingo, TRMC, MMC  
City Secretary

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**This building is wheelchair accessible. Any requests for sign interpretive services or other special requests for assistance of the hearing impaired must be made 48 hours in advance of the meeting. To make such arrangements, please call 972-727-8999 or email [secretary@lucastexas.us](mailto:secretary@lucastexas.us).**

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# Temporary Board of the Lucas Fire Control, Prevention, and EMS District

Meeting Date February 6, 2014

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## AGENDA ITEM:

- Call to Order

- Roll Call

Present

Absent

Mayor Rebecca Mark

Seat 1 CM Wayne Millsap

Seat 2 CM Jim Olk

Seat 3 CM Steve Duke

Seat 4 CM Philip Lawrence

Seat 5 CM Debbie Fisher

Seat 6 MPT Kathleen Peele

- Determination of Quorum
- Reminder to silence cell phones
- Pledge of Allegiance

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## Informational Purposes

Interim City Manager Dan Savage

City Secretary Kathy Wingo

Public Works Director Stanton Foerster

Finance Manager Liz Exum

Fire Chief Jim Kitchens

Development Services Director Joe Hilbourn

City Attorney Whitt Wyatt



**City of Lucas  
LFDB Agenda Request**

LFDB Meeting: February 6, 2014

Requestor: \_\_\_\_\_

Prepared by: Kathy Wingo

Account Code #: NA

Date Prepared: January 29, 2014

Budgeted Amount: AN

Exhibits:  Yes  No

**AGENDA SUBJECT:**

Elect presiding officer of the Temporary Board of Directors.

**RECOMMENDED ACTION:**

**SUMMARY:**

**MOTION:**

I make a Motion to elect \_\_\_\_\_ as presiding officer of the Temporary Board of Directors.

**APPROVED BY:** \_\_\_\_\_ Initial/Date

Department Director: \_\_\_\_\_ / \_\_\_\_\_

City Manager: \_\_\_\_\_ / \_\_\_\_\_



**City of Lucas  
LFDB Agenda Request**

LFDB Meeting: February 6, 2014

Requestor: \_\_\_\_\_

Prepared by: Kathy Wingo

Account Code #: NA

Date Prepared: January 29, 2014

Budgeted Amount: AN

Exhibits:  Yes  No

**AGENDA SUBJECT:**

Discuss and Consider tax rate (one-half of one percent).

**RECOMMENDED ACTION:**

**SUMMARY:**

**MOTION:**

I make a Motion recommend approval of a tax rate of one-half of one percent and provide that this be a measure for the Special Election to be held on May 10, 2014.

**APPROVED BY:** \_\_\_\_\_

Initial/Date

Department Director: \_\_\_\_\_ / \_\_\_\_\_

City Manager: \_\_\_\_\_ / \_\_\_\_\_



**City of Lucas**  
**LFDB Agenda Request**

LFDB Meeting: February 6, 2014

Requestor: Dan Savage

Prepared by: Dan Savage

Account Code #: NA

Date Prepared: January 29, 2014

Budgeted Amount: AN

Exhibits:  Yes     No

**AGENDA SUBJECT:**

Discuss and Consider the proposed two-year budget and service plan for the City of Lucas Fire Control, Prevention, and Emergency Services District within the territorial limits of the City.

**RECOMMENDED ACTION:**

Recommend approval and adoption of the two year budget and service plan for the proposed Lucas Fire District.

**SUMMARY:**

To call an election for the proposed Lucas Fire District, the temporary board of the Lucas Fire District must adopt a proposed two year budget and service plan for the Fire District. The recommended budget and service plan are attached to the briefing memorandum.

**MOTION:**

I make a Motion to approve the two-year budget and service plan for the City of Lucas Fire Control, Prevention, and Emergency Services District within the territorial limits of the City.

**APPROVED BY:** \_\_\_\_\_

Initial/Date

Department Director: \_\_\_\_\_ / \_\_\_\_\_

City Manager: \_\_\_\_\_ / \_\_\_\_\_



## MEMORANDUM

**DATE:** January 28, 2014  
**TO:** Mayor and City Council  
**FROM:** Dan Savage, Interim City Manager  
**SUBJECT:** Fire Department Proposed Two Year Budget

The state law that enables municipalities to create Fire Control, Prevention, and Emergency Medical Districts requires the temporary board (in this case the Lucas City Council) to adopt a two year budget. The budget plan must include: 1). the amount of money budgeted for each fire control, prevention, and emergency medical services strategy; 2). the amount of money budgeted and the percentage of the budget for administration; 3). the estimated amount of money available from all services; 4) the amount estimated to be available at the end of the years for which the budget is prepared; and 5). The estimated tax rate required to support the budget.

To address these requirements I recommend that the City Council, acting as the temporary board for the Lucas Fire Control, Prevention, and Emergency Medical District to consider the following: "The district may finance all costs of a fire control, prevention, and emergency medical services district program, including costs for personnel, administration, expansion, enhancement, and capital expenditures."

There is nothing in the law that addresses whether or not district funds can be used to supplant previous expenditures included in the City's general fund budget for the Fire Department. Since the normal budget preparation process for the next fiscal year will not begin for at least four months, it might be helpful to address the budget plan by using past funding commitments. For example, the full personnel cost for one Firefighter/EMT is \$58,354. The cost of one Firefighter/Paramedic is \$61,207. The cost of the lease purchase of the new ambulance and related medical equipment is \$62,688.

The personnel costs may change slightly in each of the next two years, but the lease purchase payments will remain constant for the life of the lease.

Using these budget costs, the following addresses the fire requirements of the budget plans.

1). Amount of money budgeted

a) Fire Control	\$116,708
b) Prevention	0
c) Emergency Medical Services	<u>\$123,895</u>
Total	\$240,603

2). Amount of money budgeted for

a) Administration	0
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3). Amount of money available from all services

a) ½ cent sales tax	\$251,940
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4). Year end account balances

FY 2015	\$ 11,337
FY 2016	\$ 22,674

5). Estimated Tax Rate ½ cent sales tax

The budgeted amounts for each year include:

Firefighter/EMT	\$58,354 x 2= \$116,708
Firefighter/Paramedic	\$61,207 x 1= \$ 61,207
Lease Purchase Payment	<u>\$ 62,688</u>
Total	\$240,603



At the end of two years the fund balance will total about 9% of the annual revenue. There will undoubtedly be some increase in personnel costs in both FY 2015 and FY 2016 budgets. Hopefully there will also be an increase in the ½ cent sales tax revenue.

The above presented budget will allow you to meet the requirements of the law relating to the preparation of a two year budget and will also give you the opportunity to consider new initiatives in the Fire Department budget during the normal budget process. For example, if you wish to add new positions, new equipment, and new programs, it could be done through the normal budget process.

I will review this proposal with the City Attorney before putting it on the City Council meeting agenda.

Thank You,

Dan Savage  
Interim City Manager



response time for each service should improve with the availability of full time 24/7 staffing and the availability of in city ambulance service.



**City of Lucas  
LFDB Agenda Request**

LFDB Meeting: February 6, 2014

Requestor: \_\_\_\_\_

Prepared by: Kathy Wingo

Account Code #: NA

Date Prepared: January 29, 2014

Budgeted Amount: AN

Exhibits:  Yes  No

**AGENDA SUBJECT:**

Discuss and Consider the permanent appointment of a seven member board which membership shall consist of the Mayor and six (6) councilmembers to the City of Lucas Fire Control, Prevention, and Emergency Services District and provide for this to be a proposed measure for the Special Election to be held on May 10, 2014.

**RECOMMENDED ACTION:**

**SUMMARY:**

**MOTION:**

I make a Motion to approve the permanent appointment of a seven member board which membership shall consist of the Mayor and six (6) councilmembers to the City of Lucas Fire Control, Prevention, and Emergency Services District and provide for this to be a proposed measure for the Special Election to be held on May 10, 2014.

**APPROVED BY:** \_\_\_\_\_

Initial/Date

Department Director: \_\_\_\_\_ / \_\_\_\_\_

City Manager: \_\_\_\_\_ / \_\_\_\_\_



**City of Lucas**  
**LFDB Agenda Request**

LFDB Meeting: February 6, 2014

Requestor: \_\_\_\_\_

Prepared by: Kathy Wingo

Account Code #: NA

Date Prepared: January 29, 2014

Budgeted Amount: AN

Exhibits:  Yes     No

**AGENDA SUBJECT:**

Discuss and Consider the approval of **Resolution # R-2014-02-00410** of the Temporary Board of the Lucas Fire Control, Prevention, and Emergency Services District ordering a Special Election to be held on Saturday, May 10, 2014, for the purpose of creating the Lucas Fire Control, Prevention, and Emergency Medical Services District and the adoption of a Local Sales and Use Tax; and providing for an effective date.

**RECOMMENDED ACTION:**

**SUMMARY:**

See attached.

**MOTION:**

I make a Motion to approve **Resolution # R-2014-02-00410** of the Temporary Board of the Lucas Fire Control, Prevention, and Emergency Services District ordering a Special Election to be held on Saturday, May 10, 2014, for the purpose of creating the Lucas Fire Control, Prevention, and Emergency Medical Services District and the adoption of a Local Sales and Use Tax; and providing for an effective date.

**APPROVED BY:** \_\_\_\_\_

Initial/Date

Department Director: \_\_\_\_\_ / \_\_\_\_\_

City Manager: \_\_\_\_\_ / \_\_\_\_\_



\_\_\_ For

\_\_\_ Against

**SECTION 2.** A summary of the proposed District’s budget plan and fire control, prevention, and emergency medical services plan is attached as Exhibit “A”

**SECTION 3.** Notice of the special election, attached as Exhibit “B”, shall be posted on the bulletin board used to post notice of the City Council meetings no later than the twenty-first day before Election Day. The notice of the special election shall also be published in a newspaper of general circulation in the City no earlier than the thirtieth day and no later than the tenth day before Election Day. Notice of the special election shall also be posted as required by Section 344.056 of the Texas Local Government Code. The notice shall state the nature and date of the election, the wording of all ballot propositions, the location of each polling place, hours that the polls will be open, and any other early voting and election-related information required by law. The notice must be provided in both English and Spanish. A copy of the published notice that contains the name of the newspaper and the date of publication shall be retained as a record of such notice, and such person posting the notice shall make a record of the time of posting, starting date and the place of posting, and such person shall sign said record.

**SECTION 4.** The Board is authorized to sign the Order and Notice of General Election that shall be published in accordance with the provisions of the Texas Election Code.

**SECTION 5.** The Office of the City Secretary shall perform all duties normally performed by the County Clerk in a general election with respect to early voting, giving notice of the election and preparing the official ballots and is hereby appointed as the Election Clerk.

**SECTION 6.** The City Secretary is expressly authorized to obtain election supplies and equipment required by law and necessary to conduct said election.

**SECTION 7.** The City Secretary is authorized to recruit qualified election workers and return to the City Council a Resolution approving the selected election workers.

**SECTION 8.** On May 10, 2014, the voting for said election shall take place at 665 Country Club Road, Lucas, Texas. The polls shall be open from 7:00 a.m. to 7:00 p.m. Paper ballots, electronic voting systems, and hand counting shall be used for voting in the said election.

**SECTION 9.** Early voting shall be conducted by the Office of the City Secretary in the Lucas City Hall, 665 Country Club Road and electronic voting system as well as paper ballots shall be used for early voting by mail and direct personal appearance for the election shall commence on April 28, 2014, at 8:00 a.m. and end at 7:00 p.m. on May 6, 2014. Early voting by personal appearance shall be conducted during the regular business hours of the City Secretary’s Office each business day from 8:00 a.m. until 5:00 p.m., except for the Tuesday, April 29, 2014, and May 6, 2014. On the Tuesdays specified, early voting by personal appearance, the City Secretary’s regular business hours are hereby designated as 7:00 a.m. until 7:00 p.m. Temporary Deputy Early Voting Clerks are hereby designated to assist in the absence of the Early Voting Clerk (City Secretary) during the said election and early voting. Jeanine Harvell, Delta Moody,

Jennifer Faircloth, Donna Bradshaw, Cheryl Meehan, and Linezka Maduro are duly appointed as Temporary Deputy Early Voting Clerks for the City of Lucas. Each shall serve in full capacity as the Early Voting Clerk in the absence of the Early Voting Clerk (City Secretary).

**SECTION 10.** The City Hall, located at 665 Country Club Road, Lucas, Texas, is hereby established as the Counting Station to receive and tabulate votes and ballots cast in said election. The following persons are hereby authorized and approved as persons employed and designated to handle the ballots, count the ballots, and to be present in the Central Counting Station:

- (a) Presiding Election Judge
- (b) Alternate Judge/Clerk
- (c) Clerks
- (d) Early Voting Clerk/City Secretary
- (e) Temporary Deputy Early Voting Clerks

**SECTION 11.** Should any word, sentence, paragraph, subdivision, clause, phrase or section of this ordinance be adjudged or held to be void or unconstitutional, the same shall not affect the validity of the remaining portions of said ordinance, which shall remain in full force and effect.

**SECTION 12.** This resolution shall take effect immediately from and after its passage.

**APPROVED AND ADOPTED** by the Temporary Board of the District this 6<sup>th</sup> day of February, 2014.

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Rebecca Mark, Mayor

ATTEST:

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Kathy Wingo, TRMC, MMC, City Secretary

64567



## EXHIBIT "A"

### Fire District Budget Plan

Revenue for ½ cent sales tax	\$251,940	\$251,940
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### Fire Control

	FY 2015	FY2016
Two Firefighters/EMT Positions	\$116,708	\$116,708

### Emergency Medical Service

One Firefighter/Paramedic	\$ 61,207	\$ 61,207
Equipment Lease Purchase	<u>\$ 62,688</u>	<u>\$ 62,688</u>
	\$123,895	\$123,895
Expense Total	\$240,603	\$240,603
Carryover Balance	0	\$ 11,337
Balance	\$ 11,337	\$ 22,674

### Fire District Services Plan

The Lucas Fire Department will use the Fire District funding for two Firefighters/EMT positions to continue providing 24/7 coverage with two paid firefighters working in conjunction with five other paid staff over and 40 trained volunteers to ensure adequate staffing and consistent response time for fire emergency calls.

### Emergence Medical Services

The Lucas Fire Department will use the Fire District funding to help support the implementation of Advanced Life Support ambulance service by paying for one Firefighter/Paramedic position and by paying for the annual lease purchase payment for a new ambulance with supporting equipment.

### Evaluation of Fire Control

The addition of paid staffing to the Lucas Fire Department in FY 2014 was designed to enhance fire call response times and to enable the department to implement Advanced Life Support ambulance services. Response time improvements will be the measure of efficiency and effectiveness for both services. The Advanced

Life Support ambulance service will take over from the East Texas Medical Service provider. Average response time for each service should improve with the availability of full time 24/7 staffing and the availability of in city ambulance service.

## EXHIBIT "B"

### ORDER AND NOTICE OF SPECIAL ELECTION (ORDEN Y AVISO DE ELECCIÓN ESPECIAL)

To the Registered Voters of the City of Lucas, Texas;  
Notice is hereby given that the polling places listed below will open from 7:00 a.m. to 7:00 p.m. on May 10, 2014, for voting in the special election for purpose of creating the Lucas Fire Control, Prevention, and Emergency Medical Services District and the adoption of a Local Sales and Use Tax.

*(A los votantes registrados de la ciudad de Lucas, Texas:  
Por la presente se notifica que las casillas electorales nombradas abajo se abrirán desde las 7:00 a.m a 7 p.m. el 10 de Mayo, 2014. Para votando en la elección especial a favor de objetivo de crear el Control de Lucas Fire, Prevención, y Distrito de Servicios Médico de Emergencia y la adopción de un Impuesto de Uso y Ventas Local.)*

#### LOCATIONS OF POLLING PLACES

*(Dirección (es) de las casillas electorales)*

#### Location of Election Day Polling Places

Include Name of Building and Address

*(Ubicación de las casillas electorales el Día de Elección)*

*(Incluir Nombre del Edificio y Dirección)*

Lucas City Hall, 665 Country Club Road, Lucas, Texas 75002

*(location) (sitio)*

Precinct Number(s) 128, 41

*(Número de precinto) 128, 41*

#### **For early voting, a voter may vote at any of the locations listed below:**

*(Para Votación temprana, los votantes podrán votar en cualquiera de las ubicaciones nombradas abajo.)*

#### Location of Election Day Polling Places

Include Name of Building and Address

*(Ubicación de las casillas electorales del Día de Elección)*

*(Incluir Nombre del Edificio y Dirección)*

Lucas City Hall, 665 Country Club Road, Lucas, Texas 75002

*(location) (sitio)*

Precinct Number(s) 128, 41

*(Número de precinto) 128, 41*

Between the hours of 8:00 a.m. and 5:00 p.m. each weekday beginning on April 28, 2014, and ending on May 6, 2014. Tuesday Early Voting will be held April 29 and May 6, 2014 from 7:00 a.m. to 7:00 p.m.

*Entre las horas de 8:00 a.m. a 5:00 p.m. cada día laborable que comienza el 28 de Abril, 2014 y se termina el 6 de Mayo, 2014. El martes la votación temprana será sostenida el 29 de Abril y el 6 de Mayo, 2014 desde las 7:00 a.m. a 5:00 p m*

Applications for ballot by mail shall be mailed to:

*(Las solicitudes para votación por correo en caso de ausencia deberán enviarse a:)*

Kathy Wingo

(Early Voting Clerk)  
(*Secretaria de la Votación*)  
665 Country Club  
(Address) (*Dirección*)  
Lucas 75002  
(City) (*Ciudad*) (Zip Code) (*Código Postal*)

Applications for ballot by mail must be received no later than the close of business on: May 1, 2014.  
(*Las aplicaciones para votaciones por correo en caso de ausencia no deben ser recibidas a más tardar que al final del día laborable, 1 de mayo, 2014.*)

Issued this the 6<sup>th</sup> day of February, 2014  
(*Emitada este día 6 de Febrero, 2014.*)

\_\_\_\_\_  
Rebecca Mark, Temporary Board Member  
(*Miembro de Bordo Temporal*)

\_\_\_\_\_  
Kathleen Peele, Temporary Board Member  
(*Miembro de Bordo Temporal*)

\_\_\_\_\_  
Wayne Millsap, Temporary Board Member  
(*Miembro de Bordo Temporal*)

\_\_\_\_\_  
Jim Olk, Temporary Board Member  
(*Miembro de Bordo Temporal*)

\_\_\_\_\_  
Steve Duke, Temporary Board Member  
(*Miembro de Bordo Temporal*)

\_\_\_\_\_  
Philip Lawrence, Temporary Board Member  
(*Miembro de Bordo Temporal*)

\_\_\_\_\_  
Debbie Fisher, Temporary Board Member  
(*Miembro de Bordo Temporal*)



**City of Lucas  
LFDB Agenda Request**

LFDB Meeting: February 6, 2014

Requestor: \_\_\_\_\_

Prepared by: Kathy Wingo

Account Code #: NA

Date Prepared: January 29, 2014

Budgeted Amount: AN

Exhibits:  Yes  No

**AGENDA SUBJECT:**

Adjournment.

**RECOMMENDED ACTION:**

**SUMMARY:**

**MOTION:**

I make a Motion to adjourn the meeting at \_\_\_\_\_.

**APPROVED BY:** \_\_\_\_\_

Initial/Date

Department Director: \_\_\_\_\_ / \_\_\_\_\_

City Manager: \_\_\_\_\_ / \_\_\_\_\_