



**PUBLIC NOTICE**  
**City Council Meeting**  
**February 21, 2013, at 7:00 PM**  
**City Hall - 665 Country Club Road**

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Notice is hereby given that a Regular Meeting of the City Council of the City of Lucas will be held on Thursday, February 21, 2013, at 7 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  
Pledge of Allegiance

### **Citizens' Input**

At this time citizens who have pre-registered by filling out a "Request to Speak" sheet and have submitted the sheet to the City Secretary before the call to order will be allowed to speak on any matter other than personnel matters or matters under litigation, for a length of time not to exceed three minutes. No Council action or discussion may take place on a matter until such matter has been placed on a future agenda and posted in accordance with law.

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- 1) Citizens' Input.

### **Community Interest**

- 2) Items of Community Interest.

### **Regular Agenda**

- 3) Discuss and Consider the approval of the minutes from the February 7, 2013, City Council Regular meeting. **[Wingo]**
- 4) Discuss and Consider the approval of a contract between the City of Lucas and Collin County Elections Administrations concerning election services. **[Wingo]**
- 5) Discussion only, City Manager Jeff Jenkins to present a fire district legislative update. **[Jenkins]**

6) Discussion only of the Lucas Volunteer Fire Department and the City of Lucas being recognized as a Firewise Community. **[Kitchens]**

7) Adjournment.

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**As authorized by Section 551.071 (2) of the Texas Government Code, the City Council may convene into closed Executive Session for the purpose of seeking confidential legal advice from the City Attorney regarding any item on the agenda at any time during the meeting.**

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## Approval

Approved by: Mayor Rebecca Mark, February 15, 2013.

## Certification

*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, February 15, 2013, 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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# LUCAS CITY COUNCIL

Meeting Date: February 21, 2013

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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
- 

## Informational Purposes

City Manager Jeff Jenkins

City Secretary Kathy Wingo

Public Works Director Stacy Caudell

Finance Manager Liz Exum

Fire Chief Jim Kitchens

Development Services Director Joe Hilbourn

City Attorney Joe Gorfida, Jr.



**City of Lucas  
Council Agenda Request**

Council Meeting: February 21, 2013

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

Prepared by: Kathy Wingo

Account Code #: N/A

Date Prepared: \_\_\_\_\_

Budgeted Amount: \$ N/A

Exhibits:  Yes  No

**AGENDA SUBJECT:**

Citizen's Input.

**RECOMMENDED ACTION:**

**SUMMARY:**

**MOTION:**

No action necessary.

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

Initial/Date

Department Director: \_\_\_\_\_ / \_\_\_\_\_  
City Manager: \_\_\_\_\_ / \_\_\_\_\_



**City of Lucas  
City Council Agenda  
Request**

Council Meeting: February 21, 2013

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

Prepared by: Kathy Wingo

Account Code #: N/A

Date Prepared: \_\_\_\_\_

Budgeted Amount: \$ N/A

Exhibits:  Yes  No

**AGENDA SUBJECT:**

Items of Community Interest.

**RECOMMENDED ACTION:**

**SUMMARY:**

**MOTION:**

No action necessary.

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

Initial/Date

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

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



**City of Lucas  
Council Agenda Request**

Council Meeting: February 21, 2013

Requestor: Kathy Wingo

Prepared by: Kathy Wingo

Account Code #: N/A

Date Prepared: February 12, 2013

Budgeted Amount: \$ N/A

Exhibits:  Yes     No

**AGENDA SUBJECT:**

Discuss and Consider the approval of the minutes from the February 7, 2013, City Council Regular meeting.

**RECOMMENDED ACTION:**

Approve as presented.

**SUMMARY:**

See attached.

**MOTION:**

I make a Motion to approve the minutes from the February 7, 2013, City Council Regular meeting as presented.

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

Initial/Date

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

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



**City Council Regular Meeting  
February 7, 2013, at 7:00 PM  
City Hall - 665 Country Club Road  
Minutes**

**Call to Order**

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

Present:

Mayor Rebecca Mark  
Councilmember Wayne Millsap  
Councilmember Steve Duke  
Councilmember Debbie Fisher  
City Secretary Kathy Wingo  
City Attorney Joe Gorfida

Mayor Pro Tem Kathleen Peele  
Councilmember Jim Olk (absent)  
Councilmember Philip Lawrence  
City Manager Jeff Jenkins  
Development Services Director Joe Hilbourn

It was determined that a Quorum was present.  
Everyone was reminded to turn off or silence cell phones.  
Councilmember Debbie Fisher led everyone in saying the Pledge of Allegiance.

**Citizens' Input**

1) Citizens' Input.

There was no one present who wished to speak during Citizens' Input.

**Community Interest**

2) Items of Community Interest.

City Secretary Kathy Wingo gave an update on the Walmart Grand Opening. There will be a ribbon cutting ceremony on Wednesday, February 13, 2013, 8 AM. Mayor and Council are invited to the ceremony. Mayor Rebecca Mark will be saying a few words of welcome, Pastor Luke Crain of Faith Fellowship will be offering a blessing upon the store, and several other organizations from the surrounding area will be participating. City Hall will open at 9 AM on Wednesday.

Mayor Rebecca Mark announced that Council would consider Item # 7 at this time since Judge Dana Huffman was present.

## Public Hearings

- 3) Public Hearing/Discuss and Consider the approval of **Ordinance # 2013-02-00749** concerning a request for zoning of a tract of land situated in the James Anderson Survey, Abstract No. 17, the John McKinney Survey, Abstract No. 596, and the I & G N RY CO Survey, Abstract No. 1060, Collin County, Texas and being part of a called 427.600± acre tract of land described in a deed to HHEC SpinCo LLC as recorded in Clerk's File No. 20080902001058900, of the Land Records of Collin County, Texas, more commonly known as the Hunt Property located along Parker Road and Southview. Zoning is recommended as follows: Residential one acre (R-1) 238.714 acres and Commercial Business (CB) 188.633 acres. **[Hilbourn] [This is the 2<sup>nd</sup> Public Hearing, the 1<sup>st</sup> Public Hearing was held at the Planning & Zoning Commission Meeting, January 10, 2013]**

This originally came before Council in 2009; however, the metes and bounds at that time were incorrect and did not match the exhibits. The corrections have been made and this is an administrative approval only.

The Public Hearing was opened at 7:14 p.m.

There was no one present who wished to speak FOR or AGAINST this item.

The Public Hearing was closed at 7:14 p.m.

Mayor Pro Tem Kathleen Peele asked if this changed the size of the commercial areas. The depiction is correct and adds approximately 8 acres to the commercial area.

**MOTION:** Councilmember Wayne Millsap made a Motion to approve **Ordinance # 2013-02-00749** concerning a request for zoning of a tract of land situated in the James Anderson Survey, Abstract No. 17, the John McKinney Survey, Abstract No. 596, and the I & G N RY CO Survey, Abstract No. 1060, Collin County, Texas and being part of a called 427.600± acre tract of land described in a deed to HHEC SpinCo LLC as recorded in Clerk's File No. 20080902001058900, of the Land Records of Collin County, Texas, more commonly known as the Hunt Property located along Parker Road and Southview. Zoning is recommended as follows: Residential one acre (R-1) 238.714 acres and Commercial Business (CB) 188.633 acres. Mayor Pro Tem Kathleen Peele seconded the Motion. Motion carried. Vote: 6-0.

## Regular Agenda

- 4) Discuss and Consider the approval of the minutes from the January 3, 2013 City Council Regular meeting. **[Wingo]**



**MOTION:** Councilmember Wayne Millsap made a Motion to approve the minutes from the January 3, 2013 City Council Regular meeting as presented. Councilmember Debbie Fisher seconded the Motion. Motion carried. Vote: 5-1, Councilmember Steve Duke abstained.

- 5) Discuss and Consider the approval of **Ordinance # 2013-02-00750** of the City of Lucas, Texas, calling for a General Election to be held on May 11, 2013, for the purpose of electing two (2) city councilmembers at large; by the qualified voters of the City of Lucas; providing for the publication and posting of notice of said election; providing for the appointment of a deputy early voting clerk; providing for early voting; establishing regular business hours of the City Secretary's Office. **[Wingo]**

**MOTION:** Councilmember Debbie Fisher made a Motion to approve **Ordinance # 2013-02-00750** of the City of Lucas, Texas, calling for a General Election to be held on May 11, 2013, for the purpose of electing two (2) city councilmembers at large; by the qualified voters of the City of Lucas; providing for the publication and posting of notice of said election; providing for the appointment of a deputy early voting clerk; providing for early voting; establishing regular business hours of the City Secretary's Office. Councilmember Philip Lawrence seconded the Motion. Motion carried. Vote: 6-0.

- 6) Discuss and Consider the approval of **Ordinance # 2013-02-00751** of the City Of Lucas, Texas, amending the Code of Ordinances by amending Chapter 3 "Building Regulations", Article 3.16 "Signs" by amending Section 3.16.003 to provide for a general penalty provision and by amending Section 3.16.007 "Exempt Signs" by adding a new Subsection 3.16.007(14) to provide regulations regarding on Premise Construction Signs. **[Hilbourn]**

**MOTION:** Councilmember Wayne Millsap made a Motion to approve **Ordinance # 2013-02-00751** of the City Of Lucas, Texas, amending the Code of Ordinances by amending Chapter 3 "Building Regulations", Article 3.16 "Signs" by amending Section 3.16.003 to provide for a general penalty provision and by amending Section 3.16.007 "Exempt Signs" by adding a new Subsection 3.16.007(14) to provide regulations regarding on Premise Construction Signs. Councilmember Steve Duke seconded the Motion. Motion carried. Vote: 6-0.

- 7) Discuss and Consider the approval of **Resolution # R-2013-02-00395** of the City of Lucas, Texas, authorizing the City Manager to execute the agreement between the City and Dana Huffman for Dana Huffman to serve as presiding Judge for the City's Municipal Court. **[Jenkins]**

This is a two (2) year renewal of the current contract with the same monthly amount of \$500 to remain the same. Should the case load increase due to the new commercial areas the contract could be brought back to council for further review.

**MOTION:** Councilmember Debbie Fisher made a Motion to approve **Resolution # R-2013-02-00395** of the City of Lucas, Texas, authorizing the City Manager to execute the agreement between the City and Dana Huffman for her to serve as presiding Judge for the City's Municipal Court. Councilmember Philip Lawrence seconded the Motion. Motion carried. Vote: 6-0.

- 8) Discuss and Consider the approval of extending the contract between the City of Lucas and the East Texas Coalition for a period of one (1) year for ambulance services. **[Kitchens]**

The current members of the Coalition are City of Wylie, City of Parker, City of Lavon, Town of St. Paul, City of Lucas and Collin County. The current contract is set to expire October 2013. It is being proposed to extend the contract for a period of one (1) year, expiring October 2014.

There are several current conditions that will affect the contract. The City of Lavon is leaving the Coalition November 2013; EMS call volume increasing every year; extended response times; raising cost – due to increased use of back-up ambulances; new hospital in Wylie; addition of 12 hour a day ambulance dedicated to hospital; and possibility of Lucas ambulance.

Response times are increasing.

93 Lucas calls took 0:00 to 5:59 minutes to respond  
420 Lucas calls took 06:00 to 10:59 minutes to respond  
262 Lucas calls took 11:00 to 15:59 minutes to respond  
31 Lucas calls took 16:00 to 20:59 minutes to respond  
13 Lucas calls took > 20:59 minutes to respond

On January 31, 2013, the Coalition voted to extend the current contract to allow time to evaluate the situation. There were two (2) changes included in this extension of the contract: 1) that Ambulance 990 would be allowed to make transfers from the Wylie Medical Center; and 2) Ambulance 991 would be used to answer Coalition calls.

Any patient taken to the Wylie Medical Center is only allowed to be there less than 24 hours. If a patient needs further medical attention, then the patient would be transported to another facility.

When Ambulance 990 is utilized, the city does not pay back-up fees, however, if Ambulance 991 is used, the city would incur some fees associated with its use.

Notice has been given to the Coalition by East Texas of Lucas' intention to cancel the contract. This will be a new contract for a period of one (1) year.

It was recommended that the Mayor send a letter to the Coalition regarding the City's concerns with the use of Ambulance 990 being used as a transport.

This item was intended only as an update, the contract will be brought to Council for action at a later date.

9) Discuss and Consider an update on EMS services. **[Kitchens]**

Fire Chief Jim Kitchens gave an overview of the EMS Proposal, Option One

	First Responder No ALS Current Budget	First Responder ALS 2013-2014	24/7 Ambulance 2014-2015
Contract Cost	\$16,000.00	\$16,000.00	\$16,000.00
Capital Outlay	\$15,000.00	\$15,000.00	\$15,000.00
Personnel	\$0.00	\$238,298.00	\$417,022.00
Medical Control	\$2,000.00	\$2,000.00	\$2,000.00
Med Supply Cost	\$5,000.00	\$6,000.00	\$8,000.00
Backup Fees	\$55,000.00	\$55,000.00	\$15,000.00
Liability Insurance		0	\$400.00
Vehicle Insurance		0	\$750.00
Errors and Omissions		0	\$900.00
<b>REVENUE</b>			
Transports		0	\$30,000.00
Parker		0	\$15,000.00
Backup Fees		0	\$10,000.00
<b>Total EMS Budget</b>	<b>\$93,000.00</b>	<b>\$332,298.00</b>	<b>\$420,072.00</b>
<b>Budget Increase</b>		<b>\$240,298.00</b>	<b>\$87,774.00</b>

There were several questions regarding the cost per run(s), billing process, transports and time spent at the hospital for the paramedics. The City would be responsible for maintenance and fuel for the ambulance but East Texas would provide the supplies for the ambulance.

Mayor Pro Tem Kathleen Peele stated the Fire Department Advisory Committee is recommending that Council consider providing for the 24/7 Ambulance Service.

Fire Chief Jim Kitchens stated that there were a number of the current volunteers that could fill the positions of the paramedics. It will take East Texas approximately six (6) months to build out and deliver an ambulance.

Fire Chief Jim Kitchens believes that the schedule of 48 hours on and 96 hours off would be considered a benefit by the fire department employee.

City Manager Jeff Jenkins gave an overview of where funding could be found to pay for the EMS services. There is anticipated surplus in the current 2012 – 2013 general fund budget of \$210,000. An estimated seven (7) months of commercial sales tax should be \$275,000 (October 2013 – April 2014). The Walmart property estimated value of \$18M should bring in a new ad valorem tax of approximately \$67,000, not sure whether it will be 2013 or 2014. An additional ad valorem tax on other new property should be approximately \$75,000. All this totals to an estimated new revenue/projected budget surplus of \$627,000. If the budget surplus is taken from the total amount would leave a total of \$417,000 and if the property tax from Walmart is removed from the total it would leave \$350,000.

Council agreed that it was time to consider potential changes. It was asked the Finance Manager Liz Exum attend a meeting so that Council could ask further questions regarding the financial status of the City.

10) Discuss and Consider an update on the Fire Department Expansion Design. **[Kitchens]**

Fire Chief Jim Kitchens gave an overview of the Architectural Design Process and estimated total project cost(s):

<b>Construction Cost</b>			<b>\$2,327,649</b>
New Construction by Contractor	8,436 sf	\$ 250/sf	\$2,109,000
Interior Renovations by Contractor	674 sf	\$ 125/sf	\$84,250
Exterior Improvements by Contractor	(Lump Sum Allowance)		\$100,000
Renovations by Fire Department	1,810 sf	\$ /sf	\$0
Escalation		1.50%	\$34,399
<b>Design Services</b>			<b>\$312,727</b>
A&E Basic Service Fee (Includes Arch, Struct, Mech, Elect, Plumb)		9.50%	\$221,127
Programming			\$10,000
Civil Engineer			\$45,500
Detailed Cost Estimating			\$5,500
Topographic Survey			\$3,900
Geotechnical Investigation			\$6,700
Reimbursable			\$20,000
<b>Owner Costs</b>			<b>\$140,000</b>
Bond Issuance Fee			\$0

FFE (Fixtures, Furniture, Equipment)	\$50,000
Independent Construction Material Testing	\$30,000
Independent Air Balance Test	\$15,000
Data / IT / Radio / Technology	\$40,000
Advertisement Fees for Bid	\$5,000
Construction Permitting Fees	\$0
Fire Sprinkler/Alarm Inspections	\$0

<b>Total Project Cost</b>	<b>\$2,780,375</b>
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City Manager Jeff Jenkins provided the options for funding:

Council could use current General CO funds available: \$2,756,000. However, using all the funds would require a delay or change to the replacement of the Stinson Road Bridge, estimated cost is \$600,000-\$1,200,000. The City Engineer prefers adding pipes or culverts, which reduces the cost significantly.

Council could fund partially through General Fund Reserves:

- General fund reserves without GASB 54 fund balance policy \$4, 018,940, which equals 17.65 months
- General fund reserves with GASB 54 fund policy \$2,652,728, which equal 11.65 months
- Most cities have a goal of 3-4 months of reserves

Analysis: Using current CO funds, and some reserves, the City can afford to do the Fire Department project and a reduced Stinson Road drainage project.

Mayor Pro Tem Kathleen Peele was concerned that putting off the replacement of the Stinson Road Bridge would not be a good idea. There are a lot of new developments going in along Stinson, large developments.

Mayor Rebecca Mark said that Public Works Director Stacy Caudell should come to a meeting and present his recommendation on the Stinson Road Bridge. This would give Council a level of comfort in making an informed decision.

Councilmember Debbie Fisher would like to know more about issuing more bonds later on what is the impact to the city's rating. Finance Manager Liz Exum should contact Southwest Securities and answer some of these type questions then come to Council Meeting to present her findings.

Mayor Pro Tem Kathleen Peele stated that Council could review the assets of the City and perhaps there are some things that could be disposed of to assist in paying for this project.

Mayor Rebecca Mark stated that Council should think long and hard, get creative, and figure out how we can make this work.

11)Adjournment.

**MOTION:** Councilmember Wayne Millsap made a Motion to adjourn the meeting at 8:39 p.m. Councilmember Philip Lawrence seconded the Motion. Motion carried. Vote: 6-0.

These minutes were approved by a majority vote of the City Council on February 7, 2013.

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Rebecca Mark, Mayor

ATTEST:

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Kathy Wingo, TRMC, MMC, City Secretary



**City of Lucas  
Council Agenda Request**

Council Meeting: February 21, 2013

Requestor: Kathy Wingo

Prepared by: Kathy Wingo

Account Code #: 6110-445

Date Prepared: February 12, 2013

Budgeted Amount: \$ 6,000

Exhibits:  Yes     No

**AGENDA SUBJECT:**

Discuss and Consider the approval of a contract between the City of Lucas and Collin County Elections Administrations concerning election services.

**RECOMMENDED ACTION:**

Approve as presented.

**SUMMARY:**

See attached.

This is the standard contract with Collin County Elections Administration that is prepared for each general election. This contract is for four (4) DREs. However, the price could increase should any of the 30 entities drop out of the contract.

The City of Lucas' estimated cost associated with this contract is \$1,459.34. There is \$6,000 budgeted for the election which covers not only the cost of this contract but also the salary for workers, food, publishing of necessary notices, and any other cost associated with the election.

**MOTION:**

I make a Motion to approve the contract between the City of Lucas and Collin County Elections Administrations concerning election services.

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

Initial/Date

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

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



**May 11, 2013**  
**General Election**  
**Contract for Election Services**  
**City of Lucas**

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# May 11, 2013 General Election

## Table of Contents

I.....Duties and Services of Contracting Officer  
II.....Duties and Services of City  
III.....Cost of Election  
IV.....General Provisions

## Exhibits

Exhibit A.....Early Voting Schedule and Locations  
Exhibit B.....Election Day Polling Locations  
Exhibit C.....Cost of Services

**THE STATE OF TEXAS  
COUNTY OF COLLIN  
CITY OF LUCAS**

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**CONTRACT FOR  
ELECTION SERVICES**

**BY THE TERMS OF THIS CONTRACT** made and entered into by and between the CITY OF LUCAS, hereinafter referred to as the "CITY," and SHARON ROWE, Elections Administrator of Collin County, Texas, hereinafter referred to as "Contracting Officer," pursuant to the authority in Subchapter D, Section 31.092, of Chapter 31, of the Texas Election Code, agree to the following particulars in regard to coordination, supervision and running of the City 's May 11, 2013 General Election and a City Runoff Election, if necessary, on June 15, 2013. An additional cost estimate, early voting calendar, and Election Day polling place schedule will be prepared should a Runoff Election be necessary.

**THIS AGREEMENT** is entered into in consideration of the mutual covenants and promises hereinafter set out. IT IS AGREED AS FOLLOWS:

**I. DUTIES AND SERVICES OF CONTRACTING OFFICER.** The Contracting Officer shall be responsible for performing the following duties and shall furnish the following services and equipment:

A. The Contracting Officer shall provide for a Public School of Instruction as well as a class for election officials on the use of electronic voting equipment. Notice of such shall be provided to the City for distribution to election officials.

a. Election judges shall be responsible for returning election supplies to the county election warehouse located at 2010 Redbud Blvd., Suite 102, McKinney on Election evening.

B. The Contracting Officer shall procure, prepare, and distribute voting machines.

a. The Contracting Officer shall provide all lists of registered voters required for use on Election Day and for the early voting period required by law. The Election Day list of registered voters shall be arranged in alphabetical order by polling place, in lieu of alphabetic by each precinct in each polling place.

b. The Contracting Officer shall procure and arrange for the distribution of all electronic voting equipment.

1. Equipment includes the rental of voting machines, ADA compliance headphones and keypads (1 per site), and transfer bag.

2. Supplies include smart cards and legal documentation required for conducting an election.

C. The Contracting Officer shall be responsible for establishing and operating the Central Counting Station to receive and tabulate the electronic voted ballots in accordance with Section 127.001 of the Election Code and of this agreement. Counting Station Manager and Central Count Judge shall be Sharon Rowe. The Tabulation Supervisor shall be Patty Seals.

a. The tabulation supervisor shall prepare, test and run the county's tabulation system in accordance with statutory requirements and county policies, under the auspices of the Contracting Officer.

b. The Public Logic and Accuracy Test of the electronic voting system shall be conducted by the Contracting Officer.

c. Election night reports will be available to the City at the Central Counting Station on election night. Provisional ballots will be tabulated after election night in accordance with law.

d. The Contracting Officer shall prepare the unofficial canvass report after all precincts have been counted, and will provide a copy of the unofficial canvass to the City as soon as possible after all electronic returns have been tallied.

e. The Contracting Officer shall be appointed the custodian of the electronic voted ballots and shall retain the election material for a period of 6 months.

f. The Contracting Officer shall conduct a manual count as prescribed by Section 127.201 of the Texas Election Code for the

electronic ballots and submit a written report to the City in a timely manner. The Secretary of State may waive this requirement. If applicable, a written report shall be submitted to the Secretary of State as required by Section 127.201(E) of the aforementioned code.

**II. DUTIES AND SERVICES OF THE CITY.** The City shall assume the following responsibilities:

A. The City shall prepare the election orders, resolutions, notices, justice department submissions, official canvass and other pertinent documents for adoption by the appropriate office or body. The City assumes the responsibility of posting all notices and likewise promoting the schedules for Early Voting and Election Day.

B. The City shall arrange for appointment, notification (including writ of election) and compensation of all presiding judges, alternate judges, clerks and members of the Early Voting Ballot Board.

C. The City shall appoint the Chief Deputy Early Voting Clerk. The Early Voting by personal appearance calendar is listed in Exhibit "A", attached and incorporated by reference into this contract.

D. The City shall provide the Contracting Officer with an updated map and street index of their jurisdiction in an electronic (shape file preferred) or printed format as soon as possible, but no later than Friday, March 1, 2013.

E. The City shall procure and provide the Contracting Officer with the ballot layout and Spanish interpretation in an electronic format.

a. The City shall deliver to the Contracting Officer as soon as possible, but no later than 9:00 AM Tuesday, March 5, 2013, the official wording for the City's May 11, 2013, General Election.

b. The City shall approve the "blue line" ballot format prior to the final version of the electronic database.

F. The City shall post the publication of election notice by the proper methods with the proper media.

G. The City shall prepare and submit to the U. S. Department of Justice under the Federal Voting Rights Act of 1965, any required submissions on voting changes.

H. The City shall compensate the Contracting Officer for any additional verified cost incurred in the process of running this election or for a manual count this election may require, consistent with charges and hourly rates shown on Exhibit "C" for required services.

I. The City shall pay the Contracting Officer 90% of the estimated cost to run the said election prior to Friday, April 12, 2013. The Contracting Officer shall place the funds in a "contract fund" as prescribed by Section 31.100 of the Texas Election Code. The Deposit should be delivered within the mandatory time frame to:

**Collin County Treasury  
ATTN: Pam Dugger  
2300 Bloomdale Rd., #3138  
McKinney, Texas 75071**

Made payable to: "Collin County Treasury" with the note "for election services" included with check documentation.

J. The City shall pay the cost of conducting said election, less partial payment, including the 10% administrative fee, pursuant to the Texas Election Code, Section 31.100, within 30 days from the date of final billing.

**III. COST OF SERVICES.** See Exhibit "C."

**IV. GENERAL PROVISIONS.**

A. Nothing contained in this contract shall authorize or permit a change in the officer with whom or the place at which any document or record relating to the City's May 11, 2013, General Election is to be filed or the place at which any function is to be carried out, or any nontransferable functions specified under Section 31.096 of the Texas Election Code.

B. Upon request, the Contracting Officer will provide copies of all invoices and other charges received in the process of running said election for the City.

C. If the City cancels their election pursuant to Section 2.053 of the Texas Election Code, the Contracting Officer shall be paid a contract preparation fee of \$75. An entity canceling an election will not be liable for any further costs incurred by the Contracting Officer in conducting the May 11, 2013, General Election. All actual shared cost incurred in the conduct of the election will be divided by the actual number of entities contracting with the Contracting Officer **and** holding a May 11, 2013, General Election.

D. The Contracting Officer shall file copies of this contract with the County Judge and the County Auditor of Collin County, Texas.

WITNESS BY MY HAND THIS THE \_\_\_\_ DAY OF \_\_\_\_\_ 2013.

\_\_\_\_\_  
Sharon Rowe  
Elections Administrator  
Collin County, Texas

WITNESS BY MY HAND THIS THE \_\_\_\_ DAY OF \_\_\_\_\_ 2013.

By: \_\_\_\_\_  
Rebecca Mark, Mayor  
City of Lucas

Attest: \_\_\_\_\_  
Kathy Wingo, City Secretary  
City of Lucas

**MAY 11, 2013**

**GENERAL ELECTION**

**City of Lucas**

**Early Voting Location and Hours**

<b>Polling Place</b>		<b>Address</b>			<b>City</b>	
Lucas City Hall		665 Country Club Rd.			Lucas	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>April 28</i>	<i>April 29</i>	<i>April 30</i>	<i>May 1</i>	<i>May 2</i>	<i>May 3</i>	<i>May 4</i>
	<b>8am – 5pm</b>	<b>7am – 7pm</b>	<b>8am – 5pm</b>	<b>8am - 5pm</b>	<b>8am - 5pm</b>	
<i>May 5</i>	<i>May 6</i>	<i>May 7</i>	<i>May 8</i>	<i>May 9</i>	<i>May 10</i>	<i>May 11</i>
	<b>8am – 5pm</b>	<b>7am – 7pm</b>				<b>7am – 7pm</b> <b>Election Day</b>



Exhibit "B"

**MAY 11, 2011  
GENERAL ELECTION**

**Election Day Polling Location – City of Lucas**

<b>Precincts</b>	<b>Location</b>	<b>Address</b>	<b>City</b>
41, 128	Lucas City Hall	665 Country Club Rd.	Lucas

**ESTIMATED COSTS FOR THE CITY OF LUCAS**

May 11, 2013 Exhibit "C"

**EQUIPMENT RENTAL COST**

Number of Early Voting Locations		1		
Number of Election Day Locations		1		
			<b>Units</b>	<b>Cost Lucas</b>
Voting Machines	\$200.00 each		4	\$800.00
Machine Drayage/L&A/Gas	\$40.00 each		4	\$160.00
EV & ED Kits	\$25.00 each		2	\$50.00
Transfer Cases	\$5.00 each		2	\$10.00
			<hr/>	
<b>Total</b>				<b>\$1,020.00</b>

**TABULATION**

Tabulation Network	\$4,000.00
Programming	\$2,050.00
Spanish Audio Translation	\$350.00
Notice of Inspection/Tabulation Test	<u>\$2,800.00</u>
Total	\$9,200.00
Number of Entities	<u>30</u>
<b>Total</b>	<b>\$306.67</b>

**SUMMARY OF COSTS**

<b>EQUIPMENT RENTAL COST</b>	\$1,020.00
<b>TABULATION COSTS</b>	<u>\$306.67</u>
Total	\$1,326.67
10% Administrative Fee	<u>\$132.67</u>
<b>Grand Total</b>	<b>\$1,459.34</b>
<b>90% Due County 4/12/13</b>	<b>\$1,313.40</b>



# City of Lucas Council Agenda Request

Council Meeting: February 21, 2013

Requestor: Jeff Jenkins

Prepared by: \_\_\_\_\_

Account Code #: N/A

Date Prepared: \_\_\_\_\_

Budgeted Amount: \$ N/A

Exhibits:  Yes  No

**AGENDA SUBJECT:**

Discussion only, City Manager Jeff Jenkins to present a fire district legislative update.

**RECOMMENDED ACTION:**

**SUMMARY:**

**MOTION:**

No action necessary.

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

Initial/Date

Department Director: \_\_\_\_\_ / \_\_\_\_\_  
City Manager: \_\_\_\_\_ / \_\_\_\_\_



**City of Lucas  
Council Agenda Request**

Council Meeting: February 21, 2013

Requestor: Jim Kitchens

Prepared by: \_\_\_\_\_

Account Code #: N/A

Date Prepared: \_\_\_\_\_

Budgeted Amount: \$ N/A

Exhibits:  Yes  No

**AGENDA SUBJECT:**

Discussion only of the Lucas Volunteer Fire Department and the City of Lucas being recognized as a Firewise Community.

**RECOMMENDED ACTION:**

**SUMMARY:**

**MOTION:**

No action necessary.

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

Initial/Date

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

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



# City of Lucas Council Agenda Request

Council Meeting: February 21, 2013

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

Prepared by: Kathy Wingo

Account Code #: N/A

Date Prepared: \_\_\_\_\_

Budgeted Amount: \$ N/A

Exhibits:  Yes  No

**AGENDA SUBJECT:**

Adjournment.

**RECOMMENDED ACTION:**

**SUMMARY:**

**MOTION:**

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

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

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

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