



**City Council Meeting  
April 18, 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                  | Mayor Pro Tem Kathleen Peele               |
| Councilmember Wayne Millsap         | Councilmember Jim Olk                      |
| Councilmember Steve Duke            | Councilmember Philip Lawrence              |
| Councilmember Debbie Fisher         | City Manager Jeff Jenkins                  |
| City Secretary Kathy Wingo          | Development Services Director Joe Hilbourn |
| City Attorney Joe Gorfida           | Fire Chief Jim Kitchens                    |
| Public Works Director Stacy Caudell |  |

It was determined that a Quorum was present.  
Everyone was reminded to turn off or silence cell phones.  
Councilmember Philip Lawrence 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.

Mayor Rebecca Mark extended the City of Lucas' thoughts and prayers for the people of Boston and the marathon runners this week as they are remembered. Even closer to home, the City of West, Texas, is also in our thoughts and prayers this night. The City of Lucas extends their condolences to the families, firefighters, and the city leaders for their loss.

Mayor Rebecca Mark asked Pastor Luke Crain, of Faith Fellowship Church, to come forward and offer a prayer.

## Regular Agenda

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

**MOTION:** Councilmember Debbie Fisher made a Motion to approve the minutes from the April 4, 2013, City Council Regular meeting. Councilmember Jim Olk seconded the Motion. Motion carried. Vote: 7-0.

- 4) Discuss and Consider the approval of an agreement between the City of Lucas and the Texas Department of Public Safety (DPS) concerning the release of driver records. **[Jenkins]**

This is the standard agreement that is used by local governments to provide pre-employment driving records. The City does between 1 – 10 searches per year. It is also used to spot check employees.

**MOTION:** Councilmember Wayne Millsap made a Motion to approve the agreement between the City of Lucas and the Texas Department of Public Safety (DPS) concerning the release of driver records. Councilmember Philip Lawrence seconded the Motion. Motion carried. Vote: 7-0.

- 5) Discuss and Consider a report by the City Manager concerning flooding along West Lucas Road, including but not limited to actions taken by staff and plan of action to alleviate flooding/standing water problem. **[Fisher]**

City Manager Jeff Jenkins stated the week of January 7, 2013, EMJ, Walmart building contractor, removed the erosion control devices, check dams, and silt fencing. On January 16<sup>th</sup>, at the first siting of drainage issues, Staff contacted Kimley-Horn, the project engineer. At that time, the City was assured that the problem was due to fact that the sod had been washed up because of the recent heavy rain. The rolled up sod was blocking the drainage ditch and culverts.

On February 8<sup>th</sup>, Staff walked the public improvement and determined that the drainage ditch had not been graded correctly. The item was noted and a cash bond was given to the City for the re-grading of the ditch should the contractor fail to complete the work within ninety (90) days, the rolled up sod had been removed, and there appeared to be no blockages in the drainage ditches. A measurement of the wier was taken and it appeared to be the same size as indicated on the construction plans.

The pictures that were presented to the Council on April 4<sup>th</sup> by the adjoining property owners, the weir and drainage designs appear to have issues. Staff contacted the contractor responsible for the work on April 5<sup>th</sup>. An onsite meeting with the contractor took place on April 9<sup>th</sup> and a temporary check dam was installed in order to slow down the water runoff until a permanent solution was completed.

Kimley-Horn is conducting a study of the design of the retention pond, weir size, and drainage design numbers which should be completed on Friday, April 19<sup>th</sup>. There will be a meeting of Kimley-Horn and City Staff on Monday, April 22<sup>nd</sup> to go over the findings of the study. Staff believes that the weir size may need adjustment and additional drainage ditch work needs to be done. The study should give us the best solution on how to proceed.

Councilmember Debbie Fisher stated that there were times late last summer or early fall that there was water in the ditch and there appeared to be issues in the area. Do we need to adjust the impervious surface amounts, at the present time it is 75%. With more development in the area, this will only add to the existing problem.

An update will be sent to Council after the meeting on April 22<sup>nd</sup>. The City Manager will include the update in the weekly report.

6) Discuss and Consider an update of the EMS options. **[Kitchens]**

Fire Chief Jim Kitchens gave the following presentation.

Fire Chief Kitchen stated the first plan to use part-time Firefighter/Paramedics to staff Lucas ambulance was rejected by ETMC, even though they approved part-time staff for Wylie Fire Department. Lucas Fire Department then prepared a plan to use full time Firefighter/Paramedics to staff a Lucas ambulance only to be rejected a second time. ETMC has stated that they are not interested in certifying any Lucas Paramedics or EMTs. The response times for ambulances continue to increase while Lucas Fire Department response times continue to improve. Fire Chief Jim Kitchens believes that it is time that we raise the bar as it applies to EMS care for our citizens.

The proposed cost for EMS services is roughly \$86,550 per year. Fire Chief Kitchens is proposing the following personnel expenses:

|                    |       | TCFP<br>Firefighter<br>EMT | TCFP<br>Firefighter<br>Paramedic |
|--------------------|-------|----------------------------|----------------------------------|
| <b>Base Salary</b> |       | \$ 45,000.00               | \$ 47,500.00                     |
| <b>Medicare</b>    | 1.45% | \$ 652.50                  | \$ 688.75                        |
| <b>TMRS</b>        | 6.82% | \$ 3,069.00                | \$ 3,239.50                      |
| <b>Longevity</b>   | 48.00 | \$ 48.00                   | \$ 48.00                         |

|                      |         |    |           |    |           |
|----------------------|---------|----|-----------|----|-----------|
| <b>Insurance</b>     | 6720.00 | \$ | 6,469.08  | \$ | 6,469.08  |
| <b>Aflac</b>         | 300.00  | \$ | 300.00    | \$ | 300.00    |
| <b>ST Disability</b> | 250.00  | \$ | 224.31    | \$ | 236.77    |
| <b>Workers Comp</b>  |         | \$ | 1,034.89  | \$ | 1,092.39  |
| <b>Total</b>         |         | \$ | 56,797.78 | \$ | 59,574.49 |

The estimated cost to hire seven (7) firefighter/paramedics is \$437,022 annually.

The capitol outlay to purchase two (2) ambulances (one (1) new; one (1) used); Life Pac 15; and a stretcher is approximately \$366,000. This can be purchased via a 6 – 7 year lease with an annual cost of approximately \$50,000, APR 2.49%. An EMS proposed annual expense totals \$75,050 which includes fuel, medical oversight, liability insurance, vehicle insurance, errors and omissions, supplies, and maintenance.

The City would use a third party billing service which offers \$10,387 in necessary software and equipment provided for by the vendor. The amount being charged to the City for the billing would be 11% of the amount collected. Surrounding communities that provide ambulance service have transport fees ranging from \$450 - \$1,500. The City of Lucas could set the fee within this range. Annual revenue estimated from ambulance transport fees could be approximately \$80,100.

The following pages contain slides from Fire Chief Jim Kitchens' presentation that will become a part of these minutes.



## EMS Proposal Cost Summary



|                                |              |
|--------------------------------|--------------|
| Total Start up Cost (\$50,000) | \$366,000.00 |
| Annual Expenses                | \$75,050.00  |
| Personnel Cost                 | \$437,022.00 |



## EMS Proposal Cost Summary



|                              |                     |
|------------------------------|---------------------|
| Annual lease payment         | \$50,000.00         |
| Annual expenses              | \$512,072.00        |
| <b>Total</b>                 | <b>\$562,072.00</b> |
| Less estimated revenue       | \$80,100.00         |
| <b>Total</b>                 | <b>\$482,072.00</b> |
| Less current expenses        | \$86,550.00         |
| <b>Total Budget Increase</b> | <b>\$395,422.00</b> |



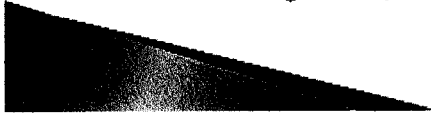
Fire Chief Jim Kitchens proposed a target date of December 1, 2013, to begin Advance Life Support service to the citizens. And a target date of March 1, 2014, to begin transports.



## EMS Proposal Estimated Times



- 240 Days from order to delivery on new ambulance (8 to 9 months) Order by 5/1/13
- Distribution and training on new protocols 120 days (4 months) New medics start on 10/01/13
- Application for ALS first responder then a provider license (6-8months) Start as soon as possible
- Application to DEA and DPS for narcotics(6-8 months)
- Need to begin the process now to reach Target dates



## EMS Proposal Requested Action



- Allow fire department to design and order new ambulance this budget
  - Will take about 30 days to design and order
  - 240 days to construct and deliver
  - On HGAC contract requires only a PO number no funds until next budget when it is delivered
- Allow midyear adjustment of \$9,000 to begin protocol development and training of personnel
- Bring on one employee to assist with this process. Will require a \$19,000 Mid-year adjustment
- Will have a midyear adjustment income of \$22,000 from Seis Lagos this year



Fire Chief Jim Kitchens was asked if the department had the room to house two (2) ambulances and the answer was yes. Some of the existing equipment will be parked outside the Fire Station allowing more room in the bay areas.

There was a question whether or not the Coalition gave us any other options when our two proposals were rejected. The Coalition offered no other options.

Mayor Pro Tem Kathleen Peele commended the Fire Chief in putting together a solution for the City.

City Manager Jeff Jenkins presented the following information concerning the funding of the EMS options.



### General Fund Financial Status Going into 2013-2014 Budget, concerning funding EMS

- New funding and funds available  
 Current 2012-2013 general fund budget surplus **\$210,000**, note need to go through end-year budget to get the new actual number, but we believe the number will be similar to current.
- Original Estimate of additional seven months of commercial sales tax  
 February 2013 estimate \$275,000 (Oct 2013-April 2014)  
 Revised (Oct 13-April 14) **\$476,005**, reduced by 10%, until full data in May 2013  
 Additional sales tax not factored in 2012-2013 **\$130,227**
- Original February estimate of New Ad Valorem Tax for Walmart Property and other new properties totaled \$142,300
- Chief Appraiser's rough estimate of new value March 26<sup>th</sup> was \$40,680,000, which would at current rates be **\$152,215** (note this also does not include the additional increases in existing property appraisals)
- Total estimated new revenue / projected budget surplus **\$968,447**  
 Minus budget surplus **\$758,447**



It was suggested that the City buy the equipment and not lease it. Placing the money aside that would have been used in leasing the equipment would provide budgeting for future equipment needs. However, spreading the cost over time with such a small interest might be the better choice stated Councilmember Wayne Millsap. Council will visit these options at a later date.

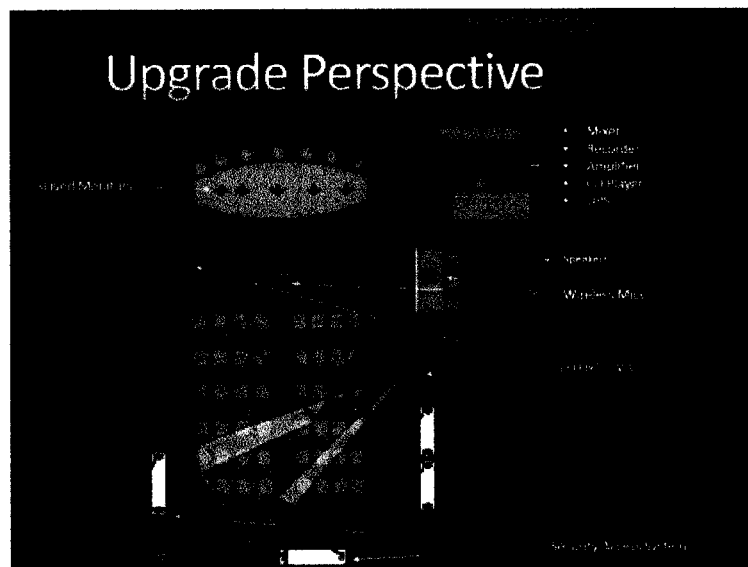
**MOTION:** Councilmember Wayne Millsap made a Motion to direct staff to move forward with EMS proposal as presented by Fire Chief Kitchens and a budget amendment be brought back for Council action. Mayor Pro Tem Kathleen Peele seconded the Motion. Motion carried. Vote: 7-0.

- 7) Discuss and Consider an upgrade to the visual/audio systems in the Council Chambers and authorize a budget amendment.

William Baxter, Baxter IT, came forward to present upgrade options for Council to consider.

- Upgrade Sound System
  - Replace Amplifier
  - Replace Mixer
  - Replace Speakers
- Upgrade Power Protection for AV Equipment
  - Add UPS with power conditioning capabilities
- Upgrade Recording Capabilities
  - Install Podium & Staff Mic with recording capabilities
- Reconfigure Shure Mic's
  - Push to Talk,
  - Push to Mute,
  - Push to On/Off
- Upgrade Presentation Capabilities
  - Install Daisy Chained Council Monitors
  - Replace Projection System with 2 60" TV Monitors
- Upgrade Security
  - Install a AV Hardware Rack with Fans and Locking cabinet door
  - Add Card Access security to Council Chamber doors
- Upgrade Organization of Equipment
  - Relocate AV Equipment to AV Rack

The estimated cost to provide all the upgrades listed above is approximately \$18,022.11 which will require a budget amendment.





**MOTION:** Councilmember Debbie Fisher made a Motion to approve the upgrade to the visual/audio systems in the Council Chambers and authorize a budget amendment of \$18,022.11. Councilmember Philip Lawrence seconded the Motion. Motion carried. Vote: 7-0.

**Executive Session**

The City Council convened into Executive Session at 8:23 p.m.

- 8) The City Council pursuant to Section 551.074 of the Texas Government Code may convene into Executive Session to conduct the annual review of the City Manager.

**Regular Agenda**

The City Council reconvened into Regular Session at 10:15 p.m.

- 9) Take any action as necessary from the Executive Session.


**MOTION:** Councilmember Wayne Millsap made a Motion to authorize a 1.5% cost of living raise to the City Manager. Councilmember Jim Olk seconded the Motion. Motion carried. Vote: 7-0.

- 10) Adjournment.


**MOTION:** Councilmember Jim Olk made a Motion to adjourn the meeting at 10:15 p.m. Councilmember Wayne Millsap seconded the Motion. Motion carried. Vote: 7-0.

These minutes were approved by a majority vote of the City Council on May 2, 2013.



  
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Rebecca Mark, Mayor

ATTEST:

  
\_\_\_\_\_  
Kathy Wingo, TRMC, MMC, City Secretary