



## AGENDA

### City of Lucas City Council Meeting June 21, 2018 7:00 PM

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

*Notice is hereby given that a meeting of the Lucas City Council will be held on Thursday, June 21, 2018 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**

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

#### **Citizen Input**

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*The Citizen 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 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**

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*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**)
  - A. Proclamation to Lone Star Search and Rescue for their search and rescue efforts in Lucas, Texas.
  - B. Proclamation to the Lucas Amateur Radio Club recognizing Amateur Radio Operator Week.

## **Executive Session Agenda**

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

3. The City Council will convene into Executive Session as permitted under the Texas Government Code, Section 551.074, Personnel Matters, to conduct interviews of Board of Adjustment applicants and discuss Board of Adjustment appointments.
4. Reconvene into open session and take any action necessary as part of the Executive Session.

## **Consent Agenda**

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

5. Consent Agenda:
  - A. Approval of the minutes of the June 7, 2018 City Council meeting. (**City Secretary Stacy Henderson**)
  - B. Consider adopting Ordinance 2018-06-00881 correcting ordinance 2018-06-00471, adopted on June 7, 2018, amending Article 5.03 titled "Fire Code" of the Code of Ordinances, to correct a scrivener's error in the ordinance number by renumbering Ordinance 2018-06-00471 to Ordinance 2018-06-00882. (**City Secretary Stacy Henderson**)

## **Regular Agenda**

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6. Discuss the reservation guidelines and policy for the Community Center and other City facilities. (**Development Services Director Joe Hilbourn**)
7. Consider setting a policy regarding the acceptance of proclamations and special recognition before the City Council. (**Mayor Jim Olk**)
8. Adjournment.

## **Certification**

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*I do hereby certify that the above notice was posted in accordance with the Texas Open Meetings Act on the bulletin board at Lucas City Hall, 665 Country Club Road, Lucas, TX 75002 and on the City's website at [www.lucastexas.us](http://www.lucastexas.us) on or before 5:00 p.m. on June 15, 2018.*

*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](mailto:shenderson@lucastexas.us) at least 48 hours prior to the meeting.*



# City of Lucas City Council Agenda Request June 21, 2018

Requester: Mayor Jim Olk

## **Agenda Item Request**

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Citizen Input

## **Background Information**

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NA

## **Attachments/Supporting Documentation**

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NA

## **Budget/Financial Impact**

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NA

## **Recommendation**

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NA

## **Motion**

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NA



# City of Lucas Council Agenda Request June 21, 2018

Requester: Mayor Jim Olk

## **Agenda Item Request**

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2. Items of Community Interest.
  - A. Proclamation to Lone Star Search and Rescue for their search and rescue efforts in Lucas, Texas.
  - B. Proclamation to the Lucas Amateur Radio Club recognizing Amateur Radio Operator Week.

## **Background Information**

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NA

## **Attachments/Supporting Documentation**

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NA

## **Budget/Financial Impact**

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NA

## **Recommendation**

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NA

## **Motion**

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NA



# *Proclamation*

## *Honoring Lone Star Search and Rescue*

**WHEREAS,** Voluntary service takes on several different meanings, but none more important than a volunteer who works of his or her own free will, without the desire for recognition or personal gain; and sacrifices their own time and materials for others.

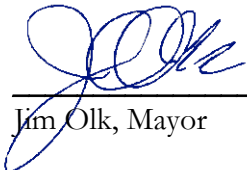
**WHEREAS,** On the days of May 16 and 17, both public safety and volunteer agencies, worked hand in hand to search and bring home to their family a Lucas resident, a loved one, who was lost and in a dire situation.

**WHEREAS,** Working together as one, Lucas Fire-Rescue, Collin County Sheriff's Office, Lone Star Search and Rescue, and Texas State Guard volunteers; walked streets, scoured the wood and creek areas, and local ponds, working tirelessly in their efforts to find and bring home safely Diane Leigh.

**WHEREAS,** Lone Star Search and Rescue are to be commended for their unselfish and unrelenting efforts of their volunteers, Terry Benjamin with K-9 partner Ranger, Michele Benjamin with K-9 partner Charlie, Buddy Perdue and Linda Perdue with K-9 partner Rocky, David Hancock, Anna Brownlow, Nathan Goulette, John Harrington with K-9 partner Sweetie, Beth Hudson, Kenny Howell, Kevin Bailey, Brandon McVean, Craig Jacobson, Christopher Parrish, John Matthew Hamilton, and Scott Pustejovsky to bring home safely Diane Leigh, which reminds us of the importance of the work they do and the countless selfless hours dedicated to assisting those in need.

**NOW, THEREFORE,** I, Jim Olk, Mayor of the City of Lucas, Texas, do hereby honor Lone Star Search and Rescue and express our sincere gratitude and appreciation for their selfless acts of volunteerism and heroic actions shown in their search and rescue efforts.

PROCLAIMED, this 21<sup>st</sup> day of June, 2018.



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Jim Olk, Mayor



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Stacy Henderson, City Secretary



# *Proclamation*

## *Lucas Amateur Radio Club*

**Whereas,** Amateur Radio operators are celebrating over a century of the miracle of the human voice broadcast over the airwaves; and

**Whereas,** Amateur Radio Operators have provided countless hours of community services both in emergencies and to other local organizations throughout these decades; and

**Whereas,** these Amateur Radio services are provided wholly uncompensated; and

**Whereas,** these same individuals have further demonstrated their value in public assistance by providing free radio communications for local parades, bike-a-thons, walk-a-thons, fairs and other charitable public events; and

**Whereas,** the City of Lucas recognizes and appreciates the diligence of these “hams” who also serve as weather spotters in the Skywarn program of the US Government Weather Bureau; and

**Whereas,** Texas Governor Greg Abbott has proclaimed the week of June 18 – 24, 2018 as Amateur Radio Operator Week, and

**Whereas,** the American Radio Relay League (ARRL) Amateur Radio Field Day exercise will take place on June 23-24, 2018 and is a 24-hour emergency preparedness exercise and demonstration of the Radio Amateurs’ skills and readiness to provide self-supporting communications without further infrastructure being required; now

**NOW THEREFORE,** I, Jim Olk, Mayor of the City of Lucas, Texas do hereby recognize the Lucas Amateur Radio Club and designate June 18 - 24, 2018 as

## *Amateur Radio Operator Week*

PROCLAIMED, this 21<sup>st</sup> day of June, 2018.

Jim Olk, Mayor

Stacy Henderson, City Secretary



# City of Lucas Council Agenda Request June 21, 2018

Requester: Mayor Jim Olk

## **Agenda Item Request**

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### **Executive Session.**

The City Council will convene into Executive Session as permitted under the Texas Government Code, Section 551.074, Personnel Matters, to conduct interviews of Board of Adjustment applicants and discuss Board of Adjustment appointments.

## **Background Information**

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NA

## **Attachments/Supporting Documentation**

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NA

## **Budget/Financial Impact**

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NA

## **Recommendation**

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NA

## **Motion**

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NA



# City of Lucas Council Agenda Request June 21, 2018

Requester: Mayor Jim Olk

## **Agenda Item Request**

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Reconvene into open session and take any action necessary as a result of the Executive Session.

## **Background Information**

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NA

## **Attachments/Supporting Documentation**

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NA

## **Budget/Financial Impact**

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NA

## **Recommendation**

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NA

## **Motion**

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NA





# City of Lucas Council Agenda Request June 21, 2018

Item No. 05

Requester: City Secretary Stacy Henderson

## **Agenda Item Request**

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5. Consent Agenda:
  - A. Approval of the minutes of the June 7, 2018 City Council meeting.
  - B. Consider adopting Ordinance 2018-06-00881 correcting ordinance 2018-06-00471, adopted on June 7, 2018, amending Article 5.03 titled "Fire Code" of the Code of Ordinances, to correct a scrivener's error in the ordinance number by renumbering Ordinance 2018-06-00471 to Ordinance 2018-06-00882.

## **Background Information**

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### Agenda Item 3B:

An incorrect number was assigned to Ordinance 2018-06-00471 that adopted amendments to the Fire Code. Ordinance 2018-06-00881 will correct the scrivener's error and assign the corrected new number.

## **Attachments/Supporting Documentation**

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1. Minutes of the June 7, 2018 City Council meeting
2. Ordinance 2018-06-00881 – Scriveners Error Ordinance
3. Ordinance 2018-06-00882 – New ordinance approving Fire Code amendments

## **Budget/Financial Impact**

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NA

## **Recommendation**

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City Staff recommends approval of the Consent Agenda.

## **Motion**

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



**City of Lucas  
City Council Meeting  
June 7, 2018  
7:00 P.M.**

**City Hall - 665 Country Club Road – Lucas Texas  
Minutes**

**Call to Order**

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

**City Councilmembers Present:**

Mayor Jim Olk  
Mayor Pro Tem Kathleen Peele  
Councilmember Wayne Millsap  
Councilmember Steve Duke  
Councilmember Debbie Fisher  
Councilmember Philip Lawrence

**Staff Present:**

City Manager Joni Clarke  
City Attorney Joe Gorfida  
City Secretary Stacy Henderson  
Public Works Director/City Engineer Stanton Foerster

**City Councilmembers Present:**

Councilmember Tim Baney

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

**Citizen Input**

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**1. Citizen Input.**

Tom Goodwin, Pastor at Trinity Tabernacle Church in Lucas, explained that they had purchased property on W. Lucas Road and asked if the City Council would consider allowing the church to use the Community Center on Wednesday evenings for the next year while the church was being constructed.

Mayor Olk explained that the City Council could not take action that evening as the item was not on the agenda but would schedule this item for discussion at the next City Council meeting on June 21, 2018.

**Community Interest**

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**2. Community Interest.**

Councilmember Fisher explained that there was a recent article in the Lovejoy Messenger honoring Lucas residents, the Anderson family, for Memorial Day and hoped that everyone would have an opportunity to read the story.

## Consent Agenda

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### 3. Consent Agenda.

- A. Approval of the minutes of the May 14, 2018 special City Council meeting.
- B. Approval of the minutes of the May 17, 2018 City Council meeting.
- C. Consider adopting Ordinance 2018-06-00471 amending the City's Code of Ordinances, Chapter 5 Fire Prevention and Protection, Article 5.03 Fire Code by amending the definition of "code official" and adding a new definition for "fire code official".

**MOTION:** A motion was made by Councilmember Duke, seconded by Councilmember Fisher to approve the Consent Agenda as presented. The motion passed unanimously by a 6 to 0 vote.

## Regular Agenda

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4. **Consider A) adopting Resolution R 2018-06-00472 which rescinds Resolution R 2017-09-00466 which supported 1) a limited access roadway within the north-south corridor generally concurrent with FM 546 and/or FM 982; 2) north-south transportation improvements within and near the City of Lucas; and 3) operational improvements to the US 75 corridor; and B) provide direction to staff regarding the City of Lucas 2017 Master Thoroughfare Plan.**

Councilmember Fisher explained that she had concerns related to the most recent draft of the Collin County 2045 Mobility Plan that depicted substantial amounts of traffic being directed through the City of Lucas. Councilmember Fisher noted that in 2017, the City Council supported a resolution as part of Collin County operational improvements for limited access roadways within the north/south corridor that referenced the agreement with the cities of Fairview and Allen using Angel Parkway to relieve congestion. Councilmember Fisher discussed other options available to relieve congestion, traffic accidents that have increased in Lucas due to additional traffic, and suggested the City withdraw their resolution of support.

Mayor Pro Tem Peele noted her concerns related to the resolution being misinterpreted and Lucas taking a majority of the burden of new construction proposed in the area. Mayor Pro Tem Peele noted she was in favor of rescinding the resolution as well.

Jeff Neal, Program Manager with the North Central Texas Council of Governments (NCTCOG) gave a presentation regarding the Collin County Mobility Plan discussing the growth rate in the area and arterial improvements proposed that have been outlined for the Collin County area, and specifically Lucas. Mr. Neal stated that while the County was adopting the Mobility 2045 Plan, additional needs would still be assessed and changes to the plan would still occur. Mr. Neal also noted that the plan calls for no more than 4-lane divided roadways for arterial improvements and he believed the County met the spirit of the resolution that was sent by the City of Lucas. Mr. Neal stated that the NCTCOG received a great deal of opposition from the City of Wylie stating that the addition to existing thoroughfares was needed before considering a bridge across Lake Lavon. The

NCTCOG felt they needed to explore other alternatives and noted that Angel Parkway was included in the plan for expansion.

Mr. Neal discussed modifications that were made to relieve congestion when the lake corridor option was removed, and interior arterials had to be added to the mobility plan.

Councilmember Fisher discussed the increased cost in emergency services that was not being considered and stated she was not in support of widening W. Lucas Road.

Councilmember Duke discussed his support for a bridge over Lake Lavon and believed that was the best option to relieve congestion in the area.

Mayor Olk stated that the Resolution sent to the NCTCOG recommending transportation improvements was made in good faith based on discussions with surrounding cities. Since then, the view of surrounding cities has changed, and the City of Lucas must also consider its best interests.

**MOTION:** A motion was made by Councilmember Fisher, seconded by Councilmember Lawrence to approve Resolution R 2018-06-00472 that rescinds Resolution R 2017-09-00466 which supported 1) a limited access roadway within the north-south corridor generally concurrent with FM 546 and/or FM 982; 2) north-south transportation improvements within and near the City of Lucas; and 3) operational improvements to the US 75 corridor. The motion to rescind the Resolution passed unanimously by a 6 to 0 vote.

The City Council was in agreement to bring forward the City's Thoroughfare Plan for discussion at a future City Council meeting.

#### **5. Update the Lucas City Council regarding a Request for Public Testimony to the Board of Trustees of the Texas Emergency Services Retirement System (TESRS).**

Councilmember Millsap gave an update to the City Council regarding the City's history with the Texas Emergency Services Retirement System (TESRS) discussing its creation and program benefits offered to volunteer fire departments. Councilmember Millsap explained that the City of Lucas began participation in TESRS in 2001. In 2014, the City established a new Pension Board for TESRS and met with the Executive Director of TESRS regarding the City's reporting and underfunded account. The Board was informed at that time that the City could not legally withdraw from the program at any time. Councilmember Millsap further explained that the City recently received a letter from TESRS asking the City to testify at the TESRS Board of Trustees meeting in Austin. The City was unable to attend, but prepared a letter explaining the City's position and facts to date. The Executive Director of TESRS has asked to meet with the Lucas Volunteer Firefighter Pension Board, and a meeting has been scheduled for June 26 at 6:30 pm for any Councilmembers that would like to attend.

Mayor Olk suggested that a resolution be prepared to share with the Texas Municipal League to seek their support in the upcoming legislative session.

There was no formal action taken on this item, it was for discussion purposes only.

## Executive Session Agenda

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### 6. Executive Session.

There was no Executive Session held at this meeting.

### 7. Adjournment.

**MOTION:** A motion was made by Councilmember Millsap, seconded by Councilmember Lawrence to adjourn the meeting at 8:24 pm. The motion passed unanimously by a 6 to 0 vote.

APPROVED:

ATTEST:

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Jim Olk, Mayor

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Stacy Henderson, City Secretary



**ORDINANCE NO. 2018-06-00881**

**AN ORDINANCE OF THE CITY OF LUCAS, TEXAS, CORRECTING ORDINANCE 2018-06-00471, ADOPTED ON JUNE 7, 2018, AMENDING ARTICLE 5.03 TITLED “FIRE CODE” OF THE CODE OF ORDINANCES, TO CORRECT A SCRIVENER’S ERROR IN THE ORDINANCE NUMBER BY RENUMBERING ORDINANCE NO. 2018-06-00471 TO ORDINANCE NO. 2018-06-00882, AS SHOWN ON EXHIBIT “A” ATTACHED HERETO; AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the City Council of the City of Lucas, Texas adopted Ordinance 2018-06-00471 on June 7, 2018, amending Article 5.03 titled “Fire Code” of the Code of Ordinances; and

WHEREAS, a scrivener’s error was made in the numbering of Ordinance No. 2018-06-00471; and

WHEREAS, the City Council has determined that Ordinance No. 2018-06-00471 shall be amended to correct a scrivener’s error by renumbering the Ordinance to Ordinance No. 2018-06-00882, as shown on Exhibit “A”;

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

**Section 1.** Ordinance No. 2018-06-00471 be and the same is hereby amended to correct a scrivener’s error by renumbering the Ordinance to Ordinance No. 2018-06-00882, as shown on Exhibit “A”.

**Section 2.** 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 21st DAY OF JUNE 2018.**

APPROVED:

\_\_\_\_\_  
Jim Olk, Mayor

APPROVED AS TO FORM:

ATTEST:

\_\_\_\_\_  
Joseph J. Gorfida, Jr., City Attorney  
(06-11-2018:TM100079)

\_\_\_\_\_  
Stacy Henderson, City Secretary



**ORDINANCE NO. 2018-06-00882  
[AMENDING ARTICLE 5.03 “FIRE CODE”]**

**AN ORDINANCE OF THE CITY OF LUCAS, COLLIN COUNTY, TEXAS, AMENDING THE LUCAS CODE OF ORDINANCES BY AMENDING CHAPTER 5 TITLED “FIRE PREVENTION AND PROTECTION” BY AMENDING ARTICLE 5.03 TITLED “FIRE CODE” BY ADDING A NEW SECTION 5.03.001 TITLED “PENALTY”; BY DELETING SECTION 5.03.003 TITLED “ENFORCEMENT” IN ITS ENTIRETY; BY RENUMBERING SECTION 5.03.001 TITLED “ADOPTED” TO SECTION 5.03.002; BY RENUMBERING SECTION 5.03.002 TITLED “AMENDMENTS” TO SECTION 5.03.003; BY AMENDING SECTION 5.03.003 TITLED “AMENDMENTS” BY AMENDING SECTION 202 TITLED “GENERAL DEFINITIONS” BY AMENDING THE DEFINITION OF “CODE OFFICIAL” AND ADDING A NEW DEFINITION FOR “FIRE CODE OFFICIAL”; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000) FOR EACH OFFENSE; AND PROVIDING FOR AN EFFECTIVE DATE.**

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

**Section 1.** The Code of Ordinances of the City of Lucas, Texas, is hereby amended by amending Chapter 5 titled “Fire Prevention and Protection” by amending Article 5.03 titled “Fire Code”, to read as follows:

**“CHAPTER 5**

**FIRE PREVENTION AND PROTECTION**

...

**ARTICLE 5.03 FIRE CODE**

**Sec. 5.03.001           Penalty**

Any person, firm, or corporation violating any of the provisions or terms of this Article or the Code adopted herein shall be guilty of a misdemeanor and, upon conviction, shall be subject to a fine as provided in Section 1.01.009 of the Code for each offense, and each and every day any such violation shall continue to be deemed to constitute a separate offense.”

**Sec. 5.03.02           Adopted**

....

**Sec. 5.03.003           Amendments**

...

Section 202. General Definitions, amend by adding definitions to read as follows:

CODE OFFICIAL. The fire chief, fire marshal, or other designated code official by the applicable governing body with the duties of administration and enforcement of the Code, or a duly authorized representative.

...

FIRE CODE OFFICIAL. The fire chief, a duly authorized representative, or other code official designated by the City manager for the administration and enforcement of the Code.

...

**Sec. 5.03.004            Inspections**

...”

**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 Two Thousand Dollars (\$2,000.00) 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 21ST DAY OF JUNE, 2018.**



APPROVED:

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Jim Olk, Mayor

APPROVED AS TO FORM:

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Joseph J. Gorfida, Jr., City Attorney  
(05-17-2018:TM99422)

ATTEST:

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Stacy Henderson, City Secretary



# City of Lucas Council Agenda Request June 21, 2018

Item No. 06

Requester: Development Services Director Joe Hilbourn

## **Agenda Item Request**

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Discuss the reservation guidelines and policy for the Community Center and other City facilities.

## **Background Information**

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At a recent City Council meeting, Pastor Goodwin from the Trinity Tabernacle Church came forward and expressed a desire to use the Community Center every Wednesday evening for services until their new facilities are complete on West Lucas Road.

Currently to ensure fairness with reservations of the Community Center, park pavilions and fields, the City allows a team or individual to reserve a facility for two practices or events in any given time frame, requiring the individual to schedule another practice/event after the first one has occurred if needed.

The City's adopted park rules states:

The applicant may reserve the park facility for up to two months and must reapply for any subsequent use. If any park facility is left in a condition that is unacceptable to the City, the City reserves the right to not allow the vendor to use any of its facilities in the future.

Staff has always used this guide to permit up to two reservations at any given time so that others may use the facilities.

## **Attachments/Supporting Documentation**

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1. Current and Amended Ordinance
2. Reservation Form
3. Past Community Center Reservation calendars

## **Budget/Financial Impact**

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NA

## **Recommendation**

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NA

## **Motion**

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NA

<input type="checkbox"/>	Annexation
<input type="checkbox"/>	Disannexation
<input checked="" type="checkbox"/>	Code of Ordinances
<input type="checkbox"/>	Other

**ORDINANCE # 2014-12-00803**  
**[AMENDING CODE OF ORDINANCE CHAPTER 1, ARTICLE**  
**1.09, PARKS AND RECREATION]**

**AN ORDINANCE OF THE CITY OF LUCAS, TEXAS, AMENDING THE CODE OF ORDINANCES BY AMENDING CHAPTER 1 TITLED “GENERAL PROVISIONS” BY AMENDING ARTICLE 1.09 TITLED “PARKS AND RECREATION” BY AMENDING DIVISION 2 TITLED “PARK AND OPEN SPACE BOARD” BY PROVIDING REVISED REGULATIONS FOR THE QUALIFICATIONS AND DUTIES FOR THE PARK AND OPEN SPACE BOARD MEMBERS; BY AMENDING DIVISION 3 TITLED “PARK RULES” BY AMENDING SECTION 1.09.062 TITLED “CONDUCT IN PARKS” BY PROVIDING ADDITIONAL REGULATIONS FOR CITY PARKS; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR A PENALTY OF FINE NOT TO EXCEED FIVE HUNDRED DOLLARS (\$500.00); AND PROVIDING FOR AN EFFECTIVE DATE.**

**NOW, THEREFORE, BE IT ORDAINED THAT THE CITY COUNCIL OF THE CITY OF LUCAS:**

**Section 1.** That the Code of Ordinances of the City of Lucas, Texas be, and the same is, hereby amended by amending Chapter 1 titled “General Provisions”, by amending Article 1.09 titled “Parks and Recreation”, to read as follows:

**“ARTICLE 1.09 PARKS AND RECREATION**

**Division 1. Generally**

**Secs. 1.09.001-1.09.030      Reserved**

**Division 2. Park and Open Space Board**

**Sec. 1.09.031                      Established; composition; qualifications of members**

There is hereby created and established the city parks and open space board. The board shall consist of five (5) regular voting members, including a chairperson, and two (2) alternate members. The board members shall be appointed by the city council for a term of two (2) years, and shall serve until their successor is appointed. The alternate board members may participate in the board discussions; however, the alternate board members shall only vote in the absence of a

regular board member, as determined by the chairperson. Board members shall reside in the city for at least six (6) months preceding appointment day.

**Sec. 1.09.032                      Reserved**

**Sec. 1.09.033                      Removal of members; filling of vacancies**

The members of the park and open space board may be removed at any time by a majority vote of the city council with or without cause. Any vacancy in the board shall be filled by the city council for the unexpired term of the member whose place has become vacant.

**Sec. 1.09.034                      Meetings; quorum**

The park and open space board shall hold at least one (1) quarterly meeting. Such meeting shall be held on a day of the month approved by the board. Special meetings may be called by the chairman, by the city manager, or, if requested, by at least four (4) board members. A simple majority of the board shall constitute a quorum. A vote of the simple majority of the quorum shall be required for any action taken by the board. Such meetings shall comply with the Texas Open Meetings Act.

**Sec. 1.09.035                      Officers**

(a)     Election. A chairman and vice-chairman shall be selected annually, preferably at the first regular meeting of the fiscal year.

(b)     Duties of Officers.

(1)     Chairman. It shall be the duty of the chairman to preside at all meetings of the board and to call special meetings.

(2)     Vice-chairman. It shall be the duty of the vice-chairman to perform the duties of the chairman during any absence.

**Sec. 1.09.036                      Duties**

(a)     The board shall serve in an advisory capacity to the city council in all matters relating to the parks and open space of the city. The board shall also make recommendations to the city council on the implementation of beautification programs and projects to enhance the natural beauty of Lucas.

(b)     The board shall review, study and make recommendations to the city manager or designee for priorities of projects or activities to be included in future parks, open space and beautification projects and programs. Board input and guidance on parks and open space should be incorporated into the parks and open space master plan which also includes the identification of the city's trail network and possible locations of trailheads. Such master plan shall be considered, revised and maintained with technical assistance and recommendations of the city



**Sec. 1.09.061****Penalty**

Any person, firm or corporation violating any of the provisions of this division shall be deemed guilty of a misdemeanor, and upon conviction in the municipal court of the city shall be subject to a fine as provided in section 1.01.009 of this chapter for each offense.

**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:

- (1) To enter or remain in any park facility between the hours of 11:00 p.m. and 5:00 a.m. unless different hours for the park facility have been designated. All soft surface trails shall be closed from dusk until dawn where on-site signage is posted, unless different hours have been posted;
- (2) To allow any pet or animal to run at large or fail to keep a pet or animal restrained by a leash, chain or cord not more than six (6) feet long;
- (3) To dump or litter in any park. All persons shall use receptacles provided for the deposit of refuse;
- (4) To tie or restrain an animal by attaching its leash to fencing, trees, benches, bleachers, pole or other park facility infrastructure;
- (5) To operate a motor vehicle within any city park in any area not designated as a roadway for vehicular traffic (for the purposes of this subsection, “motorized vehicle” means any vehicle or conveyance which is self-propelled) which would exclude electronic wheelchairs or electric scooters for the disabled;
- (6) To use or ride on a skateboard within a city park;
- (7) To possess, use, discharge or employ any fireworks, firearm, BB gun, air gun, bow-and-arrow, or slingshot;
- (8) To sell, possess or consume any alcoholic beverage;
- (9) To erect, post, distribute, or place any advertising material, sign, circular, or handbill without the prior permission of the city;
- (10) To practice, conduct, or carry on any commercial activity, trade or business activity without the prior written permission of the city;

- (11) To cause, create or maintain any nuisance or engage in any conduct or activity that unreasonably disturbs persons of ordinary sensibilities;
- (12) To use any type of sound amplification devices which include but are not limited to loudspeakers, amplifiers or microphones without the written permission of the city;
- (13) To ascend, descend, operate, or launch any aircraft, including but not limited to hot air balloons, airplanes, paraplanes, ultralight aircrafts, helicopters, drones, remote/radio controlled devices and gliders;
- (14) To hit golf balls of any type in a park facility;
- (15) To camp overnight in or upon any park facility;
- (16) To enter onto a reserved facility or area, or a location where scheduled activities are occurring, during the period that the area or facility is reserved or during the scheduled activity and remain or return there after the person has been given notice to leave. Reserved facilities and areas, and scheduled activities, include but are not limited to: athletic fields and pavilions;
- (17) To make or kindle a fire except in public stoves, grills, fire pits, or designated areas provided for that purpose. Fires shall not be left unattended and must be extinguished prior to departure. The City Manager may prohibit all fires in public parks during those periods that he, in his sole discretion, determines that extreme dry weather, high winds or other conditions endanger public health and safety;
- (18) To use or consume any tobacco products within a park facility; or
- (19) To destroy, damage, deface or remove shrubbery, trees, soil, grass, turf or other vegetation, rock, minerals or any other personal or real property.”

**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 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) 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 4<sup>th</sup> DAY OF DECEMBER, 2014.**



APPROVED:

A handwritten signature in black ink, appearing to read "Rebecca Mark", written over a horizontal line.

Rebecca Mark, Mayor

APPROVED AS TO FORM:

A handwritten signature in blue ink, appearing to read "Joseph J. Gorfida, Jr.", written over a horizontal line.

Joseph J. Gorfida, Jr., City Attorney  
(11-18-14/69190)

ATTEST:

A handwritten signature in black ink, appearing to read "Joni Clarke", written over a horizontal line.

Joni Clarke, Interim City Secretary



**ORDINANCE # 2015-03-00812**  
**[AMENDING CODE OF ORDINANCE CHAPTER 1, ARTICLE 1.09,**  
**PARKS AND RECREATION]**

**AN ORDINANCE OF THE CITY OF LUCAS, TEXAS, AMENDING THE CODE OF ORDINANCES BY AMENDING CHAPTER 1 TITLED "GENERAL PROVISIONS" BY AMENDING ARTICLE 1.09 TITLED "PARKS AND RECREATION" BY AMENDING SECTION 1.09.062 TITLED "CONDUCT IN PARKS" BY PROVIDING ADDITIONAL REGULATIONS FOR CITY PARKS; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR A PENALTY OF FINE NOT TO EXCEED FIVE HUNDRED DOLLARS (\$500.00); AND PROVIDING FOR AN EFFECTIVE DATE.**

**NOW, THEREFORE, BE IT ORDAINED THAT THE CITY COUNCIL OF THE CITY OF LUCAS:**

**Section 1.** That the Code of Ordinances of the City of Lucas, Texas be, and the same is, hereby amended by amending Chapter 1 titled "General Provisions", by amending Article 1.09 titled "Parks and Recreation", to read as follows:

**"ARTICLE 1.09 PARKS AND RECREATION**

**Sec. 1.09.062 Conduct prohibited in parks**

- (10) To practice, conduct, or carry on any commercial activity, trade or business activity unless said commercial activity has been approved through a facility use agreement issued by the City Manager or designee.

In approving a facility use agreement for a commercial activity, the City Manager or designee shall consider whether such activity is classified as a recreational activity that enhances the overall well-being of participants and includes but is not limited to the provision of physical fitness classes, athletic sports activities and services that promote healthy lifestyles. It does not include the sale of products and/or goods. While this activity may serve non-residents, the provider must make the provision of recreational programming to Lucas residents a priority. The number of Lucas residents served may be taken into consideration on future applications for use of park facilities.

City of Lucas Park Facilities may be reserved for commercial recreational activity from 5:00 am through 8:00 am and from 7:00 pm through 9:00 pm. The Community Center is not available for use for commercial recreational activity and may only be used by Lucas residents.

A City of Lucas Facility Use Agreement must be completed and submitted together with the required fee to the City Manager for consideration. The Applicant must provide documentation demonstrating the vendor's liability insurance coverage in the amount of \$1,000,000 and must name the City of Lucas as an additional insured on the certificate of insurance.

The Applicant may reserve the park facility for up to two months and must reapply for any subsequent use. If any park facility is left in a condition that is unacceptable to the City, the City reserves the right to not allow the vendor to use any of its facilities in the future;

**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 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.

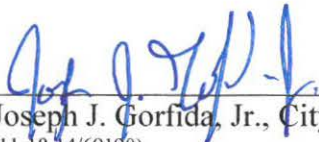
**Section 6.** This Ordinance shall take effect immediately from and after its passage and publication in accordance with the provisions of the Charter of the City of Lucas, and it is accordingly so ordained.

**DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF LUCAS, COLLIN COUNTY, TEXAS, ON THIS 16 DAY OF APRIL, 2015.**

APPROVED:

  
\_\_\_\_\_  
Rebecca Mark, Mayor

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Joseph J. Gorfida, Jr., City Attorney  
(11-18-14/69190)

ATTEST:

  
\_\_\_\_\_  
Stacy Henderson, City Secretary



## CITY OF LUCAS FACILITY USE AGREEMENT

**Contact Information:**

Name:		
Mailing Address:		
Email:		
Cell Phone:		
Event:		
Team Name:		Age Group:

**Reservation Requested:**

Date of Use:  Time Requested From:  To:

Date of Use:  Time Requested From:  To:

**Facilities Requested:**

**Kenneth R. Lewis Park**

- Pavilion Key # \_\_\_\_\_
- Field A (Soccer U8)
- Field B (Softball/Baseball)
- Field C (Football)
- Field D (Soccer)

**Community Park (Next to City Hall)**

- Pavilion
- Community Center Key # \_\_\_\_\_

**Capacity (main room – 80) (conf. room – 12)**

- Tables \_\_\_\_\_
- Chairs \_\_\_\_\_
- Poly Carts

**Fees:**

Facilities	Rates: Residents	Rates: Non-Residents	Hours Needed	Total Fee
Pavilion	\$25/4 hours ~ \$50 all day	\$25/hour		
Fields A, B, C, or D	\$0	\$25/hour		
Community Center	\$0	Lucas Residents Only		
<b>TOTAL DUE:</b>				

For Office Use Only:

Date Approved: \_\_\_\_\_ Payment Received: \_\$ \_\_\_\_\_ Initials: \_\_\_\_\_

The City reserves the right to refuse the use of park facilities. If your rental is cancelled due to weather, you must reschedule your rental on a date that falls within 30 days of your original rental date. For more information please contact Donna Bradshaw @ 972-912-1206, or [dbradshaw@lucastexas.us](mailto:dbradshaw@lucastexas.us).

**Terms and Conditions of Facility Use**

1. Upon City’s approval of this Agreement and User’s payment of all deposits and fees, the City hereby grants User a temporary and non-exclusive license to use the Facilities requested, for the time requested, upon the terms and conditions set forth herein. The City may terminate this Agreement at any time.
2. Facilities are provided “AS IS” with all defaults and conditions. User shall not mark, deface, damage or injure any part of the Facilities. At the conclusion of use, User shall return the Facilities in as good condition and repair as they were in prior to commencement of use. User shall get prior written approval before placing any temporary structures in the Facilities. In the event that Licensee fails to remove all debris, including any temporary structures erected, and repair any damage to any portion of Facilities destroyed or damaged in connection with the User’s use of the Facilities, and restore the property to the same condition as of the Commencement Date, the City shall be entitled to conduct such repairs and restoration, and Licensee shall be responsible for the costs thereof which shall be due upon demand.
3. User and User’s invitees shall abide by all ordinances, rules and regulations regarding the Facilities at all times. A copy of the City Park’s Ordinance is attached as Exhibit “A” to this Agreement.
4. **THE CITY SHALL NOT BE LIABLE FOR ANY LOSS, DAMAGE, OR INJURY OF ANY KIND OR CHARACTER TO ANY PERSON OR PROPERTY ARISING FROM THE USER’S USE OF THE FACILITIES PURSUANT TO THIS AGREEMENT. USER HEREBY WAIVES ALL CLAIMS AGAINST THE CITY OF LUCAS, TEXAS, ITS OFFICERS, AGENTS AND EMPLOYEES (COLLECTIVELY REFERRED TO IN THIS SECTION AS “THE CITY”) FOR DAMAGE TO ANY PROPERTY OR INJURY TO, OR DEATH OF, ANY PERSON ARISING AT ANY TIME AND FROM ANY CAUSE OTHER THAN THE GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF THE CITY OR BREACH OF CITY’S OBLIGATIONS HEREUNDER. USER SHALL INDEMNIFY, DEFEND, PROTECT AND KEEP CITY, AND ITS OFFICERS, AGENTS, AND EMPLOYEES, HARMLESS AND INDEMNIFIED AGAINST AND FROM ANY PENALTY, OR ANY DAMAGE, OR CHARGE, IMPOSED FOR ANY VIOLATION OF ANY LAW, ORDINANCE, RULE OR REGULATION ARISING OUT OF THE USER’S USE OF THE FACILITIES, WHETHER OCCASIONED BY THE NEGLIGENCE OF USER, ITS EMPLOYEES, OFFICERS, PARTNERS, SHAREHOLDERS, AGENTS, CONTRACTORS, INVITEES, OR GUESTS. USER SHALL AT ALL TIMES DEFEND, PROTECT AND INDEMNIFY, AND THE USER SHALL HOLD CITY, ITS OFFICERS, AGENTS, AND EMPLOYEES HARMLESS AGAINST AND FROM ANY AND ALL LOSS, COST, DAMAGE, OR EXPENSE, INCLUDING ATTORNEY’S FEES, ARISING OUT OF OR FROM ANY ACCIDENT OR OTHER OCCURRENCE CAUSING PERSONAL INJURY, DEATH OR PROPERTY DAMAGE RESULTING FROM USE OF THE FACILITIES BY USER, ITS AGENTS, EMPLOYEES, PARTNERS, SHAREHOLDERS, AGENTS, CONTRACTORS, INVITEES, OR GUESTS, EXCEPT WHEN CAUSED BY THE WILLFUL MISCONDUCT OR GROSS NEGLIGENCE OF CITY, ITS OFFICERS, EMPLOYEES AND/OR AGENTS, AND ONLY THEN TO THE EXTENT OF THE PROPORTION OF ANY FAULT DETERMINED AGAINST CITY FOR ITS WILLFUL MISCONDUCT OR GROSS NEGLIGENCE. THIS PROVISION SHALL SURVIVE THE TERMINATION OF THIS AGREEMENT.**

**BY SIGNING BELOW, I AGREE TO THE TERMS AND CONDITIONS CONTAINED HERIN.**

**SIGNATURE OF USER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**EXHIBIT "A"**  
**Park Rules**

By **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:

- (1) To enter or remain in any park facility between the hours of 11:00 p.m. and 5:00 a.m. unless different hours for the park facility have been designated. All soft surface trails shall be closed from dusk until dawn where on-site signage is posted, unless different hours have been posted;
- (2) To allow any pet or animal to run at large or fail to keep a pet or animal restrained by a leash, chain or cord not more than six (6) feet long;
- (3) To dump or litter in any park. All persons shall use receptacles provided for the deposit of refuse;
- (4) To tie or restrain an animal by attaching its leash to fencing, trees, benches, bleachers, pole or other park facility infrastructure;
- (5) To operate a motor vehicle within any city park in any area not designated as a roadway for vehicular traffic (for the purposes of this subsection, "motorized vehicle" means any vehicle or conveyance which is self-propelled) which would exclude electronic wheelchairs or electric scooters for the disabled;
- (6) To use or ride on a skateboard within a city park;
- (7) To possess, use, discharge or employ any fireworks, firearm, BB gun, air gun, bow-and-arrow, or slingshot;
- (8) To sell, possess or consume any alcoholic beverage;
- (9) To erect, post, distribute, or place any advertising material, sign, circular, or handbill without the prior permission of the city;
- (10) To practice, conduct, or carry on any commercial activity, trade or business activity unless said commercial activity provides recreational activities that serve Lucas residents.
  - Commercial activity that would be classified as a recreational activity that enhances the overall well-being of participants and includes but is not limited to the provision of physical fitness classes, athletic sports activities and services that promote healthy lifestyles. It does not include the sale of products and/or goods. While this activity may serve non-residents, the provider must make the provision of recreational programming to Lucas residents a priority. The number of Lucas residents served may be taken into consideration on future applications for use of park facilities.

- City of Lucas Park Facilities may be reserved for commercial recreational activity from 5:00 am through 8:00 am and from 7:00 pm through 9:00 pm. The Community Center is not available for use for commercial recreational activity and may only be used by Lucas residents.
  - A City of Lucas Facility Use Agreement must be completed and submitted together with the required fee to the Development Services Director for consideration. The Applicant must provide documentation demonstrating the vendor's liability insurance coverage in the amount of \$1,000,000 and must be willing to include the City of Lucas on the certificate of insurance.
  - The Applicant may reserve the park facility for up to two months and must reapply for any subsequent use. If any park facility is left in a condition that is unacceptable to the City, the City reserves the right to not allow the vendor to use any of its facilities in the future;
- (11) To cause, create or maintain any nuisance or engage in any conduct or activity that unreasonably disturbs persons of ordinary sensibilities;
  - (12) To use any type of sound amplification devices which include but are not limited to loudspeakers, amplifiers or microphones without the written permission of the city;
  - (13) To ascend, descend, operate, or launch any aircraft, including but not limited to hot air balloons, airplanes, paraplanes, ultralight aircrafts, helicopters, drones, remote/radio controlled devices and gliders;
  - (14) To hit golf balls of any type in a park facility;
  - (15) To camp overnight in or upon any park facility;
  - (16) To enter onto a reserved facility or area, or a location where scheduled activities are occurring, during the period that the area or facility is reserved or during the scheduled activity and remain or return there after the person has been given notice to leave. Reserved facilities and areas, and scheduled activities, include but are not limited to: athletic fields and pavilions;
  - (17) To make or kindle a fire except in public stoves, grills, fire pits, or designated areas provided for that purpose. Fires shall not be left unattended and must be extinguished prior to departure. The City Manager may prohibit all fires in public parks during those periods that he, in his sole discretion, determines that extreme dry weather, high winds or other conditions endanger public health and safety;
  - (18) To use or consume any tobacco products within a park facility; or
  - (19) To destroy, damage, deface or remove shrubbery, trees, soil, grass, turf or other vegetation, rock, minerals or any other personal or real property."



# 2018 APRIL

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Exposito 6-8 #5	3	4 Tom Cochran 5:30-9:30 #6	5	6	7 <del>Ben Wright</del> TACG HON
8 Beatty exhibit 10:00-10:00 PM	9	10 Kathleen 7-10 pm	11 Saddlemoch 6:30-8:30	12 Debbie Fisher Setup Founders Day	13 Fisher	14 <del>Ben Wright</del> <del>Tom Cochran</del> Founders Day
15 Founders Day <del>Ben Wright</del> <del>Tom Cochran</del> 10:00-5:00 CLOSED	16	17 Tina with Phyllis 6-9:00	18 Equipment in C.S.	19	20	21
22 <del>Ben Wright</del> <del>Tom Cochran</del> 12:00-5:00 N/A	23 Early Voting	24	25	26	27	28
29	30 Early Voting					



# 2018 MAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Early Voting All Day	2 Equipment in C.S.	3	4	5 Election Day 7-7 All Day
6	7 Equipment in C.S.	8	9	10 TRUMP RASSINACH 6-9 u	11 Elise B-boy #10 DAN 7-9 PM 11:30 PM - 1 PM <del>Next front</del> 8-13 3:00	12 GIRLS LACTUS 9:00 10:00 8:00-11:00 7:00 Potter <del>8:00-11:00</del> cancel
13	14	15	16 Tom Cooran 5-9 (u)	17	18	19 Cassie Spigum #1-5 (S)
20	21	22	23 Tom Cooran 5-9 (S)	24	25	26
27	28	29 Stephen Cory u-8	30 Tom Cooran 5-9 (u)	31		

# 2018 JUNE

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3 <del>Disco</del> <del>Patron</del> <del>Orange</del>	4 Kathleen Lake Museum 5-6 Long Beach 1-9	5 Julie Monson 6-9 -wife- 5:00	6 Bob -10 4-4	7 Tom 5-9 5-9 5-9 5-9 5-9	8 Kathy Jones H 8 North Coast H-8	9 <del>Patron</del> <del>Disco</del> 5 3-7 10m Goodm 8-1:00
10	11	12	13 Tom Goodm 5-9	14	15	16 Dwight Hill 11:00-6 PM
17	18	19 <del>Patron</del> Tom Goodm 5-9	20 Tom 5-9 1-10 1-10	21 Tom 5-9 1-10 1-10	22	23 4:50-9:50
24	25	26 Tom 5-9 1-10 1-10	27	28	29	30



# City of Lucas

## City Council Agenda Request

### June 21, 2018

Requester: Mayor Jim Olk

#### **Agenda Item Request**

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Consider setting a policy regarding the acceptance of proclamations and special recognition before the City Council.

#### **Background Information**

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Currently, there is no policy in place regarding the acceptance of proclamations, special recognition or letters from the Mayor or Councilmembers. When proclamation requests are received, the City Secretary contacts the Mayor and a decision is made on how to proceed.

Information from other cities has been gathered for a comparison of documents and guidelines. These cities also have online applications that can be completed and filed with the City Secretary.

#### **Attachments/Supporting Documentation**

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1. Guidelines from various cities

#### **Budget/Financial Impact**

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NA

#### **Recommendation**

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NA

#### **Motion**

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NA

## CITY OF ALLEN

Proclamations, special recognitions and letters issued by the Office of the Mayor provide an opportunity for Mayor Terrell to recognize exceptional events and people within the City of Allen. They are issued for civic celebrations, organizations and individuals celebrating significant events or contributions to society.

Letter: A letter of greeting / congratulations for souvenir booklets, conferences and seminars of a 50th or greater anniversary, birthdays over age 90, or family reunions held in Allen.

Proclamation: A formal declaration of a day/week/month in honor a special event.

Special Recognition: A formal document that extends recognition to a person or organization for an accomplishment or contribution to show appreciation for outstanding citizenry in the City of Allen.

The Office of the City Secretary is responsible for the preparation of all honorariums on behalf of the Mayor and City Councilmembers. Specific criteria for the issuance of documents has been established and the City Secretary will assess what type of honorarium, if any, can be issued. Preparation of certificates may be limited, as mass distribution leads to it losing its significance.

To request a proclamation, special recognition or letter, please submit information requested below at least 30 days prior to issuance.

All requests are subject to approval.

## City of Plano

### Ceremonial Document Requests

- **Certificates of Appreciation, Commendation, Congratulations or Greetings** - prepared for general events such as grand openings, significant anniversaries, prominent retirements, etc. Certificates are signed by the Mayor.
- **Distinguished Citizen Award** - prepared to recognize a Plano citizen or group who has state-wide, national or international distinction.
- **Proclamation** - prepared for a non-profit organization in observance of a specific day, week or month (Safe Driving Day, Good Nutrition Week, American Heritage Month).
- **Honorary Citizen** - prepared for a prominent person visiting the City of Plano.
- **Resolution of Appreciation** - prepared for an individual or organization for special contribution. The document is approved by the City Council during a City Council Meeting.
- **Resolution of Respect** - prepared for the family of a deceased prominent citizen, Council Member or Department Director. The document is approved by the City Council during a City Council Meeting.
- **Citation Certificate** - prepared for an individual or group in recognition of a state or national award (state sport championship, first place in a national competition, etc.).
- **Heroism Certificate** - prepared for an individual or group who placed themselves at great risk to save a human life.
- **Citizen Benefactor of the Community** - prepared for an individual who has made major contributions to the City of Plano for the public good over a substantial period of time.
- **Corporate Citizen Certificate** - prepared for an organization or business that has made major contributions to the City of Plano for the public good over a substantial period of time.



# City of Waco

## Request for Proclamation or Appearance

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**Please read the following information before submitting your request.**

The City of Waco will issue proclamations to individuals or groups having a direct relationship to the City of Waco and its services. It is the desire and practice of the Waco City Council to recognize, honor, or commemorate groups, organizations, and institutions that reflect civic activity, pride, and accomplishment.

### **Requests must include:**

- Specific title of what will be proclaimed
- Date of proclamation and date to be presented or picked up
- Facts about the subject matter or event
- Contact information of the person making the request to include: name, mailing address, phone number, cell phone, and email (if applicable)
- Are you a nationally recognized non-profit organization?
- Specify if proclamation will be issued at a council meeting or at the event

**City of Waco retains the right to edit all proclamation text to reflect the city's vision, mission and goals.**

**All requests MUST be submitted three weeks prior to the date the proclamation will be presented or picked up. Proclamations must be picked up at Waco City Hall, City Secretary's Office- First Floor, 300 Austin Ave.**

### **Proclamations will not be issued for:**

- Commercial purposes such as opening of a new business, a new service, a new product or a new professional service
- Church anniversaries that are less than 100 years unless it has a direct relationship to the City of Waco and economic development
- Deceased persons. A letter expressing City of Waco condolence can be written as directed by a Council Member
- Birthdays less than 90 years
- Retirements, unless requested by the Mayor or Council Member
- Family reunions, class reunions, or wedding anniversaries

- National campaigns or groups unrelated to the City, unless requested by the Mayor or Council Member

- Personal political or business endorsement of individuals or for-profit business

When possible, requests for proclamations to be presented by the Mayor or a Council Member will be presented at a televised council meeting.

### **Letters from the Mayor or Council Members**

The City of Waco will issue appreciation or congratulatory letters from the Mayor or a Council Member as requested by the Mayor and Council Members. Letters are not eligible for presentation at a city council meeting.

### **Certificates**

The City of Waco can issue certificates of recognition when proclamations are not appropriate. They must be requested by a Council Member and will only bear the signature of the requesting Council Member. Certificates are not eligible for presentation at a city council meeting.



# Recognition Policy

The City of Fort Worth Recognition Presentations are comprised of congratulatory letters, certificates, and proclamations. Each presentation is ceremonial in nature and is issued by the mayor or a councilmember. They are intended to honor and celebrate special events, significant issues or increase awareness of programs and people that make Fort Worth one of the most livable cities in the nation.

The City of Fort Worth issues presentations at no charge to individuals or groups and retains the rights to edit all presentation text to reflect the city's vision, mission and goals. All requests **must** be submitted at least 30 days prior to the presentation date.

An organization may request only one presentation annually.

A \$15 fee is assessed for additional copies of presentations placed in a blue folder.

## **Who can make a presentation request?**

- Request must be made by a City of Fort Worth resident or an organization based in Fort Worth.

## **Letters of Appreciation/Congratulations:**

- Will be issued by the mayor or by a councilmember
- In celebration of achievements and recognizes individuals or organizations for their accomplishments
- In recognition of individual birthdays, anniversaries, retirements, professional celebrations, and award recipients

## **Certificates of Recognition:**

- Will be issued by the mayor or by a councilmember
- In celebration of achievements and recognizes individuals or organizations for their accomplishments
- In recognition of individual birthdays, anniversaries, retirements, professional celebrations, and award recipients

*Proclamation: All Proclamations **must** be presented by the mayor or a councilmember. If they are not available, a Certificate of Recognition may be issued at your request.*

A proclamation is an act that formally declares to the general public that the government has acted in a particular way. It is a written or printed document issued by a superior government executive such as the president, governor or mayor, which sets out such a declaration by the government.

## **Proclamations are issued for:**

- Individual birthdays 100 years or greater
- Local city events
- National or international groups hosting events within the City of Fort Worth with an in-city sponsor
- Local business milestones

## **Proclamations will not be issued for:**

- Matters of political controversy, ideological or religious beliefs, or individual conviction



- Events or organizations with no direct relationship to the City of Fort Worth
- Campaigns or events contrary to city policies

*We no longer grant annual proclamations; rather we honor anniversaries, such as fifth, 10th, 15th, etc.*

For more information, email [mayorreognition@fortworthtexas.gov](mailto:mayorreognition@fortworthtexas.gov) or call 817-392-6118.

## Submit a request

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200 Texas St.  
Fort Worth, TX 76102





## CITY OF CEDAR PARK PROCLAMATION POLICY

### Policy

The City of Cedar Park will issue a proclamation at no charge to citizens who wish to recognize individuals for their outstanding achievements in the community, nonprofit organizations, special events or days that are exemplary or special.

Proclamations *are not* issued for commercial purposes, such as the opening of a new business, a new service, a new product or a new professional service. This also includes business anniversaries that are less than 100 years.

In addition, proclamations *are not* issued for deceased persons, retirements, birthdays, weddings, or family reunions.

Groups or citizens seeking proclamations year after year *must provide new* information for the proclamation. Individuals who request the same proclamation year after year with only date changes will *not* be issued new proclamations.

### Procedure

A request for a proclamation must be made in writing to the City Secretary's Office at least 2 weeks prior to the date that will be proclaimed or the date the document will be presented. Each request must be accompanied by the name and telephone number of a person who can answer additional questions about the proposed proclamation.

Individuals or groups seeking a proclamation must accompany the request with:

1. Facts about the subject matter – enough information to make 4 points.
2. Specific title of what will be proclaimed
3. Date of the proclamation and date to be presented

The Mayor of Cedar Park will make the final decision on whether a proclamation is issued or not. No proclamations are issued to non-residents or for a non-Cedar Park event unless specifically approved by the Mayor of Cedar Park.

All proclamations must be picked up at the City Secretary's Office unless prior arrangements are made.

The original proclamation will be presented to the citizen who requested it at no cost. A \$20 administrative fee will be charged for each additional copy of the proclamation that is requested.

Any proclamation to be presented to a city board, commission, or department must be approved in advance.