



AGENDA

City of Lucas City Council Meeting January 17, 2019 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, January 17, 2019 at 7:00 pm at Lucas City Hall, 665 Country Club Road, Lucas, Texas 75002-7651 at which time the following agenda will be discussed. As authorized by Section 551.071 of the Texas Government Code, the City Council may convene into closed Executive Session for the purpose of seeking confidential legal advice from the City Attorney on any item on the agenda at any time during the meeting.

Call to Order

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

Citizen Input

The 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 Olk)

Community Interest

Pursuant to Section 551.0415 of the Texas Government Code, the City Council may report on the following items: 1) expression of thanks, congratulations or condolences; 2) information about holiday schedules; 3) recognition of individuals; 4) reminders about upcoming City Council events; 5) information about community events; and 6) announcements involving imminent threat to public health and safety.

2. Items of Community Interest. (Mayor Olk)

- A. Discuss pending legislation that is being considered by the 86th Legislature and provide guidance to City Staff and City Attorney.

Consent Agenda

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.

3. Consent Agenda:

- A. Approval of the minutes of the January 3, 2019 City Council meeting. (City Secretary Stacy Henderson)

Regular Agenda

4. Discuss the request by Anita Ahmadi of 2540 W McGarity Lane to install a gate on Allison Lane. **(Development Services Director Joe Hilbourn)**
5. Consider authorizing the City Manager to enter into an agreement with Lakes Engineering for project management services for roadway and waterworks projects in the amount not to exceed \$699,450. **(City Engineer Stanton Foerster)**
6. Consider implementing the findings from the City's 2019 compensation market study. **(City Manager Joni Clarke)**
7. Consider a City of Lucas Communication Policy. **(City Manager Joni Clarke)**

Executive Session Agenda

Pursuant to 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. This meeting is closed to the public as provided in the Texas Government Code.

8. An Executive Session is not scheduled for this meeting.
9. Adjournment.

Certification

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 on or before 5:00 p.m. on January 11, 2019.

Stacy Henderson, City Secretary

In compliance with the American with Disabilities Act, the City of Lucas will provide for reasonable accommodations for persons attending public meetings at City Hall. Requests for accommodations or interpretive services should be directed to Stacy Henderson at 972.912.1211 or by email at shenderson@lucastexas.us at least 48 hours prior to the meeting.



City of Lucas

City Council Agenda Request

January 17, 2019

Requester: Mayor Jim Olk

Agenda Item Request

Citizen Input

Background Information

NA

Attachments/Supporting Documentation

NA

Budget/Financial Impact

NA

Recommendation

NA

Motion

NA



City of Lucas Council Agenda Request January 17, 2019

Requester: Mayor Jim Olk

Agenda Item Request

2. Items of Community Interest.
 - A. Discuss pending legislation that is being considered by the 86th Legislature and provide guidance to City Staff and City Attorney.

Background Information

NA

Attachments/Supporting Documentation

NA

Budget/Financial Impact

NA

Recommendation

NA

Motion

NA



City of Lucas Council Agenda Request January 17, 2019

Item No. 3

Requester: City Secretary Stacy Henderson

Agenda Item Request

3. Consent Agenda:
 - A. Approval of the minutes of the January 3, 2019 City Council meeting.

Background Information

NA

Attachments/Supporting Documentation

1. Minutes of the January 3, 2019 City Council meeting.

Budget/Financial Impact

NA

Recommendation

City Staff recommends approval of the Consent Agenda.

Motion

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



**City of Lucas
City Council Meeting
January 3, 2019
7:00 P.M.**

City Hall - 665 Country Club Road – Lucas Texas

MINUTES

Call to Order

Mayor Pro Tem Peele called the meeting to order at 7:00 p.m.

City Councilmembers Present:

Mayor Pro Tem Kathleen Peele
Councilmember Wayne Millsap
Councilmember Tim Baney
Councilmember Steve Duke
Councilmember Philip Lawrence
Councilmember Debbie Fisher

Staff Present:

City Manager Joni Clarke
City Attorney Joe Gorfida
City Secretary Stacy Henderson
City Engineer Stanton Foerster
Development Services Director Joe Hilbourn

City Councilmember Absent:

Mayor Jim Olk

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

Citizen Input

1. Citizen Input.

Anita Ahmadi, 2540 McGarity Lane in Lucas, stated that the roadway leading to her home on Allison Lane was almost undrivable due to damage created by the construction traffic related Walmart, the storage facility and other commercial projects near McGarity and Allison Lanes. Ms. Ahmadi stated that the Post Office would no longer deliver parcels to her home because of the large holes in the roadway. Ms. Ahmadi thanked City Engineer Stanton Foerster with his help regarding this matter and was informed by Mr. Foerster that this item would be coming before the City Council for discussion at their January 17, 2019 meeting.

Community Interest

2. Community Interest.

Mayor Pro Tem Kathleen Peele noted that the City would be hosting Art in Public Places on January 31, 2019 featuring art from Lovejoy and Allen ISDs that will be on display at City Hall. Mayor Pro Tem Peele also explained that the City would be having an open house on February 19,

2019 celebrating the City's 60th anniversary. Mayor Pro Tem Peele reminded everyone that candidate filing for the May 4, 2019 election begins January 16 through February 15.

Consent Agenda

3. Consent Agenda.

A. Approval of the minutes of the December 6, 2018 City Council meeting.

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

Regular Agenda

4. Conduct interviews of Technology Committee applicants and consider appointments to the Technology Committee.

The following Technology Committee applicants were asked to come forward and speak to their background and experience in the technology field as it related to the Technology Committee.

Dennis Scully, 914 Highland Drive
Paul Rathgeb, 10 Rollingwood Drive
Mark Skaggs, 1807 Chatfield Lane
George Brody, 910 Clove Glen

Mayor Pro Tem Peele noted that the remaining applicant, Trey Sleeper, was unable to attend tonight's City Council meeting, but did attend the December 6, 2018 meeting and spoke with the Council at that time.

Mayor Pro Tem Peele thanked the applicants for volunteering for the Committee and looked forward to what results the Committee could provide. Councilmember Fisher stated that she was impressed with the applicants knowledge and noted that each individual area of city had a different challenge, and thanked the applicants for bringing forward their expertise.

MOTION: A motion was made by Councilmember Baney, seconded by Councilmember Millsap to appoint Dennis Scully, Paul Rathgeb, Mark Skaggs, George Brody and Trey Sleeper to the Technology Committee. The motion passed unanimously by a 6 to 0 vote.

Executive Session Agenda

5. Pursuant to Texas Government Code, Section 551.074, Personnel Matters, the City Council will convene into Executive Session to discuss appointments and reappointments to the Board of Adjustment.

Mayor Pro Tem Peele stated that the City Council would convene into Executive Session at 7:21pm to discuss appointments and reappointments to the Board of Adjustment.

6. Reconvene into Regular Session and take any action as a result of the Executive Session.

The City Council reconvened into regular session at 7:32pm and took the following action:

MOTION: A motion was made by Mayor Pro Tem Peele, seconded by Councilmember Baney to reappoint Adam Sussman and Brian Blythe to the Board of Adjustment for a two year term, and appoint Ron Poteete as Alternate Member 1 to the Board of Adjustment for a two year term. The motion passed unanimously by a 6 to 0 vote.

Regular Agenda (Continued)

7. Consider and provide direction to the City Manager regarding roadway maintenance for Brockdale Park Road, East Winningkoff Road, Forest Grove Road, Orr Road, Prado Verde Drive, Snider Lane, and W. Lucas Road, during the 2019 asphalt season.

City Engineer Stanton Foerster discussed with the City Council his recommendation for road maintenance on the following streets during 2019. Those roads identified were as follows:

- A. West Lucas Road – reconstruct 1,300 feet of the center portion of the roadway in areas of significant deterioration in front of Willow Springs Middle School.
- B. Orr Road – reconstruct 400+/- feet south of Forest Grove Road in anticipation of the detour route for the Blondy Jhune Road reconstruction.
- C. Forest Grove Road – reconstruct approximately 300 feet of Forest Grove Road from Orr Road to the west.
- D. East Winningkoff Road – reconstruct from Shady Lane to Logan Ford Ranch Phase 3 once funds were available from the developer.
- E. Brockdale Park Road – maintain gravel and perform minor maintenance until Hillwood expands work along Brockdale Park Road between Lakeshore Boulevard and the cul-de-sac at the trailhead gate.
- F. Prado Verde Drive Hammerhead – design and construct hammerhead once easement has been obtained.
- G. Snider Lane – minor maintenance until development of Lakeview Downs was substantially complete

Councilmember Fisher asked if an easement had been obtained for Prado Verde identified in “F” above. Mr. Foerster stated that not all easements had been obtained.

Councilmember Fisher asked if the potholes north of the bridge on Stinson Road would be repaired this year. Mr. Foerster stated that asphalt had been added to the project for the necessary repairs.

Councilmember Millsap stated that approximately \$720,000 remained in the budget for road repairs this year and items A, B and C could use a majority of those funds.

Mr. Foerster stated that was correct and repairs to West Lucas Road could be substantial. Mr. Foerster noted that any remaining funds from the Blondy Jhune Road project could also be used towards one of the roadway projects listed above.

Councilmember Fisher asked if the City was going to have to contribute funds to the resurfacing project of Country Club Road by TxDOT extending from the White Rock Creek Bridge to Parker Road. Councilmember Fisher also questioned if the City would be required to fund the Estates Parkway/Country Club intersection improvements.

Mr. Foerster stated that in discussions with COG and TxDOT, he had requested that the intersection improvements at Country Club and Estates Parkway be incorporated into their maintenance operations, and the City's contribution would be the design of the intersection only, which has been completed. Mr. Foerster stated that he had also asked that drainage be repaired at the intersection. TxDOT has not asked for additional funding for these items. Mr. Foerster stated that the \$280,000 earmarked for this project may be able to be placed back into reserves.

Mr. Foerster discussed with the Council various TxDOT projects throughout the City and the pavement design for the Southview corner.

Councilmember Millsap asked if full-depth repairs would be made to Orr Road. Mr. Foerster explained that Orr Road would be pulverized down eight inches, four inches of asphalt added, using two different types of asphalt.

Councilmember Millsap stated that he was in agreement with the order of projects proposed, and noted that Orr and Forest Grove Roads would be critical when the reconstruction of Blondy Jhune was underway.

The City Council was in agreement with the road repairs outlined above recommended by the City Engineer.

MOTION: A motion was made by Mayor Pro Tem Peele, seconded by Councilmember Duke to approve the roadway maintenance of Brockdale Park Road, East Winningkoff Road, Forest Grove Road, Orr Road, Prado Verde Drive, Snider Lane, and West Lucas Road, during the 2019 asphalt season in the order outlined above. The motion passed unanimously by a 6 to 0 vote.

8. Consider and provide direction to the City Manager regarding future roadway reconstruction projects as identified in the City's Capital Improvement Plan and Thoroughfare Plan and evaluate possible funding strategies.

City Engineer Stanton Foerster stated that the Capital Improvement Plan outlines projects by fiscal year; however, there were also projects outlined in the 2017 Master Thoroughfare Plan that were not identified in the Capital Improvement Plan. Mr. Foerster asked if the Council would like to consider adding the following street projects to the Capital Improvement Plan and begin prioritizing for funding.

- Blondy Jhune Road within the Hendrix Farm property (developer funded).
- East Winningkoff Road from Orr Road to Logan Ford Ranch Phase 3.
- Forest Grove Road from Country Club Road to Orr Road.
- Orr Road from East Winningkoff Road to existing Forest Grove Road.
- Snider Lane eastern section from Shady Lane to 300 feet north of East Lucas Road.
- Snider Lane western section and bridge from Winningkoff Road to Shade Lane.
- Stinson Road/Edgewood Drive section from the Reverse Curve to West Lucas Road.
- Stinson Road middle section and bridge from Bristol Park to Bentwater Drive.
- West Lucas Road (four-lane) from Angel Parkway to Country Club Road.
- Winningkoff Road northern section from Snider Lane to Orr Road.

Mayor Pro Tem Peele suggested the Council determine how additional projects would be funded or if any additional projects should be taken on at this time.

Councilmember Millsap stated that in reviewing the appraised value and the tax rate calculations, the time frame in which to fund additional projects was time sensitive, and the City was facing challenges due to projects that had not been funded previously. Councilmember Millsap stated that the City currently has 14 months in reserve and using reserve funds may need to be a consideration, as well as the possibility of raising taxes to fund additional projects.

Mayor Pro Tem Peele suggested it would be more prudent if funding of additional projects were delayed for one or two years to allow the debt service to decline and use reserves to fund some of the roadway projects in the interim. Mayor Pro Tem Peele questioned if the City gained anything by deferring projects for several years and not obtaining any further debt.

Councilmember Millsap stated that based on the debt service schedule, a reduction in debt service would not occur for four more years, and a possible gap in funded projects could occur.

The City Council discussed ways in which to fund additional projects and which projects to choose, such as smaller projects versus larger projects. The current debt service and expenditures were also discussed and how much higher the debt service would continue to increase should funding be postponed.

Councilmember Millsap noted that Lucas has one of the lowest tax rates in Collin County, and the City continues to lower the tax rate, but not fund needed infrastructure projects.

Mr. Foerster suggested the Council fund the design portion of the first four projects proposed allowing for a better estimate of the cost of the overall project.

Councilmember Fisher expressed her concern with funding and implementing the engineering design portion of the projects much earlier than construction begins. Councilmember Fisher stated that design drawings may have to be revised given the amount of time that had lapsed between when the design plans were originally completed and the time construction begins. Ms. Fisher also expressed her concern about limited staff and the workload on staff of all the potential projects.

Councilmember Millsap asked when the design work would begin for the first two projects proposed above.

Mr. Foerster stated that projects could begin in the spring of 2019 if a project manager was hired, otherwise projects would not begin for two to three years. Mr. Foerster reminded the Council that the proposal to hire a project manager was scheduled for the January 17 City Council agenda.

Councilmember Millsap noted that a schedule must be adhered to regarding the issuance of Certificates of Obligation and questioned if Certificates of Obligation could be issued over multiple years.

City Manager Joni Clarke stated that the City's Financial Advisor, Mark McLIney could come to a meeting to discuss various funding options.

Councilmember Baney stated that he'd like to see a timeline created of proposed projects, including the design and construction phases, that could be used as a planning tool, with the intention that a project manager would be utilized.

Mayor Pro Tem Peele suggested the timeline be provided at the same meeting when the Financial Advisor was also present to assist with discussions.

Councilmember Millsap suggested the timeline be updated on a quarterly basis including the bidding process.

For the purpose of planning with the Financial Advisor, the Council agreed to tentatively use the amount of \$7 or \$9 million for Certificates of Obligation and what impact that would have on the tax rate to discuss with the Financial Advisor. This item will be brought back to a future meeting in February or March 2019 to discuss further.

9. Consider authorizing the City Manager to apply for a grant with the Texas Department of Transportation for the purpose of constructing approximately 5.3 miles of the City's trail network, referred to as the exercise loop, adjacent to Estates Parkway, West Lucas Road, Allison Lane, and Country Club Road.

Development Services Director Joe Hilbourn explained that the Texas Department of Transportation announced grants that were available for bicycle and pedestrian infrastructure projects. City staff was requesting authorization to apply for a grant for the purpose of constructing 5.3 miles of the City's trail network referred to as the exercise loop adjacent to Estates Parkway, West Lucas Road, Allison Lane and Country Club. Mr. Hilbourn stated that as more details are released from TxDOT, staff would have more information regarding if matching funds were needed.

Mayor Pro Tem Peele noted that she preferred Option 2 outlined by staff in the City Council packet that suggested Allison Lane be removed from the project and have the trail system utilize the sidewalk provided by commercial projects adjacent to Angel Parkway, and provide eight-foot wide trails.

MOTION: A motion was made by Councilmember Fisher, seconded by Councilmember Duke to authorize the City Manager to apply for a grant with the Texas Department of Transportation for the purpose of constructing approximately 5.3 miles of the City's trail network referred to as the exercise loop. The motion passed unanimously by a 6 to 0 vote.

10. Consider review of the City Charter and recommend any amendments to be considered in the upcoming May 4, 2019 election.

City Attorney Joe Gorfida stated that the charter was last reviewed in 2013 and no changes were proposed at that time. After reviewing the Charter, Mr. Gorfida suggested amendments that could be revised concerning the City's transition from a General Law city to a Home Rule city. He also suggested amending Section 3.09 regarding City Council vacancies that would allow the City Council to fill a vacancy and appoint a member to the Council if the seat vacated was for 12 months or less. As the charter is written currently, a special election would have to be held within 120 days to fill the vacant seat. Mr. Gorfida also noted that Section 3.13(7) should be amended to denote that appointed members to a board or commission must be a resident of the city for 12 months as opposed to the 6 months the Charter reflects currently.

Mr. Gorfida noted that these proposed changes could be brought forward by the City Council, a charter review committee was not needed nor were public hearings required. Mr. Gorfida stated that these amendments would be brought forward to the May 2020 election as there was not enough time for review before the May 4, 2019 election.

Mayor Pro Tem Peele asked that a list of proposed amendments be created and brought back to a future meeting for further discussion.

11. Consider the timeframe to be used for ballot language in the May 4, 2019 special election related to the continuation of the Lucas Fire Control, Prevention, and EMS District, and sales tax dedicated to the Lucas Fire Control, Prevention, and EMS District.

City Manager Joni Clarke stated that the ballot language for the continuation of the Fire District and the sales tax allocated to the Fire District required an amount of time be included on the ballot language. The Council may choose between 5, 10, 15 and 20 years. City staff was recommending 20 years.

Councilmember Millsap expressed his concern with being locked into a time commitment of 20 years and was more inclined to choose 10 years as circumstances could change.

Councilmember Duke also expressed his concerns with earmarking funds to the Fire Department for that length of time.

City Attorney Joe Gorfida stated that should the City want to change the number of years the tax rate was in effect at a future date, it would have to be taken back to the voters.

MOTION: A motion was made by Councilmember Millsap, seconded by Councilmember Baney to include 10 years as the timeframe used for ballot language in the May 4, 2019 special election related to the continuation of the Lucas Fire Control, Prevention and EMS District and the sales tax dedicated to the District. The motion passed unanimously by a 6 to 0 vote.

12. Adjournment.

MOTION: A motion was made by Councilmember Millsap, seconded by Councilmember Duke to adjourn the meeting at 8:41 pm. The motion passed unanimously by a 6 to 0 vote.

APPROVED:

ATTEST:

Mayor Pro Tem Kathleen Peele

Stacy Henderson, City Secretary



City of Lucas

City Council Agenda Request

January 17, 2019

Requester: Development Services Director Joe Hilbourn

Agenda Item Request

Discuss the request by Anita Ahmadi of 2540 W McGarity Lane to install a gate on Allison Lane.

Background Information

Mrs. Ahmadi has expressed concern that other people are using her driveway to access the commercial tracts along Angel Parkway. Mrs. Ahmadi does own an easement that has also been dedicated for public use as a future right of way.

Attachments/Supporting Documentation

1. Location Map

Budget/Financial Impact

NA

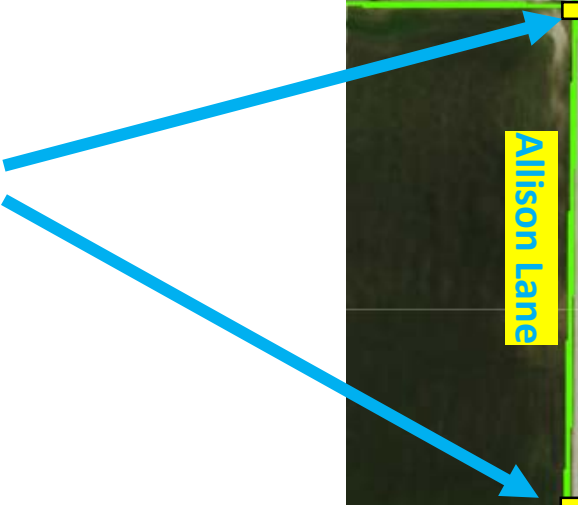
Recommendation

NA

Motion

I herby make a motion to approve/deny the installation of a gate on Allison Lane.

Possible Gate Locations





City of Lucas Council Agenda Request January 17, 2019

Item No. 05

Requester: City Engineer Stanton Foerster

Agenda Item Request

Consider authorizing the City Manager to enter into an agreement with Lakes Engineering for project management services for roadway and waterworks projects in the amount not to exceed \$699,450.

Background Information

Lakes Engineering has submitted a Proposal to provide Construction Engineering, Inspection and Project Management (CEI & PM) Services for the following Roadway and Waterworks Projects:

- Stinson Road Paving and Drainage Improvements
- Blondy Jhune Road Reconstruction
- Winningkoff Road – Phase II Paving and Drainage Improvements
- Water System Improvements – Single Pressure Plane Facilities – North Pump Station

Lakes Engineering's goal in providing these CEI & PM Services is to assist and augment the City's staff with their experience and expertise. Lakes aims to help the City save time by avoiding delays caused by unsupervised contractor mistakes and save money by mitigating circumstances that could lead to change orders or claims. Lakes will provide trained professionals to monitor construction and proactively coordinate and communicate with all parties. Lakes will work side-by-side with the City's staff to guide these projects to successful completion. All projects are planned to be advertised near the same time and therefore construction may start near the same time. Lakes understand that Winningkoff Road and Blondy Jhune Road will not be constructed at the same time. Therefore, Lakes estimates that construction of all four projects will be completed within four years or less after construction contracts are awarded. Once final bid packages are released, Lakes will verify that the contract times fit within this time frame and will prepare a summary project schedule based on estimated construction time and expected notice to proceed for each project

For each of the project listed above, Lakes will act as the City's representatives in the field, monitor and inspect day-to-day project activities to ensure that the project is constructed in reasonable conformity with the plans, specifications and special provisions for the construction contract. Lakes will be on-site to resolve issues, including design questions/interpretation of plans, contractor coordination, and quality concerns. Lakes inspectors will be equipped with all necessary equipment, hardware, and software to appropriately perform inspection tasks. Lakes will track construction progress, contract time and weather delays.



City of Lucas

Council Agenda Request

January 17, 2019

Lakes will assess the quality, appropriateness and acceptability of the materials that are provided, and construction produced by the contractor. Lakes will verify the scope and procedures of testing required for the project, supervise the on-site testing, and analyze test results. Testing and material verification are required on materials including, but not limited to: soil, concrete, asphaltic concrete, steel, selected fill materials, recycled materials, and aggregates. Lakes will track and log all required documents provided by the Contractor. Lakes review of these documents will include: constructability reviews to ensure that construction can be accomplished according to the proposed plan, schedule and method; recommendation for approval or rejection of all payment requisitions and any change orders; shop drawing and requests for information distribution and tracking; verify calculations of the designs submitted for temporary works; certify conformance with the contract, plans, and specifications.

In coordination with the City, Lakes will proactively manage public involvement, receive, log and recommend action from public input/calls. Lakes will act as the project liaison with the stakeholders, property owners, contractor and Engineer of Record for each project. Lakes will organize, schedule, and record meeting minutes for all necessary project meetings.

Attachments/Supporting Documentation

Lakes Engineering proposal to provide Construction Engineering, Inspection and Project Management (CEI & PM) Services for Roadway and Waterworks Projects

Budget/Financial Impact

The proposal from Lakes Engineering for project management and inspection services proposes a lump sum fee of \$699,450.00 that will be billed on a monthly basis. It is estimated that the four construction projects listed below will take approximately four years after construction contracts are awarded.

- Stinson Road (Parker Road to Bristol Park)
- Blondy June (West Bridge to Winninkoff Road)
- Winninkoff Road (Forestview Drive to Snider Lane)
- North Pump Station water tower and Pump House

Staff will work with Lakes Engineering to estimate annual expenses associated with project management and inspection services and set up a separate line item (one in the water fund and one in the general fund) to track expenditures. Funding will be evaluated and most likely will come from Certificate of Obligations, excess revenue, or reserves. The source of funding will be discussed during the budget process for the fiscal year impacted.



City of Lucas Council Agenda Request January 17, 2019

Motion

I make a motion to approve/deny authorizing the City Manager to enter into a professional services contract with Lakes Engineering, Inc. for project management services for roadway and waterworks projects in the amount not to exceed \$699,450.



December 12, 2018

Stanton Foerster, PE
Public Works Director
City Engineer
City of Lucas, Texas
665 Country Club Road
Lucas, Texas 75002-7651

Subject: Construction Engineering, Inspection and Project Management for Roadway and Waterworks Projects

Dear Mr. Foerster:

We are pleased to submit this proposal to provide Construction Engineering, Inspection and Project Management (CEI & PM) Services for the following Roadway and Waterworks Projects:

- Stinson Road Paving and Drainage Improvements
- Blondy Jhune Road Reconstruction
- Winningkoff Road – Phase II Paving and Drainage Improvements
- Water System Improvements – Single Pressure Plane Facilities – North Pump Station

Our goal in providing these CEI & PM Services is to assist and augment the City's staff with our experience and expertise. We aim to help the City save time by avoiding delays caused by unsupervised contractor mistakes and save money by mitigating circumstances that could lead to change orders or claims. We will provide trained professionals to monitor construction and proactively coordinate and communicate with all parties. We will work side-by-side with the City's staff to guide these projects to successful completion.

Project Management Scope

For each of the project listed above, we will act as client representatives in the field, monitor and inspect day-to-day project activities to ensure that the project is constructed in reasonable conformity with the plans, specifications and special provisions for the construction contract. We will be on-site to resolve issues, including design questions/interpretation of plans, contractor coordination, and quality concerns. Our inspectors will be equipped with all necessary equipment, hardware, and software to appropriately perform inspection tasks. We will track construction progress, contract time and weather delays.

We will assess the quality, appropriateness and acceptability of the materials that are provided, and construction produced by the contractor. We will verify the scope and procedures of testing required for the project, supervise the on-site testing, and analyze test results. Testing and material verification is required on materials including, but not limited to: soil, concrete, asphaltic concrete, steel, selected fill materials, recycled materials, and aggregates.

We will track and log all required documents provided by the Contractor. Our review of these documents will include: constructability reviews to ensure that construction can be accomplished according to the proposed plan, schedule and method; recommendation for approval or rejection of all payment requisitions and any change orders;

shop drawing and requests for information distribution and tracking; verify calculations of the designs submitted for temporary works; certify conformance with the contract, plans, and specifications.

In coordination with the City, we will proactively manage public involvement, receive, log and recommend action from public input/calls. We will act as the project liaison with the stakeholders, property owners, contractor and Engineer of Record for each project. We will organize, schedule, and record meeting minutes for all necessary project meetings.

Anticipated meetings for each construction project:

- Pre-Construction Conference
- Utility Coordination
- Weekly Construction Progress/ Look Ahead
- Traffic Control and Phase Change
- Pre-Earthwork
- Pre-Paving
- Schedule Review
- Pre-Event
- Post-Construction/Punchlist
- Final acceptance walkthrough

Inspections Performed for Roadway Projects:

- Daily Jobsite Safety/OSHA compliance
- Oversee concrete cylinder sampling
- Oversee concrete slump testing
- Collect/review concrete delivery tickets
- Confirm/analyze nuclear density testing
- BMP Erosion Control weekly report
- SW3P conformance
- Verify quality control testing
- Traffic control device maintenance
- Spill containment cleanup
- Access continuity
- Work zone hazard
- Plans/specification conformance
- Signing/markings (temp and final)
- Site visitor log
- Equipment utilization log

Inspections Performed for Waterworks Projects:

- Daily Jobsite Safety/OSHA compliance
- Collect/review material delivery ticket
- Inspect stockpiled materials
- Verify/record underground installations
- Inspect backfill materials and compaction
- Verify specified materials prior for acceptance
- Oversee pressure and drawdown tests
- Dimensional control
- BMP Erosion Control weekly report
- SW3P conformance
- Plans/specification conformance
- Site visitor log
- Equipment utilization log
- Shoring and Falsework

Construction Engineering Tasks:

- Concrete mix design evaluation
- Concrete admixture ASTM verification
- Concrete cylinder break test review
- Traffic Control shift safety review
- Utility coordination
- Storm preparation management
- Material storage/staging area coordination
- Constructability reviews
- Unforeseen condition mitigation
- Shop Drawing review
- Erection sequence/plan review
- Temporary shoring plan review
- Change Request review
- Field change approval

Project Management and Construction Administration Tasks:

- Contractor payment requisition review
- Budget tracking
- Record keeping
- Public involvement and representation
- Coordination with property owners
- Claims review and resolution
- Schedule tracking/updating
- Contract time tracking/ weather extensions
- Process Change Orders
- Project Staffing / OTJ Training Verification
- Permit verifications / updates

Project Management Schedule

All projects are planned to be advertised near the same time and therefore construction may start near the same time. We understand that Winningkoff Road and Blondy Jhune Road will not be constructed at the same time. Therefore, we estimate that construction of all four projects will be completed within four years or less after construction contracts are awarded. Once final bid packages are released, we will verify that the contract times fit within this time frame and will prepare a summary project schedule based on estimated construction time and expected notice to proceed for each project. The schedule will be updated and revised with contractor submittals and throughout the span of the projects.

Proposed Fee

Project Management and Inspection Services \$ 699,450.00 LUMP SUM
 (4 construction projects; estimated 4 years or less)

Invoices will be submitted monthly.

We kindly ask for your review and approval of the scope and fee proposed above. Should you have any questions, please do not hesitate in contacting us. We look forward to providing Project Management Services for these important City of Lucas Projects.

Sincerely,
 LAKES ENGINEERING, INC.



Christopher Meszler, P.E.
 Vice-President



City of Lucas Council Agenda Request February 17, 2019

Item No. 06

Requester: City Manager Joni Clarke

Agenda Item Request

Consider implementing the findings from the City's 2019 compensation market study.

Background Information

On August 7, 2014, the City Council discussed the method and process used to conduct market surveys and criteria to be used to identify benchmark cities. The following cities were selected to serve as benchmark cities:

- Celina
- Fairview
- Fate
- Melissa
- Parker
- Prosper
- Sunnyvale
- Trophy Club

The City hired Wendi Delgado of Delgado Consulting to perform a comprehensive market salary survey for twenty-two positions and a benefits survey using the eight benchmark cities. A presentation was provided on February 5, 2015 (fiscal year 14/15).

A pay scale was also developed using market data accordingly:

- Minimum = 85% of Market Average
- Midpoint = 100% of Market Average
- Maximum = 115% of Market Average

Market adjustments were implemented for nonexempt staff in fiscal year 14/15 (February 9, 2015) and market adjustments processed for exempt staff in fiscal year 15/16 (October 8, 2015).

At the budget workshop held on July 19, 2018, a request was made to fund a compensation market study and this request was not funded.

A decision was made to conduct an in-house market compensation study based on the following factors:

- During a recent recruitment to fill a vacant firefighter/paramedic position, the City only received 6 applications.
- Over a five year period, the City's Public Works Department has experience turnover ratios ranging from 12.5% to 37.5%



City of Lucas Council Agenda Request February 17, 2019

- Denton and Collin counties are projected to be the nation's fastest growing economies over the next five years, according to an Oxford Economics forecast.

Staff conducted a salary range survey from six benchmark municipalities. The two benchmark municipalities that do not have an established salary range were not included in the survey (Sunnyvale and Parker). To establish the market, staff collected the minimum, midpoint and maximum for the salary ranges and the median was calculated using this salary range data.

The goal of this project was to use the pay ranges from benchmark cities to calculate the market level and then compare actual compensation levels by position in analyzing the City of Lucas employee compensation. Employees that were in their current position with the City for less than three years were compared to the minimum and employees that were in their current position with the City for three years or more were compared to the midpoint. To be recommended for a market adjustment, the compensation of a specific position would have to be greater than 10% below market.

The following 5 job positions in the City of Lucas are recommended for market adjustments:

Development Services Director
Finance Director
Fire Chief
EMS Officer
Fire Captain
Firefighter/Paramedic

Attachments/Supporting Documentation

1. Minutes from the December 6, 2018 City Council Meeting
2. 2019 Market Compensation Report

Budget/Financial Impact

During the fiscal year 18/19 budget process, the approved budget projected total general fund revenue at \$5,832,016 and total general fund expenditures at \$5,599,625 (excess revenue of \$232,391). For the water fund, total water fund revenue is projected to be \$4,663,149 with total water fund expenditures of \$3,977,660 and water fund debt service of \$637,919 (excess revenue of \$47,571).



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Item No. 06

Position	General Fund Annualized Impact (Salary, Medicare & TMRS)	Water Fund Annualized Impact (Salary, Medicare & TMRS)
Development Services Director (1 position)	\$ 592.14	\$ 592.14
Finance Director (1 position)	\$ 4,015.92	\$ 4,015.92
Fire Captains/EMS Officer (4 positions)	\$ 10,643.21	
Fire Chief (1 position)	\$ 1,463.22	
Firefighters/Paramedics (4 positions) <i>(3 years or more experience)</i>	\$ 25,458.36	
Firefighters/Paramedics (5 positions) <i>(3 years or less experience)</i>	\$ 38,566.87	
TOTAL IMPACT	\$ 80,739.70	\$4,608.06

Recommendation

The City Manager recommends implementing the 2019 market compensation recommendations.

Motion

I move to approve/deny the 2019 market compensation recommendations and appropriate \$80,740 from the unrestricted general fund reserves and \$4,609 from unrestricted water fund reserves.

FULL REPORT – MARKET COMPENSATION STUDY

Background

On August 7, 2014, the City Council discussed the method and process to conduct market surveys and criteria to be used to identify benchmark cities. The following cities were selected to serve as benchmark cities:

- Celina
- Fairview
- Fate
- Melissa
- Parker
- Prosper
- Sunnyvale
- Trophy Club

The City hired Wendi Delgado of Delgado Consulting to perform a comprehensive market salary survey for twenty-two positions and a benefits survey using the eight benchmark cities. A presentation was provided on February 5, 2015 (fiscal year 14/15).

A pay scale was also developed using market data accordingly:

- Minimum = 85% of Market Average
- Midpoint = 100% of Market Average
- Maximum = 115% of Market Average

Market adjustments were implemented for nonexempt staff in fiscal year 14/15 (February 9, 2015) and market adjustments processed for exempt staff in fiscal year 15/16 (October 8, 2015).

At the budget workshop held on July 19, 2018, a request was made to fund a compensation market study and this request was not funded.

Assignment

The three factors that were considered in moving forward with an in-house compensation study are:

- During a recent recruitment to fill a vacant firefighter/paramedic position, the City only received 6 applications.
- Over a five-year period, the City's Public Works Department has experienced turnover ratios ranging from 12.5% to 37.5%.
- Denton and Collin counties are projected to be the nation's fastest growing economies over the next five years, according to an Oxford Economics forecast.

The goal of this project was to use the pay ranges from benchmark cities to compare compensation levels by job title in analyzing the City of Lucas employee compensation levels.

Methodology

The assignment for the compensation study was conducted in two segments: (1) a salary range survey and (2) salary adjustments.

Salary Range Survey (Market)

To establish the market compensation level, the City of Lucas requested salary range information. Job titles and duties were carefully taken into consideration as a deciding factor in comparing job salaries in the market. By examining the City of Lucas’ position in the market, recommendations will be made to bring specific below market positions (those greater than 10% below market) to within 10% of the current market.

The salary survey focused on salary ranges from the City’s predetermined benchmark cities. This survey was designed to understand the market’s current competitive pay ranges. Of the eight benchmark municipalities included in the survey, two municipalities (City of Parker and Town of Sunnyvale) were not included in the overall salary survey due to unestablished salary ranges.

The median average was calculated for the salary ranges (minimum, midpoint, and maximum) including the following six benchmark municipalities:

- | | | |
|----------------|------------------|---------------------|
| City of Anna | Town of Fairview | Town of Prosper |
| City of Celina | City of Melissa | Town of Trophy Club |

Using the median average is a more preferential approach because the median is not greatly affected by outliers in salary data as opposed to the mean which can present an atypical view of earnings due to extreme outliers.

There were several positions that did not match between the City of Lucas and a few of the benchmarks. However, there was still enough data to determine each position’s status in the market. All current positions in the City were compared alongside the median average of the market’s minimum, midpoint, and maximum salary range. The following formula shows the calculation of the percentage difference between the City of Lucas’ and market’s minimum, midpoint, and maximum salaries:

$$(\text{City of Lucas Salary}) - (\text{Market Median Salary}) \div (\text{Market Median Salary}) = \text{Percent Difference}$$

The percent difference reveals where each City of Lucas job salary falls within the market’s minimum, midpoint, and maximum salaries. It is designed to determine which positions are above or below market.

Salary Adjustments

After conducting the salary range survey, the next segment of the compensation study is to analyze which employee filled positions are highly below market (or greater than -10%). The City of Lucas currently employs 37 people in 21 positions (including one recently vacated firefighter/paramedic position and excluding the City Manager position). Of the 37 employees, 16 fell greater than 10% below market. The other 21 positions are either above market or within 10% of the market. In order to be competitive in the market and create internal equity in the City, a percentage increase for the 16 positions will be calculated to bring each employee within at least 10% of the market.

Each employee will be compared individually with the market to determine if their current salary is within the benchmark. This is done to ensure the current internal equity between employees in the same position are not greatly affected by the proposed market adjustments.

The first part of the adjustment process is to determine where each employee's salary falls in the City's current salary range. For employees who have been in the current position with the City of Lucas for three years or more, these employees' salaries will be compared with the market's midpoint. For employees who have been in the current position with the City of Lucas for less than three years, these employees' salaries will be compared with the market's minimum.

The following formula shows the calculation for the percentage difference between an employee's salary and their corresponding market salary:

$$(\text{Employee Salary}) - (\text{Market Salary}) \div (\text{Market Salary}) = \text{Percent Difference}$$

Based on this calculation for the City's 37 employees, 16 employees are being recommended to receive a market adjustment to bring their compensation within 10% of the market. For employees who currently hold the same position, the lowest-based salary will be adjusted to 10% of the market. This percentage increase to adjust salaries will be distributed to employees holding the same position. Therefore, this process will continue to foster internal equity between employees while remaining competitive in the market.

Recommendations

After examining the salary range survey and salary adjustments, recommendations will be outlined per department to determine the total cost for all salary adjustments (including Medicare and TMRS costs).

As discussed, the salary range survey includes current salary ranges from six benchmark municipalities. The two benchmark municipalities that do not have an established salary range were not included in the survey (Sunnyvale and Parker). However, these two benchmarks' reported salaries were compiled in a separate datasheet as record for the compensation study.

The following 5 job positions in the City of Lucas are recommended for market adjustments:

- Development Services Director
- Finance Director
- Fire Chief
- EMS Officer
- Fire Captain
- Firefighter/Paramedic

Based on the salary range survey results, 5 positions held by 16 employees were greater than 10% below market.

In order to be competitive with the market and maintain internal equity, it is recommended to adopt salary adjustments for 16 employees (including one vacant position) in order to bring their salaries to within 10% of the market. The proposed salary adjustments are percentage increases for the following positions:

Position	Proposed Percent Increase
Development Services Director	1.09%
Finance Director	7.23%
Fire Captains/EMS Officer	3.61%
Fire Chief	1.36%
Firefighters/Paramedics <i>(3 years or more experience)</i>	9.91 %
Firefighters/Paramedics <i>(3 years or less experience)</i>	14.37%

The proposed percentage increases will adjust employees' salaries in the above positions to within 10% of the market creating a more competitive and equitable workforce.

The current approved Fiscal Year 2018-19 personnel costs are:

Current FY 2018-2019 Costs	
Salary Costs	\$ 2,093,938.42
Medicare Costs	\$ 30,362.11
TMRS Costs	\$ 284,775.63
Total Costs	\$ 2,409,076.15

After salary adjustments for the recommended employees, the revised costs will be:

Revised FY 2018-2019 Costs	
Salary Costs	\$ 2,168,121.61
Medicare Costs	\$ 31,437.76
TMRS Costs	\$ 294,864.54
Total Costs	\$ 2,494,423.92

The projected increase cost for adopting the salary adjustments will total approximately \$76,303.68. This does not include the potential impact on overtime.

Funding

During the fiscal year 18/19 budget process, the approved budget projected total general fund revenue at \$5,832,016 and total general fund expenditures at \$5,599,625 (excess revenue of \$232,391). For the water fund, total water fund revenue is projected to be \$4,663,149 with total water fund expenditures of \$3,977,660 and water fund debt service of \$637,919 (excess revenue of \$47,571).

Position	General Fund Annualized Impact (Salary, Medicare & TMRS)	Water Fund Annualized Impact (Salary, Medicare & TMRS)
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TOTAL IMPACT	\$ 80,739.70	\$4,608.06

Conclusion

Human capital is an important asset in ensuring the most effective and efficient services are being provided to residents and the public. As more North Texas cities are becoming increasingly competitive in the market, the City of Lucas has an opportunity to create a more valuable workforce in attracting and retaining employees. Investment in human capital is an important component of every organization that can help reduce turnover, stay competitive in the market, and promote internal equity.



City of Lucas Council Agenda Request January 17, 2019

Requester: City Manager Joni Clarke

Agenda Item Request

Consider a City of Lucas Communication Policy.

Background Information

At the City Council meeting on December 6, 2018, the Lucas City Council discussed a communication policy to ensure timely and consistent responses. The City Council requested that the City Manger provide an outline regarding the City's communications efforts to ensure that the City is responsive and transparent in its communication with our citizens.

Attachments/Supporting Documentation

1. Minutes from the December 6, 2018 City Council Meeting
2. Proposed City of Lucas Communication Policy

Budget/Financial Impact

NA

Recommendation

The City Manager recommends approval of the proposed communication policy.

Motion

I move to approve/deny the City of Lucas Communication Policy.



City of Lucas – Communication Policy

Introduction – Open and effective communication is the key to successfully building trust with the citizens we serve. The purpose of this policy is to establish communication guidelines to ensure the efficient, effective and consistent delivery of information to our community. The Mayor is generally the City’s chief spokesperson regarding City policies, priorities and decisions unless another member of City Council is designated by the Mayor and Council. The City Manager is the spokesperson for administrative and operational matters but may direct inquires to Department Directors.

Communication Goals – It is the intent of the City of Lucas to:

1. Ensure information is provided by the most knowledgeable elected official or staff person in the specific subject matter to ensure consistency of information.
2. Provide responses in a timely manner (within 24 hours of receiving an inquiry).
3. Use a variety of communication methods to accommodate diverse preferences.

External Communication – Responses to citizens, regardless of medium, are considered a record and subject to the Public Information Act. Public information includes any electronic communication created, transmitted, received or maintained on any device if the communication is in connection with the transaction of official business. Officials need to avoid a “walking quorum,” which occurs when members of a governmental body meet in a series of meetings in person, via phone, or other electronic communication in numbers less than a quorum when responding to inquiries.

Since elected officials are perceived to represent the position of the City Council, members are encouraged not to respond to external communication in a manner that is not reflective of, or which contradict, the position of the City Council on a given matter. The City has several avenues to connect with its external customers:

- Telephone Calls and Voice Messages – The City strives to answer incoming calls personally. When a voice message is necessary, the caller should receive a return call within 24 hours. If the information being requested is not readily available, the caller should still receive a response within 24 hours and the responder should provide the caller with an estimate of when the information will be available.
- City’s Website – The City provides information about its policies, programs and services on the City’s website. The website also has a feature called “Report an Issue” that allows citizens to report areas of concern. This electronic notification system is sent to the Public Works Supervisor, the City Engineer and the City Manager to generate a response. Citizens have access to minutes and audio recordings of City Council meetings, as well as Board and Commission meetings. Information posted to the City’s website is required to have a two-step review process to ensure clear and accurate information.

- Email and Text Messages – Electronic forms of communication are efficient ways to interact. When a citizen inquiry is sent to a distribution list such as City Council, it will be the Mayor’s responsibility to respond and copy the rest of the City Council and the City Manager. The Mayor acts as the chief spokesperson and may, at his discretion, request another member of the City Council or the City Manager to respond. If an individual City Council member receives a request for information, he or she should respond and copy the rest of the City Council and the City Manager. To comply with the Open Meetings Act, it is important that elected officials refrain from responding to each other. Should it be in the City’s best interest to discuss the matter, the topic should be placed on the City Council agenda.
- Written Correspondence – This is the most formal way of responding to citizens. It is also used for compliance issues as well as transmittal of required reports. Written correspondence should be placed on the City’s letterhead that is maintained by the City Secretary.
- Social Media Sites – City representatives should use caution when posting to social media sites. The responder will be responsible for maintaining the information in compliance with the City’s records management requirements. Items that have been before City Council should state the City Council’s position on the matter and not a personal perspective. Responders are encouraged to direct the requestor to documentation such as minutes, ordinances, or other available information pertaining to the topic.
- Lucas Leader Newsletter – The City publishes a monthly newsletter with featured articles and information of interest for the citizens of Lucas. Typically, the newsletter includes an article from the Mayor and community interest articles generated by staff. Any member of the City Council may submit articles. Nonprofit or community organizations that reside in Lucas may request information to be published in the Lucas Leader in accordance with the City’s Media Use policy.
- Alerting Systems (Nixle) – The City is able to send both text and email messages to notify the public of public safety concerns. The Emergency Management Coordinator is the point of contact for this notification system.
- Messages inserted into City of Lucas Utility Bills – For official use only and is typically coordinated by staff.
- Requests for an Agenda Item – Citizens who would like to have the City Council discuss an issue at a City Council meeting must have a member of the City Council place that item on the agenda.

Special Situations – Some forms of communication require special consideration. While this is not an exhaustive list, it offers guidance on how to process special requests.

- Open Records Requests – Written requests for information should be directed to the City Secretary who will coordinate with responding departments and ensure compliance with the Public Information Act.

- Legal – Communication involving pending litigation, possible exposure to litigation, and court cases should be coordinated with the City Attorney.
- Personnel – Communication regarding City of Lucas personnel should be directed to the City Manager.
- Election Inquiries – Questions regarding municipal election and campaign issues should be directed to the City Secretary.
- Emergency Communication – The City of Lucas has an emergency preparedness plan, which includes a public information element. This is the governing document during emergencies. In these cases, the only authorized individuals who may speak on behalf of the City include the Mayor, Emergency Management Coordinator and the City Manager. In situations such as an accident, fire, etc., the Fire Chief is also authorized to speak on behalf of the City.
- Media Inquiries – The Mayor or City Manager shall be responsible for responding to the media. In situations that are public safety related, the Collin County Sheriff's Office Public Information Officer will be the lead on responding to media inquiries. In situations involving fire or emergency medical responses, the Fire Chief is authorized to speak on behalf of the City.

Internal Communications – Effective communication strategies ensure that City operations are aligned with the goals established by City Council. In order for the City Council to make decisions on policies, programs and services, they require comprehensive information gathered by staff members who are knowledgeable in the specified area of inquiry.

Inquiries generated by members of the City Council should be directed to the City Manager. At no time should a member of the City Council direct operations or an employee of the City. Informal inquiries seeking information may be directed to a Department Director or the City Secretary, but the City Manager should be informed of such a request. City Council requests are deemed a priority for staff and will be addressed promptly.



City of Lucas Council Agenda Request January 17, 2019

Requester: Mayor Jim Olk

Agenda Item Request

Executive Session:

An Executive Session is not scheduled for this meeting.

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. This meeting is closed to the public as provided in the Texas Government Code.

Background Information

NA

Attachments/Supporting Documentation

NA

Budget/Financial Impact

NA

Recommendation

NA

Motion

NA