



AGENDA

City of Lucas City Council Meeting April 4, 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, April 4, 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 Jim 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 Jim 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 March 21, 2019 City Council meeting. (**City Manager Joni Clarke**)

- B. Consider canceling the July 4, 2019 City Council meeting. (Mayor Jim Olk)
- C. Consider approving the recommended capital water, bridge, and roadway projects to be funded with Certificate of Obligation. (City Engineer Stanton Foerster)

Regular Agenda

- 4. Presentation from Willow Springs Middle School student participating in the Lovejoy ISD Independent Studies Program: Nathaniel Bognot, 7th Grade, "How companies moving Texas would affect the economy." (Mayor Jim Olk)
- 5. Consider the appeal of a Planning and Zoning Commission decision denying a final plat application submitted by Neelakantan R. Srivasta for the final plat approval for a tract of land located in the James Grayum Survey, Abstract Number 354, Tract Number 8, being all of a 5.078-acre tract of land and creating lots one and two of the Sri Tara Ma Dham addition, otherwise known as 21 Graham Lane, Lucas, Texas. (Development Services Director Joe Hilbourn)
- 6. Discuss the stop signs and road humps on Forestview Drive and Gold Dust Trail that could potentially affect Lucas Fire-Rescue apparatus during an emergency response. (Councilmember Wayne Millsap)
- 7. Consider an appointment to fill a vacant position on the Planning and Zoning Commission. (Mayor Jim Olk)
- 8. Consider appointing a Grand Marshal for the 2019 Founders Day Parade. (Mayor Jim Olk)
- 9. Review Articles IV and V of the City Charter and provide direction to the City Attorney regarding any proposed amendments to be considered as part of a Charter update. (City Attorney Joe Gorfida)
- 10. Consider the City's Compensation System. (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.

- 11. An Executive Session is not scheduled for this meeting.
- 12. 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 March 28, 2019.


Kent Souriyasak, Special Projects Coordinator

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 Kent Souriyasak at 972.912.1213 or by email at kent@lucastexas.us at least 48 hours prior to the meeting.



City of Lucas

City Council Agenda Request

April 4, 2019

Item No. 01

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

City Council Agenda Request

April 4, 2019

Item No. 02

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

City Council Agenda Request

April 4, 2019

Item No. 03

Requester: City Manager Joni Clarke
City Engineer Stanton Foerster

Agenda Item Request

3. Consent Agenda:
 - A. Approval of the minutes of the March 21, 2019 City Council meeting.
 - B. Consider canceling the July 4, 2019 City Council meeting.
 - C. Consider approving the recommended capital water, bridge, and roadway projects to be funded with Certificate of Obligation.

Background Information

Agenda Item 3B:

The first City Council meeting in July is July 4, 2019. Due to the meeting scheduled on a holiday, July 4th Independence Day, City Staff is proposing this meeting be canceled.

Agenda Item 3C:

At the City Council meeting on March 7, 2019, the City Council approved obtaining funding for future roadway and water reconstruction projects identified in the City's Capital Improvement and Thoroughfare Plans and authorized City Staff to work with SAMCO Financial Advisors on the Notice of Intention Resolution to issue Certificate of Obligation in an amount not to exceed \$9 million.

At the City Council meeting on March 21, 2019, City Staff brought back the discussion and prioritization of capital projects before the City Council to give the City Council an opportunity to identify priority roadway and bridge projects that improve safety. The City Council directed staff to put together a proposed list of capital projects to be funded with Certificate of Obligation and placed on the April 4 Consent Agenda:

Capital Water Project Description	2019 Cost Estimate
Waterline Looping	\$200,000
Rollingwood Circle/Choice Lane/Lakeview Drive Six-Inch Waterline Loop (97 homes)	\$432,165
Edgewood Lane/W. Lucas Road and Cedar Bend Trail/E. Lucas Road Six-Inch Waterline Loops (32 homes).	\$113,530
Graham Lane/Rock Ridge Court Eight-Inch Waterline Loop (34 homes)	\$571,775



City of Lucas

City Council Agenda Request

April 4, 2019

Item No. 03

Capital Bridge/Roadway Project Description	2019 Cost Estimate
Stinson Road Bridge/Roadway from Bristol Park to Bentwater Drive (design)	\$820,000
Stinson Road Bridge/Roadway from Bristol Park to Bentwater Drive (construction)	\$4,100,000
Winningkoff Road southern section culvert	\$1,000,000
West/East Lucas Road (Bait Shop) Intersection Project (20% of \$4,000,000)	\$800,000
West Lucas Road widening	\$420,783

Attachments/Supporting Documentation

1. Minutes of the March 21, 2019 City Council meeting

Budget/Financial Impact

Agenda Item 3C:

Unfunded water projects recommended include:

Waterline looping	\$200,000
Rollingwood/Choice/Lakeview Six-Inch Loop (97 homes)	\$432,165
Edgewood /W. Lucas and Cedar Bend/E. Lucas Road Six-Inch Loops (32 homes)	\$113,530
Graham/Rock Ridge Court Eight-Inch Waterline Loop (34 homes)	\$571,775
Project management cost estimated at 10 % of construction	<u>\$131,747</u>
<i>Total unfunded project costs for water projects (water fund)</i>	<i>\$1,449,217</i>

Unfunded roadway and bridge projects recommended include:

Stinson Road Bridge/Roadway from Bristol Park to Bentwater Drive (design)	\$820,000
Stinson Road Bridge/Roadway from Bristol Park to Bentwater Drive (construct.)	\$4,100,000
Winningkoff Road southern section culvert	\$1,000,000
West/East Lucas Road (Bait Shop) Intersection Project (20% of \$4,000,000)	\$800,000
West Lucas Road widening	\$420,783
Project management cost estimated at 10 % of construction (Stinson \$4.1 million)	<u>\$410,000</u>

Total unfunded project costs for roadway/bridge projects (general fund) *\$7,550,783*

The above-referenced capital water, bridge, and roadway projects are recommended to be funded with Certificate of Obligation. The total unfunded project costs for water projects is \$1,449,217 and the total unfunded project costs for roadway/bridge projects is \$7,550,783, totaling \$9,000,000.



City of Lucas

City Council Agenda Request

April 4, 2019

Item No. 03

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
March 21, 2019
7:00 P.M.

City Hall - 665 Country Club Road – Lucas Texas

MINUTES

Call to Order

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 Tim Baney
Councilmember Steve Duke
Councilmember Philip Lawrence
Councilmember Debbie Fisher

Staff Present:

City Manager Joni Clarke
Special Projects Coordinator Kent Souriyasak
Fire Chief Ted Stephens
City Engineer Stanton Foerster
Development Services Director Joe Hilbourn

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

1. Citizen Input.

None.

Community Interest

2. Community Interest.

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

HB 2178 filed by Representative Noble and SB 1375 filed by Senator Paxton addresses changes to the Texas Emergency Service Retirement System. Mayor Olk reported that the bill was assigned to the committee but has not been scheduled for a hearing.

- B. Mayor Olk discussed other items of community interest that included:

- The Texas Trash Off Cleanup event scheduled for April 6, 2019, that would coincide with the electronic recycling event also scheduled for that same day.
- Mayor Olk noted that the City's Founders Day event was scheduled for May 11 from Noon to 4 pm.

- Mayor Pro Tem Peele noted that stick horse rodeo is a big event and we need to maintain our stable, and the City would appreciate stick horse donations. Special guests will appear at future City Council meetings and the Founders Day parade will feature a special entry. The Founders Day event includes music and free lunch.
- Mayor Olk noted that the City will be holding their General and Special Election on May 4 that includes City Council seats 5 and 6 on the ballot, as well as renewing the Fire District along with the one-half percent sales tax allocated towards the district. Early voting will be held April 22 through April 30.

Consent Agenda

3. Consent Agenda.

A. Approval of the minutes of the March 7, 2019 City Council meeting.

MOTION: A motion was made by Councilmember Fisher, seconded by Councilmember Duke to approve the Consent Agenda as presented.

The motion passed unanimously by a 7 to 0 vote.

Regular Agenda

4. Consider adopting Ordinance 2019-03-00890 annexing a territory currently in the City's extraterritorial jurisdiction consisting of approximately 10.682 acres of land located in the Montgomery Birch Survey, Abstract A0115, Tract 19, being all of 10.682 acres, otherwise known as 2020 East Lucas Road.

Development Services Director Joe Hilbourn noted the approved annexation agreement, that was approved several years ago, requires annexation at the time of building permit application. Mr. Hilbourn indicated that the two required public hearings were held.

Councilmember Fisher noted that this was the property of a previous fireworks location stand.

MOTION: A motion was made by Councilmember Baney, seconded by Councilmember Duke to approve adopting Ordinance 2019-03-00890 annexing a territory currently in the City's extraterritorial jurisdiction consisting of approximately 10.682 acres of land located in the Montgomery Birch Survey, Abstract A0115, Tract 19, being all of 10.682 acres, otherwise known as 2020 East Lucas Road. The motion passed unanimously by a 7 to 0 vote.

5. Consider authorizing the City Manager to negotiate and enter into a development agreement approved by the City Attorney for the construction of an off-site drainage facility for an assisted living, memory care and retirement community on a 10-acre parcel of land of a called 17.0026-acre tract of land located in the William Snider Survey, Abstract number A0821 Tract 16.

MOTION: A motion was made by Councilmember Fisher seconded by Mayor Pro Tem Peele to table indefinitely the development agreement for the construction of an off-site drainage facility for an assisted living, memory care and retirement community on a 10-acre parcel of land of a called 17.0026-acre tract of land located in the William Snider Survey, Abstract number A0821, Tract 16.

The motion passed unanimously by a 7 to 0 vote.

6. Provide direction to the City Manager regarding potential participation in the Collin County call for projects scheduled for mid to late 2019 utilizing funds from the 2018 Bond Program.

City Engineer Stanton Foerster discussed the February 2019 Collin County Thoroughfare Plan. Mr. Foerster provided a map to illustrate the impact on the City of Lucas and compared the differences between the February 2019 Collin County Thoroughfare Plan and the 2017 City of Lucas Master Thoroughfare Plan. Mr. Foerster noted that Collin County updated their plan without public input. Mr. Foerster spoke with Collin County Director of Engineering Clarence Daugherty today, March 21, 2019, regarding if the requesting agency does not match the Collin County Thoroughfare Plan, then it is the County's interpretation that there is no interest.

Mayor Olk sought clarification and asked if a project is not on the Collin County Thoroughfare Plan, does that mean that Collin County does not want to participate? Mayor Olk asked what if the City wants a four-lane roadway and the County wants six-lanes, would they not consider it?

Mr. Foerster indicated that one of the challenges is the divided and undivided issue, and we should request whatever projects we want regardless of the differences in the plans. It is better to submit projects and not be funded, instead of not participating.

Mayor Olk noted that in the County's number five criteria, "Cities must agree to cooperate in regional issues and priorities, such as freeways and improvement of roadways in their city that are to benefit surrounding areas and other cities." Mayor Olk has a concern that Collin County will try to force some things that the City of Lucas does not want.

Mr. Foerster indicated that Collin County has not finalized their plan for the Limited Access Roadway (LAR).

Mayor Olk stated that he would like to discuss West Lucas Road and would support a four-lane divided concrete roadway if we don't have to accept something we don't want at a later date.

Mr. Foerster mentioned the West Lucas/Country Club intersection and Estates Parkway/Country Club intersection as potential projects for Collin County 2018 Bond funding. Mr. Foerster also noted that Country Club was reduced from six-lanes to four-lanes divided in the February 2019 Collin County Thoroughfare Plan

Mayor Pro Tem Peele stressed the importance of the Bait Shop Intersection project and to keep moving forward.

Mr. Foerster stated that TxDOT is seeking a categorical exclusion to cut two years off the project and doesn't believe that they will be successful in doing this. Mr. Foerster reminded the City Council that it is probably a four million-dollar project and the local contribution would be

approximately one million, and we can ask Collin County to assist in funding the local portion. There are the locally preferred and technically preferred options, but TxDOT has not determined the technically preferred alignment for the intersection.

The City Council discussed the following roadway and bridge safety enhancements projects for inclusion in the Collin County call for projects scheduled for mid to late 2019 utilizing funds from the 2018 Bond Program:

- Country Club Road – TxDOT is going to put in shoulders and do maintenance. The City Council does not recommend submitting this roadway for the Collin County 2018 Bond Program funding.
- **ESTATES PARKWAY** – Improvement is needed from Angel Parkway to the High School. The City Council recommends submitting this roadway for the Collin County 2018 Bond Program funding to improve safety from traffic turning onto Rock Ridge Road. This project includes the **ANGEL/ESTATES INTERSECTION**, the **ROCK RIDGE/ESTATES INTERSECTION**, and the **COUNTRY CLUB/ESTATES INTERSECTION**.

Councilmember Duke said Collin County is considering high density development.

Councilmember Millsap indicated that Estates Parkway doesn't go anywhere.

Mr. Foerster explained the engineering concept with the lanes being utilized on other roadways such as Blondy Jhune Road.

Councilmember Lawrence noted the problem with speed on Estates Parkway and safety issues at the intersection.

Councilmember Duke noted that there have been several accidents at Estates Parkway and Lynn Lane.

Mr. Foerster explained that Angel Parkway is back on and staff will provide an update in a future Council Communication.

- **LUCAS ROAD/SOUTHVIEW DRIVE INTERSECTION (BAIT SHOP INTERSECTION)** – The City Council recommends submitting this priority intersection for the Collin County 2018 Bond Program funding to improve safety and mobility.
- Southview Drive – TxDOT is going to do maintenance but the curve will remain. The City Council does not recommend submitting this roadway for the Collin County 2018 Bond Program funding.
- Stinson Road – The City Council does not recommend submitting this roadway for the Collin County 2018 Bond Program funding.
- **EAST AND WEST LUCAS ROAD** – The City Council supports including the trail and drainage as part of the project. The City Council recommends submitting this roadway for the Collin County 2018 Bond Program funding to improve safety.

Mayor Olk recommends four-lane divided.

Councilmember Duke mentioned the traffic on the weekend to the lake and supports this strategy, also noting the 2,500-lot development on the peninsula.

Mayor Olk would like to spend Lucas taxpayer dollars to pay for that road.

Mayor Pro Tem Peele would like to see the road improved to address safety and mentioned that it would also help Southview traffic as well.

- Stinson Road Bridge – The City Council does not recommend submitting this roadway for the Collin County 2018 Bond Program funding.
- Snider Lane Bridge – The City Council does not recommend submitting this roadway for the Collin County 2018 Bond Program funding.
- **COUNTRY CLUB/ESTATES INTERSECTION** – The City Council recommends using the current design and submitting this roadway for the Collin County 2018 Bond Program funding to improve safety.
- **FOREST GROVE/COUNTRY CLUB INTERSECTION** – The City Council recommends submitting this roadway for the Collin County 2018 Bond Program funding to improve safety.
- Estelle/Country Club Intersection - The City Council does not recommend submitting this intersection for the Collin County 2018 Bond Program funding.

The City Council directed staff to draft a response to Collin County regarding the City's position on the February 2019 Collin County Thoroughfare Plan.

The City Council supports the connection of Exchange Parkway to Rock Ridge Road.

The City Council supports the improvements and expansion of Angel Parkway.

This item was a discussion only.

7. **Consider authorizing the City Manager to enter into a contract with TexasBit/APAC for the FY 18-19 roadway maintenance for Brockdale Park Road, East Winningkoff Road, Forest Grove Road, Orr Road and West Lucas Road, and appropriate the required funding for West Lucas Road and amend the FY 18-19 Budget. Provide guidance to the City Manager regarding the condition of Snider Lane and discuss possible remedies.**

City Engineer Stanton Foerster discussed the following street maintenance projects:

- West Lucas Road (Willow Springs School Section) is failing and the following recommendations are being made:

- Recommendation #1: Construct a 46-foot, four-lane concrete roadway per the City of Lucas 2017 Master Thoroughfare Plan at a cost of \$1,500,000 (does not include contingency).
- Recommendation #2: Reconstruct the 1,500-foot section as it exists, a three-lane roadway out of all new asphalt for \$500,000.
- Recommendation #3: Reconstruct the center 24-foot section and overlay the entire 39-foot roadway at a cost of \$350,000.
- Note: The construction of the three-lane, 39-foot section out of concrete is not being recommended.

The City Council discussed another option which is to move forward with the design of the four-lane divided concrete roadway.

Mayor Olk indicated that he would support doing minor repair.

Councilmember Baney suggested that the Mayor write an article regarding West Lucas Road.

Councilmember Duke indicated that he did not want the City to spend resources that would later be wasted if the City proceeded to move forward with the four-lane divided concrete roadway.

The City Council supported doing minimum maintenance and trying to maintain the roadway for the next three to four years.

Mr. Foerster highlighted the other roadways that are being recommended for maintenance which includes:

- Orr Road – Reconstruct the 400+/- feet south of Forest Grove Road in anticipation of the detour route for the Blondy Jhune Road reconstruction.
- Forest Grove Road – Reconstruct the 300+/- feet. This will be the detour route when Blondy Jhune Road is closed for reconstruction. The maintenance area includes approximately 300 feet of Forest Grove Road from Orr Road to the west.
- East Winningkoff Road – Repair the failing sections of the asphalt roadway until it can be reconstructed from Shady Lane to Logan Ford Ranch Phase 3 when funds are available from the developer (revert section to gravel).
- Brockdale Park Road – Complete the repairs on the 1,450-foot section of Brockdale Park Road between Lakeshore Boulevard to the curve to maintain access for first responders and access to the Brockdale Park Trailhead.

Patsy Black, 2180 Snider Lane, shared the history of Snider Lane and summarized the City's current roadway projects. Ms. Black expressed concern over the condition of Snider Lane requesting the budget be amended, and the roadway repaired.

Brian Butler, 1475 Brockdale Park Road, requested that Brockdale Park Road be paved and address the dust. Mr. Butler mentioned pulling a vehicle out of the ditch, as well as the trucks and trailers going through the neighborhood.

Mayor Olk asked about traffic and Mr. Butler indicated that afternoon traffic for fishing and horse trailers going to the trailhead is constant. Mayor Olk suggested paving Brockdale Park Road with two inches of asphalt.

MOTION: A motion was made by Mayor Olk seconded by Councilmember Duke to approve authorizing the City Manager to enter into a contract with TexasBit/APAC for the FY 18-19 roadway maintenance for Brockdale Park Road, East Winningkoff Road, Forest Grove Road, Orr Road, Snider Lane and minimal repairs to West Lucas Road in an amount not to exceed \$694,934.14.

The motion passed unanimously by a 7 to 0 vote.

8. Discuss future capital projects to be funded with Certificate of Obligation.

The City Council discussed the proposed capital water projects to be considered for funding using Certificate of Obligation which included:

Waterline looping	\$200,000
Rollingwood/Choice/Lakeview Six-Inch Loop (97 homes)	\$432,165
Edgewood /W. Lucas and Cedar Bend/E. Lucas Road Six-Inch Loops (32 homes)	\$113,530
Graham/Rock Ridge Court Eight-Inch Waterline Loop (34 homes)	\$571,775
Project management cost estimated at 10 % of construction	<u>\$131,747</u>
<i>Total unfunded project costs for water projects (water fund)</i>	<i>\$1,449,217</i>

Councilmember Duke asked about water looping and indicated that the “Water Looping” project in the amount of \$200,000 was generic.

City Engineer Stanton Foerster gave an example of a looping project and indicated that he would bring back a proposed list of water looping projects to consider. Mr. Foerster indicated that the City has approximately 90 dead-end lines and 45 flushing devices, and the Water Looping project would help address some of the City’s dead-end lines.

The City Council discussed the importance of looping for water quality, reduce water loss and water suppression.

Roger Stevens, 1177 Stinson Road, spoke about a bridge on Stinson. Mr. Stevens indicated that if the City Council was thinking about putting in a bridge like the Blondy Jhune Bridge, then he would not be opposed to it. Mr. Stevens noted that the Blondy Jhune Bridge looks great and functions. Mr. Stevens does not want a bridge on Stinson to be raised significantly and wants the City to keep it at grade. Mr. Stevens also indicated that he wants to be kept informed.

Councilmember Fisher expressed her concern regarding the two bridges and the drainage in those areas.

Councilmember Millsap mentioned the debt service reduction that will be occurring in three years and the City having the capacity to finance additional projects.

Mayor Pro Tem Peele agrees that the bridges need to be addressed.

Councilmember Baney indicated that he doesn't believe that the Snider Bridge needs to be addressed at this time as it is in good structural condition.

Mayor Olk indicated that it would be possible to fund the design of bridges out of reserves.

Mr. Foerster clarified that the section of roadway that would be included in the Stinson Bridge project would be from Bentwater to Bristol Park.

Mayor Pro Tem Peele stated that she wants to reconstruct the Stinson Bridge and applicable roadway section.

Several councilmembers concurred that they do not support the reconstruction of Winningkoff from East Lucas to the reverse curve.

Mr. Stevens spoke again and asked about bridge design, redirecting water to muddy creek, and his support of the Blondy Jhune Bridge design.

Mayor Olk clarified that the City is focusing on funding and not design.

There was consensus from the City Council to postpone the reconstruction of Winningkoff from East Lucas to the reverse curve.

Mr. Foerster recommended to move forward with the reconstruction of Winningkoff from East Lucas to the reverse curve and postpone Stinson from Bentwater to the reverse curve.

Councilmember Fisher would like to have the resources to fund both design and construction of the Stinson Bridge.

Councilmember Fisher suggested that the City consider repairing the culvert that is an issue on Winningkoff.

Councilmember Millsap recommended the Winningkoff culvert in the south section, eliminate Snider Bridge, and include Stinson Road from Bentwater to Bristol Park.

Mayor Pro Tem Peele wants the City to be able to illustrate how we are going to spend the nine million-dollar of Certificate of Obligation.

MOTION: A motion was made by Councilmember Millsap seconded by Mayor Pro Tem Peele to fund the following Capital Projects with Certificate of Obligation:

The following capital water, bridge, and roadway projects are being considered:

Waterline looping	\$200,000
Rollingwood/Choice/Lakeview Six-Inch Loop (97 homes)	\$432,165
Edgewood /W. Lucas and Cedar Bend/E. Lucas Road Six-Inch Loops (32 homes)	\$113,530

Graham/Rock Ridge Court Eight-Inch Waterline Loop (34 homes)	\$571,775
Project management cost estimated at 10 % of construction	<u>\$131,747</u>
<i>Total unfunded project costs for water projects (water fund)</i>	<i>\$1,449,217</i>
Stinson Road Bridge/Roadway from Bristol Park to Bentwater Drive (design)	\$820,000
Stinson Road Bridge/Roadway from Bristol Park to Bentwater Drive (construction)	\$4,100,000
Snider Bridge (removed from consideration)	-0-
Stinson Road northern section from Bentwater Drive to the Reverse Curve (removed from consideration)	-0-
Winningkoff Road southern section from East Lucas Road to the Reverse Curve (removed from consideration)	-0-
Winningkoff Road southern section culvert	\$1,000,000
West/East Lucas Road (Bait Shop) Intersection Project (20% of \$4,000,000)	\$800,000
Project management cost estimated at 10 % of construction (Stinson \$4.1 million)	<u>\$410,000</u>
<i>Total unfunded project costs for roadway/ bridge projects (general fund)</i>	<i>\$7,130,000</i>

The City Council directed staff to put together a proposed list of capital projects to be funded with Certificate of Obligation and placed on the April 4 Consent Agenda.

The motion passed unanimously by a 7 to 0 vote.

Executive Session Agenda

8. Executive Session.

An Executive Session was not held at this meeting.

9. Adjournment.

MOTION: A motion was made by Councilmember Millsap, seconded by Councilmember Lawrence to adjourn the meeting at 9:32 pm.

The motion passed unanimously by a 7 to 0 vote.

APPROVED:

ATTEST:

Mayor Jim Olk

Joni Clarke, City Manager



City of Lucas

City Council Agenda Request

April 4, 2019

Item No. 04

Requester: Mayor Jim Olk

Agenda Item Request

Presentation from Willow Springs Middle School student participating in the Lovejoy ISD Independent Studies Program: Nathaniel Bognot, 7th Grade, "How companies moving Texas would affect the economy."

Background Information

As part of the Lovejoy ISD Independent Studies Program, students from Lovejoy High School and Willow Springs Middle School are required to present their project of interest to a public audience. The Lovejoy ISD Program Coordinator has asked if the students may present their reports to the City Council. This is the fifth year in a row that Lovejoy High School students and the third year that Willow Springs Middle School students will be sharing their presentations with the City Council.

Attachments/Supporting Documentation

NA

Budget/Financial Impact

NA

Recommendation

NA

Motion

NA



City of Lucas

City Council Agenda Request

April 4, 2019

Item No. 05

Requester: Development Services Director Joe Hilbourn

Agenda Item Request

Consider the appeal of a Planning and Zoning Commission decision denying a final plat application submitted by Neelakantan R. Srivasta for the final plat approval for a tract of land located in the James Grayum Survey, Abstract Number 354, Tract Number 8, being all of a 5.078-acre tract of land and creating lots one and two of the Sri Tara Ma Dham addition, otherwise known as 21 Graham Lane, Lucas, Texas.

Background Information

The site plan is currently zoned R-2 and contains one lot that is 5.078 acres. Neelakantan R. Srivasta is proposing two lots with lot one being 3.078 acres and lot two being two acres. The lots meet the City's requirements for size and frontage.

At the Planning and Zoning Commission meeting on March 14, 2019, the Planning and Zoning Commission unanimously denied the request by Neelakantan R. Srivasta for a final plat approval for the following reasons:

- The lots do not meet the City's sub-division requirements for the number of homes permitted on a dead-end street.
- There is no means in an existing sub-division to meet the requirements to extend the number of homes on a dead-end street.
- There is a concern creating additional lots with an undersized water main transitioning in that area from six inches to four inches, and the water main is not looped.
- There is no turn around proposed for the dead end extending to lot two of the proposed sub-division.
- A dead end exceeding 150 feet in length is required to dedicate enough right-of-way for a 60-foot radius and a 45-foot radius turn around.
- The below-referenced code sections require two points of access on a dead-end road exceeding 150 feet and greater than 10 lots without emergency access, looped water mains, oversized turn-around, and additional fire hydrants:

“Sec 10.03.123 Streets and Drainage:

(2) All street rights-of-way shall be dedicated to the city as part of the platting process and without cost to the city.

(Ordinance 2016-01-00827 adopted 1/7/16)

(3) Existing streets shall be continued with the same or greater right-of-way and pavement widths as the existing streets being connected where practical, as determined



City of Lucas

City Council Agenda Request

April 4, 2019

Item No. 05

by the planning and zoning commission. Street names shall also be continued for extended streets. (Ordinance 2006-07-00567, sec. 1, adopted 7/7/06)

(4) Dead-end streets may be platted where the land adjoining the proposed plat has not been developed and the opportunity exists for future extension of the proposed street and shall not exceed one hundred fifty feet (150'). In the event that such proposed street exceeds one hundred fifty feet (150') in length or one lot width, from the nearest street intersection, the street will be provided with an approved cul-de-sac, turnaround either permanent or temporary (defined as permanent quality and made of asphalt), having a minimum right-of-way radius of sixty feet (60'). (Ordinance 2006-07-00567, sec. 1, adopted 7/7/06; Ordinance adopting Code)

(5) Where streets within the proposed subdivision are dictated by lot design to be cul-de-sacs, such cul-de-sac streets shall be provided with a permanent cul-de-sac having a minimum right-of-way radius of sixty feet (60') and shall not exceed six hundred feet (600') in length except in circumstances dictated by topography and existing development. Future streets that may offer a second point of access shall not be considered when measuring the length of cul-de-sac until the street is actually constructed. In situations where cul-de-sacs exceed the prescribed length by more than five percent (5%), a combination of the following based on the number of lots and dwelling units will be considered as a mitigating measure:

- (A) A secondary emergency entrance/exit;
- (B) Widening of the street and enlarging the cul-de-sac turnaround;
- (C) Addition of fire hydrants; and
- (D) Looped water system.

(6) A secondary point of access, meeting the fire code, will be required for any subdivision, or any part of a subdivision, to prevent more than 10 lots from having only one point of access or emergency access. The secondary point of access shall not be routed through existing subdivisions.

(7) Roadways shall be designed with regard for all topographical features lending themselves to treatment and layout of utilities.

(8) In platting the subdivision, the developer shall dedicate all the necessary right-of-way for the existing and proposed streets as shown on the proposed plat in accordance with the major thoroughfare plan or other plans approved by the city, at no cost to the city.”



City of Lucas

City Council Agenda Request

April 4, 2019

Item No. 05

Attachments/Supporting Documentation

1. Final Plat
2. Location Map

Budget/Financial Impact

NA

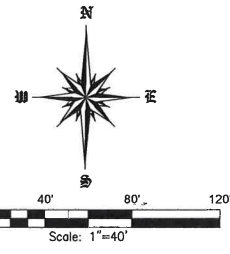
Recommendation

Staff recommends denying the plat due to the number of homes on a dead-end street with no turn around and no ability to extend the number of homes on a dead-end street by widening the road, adding additional fire hydrants, or looping the water main.

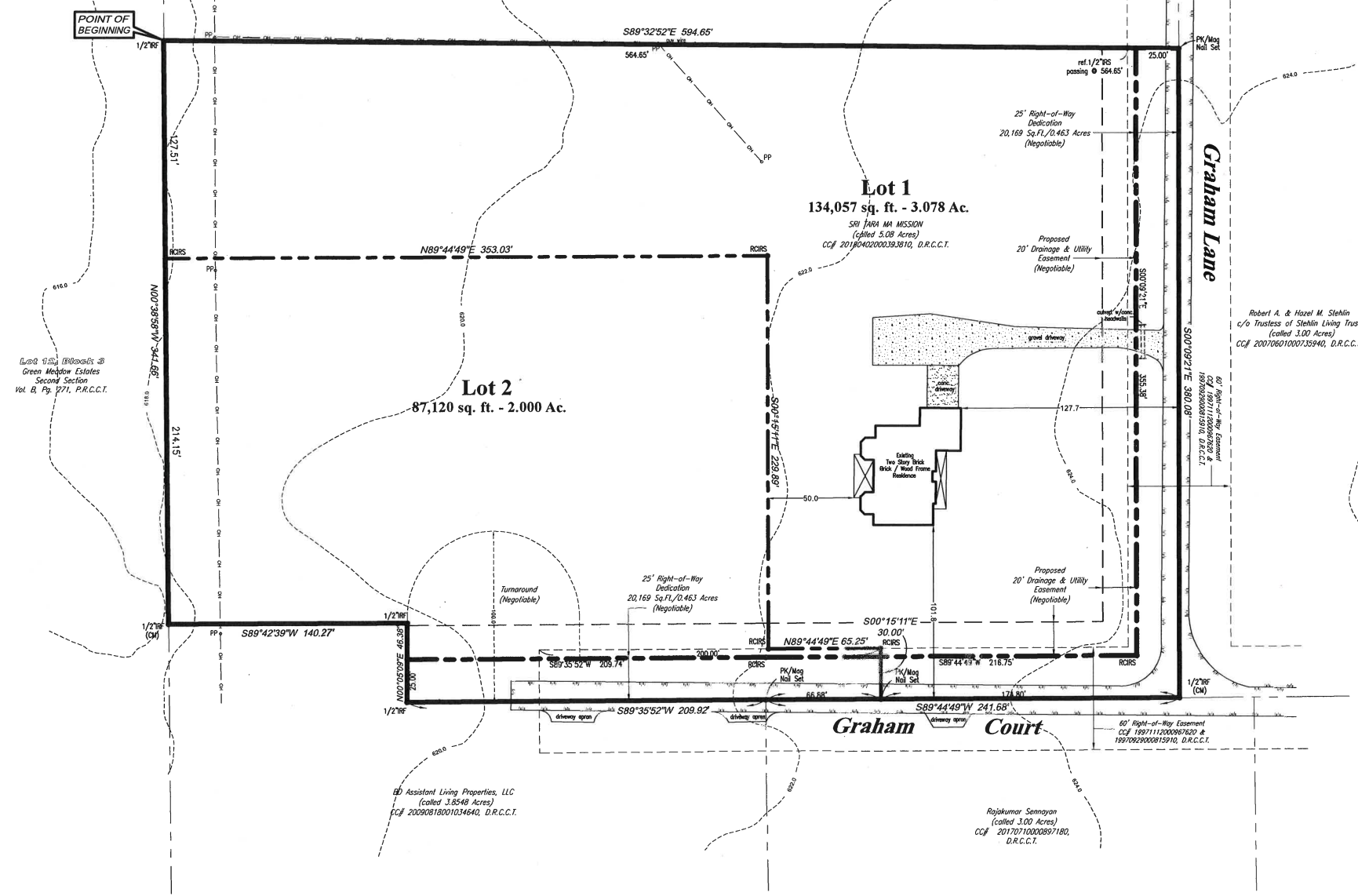
The Planning and Zoning Commission denied the request unanimously by a 5 to 0 vote.

Motion

I make a motion to approve/deny the appeal of a Planning and Zoning Commission decision denying a final plat application submitted by Neelakantan R. Srivasta for the final plat approval for a tract of land located in the James Grayum Survey, Abstract Number 354, Tract Number 8, being all of a 5.078-acre tract of land and creating lots one and two of the Sri Tara Ma Dham addition, otherwise known as 21 Graham Lane, Lucas, Texas.



Lance A. & Heather K. Winchester
Called 4.00 Acres
CC# 20150624000758450, D.R.C.C.T.



Green Meadow Estates
Second Section
Vol. B, Pg. 271, P.R.C.C.T.

Robert A. & Hazel M. Stehlin
c/o Trustee of Stehlin Living Trust
Called 3.00 Acres
CC# 20070601000735940, D.R.C.C.T.

Assistant Living Properties, LLC
Called 3.8548 Acres
CC# 20090818001034640, D.R.C.C.T.

Rajakumar Sannayam
Called 3.00 Acres
CC# 2017071000097180, D.R.C.C.T.

Legend	
RORS	Roome Capped Iron Rod Set
D.R.C.C.T.	Deed Records Collin County Texas
P.R.C.C.T.	Plat Records Collin County Texas
IRF	Iron Rod Found
CM	Controlling Monument
CH	Overhead Utility Lines

OSSF NOTES

- All lots must utilize alternative type On-Site Sewage Facilities.
- Must maintain state-mandated setback of all On-Site Sewage Facility components from any/all easements and drainage areas, sharp breaks and/or creeks/rivers/ponds, etc. (Per State regulations).
- Tree removal and lot grading may be required on individual lots for On-Site Sewage Facility installation and/or operation.
- Individual site evaluations and OSSF design plans (meeting all State and County requirements) must be submitted to an approved by Collin County for each lot prior to construction of any OSSF system.
- There are no water wells noted in this subdivision and no water wells are allowed without prior approval from Collin County Development Services.

HEALTH DEPARTMENT CERTIFICATION

I hereby certify that the on-site sewage facilities described on this plat conform to the applicable OSSF laws of the State of Texas, that site elevations have been submitted representing the site conditions in the area in which on-site sewage facilities are planned to be used.

Registered Sanitarian or Designated Representative
Grayson County Developmental Services

Date

Notes: 1) This survey has been performed without the benefit of a title commitment. 2) CM is a controlling monument. 3) Subject property is affected by any and all notes, details, easements and other matters that are shown on or as part of the recorded plat and/or as part of a title commitment/survey request. 4) Source bearing based on General Warranty Deed as recorded under County Clerk No. 20180402000393810 of the Collin County Land Records; 5) No part of the subject property is shown to lie in a 100-year flood plain per F.E.M.A. Panel No. 4805C 0405 J for Collin County, Texas and Incorporated Areas dated June 2, 2009 (Zone X).

THE PURPOSE OF THIS PLAT IS TO CREATE TWO LOTS FROM ONE TRACT, DEDICATE R.O.W., AND CREATE A 20' DRAINAGE & UTILITY EASEMENT

OWNER'S CERTIFICATE

STATE OF TEXAS §
COUNTY OF COLLIN §

WHEREAS **SRI TARA MA MISSION** is the owner of a tract of land situated in the State of Texas, County of Collin and City of Lucas, being part of the James Grayum Survey, Abstract No. 354, being all of a called 5.08 acre tract as recorded in Document No. 20180402000393810 of the Deed Records of Collin County, Texas and being more particularly described as follows:

BEGINNING at a 1/2 inch iron rod found in the east line of Green Meadow Estates, an addition to the City of Lucas, Collin County, Texas, according to the plat thereof recorded in Volume B, Page 271 of the Plat Records of Collin County, Texas and marking the southwest corner of a called 4.00 acre tract conveyed to Lance A. and Heather K. Winchester by deed recorded in Document No. 20150624000758450 of the Deed Records of Collin County, Texas and the northwest corner of said 5.08 acre tract;

THENCE with the south line of said 4.00 acre tract and the north line of said 5.08 acre tract, South 89°32'52" East, 594.65 feet to a PK/Mag Nail set for corner at Graham Lane, in the west line of a called 3.00 acre tract conveyed to Robert A. and Hazel M. Stehlin by deed recorded in Document No. 20070601000735940 of the Deed Records of Collin County, Texas and marking the southeast corner of said 4.00 acre tract and the northeast corner of said 5.08 acre tract;

THENCE with said road, the west line of said 3.00 acre tract and the east line of said 5.08 acre tract, South 00°09'21" East, 380.08 feet to a 1/2 inch iron rod found for corner at the intersection of Graham Lane and Graham Court, in the north line of a called 3.00 acre tract conveyed to Rajakumar Sannayam by deed recorded in Document No. 2017071000097180 of the Deed Records of Collin County, Texas and marking the southwest corner of said Stehlin tract and the southeast corner of said 5.08 acre tract;

THENCE with said Graham Court, the north line of said Sannayam tract and the south line of said 5.08 acre tract, South 89°44'49" West, 241.68 feet to a PK/Mag Nail set for corner marking the northwest corner of said Sannayam tract and the northeast corner of a called 3.8548 acre tract conveyed to BD Assistant Living Properties, LLC by deed recorded in Document No. 20090818001034640 of the Deed Records of Collin County, Texas;

THENCE with the north line of said 3.8548 acre tract and the south line of said 5.08 acre tract as follows: South 89°35'52" West, 209.92 feet to a 1/2 inch iron rod found for corner; North 00°05'09" East, 46.38 feet to a 1/2 inch iron rod found for corner; and South 89°42'39" West, 140.27 feet to a 1/2 inch iron rod found for corner in the east line of said Green Meadow Estates and marking the northwest corner of said 3.8548 acre tract and the southwest corner of said 5.08 acre tract;

THENCE with the east line of said Green Meadow Estates and the west line of said 5.08 acre tract, North 00°38'58" West, 341.66 feet to the place of beginning, containing 217,177 square feet or 5.078 acres of land.

NOW THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

That, **SRI TARA MA MISSION**, Owner, does hereby bind themselves and their heirs, assigns, and successors of title this plat designating the hereinabove described property as **Final Plat of Lots 1 & 2, SRI TARA MA DHAM Addition**, an addition to the City of Lucas, and does hereby dedicate to the public use forever the streets, alleys, and right-of-way easements shown thereon, and do hereby reserve the easement strips shown on this plat for the mutual use and accommodation of garbage collection agencies and all public utilities desiring to use or using same. Any public utility shall have the right to remove and keep removed all or part of any buildings, fences, trees, shrubs, or other improvements or growths that in any way endanger or interfere with the construction, maintenance or efficiency of its respective systems on any of these easement strips, and any public utility shall at all times have the right of ingress and egress to and from and upon the said easement strips for the purpose of constructing, reconstructing, inspecting, patrolling, without the necessity of any time of procuring the permission of anyone. Additionally, we certify that we are the sole owners of the dedicated property and that no other's interest are attached to this property unless otherwise indicated on the required Mortgage Holder Certification that is included on this plat. This plat approved subject to all platting ordinances, rules, regulations and resolutions of the City of Lucas, Texas.

Witness our hands at LUCAS, Texas.

SRI TARA MA MISSION (Neelakantan R. Srivastava)

STATE OF TEXAS §
COUNTY OF COLLIN §

Before me, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared **Neelakantan R. Srivastava**, known to me to be the persons whose names are subscribed to the foregoing instrument and acknowledged to me that they each executed the same for the purpose and considerations therein expressed.

Given under my hand and seal of office, this ____ day of _____, 2019.

Notary Public in and for
the State of Texas

Printed Name

SURVEYOR'S CERTIFICATION

KNOW ALL MEN BY THESE PRESENTS:

That I, **F.E. Bemenderfer Jr.**, do hereby certify, that I prepared this plat from an actual on the ground survey of the land as described and that the corner monuments shown thereon were properly placed under my personal supervision in accordance with the Platting Rules and Regulations of the City of Lucas Planning and Zoning Commission.

F.E. Bemenderfer Jr.
Registered Professional
Land Surveyor No. 4051



STATE OF TEXAS §
COUNTY OF DALLAS §

Before me, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared **F.E. Bemenderfer Jr.**, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purpose and considerations therein expressed.

Given under my hand and seal of office, this ____ day of _____, 2019.

Notary Public in and for
the State of Texas

Printed Name



CITY APPROVAL CERTIFICATE

This plat is hereby approved by the Planning and Zoning Commission of the City of Lucas, Texas

Chairman, Planning and Zoning Commission Date

ATTEST:

Signature Date

Name & Title

The Director of Public Works of the City of Lucas, Texas hereby certifies that to the best of his/her knowledge or belief, this subdivision plat conforms to all requirements of the Code of Ordinances and with engineering construction standards and processes adopted by the City of Lucas, Texas as to which his/her approval is required.

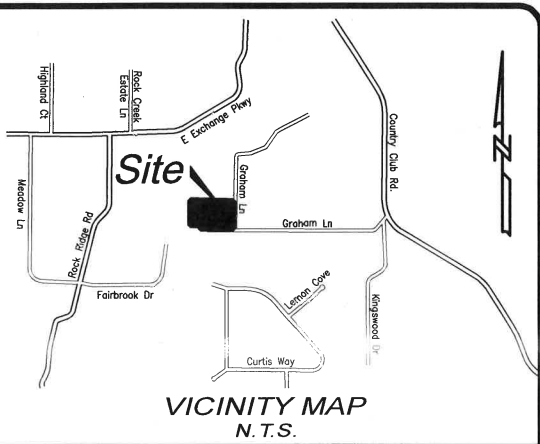
Director of Public Works Date

The Development Services Director of the City of Lucas, Texas hereby certifies that to the best of his/her knowledge or belief, this subdivision plat conforms to all requirements of the Code of Ordinances, or as may have been amended or modified, as allowed, by the Planning and Zoning Commission as to which his/her approval is required.

Development Services Director Date

Preliminary Plat - For inspection purpose only

Zoned: R-2
Final Plat
Lots 1 & 2
SRI TARA MA DHAM Addition
as per deed recorded under
County Clerk Number 20180402000393810
of the Collin County Land Records
5.078 Acres in the
James Grayum Survey, Abstract No. 354
(Tract #8)
City of Lucas, Collin County, Texas
March 2019



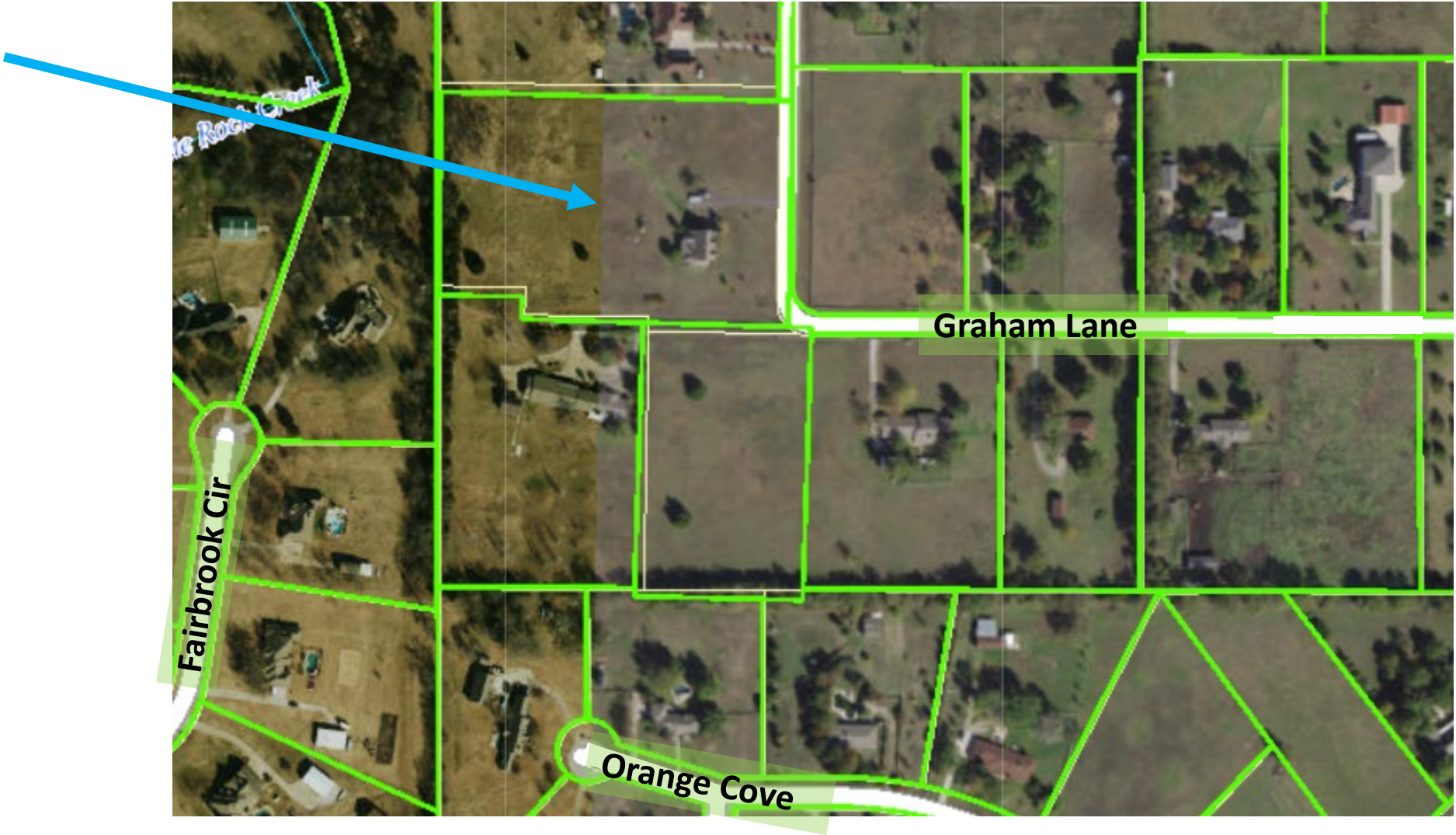
Owner:
SRI TARA MA MISSION
21 Graham Lane
Lucas, Texas 75074
Attn: Neelakantan R. Srivastava
(P) (214) 449-4274
Email: neel_s@yahoo.com

Surveyor:
Roome Land Surveying
2000 Ave G, Suite 810
Plano, TX 75074
(972) 423-4372
Attn: Fred Bemenderfer
email:fred@roomeinc.com

Revised: 3/01/19 P:/AC/201804/AC849009.dwg
Roome
Land Surveying
2000 Avenue G, Suite 810
Plano, Texas 75074
Phone (972) 423-4372 / Fax (972) 423-7523
www.roomesurveying.com / Firm No. 10013100

Location Map

21 Graham Lane





City of Lucas

City Council Agenda Request

April 4, 2019

Item No. 06

Requester: Councilmember Wayne Millsap

Agenda Item Request

Discuss the stop signs and road humps on Forestview Drive and Gold Dust Trail that could potentially affect Lucas Fire-Rescue apparatus during an emergency response.

Background Information

Councilmember Wayne Millsap has raised a concern regarding the stop signs and road humps on Forestview Drive and Gold Dust Trail within the Huntwick neighborhood. With the upcoming delivery of the new fire engine and construction closure of Blondy Jhune Road, the potential problem of stop signs and road humps has not been addressed. Councilmember Millsap's primary concern is the emergency calls that Lucas Fire-Rescue will need to respond to in the Huntwick neighborhood and beyond. There are possibly three stop-sign intersections and three road humps that could present a hazard to the fire engines and ambulance. There is also a time delay that could occur when sufficiently slowing down in order to avoid damage. A larger apparatus will be slower in slowing down to proceed over the road humps.

At the City Council meeting on March 1, 2018, the City Council approved appropriating approximately \$738,698 to acquire a new fire engine for Lucas Fire-Rescue. The new fire engine is expected to be delivered on March 29, 2019. The construction closure of Blondy Jhune Road is scheduled for April 2019 through March 2020. With the arrival of the new fire engine and timing of the road construction, it is important to discuss how to reduce the potential problem of stop signs and road humps as it can directly affect Lucas Fire-Rescue apparatus during an emergency response.

Attachments/Supporting Documentation

NA

Budget/Financial Impact

NA

Recommendation

NA

Motion

This is a discussion only.



City of Lucas

City Council Agenda Request

April 4, 2019

Item No. 07

Requester: Mayor Jim Olk

Agenda Item Request

Consider an appointment to fill a vacant position on the Planning and Zoning Commission.

Background Information

The Planning and Zoning Commission has one (1) vacant position that needs to be appointed by the City Council. Scott Sperling has resigned from the Planning and Zoning Commission. An alternate member could be promoted to a regular member, leaving a vacant alternate position to fill at a later date.

The current members of the Planning and Zoning Commission include:

Peggy Rusterholtz, Chairman
David Keer, Vice Chairman
Andre Guillemaud, Commissioner
Joe Williams, Commissioner
Tim Johnson, Alternate Member 1
Tommy Tolson, Alternate Member 2

Attachments/Supporting Documentation

NA

Budget/Financial Impact

NA

Recommendation

City Staff recommends an appointment to fill the vacant position on the Planning and Zoning Commission.

Motion

I make a motion to approve/deny appointing _____ to fill the vacant position on the Planning and Zoning Commission.



City of Lucas

City Council Agenda Request

April 4, 2019

Item No. 08

Requester: Mayor Jim Olk

Agenda Item Request

Consider appointing a Grand Marshal for the 2019 Founders Day Parade.

Background Information

The 2019 Founders Day celebration is scheduled for May 11, 2019 and will include the Founders Day parade. In 2018, the City Council appointed Ron Grotti, Jim Kitchens, Roy Matheny, Tuck Minnett, Richard Morris, and Alan Storck as the Grand Marshals for the parade. In 2017, the City Council approved moving Founders Day to take place in the spring. In 2016, the City Council appointed Lee Bauer as the Grand Marshal, and in 2015, Founders Day was canceled due to inclement weather. In 2014, Representative Jodie Laubenberg was selected as the Grand Marshal.

At the City Council meeting on February 7, 2019, Councilmember Debbie Fisher nominated Representative Candy Noble as the Grand Marshal and Mayor Jim Olk asked City staff to extend an invitation to Representative Noble. Staff has reached out to Representative Noble to confirm availability and attending this year's Founders Day event. Although the event is scheduled on Representative Noble's calendar, it is not confirmed that Representative Noble will be able to attend due to scheduling conflicts with legislative sessions.

Staff is asking the City Council for further direction on appointing a Grand Marshal for the 2019 Founders Day parade.

Attachments/Supporting Documentation

NA

Budget/Financial Impact

NA

Recommendation

NA

Motion

NA



City of Lucas

City Council Agenda Request

April 4, 2019

Item No. 09

Requester: City Attorney Joe Gorfida

Agenda Item Request

Review Articles IV and V of the City Charter and provide direction to the City Attorney regarding any proposed amendments to be considered as part of a Charter update.

Background Information

Section 12.03 of the City's Home Rule Charter requires that the City Council review the charter at least once every five years to determine whether any amendments are necessary.

City Staff is also reviewing the Charter and providing updates to the City Attorney for compilation.

Attachments/Supporting Documentation

1. Article IV of the Home Rule Charter
2. Article V of the Home Rule Charter

Budget/Financial Impact

NA

Recommendation

NA

Motion

I make a motion to provide the following recommended updates to the Home Rule Charter:

-

SECTION 3.17 Official Newspaper

The City Council shall designate by resolution a newspaper of general circulation in the City as the official newspaper of the City as provided by State law.

SECTION 3.18 Influence of Appointments

Neither the City Council nor any of its members shall direct or request the appointment of any person to or such person's removal from any office under the control of the City Manager. In regard to administrative and executive duties under the City Manager, the City Council shall deal solely through the City Manager and neither the City Council nor any of its members thereof shall give orders to any subordinate of the City Manager, either publicly or privately. Any knowing violation of the foregoing provisions of this Charter by any member of the City Council shall constitute official misconduct and shall authorize the City Council by a vote of a majority of its membership to expel such offending member from the City Council if found guilty after a public hearing, and thereby create a vacancy in the seat held by such member.

SECTION 3.19 Public Comment

The opportunity for citizens of the City to provide public comment on any and all subjects regardless of the agenda shall be provided at each regular meeting. This opportunity shall be called "Citizens' Input" and shall begin prior to any vote at a regular meeting of the City Council. The City Council may provide reasonable regulations to implement this provision.

SECTION 3.20 Code of Ethics

The City Council by ordinance shall establish a Code of Ethics governing the City Council and all city employees which shall include at least the following: wrongful influence, wrongful interference, employees' political activities, penalties, conflict of interest, and acceptance of gifts.

ARTICLE IV

City Manager

SECTION 4.01 Appointment

The City Council by five (5) affirmative votes shall appoint a City Manager who shall be the chief executive officer of the City and shall be responsible to the City Council for the proper administration of the offices of the City, except as otherwise provided by this Charter. The City Manager shall be chosen by the City Council on the basis of executive and administrative training, experience and ability. Prior to the 2009 election, four (4) affirmative votes of the City Council are required to appoint a City Manager.

SECTION 4.02 Compensation

The City Manager shall receive a salary, benefits and compensation as set by the City Council.

SECTION 4.03 Duties

The duties of the City Manager shall include the following:

- (1) Provide that all laws and ordinances of the City are enforced.
- (2) Appoint or hire all employees of the City, except as otherwise provided in this Charter.
- (3) Suspend and remove, at will, employees, except as otherwise provided in this Charter.
- (4) Provide for the efficient administration and operation of all departments, under the City Manager's control including the maintenance of and public information request for all records thereof, except as otherwise provided in this Charter.
- (5) Prepare and recommend to the City Council an annual operating budget and capital improvement program, as provided by this Charter, and administer and execute the budget as adopted by the City Council.
- (6) Provide supervision and control over all departments and offices that are created by the City Council and employees appointed by the City Manager, except as otherwise provided in this Charter.
- (7) Attend all meetings of the City Council with the right to take part in the discussion.
- (8) Make recommendations to the City Council as the City Manager may deem necessary and expedient.
- (9) Provide written reports no less than quarterly of the current financial conditions and future needs of the City to be presented orally at an open meeting of the City Council, and make such recommendations concerning the affairs of the City, as the City Manager or the City Council deems desirable or necessary.
- (10) Perform such other duties as may be prescribed by the Charter or which may be required by ordinance or resolution of the City Council.

SECTION 4.04 Absence of City Manager

The City Manager may, by letter filed with the City Secretary, designate a qualified city employee to exercise the powers and perform the duties of City Manager during the City Manager's temporary absence. To perform the duties of the City Manager during the absence or disability exceeding thirty (30) days, the City Council may by resolution appoint an officer of the City to perform the duties of the City Manager until the City Manager shall return or such disability shall cease. In case of absence, disability, or illness exceeding thirty (30) days, where the duties of the City Manager could not be performed properly, the City Manager's salary may be continued at the discretion of the City Council.

SECTION 4.05 Removal

The City Manager shall be removed, with or without cause, by five (5) affirmative votes of the City Council. Prior to the 2009 election, four (4) affirmative votes of the City Council are required to remove the City Manager.

ARTICLE V

City Officers

SECTION 5.01 City Secretary

- (1) Appointment -- The City Council shall appoint the City Secretary, by at least five (5) affirmative votes of the City Council. The City Council shall consider the City Manager's recommendations regarding the appointment of the City Secretary. Prior to the 2009 election, four (4) affirmative votes of the City Council are required to appoint the City Secretary.
- (2) Duties -- The City Secretary shall:
 - (A) Give notice of all official public meetings of the City Council as consistent with this Charter and State law;
 - (B) Attend all public meetings and hearings of the City Council;
 - (C) Keep the minutes of the proceedings of all public meetings and hearings of the City Council as prescribed by the City Council consistent with applicable law;
 - (D) Act as custodian of all official records of the City Council;
 - (E) Hold and maintain the seal of the City and affix this seal to all appropriate documents;
 - (F) Authenticate and record all ordinances, resolutions and proclamations of the City by signature and seal;
 - (G) Perform other duties as may be required by the City Council;
 - (H) Shall conduct all municipal elections;
 - (I) Act as agent for the purposes of serving civil process;
 - (J) Assist the City Manger with the maintenance and public information request of all records as directed by the City Council;
 - (K) Prepare and recommend to the City Council the annual budget for the office and staff of the City Secretary; and
 - (L) Work with the City Manager in performing additional duties, as may be necessary, to assist in carrying out the day to day functions of the City.

- (3) Compensation -- The City Council shall fix the compensation, salary and benefits of the City Secretary in accordance with the City Secretary's experience, qualifications and performance.
- (4) Removal -- The City Secretary may be removed, with or without cause, by five (5) affirmative votes of the City Council. Prior to the 2009 election, four (4) affirmative votes of the City Council are required to remove the City Secretary.

SECTION 5.02 Municipal Judge

- (1) Appointment -- The City Council shall appoint by five (5) affirmative votes of the City Council such Municipal Judges of the Municipal Court as may be necessary, all of whom shall be competent, duly qualified attorneys licensed and practicing for at least two (2) years in the State. The Municipal Judge(s) shall be appointed by ordinance of the City Council and their salary may be fixed by ordinance or resolution. The Municipal Judge(s) shall be appointed for a term of two (2) years and may be appointed to additional consecutive terms. Prior to the 2009 election, four (4) affirmative votes of the City Council are required to appoint the Municipal Judge.
- (2) Duties -- The Municipal Judge shall:
 - (A) The Chief Judge of said Municipal Court shall have the power to punish for contempt to the same extent and under the same circumstances as the Justice of the Peace may punish for contempt of criminal cases.
 - (B) The Municipal Judge shall preside over any associate judge(s) who shall be a licensed attorney(s) in the State.
- (3) Compensation -- The Municipal Judge(s) shall receive compensation as may be determined by the City Council.
- (4) Removal -- The Municipal Judge shall be removed, with or without cause, by five (5) affirmative votes of the City Council. Prior to the 2009 election, four (4) affirmative votes of the City Council are required to remove the Municipal Judge.

SECTION 5.03 City Attorney

- (1) Appointment -- The City Council shall appoint by five (5) affirmative votes of the City Council a competent, duly qualified licensed and practicing attorney in the State who shall serve as the City Attorney. Prior to the 2009 election, four (4) affirmative votes of the City Council are required to appoint the City Attorney.
- (2) Duties -- The City Attorney shall:
 - (A) Serve as the legal advisor to the City Council;
 - (B) Represent the City in litigation and legal proceedings as directed by the City Council;

- (C) Review and provide opinions as requested by the City Council on contracts, legal instruments, and ordinances of the City and other City business; and
 - (D) Serve as the legal advisor to the officers and their departments, as directed by the City Council.
- (3) Special Counsel -- The City Council shall have the right to retain special counsel at any time that it may deem necessary and appropriate to collect delinquent and ad valorem taxes and liens or for such purposes the City Council deems appropriate.
 - (4) Compensation -- The City Attorney and Special Counsel shall receive compensation as may be determined by the City Council.
 - (5) Additional Counsel -- The City Attorney, with the approval of the City Council, may select additional attorneys to act for said City Attorney and the City in its representation and/or litigation.
 - (6) Removal -- The City Attorney may be removed, with or without cause, by five (5) affirmative votes of the City Council. Prior to the 2009 election, four (4) affirmative votes of the City Council are required to remove the City Attorney.

SECTION 5.04 Official Bond of City Employees

The directors of all administrative departments whose duties include the handling of monies, and all employees whose duties include the handling of monies belonging to the City shall, before entering upon the duties of their office or employment, make bond in a responsible surety company, acceptable to the City Council for such amount as the City Council may prescribe, the premium of such bond shall be paid by the City; the City Council may also require any such surety bond to be further conditioned that the principal thereon will faithfully perform and/or discharge the duties of said person's office and if there are provisions of State law bearing upon the functions of said person's office under which the execution of a surety bond is required, it shall be further conditioned to comply therewith.

ARTICLE VI

Financial

SECTION 6.01 Audit and Examination of City Books and Accounts

At the close of each fiscal year, and at such other times as may be necessary, the City Council shall call for an independent audit of all accounts of the City by a certified public accountant. The same firm or certified public accountant shall complete no more than five (5) consecutive annual audits. The certified public accountant selected shall have no personal interest, directly or indirectly, in the financial affairs of the City or any of its officers. The written report of audit will be presented to and discussed by the City Council at a regular meeting. The auditor's recommendations will be read into the record of the meeting. Copies of the audit shall be placed on file as a public record with the City Secretary.



City of Lucas

City Council Agenda Request

April 4, 2019

Item No. 10

Requester: City Manager Joni Clarke

Agenda Item Request

Consider the City's Compensation System.

Background Information

The City of Lucas has a hybrid approach to compensation which includes the ability for an employee to receive a Cost of Living Adjustment (COLA) and merit compensation. The City maintains a job description that describes the essential functions of the position and qualifications. This job description is reviewed annually as part of the annual evaluation process. The City has budgeted three percent of salaries annually for adjustments in compensation and this has been a consistent practice for, at least, the last ten years.

What is the purpose and/or goals of the City's compensation system?

1. Attract and retain skilled workforce
2. Reward high performers
3. Financially sustainable model
4. Consistent and equitable treatment

Compensation System

All full-time positions authorized by the City Council are included in a position classification/pay plan. Each position classification is based on similar or comparable responsibilities, duties, type of work, and required qualifications.

A Cost of Living Adjustment (COLA) is an adjustment made to income in order to counteract the effects of inflation and stabilize purchasing power. COLAs are generally equal to the percentage increase in the consumer price index for urban wage earners and clerical workers (CPI-W) for a specific period.

Employees may also be eligible to receive merit compensation based on their annual evaluation of performance by their supervisor and an assessment of how they contributed to their department's goals and objectives. Merit compensation is awarded to employees as recognition for substantial contributions that benefit the City.

The City Council establishes benchmark cities to serve as a resource to generate comparable data regarding employee compensation. To retain a skilled workforce and to remain competitive in the market, the City Council will periodically authorize a compensation market study and implement market adjustments specific to positions that are deemed below acceptable market levels.



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Previous Comprehensive Market Survey

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

To calculate the market, the high and low responses were eliminated, and the average was calculated using the remaining six responses. This number was used as the midpoint (100% of market average). Market adjustments were implemented for nonexempt staff in fiscal year 14/15 (February 9, 2015) and market adjustments were processed for exempt staff in fiscal year 15/16 (October 8, 2015).

Recent Market Salary Survey

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 six applications.
- Over a five-year period, the City's Public Works Department has experience turnover ratios ranging from 12.5% to 37.5%



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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 five job positions in the City of Lucas were recommended for market adjustments:

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

Future Considerations

During the January 17, 2019 discussion, the City Council thought that it may be time to evaluate the City's benchmark cities. There are two approaches worth considering. The first approach is to continue to identify benchmark cities. There is a variety of selection criteria that can be used to update our established benchmark cities.

- Per Capita Spending
- Property Tax and/or Sales Tax Revenue
- Population
- Home Rule Cities
- Geographical Area
- Staff Size
- Ad Valorem Taxable Value
- Median Household Income
- Median Cost of a House
- City Services Provided
- Perspective (Should the City choose benchmark cities that are comparable today or fit the vision of where the City would like to be in a specific time period?)



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The second approach would be to evaluate the labor market. A labor market is the market that the City of Lucas competes for employees. In determining the labor market, it can represent a variety of organizations and include diversity in size, geographic location and other criteria. In the past five years, the City has lost employees to the following organizations:

Allen
Celina
Frisco (accepted position with Frisco and then returned to Lucas)
Lewisville
North Texas Municipal Water District
Plano

With an assessment of the relative market data, the City could strive towards a specified market position. For example, the City would strive to position itself at a mid-level position at the 50th percentile. On average, 50% of the labor market will pay higher than the City of Lucas.

Attachments/Supporting Documentation

1. List of Cities to be evaluated as Benchmark Cities

Budget/Financial Impact

Undetermined - The City of Lucas has 23 positions to evaluate that represents 38 employees.

Recommendation

1. Identify eight to twelve benchmark cities with agreed upon selection criteria and obtain actual compensation data to perform a comprehensive market study for fiscal year 2019-20 on all 23 positions in the City. To calculate the market, eliminate the high and low responses using the average of the remaining responses. This number will be used as the midpoint (100% of market average).
2. Acquire the services of a consultant for fiscal year 2019-20 for a comprehensive market study. Update pay plan compensation ranges using actual compensation data of benchmark cities and review the position classification as an integral part of the City's Pay Plan using compensable factors include items such as education, experience, supervision, technical skills, working conditions, fiscal responsibility, and the overall structure of the organization. Update compensation data using in-house resources for subsequent years based on the strategy noted below (recommendation #3).



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3. Beginning in fiscal year 2020-21, the City Manager recommends a three-year review cycle for market compensation as part of the annual budget process. The following departments are being recommended for review in the order presented based on job demand and current positions in the market:

Fire-Rescue Personnel	16 employees	6 positions
PW, Development Services and Engineering	14 employees	9 positions
Administration and Finance	8 employees	8 positions

Motion

This is a discussion only. The City Manager is seeking feedback from the City Council on the methodology for a compensation market study.

BENCHMARK CITIES DATA
FISCAL YEAR 2018-19

Metroplex	City/Town	Population	Full-Time Employees	Property Tax Rate	Property Tax Revenue
Dallas-Fort Worth	Lucas	7,958	38	0.320661	2,559,106
Dallas-Fort Worth	Anna	12,390	64	0.591288	4,774,602
Dallas-Fort Worth	Celina	18,860	149	0.645000	4,558,280
Dallas-Fort Worth	Fairview	9,500	58	0.349709	4,356,000
Dallas-Fort Worth	Fate	14,513	54	0.291100	2,620,506
Dallas-Fort Worth	Highland Park	9,189	121	0.220000	13,724,735
Dallas-Fort Worth	Highland Village	16,624	156	0.563020	10,858,485
Dallas-Fort Worth	Kennedale	8,338	77	0.725714	4,190,449
Dallas-Fort Worth	Lake Dallas	7,958	26	0.701929	2,873,332
Dallas-Fort Worth	Melissa	10,500	50	0.609541	3,821,290
Dallas-Fort Worth	Murphy	20,673	122	0.500000	7,480,810
Dallas-Fort Worth	Parker	4,610	23	0.365984	2,911,647
Dallas-Fort Worth	Pilot Point	5,047	50	0.546627	1,331,575
Dallas-Fort Worth	Prosper	22,650	164	0.520000	14,361,960
Dallas-Fort Worth	Richland Hills	8,350	66	0.585000	2,374,548
Dallas-Fort Worth	Roanoke	8,954	142	0.375120	3,522,037
Dallas-Fort Worth	Seagoville	16,715	95	0.743800	4,745,438
Dallas-Fort Worth	Sunnyvale	6,491	48	0.412900	4,175,871
Dallas-Fort Worth	Trophy Club	12,340	72	0.446442	6,838,589
Austin	Lakeway	15,154	115	0.164500	5,625,469
Austin	Lago Vista	6,800	87	0.650000	2,673,579
Houston	Tomball	11,540	177	0.340000	2,245,000
Houston	West University Place	15,516	125	0.316800	11,656,000
San Antonio	Alamo Heights	8,000	99	0.386439	5,800,719
San Antonio	Fair Oaks Ranch	9,091	62	0.366784	4,999,835



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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