



## **AGENDA**

### **City of Lucas City Council Meeting November 7, 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, November 7, 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**

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

#### **Citizen Input**

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*The Citizen Input portion of the agenda is an opportunity for the public to address the City Council on any subject. By completing a "Request to Speak" form and submitting to the City Secretary, citizens have an opportunity to speak at the City Council meeting. However, in accordance with the Texas Open Meetings Act, the City Council cannot discuss issues raised or make any decisions but may refer items to City Staff for research and possible inclusion on a future agenda.*

1. Citizen Input (Mayor Jim Olk)

#### **Community Interest**

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

2. Items of Community Interest. (Mayor Jim Olk)

#### **Consent Agenda**

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

3. Consent Agenda:
  - A. Consider approval of the minutes of the October 17, 2019 City Council meeting. (City Secretary Stacy Henderson)

## Regular Agenda

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4. Consider amending FY 2019-2020 budget 21-4404 Intergovernmental Revenue for the Collin County Project Funding Assistance Program in the amount of \$100,000 and associated expense account 21-8211-499 CC Parks Trail Project \$223,339 utilizing general fund reserves for the remaining \$123,339 balance. **(Development Services Director Joe Hilbourn)**
5. Consider the findings associated with the Birkhoff, Hendricks & Carter drainage analysis of the Reid Branch Tributary 1, which includes the Lemontree Country Estates and Kingswood Estates neighborhoods, identify funding, and provide direction to the City Manager. **(City Engineer Stanton Foerster)**
6. Consider the landscaping opportunities in the following three locations: 1) northwest corner of the Blondy Jhune Road/Winningkoff Road intersection; 2) Mary Lee Lane and Orchard Gap Lane entrances to the Forest Creek Estates neighborhood; and 3) center island of the Stinson Road/Highland Drive roundabout. **(City Engineer Stanton Foerster)**
7. Review and make modifications as necessary to the December 2019 and January 2020 City Council meeting dates. **(Mayor Jim Olk)**
8. Consider approving Resolution R 2019-11-00491 and cast votes for the Collin Central Appraisal District Board of Directors. **(Mayor Jim Olk)**

## Executive Session Agenda

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*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.*

9. Pursuant to Section 551.074 of the Texas Government Code, the City Council will convene into Executive Session to discuss the evaluation for the City Manager.
10. Reconvene from Executive Session and take any action necessary as a result of the Executive Session.
11. Adjournment.

## Certification

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*I do hereby certify that the above notice was posted in accordance with the Texas Open Meetings Act on the bulletin board at Lucas City Hall, 665 Country Club Road, Lucas, TX 75002 and on the City's website at [www.lucastexas.us](http://www.lucastexas.us) on or before 5:00 p.m. on October 31, 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 City Secretary Stacy Henderson at 972.912.1211 or by email at [shenderson@lucastexas.us](mailto:shenderson@lucastexas.us) at least 48 hours prior to the meeting.*



# City of Lucas

## City Council Agenda Request

### November 7, 2019

Item No. 01

Requester: Mayor Jim Olk

#### **Agenda Item Request**

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Citizen Input

#### **Background Information**

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NA

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

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NA

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

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NA

#### **Recommendation**

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NA

#### **Motion**

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NA



# City of Lucas

## City Council Agenda Request

### November 7, 2019

Requester: Mayor Jim Olk

#### **Agenda Item Request**

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2. Items of Community Interest.

#### **Background Information**

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NA

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

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NA

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

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NA

#### **Recommendation**

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NA

#### **Motion**

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NA



# City of Lucas Council Agenda Request November 7, 2019

Requester: City Secretary Stacy Henderson

## **Agenda Item Request**

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3. Consent Agenda:
  - A. Consider approval of the minutes of the October 17, 2019 City Council meeting.

## **Background Information**

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NA

## **Attachments/Supporting Documentation**

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1. Minutes of the October 17, 2019 meeting.

## **Budget/Financial Impact**

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NA

## **Recommendation**

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City Staff recommends approval of the Consent Agenda.

## **Motion**

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



**City of Lucas  
City Council Meeting  
October 17, 2019  
7:00 P.M.**

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

**MINUTES**

**Call to Order**

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

**City Councilmembers Present:**

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

**City Staff Present:**

City Manager Joni Clarke  
City Secretary Stacy Henderson  
Development Services Director Joe Hilbourn  
Fire Chief Ted Stephens  
Assistant Fire Chief Lance Gant  
Assistant to the City Manager Kent Souriyasak

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

**Citizen Input**

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**1. Citizen Input.**

There was no citizen input at this meeting.

**Community Interest**

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**2. Items of Community Interest.**

- A. Presentation by Farmers Market Committee Chair Debra Guillemaud regarding the October 12, 2019 Lucas Farmers Market.

Farmers Market Committee Chair Debra Guillemaud gave an overview of activities of the first farmers market held on October 12, 2019. Ms. Guillemaud stated that it was estimated that approximately 1,000 people attended the farmers market with all vendors almost completely selling out. Ms. Guillemaud stated that the event was well advertised through social media and news outlets and all feedback received was positive. The Committee was working on streamlining efforts for the 2020 markets to be held.

Mayor Olk noted the following items of community interest:

- The next Farmers Market would take place on November 2 at the Community Park
- Registration for the Scarecrow Contest was extended through October 21
- A City sponsored Fall parade was scheduled for October 19 from 9 am to Noon at Hart Elementary
- Country Christmas was scheduled for Friday, December 6 from 6 - 9 pm.

## Consent Agenda

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### 3. Consent Agenda:

- A. Consider approval of the minutes of the October 3, 2019 City Council meeting.
- B. Consider adopting Ordinance 2019-10-00896 amending the Code of Ordinances by amending Chapter 13 titled “Utilities” by retitling Article 13.03 “Water Conservation Plan and Water Resource and Emergency Management Plan”; by retitling Section 13.03.001 “Adoption of Plans” and Section 13.03.002 titled “Penalty” to adopt the “2019 Water Conservation Plan for the City of Lucas” and “2019 Water Resource and Emergency Management Plan.
- C. Consider authorizing the City Manager to enter into Amendment No. 2 of an interlocal agreement between the City of Lucas and Collin County for law enforcement services for year three of a five-year contract for the period beginning October 1, 2019 through September 30, 2020.

Councilmember Fisher asked that Agenda Item 3B be removed from the Consent Agenda.

**MOTION:** A motion was made by Councilmember Millsap, seconded by Councilmember Lawrence to approve Agenda Items A and C on the Consent Agenda. The motion passed unanimously by a 7 to 0 vote.

## Regular Agenda

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- 3B. Consider adopting Ordinance 2019-10-00896 amending the Code of Ordinances by amending Chapter 13 titled “Utilities” by retitling Article 13.03 “Water Conservation Plan and Water Resource and Emergency Management Plan”; by retitling Section 13.03.001 “Adoption of Plans” and Section 13.03.002 titled “Penalty” to adopt the “2019 Water Conservation Plan for the City of Lucas” and “2019 Water Resource and Emergency Management Plan.**

Councilmember Fisher explained some of the changes regarding the updated Water Conservation Plan such as items that trigger the different stages of water restrictions. Councilmember Fisher stated that some of the changes were substantially different and noted that she would write an article for the Lucas Leader to assist in informing the residents of future changes.

**MOTION:** A motion was made by Councilmember Fisher, seconded by Councilmember Lawrence to approve adopting Ordinance 2019-10-00896 amending the Code of Ordinances by amending Chapter 13 titled “Utilities” by retitling Article 13.03

“Water Conservation Plan and Water Resource and Emergency Management Plan”; by retitling Section 13.03.001 “Adoption of Plans” and Section 13.03.002 titled “Penalty” to adopt the “2019 Water Conservation Plan for the City of Lucas” and “2019 Water Resource and Emergency Management Plan. The motion passed unanimously by a 7 to 0 vote.

**4. Consider the recommendation from the Technology Committee regarding internet service in the City of Lucas.**

Chairman Rathgeb discussed how the Technology Committee identified the internet service challenges by first conducting internet speed test map depicting internet service throughout Lucas. Chairman Rathgeb stated that approximately 24 percent of Lucas households responded with an average downlink of 41.49 Mbps and an average uplink data rate of 23.65 Mbps. Chairman Rathgeb stated that 74 percent of the respondents were below 50 Mbps for downlink data rates. The best and least served areas of the city were mapped and discussed.

Chairman Rathgeb stated that members of the Technology Committee met with current providers such as Suddenlink, AT&T, Frontier, and GCEC that showed no interest in expanding on their existing network or to rebuild a copper network in the City of Lucas due to its low density, house per mile, and wireless solutions may offer moderately high speed data rates to a few residents, but limitations to the technologies make it nonviable to many residents.

Chairman Rathgeb stated that the Technology Committee recommends the following:

The City Council authorize a feasibility study for deploying a fiber-to-the-home network as a City utility.

The City Council consider the success of Mont Belvieu’s fiber deployment as a reflection of the consultancy performing their feasibility study.

The City Council direct the Technology Committee to begin developing key content to be included in the feasibility study.

Chairman Rathgeb stated that the City of Mont Belvieu spent approximately \$40,000 on a feasibility study.

Councilmember Millsap stated that the feasibility study was the first step in the process. The City of Mont Belvieu spent 14 million in Certificates of Obligation to pay for the installation of a fiber network utility. Councilmember Millsap noted that the Council should be prepared for this type of expenditure should the City proceed in this direction.

Mayor Olk noted that for an expense of this kind, it should be taken to the voters to decide.

Councilmember Fisher stated that the Committee had been working to find the best solution, and there was a great deal of expertise on the Committee that could assist the City in moving forward.

**MOTION:** A motion was made by Councilmember Millsap, seconded by Councilmember Fisher to direct the Technology Committee and City staff to work on developing a Request for Proposal to acquire the services of a consultant to prepare and complete a broadband feasibility study. The motion passed unanimously by a 7 to 0 vote.



**5. Consider the request by the Friends of Lucas Fire-Rescue, Inc., a 501(c)(3) (the “Friends of LFR”) to transfer the vintage fire truck commonly referred to as “Streaker” to the Friends LFR for restoration and to enter into an agreement to match funds raised by the Friends of LFR for such restoration.**

Gerald Reining, member of the Friends of Lucas Fire-Rescue, Inc., discussed the history of the City’s 1949 fire engine named “Streaker” noting that it was the City’s front-line apparatus until 1980 and kept as a reserve engine until 1992. Mr. Reining discussed the current condition of Streaker and reviewed the restoration plan and schedule noting that the timeline would be approximately three years to complete the restoration and cost approximately \$73,000. Mr. Reining discussed the fundraising plans for Streaker that included selling t shirts, soliciting donations and hosting a car show.

Mr. Reining requested the City Council consider transferring the title of “Streaker” to the Friends of Lucas Fire Rescue and agree to assist the Friends of Lucas Fire Rescue in the restoration of “Streaker” by matching funds raised with the following items totaling approximately \$37,500 over a three-year period.

- Match Current \$5,000 in Friends dedicated to “Ol’ Streaker” Fund to begin Project
- Match Car Show Donations in 2020 and 2021

**MOTION:** A motion was made by Councilmember Millsap, seconded by Councilmember Baney to approve the transfer of the Title of the vintage fire truck commonly referred to as Streaker to the Friends of Lucas Fire-Rescue Inc., a 501(c)(3) for restoration and further authorize the City Manager to execute any necessary agreements with the Friends for such transfer after approval by the City Attorney; and to further authorize the City Manager to enter into a grant agreement with the Friends of the Lucas Fire-Rescue Inc., to match the funds raised by the Friends of LFR for such restoration in an amount not-to-exceed \$37,500; and to amend the Fiscal Year 2019/2020 budget by appropriating \$37,500 from unrestricted General Fund Reserves. The motion passed unanimously by a 7 to 0 vote.

**6. Discuss the board/commission appointment process for December 2019.**

City Secretary Stacy Henderson discussed the board appointment process noting that the Council agreed upon considering appointment/reappointments in December of each year and holding a meet and greet reception separate from a Council meeting for prospective applicants and existing board members. Ms. Henderson asked if the Council would like to proceed with the abovementioned items given there were no vacancies on any boards or commissions and each member up for reappointment would like to be considered for another term.

Mayor Pro Tem Peele noted that the Council should move forward with notice in the newsletter as well as a reception to promote new members and have each Councilmember liaison give a presentation about their committee. Mayor Pro Tem Peele also noted that residents should be informed that there were currently no vacancies, but they could arise at a later date.

The City Council was in agreement to move forward with a meet and greet reception on January 16, 2020 at 6:00 pm before the Council meeting, and to advertise in the Lucas Leader.

## Executive Session Agenda

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7. Pursuant to Section 551.074 of the Texas Government Code, the City Council will convene into Executive Session to discuss the evaluation for the City Manager.

Mayor Olk stated that the City Council would reschedule Executive Session to the next City Council meeting of November 7, 2019.

8. Reconvene from Executive Session and take any action necessary as a result of the Executive Session.

There was no action taken from Executive Session. An Executive Session was not held at this meeting.

## Adjournment

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9. Adjournment.

**MOTION:** A motion was made by Councilmember Millsap, seconded by Councilmember Duke to adjourn the meeting at 8:19 pm. The motion passed unanimously by a 7 to 0 vote.

APPROVED:

ATTEST:

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Mayor Jim Olk

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Stacy Henderson, City Secretary



# City of Lucas Council Agenda Request November 7, 2019

Item No. 04

Requester: Development Services Director Joe Hilbourn

## **Agenda Item Request**

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Consider amending FY 2019-2020 budget 21-4404 Intergovernmental Revenue for the Collin County Project Funding Assistance Program in the amount of \$100,000 and associated expense account 21-8211-499 CC Parks Trail Project \$223,339 utilizing general fund reserves for the remaining \$123,339 balance.

## **Background Information**

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The City of Lucas was informed by the Collin County Project Funding Assistance Program that the City's grant application to cover the cost of engineering construction plans and the specifications and estimates for the construction of a proposed Safe Routes to School (SRTS) project has been approved in the amount of \$100,000.

The total cost of engineering construction plans and specifications and estimates is \$223,339. City staff is asking for the remaining balance of \$123,339 to be funded from General Fund reserves.

In June of 2019 Resolution R-2019-06-00484 was approved agreeing to the terms of the Collin County Parks and Open Space Grant and submitting an application to the Collin County Parks and Open Space Project Funding Assistance Program in the amount of \$111,669 to cover the cost of engineering construction plans and specifications and estimates for the construction of a proposed Safe Routes to School (SRTS) trail project.

The City applied for project funding from TxDOT's Safe Routes to School (SRTS) program in the amount of \$2,533,725 for a 4.6 mile, 10-foot wide shared use path (SUP) for Phase 1 that will connect to a future trail at Angel Parkway and Estates Parkway. The trail will go east along Estates Parkway to Country Club Road, and form a loop south to West Lucas Road, west to Ingram Road, and north, back to Estates Parkway. Phase 1 is the first of a two-phase unification trail in the City's Trails Master Plan that will include rest areas with benches and bike racks and will directly connect to four schools. Staff met with the TxDOT District Coordinator to discuss the proposed SRTS project and was informed that the project would be more likely to move forward quickly if the City agreed to pay for the engineering portion of the project. Staff recommended asking Collin County as part of their Parks and Open Space projects for grant funding to cover the cost of the engineering for construction plans, specifications and estimates.

## **Attachments/Supporting Documentation**

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1. Resolution R 2019-06-00484 Parks and Open Space Grant



# City of Lucas Council Agenda Request November 7, 2019

Item No. 04

## **Budget/Financial Impact**

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The total cost of engineering construction plans, specifications and estimates is \$223,339. The funding approved by Collin County Project Funding Assistance Program is \$100,000. The remaining balance to fund is \$123,339.

## **Recommendation**

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Staff recommends approving funds for the remaining balance of \$123,339 for the cost of engineering construction plans and specifications and estimates for the Safe Route to School Program (SRTS).

## **Motion**

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I make a motion to approve/deny amending FY 2019-2020 budget 21-4404 Intergovernmental Revenue for Collin County Project Funding Assistant Program in the amount of \$100,000 and associated expense account 21-8211-499 CC Parks Trail Project \$223,339 utilizing general fund reserves for the remaining \$123,339 balance.

# RESOLUTION R-2019-06-00484

[PARKS AND OPEN SPACE GRANT]

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LUCAS, COLLIN COUNTY, TEXAS, HEREINAFTER REFERRED TO AS “APPLICANT,” DESIGNATING CERTAIN OFFICIALS AS BEING RESPONSIBLE FOR, ACTING FOR, AND ON BEHALF OF THE “APPLICANT” IN DEALING WITH COLLIN COUNTY, HEREINAFTER REFERRED TO AS “GRANTOR,” FOR THE PURPOSE OF PARTICIPATING IN THE COLLIN COUNTY PARKS AND OPEN SPACE PROJECT FUNDING ASSISTANCE PROGRAM, HEREINAFTER REFERRED TO AS THE “PROGRAM”; CERTIFYING THAT THE “APPLICANT” IS ELIGIBLE TO RECEIVE PROGRAM ASSISTANCE; CERTIFYING THAT THE “APPLICANT” MATCHING SHARE IS READILY AVAILABLE; AND DEDICATING THE PROPOSED SITE FOR PERMANENT PUBLIC PARK AND OPEN SPACE USES; AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the “Applicant” is fully eligible to receive assistance under the “Program”; and,

WHEREAS, the “Applicant” is desirous of authorizing an official to represent and act for the “Applicant” in dealing with the “Grantor” concerning the “Program.”

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LUCAS, COLLIN COUNTY, TEXAS, THAT:**

**SECTION 1.** The “Applicant” hereby certifies that it is eligible to receive assistance under the “Program.”

**SECTION 2.** The “Applicant” hereby certifies that the matching share for this application is readily available at this time.

**SECTION 3.** The “Applicant” hereby authorizes and directs its Development Services Director to act for the “Applicant” in dealing with the “Grantor” for the purpose of the “Program,” and Joe Hilbourn is hereby officially designated as the representative in this regard.

**SECTION 4.** The “Applicant” hereby specifically authorizes the official to make application to the “Grantor” concerning park site improvements.

**SECTION 5.** This Resolution shall become effective immediately from and after its passage.

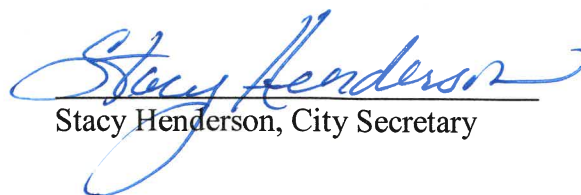
DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF LUCAS, COLLIN COUNTY, TEXAS, ON THIS THE 20th DAY OF JUNE, 2019.

APPROVED:



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

ATTEST:



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





# City of Lucas

## City Council Agenda Request

### November 7, 2019

Item No. 05

Requester: City Engineer Stanton Foerster

#### **Agenda Item Request**

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Consider the findings associated with the Birkhoff, Hendricks & Carter drainage analysis of the Reid Branch Tributary 1, which includes the Lemontree Country Estates and Kingswood Estates neighborhoods and provide direction to the City Manager.

#### **Background Information**

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At the April 18, 2019, City Council meeting, the City Council authorized the City Manager to enter into a contract with Birkhoff, Hendricks & Carter for a drainage analysis of the basin contributing stormwater runoff to Reid Branch Tributary 1, which includes the Lemontree Country Estates and Kingswood Estates neighborhoods.

At least 15.64 acres from Lemontree Country Estates drains into the Kingswood Estates neighborhood. With the unusually wet Fall of 2018, the residents of Kingswood Estates have been requesting assistance from the City. The drainage swells in and through 2, 3, and 4 Kingswood Drive appear to be nonfunctional. These swells appear to be nonexistent due to lack of maintenance or siltation. Some Kingswood Estates properties have filled in and landscaped the drainage flow areas within the street right-of-way. Lemontree Estates and Kingswood Estates neighborhoods drain to both White Rock Creek or one of its tributaries.

The following was not considered in the Birkhoff analysis:

1. location, need, or existence of drainage easements;
2. Kingswood Estates drainage construction plans;
3. cost or maintenance of drainage improvements; and
4. the drainage facilities in Lynn Acres, Glenbrook Estates, and Sky View Estates.

The following is the recommendation and conclusion sections taken directly from the Birkhoff analysis:

#### **Lemontree Country Estates Channel & Driveway Culverts Recommendations**

1. Recalculate the total flow in the roadside ditch west of Citrus Way, including the offsite area from the Lovejoy High School and onsite area within the Lemontree Country Estates Addition, using current engineering design requirements for runoff coefficients, time of concentration and storm intensities.



# City of Lucas

## City Council Agenda Request

### November 7, 2019

2. At a minimum, we recommend reconstructing the roadside ditch for about 200 feet on each side of Mandarin Cove and replacing the culverts at Mandarin Cove based on the design criteria selected by the City of Lucas.
3. A drainage improvement project could also be considered to reconstruct the roadside ditch along the south side of Citrus Way and the driveway culverts from Mandarin Cove to Orchard Lane based on the design criteria selected by the City of Lucas.

#### **Lemontree Country Estates Addition (Orchard Road) Recommendations**

1. Additional surveys and analysis could be performed on the channel and culverts crossing Orchard Road to determine any improvements necessary to perform in accordance with the design criteria selected by the City of Lucas. Our concept plan recommends at a minimum that the side slopes of the open channel be flattened to 4:1 or flatter. The channel could also be graded steeper to drain better, if permission to grade on to the adjacent tract downstream (east) could be obtained.
2. Debris, trash removal and minimal grading could help alleviate the standing water experienced by the property owner on the north side of the channel (east of Orchard Road).

#### **Lovejoy High School Pond Recommendations**

1. Additional surveys and analysis of the pond should be performed to determine if adequate storage is currently provided and if the existing outfall structure should be modified to perform as it was originally designed. Our concept plan exhibit recommends, at a minimum, raising the berm along the east side of the detention pond to be at least 1-foot above the 100-year water surface elevation based on the plans.
2. The Lovejoy High School detention pond should be analyzed to determine any improvements necessary to perform in accordance with the design criteria selected by the City of Lucas. This could include performance based on a number of design storms, including more frequently occurring events.
3. A detention pond improvements project could be constructed based on the design criteria selected by the City of Lucas.

#### **Rimrock Estates Recommendations**

1. The proper function of the Lovejoy High School detention pond is a crucial element for the proper function of the detention ponds constructed in the Rimrock Estates Addition and therefore addressing any detention pond performance issues would be highly recommended.





# City of Lucas

## City Council Agenda Request

### November 7, 2019

2. Additional surveys and analysis of the drainage swale downstream of Pond B could be performed to determine the anticipated 100-year depth of flow in “Pond A” to determine if improvements would be required to provide necessary free-board to adjacent properties within the Rimrock Estates Addition.

#### **Kingswood Estates Recommendations**

1. At a minimum, we recommend installing a concrete pilot channel in each of the swales from driveway to driveway. This would help to drain most of the water which accumulates in the driveways after a storm event. Without grass impeding flow, a pilot channel should also reduce the likelihood of water stagnating in between driveways. We recommend a concrete pilot channel 2 to 3-ft in width with a 1-inch invert between the driveways, on both sides of the street, for the full length of the north-south portion of Kingswood Drive shown on the exhibit. This approach is unlikely to provide 100-year design storm capacity but should reduce stormwater ponding.
2. Alternatively, we recommend a channel be designed along both sides of the road to convey a design storm event as determined by the City. The channel would begin at the downstream end of the drainage channel in the southeast corner of Kingswood Estates. This approach would include installing driveway culverts at each driveway and significant grading efforts to provide ditches along both sides of Kingswood Drive. A portion of each of the driveways would be reconstructed to remove the low water crossing and reconstruct the driveways over the new culverts.

#### **Conclusions**

The runoff from the northeast corner of the high school site was slightly reduced, based on our calculations and is not contributing to drainage problems for the existing ditch along Citrus Way, the culverts crossing Mandarin Cove and driveway culverts along the south side of Citrus Way in the Lemontree Country Estates. At a minimum, we recommend reconstructing the roadside ditch for about 200 feet on each side of Mandarin Cove and replacing the culverts at Mandarin Cove based on the design criteria selected by the City of Lucas. We also recommend consideration of reconstructing the roadside ditch along Citrus Way east of Mandarin Cove and the driveway culverts and design based on the design criteria selected by the City of Lucas.

A drainage improvement project could also be considered to reconstruct the roadside ditch and the driveway culverts along Citrus Way from west of Mandarin Cove to Orchard Lane based on the design criteria selected by the City of Lucas.

The north end of Lemontree Country Estates is at the top of the drainage basin and there are no indications that the culvert structure at the southeast corner of the development under Citrus Way lacks capacity to convey the runoff.



# City of Lucas

## City Council Agenda Request

### November 7, 2019

Our observations of the Lovejoy High School detention pond indicate less volume may be provided and the outfall structure may not perform as originally designed. This could result in weir flow over the berm, sending a higher rate of flow downstream than the original design intended. The design of drainage features downstream of the high school pond in Rimrock Estates are based on the high school pond and outfall structure functioning as originally designed. The water surface elevation through Rimrock Estates could rise causing adverse impacts to the lots and overwhelming other drainage facilities downstream of the high school without some improvements to the detention pond. At a minimum, we recommend the berm for the detention pond be raised to at least 1-foot above the 100-year water surface elevation based on the plans.

The channel crossing the Lemontree Country Estates Addition and the culverts crossing Orchard Lane do not have capacity for a 100-year event. At a minimum, we recommend flattening the side slopes of the channel from Rimrock Estates to the east property line of Lemontree Country Estates to 4:1 or less for ease of maintenance. A drainage improvement project could also be considered to size the channel and the culverts crossing Orchard Lane in accordance with the design criteria selected by the City of Lucas.

There are no roadside ditches and culverts in the Kingswood Estates Addition and there is some ponding of water in the driveways after a rain event. At a minimum, we recommend installing concrete pilot channels in the swales on both sides of the road from driveway to driveway.

### **Attachments/Supporting Documentation**

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1. Birkhoff, Hendricks & Carter, LLP Analysis
2. Drainage Flows and Easements Exhibit 1995
3. Kingswood Estates Profile
4. Kingswood Estates Area

### **Budget/Financial Impact**

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To be determined by the City Council at a later date.

### **Recommendation**

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#### **Lovejoy High School Pond Recommendations**

City staff will work with the Lovejoy ISD to reestablish drainage facilities as designed within the 2006 high school construction plans and if practical, add additional improvements.

City Engineer Stanton Foerster recommends the engagement of Birkhoff to evaluate, draft, and design the following as noted in priority order:



# City of Lucas

## City Council Agenda Request

### November 7, 2019

#### **Lemontree Country Estates Recommendations**

- A. Draft easement documents for all improvements identified in the neighborhood. City staff will obtain the easements from each property owner at no cost to the City. No design would start until all needed easements are granted to the City.
- B. Design the drainage system swells in and through 7 to 10 Orchard Road as well as 1900 Estates Parkway.
- C. Design the roadside ditch, roadway culverts, and driveway culverts from 28 Citrus Way south and east to 11 Citrus Way including Mandarin Cove properties.

#### **Kingswood Estates Recommendations**

- D. Evaluate the drainage facilities as shown in the 1992 construction plans.
- E. If not adequate to efficiently move drainage flows, design new drainage facilities.

#### **East of Kingswood Estates to the Reid Branch Tributary 1 Recommendations**

- F. Evaluate the drainage facilities and if adequate, no further action is needed.
- G. If not adequate and/or easements are needed in Lynn Acres, draft easement documents for all improvements identified in the Lynn Acres neighborhood. City staff will obtain the easements from each property owner at no cost to the City. No design would start until all needed easements are granted to the City.
- H. Design new drainage facilities through Lynn Acres, Glenbrook Estates, and/or Sky View Estates.

#### **Motion**

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I make a motion to authorize/not authorize the City manager to pursue the engagement of Birkhoff, Hendricks & Carter to evaluate, draft, and design the following recommendations:

- A. draft easement documents for Lemontree Estates,
- B. design drainage crossing for Orchard Road as well as 1900 Estates Parkway,
- C. design drainage system along Citrus Way and Mandarin Cove,
- D. evaluate Kingswood Estates 1992 construction plans,
- E. design new Kingswood Estates drainage facilities,
- F. evaluate the drainage east of Kingswood Estates to the Reid Branch Tributary 1,
- G. draft Lynn Acres easements,

and/or

- H. design new drainage facilities between Kingswood Estates and the Reid Branch Tributary 1.



# BIRKHOFF, HENDRICKS & CARTER, L.L.P.

## PROFESSIONAL ENGINEERS

11910 Greenville Ave., Suite 600

Dallas, Texas 75243

Phone (214) 361-7900

www.bhellp.com

JOHN W. BIRKHOFF, P.E.  
GARY C. HENDRICKS, P.E., R.P.L.S.  
JOE R. CARTER, P.E.  
MATT HICKEY, P.E.  
ANDREW MATA, JR., P.E.  
JOSEPH T. GRAJEWSKI, III, P.E.  
DEREK B. CHANEY, P.E., R.P.L.S.  
CRAIG M. KERKHOFF, P.E.  
JUSTIN R. IVY, P.E.

October 11, 2019

Mr. Stanton Foerster, P.E.  
City Engineer  
City of Lucas  
665 Country Club Road  
Lucas, Texas 75002

Re: Lemontree Drainage Analysis  
Final Report and Concept Plan

Dear Mr. Foerster:

As requested, we have completed a drainage analysis of the basin contributing storm water runoff to Reid Branch Tributary 1. Our analysis consisted of the following:

1. Review of the record drawings and drainage calculations provided by the City of Lucas for each of the developments within the basin.
2. Field survey of selected existing culverts and drainage features within the basin
3. Site investigation including walking the accessible drainage courses within the basin and examining the condition of existing culverts and other drainage features.

We have summarized our observations and possible recommendations from the analysis into the sections that follow:

### **Lemontree Estates Channel & Driveway Culverts Analysis**

The northeast portion of the Lovejoy High School site (13.94 ac) drains undetained, to the southwest corner of the Lemontree Estates Addition. The Lovejoy High School record drawings include drainage calculations that indicate the pre-development 100-year flow rate was 34 cfs and the post-development flow rate was 85.3 cfs. However, after careful review of the calculations, we calculated a pre-development 100-year flow rate of approximately 44 cfs and a post-development flow rate of approximately 39 cfs.

Runoff from the Lovejoy High School site flows overland to a roadside ditch along the west side of Citrus Way. The ditch west of Citrus Way flows south to a culvert under Mandarin Cove at the southwest corner of the Lemontree Estates Addition. The culverts under Mandarin Cove are damaged and are undersized for a 100-year flow rate. The runoff then flows east in a roadside ditch along the south side of Citrus Way and through a series of driveway culverts that are also undersized for a 100-year flow rate. Several of the driveway culverts downstream of Mandarin Cove are also sloping the wrong way (against flow).



**Image 1: Downstream Face of Mandarin Cove Culvert**

### **Lemontree Estates Channel & Driveway Culverts Recommendations**

1. Recalculate the total flow in the roadside ditch west of Citrus Way, including the offsite area from the Lovejoy High School and onsite area within the Lemontree Estates Addition, using current engineering design requirements for runoff coefficients, time of concentration and storm intensities.
2. At a minimum, we recommend reconstructing the roadside ditch for about 200 feet on each side of Mandarin Cove and replacing the culverts at Mandarin Cove based on the design criteria selected by the City of Lucas.
3. A drainage improvements project could also be considered to reconstruct the roadside ditch along the south side of Citrus Way and the driveway culverts from Mandarin Cove to Orchard Lane based on the design criteria selected by the City of Lucas.

### **Lovejoy High School Pond Analysis**

A large portion of the Lovejoy High School site drains to a detention pond on the east side of the high school property. The record drawings for the pond include design calculations for a 34-inch orifice plate to be installed at the outfall structure for the pond. At the time of design and construction, this exceeded design criteria required for development within the City of Lucas.

During our site investigation it was observed that the pond is discharged via a 36-inch HDPE pipe without any restrictor plate. We also observed an erosion control device at the upstream side of the outfall (shown below).

Field surveys indicate low spots in the middle of the berm for the detention pond has near the outfall culvert as much as a foot lower than the north and south ends of the berm. Rock rip rap has been placed on the east side of the berm in this location indicating that water is going over the berm undetained and creating a potentially erosive situation. The Lovejoy High School record drawings include volumetric calculations for the pond and the pond may not be functioning as it was designed based on our observations.



**Image 2: Lovejoy High School Pond Outfall**

### **Lovejoy High School Pond Recommendations**

1. Additional surveys and analysis of the pond should be performed to determine if adequate storage is currently provided and if the existing outfall structure should be modified to perform as it was originally designed. Our concept plan exhibit recommends, at a minimum, raising the berm along the east side of the detention pond to be at least 1-foot above the 100-year water surface elevation based on the plans.
2. The Lovejoy High School detention pond should be analyzed to determine any improvements necessary to perform in accordance with the design criteria selected by the City of Lucas. This could include performance based on a number of design storms, including more frequently occurring events.
3. A detention pond improvements project could be constructed based on the design criteria selected by the City of Lucas.

### **Rimrock Estates Analysis**

The record drawings for Rimrock Estates demonstrate runoff passing through the development via a series of ponds. Pond A is at the downstream limits of the development and is within a drainage easement on two residential lots. The outfall constructed for Pond A does not match the record drawings which may cause the water surface elevation to be higher than anticipated. This condition coupled with a potentially higher release

rate from the high school detention pond upstream of this development could cause the Pond A water surface to be higher and potentially have adverse impacts on the two residential lots.

The water surface elevation in Pond B is controlled by a broad crested weir constructed at the downstream end of the pond. Design of this pond is based on the maximum design flow rate from the record drawings for the high school detention pond upstream of the development together with additional offsite drainage areas. The proper function of the high school detention pond is therefore critical to the design of Pond B. Additional discharge from the high school detention pond could cause higher water surface elevations in pond B, potentially going over Rimrock Drive. There is also the potential for adverse impacts to adjacent residential lots in this area.

The discharge from Pond B flows eastward in a swale labeled Pond A which turns northward along the east property line of the Rimrock Estates Addition flowing to a point where the drainage swale turns east towards Orchard Road.



**Image 3: Rimrock Estates Pond A (Looking North)**

### **Rimrock Estates Recommendations**

1. The proper function of the Lovejoy High School detention pond is a crucial element for the proper function of the detention ponds constructed in the Rimrock Estates Addition and therefore addressing any detention pond performance issues would be highly recommended.
2. Additional surveys and analysis of the drainage swale downstream of Pond B could be performed to determine the anticipated 100-year depth of flow in “Pond A” to determine if improvements would be required to provide necessary free-board to adjacent properties within the Rimrock Estates Addition.

### **Lemontree Country Estates Addition (Orchard Road) Analysis**

Flow discharged from Pond A in Rimrock Estates drains to a swale which drains to the east in the Lemontree Country Estates Addition to Orchard Road. The drainage plans for Rimrock Estates include a total 100-year release rate of 122.65 cfs. Two 18-inch culverts are provided at Orchard Road. These culverts do not have

capacity to convey runoff from the 100-year event. The road is only slightly higher than the top of the culverts indicating that water will overtop Orchard Road in a 100-year storm event.

The property owners on the north and south side of the channel downstream (east) of the Orchard Road culverts met with us while walking the drainage course and indicated that mowing the channel was difficult due to the steep side slopes. We observed a water depth of 1 to 2 -inches from the west property line of the Lemontree Country Estates Addition to just before the east property line. We observed some channel scour and concrete rubble had been dumped in this location.



**Image 4: Channel Downstream of Orchard Road (Looking Upstream / West)**

The property owner on the north side of the channel indicated there was frequent standing water on the northeast corner of his property and added that the channel does not drain to the east of his property like it did several years ago. We observed standing water east of Orchard Road along the north side of this property.

#### **Lemontree Country Estates Addition (Orchard Road) Recommendations**

1. Additional surveys and analysis could be performed on the channel and culverts crossing Orchard Road to determine any improvements necessary to perform in accordance with the design criteria selected by the City of Lucas. Our concept plan recommends at a minimum that the the side slopes of the open channel be flattened to 4:1 or flatter. The channel could also be graded steeper to drain better, if permission to grade on to the adjacent tract downstream (east) could be obtained.
2. Debris, trash removal and minimal grading could help alleviate the standing water experienced by the property owner on the north side of the channel (east of Orchard Road).

#### **Kingswood Estates, The Farmstead and Claremont Springs Analysis**

Runoff conveyed via the channel downstream (east) of Orchard Road continues flowing to the east and northeast through a series of ponds converging with flow from the southeast corner of Lemontree Estates, runoff from Kingswood Estates, runoff from The Farmstead, and flow released from the retention pond in the Claremont Springs Addition located on the south side of Estates Parkway. The drainage conveyance systems at these locations appear to function as designed. The combined flow channelizes and crosses Lynn Lane via



eight (8) 48-inch reinforced concrete pipe culverts. We did not observe any significant erosion issues or capacity problems at Lynn Lane.

Stormwater discharged from Claremont Springs flows through The Farmstead crossing Lee Lane via 3 – 6'x3' reinforced concrete box culverts. Drainage calculations from The Farmstead construction plans indicate that the detention ponds provided maintain pre-developed conditions and do not increase runoff within the basin.

Accumulated runoff flowing to the south along Kingswood Drive is conveyed via small undefined roadside swales. Driveways in Kingswood Estates lack culverts and the swales cross each driveway creating a low water crossing at each location. There is very little capacity along these swales, and it appears water ponds in most of the driveways after a storm event, due to grass and silt deposits on the low side of each driveway. Additionally, the swales have a relatively flat slope and water likely stagnates in various flat/low spots along the swales.

### **Kingswood Estates Recommendations**

1. At a minimum, we recommend installing a concrete pilot channel in each of the swales from driveway to driveway. This would help to drain most of the water which accumulates in the driveways after a storm event. Without grass impeding flow, a pilot channel should also reduce the likelihood of water stagnating in between driveways. We recommend a concrete pilot channel 2 to 3-ft in width with a 1-inch invert between the driveways, on both sides of the street, for the full length of the north-south portion of Kingswood Drive shown on the exhibit. This approach is unlikely to provide 100-year design storm capacity but should reduce stormwater ponding.
2. Alternatively, we recommend a channel be designed along both sides of the road to convey a design storm event as determined by the City. The channel would begin at the downstream end of the drainage channel in the southeast corner of Kingswood Estates. This approach would include installing driveway culverts at each driveway and significant grading efforts to provide ditches along both sides of Kingswood Drive. A portion of each of the driveways would be reconstructed to remove the low water crossing and reconstruct the driveways over the new culverts.

### **Conclusions**

The runoff from the northeast corner of the high school site was slightly reduced, based on our calculations and is not contributing to drainage problems for the existing ditch along Citrus Way, the culverts crossing Mandarin Cove and driveway culverts along the south side of Citrus Way in the Lemontree Estates. At a minimum, we recommend reconstructing the roadside ditch for about 200 feet on each side of Mandarin Cove and replacing the culverts at Mandarin Cove based on the design criteria selected by the City of Lucas. We also recommend consideration of reconstructing the roadside ditch along Citrus Way east of Mandarin Cove and the driveway culverts and designed based on the design criteria selected by the City of Lucas.

A drainage improvements project could also be considered to reconstruct the roadside ditch and the driveway culverts along Citrus Way from west of Mandarin Cove to Orchard Lane based on the design criteria selected by the City of Lucas.

The north end of Lemontree Estates is at the top of the drainage basin and there are no indications that the culvert structure at the southeast corner of the development under Citrus Way lacks capacity to convey the runoff.

Our observations of the Lovejoy High School detention pond indicate less volume may be provided and the outfall structure may not perform as originally designed. This could result in weir flow over the berm, sending

a higher rate of flow downstream than the original design intended. The design of drainage features downstream of the high school pond in Rimrock Estates are based on the high school pond and outfall structure functioning as originally designed. The water surface elevation through Rimrock Estates could rise causing adverse impacts to the lots and overwhelming other drainage facilities downstream of the high school without some improvements to the detention pond. At a minimum, we recommend the berm for the detention pond be raised to at least 1-foot above the 100-year water surface elevation based on the plans.

The channel crossing the Lemontree Country Estates Addition and the culverts crossing Orchard Lane do not have capacity for a 100-year event. At a minimum, we recommend flattening the side slopes of the channel from Rimrock Estates to the east property line of Lemontree Estates to 4:1 or less for ease of maintenance. A drainage improvements project could also be considered to size the channel and the culverts crossing Orchard Lane in accordance with the design criteria selected by the City of Lucas.

There are no roadside ditches and culverts in the Kingswood Addition and there is some ponding of water in the driveways after a rain event. At a minimum, we recommend installing concrete pilot channels in the swales on both sides of the road from driveway to driveway.

Let us know if there are any questions regarding our observations or recommendations contained in the preliminary report. We are available to discuss this report and our recommendations at your convenience.

Sincerely,



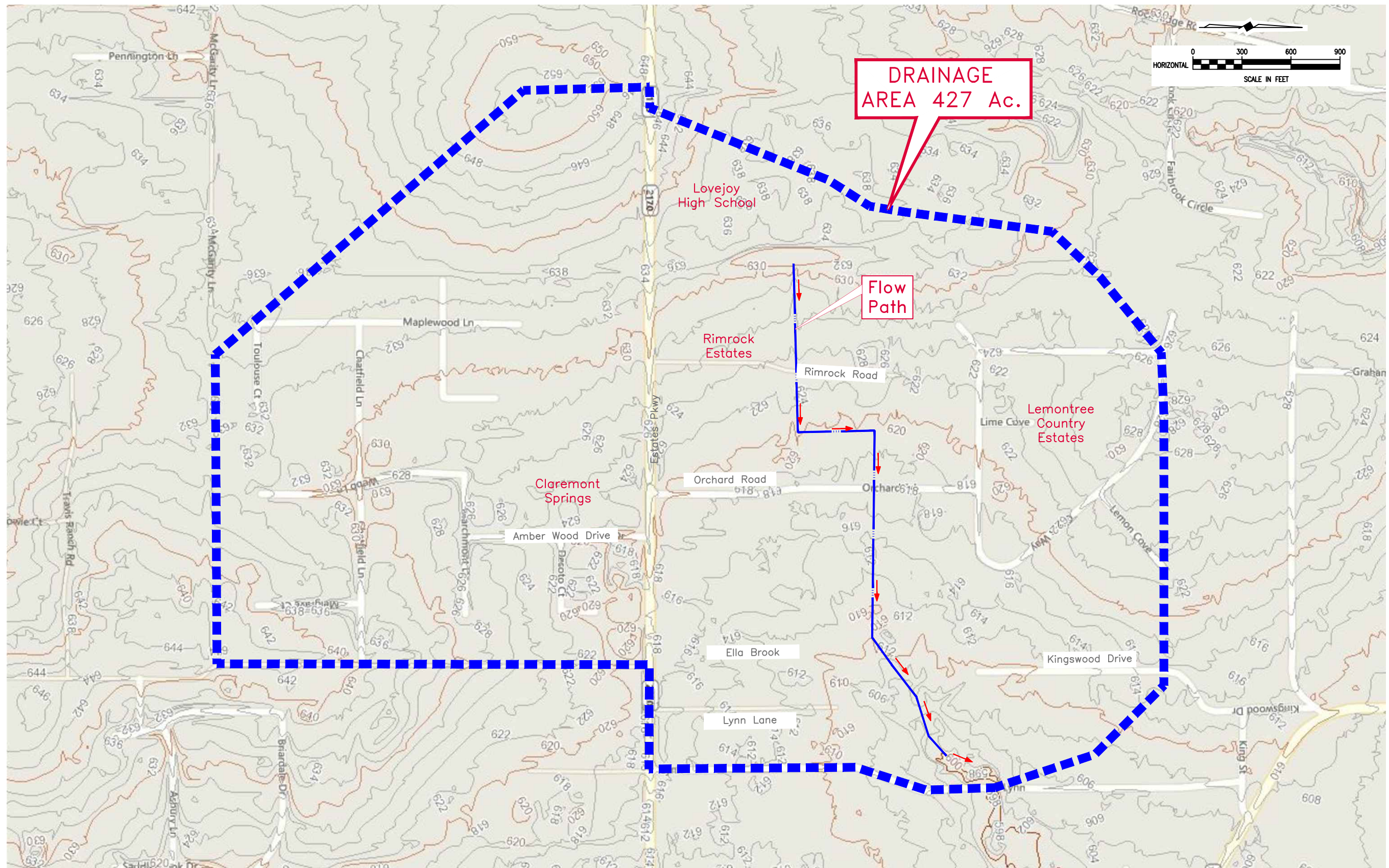
Joseph T. Grajewski, P.E.



Joe R. Carter, P.E., C.F.M.

Enclosures

These plans and related specifications were prepared for construction of this specific project only. Reuse of these documents is not permitted without written authorization of Birkhoff, Hendricks, & Carter, L.L.P.



**BIRKHOFF, HENDRICKS & CARTER, L.L.P.**  
 PROFESSIONAL ENGINEERS  
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 11910 Greenville Ave., Suite 600  
 Dallas, Texas 75243 (214) 361-7900

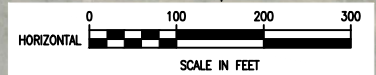
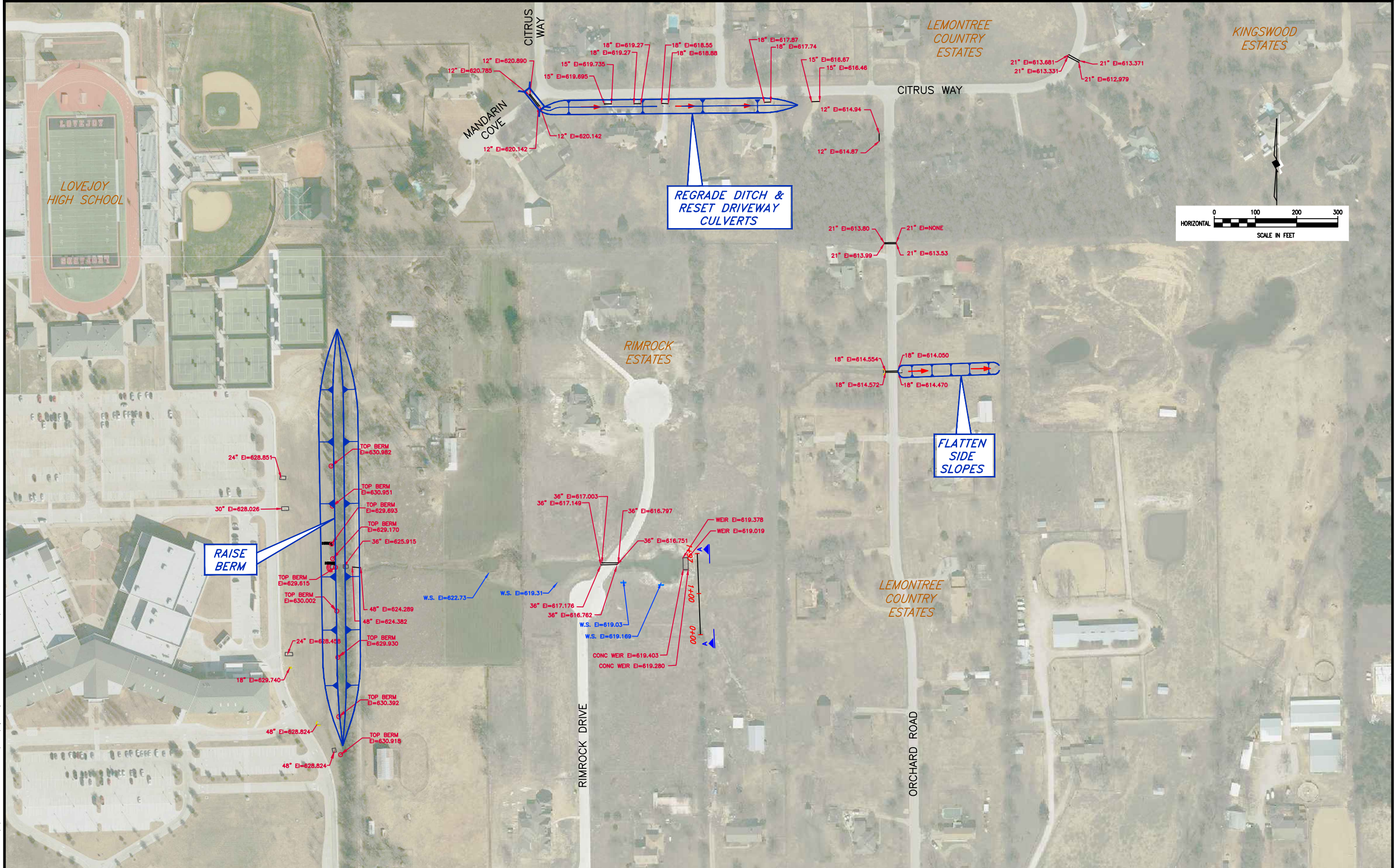
THESE DOCUMENTS ARE FOR INTERIM REVIEW  
 AND ARE NOT INTENDED FOR CONSTRUCTION,  
 BIDDING, OR PERMIT PURPOSES.  
 JOSEPH T. GRAJEWSKI, III  
 TEXAS P.E. NO. 104984  
 October, 2019

**CITY OF LUCAS, TEXAS**  
 LEMONTREE DRAINAGE ANALYSIS  
 DRAINAGE AREA MAP

BHC  
 PROJECT NO.  
 2019-118  
 October 2019

SHEET NO.  
**X**

These plans and related specifications were prepared for construction of this specific project only. Reuse of these documents is not permitted without written authorization of Birkhoff, Hendricks, & Carter, L.L.P.



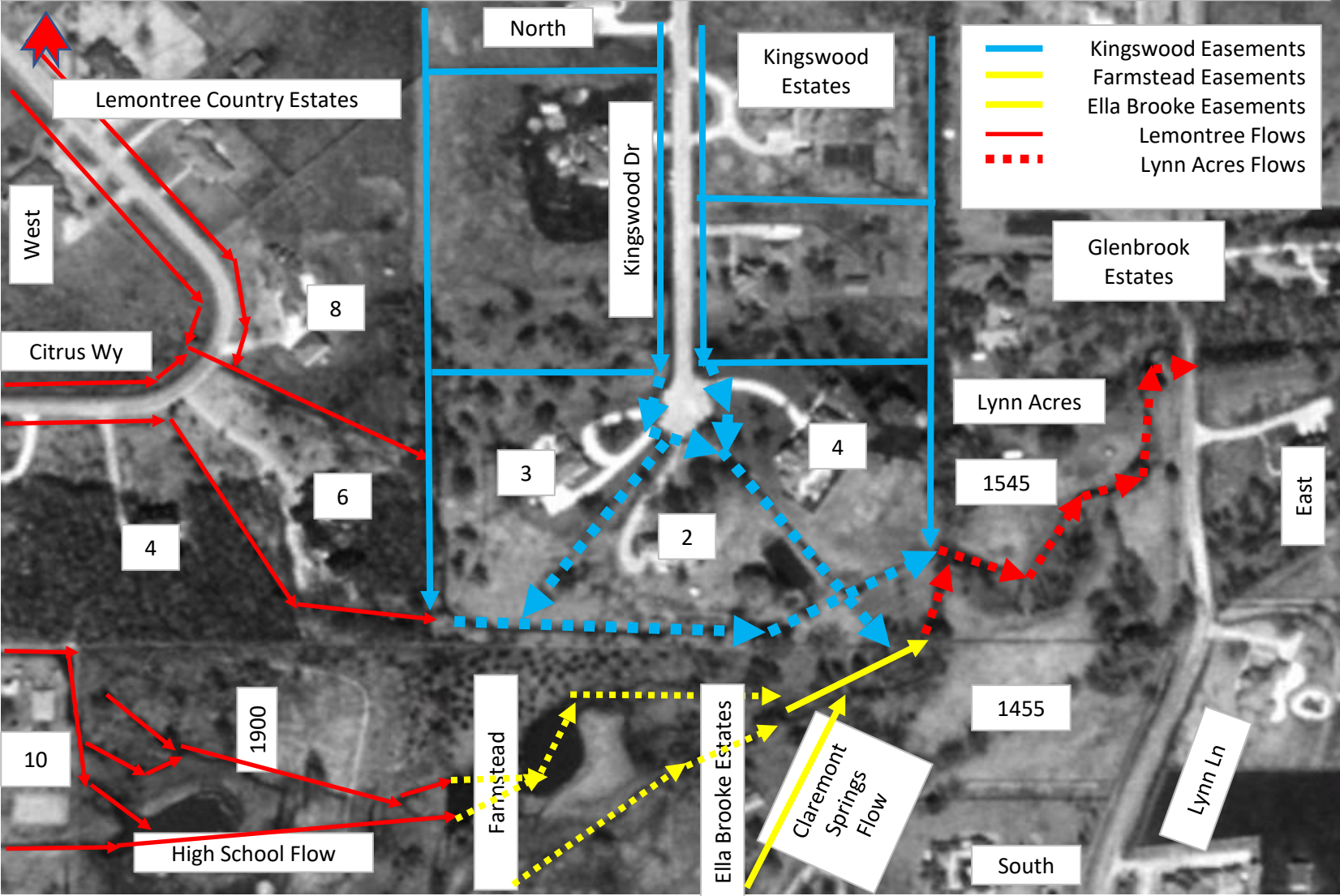

**BIRKHOFF, HENDRICKS & CARTER, L.L.P.**  
 PROFESSIONAL ENGINEERS  
 Texas Firm #526  
 11910 Greenville Ave., Suite 600  
 Dallas, Texas 75243 (214) 361-7900

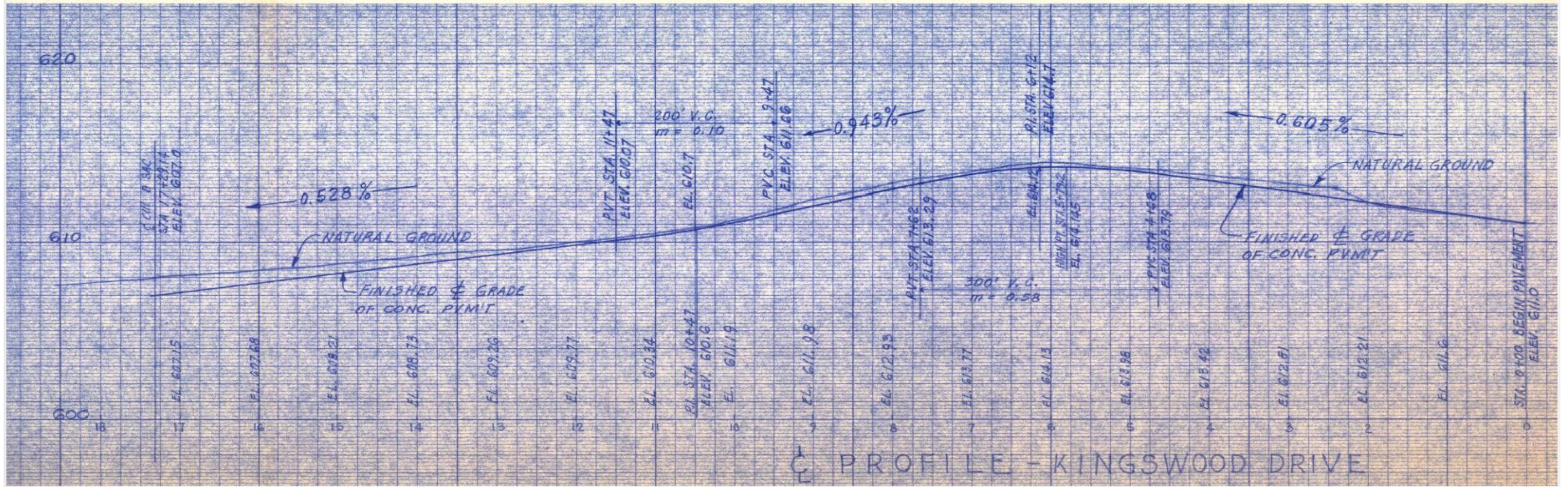
THESE DOCUMENTS ARE FOR INTERIM REVIEW AND ARE NOT INTENDED FOR CONSTRUCTION, BIDDING, OR PERMIT PURPOSES.  
 JOSEPH T. GRAJEWSKI, III  
 TEXAS P.E. NO. 104984  
 July 2019

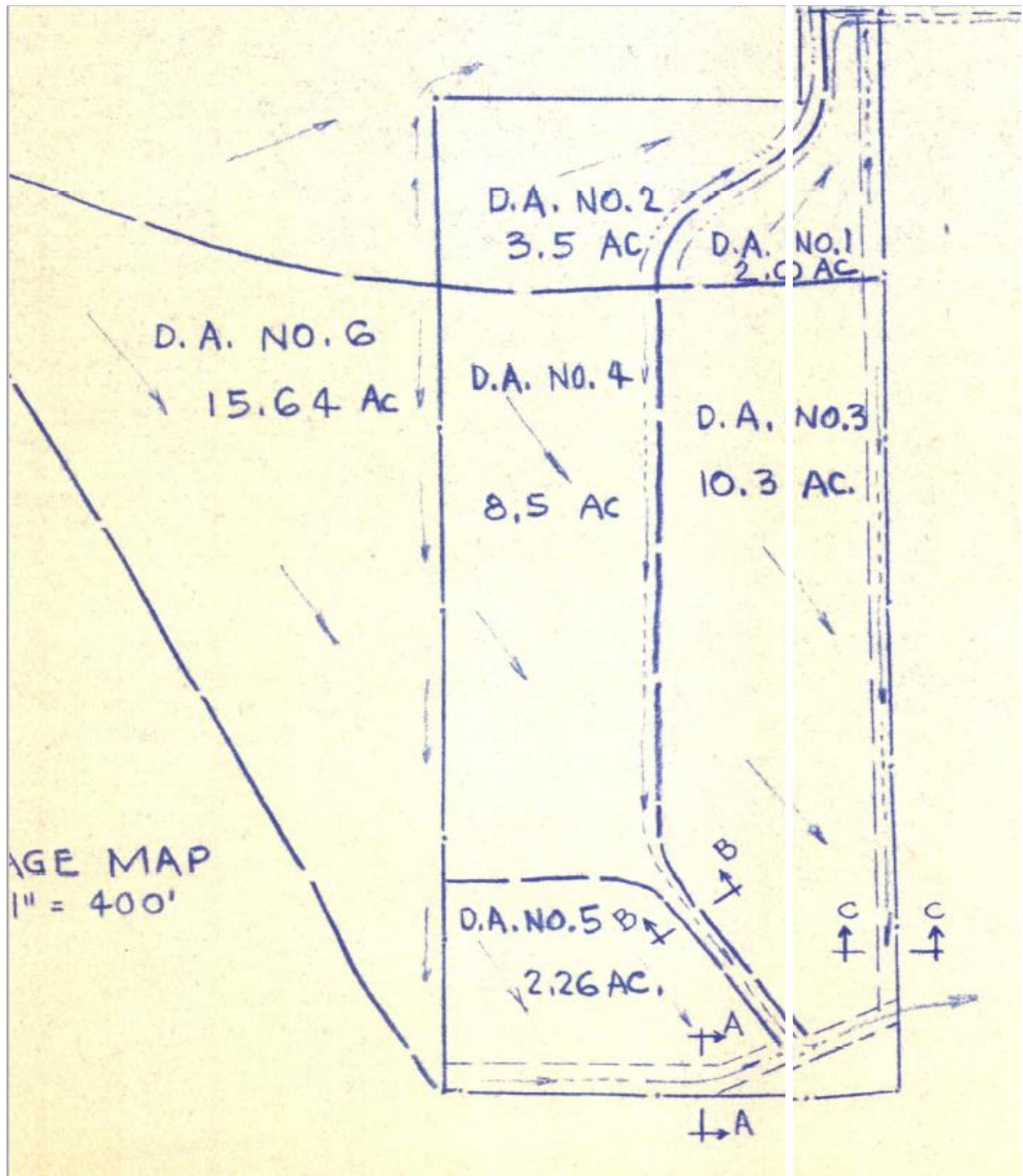
**CITY OF LUCAS, TEXAS**  
 LEMONTREE DRAINAGE ANALYSIS  
 CONCEPTUAL DRAINAGE IMPROVEMENTS  
 MINIMUM RECOMMENDATIONS

BHC PROJECT NO. 2019-118	SHEET NO.
July, 2019	<b>X</b>

# Drainage Flows and Easements









# City of Lucas

## City Council Agenda Request

### November 7, 2019

Item No. 06

Requester: City Engineer Stanton Foerster

### Agenda Item Request

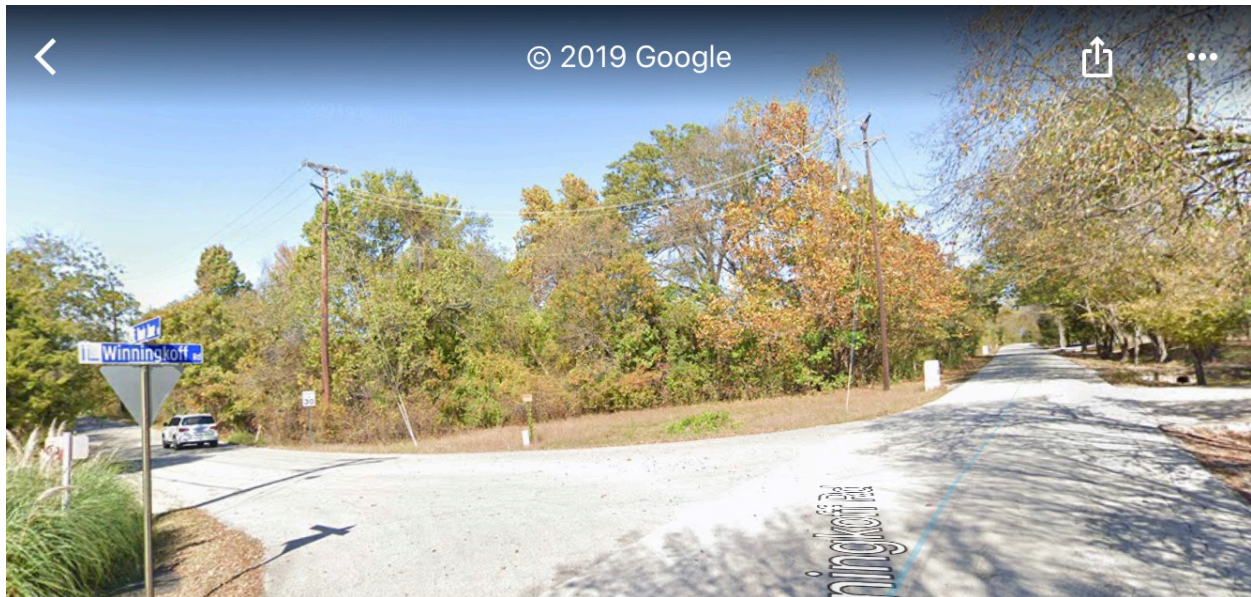
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Consider the landscaping opportunities in the following three locations: 1) northwest corner of the Blondy Jhune Road/Winningkoff Road intersection; 2) Mary Lee Lane and Orchard Gap Lane entrances to the Forest Creek Estates neighborhood; and 3) center island of the Stinson Road/Highland Drive roundabout.

### Background Information

---

With the completion of the Blondy Jhune Roadway project approaching, there is a landscaping opportunity on the northwest corner of the Blondy Jhune Road/Winningkoff Road intersection. This triangle of land is excess Blondy Jhune Road right-of-way.







# City of Lucas

## City Council Agenda Request

### November 7, 2019

There are two entry signs on the south end of Mary Lee Lane on the north side of Blondy Jhune Road. Both of these signs sit in street right-of-way and are approximately 800 feet south of the Forest Creek Estates neighborhood.

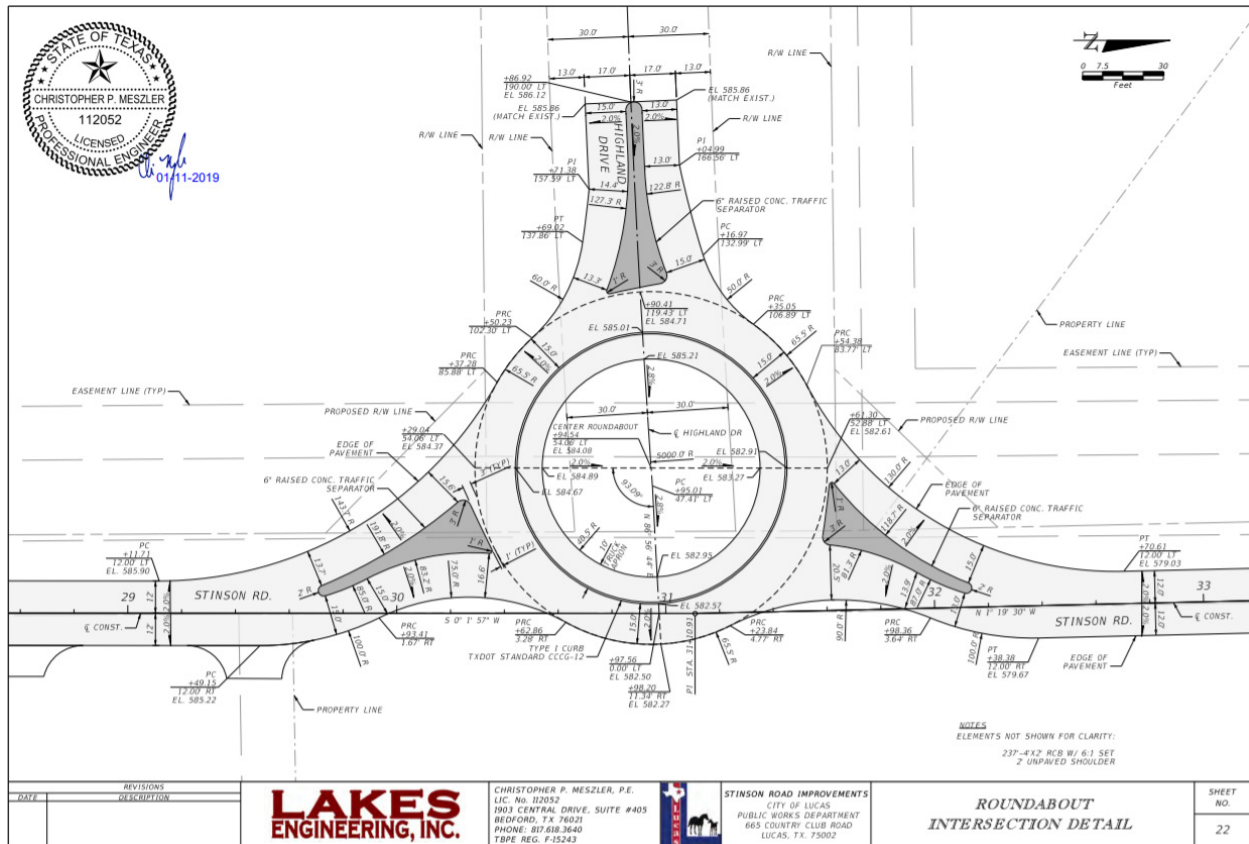




# City of Lucas City Council Agenda Request November 7, 2019

Item No. 06

The central island of the Stinson Road/Highland Drive roundabout will be 81 feet in diameter and provides 5200 square feet of landscaping opportunity. The current construction plans call for this area to be sodded.



## Attachments/Supporting Documentation

NA

## Budget/Financial Impact

NA

## Recommendation

Blondy Jhune and Roundabout

1. Public art/landscape contest
2. Engage an architect for designs



# City of Lucas

## City Council Agenda Request

### November 7, 2019

Forest Creek Estates

1. Establish landscape easements on Mary Lee Land and Orchard Gap Lane.
2. Relocate and landscape existing signs

### **Motion**

---

I make a motion to...



# City of Lucas

## City Council Agenda Request

### November 7, 2019

Requester: Mayor Jim Olk

#### **Agenda Item Request**

---

Review and make modifications as necessary to the December 2019 and January 2020 City Council meeting dates.

#### **Background Information**

---

Due to the upcoming holidays, December and January calendars are attached for Council consideration to determine if modification of a meeting date or cancellation of a City Council meeting is needed.

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

---

1. December and January calendars

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

---

NA

#### **Recommendation**

---

NA

#### **Motion**

---

I make a motion to ...

# December

2019

Subtitle

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5 City Council Meeting	6	7
8	9	10 Technology Committee Meeting	11	12 Planning and Zoning Meeting	13	14
15	16	17	18	19 City Council Meeting	20	21
22	23	24 Christmas Eve <i>City offices closed</i>	25 Christmas Day <i>City Offices closed</i>	26	27	28
29	30	31				

# January

2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 New Year's Day <i>City offices closed</i>	2 City Council Meeting	3	4
5	6	7	8	9 Planning and Zoning Meeting	10	11
12	13	14 Technology Committee Meeting	15	16 City Council Meeting	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



# City of Lucas Council Agenda Request November 7, 2019

Item No. 08

Requester: Mayor Jim Olk

## **Agenda Item Request**

---

Consider approving Resolution R 2019-11-00491 and cast votes for the Collin Central Appraisal District Board of Directors.

## **Background Information**

---

The Collin Central Appraisal District has submitted the official ballot for their nominees to the Board of Directors. The City of Lucas is allotted seven (7) votes which may be cast for one candidate or distribute the votes among any number of candidates listed.

The Collin Central Appraisal District ballot is attached along with a letter of support from the City of Richardson.

## **Attachments/Supporting Documentation**

---

1. Resolution R 2019-11-00491
2. Letter and ballot from Collin Central Appraisal District
3. Letters of support from the City of Richardson

## **Budget/Financial Impact**

---

NA

## **Recommendation**

---

NA

## **Motion**

---

I make a motion to approve Resolution R 2019-11-00491 and cast votes for \_\_\_\_\_ to the Collin Central Appraisal District Board of Directors.



**RESOLUTION R-2019-11-00491**  
[Collin Central Appraisal District Board Directors]

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LUCAS, TEXAS, CASTING A VOTE FOR THE COLLIN COUNTY CENTRAL APPRAISAL DISTRICT BOARD OF DIRECTORS; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Central Appraisal District of Collin County is charged with the responsibility of conducting the election process to determine the membership of the Board of Directors of the Collin County Appraisal District; and

**WHEREAS**, the City of Lucas, Texas is entitled up to seven (7) votes by an official resolution to cast votes for the Board of Directors of the Central Appraisal District of Collin County;

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

**SECTION 1.** That the City Council of the City of Lucas, Texas does hereby vote for the candidate(s) marked on Exhibit A as a member of the Board of Directors of the Central Appraisal District of Collin County.

**SECTION 2.** That this resolution shall become effective immediately from and after its passage.

**DULY PASSED** by the City Council of the City of Lucas, Texas, on this the 7th day of November, 2019.

City of Lucas, Texas

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

ATTEST:

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





# Collin Central Appraisal District

---

October 16, 2019

Stacy Henderson, City Secretary  
City of Lucas  
665 Country Club Rd.  
Lucas, TX 75002

RE: Board of Directors election, two-year term, beginning January 1, 2020

Dear Ms. Henderson:

Enclosed you will find the ballot listing the nominees for the Board of Director positions for the Collin Central Appraisal District. The candidates are listed alphabetically by their last name.

Each voting unit must vote in an open meeting, report its vote by written resolution, and submit the resolution to the chief appraiser before December 15, 2019. Each unit may cast all its votes for one candidate or distribute the votes among any number of the candidates listed. Since there is no provision for write-in candidates, the chief appraiser may not count votes for someone not listed on the official ballot.

Sincerely,

A handwritten signature in black ink that reads "Bo Daffin".

Bo Daffin  
Chief Appraiser

Enclosure



# Collin Central Appraisal District

## OFFICIAL BALLOT

ISSUED TO: **City of Lucas**

NUMBER OF VOTES: **7**

FOR: **BOARD OF DIRECTORS, COLLIN CENTRAL APPRAISAL DISTRICT, TWO-YEAR TERM  
BEGINNING JANUARY 1, 2020.**

NOMINEES	VOTES
<i>EARNEST BURKE</i>	
<i>RONALD CARLISLE</i>	
<i>KEITH CHITWOOD</i>	
<i>WAYNE COLTRANE</i>	
<i>MICHELLE HOWARTH</i>	
<i>BRIAN MANTZEY</i>	
<i>WAYNE MAYO</i>	
<i>MICHAEL PIREK</i>	
<i>GARY RODENBAUGH</i>	
<i>ED STANDRIDGE</i>	

October 16, 2019

  
Bo Daffin, Chief Appraiser

---

Section 6.03 (g) of the State Property Tax Code requires the above action be taken by resolution, therefore, please attach a copy of the resolution to this ballot and return to the chief appraiser, at 250 Eldorado Pkwy., McKinney, Texas 75069, before December 15, 2019.



# Collin Central Appraisal District

---

2019 - 2020  
COLLIN CENTRAL APPRAISAL DISTRICT  
BOARD OF DIRECTOR'S NOMINATIONS  
*Page 1 of 2*

- |                  |  |
|------------------|--|
| EARNEST BURKE    | Is a current board member and has served since 1/2016.<br>Nominated by Plano ISD. Resides in Plano, TX.  |
| RONALD CARLISLE  | Is a current board member and has served since 1/1994.<br>Nominated by Frisco ISD and Royse City ISD. Resides<br>in Frisco, TX.                                |
| KEITH CHITWOOD   | Nominated by the City of Blue Ridge. Resides in<br>Blue Ridge, TX  |
| WAYNE COLTRANE   | Nominated by the City of Lucas and the City of Plano.<br>Resides in Plano, TX.   |
| MICHELLE HOWARTH | Nominated by the City of Sachse. Resides in Sachse, TX.  |
| BRIAN MANTZEY    | Nominated by the City of McKinney. Resides in<br>McKinney, TX.   |
| WAYNE MAYO       | Is a current board member and has served since 1/1998.<br>Nominated by the City of Lucas, the City of Richardson,<br>and Plano ISD. Resides in Richardson, TX. |

2019 - 2020  
COLLIN CENTRAL APPRAISAL DISTRICT  
BOARD OF DIRECTOR'S NOMINATIONS  
*Page 2 of 2*

MICHAEL A. PIREK	Is a current board member and has served since 1/2014. Nominated by Plano ISD. Resides in Plano, TX.
GARY RODENBAUGH	Is a current board member and has served since 1/2001. Nominated by the City of Allen, the City of Lucas, Allen ISD and Love Joy ISD. Resides in Allen, TX.
ED STANDRIDGE	Nominated by the City of Parker. Resides in Parker, TX.



# Collin Central Appraisal District

---

October 21, 2019

Stacy Henderson, City Secretary  
City of Lucas  
665 Country Club Rd.  
Lucas, TX 75002

RE: Correction of information accompanying ballot

Dear Ms. Henderson:

There was an error on page 1 of 2, accompanying the ballot for the election of the District's Board of Directors, sent to your office on October 16, 2019. I reported that Frisco ISD and Royse City ISD nominated Mr. Ronald Carlisle. The information should have shown that Mr. Carlisle was nominated by the City of Frisco and Royse City ISD.

I believe it is important that I correctly list the nominating taxing units, even though the error does not affect the ballot itself.

Since the ballot is correct, and the correction of the accompanying information does not impact the deadline for casting ballots or vote allocations, I will not be issuing new ballots.

The corrected section of page 1 of 2

*RONALD CARLISLE*

*Is a current board member and has served since 1/1994.*

*Nominated by the City of Frisco and Royse City ISD.*

*Resides in Frisco, TX.*

Please contact me at your earliest convenience should you have questions or need additional information. I apologize for the error.

Regards,

A handwritten signature in black ink that reads "Bo Daffin".

Bo Daffin  
Chief Appraiser



October 15, 2019

Mr. Jim Olk  
Mayor  
City of Lucas  
665 Country Club Road  
Lucas, Texas 75002

Dear Mr. Olk:


As you may be aware, the Central Appraisal District of Collin County (CCAD) has initiated contact to each taxing entity to establish the CCAD Board of Director elections for 2020-2021. We would like to extend Richardson's appreciation for City of Lucas's votes for Wayne Mayo in the last election. Your support helped elect Wayne to the 2018-2019 CCAD Board. Enclosed is our nomination resolution to CCAD for Wayne Mayo, which placed his name on the CCAD ballot for continued service in 2020-2021.

Wayne currently serves on the CCAD Board and provides valuable guidance and leadership. He has served CCAD now for 28 years, 6 years with the Appraisal Review Board and 22 years on the CCAD Board. He has served as Chairman of the Board since 2004. We have enclosed Wayne's biographical information for your reference.

Due to the format of the CCAD election by-laws regarding vote allocations, the City of Richardson has 77 votes to cast, and we are aware of City of Lucas's designation of 7 votes. As before, it will take a coalition of votes to gain Wayne's election. **We ask that you support the re-election of Wayne Mayo when you receive your CCAD ballot.**

Thank you for your consideration of this request, and for the continued support and partnership on all mutual endeavors. If we can answer any questions concerning this request, feel free to contact me or City Manager Dan Johnson.

Sincerely,



Paul Voelker  
Mayor, City of Richardson

City Council

Mayor  
**Paul Voelker**

Mayor Pro Tem  
Place 3  
**Janet DePuy**

Place 1  
**Bob Dubey**  
Place 2  
**Mark Solomon**  
Place 4  
**Kyle Kepner**  
Place 5  
**Ken Hutchenrider**  
Place 6  
**Steve Mitchell**

City Manager  
**Dan Johnson**

**P.O. Box 830309  
Richardson, TX  
75083-0309  
972-744-4100 Tel.  
972-744-5803 Fax  
www.cor.net**

Enclosures

Cc: Joni Clarke, Lucas City Manager ✓  
Dan Johnson, Richardson City Manager

RESOLUTION NO. 19-27

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RICHARDSON, TEXAS, NOMINATING WAYNE MAYO AS A CANDIDATE FOR ELECTION TO THE BOARD OF DIRECTORS OF COLLIN CENTRAL APPRAISAL DISTRICT; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Chief Appraiser of the Collin Central Appraisal District has been charged with the responsibility of conducting the election process to determine the membership of the Board of Directors of the Collin Central Appraisal District, according to the Property Tax Code of Texas; and

**WHEREAS**, the City of Richardson, Texas, is entitled to nominate by an official resolution up to five candidates for election to the Board of Directors of the Collin Central Appraisal District;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RICHARDSON, TEXAS:**

**SECTION 1.** That the City Council of the City of Richardson, Texas, does hereby nominate Wayne Mayo as a candidate for election to the Board of Directors of the Collin Central Appraisal District.

**SECTION 2.** That this Resolution shall become effective immediately from and after its passage.

**DULY RESOLVED AND ADOPTED** by the City Council of the City of Richardson, Texas, on this the 23<sup>rd</sup> day of September, 2019.




CITY OF RICHARDSON, TEXAS

  
MAYOR

ATTEST:

  
CITY SECRETARY

APPROVED AS TO FORM:

  
CITY ATTORNEY  
(PGS:9-10-19:TM 110771)





# City of Lucas

## City Council Agenda Request

### November 7, 2019

Requester: Mayor Jim Olk

#### **Agenda Item Request**

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##### **Executive Session:**

Pursuant to Section 551.074 of the Texas Government Code, the City Council will convene into Executive Session to discuss the evaluation for the City Manager.

#### **Background Information**

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NA

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

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NA

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

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NA

#### **Recommendation**

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NA

#### **Motion**

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NA



# City of Lucas

## City Council Agenda Request

### November 7, 2019

Requester: Mayor Jim Olk

#### **Agenda Item Request**

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Reconvene from Executive Session and take any action necessary as a result of the Executive Session.

#### **Background Information**

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NA

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

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NA

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

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NA

#### **Recommendation**

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NA

#### **Motion**

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NA