



## **AGENDA**

### **City of Lucas City Council Meeting March 18, 2021 7:05 PM**

*(or immediately following the Lucas Fire Control Prevention and EMS District Board Meeting)*

### **City Hall, Council Chambers and Video Conference 665 Country Club Road – Lucas, Texas**

*Notice is hereby given that a meeting of the Lucas City Council will be held on Thursday, March 18, 2021 beginning at 7:05 pm (or immediately following the Lucas Fire Control Prevention and EMS District Board Meeting) at Lucas City Hall, 665 Country Club Road, Lucas, Texas 75002-7651 and by video conference, 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.*

On March 16, 2020 Governor Abbott suspended some provisions of the Open Meetings Act in response to the COVID-19 emergency. City Council meetings will also be available through Zoom from your computer or smartphone. To join the meeting, please click this URL:

<https://zoom.us/j/98873735058?pwd=U2RsS1dkU29VbGRReEEyN11EL01pZz09> and enter your name and email address.

To join by phone: 1-346-248-7799  
Webinar ID: 988 7373 5058  
Passcode: 743431

If you would like to watch the meeting live, and not participate via Zoom, you may go to the City's live streaming link at <https://www.lucastexas.us/live-streaming-videos/>.

If the public desires to speak during a specific agenda item, they must email [shenderson@lucastexas.us](mailto:shenderson@lucastexas.us) by 4:00 pm on the day of the meeting. The email must contain the person's name, address, phone number, and the agenda item(s) for which comments will be made. You may also communicate and send your comments to the City Councilmembers directly by emailing [citycouncil@lucastexas.us](mailto:citycouncil@lucastexas.us).

### **Citizen Input**

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1. Citizen Input

## **Community Interest**

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*Pursuant to Section 5510415 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

## **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. Approval of the minutes of the January 21, 2021 City Council meeting.
- B. Approval of the minutes of the March 4, 2021 City Council meeting.

## **Regular Agenda**

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- 4. Consider approval of the City of Lucas Comprehensive Annual Financial Report for Fiscal Year 2019-2020 presented by LaFollett and Company PLLC. **(Finance Director Liz Exum)**
- 5. Consider authorizing the City Manager to enter into a professional services agreement with Huitt-Zollars, Inc. in the amount not to exceed \$89,875.00 plus \$18,000.00 in contingency for a total of \$107,875.00 for the engineering consulting services associated with the Bait Shop Waterline Relocation and 2) appropriate \$107,875.00 to line item 21-8210-490-129 from Unrestricted Water Fund Reserves. **(City Engineer Stanton Foerster)**
- 6. Discuss and consider the application of the City of Lucas Communications Guidelines. **(Councilmember Tim Johnson)**
- 7. Discuss and consider a one-time credit to each of the City of Lucas residential households having a City of Lucas water account. **(Mayor Pro Tem Kathleen Peele)**
- 8. Discuss pending legislation that is being considered by the 87th Legislature and provide direction to City Staff and City Attorney regarding any proposed legislation. **(City Attorney Joe Gorfida)**

## **Executive Agenda**

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- 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 March 12, 2021.*

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*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 March 18, 2021

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**  
**March 18, 2021**

Requester: Mayor Jim Olk

**Agenda Item Request**

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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 March 18, 2021

Requester: City Secretary Stacy Henderson

## **Agenda Item Request**

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Consent Agenda:

- A. Approval of the minutes of the January 21, 2021 City Council meeting.
- B. Approval of the minutes of the March 4, 2021 City Council meeting.

## **Background Information**

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NA

## **Attachments/Supporting Documentation**

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- 1. Minutes of the January 21, 2021 City Council meeting.
- 2. Minutes of the March 4, 2021 City Council 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/deny the Consent Agenda as presented.



**City of Lucas  
City Council Meeting  
January 21, 2021  
Council Chambers and by  
Video Conference  
6:30 P.M.**

**City Hall, 665 Country Club Road, Lucas, Texas**

**MINUTES**

**City Councilmembers Present:**

Mayor Jim Olk  
Mayor Pro Tem Kathleen Peele  
Councilmember Tim Johnson  
Councilmember Debbie Fisher  
Councilmember Tim Baney  
Councilmember Phil Lawrence  
Councilmember Steve Duke

**City Staff Present:**

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

**Call to Order for Executive Session Agenda – 6:30 pm**

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Mayor Olk called the meeting to order at 6:30 pm. A quorum of the City Council was present, and the Pledge of Allegiance was recited.

- 1. Executive Session: The City Council will convene into Executive Session as permitted under the Texas Government Code, Section 551.074, Personnel Matters, to discuss appointments to the Board of Adjustments.**

The City Council convened into Executive Session at 6:30 pm.

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

The City Council reconvened from Executive Session at 7:00 pm. No action was taken as a result of the Executive Session.

**Citizen Input**

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- 3. Citizen Input**

There was no Citizen Input at this meeting.

## Community Interest

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### 4. Items of Community Interest

- A. Discuss pending legislation that is being considered by the 87th Legislature and provide guidance to City Staff and City Attorney.

There was no discussion regarding pending legislation at this time. City Attorney Joe Gorfida noted that he would have a legislative report for the Council at their February meeting.

Mayor Olk discussed items of community interest.

## Public Hearing Agenda

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### 5. Continuation of a public hearing to consider adopting Ordinance 2021-01-00928 approving the request by Lucas Christian Academy to amend an existing specific use permit to allow a sports pavilion on a 15.875-acre tract of land in the Lucas Christian Church Addition, Blk A, Lot 1, situated in the City of Lucas, Collin County, Texas located at 505 West Lucas Road.

Development Services Director Joe Hilbourn gave a presentation regarding the specific use permit request and reviewed possible conditions associated with the specific use permit.

The public hearing was continued from the January 7, 2021 City Council meeting and the following individuals requested to speak.

- Jasmine Bayliss, Head of School, Lucas Christian Academy spoke in favor of the request and discussed specifics associated with the pavilion request.
- Sean Watts, 1115 Snider, Lucas spoke in favor of the request.
- Judy Heiss, 9 Prado Verde, Lucas spoke in opposition to the request.
- Steve Gunn, 5 Prado Verde, Lucas spoke in favor of the request with the conditions recommended by the Planning and Zoning Commission.
- Frank Heiss, 9 Prado Verde, Lucas spoke in opposition to the request related to field lighting and noise.
- Sam Satterwhite, Engineering Concepts, representing Lucas Christian Academy, spoke in favor of the request and noted they would abide by the City's existing noise ordinance.
- Suzanne Woodburn, 350 Shiloh, Lucas spoke in favor of the request.
- Dan Rembold, 1345 Snider, Lucas spoke in favor of the request.
- Jeff Sparkman, Pastor at Resonate Life Church, 415 West Lucas Road, spoke in favor of the request.
- Cherice Stoltzfus, 920 Clove Glen Court, spoke in favor of the request.
- Tamara Gunn, 5 Prado Verde Drive, spoke against the noise and lighting associated with other uses, but was not opposed to the pavilion.

Mayor Olk closed the public hearing at 7:59 pm.



Mayor Olk suggested to Lucas Christian Academy that a community meeting be held with the neighbors to discuss where a tree line may need to be located on the property to address noise and lighting concerns as well as any other concerns that may need to be addressed.

**MOTION:** A motion was made by Mayor Pro Tem Peele, seconded by Councilmember Duke to deny the request without prejudice, waive the specific use permit application fee, and send the request back to the Planning and Zoning Commission to further review the specific use permit and the items outlined below:

- The sports pavilion be used only by Lucas Christian Academy
- Outdoor areas of Lucas Christian Academy cannot be leased
- Review timeframes of events and frequency of events
- Address exterior lighting and landscaping needs including buffering with trees, berms, and shrubs
- Amplified noise and sound system need to be addressed according to City ordinance with a maximum sound of 35 DB at the property line.
- Review master plan and site plan

The motion passed unanimously by a 7 to 0 vote.

## **Consent Agenda**

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### **6. Consent Agenda:**

- A. Approval of the minutes of the December 17, 2020 City Council meeting.
- B. Approval of the minutes of the December 21, 2020 special City Council meeting.
- C. Approval of the minutes of the January 7, 2021 City Council meeting.
- D. Approval of Resolution R 2021-01-00511 disbanding the Lucas Volunteer Firefighter Pension Board.
- E. Approval of Ordinance 2021-01-00929 ordering a General Election to be held on May 1, 2021, for the purpose of electing two (2) City Councilmembers for Seat No. 3 and Seat No. 4, and the position of Mayor; designating location of polling place; ordering notice of election to be given as prescribed by law in connection with such election; authorizing execution of joint election agreement; and providing for an effective date.
- F. Approval of Ordinance 2021-01-00930 ordering a Special Election to be held on May 1, 2021, for the purpose of submitting propositions to the qualified voters of the City for the purpose of submitting proposed amendments to the City Home Rule Charter; providing for the publication and posting of notice; designating location of polling place; ordering notice of election to be given as prescribed by law in connection with such election; authorizing execution of joint election agreement; and providing for an effective date.

**MOTION:** A motion was made by Mayor Pro Tem Peele seconded by Councilmember Johnson to approve the Consent Agenda as presented. The motion passed unanimously by a 7 to 0 vote.

## **Regular Agenda**

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7. **Discuss and provide information on ranking and scoring of the Statement of Qualifications received from the Request for Qualifications (#023-20) for engineering consulting services for West Lucas Road from Angel Parkway to Country Club Road.**

City Engineer Stanton Foerster gave a presentation discussing the Statement of Qualifications received for consulting services for West Lucas Road recommending Lakes Engineering for the project.

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

8. **Consider appointments to the Parks and Open Space Board and Board of Adjustments for two-year terms beginning January 2021 through December 31, 2022.**

**MOTION:** A motion was made by Mayor Pro Tem Peele seconded by Councilmember Johnson to reappoint regular member Ron Poteete and Alternate 1 member Brenda Rizo and appoint new members Brian Stubblefield and Brian Dale to the Board of Adjustment for two-year terms to expire December 31, 2022. The motion passed unanimously by a 7 to 0 vote.

**MOTION:** A motion was made by Councilmember Baney seconded by Councilmember Fisher to appoint Pam Poteete as Alternate 1 and Laura Giles as Alternate 2 to the Parks and Open Space Board for two-year terms to expire December 31, 2022. The motion passed unanimously by a 7 to 0 vote.

9. **Consider nominations for the 2021 Service Tree Award Program.**

The Service Tree Committee, consisting of Councilmember Fisher, Councilmember Johnson and Councilmember Duke outlined their nominations to the Council. The Committee also discussed placement of future trees at other locations in the City and adding a monument plaque at the Community Park that outlines all service tree recipients and service tree locations.

The Service Tree Committee nominated Larry Abston, volunteer firefighter and would like his tree planted at the fire station, and Andre and Debra Guillemaud, Planning and Zoning member, Parks Board member and farmers market volunteer. The Committee recommended their tree be planted at Forest Creek park, that the Guillemaud's helped to maintain.

**MOTION:** A motion was made by Councilmember Fisher seconded by Councilmember Baney to nominate Andre and Debra Guillemaud and Larry Abston as the 2021 Service Tree Award recipients. The motion passed unanimously by a 7 to 0 vote.

10. **Consider the formation of an Event Auxiliary Committee under the Parks and Open Space Board.**

Councilmember Fisher discussed the need for volunteers from the large pool of applicants that had applied for board/commission appointments to assist at events, including the areas of event photography and assisting with the history display at Founders Day. A master list was suggested that could be managed by the Parks and Open Space Board.

The City Council was in agreement to bring this item for the Parks and Open Space board for further discussion and consideration.

**11. Review and consider amending Resolution R-2013-05-00397 by amending Section II regarding Agenda Preparation.**

Mayor Pro Tem Peele discussed with the Council that consideration be given for approval by two City Councilmembers to place an item on the agenda, as well as having a formal review process for the agenda prior to being published.

Mayor Olk noted that he would work with staff regarding packet suggestions and ways in which to minimize large documents within the packet and possible posting alternatives.

**12. Adjournment.**

**MOTION:** A motion was made by Councilmember Johnson seconded by Councilmember Baney to adjourn the meeting at 9:48 pm. The motion passed unanimously by a 7 to 0 vote.

APPROVED:

ATTEST:

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Jim Olk, Mayor

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Stacy Henderson, City Secretary



**City of Lucas  
City Council Meeting  
March 4, 2021  
Council Chambers  
7:00 P.M.**

**City Hall, 665 Country Club Road, Lucas, Texas**

**MINUTES**

**City Councilmembers Present:**

Mayor Jim Olk  
Mayor Pro Tem Kathleen Peele  
Councilmember Tim Johnson  
Councilmember Tim Baney  
Councilmember Steve Duke  
Councilmember Phil Lawrence  
Councilmember Debbie Fisher

**City Staff Present:**

City Manager Joni Clarke  
City Secretary Stacy Henderson  
City Attorney Joe Gorfida  
Development Services Director Joe Hilbourn  
City Engineer Stanton Foerster  
Fire Chief Ted Stephens  
Assistant to the City Manager Kent Souriyasak

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

**Citizen Input**

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**1. Citizen Input**

Wayne Millsap, 315 McMillan, Lucas resident spoke in reference to Agenda Item No. 7, awarding a contract to BCC Engineering. Mr. Millsap spoke in favor of hiring this contractor for West Lucas Road and the positive work they had done on previous projects in the City.

**Community Interest**

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**2. Items of Community Interest**

Mayor Olk read items of Community Interest that included:

- Keep Lucas Beautiful Cleanup Event
- Statewide Damage Assessment Data online self-reporting tool
- City will be lifting its Declaration of Public Health Emergency following the Governor's mandate beginning March 10, 2021
- Movie in the Park event
- Farmers Market update
- Early Voting for May 1, 2021 election

**Consent Agenda**

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**3. Consent Agenda:**

- A. Approval of the minutes of the February 4, 2021 City Council meeting.
- B. Approval of Resolution R 2021-02-00512 authorizing the City Manager to donate the old Medic 862 Ambulance to Emergency Medical Training Services.
- C. Approval of the City of Lucas applying for the FY 2020 Staffing for Adequate Fire and Emergency Response (SAFER) Grant.

**MOTION:** A motion was made by Mayor Pro Tem Peele seconded by Councilmember Duke to approve the Consent Agenda as presented. The motion passed unanimously by a 7 to 0 vote.

## **Regular Agenda**

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- 4. Congratulations to the newly promoted Lucas Fire-Rescue Fire Captain/Paramedic Ian Evans and Fire Captain/Paramedic Sean Peterson and discuss the Fire Captain assessment process.**

Fire Chief Ted Stephens introduced newly appointed Fire Captains Ian Evans and Sean Peterson to the City Council.

- 5. Consider and discuss parking restrictions within Rockland Farms and along West Lucas Road.**

City Manager Joni Clarke explained that Lovejoy ISD had put in place measures to rectify the parking concerns occurring within the Rockland Farms neighborhood and the parking concerns appear to have been eliminated. The Council noted that should a concern arise at a later date, an item could be placed on a future agenda for further discussion. There was no formal action taken on this item.

- 6. Consider options for the 2021 Founders Day event and provide guidance to staff.**

Assistant to the City Manager Kent Souriyasak outlined event activities associated with the modified plan event for Founders Day with the City Council.

The City Council was in agreement to move forward with the modified Plan A for the Founders Day event.

- 7. Consider authorizing the City Manager to enter into a professional services contract with BCC Engineering, LLC in the amount not to exceed \$1,957,850 for the engineering consulting services for West Lucas Road from Angel Parkway to Country Club Road.**

City Engineer Stanton Foerster reviewed the proposed contract with the City Council noting that the contract contains design, construction and project management for West Lucas Road.

**MOTION:** A motion was made by Councilmember Duke seconded by Councilmember Johnson to approve the professional services contract with BCC Engineering, LLC in the amount not to exceed \$1,957,850 for the engineering consulting services for West

Lucas Road from Angel Parkway to Country Club Road. The motion passed unanimously by a 7 to 0 vote.

**8. Discuss pending legislation that is being considered by the 87th Legislature and provide direction to City Staff and City Attorney regarding any proposed legislation.**

City Attorney Joe Gorfida discussed bills that were being filed in the 87<sup>th</sup> legislative session with the City Council.

Councilmember Fisher asked that the following items continue to be reviewed and updates provided:

- Meetings being made available online
- The use of social media for meeting notices

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

## **Executive Agenda**

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**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.**

The City Council convened into Executive Session at 7:57 pm.

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

The City Council reconvened from Executive Session at 9:51 pm. There was no action taken as a result of the Executive Session.

**11. Adjournment.**

**MOTION:** Mayor Olk adjourned the meeting at 9:52 pm.

APPROVED:

ATTEST:

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Jim Olk, Mayor

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Stacy Henderson, City Secretary



# City of Lucas Council Agenda Request March 18, 2021

Requester: Finance Director Liz Exum

## **Agenda Item Request**

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Consider approval of the City of Lucas Comprehensive Annual Financial Report for Fiscal Year 2019-2020 presented by LaFollett and Company PLLC.

## **Background Information**

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The audit firm, LaFollett and Company PLLC will be presenting the Comprehensive Annual Financial Report for Fiscal Year 2019-2020.

## **Attachments/Supporting Documentation**

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1. An electronic copy of the Comprehensive Annual Financial Report for Fiscal Year 2019-2020 will be sent under separate cover.

## **Budget/Financial Impact**

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NA

## **Recommendation**

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Approve as presented.

## **Motion**

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I make a motion to approve/deny the City of Lucas Comprehensive Annual Financial Report for Fiscal Year 2019-2020.



# City of Lucas City Council Request March 18, 2021

Item No. 05

Requester: City Engineer Stanton Foerster

## **Agenda Item Request**

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Consider authorizing the City Manager to enter into a professional services agreement with Huitt-Zollars, Inc. in the amount not to exceed \$89,875.00 plus \$18,000.00 in contingency for a total of \$107,875.00 for the engineering consulting services associated with the Bait Shop Waterline Relocation and 2) appropriate \$107,875.00 to line item 21-8210-490-129 from Unrestricted Water Fund Reserves.

## **Background Information**

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In November of last year, the Texas Department of Transportation (TxDOT) provided the City Engineer with a timeline for the City's relocation of the 12-inch waterlines along West Lucas Road, Southview Drive, and East Lucas Road (the Bait Shop Intersection). TxDOT requested that the City submit 100% plans to TxDOT for review by March 2021. TxDOT has determined that all existing utilities within the current rights-of-way must be relocated by March of 2022. This includes the relocation of the City waterlines. TxDOT has not set a date for the letting of the Bait Shop Intersection work yet, but it will not be sooner than March of 2022.

Staff began discussions with Huitt-Zollars, Inc. in January 2021 regarding possible alignments for the waterline. One alignment generally followed the existing waterline and another alignment utilized Prado Verde Drive. The Prado Verde Drive alignment provides for 1) opportunity to replace an aging 40-plus-year-old waterline, 2) increase water volumes to Prado Verde Drive residences, and 3) little to no impact to the existing waterline during the construction of the new waterline.

## **Attachments/Supporting Documentation**

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1. Huitt-Zollars, Inc. Scope dated March 4, 2021.
2. Alignment Map

## **Budget/Financial Impact**

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The Bait Shop Waterline Relocation project is not funded in the FY 20/21 Budget. The \$107,875.00 in funding will need to come from Unrestricted Water Fund Reserves.

## **Recommendation**

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The City Engineer recommends proceeding with the engagement of Huitt-Zollars, Inc. for the engineering consulting services associated with the Bait Shop Waterline Relocation.





# City of Lucas City Council Request March 18, 2021

Item No. 05

## **Motion**

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I make a motion to authorize/not authorize the City Manager to 1) enter into a professional services agreement with Huitt-Zollars, Inc. in the amount not to exceed \$89,875.00 plus \$18,000.00 in contingency for a total of \$107,875.00 for the engineering consulting services associated with the Bait Shop Waterline Relocation and 2) appropriate \$107,875.00 to line item 21-8210-490-129 from Unrestricted Water Fund Reserves.

March 4, 2021

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

Re: City of Lucas Bait Shop Waterline Relocation

Dear Mr. Foerster:

Huitt-Zollars, Inc. appreciates the opportunity to provide this proposal for engineering services for the Bait Shop Waterline Relocation, scope of services is shown on Exhibit "A", compensation is shown below.

**Basic Services:**

Preliminary Design	\$ 38,890.00	Lump Sum
Final Design	\$ 27,145.00	Lump Sum
Bidding & Construction Observation	\$ 11,760.00	Lump Sum
Total Basic Services	\$ 77,795.00	Lump Sum

**Special Services:**

Design Survey	\$ 12,080.00	Lump Sum
Total Special Services	\$ 12,080.00	Lump Sum

**Total Project Fee:** \$ 89,875.00 Lump Sum

Invoices will be submitted monthly. Lump sum tasks shall be invoiced based upon percentage of work completed.

Sincerely,  
HUITT-ZOLLARS, INC.



John Ho, P.E.  
Vice President

Attachment: Exhibit A, Scope of Services

**EXHIBIT "A"****SCOPE OF SERVICES****Project Definition**

This project consists of designing and developing plans and bidding documents for the relocation of a 12" water line along West/East Lucas Road (FM 1378/3286) and Southview Drive (FM 1378) as a part of the TxDOT FM 1378/3286 intersection Improvements project. The relocation will primarily be along Prado Verde Drive and the east side of Southview Drive (FM 1378) and a short section along the south side of East Lucas Road (FM 3286) east of Southview Drive (FM 1378). The approximate length of the relocation is 3,600 linear feet. Services will include design survey, production of construction plans, TCEQ notification, bidding, and construction phase services, and coordination with the City of Lucas, NTMWD, TxDOT, and the franchised utility companies. Design of the project will be in accordance with the City of Lucas, NCTCOG, and TxDOT standard specifications and details where applicable.

The Engineer agrees to provide professional engineering services for the project as outlined herein.

**BASIC SERVICES****A. Preliminary Design Services**

1. Consult with the City to clarify and define the City's requirements for the project.
2. Coordinate with NTMWD regarding its 20-inch waterline relocation.
3. Perform records research in an effort to determine the size, type, location and description of existing public and franchise utility lines. Review "Record Drawings" and other pertinent data.
4. Site visit to review Survey Data for completeness and accuracy.
5. Produce preliminary construction plans.
6. Prepare engineer's opinion of probable construction costs.
7. Submit preliminary plans to the franchised utility companies for utility coordination.
8. Submit two sets of preliminary plans to the City and TxDOT for review, comment and approval.

**B. Final Design Services**

1. Meet with the City and TxDOT to receive review comments on the preliminary design prior to proceeding with the production of final documents.
2. Prepare final construction plans on 11" x 17" sheets with a scale of 1" = 40' horizontal and 1" = 5' vertical, except as noted, for the following:
  - a. Cover Sheet
  - b. General Notes

- c. Water Plans / Profiles
- d. City Details

3. Submit Utility Permit to TxDOT.
4. Submit TCEQ Notification.
5. Prepare Bid Schedule and Bidding Documents.
6. Prepare final Opinion of Probable Construction Costs.
7. Submit two sets of final plans to the City & TxDOT for approval.
8. Complete final plans to reflect final City, TxDOT and TCEQ review comments.
9. Submit final plans to the franchised utility companies for final utility coordination.

C. Bidding & Construction Observation Phase Services

1. Provide 10 copies of the final plans, specifications and bid documents for distribution by the City to plan holders and potential bidders.
2. Respond to bidder questions.
3. Prepare necessary addenda.
4. Attend bid opening.
5. Tabulate bids.
6. Evaluate bids and make a recommendation to the City for the award of a construction contract.
7. Attend pre-construction meeting.
8. Provide six full-size (22"x34") & six half-size (11"x17") sets of plans and contract documents for use by the City during construction.
9. Review submittals and shop drawings required of the Contractor by the contract documents.
10. Answer questions from the Contractor submitted through the City during construction.
11. Upon completion of the Work, the Engineer shall compile and deliver to the City a reproducible set of Record Documents based upon the marked-up record construction drawings, addenda, change orders and other data furnished by the City and Contractor. These Record Documents will show significant changes made during construction. Because these Record Documents are based on unverified information provided by other parties, which the Engineer shall assume to be reliable, the Engineer cannot and does not warrant their accuracy. The Record Documents will contain the following warning: "These Record Documents have been prepared based on information provided by others. The Engineer has not verified the accuracy and/or completeness of this information and shall

not be responsible for any errors or omissions that may be incorporated as a result of erroneous information provided by others." Provide the City with one hard copy of the record documents, plus electronic pdf copy.

## **SPECIAL SERVICES**

### **A. Design Survey**

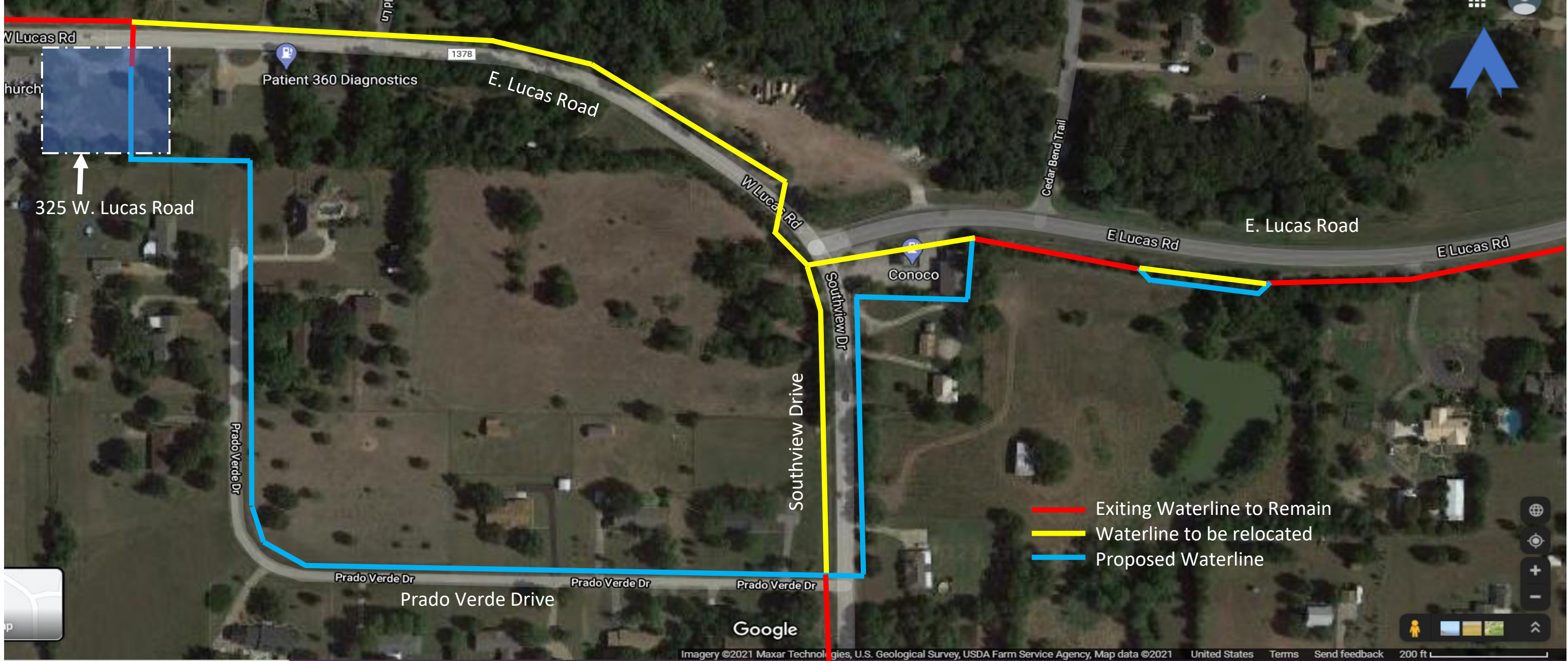
Supplement the existing on the ground topographic survey completed as part of the TxDOT roadway project. Survey limits will be 60 feet wide along Prado Verde Drive up to West Lucas Road and 50 feet wide around the bait shop. Field survey above ground features including but not limited to poles, valves, meters, hydrants, manholes, signs, street lights, signals, utility boxes, trees, and culverts. Prepare a base map for design of the water main.

## **EXCLUSIONS**

The intent of the scope is to include only the services specifically listed above and no others. Services specifically excluded from this Scope of Work include, but are not necessarily limited to the following:

- Title searches other than existing NTMWD and City of Lucas waterline easements along the project limits.
- Easement Preparation
- Easement appraisals and acquisitions.
- Fees for permitting and advertising.
- Roadway/Drainage Design.
- Water Modeling.
- NTMWD 20" water transmission main relocation design
- Flood Studies.
- Landscaping and Irrigation Design.
- Design for trench safety.
- Structural retaining wall designs.
- Environmental Investigation, Permitting and Soil Management Plan for the general store at the southeast corner of FM 1378/3286 intersection.
- Subsurface Utility Engineering.
- Water condition surveys.
- Construction Inspection, review of pay estimates and any other construction support service not specifically listed above.
- Construction staking for the Contractor throughout the duration of the construction contract.
- Surveying to determine final quantities for the final pay estimate.
- Geotechnical Investigation.

End of Exhibit 'A'



325 W. Lucas Road

- Exiting Waterline to Remain
- Waterline to be relocated
- Proposed Waterline



# City of Lucas City Council Agenda Request March 18, 2021

Item No. 06

Requester: Councilmember Tim Johnson

## **Agenda Item Request**

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Discuss and consider the application of the City of Lucas Communications Guidelines.

## **Background Information**

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Based on questions raised, and feedback received from Lucas citizens, many feel the City came up short in communicating timely ongoing information, advisories, and updates to our citizens during the recent extraordinary weather event.

Lucas uses the Nixle alerting system to quickly disseminate information. While that system was used to provide an initial weather warning, and a water use advisory, the City continued to receive weather advisories, Oncoor Updates, NTMWD advisories, etc. that should have been shared with our citizens.

The City does not want to “overuse” the Nixle system during normal times, but during extraordinary events as we had recently, the City should use available communications methods to their fullest extent to quickly provide timely, vital, and in some cases lifesaving information to Lucas’s citizens.

## **Attachments/Supporting Documentation**

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1. City of Lucas Communications Guidelines

## **Budget/Financial Impact**

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NA

## **Recommendation**

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Discuss and consider the application of the City of Lucas Communications Guidelines.

## **Motion**

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NA



## City of Lucas – Communication Guidelines

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

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

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

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

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

- Telephone Calls and Voice Messages – The City strives to answer incoming calls personally. When a voice message is necessary, the caller should receive a return call within 24 hours. If the information being requested is not readily available, the caller should still receive a response within one business day and the responder should provide the caller with an estimate of when the information will be available.
- Emergency Communication – If there is an event that causes a concern for public safety, call 9-1-1 (e.g. to report an accident, downed power line, flooding over a roadway, fallen tree over roadway, etc.) and fire-rescue and/or law enforcement personnel will be dispatched. If the emergency involves water service, call the main line at City Hall (972-727-8999). If it is during regular business hours (8:00 am to 5:00 pm) your call will be answered and directed to the appropriate staff member. If it is after hours, select option two and the incoming call will be transferred to on-call personnel. If there is no answer, you will have the option to



leave a voice message while the system will continue to call the on-call personnel until the call is answered.

- City's Website – The City provides information about its policies, programs and services on the City's website. The website also has a feature called "Report an Issue" that allows citizens to report areas of concern. This electronic notification system is sent to the Public Works Supervisor, the City Engineer and the City Manager to generate a response. Citizens have access to minutes and audio recordings of City Council meetings, as well as Board and Commission meetings. Information posted to the City's website is required to have a two-step review process to ensure clear and accurate information.
- Email and Text Messages – Electronic forms of communication are efficient ways to interact. When a citizen inquiry is sent to a distribution list such as City Council, it will be the Mayor's responsibility to respond and copy the rest of the City Council and the City Manager. The Mayor acts as the chief spokesperson and may, at his discretion, request another member of the City Council or the City Manager to respond. If an individual City Council Member receives a request for information, he or she should respond and copy the Mayor and the City Manager. The City Council Member may also choose to delegate the response to the City Manager. To comply with the Open Meetings Act, it is important that elected officials refrain from responding to each other. Should it be in the City's best interest to discuss the matter, the topic should be placed on the City Council agenda.
- Written Correspondence – This is the most formal way of responding to citizens. It is also used for compliance issues as well as transmittal of required reports. Written correspondence should be placed on the City's letterhead that is maintained by the City Secretary. A copy of the correspondence shall be forwarded to the City Secretary for retention.
- Social Media Sites – City representatives should use caution when posting to social media sites. The responder will be responsible for maintaining the information in compliance with the City's records management requirements. Items that have been before City Council should state the City Council's position on the matter and not a personal perspective. Responders are encouraged to direct the requestor to documentation such as minutes, ordinances, or other available information pertaining to the topic.
- Lucas Leader Newsletter – The City publishes a monthly newsletter with featured articles and information of interest for the citizens of Lucas. Typically, the newsletter includes an article from the Mayor and community interest articles generated by staff. Any member of the City Council may submit articles. Nonprofit or community organizations that reside in Lucas may request information to be published in the Lucas Leader in accordance with the City's Media Use policy.
- Alerting Systems (Nixle) – The City is able to send both text and email messages to notify the public of public safety concerns. The Emergency Management Coordinator is the point of contact for this notification system.

- Messages inserted into City of Lucas Utility Bills – For official use only and is typically coordinated by staff.
- Requests for an Agenda Item – Citizens who would like to have the City Council discuss an issue at a City Council meeting must have a member of the City Council place that item on the agenda.

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

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

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

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



# City of Lucas

## City Council Agenda Request

### March 18, 2021

Item No. 07

Requester: Mayor Pro Tem Kathleen Peele

#### **Agenda Item Request**

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Discuss and consider a one-time credit to each of the City of Lucas residential households having a City of Lucas water account.

#### **Background Information**

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Unprecedented weather conditions Lucas residents experienced this past month caused widespread water related issues. The issues ranged from water shut offs, restricted water usage, frozen pipes and broken pipes inside and outside of homes, plus the additional expense of repairs (minor to extensive).

- The City of Lucas has ample funds in the water reserves to cover a one-time credit on each City of Lucas residence water utility bill of a total amount not to exceed \$219,969.00
- The amount of the credit to residential accounts will be discussed and agreed upon.
- The amount would be a one-time credit on each Lucas residence water utility bill
- Water rates / tiers would not change that apply to the calculation of water utility bills current or in the future
- The credit would not apply to business accounts or water sprinkler only accounts
- The amount of the credit should be a flat, equal amount applied to all residential accounts to keep the calculation and implementation simple
  - There are 2,497 residential water utility accounts in the City of Lucas
  - Recommendation: \$88 credit per residence

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

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1. Report for water utility consumption February 1, 2021 through February 25, 2021  
Residential only
2. Water Fund Reserve Schedule

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

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Should the Council proceed with the one-time credit the cost would be \$219,969.00.

#### **Recommendation**

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NA



**City of Lucas**  
**City Council Agenda Request**  
**March 18, 2021**

**Motion**

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I make a motion to approve/deny the application of a one-time credit of \$\_\_\_\_\_ per each City of Lucas residential water utility account.

\*\*\* CUSTOMER CLASS TOTALS \*\*\*

CLASS	SERVICE/TBL	NUMBER BILLED	BILL CONS	TOTAL CONS	DEMAND CONS	TAX AMOUNT	BILL AMOUNT
R1	010-R1	1,092	89,419	89,419		\$	73,655.36
	010-RI1	1,366	149,812	149,812		\$	138,797.73
	010-RI2	30	5,492	5,492		\$	6,461.38
	010-RI3	9	1,048	1,048		\$	1,054.42
	TOTAL:		245,771	245,771		\$	219,968.89

\*\*\* SERVICE CODE TOTALS \*\*\*

SERVICE/TBL	NUMBER BILLED	BILL CONS	TOTAL CONS	DEMAND CONS	TAX AMOUNT	BILL AMOUNT
010-R1	1,092	89,419	89,419		\$	73,655.36
010-RI1	1,366	149,812	149,812		\$	138,797.73
010-RI2	30	5,492	5,492		\$	6,461.38
010-RI3	9	1,048	1,048		\$	1,054.42
TOTAL:	2,497	245,771	245,771		\$	219,968.89

\*\*\* SERVICE CATEGORY TOTALS \*\*\*

SERV CATG	NUMBER BILLED	BILL CONS	TOTAL CONS	DEMAND CONS	TAX AMOUNT	BILL AMOUNT
WTR	2,497	245,771	245,771		\$	219,968.89

City of Lucas  
Water Fund Reserves by Fiscal Year

	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Projected 2020-2021
<b>Unrestricted Cash Balance per Audit Report</b>	<b>\$ 3,382,193</b>	<b>\$ 4,295,531</b>	<b>\$ 5,579,746</b>	<b>\$ 5,548,487</b>	<b>\$ 5,996,412</b>	<b>\$ 6,215,622</b>	<b>\$ 6,945,017</b>	<b>\$ 6,945,017</b>
Adjusted For:								
Projected Excess Fund Balance FY 20-21								\$ 233,549
Additional Restrictions:								
Capital Project funding approved at (3-2-17) City Council Meeting Customer Deposits	\$ (209,565)	\$ (223,300)	\$ (239,250)	\$ (245,600)	\$ (247,600)	\$ (256,220)		
<b>Reserve Balance Prior to GASB 54 Requirement</b>	<b>\$ 3,172,628</b>	<b>\$ 4,072,231</b>	<b>\$ 5,340,496</b>	<b>\$ 5,181,908</b>	<b>\$ 5,748,812</b>	<b>\$ 5,959,402</b>	<b>\$ 6,945,017</b>	<b>\$ 7,178,566</b>
<b>Reserve Balance in Operating Months</b>	<b>13</b>	<b>15</b>	<b>19</b>	<b>16</b>	<b>18</b>	<b>18</b>	<b>20</b>	<b>20</b>
50% Current Year General Fund Expenditures (6 months)	\$ (1,397,368)	\$ (1,605,672)	\$ (1,656,470)	\$ (1,897,744)	\$ (1,949,722)	\$ (1,983,894)	\$ (2,081,761)	\$ (2,134,002)
<b>Reserve Balance After GASB 54 Requirement</b>	<b>\$ 1,775,260</b>	<b>\$ 2,466,559</b>	<b>\$ 3,684,026</b>	<b>\$ 3,284,164</b>	<b>\$ 3,799,090</b>	<b>\$ 3,975,508</b>	<b>\$ 4,863,256</b>	<b>\$ 5,044,564</b>
<b>Reserve Balance in Operating Months</b>	<b>7</b>	<b>9</b>	<b>13</b>	<b>10</b>	<b>12</b>	<b>12</b>	<b>14</b>	<b>14</b>
<b>Increase/Decrease Year Over Year</b>		<b>\$ 691,299</b>	<b>\$ 1,217,467</b>	<b>\$ (399,862)</b>	<b>\$ 514,926</b>	<b>\$ 176,418</b>	<b>\$ 887,748</b>	<b>\$ 181,308</b>

**Restricted during Fiscal Year Audit:**

Capital Project Funding approved (3-2-17)(51-1007-50)					\$ 120,979	\$ 120,979	\$ 120,979	
Debt Service (51-1007-40)/(51-1008)	\$ 360,000	\$ 365,000	\$ 375,000	\$ 425,000	\$ 435,000	\$ 477,800	\$ 515,000	\$ 495,000
Project Mgmt (51-1007-70)						\$ 69,945	\$ 17,486	
Customer Deposits (51-1012)							\$ 258,400	\$ 258,400
Reserve Restricted per Audit Report	<b>\$ 360,000</b>	<b>\$ 365,000</b>	<b>\$ 375,000</b>	<b>\$ 425,000</b>	<b>\$ 555,979</b>	<b>\$ 668,724</b>	<b>\$ 911,865</b>	<b>\$ 753,400</b>



# City of Lucas City Council Agenda Request March 18, 2021

Item No. 08

Requester: City Attorney Joe Gorfida

## **Agenda Item Request**

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Discuss pending legislation that is being considered by the 87th Legislature and provide direction to City Staff and City Attorney regarding any proposed legislation.

## **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 March 18, 2021

Requestor: 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 March 18, 2021

Item No. 10

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