



AGENDA

Parks and Open Space Board Meeting

March 28, 2023 | 6:30 PM

Council Chambers

City Hall | 665 Country Club Road, Lucas, Texas

Notice is hereby given that a meeting of the City of Lucas Parks and Open Space Board will be held on Tuesday, March 28, 2023 at 6:30 pm at Lucas City Hall, 665 Country Club Road, Lucas, Texas 75002-7651, at which time the following agenda will be discussed.

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/departments/public-meetings/>.

How to Provide Input at a Meeting:

Speak In Person: Request to Speak forms will be available at the meeting. Please fill out the form and give to the Assistant City Manager prior to the start of the meeting. This form will also allow a place for comments.

Submit Written Comments: If you are unable to attend a meeting and would like to submit written comments regarding a specific agenda item, email Assistant City Manager Kent Souriyasak at kent@lucastexas.us by no later than 3:30 pm 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. Any requests received after 3:30 pm will not be included at the meeting.

Call to Order

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

Regular Agenda

1. Consider approving the updated 2023 Lucas Farmers Market Rules and Regulations including requirements for liquid agriculture and provide an update on the 2023 Lucas Farmers Market season. **(Chairman Bill Esposito)**
2. Discuss budget recommendations in preparation of the Fiscal Year 2023/24 Parks Budget. **(Assistant City Manager Kent Souriyasak)**
3. Discuss recommendations for parks and trails capital projects to be included in the City of Lucas Capital Improvement Plan. **(CIP Manager Patrick Hubbard)**
4. Discuss the Trinity Trail at Lake Lavon. **(Councilmember Tim Baney)**

5. Discuss the possibility of conducting a future parks survey and provide guidance to staff. **(CIP Manager Patrick Hubbard)**
6. Provide updates on upcoming special events including:
 - A. Keep Lucas Beautiful Spring Cleanup on April 1, 2023
 - B. Founders Day Country Fair on April 8, 2023
 - C. Lucas Car Show on May 20, 2023**(Assistant City Manager Kent Souriyasak)**
7. Provide updates on city-maintained parks and recreational facilities including the Lucas Community Park, Kenneth R. Lewis Park, Forest Creek Park, and East Winningkoff Trailhead. **(Parks and Open Space Board)**
8. Consider approval of the minutes of the January 24, 2023 Parks and Open Space Board meeting. **(Parks and Open Space Board)**
9. Adjournment.

Certification

I do hereby certify that the above notice was posted in accordance with the Texas Open Meetings Act on the bulletin board at Lucas City Hall, 665 Country Club Road, Lucas, Texas 75002 and on the City's website at www.lucastexas.us on or before 5:00 p.m. on March 24, 2023.



Kent Souriyasak, Assistant City Manager

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 Assistant City Manager Kent Souriyasak at 972-912-1213 or by email at kent@lucastexas.us at least 48 hours prior to the meeting.



City of Lucas Parks and Open Space Board Request March 28, 2023

Requestor: Chairman Bill Esposito

Agenda Item Request

Consider approving the updated 2023 Lucas Farmers Market Rules and Regulations including requirements for liquid agriculture and provide an update on the 2023 Lucas Farmers Market season.

Background Information

On February 16, 2023, the City Council approved adopting Ordinance 2023-02-00969 to allow the possession, sale, and consumption of alcohol in parks by permit or as otherwise authorized by the City, specifically for the Lucas Farmers Market. The 2023 Lucas Farmers Market Rules and Regulations have been updated to include liquid agriculture in the vendor category, definitions, and requirements for allowing the sale and consumption (one-ounce cup sample only) of beer and wine from approved vendors. The sale and consumption of liquor, alcoholic beverages, and drugs are prohibited at the market.

The 2023 Lucas Farmers Market season will open on April 22, 2023. The Parks and Open Space Board and Lucas Farmers Market Committee previously discussed bringing back the hospitality table to help promote the market. Free limited items (i.e., bags, hats, magnets, etc.) could be given out to marketgoers at the first market. The first special event will feature the “Spring Starts Sale” with a variety of local plants and vegetables and a “Mushroom Foraging and Growing” presentation in the Community Center.

The Parks and Open Space Board and Lucas Farmers Market Committee approved over 70 vendors to participate in markets during the 2023 season. The list of approved vendors is available on the City’s website at www.lucastexas.us/2023-lucas-farmers-market-vendors. Although the deadline for vendor applications was January 20, 2023, vendor applications are still available online to consider any new applications throughout the season based on product needs for the market.

Milestones for 2023 Lucas Farmers Market Season

Milestone	Date	Status
Review All Documents (Rules & Regulations, Vendor Application, Youth Vendor Applications, Budget, Special Events, etc.)	August 22, 2022 – September 30, 2022	COMPLETE
Post Updated Rules & Regulations and Vendor Application on City Website	October 3, 2022	COMPLETE
Establish Special Events for 2023 Season	November 22, 2022	COMPLETE
Develop Strategic Marketing Plans for 2023 Season	December 12, 2022	COMPLETE
Vendor Applications Deadline	January 20, 2023	COMPLETE
Vendor Selection for 2023 Season	January 24, 2023	COMPLETE
Finalize Plans for 2023 Season	March 28, 2023	PENDING
First Market of 2023 Season	April 22, 2023	PENDING



City of Lucas

Parks and Open Space Board Request

March 28, 2023

Special Events Schedule for 2023 Lucas Farmers Market Season

Special Event	Date
Spring Starts Sale / Mushroom Foraging & Growing Part 1	April 22, 2023
Backyard Chickens	May 13, 2023
Memorial Day Picnic	May 27, 2023
Ice Cream Crank Off	June 10, 2023
Fall Garden Prep	June 24, 2023
Raptor Display / How to Build a Birdhouse	July 8, 2023
Chef Demonstration	July 22, 2023
Back to School Event	August 12, 2023
Texas Parks & Wildlife / Lucas Historical Presentation	August 26, 2023
Lucas Fire-Rescue 9/11 Ceremony	September 9, 2023
Robotics Competition	September 23, 2023
Pumpkin Decorations / Mushroom Foraging & Growing Part 2	October 14, 2023
Bee Demonstration / Sidewalk Art Contest	October 28, 2023

Current Members of Lucas Farmers Market Committee

Volunteer Name	Committee Represented
Tim Baney	City Council
Joni Clarke	City Staff
Tammy Duke	LFMC
John Elliott	Parks Board
Patricia Ewing	LFMC
Bill Esposito	LFMC Chair/Parks Board
Kathrin Esposito	LFMC
Laura Giles	LFMC Vice Chair/Parks Board
Joe Hilbourn	City Staff
Laura Howard	LFMC
Christel Parish	Parks Board
Kenneth Patterson	Parks Board
Pam Poteete	Parks Board
Joan Stanton	Parks Board
Kent Souriyasak	City Staff
Val Turnbow	LFMC
Sean Watts	LFMC

Attachments/Supporting Documentation

1. Updated 2023 Lucas Farmers Market Rules and Regulations



City of Lucas
Parks and Open Space Board Request
March 28, 2023

Budget/Financial Impact

NA

Recommendation

NA

Motion

I make a motion to approve the updated 2023 Lucas Farmers Market Rules and Regulations including requirements for liquid agriculture.



LUCAS FARMERS MARKET 2023 Rules & Regulations

GENERAL INFORMATION

Mission Statement – To create a safe and pleasant social experience for our community and visitors by providing access to local farmers, food producers and artists.

Lucas Farmers Market Resources:

- Volunteers to assist with tasks on the day of the market.
- Lucas Farmers Market Committee (LFMC)
- Lucas Parks and Open Space Board
- City of Lucas staff including but not limited to the City Manager, Director of Development Services and Public Works and Development Services Staff

Organization - The Lucas Farmers Market is a city-sponsored special event recommended by the Lucas Parks and Open Space Board and approved by the Lucas City Council. With the support of the City of Lucas, the Lucas Farmers Market Committee (LFMC), a steering committee of citizen volunteers, was established in July 2019 to create the Lucas Farmers Market.

The Lucas Farmers Market Committee will meet quarterly or more frequently as deemed necessary by the Chair.

Areas of Responsibility

City of Lucas – The City provides liability insurance, logistical support/site management, and administers all matters relating to public safety and health. The City provides a liaison to the Lucas Farmers Market Committee to support the relationship between the Committee and the City. Providing funding for market-related expenditures will be at the discretion of Lucas City Council.

Lucas Farmers Market Committee – The LFMC is responsible for the day-to-day operations of the market and maintains primary contact with the vendors and the City. The LFMC leads the marketing efforts and facilitates the creation of a reliable customer base for its vendors. The LFMC operates with officers consisting of a Chair, Vice-Chair, Vendor Coordinator, and up to 5 community volunteers. The City of Lucas Parks and Open Space Board appoints a member from that board to serve as Chair of LFMC. The appointment is effective on January 1, in odd numbered years for a two-year term. The City of Lucas will be responsible for minutes and records management. To be a member of the LFMC in good standing, you will be required to volunteer at a minimum of six markets or serve in another capacity that provides equitable support of the market.

The following describes the duties associated with each appointed officer position of the LFMC:

Chair – Serves as the liaison to the City Of Lucas Parks and Open Space Board and facilitates the logistics of the market including vendor space assignments. Responsible for scheduling LFMC meetings, setting the agenda and facilitating discussion. Oversees the budget pertaining to market expenditures. Appoints subcommittee(s) based on the needs of the market. Maintains the approved vendor list, finalizes the vendors/market, sets the vendor space assignments, and communicates this information along with other market logistics to the vendors.

Vice-Chair – Assist the Chair in preparation of meeting agendas and facilitates the recruitment of volunteers to assist with market logistics and operations on the day of the market. At the discretion of the Chair, may assist or coordinate site visits as needed for vendor approval.

Vendor Coordinator – Assists with recruiting vendors to participate in the market and manages communication between the vendor and the LFMC. Facilitates space assignments with vendors and serves as the liaison regarding vendor relations with the market.

Community Volunteers – Up to 5 volunteers are appointed by the Chair to serve on the LFMC. These volunteers will serve on an annual basis beginning January 1. To be a member in good standing, these committee members must work in at least six markets.

The following describes the duties associated with Committees of the LFMC:

Marketing Committee – The Chair will appoint individuals to the LFM marketing committee to create and implement a marketing plan including but not limited to:

Website – Promotes the Lucas Farmers Market to ensure an adequate customer base. Maintains the Lucas Farmers Market website and provides articles for the Lucas Leader and other publications. Acts as the point of contact for press inquiries and generates information for the media.

Marketing and Social Media - Promotes the market through the Lucas Farmers Market Facebook site, social media sites, prints, newsletters, signage, other marketing materials, and assists with recruiting vendors.

Vendor Selection Committee – The City of Lucas Parks and Open Space Board will serve to approve vendor applications for the upcoming year. The Board may approve as needed any vendors deemed necessary after the application period. In the event the board cannot meet in a timely manner, the Chair may approve the vendor application.

Appointment of a Vendor Advisory Council – Consisting of a minimum of a vendor from each category to meet with the City of Lucas Parks and Open Space Board for Q&A, at least one time but not more than two times per year to provide feedback on operational deficiencies and strengths.

MARKET OPERATIONS

Restrictions for Public Health Safety - The Lucas Farmers Market Committee developed multiple market scenarios to meet changing safety requirements during the COVID-19 pandemic. The scenarios are described in phases and the described details will be adjusted as needed to stay in line with evolving state and local requirements. Below is a summary of the stages:

Stage I - normal operations – increased space between booths for aesthetic appeal with booths ten feet from walkway.

Stage II - minor adjustments needed for public safety - vendors and customers are required to wear masks, max of two non-family members running each vendor booth, increased space between booths, wash stations provided, and booths are back twenty feet from walkway. Total participation controlled through parking limitations.

Stage III - significant adjustments needed - drive through market. Customers browse and purchase as they drive by the vendor booths. Vendors wear masks and sampling will not be available. A pre-order pre-paid pick-up station will be available for vendors wanting to use this service. The number of booth locations will be limited along the perimeter of the gravel parking lot and along the paved parking lot adjacent to the park. Food suppliers will be prioritized if demand exceeds availability.

Stage IV - significant concern for public safety - a drive through pre-order pre-paid pick-up market only. During this stage, vendor participation will be limited to agricultural producers and value-added vendors that provide primarily food items.

Stage V - extreme concern for public safety - market operations closed.

The City of Lucas will monitor public health and safety along with state and local requirements. The Mayor will provide a decision on which stage the LFMC needs to implement for all markets with consideration to have this done with enough notice so that vendors can plan. Participation in the Lucas Farmers Market is conditional on following established guidelines. Vendors who do not comply will be asked to vacate the Market.

Market Dates - The schedule will be determined by the LFMC and will typically be held on the second and fourth Saturday during the season.

Market Hours - The Market is open from 8 am – Noon.

Schedule – The following schedule is established to assist vendors.

6:00	On-Site Volunteers begin setup.
6:30-7:50	Vendor setup
7:55	All vendor vehicles must be relocated to the vendor parking area.
8:00	Market is open.
12:00-1:00	Breakdown
1:00	Vendors must be out.

Services provided by LFMC:

- Off-loading dollies shared between vendors for ease of set up.
- 120v electrical
- Restrooms

Severe Weather Closure Policies - The Lucas Farmers Market is open rain or shine. However, when the threat of lightning is detected or other severe weather, the market will close immediately. The LFMC will rely on the City's Emergency Management Coordinator for weather-related information and make public safety a priority. Vendors should NOT wait for verbal confirmation from market volunteers or City staff and use good judgement in recognizing threats for severe weather. Vendors should take with them: cash boxes and anything of value that they may carry in their arms in one trip. Vendors should establish ahead of time a system for how to manage their preorders and communicate with customers. The City of Lucas staff and the LFMC will determine whether to close the market for the day. The market will only close if it forecasts persistent severe weather and high likelihood of lightning.

VENDOR CATEGORIES AND PRODUCT DESCRIPTIONS

A vendor is defined as any Lucas Farmers Market participant that submits a vendor application and is approved as a vendor by the Parks and Open Space Board to sell their product(s). Vendors are divided into four main categories:

- Agricultural Producers
- Value-Added Producers
- Artisans
- Ready to Eat Foods
- **Liquid Agriculture**

Agricultural Producers - Any vendor who grows, raises, and/or wild-harvests a food product.

- Farmers – Growers of vegetables, herbs, fruits, nuts, mushrooms, cactus, nursery products, grains, flowers, and other horticultural crop
- Ranchers – Producers of animal-based products, including meat, eggs, and dairy products.
- Other – Producers of other raw, unprocessed products that are grown or raised on a farm or ranch or wild-harvested in accordance with relevant regulations, to include honey, seafood, and foraged foods.

Value Added Producers - Any vendor who uses one or more ingredients to create a product by processing, blending, packaging, or altering using other preparation methods.

- Prepared Food Vendors – Any vendor who prepares foods in an approved production facility to be consumed off-site or to be used as an ingredient.
- Cottage Food Vendors – Producer of foods prepared under the Texas Cottage Food Law (Texas Department of State Health Services, Health and Safety Code, Title 6, Chapter 437).

Artisans - Artist or craftsperson who produces originally designed hand-crafted products that are unique and of high-quality, to include crafts, artwork, inedible products such as herbal products, personal care, and beauty products. To maintain the farm and food focus of the markets, only a

limited number of artisans will be approved as vendors.

Ready To Eat Food – Commercially licensed or legal to produce food under the Texas Cottage Laws serving “ready to eat” foods at the market. Ready to eat vendors may also have refrigerated or frozen food to sell for off-premise consumption.

- Restaurants
- Concession Stands
- Cottage Food Vendors

Liquid Agriculture – A local winery is the place where the grapes grown in a vineyard are sent to be made into wine. A winery is the place for processing, aging, bottling, and distributing wine. Craft breweries use traditional ingredients such as malts, barely, water, hops, and yeast in craft beer production with interesting and sometimes non-traditional ingredients are added for distinctiveness. The location of the winery or craft brewery must be located in the North Texas region. Samples of local wine and craft beer may be distributed in a one (1) ounce serving cup. Liquid Agriculture vendors are required to follow all Texas Alcoholic Beverage Commission (TABC) rules and regulations, City of Lucas ordinances and Lucas Farmers Market rules and regulations.

RULES AND REGULATIONS

All Vendors must comply with the following:

1. All products sold at the Lucas Farmers Market must be grown, raised, or produced directly by the vendor. A few exceptions are considered (see Agricultural Producers Rule).
2. All production must take place in North Central Texas and must be performed using land and facilities that the Vendor controls through ownership, lease, rental, or other legal agreement.
3. Products must be produced and sold in compliance with all applicable federal, state, and local laws and regulations.
4. Vendors are responsible for maintaining required permits, licenses, and certifications for all products they produce.
5. Vendors must follow product sampling guidelines as specified by the Collin County Health Department.
6. Vendors are permitted to sell only items that were approved upon application. New products intended for sale by current vendors but not included in the most recently approved application must be approved prior to their sale at Market. Vendors may amend their application to reflect product changes and must be approved by the Lucas Farmers Market Committee.
7. All vendors may be subject to a site visit upon admittance, and additional visits as noted in the rules specified for each vendor type.
8. **The City of Lucas does ~~not~~ allow the sale of beer and wine but does not allow the sale of liquor at the Lucas Farmers Market.**

Agricultural Producers

1. All farms and ranches may be visited prior to or upon admittance. Furthermore, Agricultural producers may be subject to site visits annually. We reserve the right to visit any affiliate site, such as: packing warehouses, secondary properties (leased or owned), indoor growing facilities, etc.

2. **Unapproved resell will not be tolerated.** Agricultural Producers may apply to represent farm and ranch products whose products are not produced at all locally or are not currently produced in sufficient quantity by the existing mix of vendors, provided the product meets all other requirements. Exceptions to this rule will only be considered if full disclosure of the name and contact information of the place of origin is provided. Farm or Ranch of origin may be subject to a site visit. If approved, vendors will be obligated to inform the public of the name and location of farm of origin; this information must either: 1) be posted on a sign that correlates directly with the sourced product, or 2) noted on the product label.
3. Application from Agricultural Producers whose products are not produced at all, are not currently produced in sufficient quantity, or merchantable within the North Central Texas region or State of Texas may be considered, in the City of Lucas Parks and Open Space Board's sole discretion, provided the product meets all other requirements. The North Central Texas region includes the following counties: Collin, Dallas, Denton, Ellis, Erath, Hood, Hunt, Johnson, Kaufman, Navarro, Palo Pinto, Parker, Rockwall, Somervell, Tarrant, and Wise.
4. All items sold as organic must meet the requirements of the National Organic Program.
5. Approved Vendors may sell plants and trees, fresh and dried flowers, herbs, and decorative vegetation grown or legally gathered themselves. Purchased nursery stock must be repotted and grown for a minimum of four weeks before being sold.

Animal Producers

1. All vendors may be subject to one site visit prior to or upon admittance. Furthermore, Animal Producers may be subject to one site visit annually.
2. Animals used in production of products for sale at Market must be raised and managed using humane husbandry practices and environmentally sound methods.
3. Live animals for sale are not allowed on site. Animal producers may take orders for the sale of animals.

Value-Added Producers

1. All vendors may be subject to one site visit prior to or upon admittance. Furthermore, Value Added Producers may be subject to one site visit annually.
2. Value-Added products must be processed and packaged by the vendor in their own facility or created and developed by the vendor and produced in a processing facility under the direction of the vendor.
3. In reviewing new vendor applications, special consideration will be given to those producers who can verify the use of local ingredients or local production.
4. Vendors must, when required, obtain, maintain, and display necessary permits or licenses.
5. All items intended for human consumption must always be kept off the ground and be in a safe condition. The producer/seller will be solely responsible for damages resulting from the sale of unsound goods.

ONSITE MARKET RULES

All vendors and attendees must comply with Section 1.09.062 Conduct Prohibited in Parks in the City of Lucas Code of Ordinances (Attachment A). In addition, it is important to comply with the following:

1. **Smoking and vaping:** Smoking and vaping are prohibited at the Market, including beneath

the pavilion and in surrounding green spaces and parking lots.

2. **Alcohol and drugs:** The consumption of alcoholic beverages or drugs is prohibited at the Market. The only consumption allowed is a sample from an approved Liquid Agriculture Vendors in a one (1) ounce cup.
3. **Accessibility:** Pre-determined fire lanes and ADA pathways cannot be blocked.
4. **Soliciting:** Soliciting is prohibited at market by unapproved vendors.

Space Assignments:

1. Space assignments will be based on attendance, product mix and logical constraints as determined by the LFMC. Typically, space assignments are in the Community Park and are 10 feet x 10 feet in size and are designated by the Vendor Coordinator. During times of inclement weather and at the discretion of the LFMC, space assignments may be relocated to the pavilion and are typically smaller at approximately 8 feet x 10 feet.
2. Transactions between customers and vendors may only occur within the assigned space.
3. Vendors may request a maximum of two spaces and the request should be made via the application process for consideration by the LFMC.
4. Vendors shall provide all their own equipment and must not exceed the parameters of the assigned space. Tents must be weighted with twenty-five pounds for each corner or staked in a safe manner. The City or the LFM will not provide weights, canopies, tables, chairs, or provide assistance with set-up or tear-down. Vendors shall set up in their assigned space and not request specific spaces.

Signs:

1. Vendors shall post a sign with the name of their business and business location.
2. Vendors are encouraged to post a price list.
3. Signage must be accurate and truthful in claims of production practices, sourcing, or other claims.
4. Signs outside of the space will be reviewed and approved by the LFMC prior to displaying if they do not restrict movement or physically interfere with the sale of another vendor.
5. Banners Inside the Pavilion: a.) Mounting a banner in between neighboring pavilion stalls is not permitted. b.) When a sign is mounted on the back side of a booth, the materials (rope, bungee cords, etc.) may not span outside of the vendor's space. c.) Mounting a banner to table fronts is acceptable.

Attendance:

1. Market dates will be mutually agreed upon by the vendor and LFMC at the start of the season.
2. All vendors are expected to attend Markets on a regular, year-round basis, unless the application was otherwise approved as a part-time or seasonal vendor.
3. Any changes to market attendance should be communicated to the Vendor Coordinator as soon as possible.
4. Cancellations communicated less than two weeks prior to a market are subject to vendor dismissal from the market. Emergency last-minute cancellations should be infrequent and communicated as soon as possible.
5. When a vendor fails to email (farmersmarket@lucastexas.us) the LFMC by 7:00 am on the day of absence, the vendor may be subject to dismissal.
6. In the case of an emergency which prohibits attendance, notify the LFMC as soon as possible.

7. Vendors must have their booths completely set up at least 10 minutes prior to the start of the Market and not tear down until the market closes.
8. The LFMC will determine vendor locations in the park and provide this information in advance of the market.

Parking: Vendors are prohibited from parking in spaces designated for customers except for set-up and tear-down. Vendors with physical limitations or disabilities are exempt from this rule.

Pricing:

1. Vendors will determine the prices of their own products.
2. The sale or likely sale of goods at less than fair value (dumping) is prohibited.

Professional Conduct:

1. Vendors must represent their products in an honest manner, whether written or verbal.
2. Vendors asked by City Staff to remove products that present a threat to health must do so immediately.
3. Vendors must conduct themselves in a courteous and professional manner at the Market.
4. Vendors must treat customers, staff, volunteers, and fellow vendors with respect.
5. Inaccurate, inappropriate, threatening, or harassing words or statement construed as disparaging or harmful to other vendors, vendor-to-customer relationships or the Market is prohibited and can be grounds for termination.
6. No music other than that provided by the Market is allowed.
7. No disruptive or aggressive promotion is allowed.
8. Vendors are responsible for keeping their area clean during the Market and are responsible for cleaning their space after the Market is over. Unsold products and packing boxes must be carried off site.

Natural Gas and Propane Use: Natural Gas and Propane use is prohibited at the market.

Electric Use: Please be aware of overloading our breakers. Always inform City staff of power outages so that an electrician can be contacted. Space heaters (electric and propane) are prohibited and electric use for personal comfort is prohibited.

VIOLATIONS

Vendors will be notified of violations of the rules and regulations by one of two methods:

1. A verbal notification on a market day from the LFMC representative or City Staff, followed by an email verification; or
2. By written notice from the LFMC.

If a vendor fails to cease or remedy a violation within the time specified, the vendor may, in the Committee's discretion, be subject to any of the following:

1. Relocation of space; or
2. Dismissed from the Market

The LFMC may, in its discretion, terminate a vendor's participation in the Market for repeated violations of which the vendor has been notified.

VENDOR FEES

Application Fee – The Lucas Farmers Market does not charge an application fee.

Participation Fee – Beginning with the 2021 season, the Lucas Farmers Market will charge a participation fee of \$20 per market. Fees will be collected on the day of the market. Vendors that reside in the City of Lucas will be exempt from the participation fee.

DISPUTES AND GRIEVANCES

The following procedures are in place to provide any vendor with a clear process for settling a dispute or addressing a complaint or grievance.

On-site Resolution

Notifying the LFMC is the first step in addressing any matter. The LFMC will make every effort to resolve an issue. Vendors are asked to provide the Chair with a clear explanation of an issue, and to collaborate with staff to reach a resolution. After gathering all available information, the Chair and City Staff will decide regarding the issue based on their interpretation of the best interest of the Market as a whole and the specific circumstances. Vendors must abide by the determination on that Market day to maintain order in the Market. If a vendor disagrees with the determination, the formal Grievance Process is in place.

Grievance Process

A vendor should send a written statement of the grievance to the Chair of the LFMC within thirty (30) days of the incident. Written statement can be sent to farmersmarket@lucastexas.us. The Chair of the Committee shall use best efforts to resolve the grievance within fourteen (14) working days of receiving the written statement. At the end of this period, the Chair of the Committee shall issue a written response to the grievant with either the resolution or next steps if additional time is needed to address the issue. The Chair of the Committee shall issue a final written response to the grievant within thirty (30) days of the initial complaint.

FEEDBACK

Input and feedback from vendors, customers, and all Lucas Farmers Market stakeholders is valued. If you would like to share any thoughts, please send an email to farmersmarket@lucastexas.us.

Attachment A
Chapter 1. GENERAL PROVISIONS
ARTICLE 1.09. PARKS AND RECREATION

Adopted: February 16, 2023

§1.09.062 Conduct prohibited in parks.

As used in this division, “city park” or “park facility” shall mean any area in the city owned or used by the city, or by the city jointly with any other governmental or private entity, devoted to active or passive recreation, and includes but is not limited to athletic fields, recreation areas, community center property, and those areas designated as city parks. The following acts, omissions or conduct are prohibited within the limits of all city parks and no person, firm or corporation shall engage in, commit, cause, or suffer the following acts, omissions or conduct:

1. To enter or remain in any park facility between the hours of 11:00 p.m. and 5:00 a.m. unless different hours for the park facility have been designated. All soft surface trails shall be closed from dusk until dawn where on-site signage is posted, unless different hours have been posted;
2. To allow any pet or animal to run at-large or fail to keep a pet or animal restrained by a leash, chain or cord not more than six (6) feet long;
3. To dump or litter any park. All persons shall use receptacles provided for the deposit of refuse;
4. To tie or restrain an animal by attaching its leash to fencing, trees, benches, bleachers, pole or other park facility infrastructure;
5. To operate a motor vehicle within any city park in any area not designated as a roadway for vehicular traffic (for the purposes of this subsection, “motorized vehicle” means any vehicle or conveyance which is self-propelled) which would exclude electronic wheelchairs or electric scooters for the disabled;
6. To use or ride on a skateboard within a city park;
7. To possess, use, discharge or employ any fireworks, firearm, BB gun, air gun, bow and arrow, or slingshot is prohibited with the exception of licensed holders who are authorized to carry firearms in accordance with state law;
8. To sell, possess or consume any alcoholic beverage; **To possess or consume any alcoholic beverage; provided, however, it shall be a defense if the person: (i) was in possession of and/or consumed the alcoholic beverage while in attendance at an event held in the park for which the city has issued a permit or otherwise provided written consent for the sale and/or service of alcoholic beverages in association with the event; and (ii) obtained the alcoholic beverage from the person or entity that was authorized by the city to sell or serve alcoholic beverages.**
9. To erect, post, distribute, or place any advertising material, sign, circular, or handbill without the prior permission of the city;

10.

A. To practice, conduct, or carry on any commercial activity, trade or business activity unless said commercial activity has been approved through a facility use agreement issued by the city manager or designee.

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

C. City residents only may reserve the city park facilities for commercial residential activity daily from 5:00 a.m. through 8:00 a.m. and from 7:00 p.m. through 9:00 p.m. The community center is not available for use for commercial residential activity and may only be reserved by city residents.

D. A city facility use agreement must be completed and submitted to the city manager for consideration along with the required fee as shown in the fee schedule set forth in appendix C. The applicant must provide documentation demonstrating the vendor's liability insurance coverage in the amount of \$1,000,000.00 and must name the city as an additional insured on the certificate of insurance. The applicant shall be responsible for any damage to the park facilities.

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

11. To cause, create or maintain any nuisance or engage in any conduct or activity that unreasonably disturbs persons of ordinary sensibilities;

12. To use any type of sound amplification devices which include but are not limited to loudspeakers, amplifiers or microphones without the written permission of the city;

13. To ascend, descend, operate, or launch any aircraft, including but not limited to hot air balloons, airplanes, paraplanes, ultralight aircrafts, helicopters, drones, remote/radio controlled devices and gliders;

14. To hit golf balls of any type in a park facility;

15. To camp overnight in or upon any park facility;

16. To enter onto a reserved facility or area, or a location where scheduled activities are occurring, during the period that the area or facility is reserved or during the scheduled activity and remain or return there after the person has been given notice to leave. Reserved facilities and areas, and scheduled activities, include but are not limited to: athletic fields and pavilions;

17. To make or kindle a fire except in public stoves, grills, fire pits, or designated areas provided for that purpose. Fires shall not be left unattended and must be extinguished prior to departure. The city manager may prohibit all fires in public parks during those periods that he, in his sole discretion, determines that extreme dry weather, high winds or other conditions endanger public health and safety;

18. To use or consume any tobacco products within a park facility;

19. To destroy, damage, deface or remove shrubbery, trees, soil, grass, turf or other vegetation, rock, minerals or any other personal or real property.



City of Lucas

Parks and Open Space Board Request

March 28, 2023

Requester: Assistant City Manager Kent Souriyasak

Agenda Item Request

Discuss budget recommendations in preparation of the Fiscal Year 2023/24 Parks Budget.

Background Information

The City Council will be holding the Fiscal Year 2023/24 Budget Workshop on July 20, 2023. In preparation of the Parks Budget, staff is seeking recommendations from the Parks and Open Space Board on budget items to include in the Fiscal Year 2023/24 Parks Budget. Staff has provided an attachment of the current Fiscal Year 2022/23 Parks Budget as reference. There will be a future agenda item to review the proposed Parks Budget at the Parks and Open Space Board meeting on May 23, 2023.

Chapter 1, Article 1.09, Section 1.09.035 (d) of the Code of Ordinances states:

The board should review fees relating the use of parks on an annual basis, making recommendations to the city manager or designee for consideration during the budget process. The board shall study budget proposals on an annual basis and recommend inclusion or exclusion of budget items to the city manager or designee.

Attachments/Supporting Documentation

1. Fiscal Year 2022/23 Parks Budget

Budget/Financial Impact

NA

Recommendation

NA

Motion

There is no motion required.

11 -GENERAL FUND PARKS DEPARTMENT DEPARTMENTAL EXPENDITURES		2020-2021 FISCAL YEAR ACTUAL	2021-2022 ORIGINAL BUDGET	2021-2022 AMENDED BUDGET	2022-2023 FISCAL YEAR BUDGET	DESCRIPTION
<u>PERSONNEL SERVICES</u>						
6211-103	SALARIES - NON-EXMPT TEMP	16,708	20,160	20,160		Reallocated to FT P works position
6211-112	WORKERS COMP	395	600	600		Reallocated to FT P works position
6211-127	MEDICARE	242	300	300		Reallocated to FT P works position
TOTAL PERSONNEL SERVICES		17,345	21,060	21,060	-	
<u>MAINTENANCE & REPAIR</u>						
6211-231	FACILITIES MAINTENANCE	4,262	4,500	4,500	4,500	See Detail Listing
6211-233	EQUIPMENT MAINTENANCE	4,341	4,500	4,500	4,500	Small Landscaping Equipment
TOTAL MAINTENANCE & REPAIR		8,603	9,000	9,000	9,000	
<u>PURCHASED SERVICES</u>						
6211-322	CONTRACTS	54,300	74,500	74,500	82,000	See Detail Listing
6211-331	UTILITIES, ELECTRIC	1,566	2,000	2,000	2,000	
6211-333	UTILITIES, WATER	8,698	10,000	10,000	10,000	
TOTAL PURCHASED SERVICES		64,563	86,500	86,500	94,000	
<u>SPECIAL EVENTS</u>						
6211-444	FOUNDERS DAY	24,287	30,000	23,200	30,000	
6211-445	SERVICE TREE PROGRAM	3,410	7,000	7,000	7,000	
6211-446	KEEP LUCAS BEAUTIFUL	2,199	5,000	5,000	5,000	See Detail Listing
6211-447	COUNTRY CHRISTMAS	9,448	10,000	10,000	10,000	
6211-448	PARK EVENTS	13,469	15,000	15,000	15,000	See Detail Listing
TOTAL SPECIAL EVENTS		52,812	67,000	60,200	67,000	
<u>NON-CAPITAL OUTLAY</u>						
6211-417	PARK IMPROVEMENTS	46,981	30,000	30,000	30,000	
6211-418	PARK IMPROVEMENTS- USACE	-				
TOTAL NON- CAPITAL OUTLAY		46,981	30,000	30,000	30,000	
<u>CAPITAL OUTLAY</u>						
8211-417	PARK IMPROVEMENTS	-			30,000	Foundation repairs Kenneth R Lewis
TOTAL CAPITAL OUTLAY		-	-	-	30,000	
TOTAL PARKS		190,303	213,560	206,760	230,000	



Detail Schedule

CITY OF LUCAS
 FISCAL YEAR 2022-2023
 EXPENSE DETAIL

ACCOUNT NAME

ACCOUNT NUMBER

DEPARTMENT

SERVICE PROVIDER	DATE OF SERVICE	DESCRIPTION OF SERVICE	PURPOSE OF SERVICE	TYPE OF SERVICE	COST
Various	TBD	Annual Maintenance		Facilities	\$4,500
TOTAL BUDGET NEEDED					\$4,500

CITY OF LUCAS
 FISCAL YEAR 2022-2023
 EXPENSE DETAIL

ACCOUNT NAME

ACCOUNT NUMBER

DEPARTMENT

SERVICE PROVIDER	DATE OF SERVICE	DESCRIPTION	PURPOSE	TYPE	COST
McCrary's Mowtime INC	On-going	Contract for landscaping/mowing	Maintain the grass at various locations	Mowing	\$ 42,000
McMahan Turf and Agronomics LLC	On-going	Weed and fertilization control	Maintain nice sodded areas	Fertilization	\$ 25,000
The Maid Quarters LLC	On-going	Cleaning of various restrooms	Maintain cleanliness of park restrooms	Cleaning	\$ 15,000
TOTAL BUDGET					\$ 82,000

CITY OF LUCAS
 FISCAL YEAR 2022-2023
 EXPENSE DETAIL

ACCOUNT NAME

ACCOUNT NUMBER

DEPARTMENT

SERVICE PROVIDER	DATE OF SERVICE	DESCRIPTION	PURPOSE	TYPE	COST
		Cleanup Events & Programs	Supplies, Food, Marketing		\$ 3,000
		Keep Texas Beautiful Conference	Annual Conference		\$ 1,500
		Affiliate Membership Annual Fee			\$ 250
		Webinars, Meetings			\$ 250
					\$ 5,000

*Note: \$6K Supplies and Equipment for two cleanups events are budgeted in account 11-6212-452 Storm Water Management

CITY OF LUCAS
 FISCAL YEAR 2022-2023
 EXPENSE DETAIL

ACCOUNT NAME

ACCOUNT NUMBER

DEPARTMENT

SERVICE PROVIDER	DATE OF SERVICE	DESCRIPTION	PURPOSE	TYPE	COST
	Various Dates	Lucas Farmers Market	Supplies, Resources, Marketing		\$ 5,000
	TBD	Art in Public Places	Supplies and Resources		\$ 5,000
	TBD	Various Special Events (Car Show, etc.)	Supplies and Resources		\$ 5,000
TOTAL BUDGET					\$ 15,000



City of Lucas

Parks and Open Space Board Request

March 28, 2023

Requester: CIP Manager Patrick Hubbard

Agenda Item Request

Discuss recommendations for parks and trails capital projects to be included in the City of Lucas Capital Improvement Plan.

Background Information

The City of Lucas is currently working on updates to the Capital Improvement Plan (CIP). The CIP is a five-year planning document adopted by the City Council for capital improvements including parks and trails. A capital project is defined as having a minimum cost of \$5,000 resulting in 1) the creation of a new fixed asset or 2) enhancement of an existing fixed asset.

Staff have identified the following parks and trails capital projects to be included in the CIP:

Lucas Community Park:

- Paving of Back Parking Lot
- Installation of New Playground Equipment for Ages 2 to 6
- Installation of a Swing Set
- Walking Loop Extension
- Pavilion Renovations

Forest Creek Park:

- Replacement of Playground Equipment

Trail Network:

- East Winningkoff Trail Loop
- Central Loop
- Southern Trail (Willow Springs Middle School to Southview Drive)

Note: The pavilion foundation repair at Kenneth R. Lewis Park is currently underway and scheduled to be completed this fiscal year.

The Parks and Open Space Board can provide recommendations to staff for parks and trails capital projects to be included in the updated version of the CIP.

Attachments/Supporting Documentation

1. City of Lucas Trails Master Plan
2. 2020 Capital Improvement Plan



City of Lucas

Parks and Open Space Board Request

March 28, 2023

Budget/Financial Impact

CIP Manager Patrick Hubbard will update all identified capital projects with the most up-to-date information and cost estimates in preparation of the new CIP.

Recommendation

Staff recommends the following parks and trails capital projects to be included in the updated CIP:

Lucas Community Park:

- Paving of Back Parking Lot
- Installation of New Playground Equipment for Ages 2 to 6
- Installation of a Swing Set
- Walking Loop Extension
- Pavilion Renovations

Forest Creek Park:

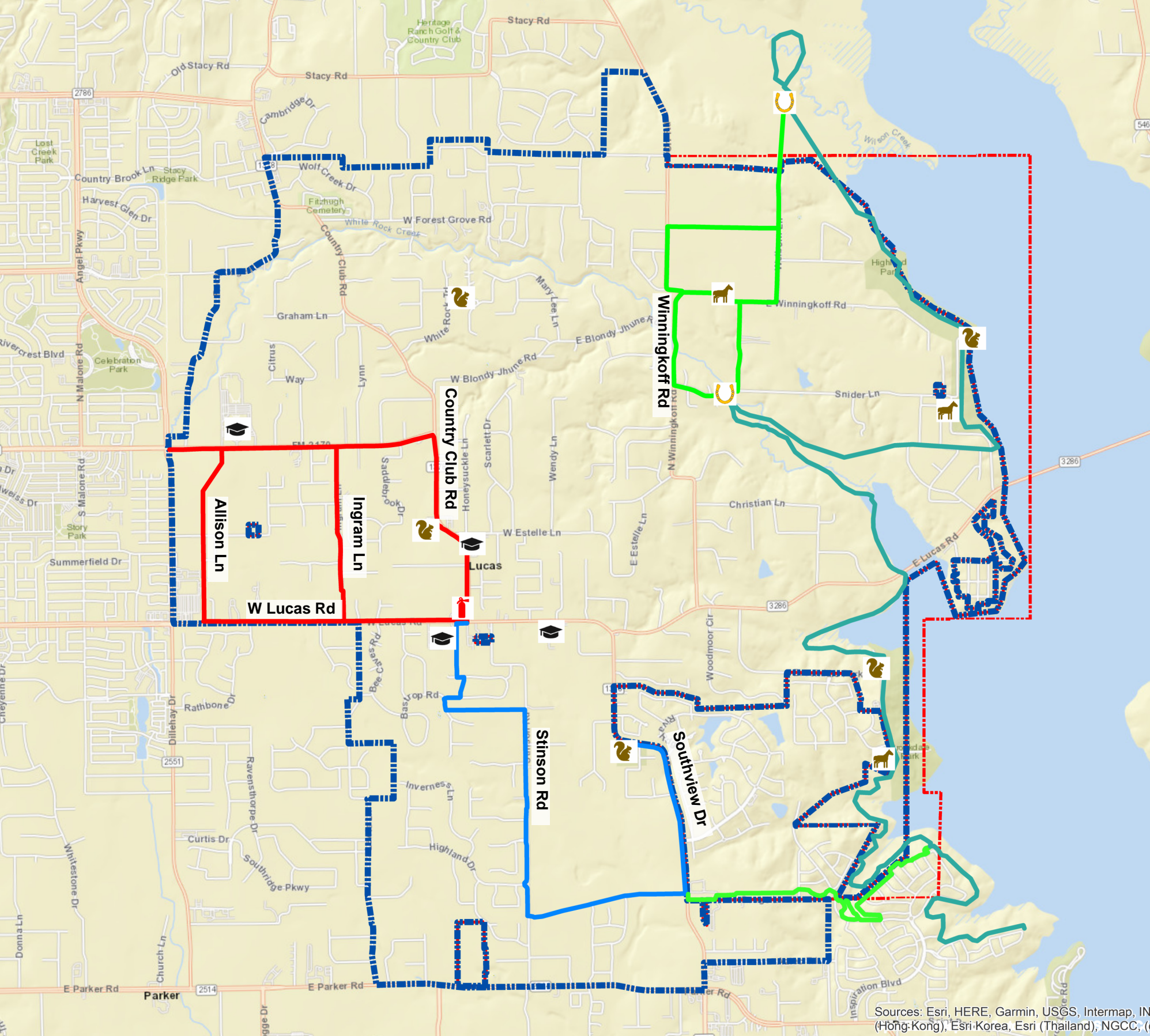
- Replacement of Playground Equipment

Trail Network:

- East Winningkoff Trail Loop
- Central Loop
- Southern Trail (Willow Springs Middle School to Southview Drive)






Motion

There is no motion required.



LEGEND



LOCATIONS

-  FIRE STATION
-  SCHOOL
-  PARK
-  TRAILHEAD
-  TRAIL ACCESS

TRAIL SEGMENTS

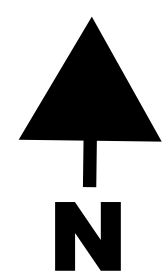
- CENTRAL LOOP
- WSMS TO SOUTHVIEW
- TRINITY TRAIL CONNECT
- TRINITY TRAIL

BOUNDARIES

-  CITY LIMITS
-  ETJ LIMITS

Trails Master Plan City of Lucas 2022

Revised: July 6, 2022
Adopted: January 19, 2023



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong-Kong), Esri-Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User

**CITY OF LUCAS
CAPITAL IMPROVEMENT PLAN
From 2020 To 2031**



**Adopted: September 19, 2019
Proposed Update: January 7, 2021**

TABLE OF CONTENTS

Introduction.....	3
Goals	3
Development Process	4
Capital Improvement Plan (CIP) 2020-2025.....	5
Project Criteria.....	6
CIP Amendment.....	6
CIP Project Prioritization	6
Impact Fees	7
Roadway and Trail Projects CIP At-A-Glance	10
Roadway and Trails Completed Projects	28
Water System Projects CIP At-A-Glance	44
Water System Completed Projects.....	63

Introduction

The Capital Improvement Plan (CIP) for the City of Lucas is a valuable part of the community planning process. The CIP links local infrastructure investments with comprehensive plan goals, land use ordinances, and economic development efforts. The CIP bridges the gap between planning and spending as well as between the visions of the comprehensive plan and the fiscal realities of improving and expanding community facilities. The purpose of the CIP policy is to create a fair and consistent process outlining procedures for proposing, evaluating, and adopting capital projects creating long-term benefits.

The CIP is a five-year planning document adopted by the City Council for capital improvements related to City roadways and drainage systems as well as for the water system infrastructure and facilities. The CIP is not to be confused with the Capital Improvement Budget. The Capital Improvement Budget is prepared each year in conjunction with the annual Operating Budget. It generally includes only those projects from the first year of the CIP funded during the current year and will address additional capital needs that are not included in the CIP, such as equipment and vehicles as recommended by the Vehicle and Equipment Committee.

A capital project is defined as having a minimum cost of \$5,000 resulting in 1) the creation of a new fixed asset or 2) enhancement of an existing fixed asset.

Typically, the life expectancy of a capital project is 20 years, but it depends on the classification of the asset. Examples of capital projects include construction or expansion of public buildings, the acquisition of land for public use, planning, water system improvements, sewer mains as defined in the wastewater plan, engineering costs, and street and drainage construction. Example of an enhancement to a fixed asset would be reconstruction or reconditioning of streets.

Goals

The following goals help to ensure consistence in establishing CIP:

1. Preserving public health, welfare, and safety - providing the basic services that ensure public health, welfare, and safety is the fundamental responsibility of local government.
2. Anticipating the demands of growth - when related to the comprehensive plan, the capital improvement planning process works to anticipate investments in community facilities and infrastructure which are needed to serve or shape the pattern of growth and development.
3. Supporting economic development - having sound fiscal health, high-quality facilities, and services are attractive to business and potential residents. New corporate investment and reinvestment in a community may be influenced by improvements that enhance the quality of life for their labor force. Private decisions that bring jobs to an area and new taxes to a community are based not only on availability of water and sewer but also upon the quality of schools, public safety, recreational opportunities, and many other services. The City of Lucas has identified two areas for commercial development that are located on its peripheral boundaries to complement the high quality of life and not hinder or negatively impact the quality of life.

4. Developing a fair distribution of capital costs - the CIP process allows for public discussion of the preferred means of distributing capital costs over time. Funding strategies to consider include:
 - a. Annually, the City earmarks funds in the unrestricted fund balance to save for future projects.
 - b. Issuance of debt that is paid by both existing and future users of the facility.
 - c. User fees may be deemed more appropriate than property taxes.
 - d. Federal or state funds may also be available to help finance specific projects.

The CIP process can promote discussion of funding strategies.

5. Avoiding undue tax increases - capital improvement planning is a means of avoiding the unpleasant surprise of expensive projects generating large property tax increases. While cost impacts cannot always be precisely determined in advance, the CIP fosters discussion of the distribution of the tax burden of new capital expenditures over time. A corollary benefit of fiscal stability and sound community facility planning can result in an improved bond rating.

Development Process

The CIP outlines the major utility infrastructure, streets and drainage, facilities, parks, and other improvements needed to serve the citizens, meet growth related needs, and comply with state and federal regulations.

Preparation - the City Secretary coordinates the annual update and adoption of the five-year CIP. The City Manager will lead the review and prioritization of capital projects for City Council consideration. The Finance Director, City Engineer, Development Services Director, and the City Manager shall prioritize and rank projects according to the criteria listed in the project criteria section. The CIP includes all costs associated with the design, rights-of-way acquisition, and construction of a project, as well as the estimated operating and maintenance costs, which impacts future operating budgets. The following guidelines will be utilized in developing the CIP:

1. Solicit citizen participation in formulating the identification and prioritization of the CIP.
2. Identify capital improvements through system models, repair and maintenance records, and growth demands.
3. Prioritize CIP projects based on input from City staff from all areas related to each project, and its effect on operations.

The CIP will be submitted to City Council for review, revision, and approval. It will be reviewed and revised annually to include updated information.

Control - all capital project expenditures must be appropriated in the capital budget. The Finance Director and City Manager must certify the availability of resources before any capital project contract is presented to the City Council for approval.

Financing Programs - recognizing that long-term debt is usually a more expensive financing method, alternative financing sources will be explored before debt is issued. When debt is issued, it will be used to acquire major assets with expected longevity which equal or exceed the average length of the debt issue. Impact fees, assessments, pro-rata charges, or other fees may be used to fund capital projects. The City Council may also evaluate the use of unrestricted general fund reserves to facilitate funding.

Reporting - periodic financial reports will be prepared to enable the Department Directors to manage their capital budgets and to enable the Finance Department to monitor and control the budget as authorized. Capital project status reports will be presented to City Council.

Capital Improvement Plan (CIP) 2020-2025

Departments will include as part of their project proposal:

1. A Project Summary providing an overview and justification of the project.
2. A Fiscal Overview that includes estimated cost estimates and funding strategies that proposes funding options must be identified including:
 - a. Operating Revenues
 - b. Reserves and/or Debt
 - c. Grants
 - d. Partnerships with Other Organizations
 - e. Impact Fees
 - f. Developer Funded

Expense estimates must be identified in the section for design, site acquisition, construction, estimated annual maintenance and operating cost impact based on the current estimated cost and values. To help manage cash flows, the financial plan must be complete to ascertain the impact on multiple fiscal years.

3. A Project Description section will provide additional project detail such as estimated linear feet, square feet or other applicable measurement, language that explains the overall need for the project as well as the benefit to the community.
4. Proposed Schedule identifying major milestones such as the design, bid, and construction phases.
5. Identification of the Project Manager.

Additional information may be requested by the City Manager and/or the members of the City Council.

Project Criteria

The evaluation of proposed capital projects will be in accordance with the following criteria:

1. Public Health, Safety, and Welfare - projects improving the public health, safety, and welfare of the community will be rated with highest priority. Projects must demonstrate the benefit provided to the community and possible risks from not completing the project. Compliance with state and federal mandates fall under this category.
2. Quality of Life - projects enhancing the quality of life enjoyed by citizens, such as equestrian and hiking trails throughout the City, will receive a high priority.
3. Funding - funding availability considerations are included when ranking projects. Grants and funding partnerships are considered first followed by operating revenues, fund balance, and debt. Debt may be issued to fund capital projects after alternative funding sources are exhausted.
4. Economic Development - projects enhancing and promoting the establishment of commercial business with the best use for a parcel of land that is zoned commercial will be given the highest priority.

CIP Amendment

Amendments to the CIP effecting the current fiscal year must be recommended by the City Manager and approved by the City Council through a budget amendment. Amendments will be considered according to project scoring criteria as previously identified. Higher priority will be given to projects necessary for the public health, safety, and funding availability.

Any plan must be based upon an estimate of certain characteristics. These characteristics may change and vary from time to time and when they do, the CIP should be updated. It may require that certain proposed improvements be implemented immediately or even delayed. Further, this plan is meant to be flexible. It is to be used as a tool to help establish a course of action.

CIP Project Prioritization

Using the criteria identified in the Project Criteria section of this document will assist staff and ultimately the elected officials in rating each project to facilitate prioritization. There are various rating schemes available for establishing capital improvements priorities. The following set of standards are used as the evaluation method for the City:

- **High** - essential capital improvements are projects needed to promote and/or protect the public welfare and safety. Projects classified under this category are projects of the highest priority.
- **Routine** - necessary capital improvements are projects which are needed for the convenience and conservation of endangered resources, or for the completion of partially completed projects. Projects of this type include improvements which are considered necessary for a progressive growing community and for problems that do not negatively impact public welfare.

- **Low** - desirable capital improvements are projects which protect property, replace obsolete facilities, reduce operating costs and add to the attractiveness of the community. Projects of this type are not considered high priority and may be delayed or removed from the CIP as funding changes. Conversely, these types of projects can be brought forth when budget surpluses or additional funding sources are identified.
- **Deferrable** - these capital improvements are projects of the lowest priority. These projects can be postponed or eliminated from the CIP because of cost, timing, or need.

Impact Fees

Chapter 395 of the Texas Local Government Code describes the procedures Texas cities must follow in order to create and implement impact fees. Senate Bill 243 (SB 243) amended Chapter 395 in September 2001 to define an Impact Fee as “a charge or assessment imposed by a political subdivision against new development in order to generate revenue for funding or recouping the cost of roadway improvements or facility expansion necessitated by and attributable to the new development.”

The City retained BW2 Engineers, Inc. and Capex Consulting Group, LLC. To assist the City with the details of the impact fee calculation methodology in accordance with Chapter 395, the applicable Land Use Assumptions, development of the CIP, and the application of the Land Use Equivalency Table.

The last City of Lucas Roadway and Water Impact Fee update was approved by the City Council on November 1, 2018 when it adopted Ordinance 2018-11-00886 amending the Code of Ordinances by amending Chapter 10 titled “Subdivision Regulations” by updating and adopting the revised Capital Improvement Plan and Lane Use Assumptions; by amending Article 10.02 titled “Impact Fees” by amending Section 10.02.006 titled “Calculation” by renaming Section 10.02.006 Calculations of Impact Fees” by replacing Subsection (a) of Section 10.02.006 in its entirety with a new Subsection (a) setting forth “road impact fees by land use” and adding a new Subsection (b) setting forth “water impact fees by meter size” and renumbering the remaining sections of Article 10.02.006; by amending Appendix “C” titled “Fee Schedule” by renaming Article 10.000 tiled “Road Impact Fees by Land Use” and by adding a chart setting forth road impact fees by land use; by renaming Article 11.000 titled “Water Impact Fees by Meter Size” and by adding a chart setting forth water impact fees by meter size.

The following updated impact fees are in effect:

- **Road Service Unit of \$1,188.21 per vehicle mile**
(For example, to calculate the impact fee for a single-family home, take the service unit of \$1,188.21 x 4.24 per development unit equaling an impact fee of \$5,038.01)
- **Water Service Unit of \$3,473.00**
(For example, to calculate the impact fee for a one-inch water meter take the service unit of \$3,473.00 x 1.4 the AWWA meter ratio equaling an impact fee of \$4,862.20)

Chapter 395 mandates that impact fees be reviewed and updated at least every five (5) years. Therefore, the City of Lucas will need to review and update its current impact fees by November 1, 2023.

The CIP is organized by two major categories, Roadway and Trail Projects and Water Projects. Roadway projects also include bridge reconstruction and culvert replacement.

Roadway and Trail Projects

Roadway and Trail Project CIP At-A-Glance

The following table is a quick reference guide that summarizes the CIP Roadway and Trail Projects. It indicates the fiscal year in which the project is scheduled to begin, a project number for identification purposes, the recommended priority of implementation, the preliminary estimated costs for improvements, and the anticipated funding sources.

STARTING IN FISCAL YEAR	PROJECT NO.	PRIORITY	PROJECT	ESTIMATED COST	FUNDING SOURCE
2016-2017	1	Complete	Winningkoff Road Reverse Curve	\$749,051 Actual	Impact Fees and 2017 Certificates of Obligation
	2	Complete	Stinson Road/W. Lucas Road Intersection Improvements	\$534,370 Actual	2017 Certificates of Obligation, Regional Toll Revenue, Collin County Bond, General Fund
	3	Complete	W. Lucas Road Widening	\$1,517,154 Actual <i>(Including maintenance)</i>	Regional Toll Revenue, General Fund, Collin County Bond, Impact Fees
2016-2017	4	Complete	Street Maintenance	\$159,403 Actual	General Fund
2016-2017 TOTAL:				\$2,959,978	
2017-2018	5	Complete	Country Club Road/Estates Parkway Intersection Improvements	\$56,746 Actual	2017 Certificates of Obligation
	6	High	Winningkoff Road Middle Section from the Reverse Curve to Snider Lane	\$2,243,671	2017 Certificates of Obligation, Reserves, Impact Fees
	7	Complete	White Rock Trail	\$306,968 Actual	General Fund
	8	Complete	E. Winningkoff Road Trailhead	\$211,817 Actual	\$120,000 General Fund; \$120,000

STARTING IN FISCAL YEAR	PROJECT NO.	PRIORITY	PROJECT	ESTIMATED COST	FUNDING SOURCE
					Collin County Park Board Grant
	9	Complete	Street Maintenance	\$624,455 Actual	General Fund
2017-2018 TOTAL:				\$3,443,657	
2018-2019	10	Complete	Stinson Road Southern Section from Parker Road to Bristol Park	\$3,191,472 Actual	2017 Certificates of Obligation, Reserves, Impact Fees
	11	Complete	Blondy Jhune Road Reconstruction from Western Bridge to Winningkoff Road	\$3,127,425 Actual	2017 Certificates of Obligation, Reserves, Impact Fees
	12	Complete	Parker Road left turn to Cimarron Trail	\$0 Actual	TxDOT Funded
	13	Low	Northeast Equestrian and Pedestrian Trails	No estimate	To Be Determined
	14	Complete	Street Maintenance	\$945,148 Actual	General Fund
	15	High	West Lucas Road 4-Lane Divided	\$8,365,180 County \$4,184,820 City	2018 Collin County Bond funds; 2019 Certificates of Obligations
2018-2019 TOTAL:				\$10,959,249	
2019-2020	16	High	Stinson Road Northern Section from Bentwater Drive to the Reverse Curve	\$2,730,000	To Be Determined
	17	Complete	Streets Maintenance	\$807,311 Actual	General Fund

STARTING IN FISCAL YEAR	PROJECT NO.	PRIORITY	PROJECT	ESTIMATED COST	FUNDING SOURCE
	18	High	Brookhaven Culvert Replacement	\$250,000	To Be Determined
	19	High	Snider Lane from Winningkoff to Shady Lane including the Snider Bridge over White Rock Creek	\$5,281,185	2019 Certificates of Obligation, To Be Determined
2019-2020 TOTAL:				\$9,068,496	
2020-2021	20	High	Winningkoff Road Southern Section from E. Lucas Road to the Reverse Curve	\$3,510,000	To Be Determined
	21	Routine	Street Maintenance	\$750,000	City of Lucas General Fund
	22	Low	Exercise and Leisure Loop	\$2,747,064	To Be Determined
	23	Low	Southwest Multipurpose Trails	No Estimate	To Be Determined
	24	High	Stinson Road from Bristol Park to Bentwater Drive including the Stinson Road bridge over Muddy Creek	\$5,482,115	2019 Certificates of Obligation, To Be Determined
	25	High	Bait Shop Intersection West/East Lucas Road	\$0 No Estimate	TxDOT, 2019 Certificates of Obligation, To Be Determined

STARTING IN FISCAL YEAR	PROJECT NO.	PRIORITY	PROJECT	ESTIMATED COST	FUNDING SOURCE
	26	High	Brockdale Park Road Reconstruction	\$38,795	Fees per Hillwood Development Agreement
2020-2021 TOTAL:				\$12,527,064	
2021-2026	27	Routine	Street Maintenance (\$750,000 per year)	\$3,750,000	City of Lucas General Fund
2021-2026 TOTAL:				\$3,750,000	
2026-2031	28	Routine	Street Maintenance (\$750,000 per year)	\$3,750,000	City of Lucas General Fund
2026-2031 TOTAL:				\$3,750,000	

**WINNINGKOFF ROAD MIDDLE SECTION
FROM THE REVERSE CURVE TO SNIDER LANE**

PROJECT SUMMARY

Starting in Fiscal Year	Project No.	Category	Project Status	Priority
2017-2018	6	Roadway	Construction	High

FISCAL OVERVIEW

Cost	Source of Funding
\$215,850 Design \$1,843,474 Construction \$139,890 Project Management <u>\$184,347 Contingency</u> \$2,243,671 Total Budget	2017 Certificates of Obligation, Reserves, Impact Fees

PROJECT DESCRIPTION

Reconstruct 0.5 miles of Winningkoff Road with concrete pavement and improve drainage.

PROJECT SCHEDULE

Project Begin Year	Project End Year
2017	2021

PROJECT MANAGER: City Engineer



NORTHEAST EQUESTRIAN AND PEDESTRIAN TRAILS

PROJECT SUMMARY

Starting in Fiscal Year	Project No.	Category	Project Status	Priority
2018-2019	13	Trail	Planning	Low

FISCAL OVERVIEW

Cost	Source of Funding
\$0 Design (No estimate) \$0 Construction (No estimate) <u>\$0 Contingency (No estimate)</u> \$0 Total Budget	To Be Determined

PROJECT DESCRIPTION

Obtain easements and construct equestrian and pedestrian trails radiating from the E. Winningkoff Trailhead to the west and south. These trails would generally follow Blondy Jhune Road, E. Winningkoff Road, Welborn Lane, and White Rock Creek (from Winningkoff Road to Snider Lane) The purpose is to link to other trails such as the Trinity Trail, and keep equestrian trails separate from multipurpose trails.

PROJECT SCHEDULE

Project Begin Year	Project End Year
2021	2026

PROJECT MANAGER: Development Services Director



**WEST LUCAS ROAD
4 - LANE DIVIDED**

PROJECT SUMMARY

Starting in Fiscal Year	Project No.	Category	Project Status	Priority
2020/2021	15	Roadway	Planning	High

FISCAL OVERVIEW

Cost	Source of Funding
\$8,365,180 Construction (Collin County) \$4,184,820 Construction/Design (City) \$0 Contingency (No Estimate) \$12,550,000 Total Budget	2018 Collin County Bond Funds 2019 City of Lucas Certificates of Obligation

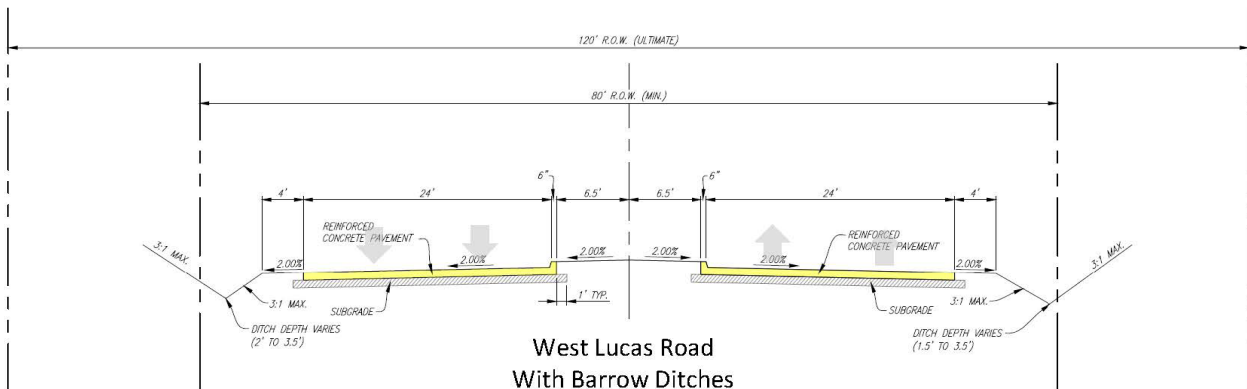
PROJECT DESCRIPTION

Country Club Road to Angel Parkway 4-lane divided roadway

PROJECT SCHEDULE

Project Begin Year	Project End Year
2020	2023

PROJECT MANAGER: City Engineer



**STINSON ROAD NORTHERN SECTION
FROM BENTWATER DRIVE TO THE REVERSE CURVE**

PROJECT SUMMARY

Starting in Fiscal Year	Project No.	Category	Project Status	Priority
2020-2021	16	Roadway	Planning	High

FISCAL OVERVIEW

Cost	Source of Funding
\$0 Design (no estimate) \$2,730,000 Construction (August 2018 Estimate) \$0 Project Management (no estimate) \$0 Contingency (no estimate) \$2,730,000 Total Budget	To Be Determined

PROJECT DESCRIPTION

Replace existing asphalt roadway with a concrete, two-lane roadway from Bentwater Drive to the reverse curve at 405 Stinson Road. This is a straight and flat roadway with no four-way intersections.

PROJECT SCHEDULE

Project Begin Year	Project End Year

PROJECT MANAGER: City Engineer



BROOKHAVEN CULVERT REPLACEMENT				
PROJECT SUMMARY				
Starting in Fiscal Year	Project No.	Category	Project Status	Priority
2021-2022	18	Roadway	Planning	High
FISCAL OVERVIEW				
Cost		Source of Funding		
\$50,000 Design \$200,000 Construction \$0 Project Management <u>\$0 Contingency</u> \$250,000 Total Budget		To Be Determined		
PROJECT DESCRIPTION				
Existing culvert headwalls have failed, and double 72-inch culvert pipes are separating. Total replacement is needed. Estimate determined by City Engineer on December 14, 2020.				
PROJECT SCHEDULE				
Project Begin Year		Project End Year		
2021		2022		
PROJECT MANAGER: City Engineer				



**SNIDER LANE FROM WINNINGKOFF ROAD TO SHADY LANE
INCLUDING THE SNIDER LANE BRIDGE OVER WHITE ROCK CREEK**

PROJECT SUMMARY

Starting in Fiscal Year	Project No.	Category	Project Status	Priority
2019-2020	19	Roadway	Design	High

FISCAL OVERVIEW

Cost	Source of Funding
\$754,185 Design \$3,477,000 Construction \$350,000 Project Management \$700,000 Contingency \$ 5,281,185 Total Budget	2019 Certificates of Obligation is funding the design portion. No other funding has been determined.

PROJECT DESCRIPTION

Design work is underway by Lakes Engineering.

PROJECT SCHEDULE

Project Begin Year	Project End Year
2020	To Be Determined

PROJECT MANAGER: City Engineer



**WINNINGKOFF ROAD SOUTHERN SECTION
FROM EAST LUCAS ROAD TO THE REVERSE CURVE**

PROJECT SUMMARY

Starting in Fiscal Year	Project No.	Category	Project Status	Priority
2020-2021	20	Roadway	Planning	High

FISCAL OVERVIEW

Cost	Source of Funding
\$0 Design (no estimate) \$3,510,000 Construction (2018 estimate) \$0 Project Management (no estimate) <u>\$0 Contingency (no estimate)</u> \$ 3,510,000 Total Budget	To Be Determined

PROJECT DESCRIPTION

- A. Replace existing asphalt roadway with a concrete, two-lane roadway from East Lucas Road to the Reverse Curve, this includes a new culvert 700 feet north of East Lucas Road.
- B. Asphalt maintenance is scheduled for Spring 2021 from E. Lucas Road to Rollingwood Drive.
- C. Lakes Engineering is preparing a maintenance plan for the culvert to delay the need for full replacement for at least five years.

PROJECT SCHEDULE

Project Begin Year	Project End Year
2021	TBD

PROJECT MANAGER: City Engineer



STREET MAINTENANCE				
PROJECT SUMMARY				
Starting in Fiscal Year	Project No.	Category	Project Status	Priority
2020-2021	21	Roadway	Complete 50%	Routine
FISCAL OVERVIEW				
Cost		Source of Funding		
\$0 Design (no estimate) \$750,000 Construction \$0 Project Management (no estimate) <u>\$0 Contingency (no estimate)</u> \$750,000 Total Budget		City of Lucas General Fund		
PROJECT DESCRIPTION				
1. Stinson Road from Bristol Park to Bentwater Drive (complete) 2. Western 1500 feet of Blondy Jhune Road (complete) 3. Southern section of Winningkoff Road (Spring 2021) 4. Forest Grove Road from Stonegate Boulevard to Orr Road (Summer 2021)				
PROJECT SCHEDULE				
Project Begin Year		Project End Year		
2020		2021		
PROJECT MANAGER: City Engineer				

EXERCISE AND LEISURE LOOP				
PROJECT SUMMARY				
Starting in Fiscal Year	Project No.	Category	Project Status	Priority
2019-2020	22	Trail	Planning	Low
FISCAL OVERVIEW				
Cost		Source of Funding		
\$0 Design (no estimate) \$2,747,064 Construction \$0 Contingency (no estimate) \$2,747,064 Total Budget		TxDOT grant; Collin County Open Space grant; TPWD grant		
PROJECT DESCRIPTION				
<p>Construct a five-mile loop starting a City Hall and proceeding south along Country Club Road, west along W. Lucas Road, north along future Ingram Lane, east along Estates Parkway, and south along Country Club Road ending at City Hall. The purpose of the loop is to provide a separate facility away from the vehicular traffic. The width of the loop pavement should be between seven and 14 feet depending on location and a desire to create a two-way facility. The loop may be constructed from crushed granite and/or concrete. The City applied for a grant but did not receive funding and will therefore continue to apply for future grants as they become available.</p>				
PROJECT SCHEDULE				
Project Begin Year		Project End Year		
2021		2026		
PROJECT MANAGER: Development Services Director				

SOUTHWEST MULTI-PURPOSE TRAILS				
PROJECT SUMMARY				
Starting in Fiscal Year	Project No.	Category	Project Status	Priority
2020-2021	23	Trail	Planning	Low
FISCAL OVERVIEW				
Cost		Source of Funding		
\$0 Design (no estimate) \$0 Construction (no estimate) \$0 Contingency (no estimate) \$0		To Be Determined		
PROJECT DESCRIPTION				
Obtain easements and construct multipurpose trails south of W. Lucas Road and west of Southview Drive. These trails would connect with the Lucas Community Trail along W. Lucas Road at Willow Springs School and the TP&L Powerlines in the southern part of the City. A trailhead may be included as part of this project.				
PROJECT SCHEDULE				
Project Begin Year		Project End Year		
2021		TBD		
PROJECT MANAGER: Development Services Director				

STINSON ROAD FROM BRISTOL PARK TO BENTWATER DRIVE INCLUDING THE STINSON ROAD BRIDGE OVER MUDDY CREEK				
PROJECT SUMMARY				
Starting in Fiscal Year	Project No.	Category	Project Status	Priority
2020-2021	24	Roadway	Design	High
FISCAL OVERVIEW				
Cost		Source of Funding		
\$802,115 Design \$3,600,000 Construction \$360,000 Project Management \$720,000 Contingency \$5,482,115 Total Budget		\$802,115 funded by 2019 Certificates of Obligation. No other funding has been determined.		
PROJECT DESCRIPTION				
Replace Stinson Road bridge/culvert and roadways from Bristol Park to Bentwater Drive. Design work is underway by Lakes Engineering.				
PROJECT SCHEDULE				
Project Begin Year		Project End Year		
2021		TBD		
PROJECT MANAGER: City Engineer				



BAIT SHOP INTERSECTION WEST/EAST LUCAS ROAD				
PROJECT SUMMARY				
Starting in Fiscal Year	Project No.	Category	Project Status	Priority
2020-2021	25	Roadway	Design	High
FISCAL OVERVIEW				
Cost		Source of Funding		
\$0 Design (no estimate) \$0 Construction (no estimate) \$0 Project Management (no estimate) <u>\$0 Contingency (no estimate)</u> Total budget to be determined		\$129,517 for right-of-way and utility relocation from 2019 Certificates of Obligation TxDOT To be determined		
PROJECT DESCRIPTION				
FM 1378/FM 3286 intersection improvements (Lucas Road and Southview Drive). \$129,517 has been spent on right-of-way and utility relocation.				
PROJECT SCHEDULE				
Project Begin Year		Project End Year		
2020		2025		
PROJECT MANAGER: TxDOT/City Engineer				



BROCKDALE PARK ROAD RECONSTRUCTION

PROJECT SUMMARY

Starting in Fiscal Year	Project No.	Category	Project Status	Priority
2020-2021	26	Roadway	Planning	High

FISCAL OVERVIEW

Cost	Source of Funding
\$38,795 Design \$603,205 Construction <u>\$0 Project Management (no estimate)</u> \$642,000 Total Budget based on lot calculations below.	Fees as stated in Hillwood Development Agreement.

PROJECT DESCRIPTION

Permit fees collected through December 14, 2020: \$418,518
 If roadway is built out of concrete, there would be a shortfall of approximately \$600,000.
 Per Hillwood Development Agreement the cost of the project is \$485,000 based on TexasBit prices as of December 14, 2020.

206 lots in development
 120 lots x 2200 = \$264,000
86 lots x 4400 = \$378,000
 \$642,000

PROJECT SCHEDULE

Project Begin Year	Project End Year
2021	2021

PROJECT MANAGER: City Engineer



STREET MAINTENANCE				
PROJECT SUMMARY				
Starting in Fiscal Year	Project No.	Category	Project Status	Priority
2021-2022	27	Roadway	Planning	Routine
FISCAL OVERVIEW				
Cost		Source of Funding		
\$0 Design (no estimate) \$0 Construction (no estimate) \$0 Project Management (no estimate) \$0 Contingency (no estimate) \$3,750,000 Total Budget		City of Lucas General Fund		
PROJECT DESCRIPTION				
Each year, roads require proper maintenance to provide reliable mobility at minimal cost. FY 2021-2022 \$750,000 FY 2022-2023 \$750,000 FY 2023-2024 \$750,000 FY 2024-2025 \$750,000 FY 2025-2026 \$750,000				
PROJECT SCHEDULE				
Project Begin Year		Project End Year		
2021		2026		
PROJECT MANAGER: City Engineer				



STREET MAINTENANCE				
PROJECT SUMMARY				
Starting in Fiscal Year	Project No.	Category	Project Status	Priority
2026-2027	28	Roadway	Planning	Routine
FISCAL OVERVIEW				
Cost		Source of Funding		
\$0 Design (no estimate) \$0 Construction (no estimate) \$0 Project Management (no estimate) <u>\$0 Contingency (no estimate)</u> \$3,750,000 Total Budget		City of Lucas General Fund		
PROJECT DESCRIPTION				
Each year, roads require proper maintenance to provide reliable mobility at minimal cost. FY 2026-2027 \$750,000 FY 2027-2028 \$750,000 FY 2028-2029 \$750,000 FY 2029-2030 \$750,000 FY 2030-2031 \$750,000				
PROJECT SCHEDULE				
Project Begin Year		Project End Year		
2026		2031		
PROJECT MANAGER: City Engineer				

COMPLETED

Roadway and Trail Projects

WINNINGKOFF ROAD REVERSE CURVE				
PROJECT SUMMARY				
Starting in Fiscal Year	Project No.	Category	Project Status	Priority
2016-2017	1	Roadway	Complete	High
FISCAL OVERVIEW				
Cost		Source of Funding		
\$144,645 Design Contract \$502,410 Construction Contract \$100,480 Contingency \$747,535 Total Budget \$749,051 Actual		Impact Fees and 2017 Certificates of Obligation		
PROJECT DESCRIPTION				
<p>Replace existing asphalt pavement with concrete pavement. The eastern curve will be designed to accommodate a school bus and an auto passing in opposite directions. The western curve will be replaced with a three-way stop sign controlled intersection at Forestview Drive. The project length is approximately 0.5 miles.</p>				
PROJECT SCHEDULE				
Project Begin Year		Project End Year		
2017		2018 - Complete		
PROJECT MANAGER: City Engineer				



STINSON ROAD/WEST LUCAS ROAD INTERSECTION IMPROVEMENTS				
PROJECT SUMMARY				
Starting in Fiscal Year	Project No.	Category	Project Status	Priority
2016-2017	2	Roadway	Complete	High
FISCAL OVERVIEW				
Cost		Source of Funding		
\$91,130 Design Contract \$391,572 Construction Contract \$97,000 Contingency \$579,702 Total Budget \$534,370 Actual		2017 Certificates of Obligation, Regional Toll Revenue, Impact Fees, Reserves, Collin County Bond.		
PROJECT DESCRIPTION				
Provide for two northbound Stinson Road lanes on approach to W. Lucas Road: one left turn and one right turn. Improve drainage along the W. Lucas Road. The addition of a fourth leg to Country Club Road/W. Lucas Road intersection was added to design of this project in early 2018.				
PROJECT SCHEDULE				
Project Begin Year		Project End Year		
2017		2018 - Complete		
PROJECT MANAGER: City Engineer				



W. LUCAS ROAD WIDENING				
PROJECT SUMMARY				
Starting in Fiscal Year	Project No.	Category	Project Status	Priority
2016-2017	3	Roadway	Complete	High
FISCAL OVERVIEW				
Cost of Capacity Improvements		Source of Funding		
\$79,250 Design Contract \$1,172,780 Construction Contract \$293,195 Contingency \$1,545,225 Total Budget \$1,517,154 Actual		\$1,200,000 in Regional Toll Revenue, \$244,414 in Collin County Bonds, and \$72,740 from Impact Fees/Reserves		
PROJECT DESCRIPTION				
Widen W. Lucas Road from Willow Springs School to Angel Parkway by adding a center and left turn lane. The project length is approximately 1.5 miles. *During the construction of the three lanes, numerous areas of the existing roadway required full depth repairs.				
PROJECT SCHEDULE				
Project Begin Year		Project End Year		
2017		2018 - Complete		
PROJECT MANAGER: City Engineer				



STREET MAINTENANCE				
PROJECT SUMMARY				
Starting in Fiscal Year	Project No.	Category	Project Status	Priority
2016-2017	4	Roadway	Complete	Routine
FISCAL OVERVIEW				
Cost		Source of Funding		
\$750,000 Total Budget \$159,403 Actual*		General Fund		
PROJECT DESCRIPTION				
<p>Each year, roads require proper maintenance to provide reliable mobility at minimal cost. Project List:</p> <ol style="list-style-type: none"> 1. Daytona Avenue/CR 391 2. Horseman Drive 3. Skyview Drive 4. Edgefield Lane Turnaround <p>*Most of the funds budgeted for FY 2016-2017 were allocated to FY 2017-2018 to accommodate the contractor's schedule.</p>				
PROJECT SCHEDULE				
Project Begin Year		Project End Year		
2017		2017 - Complete		
PROJECT MANAGER: City Engineer				



COUNTRY CLUB ROAD/ESTATES PARKWAY INTERSECTION IMPROVEMENTS

PROJECT SUMMARY

Starting in Fiscal Year	Project No.	Category	Project Status	Priority
2017-2018	5	Roadway	Complete	High

FISCAL OVERVIEW

Cost	Source of Funding
\$56,746 Design \$0 Construction \$350,000 Total Budget \$56,746 Actual	2017 Certificates of Obligation Construction costs funded by TxDOT

PROJECT DESCRIPTION

Add a right turn lane from eastbound Estates Parkway to southbound Country Club Road. Add a left turn lane from northbound Country Club Road to westbound Estates Parkway. TxDOT may add funding to this project to improve drainage near the intersection.

PROJECT SCHEDULE

Project Begin Year	Project End Year
2019	2020 – Complete

PROJECT MANAGER: City Engineer



WHITE ROCK TRAIL				
PROJECT SUMMARY				
Starting in Fiscal Year	Project No.	Category	Project Status	Priority
2017-2018	7	Roadway	Complete	High
FISCAL OVERVIEW				
Cost		Source of Funding		
\$243,455 Construction Contract \$ 79,300 Settlement \$48,691 Contingency \$371,446 Total Budget \$306,968 Actual		City of Lucas General Fund		
PROJECT DESCRIPTION				
Southern 1,300 feet of White Rock Trail				
PROJECT SCHEDULE				
Project Begin Year		Project End Year		
2017		2018 – Complete		
PROJECT MANAGER: City Engineer				

TRAILHEAD ON E. WINNINGKOFF ROAD

PROJECT SUMMARY				
Starting in Fiscal Year	Project No.	Category	Project Status	Priority
2017-2018	8	Trail	Complete	Routine

FISCAL OVERVIEW	
Cost	Source of Funding
\$240,000 Estimate \$211,817 Actual	\$120,000 City of Lucas General Fund and \$120,000 Collin County Park Board Grant

PROJECT DESCRIPTION
 Trailhead on E. Winningkoff Road was constructed during Fiscal Year 2017-2018. The Trailhead provides parking, a corral, restroom facilities, and other amenities. Additional work, such as marking the trail and maintenance was also completed in Fiscal Year 2017-2018.

PROJECT SCHEDULE	
Project Begin Year	Project End Year
2017	2018 - Complete

PROJECT MANAGER: Development Services Director



STREET MAINTENANCE				
PROJECT SUMMARY				
Starting in Fiscal Year	Project No.	Category	Project Status	Priority
2017-2018	9	Roadway	Complete	Routine
FISCAL OVERVIEW				
Cost		Source of Funding		
\$882,335 Total Budget \$624,455 Actual		General Fund		
PROJECT DESCRIPTION				
Each year, roads require proper maintenance to provide reliable mobility at minimal cost. Project List: <ol style="list-style-type: none"> 1. Blondy Jhune Road 2. Stinson Road 3. Lewis Lane 4. Rock Ridge Road 5. White Rock Trail 				
PROJECT SCHEDULE				
Project Begin Year		Project End Year		
2017		2018 - Complete		
PROJECT MANAGER: City Engineer				



**STINSON ROAD SOUTHERN SECTION
FROM PARKER ROAD TO BRISTOL PARK**

PROJECT SUMMARY

Starting in Fiscal Year	Project No.	Category	Project Status	Priority
2017-2018	10	Roadway	Complete	High

FISCAL OVERVIEW

Cost	Source of Funding
\$282,062 Design \$2,669,074 Construction \$209,836 Project Management <u>\$30,500 Contingency</u> \$3,191,472 Actual	2017 Certificates of Obligation, Reserves, Impact Fees

PROJECT DESCRIPTION

This concrete project extends from Parker Road to Bristol Park, and it is about a mile long. It does not include the Muddy Creek Bridge. A straight, flat two-lane roadway is planned to have a roundabout at Highland Drive.

PROJECT SCHEDULE

Project Begin Year	Project End Year
2019	2020 – Complete

PROJECT MANAGER: City Engineer



**BLONDY JHUNE ROAD MIDDLE AND EASTERN SECTIONS
FROM THE WESTERN BRIDGE TO WINNINGKOFF ROAD**

PROJECT SUMMARY

Starting in Fiscal Year	Project No.	Category	Project Status	Priority
2017-2018	11	Roadway	Complete	High

FISCAL OVERVIEW

Cost	Source of Funding
\$281,544 Design \$2,542,941 Construction \$279,780 Project Management <u>\$23,160 Contingency</u> \$3,127,425 Actual	2017 Certificates of Obligation, Reserves, Impact Fees

PROJECT DESCRIPTION

Replace existing asphalt roadway with a two-lane concrete roadway from the western bridge to Winningkoff Road. The project length is about a mile long and has two different pavement cross sections to accommodate minimizing the impact to the tree canopy. Preliminary design work began in FY 14/15.

PROJECT SCHEDULE

Project Begin Year	Project End Year
2019	2020 – Complete

PROJECT MANAGER: City Engineer



PARKER ROAD LEFT TURN LANE TO CIMARRON TRAIL				
PROJECT SUMMARY				
Starting in Fiscal Year	Project No.	Category	Project Status	Priority
2018-2019	12	Roadway	Complete	High
FISCAL OVERVIEW				
Cost		Source of Funding		
\$ 0 City funds used for this project \$116,301 Actual expense from TxDOT		TxDOT Funded		
PROJECT DESCRIPTION				
Left turn lane being provided by TxDOT				
PROJECT SCHEDULE				
Project Begin Year		Project End Year		
2019		2020		
PROJECT MANAGER: TxDOT				



STREET MAINTENANCE

PROJECT SUMMARY

Starting in Fiscal Year	Project No.	Category	Project Status	Priority
2018-2019	14	Roadway	Complete	Routine

FISCAL OVERVIEW

Cost	Source of Funding
\$945,148 Actual	General Fund

PROJECT DESCRIPTION

Each year, roads require proper maintenance to provide reliable mobility at minimal cost.

PROJECT SCHEDULE

Project Begin Year	Project End Year
2018	2019 – Complete

PROJECT MANAGER: City Engineer

STREET MAINTENANCE

PROJECT SUMMARY

Starting in Fiscal Year	Project No.	Category	Project Status	Priority
2019-2020	17	Roadway	Complete	Routine

FISCAL OVERVIEW

Cost	Source of Funding
\$807,311 Actual	General Fund

PROJECT DESCRIPTION

Each year, roads require proper maintenance to provide reliable mobility at minimal cost. West Lucas Road temporary repairs, culvert and drainage repairs

PROJECT SCHEDULE

Project Begin Year	Project End Year
2019	2020 – Complete

PROJECT MANAGER: City Engineer

Water System Projects

Water System Projects CIP At-A-Glance

The following table is a quick reference guide that summarizes the CIP Water System Projects. It indicates the fiscal year in which the project is scheduled to begin, a project number for identification purposes, the recommended priority of implementation, the preliminary estimated costs for improvements, and the anticipated funding sources.

STARTING IN FISCAL YEAR	PRIORITY NO.	PROJECT	ESTIMATED COST	FUNDING SOURCE
<i>These numbers were estimated and generated by BW2 Engineers in September 2016. The costs associated with rights-of-way, easements, property acquisition, permitting, mitigation, construction testing, and inspection are not included in the following information estimated and generated by BW2 Engineers.</i>				
2016-2017	1 Complete	Parker Road 12-Inch Waterline Phase 1 – Section 1 from Stinson Road to Enchanted Way	\$332,265 Actual	Capital Improvements Water Fund
	2 Complete	Parker Road Six-Inch Waterline Phase 2 from Shepherds Creek Drive to Santa Fe Trail	\$467,775 Actual	Capital Improvements Water Fund
	3A	North Pump Station Improvements: Add 500,000 Gallon Water Tower System Pressure Reducing Valves	\$2,685,000	Reserves, 2017 Certificates of Obligation, To Be Determined
	3B	Replace Existing Pump Station	\$1,672,974	2017 Certificates of Obligation, Reserves
	3C Complete	SCADA	\$90,741 Actual	2017 Certificates of Obligation
	4 Complete	Automatic Flushing Valves (AFVs) for Non-Looped Waterlines -- The location of these AFVs will be installed where looping of the waterlines is not practical.	\$107,086 Actual	Capital Improvements Water Fund
	5 Complete	Meter Replacement	\$633,923 Actual	Capital Improvements Water Fund
2016-2017 and 2017-2018 TOTAL			\$5,989,764	
2018-2019	6	Waterline Looping	\$1,200,000	\$200,000 from 2019 Certificates of Obligation, Remainder to be Determined
	7 Complete	Parker Road Eight-Inch Waterline Phase 3 from Santa Fe Trail to Stinson Road	\$0 Paid by TxDOT	TxDOT
	8	Rollingwood Circle/Choice Lane/Lakeview Drive Six-Inch Waterline -- This project will	\$432,165	2019 Certificates of Obligation

STARTING IN FISCAL YEAR	PRIORITY NO.	PROJECT	ESTIMATED COST	FUNDING SOURCE
<i>These numbers were estimated and generated by BW2 Engineers in September 2016. The costs associated with rights-of-way, easements, property acquisition, permitting, mitigation, construction testing, and inspection are not included in the following information estimated and generated by BW2 Engineers.</i>				
		improve water quality and fire protection to 97 homes.		
	9	A) Edgefield Lane/W. Lucas Road Six-Inch Waterline B) Cedar Bend Trail/E. Lucas Road Six-Inch Waterline -- These two projects will improve water quality and fire protection to 32 homes.	\$113,530	2019 Certificates of Obligation
	10	Graham Lane and Rock Ridge Court Eight-Inch Waterline Loop from Country Club Road to Rock Ridge Road	\$571,775	2019 Certificates of Obligation
2018-2019 TOTAL			\$2,317,470 Estimate	
	11 Complete	Snider Lane Eight-Inch Waterline from Shady Lane to Sterling Brown Lane -- This project is a requirement of the Lakeview Downs subdivision. Fire hydrants to be added and will improve water quality on the east side of Lucas.	\$445,140 Actual	Impact Fees
	12	Glencove Circle and Crestview Circle Six-Inch Extensions to Brockdale Park Road Eight-Inch Loops -- This project will improve water quality and fire protection to 15 homes and add fire hydrants to the area.	\$224,255	To Be Determined
2019-2020	13	Hickory Hill Street Eight-Inch Waterline from Stinson Road to Brookhaven Drive. This project will improve water quality and fire protection and add fire hydrants to 12 homes.	\$226,383	To Be Determined
	14	Manor Lane Eight-Inch Waterline -- This will replace an undersized four-inch line, add fire hydrants, and improve the water looping between Estelle and Winningkoff.	\$313,951	To Be Determined
	15	A) Rock Ridge Road 12-Inch Waterline from Estates Parkway to Fairbrook and B) Fairbrook Eight-Inch Waterline -- This will replace existing six-inch waterlines and	\$491,953	To be Determined

STARTING IN FISCAL YEAR	PRIORITY NO.	PROJECT	ESTIMATED COST	FUNDING SOURCE
<i>These numbers were estimated and generated by BW2 Engineers in September 2016. The costs associated with rights-of-way, easements, property acquisition, permitting, mitigation, construction testing, and inspection are not included in the following information estimated and generated by BW2 Engineers.</i>				
		bring Fairbrook into the Lucas Waterworks System.		
	16	Repaint McGarity 200,000-Gallon Ground Storage Tank	\$150,150	To Be Determined
	17	Enchanted Way/Brookhaven Drive Eight-Inch Waterline -- This project will improve water quality and fire protection to 23 homes.	\$203,262	To Be Determined
	18	Rock Ridge Road/Lovejoy High School Eight-Inch Waterline Loop -- This project improves the looping on the west side of the city and at the high school.	\$56,773	To Be Determined
2019-2020 TOTAL			\$2,111,867 Estimate	
2020-2021	19	Bait Shop Waterline Relocation	\$500,000	To Be Determined
2021-2022	20	McGarity Water Tower Stem Pipe Replacement	\$0 No estimate	To Be Determined
2020-2021 Total			\$500,000 Estimate	
2020-2026	21	McGarity 950,000 Gallon Ground Storage Tank	\$1,279,093	To Be Determined
	22	A) Shiloh Drive/Toole Drive Six-Inch Waterline Replacement B) Braeburn Way Eight-Inch Waterline Loop	\$190,546	To Be Determined
	23	Fairbrook Circle/Graham Lane Eight-Inch Waterline Loop	\$256,453	To Be Determined
	24	Lewis Lane Eight-Inch Waterline from Shepherds Creek Drive to Green Acres Lane	\$300,113	To Be Determined
	25	Angel Parkway 12-Inch Waterline from McGarity Lane to Estates Parkway	\$425,539	To Be Determined
	26	Ingram Lane Six- and 12-Inch Waterlines from McGarity Lane to W. Lucas Road	\$836,217	To Be Determined
	27	Estates Road Eight-Inch Waterline	\$232,014	To Be Determined
	28	Chisholm Trail/Caman Park Drive and Turnberry Lane/Highland Drive Eight-Inch Waterline Loops	\$322,203	To Be Determined
	29	Stinson Road/Enchanted Way Eight-Inch Waterline	\$142,278	To Be Determined

STARTING IN FISCAL YEAR	PRIORITY NO.	PROJECT	ESTIMATED COST	FUNDING SOURCE
<i>These numbers were estimated and generated by BW2 Engineers in September 2016. The costs associated with rights-of-way, easements, property acquisition, permitting, mitigation, construction testing, and inspection are not included in the following information estimated and generated by BW2 Engineers.</i>				
	30	Stinson Road/E. Lucas Road Eight-Inch Waterline	\$147,827	To Be Determined
	31	Rock Creek Estates Six-Inch Waterline	\$175,610	To Be Determined
	32	Stinson Road 12-Inch Waterline Connector	\$39,189	To Be Determined
	33	Repaint North Pump Station 750,000 Gallon Ground Storage Tank	\$409,303	To Be Determined
	34	Repaint McGarity 350,000 Ground Storage Tank	\$228,690	
	35	A) Parker Road 12-Inch Waterline Phase 1 - Section 2 B) Parker Road/Brookhaven Drive Eight-Inch Waterline	\$835,239	To Be Determined
		2020-2026 TOTAL	\$5,820,314 Estimate	
2026-2031	36	Replace McGarity 500,000 Gallon Water Tower	\$1,372,140	To Be Determined
	37	Rock Ridge Road 12-Inch Waterline from Exchange Parkway to Fairbrook Circle	\$224,712	To Be Determined
	38	Lakeview Downs/Trinity Park Six-Inch Waterlines and Eight-Inch Loop	\$1,135,688	To Be Determined
	39	Forest Grove Road/Horseman Drive/Orr Road Six- and Eight-Inch Waterlines	\$867,422	To Be Determined
	40	Orr Road (North) Eight-Inch Waterline	\$426,327	To Be Determined
	41	PR 5252 Six-Inch Waterline Replacement	\$93,486	
	42	Repaint North Pump Station 500,000 Gallon Ground Storage Tank	\$297,124	
		2026-2031 TOTAL	\$4,416,899 Estimate	

**NORTH PUMP STATION IMPROVEMENTS
(Add 500,000 Gallon Water Tower System Pressure Reducing Valves)**

(This project has been broken down into three parts – 3A, 3B, 3C)

PROJECT SUMMARY

Fiscal Year	Engineering Priority No.	Category	Project Status
2016-2017	3A	Water	

FISCAL OVERVIEW

Estimated Cost	Source of Funding
\$185,000 – Design <u>\$2,500,000 – Construction (includes \$240,000 for PRVs)</u> \$2,685,000 Total Budget	Design – Reserves Construction - 2017 Certificates of Obligation - \$1,147,091 Reserves - \$1,352,909 (shortfall) To Be Determined

PROJECT DESCRIPTION

Provide new water tower. This will allow for better management of the two pressure planes. Install System Pressure Reducing Valves

PROJECT SCHEDULE

Project Begin Year	Project Completion Year
2016	2021/2022

PROJECT MANAGER: City Engineer

PROJECT DETAILS

Estimates were generated by BW2 Engineers in September 2016. The costs associated with rights-of-way, easements, property acquisition, permitting, mitigation, construction testing, and inspection are not included in the following information estimated and generated by BW2 Engineers.

**NORTH PUMP STATION IMPROVEMENTS
(Replace Existing Pump Station)**

(This project has been broken down into three parts – 3A, 3B, 3C)

PROJECT SUMMARY

Fiscal Year	Engineering Priority No.	Category	Project Status
2016-2017	3B	Water	Construction

FISCAL OVERVIEW

Estimated Cost	Source of Funding
\$0 Design \$1,603,029 – Construction <u>\$69,945 – Project Management</u> \$1,672,974 Total Budget	Construction – 2017 CO's Project Management – Reserves

PROJECT DESCRIPTION

Replace Existing Pump Station

PROJECT SCHEDULE

Project Begin Year	Project Completion Year
2016	2021

PROJECT MANAGER: City Engineer

PROJECT DETAILS

Estimates were generated by BW2 Engineers in September 2016. The costs associated with rights-of-way, easements, property acquisition, permitting, mitigation, construction testing, and inspection are not included in the following information estimated and generated by BW2 Engineers.

WATERLINE LOOPING

PROJECT SUMMARY

Fiscal Year	Engineering Priority No.	Category	Project Status
2016-2017	6	Water	Planning

FISCAL OVERVIEW

Estimated Cost	Source of Funding
\$1,200,000	\$200,000 2019 Certificates of Obligation To be determined

PROJECT DESCRIPTION

Loop waterlines to enhance the water system quality and fire protection. Projects included to be determined.

PROJECT SCHEDULE

Project Begin Year	Project Completion Year
2017	2022

PROJECT DETAILS:

Estimates were generated by BW2 Engineers in September 2016. The costs associated with rights-of-way, easements, property acquisition, permitting, mitigation, construction testing, and inspection are not included in the following information estimated and generated by BW2 Engineers.

ROLLINGWOOD CIRCLE/CHOICE LANE/LAKEVIEW DRIVE SIX-INCH WATERLINE LOOP			
PROJECT SUMMARY			
Fiscal Year	Engineering Priority No.	Category	Project
2018-2019	8	Water	Planning
FISCAL OVERVIEW			
Estimated Cost		Source of Funding	
\$432,165 - September 2016 Estimate		2019 Certificates of Obligation*	
PROJECT DESCRIPTION			
This project will improve water quality and fire protection for 97 homes.			
PROJECT SCHEDULE			
Project Begin Year		Project Completion Year	
2019		2022	
PROJECT MANGER: City Engineer			
PROJECT DETAILS			
<i>Estimates were generated by BW2 Engineers in September 2016. The costs associated with rights-of-way, easements, property acquisition, permitting, mitigation, construction testing, and inspection are not included in the following information estimated and generated by BW2 Engineers.</i>			

*Originally funded from 2019 Certificates of Obligation; however, placed on hold due to funding needed for the water tower.

EDGEFIELD LANE/W. LUCAS ROAD SIX-INCH WATERLINE LOOP CEDAR BEND TRAIL/E. LUCAS ROAD SIX-INCH WATERLINE LOOP			
PROJECT SUMMARY			
Fiscal Year	Engineering Priority No.	Category	Project Status
2018-2019	9	Water	Planning
FISCAL OVERVIEW			
Estimated Cost		Source of Funding	
\$113,530 September 2016 Estimate		2019 Certificates of Obligation*	
PROJECT DESCRIPTION			
This project will improve water quality and fire protection to 32 homes.			
PROJECT SCHEDULE			
Project Begin Year		Project Completion Year	
2019		2022	
PROJECT MANAGER: City Engineer			
PROJECT DETAILS			
<i>Estimates were generated by BW2 Engineers in September 2016. The costs associated with rights-of-way, easements, property acquisition, permitting, mitigation, construction testing, and inspection are not included in the following information estimated and generated by BW2 Engineers.</i>			

*Originally funded from 2019 Certificates of Obligation; however, placed on hold due to funding needed for the water tower.

GRAHAM LANE AND ROCK RIDGE COURT EIGHT-INCH WATERLINE LOOP FROM COUNTRY CLUB ROAD TO ROCK RIDGE ROAD			
PROJECT SUMMARY			
Fiscal Year	Engineering Priority No.	Category	Project Status
2018-2019	10	Water	Planning
FISCAL OVERVIEW			
Estimated Cost		Source of Funding	
\$571,775 September 2016 Estimate		2019 Certificates of Obligation*	
PROJECT DESCRIPTION			
This project will improve water quality and fire protection to 30 homes.			
PROJECT SCHEDULE			
Project Begin Year		Project Completion Year	
2019		2022	
PROJECT MANAGER: City Engineer			
PROJECT DETAILS			
<i>Estimates were generated by BW2 Engineers in September 2016. The costs associated with rights-of-way, easements, property acquisition, permitting, mitigation, construction testing, and inspection are not included in the following information estimated and generated by BW2 Engineers.</i>			

*Originally funded from 2019 Certificates of Obligation; however, placed on hold due to funding needed for the water tower.

**GLENCOVE CIRCLE AND CRESTVIEW CIRCLE SIX-INCH EXTENSIONS TO
BROCKDALE PARK ROAD EIGHT-INCH WATERLINE LOOPS**

PROJECT SUMMARY

Fiscal Year	Engineering Priority No.	Category	Project Status
2018-2019	12	Water	Planning

FISCAL OVERVIEW

Estimated Cost	Source of Funding
\$224,255 September 2016 Estimate	To Be Determined

PROJECT DESCRIPTION

This project will improve water quality and fire protection to 15 homes and add fire hydrants to the area.

PROJECT SCHEDULE

Project Begin Year	Project Completion Year
2018	2026

PROJECT MANAGER: City Engineer

PROJECT DETAILS

Estimates were generated by BW2 Engineers in September 2016. The costs associated with rights-of-way, easements, property acquisition, permitting, mitigation, construction testing, and inspection are not included in the following information estimated and generated by BW2 Engineers.

**HICKORY HILL STREET EIGHT-INCH WATERLINE
FROM STINSON ROAD TO BROOKHAVEN DRIVE**

PROJECT SUMMARY

Fiscal Year	Engineering Priority No.	Category	Project Status
2019-2020	13	Water	Planning

FISCAL OVERVIEW

Estimated Cost	Source of Funding
\$226,383 September 2016 Estimate	To Be Determined

PROJECT DESCRIPTION

This project will improve water quality and fire protection to 12 homes.

PROJECT SCHEDULE

Project Begin Year	Project Completion Year
2019	2025

PROJECT MANAGER: City Engineer

PROJECT DETAILS

Estimates were generated by BW2 Engineers in September 2016. The costs associated with rights-of-way, easements, property acquisition, permitting, mitigation, construction testing, and inspection are not included in the following information estimated and generated by BW2 Engineers.

MANOR LANE EIGHT-INCH WATERLINE

PROJECT SUMMARY

Fiscal Year	Engineering Priority No.	Category	Project Status
2019-2020	14	Water	Planning

FISCAL OVERVIEW

Estimated Cost	Source of Funding
\$313,951 September 2016 Estimate	To Be Determined

PROJECT DESCRIPTION

This will eliminate an undersized four-inch line, add fire hydrants, and improve the water looping between Estelle Lane and Winningkoff Road.

PROJECT SCHEDULE

Project Begin Year	Project Completion Year
2019	2025

PROJECT MANAGER: City Engineer

PROJECT DETAILS

Estimates were generated by BW2 Engineers in September 2016. The costs associated with rights-of-way, easements, property acquisition, permitting, mitigation, construction testing, and inspection are not included in the following information estimated and generated by BW2 Engineers.

ROCK RIDGE ROAD 12-INCH WATERLINE FROM ESTATES PARKWAY TO FAIRBROOK CIRCLE AND FAIRBROOK CIRCLE EIGHT-INCH WATERLINE

PROJECT SUMMARY

Fiscal Year	Engineering Priority No.	Category	Project Status
2019-2020	15	Water	Planning

FISCAL OVERVIEW

Estimated Cost	Source of Funding
\$491,953 September 2016 Estimate	To Be Determined

PROJECT DESCRIPTION

This project will improve water quality and fire protection to 23 homes.

PROJECT SCHEDULE

Project Begin Year	Project Completion Year
2019	2025

PROJECT MANAGER: City Engineer

PROJECT DETAILS

Estimates were generated by BW2 Engineers in September 2016. The costs associated with rights-of-way, easements, property acquisition, permitting, mitigation, construction testing, and inspection are not included in the following information estimated and generated by BW2 Engineers.

REPAINT MCGARITY 200,000-GALLON GROUND STORAGE TANK			
PROJECT SUMMARY			
Fiscal Year	Engineering Priority No.	Category	Project Status
2019-2020	16	Water	Planning
FISCAL OVERVIEW			
Estimated Cost		Source of Funding	
\$150,150 September 2016 Estimate		To Be Determined	
PROJECT DESCRIPTION			
Repaint 200,000-gallon ground storage tank at McGarity Pump Station			
PROJECT SCHEDULE			
Project Begin Year		Project Completion Year	
2019		2024	
PROJECT MANAGER: City Engineer			
PROJECT DETAILS			
<i>Estimates were generated by BW2 Engineers in September 2016. The costs associated with rights-of-way, easements, property acquisition, permitting, mitigation, construction testing, and inspection are not included in the following information estimated and generated by BW2 Engineers.</i>			

ENCHANTED WAY/BROOKHAVEN DRIVE EIGHT-INCH WATERLINE			
PROJECT SUMMARY			
Fiscal Year	Engineering Priority No.	Category	Project Status
2019-2020	17	Water	Planning
FISCAL OVERVIEW			
Estimated Cost		Source of Funding	
\$203,262 September 2016 Estimate		To Be Determined	
PROJECT DESCRIPTION			
This project will improve water quality and fire protection to 23 homes.			
PROJECT SCHEDULE			
Project Begin Year		Project Completion Year	
2019		2024	
PROJECT MANAGER: City Engineer			
PROJECT DETAILS			
<i>Estimates were generated by BW2 Engineers in September 2016. The costs associated with rights-of-way, easements, property acquisition, permitting, mitigation, construction testing, and inspection are not included in the following information estimated and generated by BW2 Engineers.</i>			

ROCK RIDGE ROAD/LOVEJOY HIGH SCHOOL EIGHT-INCH WATER LINE

PROJECT SUMMARY

Fiscal Year	Engineering Priority No.	Category	Project Status
2019-2020	18	Water	Planning

FISCAL OVERVIEW

Estimated Cost	Source of Funding
\$56,773 September 2016 Estimate	To Be Determined

PROJECT DESCRIPTION

This project improves the looping on the west side of the city and improves water quality and fire protection at the high school.

PROJECT SCHEDULE

Project Begin Year	Project Completion Year
2019	2024

PROJECT MANAGER: City Engineer

PROJECT DETAILS

Estimates were generated by BW2 Engineers in September 2016. The costs associated with rights-of-way, easements, property acquisition, permitting, mitigation, construction testing, and inspection are not included in the following information estimated and generated by BW2 Engineers.

BAIT SHOP WATERLINE RELOCATION			
PROJECT SUMMARY			
Fiscal Year	Engineering Priority No.	Category	Project Status
2020-2021	19	Water	Planning
FISCAL OVERVIEW			
Estimated Cost		Source of Funding	
\$500,000		To Be Determined	
PROJECT DESCRIPTION			
<p>TxDOT has provide staff with a timeline for the City’s relocation of the 12-inch waterlines along W. Lucas Road, Southview Drive, and E. Lucas Road. TxDOT is requesting that 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.</p>			
PROJECT SCHEDULE			
Project Begin Year		Project Completion Year	
2020		2022	
PROJECT MANAGER: City Engineer			

MCGARITY WATER TOWER STEM PIPE REPLACEMENT

PROJECT SUMMARY

Fiscal Year	Engineering Priority No.	Category	Project Status
2021-2022	20	Water	Planning

FISCAL OVERVIEW

Estimated Cost	Source of Funding
\$ No cost estimate at this time	To Be Determined

PROJECT DESCRIPTION

The pipe going from the bottom of the ground to the tank is leaking and has been repaired numerous times.

PROJECT SCHEDULE

Project Begin Year	Project Completion Year
2021	2022

PROJECT MANAGER: City Engineer

COMPLETED

Water System Projects

PARKER ROAD 12-INCH WATERLINE PHASE 1 – SECTION 1			
PROJECT SUMMARY			
Starting in Fiscal Year	Engineering Priority No.	Category	Project Status
2016-2017	1	Water	Complete
FISCAL OVERVIEW			
Cost		Source of Funding	
\$62,900 Design \$244,796 Construction \$36,879 Contingency <u>\$10,000 Adjustment FY 16/17</u> \$354,575 Total Budget \$332,265 Actual		Capital Improvement Water Fund	
PROJECT DESCRIPTION			
This project is needed to improve infrastructure and to accommodate the TxDOT Parker Road widening requiring Lucas to abandon an existing six-inch waterline along Parker Road.			
PROJECT SCHEDULE			
Project Begin Year		Project Completion Year	
2016		2018 - Complete	
PROJECT MANAGER: City Engineer			

PARKER ROAD SIX-INCH WATER LINE PHASE 2			
PROJECT SUMMARY			
Fiscal Year	Engineering Priority No.	Category	Project Status
2016-2017	2	Water	Complete
FISCAL OVERVIEW			
Estimated Cost		Source of Funding	
\$41,150 Design \$447,218 Construction \$60,285 Contingency \$548,653 Total Budget \$467,775 Actual		Capital Improvement Water Fund and Certificates of Obligation	
PROJECT DESCRIPTION			
<p>This project is needed to improve infrastructure and to accommodate the TxDOT Parker Road widening requiring Lucas to abandon an existing six-inch waterline along Parker Road. The scope of this project was change. *The original alignment was along Lewis Lane between Shepherds Creek Drive and Parker Road and then along Parker Road from Lewis Lane to Santa Fe Trail. The constructed alignment is from Lewis Lane and McCreary Drive via new and existing easements and the TxDOT right-of-way. A six-inch waterline was bored most of the length of the project to avoid removing trees and reducing the impacts to property owners.</p>			
PROJECT SCHEDULE			
Project Begin Year		Project Completion Year	
2016		2018 - Complete	
PROJECT MANAGER: City Engineer			

**NORTH PUMP STATION IMPROVEMENTS
(SCADA)**

(This project has been broken down into three parts – 3A, 3B, 3C)

PROJECT SUMMARY

Fiscal Year	Engineering Priority No.	Category	Project Status
2016-2017	3C	Water	Complete

FISCAL OVERVIEW

Estimated Cost	Source of Funding
\$100,000 Budgeted \$90,741 Actual	2017 Certificates of Obligation

PROJECT DESCRIPTION

Update SCADA hardware and software

PROJECT SCHEDULE

Project Begin Year	Project Completion Year
2020	2020

PROJECT MANAGER: City Engineer

PROJECT DETAILS

Update SCADA	1	\$100,000.00	\$100,000
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AUTOMATIC FLUSHING VALVES FOR NON-LOOPED WATERLINES			
PROJECT SUMMARY			
Fiscal Year	Engineering Priority No.	Category	Project Status
2016-2017	4	Water	Complete
FISCAL OVERVIEW			
Estimated Cost		Source of Funding	
\$400,000 Estimate		Capital Improvement Water Fund	
\$107,086 Actual Cost			
PROJECT DESCRIPTION			
The location of these AFVs will be installed where looping of the waterlines is not practical. The scope of this project was changed. Temporary AFVs were installed and the looping of waterlines was moved to other projects.			
PROJECT SCHEDULE			
Project Begin Year		Project Completion Year	
2016		2018 - Complete	
PROJECT MANAGER: Public Works Supervisor			

NEPTUNE METERS REPLACEMENT

PROJECT SUMMARY

Fiscal Year	Engineering Priority No.	Category	Project Status
2017-2018	5	Water	Complete

FISCAL OVERVIEW

Estimated Cost	Source of Funding
\$629,860 Contract \$633,923 Actual Cost	Capital Improvement Water Fund

PROJECT DESCRIPTION

Replace all existing RG3 meters and registers with Neptune equipment. The scope of this project was changed from an Advanced Metering Infrastructure (AMI) project to an Automatic Meter Reading (AMR) project.

PROJECT SCHEDULE

Project Begin Year	Project Completion Year
2017	2019 – Complete

**PARKER ROAD EIGHT-INCH WATERLINE PHASE 3
(FROM SANTA FE TRAIL TO STINSON ROAD)**

PROJECT SUMMARY

Fiscal Year	Engineering Priority No.	Category	Project Status
2017-2018	7	Water	Complete

FISCAL OVERVIEW

Estimated Cost	Source of Funding
\$ 0 Paid by TxDOT	TxDOT Funding of \$238,000

PROJECT DESCRIPTION

This project is needed to accommodate the TxDOT Parker Road widening requiring Lucas to abandon an existing six-inch waterline along Parker Road between McCreary Road and Stinson Road. Staff worked closely with TxDOT to obtain funding from TxDOT for this project. TxDOT owes the City of Lucas \$28,000 for a portion of the project.

PROJECT SCHEDULE

Project Begin Year	Project Completion Year
2018	2020 – Complete

PROJECT MANAGER: City Engineer

SNIDER LANE EIGHT-INCH WATERLINE

PROJECT SUMMARY

Fiscal Year	Engineering Priority No.	Category	Project Status
2018-2019	11	Water	Complete

FISCAL OVERVIEW

Cost	Source of Funding
\$445,140 September 2016 Estimate Actual costs paid by developer	Impact Fees

PROJECT DESCRIPTION

This project is a requirement of the Lakeview Downs subdivision, add fire hydrants, and will improve water quality on the east side of Lucas.

PROJECT SCHEDULE

Project Begin Year	Project Completion Year
2017	2018 - Complete

PROJECT MANAGER: City Engineer



City of Lucas

Parks and Open Space Board Request

March 28, 2023

Requester: Councilmember Tim Baney

Agenda Item Request

Discuss the Trinity Trail at Lake Lavon.

Background Information

The Trinity Trail is a 25-mile equestrian and hiking trail extending from the East Fork Trailhead in Wylie to the Giant Sycamore Loop in Fairview. The Trinity Trail is situated along Lake Lavon with scenic views of the lake and surrounding natural landscape. The trail is unpaved, and 25.5 miles long located on federal land owned by the U.S. Army Corps of Engineers (USACE). There is approximately 11 miles of the Trinity Trail that passes through Lucas. There are three trailheads located within Lucas that connect to the trail: East Winningkoff Trailhead (city owned and maintained), Highland Park Trailhead, and Brockdale Park Trailhead.

The Trinity Trail is operated and maintained by the Trinity Trail Preservation Association (TTPA), a nonprofit organization dedicated to the preservation and maintenance of the trail. The City partners with the USACE and TTPA for the annual Public Lands Trail Cleanup where volunteers pick up trash and debris on sections of the trail. The City also has a Memorandum of Understanding between the USACE and Collin County to work together in coordinating and supporting the development and operation of a multi-use trail for equestrian and pedestrian use at Lake Lavon. This partnership helps determine goals related to the planning, development, maintenance, and operation of the Trinity Trail, Highland Park Trailhead, and Brockdale Park Trailhead.

Attachments/Supporting Documentation

NA

Budget/Financial Impact

NA

Recommendation

NA

Motion

There is no motion required.



City of Lucas

Parks and Open Space Board Request

March 28, 2023

Requester: CIP Manager Patrick Hubbard

Agenda Item Request

Discuss the possibility of conducting a future parks survey and provide guidance to staff.

Background Information

At the Parks and Open Space Board meeting on January 24, 2023, staff provided information related to the creation, distribution, and analysis of a community parks survey through the University of North Texas Master of Public Administration (UNT MPA) program. Most recently, the UNT MPA program assisted the City of Lewisville in administering a community parks survey and developing their "Healthy Infrastructure Plan" which guides equitable development for parks, recreation, trails, open space and tree canopy in Lewisville over the next 10-20 years.

Dr. Kelly Shi and Dr. Lauren Fischer with the UNT MPA program indicated the survey process is estimated to be six months and is led by two faculty members, one graduate student, and one undergraduate student. Dr. Shi indicated that a typical response rate between 20% and 30% can be acceptable, while 50% or above can be excellent. A response rate under 10% may not be good for data analysis.

Staff is seeking guidance from the Parks and Open Space Board on whether to pursue a parks survey in the future.

Attachments/Supporting Documentation

NA

Budget/Financial Impact

The UNT MPA program estimated the survey project to cost between \$35,000 and \$40,000.

Recommendation

NA

Motion

There is no motion required.



City of Lucas

Parks and Open Space Board Request

March 28, 2023

Requester: Assistant City Manager Kent Souriyasak

Agenda Item Request

Provide updates on upcoming special events including:

- A. Keep Lucas Beautiful Spring Cleanup on April 1, 2023
- B. Founders Day Country Fair on April 8, 2023
- C. Lucas Car Show on May 20, 2023

Background Information

A. Keep Lucas Beautiful (KLB) Spring Cleanup

The KLB Spring Cleanup event will be held on Saturday, April 1, 2023, from 9:00 am to 1:00 pm. In 2022, the City of Lucas received the Governor's Community Achievement Award recognizing the successful efforts of the KLB program. KLB is committed to ensuring the Lucas community remains a clean and beautiful place to live. The City encourages residents to support the KLB Spring Cleanup by participating as a cleanup volunteer at the event. Students can also receive community service hours for volunteering at the cleanup event.

Details for the KLB Spring Cleanup include:

- Volunteers can sign up online at www.lucastexas.us/event/2023-klb-spring-cleanup.
- Volunteers indicate what area to clean up in Lucas such as neighborhoods and parks.
- Volunteers can pick up cleanup supplies at City Hall from March 27-31 between 8:00 am and 5:00 pm.
- Volunteers can also pick up cleanup supplies in front of City Hall on April 1 during the cleanup event hours.
- Volunteers should place all trash bags together in a central location along the roadside by 1:00 pm where city staff will collect the trash bags.

B. Founders Day Country Fair

The Founders Day Country Fair will be held on Saturday, April 8, 2023, from 9:00 am to 2:00 pm at the Lucas Community Park. All public parking and shuttle services will be available at Hart Elementary School and Willow Springs Middle School. There will be no onsite public parking at the Lucas Community Park during the event. The Founders Day Parade will kick off at 9:00 am in the parking lot of Hart Elementary School. The event will have free activities including carnival games, carousel rides, mini golf, petting zoo, face painting, balloon artists, stick horse rodeo, and pony hop derby. There will also be special features such as an appearance by the Easter Bunny, Lucas Historical Exhibit, Legacy 4-H Silent Auction, Mini Car, and more. Food and beverages will be available for the public to purchase.



City of Lucas

Parks and Open Space Board Request

March 28, 2023

C. Lucas Car Show

The Lucas Car Show will be held at Creekwood United Methodist Church in Fairview from 8:00 am to 12:00 pm on Saturday, May 20, 2023. The City is co-sponsoring the car show with Legacy Classic Cars and Homes by J. Anthony. Classic cars, custom restomods, lifted trucks, and exotic cars are all welcome to participate in the event. General admission is free, but Legacy Classic Cars will be accepting donations throughout this event. Parking for vehicles entering the show will open at 7:00 am. Custom trophies will be awarded at 11:30 am. Public parking will be available next to the church at the Lovejoy ISD Administration Building.

Attachments/Supporting Documentation

NA

Budget/Financial Impact

A. Keep Lucas Beautiful (KLB) Spring Cleanup

Cleanup supplies and resources are budgeted at \$5,000 in account 11-6211-446 Keep Lucas Beautiful.

B. Founders Day Country Fair

Event activities, supplies, equipment, and other resources are budgeted at \$30,000 in account 11-6211-444 Founder Day.

C. Lucas Car Show

Event supplies and resources are budgeted at \$5,000 in account 11-6211-448 Parks Events.

Recommendation

NA

Motion

There is no motion required.



City of Lucas

Parks and Open Space Board Request

March 28, 2023

Requester: Parks and Open Space Board

Agenda Item Request

Provide updates on city-maintained parks and recreational facilities including the Lucas Community Park, Kenneth R. Lewis Park, Forest Creek Park, and East Winningkoff Trailhead.

Background Information

On January 24, 2023, the Parks and Open Space Board agreed to place a standing agenda item at each meeting to provide updates on city-maintained parks and recreational facilities instead of the monthly monitoring program. The Parks and Open Space Board indicated that members should provide updates to staff on areas they see that need improvements at the parks and recreational facilities. CIP Manager Patrick Hubbard will note any updates in an activity log for future maintenance and improvements provided by the Parks and Open Space Board during each meeting.

The activity log will include updates on associated repairs or improvements. This list compiles the reported items under three categories:

1. Imminent Repair or Routine Maintenance
 - Acute issues that staff can either immediately address or are routine park maintenance. The Parks Liaison can immediately refer these tasks to Public Works field staff. For instances such as trash and debris, the Liaison can refer maintenance staff to areas identified by the Board for closer attention.
2. Programmed (funded) Activity
 - Activities that are programmed and funded but are not set to be immediately completed, or activities that have been identified by the Parks Board and likely fit within the scope of current programs but will require further coordination. Some of these are seasonal items such as mulching. The Parks Liaison will seek to provide as accurate of an estimate for their completion as possible.
3. Proposed or Planned (unfunded) Activity
 - Require some further action or a combination of further actions such as research, the development of a design or work proposal, formal Council/Board action, or budgeting.

Attachments/Supporting Documentation

1. Adopt-a-Park Activity Log



City of Lucas
Parks and Open Space Board Request
March 28, 2023

Budget/Financial Impact

NA

Recommendation

NA

Motion

There is no motion required.

Adopt-A-Park Activity Log

Priority	Source	Park	First Identified	Description/Proposed Action	Status	Discussion	Date Resolved
1 - Routine/Standard	Standard	All	3/22/2023	Seasonal mulching of all beds and play areas	Ongoing		
1 - Routine/Standard	GovQA	Community Park	3/15/2023	Inspection of All Electrical Outlets and Path Lights	In Progress		
1 - Routine/Standard	Standard	All	3/22/2023	Seasonal maintenance in prepration for spring and special events	Ongoing		
2-Programmed	Kenneth Patterson; Bill Esposito; Laura Giles	Kenneth R. Lewis Park	10/7/2021	Pavilion Foundation/Concrete Repair	Foundation Repair Complete with Follow-up Items Pending	Repair of foundation is complete pending evaluation by plumber to ensure no damage to pipes, and the repair of masonry.	
3 - Proposed	Bill Esposito	Community Park	1/25/2022	Maintenance to Ceiling of Pavillion (repair of lap boards)	Incomplete	Public Works has evaluated the ceiling and it appears to be in overall working condition. Future refinishing or repair could be completed.	
3 - Proposed	Laura Howard	Forest Creek Park	1/7/2022	Replace Playground Equipment	Requires Funding	Grant Submitted	
3 - Proposed	Kenneth Patterson; Bill Esposito	Kenneth R. Lewis Park	10/7/2021	Upgrades/Expansion of ball field	Requires Funding	Dicussion items include: Material of infield, height of pitchers mound, sun and foul ball protection for bleachers, scoreboard, height of dugouts, decomposed granite for infield	
Complete	Joan Phillips	Kenneth R. Lewis Park	2/13/2023	Restock Toiletries	Complete		3/14/2023
Complete	Joan Phillips	Kenneth R. Lewis Park	2/13/2023	Reset Socker Net	Complete		3/14/2023
Complete	Joan Phillips	Kenneth R. Lewis Park	2/13/2023	Assess fire damage to picnic table	Complete		3/14/2023
Complete	Christel Parish	Forest Creek Park	7/15/2022	Weed Control in Play Area	Weed control complete		7/19/2022
Complete	Christel Parish	Forest Creek Park	7/15/2022	Soccer Net has Fallen Loose	Soccer net fixed		7/19/2022
Complete	Laura Howard	Forest Creek Park	1/7/2022	Repair Picnic Table Grafitti	Picnic tables have been removed where necessary	Picnic tables will be inventoried and replaced as needed in the Spring, based on condition	5/5/2022
Complete	David Rhoads	Community Park	11/6/2021	Repair deterioration of picnic table boards	Dilapidated tables removed and replaced	Dilapidated tables were removed before Country Christmas. Picnic tables were inventoried and replaced as needed in the Spring, based on condition.	Not Recorded
Complete	David Rhoads	Community Park	11/6/2021	Refinish picnic tables	Dilapidated tables removed and replaced	Dilapidated tables were removed before Country Christmas. Picnic tables were inventoried and replaced as needed in the Spring, based on condition.	Not Recorded
Complete	Laura Howard; Christel Parish	Forest Creek Park	12/13/2021	Mulching	Mulching has been delivered and will be spread when the ground dries	Public Works will order and distribute a large quantity of mulch in early Spring	4/28/2022
Complete	Bill Esposito	Kenneth R. Lewis Park	11/1/2021	Unlocking bathrooms during certain hours	Bathrooms will remain unlocked at all times		3/29/2022

Adopt-A-Park Activity Log

Priority	Source	Park	First Identified	Description/Proposed Action	Status	Discussion	Date Resolved
Complete	David Rhoads; Bill Esposito	Community Park	11/6/2021	Mulching	Staff spread mulch	Public Works will order and distribute a large quantity of mulch in early Spring	3/25/2022
Complete	David Rhoads	Community Park	11/6/2021	Repair protection cage for sprinkler on gravel parking lot	Repaired	Added Retroactively (document created February 2022)	Not Recorded
Complete	David Rhoads	Community Park	11/6/2021	Clean and reposition grill on West end	Grills maintained	Added Retroactively (document created February 2022)	Not Recorded
Complete	David Rhoads	Community Park	11/6/2021	Lavatory dripping in womens' restroom	Repaired	Added Retroactively (document created February 2022)	Not Recorded
Complete	David Rhoads	Community Park	11/6/2021	Pavillion light switch is missing rainproof cover	Cover added	Added Retroactively (document created February 2022)	Not Recorded
Complete	David Rhoads	Community Park	11/6/2021	Address broken pipe between pavilion and rail fence	Pipe repaired	Added Retroactively (document created February 2022)	Not Recorded
Complete	David Rhoads	Community Park	11/6/2021	Refinish park benches	Benches were rebuilt	Added Retroactively (document created February 2022)	Not Recorded
Complete	David Rhoads	Community Park	11/6/2021	Trash General	Park Cleaned	Added Retroactively (document created February 2022)	Not Recorded
Complete	Laura Howard	Forest Creek Park	1/7/2022	Replace/Repair Soccer Nets	Net repaired	Added Retroactively (document created February 2022)	Not Recorded
Complete	Laura Howard; Christel Parish	Forest Creek Park	12/13/2021	Repair tiles on Sports Court	Tile reset	Added Retroactively (document created February 2022)	Not Recorded
Complete	Christel Parish	Forest Creek Park	12/13/2021	Trash General	Park Cleaned	Added Retroactively (document created February 2022)	Not Recorded
Complete	Laura Howard; Christel Parish	Forest Creek Park	12/13/2021	Weeding around Playground	Lawncare Completed	Added Retroactively (document created February 2022)	Not Recorded
Complete	Christel Parish	Kenneth R. Lewis Park	3/3/2022	Repair damaged portion of chain link fence along ball field	Fence repaired	Public Works repaired the fence during the week of 3/11/2022 and reported the repair to Ms. Parish	3/11/2022
Complete	Laura Giles	Kenneth R. Lewis Park	1/25/2022	Cleanup of Trash on Fenceline	Park Cleaned	I will follow-up with PW staff to make sure that debris is cleaned up.	Not Recorded
Complete	Laura Giles	Kenneth R. Lewis Park	1/25/2022	Beer bottles in trash	Park Cleaned	The trash is emptied regularly by PW Staff. Any unlawful consumption of alcohol at the park could be partially monitored/addressed through improved security systems.	Not Recorded
Complete	Bill Esposito	Kenneth R. Lewis Park	11/1/2021	Inspect/Repair Irrigation	Leaks Repaired	Added Retroactively (document created February 2022)	Not Recorded
Complete	Bill Esposito	Kenneth R. Lewis Park	11/1/2021	Address water pooling in the infield	Field Graded	Added Retroactively (document created February 2022)	Not Recorded
Complete	Kenneth Patterson	Kenneth R. Lewis Park	10/7/2021	Weeds: General	Lawncare Completed	Weeds have been pulled	Not Recorded
Complete	Kenneth Patterson	Kenneth R. Lewis Park	10/7/2021	Trash: General	Park Cleaned	Trash has been picked up and bags replaced	Not Recorded
Complete	Kenneth Patterson	Kenneth R. Lewis Park	10/7/2021	Parking Block is damaged	Block Replaced	Damaged parking block removed	Not Recorded

Adopt-A-Park Activity Log

Priority	Source	Park	First Identified	Description/Proposed Action	Status	Discussion	Date Resolved
Complete	Kenneth Patterson	Kenneth R. Lewis Park	10/7/2021	Tree limbs block the parking lot	Tree Trimming Complete	Trees Trimmed	Not Recorded



City of Lucas

Parks and Open Space Board Request

March 28, 2023

Requester: Parks and Open Space Board

Agenda Item Request

Consider approval of the minutes of the January 24, 2023 Parks and Open Space Board meeting.

Background Information

NA

Attachments/Supporting Documentation

1. January 24, 2023 Parks and Open Space Board Meeting Minutes

Budget/Financial Impact

NA

Recommendation

Staff recommends approval of the minutes as presented.

Motion

I make a motion to approve the minutes of the January 24, 2023 Parks and Open Space Board meeting.



MINUTES

Parks and Open Space Board Meeting

January 24, 2023 | 6:30 pm

Council Chambers

City Hall | 665 Country Club Road, Lucas Texas

Call to Order

The meeting was called to order at 6:31 pm. A quorum was determined to be present, and the Pledge of Allegiance was conducted.

Parks Board Members Present:

Vice-Chairman Bill Esposito
Member Kenneth Patterson
Member Christel Parish (*arrived 6:31 pm*)
Member Pam Poteete (*arrived 6:33 pm*)
Member Laura Giles
Alternate Member Joan Phillips

Staff Present:

City Manager Joni Clarke
Assistant City Manager Kent Souriyasak
CIP Manager Patrick Hubbard

City Council Liaison Absent:

Councilmember Tim Baney

Parks Board Members Absent:

Alternate Member John Elliott

Lucas Farmers Market Committee Members

Present:

Tammy Duke

Regular Agenda

- 1. Consider the appointment of a Chairman and Vice-Chairman of the Parks and Open Space Board to serve for a period of approximately one (1) year with terms ending December 31, 2023.**

MOTION: A motion was made by Member Giles, seconded by Member Poteete to appoint Bill Esposito as Chairman of the Parks and Open Space Board for a period of approximately one (1) year with a term ending December 31, 2023. The motion passed unanimously by a 5 to 0 vote.

MOTION: A motion was made by Member Giles, seconded by Member Patterson to appoint John Elliott as Vice-Chairman of the Parks and Open Space Board for a period of approximately one (1) year with a term ending December 31, 2023. The motion passed unanimously by a 5 to 0 vote.

2. Provide an update on the 2023 Lucas Farmers Market season.

Chairman Esposito discussed moving forward with becoming a certified farmers market through the Go Texan program and Department of Agriculture. Chairman Esposito indicated he provided a presentation to City Council recapping the 2022 season and asked the City Council to consider exploring liquid agriculture for the sale and tasting of alcohol at the farmers market.

Ms. Clarke indicated the amended ordinance will move forward to the City Council for consideration at their meeting on February 2, 2023.

Chairman Esposito reviewed the special events scheduled for the 2023 season.

Michelle Miller, 1200 Scarlett Drive, Lucas, expressed an interest in volunteering for the farmers market.

Cathy Lippe, 1014 Rockefeller Lane, Allen, expressed an interest in volunteering for the farmers market.

3. Consider selecting and approving vendor applications for the 2023 Lucas Farmers Market season.

The Parks and Open Space Board and Lucas Farmers Market Committee reviewed vendor applications to be approved for the 2023 season. The Parks and Open Space Board and Lucas Farmers Market Committee agreed to continue making the vendor application available on the City's website to consider new applications throughout the season based on product needs for the market.

4. Provide updates on upcoming special events including:

A. Keep Lucas Beautiful Spring Cleanup on April 1, 2023

B. Founders Day Country Fair on April 8, 2023

Mr. Souriyasak indicated the KLB Spring Cleanup will be held on Saturday, April 1, 2023, from 9 am to 1 pm and volunteers can register on the City's website. Mr. Souriyasak indicated the Founders Day Country Fair will be held on Saturday, April 8, 2023, from 9 am to 2 pm in the Community Park. Mr. Souriyasak explained the event will feature the parade, carnival games, mini golf, carousel rides, stick horse rodeo, food trucks, and more. Mr. Souriyasak indicated that all public parking and shuttle services will be located at Hart Elementary School and Willow Springs Middle School.

5. Review the City of Lucas Code of Ordinances, Section 1.09 Parks and Recreation and Appendix C Fee Schedule, Article 21 Parks and Recreation, and determine if any amendments are needed to the park rules and fees for City facilities.

Ms. Clarke indicated that City Attorney Courtney Morris is working on changes to the ordinance related to the liquid agriculture exemption. The Parks and Open Space Board did not have any immediate recommended revisions to the parks and recreation ordinance and fee schedule.

6. Discuss the possibility of conducting a parks survey through the University of North Texas Master of Public Administration program.

Mr. Souriyasak gave a presentation on how the University of North Texas Master of Public Administration program would administer and analyze a community parks survey. Mr. Souriyasak indicated the estimated cost for conducting a parks survey is approximately between \$35,000 and \$40,000 through the university program. The Parks and Open Space Board did not provide any recommendations on conducting a parks survey at this time.

7. Discuss and review the Adopt-a-Park Program including the checklist and rotation schedule for 2023.

The Parks and Open Space Board discussed whether to continue with a monthly rotation schedule for going out to the parks and identifying needs for improvements. The Parks and Open Space Board agreed to replace the rotation schedule with a standing agenda item at each meeting to provide staff with updates on what they see at each park.

8. Consider approval of the minutes of the:

- A. November 15, 2022 Parks and Open Space Board Meeting**
- B. December 12, 2022 Parks and Open Space Board Workshop**

MOTION: A motion was made by Member Poteete, seconded by Member Patterson to approve the minutes of the:

- A. November 15, 2022 Parks and Open Space Board Meeting
- B. December 12, 2022 Parks and Open Space Board Workshop

The motion passed unanimously by a 5 to 0 vote.

9. Adjournment.

MOTION: A motion was made by Member Giles, seconded by Member Patterson to adjourn the meeting at 9:25 pm. The motion passed unanimously by a 5 to 0 vote.

Adjournment

APPROVE:

ATTEST:

Bill Esposito, Chairman

Kent Souriyasak, Assistant City Manager