



AGENDA CITY COUNCIL MEETING

November 20, 2025 | 6:30 PM

Council Chambers

City Hall | 665 Country Club Road, Lucas, TX

Notice is hereby given that a meeting of the Lucas City Council will be held on Thursday, November 20, 2025, beginning 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. As authorized by Section 551.071 of the Texas Government Code, the City Council may convene into closed Executive Session for the purpose of seeking confidential legal advice from the City Attorney on any item on the agenda at any time during the meeting. Pursuant to Texas Government Code 551.127, one or more members of the governing body may appear via videoconference call. The presiding officer and a quorum of the City Council will be physically present at this meeting.

If you would like to watch the meeting live, 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 City Secretary 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 City Secretary Toshia Kimball at tkimball@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

Citizen Input

1. Citizen Input.

Community Interest

Pursuant to Section 5510415 of the Texas Government Code, the City Council may report on the following items: 1) expression of thanks, congratulations or condolences; 2) information about holiday schedules; 3) recognition of individuals; 4) reminders about upcoming City Council events; 5) information about community events; and 6) announcements involving imminent threat to public health and safety.

2. Items of Community Interest.

Consent Agenda

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

3. Consent Agenda
 - A. Approval of the November 6, 2025 Meeting minutes.
 - B. Authorize the Mayor to enter into an Interlocal Agreement between the City of Lucas and Collin County for animal shelter services for a one-year period beginning October 1, 2025, through September 30, 2026, in an amount not to exceed \$14,970.

Regular Agenda

4. Consider reviewing and updating the board appointment policy established in 2019. **(City Council)**
5. Receive an update and discuss the City of Lucas Road Improvement Program, including a summary of previous year activities, discussion of the current fiscal year, long-term vision, and topics of public interest. **(Joe Hilbourn, Development Services Director)**

Executive Session

As authorized by Section 551.071 of the Texas Government Code, the City Council may convene into closed Executive Session for the purpose of seeking confidential legal advice from the City Attorney regarding any item on the agenda at any time during the meeting. This meeting is closed to the public as provided in the Texas Government Code.

6. Executive Session: The City Council will convene into executive session pursuant to Section 551.074 of the Texas Government Code, Personnel Matters, to deliberate the appointment, employment, evaluation, reassignment, and duties of a public officer or employee. City Manager **(City Council)**
7. Reconvene from Executive Session and take any action necessary as a result of the Executive Session. **(City Council)**
8. Adjournment **(City Council)**

Certification

I do hereby certify that the above notice was posted in accordance with the Texas Open Meetings Act on the bulletin board at Lucas City Hall, 665 Country Club Road, Lucas, TX 75002, and on the City's website at www.lucastexas.us on or before 5:00 p.m. on November 14, 2025.

Toshia Kimball, City Secretary

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



Item No. 1.

**City of Lucas
City Council Agenda Request
November 20, 2025**

Requester: Dusty Kuykendall, Mayor

Agenda Item Request:

Citizen Input.

Background Information:

N/A

Attachments/Supporting Documentation:

None

Budget/Financial Impact:

N/A

Recommendation:

N/A

Motion:

N/A



Item No. 2.

**City of Lucas
City Council Agenda Request
November 20, 2025**

Requester: Dusty Kuykendall, Mayor

Agenda Item Request:

Items of Community Interest.

Background Information:

Attachments/Supporting Documentation:

None

Budget/Financial Impact:

N/A

Recommendation:

N/A

Motion:

N/A



Item No. 3.

City of Lucas City Council Agenda Request November 20, 2025

Requester: Toshia Kimball, City Secretary
Dusty Kuykendall, Mayor

Agenda Item Request:

Consent Agenda

- A. Approval of the November 6, 2025 Meeting minutes
- B. Authorize the Mayor to enter into an Interlocal Agreement between the City of Lucas and Collin County for animal shelter services for a one-year period beginning October 1, 2025, through September 30, 2026, in an amount not to exceed \$14,970.

Background Information:

Agenda Item B:

Collin County has provided a contract modification amendment to renew the Interlocal Agreement between the City of Lucas and Collin County for animal shelter services for a one-year period. Staff has reviewed the renewal, and there is no increased cost for animal shelter services.

Attachments/Supporting Documentation:

None

Budget/Financial Impact:

NA

Recommendation:

City staff recommends approval of the Consent Agenda.

Motion:

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



MINUTES **CITY COUNCIL REGULAR MEETING**

November 6, 2025 | 6:30 PM

Council Chambers

City Hall | 665 Country Club Road, Lucas, Texas

City Councilmembers Present:

Mayor Dusty Kuykendall
Mayor Pro Tem Debbie Fisher
Councilmember Chris Bierman
Councilmember Tim Johnson

City Staff Present:

City Secretary Toshia Kimball
Public Works Director Jeremy Bogle
Development Services Director Joe Hilbourn
City Attorney Joe Gorfida

City Councilmembers Absent:

Councilmember Phil Lawrence
Councilmember Neil Peterson
Councilmember Brian Stubblefield

Mayor Kuykendall called the meeting to order at 6:30 p.m., determined that a quorum was present, and the Pledge of Allegiance was recited.

Citizen Input

1. Citizen Input

Curtis Helton, 2300 McGarity Lane, Lucas, Texas, 75002. Requested a copy of the budget for the police department. Voiced concern about citizens not being involved in the process.

Community Interest

2. Items of Community Interest:

Mayor Kuykendall presented the items of Community Interest.

- Holiday Donation Drive – November 3, 2025 – December 5, 2025.
- Lucas Country Christmas – Friday, December 5, 2025, 6:00 pm to 9:00 pm.
- Service Tree Nominations – Due Friday, December 26th by 5:00 pm.
- City of Lucas new city website

Consent Agenda

3. Consent Agenda:

- A. Approval of minutes of the October 2, 2025, City Council meeting.
- B. Authorize the Mayor to enter into an Interlocal Agreement between the City of Lucas and Collin County for animal control services for a period of one-year beginning October 1, 2025, through September 30, 2026, in an amount not to exceed \$19,030.



MINUTES **CITY COUNCIL REGULAR MEETING**

November 6, 2025 | 6:30 PM

Council Chambers

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MOTION: A motion was made by Councilmember Johnson, seconded by Councilmember Bierman, to approve the Consent Agenda as presented. The motion passed unanimously by a 4 to 0 vote.

Public Hearing

Mayor Kuykendall reordered the agenda, moving item five ahead of item four.

5. Conduct a public hearing to consider a request by Gavin Newman of GFFdesign, on behalf of Lucas Christian Academy, property owner at 505 W. Lucas Road, Lucas Christian Church Addition, Block A, Lots 1 and 2; Lucas, Texas 75002 for an amendment to the Specific Use Permit (SUP) to include temporary modular classrooms at the southwest corner of the existing educational facilities.

MOTION: A motion was made by Mayor Kuykendall, seconded by Mayor ProTem Fisher, to table agenda item number five to the December 4, 2025, City Council meeting. The motion passed unanimously by a 4 to 0 vote.

4. Conduct a public hearing for the voluntary annexation of approximately 169.4220 acres of land, more fully described as being out of the Francis W. Capps Survey, Abstract No. 231; the Simpson Barrow Survey, Abstract No. 49; the Michael Millirons Survey, Abstract No. 564; the Orpha Shelby Survey, Abstract No. 799; the D.M. Farmer Survey, Abstract No. 303; and the Montgomery Birch Survey, Abstract No. 115, Collin County, Texas; commonly known as the Brockdale Park Boat Ramp.

Mayor Kuykendall opened the public hearing at 6:49 pm.

Mayor Kuykendall closed the public hearing at 6:49 pm.

MOTION: A motion was made by Councilmember Johnson, seconded by Mayor ProTem Fisher to approve Ordinance #2025-11-01036 for the voluntary annexation of approximately 169.4220 acres of land, more fully described as being out of the Francis W. Capps Survey, Abstract No. 231; the Simpson Barrow Survey, Abstract No. 49; the Michael Millirons Survey, Abstract No. 564; the Orpha Shelby Survey, Abstract No. 799; the D.M. Farmer Survey, Abstract No. 303; and the Montgomery Birch Survey, Abstract No. 115, Collin County, Texas; commonly known as the Brockdale Park Boat Ramp. The motion passed unanimously by a 4 to 0 vote.



Regular Agenda

6. Consider authorizing the City Manager to enter into a licensing agreement with William Wade Shipley for the use of a portion of the sixty-foot (60') wide right-of-way dedication to the east of his property located west of 2515 Orr Rd and north of the homes on Stanford Drive to construct a privately-owned driveway and landscaping.

Jill McClain, 330 Doris Drive, Lucas, Texas, 75002. In Opposition.

Lance King, 2385 Lucas Creek Drive, Lucas, Texas, 75002. In Opposition.

Mayor Kuykendall read an email from Scott Clynych, 200 Doris Drive, Lucas, Texas, 75002. In Opposition.

Randy Hora, 250 Doris Drive, Lucas, Texas, 75002. In Opposition.

James Smith, 2395 Lucas Creek Drive, Lucas, Texas, 75002. In Opposition.

Mike McClain, 330 Doris Drive, Lucas, Texas, 75002. In Opposition.

Cheryl Warren, 360 Doris Drive, Lucas, Texas, 75002, In Opposition.

Chris Blackman, 4526 Livingston Avenue, Dallas, Texas, 75205. In Support. Representative of Mr. Bill Shipley.

Tamera Smith, 2395 Lucas Creek Drive, Lucas, Texas, 75002. In Opposition.

MOTION: A motion was made by Mayor ProTem Fisher, seconded by Mayor Kuykendall to approve authorizing the City Manager to enter into a licensing agreement with William Wade Shipley for the use of a portion of the sixty-foot (60') wide right-of-way dedication to the east of his property located west of 2515 Orr Rd starting 30 feet on the southern edge of the Himmelreich Tract established right of way with screening to be irrigated, maintained and replaced with evergreens every 5 feet from east to west and on the northside where necessary amending Section 8c to be located in the northern portion of the right of way starting 30 feet from the southern boundary of northern half of the homes on Stanford Drive to construct a privately-owned driveway and landscaping. The motion passed unanimously by a 4 to 0 vote.

7. Consider the following as it relates to the Public Works Storage building at North Pump Station:

- Authorize the City Manager to negotiate and enter into a contract with Jones Brothers Construction for an amount not to exceed \$771,099.
- Amend budget account number 51-8400-200 Building Improvements by \$127,250 utilizing funding from unrestricted water fund reserves for \$9,719 construction shortfall, \$25,000 camera/security, and contingency of \$92,531 for a total budget cost of \$888,630.

MOTION: A motion was made by Mayor Kuykendall, seconded by Councilmember Bierman to approve the following as it relates to the Public Works Storage building at North Pump Station:



CITY COUNCIL REGULAR MEETING

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- Authorize the City Manager to negotiate and enter into a contract with Jones Brothers Construction for an amount not to exceed \$771,099.
- Amend budget account number 51-8400-200 Building Improvements by \$127,250 utilizing funding from unrestricted water fund reserves for the \$9,719 construction shortfall, \$25,000 camera/security, and contingency of \$92,531 for a total budget cost of \$888,630. The motion passed unanimously by a 4 to 0 vote.

8. Consider approving Resolution R 2025-11-05577 and cast votes for Collin County Central Appraisal District Board of Directors.

MOTION: A motion was made by Mayor ProTem Fisher, seconded by Mayor Kuykendall to approve Resolution R 2025-11-05577 and cast votes for Brian Dale to the Collin County Central Appraisal District Board of Directors. The motion passed unanimously by a 4 to 0 vote.

- 9. Consider the following items as they relate to the Osage Lane Sewer Lift Station project:**
- A. Appropriate \$702,985 from Unrestricted Water Fund Reserves to FY 25-26 budget Account 21-8210-490.131 (Osage Lane Lift Station).**
 - B. Award the bid and authorize the City Manager to enter into an agreement with Triad Services Group, LLC for the construction of the Osage Lane Sewer Lift Station project in an amount not to exceed \$828,760 using \$208,651 from Account 51-1001-76 (Restricted Cash Osage Lane Lift Station) and \$620,109 from unrestricted water fund reserves.**
 - C. Encumber a 10% contingency totaling \$82,876 in Account 21-8210-490.131 (Osage Lane Lift Station) to be reserved by the City to cover any unforeseen project expenses.**
 - D. Negotiate and enter into a Reimbursement Agreement with Malouf Interests, Inc., for reimbursement by the developer to the City in the amount of \$109,150.**

MOTION: A motion was made by Councilmember Johnson, seconded by Mayor Kuykendall to approve authorizing the City Manager to complete the following items as they relate to the Osage Lane Sewer Lift Station project:

- A. Appropriate \$702,985 from Unrestricted Water Fund Reserves to FY 25-26 budget Account 21-8210-490.131 (Osage Lane Lift Station).**
- B. Award the bid and authorize the City Manager to enter into an agreement with Triad Services Group, LLC for the construction of the Osage Lane Sewer Lift Station project in an amount not to exceed \$828,760 using \$208,651 from Account 51-1001-76 (Restricted Cash Osage Lane Lift Station) and \$620,109 from unrestricted water fund reserves.**
- C. Encumber a 10% contingency totaling \$82,876 in Account 21-8210-490.131 (Osage Lane Lift Station) to be reserved by the City to cover any unforeseen project expenses.**
- D. Negotiate and enter into a Reimbursement Agreement with Malouf Interests, Inc., for**



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CITY COUNCIL REGULAR MEETING

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reimbursement by the developer to the City in the amount of \$109,150. The motion passed unanimously by a 4 to 0 vote.

- 10. Consider and give staff direction on the review of the City of Lucas Charter or any recommended amendments.**

No motion required on this item. The City Attorney will review and reach out to the City Council.

Executive Session Agenda

- 11. Executive Session:**

The City Council will convene into executive session pursuant to Section 551.074 of the Texas Government Code, Personnel Matters, to deliberate the appointment, employment, evaluation, reassignment, and duties of a public officer or employee. City Manager

City Council convened into Executive Session at 7:51 pm.

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

City Council reconvened from Executive Session at 8:37 pm. No action was taken from the Executive Session.

Adjournment

- 13. Adjournment.**

MOTION: A motion was made by Councilmember Johnson, seconded by Councilmember Bierman to adjourn the meeting at 8:38 pm. The motion passed unanimously by a 4 to 0 vote.

APPROVED:

ATTEST:

Dusty Kuykendall, Mayor

Toshia Kimball, City Secretary



Contract Modification Document

Office of the Purchasing Agent
Collin County Administration Building
2300 Bloomdale Rd, Ste 3160
McKinney, TX 75071
972-548-4165

Vendor:	<u>City of Lucas</u>	Contract No.	<u>10096-09</u>
	<u>665 Country Club Rd.</u>	Contract:	<u>Interlocal Agreement, Construction,</u>
	<u>Lucas, TX 75002</u>		<u>Operation and Use of Animal Shelter</u>
			<u>City of Lucas</u>

YOU ARE DIRECTED TO MAKE THE FOLLOWING MODIFICATION TO THIS CONTRACT

Item #1	The agreement will be renewed for a period of one (1) year, beginning October 1, 2025, through and including September 30, 2026, at the rate below.		
Item #2	Total Amount for fiscal year 2026:	TO:	<u>\$14,970.00</u>
		FROM:	<u>\$14,970.00</u>

Except as provided herein, all terms and conditions of the contract remain in full force and effect and may only be modified in writing signed by both parties.

Amendment No. 18 has been accepted and authorized on _____ by authority of the Collin County Commissioners Court by Court Order No. _____, to be effective on October 1, 2025.

ACCEPTED BY:

SIGNATURE

(Print Name)

TITLE: _____
DATE: _____

SIGNATURE

Michelle Charnoski, NIGP-CPP, CPPB
(Print Name)

TITLE: PURCHASING AGENT
DATE: _____

HISTORICAL INFORMATION

Awarded by Court Order No. 2008-010-01-08

Amendment	<u>No. 1</u>	Court Order No.	<u>2008-882-10-14</u>	Summary	<u>One year Renewal, fees updated</u>
Amendment	<u>No. 2</u>	Court Order No.	<u>2009-583-08-10</u>	Summary	<u>One year Renewal, fees updated</u>
Amendment	<u>No. 3</u>	Court Order No.	<u>2010-830-10-11</u>	Summary	<u>One year Renewal, fees updated</u>
Amendment	<u>No. 4</u>	Court Order No.	<u>2011-678-09-19</u>	Summary	<u>One year Renewal, fees updated</u>
Amendment	<u>No. 5</u>	Court Order No.	<u>2013-012-01-07</u>	Summary	<u>One year Renewal, fees updated</u>
Amendment	<u>No. 6</u>	Court Order No.	<u>2013-937-11-11</u>	Summary	<u>One year Renewal, fees updated</u>
Amendment	<u>No. 7</u>	Court Order No.	<u>2014-949-12-08</u>	Summary	<u>One year Renewal, fees updated</u>
Amendment	<u>No. 8</u>	Court Order No.	<u>2016-014-01-04</u>	Summary	<u>One year Renewal, fees updated</u>
Amendment	<u>No. 9</u>	Court Order No.	<u>2017-029-01-23</u>	Summary	<u>One year Renewal, fees updated</u>
Amendment	<u>No. 10</u>	Court Order No.	<u>2017-820-10-09</u>	Summary	<u>One year Renewal, fees updated</u>
Amendment	<u>No. 11</u>	Court Order No.	<u>2018-997-11-19</u>	Summary	<u>One year Renewal, fees updated</u>
Amendment	<u>No. 12</u>	Court Order No.	<u>2019-1048-11-11</u>	Summary	<u>One year Renewal, fees updated</u>
Amendment	<u>No. 13</u>	Court Order No.	<u>2021-050-01-11</u>	Summary	<u>One year Renewal, fees updated, Added Force Majeure</u>
Amendment	<u>No. 14</u>	Court Order No.	<u>2021-800-08-23</u>	Summary	<u>One year Renewal, fees updated</u>
Amendment	<u>No. 15</u>	Court Order No.	<u>2022-1006-09-26</u>	Summary	<u>One year Renewal, fees updated</u>
Amendment	<u>No. 16</u>	Court Order No.	<u>2023-1042-10-16</u>	Summary	<u>One year Renewal, fees updated</u>
Amendment	<u>No. 17</u>	Court Order No.	<u>2024-862-09-09</u>	Summary	<u>One year Renewal, fees updated</u>
Amendment	<u>No. 18</u>	Court Order No.	<u></u>	Summary	<u>One year Renewal, fees updated</u>

FY 2026 Animal Shelter Billing Worksheet

Larger Entities / Original Entities									
	Population* NCTCOG 2025 Estimate	% of Charges	FY 2026 Budgeted M&O and Per.	FY 2026 Capital Contribution**	FY 2026 Total Cost before Adjust.	Less FY 2024 Fees Collected	Less Adjustments for FY 2024 Budget vs. Actual		FY 2026 Total Billed
Anna	34,100	4.31%	\$ 75,346	\$ 6,033	\$ 81,379	\$ 1,330	\$ (14,280)		\$ 94,330
Celina	61,834	7.81%	\$ 136,626	\$ 10,940	\$ 147,566	\$ 2,411	\$ (25,894)		\$ 171,049
Fairview	11,232	1.42%	\$ 24,818	\$ 1,987	\$ 26,805	\$ 438	\$ (4,704)		\$ 31,071
Farmersville	4,976	0.63%	\$ 10,995	\$ 880	\$ 11,875	\$ 194	\$ (2,084)		\$ 13,765
Frisco	235,615	29.78%	\$ 520,604	\$ 41,687	\$ 562,291	\$ 9,186	\$ (98,669)		\$ 651,774
McKinney	226,181	***City of McKinney is under a new Animal Shelter ILA (Contract 2025-304)***							
Melissa	26,234	3.32%	\$ 57,965	\$ 4,642	\$ 62,607	\$ 1,023	\$ (10,986)		\$ 72,570
Princeton	43,126	5.45%	\$ 95,289	\$ 7,630	\$ 102,919	\$ 1,681	\$ (18,060)		\$ 119,298
Prosper	46,087	5.82%	\$ 101,832	\$ 8,154	\$ 109,986	\$ 1,797	\$ (19,300)		\$ 127,489
Collin County	101,891	12.88%	\$ 225,134	\$ 18,028	\$ 243,161	\$ 3,973	\$ (42,669)		\$ 281,858
									\$ 1,563,203

McKinney	226,181	27.84%	\$ 507,722	\$ 38,970				\$ 546,693
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City of McKinney is under new Animal Shelter ILA (Contract 2025-304)

FY 2026 Billing Breakout	
Total Billed:	\$ 1,786,487
Smaller Entities:	\$ 38,120
TOTAL for Original:	\$ 1,748,367

Adjust for FY 2024 Budget vs. Actual	
FY 2024 Billed:	\$ 1,305,329
FY 2024 Actual:	\$ 1,505,998
FY 2024 Difference:	\$ (200,669)
Diff w/ Cap Return	\$ (331,364)

In FY 2024, Capital Expenditures totaled \$190,694.85 which exceeds the original funds of \$60,000 Capital Contribution. No funds will be returned in FY 2026.

Smaller Entities / Added Later						
	FY 2026 Budgeted M&O and Per.	FY 2026 Capital Contribution**	FY 2026 Total Cost before Adjust.	Less FY 2024 Fees Collected	Less Adjustments for FY 2024 Budget vs. Actual	FY 2026 Total Billed
Lavon			\$ 3,100			\$ 3,100
Lucas			\$ 14,970			\$ 14,970
Nevada			\$ 1,550			\$ 1,550
Weston			\$ 2,500			\$ 2,500
Blue Meadow MUD No. 1			\$ 2,000			\$ 2,000
North Collin County MUD No. 1			\$ 2,000			\$ 2,000
Van Alstyne MUD No. 3			\$ 2,000			\$ 2,000
Magnolia Pointe MUD No. 1			\$ 2,000			\$ 2,000
Van Alstyne MUD No. 2			\$ 2,000			\$ 2,000
East Collin MUD No. 1			\$ 2,000			\$ 2,000
Raintree MUD No. 1			\$ 2,000			\$ 2,000
LC MUD No. 1			\$ 2,000			\$ 2,000
TOTAL			\$ 38,120			\$ 38,120

Grand Total: \$ 1,601,323

Grand Total is the total billed amount for the larger and smaller entities combined. (This does not include City of McKinney's fee of \$546,693)



Item No. 4.

**City of Lucas
City Council Agenda Request
November 20, 2025**

Requester: City Council

Agenda Item Request:

Consider reviewing and updating the board appointment policy established in 2019.

Background Information:

The Board Appointment Policy was established in December 2019 for the selection process of Board and Commission members. It is currently in need of a possible refresh.

Attachments/Supporting Documentation:

1. Board Appointment Policy

Budget/Financial Impact:

NA

Recommendation:

Staff is requesting direction from the City Council on whether they would like to update the Board Appointment Policy from 2019.

Motion:

No motion required.



City of Lucas

BOARD APPOINTMENT POLICY

PURPOSE

The purpose of the Board Appointment Policy is to provide procedures and standards for the appointment process by the City Council, and guidelines for citizens being appointed to a City of Lucas board or commission.

APPLICATION PROCESS

The City of Lucas will advertise in the Lucas Leader and on the City website during the months of September and October each year for the recruitment of new board members.

A Meet and Greet reception will be held on the 4th Thursday in October at 6:30 pm at City Hall for citizens interested in serving on a board as well as existing board members. The reception will provide an opportunity for each City Council liaison to provide information on the board/commission they represent.

Board applications will be accepted through November 1st each year.

New board member applications will be submitted to the City Council for review at the first meeting in November, and the City Council will determine which prospective applicants they would like to interview.

Interviews with the City Council may take place at the second meeting in November.

Prospective applicants of the Board of Adjustment and Planning and Zoning Commission may meet with City Councilmembers during Executive Session. Prospective applicants of the Parks and Open Space Board and Technology Committee may meet with the City Council during the open regular session of the meeting and may be called upon to speak at the podium with the City Council.

During the interview process in Executive Session or during the regular open session meeting, a prospective board member may expect to be asked about the following items:

- Why the applicant would like to serve their community
- What experience the applicant could bring to a board/commission
- What is the applicant's vision for the City
- How the applicant's skillset would benefit the board they are interested in serving
- Any other questions the City Council deems appropriate for that board/commission

APPOINTMENT PROCESS FOR NEW BOARD MEMBERS

At the first City Council meeting in December, board member appointments will be placed on the City Council agenda.

Following City Council appointment, the City Secretary will notify new board members of their appointment along with procedures for setting up email and appropriate training.

Each new board member will be required to take part in Open Meetings Act training (50-minute video on Attorney General's website), sign a Statement of Officer paperwork and Oath of Office paperwork within 30 days of being appointed. Each new board member will also be required to setup a City of Lucas email account where the City will correspond with the board member for meeting notices, Board packet distribution, and general correspondence.

REAPPOINTMENT PROCESS FOR EXISTING BOARD MEMBERS

In October each year, the City Secretary shall contact existing board members whose terms are expiring confirming they would like to be considered for reappointments.

At the first City Council meeting in December, reappointment of existing board members whose term are expiring will be considered. Board member attendance may be brought before the City Council as part of reappointment consideration.

The City Council will review each board and vote upon each board member whose term is expiring.

The City Secretary shall contact each board member who was reappointed for another two-year term.

For any existing board members that would like to serve on a different board, a new application shall be completed and submitted for City Council consideration.

Approved by City Council: December 19, 2019



City of Lucas City Council Agenda Request November 20, 2025

Requester: Joe Hilbourn, Development Services Director

Agenda Item Request:

Receive an update and discuss the City of Lucas Road Improvement Program, including a summary of previous year activities, discussion of the current fiscal year, long-term vision, and topics of public interest.

Background Information:

This item provides an update on the activities of the City of Lucas Road Improvement Program. This is an ongoing program that consists of road maintenance and improvement activities related to large-scale maintenance of the road system. This program is included in the City of Lucas' annual budget with a Fiscal Year 2025-2026 budget of \$1.35 Million. Recurring annual program activities consist of the following with the general schedule as shown:

1. Annual Condition Assessment – DECEMBER-JANUARY
2. Crack Sealing – JANUARY-FEBRUARY
3. Seal Coating – MAY-JUNE
4. Patch Repair – JUNE-SEPTEMBER
5. Concrete Panel Replacement – (as needed)
6. Asphalt Street Rehabilitation and Overlay – AUGUST-SEPTEMBER

Lucas streets are driven and assessed by NEXCO Highway Solutions of America (NHSA) using a proprietary pavement management software based on the Pavement Condition Index (PCI) methodology for condition assessment on an annual basis. The results are analyzed and used to revise the Long Range Street Maintenance Schedule. This is a total system, full lifecycle schedule for optimizing public investment in the road system by balancing a variety of considerations including pavement condition, safety, public input, and relationships between other projects. This is a living document that is revised annually to project future project needs. It is not a fixed schedule.

Candidate streets for rehabilitation and overlay are selected in late spring with construction occurring throughout the summer. Improvements to under-road drainage structures are completed concurrently with road construction wherever possible.

Lucas completed drainage improvements, subgrade rehabilitation and full repaving on the following streets in Fiscal Year 2024-2025:

- Meadows Subdivision – Meadowbrook Dr, Harvest Way, Broadmoor Way, Greenfield Way
- Woodmoor Subdivision – Woodmoor Cir, Glencove Cir, Highland Cir, Crestview Cir
- Portions of East Winningkoff Road

For the current fiscal year, City Council has directed staff to prioritize those segments of streets that NEXCO has classified as “failed.” Therefore, project selection will prioritize candidate projects and project scope development that removes the highest proportion of “failed” segments possible in a manner that is technically and economically feasible. In addition, There are some special cases provided as follows:

- Estates Road - staff intend to recommend repaving Estates Road as a follow-up to the water line project currently under construction along this roadway. This is Estates Road, the residential street, not Estates Parkway, the TxDOT FM road. The street already contained several failed, very poor and poor condition segments prior to construction and was independently a good candidate. Completing associated water, drainage, and paving work in this area as a single evolution minimizes long-term disruption to residents and provides a general facelift.
- Orr Road – a portion of Orr Road is subject to a Development Agreement requiring the developer to fund a proportion of repaving work on this street. Staff are currently in discussion with legal on options for acting on this agreement. Inclusion of Orr Road in this year’s maintenance may be recommended based on the conclusion of these discussions.
- Streets near Bait Shop Intersection – The intersection improvements at the intersection of Lucas Road and Southview Drive are a TxDOT project; however, there are several residential streets near or within the limits of this project. Staff are seeking to postpone needed work on these streets until TxDOT work is completed so as to ensure that improvements to these streets line up and connect well with the TxDOT work (horizontal and vertical profiles meet well), to avoid multiple projects congesting the area during construction, and to address concerns of cut-through traffic during a time when delays are present due to construction of the major intersection. Streets near or within the limits of the project that need major work include Holly Lane, Edgefield Lane, Cedar Bend Trail, Cedar Bend Circle, Carey Lane, Holyoak Lane and Lakeview Drive. Other streets within or near the project limits will be assessed upon completion.

In addition to addressing more acute needs through large repaving projects, the Road Improvement program contains a continuum of preventative maintenance. Projects for these other program areas are currently in planning with related vendors.

General policies regarding signage and markings on City of Lucas streets are a frequent question from community members. The City of Lucas adheres to the Manual on Uniform Traffic Control Devices (MUTCD) and Texas Manual on Uniform Traffic Control Devices (TMUTCD) when making any decision about where to place signs or pavement markings in this city. This includes striping, stop signs, reflectors and other markings. All new developments and city led capital projects require that signage and markings conform with these standards and, where ambiguity exists, design engineers generally conform with TxDOT standards or guidance. The MUTCD

and TMUTCD serve as general policy guidance. Insofar as signs and markings are best understood as a component of the road itself, each project or proposed project requires independent planning and engineering analysis.

With respect to the landscape and aesthetic dimensions of design, Lucas has historically sought to preserve the country feel by utilizing open drainage, minimizing sign clutter, preserving dark skies, and preserving tree canopy. This is a conscious design choice, but it is adjusted to align with safety needs. In the same way, Lucas does not permit the installation of speed bumps in residential areas or on connector streets because they impede the movement of emergency vehicles and create noise pollution.

In addition, the City of Lucas collects and analyzes crash incident data at least annually to identify hotspots and potential solutions through pavement markings or other interventions. Examples of this effort include the development of a street lighting plan and traffic calming/marketing initiatives such as the installation of flashing signs throughout the city and the placement of reflectors on the edge of the eastern portion of Forest Grove Road. Staff also coordinate with TxDOT on corridor planning and the evaluation of interventions to increase safety on TxDOT roads near Lucas streets throughout the city.

The final discussion topic of this meeting is the phasing of asphalt-to-concrete conversions on neighborhood connector streets in the City of Lucas. The city is committed to converting all streets in Lucas currently designated as Type-B to concrete. This process will take a decade or longer and is prioritized in line with other street maintenance priorities. Because of the high cost and design intensive nature of this work, these projects are treated as the Capital Improvement Plan (CIP) projects. This plan already includes many of these projects and staff intend to propose revising the CIP to create a project for each of these conversion projects. The suggested phasing of these projects is one which aligns with the pavement lifecycle of asphalt on the included streets, giving priority to those streets carrying a higher traffic volume.

Attachments/Supporting Documentation:

None

Budget/Financial Impact:

Funding for this program is primarily associated expended from Account 11-8209-301. The Fiscal Year 2025-2026 budget is \$1,350,000 and reflects a push for more resources dedicated to road improvements and street maintenance by City Council following the 2025 Streets Workshop. This is an increase from the Fiscal Year 2024-2025 budget, which was \$862,000.

A portion of this budget is obtained from restricted sales tax revenue dedicated to streets maintenance by a voter approved measure. The amount of restricted revenue in Fiscal Year 2024-2025 was \$711,699. This amount fluctuates each year and will hopefully increase as new businesses open in the southeast of the city. This revenue is located in Account 11-4101.100.

Recommendation:

N/A

Motion:

N/A



**City of Lucas
City Council Agenda Request
November 20, 2025**

Requester: City Council

Agenda Item Request:

Executive Session: The City Council will convene into executive session pursuant to Section 551.074 of the Texas Government Code, Personnel Matters, to deliberate the appointment, employment, evaluation, reassignment, and duties of a public officer or employee. City Manager

Background Information:

NA

Attachments/Supporting Documentation:

None

Budget/Financial Impact:

NA

Recommendation:

NA

Motion:

NA



**City of Lucas
City Council Agenda Request
November 20, 2025**

Requester: City Council

Agenda Item Request:

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

Background Information:

NA

Attachments/Supporting Documentation:

None

Budget/Financial Impact:

NA

Recommendation:

NA

Motion:

NA