AGENDA
CITY COUNCIL MEETING
May 15, 2025 | 6:30 PM
Council Chambers
City Hall | 665 Country Club Road, Lucas, Texas

Notice is hereby given that a meeting of the Lucas City Council will be held on Thursday, May 15, 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 551.0415 of the Texas Government Code, the City Council may report on the following items: 1) expression of thanks, congratulations or condolences; 2) information about holiday schedules; 3) recognition of individuals; 4) reminders about upcoming City Council events; 5) information about community events; and 6) announcements involving imminent threat to public health and safety.

2. Items of Community Interest.

Consent Agenda

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

3. Consent Agenda:

   A. Approval of the minutes of the May 1, 2025, City Council meeting.

Regular Agenda

4. Administer the Oath of Office, Statement of Officer, and Certificate of Election to City Council incumbents, Debbie Fisher, City Council Seat 5, and Neil Peterson, City Council Seat 6, and receive remarks from incoming Councilmembers. **(Presenter: City Secretary Toshia Kimball)**

5. Consider the appointment of Mayor Pro Tem to serve for a one-year period beginning June 1, 2025, and ending May 31, 2026. **(Presenter: Mayor Dusty Kuykendall)**

6. Discussion and possible action regarding the adoption of the City of Lucas Employee Compensation Philosophy and Strategy, and approval of the associated pay scale. **(Presenter: HR Manager Alana Cohen)**

7. Consider the selection of the most qualified certified public accounting firm to perform the City's annual audit for fiscal year ending September 30, 2025, and for each of the four (4) subsequent fiscal years, and authorize the City Manager to negotiate the contract. **(Presenter: Finance Director Liz Exum)**

8. Consider authorizing the City Manager to negotiate and enter into a contract with Fast Construction for an amount not to exceed $569,000 with a contingency of $47,678 for a total of $616,678 from account number 11-8300-200. **(Presenter: Development Services Director Joe Hilbourn)**

Executive Session

9. Executive Session:

   A. The City Council will convene into executive session pursuant to Section 551.076 of the Texas Government Code, DELIBERATION REGARDING SECURITY DEVICES OR SECURITY AUDITS; CLOSED MEETING, the deployment, or specific occasions for implementation, of security personnel or devices.

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

11. Adjournment.

Certification

I do hereby certify that the above notice was posted in accordance with the Texas Open Meetings Act on the bulletin board at Lucas City Hall, 665 Country Club Road, Lucas, TX 75002, and on the City's website at www.lucastexas.us on or before 5:00 p.m. on May 9, 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. 01

City of Lucas
City Council Agenda Request
May 15, 2025

Requester: Mayor Dusty Kuykendall

Agenda Item Request

Citizen Input.

Background Information

NA

Attachments/Supporting Documentation

NA

Budget/Financial Impact

NA

Recommendation

NA

Motion

NA

Item No. 02

City of Lucas
City Council Agenda Request
May 15, 2025

Requester: Mayor Dusty Kuykendall

Agenda Item Request

Items of Community Interest.

Background Information

NA

Attachments/Supporting Documentation

NA

Budget/Financial Impact

NA

Recommendation

NA

Motion

NA

Item No. 03

City of Lucas
Council Agenda Request
May 15, 2025

Requester: Mayor Dusty Kuykendall
City Secretary Toshia Kimball

Agenda Item Request

1. Consent Agenda:

   A. Approval of the minutes of the May 1, 2025, City Council meeting.

Background Information

NA

Attachments/Supporting Documentation

1. Minutes of the May 1, 2025, City Council meeting.

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
May 1, 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 Neil Peterson
Councilmember Brian Stubblefield

City Councilmembers Remote:
Councilmember Phil Lawrence

City Councilmembers Absent:
Councilmember Tim Johnson

City Staff Present:
City Manager John Whitsell
City Secretary Toshia Kimball
Development Services Director Joe Hilbourn
Public Works Director Jeremy Bogle
Finance Director Liz Exum
CIP Manager Patrick Hubbard
Deputy Daniel Gillespie

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

No citizen input.

Community Interest

2. Community Interest

- New Water Tower
- Lucas Farmers Market
- Lucas Car Show
- Community CPR Class
- 2025 General & Special Elections

Consent Agenda

3. Consent Agenda:

A. Approval of minutes of the April 17, 2025, City Council meeting.
B. Approval of minutes of the April 24, 2025, City Council meeting.

MOTION: A motion was made by Mayor Kuykendall, seconded by Councilmember Peterson, to approve the Consent Agenda as presented. The motion passed unanimously by a 6 to 0 vote.

Regular Agenda

4. Receive a presentation, consider capital project priorities and provide direction to the City Manager.

No motion is required on this item.

5. Discuss and consider authorizing the City Manager to negotiate and enter into a contract with Raftelis for a Water and Wastewater Rate Study and Five-Year Financial Plan.

MOTION: A motion was made by Mayor Kuykendall, seconded by Councilmember Peterson, to approve authorizing the City Manager to negotiate and enter into a contract with Raftelis for a Water and Wastewater Rate Study and Five-Year Financial Plan. The motion passed unanimously by a 6 to 0 vote.

6. Consider amending the current Interlocal Agreement between Collin County and the City of Lucas for Law-Enforcement Services.

MOTION: A motion was made by Mayor Pro Tem Fisher, seconded by Councilmember Lawrence, to approve the amendment to the Interlocal Agreement between Collin County and the City of Lucas for Law-Enforcement Services. The motion passed unanimously by a 6 to 0 vote.

7. Receive a presentation on the final plans for the Water System Improvements: Estates Waterline Replacement and Water Line Loop at North Pump Station and Provide Direction to the City Manager.

There is no motion required on this item.

Executive Session Agenda

8. Executive Session:

An Executive Session was not held at this meeting.

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

No action was taken from the Executive Session.

Adjournment

10. Adjournment.

MOTION: A motion was made by Councilmember Bierman, seconded by Councilmember Stubblefield to adjourn the meeting at 7:45 pm. The motion passed unanimously by a 6 to 0 vote.

APPROVED: ATTEST:

______________________________ ______________________________

Dusty Kuykendall, Mayor Toshia Kimball, City Secretary

Item No. 04

City of Lucas
City Council Agenda Request
May 15, 2025

Requester: City Secretary Toshia Kimball

Agenda Item Request

Administer the Oath of Office, Statement of Officer, and Certificate of Election to City Council incumbents, Debbie Fisher, City Council Seat 5, and Neil Peterson, City Council Seat 6, and receive remarks from incoming Councilmembers.

Background Information

NA

Attachments/Supporting Documentation

NA

Budget/Financial Impact

NA

Recommendation

NA

Motion

NA

Item No. 05

City of Lucas
City Council Agenda Request
May 15, 2025

Requester: City Council

Agenda Item Request

Consider the appointment of Mayor Pro Tem to serve for a one-year period beginning June 1, 2025, and ending May 31, 2026.

Background Information

Per the City Charter, Section 3.10 (1) a Mayor Pro Tem shall be selected after each regular election of the City Council members and shall serve in the capacity of Mayor during their absence.

Attachments/Supporting Documentation

NA

Budget/Financial Impact

NA

Recommendation

NA

Motion

I make a motion to appoint ______________ as Mayor Pro Tem to serve for a one-year period beginning June 1, 2025, and ending May 31, 2026.

Item No. 06

City of Lucas
City Council Agenda Request
May 15, 2025

Requester: HR Manager, Alana Cohen

Agenda Item Request

Discussion and possible action regarding the adoption of the City of Lucas Employee Compensation Philosophy and Strategy, and approval of the associated pay scale.

Background Information

At the June 6, 2024, City Council meeting, the Human Resources Manager presented the need to evaluate the City's compensation practices and requested Council input to help define Lucas's market position and consider developing a formal compensation policy or framework. The goal was to ensure that the City's approach to compensation aligns with organizational values, long-term financial sustainability, and competitive market positioning. The City Council expressed support for moving forward with this initiative.

Compensation was discussed again during the July 18, 2024, budget workshop, with the Council reaffirming the need for a consistent and strategic framework to guide compensation decisions going forward.

To support this effort, the internal compensation team met on June 3, 2024, July 2, 2024, January 14, 2025, and February 18, 2025 to evaluate possible revisions to the City's compensation structure and philosophy. During these discussions, it was suggested that a Council subcommittee would provide valuable insight and support the development of a comprehensive and representative approach.

A Compensation Subcommittee was formed, consisting of Mayor Dusty Kuykendall, Councilmember Neil Peterson, City Manager John Whitsell, and HR Manager Alana Cohen. The subcommittee met on March 28, 2025 and April 16, 2025, to review drafts, discuss strategic priorities, and ensure alignment with the City's operational needs and fiscal responsibility.

The result of this collaborative effort is a comprehensive Employee Compensation Philosophy and Strategy, along with a newly developed City of Lucas pay scale, both of which are now presented for City Council consideration and adoption.

Attachments/Supporting Documentation

- Employee Compensation Philosophy and Strategy
- City of Lucas Pay Scale

City of Lucas
City Council Agenda Request
May 15, 2025

Item No. 06

Budget/Financial Impact

There is no budget impact at this time.

Recommendation

Staff recommends that the City Council adopt the Employee Compensation Philosophy and Strategy, along with the associated pay scale.

Motion

I make a motion to adopt the City of Lucas Employee Compensation Philosophy and Strategy and to approve the new City of Lucas Pay Scale as presented.

Employee Compensation Philosophy and Strategy

Purpose

The purpose of this compensation philosophy is to guide a fair, transparent, and fiscally responsible approach to employee pay that reflects the values and identity of the City of Lucas. As a community rooted in stewardship, excellence, and service, we aim to attract, retain, and grow a talented workforce committed to delivering exceptional municipal services. This philosophy ensures our compensation practices support a culture of accountability, equity, and community pride.

Compensation Philosophy

Talent Acquisition and Retention:
The City of Lucas is committed to building and maintaining a highly skilled, diverse, and dedicated workforce. Competitive compensation is essential to:

- Attract qualified candidates from targeted regions
- Retain experienced employees who contribute to organizational stability
- Promote employee engagement and job satisfaction

Competitive Compensation Framework:
The City provides compensation that includes base salary, benefits, and other forms of remuneration that are competitive with peer municipalities. Compensation structures will reflect equity, transparency, and fiscal responsibility.

Market Comparison Methodology

Benchmark Cities:
Benchmark cities will include a mix of six (6) similar cities and three (3) aspirational or "reach" cities to provide a balanced perspective of the competitive landscape. The benchmark cities include Murphy, McKinney, Allen, Wylie, Melissa, Princeton, Fairview, Parker, and Sachse. These cities are selected based on:

- Similarity in population size
- Geographic proximity to Lucas
- Competition for workforce talent
- Municipal structure and service functions

Market Analysis:
Market Analysis will be based on published salary scales and pay range data (rather than actual employee salaries) from benchmark cities. Use trusted sources such as salary surveys, compensation databases, and municipal HR reports to ensure accuracy and consistency.

Determining Market Rates:

The City of Lucas employs a comprehensive methodology to evaluate market competitiveness for each position, drawing on compensation data from selected benchmark cities. This process includes:

- **Midpoint Analysis:** Reviewing the midpoint of salary ranges across benchmark cities to assess core market positioning.
- **Average Analysis:** Calculating the average of these midpoints to capture a broader perspective of prevailing compensation trends.
- **Custom Blended Approach:** For positions that encompass duties typically distributed across multiple roles in other municipalities, the City develops a blended market rate by integrating data from the relevant comparable classifications.

Average (mean) values will be applied when the data distribution is relatively symmetrical and not influenced by significant outliers. Median values will be used when the data is skewed or contains outliers that could disproportionately affect the mean. This balanced approach supports compensation decisions that are fair, reasonable, data-informed, and reflective of the unique structure of positions within the City of Lucas.

Compensation Positioning and Adjustments

Positioning in the Market:
The City of Lucas strives to align employee compensation at a level comparable to that offered by at least 75% of its benchmark cities. This positioning ensures that the City remains competitive within the regional labor market while exercising sound fiscal stewardship.

By targeting compensation levels that reflect the prevailing rates across a substantial majority of comparable municipalities, the City reinforces its commitment to attracting and retaining a high-performing workforce.

Regular Market Reviews:
Conduct market surveys and reviews of compensation data annually to maintain competitiveness and respond to market changes in a timely manner.

Adjustments:
Adjustments to salary structures and compensation packages will be made based on the findings of market reviews. All updates will be communicated openly and clearly to employees to foster transparency, trust, and understanding.

In addition, an annual compensation update will be presented to City Council prior to the formal budget workshop. This update will provide an opportunity to share market findings, preview recommended adjustments, and align expectations ahead of the detailed budget review process.

Compensation adjustments will be considered in light of available funding, organizational priorities, and Council direction, and should not be interpreted as automatic or guaranteed outcomes based solely on market data.

Compensation Budget Allocation and Timing:
To support a structured and fiscally responsible approach to compensation adjustments, the City of Lucas allocates budgeted compensation funds in the following order:

- **Cost-of-Living Adjustments (COLA):** Funds are first applied to COLA to preserve employee purchasing power in response to inflation and overall economic conditions.
- **Merit Increases:** Next, performance-based merit increases are implemented to recognize individual and departmental contributions that advance the City's strategic goals.
- **One-Time Market Adjustments:** Remaining funds may be used to address significant market misalignments for specific positions, based on a comprehensive review of current compensation data and organizational needs.

Additional Considerations

Performance-Based Compensation:
The City encourages the use of goal-setting and achievement tracking to support employee growth and accountability. When appropriate, compensation adjustments such as merit-based raises may be tied to the successful completion of clearly defined individual or departmental goals.

Comprehensive Benefits Package:
The City will offer a benefits package that includes:

- Health insurance
- Retirement plans
- Paid leave
- Additional programs competitive with those offered by benchmark cities

Benefits will be reviewed annually to ensure alignment with employee needs and market standards.

Professional Development and Career Advancement:
The City will provide opportunities for professional development and career advancement. This includes training programs, educational assistance, and clear career pathways within the organization. Compensation will be aligned with career progression to ensure employees are rewarded for their development and contributions.

City of Lucas
FY 2024-25 Pay Scale
Effective: May 2025

1			Annual	$34,716	$46,288	$57,860
			Biweekly	$1,335	$1,780	$2,225
			Hourly (112)	$12	$16	$20
			Hourly (80)	$17	$22	$28
2	NE	Administrative Assistant	Annual	$36,452	$48,603	$60,753
	NE	Planning Coordinator	Biweekly	$1,402	$1,869	$2,337
	NE	Utility Billing Coordinator	Hourly (112)	$13	$17	$21
	NE	Public Works Specialist I	Hourly (80)	$18	$23	$29
3			Annual	$38,275	$51,033	$63,791
			Biweekly	$1,472	$1,963	$2,453
			Hourly (112)	$13	$18	$22
			Hourly (80)	$18	$25	$31
4	NE	Public Works Specialist II	Annual	$40,188	$53,584	$66,980
			Biweekly	$1,546	$2,061	$2,576
			Hourly (112)	$14	$18	$23
			Hourly (80)	$19	$26	$32
5	NE	Accounting Specialist	Annual	$42,198	$56,264	$70,329
	NE	Public Works Crew Leader	Biweekly	$1,623	$2,164	$2,705
			Hourly (112)	$14	$19	$24
			Hourly (80)	$20	$27	$34
6	NE	Code Enforcement Officer	Annual	$44,308	$59,077	$73,846
			Biweekly	$1,704	$2,272	$2,840
			Hourly (112)	$15	$20	$25
			Hourly (80)	$21	$28	$36
7			Annual	$46,523	$62,031	$77,538
			Biweekly	$1,789	$2,386	$2,982
			Hourly (112)	$16	$21	$27
			Hourly (80)	$22	$30	$37
8	NE	Building Inspector	Annual	$48,849	$65,132	$81,415
	NE	Purchasing Coordinator/Finance Assistant	Biweekly	$1,879	$2,505	$3,131
			Hourly (112)	$17	$22	$28
			Hourly (80)	$23	$31	$39
9			Annual	$51,292	$68,389	$85,486
			Biweekly	$1,973	$2,630	$3,288
			Hourly (112)	$18	$23	$29
			Hourly (80)	$25	$33	$41
10			Annual	$53,856	$71,808	$89,760
			Biweekly	$2,071	$2,762	$3,452
			Hourly (112)	$18	$25	$31
			Hourly (80)	$26	$35	$43

11	EX NE	Communications Specialist Firefighter/EMT	Annual Biweekly Hourly (112) Hourly (80)	$56,549 $2,175 $19 $27	$75,399 $2,900 $26 $36	$94,248 $3,625 $32 $45
12			Annual Biweekly Hourly (112) Hourly (80)	$59,376 $2,284 $20 $29	$79,169 $3,045 $27 $38	$98,961 $3,806 $34 $48
13	NE	Firefighter/Paramedic	Annual Biweekly Hourly (112) Hourly (80)	$62,345 $2,398 $21 $30	$83,127 $3,197 $29 $40	$103,909 $3,996 $36 $50
14			Annual Biweekly Hourly (112) Hourly (80)	$65,462 $2,518 $22 $31	$87,283 $3,357 $30 $42	$109,104 $4,196 $37 $52
15			Annual Biweekly Hourly (112) Hourly (80)	$68,736 $2,644 $24 $33	$91,647 $3,525 $31 $44	$114,559 $4,406 $39 $55
16	NE	Driver/Engineer	Annual Biweekly Hourly (112) Hourly (80)	$72,172 $2,776 $25 $35	$96,230 $3,701 $33 $46	$120,287 $4,626 $41 $58
17			Annual Biweekly Hourly (112) Hourly (80)	$75,781 $2,915 $26 $36	$101,041 $3,886 $35 $49	$126,302 $4,858 $43 $61
18	EX	Capital Improvement Projects Manager	Annual Biweekly Hourly (112) Hourly (80)	$79,570 $3,060 $27 $38	$106,093 $4,081 $36 $51	$132,617 $5,101 $46 $64
19	NE	Fire Captain	Annual Biweekly Hourly (112) Hourly (80)	$83,549 $3,213 $29 $40	$111,398 $4,285 $38 $54	$139,248 $5,356 $48 $67
20			Annual Biweekly Hourly (112) Hourly (80)	$87,726 $3,374 $30 $42	$116,968 $4,499 $40 $56	$146,210 $5,623 $50 $70
21	EX EX	City Secretary HR Manager	Annual Biweekly Hourly (112) Hourly (80)	$92,112 $3,543 $32 $44	$122,816 $4,724 $42 $59	$153,520 $5,905 $53 $74

22			Annual	$96,718	$128,957	$161,196
			Biweekly	$3,720	$4,960	$6,200
			Hourly (112)	$33	$44	$55
			Hourly (80)	$46	$62	$77
23			Annual	$101,554	$135,405	$169,256
			Biweekly	$3,906	$5,208	$6,510
			Hourly (112)	$35	$46	$58
			Hourly (80)	$49	$65	$81
24	EX	Assistant Fire Chief	Annual	$106,631	$142,175	$177,719
			Biweekly	$4,101	$5,468	$6,835
			Hourly (112)	$37	$49	$61
			Hourly (80)	$51	$68	$85
25			Annual	$111,963	$149,284	$186,605
			Biweekly	$4,306	$5,742	$7,177
			Hourly (112)	$38	$51	$64
			Hourly (80)	$54	$72	$90
26	EX	Development Services Director	Annual	$117,561	$156,748	$195,935
	EX	Finance Director	Biweekly	$4,522	$6,029	$7,536
	EX	Fire Chief	Hourly (112)	$40	$54	$67
	EX	Public Works Director	Hourly (80)	$57	$75	$94
27	EX	Assistant City Manager	Annual	$123,439	$164,586	$205,732
			Biweekly	$4,748	$6,330	$7,913
			Hourly (112)	$42	$57	$71
			Hourly (80)	$59	$79	$99
28			Annual	$129,611	$172,815	$216,019
			Biweekly	$4,985	$6,647	$8,308
			Hourly (112)	$45	$59	$74
			Hourly (80)	$62	$83	$104
29			Annual	$136,092	$181,456	$226,820
			Biweekly	$5,234	$6,979	$8,724
			Hourly (112)	$47	$62	$78
			Hourly (80)	$65	$87	$109
30			Annual	$142,896	$190,529	$238,161
			Biweekly	$5,496	$7,328	$9,160
			Hourly (112)	$49	$65	$82
			Hourly (80)	$69	$92	$115

Item No. 07

City of Lucas
Council Agenda Request
May 15, 2025

Requester: Finance Director Liz Exum

Agenda Item Request

Consider the selection of the most qualified certified public accounting firm to perform the City's annual audit for fiscal year ending September 30, 2025, and for each of the four (4) subsequent fiscal years, and authorize the City Manager to negotiate the contract.

Background Information

Section 6.01 of the City of Lucas Home Rule Charter (Audit and Examination of City Books and Accounts) states: "The same firm or certified public accountant shall complete no more than five (5) consecutive annual audits." The City has used the same audit firm for five consecutive years and recently sent out a proposal for auditing services. Advertisements for auditing services were published in the Allen American newspaper on Friday, April 11 and Friday, April 18. The City also published the RFQ on the City's website. Seven companies were contacted and responses received from the following five companies:

- Brookswatson & Co., PLLC
- Pattillo, Brown & Hill
- Fox Byrd & Company, P.C.
- Forvis Mazars
- Whitley Penn LLP

Evaluation factors for this audit included qualifications and licensing, experience with similar governmental entities, technical approach and methodology, staff qualifications and continuity, independence and objectivity, communication and responsiveness to terms and conditions including scheduling, and commitment to governmental accounting and auditing.

Attachments/Supporting Documentation

Brookswatson & Co., PLLC (Proposal for Audit Services – Response)

Budget/Financial Impact

The Professional Services Procurement Act states that a city may not use traditional competitive bidding procedures to obtain the services of certified public accountants. The city must select the most highly qualified provider and negotiate a fair and reasonable price. Staff believes that we have budgeted sufficient funds for these services.

Item No. 07

City of Lucas
Council Agenda Request
May 15, 2025

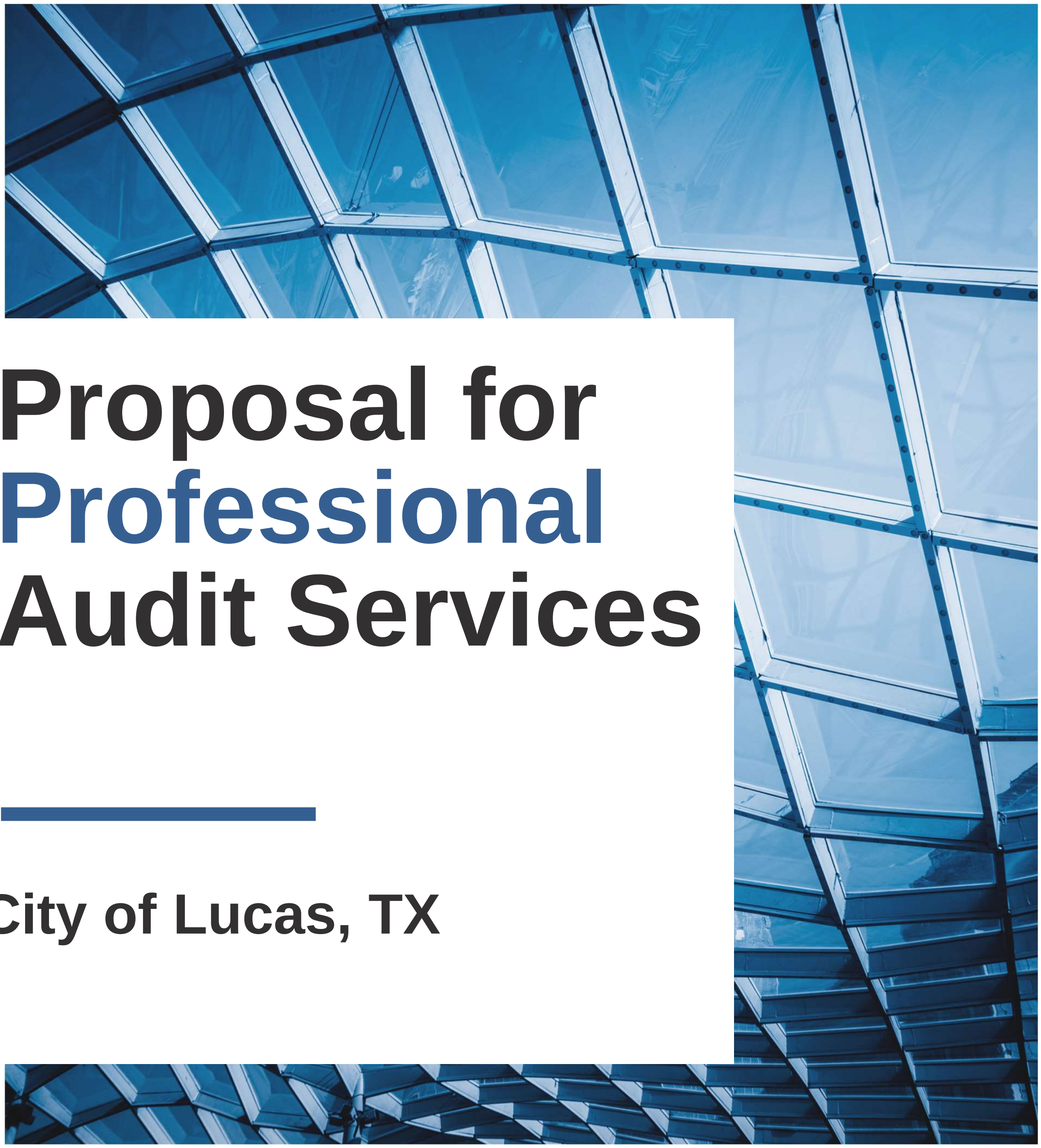
Recommendation

After careful evaluation of the five proposals, experience, primary focus on government audits, personalized approach, early engagement approach, and customer service led to our recommendation. Staff would like to recommend Brookswatson & Co., PLLC to perform the City's annual audit for the fiscal year ending September 30, 2025, and for each of the four (4) subsequent fiscal years.

Motion

I make a motion to approve/deny the selection of Brookswatson & Co., PLLC for the performance of the City's annual audit for fiscal year end September 30, 2025, and for each of the four (4) subsequent fiscal years, and authorize the City Manager to negotiate the contract.

BROOKSWATSON & CO., PLLC
Certified Public Accountants



Proposal for Professional Audit Services

City of Lucas, TX

Address

Houston Office:
14950 Heathrow Forest Pkwy
Ste 530 | Houston, Texas 77032

Fort Worth Office:
777 Main St., Suite 600
Fort Worth, Texas 76102

Tel.

281.907.8788 main
281.907.9223 direct

Email / Web

MBrooks@BrooksWatsonCPA.com
www.BrooksWatsonCPA.com

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PROPOSAL FOR PROFESSIONAL AUDITING SERVICES FOR THE CITY OF LUCAS, TEXAS

BrooksWatson & Co,, PLLC

Houston Office

14950 Heathrow Forest Parkway, Ste 530

Houston, TX 77032

Fort Worth Office

777 Main Street, Ste 600

Fort Worth, Texas 76102

281.907.8788 main | 281.907.9223 direct

MBrooks@BrooksWatsonCPA.com

www.BrooksWatsonCPA.com

Letter of Transmittal

City of Lucas, Texas
665 Country Club Road
Lucas, TX 75002

Dear City of Lucas,

On behalf of BrooksWatson & Co., PLLC, we are pleased to have the opportunity to submit the following proposal and provide professional auditing services to the City. As you will find, we strive to exceed our clients' expectations at every opportunity and have prepared the following proposal to outline our experience and services to be provided. If selected to be the City's independent auditor for the years noted, we will perform the work stated in the following proposal with those services conforming in all aspects to the requirements stated therein.

BrooksWatson & Co., PLLC was created with the belief that audit services can be provided in a more efficient and cost effective manner by limiting the firm's staff to include only experienced professionals while leveraging the most recent technology. Our partners have extensive experience auditing governments of all sizes with a particular focus on cities similar to the City of Lucas, Texas.

We believe that we are the right choice to be the City's auditor for the following reasons;

- Timeline – Our firm focuses solely on performing audits and is not burdened with a tax season, which can often cause delays in the issuance of audit reports. Once we establish a timeframe for your audit, report delivery, and presentation, we honor our commitment. Our firm believes in working the hours necessary to serve our clients and meet the audit schedule as further detailed in this proposal.

- Experience - The partners of BrooksWatson & Co., PLLC have performed over 500 audit engagements of approximately 200 different governmental entities, including 100 different cities. We understand the challenges governmental entities face and developed our audit approach around these challenges. Our current clientele includes approximately 70 cities.

- Quality - When you engage BrooksWatson & Co., PLLC, you know that experienced professionals are performing every step of the engagement and that you will have easy access to a decision maker within the firm at all times. No interns or recent college graduates will be performing your audit.

- Customer Service - Our customer service based audit approach has allowed us to form long lasting relationships with our clients that often extend well beyond the term of our initial engagement. Unlike other firms, we pride ourselves on the ability to provide a personal and unique audit experience unmatched by our peers. The City will have direct access to our highest level of expertise throughout the term of the relationship; before, during, and after the audit is complete.

This proposal is a firm and irrevocable offer ending 60 days subsequent to the date specified for opening the proposals. If you have any questions regarding this proposal, please contact Mike Brooks at MBrooks@BrooksWatsonCPA.com.

Sincerely,

Michael Brooks

Mike Brooks, CPA
Audit Partner
BrooksWatson & Co., PLLC
14950 Heathrow Forest Parkway, Ste 530
Houston, TX 77032 | (281) 907-8788

Executive Summary

BrooksWatson and Company, PLLC is headquartered in Houston, Texas and was founded by Certified Public Accountants that are dedicated to performing governmental audits. The partners of BrooksWatson & Co., PLLC have performed approximately 500 audit engagements of approximately 200 different governmental entities, including 100 different cities. Specializing in governmental and not-for-profit auditing, we understand the unique environment and regulatory challenges government s face. We strive for excellence in our methods and operating principles and have built our client relationships on the foundation of quality results.

WHY WE ARE DIFFERENT

Our firm was created with the belief that our clients deserve exceptional auditing services while still being cost effective. We feel a "traditional" engagement team utilizing inexperienced staff auditors is outdated and ineffective. Unlike most firms, we seek to eliminate the inexperience of the middle man and connect the City with our highest level of expertise in an effort to gain efficiency and increase quality in every engagement. Our partners insist on being involved in every aspect of your audit.

CUSTOMER SERVICE

Our goal with every audit is to provide exceptional customer service through accessibility, efficiency, quality and knowledge of our clients on a personal level. At BrooksWatson & Co., PLLC we believe that establishing and maintaining positive long-term relationships is essential to a successful audit and strive to achieve this in every engagement. We understand that no two governments are the same. With an appreciation for the unique challenges our governmental clients face, we approach every audit with an individual view and tailor our procedures to meet your specific needs.

Our team makes themselves available throughout the year for questions, general or otherwise, that may arise. We understand that a well-informed client is a better client and encourage everyone we do business with to contact us whenever they feel we may be of assistance. Your job does not end when the audit reports are presented and neither does ours.

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QUALITY

Our partner involvement through each step of the audit process allows us to gain a profound understanding of your operations and enables us to provide the finest tailored services and recommendations possible. Unlike larger firms, we seek to eliminate the inexperience of the middle man and connect the City with our highest level of expertise in an effort to streamline every engagement.

The partners at BrooksWatson & Co., PLLC have dedicated their practice to serving the needs of governments across Texas. We are not the largest firm around, but we consider ourselves to be the best at what we do. Our unique firm structure allows us to go the extra mile and spend the extra time on our clients, ensuring timely delivery of reports and useful recommendations that serve to strengthen the City's internal controls and operations. Our goal is to deliver each and every client with the best audit they've ever received. To us, you are more than a dollar sign, you are our reputation and if we fail you, we fail ourselves.

EXPERIENCED PROFESSIONALS, PROVIDING QUALITY AUDIT SERVICES

At BrooksWatson & Co., PLLC we are committed to exceeding our client's expectations and pride ourselves on the ability to provide a personal and unique experience unmatched by our peers. Our goal with every client is to provide exceptional customer service through accessibility, efficiency, quality and knowledge of our clients on a personal level.

Table of Contents

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About Us

BrooksWatson & Co., PLLC was created with the belief that audit services can be provided efficiently while still being cost effective and maintained on a personal level. It is this conviction that sets us apart from our peers. While serving clients throughout Texas, we have performed audits for numerous governments and have experienced the unique challenges each of our clients face. With an appreciation for these distinct issues, we approach every assignment with an individual view and adapt our methods to meet the specific needs of each of our clients.

When you engage BrooksWatson & Co, PLLC, you can be confident that experienced professionals will perform each step of the audit process, giving you and your staff direct access to our highest level of expertise. We keep overhead low and quality high by eliminating inexperienced staff and connecting the City directly to our partners.

BrooksWatson & Co., PLLC is headquartered in Houston, Texas. The City's assigned engagement team will consist of a lead partner, audit manager, senior auditor, experienced audit associate, reporting manager and second partner, who will work both on-site, at the City's location, and at the firm headquarters for the duration of interim and final audit fieldwork. No inexperienced auditors will be utilized on the City's engagement.

We believe in the power of collaboration to drive innovation and deliver exceptional results for our clients. Our team is composed of seasoned professionals with diverse backgrounds and expertise, each bringing a unique perspective to the table. When you partner with us, you're not just getting a service provider; you're gaining a dedicated team of professionals committed to your success.

Recognized as One of the Best Firms to Work For

We take pride in our commitment to fostering a supportive and inclusive work environment, which has been recognized by AccountingToday. In 2024, BrooksWatson & Co. PLLC was once again honored as one of the best firms to work for. This achievement underscores our dedication to employee satisfaction, professional development, and work-life balance.

Why It Matters to You

Partnering with a firm that prioritizes its employees' well-being and professional growth can directly benefit you, our valued client. Here's why:

1. <u>Highly Engaged Team</u>: Our team members are not just skilled professionals; they are deeply engaged and motivated to deliver outstanding results. This translates into proactive problem-solving, innovative ideas, and a genuine commitment to exceeding your expectations.

2. <u>Retention of Top Talent</u>: Being recognized as a great place to work enables us to attract and retain top talent in the industry. You can rest assured knowing that your project will be handled by experienced professionals who are invested in your success for the long term.

3. <u>Culture of Excellence</u>: A positive work environment fosters a culture of excellence, where creativity flourishes, and teamwork thrives. By choosing BrooksWatson & Co., you're not just hiring a service provider; you're joining forces with a team that is passionate about delivering excellence in every aspect of our work. Partnering with BrooksWatson & Co., PLLC means more than just accessing our expertise; it means becoming part of a collaborative and supportive community dedicated to achieving success together.

PUBLIC SECTOR AND GOVERNMENTAL EXPERIENCE

BrooksWatson & Co., PLLC has dedicated professionals knowledgeable in government accounting, audit and financial reporting. With numerous years of experience in the public sector, our auditors possess the knowledge and capability to support your government's auditing and assurance needs. Our support structure, resources and training are devoted to providing governments with accurate, prompt, and efficient audits and financial related services. With an in depth knowledge of single audits, the latest GASB pronouncements, Annual Comprehensive Financial Reports and state and federal regulations we aim to provide each of our clients with the most efficient audit and long-term guidance possible. Our focus lies on exceptional customer service which we accomplish through accessibility, efficiency, quality and knowledge.

Current governmental clientele includes approximately 70 cities, approximately 45 economic development districts, and 30 other governmental entities.

SINGLE AUDIT

All government and non-profit entities that spend more than $1,000,000 a year in federal funds are required by the Office of Management and Budget (OMB) to submit to a single audit. Our partners have extensive experience with (OMB) single audit and have performed yellow book and single audits for numerous governments on a variety of federal grant programs.

We will review the City's accounting records and determine the need for a single audit meeting the criteria noted above. As part of our single audit, we will evaluate the City's internal controls over grant compliance and the financial statements. We will develop a risk based audit program and determine if the City is meeting all compliance and financial requirements associated with their federal grants. Once complete, we will assist the City with the submission of their single audit reporting package to the Federal Audit Clearinghouse or other required authoritative body. We will provide the City with a bound single audit report which will include our findings, schedule of expenditures of federal awards, and Auditor's opinion over the OMB Uniform Guidance, Governmental Auditing Standards.

CLIENT ASSISTANCE

We recognize that a well-informed client is a better client. Therefore, our approach is to provide our clients with current accounting news, updates, and training over new pronouncements and relevant financial activities. When new accounting guidance is issued, we will first inform you well in advance of the effective date in order to provide enough time to plan for and accommodate any financial impact. Once adopted, we will work with you to assist in the preparation of any new financial policies and/or related journal entries. In addition we offer monthly CPE to our staff and our clients on relevant accounting topics.

Our firm is highly focused on customer service and make a point to respond to all client emails, phone calls and other inquires in an expedited manner. It would be unusual not to receive a response within the same day of the request being made.

In addition to being regularly available to discuss and address any concerns of the client, upon completion of the audit we ask our clients to complete a survey that enables us to regularly evaluate client satisfaction within various aspects of our service.

In an effort to simplify your efforts in providing PBC items and any other audit requests, we utilize a secure online portal to be used throughout the audit process. This allows us to support our initiative to be paperless, as well as enables all parties involved in the audit process to know what items have been provided and eliminates duplicate requests.

PARTICIPATION IN PROFESSIONAL ORGANIZATIONS

We believe that it is essential to participate in professional organizations to stay abreast of industry trends and changes. Our firm's commitment to the public sector is evidenced through our active participation/memberships in the following professional organizations:

- AICPA -American Institute of Certified Public Accountants
- TSCPA -Texas Society of Certified Public Accountants
- ACFE -Association of Certified Fraud Examiners
- GFOA -Government Finance Officers Association
- TML – Texas Municipal League
- GAQC - Governmental Audit Quality Center

We are members of the GFOA Special Review Committee, encouraging and assisting local governments to go beyond the minimum requirement of generally accepted accounting principles. We are also voluntary members of the Governmental Audit Quality Center (GAQC), a center that serves as a comprehensive resource for member firms and state audit organizations supporting various entities with their governmental audits.

CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING

As members of the GFOA (Government Finance Officers Association) Special Review Committee, we assist local governments in going beyond the minimum requirements of generally accepted accounting principles to achieve the Certificate of Achievement for Excellence in Financial Reporting. We understand the importance of this highly regarded award and will go to great lengths to work with the City to achieve this on an annual basis. **The partners at BrooksWatson & Co., PLLC will prepare your ACFR and assist in the preparation of the City's response to all GFOA comments, if any.** The following is a sample of current BrooksWatson audit clients who have recently submitted an ACFR to the Certificate of Achievement Program of the GFOA:

- City of Azle, Texas
- City of Dalworthington Gardens, Texas
- City of La Marque, Texas
- City of Heath, Texas
- City of Taylor, Texas
- City of Sealy, Texas
- City of Gonzales, Texas
- City of Mount Pleasant, Texas
- City of Seagoville, Texas
- City of Lockhart, Texas
- City of Cleveland, Texas
- City of Port Neches, Texas
- City of Denison, Texas
- Town of Trophy Club, Texas
- Town of Northlake, Texas
- City of Orange, Texas
- City of Sachse, Texas
- City of Hutto, Texas

AUDITOR TRANSITION

Transitioning to BrooksWatson & Co. for your audit services ensures a seamless and straightforward process. Over the years, we have enabled many cities like yours to switch to our process confidently and seamlessly. We proactively manage communication with your previous audit firm and coordinate the review of critical audit procedures.

Our secure online client portal streamlines the exchange of audit-related information. Each team member receives a unique secure login, facilitating efficient access to provided audit items and eliminating duplicate requests. The portal is organized by audit area and account type, simplifying navigation, and promoting efficiency. By utilizing this portal, both parties can maintain clarity on the progress of the audit and expedite the delivery of audit deliverables.

Our Provided By Client (PBC) list and testing selection requests are meticulously formatted and organized, providing you with a sense of structure throughout the audit process. Each request is assigned a reference number corresponding to the portal's structure, reinforcing confidence in the audit's progression. Lastly, our dedicated BrooksWatson & Co. audit team is always accessible. We prioritize open communication, ensuring that any questions or concerns, whether during or outside the audit process, are promptly addressed. Throughout the audit, we maintain regular communication to keep you informed of pending matters and the status of your audit.

CONTINUING PROFESSIONAL EDUCATION

BrooksWatson & Co., PLLC is registered and approved to provide continuing professional education by the Texas State Board of Public Accountancy ("TSBPA")*. This approval and monitoring process assures that we adhere to the standards set by the board for providing high-quality continuing professional education for Texas CPA's. Through providing accredited TSBPA courses to both our employees and clients that wish to participate, this lays the foundation for an environment that is ripe for high quality governmental accounting and audits.

We compliment our internal CPE trainings with external trainings offered through Checkpoint Learning by Thomson Reuters, and other supplemental courses, as deemed appropriate. This allows us to provide a robust and well-rounded continuing education curriculum to our professionals.

Each of our professionals are in compliance with the CPE requirements of the AICPA, Texas State Board of Public Accountancy and Generally Accepted Government Auditing Standards (Yellow Book), which requires each professional receives a minimum of 40 hours of continuing education credits annually with at least 24 hours of governmental specific training biennially through the firm's CPE program. In most cases, our professionals continuing education credits covering governmental accounting and auditing exceed the thresholds set by Generally Accepted Government Auditing Standards as we are continually monitoring and focusing our CPE curriculum to fit with those areas we encounter the most.

Our CPE records are open to our clients for review and will be made available upon request.

* *This registration does not constitute an endorsement by the Board as to the quality of our CPE program.*

Quality Control and Peer Review

BrooksWatson & Co., PLLC participates in the Texas State Board of Public Accounting's peer review program. Firms can receive a rating of pass; pass with deficiency (ies) or fail. The firm underwent peer review according to the Statement on Quality Control Standards No. 8, A Firm's System of Quality Control, for the year ended November 30, 2021. BrooksWatson & Co., PLLC received the highest rating possible under the program.

System Review Report

Jason F. Clausen, P.C.
Certified Public Accountants

Report on the Firm's System of Quality Control

November 30, 2021

To the Principals of Brooks, Watson & Co., PLLC, and the Peer Review Committee of the Texas Society of CPA's.,

We have reviewed the system of quality control for the accounting and auditing practice of Accurso & Associates, P.C. (the firm) in effect for the year ended May 31, 2021. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included an engagement performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act, and an audit of an employee benefit plan.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Brooks, Watson & Co., PLLC. in effect for the year ended May 31, 2021, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Brooks, Watson & Co., PLLC. has received a peer review rating of *pass*.

Jason F. Clausen, P.C.

16650 15 Mile Rd., Fraser, MI 48026 www.jfclausenpc.com

Statement of Reprimand and Disciplinary Action

BrooksWatson & Co., PLLC has never been under terms of a public or private reprimand by the Texas State Board of Public Accountancy, SEC or State Society nor have we been the object of any disciplinary action.

Statement of Independence

The Texas State Board of Public Accountancy Rules of Professional Responsibility sec. 501.11 requires auditors to be independent in fact as well as appearance from each of their clients. BrooksWatson maintains this independence under both Generally Accepted Auditing Standards as well as the U.S. General Accounting Office's Government Auditing Standards and has had no professional relationships with the City of Lucas or its agencies within the past five years that would constitute a conflict of interest.

License to Practice

> The firm and all assigned key professional staff of BrooksWatson & Co., PLLC are properly licensed to practice in the State of Texas.

Talented Auditors

Meet the Team

Michael Brooks CPA
Audit Partner

Mike began his career at a regional accounting firm that specializes in auditing governmental and not-for-profit entities. Throughout his career, Mike has completed or assisted in the completion of over 300 audits for governmental and non-profit clients. Mike later joined a leading SEC auditing firm where he specialized in public sector clients, small-cap publicly traded companies and other complex accounting issues while leading the firm's public sector practice.

Professional Experience and Milestones

- 20 years of public accounting experience
- Focus of expertise over municipal audits and accounting
- Completed over 100 single audits in accordance with OMB Single Audits and the Uniform Guidance.
- Apart of engagement teams completing over 300 audits of governmental and non-profit clients
- Developed and oversaw the development of the public-sector practice at another public accounting firm prior to establishing BrooksWatson & Co.
- Established BrooksWatson & Co., and its quality controls and standards that have been approved and monitored by the AICPA through the AICPA's peer review process.
- Served as a special reviewer for the GFOA involved with determining Cities' qualifications for the Certificate of Achievement for Excellence in Financial Reporting awards.
- Compiled or reviewed over 100 annual reports for various cities receiving the Certificate of Achievement for Excellence in Financial Reporting award from the GFOA.
- Leads BrooksWatson & Co.'s governmental practice division.

Representative Client Experience

- City of Denison, TX
- City of Orange, TX
- City of Heath, TX
- Liberty County, TX
- Lee County, TX
- City of Giddings, TX
- City of La Marque, TX
- City of Taylor, TX
- City of Dayton, TX
- City Of Willis, TX
- City of Sealy, TX
- City of Vidor, TX
- City of Cleveland, TX
- City of Liberty, TX
- City of Freeport, TX

Educational Background and Certifications

- Certified Public Accountant, State of Texas
- Bachelor of Business Administration, Accounting, Sam Houston State University
- Meets all standards for continuing education by generally accepted government auditing standards and the Texas State Board of Public Accountancy.

Professional Organizations and Affiliations

- Government Finance Officers Association
- GFOA Special Review Committee
- American Institute of CPAs (AICPA)
- Texas State Board of Public Accountancy (TSBPA)

Recent Accredited CPE Presentations

- "How to Use Accounting Research Manager IT Software Effectively" (*August 2018*)
- "Auditor Communication and Interaction with Audit Clients" (*September 2018*)
- "How to Properly Review a City CAFR" (*April 2019*)
- "Formal Audit Communications with Clients" (*May 2019*)
- How to conduct Single Audits in accordance with the Uniform Guidance (Oct
- 2022)
- Budgeting in the Governmental Sector (Oct 2023)
- GASB 87 -A deep dive into th new accounting standard over leases.
- GASB 96 -A deep dive into th new accounting standard over subscription based technology arrangements..

Jonathan (Jon) Watson CPA
Audit Partner

Jon is a licensed certified public accountant with over 15 years of experience in public accounting. Jon began his career at a local accounting firm based out of Houston, Texas where he worked on a variety of industries and was promoted to Associate Partner. Jon served as the firm's technical accounting partner and was heavily involved in the firm's annual PCAOB inspection prior to joining BrooksWatson. At BrooksWatson & Co., PLLC Jon focuses on auditing governmental entities including Cities, Counties, and Special Purpose Districts.

Professional Experience and Milestones

- More than 15 years of public accounting experience
- Focus of expertise over municipal audits and accounting
- Apart of engagement teams completing over 200 audits of governmental and non-profit clients
- Led engagement teams and interactions with PCAOB with no findings, for another public accounting firm prior to establishing BrooksWatson & Co.
- Established BrooksWatson & Co., and its quality controls and standards that have been monitored and approved by the AICPA through the AICPA's peer review process.
- Compiled or reviewed over 50 annual reports for various cities receiving the Certificate of Achievement for Excellence in Financial Reporting award from the GFOA.
- Leads BrooksWatson & Co. professional development department providing high-quality and well-rounded accredited continuing professional education to Texas CPA's.

Representative Client Experience

- City of Denison, TX
- City of Orange, TX
- City of Heath, TX
- Liberty County, TX
- Lee County, TX
- City of Giddings, TX
- City of Horseshoe Bay,
- City of Taylor, TX
- City of Magnolia, TX
- City of Willis, TX
- City of Sanger, TX
- City of Parker, TX
- City of Shenandoah, TX
- City of Trophy Club, TX
- City of Westover Hills, TX

Educational Background and Certifications

- Certified Public Accountant, State of Texas
- Bachelor of Business Administration, Accounting, magna cum lade, Western State University, CO
- Meets all standards for continuing education by generally accepted government auditing standards and the Texas State Board of Public Accountancy.

Professional Organizations and Affiliations

- Government Finance Officers Association
- American Institute of CPAs (AICPA)
- Texas State Board of Public Accountancy (TSBPA)

Accredited CPE presentations

- “Enhancements to Audit Procedures & Reporting” (*October 2016*)
- “Audit Software Analytics and Utilization Training” (January *2017*)
- “Yearend Audit Procedures; Substantive Testing and Analytics” (October *2017*)
- “Governmental Revenue Recognition (Exchange & Nonexchange)” (August 2018)
- “Audit Documentation Standards and Enhancements” (September 2018)
- “In-Charge Auditor Reviewer Standards and Methods for Assuring a Quality Audit” (July 2019)
- "Component Units and Fiduciary Funds" (October 2022)

Louis Breedlove
Senior Audit Manager

Louis began his career at a regional accounting firm that specializes in auditing governmental and not-for-profit entities. He retained additional experience in auditing public sector clients, small-cap publicly traded companies, as well as large Fortune 500 and international companies while employed with a Big Four firm. Louis' expertise is focused in local governments (cities, counties, and schools) as well as not-for-profit entities. He has an in depth experience with GASB accounting standards and has advised and assisted clients in the preparation of Annual Comprehensive Financial Reports (ACFRs) and annual financial reports and achieving the Certificate of Excellence in Financial Reporting given by the Government Finance Officers' Association. He also has extensive experience with federal funding and Uniform Guidance audits (Single Audits).

Professional Experience and Milestones

- More than 14 years of public accounting experience
- Focus of expertise over accounting and audit services to municipalities, including extensive experience in Single Audits.
- Plans and performs audits in accordance with generally accepted auditing standards (GAAS). Generally accepted government auditing standards (GAGAS) and with Single Audit Act and Uniform Guidance, where applicable.
- Apart of engagement teams completing over 100 audits of governmental and non-profit clients
- Compiled or reviewed over 25 annual reports for various cities receiving the Certificate of Achievement for Excellence in Financial Reporting award from the GFOA.
- Advises clients on future accounting pronouncements and new standard implementation.
- Ensures that financial reporting deadlines from regulatory agencies are achieved
- Leads BrooksWatson & Co. employee retention and networking divisions.

Representative Client Experience

- City of Denison, TX
- City of Sachse, TX
- City of Heath, TX
- City of Bellmead, TX
- San Jacinto County, TX
- City of Granite Shoals, TX
- City of Canton, TX
- Town of Northlake, TX
- City of Magnolia, TX
- City Of McGregor, TX
- City of Piney Point Village, TX
- Town of Westlake, TX
- City of Shenandoah, TX
- City of Princeton, TX
- City of Diboll, TX

Educational Background and Certifications

- Bachelor of Science in Business Administration, Accounting,
- Nelson University *(formerly known as Southwestern Assemblies of God University)*
- Meets all standards for continuing education by generally accepted government auditing standards and the Texas State Board of Public Accountancy.

Professional Organizations and Affiliations

- American Institute of Certified Public Accountants
- Government Finance Officers Association
- GFOA Special Review Committee

Accredited CPE Presentations

- "Update on Recent GASB Accounting Pronouncements" (***August 2018***)
- "Auditor Efficiency" (***September 2018***)
- "Interfund Issues and Audit Procedures" (***May 2019)***
- "Fraud: Case Studies and Fraud Considerations" ***(October 2019)***
- "Evaluating the Design of Internal Controls" ***(July 2020)***
- "Pension and OPEB" (August 2022)
- "Long Term Debt - Accounting Practices and the Issuance or Refunding of Bonds" (October 2022)
- "Other Receivables and Deferred Revenue" (August 2023)
- "Understanding Financial Health Ratios and Indicators" (October 2023)

Melody Chamness
Audit Manager and
Training and Development Manager

Melody began her career at a small accounting firm in Illinois that specialized in taxes, and auditing a local city government. Melody also has experience in payroll and financial statement preparation for profit and not-for-profit entities. For over 7 years she has been at BrooksWatson & Co, performing financial audits of not-for-profit and governmental entities. For the last 3 years she has been leading the continuing education program and assisting in leading the mentorship program at BWC.

Professional Experience and Milestones

- More than 10 years of public accounting experience
- Focus of expertise over accounting and audit services to municipalities, including experience in Single Audits.
- Plans and performs audits in accordance with generally accepted auditing standards (GAAS). Generally accepted government auditing standards (GAGAS) and with Single Audit Act and Uniform Guidance, where applicable.
- A part of engagement teams completing over 50 audits of governmental and non-profit clients
- Advises clients on future accounting pronouncements and new standard implementation.
- Ensures that financial reporting deadlines from regulatory agencies are achieved
- Leads BrooksWatson & Co's. continuing education program and mentorship program

Representative Client Experience

- City of Hutto, TX
- City of Lockhart, TX
- City of Benbrook, TX
- Lee County, TX
- City of Granite Shoals, TX
- City of Magnolia, TX
- City of McGregor, TX
- City of Orange, TX
- City of Piney Point Village, TX
- City of Shenandoah, TX
- Harris County ESD # 24
- City of Rockwall, TX

Educational Background and Certifications

- Bachelor of Science, Accounting, Southern Illinois University, IL
- Master of Science in Management, Accounting, University of Maryland University College, MD
- Meets all standards for continuing education by generally accepted government auditing standards and the Texas State Board of Public Accountancy.

Accredited CPE Presentations

- “Accrued Expenses and Compensated Absences” (*June 2023*)
- “Effective and Positive Client Interactions” (*July 2023*)
- “Resolving Roadblock and Finding Solutions” (*July 2022)*
- “Time and Project Management” *(August 2022)*
- “SAS and Representation Letters” *(August 2022)*
- “Audit Process and Planning” *(October 2021)*
- "Audit Fieldwork: Rolling Fund Balance and Testing Capital Assets" *(September 2020)*
- “Pensions" *(August 2022)*

Stefanie Hallock, CPA
Financial Reporting Manager

Stefanie is a licensed certified public accountant with over 14 years of experience in public accounting. She began her career at a local accounting firm that specializes in auditing private and publicly traded companies. Stefanie gained additional audit experience at a regional accounting firm based out of Houston, Texas. She has experience in a wide variety of industries including governmental, not-for-profit, oilfield services, manufacturing, and construction. At BrooksWatson & Co, PLLC Stefanie spent several years auditing a variety of local governments while managing their financial report preparation. Stefanie later became the Financial Reporting Manager where she focuses solely on all aspects of the firm's Comprehensive Annual Financial Report and Financial Statement preparation.

Professional Experience and Milestones

- More than 14 years of public accounting experience
- Focus of expertise on city ACFR report preparation
- Apart of engagement teams completing over 75 audits of governmental and non-profit clients
- Developed the ACFR report preparation division at BrooksWatson & Co., and oversees this department today.
- Compiled over 50 ACFR reports for various cities receiving the Certificate of Achievement for Excellence in Financial Reporting award from the GFOA.
- Compiled over 60 city annual reports over the last three years.

Representative Client Experience

- City of Denison, TX
- City of El Campo, TX
- City of Heath, TX
- Lee County, TX
- City of Orange, TX
- City of Azle, TX
- City of Horseshoe Bay, TX
- City of Giddings, TX
- City of Magnolia, TX
- City of Willis, TX
- City of Seagoville, TX
- City of Parker, TX
- City of Shenandoah, TX
- Town of Trophy Club, TX
- Town of Westover Hills, TX

Educational Background and Certifications

- Certified Public Accountant, State of Texas
- Bachelor of Business Administration, Accounting, Baylor University
- Meets all standards for continuing education by generally accepted government auditing standards and the Texas State Board of Public Accountancy.

Professional Organizations and Affiliations

- Government Finance Officers Association
- American Institute of CPAs (AICPA)
- Texas State Board of Public Accountancy (TSBPA)

Accredited CPE presentations

- “CAFR Report Preparation” (August 2018)

Similar Engagements and References

The content in this section is proprietary and confidential information and is not to be distributed to any third party without the written consent of BrooksWatson & Co., PLLC. All references listed are for the purpose of verifying proposer's qualifying experience.

	Reference 1 – Government				
	Scope of Work	**ACFR/ AFR**	**Date**	**Engagement Partners**	**Principal Client Contact**
City of Seagoville	Audit	ACFR	9/30/2024	Mike Brooks Jon Watson	Suzanne Negron-Paez Assistant Finance Director
					972.287.1647
					Snpaez@seagoville.us

	Reference 2 – Government				
	Scope of Work	**ACFR/ AFR**	**Date**	**Engagement Partners**	**Principal Client Contact**
City of Princeton	Audit	ACFR	9/30/2024	Mike Brooks Jon Watson	Jennifer Gilbert Controller
					972.736.2416
					jgilbert@princetontx.us

	Reference 3 – Government				
	Scope of Work	**ACFR/ AFR**	**Date**	**Engagement Partners**	**Principal Client Contact**
City of Taylor	Audit	ACFR	9/30/2024	Mike Brooks Jon Watson	Lydia Collings Deputy Chief Financial Officer
					512.309.6169
					lydia.collins@taylortx.gov

	Reference 4 – Government				
	Scope of Work	**ACFR/ AFR**	**Date**	**Engagement Partners**	**Principal Client Contact**
City of Denison	Audit	ACFR	9/30/2023	Mike Brooks Jon Watson	Laurie Alsabbagh Finance Director
					903.465.2720 ext 2492
					lalsabbagh@cityofdenison.com

	Reference 5 – Government				
	Scope of Work	**ACFR/ AFR**	**Date**	**Engagement Partners**	**Principal Client Contact**
City of Azle	Audit	ACFR	9/30/2024	Mike Brooks Jon Watson	Stephen Barnes Finance Director
					817.444.7167
					sbarnes@cityofazle.org

Additional Information to Describe the Office's Capabilities to Audit Computerized Systems

Our firm is very familiar with auditing computerized systems, specifically software and systems utilized by Texas cities. Specific to the City of Lucas, our staff are most familiar with the Incode accounting software used by the City, as this is the most popular software for our cities.

We evaluate the design and effectiveness of IT general controls, application controls, and system interfaces to ensure the integrity of financial data. Our team is experienced with various accounting systems and ERP platforms, and we tailor our audit procedures to address IT risks specific to each environment. This approach helps ensure that financial information processed through computerized systems is accurate, complete, and secure. Please see the "TECHNOLOGY AND ELECTRONIC DATA PROCESSING" section of our Audit Approach for further information.

Specific Audit Approach

BrooksWatson uses a knowledge-based audit methodology to efficiently and effectively perform financial statement audits of governmental entities in accordance with auditing standards generally accepted in the United States of America (GAAS). This is accomplished by obtaining an understanding of the City and its environment to sufficiently assess the risk of material misstatement. Audit procedures are then designed and performed in response to the risk of material misstatement.

All audit procedures performed will be done so by the professionals of BrooksWatson & Co., PLLC who are dedicated to maintaining a presence throughout the audit process. Their goal in this is to reduce the burden on City staff while adhering to the established budget and timeline. These procedures are more fully detailed in the Audit Approach section of this proposal and will be conducted in accordance with the following standards:

- Generally Accepted Auditing Standards established by the American Institute of Certified Public Accountants.
- Financial Audit Standards established by the General Accounting Office's Government Auditing Standards.
- All provisions of the Uniform Guidance and the U.S. Office of Management and Budget (OMB) single audits of states, local governments and not-for-profit organizations.

AUDIT SEGMENTATION AND STAFF HOURS

Financial Audits	Financial Reporting Manager	Audit Associate (Hours)	Audit Senior/Manager (Hours)	Engagement Partner (Hours)	Engagement Quality Review Partner (Hours)	Total Hours
Risk Assessment Control Evaluation & Planning	-	25	20	10	5	60
Cash	-	15	5	5	1	26
Receivables & Revenues	-	25	20	15	2	62
Capital Assets	-	20	18	5	1	44
Accounts Payable and Expenditures	-	20	18	10	1	49
Long-Term Liabilities (Including Pensions)	-	5	18	15	1	39
Deferred Revenue	-	10	15	5	1	31
Financial Statement Preparation	25	-	20	10	5	60
Total	25	120	134	75	17	371

PLANNING

The planning phase involves developing the overall audit strategy for the expected activities, organization, and staffing of the audit. We will plan the audit to respond to the assessment of the risk of material misstatement based on our understanding of the City, its environment, and internal controls.

Our understanding of the City and its environment will include the following:

- Economic, regulatory, and other external factors;
- Nature of the City;
- Objectives, strategies and related risks that may cause material misstatement of the financial statements;
- Measurement and review of the City's financial performance;
- Internal controls

Prior to our first day of field work, we will schedule a meeting to discuss the desired timeframe, estimated report delivery, and extent of management and auditor responsibilities as it relates to the audit. We will also provide a detailed list of requests, “PBC List”, that will provide the items needed for the audit, and a link to our secure file sharing system where those items can be uploaded. This streamlines the audit approach and allows us to get information in the most efficient manner possible.

INTERNAL CONTROL EVALUATION

Audit standards require that we obtain an understanding of the City sufficient to evaluate the design of the internal controls and to determine whether they have been implemented. Our understanding of the City's internal controls will include the control environment, risk assessment, information and communication systems, control activities, and monitoring controls. Our risk assessment and control evaluation will include:

- Conducting interviews of selected management and staff;
- Evaluating the City's financial reporting and management policies, budget documents and process, and informational systems;
- Documenting our understanding of the City's entity wide control environment and activity level controls;
- Testing the design and implementation of selected key controls by performing a walk-through of the selected transaction class;
- Testing the operating effectiveness of selected controls were deemed appropriate.
- Evaluate the City's IT systems for areas of potential risk and where data management may affect financial statements and related disclosures.

The results of our inherent and internal controls risk assessments will allow us to identify and assess the risk of material misstatement within the City to form our overall audit plan and design the extent, nature, and timing of substantive audit procedures to mitigate that risk to an acceptable level. Any control deficiencies identified during the planning phase internal control evaluation phase will be communicated to management immediately.

FIELDWORK AND SUBSTANTIVE TESTING

Based on the results of our risk assessment and internal control evaluation, a specific audit plan will be designed to focus expanded procedures on areas with the greatest risk of material misstatement, error, and fraud. We will use tests of details substantive analytical procedures, or a combination of the two to conclude on the reasonableness of the given transaction class or account balance.

By utilizing a blend of substantive testing (vouching underlying transactions to support), and substantive analytical testing (testing data through overall and stratified analysis), we are able to cover significant ground while still getting a quality level of detailed depth to our testing. Striking a good balance and not overlying on one type of testing over the other is integral to a thorough and efficient audit. Typical substantive procedures include:

- Agreeing the financial statement elements to the underlying accounting records including year-end account balances and transaction activity occurring throughout the year;
- Confirming cash held in bank and investment accounts, accounts receivable, inventory held by others, material grants and long term debt balances

Substantive procedures are an integral part of a competent and thorough audit. Significant transactions must be supported evidentially, and when they cannot be supported that may be a symptom of a potential material misstatement or other systematic issue. Typically, the "proof is in the pudding", so to speak, and in many cases the best way to test something is by verifying the ingredients that make it up.

Typical analytical procedures include:

- Compare financial information with comparable prior periods. Are changes consistent with our expectations based on our understanding of the City and environment?
- Compare operating results with consumption or usage type reports. Do results align with these operating figures where applicable?
- Compare ratios of correlating accounts year over year. Are ratios consistent with our expectations based on our understanding of the City and environment?
- Compare results to budget and determine reasons for any significant variances between budget to actual results.

In developing expectations based on thorough investigation of the City and its environment, this allows us to form quality expectations to compare results to. When results don't align with our expectations we investigate further to obtain sufficient evidence to conclude whether there is a valid reason for the deviation or if not, determine the root of the issue causing the variance. This is a great method for identifying systemic and significant issues and/or material misstatements.

STATISTICAL SAMPLING AND SAMPLE SIZES

We utilize the AICPA Audit guide over audit sampling, the objective of which, is to provide a reasonable basis for the auditor to draw conclusions about the population from which the sample is selected. This guide is derived from the AICPA professional standard, SAS No. 122/AU-C section 530, Audit Sampling. A standard audit may incorporate a variety of sampling techniques including statistical, judgmental, & random selection. Statistical sampling explicitly measures the sampling risk associated with the sampling procedure by providing for a level of sampling risk (confidence factor and precision). Nonstatistical sampling methods requires the auditor to rely on professional judgment, in combination with nonstatistical sampling guidance and knowledge underlying statistical concepts, to design and evaluate audit samples. The extent to which sampling will be used and related sample sizes will be determined based on the results of our control and risk assessments, materiality, and overall population of the audit area.

Tests of controls over compliance and compliance with requirements of major federal programs are based on the guidance included in the AICPA Audit Guide Government Auditing Standards and Single Audits which is devoted to audit sampling in Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) compliance audits.

TECHNOLOGY AND ELECTRONIC DATA PROCESSING

BrooksWatson & Co., PLLC will utilize data analytical software to complete your audit. Electronic data processing will be used throughout the audit to extract data from your City's accounting software. The data will be processed with our audit software to ensure the efficiency of your audit, enhance the level of detail examined, and assist in identifying anomalies, trends or patterns. By leveraging the utilization of current technology, we are able to increase the level of insight we can provide as well as give you more peace of mind.

ANALYTICAL PROCEDURES

BrooksWatson & Co., PLLC will utilize the AICPA professional standards AU-C Section 520, Analytical Procedures, which provides guidance for analytical procedures performed as substantive procedures and performed as part of the audit. We also utilize AICPA standard AU-C Section 315, "Understanding the Entity and Its Environment and Assessing the Risks of Material Misstatement", which provides guidance for analytical procedures performed as risk assessment procedures during the planning phase of the audit. Analytical procedures include an evaluation of financial information through analysis of plausible relationships among both financial and nonfinancial data. Analytical procedures also encompass such investigation, as is necessary, of identified fluctuations or relationships that are inconsistent with other relevant information or that differ from expected values by a significant amount.

Analytical procedures involve comparisons of recorded amounts, or ratios developed from recorded amounts, to expectations developed by your auditor. When performing analytic procedures, we take into account the assessed risks of material misstatement and tests of details, if any, for the audit assertions we are substantiating. We will evaluate the reliability of data utilized, taking into account the source, comparability, and nature and relevance of information available and controls over preparation of that data. Next we will develop an expectation of recorded amounts or ratios and evaluate whether the expectation is sufficiently precise to identify a misstatement that, individually or when aggregated with other misstatements, may cause the financial statements to be materially misstated. A comparison of our results to the actual balances are then made and a conclusion is reached.

COMPLETION

At the conclusion of every audit, we will decide whether sufficient audit evidence has been accumulated to warrant the conclusion that the financial statements are fairly stated in accordance with generally accepted accounting principles (GAAP). Prior to issuing our audit report we will perform the following procedures:

- Evaluate the sufficiency and appropriateness of audit evidence obtained;
- Perform an overall analytical review;
- Evaluate and conclude on the results of audit procedures, adjustments, and unadjusted misstatements;
- Provide all adjusting entries noted during the audit to the Council and management;
- Prepare or assist in the preparation of the City's Annual Comprehensive Financial Report;
- Communicate any audit findings and issues with management and those charged with governance.

COMPLIANCE WITH LAWS AND REGULATIONS AND APPROACH TO COMPLIANCE TESTING

Compliance with laws and regulations, including, but not limited to the Public Funds Investment Act, Texas State Government Code and grants received. Compliance testing will be performed as required by OMB Uniform Guidance and Single Audit Act, grant agreements, financing agreements, or any other compliance requirements as applicable.

EXPECTATIONS FROM CITY STAFF

We will expect the City to provide commonly requested schedules such as a schedule of receivables due at year end, a schedule of capital assets that includes additions and disposals, a schedule of cash accounts, a schedule of prepaid insurance and a long-term debt schedule as applicable. We will also expect assistance with the preparation of confirmations to banks, attorneys, debt holders, etc.

PROGRESS MEETINGS

Prior to beginning fieldwork, BrooksWatson will schedule an initial planning meeting with management to discuss the anticipated time frame, audit requests, and client involvement needed to accomplish our goal. During the fieldwork, we anticipate having additional meetings to discuss the audit progress to date, as needed. In addition, we will immediately schedule a consultation should unforeseen issues and audit findings come to our attention. Prior to the conclusion of the audit, we will provide management a copy of any draft findings and welcome client feedback before final issuance of our report and management letter.

QUALITY CONTROL PROCEDURES

Every audit engagement undergoes an initial partner and second partner review process. We have structured our firm around audit quality and take great pride in our ability to offer our clients accurate, efficient, and timely audits. We do not employ any inexperienced staff auditors. Your audit will be performed by an experienced and well seasoned audit team from top to bottom. With this approach, we are able to minimize mistakes, address issues immediately, and give our clients access to the most experienced personnel in our firm, should they have any questions or concerns. Prior to issuance, our clients are provided with the draft financial report and letters for review.

Identification of Anticipated Potential Audit Problems

We do not anticipate any potential audit problems during our proposed engagement.

BrooksWatson & Company is prepared for your audit needs. While we do not anticipate significant audit problems, we are fully equipped to address any issues that may arise. Potential audit problems could include data accuracy and completeness, system integration issues, or internal control weaknesses. If such issues occur, we will implement a variety of strategies to resolve them, including proactive communication, the use of advanced technology, and tailored audit procedures.

By anticipating potential audit challenges and outlining a comprehensive approach to address them, we aim to conduct a thorough and efficient audit that meets the highest standards of quality and professionalism. With the City's support and collaboration, we can ensure a successful audit process that provides valuable insights and recommendations.

BROOKSWATSON & CO, PLLC COMMITS TO

EXPERIENCED PROFESSIONALS PROVIDING QUALITY AUDITING SERVICES, EXCEEDING CLIENT EXPECTATIONS AND MAINTAINING THE HIGHEST OF STANDARDS IN OUR PRINCIPLES AND PROCEDURES.

Proposed Timeline

Final timeline will be based upon client expectations and developed through collaboration with City management on an annual basis.

Financial Statement Audits	Proposed Schedule
PRELIMINARY PLANNING MEETINGS AND AUDIT PLAN DEVELOPMENT/ INTERIM FIELD AUDIT	Prior to August 31st of each year.
DEVELOPMENT OF AN AUDIT PLAN AND PBC SCHEDULES	Prior to September 30th of each year.
AUDIT FIELDWORK	December,
DRAFT AUDIT REPORT GIVEN TO FINANCE DIRECTOR FOR REVIEW	Mid-January.
FINAL AUDIT REPORTS AND MANAGEMENT LETTERS	End of January,
FINAL PRESENTATION TO CITY COUNCIL	Late February.

Review of Official Statements

We're happy to assist with this or any other ad hoc projects that may relate to our work at the City's request.

SIMILAR ENGAGEMENTS

City	Service	# Years	GFOA award	Entity ACFR Prepared By
City of Azle, Texas	Audit	11	Yes	BrooksWatson & Co, PLLC
City of Benbrook, Texas	Audit	3	Yes	BrooksWatson & Co., PLLC
City of Canton, Texas	Audit	9	Yes	BrooksWatson & Co., PLLC
City of Cleveland	Audit	3	N/A	N/A
City of Cut and Shoot, Texas	Audit	8	N/A	N/A
City of Dalworthington Gardens, Texas	Audit	9	Yes	BrooksWatson & Co., PLLC
City of Dayton, Texas	Audit	3	N/A	N/A
City of Diboll, Texas	Audit	9	N/A	N/A
City of El Campo, Texas	Audit	4	Yes	BrooksWatson & Co., PLLC
City of Elgin, Texas	Audit	8	N/A	N/A
City of Farmersville, Texas	Audit	9	N/A	N/A
City of Giddings, Texas	Audit	7	N/A	N/A
City of Gonzales, Texas	Audit	9	Yes	BrooksWatson & Co., PLLC
City of Granite Shoals, Texas	Audit	8	N/A	N/A
City of Groves, Texas	Audit	5	N/A	N/A
City of Gunter, Texas	Audit	4	N/A	N/A
City of Heath, Texas	Audit	11	Yes	BrooksWatson & Co, PLLC
City of Horseshoe Bay, Texas	Audit	6	N/A	N/A
City of Hutchins, Texas	Audit	3	Yes	BrooksWatson & Co., PLLC
City of Hutto, Texas	Audit	3	Yes	BrooksWatson & Co., PLLC
City of La Marque, Texas	Audit	3	Yes	BrooksWatson & Co., PLLC
City of Lexington, Texas	Audit	9	N/A	N/A
City of Liberty, Texas	Audit	2	N/A	N/A

**ACFR issued and participating in the GFOA Certificate of Achievement for Excellence in Financial Report Program.* *All contents in this section is proprietary and confidential information.*

City	Service	# Years	GFOA award	Entity ACFR Prepared By
City of Lockhart, Texas	Audit	3	Yes	BrooksWatson & Co., PLLC
City of Lucas, Texas	Audit	5	Yes	BrooksWatson & Co, PLLC
City of Luling, Texas	Audit	4	N/A	N/A
City of Magnolia, Texas	Audit	6	N/A	N/A
City of McGregor, Texas	Audit	5	Yes	BrooksWatson & Co., PLLC
City of Melissa, Texas	Audit	5	Yes	BrooksWatson & Co, PLLC
City of Mineola, Texas	Audit	8	N/A	N/A
City of Mount Pleasant, Texas	Audit	4	Yes	BrooksWatson & Co., PLLC
City of Oak Point, Texas	Audit	2	Yes	BrooksWatson & Co., PLLC
City of Orange, Texas	Audit	6	Yes	City of Orange
City of Panorama Village, Texas	Audit	9	N/A	N/A
City of Parker, Texas	Audit	10	N/A	N/A
City of Piney Point Village, Texas	Audit	8	N/A	N/A
City of Port Neches, Texas	Audit	3	Yes	BrooksWatson & Co., PLLC
City of Quinlan, Texas	Audit	8	N/A	N/A
City of Rockwall	Audit	4	N/A	N/A
City of Sachse, Texas	Audit	9	Yes	BrooksWatson & Co., PLLC
City of Sanger, Texas	Audit	10	N/A	N/A
City of Sansom Park, Texas	Audit	8	Yes	BrooksWatson & Co, PLLC
City of Sealy, Texas	Audit	4	Yes	BrooksWatson & Co., PLLC
City of Shenandoah, Texas	Audit	10	N/A	N/A
City of Stephenville, Texas	Audit	5	Yes	BrooksWatson & Co., PLLC
City of Taylor, Texas	Audit	10	Yes	BrooksWatson & Co., PLLC
City of Trophy Club, Texas	Audit	5	Yes	BrooksWatson & Co, PLLC
City of Vidor, Texas	Audit	9	Yes	BrooksWatson & Co., PLLC
City of Willis, Texas	Audit	9	N/A	N/A
Town of Northlake	Audit	4	Yes	BrooksWatson & Co., PLLC
Town of Providence Village, Texas	Audit	5	N/A	N/A
Town of Westover Hills, Texas	Audit	6	N/A	N/A

**ACFR issued and participating in the GFOA Certificate of Achievement for Excellence in Financial Report Program. All contents in this section is proprietary and confidential information.*

Concluding Remarks

Our firm is grateful for the time we've served as your independent auditor. During this time, we believe we have performed our work in a diligent manner, and have had the pleasure to work with a number of individuals at the City. Our firm prides itself on this diligence in work, and also transparency with council and management about our audit findings. Providing audit feedback, whether good, bad or ugly, when applicable, is a part of doing the job right and faithfully to our clients and the communities we serve. Most importantly, it provides useful information to the decision makers that need it. Unfortunately, this level of transparency and feedback isn't a consistent standard we've observed within the auditor community, but that hasn't deterred us from committing to it.

We look forward to the opportunity to continue this service, and being a resource to the City for continued improvement in the quality of their accounting and financial reporting.

City of Lucas
City Council Agenda Request
May 15, 2025

Item No. 08

Requester: Development Services Director Joe Hilbourn

Agenda Item Request

Consider authorizing the City Manager to negotiate and enter into a contract with Fast Construction for an amount not to exceed $569,000 with a contingency of $47,678 for a total of $616,678 from account number 11-8300-200.

Background Information

Staff brought forward an accessory building for Lucas Fire Rescue with a proposal of $616,678 during the budgeting process. The council approved staff going out for bids for a project in the price range of $616,678.

Staff received a total of two bids for the project, both bids were under the budgeted amount of $616,678. The lowest bid Fast construction came in at $569.000. Jones Brothers construction came in at $602,132. Both companies reference checks out. Both are qualified for the project. Staff recommends going with the lowest qualified bid Fast Construction.

Attachments/Supporting Documentation

1. Fast Construction Bid
2. Jones Brothers Construction Bid

Budget/Financial Impact

$616,678 from account number 11-8300-200.

Recommendation

Staff recommends going with the lowest qualified bid, Fast Construction, for an amount not to exceed $569,000 with a contingency of $47,678; for a total of $616,678 from account number 11-8300-200.

Motion

I hereby make a motion to approve/deny authorizing the City Manager to negotiate and enter into a contract with Fast Construction for an amount not to exceed $569,000 with a contingency of $47,678 for a total of $616,678 from account number 11-8300-200.

SPECIFICATIONS/SCOPE/PRICE

1) Project Elements/Price

Project Name:

Item#	Description	Notes	Price
1	Design	Twenty-nine thousand Six-hundred fortyt 00/100	$29,640
2	Building	Five-hundred nine thousand, three-hundred sixty 00/100	$539,360

2) Total price: $569,000

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Bid Bond

CONTRACTOR:
(Name, legal status and address)
Fast General Contracting LLC
6851 NE Loop 820, Ste. 315,
North Richland Hills, TX 76180

SURETY:
(Name, legal status and principal place of business)
Great Midwest Insurance Company
800 Gessner Rd, Ste. 600,
Houston, TX 77024

OWNER:
(Name, legal status and address)
City of Lucas
665 Country Club Road,
Lucas, TX 75002

BOND AMOUNT: Five Percent (5%) of Total Amount Bid

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

PROJECT:
(Name, location or address, and Project number, if any)
Lucas Fire Rescue Accessory Building REBID
165 Country Club Rd., Lucas, TX 7500
RFP-035-25

Project Number, if any: RFP-035-25

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 21st day of April, 2025

Fast General Contracting LLC
(Principal) *(Seal)*

(Witness)

(Title)

Great Midwest Insurance Company
(Surety) *(Seal)*

(Witness) Crosby Guercio

(Title) Sean McCauley, Jr., Attorney in Fact

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POWER OF ATTORNEY

Great Midwest Insurance Company

KNOW ALL MEN BY THESE PRESENTS, that **GREAT MIDWEST INSURANCE COMPANY**, a Texas Corporation, with its principal office in Houston, TX, does hereby constitute and appoint: Sean McCauley, Jr., Sam Duckett, Bridget Truxillo, Sarah Timmons, Ashlyn Simchik, Jarrod Yost, Liam Hackett, Thomas Guercio

its true and lawful Attorney(s)-In-Fact to make, execute, seal and deliver for, and on its behalf as surety, any and all bonds, undertakings or other writings obligatory in nature of a bond.

This authority is made under and by the authority of a resolution which was passed by the Board of Directors of **GREAT MIDWEST INSURANCE COMPANY**, on the 1st day of April, 2025 as follows:

Resolved, that the President, or any officer, be and hereby is, authorized to appoint and empower any representative of the Company or other person or persons as Attorney-In-Fact to execute on behalf of the Company any bonds, undertakings, policies, contracts of indemnity or other writings obligatory in nature of a bond not to exceed One-Hundred Million dollars ($100,000,000.00), which the Company might execute through its duly elected officers, and affix the seal of the Company thereto. Any said execution of such documents by an Attorney-In-Fact shall be as binding upon the Company as if they had been duly executed and acknowledged by the regularly elected officers of the Company. Any Attorney-In-Fact, so appointed, may be removed in the Company's sole discretion and the authority so granted may be revoked as specified in the Power of Attorney.

Resolved, that the signature of the President and the seal of the Company may be affixed by electronic mail on any power of attorney granted, and the signature of the Secretary, and the seal of the Company may be affixed by electronic mail to any certificate of any such power and any such power or certificate bearing such electronic signature and seal shall be valid and binding on the Company. Any such power so executed and sealed and certificate so executed and sealed shall, with respect to any bond of undertaking to which it is attached, continue to be valid and binding on the Company.

IN WITNESS THEREOF, **GREAT MIDWEST INSURANCE COMPANY**, has caused this instrument to be signed by its President, and its Corporate Seal to be affixed this 8th day of April, 2025.

GREAT MIDWEST INSURANCE COMPANY — CORPORATE SEAL — TEXAS CORPORATION

GREAT MIDWEST INSURANCE COMPANY

BY Mark W. Haushill

Mark W. Haushill
President

ACKNOWLEDGEMENT

On this 8th day of April 2025, before me, personally came Mark W. Haushill to me known, who being duly sworn, did depose and say that he is the President of **GREAT MIDWEST INSURANCE COMPANY**, the corporation described in and which executed the above instrument; that he executed said instrument on behalf of the corporation by authority of his office under the By-laws of said corporation.

CHRISTINA BISHOP
My Notary ID # 131090488
Expires April 14, 2029

BY Christina Bishop

Christina Bishop
Notary Public

CERTIFICATE

I, the undersigned, Secretary of **GREAT MIDWEST INSURANCE COMPANY**, A Texas Insurance Company, DO HEREBY CERTIFY that the original Power of Attorney of which the foregoing is a true and correct copy, is in full force and effect and has not been revoked and the resolutions as set forth are now in force.

Signed and Sealed at Houston, TX this 21st Day of April 2025.

GREAT MIDWEST INSURANCE COMPANY — CORPORATE SEAL — TEXAS CORPORATION

BY Patricia Ryan

Patricia Ryan
Secretary

"WARNING: Any person who knowingly and with intent to defraud any insurance company or other person, files and application for insurance of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

Texas Department of Insurance

Certificate No. 15063

Company No. 07-005785

Certificate of Authority

THIS IS TO CERTIFY THAT

GREAT MIDWEST INSURANCE COMPANY

HOUSTON, TEXAS

has complied with the laws of the State of Texas applicable thereto and is hereby authorized to transact the business of

Fire; Allied Coverages; Inland Marine; Ocean Marine; Aircraft--Liability & Physical Damage; Accident; Health; Workers' Compensation & Employers' Liability; Employers' Liability; Automobile--Liability & Physical Damage; Liability other than Automobile; Fidelity & Surety; Glass; Burglary & Theft; Forgery; Boiler & Machinery; Credit and Reinsurance on all lines authorized to be written on a direct basis

insurance within the state of Texas. This Certificate of Authority shall be in full force and effect until it is revoked, canceled or suspended according to law.

IN TESTIMONY WHEREOF, witness my hand and seal of office at Austin, Texas, this

20th day of December A.D. 2010

MIKE GEESLIN
COMMISSIONER OF INSURANCE

BY Godwin Ohaechesi

Godwin Ohaechesi, Director
Company Licensing & Registration

IMPORTANT BIDDERS/OFFERORS CHECKLIST

Check off each of the following as the necessary action is completed.

__✓__ 1. The Bidder/Offeror Certification has been signed.

__✓__ 2. Specification/scope/price.

__✓__ 3. Vendor Reference Information Sheet.

__✓__ 4. CIQ form - Conflict of Interest Questionnaire has been signed.

__✓__ 5. BH 89 Verification Form

__✓__ 6. Form 1295 (When City Council approval is required)

__✓__ 7. W-9 form (New Vendors)

__✓__ 8. The mailing envelope has been addressed to:

CITY OF LUCAS
ATTN: LINEZKA OSARIO/PURCHASING COORDINATOR
665 COUNTRY CLUB ROAD
LUCAS, TEXAS 75002

__✓__ 9. The envelopes have been sealed and marked with:

Bid title
Bid number
Opening date
Opening Time

__✓__ 10. Evidence of Insurance: Prior to commencing the Services and continuing until all Services to be performed under the Agreement have been completed, Contractor shall purchase and maintain insurance with a company or companies qualified to do business in Texas. Evidence of such insurance shall be provided to the City by delivering certificates of insurance.

__✓__ 11. Bid Bond submitted with package

CITY OF LUCAS
BIDDER CERTIFICATION

This sheet must be completed and signed

Fast General Contracting LLC
LEGAL NAME OF CONTRACTING COMPANY

____
I.D. # (Company or Corporation)

(817) 201-4722
TELEPHONE NUMBER

____
FACSIMILE NUMBER

Cody Westmoreland
CONTACT PERSON

Senior Project Manager
TITLE

6851 NE Loop 820 suit 315
COMPLETE MAILING ADDRESS

North Richland Hills, TX
CITY & STATE

76180
ZIP CODE

Cody@fastcc.com
EMAIL ADDRESS

Indicate all that apply:
______***Minority-Owned Business Enterprise***
______***Women-Owned Business Enterprise***
______***Disadvantaged Business Enterprise***

CERTIFICATION

By my signature hereon, I certify that the Goods and/or Services that I propose to furnish will meet or exceed every specification contained herein, and that I have read every page of the Specifications/Scope of Work and provided all the required documents. Further, I agree that if my offer is accepted, I shall perform as required. I am aware that, once accepted by City of Lucas, my offer becomes a binding Contract and that I will not be permitted to attempt enforcement of any other Contract or Contract provisions.

[signature]
SIGNATURE

4/22/25
DATE

Cody Westmoreland
PRINTED NAME

Senior Project Manager
TITLE

VENDOR REFERENCE INFORMATION SHEET

Fast General Contracting LLC
COMPANY NAME

Cody Westmoreland
AUTHORIZED AGENT

Senior Project Manager
TITLE

6851 NE Loop 820, Suit 315
STREET ADDRESS AND /OR P.O. BOX NO.

North Richland Hills, ~~TX~~
CITY

TX
STATE

76180
ZIP CODE

(817) 201-4722
PHONE

FAX

REFERENCES

LIST OF THE LAST THREE (3) COMPANIES OR GOVERNMENTAL AGENCIES WHERE THESE COMMODITIES/SERVICES HAVE BEEN PROVIDED:

1. COMPANY NAME: City of Hurst

   ADDRESS: 1505 Precinct Line Rd. PHONE: (817) 479-8803

   CONTACT PERSON: Kristen Goodman TITLE: GM: Hurst Conference Center

2. COMPANY NAME: Drs Jawhari

   ADDRESS: Varios PHONE: (904) 206-8800

   CONTACT PERSON: Karl Jawhari TITLE: Owner

3. COMPANY NAME: City of Burleson

   ADDRESS: 141 W Renfro St. Burleson, TX PHONE: (682) 312-2765

   CONTACT PERSON: Jessica Martinez TITLE: Recreation Manager

NA No Conflict

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor or other person doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.	**OFFICE USE ONLY**
This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).	Date Received

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. *See* Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

1 **Name of person who has a business relationship with local governmental entity.**

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.**

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 **Name of local government officer with whom filer has employment or business relationship.**

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

☐ Yes ☐ No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

☐ Yes ☐ No

D. Describe each employment or business relationship with the local government officer named in this section.

4

Signature of person doing business with the governmental entity

Date

House Bill 89 Verification Form

Prohibition on Contracts with Companies Boycotting Israel

The 85th Texas Legislature approved new legislation, effective September 1, 2017, which amends Texas Local Government Code Section 1. Subtitle F, Title 10, Government Code by adding Chapter 2270 which states that a governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it:

1) does not boycott Israel; and
2) will not boycott Israel during the term of the contract

Pursuant to Section 2270.001, Texas Government Code:

1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and

2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

I, (authorized official) Cody Westmoreland, do hereby verify the truthfulness of the contents of the statements submitted on this certification under the provisions of Subtitle F, Title 10, Government Code Chapter 2270 and that the company named below:

1) does not boycott Israel currently; and
2) will not boycott Israel during the term of the contract; and
3) is not currently listed on the State of Texas Comptroller's Companies that Boycott Israel List located at https://comptroller.texas.gov/purchasing/publications/divestment.php

Fast General Contracting LLC
Company Name

[signature]
Signature of Authorized Official

Senior Project Manager — 4/22/25
Title of Authorized Official — Date

Form **W-9**
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Fast General Contracting LLC

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:
☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate
☑ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ ____
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any) ____
Exemption from FATCA reporting code (if any) ____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)
6851 NE Loop 820, suit 315

6 City, state, and ZIP code
North Richland Hills, TX 76180

Requester's name and address (optional)
City of Lucas

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number
___ – __ – ____

or

Employer identification number
3 5 – 2 4 7 8 2 8 6

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person ▶ Date ▶ 4/22/25

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at *www.irs.gov/fw9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? *on page 2.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

IMPORTANT BIDDERS/OFFERORS CHECKLIST

Check off each of the following as the necessary action is completed.

✓ 1. The Bidder/Offeror Certification has been signed.

✓ 2. Specification/scope/price.

✓ 3. Vendor Reference Information Sheet.

✓ 4. CIQ form - Conflict of Interest Questionnaire has been signed.

✓ 5. BH 89 Verification Form

✓ 6. Form 1295 (When City Council approval is required)

N/A 7. W-9 form (New Vendors)

✓ 8. The mailing envelope has been addressed to:

CITY OF LUCAS
ATTN: LINEZKA OSARIO/PURCHASING COORDINATOR
665 COUNTRY CLUB ROAD
LUCAS, TEXAS 75002

✓ 9. The envelopes have been sealed and marked with:

Bid title
Bid number
Opening date
Opening Time

✓ 10. Evidence of Insurance: Prior to commencing the Services and continuing until all Services to be performed under the Agreement have been completed, Contractor shall purchase and maintain insurance with a company or companies qualified to do business in Texas. Evidence of such insurance shall be provided to the City by delivering certificates of insurance.

✓ 11. Bid Bond submitted with package

SPECIFICATIONS/SCOPE/PRICE

1) Project Elements/Price

Project Name:

Item#	Description	Notes	Price
1	Design		57,345.90
2	Building		544,786.10

2) Total price: 602,132.00

BID BOND

TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA
Hartford, Connecticut 06183

CONTRACTOR:
(Name, legal status and address)
Jones Brothers Construction
305 Hannah Dr.
Farmersville, TX 75442

SURETY:
(Name, legal status and principal place of business)
Travelers Casualty and Surety Company of America

OWNER:
(Name, legal status and address)
City of Lucas
665 Country Club Road
Lucas, TX 75002

BOND AMOUNT: 5% of Bid Amount

PROJECT:
(Name, location or address, and Project number, if any)
Building an auxillary metal building
665 Country Club Road
Lucas, TX 75002

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 8th day of April, 2025

	Jones Brothers Construction
	(Principal) (Seal)
(Witness)	*(Title)* Owner
	Travelers Casualty and Surety Company of America
	(Surety) (Seal)
(Witness)	*(Title) Attorney-in-Fact, Roger B. Luttrell*

TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA
HARTFORD, CONN.

TRAVELERS

Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **ROGER B LUTTRELL** of **VAN ALSTYNE**, **Texas**, their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **21st** day of **April, 2021**.

State of Connecticut

City of Hartford ss.

By: ______________________
Robert L. Raney, Senior Vice President

On this the **21st** day of **April, 2021**, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June, 2026**

____
Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this **8th** day of **April**, **2025**.

____
Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.
Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.

Project Title: Lucas Fire Rescue Accessory Building

The enclosed Request for Proposal (RFP) and attached documents are for your convenience in submitting a bid for the enclosed referenced products and/or services for the City of Lucas.

IMPORTANT BID DATES:

PRE-BID MEETING:	**April 16th, 2025 AT 10:00 A.M., LOCAL TIME**
OPENING DATE:	**April 23rd, 2025 AT 2:00 P.M., LOCAL TIME**

RETURN OFFER TO: CITY OF LUCAS
ATTN: LINEZKA OSORIO/PURCHASING COORDINATOR
665 COUNTRY CLUB ROAD
LUCAS, TEXAS 75002

Please note that all bids/proposals **must be received at the designated location by the deadline shown**. Bids/Proposals received after the deadline **will not be considered** for the award of the Contract and shall be considered void and unacceptable.

Any prospective bidder/offeror desiring any explanation or interpretation of the solicitation must make a written request at least five (5) days prior to the scheduled time for the bid/offer opening. The request must be addressed to Joe Hilbourn at JHILBOURN@LUCASTEXAS.US. Any information given to a prospective bidder/offeror concerning this solicitation will be furnished promptly to all other known prospective bidders/offerors as a written amendment/addendum to the solicitation.

The City of Lucas reserves the right to accept or reject any or all bids/offers as it deems in its best interest and to waive any informalities.

It is the bidder/officer's responsibility to verify the issuance of any addendums to this bid/offer. All addendums shall be submitted to all known bidders/offerors and shall be posted on the City of Lucas Purchasing Website:

http://www.lucastexas.us/finance/purchasing/bid.

Bid Packets are available on the City of Lucas web site at www.lucastexas.us .

City of Lucas shall not be responsible for failed internet connections or power interruptions. City of Lucas is very conscious and extremely appreciative of the time and effort you have expended to submit an offer.

Linezka Osorio
Purchasing Coordinator

CITY OF LUCAS

CITY OF LUCAS PUBLIC WORKS BUILDING RENOVATIONS
SCOPE/SPECIFICATIONS
(RFP # 034-25)

Lucas Fire Rescue Accessory Building Design/Build:
Main Building 3 Bays with conditioned storage and future restroom.

Building Shell:
63x63 Steel Building 16 ft. Sidewalls 4:12 Roof Pitch
Welded Red Iron Steel Frame, I Beam and C- Purlin free span construction. 16 gauge 8 in. primer painted C- Purlin used throughout Building. 22" 44# Free Span I Beam Rafters, 18 " 35# Posts, 26 gauge R-Panel Siding and Roof. Premium trim package, includes Rake, Corner Ridge Roll, 4" eave and header trim.
2 3x7 Walk Doors.

Construction subject to change with engineered plans.

Concrete Slab - 3969 Sq. ft. slab 6 inch thick with 1/2 inch Rebar. 12x20" Concrete Beams with 1/2 inch Rebar Smooth Finish. 4000 PSI Concrete.

Concrete Flat Work - 6000 sq. ft. Concrete Flat Work 6 inch thick with 1/2 inch Rebar 16 inch centers. Brushed finish 4000 PSI Concrete.

Pad and Dirt Work - 400 yards of select fill pad sand and machine dirt work.

Overhead Doors - 4-14'x14' insulated panel garage doors.
4 Liftmaster Draw bar operators. 1 remote each.
2-14'x12 ft. 6 inch clear Anodized grilles 9" straight pattern.
1-14' x 14' Garage door rough opening.

Spray Foam - 2 inches of closed cell polyurethane spray foam insulation.

Engineering and Architect Fee - Full set of engineered plans Foundation, Civil, Structural, Elevations and Geotechnical report.

Interior Build Out:
Interior walls to be Cender Block with no paint.
Install 2 Hollow metal Steel Doors and Frames.
2nd Story Sub floor with 1 inch tongue & groove decking.
There are no stairs or railing in this proposal.

Plumbing:
Rough in Restroom only.
Install 3 floor drains in bay area and 1 in training room.

Electrical Service:
300amp 240-volt single phase with utility company fees included.
Hard wire, all Garage door openers and grill-grate doors.

Lighting:
12 LED low bays, 6 2x4 LEDs, 9 LED wall packs, 4 emergency lights.

Receptacles:
12 GA receptacles.
3-30amp 240-volt single phase cord drops.
12 GFI receptacles.
10-15amp 120-volt outlets on six circuits.
6-20amp 120-volt dedicated circuits on ceiling.
12-20amp 120-volt receptacles.

HVAV:
4-5,000-watt infrared heaters Hard wired
4-8,000-watt electric forced air Hard wired
2 HVLS 16 ft Hunter Fans Hard wired
HVAC - 2 Head Mini Split System

CITY OF LUCAS
BIDDER CERTIFICATION

This sheet must be completed and signed

CPM Construction DBA Jones Brothers Construction
LEGAL NAME OF CONTRACTING COMPANY

75-2725144
I.D. # (Company or Corporation)

214-535-7779
TELEPHONE NUMBER

NA
FACSIMILE NUMBER

CRAIG Jones
CONTACT PERSON

Owner
TITLE

505 Winding Ln
COMPLETE MAILING ADDRESS

McKinney TX
CITY & STATE

75072
ZIP CODE

dcj0860@yahoo.com
EMAIL ADDRESS

Indicate all that apply:
______***Minority-Owned Business Enterprise***
______***Women-Owned Business Enterprise***
______***Disadvantaged Business Enterprise***

CERTIFICATION

By my signature hereon, I certify that the Goods and/or Services that I propose to furnish will meet or exceed every specification contained herein, and that I have read every page of the Specifications/Scope of Work and provided all the required documents. Further, I agree that if my offer is accepted, I shall perform as required. I am aware that, once accepted by City of Lucas, my offer becomes a binding Contract and that I will not be permitted to attempt enforcement of any other Contract or Contract provisions.

Craig Jones
SIGNATURE

4-22-25
DATE

CRAIG Jones
PRINTED NAME

Owner
TITLE

VENDOR REFERENCE INFORMATION SHEET

C.P.M Construction DBA Jones Brothers Construction
COMPANY NAME

CRAIG Jones
AUTHORIZED AGENT

Owner
TITLE

505 Winding Ln, McKinney TX 75072
STREET ADDRESS AND /OR P.O. BOX NO.

McKinney
CITY

TX
STATE

75072
ZIP CODE

214-535-7779
PHONE

NA
FAX

REFERENCES

LIST THE LAST THREE (3) COMPANIES OR GOVERNMENTAL AGENCIES WHERE THESE COMMODITIES/SERVICES HAVE BEEN PROVIDED:

1. COMPANY NAME: Joe HilBourn

   ADDRESS: 665 Country Club RD PHONE: 469-223-2975

   CONTACT PERSON: Joe HilBourn TITLE: Development Services Director

2. COMPANY NAME: City of Lucas

   ADDRESS: 665 Country Club RD PHONE: 469-628-8586

   CONTACT PERSON: Jeremy Bogle TITLE: Public Works Director

3. COMPANY NAME: Thermo Fisher

   ADDRESS: 1321 North Plano RD. Richardson PHONE: 469-934-4583

   CONTACT PERSON: Travis Brown TITLE: Facilities Manager

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

	OFFICE USE ONLY
This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a). By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. *See* Section 176.006, Local Government Code. A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.	Date Received
1 **Name of person who has a business relationship with local governmental entity.**	

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.**

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 **Name of local government officer with whom filer has employment or business relationship.**

N/A

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

☐ Yes ☒ No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

☐ Yes ☒ No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

☐ Yes ☒ No

D. Describe each employment or business relationship with the local government officer named in this section.

4

[signature] 4-22-25

Signature of person doing business with the governmental entity | Date

House Bill 89 Verification Form

Prohibition on Contracts with Companies Boycotting Israel

The 85th Texas Legislature approved new legislation, effective September 1, 2017, which amends Texas Local Government Code Section 1. Subtitle F, Title 10, Government Code by adding Chapter 2270 which states that a governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it:

1) does not boycott Israel; and
2) will not boycott Israel during the term of the contract

Pursuant to Section 2270.001, Texas Government Code:

1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and

2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

==

I, (authorized official) Craig Jones, do hereby verify the truthfulness of the contents of the statements submitted on this certification under the provisions of Subtitle F, Title 10, Government Code Chapter 2270 and that the company named below:

1) does not boycott Israel currently; and
2) will not boycott Israel during the term of the contract; and
3) is not currently listed on the State of Texas Comptroller's Companies that Boycott Israel List located at https://comptroller.texas.gov/purchasing/publications/divestment.php

CPM CONSTRUCTION DBA JONES BROS, CONSTRUCTION
Company Name

Signature of Authorized Official

OWNER
Title of Authorized Official

2-24-25
Date

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY
CERTIFICATION OF FILING

Certificate Number:
2025-1273123

Date Filed:
02/24/2025

Date Acknowledged:

1 **Name of business entity filing form, and the city, state and country of the business entity's place of business.**
Jones Brothers Construction
McKinney, TX United States

2 **Name of governmental entity or state agency that is a party to the contract for which the form is being filed.**
City Of Lucas

3 **Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.**
033-25
Design and build a metal accessory building for the Lucas Fire Rescue department.

4 Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable) Controlling	Intermediary

5 **Check only if there is NO Interested Party.** ☒

6 **UNSWORN DECLARATION**

My name is CRAIG JONES, and my date of birth is ____________.

My address is 505 Winding LN (street), McKinney (city), TX (state), 75071 (zip code), USA (country).

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Collin County, State of TX, on the 24 day of FEB (month), 2025 (year).

Craig Jones
Signature of authorized agent of contracting business entity
(Declarant)

Jones Bros. Construction
505 Winding Lane
McKinney, Tx. 75072

Revised Proposal

November 7, 2024

Job RE: City of Lucas Fire Department Auxiliary Building
Attn: Joe Hilbourn

Main Building (Shell Only)

63x63 Steel Building 16 ft. Sidewalls 4:12 Roof Pitch
Welded Red Iron Steel Frame, I Beam and C- Purlin free span construction. 16 gauge 8 in. primer painted C- Purlin used throughout Building. 22" 44# Free Span I Beam Rafters, 18 " 35# Posts, 26 gauge R-Panel Siding and Roof. Premium trim package, includes Rake, Corner Ridge Roll, 4" eave and header trim.
2 3x7 Walk Doors.

Construction subject to change with engineered plans.

Concrete Slab - 3969 Sq. ft. slab 6 inch thick with 1/2 inch Rebar. 12x20" Concrete Beams with 1/2 inch Rebar Smooth Finish. 4000 PSI Concrete.

Concrete Flat Work - 6000 sq. ft. Concrete Flat Work 6 inch thick with 1/2 inch Rebar 16 inch centers. Brushed finish 4000 PSI Concrete.

Pad and Dirt Work - 400 yards of select fill pad sand and machine dirt work.

Overhead Doors - 4-14x14 insulated panel garage doors. 4 Liftmaster Draw bar operators. 1 remote each. 2-14x12 ft. 6 inch clear Anodized grilles 9" straight pattern.

Spray Foam - 2 inches of closed cell polyurethane spray foam insulation.

Engineering and Architect Fee - Full set of engineered plans Foundation, Civil, Structural, Elevations and Geotechnical report.

446,699.00

Interior walls to be Block with no paint.	**15,000.00**
Install 2 Hollow metal Steel Doors and Frames	**2,100.00**
HVAC - 2 Head Mini Split System	**7,200.00**
Plumbing - Rough in Restroom only - Install 3 floor drains in bay area and 1 in training room	**10,350.00**
Electrical - See attached Sheet	**92,110.00**
Total	**573,459.00**

2nd Story Sub floor with 1 inch tongue & groove decking.
There are no stairs or railing in this proposal.

Total 8,625.00

***This is an estimate only**
***Prices subject to change after Geotechnical report**
***Bond Fee not included**

Thank you.

Jones Brothers Construction

Revised

QUOTE		Remit Payment to:	
		Bill's Quality Electric, LLC	
		4100 Eldorado Parkway	
		Suite 100 #313	
		McKinney, TX 75070	
		214.697.3134	
		TECL#23426	
			www.tdlr.texas.gov
			REGULATED BY TX DEPT
			Of Licensing and Regulation
			P. O. Box 12157, AUSTIN, TX 78741
			800.803.9202 512.463.6599
DATE:	November 7, 2024		
CUSTOMER:	CPMJ Construction		
ATTN:	Craig Jones		
EMAIL:	DCJ0860@yahoo.com		
REF: JOB AT	Lucas Fire Department		
	4,000 square ft garage		
	12 LED low bays		
	6 2x4 LEDs		
	300 amp 240 volt single phase service		
	2 HVLS 16 ft Hunter Fans		
	Wiring of 3 door opener motors		
	3 30 amp 240 volt single phase cord drops		
	9 LED wall packs		
	12 GFI receptacles		
	8 motion sensors		
	4 emergency lights		
	4 5,000 watt infrared heaters		
	4 8,000 watt electric forced air heaters		
	1 mini split HVAC unit		
	10 15 amp outlets on six circuits	2,500.00	ADDitions
	6 20 amp 120 volt dedicated circuits on ceiling	1,200.00	〃
	12 20 amp 120 volt receptacles $180 each	2,160.00	〃
	$10,000 in utility company fees included in this price		
SUBTOTAL: $			This address does not receive mail: Physical Address:
TAX: $			1700 S Central Expy
TOTAL QUOTE: $			McKinney TX 75070

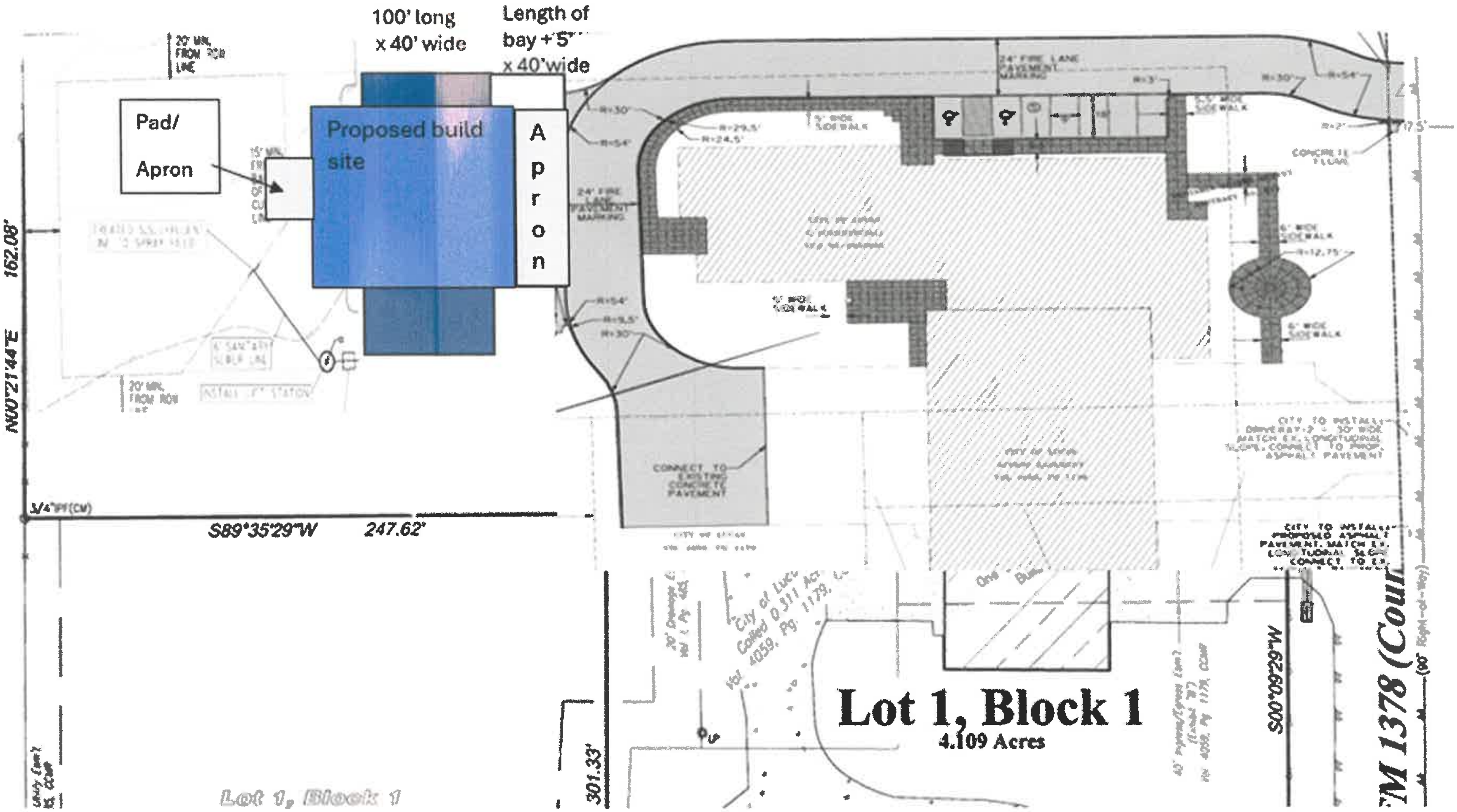
CITY OF LUCAS
ATT: LINEZKA MADURO/ PURCHASING COORDINATOR
665 COUNTRY CLUB ROAD
LUCAS, TEXAS 75002

Received
02/24/25
10:56 am

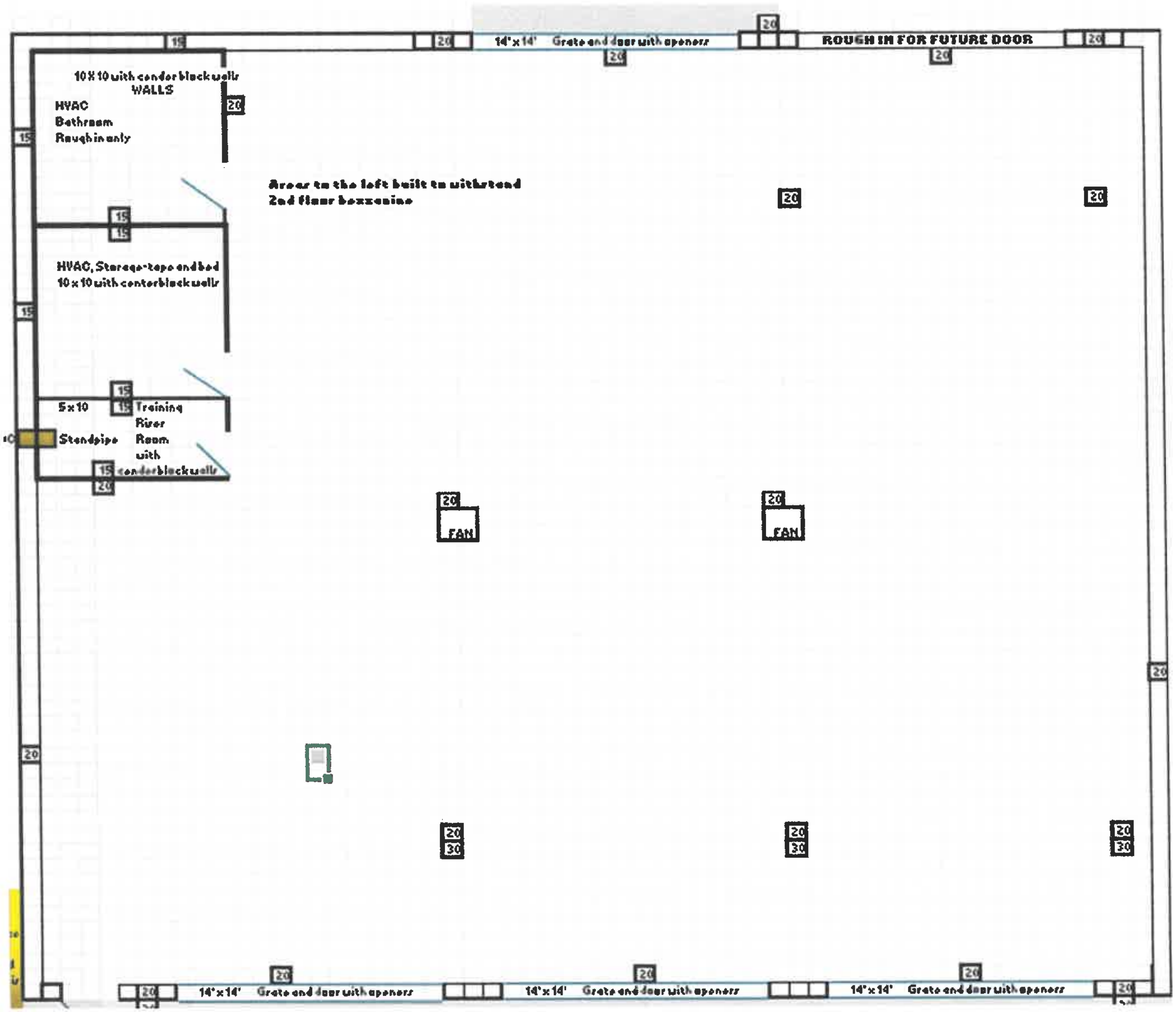
Bid title: LUCAS FIRE RESCUE DESIGN & BUILD ACCESSORY BUILDING
Bid Number RFP#033-25
Opening Date WEDNESDAY, FEBRUARY 26, 2025
Opening Time 2:00 PM

Jones BROTHERS Construction

Proposed Site Plan



Proposed Building Layout



Item No. 09

City of Lucas
City Council Agenda Request
May 15, 2025

Requestor: Mayor Dusty Kuykendall

Agenda Item Request

Executive Session:

A. The City Council will convene into executive session pursuant to Section 551.076 of the Texas Government Code, DELIBERATION REGARDING SECURITY DEVICES OR SECURITY AUDITS; CLOSED MEETING, the deployment, or specific occasions for implementation, of security personnel or devices.

Background Information

NA

Attachments/Supporting Documentation

NA

Budget/Financial Impact

NA

Recommendation

NA

Motion

NA

City of Lucas
City Council Agenda Request
May 15, 2025

Item No. 10

Requester: Mayor Dusty Kuykendall

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

NA

Budget/Financial Impact

NA

Recommendation

NA

Motion

NA