

## PUBLIC NOTICE

### AGENDA

#### LOCKHART CITY COUNCIL

TUESDAY, JANUARY 5, 2021

CLARK LIBRARY ANNEX-COUNCIL CHAMBERS  
217 SOUTH MAIN STREET, 3<sup>rd</sup> FLOOR  
LOCKHART, TEXAS

#### **COUNCILMEMBER VIDEO AND AUDIO CONFERENCE PARTICIPATION**

*Pursuant to Section 551.127 of the Texas Government Code, one or more members of the Lockhart City Council may participate in a meeting remotely, following certain guidelines and notice requirements. The member of the Council presiding over the meeting will be physically present at the above public location. Video and audio conference equipment providing two-way video/audio communication with each member participating remotely will be made available, and each portion of the meeting held by video/audio conference that is required to be open to the public can be heard by the public at the location specified.*

#### **CITIZEN AND COUNCILMEMBER VIDEO/AUDIO VOLUNTARY CONFERENCE PARTICIPATION**

- Join virtual meetings via Zoom.
- Mayor will call upon each citizen registered to address the Council during the agenda item.
- Attendees may also call in to listen only.
- Council agenda packets can be reviewed at [http://www.lockhart-tx.org/page/gov\\_agendas\\_minutes](http://www.lockhart-tx.org/page/gov_agendas_minutes)
- Individuals may watch the Council meeting online at [http://www.lockhart-tx.org/page/gov\\_meeting\\_videos](http://www.lockhart-tx.org/page/gov_meeting_videos)

#### **PUBLIC COMMENT**

Persons wishing to "speak" during the public comment period of a public meeting must submit their written comments to [cconstancio@lockhart-tx.org](mailto:cconstancio@lockhart-tx.org) no later than 12 p.m. (noon) on the day of the meeting. Timely submitted comments will be read aloud by the Mayor during the public comment portion of the meeting.

#### **PUBLIC HEARINGS**

Persons wishing to participate in any public hearing item listed on the agenda may do so as follows:

- Send written comments which will be read aloud; or
- Request a link to join the public hearing portion of the virtual meeting.  
Written comments or requests to join a public hearing by virtual meeting must be sent to [cconstancio@lockhart-tx.org](mailto:cconstancio@lockhart-tx.org) no later than 12 p.m. (Noon) on the day of the hearing. Comments shall have a time limit of three minutes each. Citizens who join the public hearing virtually will be provided a link and call-in number to participate remotely.

Comments whether during public hearings or public comment periods, shall have a time limit of three minutes each. Any threatening, defamatory or other similar comments are prohibited.

**6:30 P.M.**

**WORK SESSION (No Action)**

Work session will be held to receive briefings and to initially discuss all items contained on the Agenda posted for 7:30 p.m. Generally, this work session is to simplify issues as it relates to the agenda items. No vote will be taken on any issue discussed or reviewed during the work session.

**DISCUSSION ONLY**

- A. Discuss minutes of the City Council meeting of December 15, 2020. *5-12*
- B. Discuss agreement with Pegasus School, Inc. to furnish wastewater services to the customer and authorizing the Mayor to sign the contractual document. *13-20*
- C. Discussion regarding the Farmers Market located on the Square. *21-56*
- D. Discussion regarding the Mayor's declaration of local disaster regarding requiring face coverings, and addressing other matters related to COVID-19, if necessary. *57-84*
- E. **EXECUTIVE SESSION IN ACCORDANCE WITH THE PROVISIONS OF THE GOVERNMENT CODE, TITLE 5, SUBCHAPTER D, SECTION 551.087 TO DELIBERATE OR FOR DISCUSSION REGARDING COMMERCIAL OR FINANCIAL INFORMATION THAT THE GOVERNMENTAL BODY HAS RECEIVED FROM A BUSINESS PROSPECT THAT THE GOVERNMENTAL BODY SEEKS TO HAVE LOCATE, STAY, OR EXPAND IN OR NEAR THE TERRITORY OF THE GOVERNMENTAL BODY AND WITH WHICH THE GOVERNMENTAL BODY IS CONDUCTING ECONOMIC DEVELOPMENT NEGOTIATIONS; OR TO DELIBERATE THE OFFER OF A FINANCIAL OR OTHER INCENTIVE TO A BUSINESS PROSPECT.**
  - A. Discussion regarding Economic Development negotiations with Project Crimson Tide.

**7:30 P.M. REGULAR MEETING**

- 1. **CALL TO ORDER**  
Mayor Lew White
- 2. **INVOCATION, PLEDGE OF ALLEGIANCE**  
Invocation.  
Pledge of Allegiance to the United States and Texas flags.
- 3. **PUBLIC COMMENT**  
(The purpose of this item is to allow the public an opportunity to address the City Council on issues that are or are not on the agenda. No discussion can be carried out on the citizen/visitor comment about items not on the agenda. Comments are limited to three minutes per speaker.)



4. **CONSENT AGENDA**

- A. Discussion and/or action to consider minutes of the City Council meeting of December 15, 2020. 5-12
- B. Discussion and/or action to consider agreement with Pegasus School, Inc. to furnish wastewater services to the customer and authorizing the Mayor to sign the contractual document. 13-20

5. **DISCUSSION/ACTION ITEMS**

- A. Discussion and/or action regarding the Farmers Market located on the Square. 21-56
- B. Discussion and/or action to consider the Mayor's declaration of local disaster regarding requiring face coverings, and addressing other matters related to COVID-19, if necessary. 57-84
- C. Discussion and/or action regarding appointments to various boards, commissions or committees. 85-95

6. **CITY MANAGER'S REPORT, PRESENTATION AND POSSIBLE DISCUSSION**

- Aerator at the City Park pond was installed on December 23<sup>rd</sup>.
- Update regarding Town Branch Trail Phase II.
- Update regarding Council Chambers using Swagit to control audio/video equipment.
- Update on surplus property disposal from the former City Hospital, 901 Bois D'arc Street, 2<sup>nd</sup> Floor.
- Update on the sale of 728 S. Main Street to the Well Church.
- Update on the recruitment for the City Public Information Officer (PIO) position.
- Update on the building assessment of Fire Station No. 1.

7. **COUNCIL AND STAFF COMMENTS – ITEMS OF COMMUNITY INTEREST**

*(\*\*Items of Community Interest defined below)*

8. **EXECUTIVE SESSION IN ACCORDANCE WITH THE PROVISIONS OF THE GOVERNMENT CODE, TITLE 5, SUBCHAPTER D, SECTION 551.087 TO DELIBERATE OR FOR DISCUSSION REGARDING COMMERCIAL OR FINANCIAL INFORMATION THAT THE GOVERNMENTAL BODY HAS RECEIVED FROM A BUSINESS PROSPECT THAT THE GOVERNMENTAL BODY SEEKS TO HAVE LOCATE, STAY, OR EXPAND IN OR NEAR THE TERRITORY OF THE GOVERNMENTAL BODY AND WITH WHICH THE GOVERNMENTAL BODY IS CONDUCTING ECONOMIC DEVELOPMENT NEGOTIATIONS; OR TO DELIBERATE THE OFFER OF A FINANCIAL OR OTHER INCENTIVE TO A BUSINESS PROSPECT.**

- A. Discussion regarding Economic Development negotiations with Project Crimson Tide.

9. **OPEN SESSION**

A. Discussion and/or action regarding Economic Development negotiations with Project Crimson Tide.

10. **ADJOURNMENT**

*\*\* Items of Community Interest includes: 1) expressions of thanks, congratulations or condolence; 2) information regarding holiday schedules; 3) an honorary or salutary recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in the status of a person's public office or public employment is not an honorary or salutary recognition for purposes of this subdivision; 4) a reminder about an upcoming event organized or sponsored by the governing body; 5) information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official employee of the municipality; and 6) announcements involving an imminent threat to the public health and safety of people in the municipality that has arisen after the posting of the agenda. (SB 1182 - effective 09/01/2009)*

**City Council shall have the right at anytime to seek legal advice in Executive Session from its Attorney on any agenda item, whether posted for Executive Session or not.**

Posted on the bulletin board in the Municipal Building, 308 West San Antonio Street, Lockhart, Texas, on the 31<sup>st</sup> day of December 2020 at 12:15 p.m.

**LOCKHART CITY COUNCIL  
REGULAR MEETING**

**DECEMBER 15, 2020**

**6:30 P.M.**

**CLARK LIBRARY ANNEX-COUNCIL CHAMBERS, 217 SOUTH MAIN STREET, 3<sup>rd</sup> FLOOR,  
LOCKHART, TEXAS**

**Council present:**

Mayor Pro-Tem Angie Gonzales-Sanchez  
Councilmember Juan Mendoza  
Councilmember Jeffry Michelson

Mayor Lew White  
Councilmember Derrick David Bryant  
Councilmember Kara McGregor  
Councilmember Brad Westmoreland

**Staff present:**

Steven Lewis, City Manager  
Monte Akers, City Attorney  
Dan Gibson, City Planner

Connie Constancio, City Secretary  
Sean Kelley, Public Works Director  
Randy Jenkins, Fire Chief

**Citizens/Visitors Addressing the Council:** Downtown Business Owners: Alana Weber, Richard Thomson, Sutton Van Gutton, Courtney Terry, and Leanna Ford; Meredith Knight, Spencer Collins and Bill Kirby.

**Work Session 6:30 p.m.**

Mayor White opened the work session and advised the Council, staff and the audience that staff would provide information and explanations about the following items:

**DISCUSSION ONLY**

**A. DISCUSS MINUTES OF THE CITY COUNCIL MEETING OF DECEMBER 1, 2020.**

Mayor White requested corrections. There were none.

**B. DISCUSS FUEL BID TO SUN COAST RESOURCES, INC. OF HOUSTON, TEXAS WITH A PROFIT MARGIN OF 3.85 CENTS PER GALLON FOR GASOLINE AND 3.85 CENTS PER GALLON FOR DIESEL OVER THE OIL PRICE INFORMATION SERVICES (OPIS) PRICE FROM AUSTIN, TEXAS, RACK, POSTED WEEKLY. IF APPROVED, THE TERM OF THE CONTRACT WILL BE FOR ONE YEAR.**

Mr. Kelley stated that fuel bids were sought in compliance with State law. The City uses about 40,000 gallons of gasoline and 28,000 gallons of diesel per year. Two bids were received from oil companies interested in delivering unleaded gasoline and diesel to the Public Works yards. The overall best bid was submitted by Sun Coat Resources, Inc. of Houston, Texas at \$0.0385 profit per gallon for gasoline and \$0.0385 profit per gallon for diesel. Price includes delivery to the Public Works yard. This is the first year of utilizing Sun Coast to provide fuel to the City. Several entities, such as City of Austin and Harris County, have obtained fuel from Sun Coast for 10 plus years with satisfactory service. Sun Coast’s headquarters is in Houston and their Gonzales Branch office will manage service to the City of Lockhart. Mr. Kelley recommended approval. There was discussion.



**C. DISCUSS A TEN (10) YEAR EXTENSION OF THE LOCKHART MUNICIPAL AIRPORT FIXED BASED OPERATOR (FBO) LEASE AGREEMENT WITH MARTIN & MARTIN AVIATION, LLC., COMPRISED OF KEITH UHLS AND REINE SMITH, AND APPROVING THE MAYOR TO SIGN IF APPROVED.**

Mr. Kelley stated that prior to Martin & Martin Aviation, LLC running the Airport's FBO, Mr. Stanley Martin had been the FBO for many years at the Lockhart Municipal Airport. Mr. Martin requested to assign his ground lease to Martin & Martin Aviation, LLC, comprised of members Reine (Ken) Smith and Keith Uhls in 2019. These individuals are very experienced and bring extensive aviation knowledge to the operation. Highlights to the second amendment include: 10-year extension of lease; new agreement would expire on December 31, 2030; increase in ground rent to be paid to city from \$0.03 sf to \$0.07sf (74,096 sf total); reintroduction of fuel flowage fees in the amount of \$0.05/gallon to be paid to the city. (Approx. \$1,000 annually); remain closed on Sundays; and up to two 5-year extension options. Other amenities that Martin & Martin Aviation currently offer and operate include: visitor's lounge; lease hangars associated with their ground lease; handle airplane tie-downs; fuel sales and purchasing; courtesy vehicle to visitors (BBQ Patrol); flight instruction; and operate an on-site airport mechanic shop. Mr. Kelley recommended approval. There was discussion.

**D. DISCUSS RESCHEDULING COUNCIL MEETINGS IN 2021 DUE TO A POSSIBLE CONFLICT WITH OTHER EVENTS.**

Ms. Constancio stated that annually reviewing council meeting date(s) for conflicts is important to provide Development Services an accurate Council meeting schedule when publishing public notice information about public hearings, such as zoning change applications. Ms. Constancio reviewed a calendar that reflected possible meeting conflict(s) in 2021 as listed: Tuesday: October 5 – National Night Out, and November 2 – Election Day. The City of Lockhart is not scheduled to hold an Election on November 2, 2021 therefore that date may not be a conflict. The 2021 TML Annual Conference will be held on October 6-8 in Houston. There was discussion regarding cancelling the October 5, 2021 Council meeting due to National Night Out and leaving all other Council meeting dates to be held on the first and third Tuesday as regularly scheduled.

After discussion, the consensus of the Council was to cancel the October 5, 2021 Council meeting and that all other meetings will be held on the first and third Tuesday as regularly scheduled.

**E. DISCUSS THE MAYOR'S DECLARATION OF LOCAL DISASTER REGARDING REQUIRING FACE COVERINGS, AND ADDRESSING OTHER MATTERS RELATED TO COVID-19, IF NECESSARY.**

Chief Jenkins provided an update regarding Convenience Store compliance with COVID-19 protocols. There was discussion regarding sending letters to businesses that are not in compliance with COVID-19 protocols.

Mayor White announced that the Council completed the items to discuss during the workshop.

Mr. Akers informed the Council that they could go into Executive Session for discussion only if the Mayor called the meeting to order.

**REGULAR MEETING**

**ITEM 1. CALL TO ORDER.**

Mayor White called the meeting to order at 6:41 p.m.

**EXECUTIVE SESSION IN ACCORDANCE WITH THE PROVISIONS OF THE GOVERNMENT CODE, TITLE 5, SUBCHAPTER D, SECTION 551.074- TO DELIBERATE THE APPOINTMENT, EMPLOYMENT, EVALUATION, REASSIGNMENT, DUTIES, DISCIPLINE, OR DISMISSAL OF A PUBLIC OFFICER OR EMPLOYEE. Conduct the annual City Manager evaluation.**

Mayor White announced that the Council would enter Executive Session to conduct the annual City Manager evaluation at 6:42 p.m.

**OPEN SESSION**

Mayor White announced that the Council would enter Open Session at 7:30 p.m.

Mayor White announced that the Council would continue the meeting and would convene the Executive Sessions after the public hearings.

**ITEM 2. INVOCATION, PLEDGE OF ALLEGIANCE.**

Councilmember Mendoza gave the Invocation and led the Pledge of Allegiance to the United States and Texas flags.

**ITEM 3. PUBLIC COMMENT.**

Mayor White requested the following to address the Council:

Alana Webre, 101 E. San Antonio Street, stated that she is speaking on behalf of several business owners in the downtown area. She stated that several businesses in the downtown district that pay mortgage or rent believe that items sold at the Farmers Market are similar to the items sold in their store. She stated that sales almost doubled when the Farmers Market relocated to their current location. She spoke in favor of the Farmers Market moving to another location instead of the downtown district.

Richard Thomson, 110 S. Commerce Street, stated that he enjoyed seeing the downtown district filled with visitors on the weekend yet he expressed concern about the lack of structure and accountability of visitors and vendors of the Farmers Market. He suggested that the Farmers Market obtain a 501c6, create a Board of Directors, a mission statement, and create an organizational plan. He also questioned who would be accountable if something were to happen. He also suggested that the community work together.

Sutton Van Gutton, Market Street Café, expressed concern about the items being sold or where food was being prepared by vendors at the Farmers Market. He commented about the lack of restroom facilities and stated that he allowed many visitors to use the restroom, in his restaurant even if they were not making a purchase, because he felt it was the right thing to do. He also suggested that if the Farmers Market returns to the downtown square, that an agreement be created about where Farmers Market vendors and local businesses will park.

Courtney Terry, 113 San Antonio Street, stated that a petition is currently being circulated to bring the Farmers Market back to the downtown square. She stated that local business owners work hard to own and make sacrifices to accomplish their dream of business ownership. She stated that vendors of the Farmers Market was selling items similar to what her store offers at a lower cost therefore sales for her business were extremely low. She stated that sales doubled for her business after the Farmers Market moved to another location. She is not in favor of the Farmers Market returning to the downtown square but suggested that if they do return, that they be in the downtown area one weekend per month or wrap up by noon if they return every weekend.

Leanna Ford, 105 E. San Antonio Street, stated that she grew up on a farm and understands the hard work of a farmer. She stated that her business lost income and foot traffic when the Farmers Market was in the downtown area. She stated that since the Farmers Market was moved to the Justice Center, sales increased for her business. She stated that it is not true that the downtown businesses are against the Farmers Market. She suggested that the Farmers Market be scaled back to a farmer's market and not a be returned as a craft market.

Mayor White requested additional citizens to address the Council. There were none.

**ITEM 4-A. HOLD A PUBLIC HEARING ON APPLICATION ZC-20-12 BY MEREDITH KNIGHT, ON BEHALF OF 2HK, LLC., FOR A ZONING CHANGE FROM PI PUBLIC AND INSTITUTIONAL DISTRICT TO CMB COMMERCIAL MEDIUM BUSINESS DISTRICT ON 0.556 ACRE IN THE CORNELIUS CRENSHAW SURVEY, ABSTRACT NO. 68, LOCATED AT 1511 WEST SAN ANTONIO STREET (SH 142).**

Mayor White opened the public hearing at 7:50 p.m.

Mr. Gibson stated that in April of 2018, the subject property was rezoned from RMD to PI as part of the same application that rezoned the abutting parcel having frontage along West San Antonio Street from RLD to its current CMB classification. Residents of the Windridge Subdivision had expressed the need for a park in the area, so the applicant/owner intended to offer this parcel as parkland, and contribute to improvements for it. The applicant subsequently approached the Windridge homeowners' association about making it a private park wherein they would contribute to the construction of park improvements and own the park. The homeowners' association conducted a vote on the matter and failed to get enough votes in favor of that proposal. The property has not yet been platted, so it was never dedicated as a public park. The Director of Public Works has indicated that the City does not have funds for park improvements even if the property stayed zoned PI, and that a park of such a small size and irregular shape would not be ideal anyway. Therefore, the applicant is now proposing to rezone the parcel to the same CMB classification that the remainder of the original tract already has. Neither the current PI zoning of the subject property nor the proposed CMB zoning of the property are consistent with the Land Use Plan map, which designates it as future Low Density Residential. However, the abutting CMB zoning is consistent with the Light-Medium Commercial future land use designation shown on the Land Use Plan map. Mr. Gibson stated that the Planning and Zoning Commission and staff recommend approval.

Mayor White requested the applicant to address the Council.

Meredith Knight, applicant, stated that her decision to request to rezone back to PI was a result of the Windridge homeowners' association voting not to assist in the development and maintenance of the park. She requested approval.

Mayor White requested citizens to address the Council in favor of or against zoning change. There were none. He closed the public hearing at 7:58 p.m.



**ITEM 4-B. DISCUSSION AND/OR ACTION TO CONSIDER ORDINANCE 2020-28 AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF LOCKHART, TEXAS, TO RECLASSIFY THE PROPERTY KNOWN AS 0.556 ACRE IN THE CORNELIUS CRENSHAW SURVEY, ABSTRACT NO. 68, LOCATED AT 1511 WEST SAN ANTONIO STREET (SH 142), FROM PI PUBLIC AND INSTITUTIONAL DISTRICT TO CMB COMMERCIAL MEDIUM BUSINESS DISTRICT.**

Mayor Pro-Tem Sanchez made a motion to approve Ordinance 2020-28, as presented. Councilmember McGregor seconded. The motion passed by a vote of 7-0.

**ITEM 4-C. HOLD A PUBLIC HEARING ON APPLICATION ZC-20-13 BY UMESH M. PATEL FOR A ZONING CHANGE FROM CHB COMMERCIAL HEAVY BUSINESS DISTRICT TO IL INDUSTRIAL LIGHT DISTRICT ON LOT 13, BLOCK 1, AMENDING PLAT OF RESUBDIVISION PLAT OF LOCKHART INDUSTRIAL PARK II, REVISION NO. 2, CONSISTING OF 7.069 ACRES LOCATED AT 115 EAST MLK JR. INDUSTRIAL BOULEVARD.**

Mayor White opened the public hearing at 8:00 p.m.

Mr. Gibson stated that in October in 2012, the subject property was rezoned from IL to CHB so that a proposed hotel could be constructed on it. The hotel project did not happen, however, and the lot has remained vacant. Because it is in the industrial park, with no frontage on Colorado Street, the lot is actually better suited for industrial development. An industrial business proposes to construct a new facility on the site, and needs the requested IL zoning for that use. Therefore, this application simply rezones the property back to its original classification. Industrial use of the lot would be compatible with the existing and intended uses in the industrial park. The lot is behind the commercial development along Colorado Street, and behind any future commercial development on the vacant lots adjacent to the north. There are no nearby residential uses or zoning. Therefore, no adverse impact on the surrounding area is anticipated. The proposed IL zoning classification is consistent with the Land Use Plan map designation of industry for this lot. No opposition has been expressed, either in writing or at the Planning and Zoning Commission meeting. Mr. Gibson stated that the Planning and Zoning Commission and staff recommend approval.

Mayor White requested the applicant to address the Council.

Spencer Collins, Austin, Texas, stated that Mr. Patel hired him to sell the property. A buyer was identified that would be able to build on the property, yet they would need the IL zoning in order for the business to be compliant with Lockhart's zoning regulations.

Bill Kirby, Harrisburg Pennsylvania, stated that they are interested in purchasing the property and that rezoning the property to industrial would fit their business to be in compliance with Lockhart's zoning regulations. He requested approval. There was discussion.

Mayor White requested additional citizens to address the Council in favor of or against the zoning change. There were none. He closed the public hearing at 8:10 p.m.

**ITEM 4-D. DISCUSSION AND/OR ACTION TO CONSIDER ORDINANCE 2020-29 AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF LOCKHART, TEXAS, TO RECLASSIFY THE PROPERTY KNOWN AS LOT 13, BLOCK 1, AMENDING PLAT OF RESUBDIVISION PLAT OF LOCKHART INDUSTRIAL PARK II, REVISION NO. 2, CONSISTING OF 7.069 ACRES LOCATED AT 115 EAST MLK JR. INDUSTRIAL BOULEVARD, FROM CHB COMMERCIAL HEAVY BUSINESS DISTRICT TO IL INDUSTRIAL LIGHT DISTRICT.**

Councilmember Michelson made a motion to approve Ordinance 2020-29, as presented. Mayor Pro-Tem Sanchez seconded. The motion passed by a vote of 7-0.



**ITEM 9. EXECUTIVE SESSIONS.**

Mayor White announced that the Council would enter Executive Session regarding the items listed below at 8:11 p.m.

**EXECUTIVE SESSION IN ACCORDANCE WITH THE PROVISIONS OF THE GOVERNMENT CODE, TITLE 5, SUBCHAPTER D, SECTION 551.074- TO DELIBERATE THE APPOINTMENT, EMPLOYMENT, EVALUATION, REASSIGNMENT, DUTIES, DISCIPLINE, OR DISMISSAL OF A PUBLIC OFFICER OR EMPLOYEE. Conduct the annual City Manager evaluation.**

**EXECUTIVE SESSION IN ACCORDANCE WITH THE PROVISIONS OF THE GOVERNMENT CODE, TITLE 5, SUBCHAPTER D, SECTION 551.071, PRIVATE CONSULTATION WITH ITS ATTORNEY TO SEEK ADVICE ABOUT PENDING OR CONTEMPLATED LITIGATION; SETTLEMENT OFFER; OR LEGAL MATTERS SUBJECT TO ATTORNEY/CLIENT PRIVILEGE. Discussion with City Attorney to receive legal advice regarding the Lockhart Farmers Market.**

**ITEM 10. OPEN SESSION.**

Mayor White announced that the Council would enter Open Session at 9:31 p.m. regarding the following:

**ITEM 10-A. DISCUSSION AND/OR ACTION REGARDING RESOLUTION 2020-30 AUTHORIZING A SALARY ADJUSTMENT FOR CITY MANAGER, STEVEN LEWIS AND ADDENDUM TO THE CITY MANAGER AGREEMENT EFFECTIVE AUGUST 28, 2018 BY AND BETWEEN THE CITY OF LOCKHART AND STEVEN LEWIS.**

Mayor Pro-Tem Sanchez made a motion to increase the City Manager's salary by 5%. Councilmember Bryant seconded. The motion passed by a vote of 7-0.

**ITEM 10-B. DISCUSSION AND/OR ACTION REGARDING THE LOCKHART FARMERS MARKET.**

Councilmember McGregor made a motion to suspend all Farmers Markets until the City can meet with the County, Farmers Market Board and Downtown businesses to discuss possible future regulations for markets on the square. Councilmember Westmoreland seconded. The motion passed by a vote of 7-0.

**ITEM 5. CONSENT AGENDA.**

Mayor Pro-Tem Sanchez made a motion to approve consent agenda items 5A, 5B and 5C. Councilmember Michelson seconded. The motion passed by a vote of 7-0.

The following are the consent agenda items that were approved:

5A: Approve minutes of the City Council meeting of December 1, 2020.

5B: Award fuel bid to Sun Coast Resources, Inc. of Houston, Texas with a profit margin of 3.85 cents per gallon for gasoline and 3.85 cents per gallon for diesel over the Oil Price Information Services (OPIS) price from Austin, Texas, RACK, posted weekly. If approved, the term of the contract will be for one year.

5C: Approve a ten (10) year extension of the Lockhart Municipal Airport Fixed Based Operator (FBO) Lease Agreement with Martin & Martin Aviation, LLC., comprised of Keith Uhls and Reine Smith, and approving the Mayor to sign if approved.

**ITEM 6-A. DISCUSSION AND/OR ACTION TO CONSIDER RESCHEDULING COUNCIL MEETINGS IN 2021 DUE TO A POSSIBLE CONFLICT WITH OTHER EVENTS.**

Mayor Pro-Tem Sanchez made a motion to cancel the October 5, 2021 meeting. Councilmember McGregor seconded. The motion passed by a vote of 7-0.

**ITEM 6-B. DISCUSSION AND/OR ACTION TO CONSIDER THE MAYOR'S DECLARATION OF LOCAL DISASTER REGARDING REQUIRING FACE COVERINGS, AND ADDRESSING OTHER MATTERS RELATED TO COVID-19, IF NECESSARY.**

Mayor White stated that notices about non-compliance will be mailed to businesses that are not in compliance with COVID-19 protocols this week.

**ITEM 6-C. DISCUSSION AND/OR ACTION REGARDING APPOINTMENTS TO VARIOUS BOARDS, COMMISSIONS OR COMMITTEES.**

Mayor White requested appointments to boards and committees.

Councilmember Michelson made a motion to re-appoint several members as listed below. Councilmember Westmoreland seconded. The motion passed by a vote of 7-0.

Board of Adjustment - Wayne Reeder  
 Electric Board - Ian Stowe  
 Library Board – Donaly Brice  
 Parks & Recreation Board – Russell Wheeler  
 Planning & Zoning Commission – Rick Arnic

**ITEM 7. CITY MANAGER'S REPORT, PRESENTATION AND POSSIBLE DISCUSSION.**

- City of Lockhart was awarded its first Certificate of Achievement for Excellence in Financial Reporting for the city's financial report for the Fiscal Year ending September 30, 2019 by the Government Finance Officers Association (GFOA).
- Police entrance exam will be held Saturday, December 19, 2020. To ensure social distancing the exam will be held at The Connection Center.
- Recently hired 3 new firefighters, and possibly another 3 before the end of the year.
- Update regarding water service transfers from Polonia Water Supply Corp. to the City of Lockhart.
- Update regarding on-going Street resurfacing projects.
- Update on traffic control changes on SH 130.
- Update regarding Swagit running audio/video during Council meetings.
- City will install new Cloud based phone system by end of February 2021.
- Library Updates:
  - Dickens' 2020 Reverse Parade.
  - Story Walk in the Park continues.
  - Preparations are underway for the 2020 Tax Aid season.

**ITEM 8. COUNCIL AND STAFF COMMENTS – ITEMS OF COMMUNITY INTEREST**

Councilmember Westmoreland wished everyone Happy Holidays.

Councilmember Mendoza wished everyone Happy Holidays. He thanked Central Texas Refuse for donating a dumpster for the cleanup at the old Carver School.



Mayor Pro-Tem Sanchez thanked everyone involved for the successful Reverse Dickens Lighted Parade. She expressed condolences to the families of Tiburcio Vasquez, Christina Torres, Diana Alvarez, Nicolasa Samaro Alfaro, and Lucy Serrato, Leo Rizzuto, Billy Willenberg, Richard Moya and Frances Gage for their loss. She wished everyone Happy Holidays.

Councilmember McGregor wished everyone Happy Holidays and encouraged everyone to stay safe.

Councilmember Bryant thanked volunteers that assisted with the cleanup at the old Carver School. He thanked the Victims' Assistance Team for the virtual Tree of Angels ceremony. He encouraged everyone to safely tour the city to view the Christmas lights throughout the community. He wished everyone Happy Holidays.

Councilmember Michelson wished everyone Happy Holidays. He thanked staff for all their efforts for handling situations during the pandemic.

Mayor White wished everyone Happy Holidays. He thanked the community and staff for staying safe and for following COVID-19 safety protocols.

**ITEM 9. ADJOURNMENT.**

Mayor Pro-Tem Sanchez made a motion to adjourn the meeting. Councilmember Mendoza seconded. The motion passed by a vote of 7-0. The meeting was adjourned at 9:53 p.m.

PASSED and APPROVED this the 5<sup>th</sup> day of January 2021.

**CITY OF LOCKHART**

\_\_\_\_\_  
Lew White, Mayor

ATTEST:

\_\_\_\_\_  
Connie Constancio, TRMC  
City Secretary

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# City of Lockhart, Texas

## Council Agenda Item Briefing Data

**COUNCIL MEETING DATE:** January 5, 2021

**AGENDA ITEM CAPTION:** Discussion and/or action to consider agreement with Pegasus School, Inc. to furnish wastewater services to the customer and authorizing the Mayor to sign the contractual document.

**ORIGINATING DEPARTMENT AND CONTACT:** Public Works-Sean Kelley

**ACTION REQUESTED:**

ORDINANCE       RESOLUTION       CHANGE ORDER       AGREEMENT  
 APPROVAL OF BID       AWARD OF CONTRACT       CONSENSUS       OTHER

**BACKGROUND/SUMMARY/DISCUSSION:** The City has been providing Pegasus School, Inc. wastewater services since 2005. At that time, Pegasus constructed an offsite 8" sewer force main in order to connect to the City's sewer system. However, when the service connection was completed, no service arrangements were completed. Since Pegasus School Inc. is outside the city limits and not a current City water customer, terms of service are needed to define each entities obligations in the agreement.

Items clarified in the wastewater service agreement include:

- Obligating both parties to the rules, ordinances, regulations, rate, and fees adopted by the City, and
- Requires the customer to provide annual water statements from water provider for wastewater billing calculations, and
- Establishing maintenance responsibilities for each entity.

**PROJECT SCHEDULE (if applicable):** N/A

**AMOUNT & SOURCE OF FUNDING:** N/A      Finance Review initials \_\_\_\_\_

Funds Required: N/A  
Account Number: N/A  
Funds Available: N/A  
Account Name: N/A

**FISCAL NOTE (if applicable):** N/A

**Previous Council Action:** None.

**COMMITTEE/BOARD/COMMISSION ACTION:** N/A

**STAFF RECOMMENDATION/REQUESTED MOTION:** Staff recommends approving the Agreement for sewer services with Pegasus School, Inc. and to continue to provide wastewater services to the customer.

**LIST OF SUPPORTING DOCUMENTS:** Agreement for Sewer Services Outside Corporate Limits.

Department Head initials:

\_\_\_\_\_

City Manager's Review:

\_\_\_\_\_



## CITY OF LOCKHART

### AGREEMENT FOR SEWER SERVICE OUTSIDE CORPORATE LIMITS

This agreement made as of the \_\_\_\_\_ day of \_\_\_\_\_ 2020, by and between the City of Lockhart, a Home Rule municipality located in Caldwell County, Texas (the "City") and Pegasus School, Inc., a non-profit corporation operating near Lockhart, (the "Customer") (the City and Customer may be also referred to as a "Party" and collectively as the "Parties").

#### RECITALS

**WHEREAS**, pursuant to Sec. 552.001, Texas Local Government Code, a municipality may own and operate a wastewater utility inside or outside the municipal boundaries and may regulate the utility in a manner that protects the interests of the municipality; and

**WHEREAS**, the City owns and operates a municipal sanitary sewer system serving customers in and near the City of Lockhart, Texas, and is willing to provide wastewater services to Customer; and

**WHEREAS**, the Customer is the owner of certain real property commonly known as Pegasus School for which it desires to obtain wastewater services; and

**WHEREAS**, the Parties are desirous of entering into an Agreement whereby the City will furnish wastewater services to the Customer.

#### AGREEMENT

**THEREFORE**, in consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

##### 1. Customer's Obligations:

By entering into this Agreement, the Customer agrees to the following terms and conditions:

- 1.1. Comply with City's wastewater policies, ordinances, rules, regulations, rates and fees, as may be amended from time to time.
- 1.2. Provide the City annual water utility usage statements each year from Customer's water provider, in order that the City may determine sanitary sewer usage if the City is not the water utility provider.
- 1.3. Allow the City access to the property for the purpose of inspecting the connection, metering equipment, possible cross connections, and/or possible unacceptable plumbing practices. These inspections shall include, but are not limited to, repairs and maintenance of City equipment, City service lines, points of connection, any potential cross connection, and/or potential sources of contamination.
- 1.4. Maintain and operate their sewerage facilities including the main collection line that connects to the City's sewerage facilities.



- 1.5. Notify City of any modifications that may adversely affect sewer discharge to City wastewater treatment facilities, and make no changes and/or additions to Customer's property without the City's prior written approval.
- 1.6. Immediately correct any unacceptable plumbing or discharge practices. The Customer may, at their expense, properly install, test, and maintain any backflow prevention device required by the City subject to applicable rules and regulations. Copies of all testing and maintenance records shall be provided to the City.
- 1.7. Not protest any attempts by City to annex the property.

## **2. City's Obligations:**

City agrees to the following terms and conditions:

- 2.1. Provide continuous and adequate wastewater service to the Property.
- 2.2. Promptly notify the Customer of any unacceptable plumbing or discharge practices in writing.

## **3. Maintenance/Ownership of Sewer Lines:**

- 3.1. Customer and City agree that properties identified in **Exhibit A** establish maintenance responsibilities of Customer's and City's sewerage infrastructure and facilities, which is incorporated as part of this Agreement.
- 3.2. Customer acknowledges and agrees that City does not take ownership of the Pegasus Force main; and that repairs and maintenance of this line remains the sole responsibility of the Customer as established in **Exhibit B**; and the connection manhole will be maintained by the City.

## **4. Term; Termination:**

- 4.1. This Agreement shall become effective on the date first set forth above (the "Effective Date") and shall continue in effect from year to year thereafter as the Parties may mutually agree; provided that either Party may terminate this Agreement by giving the other party notice in writing specifying the date of such termination.

## **5. Illegal Discharge:**

- 5.1. Customer acknowledges that City's sewerage system is limited by the capacity and capability of City's treatment plant and conveyance system. Customer shall be responsible for paying the cost of remedying any defective conditions in City's sewerage facilities that have been modified or otherwise altered as a result of the construction of Customer's site work, construction or utilities. Customer is aware that City can accept only domestic wastewater into public sewerage system. Should City find that any wastewater other than domestic wastewater is being, or has been, discharged into its sewerage system from Customer, City will notify company of its findings. Customer will immediately take

appropriate measures to cease the discharge of the non-domestic wastewater from its facilities.

**6. Default:**

- 6.1. If the Customer fails to comply with the terms of this Agreement, the City shall, at its option, terminate service and this Agreement. Any expenses associated with the enforcement of this Agreement shall be billed to the Customer.
- 6.2. The Customer agrees that if it becomes necessary for the City to take legal action to enforce any provision this agreement, the Customer will be responsible for paying the reasonable attorney fees and costs, including court costs, of the City in bringing and prosecuting the action.
- 6.3. The Customer acknowledges that if service has been suspended or terminated for any reason, the City will not re-establish service unless it has a signed copy of this Agreement and all applicable charges have been paid in full.

**7. Miscellaneous Provisions:**

- 7.1. The Parties agree that they will execute any other documents or legal instruments and take any action that may be necessary or reasonably required by any party to effectuate the purposes and provisions of this Agreement.
- 7.2. The Parties agree that the City has not waived its sovereign immunity by entering into and performing its obligations under this Agreement.
- 7.3. If at any time, City is prevented by circumstances beyond City control from rendering wastewater services to customer connected, or wishing to connect, to the City's sewerage facilities begin tapped or modified by Customer, then City shall not be liable to Customer or affected customer or potential customer for any damages or losses.
- 7.4. The City hereby retains the right to revoke domestic sewer service to the herein described Customer in the event these conditions are not met by the Customer or their heirs, successors, administrators, executors, personal representatives and assigns.
- 7.5. All new residential or commercial buildings or additions to existing buildings requiring connections to sanitary sewer are subject to City Impact Fees (see Code Section 31-28).
- 7.6. Any notice provided or permitted to be given under this Agreement must be in writing and may be served by depositing same in the United States mail, addressed to the Party to be notified, postage pre-paid and registered or certified with return receipt requested, or by delivering the same in person to such Party via facsimile or a hand-delivery service, Federal Express or any courier service that provides a return receipt showing the date of actual delivery of same to the addressee thereof. Notice given in accordance herewith shall be effective upon receipt at the address of the addressee. For purposes of notice, the addresses of the Parties shall be as follows:

To City:           City of Lockhart  
                          Attn: City Manager  
                          308 W. San Antonio St.

P.O. Box 239  
Lockhart, Texas 78644

With Copy to: Messer, Fort & McDonald, PLLC  
Attn: Monte Akers  
13625 Pond Springs Road, Suite 200  
Austin, Texas 78729

To Customer:

- 7.7. All rights and remedies of the Parties under this Agreement shall be cumulative, and none shall exclude any other right or remedy provided by law, or by any other provisions of the Agreement. All such rights and remedies may be exercised and enforced concurrently and whenever, and as often, as occasion for their exercise arises.
- 7.8. A waiver by either Party of a breach of the Agreement by the other Party does not constitute a continuing waiver or a waiver of any subsequent breach of the Agreement.
- 7.9. The Agreement shall be binding upon, and inure to the benefit of, the Parties to the Agreement and their respective heirs, executors, administrators, legal representatives, successors, and assigns when permitted by this Agreement.
- 7.10. Nothing in this Agreement shall be construed to create any right in any third party not a signatory to this Agreement, and the Parties do not intend to create any third-party beneficiaries by entering into this Agreement.
- 7.11. This Agreement and the attached Exhibits contain the entire agreement of the Parties with respect to the matters contained herein and may not be modified, amended or terminated except upon the provisions hereof or by the mutual written agreement of the Parties hereto.
- 7.12. This Agreement shall be construed in accordance with the laws of the State of Texas and shall be performable in Caldwell County, Texas.
- 7.13. This Agreement may be executed in a number of identical counterparts, each of which shall be deemed an original for all purposes. A facsimile signature will also be deemed to constitute an original if properly executed.
- 7.14. The individuals executing this Agreement on behalf of the respective Parties below represent to each other and to others that all appropriate and necessary action has been taken to authorize the individual who is executing this Agreement to do so for and on behalf of the Party for which his or her signature appears, that there are no other parties or entities required to execute this Agreement in order for the same to be an authorized and binding agreement on the Party for whom the individual is signing this Agreement and that each individual affixing his or her signature hereto is authorized to do so, and such authorization is valid and effective on the date hereof.

- 7.15. This Agreement shall be deemed drafted equally by Customer and City.
- 7.16. Savings/Severability. In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

**IN WITNESS WHEREOF**, the parties have executed this Agreement on \_\_\_\_\_, 20\_\_\_\_.

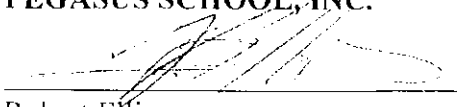
**CITY OF LOCKHART**

\_\_\_\_\_  
Lew White  
Mayor

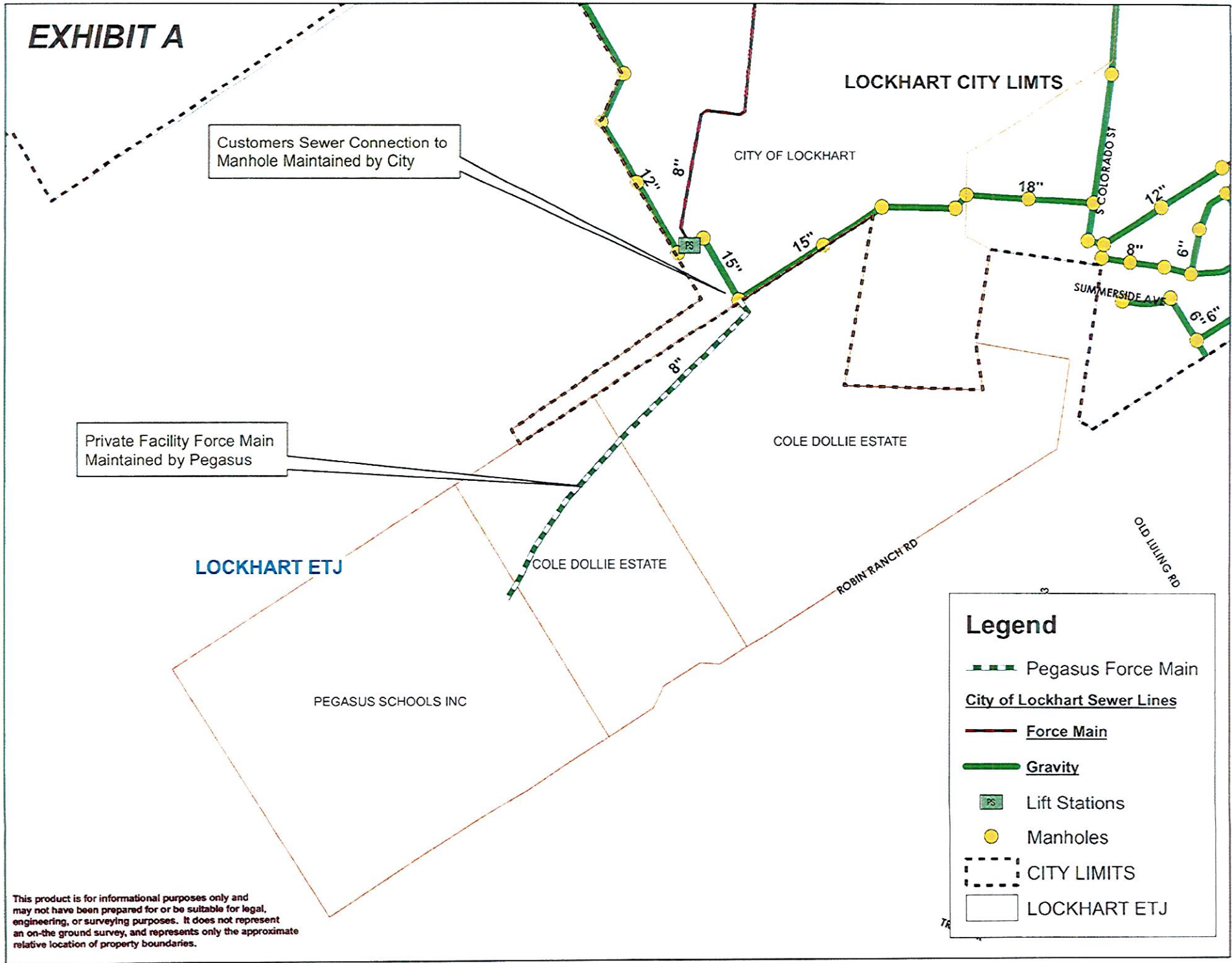
**ATTEST:**

\_\_\_\_\_  
Connie Constancio, TRMC  
City Secretary

**PEGASUS SCHOOL, INC.**

  
\_\_\_\_\_  
Robert Ellis  
President

# EXHIBIT A



### Legend

- Pegasus Force Main
- City of Lockhart Sewer Lines**
- Force Main
- Gravity
- Lift Stations
- Manholes
- CITY LIMITS
- LOCKHART ETJ

This product is for informational purposes only and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey, and represents only the approximate relative location of property boundaries.

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# EXHIBIT B

LOCKHART CITY LIMITS

LOCKHART ETJ

CITY OF LOCKHART

LOCKHART ETJ

COLE DOLLIE ESTATE

Customers Sewer Connection to Manhole Maintained by City

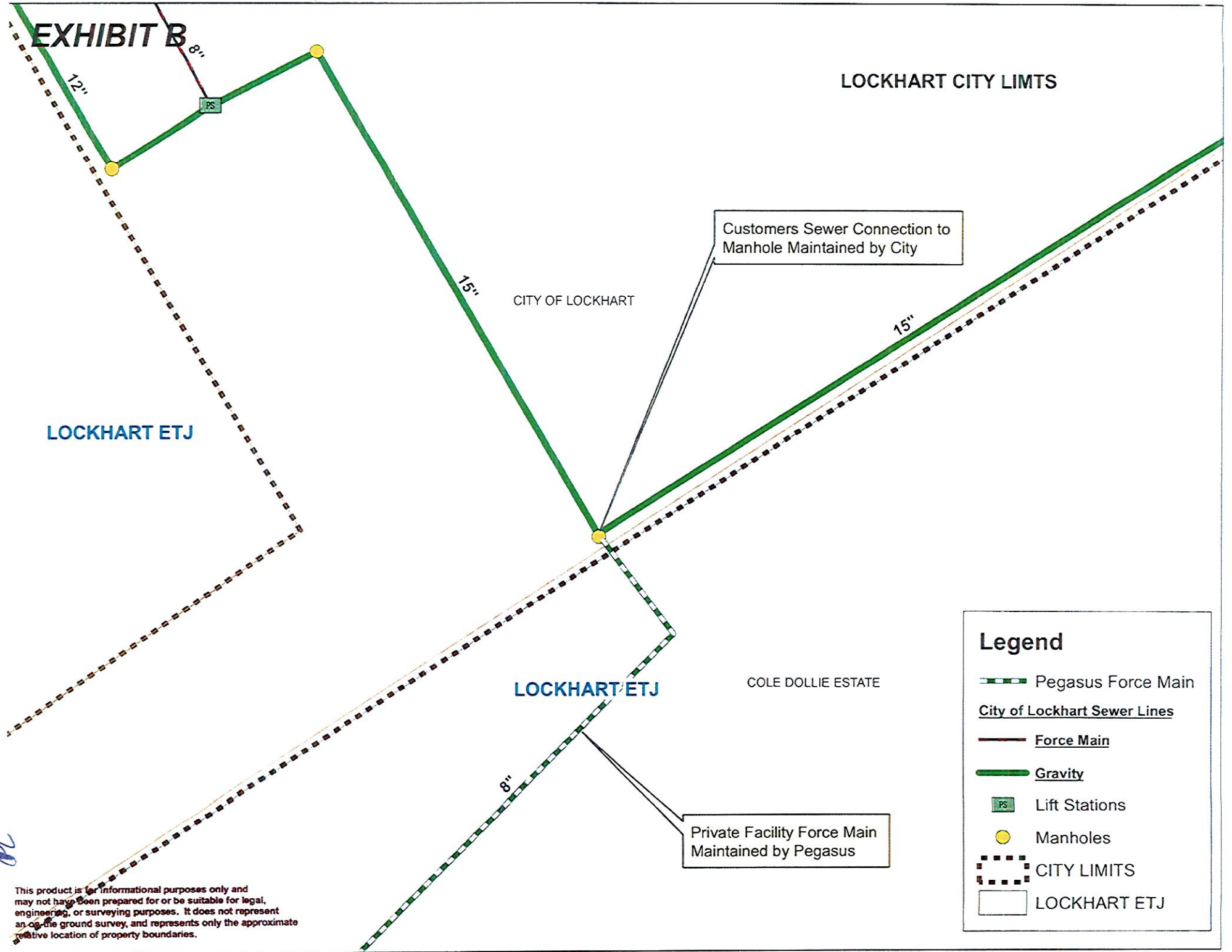
Private Facility Force Main Maintained by Pegasus

### Legend

- Pegasus Force Main
- City of Lockhart Sewer Lines
  - Force Main
  - Gravity
  - Lift Stations
  - Manholes
  - CITY LIMITS
  - LOCKHART ETJ

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# City of Lockhart, Texas

## Council Agenda Item Briefing Data

**COUNCIL MEETING DATE:** January 5, 2021

**AGENDA ITEM CAPTION:**

Discussion and consideration regarding the Farmers Market located on the Square.

**ORIGINATING DEPARTMENT AND CONTACT:** Steve Lewis, City Manager

**ACTION REQUESTED:**

- ORDINANCE       RESOLUTION       CHANGE ORDER       AGREEMENT  
 APPROVAL OF BID       AWARD OF CONTRACT       CONSENSUS       OTHER

**BACKGROUND/SUMMARY/DISCUSSION:**

Farmers markets have grown in popularity because growers, consumers and communities recognize the benefits. For growers, farmers markets provide an opportunity to sell products at retail prices and an opportunity to sell specialty or niche products. Because vendor fees charged by markets are much lower than the cost of establishing an off-farm retail outlet, farmers markets enable growers to test new enterprises or give direct marketing a try without making a large investment. For consumers, farmers markets increase access to fresh food, give consumers the opportunity to develop relationships with local growers, raise awareness about the food system, and promote healthy eating habits.

Based on research about public markets, the following 10 qualities lead to successful markets:

- Vendors who are focused on quality service and innovation.
- A visible and accessible location with adequate parking.
- A diverse mix of vendors, products, and events.
- A clear purpose/mission of the market.
- A well-designed, comfortable and welcoming public space.
- Collaborations/partnerships with the community.
- Sound, transparent financial accounting and financial plan.
- Creative and targeted promotions.
- A variety of ways to add value to local economies and communities.
- Effective, open-minded and fair management.

Discussion:

On October 2020, the Lockhart Farmers Market organization updated the City Council and community about their plans for the market.

On December 15, 2020, interested parties around the square addressed the Council with their concerns about the impact on the merchants on and near the square.

Consequently, Mayor White, Councilmembers McGregor and Michelson, met with Judge Haden and Commissioner Westmoreland to discuss this matter. The following summarized points are now being submitted to the City Council and Commissioners Court for formal consideration:

1. The Farmers Market will have their non-profit status before they are permitted back on the square. The market area will be permitted and inspected by the City.
2. The market will have to be a certified farmers market. This may need more research.
3. It will only be allowed on the east, west, and south side of the Courthouse on the inner lanes. The north side of the Courthouse along 142 will not be used due to traffic concerns.
4. The inner lanes will be closed to auto traffic. COVID spacing of tents will be enforced with possible staggering of tents.
5. Two bathrooms will be required, one being ADA.
6. The Market will be allowed on the square every Saturday only from 8-12. Setup up at 7:30 am and be gone by 12:30 p.m.
7. Every effort will be made for the vendors to park off the square.
8. The space at the Justice Center will still be available on the weekends.

**STAFF RECOMMENDATION/REQUESTED MOTION:** None.

**LIST OF SUPPORTING DOCUMENTS:** Lockhart Farmers Market Organization Rules & Procedures for Participation; Information from the TX Dept of Agriculture, FAQ about Farmers' Markets by the TX Department of State Health Services, and minutes of the last Council meeting when downtown merchants appeared to complain.

Department Head initials:

\_\_\_\_\_

City Manager's Review:  
  
\_\_\_\_\_



Mayor White announced that the Council would continue the meeting and would convene the Executive Session after the public hearings.

## **ITEM 2. INVOCATION, PLEDGE OF ALLEGIANCE.**

Councilmember Mendoza gave the Invocation and led the Pledge of Allegiance to the United States and Texas flags.

## **ITEM 3. PUBLIC COMMENT.**

Mayor White requested the following to address the Council:

Alana Weber, 101 E. San Antonio Street, stated that she is speaking on behalf of several business owners in the downtown area. She stated that several businesses in the downtown district that pay mortgage or rent believe that items sold at the Farmers Market are similar to the items sold in their store. She stated that sales almost doubled when the Farmers Market relocated to their current location. She spoke in favor of the Farmers Market moving to another location instead of the downtown district.

Rick Thomson, 110 S. Commerce Street, stated that he enjoyed seeing the downtown district filled with visitors on the weekend yet he expressed concern about the lack of structure and accountability of visitors and vendors of the Farmers Market. He suggested that the Farmers Market obtain a 501c6, create a Board of Directors, a mission statement, and create an organizational plan. He also questioned who would be accountable if something were to happen. He also suggested that the community work together.

Sutton Van Gutton, Market Street Café, expressed concern about the items being sold or where food was being prepared by vendors at the Farmers Market. He commented about the lack of restroom facilities and stated that he allowed many visitors to use the restroom, in his restaurant even if they were not making a purchase, because he felt it was the right thing to do. He also suggested that if the Farmers Market returns to the downtown square, that an agreement be created about where Farmers Market vendors and local businesses will park.

Courtney Terry, 113 San Antonio Street, stated that a petition is currently being circulated to bring the Farmers Market back to the downtown square. She stated that local business owners work hard to own and make sacrifices to accomplish their dream of business ownership. She stated that vendors of the Farmers Market was selling items similar to what her store offers at a lower cost therefore sales for her business were extremely low. She stated that sales doubled for her business after the Farmers Market moved to another location. She is not in favor of the Farmers Market returning to the downtown square but suggested that if they do return, that they be in the downtown area one weekend per month or wrap up by noon if they return every weekend.

Leanna Ford, 105 E. San Antonio Street, stated that she grew up on a farm and understands the hard work of a farmer. She stated that her business lost income and foot traffic when the Farmers Market was in the downtown area. She stated that since the Farmers Market was moved to the Justice Center, sales increased for her business. She stated that it is not true that the downtown businesses are against the Farmers Market. She suggested that the Farmers Market be scaled back to a farmer's market and not a be returned as a craft market.

Mayor White requested additional citizens to address the Council. There were none.



LOCKHART FARMERS MARKET ORGANIZATION

PRESIDENT; JENNIFFER BAUMAN  
VICE PRESIDENT; TARA BITTNER  
VICE PRESIDENT; DORIS VOIGT  
COMMITTEE MEMBERS & MANAGERS;  
MICHEAL BITTNER  
PATRICK RAWLS

MONTHLY MEETING 4TH SATURDAY OF THE MONTH PRIOR TO MARKET OPENING.  
AGENDA  
DISCUSS IMPROVEMENTS OR PROBLEMS.

## LOCKHART FARMERS MARKET RULES & PROCEDURES FOR PARTICIPATION

-Our Mission: The Lockhart Farmers Market is a group of farmers and local residents (Caldwell County and surrounding areas) dedicated to bringing quality products to the public.

Operations: Saturdays 8 a.m. to 2 p.m.  
Sundays 11 a.m. to 4 p.m.

Located on the parking spots attached to the Courthouse grounds, on all four sides of the Square.

### **Vendor Categories:**

#### **Agricultural Producer:**

-Produce that has been grown on the producer's land or sourced from local farms (including leased land) located within 50 miles of the market attended.

-Meat (excepting fish, fowl and feral animals), that is from animals born and bred on the producers' land (including leased land) and processed at a USDA inspected facility.

-Honey producers must be in compliance with Chapter 131 of the Texas Agriculture Code and Chapter 71 of Texas Administrative Code. (for more information see the TEXAS Apiary Inspection Service Website)

-Foraged and wild-crafted items where the producer responsibly wild harvests a raw agricultural product from their own land, leased-land or public land (where foraging is allowed) and packages the item(s) with minimal additional ingredients. Example products include yaupon tea, chile pequin, henbit or ramps.

All agricultural producers must maintain at least 50% of products/items sold at market comprising their own agricultural products to maintain this vendor category.

-Examples: Farmers, Ranchers, Egg Producers, Beekeepers, Foragers.

#### **Value-Added:**

-Culinary products from any operation that has changed the form, flavor, blend and/or the substance of raw products.

-Examples: Salsa, Hummus, Cider, Baked Goods.

#### **Prepared Food:**

-Vendors offer freshly made food and drinks available for sale at the Lockhart Farmers Market. These products may be hot or cold ready-to-eat foods or drinks -Examples: breads, candies, Iced Beverages.

#### **Artisan:**

-Items created by a local artisan -Examples: Beauty and skincare products, jewelry, art, ceramics.

#### **Healthy Living:**

No physical products sold. Fitness, wellness and other vendor types that do not fit within the traditional boundaries of the vendor listings above. Not a common vendor type, please check with the managers before applying under this category.

-Examples: Workout and fitness-based businesses, nutritional services, chiropractic care

#### **Nonprofit:**

Non-profit, non-partisan organizations may apply for complimentary booth space at any market based on availability. No fundraising allowed at markets and no sales activities allowed. -Examples: Pet adoption groups, voter registration, blood drives, Girl Scouts

#### **Retailer/reseller:**

a person or business that sells goods to the public in relatively small quantities for use or consumption rather than for resale. A person or company that sells something they have bought to someone else. (Sunday Markets only)

#### **Vendor Fees:**

\$5 Fee for application, \$5 for a single event, \$8 if you set up both days. \$30 for the whole month. The money from these fees will go to marketing, advertising, office supplies.

## **Market Rules:**

### **Applicants**

- 1. All invitations to sell at the market are at the discretion of the managers.
- 2. Submitting an application does not guarantee admittance into the market.

### **All vendors**

- 3. Market rules must be read and acknowledged by each person working in the booth before vendors attend any market.
- 4. Copies of all proper permits, certifications, licenses, etc. must be received by the Lockhart Farmers Market before a vendor can attend any market.
- 5. Existing vendors are not guaranteed a continued space and may be removed as a vendor upon resubmission of application or any time during market year at the managers discretion.
- 6. There is no guarantee of exclusive category for any vendor.
- 7. Laws, regulations, and rules put forth by the federal, state, city, or county government must be followed by all vendors.
- 8. Markets operate year-round, rain or shine. Vendors should prepare for all types of weather including cover for rain or sun and weights for winds.
- 9. Vendors are expected to be absent for no more than 10 consecutive market days for the calendar year. If holidays fall on a market day, closures will occur at the managers discretion. If a market is not designated as closed on a holiday, all vendors are expected to attend or submit timely notice of absence. Vendors who exceed 10 absences, without prior consent from the managers, forfeit their assigned spot and permission to set up, and risk being expelled from market. Seasonal vendors can make the relevant arrangements with the managers.
- 10. Vendors not attending a market must submit notification of absence to the managers via phone call, text or email no later than end of day Thursday before weekend markets
- 11. Vendors must be set up & ready to sell no later than 15 minutes before the market opens. No driving within market boundaries is permitted 30 minutes before market open and until 15 minutes after the close of market.
- 12. Vendors must park in designated vendor parking or in outlying areas. Vendors may not park in customer parking for any reason. Parking will be on the East and South sides of the courthouse grounds.
- 13. Vendors may not break down before the end of market even in the event the vendor has sold out. Tables, signage, tablecloth etc. must remain set up in booth space until the end of market. Vendors may stay after 2 p.m. if they wish to.
- 14. A booth space constitutes a 10'x10' space using straight-legged canopies. Vendors cannot reserve more than 2 front facing spaces. Merchandise must be restricted to within the designated booth space and signage must not impede flow of shoppers between booth spaces
- 15. At least 40 lb. weights must be securely affixed to each canopy leg at all times. Weights should be set up in a way to avoid injury to any person. The Market reserves the right to take down any canopy at the market at any time.
- 16. . Only owners or agents (family members, employees) may sell at market. Vendors must be knowledgeable, how their products are used, grown or produced and be able to communicate these things clearly to the customers. Must project a professional presence at market..Products should be displayed in a sanitary, presentable and attractive manner. Inappropriate language or behavior, clothing, harassment or abuse toward anyone at any market will not be tolerated and may be reason for expulsion.



- 17. Vendors must completely clean their booth space at the end of the market. Vendors who provide samples or prepared food must provide trash receptacles at their booth. Ice and water brought to the market should not be discarded on site.
- 18. Booth locations are subject to change. Vendors' booth locations may change week-to-week and vendors are expected to exercise flexibility in the event of relocation
- 19. Vendors must display signage with prices and vendor information. Vendors should keep prices fair and reasonable, no dumping. Signage should clearly identify family name and/or the name of their farm/business including the city, town or county where production occurs, as well as Sales Tax Permits where applicable.
- 20. Vendors are required to comply with state and federal laws concerning firearms and may not openly display firearms while selling at the market.
- 21. No disruptive or aggressive marketing is permitted at market.
- 22. The Lockhart Farmers Market is not responsible for product liability, fines, penalties or the paying of sales taxes for individual vendors
- 23. Discrimination in any form is prohibited. Discrimination is the treatment or consideration of, or making a distinction in favor or against, a person based on the group, class, or category to which that person belongs, including but not limited to race, color, national origin, age, disability, economic class, sex, gender expression or sexual orientation.
- 24. Harassment based upon an individual's sex, race, ethnicity, national origin, age, religion or any other legally protected characteristics will not be tolerated. All vendors including the managers, are expected and required to abide by this policy.
- 25. Spots are assigned by availability and seniority, they are permanent and can not be exchanged unless approved by the managers.
- 26. All food vendors must comply with Federal, State, Lockhart and Caldwell County Health Department rules. Follow labeling requirements from the State of Texas, which must label all products with the following information:
  - 1. Contact information: address, phone # and/or email address
  - 2. Contents: Name of item should include common and usual name
  - 3. List of ingredients according to weight.
  - 4. Common allergens.
 Cottage law vendors must indicate on product labels this statement:  
 This product is not inspected by any state of Texas or local health department.  
 Find more detailed information here: <https://www.dshs.texas.gov/foods/labeling.aspx>
- 27. Health Department violations must be corrected before a vendor is allowed to set up on the next market date.
- 28. Nursery-Only Vendors must sell only, potted plants, trees or nursery starts that are grown from seed, plug, cutting, bulb or bare-root by the seller.
- 29. A producer selling any meat must have raised the animals from the ranch herd from birth (excepting poultry or wild, feral animals)
- 30. Wild fish (from the Texas Gulf coast or Texas lakes) and feral animals (harvested from within the 50 mile radius of the market and slaughtered under all applicable regulations) are acceptable. The Lockhart Farmers Market requires copies of all relevant permits from city, county, state and federal permitting agencies

- 31. Artisans will be subject to a jury evaluation of their product by the managers before being allowed to sell at any market. The managers have the right to review any merchandise for sale at any market at any time. Photos of the work must be submitted with the application
- 32. No MLM type of businesses will be allowed. Unless they can fit into any of the categories described on the vendor categories. Example of MLM: LulaRoe, MaryKay, Pampered Chef, Paparazzi Accessories, etc. For a complete list you can visit: <https://laconteconsulting.com/mlm-list/> (This rule only applies for Saturday markets Only)

#### Violations

- 33. Violations of market rules will result in prompt corrective and punitive action. This process is generally constituted by the following steps:
  - 1) first verbal warning
  - 2) second verbal warning
  - 3) written warning
  - 3) suspension/expulsion from the market, but is subject to variance on a case-by-case basis. If escalated the Sheriff's Office will be called upon to remove the vendor from the courthouse grounds.

#### Market managers:

Market managers are the authority on matters regarding operations at market and should be acknowledged by vendors as official decision makers in any and/or in the event of an issue arising onsite.

**Resolution and Grievances Onsite Resolution:** The Lockhart Farmers Market will make every effort to reach a resolution in the event an issue arises. At market, the managers will resolve any issues. Please locate a market manager and discretely inform them of the issue at hand. Market managers may be able to resolve the issue immediately, or they may choose to gather information, meet with the other 2 managers and deliver a solution. Vendors must abide by the final decision of the Managers.

**Re-Application of Terminated Vendor:** A terminated vendor may reapply to be a vendor at the Lockhart Farmers Market events at any time after the vendor becomes compliant with applicable requirements and rules, subject to the Lockhart Farmers Market standard requirements for new vendors.

Market Rules must be acknowledged by all vendors and agents who will be representing any vendor by initialing each rule and signing the attached agreement.

#### Other Definitions

Dumping: Selling at substantially less than market averages.

Handmade: an item made by hand, not by machine, and typically therefore of superior quality.

Homemade: an item made at home, rather than being made in a factory, by machine or in a store.

MLM: Multi Level marketing

Producer-only farmers' market: A market at which vendors, their family members or their employees are permitted to sell direct to consumer items which they have themselves produced.

Reselling: Buying and reselling any item without additional ingredients or modifications to the existing product Example: 1) farmer selling fruit or vegetable grown by another person or from a wholesale outlet. 2) purchasing balsamic vinegar and repackaging/labeling as your own product. What is acceptable is infusing, blending or adding other ingredients to make it your own.

Seasonal Producer: An agricultural producer that grows only agricultural products that are not possible to grow year-round and are highly seasonal. An example would be a farmer only growing peaches.

Specialty Producers: A producer that offers items not usually grown locally but a relative or agent brings the items to market. Example: Citrus from South Texas that is to be sold by the grower or his/her employee or family member.

#### Contact Information:

Jennifer Bauman (760) 717-9109

Doris Voight (512) 913-9194

Michael Bittner (512) 994-8216

Tara Bittner (512) 995-0606

Patrick Rawls (512) 995-5277

Email address: [lockhartfarmersmarket@gmail.com](mailto:lockhartfarmersmarket@gmail.com)

[www.lockhartfarmersmarket.com](http://www.lockhartfarmersmarket.com)

LOCKHART FARMERS MARKET AGREEMENT

Date \_\_\_\_\_

Vendor (print) \_\_\_\_\_

Business name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

This letter serves as a formal agreement to all the rules written by the Lockhart Farmers Market managers and will abide by these rules.

Violation to any of the rules written in the rules, given to the vendor, by the Lockhart Farmers Market managers, will result in dismissal of the market.

APPLICANT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

Jennifer Bauman \_\_\_\_\_  
President

Tara Bittner \_\_\_\_\_  
VicePresident

Doris Voigt \_\_\_\_\_  
VicePresident



VENDOR APPLICATION FOR THE LOCKHART FARMERS MARKET

Name \_\_\_\_\_

Address \_\_\_\_\_

Business Name \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

What do you sell? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have all the relevant permits to sell your product  
(Leave blank if this doesn't apply) \_\_\_\_\_

Do you use social media? if so what platforms \_\_\_\_\_

\_\_\_\_\_

After reading the Rules & Procedures for participation, which vendor category do you fit in?

\_\_\_\_\_

*For Non Profit Vendors only.*

Name of Organization \_\_\_\_\_

What is the mission of your organization? \*

\_\_\_\_\_

\_\_\_\_\_

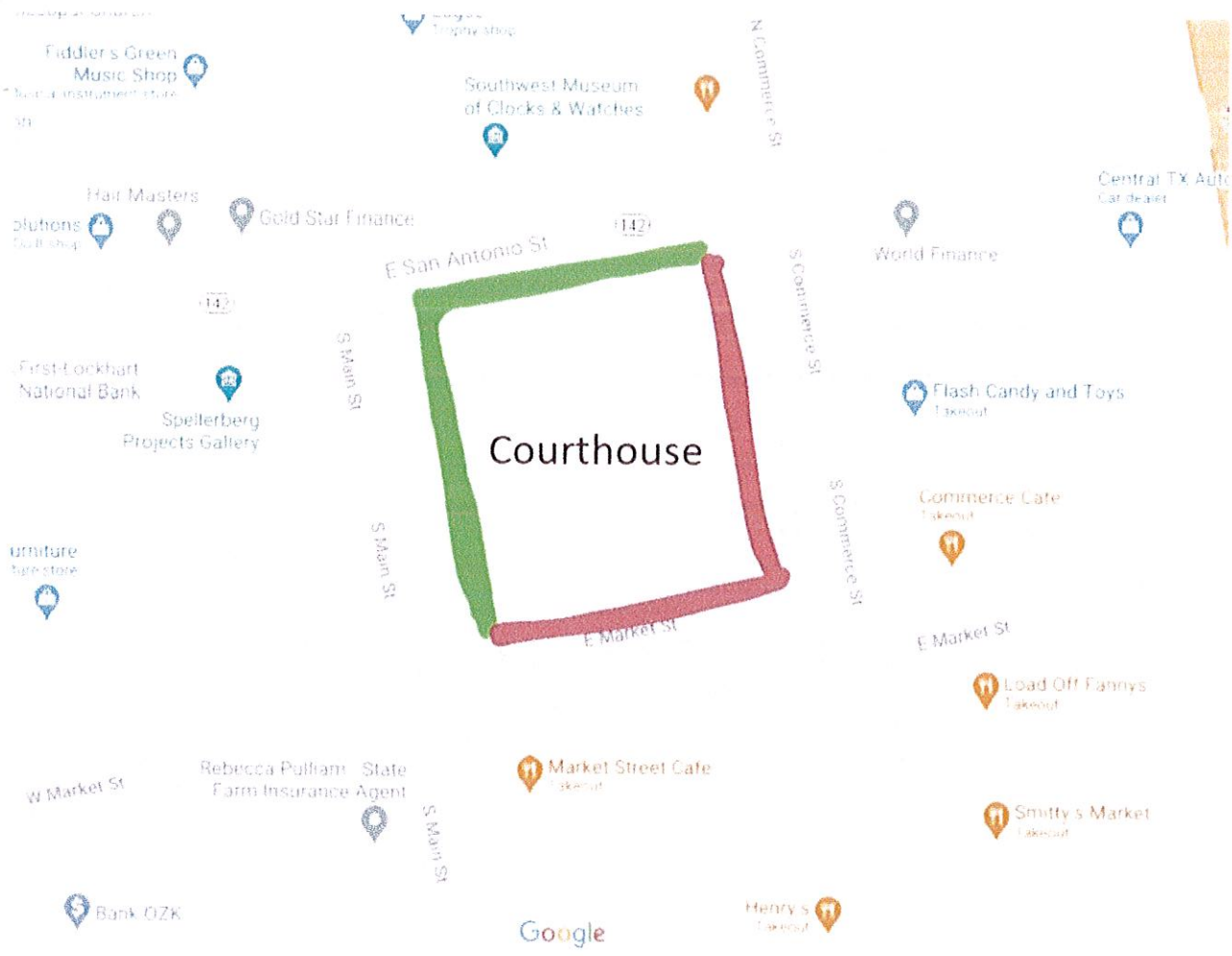
Which market do you wish to attend?

Once a month all type of vendors market \_\_\_\_\_

Weekly market (Saturday and Sunday) \_\_\_ Saturday only \_\_\_ Sunday only \_\_\_

By signing the box below, I hereby certify that all the information contained in this application is correct and that I have read and will abide by the market rules and procedures of the Lockhart Farmers Market.

Applicant Signature \_\_\_\_\_



The GREEN represents where we set up.  
 The RED represents vendor overflow.





TEXAS DEPARTMENT OF AGRICULTURE  
COMMISSIONER SID MILLER







TEXAS DEPARTMENT OF AGRICULTURE  
COMMISSIONER SID MILLER

## *Letter from the Commissioner*

The Farmers Markets are a vital part of Lone Star agriculture. For generations, the bountiful Texas soils have provided a distinctive lifestyle for Texas farmers and ranchers. Agriculture is an industry fueled by hard work. It feeds a nation hungry for fresh meats, fruits, vegetables and many other locally produced products. The story of Texas agriculture continues to be one filled with innovation, Lone Star pride and perseverance.

Farmers markets are a true Texas treasure and popular with consumers and professional chefs alike. With a variety of products available, farmers markets provide an abundance of choices throughout the year for all Texans.

There are many steps and issues to consider when starting a farmers market. Use this guide as a tool to help you as you walk through this field full of opportunities.

Remember friends, *Texas Agriculture Matters!*

Commissioner Sid Miller



## *Benefits of a Texas Farmers Market*

Farmers markets provide a variety of benefits for Texas producers and consumers.

### **BENEFITS FOR SMALL/MEDIUM-SIZED FARM OPERATORS**

Direct access to consumers at farmers markets provides an important supplemental source of income for many growers.

### **BENEFITS FOR CONSUMERS**

Farmers markets give consumers access to locally grown, farm-fresh produce and other goods, as well as the opportunity to interact with the people who grow their food.

### **BENEFITS FOR THE COMMUNITY**

Farmers markets offer many communities a unique way to access food, while also having a positive impact on the local economy. In 2014, Texas farmers markets accounted for more than \$16 million in sales for Texas agriculture producers. This translates to nearly \$30 million for the Texas economy as a whole.

## *Steps to Starting a Farmers Market*

1. Determine the characteristics of your farmers market
2. Create a sponsoring organization
3. Identify a location
4. Create market signage
5. Assign a market manager
6. Identify and recruit farmers and vendors
7. Establish bylaws
8. Adopt and enforce rules and regulations
9. Research and follow local health department food safety rules for prepared foods and meats
10. Contact the Texas Department of Agriculture to obtain all required certifications and licenses
11. Develop an organizational map for vendors locations and spaces
12. Create a budget
13. Determine a fee structure





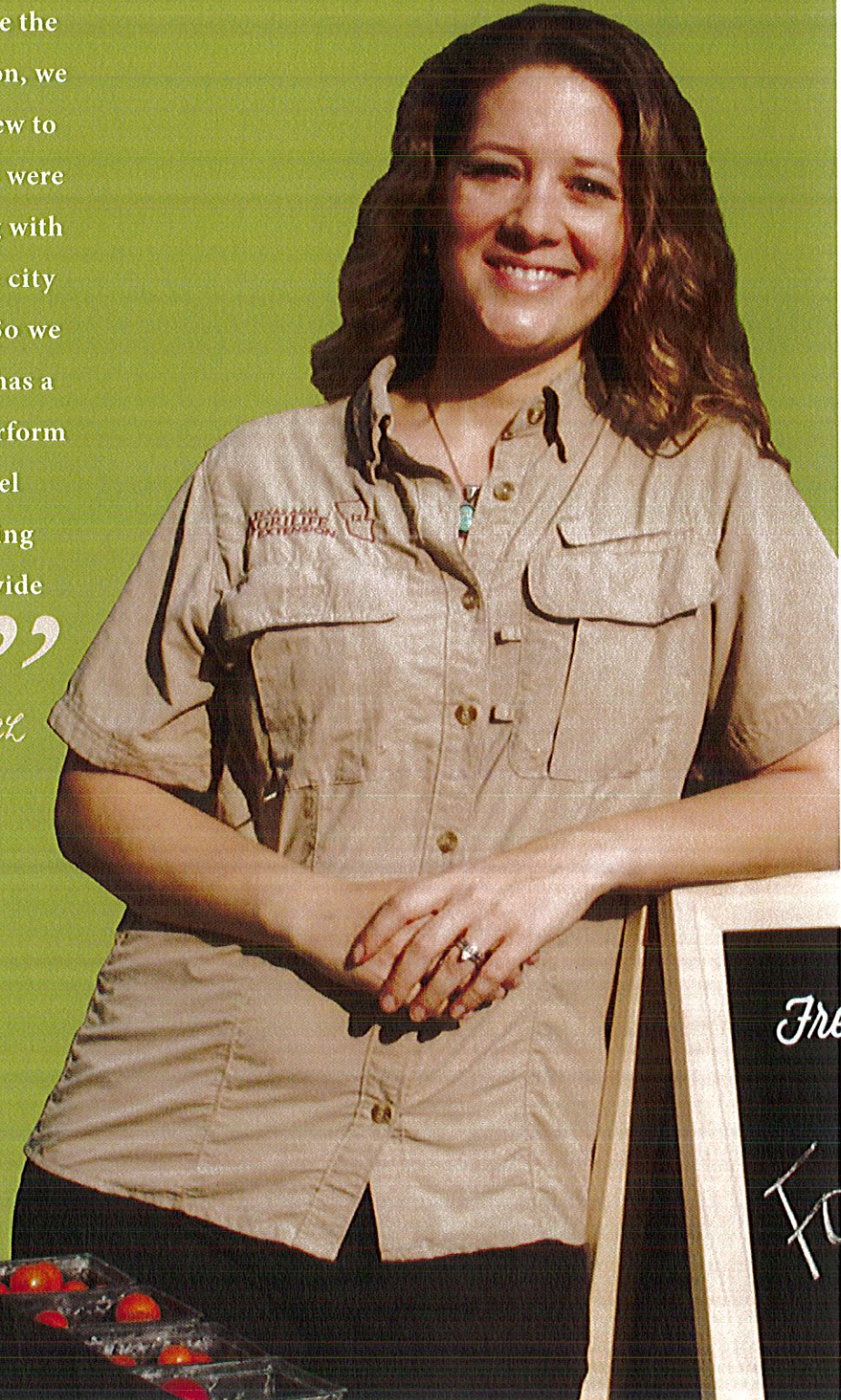


## Determine Market Goals

“ When determining what would be the goal of the market, or the market’s mission, we decided we wanted to bring something new to the community. We knew that consumers were very interested in learning about cooking with vegetables, but there was no one in the city providing nutritional cooking classes. So we partnered with the local hospital, which has a program requiring their employees to perform community outreach. Hospital personnel helped us conduct the nutritional cooking classes, allowing us to fill a void and provide a beneficial service to the community. ”

*Elaine Montemayor-Gonzalez*

JIM WELLS COUNTY FARMERS MARKET  
ALICE, TEXAS





## Successful Characteristics of a Farmers Market

FARMERS MARKETS ARE DIVERSE OPERATIONS, BUT THE MOST SUCCESSFUL MARKETS HAVE CERTAIN CHARACTERISTICS IN COMMON.

YOUR FARMERS MARKET SHOULD BE:

- \* Pedestrian-oriented
- \* Community-friendly
- \* Home to a variety of vendors
- \* Filled with local flavor
- \* Attended by an ample number of vendors with plentiful supplies
- \* Easily accessible
- \* In close proximity to available parking

### CREATE A SPONSORING ORGANIZATION/ASSOCIATION

Assemble a group of dedicated stakeholders to:

- \* Set objectives and goals for the planned farmers market
- \* Establish a governing body
- \* Develop bylaws, along with operating rules and regulations
- \* Create a mission statement



## Creating a Mission Statement

A mission statement is a concise declaration, which sets the direction of your market, establishes its goals and defines its purpose. The mission should communicate your commitment to providing valuable products and services to your community. You may find it helpful to divide goals into time frames, such as, short term (1-5 years), intermediate (5-10 years) and, long term (10+ years). Goals should define:

- \* Expected achievements
- \* Items to be sold
- \* Who will be involved
- \* Expected earnings





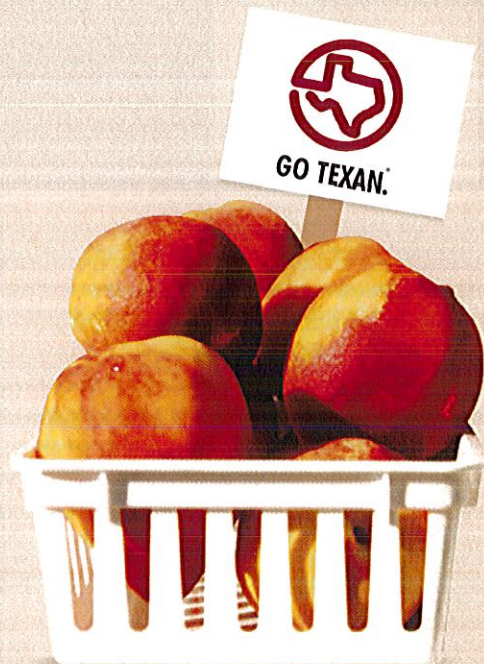
## Sample Mission Statement

TEXAS DEPARTMENT OF AGRICULTURE

“ PARTNER WITH ALL TEXANS TO MAKE TEXAS THE NATION'S LEADER IN AGRICULTURE, FORTIFY OUR ECONOMY, EMPOWER RURAL COMMUNITIES, PROMOTE HEALTHY LIFESTYLES, AND CULTIVATE WINNING STRATEGIES FOR RURAL, SUBURBAN AND URBAN TEXAS THROUGH EXCEPTIONAL SERVICE AND THE COMMON THREADS OF AGRICULTURE IN OUR DAILY LIVES. ”

## Stakeholders' Contributions

- ✦ Evaluating local market conditions
- ✦ Leveraging available community resources
- ✦ Researching grant opportunities
- ✦ Setting appropriate standards
- ✦ Developing a realistic budget and fee structure
- ✦ Arranging for steady, reliable and quality products
- ✦ Paying attention to market publicity and community relations
- ✦ Working closely with the Texas Department of Agriculture and GO TEXAN program





## *Identify a Location*

WHEN CHOOSING A LOCATION, CONSIDER THE FOLLOWING QUESTIONS:

- \* Does it have access to major roadways?
- \* Is it accessible to vendors' vehicles?
- \* How visible is the location?
- \* Is the site convenient to get to and easy-to-find?
- \* Is it a clean and attractive location?
- \* Can you rely on using the site regularly in the long term?
- \* Is there shade, either natural or man-made, and protection from the weather?
- \* Is it equipped for solid waste disposal?
- \* Are there public restrooms?

Potential locations include: Shopping centers and malls; blocked-off street areas; outdoor space, or parking lots affiliated with religious institutions; state and federal building parking lots (weekends only); downtown "plaza" areas; and public parks.







## *Assign a Market Manager*

AN ORGANIZED, EFFICIENT MARKET MANAGER IS AN ESSENTIAL INGREDIENT FOR A WELL-RUN MARKET. YOU SHOULD CONDUCT A CAREFUL SEARCH FOR A QUALIFIED CANDIDATE. MANAGER RESPONSIBILITIES INCLUDE:

- \* Acting as the main contact person for the market
- \* Overseeing day-to-day market operations
- \* Collecting user fees
- \* Obtaining proper permits and insurance
- \* Enforcing rules and regulations
- \* Recruiting vendors
- \* Controlling vendor and product mix
- \* Handling complaints and disputes
- \* Working with the market's board of directors
- \* Establishing strong community relationships

## *Identify and Recruit Farmers/Vendors*

QUALITY VENDORS ARE CRITICAL TO THE SUCCESS OF YOUR FARMERS MARKET. SOURCES FOR FINDING FARMERS AND VENDORS INCLUDE:

- \* County extension agents
- \* Local colleges and universities
- \* Farmers market associations
- \* Texas Department of Agriculture's GO TEXAN program staff





**GROW. SHARE. PREPARE.**

Photo by Michael Yew



## Locating Vendors

“ Even though the Sustainable Food Center is a very well established market, we continue to look for new vendors to provide customers with the variety and quality they’ve come to expect. I recommend that you hold a series of “get to know you” meetings in your area. Create signs to post at feed stores, garden supply centers, gardener meetings, craft shows, newsletters and group meetings. Other venues for signage include the Small Business Development Office, Economic Development Office, Chamber of Commerce, Farm Bureau Office and grocery stores that buy local. I’ve found that visiting local farms listed on [localharvest.org](http://localharvest.org), [GOTEXAN.org](http://GOTEXAN.org), and the Texas Organic Farmers and Gardeners Association helps with recruitment. Visiting other farmers markets, attending farmer meetings and Texas AgriLife Extension meetings works very well, too. Additionally, you can create news releases or run ads in local papers and trade magazines. Finally, consider creating a Facebook page, or website for your market. ”

*Suzanne Santos*

SUSTAINABLE FOOD CENTER  
AUSTIN, TEXAS



## *Establish Bylaws*

### THE PURPOSE OF THE BYLAWS IS TO:

- ★ Describe and define responsibilities of the board of directors and officers
- ★ Define the purpose, location and hours of operation of the market
- ★ Define membership, dues and fees
- ★ Identify criteria for vendors to sell at the market
- ★ Describe election procedures for board of directors and officers
- ★ Define amendment process for changes to the bylaws
- ★ Establish rules for vendors







## *Adopt and Enforce Rules and Regulations*

### QUESTIONS AND CONCERNS THAT MAY ARISE REGARDING SPECIFIC GUIDELINES INCLUDE:

- Types of products allowed
- Number of vendors that can participate
- Licenses and permits required
- Geographic distance from market to allowable producers
- City regulations

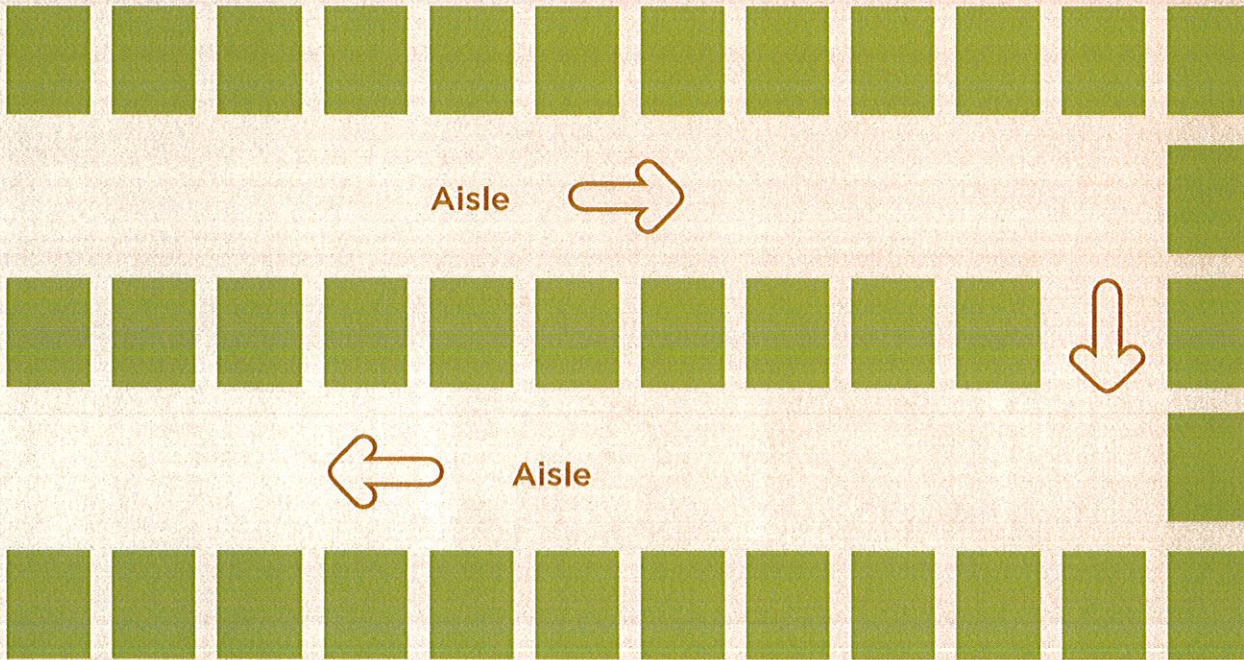
## *Research and Follow Local Health Department Food Safety Rules for Prepared Foods and Meats*

- Check with your local health department for required permits and rules
- Determine if permits are required to sell ready-to-eat foods
- Determine if any pre-packaged foods must be labeled with ingredients
- Pay any required fees
- Make sure vendors store and display foods at proper temperatures
- Determine if proper sanitation equipment and hand-washing sinks will be required



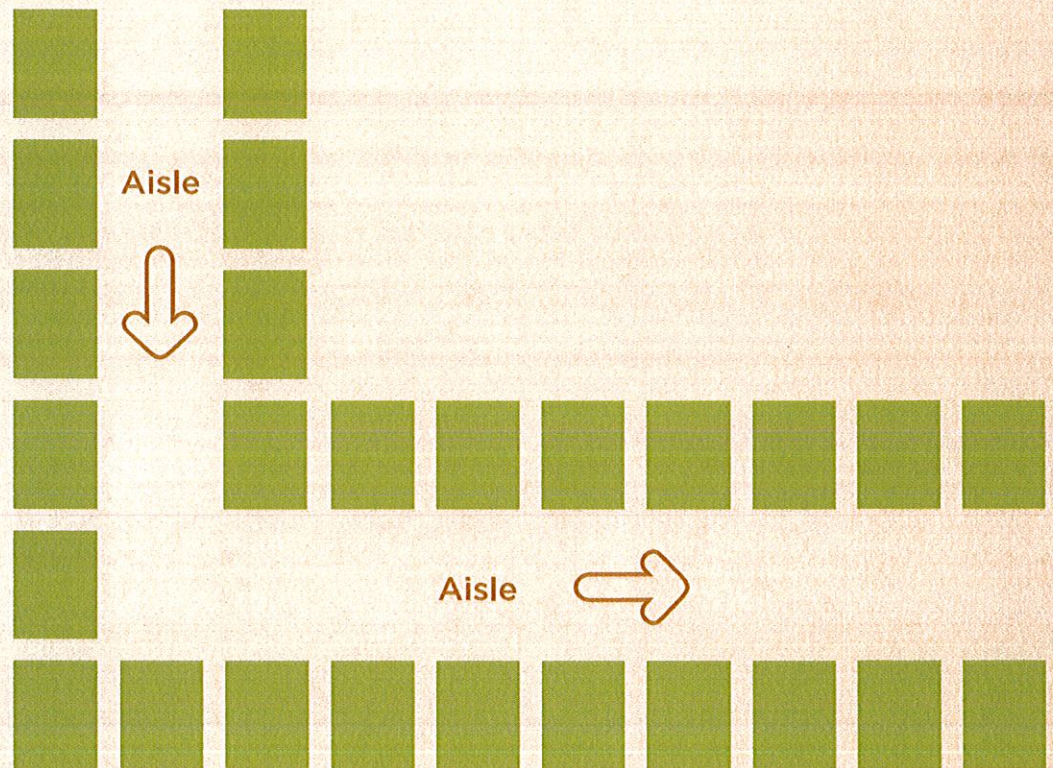
# Develop Organizational Map for Vendor Spaces

## Example 1





## Example 2



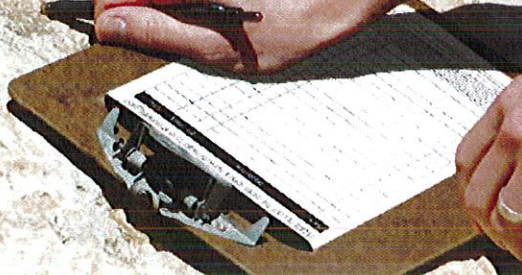
### IT IS IMPORTANT TO REMEMBER:

- \* The standard tent size is 10' x 10'
- \* Eliminating gaps between vendors prevents customers from taking shortcuts
- \* Direct customer flow by having vendors set up tables end-to-end
- \* Use signage and displays that give the market a festive appeal
- \* Aisles should be a minimum of 25 feet wide





COMMUNITY GARDEN



47



## *Establish a Budget*

“ It’s important to know the type of expenses to include in your budget. When we started our farmers market, we considered many things when setting up our initial budget, among them:

- \* Application costs for Texas Certified Farmers Market Association & Texas Department of Agriculture/GO TEXAN
- \* Staff-to-Volunteer: Will salaries be paid only for days the market is open?
- \* Transportation and mileage costs
- \* Site location cost
- \* Water, electricity and other utilities: Are they already available, or will they need to be installed? What are the monthly costs?
- \* Cleaning and sanitation supplies for three-compartment sink, which must be provided to each vendor dealing with food, or food prep, in any way
- \* Porta-potty rental, if restrooms are not available
- \* Canopies, tables and chairs, if they are not designated as the responsibility of the vendors
- \* Advertisement budget
- \* Cost for parking area and road lane closure fees
- \* Printing training materials for vendors
- \* Nutrition educational materials
- \* Food permit costs
- \* Electronic Benefits Transfer (EBT) machine for Sustainable Nutrition Assistance Program (SNAP), credit cards
- \* Miscellaneous expenses ”

*Matthew Molpus*

SAN ANTONIO FOOD BANK FARMERS MARKETS  
SAN ANTONIO, TEXAS



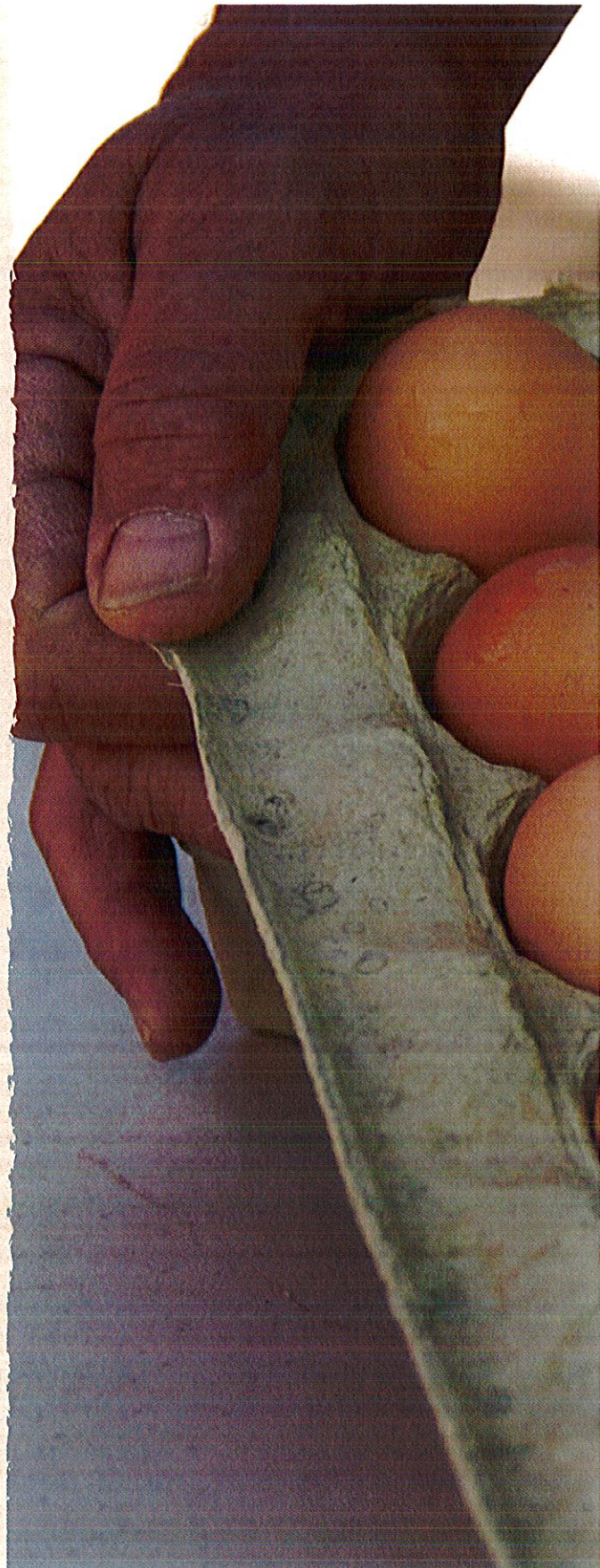
## *Determining Your Fee Structure*

CONSIDER THESE THINGS WHEN DETERMINING THE FEE STRUCTURE FOR YOUR VENDORS:

- ★ Fees collected from participating vendors are a primary source of income
- ★ Fees determine the market manager's salary, advertising budget and funds for improvements
- ★ Fees should be based on profitability
- ★ Fees may be based on a percentage of daily gross sales or on a seasonal/annual basis

## *Summary*

- ★ Take care of your customers
- ★ Be flexible about changes in consumer demands
- ★ Maintain a positive image of your farmers market
- ★ Keep your operation consistent
- ★ Strive for improvement in your market's operation
- ★ Be creative and implement new ideas
- ★ Take advantage of key partnerships







## *Government Programs*

TAKE ADVANTAGE OF GOVERNMENT PROGRAMS,  
WHICH CAN HELP LOCAL ECONOMIES BY  
INCREASING SALES:

- \* Supplemental Nutrition Assistance Program—  
administered by USDA Nutrition Program
- \* Farmers Market Women Infant Children (WIC)  
Program—administered by TDA
- \* Senior Farmers Market Program—administered  
by TDA in select cities







“ Working with the GO TEXAN program has enabled the River Valley Farmers’ Market in Elgin to create and participate in events that have attracted many customers to the market over the years. In addition, the GO TEXAN program has helped to expand our farm and, most importantly, it has helped us increase our direct to consumer sales. Use of the GO TEXAN mark provides instant recognition and customer confidence in our product. ”



*Eileen Niswander*

YEGUA CREEK FARMS PECAN  
ORCHARD & COMMERCIAL KITCHEN AND  
RIVER VALLEY FARMERS MARKET



**GO TEXAN.®**

GO TEXAN promotes the products, culture and communities that call Texas home.

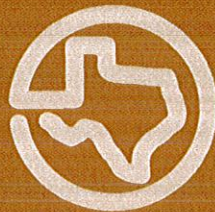
### *Acknowledgements*

Thank you to the United States Department of Agriculture, Sustainable Food Center, Jim Wells County Farmers Market, River Valley Farmers Market, and the San Antonio Food Bank for providing information included in this guide.



“ Burn down your cities  
and leave our farms,  
and your cities  
will spring up again  
as if by magic;  
but destroy our farms  
and the grass will grow  
in the streets  
of every city  
in the country. ”

*William Jennings Bryan*



**GO TEXAN.**

P.O. BOX 12847 | Austin, TX 78711 | (877) 99-GOTEX

[GOTEXAN@TexasAgriculture.gov](mailto:GOTEXAN@TexasAgriculture.gov)





## Frequently Asked Questions - Farmers' Markets

Download these FAQs

[Farmers' Market Frequently Asked Questions](#) (PDF)

[Coronavirus Farmers Markets Guidance](#) (PDF)

- [What is the definition of a farmer?](#)
- [What is the definition of a farmers' market?](#)
- [What is a farm stand?](#)
- [Is a farmers' market a food service establishment?](#)
- [Do I need a temporary food establishment permit to sell food at a farmers' market?](#)
- [What is a potentially hazardous food/temperature controlled for safety food \(PHF/TCS\)?](#)
- [May I provide/distribute samples at a farmers' market?](#)
- [What is a sample?](#)
- [Do I need a temporary food establishment permit to provide samples at a farmers' market?](#)
- [What are proper hand washing techniques?](#)
- [What are the requirements for performing a cooking demonstration at a farmers' market?](#)
- [What are the requirements for providing sample as a part of a cooking demonstration at a farmers' market?](#)
- [Do I need a temporary food establishment permit to perform a cooking demonstration at a farmers' market?](#)
- [What is a 'bona fide educational purpose'?](#)
- [Can raw milk be sold at a farmers' market?](#)
- [Will the Department of State Health Services conduct inspections at farmers' market?](#)
- [Will the Department be required to write rules concerning farmers' markets in a separate chapter outside the Texas Food Establishment Rules?](#)
- [Do I need to have food handler's card or food manager certification to sell food at farmers' market?](#)
- [Can a cottage food production operation sell food at a farmers' market?](#)
- [Can I sell yard eggs at a farmers' market?](#)
- [May I sell honey at a farmers' market?](#)
- [May I sell my own cattle or poultry that I have slaughtered at a licensed and inspected facility?](#)
- [May I sell fish and other aquatic species at a farmers' market?](#)

### What is the definition of a farmer?

A farmer is a person who has ownership of, or financial and/or productive responsibility for producing, an agricultural product intended for use as a food or raw material. The term usually applies to people who do some combination of raising field crops, orchards, vineyards, poultry, aqua-culture or some other form of livestock. A farm is usually owned by that person or under direct control of that person.

### What is the definition of a farmers' market?

A farmers' market is a designated location used primarily for the distribution and sale of food directly to consumers by farmers and other producers.

### What is a farm stand?

A farm stand is defined as a premise owned and operated by a producer of agricultural food products at which the producer or other persons may offer for sale produce or foods.

### Is a farmers' market a food service establishment?

No. A farmers' market is not a food service establishment.

### Do I need a temporary food establishment permit to sell food at a farmers' market?

A temporary food establishment permit is not required to sell whole, intact unprocessed fruits and vegetables and pre-packaged non-potentially hazardous food/time temperature for safety foods.

A temporary food establishment permit is required to sell all other potentially hazardous food/time temperature control for safety foods.

### What is a potentially hazardous food/temperature controlled for safety food (PHF/TCS)?

A potentially hazardous food (PHF) is a food that requires time and temperature control to limit pathogen growth or toxin



production. In other words, a potentially hazardous food must be held under proper temperature controls, such as refrigeration to prevent the growth of bacteria that may cause human illness. A PHF/TCS is a food that: contains protein, moisture (water activity greater than 0.85), and is neutral to slightly acidic (pH between 4.6 -7.5).

**May I provide/distribute samples at a farmers' market?**

Yes.

To provide samples of food at a farm or farmers' market, you must:

- Distribute the samples in a sanitary manner
- Have potable water available
- Wash any produce intended for sampling with potable water to remove any visible dirt or contamination
- When preparing the samples, either wear clean, disposable plastic gloves or observe proper hand washing techniques immediately before preparation;
- Use smooth, nonabsorbent, and easily cleaned (i.e. metal or plastic) utensils and cutting surfaces for cutting samples, or use disposable utensils and cutting surfaces;
- Samples of cut produce and other potentially hazardous foods shall be maintained at a temperature of 41°F or below and discarded within two hours after cutting or preparation.

A permit is not required to provide samples at a farmers' market.

**What is a sample?**

A sample is defined as a bite size portion, not a full serving.

**Do I need a temporary food establishment permit to provide samples at a farmers' market?**

No. A temporary food establishment permit is not required to provide samples at a farmers' market.

**What are proper hand washing techniques?**

- Vigorous friction on the surfaces of the lathered fingers, finger tips, areas between the fingers, hands and exposed arms (or vigorous rubbing the surrogate prosthetic devices for hands and arms) for at least 10 to 15 seconds, followed by;
- thorough rinsing under clean, running warm water; and
- immediately following the cleaning procedure with thorough drying of cleaned hands and arms (or surrogate prosthetic devices) using individual, disposable towels

**What are the requirements for performing a cooking demonstration at a farmers' market?**

For a farmers' market cooking demonstration, the following is required:

- A person with a certified food manager's license supervising the demonstration; and
- Compliance with the requirements for a temporary food establishment permit.

**What are the requirements for providing sample as a part of a cooking demonstration at a farmers' market?**

A farmers' market may distribute samples as part of the cooking demonstration if:

- the samples are a part of the "bona fide educational purpose"; and
- the samples are disposed of within 2 hours of preparation.

**Do I need a temporary food establishment permit to perform a cooking demonstration at a farmers' market?**

Cooking demonstrations conducted by a farmers' market for a "bona fide educational purpose," are exempt from having to obtain a temporary food establishment permit.

**What is a 'bona fide educational purpose'?**

A bona fide educational purpose means the cooking demonstration made in good faith or made with earnest intent to instruct and educate.

**Can raw milk be sold at a farmers' market?**

No. Raw milk cannot be sold at a farmers' market.

**Will the Department of State Health Services conduct inspections at farmers' market?**

Yes. The Texas Department of State Health Services has the authority to conduct inspections of all food vendors who are required to obtain a temporary food establishment permit at a farmers' market.

**Will the Department be required to write rules concerning farmers' markets in a separate chapter outside the Texas Food Establishment Rules?**

Yes. The department is in the process of developing the rule concerning the regulation of farmers' markets to comply with the requirements of Senate Bill 81 of the 2nd Legislative session and House Bill 1382 of the 83rd legislative session.



**Do I need to have food handler's card or food manager certification to sell food at farmers' market?**

No. A temporary food establishment operating under the jurisdiction of the Department of State Health Service is not required to obtain a food handlers card or a certified food manger certificate. If the food vendor is associated with a 'bona fide' cooking demonstration, the farmers' market must have a certified food manager.

**Can a cottage food production operation sell food at a farmers' market?**

Yes. Foods produced at a cottage food production operation (CFPO) may be sold at farmers' market. The CFPO must comply with the guidelines as required in the law concerning Cottage Food Production Operations.

**Can I sell yard eggs at a farmers' market?**

Yes. To sell farm eggs at a farmers' market the following is required:

- You must have a temporary food establishment license; and
- Eggs must be maintained at an ambient air temperature of 45°F and below; and
- Eggs must be properly labeled as "ungraded" with safe handling instructions.

**May I sell honey at a farmers' market?**

Yes. Honey may be sold at a farmer's market. In order to sell honey as food in Texas, you will need to follow the rules for Good Manufacturing Practices (GMPs) 25 TAC §§229.210-229.222 and obtain a food manufacturing license.

Also, a small honey production operation may sell honey directly to consumers at the beekeeper's home, a farmer's market, a farm stand, or a municipal, county, or nonprofit fair, festival or event according the Health and Safety Code Chapter 437, Section 437.001(7). The honey sold or dispensed must be labeled in accordance with Subchapter E, Chapter 131, Agriculture Code. The label must include: the net weight of the honey expressed in both the avoirdupois and metric systems; the beekeeper's name and address; and the statement, "Bottled or packaged in a facility not inspected by the Texas Department of State Health Services."

**May I sell my own cattle or poultry that I have slaughtered at a licensed and inspected facility?**

Yes. Meat or poultry products must come from animals processed in compliance with the regulations for livestock processing (Texas Health & Safety Code Chapter 433) and a temporary food establishment permit is required.

**May I sell fish and other aquatic species at a farmers' market?**

Yes. Commercial fishermen must possess a license from the TPWD or the fish and other cultured species must be produced and raised in a facility that has an aquaculture license from TDA and a temporary food establishment permit is required.

*Last updated June 12, 2020*



# City of Lockhart, Texas

## Council Agenda Item

### Briefing Data

**COUNCIL MEETING DATE:** January 5, 2021

**AGENDA ITEM CAPTION:**

Discussion and/or action to consider the Mayor's declaration of local disaster regarding requiring face coverings, and addressing other matters related to COVID-19, if necessary.

**ORIGINATING DEPARTMENT AND CONTACT:** Mayor Lew White and Steve Lewis, City Manager

**ACTION REQUESTED:**

- ORDINANCE       RESOLUTION       CHANGE ORDER       AGREEMENT  
 APPROVAL OF BID       AWARD OF CONTRACT       CONSENSUS       OTHER

**BACKGROUND/SUMMARY/DISCUSSION:**

On September 1, 2020, the City Council adopted Resolution 2020-20 renewing and adopting a requirement that commercial establishments in the City post a notice that facial coverings are a requirement of employees and persons entering such establishments. The requirement that such notice be posted shall remain in effect until terminated or amended by the City Council.

On October 7, 2020, Governor Greg Abbott issued Executive Order GA-32 to allow certain bars and similar establishments to operate at 50% capacity with permission from the County Judge. GA-32 increased the occupancy levels for all business establishments other than bars to 75%. GA-32 also provides that outdoor gatherings in excess of 10 people is prohibited unless the Mayor of the City in which the gathering is held, approves of the gathering, and such approval can be made subject to certain conditions or restrictions not inconsistent with GA-32.

Effective October 14, 2020 and pursuant to GA-32, Caldwell County Judge Hoppy Haden elected to allow bars or similar establishments to operate with in-person service up to 50% of the total listed occupancy, provided that the businesses follow the recommended minimum standard health protocols. Consistent with protocols for restaurants, all patrons must be seated while eating or drinking and must wear masks when they are not seated at a table. Additionally, tables must be limited to six individuals or less and all establishments must follow specific curfew guidelines. The COVID-19 safety protocols will be enforced through spot-checks by law enforcement and County officials. If an establishment is not following the protocols established by DSHS and Governor Abbot, it will be closed by the County Judge until further notice.

The consensus of the City Council has been to leave the social gathering limit at 10 individuals and to continue the requirement to post notice of the facial covering requirement.

Previous surveys conducted by Fire Chief Jenkins regarding Local Business and Convenience Store compliance with COVID-19 protocols, and guidelines from the CDC for New Year's Holiday Celebrations are attached.

This item is returned to Council for consideration, if necessary.

**STAFF RECOMMENDATION/REQUESTED MOTION:** None.

**LIST OF SUPPORTING DOCUMENTS:**

Resolution 2020-20, GA-29, GA-32 and Press Release by Judge Hoppy Haden regarding Opening Bars that includes the Texas Department of State Health's Minimum Standard Health Protocols, Surveys by Fire Chief Jenkins regarding Local Business and Convenience Store COVID-19 Protocol Compliance, and CDC guidelines for the New Year's Day Celebrations.

Department Head initials:

\_\_\_\_\_

City Manager's Review.



\_\_\_\_\_



**RESOLUTION NO. 2020-20**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOCKHART, TEXAS, RENEWING AND ADOPTING A REQUIREMENT THAT COMMERCIAL ESTABLISHMENTS IN THE CITY POST A NOTICE THAT FACIAL COVERINGS ARE REQUIRED OF PERSONS ENTERING SUCH ESTABLISHMENTS**

**WHEREAS**, by amended Declaration of State Declaration of Local State of Disaster related to the Coronavirus pandemic, effective on June 25, 2020 at 11:59 p.m., the Mayor of Lockhart required all commercial entities in the City providing goods or services directly to the public to require, at a minimum, that all employees and visitors wear facial covering of the nose and mouth while on the commercial entity's business premises or other facilities except in certain circumstances; and

**WHEREAS**, the amended Declaration provided an attached notice of the requirement for facial coverings and ordered that it be posted at the entrances to each commercial establishment or other conspicuous location sufficient to provide notice to employees and visitors of all health and safety requirements; and

**WHEREAS**, by Executive Order GA-29 issued by the Governor of Texas, effective statewide July 3, 2020, every person in Texas was required to wear a face covering over the nose and mouth when inside a commercial entity or other building or space open to the public, or when in an outdoor public space, wherever it is not feasible to maintain six feet of social distancing from another person not in the same household, except in certain enumerated circumstances listed in the order; and

**WHEREAS**, the City Council of Lockhart desires to renew and adopt the requirement that the notice that was attached to the amended Declaration be posted at the entrances to each commercial establishment or other conspicuous location sufficient to provide notice to employees and visitors of the requirement for facial covering and other health-related rules, which notice was not required under GA-29;

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LOCKHART, that:**

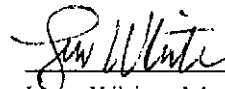
1. The foregoing recitals are adopted and incorporated herein for all purposes.



2. Effective immediately, a notice of the requirement for facial coverings, in the form attached, shall be posted in the City of Lockhart at the entrances to each commercial establishment or other conspicuous location sufficient to provide notice to employees and visitors of the requirement for facial coverings and other health and safety requirements.
3. The requirement that such notice be posted shall remain in effect until terminated or amended by the City Council of Lockhart.

**APPROVED AND ADOPTED** on this the 1<sup>st</sup> day of September 2020.

**CITY OF LOCKHART**



Lew White, Mayor

**ATTEST:**



Connie Constancio, City Secretary

Approved as to form:



Monte Akers, City Attorney



# **NOTICE**

## **FACIAL COVERING REQUIRED**

**BY ORDER OF THE MAYOR OF LOCKHART UNDER THE TEXAS DISASTER ACT OF 1975:**

All persons over the age of 10 entering, working, or visiting this establishment are required to wear covering over the nose and mouth for the purpose of slowing the spread of the COVID-19 virus and promoting the re-opening of the Lockhart economy.

Your cooperation is both critical and appreciated to protect public health and safety. We look forward to serving you with your mask.





# **AVISO**

## **SE REQUIERE MASCARILLA**

**POR ORDEN DEL ALCALDE DE LOCKHART BAJO LA LEY DE DESASTRES DE TEXAS DE 1975:**

Todas las personas mayores de 10 años que entren, trabajen o visiten este establecimiento están requeridos a cubrirse la nariz y la boca para el propósito de lentar el sparcimiento del virus de COVID-19 y promoviendo la reapertura de la economía de Lockhart.

Su cooperación es ambos críticos y apreciados para proteger la salud y la seguridad publica. Esperamos servirle con máscara.





# Executive Order

BY THE  
GOVERNOR OF THE STATE OF TEXAS

Executive Department  
Austin, Texas  
July 2, 2020

EXECUTIVE ORDER  
GA 29

*Relating to the use of face coverings during the COVID-19 disaster.*

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WHEREAS, I, Greg Abbott, Governor of Texas, issued a disaster proclamation on March 13, 2020, certifying under Section 418.014 of the Texas Government Code that the novel coronavirus (COVID-19) poses an imminent threat of disaster for all counties in the State of Texas; and

WHEREAS, in each subsequent month effective through today, I have renewed the disaster declaration for all Texas counties; and

WHEREAS, the Commissioner of the Texas Department of State Health Services (DSHS), Dr. John Hellerstedt, has determined that COVID-19 continues to represent a public health disaster within the meaning of Chapter 81 of the Texas Health and Safety Code; and

WHEREAS, I have issued executive orders and suspensions of Texas laws in response to COVID-19, aimed at using the least restrictive means available to protect the health and safety of Texans and ensure an effective response to this disaster; and

WHEREAS, as Texas reopens in the midst of COVID-19, increased spread is to be expected, and the key to controlling the spread and keeping Texans safe is for all people to consistently follow good hygiene and social-distancing practices; and

WHEREAS, due to recent substantial increases in COVID-19 positive cases, and increases in the COVID-19 positivity rate and hospitalizations resulting from COVID-19, further measures are needed to achieve the least restrictive means for reducing the growing spread of COVID-19, and to avoid a need for more extreme measures; and

WHEREAS, I have joined the medical experts in consistently encouraging people to use face coverings, and health authorities have repeatedly emphasized that wearing face coverings is one of the most important and effective tools for reducing the spread of COVID-19; and

WHEREAS, given the current status of COVID-19 in Texas, requiring the use of face coverings is a targeted response that can combat the threat to public health using the least restrictive means, and if people follow this requirement, more extreme measures may be avoided; and

WHEREAS, wearing a face covering is important not only to protect oneself, but also to avoid unknowingly harming fellow Texans, especially given that many people who go into public may have COVID-19 without knowing it because they have no symptoms; and

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WHEREAS, the "governor is responsible for meeting "the dangers to the state and people presented by disasters" under Section 418.011 of the Texas Government Code, and the legislature has given the governor broad authority to fulfill that responsibility; and

WHEREAS, failure to comply with any executive order issued during the COVID-19 disaster is an offense punishable under Section 418.173 by fine;

NOW, THEREFORE, I, Greg Abbott, Governor of Texas, by virtue of the power and authority vested in me by the Constitution and laws of the State of Texas, do hereby order the following on a statewide basis effective at 12:01 p.m. on July 3, 2020:

Every person in Texas shall wear a face covering over the nose and mouth when inside a commercial entity or other building or space open to the public, or when in an outdoor public space, wherever it is not feasible to maintain six feet of social distancing from another person not in the same household; provided, however, that this face-covering requirement does not apply to the following:

1. any person younger than 10 years of age;
2. any person with a medical condition or disability that prevents wearing a face covering;
3. any person while the person is consuming food or drink, or is seated at a restaurant to eat or drink;
4. any person while the person is (a) exercising outdoors or engaging in physical activity outdoors, and (b) maintaining a safe distance from other people not in the same household;
5. any person while the person is driving alone or with passengers who are part of the same household as the driver;
6. any person obtaining a service that requires temporary removal of the face covering for security surveillance, screening, or a need for specific access to the face, such as while visiting a bank or while obtaining a personal-care service involving the face, but only to the extent necessary for the temporary removal;
7. any person while the person is in a swimming pool, lake, or similar body of water;
8. any person who is sorting, assisting in, or serving as a poll watcher, or actively administering an election, but wearing a face covering is strongly encouraged;
9. any person who is actively providing or obtaining access to religious worship, but wearing a face covering is strongly encouraged;
10. any person while the person is giving a speech for a broadcast to a large audience; or
11. any person in a facility that meets the requisite criteria promulgated by

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the Texas Division of Emergency Management (TDEM) regarding minimal cases of COVID-19, and (b) whose county judge has affirmatively opted-out of this face-covering requirement by filing with TDEM the required face-covering attestation form—provided, however, that wearing a face covering is highly recommended, and every county is strongly encouraged to follow these face-covering standards.

Not excepted from this face-covering requirement is any person attending a protest or demonstration involving more than 10 people and who is not practicing safe social distancing of six feet from other people not in the same household.

TDEM shall maintain on its website a list of counties that are not subject to this face-covering requirement pursuant to paragraph number 11. The list can be found at: [www.tdem.texas.gov/ga29](http://www.tdem.texas.gov/ga29).

Following a verbal or written warning for a first-time violator of this face-covering requirement, a person's second violation shall be punishable by a fine not to exceed \$250. Each subsequent violation shall be punishable by a fine not to exceed \$250 per violation.

Local law enforcement and other local officials, as appropriate, can and should enforce this executive order, Executive Order GA-28, and other effective executive orders, as well as local restrictions that are consistent with this executive order and other effective executive orders. But no law enforcement or other official may detain, arrest, or confine in jail any person for a violation of this executive order or for related non-violent, non-felony offenses that are predicated on a violation of this executive order; provided, however, that any official with authority to enforce this executive order may act to enforce trespassing laws and remove violators at the request of a business establishment or other property owner.

This executive order hereby prohibits confinement in jail as a penalty for the violation of any face-covering order by any jurisdiction.

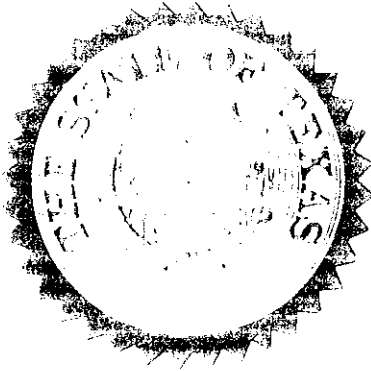
Executive Order GA-28 is hereby amended to delete from paragraph number 15 the phrase: "but no jurisdiction can impose a civil or criminal penalty for failure to wear a face covering."

The governor may by proclamation amend this executive order or add to the list of people to whom this face-covering requirement does not apply.

This executive order does not supersede Executive Orders GA-10, GA-13, GA-17, GA-19, GA-24, GA-25, GA-27, or GA-28, as amended. This executive order shall remain in effect and in full force until modified, amended, rescinded, or superseded by the governor.

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Given under my hand this the 2nd  
day of July, 2020.

Handwritten signature of Greg Abbott in black ink.

GREG ABBOTT  
Governor

ATTESTED BY:

Handwritten signature of Ruth R. Hughs in black ink.

RUTH R. HUGHS  
Secretary of State

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# Executive Order

BY THE  
GOVERNOR OF THE STATE OF TEXAS

Executive Department  
Austin, Texas  
October 7, 2020

## EXECUTIVE ORDER GA 32

*Relating to the continued response to the COVID-19 disaster as Texas reopens.*

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WHEREAS, I, Greg Abbott, Governor of Texas, issued a disaster proclamation on March 13, 2020, certifying under Section 418.014 of the Texas Government Code that the novel coronavirus (COVID-19) poses an imminent threat of disaster for all counties in the State of Texas; and

WHEREAS, in each subsequent month effective through today, I have renewed the disaster declaration for all Texas counties; and

WHEREAS, I have issued executive orders and suspensions of Texas laws in response to COVID-19, aimed at protecting the health and safety of Texans and ensuring an effective response to this disaster; and

WHEREAS, I issued Executive Order GA-08 on March 19, 2020, mandating certain social-distancing restrictions for Texans in accordance with guidelines promulgated by President Donald J. Trump and the Centers for Disease Control and Prevention (CDC); and

WHEREAS, I issued Executive Order GA-14 on March 31, 2020, expanding the social-distancing restrictions for Texans based on guidance from health experts and the President; and

WHEREAS, I subsequently issued Executive Orders GA-16, GA-18, GA-21, GA-23, and GA-26 from April through early June 2020, aiming to achieve the least restrictive means of combatting the threat to public health by continuing certain social-distancing restrictions, while implementing a safe, strategic plan to reopen Texas; and

WHEREAS, as Texas reopens in the midst of COVID-19, increased spread is to be expected, and the key to controlling the spread and keeping Texas residents safe is for all Texans to consistently follow good hygiene and social-distancing practices, especially those set forth in the minimum standard health protocols from the Texas Department of State Health Services (DSHS); and

WHEREAS, in June 2020, Texas experienced substantial increases in COVID-19 cases and hospitalizations, necessitating targeted and temporary adjustments to the reopening plan to achieve the least restrictive means for reducing the growing spread of COVID-19 and the resulting imminent threat to public health, and to avoid a need for more extreme measures; and

WHEREAS, I hereby issued Executive Orders GA-28 and GA-29 in late June and early

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July 2020, respectively, and amended Executive Order GA-28 by proclamation on July 21, 2020, and

WHEREAS, due to improved medical treatments for COVID-19 patients, substantial increases in testing, abundant supplies of personal protective equipment, and Texans' adherence to safe practices like social distancing, hand sanitizing, and use of face coverings, the spread of COVID-19 and the number of new COVID-19 cases and hospitalizations have steadily and significantly declined since late July, and

WHEREAS, I therefore issued Executive Orders GA-30 and GA-31 on September 17, 2020, allowing additional reopening and non-essential medical surgeries and procedures in Texas, except in some areas with high hospitalizations as defined in those orders, and

WHEREAS, as Texas continues to reopen, everyone must act safely, and to that end, this executive order and prior executive orders provide that all persons should follow the health protocols from DSHS, which whenever achieved will mean compliance with the minimum standards for safely reopening, but which should not be used to fault those who act in good faith but can only substantially comply with the standards in light of scarce resources and other extenuating COVID-19 circumstances; and

WHEREAS, in the Texas Disaster Act of 1975, the legislature charged the governor with the responsibility "for meeting . . . the dangers to the state and people presented by disasters" under Section 418.011 of the Texas Government Code, and expressly granted the governor broad authority to fulfill that responsibility; and

WHEREAS, under Section 418.012, the "governor may issue executive orders . . . hav[ing] the force and effect of law," and

WHEREAS, failure to comply with any executive order issued during the COVID-19 disaster is an offense punishable under Section 418.173 by a fine not to exceed \$1,000, and may be subject to regulatory enforcement,

NOW, THEREFORE, I, Greg Abbott, Governor of Texas, by virtue of the power and authority vested in me by the Constitution and laws of the State of Texas, and in accordance with guidance from the Commissioner of the Texas Department of State Health Services, Dr. John Heilerstedt, other medical advisors, the White House, and the CDC, do hereby order the following on a statewide basis effective at 12:01 a.m. on October 14, 2020:

Every business establishment in Texas shall operate at no more than 75 percent of the total listed capacity of the establishment. <https://dshs.texas.gov/covid19/>

There shall be an exemption for the following:

1. critical services listed by the U.S. Department of Health and Social Services, Cybersecurity and Infrastructure Security Agency (CISA), in its Guidance on the Essential Critical Infrastructure Workforce, Version 4.0 (critical services, current version);
2. religious services, including those conducted in churches, congregations, and houses of worship;
3. state government operations, including courts, and public and governmental operations related to licensing, including management licenses, professional licenses, and other licenses, and state government operations related to the judicial branch;

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1. child-care services;
2. youth camps, including but not limited to those defined as such under Chapter 441 of the Texas Health and Safety Code, and including all summer camps and other daytime and overnight camps for youths;
3. recreational sports programs for youths and adults;
4. any public or private schools, and any public or private institutions of higher education, not already covered above;
5. drive-in concerts, movies, or similar events, under guidelines that facilitate appropriate social distancing, that generally require spectators to remain in their vehicles, and that minimize in-person contact between people who are not in the same household or vehicle; and
6. the following establishments that operate with at least six feet of social distancing between work stations: cosmetology salons, hair salons, barber shops, nail salons/shops, and other establishments where licensed cosmetologists or barbers practice their trade; massage establishments and other facilities where licensed massage therapists or other persons licensed or otherwise authorized to practice under Chapter 455 of the Texas Occupations Code practice their trade, and other personal-care and beauty services such as tanning salons, tattoo studios, piercing studios, hair removal services, and hair loss treatment and growth services.

2. In areas with high hospitalizations as defined below, any business establishment that otherwise would have a 75 percent occupancy or operating limit may operate at up to only 50 percent. This paragraph does not apply, however, to business establishments located in a county that has filed with DSHS, and is in compliance with the requisite attestation form promulgated by DSHS regarding minimal cases of COVID-19.

"Areas with high hospitalizations" means any Trauma Service Area that has had seven consecutive days in which the number of COVID-19 hospitalized patients as a percentage of total hospital capacity exceeds 15 percent, until such time as the Trauma Service Area has seven consecutive days in which the number of COVID-19 hospitalized patients as a percentage of total hospital capacity is 15 percent or less. A current list of areas with high hospitalizations will be maintained at [www.dshs.texas.gov/ga303](http://www.dshs.texas.gov/ga303).

3. Except as provided below by paragraph No. 5, there is no occupancy limit for outdoor areas, events, and establishments, with the exception of the following outdoor areas, events, or establishments that may operate at no more than 75 or 50 percent, as applicable, of the normal operating limits as determined by the owner:
  - a. amusement parks;
  - b. water parks;
  - c. swimming pools;
  - d. museums and galleries; and
  - e. zoos, aquariums, natural history centers, and similar facilities.
4. All indoor and outdoor professional, collegiate, and similar sporting events, including rodeos and equestrian events, shall remain limited to 50 percent of the normal operating limits as determined by the owner.
5. For any outdoor gathering in excess of 100 people, including rifting, tubing, and related services, other than those set forth above in paragraph Nos. 1, 3, or 4, no gathering is prohibited unless the majority of the city involved in the gathering, as determined by the county judge in the case of a gathering in an unincorporated area, approves of the gathering, unless an alternative arrangement is made subject to certain conditions or restrictions not inconsistent with this executive order.

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6. Restaurants that have less than 50 percent of their gross receipts from the sale of alcoholic beverages, and whose customers eat or drink only while seated, may offer take-out services.
7. Bars or similar establishments that hold a permit from the Texas Alcoholic Beverage Commission (TABC), and are not restaurants as defined above in paragraph No. 6, may offer on-premises services only as described by this paragraph. A bar or similar establishment may offer on-premises services at up to 50 percent of the total listed occupancy of the establishment if:
  - a. the bar or similar establishment is not in an area with high hospitalizations as defined above, and the county judge of the county in which the bar or similar establishment is located files the requisite form with TABC; or
  - b. the bar or similar establishment is in an area with high hospitalizations as defined above, but is located in a county that has filed with DSHS, and is in compliance with, the requisite attestation form promulgated by DSHS regarding minimal cases of COVID-19, and the county judge of the county in which the bar or similar establishment is located also files the requisite form with TABC.

Patrons at bars or similar establishments operating under this paragraph may eat or drink only while seated, except that in an establishment that holds a permit from TABC as a brewer, distiller-rectifier, or winery, customers may sample beverages while standing so long as they are in a group of six people or fewer and there is at least six feet of social distancing or engineering controls, such as partitions, between groups.

Where applicable, this 50 percent occupancy limit applies only indoors; the limit does not apply to outdoor areas, events, or establishments, although social distancing and other protocols must be followed.

People shall not visit bars or similar establishments that are located in counties not included in parts (a) or (b) above. A current list of all counties reopening under this paragraph will be maintained on TABC's website.

The use by bars or similar establishments of drive-thru, pickup, or delivery options for food and drinks remains allowed to the extent authorized by TABC.

8. For purposes of this executive order, facilities with retractable roofs are considered indoor facilities, whether the roof is opened or closed.
9. Staff members are not included in determining operating levels, except for manufacturing services and office workers.
10. Except as provided in this executive order or in the minimum standard health protocols recommended by DSHS, found at [www.dshs.texas.gov/coronavirus](http://www.dshs.texas.gov/coronavirus), people shall not be in groups larger than 10 and shall maintain six feet of social distancing from all persons not in their group.
11. People over the age of 65 are strongly encouraged to stay at home as much as possible, to maintain appropriate distance from any member of the household who has been out of the residence in the previous 14 days, and to continue to implement social distancing and to practice good hygiene, environmental cleanliness, and sanitation.
12. In providing or obtaining services, employers, including maintenance businesses and other legal entities, should use good-faith efforts and available resources to follow the minimum standard health protocols recommended by DSHS.
13. Nothing in this executive order or the DSHS minimum standards precludes additional customer or employee safety and hygiene measures when training.

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services.

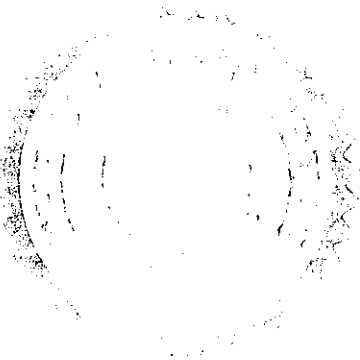
14. People may visit nursing homes, state-supported living centers, assisted living facilities, or long-term care facilities as determined through guidance from the Texas Health and Human Services Commission (HHSC). Nursing homes, state-supported living centers, assisted living facilities, and long-term care facilities should follow infection control policies and practices set forth by HHSC, including minimizing the movement of staff between facilities whenever possible.
15. Public schools may operate as provided by, and under the minimum standard health protocols found in, guidance issued by the Texas Education Agency (TEA). Private schools and institutions of higher education are encouraged to establish similar standards.

Notwithstanding anything herein to the contrary, the governor may by proclamation add to the list of establishments or venues that people shall not visit.

This executive order shall supersede any conflicting order issued by local officials in response to the COVID-19 disaster, but only to the extent that such a local order restricts services allowed by this executive order, allows gatherings prohibited by this executive order, or expands the list or scope of services as set forth in this executive order. Pursuant to Section 418.016(a) of the Texas Government Code, I hereby suspend Sections 418.0015(b) and 418.108 of the Texas Government Code, Chapter 81, Subchapter F of the Texas Health and Safety Code, and any other relevant statutes, to the extent necessary to ensure that local officials do not impose restrictions in response to the COVID-19 disaster that are inconsistent with this executive order, provided that local officials may enforce this executive order as well as local restrictions that are consistent with this executive order.

All existing state executive orders relating to COVID-19 are amended to eliminate confinement in jail as an available penalty for violating the executive orders. To the extent any order issued by local officials in response to the COVID-19 disaster would allow confinement in jail as an available penalty for violating a COVID-19-related order, that order allowing confinement in jail is superseded, and I hereby suspend all relevant laws to the extent necessary to ensure that local officials do not confine people in jail for violating any executive order or local order issued in response to the COVID-19 disaster.

This executive order supersedes Executive Order GA-50, but does not supersede Executive Orders GA-10, GA-13, GA-17, GA-24, GA-25, GA-29, or GA-31. This executive order shall remain in effect and in full force unless it is modified, amended, rescinded, or superseded by the governor. This executive order may also be amended by proclamation of the governor.



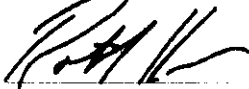
Order under my hand this 7th  
day of October, 2020.

  
GREG ABBOTT  
Governor

SECRET  
2020-10-07



ATTESTED BY



RUTH R. HUGHES  
Secretary of State

STATE OF TEXAS  
OFFICE OF THE SECRETARY OF STATE  
1100 NORTH BRASSFIELD BOULEVARD  
AUSTIN, TEXAS 78701  
WWW.SOS.TX.GOV







# MINIMUM STANDARD HEALTH PROTOCOLS



## CHECKLIST FOR BARS OR SIMILAR ESTABLISHMENTS

***Effective October 14, 2020, the County Judge of each county may choose to opt in with the Texas Alcoholic Beverage Commission (TABC) to allow bars or similar establishments to operate with in-person service. Bars or similar establishments located in counties that have opted in may operate for in-person service up to 50% of the total listed occupancy inside the bar or similar establishment, but all customers must be seated while eating or drinking at the bar or similar establishment. There is no occupancy limit outdoors at a bar or similar establishment. Bar or similar establishment employees are not counted toward the occupancy limitation. For these purposes, bars or similar establishments are establishments with a permit from TABC that are not otherwise considered restaurants. All employees and customers must wear a face covering (over the nose and mouth) wherever it is not feasible to maintain 6 feet of social distancing from another individual not in the same household, except when seated at the bar or similar establishment to eat or drink.***

*The following are the minimum recommended health protocols for all bars or similar establishments choosing to operate in Texas. Bars or similar establishments may adopt additional protocols consistent with their specific needs and circumstances to help protect the health and safety of all employees, contractors, and customers.*

*The virus that causes COVID-19 can be spread to others by infected persons who have few or no symptoms. Even if an infected person is only mildly ill, the people they could spread it to may become seriously ill or even die, especially if they are 65 or older with pre-existing health conditions that place them at higher risk. Because of the concealed nature of this threat, everyone should rigorously follow the practices specified in these protocols, all of which facilitate a safe and measured reopening of Texas. The virus that causes COVID-19 is still circulating in our communities. We should continue to observe practices that protect everyone, including the most vulnerable.*

*Please note, public health guidance cannot anticipate or address every unique situation. Bars or similar establishments should stay informed and take actions based on common sense and wise judgment that will protect health and support economic revitalization. Bars or similar establishments should also be mindful of federal and state employment and disability laws, workplace safety standards, and accessibility standards to address the needs of both workers and customers.*

### Health protocols for serving your customers:

- Customers may not loiter at the bar or in commonly trafficked areas, and should remain seated at tables at the bar or similar establishment.
  - Only provide service to seated individuals, except as provided below.
  - Breweries, wineries, and distilleries may serve customers standing at a counter if the customers are sampling products from the establishment. Groups at the counter may not exceed 6 individuals, and must be separated from other groups by either 6 feet of separation or an engineering control such as a partition.
- Groups must maintain at least 6 feet of distance from other groups at all times, including while waiting to be seated in the bar or similar establishment. The 6 feet of distance between groups seated at different tables is not required if the bar or similar establishment provides engineering controls, such as a partition, between the tables.
  - A booth may be next to another booth as long as a partition is constructed between the booths, and that partition is at least 6 feet tall above ground level.
  - Tables should generally be at least 6 feet apart from any part of another table. However, a bar or similar establishment may have tables at least 4 feet apart from any part of another table, provided the bar or similar establishment uses a partition between the tables that is at least 6 feet tall and 6 feet wide.



# MINIMUM STANDARD HEALTH PROTOCOLS

## BARS OR SIMILAR ESTABLISHMENTS: Page 2 of 4

- As recommended by the bar and nightclub industry, keep dance floors closed. Activities that enable close human contact are discouraged.
- Pathways for patrons' ingress and egress should be clear and unobstructed.
- Designate staff to ensure customers maintain a 6-foot distance between groups if customers are waiting to enter the bar or similar establishment.
- A hand sanitizing station should be available upon entry to the establishment.
- No tables of more than 6 people.
- Dining:
  - Do not leave condiments, silverware, flatware, glassware, or other traditional table top items on an unoccupied table.
  - Provide condiments only upon request, and in single use (non-reusable) portions or in reusable containers that are cleaned and disinfected after each use.
  - Use disposable menus (new for each patron), or clean and disinfect reusable menus after each use.
  - If a buffet is offered, employees should serve the food to customers.
- Ensure spacing of individuals within the establishment to keep a 6-foot distance between individuals in different groups.**
  - Tables or chairs must be installed to seat all customers to maintain social distancing, and may not be moved.
  - Consider positioning an unoccupied table or other object adjacent to each occupied table, creating space to permanently maintain a 6-foot distance between groups.
  - Take orders from customers seated at a table or by web/phone application.
- Contactless payment is encouraged. Where not available, contact should be minimized. Both parties should wash or sanitize hands after the payment process.

### Health protocols for your employees and contractors

- Train all employees and contractors on appropriate cleaning and disinfection, hand hygiene, and respiratory etiquette.
- Screen employees and contractors before coming into the bar or similar establishment:
  - Send home any employee or contractor who has any of the following new or worsening signs or symptoms of possible COVID-19:
    - Cough
    - Shortness of breath or difficulty breathing
    - Chills
    - Repeated shaking with chills
    - Muscle pain
    - Headache
    - Sore throat
    - Loss of taste or smell
    - Diarrhea
    - Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
    - Known close contact with a person who is lab confirmed to have COVID-19



# MINIMUM STANDARD HEALTH PROTOCOLS



## BARS OR SIMILAR ESTABLISHMENTS: Page 3 of 4

- Do not allow employees or contractors with the new or worsening signs or symptoms listed above to return to work until:
  - In the case of an employee or contractor who was diagnosed with COVID-19, the individual meets all three of the following criteria: at least three days (72 hours) have passed *since recovery* (resolution of fever without the use of fever-reducing medications); and the individual has *improvement* in symptoms (*e.g.*, cough, shortness of breath); and at least ten days have passed *since symptoms first appeared*; or
  - In the case of an employee or contractor who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual should be assumed to have COVID-19, and the individual may not return to work until the individual has completed the same three-step criteria listed above; or
  - If the employee or contractor has symptoms that could be COVID-19 and wants to return to work before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.
- Do not allow an employee or contractor with known close contact to a person who is lab-confirmed to have COVID-19 to return to work until the end of the 14-day self-quarantine period from the last date of exposure (with an exception granted for healthcare workers and critical infrastructure workers).
- Have employees and contractors wash or sanitize their hands upon entering the bar or similar establishment, and between interactions with customers.
- Have employees and contractors maintain at least 6 feet of separation from other individuals. If this distancing is not feasible, measures such as face covering, hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced.

### Health protocols for your facilities:

- Consider having an employee or contractor manage and control access to the bar or similar establishment, including opening doors to prevent attendees from touching door handles.
- Take steps to ensure 6 feet of social distancing is maintained at the bar or similar establishment between individual patrons, between patrons and waitstaff, and between patrons and bar items such as clean glassware and ice. Such separation may be obtained by ensuring bartenders remain at least 6 feet from customers at the bar, such as by taping off or otherwise blocking bartenders from being within 6 feet of a seated customer, or the use of engineering controls, such as dividers, to keep individuals and/or the bar separate from other individuals.**
- Regularly and frequently clean and disinfect any regularly touched surfaces, such as doorknobs, tables, and chairs.
- Regularly and frequently clean restrooms, and document the cleanings.
- Disinfect any items that customers contact.
- Make hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available to employees and customers.
- Consider placing \_\_\_\_\_ at the bar or similar establishment to remind everyone of best hygiene practices.
- Clean and disinfect the area used by customers (*e.g.*, tables, chairs, etc.) after each group of customers depart, including the disinfecting of tables, chairs, stalls, and countertops.

# MINIMUM STANDARD HEALTH PROTOCOLS



## BARS OR SIMILAR ESTABLISHMENTS: Page 4 of 4

- Clean and sanitize the bar daily.
- For bars or similar establishments with more than 10 employees and/or contractors present at one time, consider having an individual wholly or partially dedicated to ensuring the health protocols adopted by the establishment are being successfully implemented and followed.
- TABC staff should monitor bars throughout the state of Texas to ensure compliance with these protocols. TABC has the authority to suspend any license that poses an immediate threat or danger to public safety. Failure to follow these protocols may result in a 30-day license suspension for the first infraction, and a 60-day suspension for a second infraction.

### If you have video game equipment or other interactive amusements

- Assign at least one employee or contractor full time to disinfect the video games and other interactive amusements. **Continuous disinfecting is needed to protect customers.**
- Disinfect all gaming equipment before and after customer use.
- Provide equipment disinfecting products throughout facility for use on equipment.
- Ensure only one player can play a game at a time.
- Provide for at least 6 feet of separation between games.

### Health protocols for valet parking services

- Take the temperature of each employee or contractor at the beginning of each shift.
- Utilize the following personal protective equipment for employees and contractors:
  - Cloth face coverings over the nose and mouth, or, if available, non-medical grade face masks over the nose and mouth
  - Single-use disposable gloves that are changed between every interaction with customers and/or vehicles
- Vehicle door handles, ignition switch, steering wheel, and shift knob should be wiped with disinfectant as the valet employee enters and exits the vehicle.
- All workstations and work equipment should be cleaned at the start and the end of each shift, as well as every hour during the shift. These workstations should include the valet podium, key storage locker, tablets, fee computers, receipt printers, etc.
- Valet parking operators should employ contactless payment whenever possible.
- For high-volume operations, appropriate physical distancing indicators should be established to ensure customers maintain at least 6 feet of distance as they wait for their vehicle.
- Where possible, alternative parking options should be provided for customers who are uncomfortable with valet parking.
- Wash or disinfect hands upon entering a business and after any interaction with employees, other customers, or items in the business.
- Make hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available to employees, contractors, and customers.
- Have employees and contractors maintain at least 6 feet of separation from other individuals.



# Lockhart Fire Rescue Memorandum



**To:** Steven Lewis; City Manager  
**From:** Randy Jenkins; Fire Chief  
**Date:** November 25, 2020  
**Subject:** COVID-19 Protocol Compliance Survey

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Public Safety performed a COVID-19 safety protocols compliance survey of restaurants and bars in Lockhart on November 20 thru 24, 2020. Overall, restaurants and bars are complying to the Governor's Executive Order G-29 (face covering, dated July 2, 2020), GA-32 (occupancy limits, dated October 2, 2020), and the cities Resolution (2020-20, dated September 1, 2020) requiring all businesses to post the face covering requirement notice at their entrance. Survey data was collected from 21 restaurants and 5 bars. Surveys were done during the lunch hour or after 5 p.m. Summary of survey data follows;

- Face Covering Sign Posted: Yes: 23 No: 03 Percent Compliance: 88%
- Servers Wearing Mask: Yes: 22 No: 04 Percent Compliance: 84%
- Occupancy # Posted: Yes: 25 No: 01 Percent Compliance: 96%
- Actual Occupancy < 75% Yes: 26 No: 00 Percent Compliance: 100%

The majority of customers seemed to be in compliance with COVID-19 protocols which does allow for no mask while at a table. It was observed that a couple of customers were without a mask while checking out, etc.

W.R. Jenkins  
Fire Chief / EMC  
Lockhart Fire Rescue



# Lockhart Fire Rescue Memorandum



**To:** Steven Lewis; City Manager

**From:** Randy Jenkins; Fire Chief

**Date:** December 10, 2020

**Subject:** Convenience Store COVID-19 Protocol Compliance Survey

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Public safety performed a COVID-19 safety protocols compliance survey of convenience stores in Lockhart from December 4<sup>th</sup>, thru 9<sup>th</sup>, 2020. Overall convenience stores are complying with the Governor's Executive Order G-29 (face covering, dated July 2, 2020) and the cities Resolution (2020-20, dated September 1, 2020) requiring all businesses to post face covering notice at entrance. Survey data was collected from 10 convenience stores. Surveys typically were done in the evening. Summary of survey data follows;

- Face Covering Sign Posted: Yes: 10 No: 00 Percent Compliance: 100%
- Clerks Wearing Face Covering: Yes: 09 No: 01 Percent Compliance: 90%

The majority of customers visiting the convenience stores were following the COVID-19 safety protocols. A couple of customers at one convenience store were not wearing a face covering.

**W.R. Jenkins**

Fire Chief / EMC

Lockhart Fire Rescue



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# Lockhart C-Store Survey

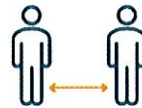
12/10/2020

Store Name	Address	Face Covering Sign Posted	Clerks Wearing Face Covering	# Employees	Date	Notes
Lockhart Grocery/Valero	1317 N. Colorado St.	Yes	Yes	2	December 4, 2020	
Corner Store/Valero	1706 S. Colorado St.	Yes	Yes	2	December 4, 2020	Face covering pulled down until customer approached.
Lockhart Fuel Express/Valero	2111 W. San Antonio St.	Yes	Yes	2	December 9, 2020	
Pic-N-Pac #6	835 S. Colorado St.	Yes	No	1	December 9, 2020	2 customers, no face covering
Lockhart Market	730 S. Colorado St.	Yes	Yes	1	December 9, 2020	
Texaco Lockhart	1325 S. Colorado ST.	Yes	Yes	1	December 9, 2020	
Chevron Corner Food Mart	531 W. San Antonio St.	Yes	Yes	1	December 9, 2020	Clerk stated they have to remind customers sometimes to wear face covering
Fast Stop / Conoco	903 S. Colorado St.	Yes	Yes	1	December 9, 2020	
Jet Stop/Chevron	1206 S. Colorado st.	Yes	Yes	2	December 9, 2020	
Murphy USA	1910 S. Colorado St.	Yes	Yes	2	December 9, 2020	

CASES ARE RISING.  
**ACT NOW!**



WEAR A MASK



STAY 6 FEET APART



AVOID CROWDS

## New Year's Eve

Updated Dec. 28, 2020 [Print](#)



The safest way to celebrate the new year is to celebrate at home with the people who live with you or virtually with friends and family. Staying home is the best way to protect yourself and others.

[Travel](#) and [gatherings](#) with family and friends who do not live with you can increase your chances of getting and spreading [COVID-19](#) or the flu.

Cases in the last 7 days  
1,265,500

## Holiday Travel

Travel may increase your chance of getting and spreading COVID-19. CDC continues to recommend postponing travel and staying home, as this is the best way to protect yourself and others this year.

If you are considering traveling for the winter holidays, here are some important questions to ask yourself and your loved ones beforehand. These questions can help you decide what is best for you and your family.



- Are you, someone in your household, or someone you will be visiting at [increased risk for getting very sick](#) from COVID-19?
- Are cases high or increasing in your community or at your destination? The more cases in your community or at your destination, the more likely you are to get and spread COVID-19 as a result of your door-to-door travel. Check [CDC's COVID Data Tracker](#) for the latest number of cases in each area.
- Are hospitals in your community or at your destination overwhelmed with patients who have COVID-19? To find out, check [state and local public health department websites](#).
- Does your home or destination have requirements or restrictions for travelers? Check [state and local requirements](#) before you travel.
- During the 14 days before your travel, have you or those you are visiting had [close contact](#) with people they don't live with?
- Do your plans include traveling by bus, train, or airplane, which might make staying 6 feet apart difficult?
- Are you traveling with people who don't live with you?

If the answer to any of these questions is "yes," you should consider making other plans, such as hosting a virtual gathering or delaying your travel.

If your answers are "no" and you do decide to travel, be sure to take these steps during your trip to [protect yourself and others](#) from COVID-19:

- Check [travel restrictions, guidance, and resources](#) before you go.
- Check CDC's [Domestic Travel Guidance](#) and consider [testing before and after you travel](#).
- Get your [flu shot](#) before you travel.



Get your hands before you travel.

- Always wear a mask in public settings, when using public transportation, and when around people who don't live with you.
- Wear your mask correctly over your nose and mouth, secure it under your chin, and make sure it fits snugly against the sides of your face.
- Stay at least 6 feet apart from anyone who does not live with you.
- Wash your hands often or use hand sanitizer with at least 60% alcohol.
- Avoid touching your mask, eyes, nose, and mouth.
- Bring extra supplies, such as masks and hand sanitizer.
- If driving, pack your food and limit stops.
- Know when to delay your travel.

## Everyone Can Make New Year's Eve Celebrations Safer

### COVID-19

MENU >

#### Wear a mask

- Wear a mask with two or more layers to stop the spread of COVID-19 to protect others and yourself.
- Wear your mask over your nose and mouth, secure it under your chin, and make sure it fits snugly against the sides of your face.
- Wear a mask indoors and outdoors.
- In cold weather, wear your mask under your scarf, ski mask, or balaclava.
- Keep a spare mask in case your mask becomes wet from moisture in your breath or from snow or rain.



#### Stay at least 6 feet apart

- Stay 6 feet away from others who do not live with you.
- Indoors or outdoors, you are more likely to get or spread COVID-19 when you are in close contact with others for a total of 15 minutes or more over a 24-hour period.
- It is especially important for people who are at higher risk of getting very sick to stay 6 feet (about 2 arm lengths) from other people.

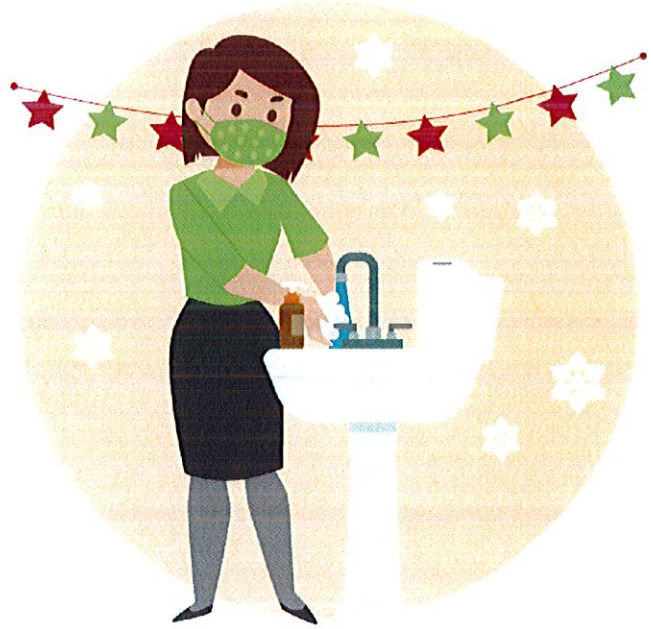
#### Avoid crowds and poorly ventilated indoor spaces

- The more people you are in contact with, the more likely you are to be exposed to COVID-19.
- Avoid gatherings and celebrations with a lot of people that make staying 6 feet apart from those who don't live with you difficult.
- Avoid indoor spaces as much as possible, especially ones that aren't well ventilated.
- If indoors, open windows and doors. Use a window fan to blow air out, which will pull fresh air in through the open windows.

#### Wash your hands

- Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, after blowing your nose, coughing, or sneezing and before eating.
  - Make sure to dry your hands completely using a clean towel or by air drying.
- If soap and water aren't available, use hand sanitizer with at least 60% alcohol.

- If soap and water aren't available, use hand sanitizer with at least 60% alcohol.
- Avoid touching your mask, eyes, nose, and mouth.



## Stay home if you are sick

- **Stay home** if you are sick, except to get medical care.
- **Isolate yourself** from other members of your family and wear a mask.
- Even if you don't feel sick, you can still spread COVID-19 to others.

## Get a flu shot as soon as possible

- The **flu shot** can help protect you and your family, friends, and community from getting and spreading flu.
- By getting a flu shot, you can also help lower hospital visits and serious health problems from flu.



## COVID-19 vaccines

- While it is possible that some people may receive **COVID-19 vaccines** before New Year's Eve, continue taking steps to protect yourself and others for some time to come.



Staying home and celebrating with the people you live with or celebrating virtually with loved ones is the safest choice this year. Do not attend large gatherings this year. If you do host or attend a small gathering, everyone can take steps to make celebrating the New Year safer.

## If you host a celebration

- Talk with guests ahead of time to set expectations for celebrating together.
- Limit the number of guests.
- Keep celebrations outdoors, if possible.
- If indoors, open windows and doors. Use a window fan to blow air out, which will pull fresh air in through the open windows.
- Clean and disinfect frequently touched surfaces and items between use.
- Have guests bring their own food, drinks, plates, cups, and utensils.
- Have extra unused masks available for your guests and encourage everyone to wear them inside and outside.
- Keep background music volume low so guests don't need to shout.
  
- It's okay if you decide to postpone or cancel your gathering. Do what's best for you.

## If you attend a celebration

- It's okay if you decide to stay home and remain apart from others. Do what's best for you.
- If traveling for a celebration, know what to do before, during, and after travel.
- Bring your own food, drinks, and disposable plates, cups, and utensils.
- Wear a mask indoors and outdoors and safely store your mask while eating and drinking.
- Avoid alcohol and drugs that can alter judgement and make it difficult to practice COVID-19 safety measures.
- Avoid shouting and singing.
- Avoid areas where food is prepared, such as the kitchen.
- Use single-use options, like condiment packets.



## Consider Other Activities to Celebrate New Year's

### Have virtual celebrations with loved ones

- Attend a virtual concert or performance.
- Plan a virtual countdown to midnight with friends.
- Enjoy a virtual dinner or dessert with friends and family.



- Decorate, play music, and have a dance party with the people you live with.
- Have a pajama party and watch your favorite movies or play games.
- Plan a special meal or dessert with your family.



## Reach out to family, friends, and neighbors

- Call, text, or leave a voicemail for family, friends, and neighbors wishing them a happy new year.
- Call friends and family to count down to the new year together.
- Plan a neighborhood countdown to midnight. People who live with each other can stand in front of their house and cheer together at midnight.



## Other ideas

- Watch a livestreamed firework display, concert, First Night event, or other New Year's programming from your home, such as the Times Square New Year's Eve ball drop. Virtual events are happening across the United States.
- Take care of yourself and do something you enjoy, such as reading a book or taking a walk.
- Pick up a special meal from a local restaurant to share with your household.
- Plan an outdoor activity with people you live with such as a hike or sledding.
- Set new year resolutions. Find out if your hometown is sponsoring a special social media event and share your resolutions.



## Digital Resource



### Happy New Year!

Safest way to celebrate the arrival of the new year.

## More Information

[Everyone Can Make New Year's Celebrations Safer](#) [PDF – 666 KB]

[Consider Other Activities for New Year's Celebrations](#) [PDF – 382 KB]



**LIST OF BOARD/COMMISSION VACANCIES**

Updated: December 29, 2020

<b>Board Name</b>	<b>Reappointments/Vacancies</b>	<b>Council member</b>
Board of Adjustment	One Alternate position	Any Councilmember

**APPLICATIONS RECEIVED TO BE ON A BOARD/COMMISSION**

<b>APPLICANT</b>	<b>BOARD REQUESTED</b>	<b>DATE RECEIVED</b>	<b>RESIDENCE DISTRICT</b>
Dennis McCown	LHPC	August 10, 2020	District 2
Anna Lowe	1 <sup>st</sup> pick - Planning & Zoning 2 <sup>nd</sup> pick – LHPC	August 13, 2020	Caldwell County Resident
Kristopher Krueger	LHPC Library Parks	December 21, 2020	District 3
Elizabeth Pickett	To be determined	December 21, 2020	District 3

*New Applications - attached*

CITY OF LOCKHART

ADVISORY BOARD/COMMISSION QUESTIONNAIRE/APPLICATION

NAME: Elizabeth Pickett E-mail: erpickett@yahoo.com

ADDRESS: 1524 Colton Lane HOME#: 512 668 4500
Lockhart, TX 78644 WORK#: 404 253 7690

OCCUPATION: Director of Portfolio Accounting CELL# 404 483 2341

EDUCATION (optional): some college
Handwritten note: Board of Directors - West Hill High School

How long have you been a resident of Lockhart? 3.5 years

Are you a qualified voter of the City? Yes [checked] No [ ] VOTER REG. #: 1202757590

PROFESSIONAL AND/OR COMMUNITY ACTIVITIES:

ADDITIONAL PERTINENT INFORMATION/REFERENCES:

I AM INTERESTED IN SERVING ON THE FOLLOWING BOARDS, COMMISSIONS, OR COMMITTEES:
(Please limit your selection to no more than three. List in order of preference: 1,2,3)

- Board of Adjustments & Appeals
Construction Board of Appeals
Economic Development Revolving Loan
Economic Development Corp (1/2 Cent Sales Tax)
Electric Board
Historic Preservation Commission
Library Board Advisory Bd.
Parks and Recreation Advisory Bd.
Planning & Zoning Commission

Do you serve on any other board/commission/committee at this time? If so, please list:

Do you have any relative working for the City of Lockhart? Yes [ ] No [checked]

Do you receive any direct compensation or gain from the City of Lockhart? Yes [ ] No [checked]

Do you receive any direct compensation or gain from any other governmental body?
Yes [ ] No [checked] If yes, what type?

(Signature of Applicant)

(Date) 12/21/2020

Return application to:
City of Lockhart
City Secretary's Office
PO Box 239
Lockhart, TX 78644
econstancio@lockhart-tx.org

If you have any questions, please contact the City Secretary's Office at 512/398-3461.



CITY OF LOCKHART

ADVISORY BOARD/COMMISSION QUESTIONNAIRE/APPLICATION

NAME: Kristopher Krueger E-mail: krisk96@gmail.com

ADDRESS: 513 Blake's Cove HOME#: (830) 237-4257

Lockhart, TX 78644 WORK#: (512) 424-5061

OCCUPATION: Strategic Planning Analyst, Texas DPS CELL# (830) 237-4257

EDUCATION (optional): Bachelor of Science, Texas A&M University

How long have you been a resident of Lockhart? 11 years

Are you a qualified voter of the City? Yes [checked] No [ ] VOTER REG. #: 1017997837

PROFESSIONAL AND/OR COMMUNITY ACTIVITIES: Retired military officer; Boys Scouts of America Leader; Sons of the American Revolution; Sons of the Republic of Texas

ADDITIONAL PERTINENT INFORMATION/REFERENCES:

I AM INTERESTED IN SERVING ON THE FOLLOWING BOARDS, COMMISSIONS, OR COMMITTEES:

(Please limit your selection to no more than three. List in order of preference: 1,2,3)

- \_\_\_ Airport Advisory Board \_\_\_ Electric Board
\_\_\_ Board of Adjustments & Appeals 1 \_\_\_ Historic Preservation Commission
\_\_\_ Construction Board of Appeals 2 \_\_\_ Library Board Advisory Bd.
\_\_\_ Economic Development Revolving Loan 3 \_\_\_ Parks and Recreation Advisory Bd.
\_\_\_ Economic Development Corp (1/2 Cent Sales Tax) \_\_\_ Planning & Zoning Commission

Do you serve on any other board/commission/committee at this time? If so, please list: N/A

Do you have any relative working for the City of Lockhart? Yes [ ] No [checked]

Do you receive any direct compensation or gain from the City of Lockhart? Yes [ ] No [checked]

Do you receive any direct compensation or gain from any other governmental body? Yes [checked] No [ ] If yes, what type? Full Time Employee, State of Texas, Department of Public Safety

(Signature of Applicant) [Signature] (Date) 12/21/2020

Return application to: City of Lockhart City Secretary's Office PO Box 239 Lockhart, TX 78644 cconstancio@lockhart-tx.org

If you have any questions, please contact the City Secretary's Office at 512/398-3461.

<p>The following are NOTES regarding appointments to several boards that have certain criteria that should be met, such as qualifications or number to serve on the board. Boards that are not listed below have a seven member board and are open to any citizen without qualifications.</p>	
<p><b>NOTES:</b> AIRPORT ADVISORY BOARD</p>	<p><b>Sec. 4-26. Membership; appointments.</b> The Lockhart Airport Advisory Board shall be composed of seven members to be appointed in accordance with section 2-210. At least five members must currently be or have been flight rated, and two members may be appointed as at-large members. Members shall serve three-year terms, such terms coinciding with the council position making the appointment.</p> <p><b>Sec. 4-28. Eligibility for board membership.</b> No person having a financial interest in any commercial carrier by air, or in any concession, right or privilege to conduct any business or render any service for compensation upon the premises of the Lockhart Municipal Airport shall be eligible for membership on the Lockhart Airport Advisory Board.</p> <p><b>Sec. 4-32. Limitations of authority.</b> The Lockhart Municipal Airport Advisory Board shall not have authority to incur or create any debt in connection with airport operations; nor shall the board be empowered to enter into any contract, leases, or other legal obligations binding upon the City of Lockhart; nor shall the board have authority to hire airport personnel or direct airport personnel in the execution of their duties.</p>
<p><b>NOTES:</b> CONSTRUCTION BOARD APPOINTMENTS</p>	<p><i>Section B101.4, Board Decision, is amended to read as follows:</i> The construction board of adjustments and appeals shall have the power, as further defined in Appendix B, to hear appeals of decisions and interpretations of the building official and consider variances of the technical codes; and to conduct hearings on determinations of the building official regarding unsafe or dangerous buildings, structures and/or service systems, and to issue orders in accordance with the procedures beginning with section 12-442 of this Code [of Ordinances].</p> <p><i>Section B101.2, Membership of Board, is amended to read as follows:</i> Each District Council member and the Mayor shall appoint one member to the Construction Board of Appeals making it a five (5) member board and each Councilmember at Large shall appoint an alternate. The term of office of the board members shall be three (3) years, such terms coinciding with the council position making the appointment. The two (2) alternates shall also serve the term coinciding with the council position making the appointments. Vacancies shall be filled for an unexpired term in the manner in which the original appointments are required to be made. Board members shall consist of members who are qualified by experience and/or training to pass on matters pertaining to building construction and are not employees of the City of Lockhart.</p>
<p><b>NOTES:</b> ELECTRIC BOARD APPOINTMENTS</p>	<p><b>Sec. 12-132. Members.</b> (a) Appointments to the examining and supervisory board of electricians and appeals shall conform to section 2-210 except that the board shall consist of five persons with one being appointed by each district council member and one by the mayor. Each member shall serve three-year terms with such terms to coincide with the council position making the appointment. (b) Each board member shall reside within the county and such board shall include one member who shall be a building contractor; one layman; two members shall be master electricians who are currently licensed by the city; and one member shall be either a building contractor or master electrician licensed by the city. There shall be two ex-officio members, one who shall be the city electrical inspector, and one shall be the fire marshal.</p> <p><b>Sec. 12-133. Officers and quorum.</b> The members of the examining and supervising board of electricians and appeals shall select a chairman and secretary. A quorum shall consist of three members.</p>
<p><b>NOTES:</b> HISTORIC PRESERVATION COMMISSION</p>	<p><b>Sec. 28-3. Historical preservation commission.</b> (b) The commission shall consist of seven members, appointed by the city council in accordance with section 2-210, who shall whenever possible meet one or more of the following qualities: (1) A registered architect, planner or representative of a design profession, (2) A registered professional engineer in the State of Texas, (3) A member of a nonprofit historical organization of Caldwell County, (4) A local licensed real estate broker or member of the financial community, (5) An owner of an historic landmark residential building, (6) An owner or tenant of a business property that is an historic landmark or in an historic district, (7) A member of the Caldwell County Historical Commission.</p>
<p><b>NOTES:</b> PARKS ADVISORY BOARD</p>	<p><b>Sec. 40-133. Members.</b> (a) The board shall consist of seven members appointed in accordance with section 2-210 to serve three years terms, such terms to coincide with the council position making the appointment and two alternates shall also be appointed by the mayor and mayor pro-tem, one each. The two alternates shall also serve the term coinciding with the council position making the appointments. Vacancies shall be filled for an unexpired term in the manner in which the original appointments are required to be made. (Ordinance 06-08, adopted February 7, 2006)</p>

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<p><b>NOTES:</b> Lockhart Economic Dev Corp</p>	<p><b>LEDC Bylaws – Article II. Board of Directors</b>  <b>Section 1. Powers, Number and Term of Office</b>                  a. The property and affairs of the Corporation shall be managed and controlled by a Board of Directors (The “Board”) under the guidance and direction of the Lockhart City Council and, subject to the restrictions imposed by law, by the Articles of Incorporation, and by these Bylaws the Board shall exercise all of the powers of the Corporation.                  b. The Board shall consist of seven directors, each of whom shall be appointed by the City Council of the City. Each director shall occupy a place (individually the “Place” and collectively, the “Places”) as designated herein. Places 1-4 are designated for Councilmember Directors from Councilmember Districts 1 through 4 respectively. In the event that a particular Councilmember from said District is unable or unwilling to serve in the capacity as a Director, that Councilmember shall have the right to nominate a non-councilmember for approval and appointment. Places 5-7 are designated for Citizen Member Directors.                  c. The directors constituting the first Board shall be those directors named in the Articles of Incorporation. Successor directors shall have the qualifications, shall be of the classes of directors, and shall be appointed to the terms set forth in the Articles of Incorporation.                  d. Any director may be removed from office by the City Council at will.</p>
<p><b>NOTES:</b> ORDINANCE RE: ALL BOARD, COMMISSION APPOINTMENTS</p>	<p><b>Sec. 2-209. - Rules for appointment.</b>                  The city council hereby sets the following rules:                  (1) Except as may be established by existing city ordinances/resolutions the process for selecting members shall be open to all Lockhart citizens, who must apply for appointment, to include those applying for reappointment. Reappointment shall not be deemed automatic.                  (2) Council shall seek to appoint the most qualified or best persons available, while also respecting the need for diverse community opinions.                  (3) No member of any appointed body shall serve on more than one quasi-judicial or advisory board or commission.                  (4) No appointed body shall deviate from its charge, deliberate items not on its agendas, or speak for the council or City of Lockhart without council authorization.                  (5) Subject to other qualifications as specifically required for membership on the below boards and commissions, the city council shall have the right (but not the duty) to appoint up to two members who are not Lockhart citizens but who are residents of Caldwell County to the Lockhart Airport Advisory Board, the Eugene Clark Library Board, and the construction board of appeals.  <b>Section 2-210. Method of selection; number of members; terms.</b>                  (a) The mayor and city councilmembers shall nominate individuals to serve on boards and commissions. Each nomination shall then be confirmed by a simple majority of the entire city council.                  (b) Except as provided herein, there shall be seven members appointed to each board or commission corresponding with the seven members or places of the city council. Each city councilmember, except as provided herein, shall nominate a qualified person to serve in a place on an appointed body corresponding to their place on the council. At-large councilmembers shall be designated as places 5 and 6, and the mayor's position as place 7, for the purpose of this section. Nominations shall be made to fill vacant positions and/or positions whose terms have expired within 90 days of the event, such as a resignation or an election. Should any city councilmember fail to name an appointee to one of his/her corresponding places on any body within the above described 90 days, another councilmember shall then have the privilege to nominate a person to fill that same position, as described in subsection (a). However, once that position becomes vacant again for any reason, the appointment shall revert to the place corresponding with the original city council seat/place number for nominations.                  (c) Beginning with the election in May, 1998, the council shall nominate and confirm four members to serve in places 1, 2, 5, 6 on each board and commission in accordance with subsections (a) and (b) above, and with the standards set in Ordinance Number 97-09, Governance Policies. With the election of May, 1999, the remaining three places shall be filled following the same procedure as above.                  (d) Terms of service on appointed bodies shall be the same three-year terms as the councilmember who nominates a person to serve. However, a person may be appointed to complete the unexpired term of a vacant position, due to a resignation, for example.                  (e) When a person has completed a term, or terms, of service and will be vacating a place, that person may continue to serve until a replacement is nominated and confirmed by the city council.                  (f) At the discretion of the majority of the city council, one Caldwell County resident who is also an owner of real property within any local historic district may be appointed as a full member to the historical preservation commission.                  (g) Exceptions to the above regulations shall be all volunteer/special purpose/ad hoc committees appointed from time to time by the city council and the zoning board of adjustments, whose members shall serve two-year terms in accordance with V.T.C.A., Local Government Code § 211.008. All other provisions of this section, and ordinance number 97-09 which do not conflict with the chapters establishing these bodies shall be applicable.  <b>Sec. 2-212. Removal and resignation of members.</b>                  (a) All board, commission and committee members serve at the pleasure of the city council and may be removed from office with or without cause at the discretion of the city council.                  (b) Board, commission and committee members may resign from office at any time by filing a written resignation, dated and signed by the member, with the City Secretary. Such resignation shall take effect upon receipt by the City Secretary without further action by the city council. If the city council appoints a new member to replace the resigned member, the new member shall be appointed to serve out the remainder of the resigned member's term.</p>

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<p><b>NOTES:</b>                  PARKS MASTER                  PLAN STEERING                  COMMITTEE                  (Est. 09/05/2017)</p>	<p>Committee to have 8-10 members as follows:</p> <ul style="list-style-type: none"> <li>• Councilmembers</li> <li>• City staff</li> <li>• Two Parks Advisory Board members</li> <li>• Business owners</li> <li>• Civic Organization members</li> </ul> <p>Committee will assist Burditt Consultants to perform tasks outlined in the Parks Master Plan.</p>
<p><b>NOTES:</b>                  AD-HOC                  COMMITTEE – ST.                  PAUL UNITED                  CHURCH OF                  CHRIST PROPERTY                  (Est. 09/05/2017)</p>	<p>Committee will consist of at least one appointment from Mayor and each Councilmember.</p> <p>The Committee will make recommendations to the Council about the use of the property at 728 S. Main.</p>
<p><b>NOTES:</b>                  WAYFINDING                  SIGNAGE AND                  COMMUNITY                  BRANDING                  AD-HOC                  (Est. 01/02/2018)</p>	<p>Committee will assist City Planner/Development Services with wayfinding signage and community branding tasks.</p> <p>Committee will consist of up to five members appointed by the Council.</p> <p>NOTE: First Branding and Wayfinding Committee disbanded/dissolved on December 18, 2018.</p> <p>UPDATE: Second Branding and Wayfinding Committee appointed on March 5, 2019.</p>

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Sec. 54-127 MEMBERSHIP AND MEETING FREQUENCY

- a. The HOT Advisory Board should consist of five (5) members.
- b. Members shall consist of the following, the appointment of whom shall be confirmed by the City Council
  - i. A lodging facility representative;
  - ii. The City Manager or his/her designee;
  - iii. A former member of the City Council; and
  - iv. Two citizens nominated by Mayor.
- c. The HOT Advisory Board shall meet at least quarterly for allocation of funds and post-event reviews.
- d. Three Board members shall constitute a quorum.
- e. Each Board member shall serve a term of two years.
- f. Vacancies on the Board shall be filled by appointment by the City Council for the remainder of the existing term.

Sec. 54-128 PURPOSE AND RESPONSIBILITY

- a. The legislative functions of the city council shall in no way be delegated to the HOT Advisory Board. The HOT Advisory Board shall be considered a special purpose advisory committee.
- b. The purposes and responsibility of the HOT Advisory Board shall be:
  - i. To receive, review, and evaluate applications from organizations requesting HOT funds;
  - ii. To recommend allocation of HOT funds (as authorized by the Texas Tax Code, Chapter 351) to the City Council;
  - iii. To review the actual expenditures of HOT Funds;
  - iv. To offer suggestions for improvements or changes to the use or administration of HOT funds; and
  - v. To submit an annual report to the City Council that identifies approved expenditures by the City for the preceding year, reviews such approved expenditures in the context of compliance with state laws regarding the use of HOT funds, and evaluates the effectiveness of the approved HOT expenditures and the program.

Sec. 54-129 HOT FUND GRANT PROCESS AND POST-EVENT REPORTING

- a. Applications for funding will be considered at each meeting. Completed applications must be received ten (10) days prior to a meeting of the Board at which it will be reviewed.
- b. Applicants will be notified of the award of funds following approval by the City Council of the award, at which time one-half of approved funding will be awarded.
- c. The Board shall produce guidelines for approved applicants regarding a post-event report from each such applicant that demonstrates qualified expenditures
- d. A post-event report from each approved applicant is required in order for the applicant to receive final payment.

Sec. 54-130 HOT FUND GRANT PROCESS GUIDELINES.

In considering the grant of HOT Funds, the Board and City Council shall:

- i. Ensure that each funding requests for HOT revenues is for one or more statutorily defined purpose;
- ii. Establish and implement a policy of properly utilizing 100% of available HOT funds each year;
- iii. Consider whether funding should be based on a formula for pre-determined activities consistent with authorized uses (e.g. advertising, arts, signage, historical restoration/preservation);
- iv. Consider funding approaches that will allow for equitable funding
- v. opportunities for new as well as established events and activities; and
- vi. Consider eligibility criteria beyond the Tax Code requirements (e.g. limiting grants to 25% of the total event budget or disallowing/limiting use of HOT funds for events' programs that occur on a regular (e.g. monthly) basis.

NOTES:  
HOTEL  
OCCUPANCY  
TAX ADVISORY  
BOARD  
(Est. 12-3-  
2019)

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**COUNCILMEMBER BOARD/COMMISSION APPOINTMENTS**

<b>Councilmember</b>	<b>Board/Commission</b>	<b>Appointee</b>	<b>Date Appointed</b>
Mayor – Lew White	Airport Board	John Hinnekamp	12/19/17
	Board of Adjustment	Mike Annas	12/19/17
	Construction Board	Raymond DeLeon	06/04/19
	Ec Dev. Corp. ½ Cent Sales Tax	Alan Fielder, Vice-Chair	12/19/17
	Electric Board	Joe Colley, Chair	12/19/17
	Historical Preservation	John Lairsen	12/19/17
	Library Board	Stephanie Riggins	12/19/17
	Parks and Recreation	Albert Villalpando, Chair	12/19/17
	Planning & Zoning	Paul Rodriguez	12/19/17
	ETJ Rep-Impact Fee Adv Comm	Larry Metzler	12/19/17
District 1 – Juan Mendoza	Airport Board	Larry Burrier	03/07/17
	Board of Adjustment	Lori Rangel	03/07/17
	Construction Board	Mike Votee	12/17/19
	Eco Dev. Corp, ½ Cent Sales Tax	Dyral Thomas	12/17/19
	Electric Board	Frank Gomillion	12/17/19
	Historical Preservation	Christine Ohlendorf	06/02/20
	Library Board	Shirley Williams	12/17/19
	Parks and Recreation	Linda Thompson-Bennett	03/07/17
	Planning & Zoning	Chris St. Leger	12/17/19 CM McGregor on behalf of Councilman Mendoza
District 2– David Bryant	Airport Board	Todd Blomerth	05/05/20
	Board of Adjustment	Juan Juarez	10/20/20
	Construction Board	Oscar Torres	10/20/20
	Eco Dev. Corp. ½ Cent Sales Tax	Umesh Patel	10/20/20
	Electric Board	James Briceno	10/20/20
	Historical Preservation	Ron Faulstich	10/20/20
	Library Board	Quartermetra Hughes	10/20/20
	Parks and Recreation	James Torres	10/20/20
	Planning & Zoning	Manuel Oliva	10/20/20

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**COUNCILMEMBER BOARD/COMMISSION APPOINTMENTS**

District 3 – Kara McGregor	Airport Board Board of Adjustment  Construction Board Eco Dev. Corp. ½ Cent Sales Tax Electric Board Historical Preservation Library Board Parks and Recreation Planning & Zoning	Ray Chandler Anne Clark, Vice-Chair Kirk Smith (Alternate) Jerry West, Vice-Chair Sally Daniel John Voigt Ronda Reagan Jean Clark Fox, Chair Warren Burnett Philip McBride, Chair	02/06/18 12/19/17 12/05/17 01/02/18 06/18/19 09/03/19 12/19/17 12/19/17 12/05/17 12/19/17
District 4 - Jeffry Michelson	Airport Board Board of Adjustment Construction Board Eco Dev. Corp. ½ Cent Sales Tax Electric Board Historical Preservation Library Board Parks and Recreation Planning & Zoning	Mark Brown, Vice-Chair Wayne Reeder Rick Winnett Doug Foster Ian Stowe Michel Royal Donaly Brice Russell Wheeler Rick Arnic	03/07/17 12/15/20 12/05/17 11/17/20 12/15/20 07/07/20 12/15/20 12/15/20 12/15/20
Mayor Pro-Tem (At-Large) – Angie Gonzales-Sanchez	Airport Board Board of Adjustment Construction Board Eco Dev. Corp. ½ Cent Sales Tax Historical Preservation Library Board Parks and Recreation Planning & Zoning	Andrew Reyes Laura Cline, Chair Paul Martinez Alfredo Munoz Ray Ramsey Jodi King Chris Schexnayder Philip Ruiz, Vice-Chair	01/07/20 01/07/20 01/07/20 01/07/20 07/07/20 01/07/20 03/07/17 01/07/20

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**COUNCILMEMBER BOARD/COMMISSION APPOINTMENTS**

At-Large - Brad Westmoreland	Airport Board Board of Adjustment Construction Board (Alternate) Eco Dev. Corp. ½ Cent Sales Tax Historical Preservation Library Board Parks and Recreation Planning & Zoning	Jayson “Tex” Cordova Severo Castillo Gary Shafer Frank Estrada Richard Thomson Rebecca Lockhart Dennis Placke Brad Lingvai	02/04/20 02/04/20 02/04/20 02/04/20 02/04/20 02/04/20 02/04/20 02/04/20
	Charter Review Commission (Five member commission) Term – 24 months after appointment	Ray Sanders Bill Hernandez Roland Velvin Elizabeth Raxter Alan Fielder	03/01/16 – Michelson 03/01/16 – Michelson 03/01/16 – Michelson 03/01/16 – Hilburn 03/15/16 – Hilburn
	Sign Review Committee (no longer meeting)	Gabe Medina Neto Madrigal Terry Black Kenneth Sneed Johnny Barron, Jr. Tim Clark	03/17/15 - Mayor Pro-Tem Sanchez 04/21/15 – Councilmember Mendoza 12/19/17– Councilmember McGregor 03/17/15 – Mayor White 03/17/15 – Councilmember Castillo 03/17/15– Councilmember Michelson
	Parks Master Plan Steering Committee (8-10 members)	Albert Villalapando Dennis Placke Nita McBride Rebecca Pulliam Bernie Rangel Derrick David Bryant Beverly Anderson Carl Ohlendorf Beverly Hill	09/05/17 – Parks Bd appointee 09/05/17 – Parks Bd appointee 12/05/17– McGregor 09/19/17– Michelson 09/19/17 – Castillo 09/19/17 - Sanchez 09/19/17 - Mendoza 09/19/17 – Westmoreland 09/19/17 – Mayor White

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	Church Property Ad-hoc Committee (7 members)	Amelia Smith Jackie Westmoreland Todd Blomerth Andy Govea Terry Black Jane Brown Raymond DeLeon Dyrall Thomas	09/05/17 – Westmoreland 09/05/17 – Westmoreland 09/05/17 – Mayor White 09/1917 – Sanchez 12/19/17 – McGregor 09/19/17 – Michelson 09/20/17 – Castillo 09/22/17 – Mendoza
	Wayfinding Signage and Community Branding Ad-Hoc Committee (5 members)  <b>THIS COMMITTEE WAS -                  RE-ESTABLISHED ON                  MARCH 5, 2019</b>	Roy Watson Ronda Reagan Sally Daniel Rob Ortiz Bobby Herzog	03/05/19 03/05/19 03/05/19 03/05/19 03/05/19 Appointed by Mayor with consensus of Council
	HOT Advisory Bd	Ray Sanders Alfredo Munoz Archana “Archie” Gandhi Roxanne Rix Steve Lewis and Pam Larison Sally Daniel (Alternate) Janet Grigar (Alternate)	All members appointed by consensus of the Council on 12/03/2019

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# City of Lockhart

2020-2021 Strategic Priorities

Prepared by:





## **City of Lockhart**

### **Summary**

On January 17 & 18, 2020 the City of Lockhart hosted two half-day planning sessions to develop goals and strategies for the next 2 years. Some of these goal areas were internal, whereas others were external. The following is the process used to reach the conclusions for the plan.

The process began with a preliminary phone meeting between the facilitator and Steve Lewis, City Manager, to go over key issues facing the City, understand the programs and projects underway through the community, and to prepare the agenda and format for the planning retreat.

The first portion of the strategic planning process began on Friday, January 17, 2020 with the City Manager and the City of Lockhart Management Team. The facilitator began by asking the Management Team participants what their expectations for discussion for the day were. She then conducted a group brainstorm exercise called Start/Stop/Continue that lists the things that need to begin happening, stop happening, and are mission-critical and must continue regardless of circumstances.

The facilitator then guided the Management Team through 2020-2021 goal and strategy development to recommend to the City Council the following day.

On Saturday, January 18, 2020, the City Council and City Manager convened to review, revise, and establish priorities related to the recommendations generated the day before by the Management Team. Prior to the review, the facilitator asked the City Council to list their expectations for discussion for the day.

The following are the results.

## Management Team Expectations for the Day's Discussion Topics

- Holistic view of the City
- Understanding other departments better
- Council to continue to be open to new ideas
- As the city grows, facilities and staff must keep up
- Next comprehensive master plan
- Establish an IT 3-5-year plan to keep current
- Replace phone systems and phone equipment
- Discuss records storage
- What is there for teens and tweens to do?
- Need administrative assistance
- Public Information Officer – keep information on point, factual, and streamlining voice: sharing voice vs. many voices
- Law enforcement: recruitment and administrative assistance
- Stick to implementing plan
- Fire equipment replacement plan and funding
- Achieve “needs” so we can work on “wants” for the future
- Customer service needs additional staff – same staffing level as 1000 accounts ago
- Technology training needed in Library (provide for public)
- Additional Library storage needed
- Electric services study needed and replace needed items
- Salary and compensation study to begin soon – want council to support and fund the results of the study

## City Council Expectations for the Day's Discussion Topics

- Improve work environment for staff
- Accomplish unfinished business from last strategic plan
- 142 & I-130 development
- Low-hanging fruit and larger longer-term goals
- Eliminate the red tape
- Look ahead to see what's next
- Balance citizen needs and staff needs
- Keep on track
- Prepare for quality growth
- Neighborhood beautification
- City Hall facilities
- Discuss hospital/after-hours clinic
- Hear staff recommendations



## Start/Stop/Continue

The facilitator guided the Management Team through an exercise that challenged them to brainstorm things that the City really needed to begin doing, what they should stop doing that could be a waste of resources, and what must they continue doing, regardless of circumstances. Below are their responses. Note that there are no right or wrong items; these are merely individuals' opinions about the things that should and shouldn't change in Lockhart. Just because one person has a certain opinion on a topic, that does not imply anyone else shared that opinion.

### Start

- Long-term street paving plan (paving/resurfacing)
- Electrical system study
- Formal grantsmanship program
- Records storage facility
- Digitize public works and utility records/maps
- Establish fee schedule for fire plan reviews and inspections
- Review development related fees
- Improve customer service at Police Department and Utilities Department by increasing administrative staff
- Start a Main Street Program
- New City facilities (abolish sewer smell)
- Consider a 4-day/10-hour work week option
- Annual review of facility maintenance, i.e. HVAC systems, etc.
- Make Parks Department into Parks and Recreation Department (start recreation program)
- Review and fund vehicle replacement fund
- Expand/improve airport facilities
- Figuring out how to generate more general fund revenues to pay for items on this “start” list

## Stop

- Printing reports – use digital reports when we can
- The waste in Archives
- Excessive paperwork related to personnel (consider paper reduction techniques instead)
- Making new employees wait 6 months to take time off/sick days/etc (other cities do 3 months)
- Excessive engine idling of city vehicles
- Worrying about other departments and focus on making your own team better
- Picking up commercial recycling for free
- Hanging highway banners for free
- Circulating city council department head reports monthly (do quarterly instead)
- Workshop portion of council meetings unless needed (they run too long)
- Referencing the past as “we have always done it that way” (we can be more innovative)



## Continue

- Effective communication with customers/website
- Planning for the future
- Maintaining hiring standards
- Improving community amenities finding external funding sources
- Succession planning and cross-training
- Staff meetings
- Learning new ways of doing things
- Employee longevity and retention efforts
- Good customer service
- Acknowledging staff accomplishments
- Great teamwork
- Parks improvements/parks master plan
- Efforts on wayfinding program
- Replacing aged power lines
- Planning and engineering for downtown paving and drainage improvements
- Providing utilities to areas of anticipated future growth and development
- Planning for future industrial parks
- Accreditation for Police and Fire Departments

## Recommendations from Staff:

The following items were recommendations from staff to city council. Items that have a checkbox (R) had agreement of city council the following day. The one item with no checkbox was rolled to consideration for 2022.

- Create and adopt 5-7-year paving/resurfacing plan (roads and sidewalks)
- Lockhart Police Department to conduct Active Shooter training for all City staff and elected officials and review official safety procedures for council meetings
- Explore asking the county for grant writer assistance
- Establish fee schedule for fire plan reviews and inspections
- Considering increasing existing fees for applications and development fees
- Develop an Airport Business Plan
- Research options for additional records storage
- Transition staff department reports from monthly to quarterly
- Pursue agenda management process and software
- Streamline paper processes where possible/evaluate software options
  - Utility billing
  - Applications
  - Council, boards, commissions:
    - Packets
    - Minutes






## **Goal Development from City Council:**

The following items were items identified by council to move forward on for 2020-2021:




- Establish a Hospital with an Emergency Room in town
- Sell church property
- Create resources via Lockhart EDC for proactive outreach to quality builders for additional housing
- Create a Youth Advisory Board to explore options around youth programs/activities
- Adopt a TIF (tax increment financing) policy prior to project being submitted
- Implement downtown drainage improvements
- Develop fiber down 142, 183, and the Central Business District
- Traffic safety improvements: turn lanes and traffic lights
- Consider submitting a multi-year street bond program to voters
- Begin TXDOT safety projects
- Promote a Neighborhood Watch Program
- Promote beautification projects through teamwork
- Clean up trash/enforcement
- Enhance lower income districts/beautification efforts

## Progress Reporting









The following icons are used to document progress of the following goals and strategies:

 = Completed
 = On Target or In Progress
 = Not on Target

### Goal 1: Economic Development / Planning

Strategies	2019-2020 Progress	2020-2021 Progress
1. Continue to partner with LISD and local youth organizations to encourage careers in local emergency services (Fire and Police)	 Partner with Boy Scouts to develop Police Explorer Program. Fire personnel attend and participate in LISD career days.	
2. Better collaborate with downtown stakeholders and both Chambers of Commerce		
3. Complete updating our development ordinances	 Revised Engineering Standards – presented to Council January 2020. Subdivision Regulations to follow.	



<p>4. Consider development tools to facilitate attraction / recruitment to SH 130 corridor</p>	 IEDC business park development study completed. Future consideration by LEDC.	
<p>5. Bring utilities, assist assembling parcels, rezoning tracts along SH 130/142 and become shovel-ready</p>	 Mostly done. Site development will facilitate the remainder.	
<p>6. Pursue prospects and developers and create a BRE (business retention and expansion) program</p>	 Hiring a second Economic Development practitioner.	
<p>7. Start investing in more property for growth</p>	 IEDC study.	
<p>8. Explore next industrial park</p>	 IEDC study.	
<p>9. HOT (Hotel Occupancy Tax) Funds – board to develop and adopt new process to collect payments from B&amp;Bs</p>	 HOT Advisory Board created. Board training and funding processes under review.	
<p>10. Adopt and implement the Economic Development Strategic Plan (currently underway by Garner Economics) by Q4 2020</p>	 LEDC Board hired Garner Economics January 2020	
<p>11. Robust LEDC website</p>	 Underway with EDsuite contract.	
<p>12. Create resources via Lockhart EDC for proactive outreach to quality builders for additional housing</p>	<p><i>N/A Brand new/created in 2020</i></p>	







Strategies	2019-2020 Progress	2020-2021 Progress
13. Adopt a TIF (tax increment financing) policy prior to project being submitted	<i>N/A Brand new/created in 2020</i>	
14. Develop fiber down 142, 183, and the Central Business District	<i>N/A Brand new/created in 2020</i>	

**Goal #1 KPIs / Metrics:**

- Did we partner with LISD & other youth organizations to encourage emergency services careers?
- Did we collaborate with downtown stakeholders and both Chambers of Commerce?
- Did we completely update our development ordinances?
- Did we brainstorm development tools for SH-130 development?
- Did we bring utilities and assemble parcels along SH-130?
- Did we develop shovel-ready development sites?
- Did we market those sites to prospective investors?
- Did we develop plans for our next industrial park?
- Did we revamp the way HOT funds are structured?
- Did we develop and implement an Economic Development Strategic Plan?
- Did the Lockhart EDC revamp their website to better attract investment?
- # of quality home builders the Lockhart EDC proactively reached out to in 2020-2021? \_\_\_\_\_
- Did we adopt a new TIF policy?
- # of miles of new fiber optics laid in Lockhart in 2020-2021? \_\_\_\_\_



**Goal 2: Quality of Life / Quality of Facilities**

Strategies	2019-2020 Progress	2020-2021 Progress
1. Invest money to improve the appearance of our town (streets, parks, entry signs)	 Doubled street resurfacing funds in FY 20; Parks Master Plan projects.	
2. Conduct and implement a Space Study of City Buildings and facilities including City Hall	 Budget established for FY 20 Space Study. RFP under development.	
3. Improve the image of City facilities as needed and conduct cosmetic improvements in the meantime	 See No. 2 above.	
4. Update, renovate, and construct City facilities as needed, based on the space study. Realize that remodel of Central Fire Station is likely next.	 Electrical panel upgrade at the Water Treatment Plant; Budget established for FY 20 Space Study; Fire Station No. 2 completed.	
5. Implement the Parks Master Plan, improving the quality of life for the community. What is in Phase 2: splash pad, restroom renovations, dog park, picnic shelter upgrades, and tree planting initiatives	 Multiple Phase I projects underway.	
6. Conduct a citywide quality of life citizen survey and ask council to fund.	 Allocate funds in FY 20-21; assign project to PIO.	
7. Establish a Hospital with an Emergency Room in town	<i>N/A Brand new/created in 2020</i>	
8. Sell church property	<i>N/A Brand new/created in 2020</i>	
9. Create a Youth Advisory Board to explore options around youth programs/activities	<i>N/A Brand new/created in 2020</i>	
10. Implement downtown drainage improvements	<i>N/A Brand new/created in 2020</i>	

Strategies	2019-2020 Progress	2020-2021 Progress
11. Consider submitting a multi-year street bond program to voters	<i>N/A Brand new/created in 2020</i>	
12. Promote beautification projects through teamwork	<i>N/A Brand new/created in 2020</i>	
13. Clean up trash/enforcement citywide	<i>N/A Brand new/created in 2020</i>	
14. Enhance lower income districts with beautification efforts	<i>N/A Brand new/created in 2020</i>	

**Goal #2 KPIs / Metrics:**

\$ amount invested in streets in 2019? \$ \_\_\_\_\_

\$ amount invested in parks in 2019? \$ \_\_\_\_\_

\$ amount invested in gateway entry signs in 2019? \$ \_\_\_\_\_

\$ amount invested in streets in 2020? \$ \_\_\_\_\_

\$ amount invested in parks in 2020? \$ \_\_\_\_\_







\$ amount invested in gateway entry signs in 2020? \$ \_\_\_\_\_




Which facilities did we improve the image of? \_\_\_\_\_

- Did we implement elements of the Parks Master Plan?
- Did we secure quotes on a Space Study of City buildings including City Hall?
- # of City-owned buildings we renovated or retrofitted? \_\_\_\_\_
- Did we conduct a citywide quality of life citizen survey?
- Did we address levels of service based on the citizen responses we received?
- Did we address levels of satisfaction based on the citizen responses we received?
- Did we address areas for improvement based on the citizen responses we received?
- Did we court hospital providers?
- Did we sell the church property?
- Did we create a Youth Advisory Board?
- Did we implement downtown drainage improvements?
- Did we fully investigate issuing a street bond?
- Did we fully enforce trash clean up around town?
- Did we specifically target lower income neighborhoods for new beautification projects?



**Goal 3: Staffing / Personnel**

Strategies	2019-2020 Progress	2020-2021 Progress
1. Consider hiring additional personnel (engineer, IT, etc.)	 In FY 20, staffing levels were increased by 2 full-time and 1 part-time positions.	
2. Conduct a staffing study that includes evaluating efficiencies and compensation	 Classification and Compensation Study underway.	
3. Right size staffing levels city-wide based on study results	 No funding was allocated for such a study; discuss need/timing of study during FY 20-21 budget process.	
4. Consider starting salaries that compete with surrounding communities	 Classification and Compensation Study underway.	
5. Be consistent with staff development / policies / purchasing procedures	 Comprehensive Purchasing Policy under development (anticipated to be complete 1 <sup>st</sup> quarter of 2020). Revision of City Personnel Policy underway.	
6. Implement a staff development program (be consistent)	 House Bill 3834 mandated cybersecurity training for all employees with computer access and elected officials – cybersecurity training program underway.	

Strategies	2019-2020 Progress	2020-2021 Progress
7. Start developing / preparing current staff to take on leadership roles within the organization in the future. Work on succession planning: add Fire, add Electric, add Streets, and add Animal Control.	 Emphasis on leadership training for police personnel, cross training of job duties underway in Finance Department.	
8. Recruit and attract more bi-lingual staff	 No funding was allocated to recruit bi-lingual staff; explore possible options during FY 20-21 budget process and the classification and compensation study.	
9. Customer service / experience excellence training for the Utility and Planning Development teams	 Training budgeted item in FY 20 for Utility Customer Services staff.	

**Goal #3 KPIs / Metrics:**

# of new positions in 2019? \_\_\_\_\_

# of new positions in 2020 and 2021? \_\_\_\_\_

Did we perform a staffing efficiency/compensation study?

Did we right-size our salaries based on that study by the end of 2020?

Did we develop new consistent policies and procedures regarding professional development of staff?

Did we develop new consistent policies and procedures regarding purchasing/procurement?

Did we create and implement a new staff development program to ensure everyone has training opportunities?

Did we begin grooming current staff for future leadership roles?







How many staff do we have on a leadership track by the end of 2020?



# of new employees added in 2019 through 2021 who are bilingual? \_\_\_\_\_

Did we deliver Customer Experience Excellence training to every City employee?



**Goal 4: Procedures / IT Management and Services**

Strategies	2019-2020 Progress	2020-2021 Progress
1. Improve technology / create specific strategies to have better IT support based on Assessment results	 New outside IT management team hired; Strategic plan for current and emerging issues (cyber) near completion.	
2. Upgrade all technology-related issues as recommended – desktops, servers, software, equipment, and peripherals. \$100K will pay for equipment, \$20K is licensing agreement costs.	 City-wide replacement of desktops with current operating systems complete; new servers in current fiscal year.	
3. Create a 5-year rolling IT equipment replacement plan	 See above notes 1 and 2.	
4. Provide superior service by keeping technology up to date and being able to communicate with the public (keep an open line of communication through website.) Purchase next modules: INCODE	 New PIO hired. Increased social media updates. INCODE permits and inspections software module implemented to track permit and inspections progress; online access to permit applications and tracking underway.	
5. Upgrade the server system	 Desktop operating systems upgrade 100% complete. Server upgrades in progress.	
6. Streamline technology hardware, software processes within the City, based on Assessment recommendations	 Ongoing and FY 20-21.	



Strategies	2019-2020 Progress	2020-2021 Progress
7. Upgrade all equipment and software and be trained on specific software to be used to maximum potential and determine which staff will require which trainings.	 Current year 2020 departmental goal.	
8. Explore implementing downtown Wi-Fi	 To be addressed in 2020 or 2021. Explore options with the Downtown Business Association and both Chambers of Commerce.	





**Goal #4 KPIs / Metrics:**

- Did we secure top quality technology support across all departments by the end of 2020?
- Did we upgrade our desktop computers?
- % of employees who received upgraded computers by the end of 2020 (from 2018 numbers)? \_\_\_\_\_
- Did we upgrade our servers?
- Did we upgrade our computer software, subscriptions, and licenses?
- Did we upgrade our peripherals?
- Did we upgrade our other technology equipment?
- Did we establish an IT policy for updates and replacements that will keep us up-to-date from now through the future?
- Did we upgrade our City server system?
- Did we streamline our City technology processes?
- Did we secure training for staff to use all new equipment properly and efficiently?
- Did we investigate implementing WiFi throughout Downtown Lockhart?



**Goal 5: Public Safety**

Strategies	2019-2020 Progress	2020-2021 Progress
1. Provide quality public safety to all citizens of Lockhart		
a. Develop a specific Retention Strategy first	 City-wide classification and compensation study underway. <b>Fire:</b> Council approved 7% salary adjustment in FY 19-20. <b>Police:</b> all officers to attend leadership training, host ceremonial recognition events, retention strategy under development.	
b. Continue to implement hiring strategies we developed such as Fire and Police.	 <b>Fire:</b> Use of recruitment video; developing recruitment flyer for use with LISD and the public; career day with Lockhart High School students; Fire Chief to serve on LISD Career and Technical Education Advisory Committee. <b>Police:</b> In 2019, Lockhart Police Officers visited with police cadets attending the AACOG Academy and made presentations to 2 classes of prospective candidates. In 1 <sup>st</sup> quarter of 2020, LPD will make presentations to the CAPCOG Academy currently in progress.	

Strategies	2019-2020 Progress	2020-2021 Progress
c. Long-term public safety facility planning for Station #1.	 Completed Fire Station No. 2. Analysis and cost estimate to remodel and upgrade Fire Station No. 1 underway.	
d. Develop an equipment replacement schedule. Seek funding for existing equipment (fire apparatus and patrol cars) replacements.	 Developed an ambulance replacement schedule with Caldwell County and Seton. Upgrades to two-way radios (portables and mobiles) underway.	
e. Continue to ensure use of best practices / standards (research best practices, then implement)	 <b>Fire:</b> Fire Department is preparing an emergency management tabletop exercise for City staff. <b>Police:</b> Upgraded Police Officer body-worn cameras to 3 <sup>rd</sup> generation models.	
f. Evaluate Accreditation opportunities	 <b>Fire:</b> Reviewing the Texas Fire Chief’s Association (TFCA) accreditation process before formal enrollment. <b>Police:</b> Currently reviewing the 166 Texas Law Enforcement Best Practices. Will submit for recognition in the 3 <sup>rd</sup> quarter of 2020.	



Strategies	2019-2020 Progress	2020-2021 Progress
g. Traffic safety improvements: turn lanes and traffic lights	<i>N/A Brand new/created in 2020</i>	
h. Begin TXDOT safety projects	<i>N/A Brand new/created in 2020</i>	
i. Promote a Neighborhood Watch Program	<i>N/A Brand new/created in 2020</i>	

**Goal #5 KPIs / Metrics:**

# of new law enforcement officers hired in 2019? \_\_\_\_\_

# of new law enforcement officers hired in 2020? \_\_\_\_\_

# of new law enforcement officers hired in 2021? \_\_\_\_\_

% law enforcement officers retained? \_\_\_\_\_%

# of new firefighters hired in 2019? \_\_\_\_\_

# of new firefighters hired in 2020? \_\_\_\_\_

# of new firefighters hired in 2021? \_\_\_\_\_

% firefighters retained? \_\_\_\_\_%

- Did we develop a long-term public safety facilities plan?
- Did we develop a public safety equipment replacement schedule?
- Did we implement that new replacement schedule?
- Did we research and record best practices across the country regarding public safety policy?
- Did we make any modifications to our public safety policies based on that research?
- Did we explore and evaluate Accreditation opportunities?
- Did we implement new turn lane and traffic light improvements in 2020-2021?
- Did we begin the TXDOT safety projects?
- Did we proactively promote a Neighborhood Watch Program for Lockhart?

## **Conclusion**

At the end of the planning retreat, the facilitator reminded all the participants that these goals would only be achieved if they held true to their commitments today to implement these specific strategies and tactics.

She reminded them that they are one team working toward one vision. The city council and management team agreed to use this document regularly throughout 2020 and 2021 to track progress and measure accomplishments.





# City of Lockhart

2019-2020 Strategic Priorities

Prepared by:



# City of Lockhart

## Summary

On February 1 & 2, 2019 the City of Lockhart hosted two half-day planning sessions to develop goals and strategies for the next 2 years. Some of these goal areas were internal, whereas others were external. The following is the process used to reach the conclusions for the plan.

The process began with a preliminary phone meeting between the facilitator and Steve Lewis, City Manager, to go over key issues facing the City, understand the programs and projects underway through the community, and to prepare the agenda and format for the planning retreat.

The first portion of the strategic planning process began on Friday, February 1, 2019 with the City Manager and the City of Lockhart Management Team. The facilitator began by asking the Management Team participants what their expectations for discussion for the day were. She then took the team through a SWOT (Strengths, Weaknesses, Opportunities, & Threats) Analysis. The next group exercise was a brainstorm called Start/Stop/Continue that lists the things that need to begin happening, stop happening, and are mission-critical and must continue regardless of circumstances.

The facilitator then guided the Management Team through 2019-2020 goal and strategy development to recommend to the City Council the following day.

On Saturday, February 2, 2019, the City Council and City Manager convened to review, revise, and establish priorities related to the recommendations generated the day before by the Management Team. Prior to the review, the facilitator asked the City Council to list their expectations for discussion for the day.

The following are the results.



## Management Team Expectations for the Day's Discussion Topics

- That City Council will take what we say seriously
- Consider all staff in decisions
- Hear each other's goals
- Live by the plans we create / develop
- That Council develop goals / priorities based on sound data / research
- Focus
- Consider quality of life as over-arching goal
- Discuss business attraction vs. recruitment
- Being prepared for growth
- Facilities improvements
- Facilities maintenance
- How do we give back to those who need extra help?
- Smart land use practices
- Discuss Tourists/Tourism – what is there for kids to do while in town visiting family?

## City Council Expectations for the Day's Discussion Topics

- Capitalize on Tourism
- Discuss Wi-Fi
- Capitalize on BBQ Capital of Texas
- Cleaning up of unsightly properties (residential)
- Work in unity today
- Serve our community
- Focus
- To discuss Economic Development targeting technology jobs
- Industrial Park is full – now what?
- Cleaning up of City properties / facilities
- Actually implement our goals
- Discuss the direction of Economic Development
- Think bigger / think change / embrace change
- Develop our identity
- Attractive gateway signage
- Employee wages
- Technology infrastructure

## SWOT Analysis

The facilitator guided the participants through an analysis of their current Strengths, the current Weaknesses or Challenges they are facing, Opportunities that may come their way in the future, and Threats that are possible to occur in the future. Note that there are no right or wrong answers here and no implication of likelihood. This is simply a brainstorm of the opinions of the participants to get them thinking about goals in the next portion. The Management Team listed their responses first, then the City Council added additional items the following day.

### Strengths

- Historic district
- County seat
- BBQ Capital of Texas
- Location to highways
- Tourism
- Small town (family-oriented)
- Growing – room for more
- Desire to manage growth
- Good development process
- Proximity to Austin
- Comparable housing prices
- Existing capacity of utilities
- Easy mobility
- Economic Development Sales tax
- Clark Library
- Baker Theatre
- Ease of developing land (flat)
- Employees who experience long tenure
- Volunteers
- CTR (Chisholm Trail Roundup) & other local events
- Community support
- Recognizable court house
- Movies / film production (TFC)
- Long-term water planning
- High-level financial planning
- Competitive building / development fees
- “Real” city with well-managed growth
- New energy
- Proximity to large cities / airport
- New residents – new ideas – changing priorities
- Diversity
- First Friday Downtown Event



## Weaknesses / Challenges

- Incentives – Economic Development lack of use
- Technology – aging equipment and software
- Infrastructure
- Facilities – condition / maintenance
- Competitive salaries within region
- Training opportunities
  - Professional development
  - Budget
- Closed minds – have always done it this way
- Tourism
- Managing growth
- Need for succession planning
- Public perception influencing job applicant pool
- Weak tax base
- Limited in-town post-secondary educational opportunities
- Lack of retail
- Lack of entertainment (kids)
- Limited grocery options
- City-owned property
- College
- Venue / convention center
- Lack of hotels
- Entryways to community
- Not using TIF financing
- Emerging downtown organization
- How to effectively support increasing, ever-growing number of festivals
  - Create packages for vendors and festivals
- No city recreation programs
- In-kind services
- Very limited public transportation services
- Outdated web information
- Poor communication with citizens

## Opportunities

- Expand airport (hangars)
  - Install AWOS (Automated Weather Observing System)
- Improve working conditions of employees
- Proximity to Austin
- Implement first phase of parks master plan
- SH-130 has great properties but not city-owned property
- Undeveloped lots on Square and north / northwest of Square
- Long-tenured elected leadership
- Increase community involvement
- To develop positive relationship with County, School, and organizations
- Quality economic growth
- Franchise recreational or entertainment venues (theaters, bowling, outlets, concerts, water parks)
- Community college campus
- Increased communication needed with ISD for school planning, infrastructure, etc.
- Expand walking / biking opportunities for exercise and community involvement
- Lockhart Springs (natural spring)
- Lockhart State Park transfer to City
- Potential residential development around golf course
- Development within historic district
- School district growth
- Housing growth
- Business growth
- St. Paul Church and other redevelopment opportunities
- Hospital / medical facilities
- Public bathrooms downtown
- Develop Industrial Park
- More involvement with San Marcos Greater Partnership
- Partnership with Austin Chamber
- EDC \$ will go further today than in 2 years (spec buildings, parking)



## Threats

- Economic recession
- Voter turnout
- Government shutdown
- Citizen input
- Natural disaster
- Leadership in government
- Lack of economic development direction
- Competition from other cities
- Lack of resources
- Building maintenance
- Technology – cyber security
- Surging population
- Infrastructure improvement
- Maintaining reputation
- Planning without follow through
- Lack of educated workforce – skilled labor
- Crime
- Lack of workforce – people
- Retention and hiring
- Youth retention
- School quality
- Lack of industry
- Lack of racial unity
- Micro-managing
- Other utilities providers
- Homeless services – transportation
- Types of future growth

## Start/Stop/Continue

The facilitator guided the Management Team through an exercise that challenged them to brainstorm things that the City really needed to begin doing, what they should stop doing that could be a waste of resources, and what must they continue doing, regardless of circumstances. Below are their responses. Note that there are no right or wrong items; these are merely individuals' opinions about the things that should and shouldn't change in Lockhart. Just because one person has a certain opinion on a topic, that does not imply anyone else shared that opinion.

### Start

- Space allocation study
- Renovate City buildings – construct
- Downtown bathrooms
- Improve salaries – salary survey
- Staff development program / policies / procedures
- Consistency in purchasing
  - Revamp purchasing policy
- Replacing capital equipment / vehicles – vehicle fund
- Mandatory single stream recycling
- IT department, in-house City Engineer
- New technology in terms of equipment, network, server, software
- Re-assess who is in charge of downtown redevelopment
  - Name which entity (or entities) funds downtown redevelopment initiatives
  - Name which entity (or entities) manages downtown redevelopment initiatives
- 2020 Comprehensive Master Plan Update that includes a future land use plan and map



## Stop

- In-house utility billing (consider outsourcing)
- Outsourcing IT (consider bringing in-house)
- Repetitive useless paperwork (paperwork/policies must be updated and streamlined)
- Increasing overtime in fire and police (hire more to fix this issue)
- Using outdated equipment
- Hand -picking collections of recycled goods (business pick up)
- Laying asphalt driveway approaches for “free”
- Demolition of condemned houses – stop doing in-house (needs to be outsourced)

## Continue

- Meeting with County, City, School, Chamber, EDC
- Implementing 2020 Plan and Updates
- Attracting businesses – growth
- Providing superior service
- Redeveloping Downtown
- Implement Parks Master Plan
- Being a great place to work
- Public investments along SH-130
- Supporting festivals / movie projects
- Financial planning
- Embracing tourism



**Goal 1: Economic Development / Planning**

<b>Strategies</b>
1. Partner with LISD and local youth organizations to encourage careers in local emergency services (Fire and Police)
2. Reassess who is in charge of managing and funding downtown development and tourism
3. Attract a post-secondary education campus / facility
4. Complete updating our development ordinances
5. Consider development tools to facilitate attraction / recruitment to SH 130 corridor
6. Bring utilities, assist assembling parcels, rezoning tracts along SH 130
a) Shovel ready
b) Pursue prospects
7. Start investing in more property for growth
8. Explore next industrial park
9. HOT (Hotel Occupancy Tax) Funds – revamp structure
10. Economic Development Strategic Plan
11. Robust LEDC website

***Goal #1 KPIs / Metrics:***

- Did we partner with LISD & other youth organizations to encourage emergency services careers?
- Did we reassess downtown development and tourism initiatives and who leads each?
- Did we initiate efforts to attract a post-secondary educational institution or facility to Lockhart?
- Did we completely update our development ordinances?
- Did we brainstorm development tools for SH-130 development?
- Did we bring utilities and assemble parcels along SH-130?
- Did we develop shovel-ready development sites?
- Did we market those sites to prospective investors?
- Did we develop plans for our next industrial park?
- Did we revamp the way HOT funds are structured?
- Did we develop and implement an Economic Development Strategic Plan?
- Did the Lockhart EDC revamp their website to better attract investment?



## Goal 2: Quality of Life / Quality of Facilities

Strategies
1. Invest money to improve the appearance of our town (streets, parks, entry signs)
2. Conduct a Space Study of City Buildings and facilities including City Hall
3. Improve the image of City facilities as needed
4. Update, renovate, and construct City facilities as needed
5. Implement the Parks Master Plan, improving the quality of life for community
6. Conduct a citywide quality of life citizen survey

### Goal #2 KPIs / Metrics:

\$ amount invested in streets in 2019 and 2020? \$ \_\_\_\_\_

\$ amount invested in parks in 2019 and 2020? \$ \_\_\_\_\_

\$ amount invested in gateway entry signs in 2019 and 2020? \$ \_\_\_\_\_

# of City facilities we improved the appearance of? \_\_\_\_\_

- Which facilities did we improve the image of?
- Did we implement elements of the Parks Master Plan?
- Did we secure quotes on a Space Study of City buildings including City Hall?
- How many City-owned buildings did we renovate or retrofit?
- Did we conduct a citywide quality of life citizen survey?
- Did we address levels of service based on the citizen responses we received?
- Did we address levels of satisfaction based on the citizen responses we received?
- Did we address areas for improvement based on the citizen responses we received?

### Goal 3: Staffing / Personnel

Strategies
1. Consider hiring additional personnel (engineer, IT, etc.)
2. Conduct a staffing study that includes evaluating efficiencies and compensations
3. Right size staffing levels city-wide based on study results
3. Consider starting salaries that compete with surrounding communities
4. Be consistent with staff development / policies / purchasing procedures
5. Implement a staff development program (be consistent)
6. Start developing / preparing current staff to take on leadership roles within the organization in the future
7. Bi-lingual staff
8. Customer service / experience excellence training

#### Goal #3 KPIs / Metrics:

# of new positions in 2019 and 2020? \_\_\_\_\_

- Did we perform a staffing efficiency/compensation study?
- Did we right-size our salaries based on that study by the end of 2020?
- Did we develop new consistent policies and procedures regarding professional development of staff?
- Did we develop new consistent policies and procedures regarding purchasing/procurement?
- Did we create and implement a new staff development program to ensure everyone has training opportunities?
- Did we begin grooming current staff for future leadership roles?
- How many staff do we have on a leadership track by the end of 2020?

# of new employees added in 2019 and 2020 who are bilingual? \_\_\_\_\_

- Did we deliver Customer Experience Excellence training to every City employee?



**Goal 4: Procedures / IT / Software and Hardware**

<b>Strategies</b>
1. Conduct a Technology Assessment that yields specific recommendations
2. Improve technology / create specific strategies to have better IT support based on Assessment results
3. Upgrade all technology-related issues as recommended – desktops, servers, software, equipment, and peripherals
4. Start replacing old equipment
5. Provide superior service by keeping technology up to date and being able to communicate with the public (keep an open line of communication through website)
6. Carefully weigh all the pros and cons of considering bringing IT in-house
7. Upgrade the operating system
8. Streamline technology hardware, software processes within the City, based on Assessment recommendations
9. Upgrade all equipment and software and be trained on specific software to be used to maximum potential
10. Explore implementing downtown Wi-Fi

**Goal #4 KPIs / Metrics:**

- Did we conduct a Technology Assessment?
- Did we secure top quality technology support across all departments by the end of 2020?
- Did we upgrade our desktop computers?  
% of employees who received upgraded computers by the end of 2020 (from 2018 numbers)? \_\_\_\_\_
- Did we upgrade our servers?
- Did we upgrade our computer software, subscriptions, and licenses?
- Did we upgrade our peripherals?
- Did we upgrade our other technology equipment?
- Did we establish an IT policy for updates and replacements that will keep us up-to-date from now through the future?
- Did we carefully weigh all the pros and cons of keeping IT outsourced vs. bringing it in-house?
- Did we upgrade our City operating system?
- Did we streamline our City technology processes?
- Did we secure training for staff to use all new equipment properly and efficiently?
- Did we investigate implementing WiFi throughout Downtown Lockhart?



## Goal 5: Public Safety

Strategies
1. Provide quality public safety to all citizens of Lockhart
a) Develop a specific Retention Strategy first
b) Develop a specific Hiring Strategy
c) Long-term public safety facility planning
d) Develop an equipment replacement schedule
e) Ensure use of best practices / standards (research best practices, then implement)
f) Evaluate Accreditation opportunities

### **Goal #5 KPIs / Metrics:**

# of new law enforcement officers hired in 2019?

# of new law enforcement officers hired in 2020?

% law enforcement officers retained?

# of new firefighters hired in 2019?

# of new firefighters hired in 2020?

% firefighters retained?

Did we develop a long-term public safety facilities plan?

Did we develop a public safety equipment replacement schedule?

Did we implement that new replacement schedule?

Did we research and record best practices across the country regarding public safety policy?

Did we make any modifications to our public safety policies based on that research?

Did we explore and evaluate Accreditation opportunities?

## Conclusion

At the end of the planning retreat, the facilitator reminded all the participants that these goals would only be achieved if they held true to their commitments today to implement these specific strategies and tactics.

She reminded them that they are one team working toward one vision. The participants agreed to use this document regularly throughout 2019 and 2020 to track progress and measure accomplishments.



**CITY COUNCIL FY 18-19 GOALS (FINAL COMBINED)**

**PRIORITY ORDER**

<b>COUNCILMEMBER</b>	<b>PRIORITY</b>	<b>FY 18-19 GOALS</b>
CASTILLO	1	Infrastructure Improvements: streets
GONZALES-SANCHEZ	1	Hire A City Manager
MCGREGOR	1	Economic development, creating and retaining jobs, grocery campaign.
MENDOZA	1	Pay Raise City Employees.
MICHELSON	1	Public relations position/ get the word out about Lockhart (promoting)
WESTMORELAND	1	Infrastructure Improvements: streets
WHITE	1	Economic development, creating and retaining jobs, grocery campaign.
CASTILLO	2	Economic development, creating and retaining jobs, grocery campaign.
GONZALES-SANCHEZ	2	All Department Heads to Budget Salary Increases for all City Employees.
MCGREGOR	2	Work with LISD to establish a community recreation center at the Adams Gym, per under Parks
MENDOZA	2	Economic development, creating and retaining jobs, grocery campaign.
MICHELSON	2	Signage in Lockhart (highway, downtown, and toll) / Wayfinding, branding,,,) )
WESTMORELAND	2	Signage in Lockhart (highway, downtown, and toll) / Wayfinding, branding,,,) )
WHITE	2	Public relations position
CASTILLO	3	Continued police community committee involvement, neighborhood watch, gang awareness
GONZALES-SANCHEZ	3	Infrastructure: Continue City Infrastructure: Drainage, Street Repairs, Completion of Curbing, Brighter Lighting in Neighborhoods
MCGREGOR	3	Prepare Fire Station #3 (so we can have existing station remodeled)
MENDOZA	3	Continued police community committee involvement, neighborhood watch, gang awareness
MICHELSON	3	Prepare Fire Station #3 (so we can have existing station remodeled)
WESTMORELAND	3	More enforcement of codes directed at unsightly properties
WHITE	3	Wayfinding, branding, develop new entry sign and city markers
CASTILLO	4	City Facilities: Maintenance and repairs Economic Development: Recruit more businesses especially retail and continue efforts; contact existing and vacant building owners to see if they are willing to work with the City of Lockhart to bring retail businesses and specialty shops, as well as industrial. Purchase buildings and land when on the market for possible new businesses for the city.
GONZALES-SANCHEZ	4	Public relations position work with social media/ get the word out about Lockhart
MCGREGOR	4	Public relations position work with social media/ get the word out about Lockhart
MENDOZA	4	City Facilities: Maintenance and repairs

**CITY COUNCIL FY 18-19 GOALS (FINAL COMBINED)**

**PRIORITY ORDER**

<b>COUNCILMEMBER</b>	<b>PRIORITY</b>	<b>FY 18-19 GOALS</b>
MICHELSON	4	Refurbish City Hall inside (making it more inviting)
WESTMORELAND	4	Move forward with St Paul property project
WHITE	4	Park improvements- consider medium to long range plan for Town Branch development
CASTILLO	5	Affordable housing Police Task Force: Budget extra funds for a Police Task Force, a Narcotics Officer and a Mental Health Officer to address any drug and gang related problems and mental issues our city is being faced not only on the East side of our city but citywide. Budget for updated training for our police officers. There is a lot of training that is free but a lot additional money for registration fees and course material.
GONZALES-SANCHEZ	5	Free public wifi on the square
MCGREGOR	5	Parks improvements
MENDOZA	5	Continued police community committee involvement, neighborhood watch, gang awareness
MICHELSON	5	Angled parking downtown: N Main and N Commerce Sts(change during downtown drainage project)
WESTMORELAND	5	Continued police community committee involvement, neighborhood watch, gang awareness
WHITE	5	
CASTILLO	6	Wellness for employees





## CITY COUNCIL FY 18-19 GOALS

### Category Order and Comments by City Manager

Council agreed at February 13 meeting that each Councilmember will submit at least 5 category goals in priority order to the City Manager to be considered by Council at first meeting in March, 2018

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CM INITIALS	PRIORITY #	GOALS IDENTIFIED BY COUNCIL FOR FY 18-19: SORTED BY CATEGORY FINAL LIST BY COUNCIL PRIORITIZED BY CATEGORY: SUBMIT TO CITY MGR BY MARCH 1 PLEASE	SUGGESTED FUNDING SOURCE BY COUNCILMEMBER	SORTED BY CATEGORY
		Improve communication between City and Chamber of Commerce	In-House	Chamber
		City Facilities	GF	City Bldgs
		Refurbish City Hall inside (making it more inviting)	Gen Fund	City Bldgs
		Prepare Fire Station 3 (so we can have main station remodeled)	Gen Fund	City Bldgs
		Hire A City Manager. Hire a City Manager that is Well Rounded and Experienced and Will Help our City to Continue to Grow for the right and positive reasons. To hire a City Manager that will allow our Department Heads to Grow and Improve Our Departments with their recommended suggestions not only from our department heads but from our employees. Working Smarter not Harder.	GF	City Manager
		More code enforcement of codes directed at unsightly properties	In-House	Code Enforc
		Continue demo of unsafe structures and pursue liens aggressively	GF	Code Enforc
		Convention Center. Our city is growing and there are too many events, programs and conferences that are going to other surrounding areas to have these events and those surrounding area businesses are benefitting and money is being spent in those areas instead on money being spent in our city. Granted, we do have meeting facilities in our city but these meeting facilities do not accomodate the number of people for the above events that have been mentioned.	GF	Convention Center
		Downtown improvements-lighting, pedestrian safety, south plaza idea? Sculpture? Sidewalk mosaics?	GF	Downtown
		Economic development, creating and retaining jobs, grocery campaign	general fund, LEDC	Econo Devl
		Economic Development	GF	Econo Devl
		Expand economic development (by helping to spread the word & being more involved)	Gen Fund	Econo Devl
		Economic Development: Recruit more businesses especailly retail and continue efforts; contact existing and vacant building owners to see if they are willing to work with the City of Lockhart to bring retail businesses and speciality shops, as well as industrial. Purchase buildings and land when on the market for possible new businesses for the city. Art Galleries and Music Venues have increased within our downtown area and though many many not appreciate these type of business and or venues, it is good for our downtown and its livelihood. Let's work on getting more of the speciality shops and boutiques in or around the sqare.	GF	Econo Devl
		Pay raise across the board	GF	Employees
		All Department Heads to Budget Salary Increases for all City Employees.	GF	Employees
		Wellness for employees	GF	Employees
		Employee: Possible additional Employee Holiday Time Off-Alternating System. Even though this has been discussed and the reasons for why it cannot be done, I would like to see a time off altenating system, especailly during the holidays. I did appreciate that the city employees were allowed to stay home during our icy, sleet and snow days. The safety of our employees is very important.	GF	Employees
		Subdivision developemnt to attract more businesses to Lockhart. Increase the number of homes, apartments, housing. Our city is growing with new citizens wanting to make Lockhart their home but due to the number of housing available, they wait and or possibly lose interest.	GF	Housing
		Infrastructure	GF	Infrastructure
		Infrastructure improvement- uncurbed streets, street rehab	GF	Infrastructure
		Improve Streets (repairs)	In-House	Infrastructure



CM INITIALS	PRIORITY #	GOALS IDENTIFIED BY COUNCIL FOR FY 18-19: SORTED BY CATEGORY FINAL LIST BY COUNCIL PRIORITIZED BY CATEGORY: SUBMIT TO CITY MGR BY MARCH 1 PLEASE	SUGGESTED FUNDING SOURCE BY COUNCILMEMBER	SORTED BY CATEGORY
		Infrastructure: Continue City Infrastructure: Drainage, Street Repairs, Completion of Curbing, Brighter Lighting in Neighborhoods	GF	Infrastructure
		Angled parking for N Main and N Commerce Streets (change during downtown project)	In-House	Parking Downtown
		Parking around and surrounding the square. Issues with larger vehicles parked in areas that are narrow and that make it hard to see oncoming traffic. Our city is growing and we have been very fortunate with our parking however, it is a concern especially when you have the bigger and wider trucks that are parked in an area that is for a moderate size car. It becomes a hazard and a blind spot when trying to reverse out of the parking space and a blind spot for any and all pedestrians.	GF	Parking Downtown
		Continue to work on City Park improvements	Gen Fund	Parks
		Revive all City parks	Grants	Parks
		Work with LISD to establish a community recreation center at Adams Gym, perhaps under Parks (PUBLIC HEALTH/PARKS)	General Fund/Parks & Rec	Parks
		Add 3 positions to the Parks Department, to help facilitate other improvements (PARKS)	General Fund/Parks & Rec	Parks
		Park improvements - consider medium to long range Town branch development	GF	Parks
		Develop a dog park as part of the Stueve Lane Monte Vista Tract (PARKS/ANIMAL SHELTER/PUBLIC HEALTH)	General Fund/Parks & Rec	Parks
		Parks Improvemens: Purchase and update the park equipment to provide safe and fun filled parks for all to use.	GF	Parks
		Start Planning for 2040 plan	GF	Planning
		Police	GF	Police
		Continued Police Community committee involvement, neighborhood watch, gang awareness	GF	Police
		Work with Police Department to bring back drug enforcement program	Gen Fund	Police
		Get back to Neighborhood Townhall Meetings	GF	Police
		Police Task Force: Budget extra funds for a Police Task Force, a Narcotics Officer and a Mental Health Officer to address any drug and gang related problems and mental issues our city is being faced not only on the East side of our city but citywide. Budget for updated training for our police officers. There is alot of training that is free but alot additional money for registration fees and course material. I am grateful that the Police Department did invest in our Drug Dog and is being utilized by the school as well.	GF	Police
		High School cadet programs for police, fire, EMS	GF	Police/Fire
		Public relations position to deal with social media	GF	Public Relations
		Get the word out about Lockhart (promoting, hiring a Public Relations person)	Gen Fund	Public Relations
		Sidewalk repair and expansion	GF	Sidewalks
		Signage in Lockhart (highway, downtown, and toll road)	Gen Fund	Signage
		Wayfinding, branding - develop new entry sign and city property markers	GF	Signage
		Move Forward with St Paul property project	In-House	St Paul Gift
		Develop an oral history project to support a future "Walking Tour" app for Lockhart (ECONOMIC DEV/DOWNTOWN)	General Fund/Fundraising	Tourism
		More Events to Attract Tourism in Lockhart and Include Way Finding Signage (Hotels and Restaurants). Added events, especially the events that are free to the public do very well for the city as well as for the businesses and tourism. I welcome new events to the city but need to be selective in the events that we do host.	GF	Tourism
		Create a Good Neighbor program (Lockhart Utility Customers can add an additional amount to utility bill to help others)	GF	Utility Customers

CM INITIALS	PRIORITY #	GOALS IDENTIFIED BY COUNCIL FOR FY 18-19: SORTED BY CATEGORY FINAL LIST BY COUNCIL PRIORITIZED BY CATEGORY: SUBMIT TO CITY MGR BY MARCH 1 PLEASE	SUGGESTED FUNDING SOURCE BY COUNCILMEMBER	SORTED BY CATEGORY
		Access to Municipal Court for Utility Payments	In-House	Utility Customers
		Free public wifi on the square as part of the redevelopment on the North side (ECONOMIC DEV/DOWNTOWN)	CAPCOG Grant?	Wifi
		Free public wifi on the square as part of the redevelopment on the North side	GF	Wifi



CM INITIALS	PRIORITY #	GOALS IDENTIFIED BY COUNCIL FOR FY 18-19: SORTED BY CATEGORY	SUGGESTED FUNDING SOURCE BY COUNCILMEMBER	SORTED BY CATEGORY	CITY MANAGER COMMENTS
BW	7	Improve communication between City and Chamber of Commerce	In-House	Chamber	City Staff works together with Chambers on all their events by being a co-sponsor with many in-kind services. Robert Tobias attends their meetings and periodically makes presentations about Economic Development issues.
JC	4	City Facilities	GF	City Bldgs	Budget for roofs and major repairs
JEFF M	5	Refurbish City Hall inside (making it more inviting)	Gen Fund	City Bldgs	Working on it; repairs to ceiling in progress, restrooms to be refurbished and replace signage with more informative directions.
JEFF M	7	Prepare Fire Station 3 (so we can have main station remodeled)	Gen Fund	City Bldgs	New plans will be prepared working with new Chief who has different ideas than the previous Chief
AGS	1	Hire A City Manager. Hire a City Manager that is Well Rounded and Experienced and Will Help our City to Continue to Grow for the right and positive reasons. To hire a City Manager that will allow our Department Heads to Grow and Improve Our Departments with their recommended suggestions not only from our department heads but from our employees. Working Smarter not Harder.	GF	City Manager	I concur. The current City Mgr has rode back of garbage trucks, climbed electrical poles, worked water/sewer/asphalt/concrete projects, and has been a utility collections clerk, and during these experiences learned the value of suggestions for charge that comes from employees in such positions. All department heads/supervisors are encourage to listen to employees who have constructive ideas that would benefit in performing assigned tasks. City Mgr has also learned there are employees who keep there hands in their pockets and talk while everyone else is working and these are the same ones who are often found to be dishonest in their paperwork, sleep on the job, and have a poor attendance record.
BW	1	More code enforcement of codes directed at unsightly properties	In-House	Code Enforc	Will continue to address as complaints come in and as found during investigation outings.
LW	8	Continue demo of unsafe structures and pursue liens aggressively	GF	Code Enforc	Will continue to address and City Attorney exploring process to recover demolition costs
AGS	11	Convention Center. Our city is growing and there are too many events, programs and conferences that are going to other surrounding areas to have these events and those surrounding area businesses are benefitting and money is being spent in those areas instead on money being spent in our city. Granted, we do have meeting facilities in our city but these meeting facilities do not accommodate the number of people for the above events that have been mentioned.	GF	Convention Center	HOT funds and/or Bond Issue. Maintenance funds will be a minimum of \$150,000 annually not including director's salary, utilities, and insurance.
LW	9	Downtown improvements-lighting, pedestrian safety, south plaza idea? Sculpture? Sidewalk mosaics?	GF	Downtown	CAPCOG/CO project will address
LW	1	Economic development, creating and retaining jobs, grocery campaign	general fund, LEDC	Econo Devl	Robert Tobias working with several companies now
JC	2	Economic Development	GF	Econo Devl	See above

CM INITIALS	PRIORITY #	GOALS IDENTIFIED BY COUNCIL FOR FY 18-19: SORTED BY CATEGORY	SUGGESTED FUNDING SOURCE BY COUNCILMEMBER	SORTED BY CATEGORY	CITY MANAGER COMMENTS
JEFF M	3	Expand economic development (by helping to spread the word & being more involved)	Gen Fund	Econo Devl	Robert Tobias is involved with the San Marcos Partnership, local chambers, and with downtown businesses on a regular basis. Leads from the Governor's office and the Austin Chamber are also pursued as applicable.
AGS	4	Economic Development: Recruit more businesses especially retail and continue efforts; contact existing and vacant building owners to see if they are willing to work with the City of Lockhart to bring retail businesses and specialty shops, as well as industrial. Purchase buildings and land when on the market for possible new businesses for the city. Art Galleries and Music Venues have increased within our downtown area and though many not appreciate these type of business and or venues, it is good for our downtown and its livelihood. Let's work on getting more of the specialty shops and boutiques in or around the square.	GF	Econo Devl	The problem is that many of the property owners downtown do not have the funds to customize their buildings to support specialty shops which most the time are not willing to spend money on a building. Rob Tobias is exploring ways to address this issue.
JUAN M	1	Pay raise across the board	GF	Employees	Estimated Costs Including Benefits: For each 1% for non-civil service= \$52,000 For each 1% for civil service = \$28,000
AGS	2	All Department Heads to Budget Salary Increases for all City Employees.	GF	Employees	See above
JC	5	Wellness for employees	GF	Employees	City provides good health insurance (\$586 per month each) with wellness plans for employees; many Cities have stopped this benefit and only provide a stipend for insurance.
AGS	9	Employee: Possible additional Employee Holiday Time Off-Alternating System. Even though this has been discussed and the reasons for why it cannot be done, I would like to see a time off alternating system, especially during the holidays. I did appreciate that the city employees were allowed to stay home during our icy, sleet and snow days. The safety of our employees is very important.	GF	Employees	City employees with vacation leave and holiday time are off 23 days a year with pay which is more than a month of work days. The only holidays not given that we found are Columbus Day and Texas Independence Day. Employee safety is very important, however, some employees must come in to make conditions safe for residents and to respond to emergency conditions and that responsibility belongs to each department head who determines based on staff levels and skills time off during holiday times.
AGS	6	Subdivision development to attract more businesses to Lockhart. Increase the number of homes, apartments, housing. Our city is growing with new citizens wanting to make Lockhart their home but due to the number of housing available, they wait and or possibly lose interest.	GF	Housing	6 housing projects in place at different phases. City Manager recommended incentives to builders three years ago which Council approved and during the time it was in place it produced more housing. As a result, more engineering of subdivisions has begun.
JC	1	Infrastructure	GF	Infrastructure	\$400,000 or more yearly needed for streets
LW	2	Infrastructure improvement- uncurbed streets, street rehab	GF	Infrastructure	See above. It will take a major bond issue to address all streets that do not have curbs.
BW	3	Improve Streets (repairs)	In-House	Infrastructure	See above.



CM INITIALS	PRIORITY #	GOALS IDENTIFIED BY COUNCIL FOR FY 18-19: SORTED BY CATEGORY	SUGGESTED FUNDING SOURCE BY COUNCILMEMBER	SORTED BY CATEGORY	CITY MANAGER COMMENTS
AGS	3	Infrastructure: Continue City Infrastructure: Drainage, Street Repairs, Completion of Curbing, Brighter Lighting in Neighborhoods	GF	Infrastructure	For streets please see above. Brighter lighting is always a challenge in a city with so many trees. Lockhart still must comply with Senate Bill 5 which regulates power usage. Several cities have passed an ordinance that does not allow for the planting of trees within 15' of the right of way to improve lighting of streets and reduce tree trimming around power lines.
BW	4	Angled parking for N Main and N Commerce Streets (change during downtown project)	Ja-House	Parking Downtown	Scheduled with downtown improvements. Should also consider making 100 Blocks of N Main and N Commerce one-way and possibly consider other blocks downtown especially north/south streets.
AGS	10	Parking around and surrounding the square. Issues with larger vehicles parked in areas that are narrow and that make it hard to see oncoming traffic. Our city is growing and we have been very fortunate with our parking however, it is a concern especially when you have the bigger and wider trucks that are parked in an area that is for a moderate size car. It becomes a hazard and a blind spot when trying to reverse out of the parking space and a blind spot for any and all pedestrians.	GF	Parking Downtown	Scheduled with downtown improvements
JEFF M	2	Continue to work on City Park improvements	Gen Fund	Parks	Master Plan near complete
BW	2	Revive all City parks	Grants	Parks	Master Plan near complete
KM	2	Work with LISD to establish a community recreation center at Adams Gym, perhaps under Parks (PUBLIC HEALTH/PARKS)	General Fund/Parks & Rec	Parks	Mayor is visiting with LISD about this
KM	3	Add 3 positions to the Parks Department, to help facilitate other improvements (PARKS)	General Fund/Parks & Rec	Parks	Approx. \$100,000 to budget not including equipment and vehicles
LW	3	Park improvements - consider medium to long range Town branch development	GF	Parks	Bond issue needed
KM	4	Develop a dog park as part of the Stueve Lane Monte Vista Tract (PARKS/ANIMAL SHELTER/PUBLIC HEALTH)	General Fund/Parks & Rec	Parks	Estimate on this property is \$ 25000 using used fencing. Maintenance and insurance are also cost factors
AGS	8	Parks Improvements: Purchase and update the park equipment to provide safe and fun filled parks for all to use.	GF	Parks	Master Plan near complete
JUAN M	3	Start Planning for 2040 plan	GF	Planning	Needs to be done
JC	3	Police	GF	Police	Chief Pedraza is working on these issues. Recently issued update that was sent to Council.
LW	4	Continued Police Community committee involvement, neighborhood watch, gang awareness	GF	Police	See above
JEFF M	4	Work with Police Department to bring back drug enforcement program	Gen Fund	Police	See above
JUAN M	5	Get back to Neighborhood Townhall Meetings	GF	Police	Will get with Chief about this

CM INITIALS	PRIORITY #	GOALS IDENTIFIED BY COUNCIL FOR FY 18-19: SORTED BY CATEGORY	SUGGESTED FUNDING SOURCE BY COUNCILMEMBER	SORTED BY CATEGORY	CITY MANAGER COMMENTS
AGS	5	Police Task Force: Budget extra funds for a Police Task Force, a Narcotics Officer and a Mental Health Officer to address any drug and gang related problems and mental issues our city is being faced not only on the East side of our city but citywide. Budget for updated training for our police officers. There is a lot of training that is free but a lot additional money for registration fees and course material. I am grateful that the Police Department did invest in our Drug Dog and is being utilized by the school as well.	GF	Police	Chief Pedraza reports that Lockhart has two certified mental health officers, and he feels there is sufficient funding for training. He also reports that a new Narcotics Officer would cost about \$90,000 for salary/benefits, training, a vehicle, and all required equipment.
LW	10	High School cadet programs for police, fire, EMS	GF	Police/Fire	Will visit with department heads again about this
LW	6	Public relations position to deal with social media	GF	Public Relations	Position would cost with benefits about \$45,000 annually and would need more tasks to perform.
JEFF M	6	Public relations position to deal with social media	GF	Public Relations	See above
LW	7	Sidewalk repair and expansion	GF	Sidewalks	Costs average about \$25 per linear foot
JEFF M	1	Signage in Lockhart (highway, downtown, and toll road)	Gen Fund	Signage	Wayfinding and Branding Committee in place
LW	5	Wayfinding, branding - develop new entry sign and city property markers	GF	Signage	See above
BW	5	Move Forward with St Paul property project	In-House General	St Paul Gift	Working on costs associated with this projects which involve asbestos/lead paint survey and possible abatement, ADA restrooms, ADA entry ramp, kitchen changes, and other repairs.
KM	5	Develop an oral history project to support a future "Walking Tour" app for Lockhart	Fund/Fundraising	Tourism	Could be part of the Wayfinding and Branding Committee tasks
AGS	7	More Events to Attract Tourism in Lockhart and Include Way Finding Signage (Hotels and Restaurants). Added events, especially the events that are free to the public do very well for the city as well as for the businesses and tourism. I welcome new events to the city but need to be selective in the events that we do host.	GF	Tourism	Chambers receive HOT funds for tourism and City co-sponsors events that contribute to tourism.
JUAN M	4	Create a Good Neighbor program (Lockhart Utility Customers can add an additional amount to utility bill to help others)	GF	Utility Customers	Have pursued this in the past. Requires a Board or Committee that is willing to take on the tasks of selecting who and how much help can be provided to customers. Some Cities allocate the funds to existing organization that is willing to take on the project.
BW	6	Access to Municipal Court for Utility Payments	In-House	Utility Customers	Working to this; advertisements and office training needed.
KM	1	Free public Wi-Fi on the square as part of the redevelopment on the North side (ECONOMIC DEV/DOWNTOWN)	CAPCOG Grant?	Wi-Fi	County Judge had indicated to Mayor that the County could do this.
JUAN M	2	Free public wifi on the square as part of the redevelopment on the North side	GF	Wifi	See Above



LOCKHART CITY COUNCIL FY 17-18 GOALS				
Category and Priority Order				
COUNCIL MEMBER	PRIORITY	GOALS IDENTIFIED BY COUNCIL FOR FY 17-18 (as submitted by Councilmembers)	SUGGESTED FUNDING SOURCE BY COUNCILMEMBER	CATEGORY
BH	3	Continue Improving City Cemetery	with GF Expiring debt saving and/or Cemetery Tax	CEMETERY
Jeff M	2	Refurbish City Hall in the inside (to make more inviting to the public) as well as doing some landscaping outside	General Fund	CITY BLDGS
BW	3	Spruce up and clean up City properties		CITY BLDGS
BH	4	Improve City Facilities Appearance		CITY BLDGS
JC	4	City Facilities		CITY BLDGS
AGS	10	Convention Center		CONVENTION CTR
JC	2	Crime		CRIME
AGS	4	Police Task Force: Budget extra funds for a Police Task Force, a Narcotics Officer and a Mental Health Officer to address any drug and gang related problems and mental issues our city is being faced not only on the East side of our city but citywide. Budget for updated training for our police officers. There is alot of training that is free but alot additional money for registration fees and course material.		CRIME
Jeff M	4	Work with Police Department to bring back drug enforcement program		CRIME
LW	8	Fund for helping utility customers in need	???	CUSTOMER SERV
BW	2	Continue to change angle parking downtown: 200 Blk S Main, 100 Blk N Main, 100 Blk N Commerce, 200 Blk E Market; little time and expense invovled	??	DOWNTOWN
LW	2	Downtown improvements,bathrooms, electric, pedestrian safety, beautification, wifi, lighting		DOWNTOWN
AGS	9	Parking around and surrounding the square. Issues with larger vehicles parked in areas that are narrow and that make it hard to see oncoming traffic		DOWNTOWN
LW	1	Expanding economic development department, budget, office, staff?, marketing	General fund, LEDC	ECCONOMIC DEV
AGS	3	Economic Development: Recurit more businesses especailly retail and continue efforts; contact existing and vacant building owners to see if they are willing to work with the City of Lockhart to bring retail businesses and speciality shops, as well as industrial. Purchase buildings and land when on the market for possible new businesses for the city.		ECCONOMIC DEV
JC	3	Economic Development		ECCONOMIC DEV
AGS	5	Subdivision development to attract more businesses to Lockhart.		ECCONOMIC DEV
JM	5	Set up meetings with developers for more retail space shopping centers along US 183		ECCONOMIC DEV

LOCKHART CITY COUNCIL FY 17-18 GOALS				
Category and Priority Order				
COUNCIL MEMBER	PRIORITY	GOALS IDENTIFIED BY COUNCIL FOR FY 17-18 (as submitted by Councilmembers)	SUGGESTED FUNDING SOURCE BY COUNCILMEMBER	CATEGORY
AGS	6	More Events to Attract Tourism in Lockhart and Include Way Finding Signage (Hotels and Restaurants)		ECONOMIC DEV
AGS	1	All Department Heads to Budget Salary Increases for all City Employees.		EMPLOYEES
JM	1	City Employee Raises		EMPLOYEES
JM	2	House or fund gym membership/space (weight rm) in Senior Center area (cardio machine) for City employees		EMPLOYEES
AGS	8	Employee: Possible additional Employee Holiday Time Off-Alternating System. Even though this has been discussed and the reasons for why it cannot be done, I would like to see a time off alternating system, especailly during the holidays.		EMPLOYEES
BW	1	ENFORCE ordinances that pertain to unsightly properties all over town		ENFORCEMENT
Jeff M	1	Enforce city ordinance regarding residential property		ENFORCEMENT
Jeff M	3	Continue to work on City Park improvements		PARKS
JM	3	Do inventory of City properties to idenify areas for pocket parks	LEDC funds	PARKS
LW	3	Park improvements	General fund	PARKS
BH	5	Parks Improvements	General Fund	PARKS
JC	5	Parks		PARKS
AGS	7	Parks Improvemens: Purchase and update the park equipment to provide safe and fun filled parks for all to use.		PARKS
LW	7	Town branch cleanup and beautification	???	PARKS
JM	4	Start process of Funding Sidewalks east of 183 connecting to the US 183 sidewalks		SIDEWALKS
LW	6	sidewalk repair and expansion	general fund bond	SIDEWALKS
BH	1	IMPLEMENT SIGNAGE IN LOCKHART	General Fund (LEDC) and/or Hotel Tax	SIGNAGE
LW	4	wayfinding, branding	general fund	SIGNAGE
LW	5	Entry signs	general fund	SIGNAGE
Jeff M	6	Signage on Highway 183 and SH130 = directing people to Lockhart		SIGNAGE
BW	4	Pursue oppportunity to move Senior Citizens' Center to St Paul United Church of Christ Property		SR CITIZENS CTR
JC	1	Roads	Grants or impact fees	STREETS/INFRAS
AGS	2	Infrastructure: Continue City Infrastructure: Drainage, Street Repairs, Completion of Curbing, Brighter Lighting in Neighborhoods		STREETS/INFRAS
BH	2	Continue improving City Streets	Increase Transportation Fund	STREETS/INFRAS
Jeff M	5	Continue to make improvements and redoing our city streets		STREETS/INFRAS

**Lockhart City Council**  
**FY 16-17 Goals**  
**Revised 3-10-2016, 8:30 pm**

Priority	Council Person	Goals Submitted	City Manager Comments
1	Castillo	Infrastructure	Complete 2015 CO projects and need budget of \$250,000 per year for streets, continue water and sewer main replacements; continue electric distribution maintenance plan-get new substation on line. Replace bad water raw water mains and find additional water for the future.
1	Gonzales-Sanchez	Department Heads to Budget Salary Increases for city employees so that we can keep our current city employees.	Est Cost Per % Increase Annually: Gen Fund (Not Civil Serv) \$ 29,000; Gen Fund Civil Serv \$ 24,000; Other/Utilities: \$ 15,000- Add'l
1	Hilburn	Improve City Cemetery with GF Expiring debt saving and/or Cemetery Tax	Cemetery Tax up to 5 cents allowed by State Law. Expiring GF debt committed to Police and Fire increased pay rates. (\$132,000)
1	Mendoza	Find ways to use activity center for multi-purpose use. (basketball, volleyball). Funding source: Different companies in town	If approved by Council staff would approach local businesses
1	Michelson	Continue to improve infrastructure (drainage, street repairs) throughout the city	Complete 2015 CO and budget \$250,000 per year for street materials
1	Westmoreland	Enforce ordinances that pertain to unsightly properties all over town. Make homeowners/residents (because some may be renters) take pride in their environment. It is an eyesore to drive around town and see overgrown properties, junked cars, and stacks of trash on porches, in yards and driveways. All levels of socio-economic residents in this town have shown evidence of being disrespectful to their environment.	City has no esthetics ordinance currently. The term "unsightly" is subjective and is difficult to prove in court.
1	White	Economic Development-expanding budget to get staff qualified to help Sandra with recruitment, working with LEDC to either build Spec building or invest in more property, Main St program to relieve Sandra of a lot of those duties	Main Street Program would require another person and funding to work with local businesses while Economic Development would concentrate on new businesses and new jobs
2	Castillo	Economic Development	Need 12-15,000 sf of retail spaces with reasonable lease per sf and buildings that are 20 to 50,000 sf for industrial and manufacturing
2	Gonzales-Sanchez	Infrastructure: Continue City Infrastructure: Drainage, Street Repairs, Completion of Curbing, Brighter Lighting in Neighborhoods	Complete 2015 CO projects and need budget of \$250,000 per year for streets, continue water and sewer main replacements; continue electric distribution maintenance plan-get new substation on line. Replace bad water raw water mains and find additional water for the future. Most streets that lack curbing will need to be totally reconstructed. Brighter LED lights being experimented with since costs have come down.
2	Hilburn	Implement City Signage	Initial required funds up to \$40,000 if City Crew does the work; total cost could be more than \$70,000
2	Mendoza	New Park equipment. Funding Source: Each Councilmember responsible for a park and finding funding sources	Estimate: \$ 400,000 annually over next 4 years based on input from Parks Board Advisory Board
2	Michelson	Continue to improve ways to attract businesses to Lockhart	Need more 12-15,000 sf of retail spaces with reasonable lease per sf and buildings that are 20 to 50,000 sf for industrial and manufacturing
2	Westmoreland	Create a policy for the residency of future administrative positions to live within the Lockhart city limits. If an administrator wants to be employed by the City of Lockhart, they need to reside here. Sharing in the daily lives of our citizens seems crucial to making decisions about Lockhart. They are paid by city taxes.	It is not legal to require all department heads to live in the City limits; only the City Manager is required to do so. All non-24 emergency response employees must live within 25 minutes of City Limits
2	White	Continue street rehab	Need \$ 250,000 annually minimum for street work materials
3	Castillo	City Facilities	Not sure what this includes; can assess all departments for physical needs
3	Gonzales-Sanchez	Economic Development: Recruit more businesses especially retail and continue efforts ; contact existing and vacant bldg owners to see if they are willing to work with City to bring these small retail businesses, as well as industrial; possibly purchasing two downtown county buildings when on the market for possible new businesses in the downtown area. Stronger platform with LEDC with methods to sell Lockhart and attract businesses.	LEDC could fund another report but the company says our numbers still should be good. Costs estimated \$22,500 for updating data and recruitment. Prime softgood companies constantly want to be on Highway 183 in 12-15,000 sf and at a reasonable cost per sf plus higher traffic counts.



**Lockhart City Council**  
**FY 16-17 Goals**  
**Revised 3-10-2016, 8:30 pm**

Priority	Council Person	Goals Submitted	City Manager Comments
3	Hilburn	Continue improving city streets: Increase Transportation Fund	Current transportation monthly rate is \$ 4 for residential and others; \$260,000 annual which helps fund labor and equipment, but is not sufficient for materials. Another \$250,000 for materials is needed annually.
3	Mendoza	Wi-Fi Free Zones Downtown Square. Funding source City Budget, School District, Downtown sponsors	Rough estimate is about \$12,000
3	Michelson	Refurbish City Hall	If atrium removed, add more offices estimated at \$45,000 and more outside landscaping estimated at \$ 5,000; elevator going in with improvements to restrooms and offices
3	Westmoreland	Approach interested and future businesses cordially. Stringent ordinances (and the way they are approached), scare off some businesses. Let's be friendly in a positive way.	City Mgr respectfully requests names of such businesses. He has met with 18 business representatives over past 15 months that were looking at Lockhart but did not come. Except for the non-residential exterior building esthetics ordinance, none of them indicated a problem with the current ordinances or with staff. The main problems were high land prices and the lack of "ready built retail and industrial buildings", and traffic counts were not high enough. Most thought the impact fee schedules were very reasonable compared to other cities. Will continue to work toward friendlier customer service with simplified ordinances.
3	White	Park master plan to consider park bond issue, recreation dept and staff issues	Master Plan estimate: \$ 45,000, recreation dept est at least \$ 60,000 for a recreational professional with another \$30,000 for equipment and materials
4	Castillo	Employees Wages	Est Cost Per % Increase Annually: Gen Fund (Not Civil Serv) \$ 29,000; Gen Fund Civil Serv \$ 24,000; Other/Utilities: \$ 15,000- Add'l Cost FY 16-17 due to Civil Serv Pay Plan Expansions already approved: \$ 132,000
4	Gonzales-Sanchez	Police Task Force: Budget extra funds to bring back a much needed Police Task Force to address any drug and gang related problems this city is being faced with especially on the East side of our city. Possibly ask the County to assist with funding.	Initial required funds up to \$40,000 if City Crew does the work; total cost could be more than \$70,000
4	Hilburn	Continue working on bringing industry to Lockhart: Continue supporting Ms. Mauldin	LEDC is will have sufficient funding to be more aggressive starting FY 16-17
4	Mendoza	Training Start up: Neighborhood Watch Training and Program: Police Budget	Have tried Neighborhood Watch Program in past but was not sustained because of lack of participation. Willing to try again.
4	Michelson	Improve signage on HWY 183 as well as SH130 = directing people to Lockhart	Possibly use of some of the KTB grant money
4	Westmoreland	Evaluate and/or change the degree of the angled parking along the 4 blocks off of the square. This would be: Main Street from Market to Prairie Lea Street; Main Street from San Antonio Street to Walnut Street; Commerce Street from Market Street to Prairie Lea Street, and Commerce Street from San Antonio Street to Walnut Street. These parking spaces were made before long vehicles were made! If there are cars parked on both sides of the streets, only one car can pass through at a time. Then it becomes a one lane street. I have witnessed a different angled parking arrangement, and it provides more room and is much safer for the drivers and pedestrians.	Estimate to black out existing thermoplastic markings, redefine layout, and apply new thermoplastic markings with angle parking = \$ 12,000; will probably lose 4 spaces per block. 2 on each side
4	White	Branding and wayfinding—may be included in #1	Initial required funds up to \$40,000 if City Crew does the work; total cost could be more than \$70,000
5	Castillo	Parks	Estimate: \$ 400,000 annually over next 4 years based on input from Parks Board Advisory Board
5	Gonzales-Sanchez	Subdivision development to attract more businesses to Lockhart	Working with 6 more subdivisions, either new or expanding, and possibly one more very large one northwest.
5	Hilburn	Improve tourism in Lockhart - City Council continue to work with and encourage Chambers of Commerce to be more involved	Council can make this directive to Chambers when dividing out HOT funds
5	Mendoza	Finding more funding for Retail Market Study. Zip code demographics with reports. Funding LEDC	LEDC could fund another report but the company says our numbers still should be good. Costs estimated \$22,500 for updating data and recruitment.

**Lockhart City Council**  
**FY 16-17 Goals**  
**Revised 3-10-2016, 8:30 pm**

Priority	Council Person	Goals Submitted	City Manager Comments
5	Michelson	Work with LEDC or someone equivalent to build a building to help attract business	Need more 12-15,000 sf of retail spaces with reasonable lease per sf. Most softgood retailers want 12-15,000 on Hwy 183 at a reasonable price and increased traffic volumes
5	White	Sidewalks to include lighting	Funding required; for example San Jacinto to Jr High estimate is \$130,000 just for materials along Maple walkway
6	Gonzales-Sanchez	More Events to Attract Tourism in Lockhart and Include Way Finding Signage (Hotels and Restaurants)	Initial required funds up to \$40,000 if City Crew does the work; total cost could be more than \$70,000. Chambers could use HOT for more tourism.
6	Michelson	Continue to work on City Park improvements	Estimate: \$ 400,000 annually over next 4 years based on input from Parks Board Advisory Board
6	White	Pursue possible ESD-EMS district	Legal issue with participation by County and City of Luling preferable
7	Gonzales-Sanchez	Parks Improvemens: Purchase more park equipment to provide safe and fun filled parks for all to use.	Estimate: \$ 400,000 annually over next 4 years based on input from Parks Board Advisory Board
7	Mendoza	Start Talks With YMCA Austin again. Seek sponsors funding if necessary	Our population hurt in previous discussions, Will pursue again. They usually want commitment for a minimum number of individuals and families depending on population of not only City but its metro area
7	Michelson	Work on building a civic center/ recreation center	\$ 9 million plus land \$ 2.5 million for about 20,000 sf plus about \$240,000 annual maintenance costs and minimum of \$60,000 for utilities; estimated revenues offset is about \$60,000; take out recreation center and cost go down about 20%. It has been reported that Bastrop is spending over \$500,000 per year to operate its civic center. Revenues not covering costs.
7	White	Cemetery maintenance	Cemetery Tax up to 5 cents allowed by State Law
8	Gonzales-Sanchez	City Hall: Refurbish with Improvements and/or Upgrades	Elevator and improvements to restrooms planned; better offices for Connie and Sandra planned also.
9	Gonzales-Sanchez	Convention Center	\$ 9 million plus land \$ 2.5 million for about 20,000 sf plus about \$240,000 annual maintenance costs and minimum of \$60,000 for utilities; estimated revenues offset is about \$60,000; take out recreation center and cost go down about 20%. It has been reported that Bastrop is spending over \$500,000 per year to operate its civic center. Revenues not covering costs.
10	Gonzales-Sanchez	Employee: Possible additional Employee Holiday Time off-Alternating system	City employees now have 12 holidays and 1 personal holiday; time off is granted by seniority with department head responsible for keeping sufficient personnel to serve the public needs. Employees also receive at least 2 weeks of vacation time. Those employees required to work on holidays receive their normal pay plus holiday pay.

City of Lockhart  
Future Debt Payments as of 9/30/18

Description		Paid Debt	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	TOTAL DEBT
<b>General Government</b>																					
<b>Hotel Tax Fund</b>																					
2016 GO Refunding				40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000								400,000
<b>Total Hotel Tax Fund P &amp; I</b>			-	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	-	-	-	-	-	-	-	400,000
<b>LEDC</b>																					
2015 Tax & Revenue	100.00%		48,093	48,044	48,103	48,152	63,645	63,670	63,513	63,543	63,555	63,643	63,687	65,647	65,544	65,575	65,482	65,579	65,538	65,676	1,048,596
<b>Total LEDC Fund P &amp; I</b>			48,093	48,044	48,103	48,152	63,645	63,670	63,513	63,543	63,555	63,643	63,687	65,647	65,544	65,575	65,482	65,579	65,538	65,676	1,048,596
<b>2015 Capital Projects Fund</b>																					
2015 Tax & Revenue																					-
<b>Total 2015 Capital Projects Fund Fund P &amp; I</b>			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Drainage</b>																					
2015 Tax & Revenue			100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	1,700,000
<b>Total Drainage Fund P &amp; I</b>			100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	1,700,000
<b>General Fund</b>																					
2015 Tax & Revenue																					-
<b>Total General Fund P &amp; I</b>			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Debt Service Fund</b>																					
2006 Tax & Rev CO's	100.00%		47,175	50,535	48,690	46,845															146,070
2006-A Tax & Rev CO's	93.00%		267,890	267,803	267,332	271,128															806,264
2015 Tax & Revenue	TRNSF		186,594	186,302	186,653	186,945	279,275	279,421	278,487	278,662	278,735	279,261	279,523	291,203	290,590	290,773	290,222	290,798	290,554	291,374	4,548,778
2015 Tax & Revenue	12.00%		117,779	117,659	117,803	117,923	155,867	155,927	155,543	155,615	155,645	155,861	155,969	160,769	160,517	160,592	160,365	160,602	160,502	160,831	2,567,990
2016 GO Refunding	74.84%		171,056	346,930	361,150	353,161	656,899	666,927	661,698	666,974	673,111	670,566	678,350	-	-	-	-	-	-	-	5,735,766
<b>Total Debt Service Fund P &amp; I</b>			790,494	969,229	981,628	976,002	1,092,041	1,102,275	1,095,728	1,101,251	1,107,491	1,105,688	1,113,842	451,972	451,107	451,365	450,587	451,400	451,056	452,205	13,804,868
<b>Total General Government</b>			<b>938,587</b>	<b>1,157,273</b>	<b>1,169,731</b>	<b>1,164,154</b>	<b>1,295,686</b>	<b>1,305,945</b>	<b>1,299,241</b>	<b>1,304,794</b>	<b>1,311,046</b>	<b>1,309,331</b>	<b>1,317,529</b>	<b>617,619</b>	<b>616,651</b>	<b>616,940</b>	<b>616,069</b>	<b>616,979</b>	<b>616,594</b>	<b>617,881</b>	<b>16,953,464</b>



Future Debt Payments as of 9/30/18

Description	Paid Debt	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	TOTAL DEBT
<b>Proprietary</b>																				
<b>Electric Fund</b>																				
2013 SIB Loan	30.81%	71,151	71,152	71,151	71,151	71,151	71,151	71,151	71,152	71,151	71,151	71,151	71,151	71,151	71,151	71,151	71,152	-	-	1,067,268
<b>Total Electric Fund P &amp; I</b>	-	71,151	71,152	71,151	71,151	71,151	71,151	71,151	71,152	71,151	71,151	71,151	71,151	71,151	71,151	71,151	71,152	-	-	1,067,268
<b>Water Fund</b>																				
2006A Tax & Rev CO's	7.00%	20,164	20,157	20,122	20,408															60,687
2015 Tax & Revenue	49.60%	486,818	486,322	486,917	487,413	644,248	644,496	642,909	643,207	643,331	644,223	644,670	664,510	663,468	663,778	662,842	663,822	663,406	664,800	10,614,362
2016 GO Refunding	21.81%	49,849	101,103	105,247	102,919	191,435	194,357	192,833	194,371	196,159	195,418	197,686	-	-	-	-	-	-	-	1,671,528
2013 SIB Loan	35.80%	82,676	82,676	82,676	82,676	82,676	82,676	82,676	82,676	82,676	82,676	82,676	82,676	82,676	82,676	82,676	82,676	82,676	82,676	1,240,140
<b>Total Water Fund P &amp; I</b>	-	639,507	690,258	694,962	693,416	918,359	921,529	918,418	920,254	922,166	922,317	925,032	747,186	746,144	746,454	745,518	746,498	663,406	664,800	13,586,717
<b>Sewer Fund</b>																				
2015 Tax & Revenue	4.30%	42,204	42,161	42,213	42,256	55,852	55,874	55,736	55,752	55,773	55,850	55,889	57,609	57,518	57,545	57,464	57,549	57,513	57,643	920,197
2016 GO Refunding	3.35%	7,657	15,529	16,166	15,808	29,404	29,853	29,619	29,855	30,130	30,016	30,364	-	-	-	-	-	-	-	256,744
2013 SIB Loan	33.39%	77,102	77,103	77,102	77,102	77,103	77,102	77,102	77,103	77,102	77,102	77,103	77,102	77,102	77,103	77,102	77,102	77,102	77,102	1,156,537
<b>Total Sewer Fund P &amp; I</b>		126,963	134,793	135,481	135,166	162,359	162,829	162,457	162,710	163,005	162,968	163,356	134,711	134,620	134,648	134,566	134,651	57,513	57,643	2,333,478
<b>Total Proprietary Fund P &amp; I</b>	-	837,621	896,203	901,594	899,733	1,151,869	1,155,510	1,152,026	1,154,116	1,156,323	1,156,436	1,159,539	953,049	951,915	952,253	951,236	952,301	720,919	722,443	16,987,463
<b>Grand Total</b>		<b>1,776,208</b>	<b>2,053,476</b>	<b>2,071,326</b>	<b>2,063,887</b>	<b>2,447,555</b>	<b>2,461,455</b>	<b>2,451,267</b>	<b>2,458,910</b>	<b>2,467,369</b>	<b>2,465,767</b>	<b>2,477,068</b>	<b>1,570,668</b>	<b>1,568,566</b>	<b>1,569,193</b>	<b>1,567,305</b>	<b>1,569,280</b>	<b>1,337,513</b>	<b>1,340,324</b>	<b>33,940,927</b>

City of Lockhart  
2015 BOND PROGRAM

Cost	Notes	Task Name	Duration	Start	Finish	2015												2016												2017											
						Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
\$14,124,890.00		<b>TOTAL PROJECT COST</b>				[Gantt chart showing total project duration from Feb 2015 to Jan 2017]																																			
\$2,068,024.00	1	<b>DRAINING IMPROVEMENTS CONTRACT 1 - Mesquite/Wichita Street &amp; Richland Drive</b>				[Gantt chart for Contract 1: Feb 2015 to Mar 2016]																																			
		Surveying Proposal	17 days	Fri 3/6/15	Sun 3/22/15	[Task bar]																																			
		Survey	30 days	Mon 3/23/15	Tue 4/21/15	[Task bar]																																			
		Acquisition	120 days	Wed 4/22/15	Wed 8/19/15	[Task bar]																																			
		Engineering Design	90 days	Wed 4/22/15	Mon 7/20/15	[Task bar]																																			
		Bid Ad/NTP	60 days	Tue 7/21/15	Fri 9/18/15	[Task bar]																																			
		Construction	180 days	Sat 9/19/15	Wed 3/16/16	[Task bar]																																			
\$1,999,200.00	2	<b>DRAINAGE IMPROVEMENTS CONTRACT 2 - Century Oaks/Market Street, &amp; Ash/Comal Streets</b>				[Gantt chart for Contract 2: Mar 2015 to May 2016]																																			
		Surveying Proposal	17 days	Fri 3/6/15	Sun 3/22/15	[Task bar]																																			
		Survey	30 days	Sat 4/25/15	Sun 5/24/15	[Task bar]																																			
		Acquisition	150 days	Mon 5/25/15	Wed 10/21/15	[Task bar]																																			
		Engineering Design	120 days	Mon 5/25/15	Mon 9/21/15	[Task bar]																																			
		Bid Ad/NTP	60 days	Tue 9/22/15	Fri 11/20/15	[Task bar]																																			
		Construction	180 days	Sat 11/21/15	Wed 5/18/16	[Task bar]																																			
\$3,394,038.00	3	<b>DRAINAGE IMPROVEMENTS CONTRACT 3 - Downtown Improvements Project</b>				[Gantt chart for Contract 3: Aug 2015 to May 2017]																																			
		Surveying Proposal	15 days	Sun 8/2/15	Sun 8/16/15	[Task bar]																																			
		Survey	45 days	Mon 8/17/15	Wed 9/30/15	[Task bar]																																			
		Engineering Design	180 days	Thu 10/1/15	Mon 3/28/16	[Task bar]																																			
		Bid Ad/NTP	60 days	Tue 3/29/16	Fri 5/27/16	[Task bar]																																			
		Construction	365 days	Sat 5/28/16	Sat 5/27/17	[Task bar]																																			
\$323,400.00	4	<b>DRAINAGE IMPROVEMENTS CONTRACT 4 - Medina &amp; US183 Project</b>				[Gantt chart for Contract 4: Nov 2015 to Mar 2016]																																			
		Surveying Proposal	15 days	Sun 11/1/15	Sun 11/15/15	[Task bar]																																			
		Survey	7 days	Mon 11/16/15	Sun 11/22/15	[Task bar]																																			
		Acquisition	90 days	Mon 11/23/15	Sat 2/20/16	[Task bar]																																			
		Engineering Design	60 days	Mon 11/23/15	Thu 1/21/16	[Task bar]																																			
		Bid Ad/NTP	60 days	Fri 1/22/16	Mon 3/21/16	[Task bar]																																			
		Construction	90 days	Tue 3/22/16	Sun 6/19/16	[Task bar]																																			
\$1,764,000.00	5	<b>FM 2001 ELEVATED TANK PROJECT</b>				[Gantt chart for Contract 5: Jan 2016 to Jun 2016]																																			
		Surveying Proposal	15 days	Sat 1/2/16	Sat 1/16/16	[Task bar]																																			
		Survey	15 days	Sun 1/17/16	Sun 1/31/16	[Task bar]																																			
		Acquisition	120 days	Mon 2/1/16	Mon 5/30/16	[Task bar]																																			
		Engineering Design	90 days	Mon 2/1/16	Sat 4/30/16	[Task bar]																																			
		Bid Ad/NTP	60 days	Sun 5/1/16	Wed 6/29/16	[Task bar]																																			

