

**REGULAR MEETING  
LOCKHART CITY COUNCIL**

**MARCH 19, 2019**

**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 John Castillo  
Councilmember Kara McGregor  
Councilmember Brad Westmoreland

**Staff present:**

Steve Lewis, City Manager  
Pam Larison, Interim Finance Director  
Chris Sager, Parks Manager  
Dan Gibson, City Planner

Connie Constancio, City Secretary  
Sean Kelley, Public Works Director  
Ernest Pedraza, Police Chief  
Julie Bowermon, Civil Service Director

**Citizens/Visitors Addressing the Council:** Stephen Van Manen of Harrison, Waldrop & Uherek.

**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 FEBRUARY 27, 2019 AND MARCH 5, 2019.**

Mayor White requested corrections to the minutes. There were none.

**B. PRESENTATION AND DISCUSSION REGARDING THE CITY OF LOCKHART'S AND COMPONENT UNIT'S FISCAL YEAR 2017-2018 FINANCIAL AUDIT BY HARRISON, WALDROP & UHEREK, L.L.P.**

Pam Larison, Interim Finance Director, introduced Stephen Van Manen of Harrison, Waldrop & Uherek, as the firm that conducted the Fiscal Year 2017-2018 financial audit.

Stephen Van Manen of Harrison, Waldrop & Uherek presented information and there was discussion regarding the Fiscal Year 2017-2018 audit. He stated that the firm's opinion of the City of Lockhart's audit resulted in receiving an unqualified-clean opinion, which is the highest opinion. He stated that the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component unit, each major fund, and the aggregate remaining fund information of the City as of September 30, 2018, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America. There was discussion.

**C. DISCUSS RESOLUTION 2019-08, ADOPTING THE FUND BALANCE – STABILIZATION AND EXCESS OF RESERVES POLICIES ACCORDING TO THE GUIDELINES FROM GOVERNMENT FINANCE OFFICERS ASSOCIATION (GFOA).**

Ms. Larison stated that the GFOA recommends that general purpose governments, regardless of population, maintain unrestricted budgetary fund balance in their general fund and appropriate levels of working capital in their Enterprise funds. The broad purpose of the Fund Balance – Stabilization and Excess of Reserves Policies is to enable the City to achieve and maintain a long-term stable and positive financial condition, and to provide guidelines to determine the use of excess of services for limited expenditures. Using the guidelines from the GFOA to determine the appropriate levels of working capital in the General and Enterprise Funds for the City of Lockhart, as set by the City Council. Ms. Larison recommended approval. There was discussion.

**D. DISCUSS DIGITIZATION SERVICES WITH MCCi TO SCAN LARGE PLANS STORED IN THE INSPECTION DEPARTMENT INTO LASERFICHE.**

Ms. Constancio stated that during the 2018-2019 budget workshops, the Council approved funding in the amount of \$16,000 to scan large plans that are currently housed in the Inspection Department’s plan storage room. There is currently no more space to store additional plans in the room. Shane Mondin, Building Official, also requests that the large plans are scanned and moved to another storage facility to allow them to utilize their storage room in City Hall. The quote received from MCCi is in the amount of \$12,333. The extra funds in the budget allows for cost overages and/or for possible shipping and handling expenses. This will be a one-time expense because, since 2017, the city has required permit applicants to provide the final plans on a CD for storage. Plans on a CD can be copied from the CD directly into Laserfiche by city staff. MCCi is a member of the BuyBoard, and is the company that provides support with the city’s Laserfiche software and components. Staff requests utilizing MCCi to perform the scanning task because they are the company that has the ability to scan and index directly into our Laserfiche software. Other BuyBoard vendors would be able to scan the documents, provide them to us in an electronic format, and staff would be required to thereafter put them into Laserfiche.

According to the project proposal, MCCi will pick up the documents and take to their facility to perform the scanning task. The plans being available in Laserfiche will also assist with a quicker response to public information requests of individuals requesting copies of plans, staff’s ability to review plans electronically, and is a vital part of disaster preparedness measures. Ms. Constancio recommended approval.

**E. DISCUSS ORDINANCE 2019-06 ESTABLISHING THE CLASSIFICATION AND THE NUMBER OF EMPLOYEES IN EACH CLASSIFICATION WITHIN THE POLICE DEPARTMENT.**

Chief Pedraza stated that in compliance with civil service, the number of classified police and fire positions are set by an ordinance, which is referred to as the “Strength of Force.” The proposed ordinance reflects the reclassification of a patrol officer classification to Lieutenant classification. In order to provide the adequate span of control for effective planning, training, coordination of daily activities, management of personnel and promoting the police department’s community policing philosophy, the Chief of Police recommends the creation of an additional supervisory position at the rank of Lieutenant, without increasing the total number of authorized police department positions. This additional supervisory position will provide increased oversight during the night shift. Currently the department has two Lieutenants and one is assigned to administrative day shift while the other one is assigned to Patrol Day Shift. The additional proposed Lieutenant classification will be assigned to work Patrol Night Shift. Chief Pedraza recommended approval. There was discussion.

**F. DISCUSS THE REQUEST FOR QUALIFICATIONS (RFQ) DOCUMENT TO BEGIN THE PROCESS TO SELECT A NEW CITY ATTORNEY.**

Mr. Lewis provided information about the RFQ that outlined qualifications and duties of a new City Attorney as General Counsel and City Prosecutor. He stated that the Council previously discussed the individuals to serve on an evaluation committee to review Requests for Qualifications that are received. He also provided a list of firms that would be notified about Lockhart's city attorney position.

Mayor White stated that he had approached two local attorneys separately about serving on the evaluation committee; they both responded that they would serve. He stated that the individuals on the evaluation committee that will review the requests for qualifications are two local attorneys, the Municipal Court Judge, Mayor White, Mayor Pro-Tem Sanchez, and Steven Lewis, City Manager.

After discussion, the Council decided that the evaluation committee would select 3-5 qualified attorneys to interview.

**G. DISCUSS POSSIBLE REGULATIONS TO GOVERN THE USE OF THE PUBLIC SIDEWALKS IN THE CENTRAL BUSINESS DISTRICT FOR OBJECTS ASSOCIATED WITH ABUTTING BUSINESSES SUCH AS BENCHES, CHAIRS AND TABLES, CLOTHING RACKS, PORTABLE STATUES, SIGNS, AND OTHER PROMOTIONAL ITEMS.**

Mr. Gibson stated that the Council discussed the topic during the February 19, 2019 meeting, and staff was asked to prepare possible ordinance language to regulate the use of the public sidewalks downtown. He presented proposed ordinance amendments and stated that once the Council reaches a consensus, the actual amending ordinance would be placed on the next meeting agenda. He recommended that Section 46-6(b) of the sign ordinance be amended to allow portable signs on public sidewalks in the CCB zoning district because portable signs are currently non-conforming. Chapter 50 "Streets, sidewalks, and other places", Section 50-6 "Landscaping intrusions and obstructions in public sidewalks and streets", Subsection (b), prohibits the placement of obstacles of any type upon any public sidewalk leaving less than 36 inches of travel area for pedestrians, but lacks other uniform standards to address public safety, fairness in using public property to promote private business for profit, and the over-all appearance of the central business district. Based on staff's experience with a variety of regulations that are enforced primarily on a complaint basis, it is staff's recommendation that reasonable and easily enforced changes simply expand the existing Section 50-6, as well as amend the sign ordinance. He stated that staff's resources currently do not allow time to issue and maintain a permitting process, as other cities, due to the time required to keep up with expirations, etc. Staff also proposes to delete the word "landscaping" from the title of Section 50-6 because, with the expansion of Subsection (b), Section 50-6 now addresses many other types of obstructions in addition to just landscaping.

After discussion, the Council requested that the ordinance amendment does not include the provision that businesses must bring obstacles inside after the close of business. The sign ordinance would still require portable signs on public sidewalks to be taken inside at the close of business each day, and to remove the word "landscaping" from Section 50-6.

**H. DISCUSS ALLOCATING THE USE OF \$1,195,750 TO IMPLEMENT NEEDED PARK RENOVATIONS AND ADDITIONS IDENTIFIED IN THE 2019/2020 LOCKHART PARKS AND RENOVATION PROJECT LIST TO INCLUDE USE OF \$816,800 OF FUNDS AVAILABLE FOR PARKS IN THE 2015 CERTIFICATES OF OBLIGATION, AND REALLOCATING THE REMAINING BALANCE FROM CITY HALL'S PROPOSED ELEVATOR IN THE AMOUNT OF \$237,751 FROM THE 2015 CERTIFICATES OF OBLIGATION TOWARDS PARKS, WITH THE REMAINING \$141,199 TO BE COVERED BY UNRESTRICTED FUND BALANCE OR BUDGETED INTO CAPITAL PROJECTS IN THE FISCAL YEAR 2019-2020 BUDGET.**

Sean Kelley, Public Works Director, provided information and there was discussion regarding projects to begin working on and completing towards parks improvements as listed in "Exhibits A and B". Mr. Kelley stated that if any bids for projects are higher than the funds allocated, staff would return to Council for consideration and direction. There was discussion.

There was discussion regarding the Lockhart Independent School District's (LISD) confirmation that they are not able to assist with funding to improve the streets at the City Park. The LISD will discontinue using the City Park streets as a thoroughfare for bus routes.

Mayor White stated that the Council could consider additional projects and updates to park improvements during the Fiscal Year 2019-2020 budget process.

**I. DISCUSS RESOLUTION 2019-09 ADOPTING STRATEGIC PRIORITIES FOR 2019-2020.**

Mayor White stated that the report is a result of the goals retreats that were held for both staff and Council.

Mr. Lewis stated that if approved, the report will be compiled in a different format to allow staff to keep track of the progress of each goal. The Council will be updated periodically of the progress of accomplished goals.

RECESS: Mayor White announced that the Council would recess for a break at 7:50 p.m.

## **REGULAR MEETING**

### **ITEM 1. CALL TO ORDER.**

Mayor Lew White called the regular meeting of the Lockhart City Council to order at 8:05 p.m.

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

Mayor White gave the Invocation and led the Pledge of Allegiance to the United States and Texas flags.

### **ITEM 3. CITIZENS/VISITORS COMMENTS.**

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

### **ITEM 4. CONSENT AGENDA.**

Councilmember Michelson made a motion to approve consent agenda items 4A, 4B, 4C, 4D, 4E and 4F. Councilmember Castillo seconded. The motion passed by a vote of 7-0.

The following are the consent agenda items that were approved:

- 4A: Approve minutes of the City Council meeting of February 27, 2019 and March 5, 2019.
- 4B: Accept the City of Lockhart's and Component Unit's Fiscal Year 2017-2018 Financial Audit by Harrison, Waldrop & Uherek, L.L.P.
- 4C: Approve Resolution 2019-08, adopting the Fund Balance – Stabilization and Excess of Reserves Policies according to the guidelines from Government Finance Officers Association (GFOA).
- 4D: Approve Digitization Services with MCCi to scan large plans stored in the Inspection Department into Laserfiche.
- 4E: Approve Ordinance 2019-06 establishing the classification and the number of employees in each classification within the Police Department.
- 4F: Approve the Request for Qualifications document to begin the process to select a new City Attorney.

**ITEM 5-A. DISCUSS POSSIBLE REGULATIONS TO GOVERN THE USE OF THE PUBLIC SIDEWALKS IN THE CENTRAL BUSINESS DISTRICT FOR OBJECTS ASSOCIATED WITH ABUTTING BUSINESSES SUCH AS BENCHES, CHAIRS AND TABLES, CLOTHING RACKS, PORTABLE STATUES, SIGNS, AND OTHER PROMOTIONAL ITEMS.**

Mayor White announced that an ordinance with amendments, as discussed during the workshop, would be presented to the Council at the next meeting.

**ITEM 5-B. DISCUSSION AND/OR ACTION REGARDING ALLOCATING THE USE OF \$1,195,750 TO IMPLEMENT NEEDED PARK RENOVATIONS AND ADDITIONS IDENTIFIED IN THE 2019/2020 LOCKHART PARKS AND RENOVATION PROJECT LIST TO INCLUDE USE OF \$816,800 OF FUNDS AVAILABLE FOR PARKS IN THE 2015 CERTIFICATES OF OBLIGATION, AND REALLOCATING THE REMAINING BALANCE FROM CITY HALL'S PROPOSED ELEVATOR IN THE AMOUNT OF \$237,751 FROM THE 2015 CERTIFICATES OF OBLIGATION TOWARDS PARKS, WITH THE REMAINING \$141,199 TO BE COVERED BY UNRESTRICTED FUND BALANCE OR BUDGETED INTO CAPITAL PROJECTS IN THE FISCAL YEAR 2019-2020 BUDGET.**

Councilmember Michelson made a motion to approve allocating the use of funds, as presented. Mayor Pro-Tem Sanchez seconded. The motion passed by a vote of 7-0.

**ITEM 5-C. DISCUSSION AND/OR ACTION TO CONSIDER RESOLUTION 2019-09 ADOPTING STRATEGIC PRIORITIES FOR 2019-2020.**

Mayor Pro-Tem Sanchez made a motion to approve Resolution 2019-09, as presented. Councilmember Westmoreland seconded. The motion passed by a vote of 7-0.

**ITEM 5-D. DISCUSSION AND/OR ACTION REGARDING APPOINTMENTS TO VARIOUS BOARDS, COMMISSIONS OR COMMITTEES.**

Mayor White requested appointments to boards and commissions. There were none.

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

- Events:
  - KidFish and Welcome Spring Day at City Park held on March 16 from 9am until 12(noon). Tolbert Chili Cookoff was also held at City Park, March 15-16.
  - Dr. Eugene Clark Library hosting fun Spring Break events for children this week; March 18 – 20.
  - Cleanup at the Lockhart Cemetery begins on March 25.
  - Annual Child Abuse Awareness Month fundraiser for Roxanne's House will be held on March 30 at the Lions Club from 1-4 pm.

- 2019 Residential Citywide Cleanup Program scheduled for April 3, 10, 17 and 24, depending on customer location.
- Kiwanis 5K Stampede or 1K Fun Run will be held on Saturday, April 13.
- Sip-n-Stroll will be held downtown on April 6.
- Lockhart Victim Assistance Team will host National Crime Victims' Rights Week on April 9 at City Hall, Glosserman Room at 7:00 p.m.
- Library Events:
  - Irving Club Tea March 19, 2019 from 1:00 p.m. to 3:00 p.m. with author, Myra Hargrave McIlvain.
  - AARP Tax Aid - Mondays from 9:00 a.m. to 12:00 p.m.
  - Dia de Ninos to be held on April 30, 2019, 10:00 am -12:00 pm. Dia de Ninos is a nationally recognized initiative that emphasizes the importance of literacy for all children from all backgrounds. It is a daily commitment to linking children and their families to diverse books, languages and cultures.
  - Wedding in the historic Dr. Eugene Clark Library to be held on Friday, March 22, 2019.
  - Plans are underway for Fiesta Del Mariachi Festival at the Library to be held on Saturday, April 27, 2019 from 6:00 p.m. to 10:00 p.m.
- Review of the February 2019 Revenue and Expenditure Report.
- Economic Development Updates:
  - Visionary Fiber Technologies planning to open in April and has begun hiring a number of scientists and engineers in its technology transfer facility located at 1400 Blackjack.
  - The Turner Company has begun construction of their precast concrete plant on their 31-acre tract off at FM-142/Cistern Road. Production to begin in May while the balance of the facility will be completed by the Fall.
  - Dailey Electric's operations opened in Aug 2018 and now has 20 employees.
- The 2019/2020 Community Development Block Grant (CDBG) application was submitted on March 11<sup>th</sup> for the continuation of the 18" water main located behind Serta Mattress Factory to connect to South Commerce Street.
- Staff met with representatives of LCRA in preparation for LCRA Steps Forward. LCRA Step Forward is an annual community service effort. This year's event will be held on April 5<sup>th</sup>.
- Legislative Update.

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

Councilmember Westmoreland thanked all involved with the successful KidFish and he thanked Raymond DeLeon and Vance Rodgers for cooking.

Councilmember Mendoza thanked all involved with the successful KidFish event. He joined Public Works at an appreciation lunch that was kindly hosted by Gary Job Corps. He invited everyone to a City District 1 neighborhood fish fry hosted by Mr. Robert Lewis in May.

Mayor Pro-Tem Sanchez congratulated all involved with the successful KidFish. She expressed condolences to the families of Philip Ruiz Torres, Jose Flores, Nicholas Pompa and Martin Rangel for their loss.

Councilmember McGregor thanked citizens for expressing their input and concerns to allow her to assist.

Councilmember Castillo thanked all involved with the successful KidFish. He briefly spoke about the proposed Kinder Morgan gas pipeline. He suggested that Lockhart be updated about how the pipeline could affect Lockhart.

Councilmember Michelson thanked all involved with the final Strategic Priorities process. He thanked all involved with the successful KidFish.


Mayor White also thanked all involved with the final Strategic Priorities process. He thanked all involved with the successful KidFish and a special thank you to Vance Rodgers and Raymond DeLeon for cooking barbecue. He provided an update about the Downtown Revitalization Committee's decision about additional lighting in the downtown square.

**ITEM 8. 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 8:25 p.m.

PASSED and APPROVED this the 2<sup>nd</sup> day of April 2019.

**CITY OF LOCKHART**

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

ATTEST:

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



## 2019-2020 Lockhart Parks Renovations and Addition Projects

Park	Improvements	Quantity	Unit Cost	Estimated Cost
City Park	New Playscape	1	\$50,000.00	\$50,000.00
Community	Wayfinding	5	\$200.00	\$1,000.00
	Picnic Shelters	5	\$5,000.00	\$25,000.00
	Pier Cover	1	\$5,000.00	\$5,000.00
	Dog Park	1	\$45,000.00	\$45,000.00
	Restroom Upgrade	2	\$30,000.00	\$60,000.00
	Lighting Upgrades	40	\$500.00	\$20,000.00
	Parking Lot Upgrade	1	\$30,000.00	\$30,000.00
	Roads	1	\$100,000.00	\$100,000.00
	Security System	1	\$50,000.00	\$50,000.00
Sports Complex	Signs	1	\$500.00	\$500.00
Community	New Playscape	1	\$50,000.00	\$50,000.00
	Batting Cage	1	\$10,000.00	\$10,000.00
Pecos	Pavilion	1	\$10,000.00	\$10,000.00
Neighborhood	Signs	1	\$500.00	\$500.00
	Update restrooms	1	\$30,000.00	\$30,000.00
LaFleur Complex	Playscape Cover	1	\$25,000.00	\$25,000.00
Community	Shade Structures	5	\$25,000.00	\$125,000.00
	Splash Pad	1	\$100,000.00	\$100,000.00
	Picnic Tables	5	\$1,850.00	\$9,250.00
	Trees	20	\$450.00	\$9,000.00
Nueces	Picnic Tables	5	\$1,850.00	\$9,250.00
Neighborhood	New Playscape	1	\$50,000.00	\$50,000.00
	Restroom Upgrade	1	\$30,000.00	\$30,000.00
	Upgrade Lighting	4	\$500.00	\$2,000.00
	Bridge	1	\$10,000.00	\$10,000.00
	Signs	2	\$500.00	\$1,000.00
Santos Arredondo	Wayfinding Signs	1	\$500.00	\$500.00
Neighborhood	Playscape Cover	1	\$25,000.00	\$25,000.00
Navarro Springs	Signage	1	\$500.00	\$500.00
Neighborhood	trees	10	\$450.00	\$4,500.00
	Playscape Cover	1	\$25,000.00	\$25,000.00
Lions Park	Historical Playscape	1	\$80,000.00	\$80,000.00
Community	Replace Bridges	3	\$10,000.00	\$30,000.00
	Restroom Upgrade	1	\$30,000.00	\$30,000.00
	Upgrade Lights	9	\$500.00	\$4,500.00
	Covered Picnic Areas	4	\$25,000.00	\$100,000.00
Braun Park	Replace shade screen	1	\$1,500.00	\$1,500.00
Neighborhood	Playscape Cover	1	\$25,000.00	\$25,000.00
	Lighting Pending Citizen Feedback	1	\$2,000.00	\$2,000.00
	Trees	15	\$450.00	\$6,750.00
Senior Center	Building Upgrades	1	\$3,000.00	\$3,000.00
			<b>Total</b>	<b>\$1,195,750.00</b>



**EXHIBIT "B"**

**2019-2020 Lockhart Parks Renovations and Addition Projects  
Prioritized and Bundled**

<b>Infrastructure/Safety/Security</b>	<b>Total Needed</b>	<b>Total Cost</b>
Roads/Parking Lot Upgrade	2	\$130,000.00
Lighting	53	\$26,500.00
Braun Park Lighting	1	\$2,000.00
Security	1	\$50,000.00
Bridge	4	\$40,000.00
	<b>Total</b>	<b>\$248,500.00</b>
<b>Park Equipment</b>	<b>Total Needed</b>	<b>Total Cost</b>
Playscapes	3	\$150,000.00
Historical Playscape	1	\$80,000.00
	<b>Total</b>	<b>\$230,000.00</b>
<b>Shade Structures</b>	<b>Total Needed</b>	<b>Total Cost</b>
Pier Cover	1	\$5,000.00
Playscape Cover	4	\$100,000.00
Replace Shade Screen	1	\$1,500.00
Shade Structures	5	\$125,000.00
	<b>Total</b>	<b>\$231,500.00</b>
<b>Building Upgrades</b>	<b>Total Needed</b>	<b>Total Cost</b>
Senior Center Upgrades	1	\$3,000.00
Restroom Upgrades	5	\$150,000.00
	<b>Total</b>	<b>\$153,000.00</b>
<b>Signs</b>	<b>Total Needed</b>	<b>Total Cost</b>
Park Signs	6	\$3,000.00
Wayfinding Signs	5	\$1,000.00
	<b>Total</b>	<b>\$4,000.00</b>
<b>Site Amenities</b>	<b>Total Needed</b>	<b>Total Cost</b>
Stone Picnic Shelter	4	\$100,000.00
Picnic Tables & Pad	10	\$18,500.00
Pavilion Upgrade	1	\$10,000.00
Picnic Shelters	5	\$25,000.00
	<b>Total</b>	<b>\$153,500.00</b>
<b>New Features</b>	<b>Total Needed</b>	<b>Total Cost</b>
Batting Cages	1	\$10,000.00
Dog Park	1	\$45,000.00
Splash Pad	1	\$100,000.00
	<b>Total</b>	<b>\$155,000.00</b>
<b>Trees</b>	<b>Total Needed</b>	<b>Total Cost</b>
Trees	45	\$20,250.00
	<b>Total</b>	<b>\$20,250.00</b>
<b>Grand Total</b>		<b><u>\$1,195,750.00</u></b>