

PUBLIC NOTICE

AGENDA

LOCKHART CITY COUNCIL

TUESDAY, MARCH 17, 2020

**CLARK LIBRARY ANNEX-FIRE PLACE ROOM AND COUNCIL CHAMBERS
217 SOUTH MAIN STREET, 3rd FLOOR
LOCKHART, TEXAS**

6:00 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.

PRESENTATION – FIREPLACE ROOM

A. Presentation and discussion with Evergreen Solutions regarding the 2020 City of Lockhart Classification and Compensation Study and compensation philosophy *5-23*

DISCUSSION ONLY (Meeting will carry over into the Council Chambers)

- A. Discuss minutes of the City Council meeting of March 3, 2020. *56-61*
- B. Discuss Budget Amendment #45 to the Fiscal Year 2019-2020 budget increasing expenses in the Electric Fund by \$47,269 and the Water Fund by \$14,030. *62-67*
- C. Discussion of request from Central Texas Refuse (CTR) to assign an exclusive solid waste contract between the City of Lockhart and CTR. *68-71*
- D. Receive and consider biennial report from the Historical Preservation Commission for evaluating the performance, accomplishments, and success of the historic districts and landmarks ordinance, historical preservation commission, and the historical preservation officer, and determine whether or not Chapter 28 "Historic Districts and Landmarks" should be amended to respond to the City's needs. *72-76*
- E. Discuss recommendations for allocation from the Hotel Occupancy Tax Advisory Board for the distribution of funds from the Hotel Occupancy Tax revenue for Fiscal Year 2019-2020 and to approve contracts for Fiscal Year 2019-2020 with revisions to include possible allocation by percentage due to the Coronavirus affecting travel. *77-179*
- F. Discuss the City's response and/or action regarding the Coronavirus health situation.

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.)

4. PUBLIC HEARING/COUNCIL ACTION

- A. Hold a public hearing on application ZC-20-03 by Waterloo Development on behalf of GABP1 RE, LLC for a Zoning Change from AO Agricultural-Open Space District to 74.189 acres RHD Residential High Density District and 5.001 acres CMB Commercial Medium Business District on 79.19 acres in the James George Survey, Abstract No. 9, located at 1801 Blackjack Street (FM 20). *24-45*
- B. Discussion and/or action to consider Ordinance 2020-04 amending the Official Zoning Map of the City of Lockhart, Texas, to reclassify the property known as 79.19 acres in the James George Survey, Abstract No. 9, located at 1801 Blackjack Street (FM 20), from AO Agriculture-Open Space District to 74.189 acres RHD Residential High Density District and 5.001 acres CMB Commercial Medium Business District.
- C. Hold a public hearing on application ZC-20-04 by Tamera Carlisle and Donna Blair for a Zoning Change from CLB Commercial Light Business District to RHD Residential High Density District on Lots 1 and 2, A.R. Chews Addition, located at 502 West San Antonio Street (SH 142). *46-55*
- D. Discussion and/or action to consider Ordinance 2020-05 amending the Official Zoning Map of the City of Lockhart, Texas, to reclassify the property known as Lots 1 and 2, A.R. Chews Addition, located at 502 West San Antonio Street (SH 142), from CLB Commercial Light Business District to RHD Residential High Density District.

5. CONSENT AGENDA

- A. Approve minutes of the City Council meeting of March 3, 2020. *56-61*
- B. Approve Budget Amendment #45 to the Fiscal Year 2019-2020 budget increasing expenses in the Electric Fund by \$47,269 and the Water Fund by \$14,030.

62-67

6. **DISCUSSION/ACTION ITEMS**

- A. Discussion of request from Central Texas Refuse (CTR) to assign an exclusive solid waste contract between the City of Lockhart and CTR. 68-71
- B. Receive and consider biennial report from the Historical Preservation Commission for evaluating the performance, accomplishments, and success of the historic districts and landmarks ordinance, historical preservation commission, and the historical preservation officer, and determine whether or not Chapter 28 "Historic Districts and Landmarks" should be amended to respond to the City's needs. 72-76
- C. Discussion and/or action to consider recommendations for allocation from the Hotel Occupancy Tax Advisory Board for the distribution of funds from the Hotel Occupancy Tax revenue for Fiscal Year 2019-2020 and to approve contracts for Fiscal Year 2019-2020 with revisions to include possible allocation by percentage due to the Coronavirus affecting travel. 77-179
- D. Discussion and/or action regarding appointments to various boards, commissions or committees. 180-188
- E. Discussion and possible action regarding the City's response and/or action regarding the Coronavirus health situation. 189

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

- Update regarding 2020 Census.
- Library Updates:
 - Tax Aide continues at the Library - Mondays 9 a.m. to Noon and Thursdays 4-7 p.m. Last day for Tax Aide will be on April 13, 2020.
- Public Works Updates:
 - Contractors have completed the SH 130 Phase II 18" water main project. The project consisted of an 18" water main extending, a 12" main from the Maple Elevated Tank and installation of a new control valve on SH142 and Mockingbird Lane
 - City staff has finished installing 12" water main along FM 1322.
 - Contractors and City staff upgraded 8 of the 56 dog kennels at the Lockhart Animal Shelter from steel frames/metal fencing to cinder blocks/galvanized gates. These improvements were funded by local donations to the shelter.

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

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

9. **EXECUTIVE SESSION IN ACCORDANCE WITH THE PROVISIONS OF THE GOVERNMENT CODE, TITLE 5, SUBCHAPTER D, SECTION 551. 072 - TO DELIBERATE THE PURCHASE, EXCHANGE, LEASE OR VALUE OF REAL PROPERTY IF DELIBERATION IN AN OPEN MEETING WOULD HAVE A DETRIMENTAL EFFECT ON THE POSITION OF THE GOVERNMENTAL BODY IN NEGOTIATIONS WITH A THIRD PERSON.**

- A. Deliberate the sale of real property owned by the City.

10. **OPEN SESSION**

- A. Discussion and/or action regarding the sale of real property owned by the City.

11. **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 13th day of March 2020 at 1:42pm.

City of Lockhart, Texas

Council Agenda Item Briefing Data

COUNCIL MEETING DATE: March 17, 2020

AGENDA ITEM CAPTION: Presentation and discussion with Evergreen Solutions regarding the 2020 City of Lockhart Classification and Compensation Study and compensation philosophy.

ORIGINATING DEPARTMENT AND CONTACT: Administration, Julie Bowermon

ACTION REQUESTED:

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

BACKGROUND/SUMMARY/DISCUSSION: Nancy Berkley from Evergreen Solutions is the Project Manager assigned to the 2020 City of Lockhart Classification and Compensation Study. Ms. Berkley will be discussing compensation philosophy with the City Council. Through this discussion, Evergreen will be guided by the City regarding its desired market position. This guidance will enable Evergreen to make the most appropriate pay plan recommendations later in the study process. Due to Council meeting scheduling and the project budget, as well as Evergreen's request to reduce travel at this time, Ms. Berkley will conduct this discussion via telephone conference in the Fireplace Room.

Evergreen is currently conducting the market survey and will return to Council later in the spring to present findings and recommendations.

PROJECT SCHEDULE (if applicable):

AMOUNT & SOURCE OF FUNDING:

Finance Review initials

N/A

Funds Required:

Account Number:

Funds Available:

Account Name:

FISCAL NOTE (if applicable): N/A

Previous Council Action:

January 7, 2020 Council selected Evergreen Solutions, LLC of Tallahassee, Florida to conduct a Classification and Compensation Study.

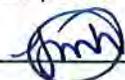
February 4, 2020 Evergreen Solutions provided a presentation regarding the 2020 City of Lockhart Classification and Compensation Study.

COMMITTEE/BOARD/COMMISSION ACTION: N/A

STAFF RECOMMENDATION/REQUESTED MOTION: N/A

LIST OF SUPPORTING DOCUMENTS: Nancy Berkley resume, Evergreen "Developing a Compensation Philosophy" presentation.

Department Head initials:



City Manager's Review:



Ms. Nancy B. Berkley

Vice President

Evergreen Solutions, LLC

Ms. Berkley has over 30 years of HR experience demonstrating expert knowledge of multiple human resources (HR) disciplines prior to joining Evergreen Solutions. These areas include recruiting and staffing, workforce planning and retention, on-boarding, compensation and benefits, employee and labor relations, voluntary and in-voluntary employee separations, performance management, employee satisfaction surveys and action plans, organizational design and development, organization effectiveness, employee learning, training, and development, and awards and recognition programs. She has consistently enhanced organizational capability by integrating HR systems with strategic business planning, development and assessment. She has provided individualized executive coaching and specialized in high performance team development. Building talent-rich organizations by strengthening people and integration processes and directing human resources in high-volume, transactional service organizations and high-level, consulting organizations has been her most recent area of expertise. She has specific expertise in conflict resolution, negotiation, and influencing skills.

Education

Bachelor's Degree in Psychology, Florida State University

Certifications / Memberships

SPHR (1997 - 2012); Member, Society of Human Resources Management

Professional and Business History

Vice President, 2020 to Present; Senior Project Manager, 2019 - 2020; Manager, Evergreen Solutions, Tallahassee, FL, January 2013-2019

Project Director of a Classification and Compensation Study for the Town of Hilton Head Island, South Carolina

Project Director of a Pay and Classification Study for the Town of Moncks Corner, South Carolina

Project Director of a Classification and Compensation Study for the Town of Hilton Head Island, South Carolina

Project Director of a Classification and Compensation Study for the City of Goose Creek, South Carolina

Project Director of a Comprehensive Classification, Compensation, Performance Management, and Benefits Study for the City of Columbia, South Carolina

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Project Director of a Classification and Compensation Plan Review
for the City of Annapolis, Maryland

Project Director of Classification and Compensation Study Services
for the City of Westminster, Maryland

Project Director of a Compensation Study for the City of Hagerstown,
Maryland

Project Director of a Pay and Classification Study for the City of
Williamsburg, Virginia

Project Director of a Compensation Analysis for the City of Alpharetta,
Georgia

Project Director of a Classification and Compensation Study and
Analysis for the City of Douglasville, Georgia

Project Director of a Compensation and Classification Study and
Analysis for the City of Dublin, Georgia

Project Director of an Employee Classification and Compensation
Study for the City of Savannah, Georgia

Project Director of a Pay and Classification Study for the City of
Fayetteville, Georgia

Project Director of a Compensation and Classification Study for the
City of Brookhaven, Georgia

Project Director of a Salary Review for the City of Brookhaven,
Georgia.

Project Director of a Classification and Compensation Study for the
City of Commerce, Georgia

Project Director of a Comprehensive Position Classification and
Compensation/Benefits Study and Analysis for the City of
Woodstock, Georgia

Project Director of a Wages and Salaries Compensation Study for the
City of Stockbridge, Georgia

Project Director of a Compensation Study for the City of Dalton,
Georgia

Assistant Project Director of a Compensation Study for the City of
Statesboro, Georgia

Project Director of a Comprehensive Compensation and
Classification Study for the City of Tybee Island, Georgia

Project Director of a Comprehensive Classification and Compensation Study for the City of Garden City, Georgia

Project Director of a Compensation Plan Update for the City of Garden City, Georgia

Project Director of a Salary and Benefits Survey for the City of Roswell, Georgia

Project Director of a Classification and Compensation Study and Analysis for the City of Villa Rica, Georgia

Project Director of a Pay and Classification Study for the City of Chamblee, Georgia

Project Director of a Salary Survey for the City of Dunwoody, Georgia

Project Director of a Comprehensive Compensation and Classification Study for the City of Forest Park, Georgia

Project Director of a Compensation Plan Study for the City of South Padre Island, Texas

Project Director of a Classification and Compensation Study for the City of Portland, Texas

Project Director of a Classification and Compensation Study for the Town of Little Elm, Texas

Project Director of a Comprehensive Compensation and Classification Study for the City of Farmers Branch, Texas

Project Director of a Human Resources Department Assessment for the City of Buda, Texas

Project Director of a Market Salary Update for the City of Buda, Texas

Project Director of a Classification and Compensation Study for the City of Conroe, Texas

Project Director of a Classification and Compensation Study for the City of Lockhart, Texas

Project Director for a Compensation and Classification Study for Brazoria County, Texas

Project Director of a Salary Compensation Study for Hood County, Texas

Project Director of a Classification Study and a Compensation Survey for the City of Page, Arizona

Project Director of a Classification and Compensation Study for the City of Delray Beach, Florida

Project Director of a Classification, Compensation, and Benefits Study for the Town of Jupiter, Florida

Project Director of a Compensation and Classification Study for the City of North Port, Florida

Project Director of a Classification and Compensation Study for the Town of Cutler Bay, Florida

Assistant Project Director of a Comprehensive Compensation and Classification Study for the City of Panama City, Florida

Project Director of Compensation Consulting Services for the Town of Longboat Key, Florida

Project Director of a Comprehensive Compensation and Classification Study for the City of Panama City Beach, Florida

Project Director of a Compensation Plan Update for the City of Panama City Beach, Florida

Project Director of a Classification and Compensation Study for the City of New Smyrna Beach, Florida

Project Director of a Pay and Classification Study for the City of Fort Walton Beach, Florida

Project Director of a Compensation and Benefits Study for the Town of Palm Beach, Florida

Assistant Project Director of a Compensation Study for the City of Hollywood, Florida

Project Director for a Pay and Classification Study for the City of Jacksonville Beach, Florida

Project Director for additional Classification and Compensation Studies throughout the United States; not listed here.

HR Director, Children's Home Society of Florida, Tallahassee, FL, June 2010-February 2012

Directed all human resources field operations for a region in Florida while ensuring efficient delivery of human resources support to include new hire orientation, staffing, workforce management, performance management, associate relations, supervisory training, and executive coaching. Built strong relationships with executive leaders and local management to provide superior, business specific human resources support. Investigated complex employee relation issues and recommended positive resolutions, followed by zero employee actions taken outside the agency.

**Consultant & Healthcare Advocate, Health First Aging Institute,
Merritt Island, FL, February 2009-May 2010**

Developed strategy for corporate effort to increase resources for employee and community caregivers of the elderly; based on feedback from facilitated caregiver focus groups. Served as an advocate, managing health, financial, and legal matters on specific case-by-case basis for adults suffering from dementia. (Provided in-home, 24/7 care for elderly parents during this period.)

District HR Manager, The Home Depot, Lake Wales, FL, February 2007-Aug 2008

Managed, administered, and provided day-to-day human resources services for a store. Influenced positive associate relations in a store that was experiencing low morale and numerous employee issues. Actively led strategies and modeled behavior to create an environment that rewarded and recognized individual and team success. Promoted to district manager for associate relations supporting eight-store district. Facilitated fair and consistent resolution of employee concerns across the district. Coached store leaders on effective staff management, motivation, and retention, and designed a district-wide process to improve associate attendance and engagement.

Diversity Program Manager/Senior HR Business Partner, Rockwell Collins, Cedar Rapids, IA, Oct 2005-February 2007

Strategically partnered with engineering business leaders in providing advice and guidance on HR policies, administration, organization design, change management, and team development. Trusted to design specific approach to increase teamwork in high tech leader group. Selected as corporate Diversity Program Manager to plan diversity program strategy and educate management on Equal Employment Opportunity (EEO) and Affirmative Action Plan (AAP) plans, programs, and areas for improvement. Successfully developed EEO training program for leaders across the company.

HR Senior Manager/Employee Involvement Program Manager, The Boeing Company, Kennedy Space Center, FL, July 1996-September 2005

Directed post-acquisition integration of human resources activities following McDonnell Douglas merger with Boeing. Selected to integrate six organization's human resources staff, policies, processes and practices. Recognized by senior leaders for forward thinking, flexible, integrated approach to developing teams of generalists and specialists responsible for staffing, on boarding, development, performance management, succession planning, and total compensation. Selected to utilize broadly defined employee involvement strategies to construct viable, business specific approach for Boeing employees at the Kennedy Space Center

(~3000 employees.) Recognized by site leaders for facilitating a cultural shift to team-based program environment. Consulted with Boeing Leadership Center as a member of the corporate learning council. Managed various human resources and learning budgets of approximately \$1M+.

HR Senior Manager, McDonnell Douglas Corporation, Kennedy Space Center, FL, December 1980-July 1996

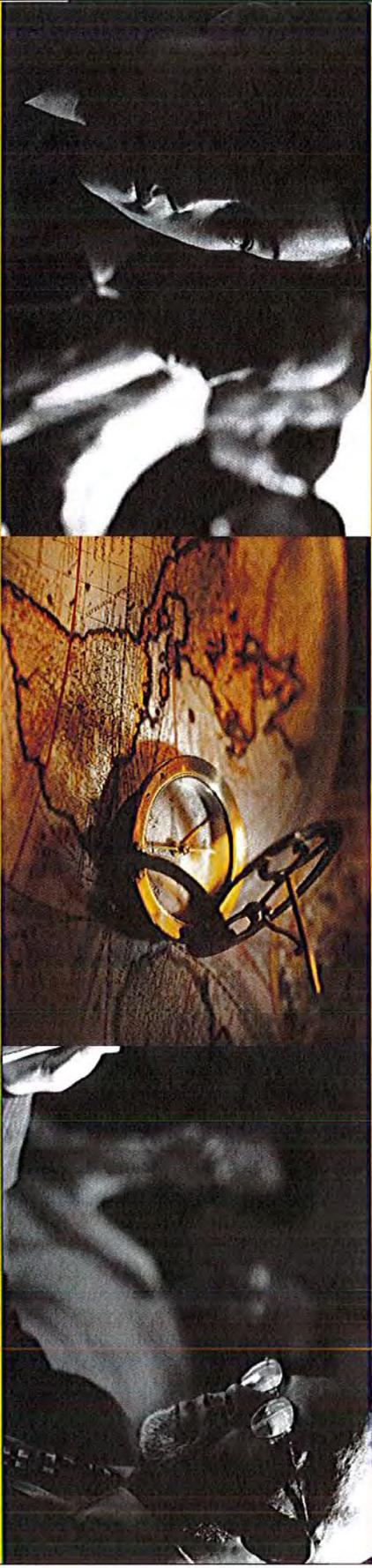
Progressed through increasingly responsible positions as human resources expert and business partner supporting business goals while managing teams, programs, and human resources information systems (HRIS.) Designed, implemented, and monitored the company's first job posting program. Procured and administered an applicant tracking system, and gained autonomous HRIS capability for unique business needs. Designed monitoring system for Affirmative Action Program (AAP) goal efforts. Created recruitment strategies that increased representation of women and minorities.

Key Achievements, Responsibilities

- Designed and implemented a shared service, centralized virtual staffing organization for statewide agency, increasing efficiency of staffing function for hiring managers.
- Analyzed and responded to employee relation trends; positively influenced work environments reducing employee complaints by ~90 percent.
- Consulted with senior leaders and successfully led project teams to develop new policies, programs and tools; including total revision and communication of a company's HR policies and practices to be in accordance with state and federal laws.
- Created HR metrics reviews utilizing business goals and human resources information systems data; set improvement goals and developed action plans for unique business requirements.
- Designed succession and development plans for high tech engineering leaders, and multi-level business units; compiling all data for senior executive delivery and review.
- Developed and implemented Employee Involvement (EI) (Engagement) strategy; measured its success, and applied EI tools with Lean manufacturing processes to facilitate objective results.
- Conceptualized and implemented complex workforce reduction plans; then redeployed ~50 percent of the affected employees.

-
- Integrated three training groups into one cohesive team; concept was replicated in other business units.
 - Participated on Boeing company-wide learning council; provided unique perspective of a location site with multiple operating business units with different or competing needs.
 - Represented companies in state and federal agency reviews, e.g. Office of Federal Contract Compliance Program (OFCCP) reviews, Equal Employment Opportunity Commission (EEOC) charges, workers compensation charges, and unemployment compensation claims.
 - Participated on company labor negotiations teams and interpreted and implemented contract language for work performed on service contracts.

City of Lockhart, TX Developing a Compensation Philosophy



Presented by:



Evergreen Solutions, LLC

17 March 2020

Developing the Philosophy

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Several key factors should be considered when developing the philosophy:

- **Market Position** – where does the City want to be in relation to peer employers in the market?
- **Total Compensation** – how does the City want to balance salary and benefit cost?
- **Structure Design** – what type(s) of pay plan does the City want to administer?
- **Reward Strategy** – what does the City want to reward/how should salaries progress (career and through range) over time?



Compensation Philosophy

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Advantages of a Compensation Philosophy:

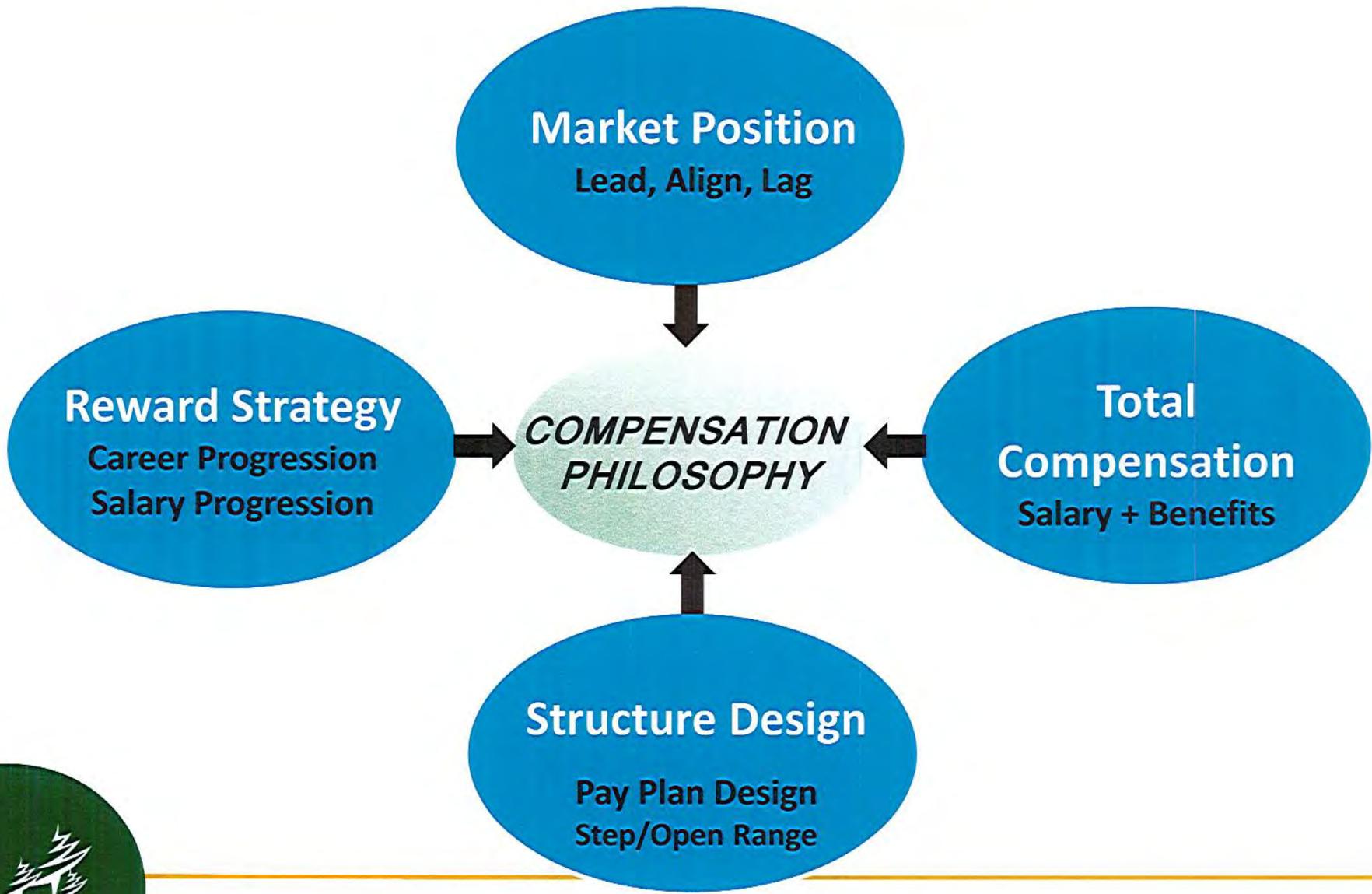
A well developed, consistently followed, transparent, communicated philosophy will:

- Make sense to employees, leaders, and constituents
- Result in a sense of fairness
- Be a strong recruiting tool
- Encourage retention
- Represent career and salary growth potential



Key Factors

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Market Position

At what competitive position does the City want to be in the market for salaries and benefits?

Market Position
Lead, Align, Lag

Lead – Why lead? What percentile ahead of peers? Should all positions be ahead of the market or just some positions?

Align – Why align with the market? At average of peers, 50th percentile of peers, i.e. at market?

Lag – Why lag behind the market? How far behind/lower than peers?



Total Compensation

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*Considering salary and benefits,
what are the City's goals?*



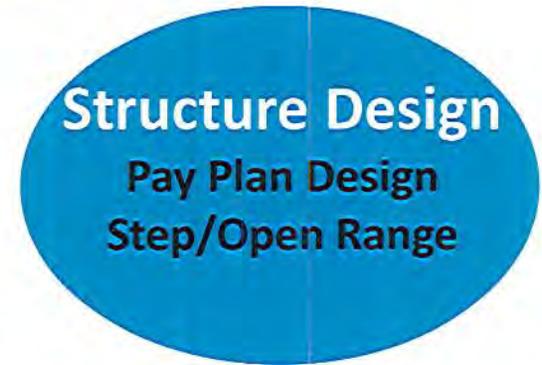
Salary
+ **Benefits (discretionary)**
Total Compensation



Structure Design

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What type of plan(s) does the City want to administer?



Step Pay Plan (Example)

Grade	Step 1	2	3	4	5	6
117	\$ 60,587.39	\$ 61,799.14	\$ 63,035.12	\$ 64,295.82	\$ 65,581.74	\$ 66,893.37
118	\$ 64,222.63	\$ 65,507.08	\$ 66,817.23	\$ 68,153.57	\$ 69,516.64	\$ 70,906.97
119	\$ 68,075.99	\$ 69,437.51	\$ 70,826.26	\$ 72,242.78	\$ 73,687.64	\$ 75,161.39
120	\$ 72,160.55	\$ 73,603.76	\$ 75,075.83	\$ 76,577.35	\$ 78,108.90	\$ 79,671.08

Open Range Pay Plan (Example)

Grade	Min	Mid	Max
400	\$ 63,000.00	\$ 80,325.00	\$ 97,650.00
401	\$ 69,300.00	\$ 88,357.50	\$ 107,415.00
402	\$ 76,230.00	\$ 97,193.25	\$ 118,156.50
403	\$ 83,853.00	\$ 106,912.58	\$ 129,972.15



Reward Strategy

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What does the City want to reward?

Reward Strategy

**Career Progression
Salary Progression**

Career Progression:

Promotion to next level based on:

- meeting minimum qualifications
 - and ability to perform essential functions
- ...**both** should be different from level below.

Salary Progression:

Eligibility for increase based on:

- time in classification
- time with organization
- performance
- hybrid.



Reward Strategy (Career)

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*There are different types of salary progression
Each method has value yet VALUES different things...*

Career Progression: “vertical” through class structure

Promotion (with salary increase) to next level based on:

- meeting minimum qualifications
 - and ability to perform essential functions
- ...**both** should be different from level below.

Progression can be based on number of years in position	or on changes in responsibility, type of work, complexity of work	or combination of years of experience and skills required to do the work
Analyst IV	Senior Analyst	Analyst - (A, B, C, or 1, 2, 3)
Analyst III		
Analyst II	Analyst	
Analyst I		



Reward Strategy (Salary)

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There are different types of salary progression

Each method has value yet VALUES different things...

Salary Progression: “horizontal” through the range

Eligibility for salary increase based on:

- time in classification
- time with organization
- performance
- hybrid (e.g., across the board and performance)



Thank You!

CT

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850.383.0111 phone
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www.ConsultEvergreen.com



City of Lockhart, Texas

Council Agenda Item Briefing Data

COUNCIL MEETING DATE: March 17, 2020

AGENDA ITEM CAPTION:

Hold a PUBLIC HEARING on application ZC-20-03 by Waterloo Development on behalf of GABP1 RE, LLC, and discussion and/or action to consider Ordinance 2020-04, for a Zoning Change from AO Agricultural–Open Space District to 74.189 acres RHD Residential High Density District and 5.001 acres CMB Commercial Medium Business District on 79.19 acres in the James George Survey, Abstract No. 9, located at 1801 Blackjack Street (FM 20).

ORIGINATING DEPARTMENT AND CONTACT: Planning Department – Dan Gibson, City Planner

ACTION REQUESTED:

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

BACKGROUND/SUMMARY/DISCUSSION:

The applicant proposes to rezone the west 5.001 acres to CMB for commercial development consisting of offices, retail, and restaurants, and the remaining 74.189 acres to RHD for residential development consisting of single-family detached homes, condominiums, and/or townhouses. Although rental apartments are allowed in the RHD district, the applicant has stated that they do not plan to have any multifamily buildings in the development. The proposed CMB zoning is consistent with the General-Heavy Commercial designation on the land use plan map, which would also accommodate the more intense CHB district. The remainder of the property is designated as Mixed Use on the land use plan map. Although it would accommodate a development zoned PDD and containing different types of land use, it would also accommodate an entirely residential subdivision that contains a mixture of residential use classifications. Therefore, the proposed zoning classifications are generally consistent with the comprehensive plan. Attached are letters of opposition representing five properties that fall partially within the 200-foot public hearing notification area. The area of those properties within 200 feet is 15 percent of the total area of the 200-foot wide ring, so it falls short of the 20 percent required to force a super majority affirmative vote by the City Council. Therefore, the proposed zoning change can be approved by a simple majority affirmative vote. Ordinances are attached for approval of both the CMB and RHD parts of application, for approval of CMB and RMD (instead of RHD), and for approval of only the CMB part of the application. More information is available in the attached staff report.

COMMITTEE/BOARD/COMMISSION ACTION:

At their March 11th meeting, the Planning and Zoning Commission voted 4-1 to recommend *APPROVAL* of the zoning change on 5.001 acres from AO to CMB, but voted unanimously to recommend *DENIAL* of the zoning change on 74.189 acres from AO to RHD.

STAFF RECOMMENDATION/REQUESTED MOTION:

APPROVAL of the 5.001 acres from AO to CMB, but rezone the 74.189 acres from AO to RMD instead of RHD.

LIST OF SUPPORTING DOCUMENTS:

1) Ordinance 2020-04 (two different versions). 2) Legal descriptions. 3) Maps. 4) Staff report. 5) Letters of opposition. 6) Map of properties protesting. 7) Application form. 8) Owner’s letter of authorization.

Department Head initials:

D.G.

City Manager's Review:

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ORDINANCE 2020-04

Applicant's Request

AN ORDINANCE OF THE CITY OF LOCKHART, TEXAS, AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF LOCKHART, TEXAS, TO RECLASSIFY THE PROPERTY KNOWN AS 79.19 ACRES IN THE JAMES GEORGE SURVEY, ABSTRACT NO. 9, LOCATED AT 1801 BLACKJACK STREET (FM 20), FROM AO AGRICULTURE—OPEN SPACE DISTRICT TO 74.189 ACRES RHD RESIDENTIAL HIGH DENSITY DISTRICT AND 5.001 ACRES CMB COMMERCIAL MEDIUM BUSINESS DISTRICT.

WHEREAS, on March 11, 2020, the Planning and Zoning Commission held a public hearing and voted to recommend approval of the 5.001 acres to CMB and denial of the 74.189 acres to RHD; and,

WHEREAS, the City Council desires to amend the zoning map as provided in Section 64-128 of the Code of Ordinances for both the 5.001 acres to CMB and the 74.189 acres to RHD; and,

WHEREAS, a public hearing was held in conformance with applicable law;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LOCKHART, TEXAS, THAT:

- I. The foregoing recitals are approved and adopted herein for all purposes.
- II. The above-referenced property described in Zoning Change request ZC-20-03 as 79.19 acres in the James George Survey, Abstract No. 9, more particularly described in Exhibits "A" and "B", and located at 1801 Blackjack Street (FM 20), will be reclassified from AO Agriculture—Open Space District to 74.189 acres RHD Residential High Density District and 5.001 acres CMB Commercial Medium Business District.
- III. Severability: If any provision, section, clause, sentence, or phrase of this ordinance is for any reason held to be unconstitutional, void, invalid, or unenforced, the validity of the remainder of this ordinance or its application shall not be affected, it being the intent of the City Council in adopting and of the Mayor in approving this ordinance that no portion, provision, or regulation contained herein shall become inoperative or fail by way of reasons of any unconstitutionality or invalidity of any other portion, provision or regulation.
- IV. Repealer: That all other ordinances, sections, or parts of ordinances heretofore adopted by the City of Lockhart in conflict with the provisions set out above in this ordinance are hereby repealed or amended as indicated.
- V. Publication: That the City Secretary is directed to cause this ordinance caption to be published in a newspaper of general circulation according to law.
- VI. Effective Date: That this ordinance shall become effective and be in full force immediately upon and from the date of its passage.

PASSED, APPROVED, AND ADOPTED AT A REGULAR MEETING OF THE LOCKHART CITY COUNCIL ON THIS THE 17th DAY OF MARCH, 2020.

CITY OF LOCKHART

Lew White, Mayor

ATTEST:

APPROVED AS TO FORM:

Connie Constancio, TRMC, City Secretary

Monte Akers, City Attorney

ORDINANCE 2020-04

*P&Z
Recommendation*

AN ORDINANCE OF THE CITY OF LOCKHART, TEXAS, AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF LOCKHART, TEXAS, TO RECLASSIFY THE PROPERTY KNOWN AS 5.001 ACRES IN THE JAMES GEORGE SURVEY, ABSTRACT NO. 9, LOCATED AT 1801 BLACKJACK STREET (FM 20), FROM AO AGRICULTURE—OPEN SPACE DISTRICT TO CMB COMMERCIAL MEDIUM BUSINESS DISTRICT.

WHEREAS, on March 11, 2020, the Planning and Zoning Commission held a public hearing and voted to recommend approval of said change; and,

WHEREAS, the City Council desires to amend the zoning map as provided in Section 64-128 of the Code of Ordinances; and,

WHEREAS, a public hearing was held in conformance with applicable law;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LOCKHART, TEXAS, THAT:

- I. The foregoing recitals are approved and adopted herein for all purposes.
- II. The above-referenced property described in Zoning Change request ZC-20-03 as 5.001 acres in the James George Survey, Abstract No. 9, more particularly described in Exhibit "A" and located at 1801 Blackjack Street (FM 20), will be reclassified from AO Agriculture—Open Space District to 5.001 acres CMB Commercial Medium Business District.
- III. Severability: If any provision, section, clause, sentence, or phrase of this ordinance is for any reason held to be unconstitutional, void, invalid, or unenforced, the validity of the remainder of this ordinance or its application shall not be affected, it being the intent of the City Council in adopting and of the Mayor in approving this ordinance that no portion, provision, or regulation contained herein shall become inoperative or fail by way of reasons of any unconstitutionality or invalidity of any other portion, provision or regulation.
- IV. Repealer: That all other ordinances, sections, or parts of ordinances heretofore adopted by the City of Lockhart in conflict with the provisions set out above in this ordinance are hereby repealed or amended as indicated.
- V. Publication: That the City Secretary is directed to cause this ordinance caption to be published in a newspaper of general circulation according to law.
- VI. Effective Date: That this ordinance shall become effective and be in full force immediately upon and from the date of its passage.

PASSED, APPROVED, AND ADOPTED AT A REGULAR MEETING OF THE LOCKHART CITY COUNCIL ON THIS THE 17th DAY OF MARCH, 2020.

CITY OF LOCKHART

Lew White, Mayor

ATTEST:

APPROVED AS TO FORM:

Connie Constancio, TRMC, City Secretary

Monte Akers, City Attorney

ORDINANCE 2020-04

Staff Recommendation

AN ORDINANCE OF THE CITY OF LOCKHART, TEXAS, AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF LOCKHART, TEXAS, TO RECLASSIFY THE PROPERTY KNOWN AS 79.19 ACRES IN THE JAMES GEORGE SURVEY, ABSTRACT NO. 9, LOCATED AT 1801 BLACKJACK STREET (FM 20), FROM AO AGRICULTURE—OPEN SPACE DISTRICT TO 74.189 ACRES RMD RESIDENTIAL MEDIUM DENSITY DISTRICT AND 5.001 ACRES CMB COMMERCIAL MEDIUM BUSINESS DISTRICT.

WHEREAS, on March 11, 2020, the Planning and Zoning Commission held a public hearing and voted to recommend approval of the 5.001 acres to CMB, and denial of the applicant’s original request for 74.189 acres to RHD; and,

WHEREAS, rezoning to RMD instead of to RHD would address some of the citizen and Commission concerns.

WHEREAS, the City Council desires to amend the zoning map as provided in Section 64-128 of the Code of Ordinances for the 5.001 acres to CMB the 74.189 acres to RMD; and,

WHEREAS, a public hearing was held in conformance with applicable law;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LOCKHART, TEXAS, THAT:

- I. The foregoing recitals are approved and adopted herein for all purposes.
- II. The above-referenced property described in Zoning Change request ZC-20-03 as 79.19 acres in the James George Survey, Abstract No. 9, more particularly described in Exhibits “A” and “B”, and located at 1801 Blackjack Street (FM 20), will be reclassified from AO Agriculture—Open Space District to 74.189 acres RMD Residential Medium Density District and 5.001 acres CMB Commercial Medium Business District.
- III. Severability: If any provision, section, clause, sentence, or phrase of this ordinance is for any reason held to be unconstitutional, void, invalid, or unenforced, the validity of the remainder of this ordinance or its application shall not be affected, it being the intent of the City Council in adopting and of the Mayor in approving this ordinance that no portion, provision, or regulation contained herein shall become inoperative or fail by way of reasons of any unconstitutionality or invalidity of any other portion, provision or regulation.
- IV. Repealer: That all other ordinances, sections, or parts of ordinances heretofore adopted by the City of Lockhart in conflict with the provisions set out above in this ordinance are hereby repealed or amended as indicated.
- V. Publication: That the City Secretary is directed to cause this ordinance caption to be published in a newspaper of general circulation according to law.
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PASSED, APPROVED, AND ADOPTED AT A REGULAR MEETING OF THE LOCKHART CITY COUNCIL ON THIS THE 17th DAY OF MARCH, 2020.

CITY OF LOCKHART

Lew White, Mayor

ATTEST:

APPROVED AS TO FORM:

Connie Constancio, TRMC, City Secretary

Monte Akers, City Attorney



All of a certain tract or parcel of land situated in the City of Lockhart, Caldwell County, Texas and being a part of the James George Survey A-9 and being also a part of a tract of land called 79.108 acres and conveyed to GABPI RE, LLC by deed recorded in Instrument #2019-001809 of the Official Records of Caldwell County, Texas and being more particularly described as follows:

BEGINNING at a capped ½" iron pin set stamped "HINKLE SURVEYORS" in the intersection of the North line of Blackjack Street (a.k.a. F.M. #20) and the East line of Old Kelley Road (a.k.a. County Road #186) and in the SW corner of the above mentioned 79.108 acre tract for the SW corner this tract.

THENCE with the E and SE lines of the above mentioned Old Kelley Road in the W and NW lines the above mentioned 79.108 acre tract for the following nine (9) courses:

(1) N 11 degrees 25 minutes 21 seconds W 212.74 feet to a ½" iron pin found for an angle point this tract. **(2) N 07 degrees 01 minutes 34 seconds W 38.85 feet** to a ½" iron pin found for an angle point this tract. **(3) N 11 degrees 24 minutes 23 seconds E 14.16 feet** to a ½" iron pin found for an angle point this tract. **(4) N 26 degrees 14 minutes 55 seconds E 16.21 feet** to a ½" iron pin found in an exterior corner of the said 79.108 acre tract for an exterior corner this tract. **(5) N 39 degrees 23 minutes 54 seconds E 211.16 feet** to a ½" iron pin found for an angle point this tract. **(6) N 38 degrees 13 minutes 57 seconds E 144.65 feet** to a ½" iron pin found for an angle point this tract. **(7) N 44 degrees 45 minutes 46 seconds E 54.55 feet** to a ½" iron pin found for an angle point this tract. **(8) N 57 degrees 10 minutes 12 seconds E 93.56 feet** to a ½" iron pin found for an angle point this tract. **(9) N 70 degrees 01 minutes 12 seconds E 48.63 feet** to a capped ½" iron pin set stamped "HINKLE SURVEYORS" for the NE corner this tract.

THENCE S 11 degrees 25 minutes 21 seconds E over and across the said 79.108 acre tract **619.32 feet** to a capped ½" iron pin set stamped "HINKLE SURVEYORS" in the curving North line of Blackjack Street and the curving South line the said 79.108 acre tract for the SE corner this tract and from which point a concrete highway monument found used for basis of bearing bears S 85 degrees 27 minutes 49 seconds E 616.39 feet and from the said highway monument a ½" iron pin found used for basis of bearing bears S 79 degrees 17 minutes 00 seconds E 2038.39 feet.

THENCE with a curve turning to the left having a radius of **2914.79 feet** and an arc length of **475.32 feet** and the chord of which bears **S 83 degrees 47 minutes 40 seconds W 474.79 feet** to the place of **BEGINNING** containing **5.001 acres** of land more or less.

I hereby certify, that the foregoing field notes are a true and correct description of a survey made under my direct supervision on December 12, 2019. **THESE FIELD NOTES ARE CERTIFIED AND ITS CONTENTS GUARANTEED FOR USE WITH THIS ONE TRANSACTION ONLY DATED THIS DATE.** Only those prints containing the raised Surveyor's seal and an original "LIVE" signature should be considered official and relied upon by the user.

Jerry L. Hinkle, R.P.L.S. #5459

©Hinkle Surveyors 2019 Firm Registration No. 100866-00

P.O. Box 1027 LOCKHART, TEXAS 78644 PHONE (512) 398-2000
FAX (512) 398-7683 EMAIL: CONTACT@HINKLESURVEYORS.COM

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EXHIBIT "A" - Supplement

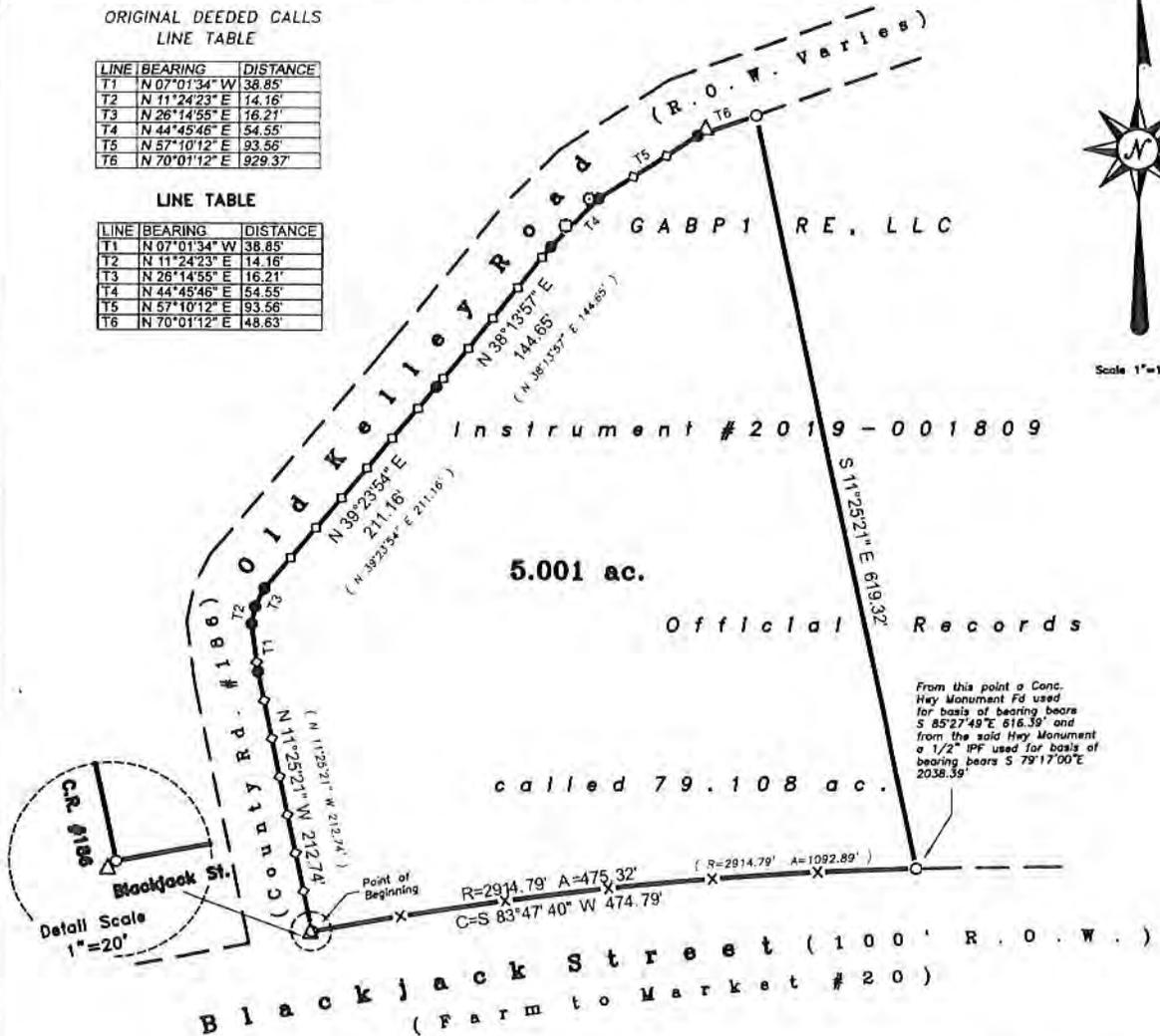
City of Lockhart Caldwell County, Texas
James George Survey A-9

ORIGINAL DEEDED CALLS
LINE TABLE

LINE	BEARING	DISTANCE
T1	N 07°01'34" W	38.85'
T2	N 11°24'23" E	14.16'
T3	N 26°14'55" E	16.21'
T4	N 44°45'46" E	54.55'
T5	N 57°10'12" E	93.56'
T6	N 70°01'12" E	929.37'

LINE TABLE

LINE	BEARING	DISTANCE
T1	N 07°01'34" W	38.85'
T2	N 11°24'23" E	14.16'
T3	N 26°14'55" E	16.21'
T4	N 44°45'46" E	54.55'
T5	N 57°10'12" E	93.56'
T6	N 70°01'12" E	48.63'



From this point a Conc. Hwy Monument Fd used for basis of bearing bears S 85°27'49" E, 616.39' and from the said Hwy Monument a 1/2" IPF used for basis of bearing bears S 79°17'00" E, 2038.39'

General Notes

- 1) THIS SURVEY IS FOR USE WITH THIS ONE TRANSACTION ONLY.
- 26) FLOOD ZONES SHOWN ARE APPROXIMATE AND CREATE NO LIABILITY ON THE PART OF THE SURVEYOR AND ARE BASED ON FROM A FLOOD INSURANCE RATE MAP. The property shown lies in Flood Zone "X" according to FEMA Panel #48055C0120E and #48055C0235E effective date June 19, 2012. Flood Zone "X" is areas determined to be outside the 0.2% annual chance flood-plate. WARNING: This flood Statement, as Determined by a HUD - F.I.A. FLOOD HAZARD BOUNDARY MAP, DOES NOT IMPLY that the Property or the improvements thereon will be Free from Flooding or Flood Damage. On rare occasions, Greater Floods Can and Will Occur, and Flood Heights may be increased by Man-Made or Natural Causes.

SURVEY PLAT

Showing a 5.001 acre tract of land out of the James George Survey A-9 in the City of Lockhart, Caldwell County, Texas and the improvements as found situated thereon. I do hereby certify that (1) the foregoing plat is a true and correct representation of a survey made on the ground under my direct supervision on December 12, 2019, (2) No Abstract of Title, title commitment, nor research or record easements were supplied to the Surveyor. There may exist easements of record which could affect this parcel. THIS SURVEY IS CERTIFIED AND ITS CONTENTS GUARANTEED FOR USE WITH THIS ONE TRANSACTION ONLY DATED THIS DATE. THE SURVEYOR SHALL INCUR NO LIABILITY FOR ANY USE OF THIS SURVEY BEYOND THIS ONE TRANSACTION OR FOR ANY PERSON(S) NOT ASSOCIATED WITH THIS TRANSACTION. Only those prints containing the raised Surveyor's seal and an original "LIVE" signature should be considered official and relied upon by the user.

LEGEND

- CAPPED 1/2" IRON PIN SET STAMPED "HINKLE SURVEYORS"
- 1/2" IRON PIN FOUND
- △ EL. POLE
- ⊗ WATER VALVE
- ⊙ FIRE HYDRANT
- (---) ORIGINAL DEEDED CALLS
- FENCES MEANDER
- REMAINS OF FENCE
- UNLESS OTHERWISE NOTED



Field Book: d.c.	Drawn By: J.L.H. LK
Job No. 20193451	Drawing: 20193451.dwg
Date: December 2019	Word Datal: Begin 12012019
Surveyed By: J.L.H. JOB	AutoCAD Datal: Begin 12012019



HINKLE
SURVEYORS

P.O. Box 1027 1109 S. Main Street Lockhart, TX 78644
Ph. (512) 398-2000 Fax: (512) 398-7683 Email: contact@hinklesurveyors.com Firm Registration No. 100886-00



All of a certain tract or parcel of land situated in the City of Lockhart, Caldwell County, Texas and being a part of the James George Survey A-9 and being also a part of a tract of land called 79.108 acres and conveyed to GABPI RE, LLC by deed recorded in Instrument #2019-001809 of the Official Records of Caldwell County, Texas and being more particularly described as follows:

BEGINNING at a ½" iron pin found used for basis of bearing in the North line the Blackjack Street and in the SE corner the above mentioned 79.108 acre tract and in the apparent SW corner of a tract of land called 1.638 acres and conveyed to Kirksey Propane Inc. by deed recorded in Volume 460 Page 156 of the Deed Records of Caldwell County, Texas for the SE corner this tract.

THENCE with the South line of the said 79.108 acre tract and the North line of Blackjack Street for the following two courses: (1) **N 79 degrees 17 minutes 00 seconds W 2038.39 feet** to a concrete highway monument found used for basis of bearing in the PC of a curve. (2) With a curve turning to the left having a radius of **2914.79 feet** and an arc length of **617.54 feet** and the chord of which bears **N 85 degrees 27 minutes 50 seconds W 616.39 feet** to a capped ½" iron pin set stamped "HINKLE SURVEYORS" for the SW corner this tract.

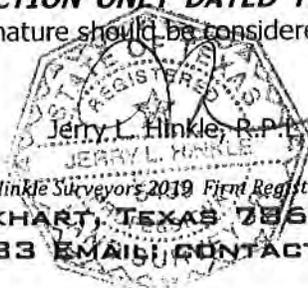
THENCE N 11 degrees 25 minutes 21 seconds W over and across the said 79.108 acre tract **619.32 feet** to a capped ½" iron pin set stamped "HINKLE SURVEYORS" in the North line of the said 79.108 acre tract and the South line of Old Kelley Road (a.k.a. County Road #186) for the NW corner this tract.

THENCE with the North line the said 79.108 acre tract and the South line of Old Kelley Road for the following three courses: (1) **N 70 degrees 01 minutes 10 seconds E 880.71 feet** to a ½" iron pin found for an angle point this tract. (2) **N 67 degrees 18 minutes 33 seconds E 542.48 feet** to a ½" iron pin found for an angle point this tract. (3) **N 69 degrees 10 minutes 07 seconds E 837.52 feet** to a 60 the nail set in a 30" stump in the intersection of the South line of Old Kelley Road and the West line of Shady Lane (a.k.a. County Road #188) for the NE corner this tract.

THENCE with the West line of Shady Lane and the East line of the said 79.108 acre tract for the following three courses: (1) **S 49 degrees 20 minutes 08 seconds E 424.90 feet** to a ½" iron pin found for an angle point this tract. (2) **S 40 degrees 28 minutes 03 seconds E 29.98 feet** to a ½" iron pin found for an angle point this tract. (3) **S 18 degrees 14 minutes 11 seconds E 1202.66 feet** to a ½" iron pin found in an exterior corner of the said 79.108 acre tract and the apparent North corner of the above mentioned Kirksey 1.638 acre tract for an exterior corner this tract.

THENCE S 12 degrees 32 minutes 03 seconds W with an East line of the said 79.108 acre tract and an apparent West line of the above mentioned Kirksey 1.638 acre tract **410.73 feet** to the place of **BEGINNING** containing **74.189 acres** of land more or less.

I hereby certify, that the foregoing field notes are a true and correct description of a survey made under my direct supervision on December 12, 2019. **THESE FIELD NOTES ARE CERTIFIED AND ITS CONTENTS GUARANTEED FOR USE WITH THIS ONE TRANSACTION ONLY DATED THIS DATE.** Only those prints containing the raised Surveyor's seal and an original "LIVE" signature should be considered official and relied upon by the user.



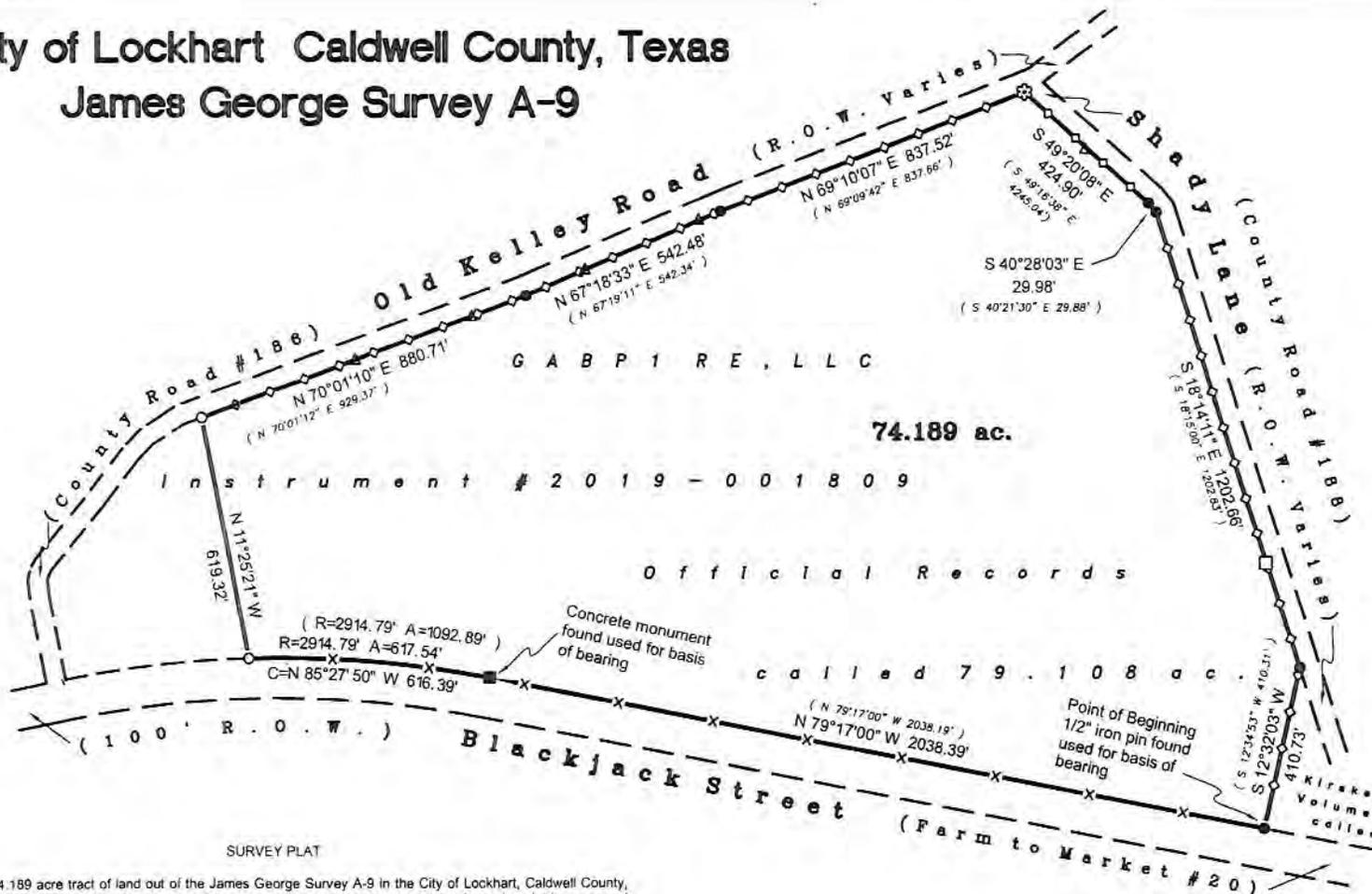
Jerry L. Hinkle, R.P.L.S. #5459

©Hinkle Surveyors 2019 Firm Registration No. 100866-00

P.O. Box 1027 LOCKHART, TEXAS 78644 PHONE (512) 398-2000
 FAX (512) 398-7683 EMAIL CONTACT@HINKLESURVEYORS.COM

EXHIBIT "B" - Supplement

City of Lockhart Caldwell County, Texas
James George Survey A-9

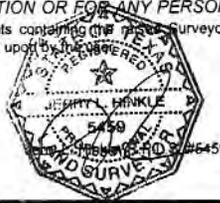


Scale 1"=300'

- LEGEND**
- CAPPED 1/2" IRON PIN SET STAMPED "HINKLE SURVEYORS"
 - 1/2" IRON PIN FOUND
 - △ EL POLE
 - CITY LIMIT SIGN
 - (.....) ORIGINAL DEEDED CALLS
 - X - FENCES MEANDER
 - ◇ REMAINS OF FENCE
 - UNLESS OTHERWISE NOTED

SURVEY PLAT

Showing a 74.189 acre tract of land out of the James George Survey A-9 in the City of Lockhart, Caldwell County, Texas and the improvements as found situated thereon. I do hereby certify that (1) the foregoing plat is a true and correct representation of a survey made on the ground under my direct supervision on December 12, 2019, (2) No Abstract of Title, title commitment, nor research or record easements were supplied to the Surveyor. There may exist easements of record which could effect this parcel. **THIS SURVEY IS CERTIFIED AND ITS CONTENTS GUARANTEED FOR USE WITH THIS ONE TRANSACTION ONLY DATED THIS DATE. THE SURVEYOR SHALL INCUR NO LIABILITY FOR ANY USE OF THIS SURVEY BEYOND THIS ONE TRANSACTION OR FOR ANY PERSON(S) NOT ASSOCIATED WITH THIS TRANSACTION.** Only those prints containing the surveyor's seal and an original "LIVE" signature should be considered official and relied upon by the owner.



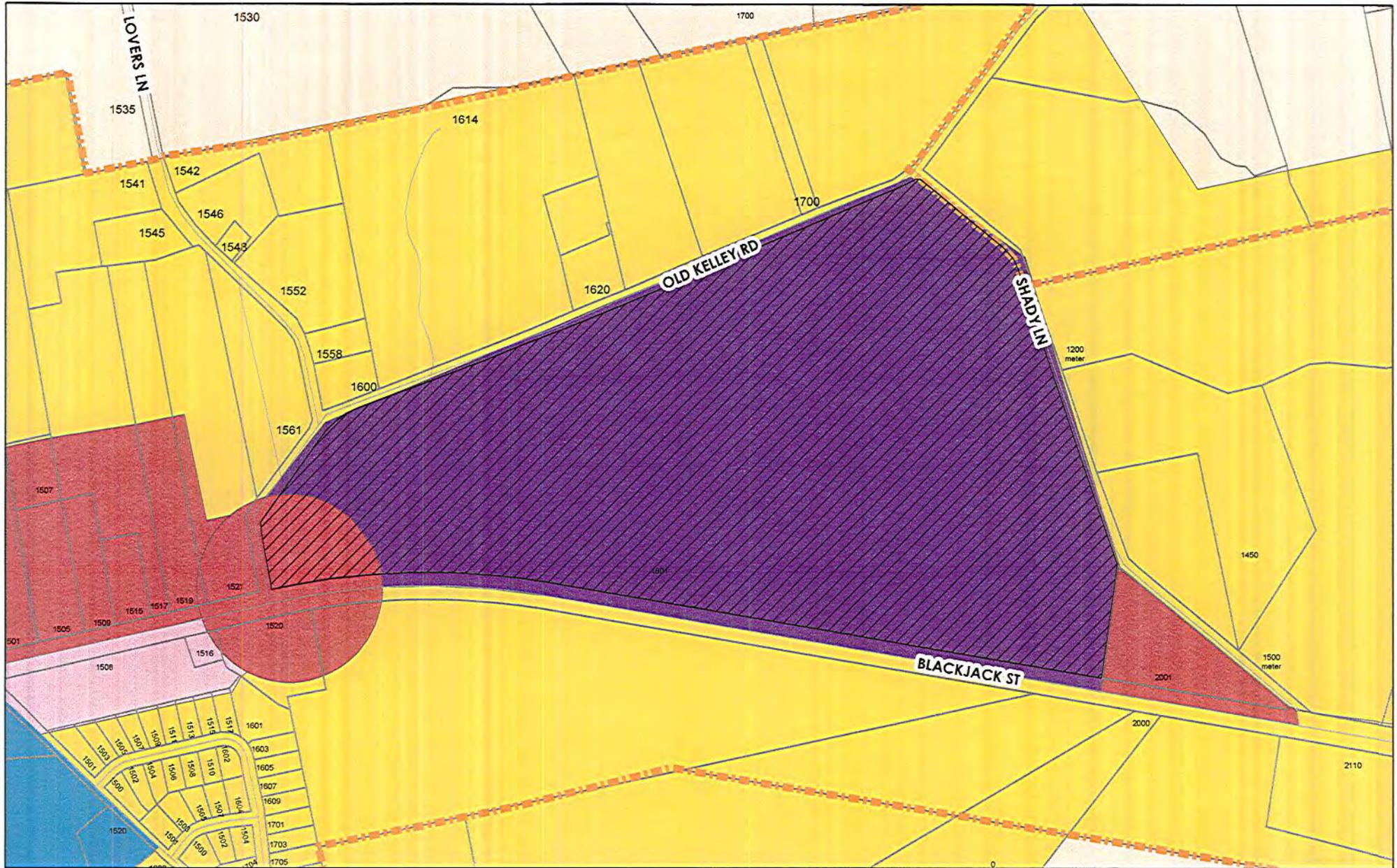
General Notes

- 1) THIS SURVEY IS FOR USE WITH THIS ONE TRANSACTION ONLY.
- 2) FLOOD ZONES SHOWN ARE APPROXIMATE AND CREATE NO LIABILITY ON THE PART OF THE SURVEYOR AND ARE BASED ON FROM A FLOOD INSURANCE RATE MAP. The property shown lies in Flood Zone "X" according to FEMA Panel #48055C0120E and #48055C0235E effective date June 19, 2012. Flood Zone "X" is areas determined to be outside the 0.2% annual chance floodplain. **WARNING: This flood Statement, as Determined by a H.U.D. - F.L.A. FLOOD HAZARD BOUNDARY MAP, DOES NOT IMPLY that the Property or the improvements thereon will be Free from Flooding or Flood Damage. On rare occasions, Greater Floods Can and Will Occur, and Flood Heights may be increased by Man-Made or Natural Causes.**

Field Book: d.c.	Drawn By: JLH LH
Job No. 20193451-1	Drawing: 201934451-1.dwg
Date: December 2019	Word Date: Begin 12012019
Surveyed By: JLH JDB	Autocad Date: Begin 12012019

HINKLE SURVEYORS

P.O. Box 1027 1109 S. Main Street Lockhart, TX 78644
Ph: (512) 398-2000 Fax: (512) 398-7683 Email: contact@hinklesurveyors.com Firm Registration No. 100886-00



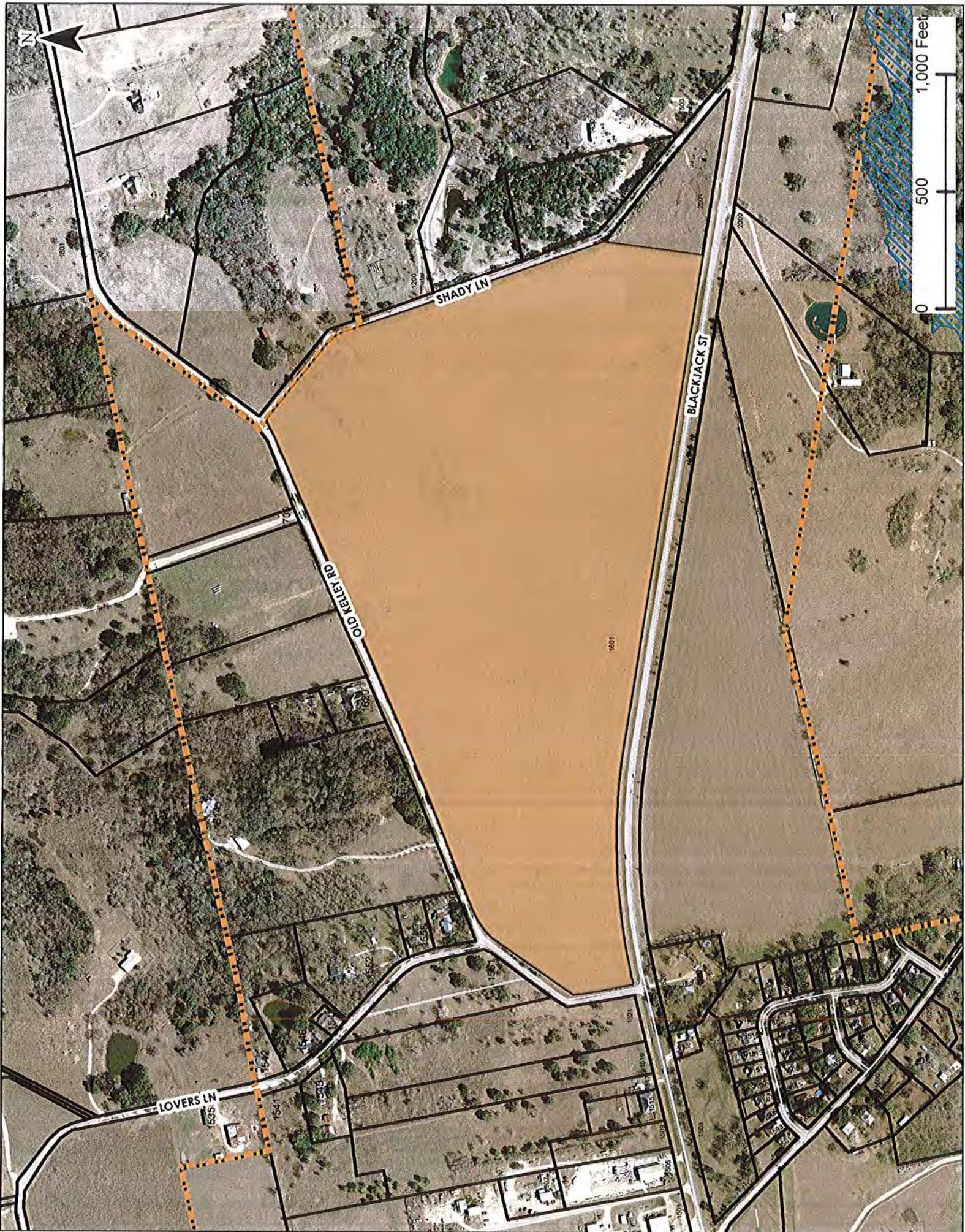
FUTURE LANDUSE

AO TO RHD & CMB
 1801 BLACKJACK ST



scale 1" = 500'

- AGRICULTURE/RURAL DEVELOPMENT
- GENERAL-HEAVY COMMERCIAL
- LIGHT-MEDIUM COMMERCIAL
- MIXED RETAIL, OFFICE, RESIDENTIAL
- PUBLIC AND INSTITUTIONAL
- RESIDENTIAL, LOW DENSITY



CASE SUMMARY

STAFF: Dan Gibson, City Planner CASE NUMBER: ZC-20-03
 REPORT DATE: March 5, 2020 [Updated 3-12-20]
 PLANNING AND ZONING COMMISSION HEARING DATE: March 11, 2020
 CITY COUNCIL HEARING DATE: March 17, 2020
 REQUESTED CHANGE: AO to RHD and CMB
 STAFF RECOMMENDATION: *Approval of CMB, Approval of RMD instead of RHD*
 PLANNING AND ZONING COMMISSION RECOMMENDATION: *Approval of CMB, Denial of RHD*

BACKGROUND DATA

APPLICANT: Waterloo Development, Inc.
 OWNER: GABP1 RE, LLC
 SITE LOCATION: 1801 Blackjack Street (FM 20)
 LEGAL DESCRIPTION: Metes and bounds
 SIZE OF PROPERTY: 79.19 acres (74.189 acres to RHD, and 5.001 acres to CMB)
 EXISTING USE OF PROPERTY: Vacant/agriculture
 LAND USE PLAN DESIGNATION: Mixed Use, General-Heavy Commercial

ANALYSIS OF ISSUES

REASON FOR REQUESTED ZONING CHANGE: The applicant proposes to rezone the west 5.001 acres to CMB for commercial development consisting of offices, retail, and restaurants, and the remaining 74.189 acres to RHD for residential development consisting of single-family detached homes, condominiums, and/or townhouses. Although rental apartments are allowed in the RHD district, the applicant has stated that they do not plan to have any multifamily buildings in the development. The property will eventually have to be platted, of course, and that is when infrastructure such as internal and perimeter streets, sidewalks, utilities, drainage, and parkland will be considered.

AREA CHARACTERISTICS:

	Existing Use	Zoning	Future Land Use Plan
North	vacant, single-family residential	AO	Low Density Residential
East	single-family residential, vacant, storage building	AO	Low Density Residential, General-Heavy Commercial
South	vacant, single-family residential	AO	Low Density Residential
West	vacant, single-family residential, cemetery, industrial	AO, RMD, IL	Low Density Residential, General-Heavy Commercial

TRANSITION OF ZONING DISTRICTS: There is no residential or commercial zoning abutting or directly across a street from the subject property, but there are two developed single-family subdivisions zoned RLD nearby to the east and southwest, and a vacant unplatted tract zoned RMD to the west. The closest existing commercial zoning is Lot 1, Block 5, of the Century Oaks subdivision along the south side of Blackjack Street, southwest of the subject property. It is zoned CHB and is owned by the City. The existing AO zoning surrounding the subject property contains mostly vacant land, with a few scattered single-family homes that are mostly on large parcels. The fact that the subject property is almost entirely bounded by public streets allows the streets to act as a buffer between the proposed zoning districts and the surrounding AO zoning.

ADEQUACY OF INFRASTRUCTURE: There are several existing streets that can provide vehicular access, although Shady Lane, which is currently unpaved, will have to be improved to City standards before it can be used for access. Both City water and wastewater utilities are available along the south and west boundaries of the property.

POTENTIAL NEIGHBORHOOD IMPACT: The uses allowed in both the requested CMB and RHD districts have the potential for generating a considerable amount of traffic, especially considering the size of the property. If the requested zoning classifications are approved, it's possible that a traffic impact analysis will be required during the platting process. Presumably, more will be known at that point about the actual number of dwelling units proposed in the development. Virtually all of the vehicular trips will end up using Blackjack Street via existing perimeter or new internal streets. In addition to traffic, the commercial portion of the development could also have night lighting and elevated noise levels that would potentially impact nearby development. However, there are very few homes close enough to be affected, except for two on the south side of Blackjack Street, and one at the intersection of Old Kelley Road and Lovers Lane.

CONSISTENCY WITH COMPREHENSIVE PLAN: The proposed CMB zoning is consistent with the General-Heavy Commercial designation on the land use plan map, which would also accommodate the more intense CHB district. The remainder of the property is designated as Mixed Use on the land use plan map. Although it would accommodate a development zoned PDD and containing different types of land use, it would also accommodate an entirely residential subdivision that contains a mixture of residential use classifications. Therefore, the proposed zoning classifications are generally consistent with the comprehensive plan.

ALTERNATIVE CLASSIFICATIONS: The proposed CMB zoning is the most restrictive available that would allow offices, retail stores, and restaurants by-right. CHB zoning would allow a broader range of commercial uses, but it's not necessary because those additional uses are not part of the applicant's plans for this site. RMD zoning is a possible alternative to the requested RHD zoning. Both allow the types of residential uses being considered by the applicant. However, condominiums and townhouses are specific uses in the RMD district, while they are allowed by-right in the RHD district. RMD would eliminate the possibility of multifamily development, which is one of the concerns of the neighbors. The PDD Planned Development District classification is also a valid alternative that would accommodate any combination of different types development, and would be consistent with the land use plan.

RESPONSE TO NOTIFICATION: Attached are letters of opposition representing five properties that fall partially within the 200-foot public hearing notification area. The area of those properties within 200 feet is 15 percent of the total area of the 200-foot wide ring, so it falls short of the 20 percent required to force a super majority affirmative vote by the City Council. Therefore, the proposed zoning change can be approved by a simple majority affirmative vote.

STAFF RECOMMENDATION: The staff recommendation to the Planning and Zoning Commission was for approval of both parts of the proposed zoning change as requested by the applicant, primarily because both parts are substantially consistent with the comprehensive plan. However, in consideration of the opposition from neighbors as well as the Planning and Zoning Commission's recommendation, staff has changed our position to recommend that the 74.189 acres part be rezoned to RMD instead of RHD. It would result in a lower potential density than some of the land use types allowed in the RHD district. The Council can modify that part of the applicant's request without a new application or public hearing because RMD is a more restrictive classification than RHD.

To The City of Lockhart Planning and Zoning Commission –

We, the Undersigned owners of property within 200 ft of the 79.19 acres of Agricultural Open-Space District between Blackjack St and Old Kelley Road (hereinafter, “79.19 Acres”) oppose the redistricting and development of the 79.19 Acres, and would like to hereby protest Request ZC-20-03, scheduled to be discussed in a Public Hearing on Wednesday, March 11, 2020.

We, the Undersigned, believe that this property provides habitat for wildlife, and the development of the space as a High Density Residential District and/or CMB Commercial Medium Business District will substantially threaten the health of local wildlife. Further, we believe high density residential and commercial medium business development will damage the value of our neighboring properties, and adversely influence the noise pollution, light pollution, littering, and traffic in our community. We ask that City Council oppose the development of this property.

Respectfully yours, we, the Undersigned:

Name *Kelby Schnautz*

Signature

Kelby Schnautz

Address

1600 old Kelley Rd

Name

Signature

Address

To The City of Lockhart Planning and Zoning Commission –

We, the Undersigned owners of property within 200 ft of the 79.19 acres of Agricultural Open-Space District between Blackjack St and Old Kelley Road (hereinafter, "79.19 Acres") oppose the redistricting and development of the 79.19 Acres, and would like to hereby protest Request ZC-20-03, scheduled to be discussed in a Public Hearing on Wednesday, March 11, 2020.

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Respectfully yours, we, the Undersigned:

Name

Lake Langsjoen & Emily Fisher MD

Signature



Address

1614 Old Kelley Rd.
Lockhart, TX 78644

Name

Patrick Daylong

Signature



Address

1520 Blackjack St 1/2

Name

Beverly Hill Lockhart

Signature

1620 Old Kelley Rd
Lockhart

Address

Name

Signature

Address

Name

Signature

Address

To The City of Lockhart Planning and Zoning Commission –

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Respectfully yours, we, the Undersigned:

Name

Richard Keith Schmidt, Jr.

Signature



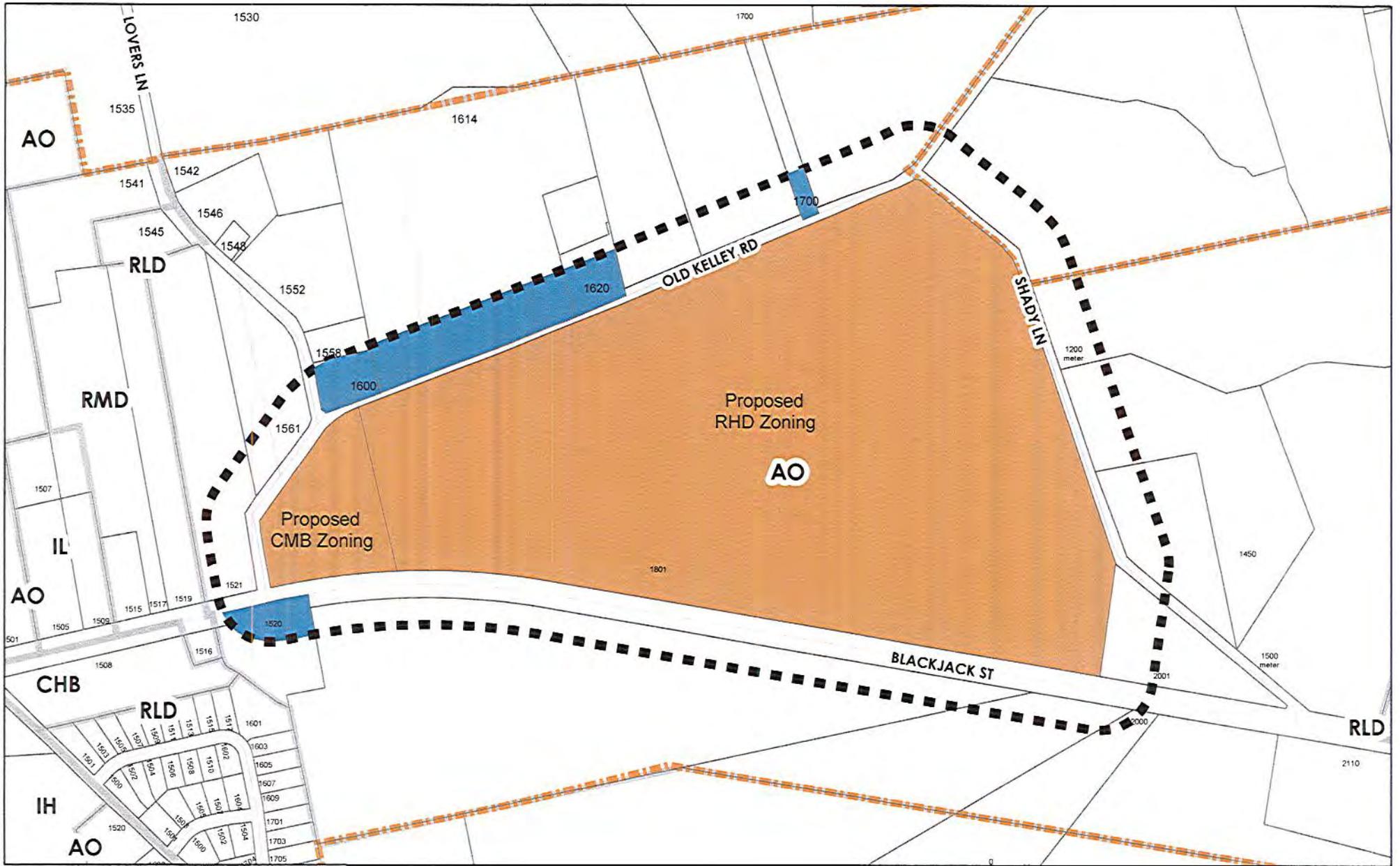
Address

1700 Old Kelly Rd.
Lockhart, TX 78644

Name

Signature

Address



ZC-20-03

AO TO RHD & CMB

1801 BLACKJACK ST



scale 1" = 500'

- SUBJECT PROPERTY
- ZONING BOUNDARY
- PROTESTING 15%
- 200 FT BUFFER
- CITY LIMITS



ZONING CHANGE APPLICATION

(512) 398-3461 • FAX (512) 398-3833
P.O. Box 239 • Lockhart, Texas 78644
308 West San Antonio Street

APPLICANT/OWNER

APPLICANT NAME Waterloo Development, Inc.

ADDRESS 4131 Spicewood Springs Rd.

DAY-TIME TELEPHONE (512)346-3482

Ste. C6

E-MAIL chris@waterloodevelopment.com

Austin, TX 78759

Chris Blackburn

OWNER NAME GABP1 RE LLC

ADDRESS 3206 Stevenson Ave.

DAY-TIME TELEPHONE _____

Austin, TX 78703

E-MAIL bryon@titasroads.com

bethplzter@msc.com

PROPERTY

ADDRESS OR GENERAL LOCATION ^{1801 Blackjacket Street}
~~1300~~ Old Kelley Rd. Lockhart TX 78644

LEGAL DESCRIPTION (IF PLATTED) A009 George, James, Acres 79.18

SIZE 79.190 ACRE(S) LAND USE PLAN DESIGNATION Mixed Retail - Office, Residential

EXISTING USE OF LAND AND/OR BUILDING(S) Vacant

PROPOSED NEW USE, IF ANY Retail commercial, Mixed residential

REQUESTED CHANGE

FROM CURRENT ZONING CLASSIFICATION Agricultural A0

TO PROPOSED ZONING CLASSIFICATION RHD (74.189) / CMB (5.001)

REASON FOR REQUEST Change zoning for future use.

SUBMITTAL REQUIREMENTS

IF THE APPLICANT IS NOT THE OWNER, A LETTER SIGNED AND DATED BY THE OWNER CERTIFYING THEIR OWNERSHIP OF THE PROPERTY AND AUTHORIZING THE APPLICANT TO REPRESENT THE PERSON, ORGANIZATION, OR BUSINESS THAT OWNS THE PROPERTY.

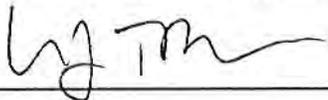
NAME(S) AND ADDRESS(ES) OF PROPERTY LIEN-HOLDER(S), IF ANY.

IF NOT PLATTED, A METES AND BOUNDS LEGAL DESCRIPTION OF THE PROPERTY.

APPLICATION FEE OF \$ 1733⁸⁰ PAYABLE TO THE CITY OF LOCKHART AS FOLLOWS:

1/4 acre or less	\$125
Between 1/4 and one acre	\$150
One acre or greater	\$170 plus \$20.00 per each acre over one acre

TO THE BEST OF MY KNOWLEDGE, THIS APPLICATION AND ASSOCIATED DOCUMENTS ARE COMPLETE AND CORRECT, AND IT IS UNDERSTOOD THAT I OR ANOTHER REPRESENTATIVE SHOULD BE PRESENT AT ALL PUBLIC MEETINGS CONCERNING THIS APPLICATION.

SIGNATURE 

DATE 2-10-2020

OFFICE USE ONLY

ACCEPTED BY D. Gibson

RECEIPT NUMBER 920059

DATE SUBMITTED 2-10-20

CASE NUMBER ZC - 20 - 03

DATE NOTICES MAILED 2-24-2020

DATE NOTICE PUBLISHED 2-27-2020

PLANNING AND ZONING COMMISSION MEETING DATE 3-11-20

PLANNING AND ZONING COMMISSION RECOMMENDATION Approval of CAB, Denial of RMD

CITY COUNCIL MEETING DATE 3-17-20

DECISION _____

January 23, 2020

City of Lockhart
308 West San Antonio Street
Lockhart, Texas 78644

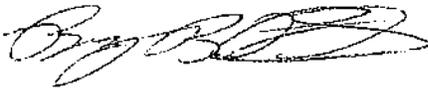
Re: 79.180 acres of land located on Old Kelly Lane at Blackjack, out of the James George Survey, A-9,
Caldwell County, Texas.

To Whom It May Concern:

Please accept this letter as our authorization for Waterloo Development, Inc. to act as agent for the zoning change application of the property referenced above.

Respectfully,

GABP1 RE, LLC



Bryan Plater, Manager

City of Lockhart, Texas

Council Agenda Item Briefing Data

COUNCIL MEETING DATE: March 17, 2020

AGENDA ITEM CAPTION:

Hold a PUBLIC HEARING on application ZC-20-04 by Tamera Carlisle and Donna Blair, and discussion and/or action to consider Ordinance 2020-05, for a Zoning Change from CLB Commercial Light Business District to RHD Residential High Density District on Lots 1 and 2, A. R. Chews Addition, located at 502 West San Antonio Street (SH 142).

ORIGINATING DEPARTMENT AND CONTACT: Planning Department – Dan Gibson, City Planner

ACTION REQUESTED:

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

BACKGROUND/SUMMARY/DISCUSSION:

The applicants want to use the house for residential purposes, including short-term rentals, and also possibly use it as a venue for special events. The house is currently nonconforming as a residential use because the property is zoned commercial. The proposed zoning change would make the residential use conforming, while also allowing it to be a special events facility upon approval of a specific use permit by the Commission. The proposed RHD zoning would also allow the option of a lodging/boarding house or bed and breakfast by-right. Existing RHD zoning abuts the subject property on the east side, and is also directly across San Antonio Street to the north, so the proposed change would simply expand an existing area of RHD zoning. The proposed RHD zoning does not correspond directly with the Medium Density Residential land use designation of the future land use plan map, but the abutting large area of RHD zoning is similarly inconsistent with the medium density land use designation for that area. More information is available in the attached staff report.

COMMITTEE/BOARD/COMMISSION ACTION:

At their March 11th meeting, the Planning and Zoning Commission voted unanimously to recommend *APPROVAL*.

STAFF RECOMMENDATION/REQUESTED MOTION: *APPROVAL*

LIST OF SUPPORTING DOCUMENTS:

1) Ordinance 2020-05. 2) Maps. 3) Staff report. 4) Application form.

Department Head initials:

DG

City Manager's Review:

 46

ORDINANCE 2020-05

AN ORDINANCE OF THE CITY OF LOCKHART, TEXAS, AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF LOCKHART, TEXAS, TO RECLASSIFY THE PROPERTY KNOWN AS LOTS 1 AND 2, A. R. CHEWS ADDITION, LOCATED AT 502 WEST SAN ANTONIO STREET (SH 142), FROM CLB COMMERCIAL LIGHT BUSINESS DISTRICT TO RHD RESIDENTIAL HIGH DENSITY DISTRICT.

WHEREAS, on October 9, 2019, the Planning and Zoning Commission held a public hearing and voted to recommend approval of said change; and,

WHEREAS, the City Council desires to amend the zoning map as provided in Section 64-128 of the Code of Ordinances; and,

WHEREAS, a public hearing was held in conformance with applicable law;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LOCKHART, TEXAS, THAT:

- I. The foregoing recitals are approved and adopted herein for all purposes.
- II. The above-referenced property described in Zoning Change request ZC-20-04 as Lots 1 and 2, A. R. Chews Addition, located at 502 West San Antonio Street (SH 142), will be reclassified from CLB Commercial Light Business District to RHD Residential High Density District.
- III. Severability: If any provision, section, clause, sentence, or phrase of this ordinance is for any reason held to be unconstitutional, void, invalid, or unenforced, the validity of the remainder of this ordinance or its application shall not be affected, it being the intent of the City Council in adopting and of the Mayor in approving this ordinance that no portion, provision, or regulation contained herein shall become inoperative or fail by way of reasons of any unconstitutionality or invalidity of any other portion, provision or regulation.
- IV. Repealer: That all other ordinances, sections, or parts of ordinances heretofore adopted by the City of Lockhart in conflict with the provisions set out above in this ordinance are hereby repealed or amended as indicated.
- V. Publication: That the City Secretary is directed to cause this ordinance caption to be published in a newspaper of general circulation according to law.
- VI. Effective Date: That this ordinance shall become effective and be in full force immediately upon and from the date of its passage.

PASSED, APPROVED, AND ADOPTED AT A REGULAR MEETING OF THE LOCKHART CITY COUNCIL ON THIS THE 17th DAY OF MARCH, 2020.

CITY OF LOCKHART

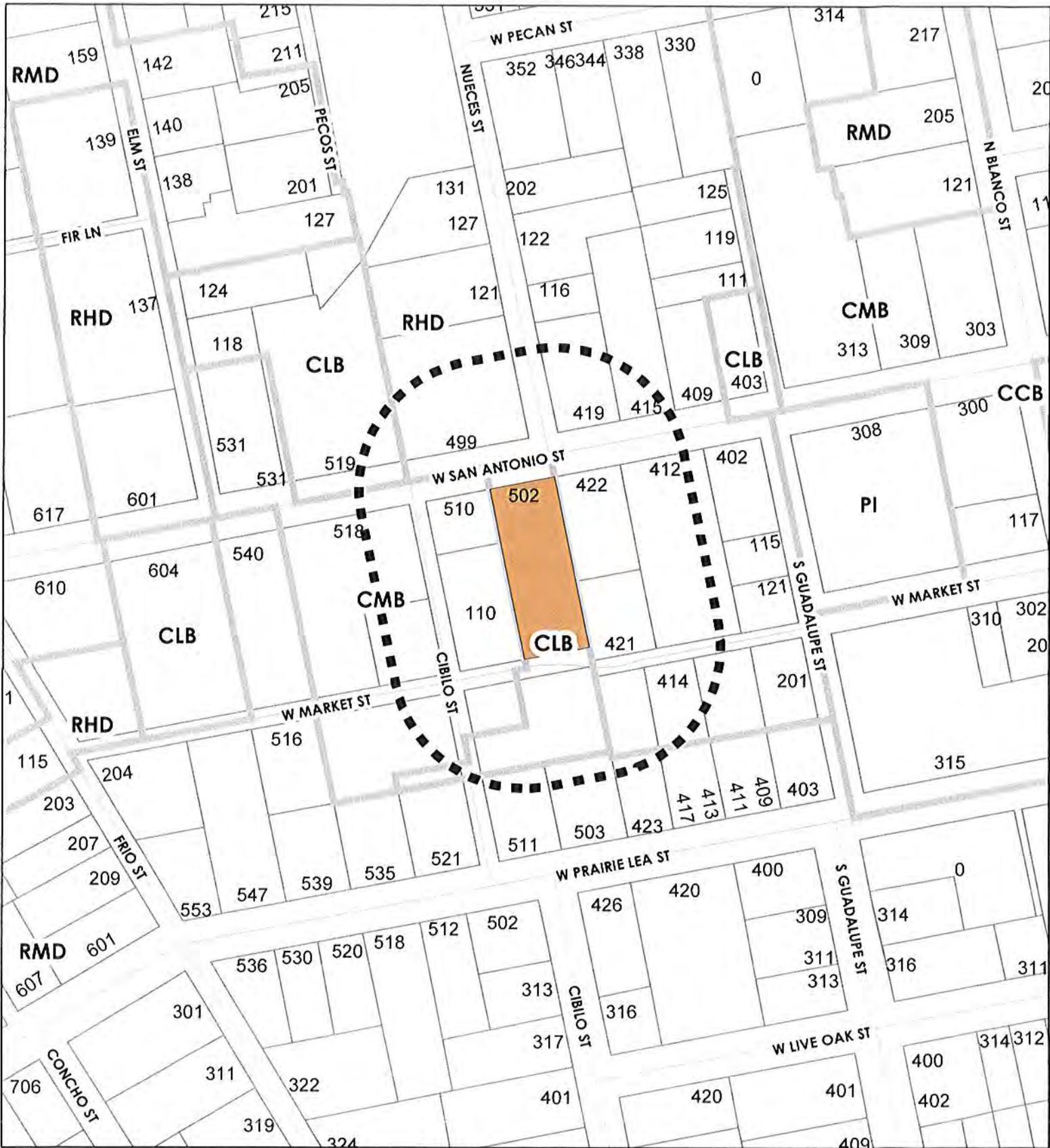
Lew White, Mayor

ATTEST:

APPROVED AS TO FORM:

Connie Constancio, TRMC, City Secretary

Monte Akers, City Attorney



ZC-20-04

CLB TO RHD

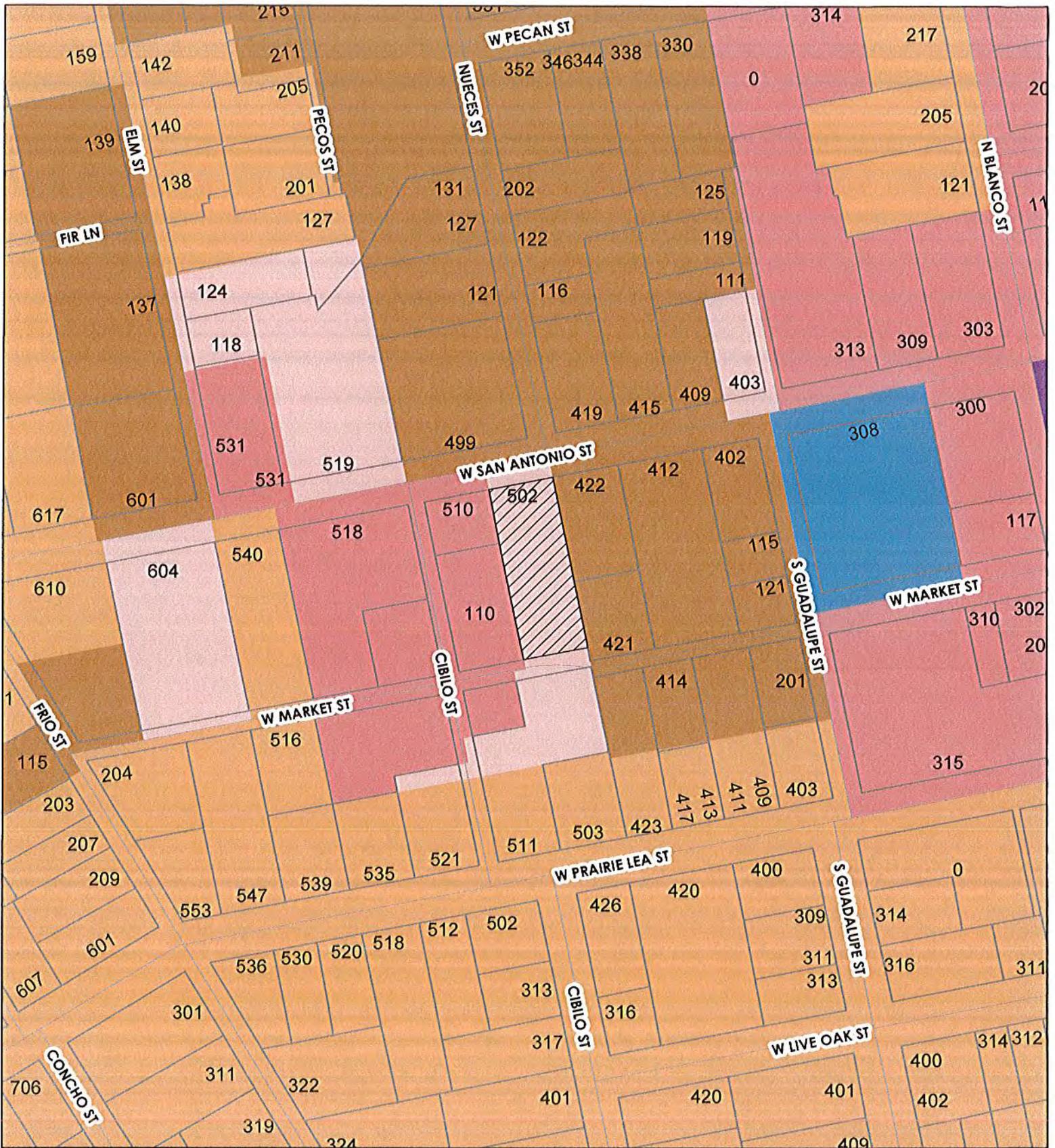
502 W. SAN ANTONIO ST



scale 1" = 200'

- SUBJECT PROPERTY
- ZONING BOUNDARY
- 200 FT BUFFER

48



ZC-20-04

CLB TO RHD

502 W. SAN ANTONIO ST

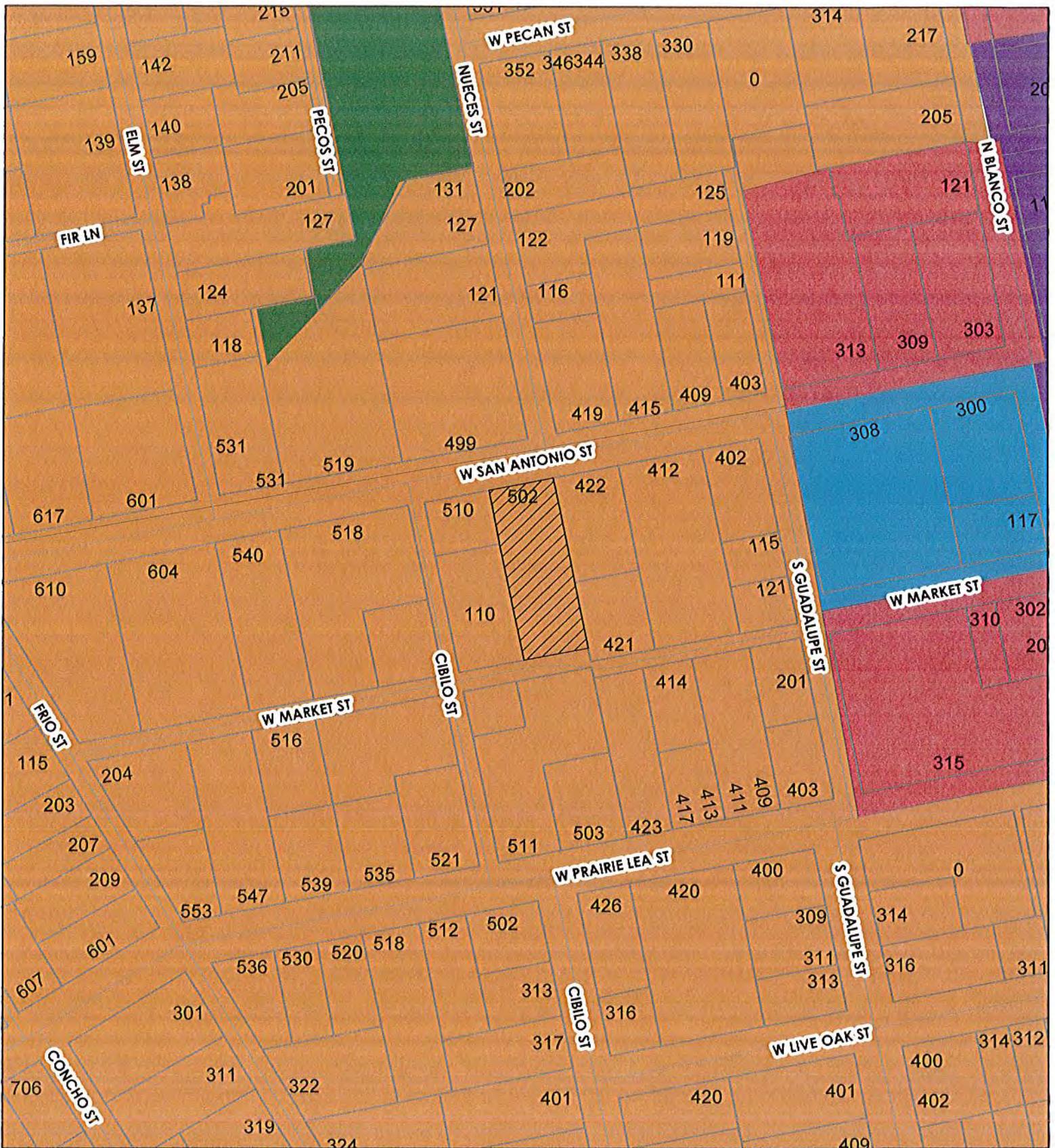


scale 1" = 200'

ZONING DISTRICTS

- COMMERCIAL CENTRAL BUSINESS
- COMMERCIAL LIGHT BUSINESS
- COMMERCIAL MEDIUM BUSINESS
- PUBLIC AND INSTITUTIONAL
- RESIDENTIAL HIGH DENSITY
- RESIDENTIAL MEDIUM DENSITY

49



FUTURE LANDUSE

CLB TO RHD

502 W. SAN ANTONIO ST



scale 1" = 200'

- GENERAL-HEAVY COMMERCIAL
- MIXED RETAIL, OFFICE, RESIDENTIAL
- PARKS AND OPEN SPACE
- PUBLIC AND INSTITUTIONAL
- RESIDENTIAL, MEDIUM DENSITY

50



CASE SUMMARY

STAFF: Dan Gibson, City Planner CASE NUMBER: ZC-20-04
 REPORT DATE: March 5, 2020 [Updated 3-12-20]
 PLANNING AND ZONING COMMISSION HEARING DATE: March 11, 2020
 CITY COUNCIL HEARING DATE: March 17, 2020
 REQUESTED CHANGE: CLB to RHD
 STAFF RECOMMENDATION: *Approval*
 PLANNING AND ZONING COMMISSION RECOMMENDATION: *Approval*

BACKGROUND DATA

APPLICANT: Tamara Carlisle and Donna Blair
 OWNER: Same
 SITE LOCATION: 502 West San Antonio St. (SH 142)
 LEGAL DESCRIPTION: Lots 1 and 2, A. R. Chews Addition
 SIZE OF PROPERTY: 0.62 acres
 EXISTING USE OF PROPERTY: Single-family dwelling
 LAND USE PLAN DESIGNATION: Medium Density Residential

ANALYSIS OF ISSUES

REASON FOR REQUESTED ZONING CHANGE: The applicants want to use the house for residential purposes, including short-term rentals, and also possibly use it as a venue for special events. The house is currently nonconforming as a residential use because the property is zoned commercial. The proposed zoning change would make the residential use conforming, while also allowing it to be a special events facility upon approval of a specific use permit by the Commission. The proposed RHD zoning would also allow the option of a lodging/boarding house or bed and breakfast by-right.

AREA CHARACTERISTICS:

	Existing Use	Zoning	Future Land Use Plan
North	multi-family residential, single-family residential	RHD	Medium Density Residential
East	single-family residential	RHD	Medium Density Residential
South	vacant, single-family residential	CLB	Medium Density Residential
West	commercial	CMB	Medium Density Residential

TRANSITION OF ZONING DISTRICTS: Existing RHD zoning abuts the subject property on the east side, and is also directly across San Antonio Street to the north, so the proposed change would simply expand an existing area of RHD zoning.

ADEQUACY OF INFRASTRUCTURE: The property abuts both San Antonio Street and Market Street for vehicular access, and all utilities are available and adequate.

POTENTIAL NEIGHBORHOOD IMPACT: Downzoning the property from a commercial classification to a residential classification would protect its residential character. The rear yard has space for more off-street parking, but the area available would still limit the intensity of activity that could occur on the property. The impact would be no different than what could be expected for similar residential uses.

CONSISTENCY WITH COMPREHENSIVE PLAN: The proposed RHD zoning does not correspond directly with the medium density residential land use designation of the future land use plan map, but the abutting large area of RHD zoning is similarly inconsistent with the medium density land use designation for that area.

ALTERNATIVE CLASSIFICATIONS: The RMD zoning classification would be more consistent than the requested RHD zoning, but the property does not abut any RMD zoning and a precedent exists for RHD zoning in the area.

RESPONSE TO NOTIFICATION: None as of the date of this report.



ZONING CHANGE APPLICATION

(512) 398-3461 • FAX (512) 398-3833
P.O. Box 239 • Lockhart, Texas 78644
308 West San Antonio Street

APPLICANT/OWNER

APPLICANT NAME TAMARA CAELISLE ^{Donna Blaine} ADDRESS 502 W. San Antonio
 DAY-TIME TELEPHONE 512 657 1850 Lockhart, TX 78644
 E-MAIL TAMARA K CAELISLE@gmail.com
 OWNER NAME TAMARA CAELISLE ^{Donna Blaine} ADDRESS 2120 Oxford Oaks
 DAY-TIME TELEPHONE 512 657 1850 Austin 78704
 E-MAIL TAMARA K CAELISLE@gmail.com

PROPERTY

ADDRESS OR GENERAL LOCATION 502 W San Antonio
 LEGAL DESCRIPTION (IF PLATTED) Lots 102, A.R. Cheves Addition
 SIZE .62 ACRE(S) LAND USE PLAN DESIGNATION Medium Density
 EXISTING USE OF LAND AND/OR BUILDING(S) ✓ Single Family Residential
 PROPOSED NEW USE, IF ANY Single Family Residential

REQUESTED CHANGE

FROM CURRENT ZONING CLASSIFICATION CLB
 TO PROPOSED ZONING CLASSIFICATION RHD
 REASON FOR REQUEST Highest & best use of a residential property. To have the option to rent the property as an entire house

SUBMITTAL REQUIREMENTS

IF THE APPLICANT IS NOT THE OWNER, A LETTER SIGNED AND DATED BY THE OWNER CERTIFYING THEIR OWNERSHIP OF THE PROPERTY AND AUTHORIZING THE APPLICANT TO REPRESENT THE PERSON, ORGANIZATION, OR BUSINESS THAT OWNS THE PROPERTY.

NAME(S) AND ADDRESS(ES) OF PROPERTY LIEN-HOLDER(S), IF ANY.

IF NOT PLATTED, A METES AND BOUNDS LEGAL DESCRIPTION OF THE PROPERTY.

APPLICATION FEE OF \$ 150⁰⁰ PAYABLE TO THE CITY OF LOCKHART AS FOLLOWS:

1/4 acre or less	\$125
Between 1/4 and one acre	\$150
One acre or greater	\$170 plus \$20.00 per each acre over one acre

TO THE BEST OF MY KNOWLEDGE, THIS APPLICATION AND ASSOCIATED DOCUMENTS ARE COMPLETE AND CORRECT, AND IT IS UNDERSTOOD THAT I OR ANOTHER REPRESENTATIVE SHOULD BE PRESENT AT ALL PUBLIC MEETINGS CONCERNING THIS APPLICATION.

SIGNATURE Tamara Coakley

DATE 2/18/20

OFFICE USE ONLY

ACCEPTED BY Kevin Walker

RECEIPT NUMBER 921579

DATE SUBMITTED 2/18/20

CASE NUMBER ZC-20-04

DATE NOTICES MAILED 2-24-2020

DATE NOTICE PUBLISHED 2-27-2020

PLANNING AND ZONING COMMISSION MEETING DATE 3/11/20

PLANNING AND ZONING COMMISSION RECOMMENDATION Approval 5-0

CITY COUNCIL MEETING DATE 3/17/20

DECISION _____

**LOCKHART CITY COUNCIL
REGULAR MEETING**

MARCH 3, 2020

6:30 P.M.

**CLARK LIBRARY ANNEX-COUNCIL CHAMBERS, 217 SOUTH MAIN STREET, 3rd 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
Sean Kelley, Public Works Director
Pam Larison, Finance Director

Connie Constancio, City Secretary
Miles Smith, Public Information Officer
Randy Jenkins, Fire Chief

Citizens/Visitors Addressing the Council: Stephen Van Manen of Harrison, Waldrop & Uherek; and, Jay Howard of Texas Disposal System.

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. PRESENTATION AND DISCUSSION OF THE CITY OF LOCKHART'S AND LOCKHART ECONOMIC DEVELOPMENT CORPORATION'S FISCAL YEAR 2018-2019 COMPREHENSIVE ANNUAL FINANCE REPORT BY HARRISON, WALDROP & UHEREK, LLP.

Ms. Larison stated that Harrison, Waldrop & Uherek would provide information regarding the City's Comprehensive Annual Financial Report (CAFR), which is the first for the City of Lockhart. The Government Finance Officers Association (GFOA) established the program in 1945 to encourage and assist local governments to go beyond the minimum requirements of generally accepted accounting principles (GAAP) to prepare comprehensive annual financial reports that evidence the spirit of transparency and full disclosure. The CAFR establishes credibility with the city's creditors and bond rating agencies. The auditor's opinion of the CAFR presents an Unqualified Opinion, or "Clean Opinion", which is presumed to be free from material misstatements.

Stephen Van Manen of Harrison, Waldrop & Uherek presented information and there was discussion regarding the Fiscal Year 2018-2019 CAFR. Mr. Van Manen stated that it is the firm's opinion that the financial statements referred to in the report 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, 2019, 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.

B. DISCUSS MINUTES OF THE CITY COUNCIL MEETING OF FEBRUARY 18, 2020.

Mayor White requested corrections to the minutes. There were corrections.

C. DISCUSS RESOLUTION 2020-09 IN SUPPORT OF THE 2020 U.S. CENSUS.

Mayor White stated that the 2020 U.S. Census is under way and he encouraged citizens to respond and participate in the U.S. Census. He explained that it is important to the community's residents because it provides critical data that lawmakers, business owners, teachers and many others use to provide daily services, products and support. Every year, billions of dollars in federal funding to the hospitals, fire departments, schools, roads and other resources. The Census also determines how many representatives the State gets in the U.S. House of Representatives and how the lines are drawn that define congressional and State legislative districts.

D. DISCUSS RESOLUTION 2020-08 ON AN AGREEMENT WITH LCRA AND MCCOY TREE SURGERY FOR TREE TRIMMING IN THE RIGHT-OF-WAY AND UTILITY EASEMENTS AND BUDGET AMENDMENT #42 INCREASING EXPENDITURES IN THE ELECTRIC FUND BY \$100,000.

Mr. Lewis stated that the City does not own high voltage transmission facilities or generation resources. The distribution system includes approximately 75 miles of low voltage distribution feeders that traverse the City between substations and the customers. In 2017, the City contracted with LCRA to complete an Electric System Study to determine the adequacy of the existing distribution system, and to identify those improvements necessary to maintain reliable electric service over the next five-year time frame. The recommendation from the 2017 Study regarding tree trimming states that it is recommended that the City continue the tree trimming program in an effort to reduce voltage flicker, outages, losses, and to improve public safety and satisfaction. Trees and tree limbs falling into power lines are the most common cause of outages. Downed power lines caused by falling trees are a public safety hazard. Limbs that touch power lines also increase the cost of purchased power by increasing losses. Finally, utilities that fail to maintain a tree trimming program frequently experience higher than normal expenses during severe storm conditions. Not only does the utility incur many hours of overtime, but they must also purchase additional inventory to replace damaged poles, wire and electric equipment. The City of Lockhart Tree Trimming program could keep the system clear with a tree trimming contractor on site once a year. The City contracts with vegetation management companies to assist with the tree trimming program. Prior to trimming, door hangers are left at the residences in the area and provides the name and phone number of the City's contractor. McCoy Tree Survey specializes in vegetation management for the electric utility industry. McCoy's pruning methods comply with industry standards for safety and tree care, and are endorsed by the International Society of Arboriculture and the Tree Care Industry Association. There is no charge to the customer for these services. Following Fiscal Year 2018, the City desired to hire an in-house tree trimming specialist. Due to the inability to staff this position with a qualified candidate, efforts have been redirected to engage a private contractor. The proposed agreement with LCRA/McCoy is an effort to catch up with needed trimming.

Mr. Leos explained the necessity to trim trees to avoid power outages during bad storms. There was discussion regarding coordinating tree trimming with Bluebonnet Electric, which the City is responsible for half of the cost within the city limits. There was discussion.

E. DISCUSS BUDGET AMENDMENT #43 IN THE AMOUNT OF \$207,061.73 FOR SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA) IMPROVEMENTS AT THE WATER TREATMENT PLANT AND WATER WELLS TO BE EXECUTED BY GUADALUPE-BLANCO RIVER AUTHORITY.

Mr. Kelley stated that Budget #43 will increase revenues and expenditures in the Water Fund by \$207,061.73. The Water Fund budget will reflect revenues in the amount of \$4,386,758.73 and expenditures in the amount of \$4,372,728.73. Revenues will increase from a transfer of funds from the 2015 Certificates of Obligation. The SCADA (supervisory control and data acquisition) system for the water plant is the computer system used to monitor and control plant equipment, well operations, flow of water, and water tower levels. The current SCADA system at the water plant is over twenty years old and getting more difficult to repair due to the scarceness of parts. On June 5, 2018, Council committed to making necessary upgrades to the Lockhart Water Plant. This improvement was the number one recommended priority by staff. At that time, we were anticipating the cost to replace the SCADA system to be between \$250K and \$350K. GBRA has solicited bids in compliance with State law. Six (6) bids were received ranging from \$207,061.73 to \$699,500. The lowest responsible bid was submitted by Alterman Electric of Austin, Texas in the amount of \$207,061.73. Alterman Electric has a commendable reputation of installing electrical components and SCADA systems. Mr. Kelley recommended approval. There was discussion.

F. DISCUSS BID TO WESTSTAR CONSTRUCTION OF GEORGETOWN, TEXAS IN THE AMOUNT OF \$213,245.50 FOR THE CONSTRUCTION OF THE TOWN BRANCH TRAIL PHASE I CONSISTING OF APPROXIMATELY 2,100 FEET OF 10-FOOT WIDE CONCRETE TRAILS.

Mr. Kelley stated that in 2019, St. David's Foundation awarded the City of Lockhart a grant for the Healthiest Places Projects in the amount of \$250,000. The purpose of the grant was to create or improve areas where the public can access amenities that promote physical activities. The project chosen for the grant was the continuation of trails in our park system to improve connectivity and create a safe environment for pedestrian traffic. This project consists of construction of approximately 2,100' of 10' wide concrete trail including pedestrian ramps and ballards. Bids were advertised in compliance with State law for the construction of the Town Branch Trail Phase I Project. Nine (9) bids were received ranging from \$213,245.50 to a high of \$396,760. The lowest bid was submitted by WestStar Construction in the amount of \$213,245.50 for the Total Base Bid Proposal. WestStar Construction has a commendable reputation of installing flatwork and concrete construction. The grant funds along with \$75,000 of unassigned funds allocated by Council in 2019 will be used to create the Town Branch Trail. Mr. Kelley recommended approval. There was discussion.

G. DISCUSS CITY LINE ROAD BOOSTER STATION CHANGE ORDER NO. 1 TO TTE, LLC OF SPICEWOOD SPRINGS, TEXAS IN THE AMOUNT OF \$7,370 INCREASING THE CONTRACT AMOUNT TO \$1,032,370 FOR ADDITIONAL IMPROVEMENTS TO THE MAPLE STREET ELEVATED TANK DISCOVERED DURING RENOVATION OF THE TANK AND APPOINTING THE MAYOR TO SIGN ALL CONTRACTUAL DOCUMENTS.

Mr. Kelley stated that during the interior sandblasting process for the City Line Road Pump Station Project, unknown corrosion to the vent port and interior ladder were identified, along with exterior damage to the tank vent and tank hatch. It is highly recommended to fix the pitting on the vent port, repair the vent housing, repair the tank hatch, replace the safety rail on the ladder and weld the ladder directly to its frame to correct these issues. Making these fixes now will preserve the longevity of the elevated storage tank located on City Line Road. Mr. Kelley recommended approval. There was discussion.

H. DISCUSS SUBMISSION OF AN ASSISTANCE TO FIREFIGHTERS GRANT (AFG) APPLICATION TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) AND AUTHORIZING THE MAYOR TO ACT AS THE CITY'S EXECUTIVE OFFICER AND AUTHORIZED REPRESENTATIVE IN ALL MATTERS PERTAINING TO THE CITY'S PARTICIPATION IN THE ASSISTANCE TO FIREFIGHTERS GRANT PROGRAM.

Chief Jenkins stated that the primary goal of the Assistance to Firefighters Grant (AFG) is to enhance the safety of the public and firefighters with respect to fire-related hazards by providing direct financial assistance to eligible fire departments. The proposed response vehicle is a 2020 Pierce custom pumper. The new pumper will replace Engine 1, a 1984 Pierce pumper. Best practice is to deploy a pumper front-line for 10 years and reserve for 10 years. The National Fire Protection Association (NFPA) 1901 (Standard for Fire Apparatus) recommends removing a pumper from service after 25 years. Estimated project cost includes \$566,337.22 for response vehicle and \$30,000 for loose equipment. If the grant is awarded, a budget amendment in the amount of \$56,968.44 would thereafter be brought to the Council to fund the grant match requirement. The grant application is due on March 13 with the award to be determined in late 2020. Chief Jenkins recommended approval.

I. DISCUSS RESOLUTION 2020-07 ADOPTING STRATEGIC PRIORITIES FOR 2020-2021.

Mr. Lewis stated that Alyisa Cook of Opportunity Strategies conducted a department head goals retreat on January 17, 2020 followed by a Council goals retreat on January 18, 2020. There was discussion regarding the Strategic Priorities produced during the retreats for Fiscal Year 2020-2021.

RECESS: Mayor White announced that the Council would recess for a break at 7:15 p.m.

REGULAR MEETING

ITEM 1. CALL TO ORDER.

Mayor Lew White called the meeting to order at 7:30 p.m.

ITEM 2. INVOCATION, PLEDGE OF ALLEGIANCE.

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

ITEM 3. PUBLIC COMMENT.

Mayor White requested citizens to address the Council regarding an issue that is not on the agenda.

Jay Howard of Texas Disposal Systems (TDS) reminded the Council that the City's solid waste contract will expire the end of 2020. He requested that the city allow TDS to submit their proposal to be considered to provide the service in the future.

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

ITEM 4. CONSENT AGENDA.

Mayor Pro-Tem Sanchez made a motion to approve consent agenda items 4A, 4B, 4C, 4D, 4E, 4F, 4G, and 4H. Councilmember Bryant seconded. The motion passed by a vote of 7-0.

The following are the consent agenda items that were approved:

4A: Accept the City of Lockhart's and Lockhart Economic Development Corporation's Fiscal Year 2018-2019 Comprehensive Annual Finance report by Harrison, Waldrop & Uherek, LLP.

- 4B: Approve minutes of the City Council meeting of February 18, 2020.
- 4C: Approve Resolution 2020-09 in support of the 2020 U.S. Census.
- 4D: Approve Resolution 2020-08 on an agreement with LCRA and McCoy Tree Surgery for tree trimming in the right-of-way and utility easements and approve Budget Amendment #42 increasing expenditures in the Electric Fund by \$100,000.
- 4E: Approve Budget Amendment #43 in the amount of \$207,061.73 for Supervisory Control and Data Acquisition (SCADA) improvements at the Water Treatment Plant and water wells to be executed by Guadalupe-Blanco River Authority.
- 4F: Award bid to WestStar Construction of Georgetown, Texas in the amount of \$213,245.50 for the construction of the Town Branch Trail Phase I consisting of approximately 2,100 feet of 10-foot wide concrete trails.
- 4G: Approve City Line Road Booster Station Change Order No. 1 to TTE, LLC of Spicewood Springs, Texas in the amount of \$7,370 increasing the contract amount to \$1,032,370 for additional improvements to the Maple Street Elevated Tank discovered during renovation of the tank and appointing the Mayor to sign all contractual documents.
- 4H: Approve submission of an Assistance to Firefighters Grant (AFG) application to the Federal Emergency Management Agency (FEMA) and authorizing the Mayor to act as the City's executive officer and authorized representative in all matters pertaining to the City's participation in the Assistance to Firefighters Grant Program.

ITEM 5-A. DISCUSSION AND/OR ACTION TO CONSIDER RESOLUTION 2020-07 ADOPTING STRATEGIC PRIORITIES FOR 2020-2021.

Mayor Pro-Tem Sanchez made a motion to approve Resolution 2020-07, as presented. Councilmember McGregor seconded. The motion passed by a vote of 7-0.

ITEM 5-B. 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.

- GBRA's updates regarding the wastewater treatment facility permit renewals for the Larremore and FM 20 plants.
- The application for the transfer of water CCN from Polonia Water Supply Corporation to Lockhart was submitted to the Public Utility Commission on February 20th.
- Discussion of the February, 2020 Monthly Financial Report.

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

Councilmember Westmoreland expressed well wishes to the community of Nashville after a recent natural disaster. He encouraged everyone to be safe.

Councilmember Mendoza wished candidates luck during the March Primary Election.

Mayor Pro-Tem Sanchez expressed condolences to the families of Jessie Leos and Shawn Eaton. She expressed best wishes to the candidates during the March Primary Election.

Councilmember McGregor thanked all that voted in the March Primary Election and she invited all to attend First Friday events this week.

Councilmember Bryant congratulated the Girl Scouts for participation in the World Thinking Day.

ITEM 8. EXECUTIVE SESSION IN ACCORDANCE WITH THE PROVISIONS OF THE GOVERNMENT CODE, TITLE 5, SUBCHAPTER D, SECTION 551. 072 - TO DELIBERATE THE PURCHASE, EXCHANGE, LEASE OR VALUE OF REAL PROPERTY IF DELIBERATION IN AN OPEN MEETING WOULD HAVE A DETRIMENTAL EFFECT ON THE POSITION OF THE GOVERNMENTAL BODY IN NEGOTIATIONS WITH A THIRD PERSON. Deliberate the sale of real property owned by the City.

Mayor White announced that the Council would enter Executive Session at 7:45 p.m.

ITEM 9. OPEN SESSION - Discussion and/or action regarding the possible sale of real property owned by the City.

Mayor White announced that the Council would enter Open Session at 8:10 p.m.

Councilmember McGregor made a motion to authorize the City Attorney and City Manager to return with a sale agreement for the property in question. Councilmember Michelson seconded. The motion passed by a vote of 7-0.

ITEM 10. 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 8:11 p.m.

PASSED and APPROVED this the 17th day of March 2020.

CITY OF LOCKHART

Lew White, Mayor

ATTEST:

Connie Constancio, TRMC
City Secretary

City of Lockhart, Tx

Council Agenda Item Briefing Data

COUNCIL MEETING DATE: March 17, 2020

AGENDA ITEM CAPTION: Discussion and/or action to consider Budget Amendment #45 to the Fiscal Year 2019-2020 Budget increasing expenses in the Electric Fund by \$47,269 and the Water Fund by \$14,030.

ORIGINATING DEPARTMENT AND CONTACT: Finance – Pam Larison

ACTION REQUESTED:

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

BACKGROUND/SUMMARY/DISCUSSION: This budget amendment is a request from Finance to increase expenditures for software in the Electric and Water Fund for a Sensus software upgrade. Currently the Electric and Water Fund are budgeted with revenues over expenditures; this budget amendment will balance the Water Fund and still allow for the Electric Fund to operate revenues over expenditures by \$106,949. During the upgrades in the City's server rooms, it was brought to staff's attention that the lone server that holds our meter reading software could not be moved to the new servers without requiring the City to purchase the newest version of Sensus software. At that time, representatives from Sensus, Aqua-Metrics, and Blue Layer (City's IT management provider) met with the Finance department concerning upgrading our software to the cloud version. Blue Layer informed staff that this would be the most stable environment to handle this sensitive and proprietary software.

PROJECT SCHEDULE (if applicable):

AMOUNT & SOURCE OF FUNDING: (to be completed by Finance)

Funds Required: \$61,298.75
Account Number: 500-5740-904\$47,269
520-5750-904\$14,030
Funds Available: \$154,218 - Electric Fund
\$14,030 - Water Fund
Account Name: Computer Equipment & Software - Capital

FISCAL NOTE (if applicable):

Previous Council Action: N/A

STAFF RECOMMENDATION/REQUESTED MOTION: Staff respectfully request approval of the resolution as presented.

LIST OF SUPPORTING DOCUMENTS: 1) Budget amendment form, 2) Letter from Sensus Manager Technical Solutions, and 3) Aqua-Metrics quote for Sensus cloud-based software.

Department Head initials:



City Manager's Review:





Sensus
637 Davis Drive
Morrisville, NC 27560

February 28, 2020

Mr. Steve Lewis, City Manager
Ms. Pam Larison, Finance Director
City of Lockhart
308 West San Antonio
Lockhart, TX 78644

Dear Mr. Lewis and Ms. Larison:

Technology changes rapidly in today's world. Several years ago, Sensus, a Xylem brand, announced the sunset of our regional network interface (RNI) release 2.x and the Sensus meter data management (MDM) application. Sensus offered customer support for one-year, from April 12, 2016 until April 12, 2017. During that timeframe, we recommended all customers upgrade to the latest version RNI.

Additionally, our contract with Microsoft for Windows Server 2003 could not be extended beyond April 12, 2016 for Sensus Software as a Service (SaaS) to individual customer licenses. Sensus recommended to its MDM customers, including the City of Lockhart, that they move to our hosted SaaS solution. By switching to a SaaS model, utilities can avoid hardware and software licensing costs, automatically receive software updates, immediately take advantage of new product releases and participate in the beta stage of new product launches.

As you propose new options, we encourage the city of Lockhart to consider Sensus Analytics, a cloud-based application that helps public service providers interpret incoming data from multiple systems to better understand their operations, meet customer expectations and deliver the best quality of service.

Sensus Enhanced Analytics will help the city of Lockhart manage critical water system functions such as:

- **Device access**—gather detailed usage history, see trends, identify anomalies and set alerts for devices located at a customer location or account

- **Bill access**—create and audit billing files then generate final files for production
- **Report access**—view standard and ad-hoc reports to better understand your operations
- **Meter insight**—validate incoming network data and identify areas to improve AMI system performance

Sensus appreciates the city of Lockhart's longstanding business relationship. Please feel free to contact me with any questions.

Sincerely,

David Overfield
Sensus Senior Manager Technical Solutions
817.403.0825 | David.Overfield@xyleminc.com

About Sensus

Sensus helps a wide range of public service providers—from utilities to cities to industrial complexes and campuses—do more with their infrastructure to improve quality of life in their communities. We enable our customers to reach farther through the application of technology and data-driven insights that deliver efficiency and responsiveness. We partner with them to anticipate and respond to evolving business needs with innovation in sensing and communications technologies, data analytics and services. Learn more at [sensus.com](https://www.sensus.com) and follow @SensusGlobal on Facebook, LinkedIn, Twitter and Instagram.

About Xylem

Xylem (XYL) is a leading global water technology company committed to developing innovative technology solutions to the world's water challenges. The Company's products and services move, treat, analyze, monitor and return water to the environment in public utility, industrial, residential and commercial building services settings. Xylem also provides a leading portfolio of smart metering, network technologies and advanced infrastructure analytics solutions for water, electric and gas utilities. The Company's more than 16,000 employees bring broad applications expertise with a strong focus on identifying comprehensive, sustainable solutions. Headquartered in Rye Brook, New York, with 2019 revenue of \$5.25 billion, Xylem does business in more than 150 countries through a number of market-leading product brands. For more information, please visit us at www.xylem.com.

Aqua Metric

Kristy Segarra - Manager, Bids & Proposals
 16914 Alamo Parkway, Building 2 • Selma, TX 78154
 Phone: (210) 967-6300 • Fax: (210) 967-6305
 Email: kristy.segarra@aquametric.com
 www.aqua-metric.com



January 23, 2020

Quote for City of Lockhart, Texas
 Address 308 W San Antonio Street
 City, State, ZIP Lockhart, Texas 78644
 Phone: (512) 398-3461

Quantity	Description	Unit Price	Extended
Year One System and Setup Costs			
1	RNI Setup Fee	\$6,365.00	\$6,365.00
1	RNI Core Education	\$5,500.00	\$5,500.00
1	Sensus Analytics Setup Fee	\$3,600.00	\$3,600.00
1	Sensus Analytics Basic Integration to CIS ⁵	\$3,200.00	\$3,200.00
1	Sensus Analytics Training	\$2,500.00	\$2,500.00
1	Project Management	\$12,500.00	\$12,500.00
1	Annual RNI Software-as-a-Service (SaaS) Fee, Water and Electric	\$5,816.25	\$5,816.25
1	Annual Sensus Analytics Enhanced SaaS Fee, Water	\$2,908.75	\$2,908.75
1	Annual Sensus Analytics Enhanced SaaS Fee, Electric	\$2,908.75	\$2,908.75
1	Annual Metro Basestation Extended Warranty	\$3,125.00	\$3,125.00
1	Annual Indoor S50 Basestation Extended Warranty	\$3,125.00	\$3,125.00
1	Annual Aqua-Metric Maintenance and Support	\$9,750.00	\$9,750.00
		Total:	\$61,298.75
Year Two Recurring Cost⁵			
1	Annual RNI Software-as-a-Service (SaaS) Fee, Water and Electric	\$7,270.00	\$7,270.00
1	Annual Sensus Analytics Enhanced SaaS Fee, Water	\$3,635.00	\$3,635.00
1	Annual Sensus Analytics Enhanced SaaS Fee, Electric	\$3,635.00	\$3,635.00
1	Annual Metro Basestation Extended Warranty	\$3,218.75	\$3,218.75
1	Annual Indoor S50 Basestation Extended Warranty	\$3,218.75	\$3,218.75
1	Annual Aqua-Metric Maintenance and Support	\$10,042.50	\$10,042.50
		Total:	\$31,020.00
Year Three Recurring Costs⁵			
1	Annual RNI Software-as-a-Service (SaaS) Fee, Water and Electric	\$7,997.50	\$7,997.50
1	Annual Sensus Analytics Enhanced SaaS Fee, Water	\$3,998.75	\$3,998.75
1	Annual Sensus Analytics Enhanced SaaS Fee, Electric	\$3,998.75	\$3,998.75
1	Annual Metro Basestation Extended Warranty	\$3,315.31	\$3,315.31
1	Annual Indoor S50 Basestation Extended Warranty	\$3,315.31	\$3,315.31
1	Annual Aqua-Metric Maintenance and Support	\$10,343.78	\$10,343.78
		Total:	\$32,969.40
Year Four Recurring Costs⁵			
1	Annual RNI Software-as-a-Service (SaaS) Fee, Water and Electric	\$8,797.50	\$8,797.50
1	Annual Sensus Analytics Enhanced SaaS Fee, Water	\$4,398.75	\$4,398.75
1	Annual Sensus Analytics Enhanced SaaS Fee, Electric	\$4,398.75	\$4,398.75
1	Annual Metro Basestation Extended Warranty	\$3,414.78	\$3,414.78
1	Annual Indoor S50 Basestation Extended Warranty	\$3,414.78	\$3,414.78
1	Annual Aqua-Metric Maintenance and Support	\$10,654.09	\$10,654.09
		Total:	\$35,078.65
Year Five Recurring Costs⁵			
1	Annual RNI Software-as-a-Service (SaaS) Fee, Water and Electric	\$9,677.50	\$9,677.50
1	Annual Sensus Analytics Enhanced SaaS Fee, Water	\$4,838.75	\$4,838.75
1	Annual Sensus Analytics Enhanced SaaS Fee, Electric	\$4,838.75	\$4,838.75
1	Annual Metro Basestation Extended Warranty	\$3,517.21	\$3,517.21
1	Annual Indoor S50 Basestation Extended Warranty	\$3,517.21	\$3,517.21
1	Annual Aqua-Metric Maintenance and Support	\$10,973.71	\$10,973.71
		Total:	\$37,363.13

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This quotation on the product and services named, may be subject to the conditions noted below:

1. Net 30 Days to Pay
2. Freight Allow on orders over \$7,500.00
3. Quote is valid until: June 30, 2020
4. Return product may be subject to 25% restocking fee
5. Minimum five year terms for SaaS Model. Price increase reflected above
6. Pricing based on 4,500 Water and 4,500 Gas Services
7. Pricing does not include bonding
8. City's billing system may require system integration fees on their end. Aqua Metric is unable to determine those costs at this time

City of Lockhart, Texas

Council Agenda Item Briefing Data

COUNCIL MEETING DATE: March 17, 2020

AGENDA ITEM CAPTION:

Discussion of request from Central Texas Refuse (CTR) to assign an exclusive solid waste contract between the City of Lockhart and CTR.

ORIGINATING DEPARTMENT AND CONTACT: Steve Lewis, City Manager

ACTION REQUESTED:

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

BACKGROUND:

Under State law, a city is authorized to contract with a private contractor to furnish solid waste collection, transportation, and disposal services. City Code Section 48-37 also states that the collection of garbage and of other solid waste as determined by the City shall be performed only by the City and/or its designated agent operating under contractual agreement with the City, unless otherwise excepted by State law.

In January 2015, the City modified the term of the agreement with Central Texas Refuse, Inc. (CTR) and extended the term of the contract from March 1, 2015 through September 2020. The contract term may be extended for an additional five (5) years, beginning October 1, 2020, at the option of and with the approval of the City Council. The general specifications of the agreement state that no assignment of the contract or any right occurring under the contract shall be made in whole or in part by the Contractor without the express written consent of the City.

DISCUSSION:

CTR has requested consent from the City to assign the August 3, 1988 contract (and subsequent amendments) to a new (but unnamed) company.

From the City's perspective, the proposed assignee must have the capability to meet all of the economic, operational, and other obligations under the contract. In the event of an assignment, CTR should remain responsible for the full and faithful performance of the contract and the assignee should also become responsible to the City for the satisfactory performance of the work assumed. The City should condition approval upon delivery by the assignee of its covenant to the City to fully and faithfully complete the work undertaken.

In addition, the assignee should sign a separate statement agreeing to abide by all the terms and conditions of the contract and understand that if the assignee fails to comply, the City may terminate the agreement.

Finally, CTR should pay the city's reasonable costs and expenses, including attorney's fees, incurred in reviewing this request to assign its duties under the contract.

Representatives from CTR will be available at the March 17th meeting, as well as the assignee, to answer any questions.

STAFF RECOMMENDATION/REQUESTED MOTION:

Staff seeks direction from the Council.

LIST OF SUPPORTING DOCUMENTS:

Letter dated March 2, 2020 from CTR requesting the assignment of the solid waste collection contract.

Department Head initials:

City Manager's Review:



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March 2, 2020

BY HAND DELIVERY

City of Lockhart, Texas
308 W. San Antonio Street
PO Box 239
Lockhart, Texas 78644

Re: Request for Consent to Assignment of Contract for the Collection and Disposal of Solid Waste for Commercial and Industrial Units

To Whom It May Concern:

Reference is made to the Contract for the collection and disposal of solid waste for commercial and industrial units, dated as of August 3rd, 1988 (as amended from time to time, the "**Agreement**") between Central Texas Refuse, Inc. ("**Assignor**" or "**we**" or "**our**"), and the City of Lockhart, Texas ("**you**" or "**your**").

We write to notify you that we intend to assign the Agreement (the "**Assignment**"), including, but not limited to, the assignment of all of our rights and the delegation of all of our performance under the Agreement, to [CTR Acq. Sub.], a Delaware limited liability company (the "**Assignee**") pursuant to an asset purchase agreement with an anticipated closing between the Assignor and the Assignee on April 1, 2020 (the "**Closing Date**"). As of the Closing Date, the Assignee will assume all of our rights and obligations under the Agreement.

In accordance with Section 13 of the Agreement, we hereby request your consent to the Assignment. Please sign this letter to acknowledge your consent and return it to Cokinos | Young, c/o Michael Reyna, 4 Houston Center, 1221 Lamar Street, 16th Floor, Houston, Texas 77010, using the enclosed pre-addressed and stamped envelope. In the interest of time, we ask that you send us the signed consent by no later than March 31, 2020.

If you have any questions regarding the Assignment or this letter, please direct them to Cokinos | Young, c/o Michael Reyna, 713-535-5565, mreyna@cokinoslaw.com or Central Texas Refuse, Inc., c/o Michael Lavengco, mlavengco@gmail.com.

We appreciate your assistance and thank you in advance for your prompt attention to this matter.

Sincerely,

CENTRAL TEXAS REFUSE, INC.

By: _____

Mike Lavengco, General Manager



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The undersigned hereby consents to the Assignment as of the date set forth below:

CITY OF LOCKHART, TEXAS

By: _____

Name: _____

Title: _____

Date: _____



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SOLID WASTE COLLECTIONS AND DISPOSAL

GENERAL SPECIFICATIONS

12.04 Delinquent and Closed Accounts. The Contractor shall discontinue Refuse collection service at any Residential Unit or Commercial Unit as set forth in written notice sent to it by the City. Upon further notification by the City with respect to a Residential Unit, and upon agreement between Contractor and a Commercial Customer, the Contractor shall resume Refuse collection on the next regularly scheduled collection day. To the extent, if any, permitted by law, the City shall indemnify and hold the Contractor harmless from all claims, suits, damages, liabilities or expenses (including but not limited to expenses of investigation and attorney's fees) resulting from the Contractor's discontinuing service at any location at the direction of the City. The City will advise Contractor monthly of the number of new water connections and disconnections made during the prior calendar month.

13.00 TRANSFERABILITY OF CONTRACT. No Assignment of the Contract or any right occurring under this Contract shall be made in whole or in part by the Contractor without the express written consent of the City.

14.00 RIGHTS OF CONTRACTOR The City, during the term of this Contract, shall not enter into any contract with a third party to obtain the services performed by the Contractor under this Contract. The Contractor shall at all times have the right of first refusal for the collection of Dead Animals from Residential Units which right shall be exercised or waived immediately on notice from the Residential Unit. The Residential Unit may elect to use a third party for such removal, upon a lower cost being offered by any third party.

15.00 OWNERSHIP. Title to Garbage, Refuse and Dead Animals shall pass to the Contractor when placed in Contractor's collection vehicle, removed by Contractor from a Container, or removed by Contractor from the Customer's premises, whichever last occurs.

16.00 EXCLUSIONS. This Contract shall not cover hazardous, toxic or radioactive wastes or substances as currently or in future defined as such by applicable Federal, State or Local laws or regulations, nor be interpreted to prevent the removal of trash or rubbish by the generator of such trash or rubbish. Contractor may contract, but shall not be required, pursuant to this Contract, for hauling human waste or stable matter, hazardous waste, auto parts, rocks, concrete, sand, gravel, dirt, or construction debris; provided that Contractor shall be responsible for, and upon placement in a collection vehicle shall become the Owner of, any such materials the Contractor agrees to collect or haul. Where construction work requires a building permit, the construction contractor or PRODUCER must be responsible for disposal.

17.00 SUBCONTRACTORS Use of Subcontractors by the Contractor, or subsidiaries or affiliates of the Contractor for technical or professional services, shall not be considered an assignment of this agreement; provided that in any such event the Contractor shall be and remain responsible for all services and performance provided under the Contract Documents. However, the City reserves the right to approve in writing the use of specific subcontractors.

City of Lockhart, Texas

Council Agenda Item Briefing Data

COUNCIL MEETING DATE: March 17, 2020

AGENDA ITEM CAPTION:

Accept biennial report from the Historical Preservation Commission for evaluating the performance, accomplishments, and success of the historic districts and landmarks ordinance, historical preservation commission, and the historical preservation officer, and determine whether or not Chapter 28 "Historic Districts and Landmarks" should be amended to respond to the City's needs.

ORIGINATING DEPARTMENT AND CONTACT: Planning Department – Dan Gibson, City Planner

ACTION REQUESTED:

- | | | | |
|--|--|---|------------------------------------|
| <input type="checkbox"/> ORDINANCE | <input type="checkbox"/> RESOLUTION | <input type="checkbox"/> CHANGE ORDER | <input type="checkbox"/> AGREEMENT |
| <input type="checkbox"/> APPROVAL OF BID | <input type="checkbox"/> AWARD OF CONTRACT | <input checked="" type="checkbox"/> X CONSENSUS | <input type="checkbox"/> OTHER |

BACKGROUND/SUMMARY/DISCUSSION:

The Historical Preservation Commission has prepared the attached biennial report for your consideration, as required by Section 28-26 of Chapter 28 "Historic District and Landmarks". It states as follows: *In January 1996, and even-numbered years thereafter, the City Council shall evaluate the performance, accomplishments, and success of the historic districts and landmarks ordinance, historical preservation commission, and the historical preservation officer. The impact of the ordinance on property owners of designated historic districts and historic landmarks shall also be reviewed. The review shall be based upon the statement of purpose in Section 28-1. The Commission shall prepare a report summarizing the previous two years' work, current status, and projected activities. If the Council determines that the ordinance should be amended to better respond to the City's needs, the Council shall hold a public hearing, take formal citizen comment, and amend the ordinance as needed.* Section 28-1, referred to above, is attached for your information. Staff is not aware of biennial reports being prepared and submitted in recent years, but will encourage the Commission to comply with the requirement in the future. In this case, the report contains a recommendation for an amendment to Section 28-3 "Historical Preservation Commission", Subsection (c), to provide for removal of members who miss three consecutive meetings, or a total of five meetings in a calendar year. If the Council accepts the report and the recommendation, an actual ordinance amending Section 28-3(c) will be scheduled for a public hearing and Council consideration at a future meeting.

COMMITTEE/BOARD/COMMISSION ACTION:

The Historical Preservation Commission voted unanimously to submit the attached report and recommendation.

STAFF RECOMMENDATION/REQUESTED MOTION:

ACCEPT the Historical Preservation Commission's report and its recommendation.

LIST OF SUPPORTING DOCUMENTS:

1) Historical Preservation Commission's biennial report. 2) Section 28-1 "Purpose", of Chapter 28 "Historic Districts and Landmarks".

Department Head initials:

D.G.

City Manager's Review:

[Signature]

HISTORIC DISTRICTS AND LANDMARKS BIENNIAL REPORT
To Lockhart City Council – March 2020

PURPOSE

Section 28-26 of Chapter 28, *Historic Districts and Landmarks*, establishes that the City Council "...shall evaluate the performance, accomplishments and success of the historic districts and landmarks ordinance, historical preservation commission and the historical preservation officer..." every even-numbered year. Although a summary of said accomplishments has not been prepared in years past, the Planning Department intends to maintain a biennial report from this point forward. A summary of the activity for calendar years 2018 and 2019 is below:

ATTENDANCE

The Lockhart Historical Preservation Commission (LHPC) met a total of 25 times in the years 2018 and 2019; 12 times in 2018, and 13 in 2019. A summary of each Commission members' attendance during that time period is below (an "X" indicates that the member was present):

Meeting Date	John Lairsen	Ronda Reagan	Kathy McCormick	Rick Thomson	Juan Alvarez	Ron Faulstich	Victor Corpus
1/3/2018	X	X	X	X		X	X
2/7/2018	X	X	X	X	X	X	
3/7/2018		X	X	X	X	X	X
3/21/2018	X	X	X			X	
4/4/2018	X	X	X	X	X	X	
5/2/2018	X	X	X	X		X	
5/16/2018		X	X	X			X
8/1/2018	X	X	X	X		X	
9/5/2018	X	X		X	X	X	
9/19/2018	X		X	X	X		
10/17/2018			X	X		X	X
11/7/2018	X	X	X		X		
1/2/2019	X	X		X	X	X	
2/6/2019		X	X	X	X		
2/20/2019	X	X	X	X		X	
3/6/2019	X	X	X	X			
4/3/2019	X		X	X		X	
4/17/2019	X	X	X	X	X	X	
5/1/2019	X	X	X	X		X	
5/15/2019	X	X	X	X	X	X	
7/2/2019	X	X	X	X	X		
8/7/2019	X	X	X	X		X	
9/18/2019	X	X	X	X			
11/6/2019	X	X	X	X	X	X	
12/4/2019	X		X	X	X	X	
Totals	21	21	23	23	13	18	4

CERTIFICATES FOR ALTERATION

Business Name	Address	Decision	Date
N/A	115 N. Main St.	Approved	February 7, 2018
Malachi's Barbershop	117 E. San Antonio St.	Approved	February 7, 2018
Commerce Gallery	102 S. Commerce St.	Approved	March 7, 2018
Lone Star Realty	117 S. Main St.	Approved	March 7, 2018
The Culinary Room	101 E. San Antonio St.	Approved	March 21, 2018
Smitty's Office Building	201 S. Colorado St.	Approved	April 4, 2018
Smitty's Restaurant	212 S. Commerce St.	Approved	April 4, 2018
Javi's Barber Parlour	206 E. San Antonio St.	Approved	May 2, 2018
State Farm Insurance	201 S. Main St.	Approved	May 16, 2018
All About You Boutique	212 S. Main St.	Approved	August 1, 2018
Printing Solutions	113 E. San Antonio St.	Approved	August 1, 2018
Spellerberg Projects	103 S. Main St.	Approved	September 19, 2018
La Ideal Bakery	114 S. Commerce St.	Approved	October 17, 2018
Caracara Brewing Co.	100 "A" E. Market St.	Approved	November 7, 2018
Chaparral Coffee	106 E. Market St.	Approved	January 2, 2019
Bluebonnet Records	112 E. Market St.	Approved	February 20, 2019
Gaslight-Baker Theatre	218 S. Main St.	Approved	March 6, 2019
Caracara Brewing Co.	100 "A" E. Market St.	Approved	March 6, 2019
The Culinary Room	101 E. San Antonio St.	Approved	April 3, 2019
Commerce Gallery	102 S. Commerce St.	Approved	April 3, 2019
Commerce Gallery	102 S. Commerce St.	Approved	April 17, 2019
The Social Restaurant	118 S. Commerce St.	Approved	April 17, 2019
The Social Restaurant	118 S. Commerce St.	Approved	May 1, 2019
Printing Solutions	113 E. San Antonio St.	Approved	May 15, 2019
St. Andrew Orth. Church	205 "B" S. Main St.	Approved	May 15, 2019
Commerce Gallery	102 S. Commerce St.	Approved	May 15, 2019
Link Realty	110 E. Market St.	Approved	July 2, 2019
Vogel Furniture Company	117 W. Market St.	Approved	August 7, 2019
Bluebonnet Records	112 E. Market St.	Approved	August 7, 2019
The Social Restaurant	118 S. Commerce St.	Approved	August 7, 2019

CERTIFICATES FOR ALTERATION (Continued)

Business Name	Address	Decision	Date
Henry's Res. Event Space	111 E. Prairie Lea St.	<i>Denied</i>	September 18, 2019
Take Care Nat. Health	106 N. Main St.	Approved	November 6, 2019
The Pearl	110 N. Main St.	Approved	November 6, 2019
Sol Y Luna	112 N. Main St.	Approved	November 6, 2019
Lockhart General Store	116 E. Market St.	Approved	December 4, 2019

TAX CREDITS

The City Historical Preservation Officer, along with a representative from the Texas Historical Commission, held a tax credit workshop during a special LHPC meeting on February 6, 2019. The City Council was invited to the workshop as well. The workshop included details on available State and federal tax credits for historic renovation projects, as well as information on the City's tax abatement program. At the February 20, 2019 LHPC meeting, the Commission approved the Historic Property Preservation Tax Abatement Application developed by Staff.

HISTORIC LANDMARKS

The LHPC made a recommendation to the City Council to approve a total of 11 properties as local historic landmarks at the Commission's September 5, 2018 public hearing. Nine of the properties are residential, one is the old Lockhart Vocational High School, and one is the Brock Cabin. The City Council then officially approved the designations at a September 18, 2018 public hearing, finalizing an initiative that was originally started in February 1996 by the LHPC. The Council's approval also included adoption of the Historic Overlay Zoning Map as a supplement to the Official Zoning Map.

DOWNTOWN BUSINESS ASSOCIATION

The Historical Preservation Officer made a presentation to the Lockhart Downtown Business Association at their October 15, 2019 meeting to discuss the City's Certificate for Alteration and Pre-Approval review procedures.

RECOMMENDATION

The LHPC met on March 4, 2020 and unanimously voted to forward this biennial report to the City Council for the 2018 and 2019 calendar years, with the recommendation that Section 28-3(c), Chapter 28, *Historic Districts and Landmarks*, be amended to add a provision for removal of members who miss three consecutive meetings, or a total of five meetings, in a calendar year.

Sincerely,



John Lairsen, Chairman
Lockhart Historical Preservation Commission

ARTICLE I. HISTORIC DISTRICTS AND LANDMARKS REGULATIONS AND PROCEDURES

DIVISION 1. GENERALLY

Sec. 28-1. Purpose.

The city council of Lockhart hereby declares that as a matter of public policy the enhancement, protection, and perpetuation of landmarks or districts of historical and cultural importance and significance is necessary to promote the economic, cultural, educational, and general welfare of the public. It is recognized that the City of Lockhart represents the unique confluence of time and place that shaped the identity of generations of citizens, collectively and individually, and produced significant historic, architectural, and cultural resources that constitute their heritage. This chapter is intended to:

- (1) Encourage and/or assist the property owners to rehabilitate, enhance, improve, maintain, protect and preserve landmarks and districts, which represent distinctive elements of Lockhart's architectural, cultural, social, economic, ethnic, and political heritage, by establishing an historical preservation commission to provide assistance in applying for state, federal, or private grants and funds, and to provide a resource for information and recommendations concerning such activities;
- (2) Foster civic pride and communitywide respect in the remaining testaments to the accomplishments and heritage of Lockhart, as reflected in its historic buildings, by establishing a formal process of inventory, recognition, education and recommendation for designation of historic landmarks and districts;
- (3) Enhance and preserve Lockhart's unique architectural attractiveness to visitors and tourists, and thereby provide support and stimulus to Lockhart businesses and economy by city council establishing and approving uniform and equitable design guidelines forthwith for the sensible rehabilitation and use of existing landmarks;
- (4) Encourage and ensure the harmonious, orderly, and efficient growth and development of the city by establishing an historical preservation plan to be reviewed and adopted by the city council forthwith as part of the comprehensive master plan;
- (5) Promote economic welfare of the community by encouraging the beneficial use and occupancy of such property by adopting nationally accepted, abridged minimum code standards for occupancy and use of historic structures, to help reduce the financial burden of ownership and continued preservation; and
- (6) Strengthen the property values and economy of the city by encouraging stabilization, restoration, and improvements of historic properties through a process for review and recommendation concerning building permits for exterior construction, with copious regard for individual property rights.

(Ord. No. 93-19, pt. 1, 9-21-93; Code 1982, § 12.5-1)

City of Lockhart, Texas

Council Agenda Item Briefing Data

COUNCIL MEETING DATE: March 17, 2020

AGENDA ITEM CAPTION: Discussion and/or action to consider recommendations for allocation from the Hot Advisory Board for the distribution of funds from the Hotel Occupancy Tax revenue for fiscal year 2019-2020 and to approve contracts for fiscal year 2019-2020 with revisions to include possible allocation by percentage due to the Coronavirus affecting travel.

ORIGINATING DEPARTMENT AND CONTACT: Finance – Pam Larison, Finance Director

ACTION REQUESTED:

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

BACKGROUND/SUMMARY/DISCUSSION: On March 5, 2020 the HOT Advisory Board convened to discuss applications for hotel occupancy funding for fiscal year 2019-2020. The Board received seven applications for review: Lockhart Chamber of Commerce Visitors Center, Lockhart Chamber of Commerce for Chisolm Trail Roundup, Greater Caldwell County Hispanic Chamber of Commerce for Cinco de Mayo and Diaz y Seis, the Gaslight-Baker Theater, Lockhart Downtown Business Association for the Texas Swing Festival, Caldwell County Historic Jail Museum, and the Southwest Museum of Clocks & Watches. It is the Board's recommendation to fund all seven applicants up to the budgeted amount of \$83,000.

PROJECT SCHEDULE (if applicable):

AMOUNT & SOURCE OF FUNDING:

Finance Review initials



Funds Required: \$83,000

Account Number: 220 – Hotel Occupancy Tax Expenditures

Funds Available: currently \$35,530; anticipated revenues of \$48,338

Account Name: Hotel Occupancy Tax fund

FISCAL NOTE (if applicable):

Previous Council Action:

COMMITTEE/BOARD/COMMISSION ACTION: HOT Advisory Board 4-1 voted to approve.

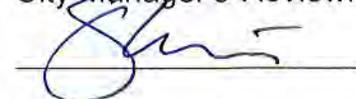
STAFF RECOMMENDATION/REQUESTED MOTION: None. The discretion of Council.

LIST OF SUPPORTING DOCUMENTS: 1) Informal recommendation from Mayor concerning expectations from Lockhart Chamber of Commerce Visitors Center, 2) Application Recommendation Spreadsheet, 3) Allocation Distribution Scenario, 4) Entity Contracts and Applications

Department Head initials:



City Manager's Review:



INFORMAL RECOMMENDATION FROM MAYOR LEW WHITE CONCERNING EXPECTATIONS OF THE LOCKHART CHAMBER OF COMMERCE VISITORS CENTER

- 1) The Lockhart Chamber of Commerce will develop (in consultation with the City of Lockhart), an active marketing and recruitment campaign to encourage and promote visits to Lockhart that reinforce the strengths of the community.
- 2) The Lockhart Chamber of Commerce will explore (in consultation with the City of Lockhart), a tourist information kiosk to be located in Lions Park.
- 3) The Lockhart Chamber of Commerce will develop a dedicated Visit Lockhart website by 2021.

HOT FUNDING APPLICATION RECOMMENDATIONS TO COUNCIL		FISCAL YEAR 2019-2020							
	(A) Convention Center or visitor's center	(B) Registration of Convention Delegates	(C) Advertising, Promotional programs to attract tourists and convention delegates.	(D) Promotion of the Arts that directly enhance tourism and the hotel & convention industry. (limit 15% budget - \$12,000)	(E) Historical restoration and preservation projects or activities or advertising and conducting solicitation and promotional programs. (limit 15% budget - \$12,000)	(F) Expenses including promotional expenses, directly related to sporting events.	(G) Funding transportation systems for transporting tourists from hotel to any of the following: 1) commercial center; 2) convention center; 3) other hotels; and 4) tourist attractions.	TOTALS	PERCENTAGE
1) Lockhart Chamber of Commerce Visitors' Center	\$20,000							20,000	24.1%
2) Lockhart Chamber of Commerce Chisolm Trail Round Up			\$15,500	\$6,000			\$3,500	25,000	30.1%
3) Hispanic Chamber of Commerce Cinco de Mayo/Diaz y Seis			\$10,000	\$2,000				12,000	14.5%
4) Gaslight-Baker Theater			\$8,000	\$4,000				12,000	14.5%
5) Lockhart Downtown Association Texas Swing			\$7,500					7,500	9.0%
6) Caldwell County Jail Museum					\$4,000			4,000	4.8%
7) SW Museum of Clocks & Watches					\$2,500			2,500	3.0%
								\$83,000	100.00%

08

HOT FUNDING ALLOCATION DISTRIBUTION SCENARIO

1) Available Funds to date	\$35,529.68
2) Expected revenues by 05/01	21,730.00
3) Expected revenues by 08/01	<u>26,608.00</u>
	<u>\$83,857.68</u>

Possible allocation scenario to consider:

	April 1	May 15	August 15
Fund Balance	\$35,529.68	\$22,509.68	\$33,617.68
Twice a year allocation to Lockhart Chamber of Commerce for Visitor's Center request	10,000		10,000
50% payment to Lockhart Chamber of Commerce for Chisolm Trail; 50% post payment	12,500	12,500	
50% payment to Hispanic Chamber for Cinco de Mayo; 50% post payment	3,000		3,000
50% payment to Hispanic Chamber for Diaz y Seis; 50% post payment		3,000	3,000
Gaslight-Baker Theater – 50/50	6,000		6,000
Lockhart Downtown Association – 100% for Texas Swing Festival			7,500
Caldwell County Jail Museum – 50/50	2,000		2,000
SW Museum of Clocks & Watches – 50/50	<u>1,250</u>		<u>1,250</u>
End of Quarter Balance	\$779.68	\$7,009.68	\$867.68

LOCKHART CHAMBER OF COMMERCE

VISITORS CENTER

STATE OF TEXAS

COUNTY OF CALDWELL

}
}
}

KNOW ALL MEN BY THESE PRESENT:

PUBLICITY AND TOURISM AGREEMENT

This Agreement is made on the 1st day of April 2020, by and between the City of Lockhart, Texas, a municipal corporation of Caldwell County, Texas, and the Lockhart Chamber of Commerce.

I. AUTHORITY

The City of Lockhart, Texas, by authority of power granted to it under state statutes and Home-Rule Charter, and Article IV, Chapter 54 of the Code of Ordinances, has heretofore enacted a local hotel occupancy tax on occupants of hotels within the city limits and extraterritorial jurisdiction of the City of Lockhart.

II. PAYMENTS, PURPOSE AND USES OF FUNDS

- (a) As part of its obligation under state statutes [primarily Ch. 351, Texas Tax Code), to use local hotel occupancy tax funds for attracting and promoting tourism and the convention and hotel industry, the City of Lockhart hereby agrees to pay to the Lockhart Chamber of Commerce \$20,000 actually received by the City from the local hotel occupancy tax as reported and collected from the hotels, in consideration for the Lockhart Chamber of Commerce advertising and promoting tourism for the visitor market from which the City of Lockhart derives direct tourism income benefit. Such payment shall be made in two installments. First installment will be paid on or about April 1, 2020 and final installment will be paid after receipt of post-event form, on or about August 15, 2020.
- (b) The Lockhart Chamber of Commerce agrees that any local hotel occupancy tax funds paid to it by the City of Lockhart shall be used in any of the following specific criteria:
 - 1) Funding the establishment, improvement, or maintenance of a convention center or visitors information center (\$10,000);
 - 2) Paying for advertising, solicitations, and promotions that attract tourists and convention delegates to the city or its vicinity (\$10,000);
- (c) The Chamber agrees to conduct a continuing program of advertising and promotion for the purpose of attracting visitors, tourists, and conventions to the local area and to the City of Lockhart by publishing and distributing brochures and community information packets, by advertising in various tourists publications and general media publications, which are appropriate, by representing the City of Lockhart at travel shows and other such events, by participating with state and regional agencies in tourist development programs of benefit to the local area and to the City of Lockhart, and by using all

appropriate means to increase the traveling public's awareness of the recreations advantages of the local area and the City of Lockhart.

- (d) The Lockhart Chamber of Commerce further agrees that it will seek to achieve economic benefit for the City of Lockhart through all of such activities, that it will provide tourist-related information about the City of Lockhart upon request, that it will not spend HOT funds for any purpose that is not authorized under Ch.351, Texas Tax Code, and that it will serve as an advisory body to the City on request, in matters related to expanding the tourist-derived economy.

III. INDEPENDENT CONTRACTOR

It is expressly understood and agreed by and between the parties that the Lockhart Chamber of Commerce is engaged as an independent contractor and is not an officer, agent, or employee of the City of Lockhart.

IV. COMMITMENT OF RESOURCES

The Lockhart Chamber of Commerce shall secure sufficient numbers of employees and/or volunteers to accomplish this Agreement. The Lockhart Chamber of Commerce shall further provide such office space, equipment, supplies, and other materials as may be necessary to accomplish the purposes of this Agreement.

V. BUDGET, ANNUAL REPORTS, AND FINANCIAL STATEMENTS

- (a) The Lockhart Chamber of Commerce shall provide to the City, prior to obtaining any local hotel occupancy tax funds, City of Lockhart Funding Application form, a proposed marketing plan for funded event (if applicable), and a schedule of activities or events relating to the funded project. It is understood and agreed by and between the parties that upon budget approval by the municipality, a fiduciary duty is created in the Lockhart Chamber of Commerce with respect to expenditure of revenue provided.
- (b) Thereafter, the Lockhart Chamber of Commerce shall provide to the City Council quarterly reports on the activities listed in Section VI (d) that are conducted to benefit the City of Lockhart, as well as a post event form and an annual financial statement listing the expenditures made from revenue from the local hotel occupancy tax.
- (c) All expenditures by the Lockhart Chamber of Commerce of hotel/motel tax revenue must be properly documented by voucher statement or other written description and said expenditure must relate to the promotion of tourism and convention or other purposes authorized by state law. The Lockhart Chamber of Commerce shall maintain complete and accurate financial record for each expenditure of local hotel occupancy tax revenue, and upon request of the city Council or other persons, shall make the records available for inspection and review.

and a final accounting of the separate account shall be presented by the Lockhart Chamber of Commerce to the City of Lockhart Finance Director within thirty (30) days after such termination.

VIII. NOTICE

Any notice necessary or appropriate relative to this Agreement shall be effective when deposited in the United States mail, either certified or registered mail, postage prepaid, and addressed to the City of Lockhart, P. O. Box 239, Lockhart, Texas, 78644, or to the President of the Lockhart Chamber of Commerce, P.O. Box 840, Lockhart, Texas, 78644.

IX. ASSIGNMENT

No part of this Agreement may be assigned or delegated without prior written consent of the other party, and any attempted assignment of benefits or rights or delegation of duties or obligations shall be a breach of this Agreement. However, nothing in this Agreement shall prohibit the Lockhart Chamber of Commerce from participating with regional or state tourism programs or to contract for joint promotion with other agencies.

X. AVAILABILITY OF FUNDS

It is expressly agreed that by executing this Agreement with the Lockhart Chamber of Commerce, the City does not bind itself in the future as to any action of the City Council in connection with the alteration or repeal or amendment of the City of Lockhart, Texas, hotel occupancy tax.

In the event, for any reason, the taxes are not collected by the City of Lockhart under the provisions of the hotel occupancy tax ordinance, the City shall not be obligated under this Agreement to pay any funds of the City to the Lockhart Chamber of Commerce. The City shall pay the Lockhart Chamber of Commerce only when and if the taxes are collected. Under no circumstances is the City obligated to pay funds, other than hotel occupancy tax funds, in the performance of this contract.

It is also understood between the parties to this Agreement that in the event that no taxes are ever collected and therefore no funds are available from the City of Lockhart, Texas, hotel occupancy tax, this Agreement shall terminate, any provisions contained herein notwithstanding, and that the Lockhart Chamber of Commerce shall have no right or demand upon the City for funds payable under this Agreement if such taxes are not available, for any reason.

XI. INDEMNITY CLAUSE

The Lockhart Chamber of Commerce agrees to and shall indemnify and hold harmless and defend the City of Lockhart, Texas, its officers, agents, and employees from any and all claims, losses, causes of action and damages, suits, and liability of every kind including all expenses of litigation, court costs, and attorney fees, for injury to or death to any person, or for damage to any property, arising from or in connection with the operations of the Lockhart Chamber of Commerce, its officers, agents, and employees carried out in furtherance of this Agreement.

XII. APPROVAL; AUTHORIZED SIGNATURES

This Agreement shall be subject to the laws and statutes of the State of Texas. Each party warrants and represents that it has approved this Agreement by resolution duly adopted at a meeting of its governing body by a majority of those present and voting and that the chief executive officer and secretary of each party are duly authorized to enter into this Agreement on behalf of such party.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date and year first above written.

CITY OF LOCKHART

Steve Lewis
City Manager

ATTEST:

Connie Constancio
City Secretary

LOCKHART CHAMBER OF COMMERCE

President

Application

Date: 2/26/2020

Organization Information

Name of Organization: Lockhart Chamber of Commerce

Address: 702 S. Commerce

City, State, Zip: Lockhart, TX 78644

Contact Name: Linda Haden Contact Phone Number: 512-626-9861

www.lockhartchamber.com

Web Site Address for Event or Sponsoring Entity _____

Non-Profit or For-Profit status: Non Profit Tax ID #: 74-0750055

Entity's Creation Date: 1955

Purpose of your organization: To improve & strengthen the business environment of Lockhart in order to promote the economic well being of all citizens; to provide services to membership; to communicate the views of the business community; to support constructive initiatives on major issues of public policy.

Event Information

Lockhart Visitors Center

Name of Event or Project: _____

Date of Event or Project: ongoing

Primary Location of Event or Project: 702 S. Commerce, Lockhart, TX 78644

Amount Requested: \$ ~~10,000~~ 45,000

How will the funds be used: 1) Funding direct promotion of tourism to the City of Lockhart. 2) promote hotel overnight stays. 3) Maintain operations of the Lockhart Visitors Center including printing promotional material, mailing promotional material & maintaining social & web visitor promotional presence.



Supplemental Information Required With Application: Along with the application, please submit the following:

_____ Proposed Marketing Plan for Funded Event

_____ Schedule of Activities or Events Relating to the Funded Project

Submit to: City of Lockhart HOT Advisory Board
c/o Finance Department
P.O. Box 239
Lockhart, TX 78644



Primary Purpose of Funded Activity/Facility:

Helps fund for advertising, solicitations, and promotions that attract tourists to Lockhart.

Helps fund printing fees for Community Guide; city maps, bbq brochures, History of Lockhart brochures

and more. Please reference attached excel spreadsheet for 2019 literature.

Helps fund operations of the visitor center along with staff time devoted to visitor center operations.

Percentage of Hotel Tax Support of Related Costs

_____ Percentage of Total **Event Costs** Covered by Hotel Occupancy Tax

_____ Percentage of Total **Facility Costs** Covered by Hotel Occupancy Tax for the Funded Event

_____ Percentage of **Staff Costs** Covered by Hotel Occupancy Tax for the Funded Event

If staff costs are covered, estimate percentage of time staff spends annually on the funded event(s) compared to other activities _____%

Which Category or Categories Apply to Funding Request, and Amount Requested Under Each Category:

- a) **Convention Center or Visitor Information Center:** construction, improvement, equipping, repairing, operation, and maintenance of convention center facilities or visitor information centers, or both. Amount requested under this category: \$ 16,000
- b) **Registration of Convention Delegates:** furnishing of facilities, personnel, and materials for the registration of convention delegates or registrants. Amount requested under this category: \$ _____
- c) **Advertising, Solicitations, Promotional programs to attract tourists and convention delegates** or registrants to the municipality or its vicinity. Amount requested under this category: \$ 30,000
- d) **Promotion of the Arts that Directly Enhance Tourism and the Hotel & Convention Industry:** the encouragement, promotion, improvement, and application of the arts that can be shown to have some direct impact on tourism and the hotel/convention industry. The impact may be that the art facility or event can show hotel nights that are booked due to their events or that guests at hotels attend the arts event. Eligible forms of art include instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture photography, graphic and craft arts, motion picture, radio, television, tape and sound recording,



and other arts related to the presentation, performance, execution, and exhibition of these major art forms : \$ _____

e) **Historical restoration and preservation projects or activities or advertising and conducting solicitation and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums.** Amount requested under this category: \$ _____

f) **Expenses including promotional expenses, directly related to a sporting event in which the majority of participants are tourists. The event must substantially increase economic activity at hotels within the city or its vicinity.** Amount requested under this category: \$ _____

How many individuals are expected to participate in the sporting related event? _____

How many of the participants at the sporting related event are expected to be from another city or county? _____

Quantify how the sporting related event will substantially increase economic activity at hotels within the city or its vicinity?

g) **Funding transportation systems for transporting tourists from hotels to and near the city to any of the following destinations: 1) the commercial center of the city; 2) a convention center in the city; 3) other hotels in or near the city; and 4) tourist attractions in or near the city.** Amount requested under this category: \$ _____

What sites or attractions will tourists be taken to by this transportation? _____

Will members of the general public (non-tourists) be riding on this transportation? _____

What percentage of the ridership will be local citizens? _____

h) **Signage directing tourists to sights and attractions that are visited frequently by hotel guests in the municipality.** Amount requested under this category: \$ _____

What tourist attractions will be the subject of the signs?



Questions for All Funding Request Categories:

1. How many years have you held this Event or Project: _____ established in 1955
2. Expected Attendance: _____ 300-400 visitations in person annually, 500-600 phone calls per year, 93,549 website visits annually

3. How many people attending the Event or Project will use City of Lockhart hotels? ____
- Number of the people many nights will they stay: _____

4. Do you reserve a room block for this event at an area hotel and if so, for how many rooms and at which hotels: ^{na} _____
- _____
- _____

5. List other years (over the last three years) that you have hosted your Event or Project with amount of assistance given from HOT and the number of hotel rooms used:

Month/Year Held	Assistance Amount	Number of Hotel Rooms Used
2019	25,000	_____
2018	25,000	_____
2017	25,000	_____

Previous years contracts indicate 54% or \$45,000 issued to chamber for both visitor center and CTR operations; however, only receive on average \$25k-\$29k annually to operate both the visitor center and CTR

6. How will you measure the impact of your event on area hotel activity (e.g.; room block usage information, survey of hoteliers, etc.)? _____ create a spreadsheet at chamber for visitor response
- _____
- _____

7. Please list other organization, government entities, and grants that have offered financial support to your project: _____ NA



8. Will the event charge admission? Do you anticipate a net profit from the event? If there is a net profit, what is the anticipated amount and how will it be used?
NA

9. Please list all promotion efforts your organization is coordinating and the amount financially committed to each media outlet:

Newspaper: \$ Insert text here
Radio: \$ _____
TV: \$ _____
Other Paid Advertising: \$ \$30,000

Number of Press Releases to Media _____
Number Direct Mailings to out-of-town recipients 300

Other Promotions _____

10. Will you include a link to local hotels on your website for booking during this event?
hotel links on website

11. Will you negotiate a special rate or hotel/event package to attract overnight stays?
na

12. What new marketing initiatives will you utilize to promote hotel and convention activity for this event?

looking at improving current website depending on funds allocated. looking at increasing Texas Travel Industry advertising depending on funds allocated.

Texas Highway Magazine

13. What geographic areas does your advertising and promotion reach: Texas
and nation wide.



14. How many individuals will your proposed marketing reach who are located in another city or county? _____

15. If the funding requested is related to a permanent facility (e.g. museum, visitor center):

Expected Attendance Monthly/Annually: 300-400 visits in person annually , 500-600 phone calls annually

93,549 website visits annually

Percentage of those in attendance that are staying at area hotels/lodging facilities: 20 %

Please Submit no later than February 28, 2020

to:

City of Lockhart HOT Advisory Board

c/o Finance Department

P.O. Box 239

Lockhart, TX 78644

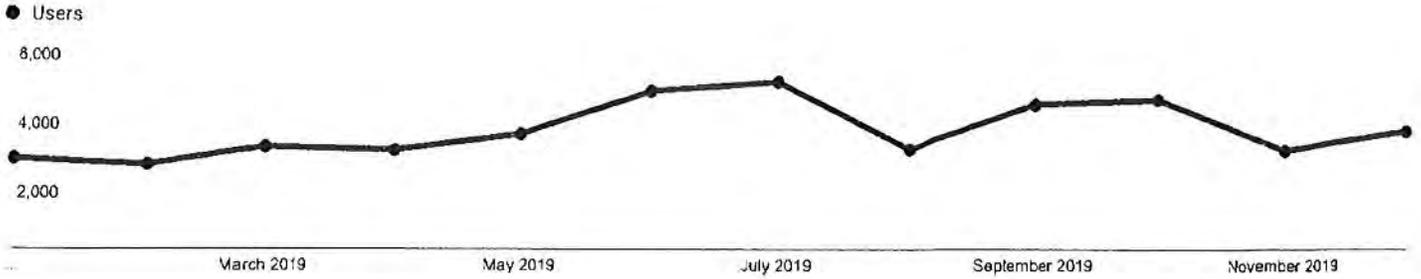


Audience Overview

All Users
100.00% Users

Jan 1, 2019 - Dec 31, 2019

Overview



Users
38,124

New Users
37,716

Sessions
49,015

Number of Sessions per User
1.29

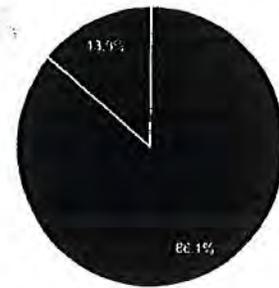
Pageviews
93,549

Pages / Session
1.91

Avg. Session Duration
00:01:13

Bounce Rate
71.50%

New Visitor Returning Visitor



City	Users	% Users
1. Austin	11,045	27.41%
2. Lockhart	4,956	12.30%
3. Houston	3,079	7.64%
4. San Antonio	2,197	5.45%
5. Ashburn	1,987	4.93%
6. Dallas	1,811	4.49%
7. (not set)	1,616	4.01%
8. San Marcos	1,049	2.60%
9. Kyle	627	1.56%
10. Round Rock	267	0.66%

Publications Sent	
Community Guide	200
Historic Lockhart	400
BBQ Trail	700
Real Estate Guide	20
Total	1320

Relocating From	87% Out of State
	13% Texans
Visiting From	37% Out of State
	63% Texans

Cost of Publications	
Community Guide	\$19,000.00
Lockhart Map	\$3,000.00

LOCKHART CHAMBER OF COMMERCE

CHISOLM TRAIL ROUNDUP

STATE OF TEXAS }
 }
COUNTY OF CALDWELL }

KNOW ALL MEN BY THESE PRESENT:

PUBLICITY AND TOURISM AGREEMENT

This Agreement is made on the 1st day of April 2020, by and between the City of Lockhart, Texas, a municipal corporation of Caldwell County, Texas, and the Lockhart Chamber of Commerce.

I. AUTHORITY

The City of Lockhart, Texas, by authority of power granted to it under state statutes and Home-Rule Charter, and Article IV, Chapter 54 of the Code of Ordinances, has heretofore enacted a local hotel occupancy tax on occupants of hotels within the city limits and extraterritorial jurisdiction of the City of Lockhart.

II. PAYMENTS, PURPOSE AND USES OF FUNDS

- (a) As part of its obligation under state statutes (primarily Ch. 351, Texas Tax Code), to use local hotel occupancy tax funds for attracting and promoting tourism and the convention and hotel industry, the City of Lockhart hereby agrees to pay to the Lockhart Chamber of Commerce \$25,000 actually received by the City from the local hotel occupancy tax as reported and collected from the hotels, in consideration for the Lockhart Chamber of Commerce advertising and promoting tourism for the visitor market from which the City of Lockhart derives direct tourism income benefit. Such payment shall be made in two installments of \$12,500. First installment will be paid on or about May 15, 2020 and final installment will be paid after receipt of post-event form, on or about August 15, 2020.
- (b) The Lockhart Chamber of Commerce agrees that any local hotel occupancy tax funds paid to it by the City of Lockhart shall be used in any of the following specific criteria:
 - 1) Advertising, solicitations, and promotional programs to attract tourists and convention delegates or registrants to the municipality or its vicinity (\$15,500);
 - 2) Promotion of the Arts that directly enhance tourism and the hotel and convention industry: the encouragement, promotion, improvement, and application of the arts that can be shown to have some direct impact on tourism and the hotel/convention industry. The impact may be that the art facility or event can show hotel nights that are booked due to their events or that guests at hotels attend the arts event. Eligible forms of art include instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design, and allied fields, painting, sculpture, photography, graphic and craft arts, motion picture, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms (\$6,000).
 - 3) Funding transportation systems for transporting tourists from hotels to and near the city to any of the following destinations: 1) the commercial center; 2) a

convention center in the city; 3) other hotels in or near the city; and 4) tourist attractions in or near the city (\$3,500).

- (c) The Chamber agrees to conduct a continuing program of advertising and promotion for the purpose of attracting visitors, tourists, and conventions to the local area and to the City of Lockhart by publishing and distributing brochures and community information packets, by advertising in various tourists publications and general media publications, which are appropriate, by representing the City of Lockhart at travel shows and other such events, by participating with state and regional agencies in tourist development programs of benefit to the local area and to the City of Lockhart, and by using all appropriate means to increase the traveling public's awareness of the recreations advantages of the local area and the City of Lockhart.
- (d) The Lockhart Chamber of Commerce further agrees that it will seek to achieve economic benefit for the City of Lockhart through all of such activities, that it will provide tourist-related information about the City of Lockhart upon request, that it will not spend HOT funds for any purpose that is not authorized under Ch.351, Texas Tax Code, and that it will serve as an advisory body to the City on request, in matters related to expanding the tourist-derived economy.

III. INDEPENDENT CONTRACTOR

It is expressly understood and agreed by and between the parties that the Lockhart Chamber of Commerce is engaged as an independent contractor and is not an officer, agent, or employee of the City of Lockhart.

IV. COMMITMENT OF RESOURCES

The Lockhart Chamber of Commerce shall secure sufficient numbers of employees and/or volunteers to accomplish this Agreement. The Lockhart Chamber of Commerce shall further provide such office space, equipment, supplies, and other materials as may be necessary to accomplish the purposes of this Agreement.

V. BUDGET, ANNUAL REPORTS, AND FINANCIAL STATEMENTS

- (a) The Lockhart Chamber of Commerce shall provide to the City, prior to obtaining any local hotel occupancy tax funds, City of Lockhart Funding Application form, a proposed marketing plan for funded event (if applicable), and a schedule of activities or events relating to the funded project. It is understood and agreed by and between the parties that upon budget approval by the municipality, a fiduciary duty is created in the Lockhart Chamber of Commerce with respect to expenditure of revenue provided.
- (b) Thereafter, the Lockhart Chamber of Commerce shall provide to the City Council a post event form, as well as an annual financial statement listing the expenditures made from revenue from the local hotel occupancy tax.

- (c) All expenditures by the Lockhart Chamber of Commerce of hotel/motel tax revenue must be properly documented by voucher statement or other written description and said expenditure must relate to the promotion of tourism and convention or other purposes authorized by state law. The Lockhart Chamber of Commerce shall maintain complete and accurate financial record for each expenditure of local hotel occupancy tax revenue, and upon request of the city Council or other persons, shall make the records available for inspection and review.
- (d) It is understood and agreed between the parties that hotel occupancy tax funds may be spent by the Lockhart Chamber of Commerce for advertising, solicitations, and promotional programs to attract tourists and convention delegates or registrants to the municipality or its vicinity (\$15,500), promotion of the Arts that directly enhance tourism and the hotel and convention industry (\$6,000), and funding transportation systems for the transport of tourists within the City of Lockhart (\$3,500).

VII. EFFECTIVE DATE; TERMINATION

This Agreement shall begin the 1st day of April 2020 and shall continue in force for a period to end on September 30, 2020. The City Council shall review the Agreement annually prior to budget adoption. However, either the City or the Lockhart Chamber of Commerce shall, upon affording proper written notice in the manner herein below provided, have the option to terminate this Agreement at any time within thirty (30) days after giving such notice. Where such termination occurs, any funds remaining in the separate account, described in Section V above, immediately shall be returned to the City of Lockhart by the Lockhart Chamber of Commerce, and a final accounting of the separate account shall be presented by the Lockhart Chamber of Commerce to the City of Lockhart Finance Director within thirty (30) days after such termination.

VIII. NOTICE

Any notice necessary or appropriate relative to this Agreement shall be effective when deposited in the United States mail, either certified or registered mail, postage prepaid, and addressed to the City of Lockhart, P. O. Box 239, Lockhart, Texas, 78644, or to the Lockhart Chamber of Commerce, P.O. Box 840, Lockhart, Texas, 78644.

IX. ASSIGNMENT

No part of this Agreement may be assigned or delegated without prior written consent of the other party, and any attempted assignment of benefits or rights or delegation of duties or obligations shall be a breach of this Agreement. However, nothing in this Agreement shall prohibit the Lockhart Chamber of Commerce from participating with regional or state tourism programs or to contract for joint promotion with other agencies.

X. AVAILABILITY OF FUNDS

It is expressly agreed that by executing this Agreement with the Lockhart Chamber of Commerce, the City does not bind itself in the future as to any action of the City Council in connection with the alteration or repeal or amendment of the City of Lockhart, Texas, hotel occupancy tax.

In the event, for any reason, the taxes are not collected by the City of Lockhart under the provisions of the hotel occupancy tax ordinance, the City shall not be obligated under this Agreement to pay any funds of the City to the Lockhart Chamber of Commerce. The City shall pay the Lockhart Chamber of Commerce only when and if the taxes are collected. Under no circumstances is the City obligated to pay funds, other than hotel occupancy tax funds, in the performance of this contract.

It is also understood between the parties to this Agreement that in the event that no taxes are ever collected and therefore no funds are available from the City of Lockhart, Texas, hotel occupancy tax, this Agreement shall terminate, any provisions contained herein notwithstanding, and that the Lockhart Chamber of Commerce shall have no right or demand upon the City for funds payable under this Agreement if such taxes are not available, for any reason.

XI. INDEMNITY CLAUSE

The Lockhart Chamber of Commerce agrees to and shall indemnify and hold harmless and defend the City of Lockhart, Texas, its officers, agents, and employees from any and all claims, losses, causes of action and damages, suits, and liability of every kind including all expenses of litigation, court costs, and attorney fees, for injury to or death to any person, or for damage to any property, arising from or in connection with the operations of the Lockhart Chamber of Commerce, its officers, agents, and employees carried out in furtherance of this Agreement.

XII. APPROVAL; AUTHORIZED SIGNATURES

This Agreement shall be subject to the laws and statutes of the State of Texas. Each party warrants and represents that it has approved this Agreement by resolution duly adopted at a meeting of its governing body by a majority of those present and voting and that the chief executive officer and secretary of each party are duly authorized to enter into this Agreement on behalf of such party.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date and year first above written.

LOCKHART CHAMBER OF COMMERCE

CITY OF LOCKHART

President

Steve Lewis
City Manager

ATTEST:

Connie Constancio
City Secretary

Application

2/25/2020

Date: _____

Organization Information

Name of Organization: Lockhart Chamber of Commerce

Address: 702 S. Commerce

City, State, Zip: Lockhart, TX 78644

Contact Name: Linda Haden Contact Phone Number: 512-626-9861

Web Site Address for Event or Sponsoring Entity www.chisholmtrailroundup.com

Non-Profit or For-Profit status: Non Profit Tax ID #: 74-0750055

Entity's Creation Date: 1955

Purpose of your organization: To improve & strengthen the business environment of Lockhart in order to promote the economic well being of all citizens; to provide services to membership; to communicate the views of the business community; to support constructive initiatives on major issues of public policy.

Event Information

Name of Event or Project: 48th Annual Chisholm Trail Roundup Rodeo & Music Festival / BBQ Chili Cookoff

Date of Event or Project: June 11-13, 2020

Primary Location of Event or Project: Lockhart City Park; 504 E City Park Rd, Lockhart

Amount Requested: \$ \$25,000

How will the funds be used: 1) Fund the promotional activities of CTR in order to attract overnight tourists for the event including print advertising, radio, tv, & web advertising 2) Lockhart Chamber books hotel rooms for visiting artists, performers, rodeo promoters, BBQ judges and more



Supplemental Information Required With Application: Along with the application, please submit the following:

_____ Proposed Marketing Plan for Funded Event

_____ Schedule of Activities or Events Relating to the Funded Project

Submit to: City of Lockhart HOT Advisory Board
c/o Finance Department
P.O. Box 239
Lockhart, TX 78644



Primary Purpose of Funded Activity/Facility:

Chisholm Trail Roundup celebrates Lockhart's history on the Chisholm Trail, a frequented cattle drive. CTR is a

family friendly event that draws visitors & past residents back to Lockhart to celebrate with a BBQ competition,

live music, rodeo, kids corral, food, & craft vendors.

Percentage of Hotel Tax Support of Related Costs

15%

Percentage of Total **Event Costs** Covered by Hotel Occupancy Tax

0

Percentage of Total **Facility Costs** Covered by Hotel Occupancy Tax for the Funded Event

0

Percentage of **Staff Costs** Covered by Hotel Occupancy Tax for the Funded Event

If staff costs are covered, estimate percentage of time staff spends annually on the funded event(s) compared to other activities _____%

Which Category or Categories Apply to Funding Request, and Amount Requested Under Each Category:

- a) **Convention Center or Visitor Information Center:** construction, improvement, equipping, repairing, operation, and maintenance of convention center facilities or visitor information centers, or both. Amount requested under this category: \$ _____
- b) **Registration of Convention Delegates:** furnishing of facilities, personnel, and materials for the registration of convention delegates or registrants. Amount requested under this category: \$ _____
- c) **Advertising, Solicitations, Promotional programs to attract tourists and convention delegates** or registrants to the municipality or its vicinity. Amount requested under this category: \$ \$10,000
- d) **Promotion of the Arts that Directly Enhance Tourism and the Hotel & Convention Industry:** the encouragement, promotion, improvement, and application of the arts that can be shown to have some direct impact on tourism and the hotel/convention industry. The impact may be that the art facility or event can show hotel nights that are booked due to their events or that guests at hotels attend the arts event. Eligible forms of art include instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture photography, graphic and craft arts, motion picture, radio, television, tape and sound recording,



and other arts related to the presentation, performance, execution, and exhibition of these major art forms : \$ 11,500

e) Historical restoration and preservation projects or activities or advertising and conducting solicitation and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums. Amount requested under this category: \$ _____

f) Expenses including promotional expenses, directly related to a sporting event in which the majority of participants are tourists. The event must substantially increase economic activity at hotels within the city or its vicinity. Amount requested under this category: \$ _____

How many individuals are expected to participate in the sporting related event? _____

How many of the participants at the sporting related event are expected to be from another city or county? _____

Quantify how the sporting related event will substantially increase economic activity at hotels within the city or its vicinity?

g) Funding transportation systems for transporting tourists from hotels to and near the city to any of the following destinations: 1) the commercial center of the city; 2) a convention center in the city; 3) other hotels in or near the city; and 4) tourist attractions in or near the city. Amount requested under this category: \$ 3,500

What sites or attractions will tourists be taken to by this transportation? _____

Will members of the general public (non-tourists) be riding on this transportation? _____

What percentage of the ridership will be local citizens? _____

h) Signage directing tourists to sights and attractions that are visited frequently by hotel guests in the municipality. Amount requested under this category: \$ _____

What tourist attractions will be the subject of the signs?



Questions for All Funding Request Categories:

1. How many years have you held this Event or Project: 47 years
2. Expected Attendance: 10,000
3. How many people attending the Event or Project will use City of Lockhart hotels? 150-175
 Number of the people many nights will they stay: 1-3 nights
4. Do you reserve a room block for this event at an area hotel and if so, for how many rooms and at which hotels: Best Western will not reserve room blocks

5. List other years (over the last three years) that you have hosted your Event or Project with amount of assistance given from HOT and the number of hotel rooms used:

Month/Year Held	Assistance Amount	Number of Hotel Rooms Used
<u>June 13-15, 2019</u>	<u>18,000 avg</u>	<u>June 13 = 98% occupied</u> <u>June 14 = 100%</u> <u>June 15 = 93%</u>
<u>June 7-9, 2018</u>	<u>18,000 avg</u>	<u>June 7 = 100% occupied</u> <u>June 8 = 100%</u> <u>June 9 = 100%</u>
<u>June 8-10, 2017</u>	<u>18,000 avg</u>	<u>June 8 = 62% occupied</u> <u>June 9 = 95%</u> <u>June 10 = 100%</u>

6. How will you measure the impact of your event on area hotel activity (e.g.; room block usage information, survey of hoteliers, etc.)? survey of hoteliers, please reference Umesh's email

7. Please list other organization, government entities, and grants that have offered financial support to your project: sponsorship support



-
-
8. Will the event charge admission? Do you anticipate a net profit from the event? If there is a net profit, what is the anticipated amount and how will it be used?
Admission is charged; Yes, net anticipated & used to fund operating expenses of the chamber & to fund

next year's CTR

9. Please list all promotion efforts your organization is coordinating and the amount financially committed to each media outlet:

Newspaper: \$ 2,100
Radio: \$ 5,000
TV: \$ 1,200
Other Paid Advertising: \$ 1,700

Number of Press Releases to Media 25
Number Direct Mailings to out-of-town recipients 0

Other Promotions _____

10. Will you include a link to local hotels on your website for booking during this event?
Yes
-

11. Will you negotiate a special rate or hotel/event package to attract overnight stays?
We try
-

12. What new marketing initiatives will you utilize to promote hotel and convention activity for this event?

Lockhart ISD Audio/ Visual department will create an advertising video to be displayed at 5 regional movie cinemas to attract

visitors to CTR and our hotels. The movie advertisements will promote Lockhart hotels for accommodations.

The chamber will produce print information to display in hotel rooms advertising bus transport to festival.

13. What geographic areas does your advertising and promotion reach: Central Texas Region
-



14. How many individuals will your proposed marketing reach who are located in another city or county? _____ 37,593 impressions via TV (Spectrum Reach)
5,500 Avg Qrt Hr Listeners Radio (KAJA Country in SA = 93,500 total listeners)
1,800 Avg Qrt Hr Listeners Radio (KASA Austin) x 24 spots = 43,200 total

15. If the funding requested is related to a permanent facility (e.g. museum, visitor center):

Expected Attendance Monthly/Annually: _____

Percentage of those in attendance that are staying at area hotels/lodging facilities: _____%

Please Submit no later than February 28, 2020

to:

City of Lockhart HOT Advisory Board
c/o Finance Department
P.O. Box 239
Lockhart, TX 78644



Christie Pruitt

From: Christie Pruitt <cpruitt@lockhartchamber.com>
Sent: Monday, October 28, 2019 5:15 PM
To: 'umesh@mphospitality.com'
Subject: RE: Chisholm Trail Roundup hotel impact

Thanks so much Umesh!

From: umesh@mphospitality.com <umesh@mphospitality.com>
Sent: Monday, October 28, 2019 4:58 PM
To: 'Christie Pruitt' <cpruitt@lockhartchamber.com>
Subject: RE: Chisholm Trail Roundup hotel impact

Hi Christie,
Occupancy for CTR.

June 13, 2019 98%
June 14, 2019 100%
June 15, 2019 93%

June 07, 2018 100%
June 08, 2018 100%
June 09, 2018 100%

June 08, 2017 62%
June 09, 2017 95%
June 10, 2017 100%

Thanks..
Umesh

From: Christie Pruitt <cpruitt@lockhartchamber.com>
Sent: Monday, October 28, 2019 9:45 AM
To: umesh@mphospitality.com; 'General Manager' <bestwestern@mphospitality.com>
Subject: Chisholm Trail Roundup hotel impact

Hello Umesh & Best Western Team,

I want to reach out and see if you can share some information with me regarding the impact Chisholm Trail Roundup has on your hotel stays. Specifically, I would like know what your percentage of occupancy rate was for:

June 13-15, 2019
June 7-9, 2018
June 8-10, 2017

I appreciate you help in researching and I know that it will take some time on your team to find these numbers for me. Would you also be able to calculate how many of these rooms were specifically booked due to Chisholm Trail Roundup?

2020 CTR Expenses Budget

6030 · CTR Expenses

Admissions		1,000.00
Advertising & Promotion		
	Facebook Promotions	1,000.00
	Radio	5,000.00
	Advertising & Promotion - Other	4,000.00
		10,000.00
Total Advertising & Promotion		
Barbecue / Chili Cook-Off		4,000.00
Beverage Sales		9,000.00
Cowboy Brunch		0.00
CTR Committee		150.00
CTR Construction		500.00
	Fencing	2,500.00
		3,000.00
Total CTR Construction		
CTR Kick Off Party		500.00
CTR Sales Tax		1,800.00
CTR Web Site		100.00
Entertainment		
	Stage	4,500.00
	Sound	3,000.00
	Kids Zone	7,000.00
	Entertainment - Other	25,000.00
		39,500.00
Total Entertainment		
Exhibitor Hall		1,500.00
Grand Parade		
	Float Expenses	2,000.00
	Grand Parade - Other	800.00
		2,800.00
Total Grand Parade		
Insurance		7,500.00
Office Trailers		850.00
Parking		1,000.00
Portable Toilets		4,500.00
Promo Items (T-Shirts)		0.00
Queens Contest		1,500.00
Scholarship Reimbursement		0.00
Security		6,400.00
Sponsorships		
	Sponsor Banners	4,000.00
	Trail Boss (VIP)	3,500.00
	Sponsorships - Other	1,000.00
		8,500.00
Total Sponsorships		
Tents / Tables & Chairs Rental		5,000.00
Transportation (Buses)		3,500.00
Trash		1,500.00
Utilities		5,000.00
Vendor Booths		2,000.00
6030 · CTR Expenses - Other		150.00
		120,750.00

Total 6030 · CTR Expenses

6040 · CTR Rodeo Expenses

Rodeo Arena		5,000.00
Rodeo Producer		33,505.00
Security		1,500.00
Sponsorships		
	Sponsor Banners	1,500.00
		1,500.00
Total Sponsorships		

Total 6040 · CTR Rodeo Expenses

Total CTR Expenses

41,505.00
162,255.00

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**GREATER CALDWELL COUNTY
HISPANIC CHAMBER OF
COMMERCE**

CINCO DE MAYO & DIAZ Y SEIS

- (c) The Hispanic Chamber agrees to conduct a continuing program of advertising and promotion for the purpose of attracting visitors, tourists, and conventions to the local area and to the City of Lockhart by publishing and distributing brochures and community information packets, by advertising in various tourists publications and general media publications, which are appropriate, by representing the City of Lockhart at travel shows and other such events, by participating with state and regional agencies in tourist development programs of benefit to the local area and to the City of Lockhart, and by using all appropriate means to increase the traveling public's awareness of the recreations advantages of the local area and the City of Lockhart.
- (d) The Greater Caldwell County Hispanic Chamber of Commerce further agrees that it will seek to achieve economic benefit for the City of Lockhart through all of such activities, that it will provide tourist-related information about the City of Lockhart upon request, that it will not spend HOT funds for any purpose that is not authorized under Ch.351, Texas Tax Code, and that it will serve as an advisory body to the City on request, in matters related to expanding the tourist-derived economy.

III. INDEPENDENT CONTRACTOR

It is expressly understood and agreed by and between the parties that the Greater Caldwell County Hispanic Chamber of Commerce is engaged as an independent contractor and is not an officer, agent, or employee of the City of Lockhart.

IV. COMMITMENT OF RESOURCES

The Greater Caldwell County Hispanic Chamber of Commerce shall secure sufficient numbers of employees and/or volunteers to accomplish this Agreement. The Greater Caldwell County Hispanic Chamber of Commerce shall further provide such office space, equipment, supplies, and other materials as may be necessary to accomplish the purposes of this Agreement.

V. BUDGET, ANNUAL REPORTS, AND FINANCIAL STATEMENTS

- (a) The Greater Caldwell County Hispanic Chamber of Commerce shall provide to the City, prior to obtaining any local hotel occupancy tax funds, City of Lockhart Funding Application form, a proposed marketing plan for funded event (if applicable), and a schedule of activities or events relating to the funded project. It is understood and agreed by and between the parties that upon budget approval by the municipality, a fiduciary duty is created in the Greater Caldwell County Hispanic Chamber of Commerce with respect to expenditure of revenue provided.
- (b) Thereafter, the Greater Caldwell County Hispanic Chamber of Commerce shall provide to the City Council a post event form, as well as an annual financial statement listing the expenditures made from revenue from the local hotel occupancy tax.
- (c) All expenditures by the Greater Caldwell County Hispanic Chamber of Commerce of hotel/motel tax revenue must be properly documented by voucher statement or other written description and said expenditure must relate to the promotion of tourism and convention or other purposes authorized by state law. The Greater Caldwell County

Hispanic Chamber of Commerce shall maintain complete and accurate financial record for each expenditure of local hotel occupancy tax revenue, and upon request of the city Council or other persons, shall make the records available for inspection and review.

- (d) It is understood and agreed between the parties that hotel occupancy tax funds may be spent by the Greater Caldwell County Hispanic Chamber of Commerce for advertising, solicitations, and promotional programs to attract tourists and convention delegates or registrants to the municipality or its vicinity (\$15,500) and promotion of the Arts that directly enhance tourism and the hotel and convention industry (\$6,000).

VII. EFFECTIVE DATE; TERMINATION

This Agreement shall begin the 1st day of April 2020 and shall continue in force for a period to end on September 30, 2020. The City Council shall review the Agreement annually prior to budget adoption. However, either the City or the Greater Caldwell County Hispanic Chamber of Commerce shall, upon affording proper written notice in the manner herein below provided, have the option to terminate this Agreement at any time within thirty (30) days after giving such notice. Where such termination occurs, any funds remaining in the separate account, described in Section V above, immediately shall be returned to the City of Lockhart by the Greater Caldwell County Hispanic Chamber of Commerce, and a final accounting of the separate account shall be presented by the Greater Caldwell County Hispanic Chamber of Commerce to the City of Lockhart Finance Director within thirty (30) days after such termination.

VIII. NOTICE

Any notice necessary or appropriate relative to this Agreement shall be effective when deposited in the United States mail, either certified or registered mail, postage prepaid, and addressed to the City of Lockhart, P. O. Box 239, Lockhart, Texas, 78644, or to the Greater Caldwell County Hispanic Chamber of Commerce, P.O. Box 147, Lockhart, Texas, 78644.

IX. ASSIGNMENT

No part of this Agreement may be assigned or delegated without prior written consent of the other party, and any attempted assignment of benefits or rights or delegation of duties or obligations shall be a breach of this Agreement. However, nothing in this Agreement shall prohibit the Greater Caldwell County Hispanic Chamber of Commerce from participating with regional or state tourism programs or to contract for joint promotion with other agencies.

X. AVAILABILITY OF FUNDS

It is expressly agreed that by executing this Agreement with the Greater Caldwell County Hispanic Chamber of Commerce, the City does not bind itself in the future as to any action of the City Council in connection with the alteration or repeal or amendment of the City of Lockhart, Texas, hotel occupancy tax.

In the event, for any reason, the taxes are not collected by the City of Lockhart under the provisions of the hotel occupancy tax ordinance, the City shall not be obligated under this Agreement to pay any funds of the City to the Greater Caldwell County Hispanic Chamber of

Commerce. The City shall pay the Greater Caldwell County Hispanic Chamber of Commerce only when and if the taxes are collected. Under no circumstances is the City obligated to pay funds, other than hotel occupancy tax funds, in the performance of this contract.

It is also understood between the parties to this Agreement that in the event that no taxes are ever collected and therefore no funds are available from the City of Lockhart, Texas, hotel occupancy tax, this Agreement shall terminate, any provisions contained herein notwithstanding, and that the Greater Caldwell County Hispanic Chamber of Commerce shall have no right or demand upon the City for funds payable under this Agreement if such taxes are not available, for any reason.

XI. INDEMNITY CLAUSE

The Greater Caldwell County Hispanic Chamber of Commerce agrees to and shall indemnify and hold harmless and defend the City of Lockhart, Texas, its officers, agents, and employees from any and all claims, losses, causes of action and damages, suits, and liability of every kind including all expenses of litigation, court costs, and attorney fees, for injury to or death to any person, or for damage to any property, arising from or in connection with the operations of the Greater Caldwell County Hispanic Chamber of Commerce, its officers, agents, and employees carried out in furtherance of this Agreement.

XII. APPROVAL; AUTHORIZED SIGNATURES

This Agreement shall be subject to the laws and statutes of the State of Texas. Each party warrants and represents that it has approved this Agreement by resolution duly adopted at a meeting of its governing body by a majority of those present and voting and that the chief executive officer and secretary of each party are duly authorized to enter into this Agreement on behalf of such party.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date and year first above written.

GREATER CALDWELL COUNTY
HISPANIC CHAMBER OF COMMERCE

CITY OF LOCKHART

President

Steve Lewis
City Manager

ATTEST:

Connie Constancio
City Secretary

Application

Date: 02-27-20

Organization Information

Name of Organization: Greater Caldwell County Hispanic Chamber of Commerce

Address: 1205 S Main

City, State, Zip: Lockhart, TX 78644

Contact Name: Rob Ortiz Contact Phone Number: 512-921-8000

Web Site Address for Event or Sponsoring Entity www.caldwellcountyhispanichamber.com

Non-Profit or For-Profit status: 501c6 Tax ID #: 74-2811628

Entity's Creation Date: 1988

Purpose of your organization: To promote and strengthen the economic welfare of the business community in Caldwell County by supporting proactive activities in areas of education, civic leadership, and community development and by creating business opportunities for our members.

Event Information

Name of Event or Project: Cinco De Mayo and Diez y Seis

Date of Event or Project: May 1-2, September 11-12

Primary Location of Event or Project: Downtown on the Square

How will the funds be used: Funds will be used to advertise and promote both Cinco De Mayo and Diez y Seis events. (PLEASE NOTE THAT OUR CINCO DE MAYO EVENT IS THE ONLY ORGANIZED EVENT IN CENTRAL TEXAS)



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Primary Purpose of Funded Activity/Facility:

To bring awareness and to celebrate the diversity of Lockhart's citizens and businesses. This allows the Chamber to provide guidance to business owners and give them an outlet to market their business or organization, which in turn brings more people into Lockhart. Events provide entertainment in different genres of music including; Latino, Progressive Tejano, Blues, Jazz, Rock, Country and Instrumental exposing and educating event goers to music they may not otherwise encounter. These events also allow local as well as out of town individual businesses to showcase and sell their products. Money raised will also provide educational scholarships for students throughout the Lockhart area and supporting youth organizations. This has many individuals staying overnight Lockhart for one to two nights.

Percentage of Hotel Tax Support of Related Costs

4.85% Percentage of Total Event Costs Covered by Hotel Occupancy Tax

_____ Percentage of Total Facility Costs Covered by Hotel Occupancy Tax for the Funded Event

_____ Percentage of Staff Costs Covered by Hotel Occupancy Tax for the Funded Event

If staff costs are covered, estimate percentage of time staff spends annually on the funded event(s) compared to other activities _____%

Which Category or Categories Apply to Funding Request, and Amount Requested Under Each Category:

- a) **Convention Center or Visitor Information Center:** construction, improvement, equipping, repairing, operation, and maintenance of convention center facilities or visitor information centers, or both. Amount requested under this category: \$ _____
- b) **Registration of Convention Delegates:** furnishing of facilities, personnel, and materials for the registration of convention delegates or registrants. Amount requested under this category: \$ _____
- c) **Advertising, Solicitations, Promotional programs to attract tourists and convention delegates or registrants to the municipality or its vicinity.** Amount requested under this category: \$ 8000
- d) **Promotion of the Arts that Directly Enhance Tourism and the Hotel & Convention Industry:** the encouragement, promotion, improvement, and application of the arts that can be shown to have some direct impact on tourism and the hotel/convention industry. The impact may be that the art facility or event can show hotel nights that are booked due to their events or that guests at hotels attend the arts event. Eligible forms of art include instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture photography, graphic and craft arts, motion picture, radio, television, tape and sound recording,



and other arts related to the presentation, performance, execution, and exhibition of these major art forms: \$4000 _____

e) Historical restoration and preservation projects or activities or advertising and conducting solicitation and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums. Amount requested under this category: \$ _____

f) Expenses including promotional expenses, directly related to a sporting event in which the majority of participants are tourists. The event must substantially increase economic activity at hotels within the city or its vicinity. Amount requested under this category: \$ _____

How many individuals are expected to participate in the sporting related event? _____

How many of the participants at the sporting related event are expected to be from another city or county? _____

Quantify how the sporting related event will substantially increase economic activity at hotels within the city or its vicinity?

g) Funding transportation systems for transporting tourists from hotels to and near the city to any of the following destinations: 1) the commercial center of the city; 2) a convention center in the city; 3) other hotels in or near the city; and 4) tourist attractions in or near the city. Amount requested under this category: \$ _____

What sites or attractions will tourists be taken to by this transportation? _____

Will members of the general public (non-tourists) be riding on this transportation? _____

What percentage of the ridership will be local citizens? _____

h) Signage directing tourists to sights and attractions that are visited frequently by hotel guests in the municipality. Amount requested under this category: \$ _____

What tourist attractions will be the subject of the signs?



Questions for All Funding Request Categories:

1. How many years have you held this Event or Project: 33
1. Expected Attendance: 6500/7000 per event TOTAL 12,000-14,000
2. How many people attending the Event or Project will use City of Lockhart hotels? 100
 Number of the people many nights will they stay: 1-2

3. Do you reserve a room block for this event at an area hotel and if so, for how many rooms and at which hotels: no
4. List other years (over the last three years) that you have hosted your Event or Project with amount of assistance given from HOT and the number of hotel rooms used:

Month/Year Held	Assistance Amount	Number of Hotel Rooms Used
<u>1/17-12-17</u>	<u>8,074.54</u>	<u>55</u>
<u>1/18-12/18</u>	<u>8,537.98</u>	<u>49</u>
<u>1/19-19/19</u>	<u>6,766.50</u>	<u>64</u>

5. How will you measure the impact of your event on area hotel activity (e.g.; room block usage information, survey of hoteliers, etc.)? Add question on vendor form asking if they will be staying in a local hotel, Survey of hotels within 5 days after the event.
6. Please list other organization, government entities, and grants that have offered financial support to your project: n/a



7. Will the event charge admission? Do you anticipate a net profit from the event? If there is a net profit, what is the anticipated amount and how will it be used? There are no admission fees charged. Our goal is for the event to make a profit to help with expenses of running the Chamber office and to fund our scholarship program.

8. Please list all promotion efforts your organization is coordinating and the amount financially committed to each media outlet:

Newspaper: \$ 300
Radio: \$ 2500
TV: \$ 2880
Other Paid Advertising: \$ 3500

Number of Press Releases to Media 5
Number Direct Mailings to out-of-town recipients 2

Other Promotions 10K and 5K Races at Cinco De Mayo are sponsored by ON the GO so this information about our events will also go out to all their participants and be posted on their website.

9. Will you include a link to local hotels on your website for booking during this event? Yes, we will include a link to local hotels on our fliers, poster, website, and social media pages.

10. Will you negotiate a special rate or hotel/event package to attract overnight stays? Yes, we will work with at least two of our local hotels to provide a special rate for attendees, booth participants and entertainers.

11. What new initiatives will you utilize to promote hotel and convention activity for this event? We will have our new website up and running prior to Cinco De Mayo this year and will advertise on that as well as posting ads on social media. We will also send out a mailing to our out of town members/friends of the Chamber to promote our events. Send out Thank You Notes – handwritten, as well as adding morning and noon radio and TV appearances.

12. What geographic areas does your advertising and promotion reach: With a larger advertising budget we hope to reach people within a 200 mile radius of Lockhart.



13. How many individuals will your proposed marketing reach who are located in another city or county? 10,000

14. If the funding requested is related to a permanent facility (e.g. museum, visitor center):

Expected Attendance Monthly/Annually: _____

Percentage of those in attendance that are staying at area hotels/lodging facilities: _____

Please Submit no later than February 28, 2020

to:

City of Lockhart HOT Advisory Board

c/o Finance Department

P.O. Box 239

Lockhart, TX 78644



Supplemental Information Required With Application: Along with the application, please submit the following:

- Proposed Marketing Plan for Funded Event
- Schedule of Activities or Events Relating to the Funded Project

Submit to: City of Lockhart HOT Advisory Board
c/o Finance Department
P.O. Box 239
Lockhart, TX 78644



Greater Caldwell County Hispanic Chamber of Commerce

Event Schedule

Agenda of Events

Cinco De Mayo

Friday May 1, 2020

12 Noon – Begin Stage set up

3:00 p.m. – 6:00 p.m. Vendor Set up

6:00 p.m. event opens to public

6:00 p.m. – Welcome from the stage & introduction of 1st Band

6:00 p.m. – 12:00 Midnight – Rotation of Band

Saturday May 2, 2020

8:00 a.m. – 10:30 a.m. – 5K & 10K races

10:30 a.m. – Race Award Ceremony

12:00 noon – Event opens

12:00 noon – Bands begin rotation

12:00 Midnight – Event Closes

Sunday May 3, 2020

Event Breakdown

Diez Y Seis

Friday September 11, 2020

12 Noon – Begin Stage set up

3:00 p.m. – 6:00 p.m. Vendor Set up

6:00 p.m. event opens to public

6:00 p.m. – Welcome from the stage & introduction of 1st Band

6:00 p.m. – 12:00 Midnight – Rotation of Band

Saturday September 12, 2020

12:00 noon – Event opens

12:00 noon – Bands begin rotation

12:00 Midnight – Event Closes

Sunday September 13, 2020

Event Breakdown

Marketing Plan 2020

Cinco De Mayo & Diez Y Seis

January 2020

1. Send out save the date emails to vendors, and email distribution list for both events – ask vendors to post on their pages that they will have a booth at these events
2. Add events to social media accounts-remind Board members and Chamber members to share events on their personal/business social media pages
3. Begin creation of fliers/posters for Cinco De Mayo
4. Add events to all other calendars – example Lockhart Chamber, Luling Chamber, City Calendar, etc... within a 200 mile radius

February

1. Continue creation of fliers/posters for CDM
2. Create ads to be posted on social media for CDM
3. Create radio ads/TV ads for CDM
4. Set dates to appear on Morning/Noon TV and Radio shows for mid to late April (Austin/San Antonio)

March

1. Finish creation of fliers/posters for CDM have printed
2. Fliers/poster SHOULD BE POSTED BEFORE THE 15TH OF March.
3. Begin running ads on social media pages for CDM
4. Finalize radio ads/TV ads for CDM

April

1. Begin running ads on radio/TV for CDM
2. Continue running ads on social media for CDM
3. Send out another email to distribution list about CDM
4. Appear on LIVE Morning/Noon TV and Radio Shows (Austin/San Antonio)
5. Send Press Release to all media outlets. (RADIO, NEWSPAPER, TV)
6. Begin creation of fliers/posters for Diez Y Seis

May Event

BREATH !!!!

1. Send out Thank You Notes – handwritten

June

1. Continue creation of fliers/posters for DYS
2. Create ads to be posted on social media for DYS
3. Create radio ads/TV ads for DYS
4. Set dates to appear on Morning/Noon TV and Radio shows for mid to late April (Austin/San Antonio)

July

1. Finish creation of fliers/posters for DYS have printed
2. Fliers/posters should be posted NO LATER THAN JULY 15
3. Begin running ads on social media pages for DYS
4. Finalize radio ads/TV ads for DYS

August

1. Begin running ads on radio/TV for DYS
2. Continue running ads on social media for DYS
3. Send out another email to distribution list about DYS
4. Appear on LIVE Morning/Noon TV and Radio Shows (Austin/San Antonio)
5. Send Press Release to all media outlets. (RADIO, NEWSPAPER, TV)

September EVENT BREATH!!!

1. Send out Thank You Notes – handwritten

THE GASLIGHT-BAKER THEATER

2020 SEASON & EVENTS

STATE OF TEXAS }
 }
COUNTY OF CALDWELL }

KNOW ALL MEN BY THESE PRESENT:

PUBLICITY AND TOURISM AGREEMENT

This Agreement is made on the 1st day of April 2020, by and between the City of Lockhart, Texas, a municipal corporation of Caldwell County, Texas, and the Gaslight-Baker Theater.

I. AUTHORITY

The City of Lockhart, Texas, by authority of power granted to it under state statutes and Home-Rule Charter, and Article IV, Chapter 54 of the Code of Ordinances, has heretofore enacted a local hotel occupancy tax on occupants of hotels within the city limits and extraterritorial jurisdiction of the City of Lockhart.

II. PAYMENTS, PURPOSE AND USES OF FUNDS

- (a) As part of its obligation under state statutes (primarily Ch. 351, Texas Tax Code), to use local hotel occupancy tax funds for attracting and promoting tourism and the convention and hotel industry, the City of Lockhart hereby agrees to pay to the Gaslight-Baker Theater \$12,000 actually received by the City from the local hotel occupancy tax as reported and collected from the hotels, in consideration for the Gaslight-Baker Theater advertising and promoting tourism for the visitor market from which the City of Lockhart derives direct tourism income benefit. Such payment shall be made in two installments of \$6,000. First installment will be paid on or about April 1, 2020 and final installment will be paid after receipt of post-event form, on or about August 15, 2020.
- (b) The Gaslight-Baker Theater agrees that any local hotel occupancy tax funds paid to it by the City of Lockhart shall be used in any of the following specific criteria:
 - 1) Advertising, solicitations, and promotional programs to attract tourists and convention delegates or registrants to the municipality or its vicinity (\$8,000);
 - 2) Promotion of the Arts that directly enhance tourism and the hotel and convention industry: the encouragement, promotion, improvement, and application of the arts that can be shown to have some direct impact on tourism and the hotel/convention industry. The impact may be that the art facility or event can show hotel nights that are booked due to their events or that guests at hotels attend the arts event. Eligible forms of art include instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design, and allied fields, painting, sculpture, photography, graphic and craft arts, motion picture, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms (\$4,000).
- (c) The Gaslight-Baker Theater agrees to conduct a continuing program of advertising and promotion for the purpose of attracting visitors, tourists, and conventions to the local area

and to the City of Lockhart by publishing and distributing brochures and community information packets, by advertising in various tourists publications and general media publications, which are appropriate, by representing the City of Lockhart at travel shows and other such events, by participating with state and regional agencies in tourist development programs of benefit to the local area and to the City of Lockhart, and by using all appropriate means to increase the traveling public's awareness of the recreations advantages of the local area and the City of Lockhart.

- (d) The Gaslight-Baker Theater further agrees that it will seek to achieve economic benefit for the City of Lockhart through all of such activities, that it will provide tourist-related information about the City of Lockhart upon request, that it will not spend HOT funds for any purpose that is not authorized under Ch.351, Texas Tax Code, and that it will serve as an advisory body to the City on request, in matters related to expanding the tourist-derived economy.

III. INDEPENDENT CONTRACTOR

It is expressly understood and agreed by and between the parties that the Gaslight-Baker Theater is engaged as an independent contractor and is not an officer, agent, or employee of the City of Lockhart.

IV. COMMITMENT OF RESOURCES

The Gaslight-Baker Theater shall secure sufficient numbers of employees and/or volunteers to accomplish this Agreement. The Gaslight-Baker Theater shall further provide such office space, equipment, supplies, and other materials as may be necessary to accomplish the purposes of this Agreement.

V. BUDGET, ANNUAL REPORTS, AND FINANCIAL STATEMENTS

- (a) The Gaslight-Baker Theater shall provide to the City, prior to obtaining any local hotel occupancy tax funds, City of Lockhart Funding Application form, a proposed marketing plan for funded event (if applicable), and a schedule of activities or events relating to the funded project. It is understood and agreed by and between the parties that upon budget approval by the municipality, a fiduciary duty is created in the Gaslight-Baker Theater with respect to expenditure of revenue provided.
- (b) Thereafter, the Gaslight-Baker Theater shall provide to the City Council a post event form, as well as an annual financial statement listing the expenditures made from revenue from the local hotel occupancy tax.
- (c) All expenditures by the Gaslight-Baker Theater of hotel/motel tax revenue must be properly documented by voucher statement or other written description and said expenditure must relate to the promotion of tourism and convention or other purposes authorized by state law. The Gaslight-Baker Theater shall maintain complete and accurate financial record for each expenditure of local hotel occupancy tax revenue, and

upon request of the city Council or other persons, shall make the records available for inspection and review.

- (d) It is understood and agreed between the parties that hotel occupancy tax funds may be spent by the Gaslight-Baker Theater for advertising, solicitations, and promotional programs to attract tourists and convention delegates or registrants to the municipality or its vicinity (\$8,000) and promotion of the Arts that directly enhance tourism and the hotel and convention industry (\$4,000).

VII. EFFECTIVE DATE; TERMINATION

This Agreement shall begin the 1st day of April 2020 and shall continue in force for a period to end on September 30, 2020. The City Council shall review the Agreement annually prior to budget adoption. However, either the City or the Gaslight-Baker Theater shall, upon affording proper written notice in the manner herein below provided, have the option to terminate this Agreement at any time within thirty (30) days after giving such notice. Where such termination occurs, any funds remaining in the separate account, described in Section V above, immediately shall be returned to the City of Lockhart by the Gaslight-Baker Theater, and a final accounting of the separate account shall be presented by the Gaslight-Baker Theater to the City of Lockhart Finance Director within thirty (30) days after such termination.

VIII. NOTICE

Any notice necessary or appropriate relative to this Agreement shall be effective when deposited in the United States mail, either certified or registered mail, postage prepaid, and addressed to the City of Lockhart, P. O. Box 239, Lockhart, Texas, 78644, or to the Gaslight-Baker Theater, P.O. Box 1152, Lockhart, Texas, 78644.

IX. ASSIGNMENT

No part of this Agreement may be assigned or delegated without prior written consent of the other party, and any attempted assignment of benefits or rights or delegation of duties or obligations shall be a breach of this Agreement. However, nothing in this Agreement shall prohibit the Gaslight-Baker Theater from participating with regional or state tourism programs or to contract for joint promotion with other agencies.

X. AVAILABILITY OF FUNDS

It is expressly agreed that by executing this Agreement with the Gaslight-Baker Theater, the City does not bind itself in the future as to any action of the City Council in connection with the alteration or repeal or amendment of the City of Lockhart, Texas, hotel occupancy tax.

In the event, for any reason, the taxes are not collected by the City of Lockhart under the provisions of the hotel occupancy tax ordinance, the City shall not be obligated under this Agreement to pay any funds of the City to the Gaslight-Baker Theater. The City shall pay the Gaslight-Baker Theater only when and if the taxes are collected. Under no circumstances is the City obligated to pay funds, other than hotel occupancy tax funds, in the performance of this contract.

It is also understood between the parties to this Agreement that in the event that no taxes are ever collected and therefore no funds are available from the City of Lockhart, Texas, hotel occupancy tax, this Agreement shall terminate, any provisions contained herein notwithstanding, and that the Gaslight-Baker Theater shall have no right or demand upon the City for funds payable under this Agreement if such taxes are not available, for any reason.

XI. INDEMNITY CLAUSE

The Gaslight-Baker Theater agrees to and shall indemnify and hold harmless and defend the City of Lockhart, Texas, its officers, agents, and employees from any and all claims, losses, causes of action and damages, suits, and liability of every kind including all expenses of litigation, court costs, and attorney fees, for injury to or death to any person, or for damage to any property, arising from or in connection with the operations of the Gaslight-Baker Theater, its officers, agents, and employees carried out in furtherance of this Agreement.

XII. APPROVAL; AUTHORIZED SIGNATURES

This Agreement shall be subject to the laws and statutes of the State of Texas. Each party warrants and represents that it has approved this Agreement by resolution duly adopted at a meeting of its governing body by a majority of those present and voting and that the chief executive officer and secretary of each party are duly authorized to enter into this Agreement on behalf of such party.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date and year first above written.

GASLIGHT-BAKER THEATER

CITY OF LOCKHART

President

Steve Lewis
City Manager

ATTEST:

Connie Constancio
City Secretary

Application

Date: February 28, 2020

Organization Information

Name of Organization: The Gaslight-Baker Theater

Address: P.O. Box 1152

City, State, Zip: Lockhart, TX, 78644

Contact Name: Jason Jones

Contact Phone Number: 5125636975

Web Site Address for Event or Sponsoring Entity www.mygbt.org

Non-Profit or For-Profit status: Non-Profit

Tax ID #: 26-0318298

Entity's Creation Date: in its current form, 6-10-2010

Purpose of your organization: The Gaslight Baker Theatre is a non-profit community organization dedicated to promoting the theatre arts of the Lockhart area. GBT strives to provide an open avenue for individual creative expression through participation to all aspects of producing high quality amateur theatrical productions.

Additionally, GBT is committed to increasing community interest in the performing arts, providing educational and recreational opportunities and in creating an organizational environment which encourages the participation of community members from all age groups and interest levels.

Event Information

Name of Event or Project: 2020 Season and Events

Date of Event or Project: Multiple, see attachment

Primary Location of Event or Project: The Gaslight-Baker Theater

Amount Requested: \$ 12,000

How will the funds be used: The funds will be used in marketing and production of the season events.



Primary Purpose of Funded Activity/Facility:

To further the mission of The Gaslight-Baker Theater by continuing to bring quality productions of art, music and film
to the City of Lockhart and it's surrounding areas.

Percentage of Hotel Tax Support of Related Costs

about 12 Percentage of Total Event Costs Covered by Hotel Occupancy Tax

0 Percentage of Total Facility Costs Covered by Hotel Occupancy Tax for the Funded Event

0 Percentage of Staff Costs Covered by Hotel Occupancy Tax for the Funded Event

If staff costs are covered, estimate percentage of time staff spends annually on the funded event(s) compared to other activities %

Which Category or Categories Apply to Funding Request, and Amount Requested Under Each Category:

- a) **Convention Center or Visitor Information Center:** construction, improvement, equipping, repairing, operation, and maintenance of convention center facilities or visitor information centers, or both. Amount requested under this category: \$
- b) **Registration of Convention Delegates:** furnishing of facilities, personnel, and materials for the registration of convention delegates or registrants. Amount requested under this category: \$
- c) **Advertising, Solicitations, Promotional programs to attract tourists and convention delegates** or registrants to the municipality or its vicinity. Amount requested under this category: \$
- d) **Promotion of the Arts that Directly Enhance Tourism and the Hotel & Convention Industry:** the encouragement, promotion, improvement, and application of the arts that can be shown to have some direct impact on tourism and the hotel/convention industry. The impact may be that the art facility or event can show hotel nights that are booked due to their events or that guests at hotels attend the arts event. Eligible forms of art include instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture photography, graphic and craft arts, motion picture, radio, television, tape and soundrecording,



and other arts related to the presentation, performance, execution, and exhibition of these major art forms : ~~\$2,100,000~~

e) Historical restoration and preservation projects or activities or advertising and conducting solicitation and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums. Amount requested under this category: \$ _____

f) Expenses including promotional expenses, directly related to a sporting event in which the majority of participants are tourists. The event must substantially increase economic activity at hotels within the city or its vicinity. Amount requested under this category: \$ _____

How many individuals are expected to participate in the sporting related event? _____

How many of the participants at the sporting related event are expected to be from another city or county? _____

Quantify how the sporting related event will substantially increase economic activity at hotels within the city or its vicinity?

g) Funding transportation systems for transporting tourists from hotels to and near the city to any of the following destinations: 1) the commercial center of the city; 2) a convention center in the city; 3) other hotels in or near the city; and 4) tourist attractions in or near the city. Amount requested under this category: \$ _____

What sites or attractions will tourists be taken to by this transportation? _____

Will members of the general public (non-tourists) be riding on this transportation? _____

What percentage of the ridership will be local citizens? _____

h) Signage directing tourists to sights and attractions that are visited frequently by hotel guests in the municipality. Amount requested under this category: \$ _____

What tourist attractions will be the subject of the signs?



Questions for All Funding Request Categories:

- How many years have you held this Event or Project: This is the 22nd season and the 12th since the Merger with the Gaslight.
- Expected Attendance: 5,500 although early returns are very positive.
- How many people attending the Event or Project will use City of Lockhart hotels? Unknown as of yet
 Number of the people many nights will they stay: unknown We will book 2 rooms for USO show probably.
- Do you reserve a room block for this event at an area hotel and if so, for how many rooms and at which hotels: We haven't in the past.

- List other years (over the last three years) that you have hosted your Event or Project with amount of assistance given from HOT and the number of hotel rooms used:

Month/Year Held	Assistance Amount	Number of Hotel Rooms Used
<u>2017</u>	<u>6547.81</u>	<u>These numbers are still unknown to us. However, judging by zip code info from our ticket sales many people must be staying overnight. We are putting in ne methodology to track hotel stays.</u>
<u>2018</u>	<u>5707.46</u>	
<u>2019</u>	<u>6010.55</u>	

- How will you measure the impact of your event on area hotel activity (e.g.; room block usage information, survey of hoteliers, etc.)? Surveys of local hoteliers, curtain speech surveys, guestbook with place of origin, considering adding a brief questionnaire to ticket sales on the web.
- Please list other organization, government entities, and grants that have offered financial support to your project: We have recieved grants from LCRA and Bluebonnet Electric specific to our ongoing work in the Haun building.



8. Will the event charge admission? Do you anticipate a net profit from the event? If there is a net profit, what is the anticipated amount and how will it be used?

Yes, we charge admission. Any profit is rolled back into the Theater general budget.

9. Please list all promotion efforts your organization is coordinating and the amount financially committed to each media outlet: We have spent between \$4,000 and \$7,000 the last few years but we break it down as in town and out of town, so these numbers are estimate.

Newspaper: \$ 2,000
Radio: \$ 0
TV: \$ 0
Other Paid Advertising: \$ 3,000-4,000 including posters and internet

Number of Press Releases to Media 8-12 per year

Number Direct Mailings to out-of-town recipients we don't use direct mail as of this time

Other Promotions We have been cross-promoting with the Downtown Business Association.

10. Will you include a link to local hotels on your website for booking during this event?

yes

11. Will you negotiate a special rate or hotel/event package to attract overnight stays?

Yes, we are hoping to do this.

12. What new marketing initiatives will you utilize to promote hotel and convention activity for this event?

Adding a list of motels to an insert in the program. Available list or flyers in the lobby and on the website.

Links for places to stay in our social media advertising. Setting up special incentive packages with

local Hotels and BnBs. Interesting note from our marketing officer: Number one segment of our marketing would be most interested in hotel/accommodations, according to our analytics.

13. What geographic areas does your advertising and promotion reach: All of Central Texas and beyond.

See attachment. In fact- 25% of our web traffic is from out of state. 54% is outside of the Austin, Lockhart San Marcos, Triangle. Our top metro spots outside of the area are San Antonio, Dallas and Houston. The attached map shows our ticket billing based on zip code.



14. How many individuals will your proposed marketing reach who are located in another city or county? 2019 stats are very solid. See attachment

15. If the funding requested is related to a permanent facility (e.g. museum, visitor center): Yes

Expected Attendance Monthly/Annually: as listed above we expect around 5,500 people.

Percentage of those in attendance that are staying at area hotels/lodging facilities: Unknown %

Please Submit no later than February 28, 2020

to:

City of Lockhart HOT Advisory Board

c/o Finance Department

P.O. Box 239

Lockhart, TX 78644



Supplemental Information Required With Application: Along with the application, please submit the following:

Proposed Marketing Plan for Funded Event

Schedule of Activities or Events Relating to the Funded Project

Submit to: City of Lockhart HOT Advisory Board
c/o Finance Department
P.O. Box 239
Lockhart, TX 78644



GBT 2020 Season and Events

Jan 31-Feb 15 Harvey

March 20-April 4 Agatha Christie's Murder on the Orient Express

May 8-23 Wedding Belles

June 8-26 Kids and Youth Summer Camps

July 16-19 Vaudeville Variety Show

August 7-22 One Flew Over the Cuckoo's Nest

August 29 One-Act Play Writing Contest Performances

September 11-13 Centennial Gala

October 9-24 Spoon River Anthology

November 14-15 USO Tribute Show

December 4-19 Godspell

Movies at the Baker

Feb 29 She's Gotta have It

March 14 A League of Their Own

April 25 Laura

May 30 Ran

June 27 Bugsy Malone

July 25 Black Orpheus

August 28 Paris, Texas

September 26 Waiting for Guffman

October-Scary film month, DATES TBA

Nov 21 The Last Picture Show

December, TBA, Secret Santa Movie

General Marketing Plan for 2020, GBT

Double spending on social media ads

Look at spreading print ads to surrounding Newspapers

Continue to utilize the website.

Continue to utilize local designers for paper publicity including posters.

Set up cross marketing with Hotels and Bed and Breakfasts

Look into Direct Mail

**LOCKHART DOWNTOWN
BUSINESS ASSOCIATION**

**LOCKHART WESTERN SWING
& BBQ FESTIVAL**

STATE OF TEXAS }
 }
COUNTY OF CALDWELL }

KNOW ALL MEN BY THESE PRESENT:

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I. AUTHORITY

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II. PAYMENTS, PURPOSE AND USES OF FUNDS

- (a) As part of its obligation under state statutes (primarily Ch. 351, Texas Tax Code), to use local hotel occupancy tax funds for attracting and promoting tourism and the convention and hotel industry, the City of Lockhart hereby agrees to pay to the Lockhart Downtown Business Association \$12,000 actually received by the City from the local hotel occupancy tax as reported and collected from the hotels, in consideration for the Lockhart Downtown Business Association advertising and promoting tourism for the visitor market from which the City of Lockhart derives direct tourism income benefit. Such payment shall be made in two installments of \$6,000. First installment will be paid on or about April 1, 2020 and final installment will be paid after receipt of post-event form, on or about August 15, 2020.
- (b) The Lockhart Downtown Business Association agrees that any local hotel occupancy tax funds paid to it by the City of Lockhart shall be used in any of the following specific criteria:
 - 1) Advertising, solicitations, and promotional programs to attract tourists and convention delegates or registrants to the municipality or its vicinity (\$7,500).
- (c) The Lockhart Downtown Business Association agrees to conduct a continuing program of advertising and promotion for the purpose of attracting visitors, tourists, and conventions to the local area and to the City of Lockhart by publishing and distributing brochures and community information packets, by advertising in various tourists publications and general media publications, which are appropriate, by representing the City of Lockhart at travel shows and other such events, by participating with state and regional agencies in tourist development programs of benefit to the local area and to the City of Lockhart, and by using all appropriate means to increase the traveling public's awareness of the recreations advantages of the local area and the City of Lockhart.

- (d) The Lockhart Downtown Business Association further agrees that it will seek to achieve economic benefit for the City of Lockhart through all of such activities, that it will provide tourist-related information about the City of Lockhart upon request, that it will not spend HOT funds for any purpose that is not authorized under Ch.351, Texas Tax Code, and that it will serve as an advisory body to the City on request, in matters related to expanding the tourist-derived economy.

III. INDEPENDENT CONTRACTOR

It is expressly understood and agreed by and between the parties that the Lockhart Downtown Business Association is engaged as an independent contractor and is not an officer, agent, or employee of the City of Lockhart.

IV. COMMITMENT OF RESOURCES

The Lockhart Downtown Business Association shall secure sufficient numbers of employees and/or volunteers to accomplish this Agreement. The Lockhart Downtown Business Association shall further provide such office space, equipment, supplies, and other materials as may be necessary to accomplish the purposes of this Agreement.

V. BUDGET, ANNUAL REPORTS, AND FINANCIAL STATEMENTS

- (a) The Lockhart Downtown Business Association shall provide to the City, prior to obtaining any local hotel occupancy tax funds, City of Lockhart Funding Application form, a proposed marketing plan for funded event (if applicable), and a schedule of activities or events relating to the funded project. It is understood and agreed by and between the parties that upon budget approval by the municipality, a fiduciary duty is created in the Lockhart Downtown Business Association with respect to expenditure of revenue provided.
- (b) Thereafter, the Lockhart Downtown Business Association shall provide to the City Council a post event form, as well as an annual financial statement listing the expenditures made from revenue from the local hotel occupancy tax.
- (c) Thereafter, the Lockhart Downtown Business Association shall provide to the City Council quarterly reports on the activities that are conducted to benefit the City of Lockhart, as well as an annual financial statement listing the expenditures made from revenue from the local hotel occupancy tax. It is further agreed by the Lockhart Downtown Business Association that it shall maintain such revenue in a separate account established for that purpose and that it shall not commingle that revenue with any other money or maintain it in any other account. One account shall be used for the purposes stated in Section V (d) of this agreement. All accounting records shall be prepared in compliance with the standard accounting procedures used by the City of Lockhart and coordinated through the City. It is further agreed by the Lockhart Downtown Business Association that it shall maintain said revenue in a separate account established for that purpose and that it shall not commingle that revenue with any other money or maintain it in any other account.

- (d) All expenditures by the Lockhart Downtown Business Association of hotel/motel tax revenue must be properly documented by voucher statement or other written description and said expenditure must relate to the promotion of tourism and convention or other purposes authorized by state law. The Lockhart Downtown Business Association shall maintain complete and accurate financial record for each expenditure of local hotel occupancy tax revenue, and upon request of the city Council or other persons, shall make the records available for inspection and review.
- (e) It is understood and agreed between the parties that hotel occupancy tax funds may be spent by the Lockhart Downtown Business Association for advertising, solicitations, and promotional programs to attract tourists and convention delegates or registrants to the municipality or its vicinity (\$7,500).

VII. EFFECTIVE DATE; TERMINATION

This Agreement shall begin the 1st day of April 2020 and shall continue in force for a period to end on September 30, 2020. The City Council shall review the Agreement annually prior to budget adoption. However, either the City or the Lockhart Downtown Business Association shall, upon affording proper written notice in the manner herein below provided, have the option to terminate this Agreement at any time within thirty (30) days after giving such notice. Where such termination occurs, any funds remaining in the separate account, described in Section V above, immediately shall be returned to the City of Lockhart by the Lockhart Downtown Business Association, and a final accounting of the separate account shall be presented by the Lockhart Downtown Business Association to the City of Lockhart Finance Director within thirty (30) days after such termination.

VIII. NOTICE

Any notice necessary or appropriate relative to this Agreement shall be effective when deposited in the United States mail, either certified or registered mail, postage prepaid, and addressed to the City of Lockhart, P. O. Box 239, Lockhart, Texas, 78644, or to the Lockhart Downtown Business Association, 117 W. Market St., Lockhart, Texas, 78644.

IX. ASSIGNMENT

No part of this Agreement may be assigned or delegated without prior written consent of the other party, and any attempted assignment of benefits or rights or delegation of duties or obligations shall be a breach of this Agreement. However, nothing in this Agreement shall prohibit the Lockhart Downtown Business Association from participating with regional or state tourism programs or to contract for joint promotion with other agencies.

X. AVAILABILITY OF FUNDS

It is expressly agreed that by executing this Agreement with the Lockhart Downtown Business Association, the City does not bind itself in the future as to any action of the City Council in connection with the alteration or repeal or amendment of the City of Lockhart, Texas, hotel occupancy tax.

In the event, for any reason, the taxes are not collected by the City of Lockhart under the provisions of the hotel occupancy tax ordinance, the City shall not be obligated under this Agreement to pay any funds of the City to the Lockhart Downtown Business Association. The City shall pay the Lockhart Downtown Business Association only when and if the taxes are collected. Under no circumstances is the City obligated to pay funds, other than hotel occupancy tax funds, in the performance of this contract.

It is also understood between the parties to this Agreement that in the event that no taxes are ever collected and therefore no funds are available from the City of Lockhart, Texas, hotel occupancy tax, this Agreement shall terminate, any provisions contained herein notwithstanding, and that the Lockhart Downtown Business Association shall have no right or demand upon the City for funds payable under this Agreement if such taxes are not available, for any reason.

XI. INDEMNITY CLAUSE

The Lockhart Downtown Business Association agrees to and shall indemnify and hold harmless and defend the City of Lockhart, Texas, its officers, agents, and employees from any and all claims, losses, causes of action and damages, suits, and liability of every kind including all expenses of litigation, court costs, and attorney fees, for injury to or death to any person, or for damage to any property, arising from or in connection with the operations of the Lockhart Downtown Business Association, its officers, agents, and employees carried out in furtherance of this Agreement.

XII. APPROVAL; AUTHORIZED SIGNATURES

This Agreement shall be subject to the laws and statutes of the State of Texas. Each party warrants and represents that it has approved this Agreement by resolution duly adopted at a meeting of its governing body by a majority of those present and voting and that the chief executive officer and secretary of each party are duly authorized to enter into this Agreement on behalf of such party.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date and year first above written.

LOCKHART DOWNTOWN BUSINESS
ASSOCIATION

CITY OF LOCKHART

Bobby Herzog
President

Steve Lewis
City Manager

ATTEST:

Connie Constancio
City Secretary

Application

Date: 2-28-220

Organization Information

Name of Organization: Lockhart Downtown Business Association

Address: 117 W. Market St.

City, State, Zip: Lockhart, TX 78644

Contact Name: Ronda Reagan Contact Phone Number: 512-757-1121

Web Site Address for Event or Sponsoring Entity: (1) Lockhart Fest. com
(2) www.facebook.com/LockhartSwingBBQ
Festival

Non-Profit or For-Profit status: 501c3 Tax ID #: 83-2572720

Entity's Creation Date: Nov. 2018

Purpose of your organization: see Mission Statement attached
on next page

Event Information

Name of Event or Project: Lockhart Western Swing BBQ Festival

Date of Event or Project: September 25, 26 + 27

Primary Location of Event or Project: Courthouse Square SW corner

Amount Requested: \$ 7,500

How will the funds be used: Primary for advertising and promotional
materials, to increase attendance to this 3-day event.
Last year ~~\$3,700~~ ^{\$7,200} was spent on marketing. I have the
breakdown of all items related to promotion.



MISSION STATEMENT: Lockhart Downtown Business Association

Our Mission:

The mission of the Lockhart Downtown Business Association is to create and retain interest in and awareness of the historic downtown Lockhart commercial district and to promote the success of individual businesses operating there through publicity, creative marketing and exciting public events designed to attract new and repeat visitors and customers to our vibrant downtown area.

Primary Purpose of Funded Activity/Facility:

The Texas Western Swing Festival started in Austin in 1988 by Al Dressen. It moved to San Marcos for a few years, and Al brought it back here in 2018. The festival celebrates the music genre known as Western Swing and includes dance. Musicians are inducted into the Texas Western Swing Hall of Fame at the Friday night "Gathering" and Hall of Fame Show.

Percentage of Hotel Tax Support of Related Costs

4 Percentage of Total Event Costs Covered by Hotel Occupancy Tax in 2019

~~0~~ Percentage of Total Facility Costs Covered by Hotel Occupancy Tax for the Funded Event

~~0~~ Percentage of Staff Costs Covered by Hotel Occupancy Tax for the Funded Event

If staff costs are covered, estimate percentage of time staff spends annually on the funded event(s) compared to other activities _____%

Which Category or Categories Apply to Funding Request, and Amount Requested Under Each Category:

- a) **Convention Center or Visitor Information Center:** construction, improvement, equipping, repairing, operation, and maintenance of convention center facilities or visitor information centers, or both. Amount requested under this category: \$ _____
- b) **Registration of Convention Delegates:** furnishing of facilities, personnel, and materials for the registration of convention delegates or registrants. Amount requested under this category: \$ _____
- c) **Advertising, Solicitations, Promotional programs to attract tourists and convention delegates or registrants to the municipality or its vicinity.** Amount requested under this category: \$ 1500.00
- d) **Promotion of the Arts that Directly Enhance Tourism and the Hotel & Convention Industry:** the encouragement, promotion, improvement, and application of the arts that can be shown to have some direct impact on tourism and the hotel/convention industry. The impact may be that the art facility or event can show hotel nights that are booked due to their events or that guests at hotels attend the arts event. Eligible forms of art include instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture photography, graphic and craft arts, motion picture, radio, television, tape and sound recording,



and other arts related to the presentation, performance, execution, and exhibition of these major art forms : \$ 1500

e) Historical restoration and preservation projects or activities or advertising and conducting solicitation and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums. Amount requested under this category: \$ _____

f) Expenses including promotional expenses, directly related to a sporting event in which the majority of participants are tourists. The event must substantially increase economic activity at hotels within the city or its vicinity. Amount requested under this category: \$ _____

How many individuals are expected to participate in the sporting related event? _____

How many of the participants at the sporting related event are expected to be from another city or county? _____

Quantify how the sporting related event will substantially increase economic activity at hotels within the city or its vicinity?

g) Funding transportation systems for transporting tourists from hotels to and near the city to any of the following destinations: 1) the commercial center of the city; 2) a convention center in the city; 3) other hotels in or near the city; and 4) tourist attractions in or near the city. Amount requested under this category: \$ _____

What sites or attractions will tourists be taken to by this transportation? _____

Will members of the general public (non-tourists) be riding on this transportation? _____

What percentage of the ridership will be local citizens? _____

h) Signage directing tourists to sights and attractions that are visited frequently by hotel guests in the municipality. Amount requested under this category: \$ _____

What tourist attractions will be the subject of the signs?



Questions for All Funding Request Categories:

1. How many years have you held this Event or Project: 2 (1st year all funds were over from the City.)
2. Expected Attendance: 2000-3000

3. How many people attending the Event or Project will use City of Lockhart hotels? 100-200

? Number of the people [↔] many nights will they stay: knowing 1-3

4. Do you reserve a room block for this event at an area hotel and if so, for how many rooms and

at which hotels: We have not done so for previous events but will try to this year. The Best Western was full - sold out for the last event. They have 42 rooms. Other B+B's were also full with our guests.

5. List other years (over the last three years) that you have hosted your Event or Project with amount of assistance given from HOT and the number of hotel rooms used:

Month/Year Held	Assistance Amount	Number of Hotel Rooms Used
<u>2018 Sept</u>	<u>0</u>	<u>unk</u>
<u>2019 Sept</u>	<u>\$1,387.06</u>	<u>42 +</u>
_____	_____	_____

6. How will you measure the impact of your event on area hotel activity (e.g.; room block usage

information, survey of hoteliers, etc.)? We will call hotels after the event to find out how many rooms they booked for the Singing Fest guests. Also will call area B+B's.

7. Please list other organization, government entities, and grants that have offered financial

support to your project: none.



8. Will the event charge admission? Do you anticipate a net profit from the event? If there is a net profit, what is the anticipated amount and how will it be used?

This event netted about \$35.00 ~~net~~ in 2018.
~~It was a net loss last year. It had a \$1200 loss last year.~~
On Friday night there is a dinner event @ \$30/person. Everything in Lockhart Sat was free to the public. Reserved seats were \$15/person + 175 were sold.

9. Please list all promotion efforts your organization is coordinating and the amount financially committed to each media outlet:

Newspaper: \$ 10 free; @ \$85
 Radio: \$ 0
 TV: \$ 0
 Other Paid Advertising: \$ 7,061
 Number of Press Releases to Media 44

TV & Radio stations hosted AI Dresser, the founder of this event, on numerous morning programs. We then posted some of the interviews on Face Book.

Number Direct Mailings to out-of-town recipients 490
 Magazine Ad - 1 paid \$200, 1 free; Face Book ads \$590; Street Banner \$927
 Other Promotions postcards, flyers + posters were hand distributed to 6 other Spring Festivals around the state and posters distributed to Austin + San Antonio specifically. 900 posters + 1740 flyers

10. Will you include a link to local hotels on your website for booking during this event?
yes

11. Will you negotiate a special rate or hotel/event package to attract overnight stays?
Already have with Best Western 10 + 20% AAA + Arp offer the same discount.

12. What new marketing initiatives will you utilize to promote hotel and convention activity for this event?
Our previous promotion of area lodging was well done w/ photos + links to all hotels, motels + B+B's.

13. What geographic areas does your advertising and promotion reach: Texas, primarily.
We had visitors/participants from Arizona, Arkansas, Louisiana, Oklahoma, California, Great Britain + South Africa. Most said they heard out it thru social media.



14. How many individuals will your proposed marketing reach who are located in another city or county? 1000's

15. If the funding requested is related to a permanent facility (e.g. museum, visitor center):

Expected Attendance Monthly/Annually: _____

Percentage of those in attendance that are staying at area hotels/lodging facilities: _____%

Please Submit no later than February 28, 2020

to:

City of Lockhart HOT Advisory Board
c/o Finance Department
P.O. Box 239
Lockhart, TX 78644



CALDWELL COUNTY HISTORIC JAIL MUSEUM

2020 SEASON

by using all appropriate means to increase the traveling public's awareness of the recreations advantages of the local area and the City of Lockhart.

- (d) The Caldwell County Historic Jail Museum further agrees that it will seek to achieve economic benefit for the City of Lockhart through all of such activities, that it will provide tourist-related information about the City of Lockhart upon request, that it will not spend HOT funds for any purpose that is not authorized under Ch.351, Texas Tax Code, and that it will serve as an advisory body to the City on request, in matters related to expanding the tourist-derived economy.

III. INDEPENDENT CONTRACTOR

It is expressly understood and agreed by and between the parties that the Caldwell County Historic Jail Museum is engaged as an independent contractor and is not an officer, agent, or employee of the City of Lockhart.

IV. COMMITMENT OF RESOURCES

The Caldwell County Historic Jail Museum shall secure sufficient numbers of employees and/or volunteers to accomplish this Agreement. The Caldwell County Historic Jail Museum shall further provide such office space, equipment, supplies, and other materials as may be necessary to accomplish the purposes of this Agreement.

V. BUDGET, ANNUAL REPORTS, AND FINANCIAL STATEMENTS

- (a) The Caldwell County Historic Jail Museum shall provide to the City, prior to obtaining any local hotel occupancy tax funds, City of Lockhart Funding Application form, a proposed marketing plan for funded event (if applicable), and a schedule of activities or events relating to the funded project. It is understood and agreed by and between the parties that upon budget approval by the municipality, a fiduciary duty is created in the Caldwell County Historic Jail Museum with respect to expenditure of revenue provided.
- (b) Thereafter, the Caldwell County Historic Jail Museum shall provide to the City Council a post event form, as well as an annual financial statement listing the expenditures made from revenue from the local hotel occupancy tax.
- (c) All expenditures by the Caldwell County Historic Jail Museum of hotel/motel tax revenue must be properly documented by voucher statement or other written description and said expenditure must relate to the promotion of tourism and convention or other purposes authorized by state law. The Caldwell County Historic Jail Museum shall maintain complete and accurate financial record for each expenditure of local hotel occupancy tax revenue, and upon request of the city Council or other persons, shall make the records available for inspection and review.
- (d) It is understood and agreed between the parties that hotel occupancy tax funds may be spent by the Caldwell County Historic Jail Museum for historic restoration and

preservation projects or activities or advertisting and conducting solicitation and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums (\$4,000).

VII. EFFECTIVE DATE; TERMINATION

This Agreement shall begin the 1st day of April 2020 and shall continue in force for a period to end on September 30, 2020. The City Council shall review the Agreement annually prior to budget adoption. However, either the City or the Caldwell County Historic Jail Museum shall, upon affording proper written notice in the manner herein below provided, have the option to terminate this Agreement at any time within thirty (30) days after giving such notice. Where such termination occurs, any funds remaining in the separate account, described in Section V above, immediately shall be returned to the City of Lockhart by the Caldwell County Historic Jail Museum, and a final accounting of the separate account shall be presented by the Caldwell County Historic Jail Museum to the City of Lockhart Finance Director within thirty (30) days after such termination.

VIII. NOTICE

Any notice necessary or appropriate relative to this Agreement shall be effective when deposited in the United States mail, either certified or registered mail, postage prepaid, and addressed to the City of Lockhart, P. O. Box 239, Lockhart, Texas, 78644, or to the Caldwell County Historic Jail Museum, P.O. Box 1419, Lockhart, Texas, 78644.

IX. ASSIGNMENT

No part of this Agreement may be assigned or delegated without prior written consent of the other party, and any attempted assignment of benefits or rights or delegation of duties or obligations shall be a breach of this Agreement. However, nothing in this Agreement shall prohibit the Caldwell County Historic Jail Museum from participating with regional or state tourism programs or to contract for joint promotion with other agencies.

X. AVAILABILITY OF FUNDS

It is expressly agreed that by executing this Agreement with the Caldwell County Historic Jail Museum, the City does not bind itself in the future as to any action of the City Council in connection with the alteration or repeal or amendment of the City of Lockhart, Texas, hotel occupancy tax.

In the event, for any reason, the taxes are not collected by the City of Lockhart under the provisions of the hotel occupancy tax ordinance, the City shall not be obligated under this Agreement to pay any funds of the City to the Caldwell County Historic Jail Museum. The City shall pay the Caldwell County Historic Jail Museum only when and if the taxes are collected. Under no circumstances is the City obligated to pay funds, other than hotel occupancy tax funds, in the performance of this contract.

It is also understood between the parties to this Agreement that in the event that no taxes are ever collected and therefore no funds are available from the City of Lockhart, Texas, hotel occupancy tax, this Agreement shall terminate, any provisions contained herein notwithstanding.

and that the Caldwell County Historic Jail Museum shall have no right or demand upon the City for funds payable under this Agreement if such taxes are not available, for any reason.

XI. INDEMNITY CLAUSE

The Caldwell County Historic Jail Museum agrees to and shall indemnify and hold harmless and defend the City of Lockhart, Texas, its officers, agents, and employees from any and all claims, losses, causes of action and damages, suits, and liability of every kind including all expenses of litigation, court costs, and attorney fees, for injury to or death to any person, or for damage to any property, arising from or in connection with the operations of the Caldwell County Historic Jail Museum, its officers, agents, and employees carried out in furtherance of this Agreement.

XII. APPROVAL; AUTHORIZED SIGNATURES

This Agreement shall be subject to the laws and statutes of the State of Texas. Each party warrants and represents that it has approved this Agreement by resolution duly adopted at a meeting of its governing body by a majority of those present and voting and that the chief executive officer and secretary of each party are duly authorized to enter into this Agreement on behalf of such party.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date and year first above written.

CALDWELL COUNTY HISTORIC JAIL MUSEUM

CITY OF LOCKHART

Coyle Buhler
President

Steve Lewis
City Manager

ATTEST:

Connie Constancio
City Secretary

Application

Date: 02/28/2020

Organization Information

Name of Organization: Caldwell County Historic Jail Museum & Visitors Center

(Operated by: Caldwell County Historical Commission)

Address: 314 East Market Street (Mailing Address: PO Box 1419)

City, State, Zip: Lockhart, TX 78644

Contact Name: Coyle Buhler

Contact Phone Number: 512-376-8636

Web Site Address for Event or Sponsoring Entity: http://caldwellcountyhistoricalcommission.org/home.html

(<https://m.facebook.com/CaldwellCountyHistoricalCommission/>)

Non-Profit or For-Profit status: Non-Profit Tax ID #: 74-0750132

Entity's Creation Date: 1974

Purpose of your organization: Heritage Tourism. Strategically located and highly visible, the Jail Museum & Visitors Center will attract, entertain and educate over 2,000 tourists and visitors throughout the year with Tourism-related information, public interpretive exhibits, outreach programs and special events. To promote heritage tourism, the Jail Museum & Visitors Center collects, identifies, and preserves historical material pertaining to the rich history of Lockhart, Caldwell County, and its residents. The Jail Museum & Visitors Center collection consists of the historic jail building, local area relevant historic artifacts, photographs, books, documents and maps. The Jail Museum & Visitors Center is operated by the Caldwell County Historical Commission. (See attached proposal, information and budget).

Event Information

Name of Event or Project: Caldwell County Historic Jail Museum & Visitors Center

Date of Event or Project: 2020 (Full Year)

Primary Location of Event or Project: 314 East Market Street, Lockhart, TX 78644

Amount Requested: \$4,000

How will the funds be used: On weekends, when the Chambers of Commerce and many other points of interest are closed, the Jail Museum & Visitors Center will support the community tourism-related efforts as a visible tourist attraction, providing brochures and other local information to visiting tourists. The funds will be used to partially offset the cost of a visitor center docent and operating expenses. (See Attached)



Primary Purpose of Funded Activity/Facility: Over 90% of our over 2,000 weekend visitors in 2019 were tourists from outside Caldwell County. In the past, the Jail Museum & Visitors Center has hosted visitors from 144 different Texas cities and 37 different states. Also, the Jail Museum & Visitors Center has hosted international tourists representing over 45 foreign countries. The Jail Museum & Visitors Center is a community non-profit operation supported by many dedicated volunteers. It depends on and appreciates all donations, both large and small. The vast majority of support activities for the Jail Museum & Visitor Center are performed by unpaid volunteers, when it is not open to the public. Over 1639 hours of volunteer work were documented in 2019. A paid docent is on duty to welcome and inform all guests during hours of public operation. The requested HOT funds will be used to partially offset the cost of the paid visitor center docent and direct tourism related operating expenses. (See attached 2020 budget)

Percentage of Hotel Tax Support of Related Costs: "Costs" are only tourism-related (see attached budget)

38.0 Percentage of Total **Event Costs** Covered by Hotel Occupancy Tax (Includes "Staff Costs")

1.2 Percentage of Total **Facility Costs** Covered by Hotel Occupancy Tax for the Funded Event

100.0 Percentage of **Staff Costs** Covered by Hotel Occupancy Tax for the Funded Event
(Staff Costs are limited to the cost for a Docent to only perform tourism-related duties)

If staff costs are covered, estimate percentage of time staff spends annually on the funded event(s) compared to other activities 100 % (The Docent's only function is tourism-related)

Which Category or Categories Apply to Funding Request, and Amount Requested Under Each Category:

- a) **Convention Center or Visitor Information Center:** construction, improvement, equipping, repairing, operation, and maintenance of convention center facilities or visitor information centers, or both. Amount requested under this category: \$ [see (e) below]
- b) **Registration of Convention Delegates:** furnishing of facilities, personnel, and materials for the registration of convention delegates or registrants. Amount requested under this category: \$ _____
- c) **Advertising, Solicitations, Promotional programs to attract tourists and convention delegates** or registrants to the municipality or its vicinity. Amount requested under this category: \$ _____
- d) **Promotion of the Arts that Directly Enhance Tourism and the Hotel & Convention Industry:** the encouragement, promotion, improvement, and application of the arts that can be shown to



have some direct impact on tourism and the hotel/convention industry. The impact may be that the art facility or event can show hotel nights that are booked due to their events or that guests at hotels attend the arts event. Eligible forms of art include instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture photography, graphic and craft arts, motion picture, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms : \$_____

e) Historical restoration and preservation projects or activities or advertising and conducting solicitation and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums. Amount requested under this category: \$ 4,000

f) Expenses including promotional expenses, directly related to a sporting event in which the majority of participants are tourists. The event must substantially increase economic activity at hotels within the city or its vicinity. Amount requested under this category: \$_____

How many individuals are expected to participate in the sporting related event? _____

How many of the participants at the sporting related event are expected to be from another city or county? _____

Quantify how the sporting related event will substantially increase economic activity at hotels within the city or its vicinity?

g) Funding transportation systems for transporting tourists from hotels to and near the city to any of the following destinations: 1) the commercial center of the city; 2) a convention center in the city; 3) other hotels in or near the city; and 4) tourist attractions in or near the city. Amount requested under this category: \$_____

What sites or attractions will tourists be taken to by this transportation? _____

Will members of the general public (non-tourists) be riding on this transportation? _____

What percentage of the ridership will be local citizens? _____

h) Signage directing tourists to sights and attractions that are visited frequently by hotel guests in the municipality. Amount requested under this category: \$_____

What tourist attractions will be the subject of the signs?



Questions for All Funding Request Categories:

1. How many years have you held this Event or Project: 36 (Started in 1983)
2. Expected Attendance: Over 2,000
3. How many people attending the Event or Project will use City of Lockhart hotels? ?
 Number of the people many nights will they stay: ?
4. Do you reserve a room block for this event at an area hotel and if so, for how many rooms and at which hotels: No. Very seldom does an out-of-town visitor book lodging in advance just to visit only a visitors center. But, many of the visitors to the Jail Museum & Visitors Center come exclusively to witness, learn and discover the rich history of Lockhart and Caldwell County. While doing so, the visitors are directed by the Docent to local lodging, restaurants, and many other points of interest in the area. Consistently, over 90% of the registered weekend visitors are from outside Caldwell County and ideal prospects for over-night lodging. Many are from another state, or another country, and in need of lodging. The Jail Museum & Visitor Center is the only area visitors center open on the weekend.

5. List other years (over the last three years) that you have hosted your Event or Project with amount of assistance given from HOT and the number of hotel rooms used:

Month/Year Held	Assistance Amount	Number of Hotel Rooms Used
<u>2019</u>	<u>\$1,040.29</u>	<u>?</u>
<u>2018</u>	<u>\$1,530.27</u>	<u>?</u>
<u>2017</u>	<u>\$1,734.87</u>	<u>?</u>

6. How will you measure the impact of your event on area hotel activity (e.g.; room block usage information, survey of hoteliers, etc.)? The Jail Museum & Visitors Center attempts to register each and every visitor. Approximately 15% fail to register. We will add questions on the visitor registration form to include over-night lodging statistical information.
7. Please list other organization, government entities, and grants that have offered financial support to your project: The Jail Museum & Visitors Center is a community non-profit operation supported by many dedicated volunteers. It depends on and appreciates all donations, both large and small. Caldwell County supports the Jail Museum & Visitors Center by providing the historic jail building and periodic minor maintenance at no cost. In addition, Caldwell County



has provided a total of \$3,000 cash over the past five years to supplement operating costs. In an October fund raiser each year, typically over 400 additional visitors come to Lockhart from around central Texas to the very popular and successful "Speaking of the Dead: Night Ramblings in a Texas Graveyard". It is a twilight and after-dark historical cemetery tour, where visitors meet many "Kindred Spirits" that have "come back from the grave" to tell their personal stories about the historic Lockhart area. The Caldwell County Historical Commission sponsors this Jail Museum & Visitors Center outreach to raise donated funds for the benefit of the Jail Museum & Visitors Center preservation expenses. This out-reach program brings many additional tourists to Lockhart and is the primary fund-raising activity to fund the Jail Museum & Visitor Center preservation budget.

8. Will the event charge admission? Do you anticipate a net profit from the event? If there is a net profit, what is the anticipated amount and how will it be used?

An admission donation of \$4 for adults and \$1 for children is suggested for a tour of the Museum exhibits and upper floors. There has not been a Visitor Center profit or operating funds surplus since beginning operations.

9. Please list all promotion efforts your organization is coordinating and the amount financially committed to each media outlet: The Jail Museum & Visitors Center does not have funds to engage in paid advertizing.

Newspaper: \$ _____
Radio: \$ _____
TV: \$ _____
Other Paid Advertising: \$ _____

Number of Press Releases to Media 10-12

Number Direct Mailings to out-of-town recipients 0

10. Other Promotions: (RE: #7 above) In an October fund raiser each year, typically over 400 additional visitors come to Lockhart from around central Texas to the very popular and successful "Speaking of the Dead: Night Ramblings in a Texas Graveyard". Also, to promote and publicize local attractions to tourists from outside of Lockhart, the historic jail building has been made available to multiple film groups and to paranormal research groups that conducted experiments in an attempt to detect any "ghosts" or "spirits". We have continued to be featured on "Day Tripper" television program. The Jail Museum & Visitors Center has been featured in the Texas Hill Country Magazine. Annually, volunteers conduct several weekday



educational tours for K-12 and university classes, Boy Scout troops, and Chamber of Commerce bus tours. In the past, the Jail Museum & Visitors Center participated and was one of the featured stops on the annual homes tour conducted by the local Beta Sigma Phi service sorority. These out-reach programs bring many additional tourists and visitors to Lockhart.

11. Will you include a link to local hotels on your website for booking during this event? Yes, if authorized and provided.
12. Will you negotiate a special rate or hotel/event package to attract overnight stays? We will promote any special rates offered by local lodging through existing platforms.
13. What new marketing initiatives will you utilize to promote hotel and convention activity for this event? We will include local lodging info on existing platforms and with in-house displays of provided materials and information.
14. What geographic areas does your advertising and promotion reach: Worldwide, through the internet. As a recent example, groups from Australia and Oregon came to Lockhart exclusively to visit the Lockhart Cemetery, Jail Museum, and area historic sites on family heritage trips. The Jail Museum & Visitor Center aided in the visitors' trip planning, research and coordination. All was completed both via internet and in-person at the Jail Museum & Visitor Center. In the past, the Jail Museum & Visitors Center has hosted and registered visitors from 144 different Texas cities, 37 different states, and 45 foreign countries.

15. How many individuals will your proposed marketing reach who are located in another city or county? Over 1,800 in-person (90% based on 2019 stats) and thousands via the internet.

16. If the funding requested is related to a permanent facility (e.g. museum, visitor center):

Expected Attendance Monthly/Annually: Over 2,000 / distributed fairly equally.

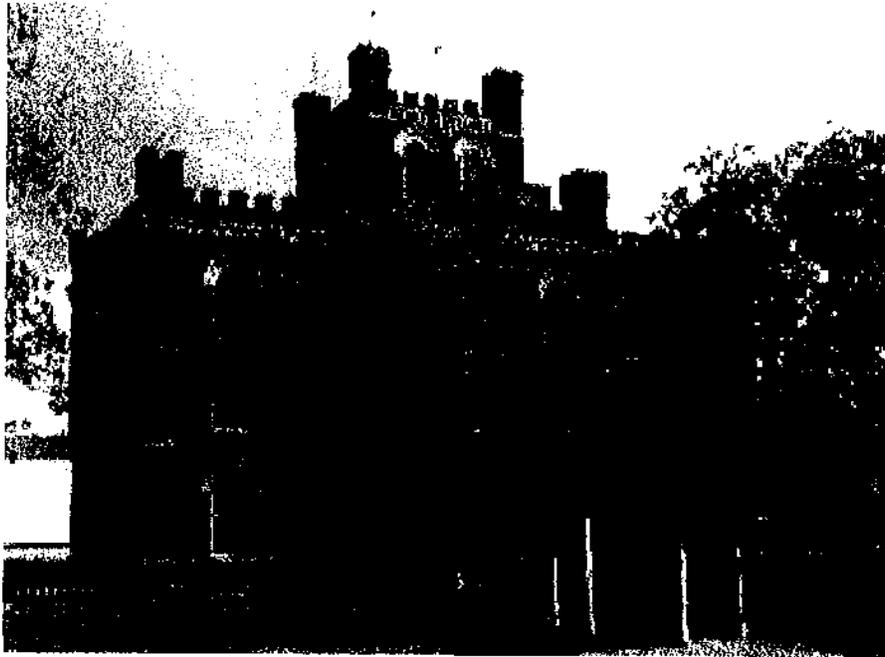
Percentage of those in attendance that are staying at area hotels/lodging facilities: ? %

Note: Consistently, over 90% of the registered weekend visitors to the Jail Museum & Visitors Center are from outside Caldwell County and ideal prospects for local over-night lodging. We do not have any current data as to the number or percent that are staying in local lodging facilities.

Please Submit no later than February 28, 2020
to:
City of Lockhart HOT Advisory Board
c/o Finance Department
P.O. Box 239
Lockhart, TX 78644



**HISTORIC CALDWELL COUNTY JAIL MUSEUM
&
VISITORS CENTER**



HERITAGE TOURISM

**HISTORIC CALDWELL COUNTY JAIL MUSEUM
&
VISITORS CENTER**
Lockhart, Texas

Operated by
**CALDWELL COUNTY
HISTORICAL COMMISSION**

**MISSION STATEMENTS
OF
THE HISTORIC CALDWELL COUNTY JAIL MUSEUM & VISITORS CENTER**

Located in the City of Lockhart, the mission of the Historic Caldwell County Jail Museum & Visitors Center is to promote heritage tourism for the economic benefit of Lockhart and surrounding Caldwell County, by preserving, exhibiting and sponsoring the recorded and material history of the area.

Strategically located and highly visible, the Jail Museum & Visitors Center will attract, entertain and educate over 2,000 tourists and visitors throughout the year with tourist-related information, public interpretive exhibits, outreach programs and special events.

On weekends, when the Chambers of Commerce and many other points of interest are closed, the Jail Museum & Visitors Center will support the community tourist-related efforts as a visible tourist attraction, providing brochures and other local information to visiting tourists.

The Jail Museum will collect, identify, and preserve historical material pertaining to the rich history of Lockhart, Caldwell County, and its residents and visitors. The Jail Museum collection will consist of the historic jail building, local area relevant historic artifacts, photographs, books, documents and maps.

REQUEST FOR A HOTEL OCCUPANCY TAX FUND ALLOCATION

We respectfully request an amount of \$4,000 from the prospective allocation of the Hotel Occupancy Tax Fund. This money will be allocated exclusively for the tourism related operational expenses of the Visitors Center, such as a portion of the personnel (docent) expense for public operation.

**HISTORIC CALDWELL COUNTY JAIL MUSEUM
&
VISITORS CENTER
Lockhart, Texas**

Operated by
CALDWELL COUNTY HISTORICAL COMMISSION

Annual Funds Recap: Over the past calendar year, the Historic Caldwell County Jail Museum & Visitor Center received only \$1,040.29 from the City's annual Hotel Occupancy Tax Fund distribution. That amount was substantially below the distributions in prior years. A total distribution of \$4,000 was anticipated and requested for the year. **The total amount received from the Hotel Occupancy Tax Fund distribution is used to partially off-set the personnel and operational expense of a docent, who welcomes and informs guests during hours of public operation.** The Jail Museum & Visitor Center is a community non-profit operation.

Tax Fund Allocation Request: The total Jail Museum & Visitor Center tourism-related operating expenses are budgeted at \$10,420 for the upcoming fiscal year (budget attached). The personnel (docent) direct costs for the year alone are budgeted at \$3,960. Any short-fall in the Jail Museum & Visitors Center tourist-related operating budget must be made-up from donations and year-round fund raising activities, such as a historical cemetery tour.

For the coming fiscal year, we respectfully request \$4,000 from the Hotel Occupancy Tax Fund distribution. This money will be allocated exclusively for the tourism-related operational expenses of the Jail Museum & Visitors Center, such as the personnel (docent) expenses for public operation. An increase over the past distribution would help overcome weather related short-falls in fund raising for operations and allow us to improve the tourist-related public operation and our heritage tourism programming.

Jail Museum & Visitors Center Tourism Benefits: The Lockhart area history and heritage are its greatest assets. The Jail Museum & Visitors Center stands tall as a strategically located and highly visible focal point for weekend tourists and visitors to Lockhart. The Visitors Center is open every weekend when most tourists are in the area. It is open on Saturdays and Sundays, when many other local tourist information locations are closed. Also, many times volunteers are able to accommodate special requests for tours during the week. The Visitors Center operation interacts with a large variety of groups of tourists and local public throughout the year.

In the past 12 months, the Visitors Center received over 1,397 registered visitors distributed fairly evenly throughout the year. Of this total, 1,260 registered as from out-of-town. This indicates that over 90% of our weekend visitors were tourists from outside the Lockhart area. In the past, the Visitors Center has hosted visitors from 144 different Texas cities and 37 different states, including as far-away as Alaska and Connecticut. Also, the Visitors Center has hosted international tourists representing over 45 foreign countries (including: Japan, South Korea, China, Russia, Philippines, Singapore, Indonesia, Australia, New Zealand, India, Bangladesh, Ukraine, Russia, Germany, Denmark, Sweden, Finland, Turkey, Greece, Hungary, France, Italy, Spain, Israel, England, Scotland, Ireland, Kenya, Nigeria, Argentina, Venezuela, Colombia, Ecuador, Nicaragua, Guatemala, Barbados, Puerto Rico, Jamaica, Mexico and Canada).

To promote and publicize local attractions to tourists from outside of Lockhart, the historic jail building has been made available to multiple film groups and to a paranormal research group that conducted experiments in an attempt to detect any "ghosts". We have continued to be featured on the "Day Tripper" television program and the *Texas Hill Country Magazine*. Every time the Jail Museum is featured, Lockhart and the Jail Museum & Visitors Center receive a great response with increased out-of-town visitors. To promote and publicize local attractions year-round to tourists and visitors already in Lockhart, the Jail Museum Visitors Center will continue to distribute appropriate local tourism brochures made available to us by various groups.

Jail Museum & Visitors Center Heritage Tourism Outreach: In October of each year, typically over 400 additional visitors come to Lockhart from around central Texas to the very popular and successful "Speaking of the Dead: Night Ramblings in a Texas Graveyard". It is a twilight and after-dark historical cemetery tour, where visitors meet many "Kindred Spirits" that have "come back from the grave" to tell their personal stories about the historic Lockhart area. The Caldwell County Historical Commission sponsors this Jail Museum & Visitors Center outreach for the benefit for the Jail Museum & Visitors Center. It brings many additional tourists to Lockhart and is the primary fund-raising activity for the Jail Museum & Visitors Center.

Volunteer Support Activities: The Jail Museum & Visitors Center is a community non-profit operation supported by many dedicated volunteers. It depends on and appreciates all donations, both large and small. The vast majority of support activities for the Jail Museum & Visitor Center are performed by unpaid volunteers outside the posted hours of public operation. Over 1639 volunteer hours were documented for 2019. In addition to the activities previously mentioned, we have conducted several educational tours for K-12 and university classes, Boy Scout troops, and Chamber of Commerce bus tours. In the past, the Jail Museum participated and was one of the featured stops on the annual homes tour conducted by the local Beta Sigma Phi service sorority. The Jail Museum & Visitors Center coordinates with Caldwell County by allowing probationers to care for the grounds around the Jail Museum. These outreach programs bring many additional tourists and visitors to Lockhart.

In addition to tourist-related operations, the historic Jail Museum building is undergoing a multi-year program of planned restoration and preservation as funds become available from specific grants and donations. Not any Hotel Occupancy Tax funds have been allocated to construction, improvement or maintenance projects. These activities are scheduled during non-public hours and do not interfere with the Visitors Center's beneficial tourist-related operation.

Thank You: On behalf of the Historic Caldwell County Jail Museum & Visitors Center, I would like to thank the City Council for its foresight and funding in the past years. We encourage you to continue your support this coming year, for this great tourist destination and information center. The Jail Museum & Visitors Center offers a great economic benefit to the entire community.

Respectfully submitted,

Coyle Buhler

Coyle Buhler, Chair
Caldwell County Historical Commission
Historic Caldwell County Jail Museum & Visitors Center

HISTORIC CALDWELL COUNTY JAIL MUSEUM and VISITORS CENTER

<u>TOURISM RELATED OPERATING EXPENSES:</u>	<u>2019 Actual</u>	<u>2020 Budget</u>
Docent	\$3,540.12	\$3,960.00
City of Lockhart - Utilities	2,399.88	3,260.00
Telephone	558.38	600.00
Insurance - Liability	1,057.98	1,080.00
Chisholm Trail Roundup (Longhorns)	0	150.00
Cemetery Tour Operational Supplies & Expenses	238.00	300.00
Supplies, Guides, Brochures, Visitor Info, etc.	543.92	1,070.00
TOTAL TOURISM RELATED EXPENSES	\$8,338.28	\$10,420.00

MUSEUM RESTORATION / PRESERVATION PROJECTED EXPENSES:

Window Repairs/Replacements	\$21,205.00
Electrical Repairs	4,000.00
Air Conditioning Replacement/Upgrades	9,000.00
Plumbing Repairs/Upgrades	5,000.00
Museum Signage Additions/Replacement	1,000.00
Painting /Repairs - Interior	4,000.00
Museum Displays	2,500.00
Graffiti Recording/Preservation	400.00
Inventory/Records	2,300.00
Third Floor Archive Storage Space Upgrades	5,000.00
Security Cameras, Electronics, Miscellaneous Supplies and Maintenance	4,169.00
TOTAL PRESERVATION BUDGET	\$58,574.00

SW MUSEUM OF CLOCKS & WATCHES

2020 SEASON

STATE OF TEXAS }
 }
COUNTY OF CALDWELL }

KNOW ALL MEN BY THESE PRESENT:

PUBLICITY AND TOURISM AGREEMENT

This Agreement is made on the 1st day of April 2020, by and between the City of Lockhart, Texas, a municipal corporation of Caldwell County, Texas, and the SW Museum of Clocks & Watches.

I. AUTHORITY

The City of Lockhart, Texas, by authority of power granted to it under state statutes and Home-Rule Charter, and Article IV, Chapter 54 of the Code of Ordinances, has heretofore enacted a local hotel occupancy tax on occupants of hotels within the city limits and extraterritorial jurisdiction of the City of Lockhart.

II. PAYMENTS, PURPOSE AND USES OF FUNDS

- (a) As part of its obligation under state statutes (primarily Ch. 351, Texas Tax Code), to use local hotel occupancy tax funds for attracting and promoting tourism and the convention and hotel industry, the City of Lockhart hereby agrees to pay to the SW Museum of Clocks & Watches \$2,500 actually received by the City from the local hotel occupancy tax as reported and collected from the hotels, in consideration for the SW Museum of Clocks & Watches advertising and promoting tourism for the visitor market from which the City of Lockhart derives direct tourism income benefit. Such payment shall be made in two installments of \$1,250. First installment will be paid on or about April 1, 2020 and final installment will be paid after receipt of post-event form, on or about August 15, 2020.
- (b) The SW Museum of Clocks & Watches agrees that any local hotel occupancy tax funds paid to it by the City of Lockhart shall be used in any of the following specific criteria:
 - 1) Historic restoration and preservation projects or activities or advertisting and conducting solicitation and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums (\$2,500).
- (c) The SW Museum of Clocks & Watches agrees to conduct a continuing program of advertising and promotion for the purpose of attracting visitors, tourists, and conventions to the local area and to the City of Lockhart by publishing and distributing brochures and community information packets, by advertising in various tourists publications and general media publications, which are appropriate, by representing the City of Lockhart at travel shows and other such events, by participating with state and regional agencies in tourist development programs of benefit to the local area and to the City of Lockhart, and by using all appropriate means to increase the traveling public's awareness of the recreations advantages of the local area and the City of Lockhart.

- (d) The SW Museum of Clocks & Watches further agrees that it will seek to achieve economic benefit for the City of Lockhart through all of such activities, that it will provide tourist-related information about the City of Lockhart upon request, that it will not spend HOT funds for any purpose that is not authorized under Ch.351, Texas Tax Code, and that it will serve as an advisory body to the City on request, in matters related to expanding the tourist-derived economy.

III. INDEPENDENT CONTRACTOR

It is expressly understood and agreed by and between the parties that the SW Museum of Clocks & Watches is engaged as an independent contractor and is not an officer, agent, or employee of the City of Lockhart.

IV. COMMITMENT OF RESOURCES

The SW Museum of Clocks & Watches shall secure sufficient numbers of employees and/or volunteers to accomplish this Agreement. The SW Museum of Clocks & Watches shall further provide such office space, equipment, supplies, and other materials as may be necessary to accomplish the purposes of this Agreement.

V. BUDGET, ANNUAL REPORTS, AND FINANCIAL STATEMENTS

- (a) The SW Museum of Clocks & Watches shall provide to the City, prior to obtaining any local hotel occupancy tax funds, City of Lockhart Funding Application form, a proposed marketing plan for funded event (if applicable), and a schedule of activities or events relating to the funded project. It is understood and agreed by and between the parties that upon budget approval by the municipality, a fiduciary duty is created in the SW Museum of Clocks & Watches with respect to expenditure of revenue provided.
- (b) Thereafter, the SW Museum of Clocks & Watches shall provide to the City Council a post event form, as well as an annual financial statement listing the expenditures made from revenue from the local hotel occupancy tax.
- (c) Thereafter, the SW Museum of Clocks & Watches shall provide to the City Council quarterly reports on the activities that are conducted to benefit the City of Lockhart, as well as an annual financial statement listing the expenditures made from revenue from the local hotel occupancy tax. It is further agreed by the SW Museum of Clocks & Watches that it shall maintain such revenue in a separate account established for that purpose and that it shall not commingle that revenue with any other money or maintain it in any other account. One account shall be used for the purposes stated in Section V (d) of this agreement. All accounting records shall be prepared in compliance with the standard accounting procedures used by the City of Lockhart and coordinated through the City. It is further agreed by the SW Museum of Clocks & Watches that it shall maintain said revenue in a separate account established for that purpose and that it shall not commingle that revenue with any other money or maintain it in any other account.

- (d) All expenditures by the SW Museum of Clocks & Watches of hotel/motel tax revenue must be properly documented by voucher statement or other written description and said expenditure must relate to the promotion of tourism and convention or other purposes authorized by state law. The SW Museum of Clocks & Watches shall maintain complete and accurate financial record for each expenditure of local hotel occupancy tax revenue, and upon request of the city Council or other persons, shall make the records available for inspection and review.
- (e) It is understood and agreed between the parties that hotel occupancy tax funds may be spent by the SW Museum of Clocks & Watches for historic restoration and preservation projects or activities or advertising and conducting solicitation and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums (\$2,500).

VII. EFFECTIVE DATE; TERMINATION

This Agreement shall begin the 1st day of April 2020 and shall continue in force for a period to end on September 30, 2020. The City Council shall review the Agreement annually prior to budget adoption. However, either the City or the SW Museum of Clocks & Watches shall, upon affording proper written notice in the manner herein below provided, have the option to terminate this Agreement at any time within thirty (30) days after giving such notice. Where such termination occurs, any funds remaining in the separate account, described in Section V above, immediately shall be returned to the City of Lockhart by the SW Museum of Clocks & Watches , and a final accounting of the separate account shall be presented by the SW Museum of Clocks & Watches to the City of Lockhart Finance Director within thirty (30) days after such termination.

VIII. NOTICE

Any notice necessary or appropriate relative to this Agreement shall be effective when deposited in the United States mail, either certified or registered mail, postage prepaid, and addressed to the City of Lockhart, P. O. Box 239, Lockhart, Texas, 78644, or to the SW Museum of Clocks & Watches , 109 E. San Antonio St., Lockhart, Texas, 78644.

IX. ASSIGNMENT

No part of this Agreement may be assigned or delegated without prior written consent of the other party, and any attempted assignment of benefits or rights or delegation of duties or obligations shall be a breach of this Agreement. However, nothing in this Agreement shall prohibit the SW Museum of Clocks & Watches from participating with regional or state tourism programs or to contract for joint promotion with other agencies.

X. AVAILABILITY OF FUNDS

It is expressly agreed that by executing this Agreement with the SW Museum of Clocks & Watches , the City does not bind itself in the future as to any action of the City Council in connection with the alteration or repeal or amendment of the City of Lockhart, Texas, hotel occupancy tax.

In the event, for any reason, the taxes are not collected by the City of Lockhart under the provisions of the hotel occupancy tax ordinance, the City shall not be obligated under this Agreement to pay any funds of the City to the SW Museum of Clocks & Watches . The City shall pay the SW Museum of Clocks & Watches only when and if the taxes are collected. Under no circumstances is the City obligated to pay funds, other than hotel occupancy tax funds, in the performance of this contract.

It is also understood between the parties to this Agreement that in the event that no taxes are ever collected and therefore no funds are available from the City of Lockhart, Texas, hotel occupancy tax, this Agreement shall terminate, any provisions contained herein notwithstanding, and that the SW Museum of Clocks & Watches shall have no right or demand upon the City for funds payable under this Agreement if such taxes are not available, for any reason.

XI. INDEMNITY CLAUSE

The SW Museum of Clocks & Watches agrees to and shall indemnify and hold harmless and defend the City of Lockhart, Texas, its officers, agents, and employees from any and all claims, losses, causes of action and damages, suits, and liability of every kind including all expenses of litigation, court costs, and attorney fees, for injury to or death to any person, or for damage to any property, arising from or in connection with the operations of the SW Museum of Clocks & Watches , its officers, agents, and employees carried out in furtherance of this Agreement.

XII. APPROVAL; AUTHORIZED SIGNATURES

This Agreement shall be subject to the laws and statutes of the State of Texas. Each party warrants and represents that it has approved this Agreement by resolution duly adopted at a meeting of its governing body by a majority of those present and voting and that the chief executive officer and secretary of each party are duly authorized to enter into this Agreement on behalf of such party.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date and year first above written.

SW MUSEUM OF CLOCKS & WATCHES

CITY OF LOCKHART

Gene Galbraith
President

Steve Lewis
City Manager

ATTEST:

Connie Constancio
City Secretary

Application

Date: 2/26/2020

Organization Information

Name of Organization: SW Museum of Clocks & Watches

Address: 109 E. San Antonio St.

City, State, Zip: Lockhart, TX 78644

Contact Name: Gene Galbraith Contact Phone Number: 512-658-3853

Web Site Address for Event or Sponsoring Entity www.swmuseumofclocks.org

Non-Profit or For-Profit status: Non-Profit Tax ID #: 26-0367426

Entity's Creation Date: August, 2007

Purpose of your organization: Promote the Horological Arts through exhibits and educational programs for all ages.

Event Information

Name of Event or Project: Year round

Date of Event or Project: Year round

Primary Location of Event or Project: 109 E. San Antonio

Amount Requested: \$2,500⁰⁰

How will the funds be used: Printing Brochures. Promotional Items. Poster Printing. Website Maintenance.



Primary Purpose of Funded Activity/Facility:

Promotion of the Horological Arts.
Exhibits of various clocks & watches
Education Programs for kids & adults.
Media development.

Percentage of Hotel Tax Support of Related Costs

2% Percentage of Total Event Costs Covered by Hotel Occupancy Tax

0% Percentage of Total Facility Costs Covered by Hotel Occupancy Tax for the Funded Event

0% Percentage of Staff Costs Covered by Hotel Occupancy Tax for the Funded Event

If staff costs are covered, estimate percentage of time staff spends annually on the funded event(s) compared to other activities N/A %

Which Category or Categories Apply to Funding Request, and Amount Requested Under Each Category:

- a) **Convention Center or Visitor Information Center:** construction, improvement, equipping, repairing, operation, and maintenance of convention center facilities or visitor information centers, or both. Amount requested under this category: \$ N/A
- b) **Registration of Convention Delegates:** furnishing of facilities, personnel, and materials for the registration of convention delegates or registrants. Amount requested under this category: \$ N/A
- c) **Advertising, Solicitations, Promotional programs to attract tourists and convention delegates** or registrants to the municipality or its vicinity. Amount requested under this category: \$ N/A
- d) **Promotion of the Arts that Directly Enhance Tourism and the Hotel & Convention Industry:** the encouragement, promotion, improvement, and application of the arts that can be shown to have some direct impact on tourism and the hotel/convention industry. The impact may be that the art facility or event can show hotel nights that are booked due to their events or that guests at hotels attend the arts event. Eligible forms of art include instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture photography, graphic and craft arts, motion picture, radio, television, tape and sound recording,



and other arts related to the presentation, performance, execution, and exhibition of these major art forms : \$ 2,500⁰⁰

e) Historical restoration and preservation projects or activities or advertising and conducting solicitation and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums. Amount requested under this category: \$ N/A

f) Expenses including promotional expenses, directly related to a sporting event in which the majority of participants are tourists. The event must substantially increase economic activity at hotels within the city or its vicinity. Amount requested under this category:

\$ N/A

How many individuals are expected to participate in the sporting related event? N/A

How many of the participants at the sporting related event are expected to be from another city or county? N/A

Quantify how the sporting related event will substantially increase economic activity at hotels within the city or its vicinity?

N/A

g) Funding transportation systems for transporting tourists from hotels to and near the city to any of the following destinations: 1) the commercial center of the city; 2) a convention center in the city; 3) other hotels in or near the city; and 4) tourist attractions in or near the city. Amount requested under this category: \$ N/A

What sites or attractions will tourists be taken to by this transportation? N/A

Will members of the general public (non-tourists) be riding on this transportation? N/A

What percentage of the ridership will be local citizens? N/A

h) Signage directing tourists to sights and attractions that are visited frequently by hotel guests in the municipality. Amount requested under this category: \$ 150⁰⁰

What tourist attractions will be the subject of the signs?

World Class Museum of Clocks.



Questions for All Funding Request Categories:

1. How many years have you held this Event or Project: 15 yr.
2. Expected Attendance: Annual - 3,500.
3. How many people attending the Event or Project will use City of Lockhart hotels? 4 est.
Number of the people many nights will they stay: 4 est.
4. Do you reserve a room block for this event at an area hotel and if so, for how many rooms and at which hotels: NO.

5. List other years (over the last three years) that you have hosted your Event or Project with amount of assistance given from HOT and the number of hotel rooms used:

Month/Year Held	Assistance Amount	Number of Hotel Rooms Used
<u>2017-2018</u>	<u>Approx \$2,000⁰⁰</u>	<u>est. 5.</u>
_____	_____	_____
_____	_____	_____

6. How will you measure the impact of your event on area hotel activity (e.g.; room block usage information, survey of hoteliers, etc.)? Registration Log.
7. Please list other organization, government entities, and grants that have offered financial support to your project: None.



8. Will the event charge admission? Do you anticipate a net profit from the event? If there is a net profit, what is the anticipated amount and how will it be used?

No Admission,

9. Please list all promotion efforts your organization is coordinating and the amount financially committed to each media outlet:

Newspaper: \$ 0
Radio: \$ 0
TV: \$ 0
Other Paid Advertising: \$ 0

Number of Press Releases to Media 0
Number Direct Mailings to out-of-town recipients 0

Other Promotions Brochure/Website

10. Will you include a link to local hotels on your website for booking during this event?

Have not done that. Will explore.

11. Will you negotiate a special rate or hotel/event package to attract overnight stays?

Possibly.

12. What new marketing initiatives will you utilize to promote hotel and convention activity for this event?

None planned.

13. What geographic areas does your advertising and promotion reach: website, intl.



14. How many individuals will your proposed marketing reach who are located in another city or county? UNKNOWN.

15. If the funding requested is related to a permanent facility (e.g. museum, visitor center):

Expected Attendance Monthly/Annually: Monthly - 120. Annually - 1,500.

Percentage of those in attendance that are staying at area hotels/lodging facilities: 01 %

Please Submit no later than February 28, 2020

to:

City of Lockhart HOT Advisory Board

c/o Finance Department

P.O. Box 239

Lockhart, TX 78644



Supplemental Information Required With Application: Along with the application, please submit the following:

N/A Proposed Marketing Plan for Funded Event

N/A Schedule of Activities or Events Relating to the Funded Project

Submit to: City of Lockhart HOT Advisory Board
c/o Finance Department
P.O. Box 239
Lockhart, TX 78644



LIST OF BOARD/COMMISSION VACANCIES

Updated: February 5, 2020

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

APPLICATIONS RECEIVED TO BE ON A BOARD/COMMISSION

APPLICANT	BOARD REQUESTED	DATE RECEIVED	RESIDENCE DISTRICT

NO CURRENT APPLICATIONS

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<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>NOTES: AIRPORT ADVISORY BOARD</p>	<p>Sec. 4-26. Membership; appointments. 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>Sec. 4-28. Eligibility for board membership. 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>Sec. 4-32. Limitations of authority. 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>NOTES: 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>NOTES: ELECTRIC BOARD APPOINTMENTS</p>	<p>Sec. 12-132. Members. (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>Sec. 12-133. Officers and quorum. 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>NOTES: HISTORIC PRESERVATION COMMISSION</p>	<p>Sec. 28-3. Historical preservation commission. (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>NOTES: PARKS ADVISORY BOARD</p>	<p>Sec. 40-133. Members. (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 filed 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>

<p>NOTES: Lockhart Economic Dev Corp</p>	<p>LEDC Bylaws – Article II. Board of Directors Section 1. Powers, Number and Term of Office 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>NOTES: ORDINANCE RE: ALL BOARD, COMMISSION APPOINTMENTS</p>	<p>Sec. 2-209. - Rules for appointment. 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. Section 2-210. Method of selection; number of members; terms. (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. Sec. 2-212. Removal and resignation of members. (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>NOTES: 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"> • Councilmembers • City staff • Two Parks Advisory Board members • Business owners • Civic Organization members <p>Committee will assist Burditt Consultants to perform tasks outlined in the Parks Master Plan.</p>
<p>NOTES: 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>NOTES: 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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NOTES:
HOTEL
OCCUPANCY
TAX ADVISORY
BOARD
(Est. 12-3-
2019)

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.

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COUNCILMEMBER BOARD/COMMISSION APPOINTMENTS

Councilmember	Board/Commission	Appointee	Date Appointed
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. Revolving Loan	Barbara Gilmer	12/19/17
	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. Revolving Loan	Ryan Lozano	03/07/17
	Eco Dev. Corp, ½ Cent Sales Tax	Dyral Thomas	12/17/19
	Electric Board	Frank Gomillion	12/17/19
	Historical Preservation	Victor Corpus	03/07/17
	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 (Members appointed prior to Nov 14, 2019 were made by John Castillo)	Airport Board	VACANT- Coats moved outside County	
	Board of Adjustment	Juan Juarez	03/07/17
	Construction Board	Oscar Torres	05/15/18
	EcoDev. Revolving Loan	Rudy Ruiz	03/07/17
	Eco Dev. Corp. ½ Cent Sales Tax	Umesh Patel	08/09/18
	Electric Board	James Briceno	03/07/17
	Historical Preservation	Ron Faulstich	03/07/17
	Library Board	Quartermetra Hughes	06/04/19
	Parks and Recreation	James Torres	03/07/17
	Planning & Zoning	Rob Ortiz, Alternate Manuel Oliva	03/07/17 03/07/17

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COUNCILMEMBER BOARD/COMMISSION APPOINTMENTS

District 3 – Kara McGregor	Airport Board Board of Adjustment Construction Board Eco Dev. Revolving Loan 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 Lew White, 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 12/19/17 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. Revolving Loan 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 Frank Coggins Morris Alexander Ian Stowe Kathy McCormick Donaly Brice Russell Wheeler Rick Arnic	03/07/17 12/05/17 12/05/17 12/05/17 12/05/17 03/06/18 12/05/17 12/05/17 12/05/17 01/15/19
Mayor Pro-Tem (At-Large) – Angie Gonzales-Sanchez	Airport Board Board of Adjustment Construction Board Eco Dev. Revolving Loan Eco Dev. Corp. ½ Cent Sales Tax Historical Preservation Library Board Parks and Recreation Planning & Zoning	Andrew Reyes Laura Cline, Chair Paul Martinez Irene Yanez Alfredo Munoz Juan Alvarez, Jr. Jodi King Chris Schexnayder Philip Ruiz, Vice-Chair	01/07/20 01/07/20 01/07/20 01/07/20 01/07/20 03/07/17 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. Revolving Loan Eco Dev. Corp. ½ Cent Sales Tax Historical Preservation Library Board Parks and Recreation Planning & Zoning	Jayson “Tex” Cordova Severo Castillo Gary Shafer Edward Strayer 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 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 Dyrat 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) THIS COMMITTEE WAS - RE-ESTABLISHED ON MARCH 5, 2019	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, Texas

Council Agenda Item Briefing Data

COUNCIL MEETING DATE: March 17, 2020

AGENDA ITEM CAPTION:

Discussion and possible action regarding the City's response and/or action regarding the Coronavirus health situation.

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:

Staff placed the item on the agenda to allow the Council to discuss the situation.

PROJECT SCHEDULE (if applicable): N/A

AMOUNT & SOURCE OF FUNDING:

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

Finance Review initials _____

FISCAL NOTE (if applicable): N/A

Previous Council Action: N/A

COMMITTEE/BOARD/COMMISSION ACTION: N/A

STAFF RECOMMENDATION/REQUESTED MOTION:

None.

LIST OF SUPPORTING DOCUMENTS:

None.

Department Head initials:

City Manager's Review:





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&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 st 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. Fire: Council approved 7% salary adjustment in FY 19-20. Police: 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.	 Fire: 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. Police: In 2019, Lockhart Police Officers visited with police cadets attending the AACOG Academy and made presentations to 2 classes of prospective candidates. In 1 st 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)	 Fire: Fire Department is preparing an emergency management tabletop exercise for City staff. Police: Upgraded Police Officer body-worn cameras to 3 rd generation models.	
f. Evaluate Accreditation opportunities	 Fire: Reviewing the Texas Fire Chief’s Association (TFCA) accreditation process before formal enrollment. Police: Currently reviewing the 166 Texas Law Enforcement Best Practices. Will submit for recognition in the 3 rd 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

Strategies
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

Strategies
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

COUNCILMEMBER	PRIORITY	FY 18-19 GOALS
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

COUNCILMEMBER	PRIORITY	FY 18-19 GOALS
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
GONZALES-SANCHEZ	5	but a lot additional money for registration fees and course material.
MCGREGOR	5	Free public wifi on the square
MENDOZA	5	Parks improvements
MICHELSON	5	Continued police community committee involvement, neighborhood watch, gang awareness
WESTMORELAND	5	Angled parking downtown: N Main and N Commerce Sts(change during downtown drainage project)
WHITE	5	Continued police community committee involvement, neighborhood watch, gang awareness
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

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 accommodate 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		Econo Devl
		Expand economic development (by helping to spread the word & being more involved)	Gen Fund	Econo Devl
		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 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 square.	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 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
		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

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		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

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		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.
IC	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 encouraged 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
IC	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
General Government																					
Hotel Tax Fund																					
2016 GO Refunding			40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000								400,000
Total Hotel Tax Fund P & I			-	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	-	-	-	-	-	-	-	400,000
LEDC																					
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
Total LEDC Fund P & I			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
2015 Capital Projects Fund																					
2015 Tax & Revenue																					-
Total 2015 Capital Projects Fund Fund P & I			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Drainage																					
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
Total Drainage Fund P & I			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
General Fund																					
2015 Tax & Revenue																					-
Total General Fund P & I			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Debt Service Fund																					
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
Total Debt Service Fund P & I			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
Total General Government			938,587	1,157,273	1,169,731	1,164,154	1,295,686	1,305,945	1,299,241	1,304,794	1,311,046	1,309,331	1,317,529	617,619	616,651	616,940	616,069	616,979	616,594	617,881	16,953,464

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
Proprietary																				
Electric Fund																				
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
Total Electric Fund P & I	-	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
Water Fund																				
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			1,240,140
Total Water Fund P & I	-	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
Sewer Fund																				
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			1,156,537
Total Sewer Fund P & I		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
Total Proprietary Fund P & I	-	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
Grand Total		1,776,208	2,053,476	2,071,326	2,063,887	2,447,555	2,461,455	2,451,267	2,458,910	2,467,369	2,465,767	2,477,068	1,570,668	1,568,566	1,569,193	1,567,305	1,569,280	1,337,513	1,340,324	33,940,927

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		TOTAL PROJECT COST				[Gantt chart showing total project cost from Feb 2015 to Jan 2017]																																			
\$2,068,024.00	1	DRAINING IMPROVEMENTS CONTRACT 1 - Mesquite/Wichita Street & Richland Drive				[Gantt chart for Contract 1 from Feb 2015 to Jan 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	DRAINAGE IMPROVEMENTS CONTRACT 2 - Century Oaks/Market Street, & Ash/Comal Streets				[Gantt chart for Contract 2 from Feb 2015 to Jan 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	DRAINAGE IMPROVEMENTS CONTRACT 3 - Downtown Improvements Project				[Gantt chart for Contract 3 from Feb 2015 to Jan 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	DRAINAGE IMPROVEMENTS CONTRACT 4 - Medina & US183 Project				[Gantt chart for Contract 4 from Feb 2015 to Jan 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	FM 2001 ELEVATED TANK PROJECT				[Gantt chart for Contract 5 from Feb 2015 to Jan 2017]																																			
		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]																																			

