

PUBLIC NOTICE

AGENDA

LOCKHART CITY COUNCIL

TUESDAY, MAY 5, 2020

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

COUNCILMEMBER VIDEO AND AUDIO CONFERENCE PARTICIPATION

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

CITIZEN AND COUNCILMEMBER VIDEO/AUDIO CONFERENCE PARTICIPATION

- Call-in number 1-408-418-9388 Attendee Access Code 622-447-713 Passcode: 72773975
- Mayor will call upon each citizen registered to address the Council during the agenda item.
- Attendees may also call in to listen only.
- Council agenda packets can be reviewed at http://www.lockhart-tx.org/page/gov_agendas_minutes
- Individuals may watch the Council meeting online at http://www.lockhart-tx.org/page/gov_meeting_videos

PUBLIC COMMENT

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

PUBLIC HEARINGS

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

- Send written comments which will be read aloud; or
- Request a link to join the public hearing portion of the virtual meeting.

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

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

6:30 P.M.

WORK SESSION (No Action)

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

DISCUSSION ONLY

- A. Discuss minutes of the City Council meeting of March 17, 2020, March 24, 2020, March 31, 2020 and April 7, 2020.
- B. Discuss Town Branch Trail Phase I Change Order No. 1 to Westar Construction, Inc. of Georgetown, Texas in the amount of \$19,832 increasing the contract amount to \$233,077.50 for necessary improvements to the trail system to comply with Texas Accessibility Standards and appointing the Mayor to sign all contractual documents. *5-24* *25-28*
- C. Discuss Ordinance 2020-09 amending the budget for Fiscal Year 2020 in accordance with the existing statutory requirements; re-appropriating the various amounts herein, as attached in budget amendment Nos. 46, 47 and 48. *29-33*
- D. Discuss the semi-annual report from the Impact Fee Advisory Committee concerning the status of implementation of Chapter 31 "Impact Fees" of the Lockhart Code of Ordinances with regard to water, wastewater, and road impact fees. *34-47*
- E. Discuss Ordinance 2020-10 amending Sec. 16.11 of the Code of Ordinances regarding penalties for violation of the City of Lockhart Basic Emergency Plan or related requirements, and to approve updates to the Basic Emergency Plan to include associated annexes and authorize staff to update the plan in the future as necessary. *48-99*
- F. Discuss the Lockhart COVID-19 Economic Recovery Fund Activity update; providing opportunity for discussion and possible amendments to the program. *100-108*
- G. Discuss the City of Lockhart's Mayoral Declaration of Local State of Disaster due to Public Health Emergency order extended on April 7, 2020 and addressing other matters related to COVID-19, if necessary. *109-120*

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. **CONSENT AGENDA**

- A. Approve minutes of the City Council meetings of March 17, 2020, March 24, 2020, March 31, 2020 and April 7, 2020. 5-24
- B. Approve Town Branch Trail Phase I Change Order No. 1 to Westar Construction, Inc. of Georgetown, Texas in the amount of \$19,832 increasing the contract amount to \$233,077.50 for necessary improvements to the trail system to comply with Texas Accessibility Standards and appointing the Mayor to sign all contractual documents. 25-28
- C. Approve Ordinance 2020-09 amending the budget for Fiscal Year 2020 in accordance with the existing statutory requirements; re-appropriating the various amounts herein, as attached in budget amendment Nos. 46, 47 and 48. 29-33
- D. Accept the semi-annual report from the Impact Fee Advisory Committee concerning the status of implementation of Chapter 31 "Impact Fees" of the Lockhart Code of Ordinances with regard to water, wastewater, and road impact fees. 34-47

5. **DISCUSSION/ACTION ITEMS**

- A. Discussion and/or action to consider Ordinance 2020-10 amending Sec. 16.11 of the Code of Ordinances regarding penalties for violation of the City of Lockhart Basic Emergency Plan or related requirements, and to approve updates to the Basic Emergency Plan to include associated annexes and authorize staff to update the plan in the future as necessary. 48-99
- B. Discussion and/or action regarding the Lockhart COVID-19 Economic Recovery Fund Activity update; providing opportunity for discussion and possible amendments to the program. 100-108
- C. Discussion and/or action regarding the City of Lockhart's Mayoral Declaration of Local State of Disaster due to Public Health Emergency order extended on April 7, 2020 and addressing other matters related to COVID-19, if necessary. 109-120
- D. Discussion and/or action regarding appointments to various boards, commissions or committees. 121-129

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

- The Electric Department has completed LED lighting upgrades at Lions, Nueces and City Park.
- 2020 Census Digital Action Weekend: May 1-3.
- Update regarding the activity in the Lockhart COVID-19 Economic Recovery Fund.
- Development of proposed Fiscal Year 2020-2021 budget underway.

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

(**Items of Community Interest defined below)

8. **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 1st day of May 2020 at 3:05 pm.

REGULAR MEETING**LOCKHART CITY COUNCIL****MARCH 17, 2020****6:00 P.M.****CLARK LIBRARY ANNEX-FIRE PLACE ROOM AND 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
 Dan Gibson, City Planner
 Julie Bowermon, HR/Civil Service Director
 Randy Jenkins, Fire Chief

Connie Constancio, City Secretary
 Miles Smith, Public Information Officer
 Pam Larison, Finance Director
 Sean Kelley, Public Works Director
 Kevin Waller, Assistant City Planner

Citizens/Visitors Addressing the Council: Nancy Berkley of Evergreen Solutions-via teleconference; Mike Lavengco of Central Texas Refuse; Martin Ritchey, Director of Homeland Security for the Capital Area Council of Governments; and, Citizens Chris Blackburn, Luke Langsjoen and Tamara Carlisle.

Work Session 6:00 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:

PRESENTATION – FIREPLACE ROOM 6:00 pm – 6:50 p.m.**A. PRESENTATION AND DISCUSSION WITH EVERGREEN SOLUTIONS REGARDING THE 2020 CITY OF LOCKHART CLASSIFICATION AND COMPENSATION STUDY AND COMPENSATION PHILOSOPHY.**

Nancy Berkley of Evergreen Solutions provided information and there was discussion regarding the classification and compensation study and compensation philosophy.

CONSENSUS: The consensus of the Council was to direct Evergreen Solutions to proceed with the study.

DISCUSSION ONLY (Meeting will carry over into the Council Chambers)**DECLARATION OF LOCAL DISASTER – COVID-19**

Mayor White read the Declaration of Local Disaster in its entirety. The Declaration proclaimed that the limited size of gatherings to not be more than 50 people and mandated the cancellation of all such gatherings until further notice. A “gathering” referred to a scheduled event or common endeavor where 50 persons are present in a confined space, room, or area, excluding employees of establishments and restaurants. A person who knowingly or intentionally violates the declaration commits an offense, punishable by a fine up to \$1,000 or confinement in jail for a term that does not exceed 180 days. Mayor White announced that the Declaration would be in effect today (March 17, 2020) and will be revisited for reconsideration on March 24, 2020.

A. DISCUSS MINUTES OF THE CITY COUNCIL MEETING OF MARCH 3, 2020.

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

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.

Ms. Larison stated that the budget amendment #45 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 funds are budgeted with revenues over expenditures; this budget amendment will balance the Water fund and 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 with 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 met with Finance concerning upgrading the City's software to the cloud version. Blue Layer (City's IT contractor) informed staff that this would be the most stable environment to handle this sensitive and proprietary software. Ms. Larison recommended approval. There was discussion.

C. DISCUSSION OF REQUEST FROM CENTRAL TEXAS REFUSE (CTR) TO ASSIGN AN EXCLUSIVE SOLID WASTE CONTRACT BETWEEN THE CITY OF LOCKHART AND CTR.

Mr. Lewis stated that 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. CTR has provided solid waste services for residential, multi-residential and commercial residents of Lockhart which also includes bulky item pickup and the annual city-wide residential clean-up event. The contract term may be extended for an additional five (5) years, beginning October 1, 2020, 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.

Mayor White requested Mike Lavengco to address the Council.

Mike Lavengco, General Manager of Central Texas Refuse (CTR), thanked the City of Lockhart for using their solid waste services for many years. He stated that CTR would be assigned to Integrated Waste Solutions Group (IWSG) of which the exact agreement would be carried over to them. They would provide the exact same service as CTR and maintain the current CTR staff. Mr. Lavengco stated that he would be the President/CEO and a Boardmember of IWSG. IWSG is a new private company, therefore previous service history was not available. He provided a history about the owner of IWSG. Green Group (Alfonso Sifuentes and David Green) would be an investor and a board member of IWSG. CTR's intent is to close the merge to IWSG on April 1, 2020. Mr. Lavengco requested approval of the assignment agreement, as presented. There was discussion.

Mayor White stated that the item would be on the April 7, 2020 Council agenda for consideration and approval.

RECESS: Mayor White announced that the Council would recess for a break at 7:34 p.m.

REGULAR MEETING**ITEM 1. CALL TO ORDER.**

Mayor Lew White called the meeting to order at 7:50 p.m.

ITEM 2. INVOCATION, PLEDGE OF ALLEGIANCE.

Mayor Lew White 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 item that is not on the agenda.

Martin Ritchey, Director of Homeland Security for the Capital Area Council of Governments (CAPCOG), thanked the local governments for their actions about the COVID-19 pandemic. He invited local governments to reach out to CAPCOG for assistance when necessary.

ITEM 4-A. HOLD A PUBLIC HEARING ON APPLICATION ZC-20-03 BY WATERLOO DEVELOPMENT ON BEHALF OF GABPI 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).

Mayor White opened the public hearing at 7:57 p.m.

Mr. Gibson stated that the applicant proposed 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 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. Letters of opposition representing five properties were submitted 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 range, 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.

Mr. Gibson stated that staff believes that RMD zoning is a possible alternative to the required RHD zoning. Both RMD and RHD allow the types of residential uses being considered by the applicant. However, condominiums and town houses 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 of development and would be consistent with the land use plan map.

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Mr. Gibson stated that 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 recommends approval of the zoning change on 5.001 acres from AO to CMB, and to rezone the 74.189 acres from AO to RMD instead of RHD.

Mayor White requested the applicant to address the Council.

Chris Blackburn, 4131 Spicewood Springs Road, Austin, Applicant, provided information regarding the proposed development. He stated that the owner plans to build single-family homes and that they are not interested in multi-family dwellings, therefore RMD zoning would suffice for the 74.189 acres. There was discussion.

Mayor White requested citizens in favor of the zoning change to address the Council. There were none.

Mayor White requested citizens against the zoning change to address the Council.

Luke Langsjoen, 1614 Old Kelley Road, spoke against the RHD zoning because of the types of residences that could be built and that he believes that RHD type of development would substantially threaten the health and hinder local wildlife in the area. He requested that the RLD zoning be allowed instead of the RHD because the applicant's intent is to build single family homes.

Mayor White requested additional citizens to address the Council. There were none. He closed the public hearing at 8:20 p.m.

ITEM 4-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.

There was discussion regarding the different residential zoning types and the allowances of each.

Councilmember McGregor made a motion to approve Ordinance 2020-04, amending the RHD to RMD for 74.189 acres and approving 5.001 acres to CMB. Councilmember Mendoza seconded. The motion passed by a vote of 4-3, with Mayor White and Councilmembers Michelson and Westmoreland opposing.

ITEM 4-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).

Mayor White opened the public hearing at 8:33 p.m.

Mr. Gibson stated that 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 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.

Mayor White requested the applicant to address the Council.

Tamara Carlisle, 731 W. San Antonio Street, stated that they purchased the home to run an Air B-N-B and to eventually hold events such as weddings, receptions, etc. She requested approval.

Mayor White requested citizens in favor of or against the zoning change to address the Council. There were none. He closed the public hearing at 8:38 p.m.

ITEM 4-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.

Mayor White made a motion to approve Ordinance 2020-05, as presented. Mayor Pro-Tem Sanchez seconded. The motion passed by a vote of 7-0.

ITEM 5. CONSENT AGENDA.

Councilmember Michelson made a motion to approve consent agenda items 5A and 5B. Councilmember McGregor seconded. The motion passed by a vote of 7-0.

5A: Approve minutes of the City Council meeting of March 3, 2020.

5B: 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.

ITEM 6-A. DISCUSSION OF REQUEST FROM CENTRAL TEXAS REFUSE (CTR) TO ASSIGN AN EXCLUSIVE SOLID WASTE CONTRACT BETWEEN THE CITY OF LOCKHART AND CTR.

Mayor White stated that the discussion was held during the work session. Consideration of the request will be held during the April 7, 2020 Council meeting.

ITEM 6-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.

Mr. Gibson stated that Kevin Waller, Historic Preservation Officer, would provide the report. He provided a brief background regarding the requirement of the biennial report.

Mr. Waller provided the report that consisted of a recommendation by the Lockhart Historical Preservation Commission (LHPC) for an amendment to Section 28-3 (c) "Historical Preservation Commission" 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 recommendation, an ordinance amending Section 28-3(c) will be scheduled for a public hearing and Council consideration at a future meeting.

CONSENSUS: After discussion, the consensus of the Council was to request staff to return with the ordinance as recommended by the LHPC.

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

ITEM 6-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.

Ms. Larison stated that the Hotel Occupancy Tax (HOT) Advisory Board met on March 5, 2020 to review hotel occupancy funding for the Fiscal Year 2019-2020. The Board received seven applications for review as follows: Lockhart Chamber of Commerce Visitors Center, Lockhart Chamber of Commerce for Chisholm Trail Roundup, Greater Caldwell County Hispanic Chamber of Commerce for Cinco de Mayo and Diez y Seis, the Gaslight-Baker Theater, Lockhart Downtown Business Association for the Texas Swing Festival, Caldwell County Historical Jail Museum, and the Southwest Museum of Clocks and Watches. The Board recommended to fund all seven applications up to the budgeted amount of \$83,000. Ms. Larison stated that the funding allocations would be the discretion of the Council.

Ms. Larison recommended that the item be tabled to the April 7, 2020 Council meeting to wait to see if the City has a better view of whether the events will be held due to the COVID-19 pandemic whereby social distancing prohibits social gatherings of no more than 50 people. There was discussion.

Councilmember Westmoreland made a motion to table the item until the April 7, 2020 Council meeting. Councilmember Michelson seconded. The motion passed by a vote of 6-0-1, with Councilmember McGregor abstaining.

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

Mayor White requested appointments to boards and commissions.

Mayor Pro-Tem Sanchez stated that her appointment to the Lockhart Historical Preservation Commission (LHPC) resigned. Mayor Pro-Tem Sanchez made a motion to appoint Belinda Gillis to the LHPC. Councilmember Mendoza seconded. The motion passed by a vote of 7-0.

Councilmember Mendoza made a motion to remove Larry Corpus on the LHPC. Mayor Pro-Tem Sanchez seconded. The motion passed by a vote of 7-0.

ITEM 6-E. DISCUSSION AND POSSIBLE ACTION REGARDING THE CITY'S RESPONSE AND/OR ACTION REGARDING THE CORONAVIRUS HEALTH SITUATION.

Mr. Lewis gave an update about the Coronavirus health situation and made announcement about several community events that have been cancelled up until May 2020. There was discussion.

ITEM 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.

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

Councilmember Mendoza thanked the Hispanic Chamber of Commerce for a successful annual banquet. He thanked Bluebonnet Electric and City staff for installing a streetlight in the Summerside Subdivision. He encouraged safety during the pandemic.

Mayor Pro-Tem Sanchez expressed condolences to the families of Fernando Pruneda, Ruben Saldana, Edward Taylor, Sr., and Ruben Head. She congratulated the Hispanic Chamber of Commerce for a successful banquet. She thanked citizens for their patience during the COVID-19 worldwide health issue and encouraged everyone to stay safe.

Councilmember McGregor asked everyone to be safe and to take precautions during the pandemic. She reminded the public that local restaurants without drive thru service will be offering curbside pickup.

Councilmember Bryant thanked the Hispanic Chamber of Commerce for a successful banquet. He also encouraged support of local businesses.

Councilmember Michelson encouraged everyone to be careful.

Mayor White reminded all to be safe and to be mindful of each other.

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

Mayor White announced that the Council would enter Executive Session at 9:24 p.m.

ITEM 10. OPEN SESSION - Discussion and/or action regarding the sale of real property owned by the City.

Mayor White announced that the Council would enter Open Session at 9:33 p.m.

Councilmember McGregor made a motion to approve the recommended changes to the sales contract for the property in question. Councilmember Michelson seconded. The motion passed by a vote of 7-0.

ITEM 11. ADJOURNMENT.

Mayor Pro-Tem Sanchez made a motion to adjourn the meeting. Councilmember Mendoza seconded. The motion passed by a vote of 7-0. The meeting was adjourned at 9:34 p.m.

PASSED and APPROVED this the 5th day of May 2020.

CITY OF LOCKHART

Lew White, Mayor

ATTEST:

Connie Constancio, TRMC
City Secretary

**SPECIAL MEETING
LOCKHART CITY COUNCIL**

MARCH 24, 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
Miles Smith, Public Information Officer
Randy Jenkins, Fire Chief

Connie Constancio, City Secretary
Monte Akers, City Attorney (via teleconference)
Pam Larison, Finance Director

Citizens/Visitors Addressing the Council: James Jewell, EMS Director; Hector Rangel, Caldwell County Emergency Management Coordinator; Dr. Charles Laurence; and, Citizen, Rebecca Allen.

ITEM 1. CALL TO ORDER.

Mayor Lew White called the meeting to order at 6:30 p.m.

**ITEM 2-A. DISCUSSION AND/OR ACTION REGARDING THE CITY OF LOCKHART'S
MAYORAL DECLARATION OF LOCAL STATE OF DISASTER DUE TO PUBLIC HEALTH
EMERGENCY ORDERED BY MAYOR LEW WHITE ON MARCH 17, 2020 AND AMENDED
MARCH 19, 2020, RELATED TO COVID-19.**

Mayor White requested updates from various individuals regarding the COVID-19 status in Caldwell County.

Hector Rangel, Caldwell County Emergency Management Coordinator, Randy Jenkins, Fire Chief, and James Jewell, EMS Director gave an update regarding COVID-19 procedures, cases and public safety measures taken by each entity.

Dr. Charles Laurence gave an update regarding medical practices for determining who to test for COVID-19 and he provided health safety tips.

Mayor White requested the following citizen to address the Council:

Rebecca Allen, 515 Wichita, requested that the City consider implementing a plan to assist the low income and elderly with obtaining basic necessities during the pandemic.

Mayor White encouraged all to maintain healthy practices, to work at home, if possible, and to follow the social distancing requirements. He recommended that the Declaration be extended to April 7, 2020 and to put the item on the agenda for each Council meeting thereafter for consideration.

Mayor White made a motion to extend the City of Lockhart Mayoral Declaration of Local State of Disaster due to Public Health Emergency ordered by Mayor Lew White on March 17, 2020 and amended on March 19, 2020, related to COVID-19 until April 7, 2020. The Declaration is to be placed on each council meeting agenda thereafter. Councilmember McGregor seconded. The motion passed by a vote of 7-0.

Mr. Akers clarified that the minutes reflecting that the Declaration was extended to April 7, 2020 was suffice.

Mr. Lewis provided the Council an update regarding modified services in several city departments to follow the social distancing requirements. Central Texas Refuse requested that the city-wide cleanup be postponed until further notice. He provided additional city and community updates relating to COVID-19.

Ms. Larison gave an update regarding the utility payment processing to follow social distancing regulations as follows:

1. **Pausing Payment-Related Disconnections.** To ensure customers have the power they need during this crisis, the City of Lockhart has suspended service disconnections for residential and small commercial customers for 60 days effective March 24, 2020.
2. **Late Payment Waivers.** The City of Lockhart is providing relief by waiving late payment fees. In order to qualify for a late fee waiver, customers must contact the City of Lockhart's Utility department to make a partial payment towards their account on or before the due date. The City will forego the current requirements for extensions and payment plans.
3. **Encourage Social Distancing.** With the importance of social distancing to curb the spread of COVID-19, the City of Lockhart has reminded citizens of the various ways they can reach the Utility department to make payments, including drop boxes located at both the front and back entrances of City Hall, drive-thru window at Municipal Court building, credit card payment by phone, and online web pay through the City's website.

There was discussion.

ITEM 3. ADJOURNMENT.

Mayor Pro-Tem Sanchez made a motion to adjourn the meeting. Councilmember Mendoza seconded. The motion passed by a vote of 7-0.

PASSED and APPROVED this the 5th day of May 2020.

CITY OF LOCKHART

Lew White, Mayor

ATTEST:

Connie Constancio, TRMC
City Secretary

**SPECIAL MEETING
LOCKHART CITY COUNCIL**

MARCH 31, 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 Jeffrey Michelson

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

Staff present:

Steven Lewis, City Manager
Miles Smith, Public Information Officer

Connie Constancio, City Secretary
Monte Akers, City Attorney

Citizens/Visitors Addressing the Council: Mike Lavengco of Central Texas Refuse, and Citizen, David Gratz (via teleconference).

ITEM 1. CALL TO ORDER.

Mayor Lew White called the meeting to order at 6:30 p.m.

Mayor White announced that teleconferencing is available for Councilmembers and/or the public to join the meeting virtually.

ITEM 3. EXECUTIVE SESSION IN ACCORDANCE WITH THE PROVISIONS OF THE GOVERNMENT CODE, TITLE 5, SUBCHAPTER D, SECTION 551. 071 – PRIVATE CONSULTATION WITH ITS ATTORNEY TO SEEK ADVICE ABOUT PENDING OR CONTEMPLATED LITIGATION; SETTLEMENT OFFER; OR LEGAL MATTERS SUBJECT TO ATTORNEY/CLIENT PRIVILEGE. Seek legal advice from the City attorney regarding Central Texas Refuse request for City consent to assignment of its solid waste contract.

Mayor White announced that the Council would enter Executive Session at 6:35 p.m.

ITEM 3. OPEN SESSION - Discussion and/or action regarding Central Texas Refuse request for City consent to assignment of its solid waste contract.

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

ITEM 2-A. CONSIDER AND POSSIBLY TAKE ACTION ON REQUEST OF CENTRAL TEXAS REFUSE FOR CITY CONSENT TO ASSIGNMENT OF ITS SOLID WASTE CONTRACT.

Mayor White requested Mike Lavengco to address the Council.

Mike Lavengco of Central Texas Refuse requested that the City of Lockhart approve the consent to assignment of solid waste service to Integrated Waste Solutions Group (IWSG). Quality solid waste services will remain the same as currently provided. There was discussion regarding IWSG and the performance bond that would not be obtained by IWSG.

Mayor White requested David Gratz to address the Council.

David Gratz, 1000 Live Oak, spoke against the Council approving the Consent to Assignment because Central Texas Refuse is merging to another company whose history is unknown. He requested that the item be postponed.

There was discussion.

Mayor White made a motion to approve the Consent to Assignment of Solid Waste services contract as requested by Central Texas Refuse. Mayor Pro-Tem Sanchez seconded. The motion passed by a vote of 5-2, with Councilmembers McGregor and Bryant opposing.

ITEM 4. ADJOURNMENT.

Mayor Pro-Tem Sanchez made a motion to adjourn the meeting. Councilmember Mendoza seconded. The motion passed by a vote of 7-0.

PASSED and APPROVED this the 5th day of May 2020.

CITY OF LOCKHART

Lew White, Mayor

ATTEST:

Connie Constancio, TRMC
City Secretary

**REGULAR MEETING
LOCKHART CITY COUNCIL**

APRIL 7, 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 Jeffrey Michelson

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

Staff present:

Steven Lewis, City Manager
Miles Smith, Public Information Officer
Pam Larison, Finance Director

Connie Constancio, City Secretary
Sean Kelley, Public Works Director
Dan Gibson, City Planner

Staff present via teleconference:

Monte Akers, City Attorney

Mike Kamerlander

Citizens/Visitors Addressing the Council: Hector Rangel, Caldwell County Emergency Management Coordinator; and, Citizens, Edgar Gutierrez; James Balsler; Breanne Schafer; Bill Anderson; Elvira Saldiera; Mary Alice Rendon; David Raschke; Mary Raschke; and, Anna Kieler.

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:

PRESENTATION ONLY

A. READING OF A PROCLAMATION DECLARING APRIL 2020 AS CHILD ABUSE PREVENTION AND AWARENESS MONTH.

Mayor White read the proclamation.

DISCUSSION ONLY

A. DISCUSS PRELIMINARY BUDGET AND TAX RATE CALENDAR FOR FISCAL YEAR 2020-2021.

Ms. Larison provided information regarding the dates scheduled for the upcoming budget and tax rate meetings. There was brief discussion.

Mayor White requested Hector Rangel, Caldwell County Emergency Management Coordinator to address the Council.

Hector Rangel provided an update regarding the COVID-19 pandemic. He encouraged everyone to stay safe and to follow the social distancing requirement.

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B. DISCUSS RESOLUTION 2020-11 DENYING TEXAS GAS SERVICE COMPANY'S REQUESTED RATE INCREASE; REQUIRING THE COMPANY TO REIMBURSE THE CITY'S REASONABLE RATEMAKING EXPENSES; FINDING THAT THE MEETING AT WHICH THIS RESOLUTION IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW; REQUIRING NOTICE OF THIS RESOLUTION TO THE COMPANY AND THE CITY'S LEGAL COUNSEL.

Mr. Lewis stated that on December 20, 2019, Texas Gas Service Company, a Division of ONE Gas, Inc., ("TGS" or "Company"), pursuant to Gas Utility Regulatory Act § 104.102, filed its Statement of Intent to change gas rates in all municipalities exercising original jurisdiction within the City of Beaumont, the Central Texas Service Area (CTSA), and Gulf Coast Service Area (GCSA) and to consolidate these Service Areas into the proposed Central-Gulf Coast Service Area, effective February 6, 2020. The City Council adopted Resolution 2020-01 that suspended TGS's rate request from taking effect for 90 days, the fullest extent permissible under the law, until May 6, 2020. Thomas Brocato of the law firm of Lloyd Gosselink indicates that this time period has permitted the City, through its participation in the CTSA Cities and GCSA Cities, to determine that the proposed rate increase and consolidation are unreasonable. Consistent with the recommendations of experts engaged by CTSA Cities and GCSA Cities, TGS's request for a rate increase and consolidation of service areas should be denied. Accordingly, the purpose of the Resolution is to deny the rate change application proposed by TGS.

Thomas Brocato of the law firm of Lloyd Gosselink assists cities with the proposed gas rate increase and he will continue to update the City about the process. Mr. Lewis recommended approval. There was discussion.

C. DISCUSS RESOLUTION 2020-10 APPROVING A NEW MUNICIPAL MAINTENANCE AGREEMENT (MMA) BETWEEN THE STATE OF TEXAS AND THE CITY OF LOCKHART FOR THE MAINTENANCE, CONTROL, SUPERVISION AND REGULATION OF CERTAIN STATE HIGHWAYS AND/OR PORTIONS OF STATE HIGHWAYS IN THE CITY; AND PROVIDING THE EXECUTION OF SAID AGREEMENT.

Mr. Kelley stated that the City of Lockhart currently has a Municipal Maintenance Agreement (MMA) with the Texas Department of Transportation which was adopted on March 21, 2000. The current MMA between the City and the Texas Department of Transportation (TxDOT) is for maintenance, operations and supervision on controlled access and non-controlled access State highways. Maintenance duties described in the MMA include but are not limited to striping, paving, sidewalk maintenance, crosswalks, drainage, sweeping and snow/ice control. Municipal Maintenance Agreement between cities and the State need to be updated as new highways are introduced and municipal boundaries change. The most notable change in the proposed MMA is the addition of map exhibits which includes exclusions of city maintenance to Park Road 20 and SH 130 overpasses on SH 142 and FM 2001. The City boundaries have also changed after the initial MMA was signed in 2000 due to annexation which is reflected in the new maps. Mr. Kelley recommended approval. There was discussion.

D. DISCUSS ORDINANCE 2020-08 CREATING THE LOCKHART COVID-19 ECONOMIC RECOVERY FUND; AMENDING SECTION 2-207 OF THE LOCKHART CODE OF ORDINANCES TO DISSOLVE THE ECONOMIC DEVELOPMENT LOAN COMMISSION; TRANSFERRING FUNDS IN THE LOCKHART REVOLVING LOAN FUND PROGRAM TO THE GENERAL FUND AND APPROPRIATING THE SAME FOR USE IN THE LOCKHART COVID-19 ECONOMIC RECOVERY FUND.

Mr. Kamerlander stated that the COVID-19 pandemic has caused many businesses to temporarily shut down due to governmental orders to help stop the spread of the virus. Small businesses are in need of support to help them weather this pandemic and be able to open again once it is over. The COVID-19 Economic Recovery Loan Program will provide a one-time loan to affected businesses in accordance with the rules and qualifications in the loan application document. The loans are intended to bridge a company until a larger loan can be closed through another source. Mr. Kamerlander recommended approval. There was discussion.

E. DISCUSS RELEASE OF LIS PENDENS ON FILE FOR PROPERTY LOCATED AT 715 EAST LIVE OAK STREET.

Mr. Lewis requested that the City Attorney provide explanation about the issue. There were difficulties with the teleconferencing. Mayor White stated that this item would be discussed later in the meeting.

F. DISCUSSION AND PRESENTATION REGARDING IMPLEMENTATION OF ADDITIONAL SAFETY MEASURES AT SUMMERSIDE SUBDIVISION ALONG SOUTH HIGHWAY 183.

Mr. Kelley provided an update regarding a traffic study performed at the intersection that included a recommended speed limit reduction from 65 to 55 miles per hour. The Texas Department of Transportation (TxDOT) is awaiting written approval from the Commission. He provided information about a sign at the entrance of the subdivision to encourage drivers to slow down. He explained details about a proposed message board, as used in other cities, that would display a message such as "Slow Down". TxDOT approves the boards on a temporary basis. If the developer completes the third phase of the subdivision, a right turn lane would be included at the FM 1322 entrance, which would reduce the traffic entering the subdivision on Highway 183. There was discussion regarding pursuing TxDOT for some type of signage at the Highway 183 entrance to the subdivision.

G. DISCUSS RESOLUTION 2020-12 EXTENDING THE CITY'S LOCAL DISASTER DECLARATION, INCORPORATING THE GOVERNOR'S EXECUTIVE ORDER GA-14 AND THE CALDWELL COUNTY JUDGE'S ORDER OF MARCH 24, 2020, AND ADDRESSING OTHER MATTERS RELATED TO COVID-19.

Mr. Akers explained that the Declaration should be revised to indicate Caldwell County Judge's Stay Home/Stay Safe Order that was issued on March 30, 2020 not March 24, 2020.

Mayor White stated that the Declaration would be extended indefinitely, and it will be rescinded when the Governor lifts restrictions.

RECESS: Mayor White announced that the Council would recess for a break at 7:20 p.m.

REGULAR MEETING

ITEM 1. CALL TO ORDER.

Mayor Lew White called the meeting to order at 7:35 p.m.

ITEM 2. INVOCATION, PLEDGE OF ALLEGIANCE.

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

ITEM 3. PUBLIC COMMENT.

Mayor White requested comments from citizens regarding an item that is not on the agenda. There were none.

ITEM 4-A. HOLD A PUBLIC HEARING ON APPLICATION ZC-20-05 BY EDGAR GUTIERREZ ON BEHALF OF MARIA G. MORENO FOR A ZONING CHANGE FROM RMD RESIDENTIAL MEDIUM DENSITY DISTRICT TO CHB COMMERCIAL HEAVY BUSINESS DISTRICT ON LOT 7, BLOCK 2, SOUTH HEIGHTS ADDITION, INCLUDING THE SOUTH 7.5 FEET OF AN ABANDONED ALLEY ALONG THE NORTH BOUNDARY, AND THE WEST 7.5 FEET OF AN ABANDONED ALLEY ALONG THE EAST BOUNDARY, LOCATED AT 1012 SOUTH MAIN STREET.

Mayor White opened the public hearing at 7:37 p.m.

Mr. Gibson stated that the applicant plans to remove the existing manufactured home and wishes to combine the subject lot with the adjacent property behind it that faces Colorado Street. The manufactured home would likely be replaced with a parking lot associated with redevelopment of the Colorado Street property. Existing CHB zoning abuts the subject property on the east and south sides, so this zoning change would simply be a one-lot expansion of the existing area zoned CHB. The resulting transitions to RMD on the north side and to RLD on the west side are not ideal, but those transitions already exist, and the zoning change simply moves the line. The proposed CHB zoning classification is not consistent with the Low Density Residential land use designation of the future land use plan map. However, it appears that the Low Density Residential land use designation is an anomaly, and perhaps should have been something else because it is just along a single row of lots on the east side of South Main Street, between Light-Medium Commercial and Medium Density Residential land use designations. Mr. Gibson stated that the Planning and Zoning Commission and staff recommend approval.

Mayor White requested the applicant to address the Council.

Edgar Gutierrez, 273 Old Luling Road, requested approval of the zoning change. He stated that they currently have a hair salon on the Colorado Street property, and the request to rezone is to allow for expansion of the business in the future.

Mayor White requested citizens in favor of and against the zoning change to address the Council. There were none. He closed the public hearing at 7:47 p.m.

ITEM 4-B. DISCUSSION AND/OR ACTION TO CONSIDER ORDINANCE 2020-06 AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF LOCKHART, TEXAS, TO RECLASSIFY THE PROPERTY KNOWN AS LOT 7, BLOCK 2, SOUTH HEIGHTS ADDITION, INCLUDING THE SOUTH 7.5 FEET OF AN ABANDONED ALLEY ALONG THE NORTH BOUNDARY, AND THE WEST 7.5 FEET OF AN ABANDONED ALLEY ALONG THE EAST BOUNDARY, LOCATED AT 1012 SOUTH MAIN STREET, FROM RMD RESIDENTIAL MEDIUM DENSITY DISTRICT TO CHB COMMERCIAL HEAVY BUSINESS DISTRICT.

Mayor Pro-Tem Sanchez made a motion to approve Ordinance 2020-06, as presented. Councilmember McGregor seconded. The motion passed by a vote of 7-0.

ITEM 4-C. HOLD A PUBLIC HEARING ON APPLICATION ZC-20-06 BY BALSER CUSTOM HOMES ON BEHALF OF ALAN BALSER FOR A ZONING CHANGE FROM AO AGRICULTURAL-OPEN SPACE DISTRICT AND RLD RESIDENTIAL LOW DENSITY DISTRICT TO RMD RESIDENTIAL MEDIUM DENSITY DISTRICT ON 17.228 ACRES IN THE BYRD LOCKHART SURVEY, ABSTRACT NO. 17, LOCATED AT 1107 SILENT VALLEY ROAD (FM 2001).

Mayor White opened the public hearing at 7:48 p.m.

Mr. Gibson stated that the applicant proposes to develop the subject property as a subdivision for duplexes. The property currently includes a private gravel road leading to a house on the property, as well as to three other single-family dwellings and a duplex that are on abutting nonconforming land-locked lots. When this tract is subdivided, the private driveway could possibly be replaced with or supplemented by a public street in a new right-of-way that would be part of the new internal street network in the subdivision. There is no abutting area zoned RMD, although the land use plan map shows the area adjacent to the west having a future land use designation of Medium Density Residential, which corresponds to the requested RMD classification. The RMD district is just one step up in density from the RLD zoning of the area, and such transitions are very common throughout the city. The proposed RMD zoning is not consistent with the Low Density Residential land use designation of the future land use plan map, although the actual development can be low density depending on the lot sizes, which are not yet determined. A total of eight property owners have submitted written opposition to the proposed zoning change. Five of the properties are wholly or partially within 200 feet of the subject property and, collectively, constitute 37 percent of the 200-foot buffer. Because the protesting area exceeds 20 percent of the buffer, the requested zoning change to RMD can be approved only with at least six affirmatives votes of the Council. The possibility of rezoning to RLD was discussed as an option by the Planning and Zoning Commission, and seemed to be acceptable to citizens present who opposed RMD. There was discussion.

Mayor White requested the applicant to address the Council.

Jason Balsler, 724-H WSW Loop 323, Tyler, provided information regarding the proposed development which included rental units, a garden area and engineered drainage. He requested approval of the zoning change.

There was discussion regarding possibly reducing the zoning change from RMD to RLD. Mr. Balsler replied that the RLD zoning would not accommodate the development because he does not propose to build single-family homes.

Mayor White requested citizens in favor of the zoning change to address the Council. There were none.

Mayor White requested the following citizens to address the Council:

Breanne Schafer, 1117 Silent Valley Road, spoke against the zoning change. She expressed concern about additional flooding, decreased property values, poor construction quality as compared in Tyler, and increased traffic congestion. She pointed out that the Balsler Development in Tyler, Texas has unfinished duplexes, dirt roads and poor drainage which is not what they want to be developed in their neighborhood. She spoke in favor of RLD zoning to allow only single family homes.

Natalie Douge, 1111 Silent Valley Road, spoke against the zoning change. She expressed concern about additional flooding, traffic congestion and the harm that the development could create to the endangered species and the fishpond in the neighborhood.

Bill Anderson, 1111 Silent Valley Road, spoke against the zoning change. He expressed concern about additional traffic congestion on an already busy road.

Elvira Saldiera, 1011 Silent Valley Road, spoke against the RMD zoning change and suggested RLD zoning to allow only single-family homes.

Mary Alice Rendon, 821 Silent Valley Road, spoke against the zoning change.

David and Mary Raschke, 1100 Silent Valley Road, spoke against the zoning change. They expressed concern about additional flooding, parking issues and dangerous traffic congestion.

Anna Kieler, 1109 Silent Valley Road, spoke against the zoning change. She stated that she agreed with previous comments and expressed concern about unfit and dangerous tenants in the rental units. The traffic is currently dangerous for children getting on and off the bus, and the new development would create an even higher risk for the children.

Mayor White requested additional citizens to address the Council. There were none. He closed the public hearing at 9:08 p.m.

ITEM 4-D. DISCUSSION AND/OR ACTION TO CONSIDER ORDINANCE 2020-07 AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF LOCKHART, TEXAS, TO RECLASSIFY THE PROPERTY KNOWN AS 17.228 ACRES IN THE BYRD LOCKHART SURVEY, ABSTRACT NO. 17, LOCATED AT 1107 SILENT VALLEY ROAD (FM 2001), FROM AO AGRICULTURAL-OPEN SPACE DISTRICT AND RLD RESIDENTIAL LOW DENSITY DISTRICT TO RMD RESIDENTIAL MEDIUM DENSITY DISTRICT.

Mayor Pro-Tem Sanchez asked Mr. Balser about the history of why the development in Tyler was not complete. Mr. Balser replied that it was due to the bankruptcy of an investor on the project.

Councilmember Bryant asked about the process to protect endangered species if the development were approved. Mr. Gibson replied that the State might have information as to whether or not there are known endangered species on the property. In addition, an environmental impact assessment could be required as part of the development planning process, similar to the traffic impact assessment that will be required.

There was discussion regarding the code violations at the current rental property.

The Council asked Mr. Balser if he would be in favor of changing the zoning change request from RMD to RLD. Mr. Balser replied that RLD zoning would not fit his development plan. Mr. Balser verbally withdrew his request for a zoning change application.

ITEM 5. CONSENT AGENDA.

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

The following are the consent agenda items that were approved:

- 5A: Approve Preliminary Budget and Tax Rate Calendar for Fiscal Year 2020-2021.
- 5B: Approve Resolution 2020-11 denying Texas Gas Service Company’s requested rate increase; requiring the Company to reimburse the City’s reasonable ratemaking expenses; finding that the meeting at which this Resolution is passed is open to the public as required by law; requiring notice of this Resolution to the Company and the City’s legal counsel.

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5C: Approve Resolution 2020-10 approving a new Municipal Maintenance Agreement (MMA) between the State of Texas and the City of Lockhart for the maintenance, control, supervision and regulation of certain State highways and/or portions of State highways in the City; and providing the execution of said agreement.

ITEM 6-A. DISCUSSION AND/OR TO CONSIDER ORDINANCE 2020-08 CREATING THE LOCKHART COVID-19 ECONOMIC RECOVERY FUND; AMENDING SECTION 2-207 OF THE LOCKHART CODE OF ORDINANCES TO DISSOLVE THE ECONOMIC DEVELOPMENT LOAN COMMISSION; TRANSFERRING FUNDS IN THE LOCKHART REVOLVING LOAN FUND PROGRAM TO THE GENERAL FUND AND APPROPRIATING THE SAME FOR USE IN THE LOCKHART COVID-19 ECONOMIC RECOVERY FUND.

Mayor Pro-Tem Sanchez made a motion to approve Ordinance 2020-08, as presented. Councilmember McGregor seconded. The motion passed by a vote of 7-0.

ITEM 6-B. DISCUSSION AND/OR ACTION TO CONSIDER RELEASE OF LIS PENDENS ON FILE FOR PROPERTY LOCATED AT 715 EAST LIVE OAK STREET.

Mr. Lewis stated that in February 2020, the City Attorney was contacted about matters regarding the release of the Lis Pendens for property located at 715 East Live Oak Street that was filed in May 1991 in connection with an eminent domain lawsuit the City of Lockhart filed on a .230-acre tract at 715 East Live Oak Street pursuant to the Federal Aviation Association’s (FAA) determination that an emergency landing strip should be constructed in the event the City of Austin airport was constructed near Manor . The City used an attorney named Samuel R. Graham, funded by the FAA, and he filed a Lis Pendens notice on the tract, after which the City of Austin abandoned plans to build an airport near Manor, and the eminent domain proceeding went no further.

This property currently has a 15’ utility easement where the City has an 8” water main. The release of the Lis Pendens will not affect this easement, and the City has no current or foreseeable plans to acquire the property. The Lis Pendens notice should have been released approximately 29 years ago and there is no justification not to issue the release the Lis Pendens for this property at this time. There was discussion.

Councilmember McGregor made a motion to approve the Release of Lis Pendens for property at 715 East Live Oak Street. Councilmember Mendoza seconded. The motion passed by a vote of 7-0.

ITEM 6-C. DISCUSSION AND PRESENTATION REGARDING IMPLEMENTATION OF ADDITIONAL SAFETY MEASURES AT SUMMERSIDE SUBDIVISION ALONG SOUTH HIGHWAY 183.

CONSENSUS: After discussion, the consensus of the Council was to obtain costs associated to install an electronic display sign on private property.

ITEM 6-D. DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON RESOLUTION 2020-12 EXTENDING THE CITY’S LOCAL DISASTER DECLARATION, INCORPORATING THE GOVERNOR’S EXECUTIVE ORDER GA-14 AND THE CALDWELL COUNTY JUDGE’S ORDER OF MARCH 24, 2020, AND ADDRESSING OTHER MATTERS RELATED TO COVID-19.

Mayor White made a motion to approve Resolution 2020-12, as presented. Councilmember Michelson seconded. The motion passed by a vote of 7-0.

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

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

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

- Contractors are 25% complete on the ground phase of the SH 130 Elevated Water Stage Tank Project. Project is scheduled to be completed in November of 2020.
- The Public Utility Commission has issued the City a Docket Number in regards to the application filed to obtain additional water CCN. The status of our application will be available in late April to May.
- Update on events cancelations the next few months.
- City-Wide Cleanup Program scheduled for April has been postponed.
- Update on community COVID-19 responses.
- Update on the City financial condition.
- Update on Federal Census efforts.

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

Councilmember Mendoza asked everyone to stay safe and reminded everyone that local restaurants are open for take-out.

Mayor Pro-Tem Sanchez asked everyone to stay safe. She expressed condolences to the families of Ruben Head, Edward Taylor, Irma Mojica Nino, Danny Mendez, Luis Perez, Vicky Wilson and Roy Rosales for their loss.

Councilmember McGregor asked everyone to stay healthy.

Councilmember Michelson encouraged everyone to stay home and to support local businesses. He commended the Lockhart Independent School District teachers and staff for working to get school on-line for students and for offering three meals a day for the children.

Mayor White expressed commendations to all public safety personnel, elected officials, local entities and staff for working together to help each other during the pandemic.

ITEM 9. ADJOURNMENT.

Mayor Pro-Tem Sanchez made a motion to adjourn the meeting. Councilmember Mendoza seconded. The motion passed by a vote of 7-0. The meeting was adjourned at 9:50 p.m.

PASSED and APPROVED this the 5th day of May 2020.

CITY OF LOCKHART

Lew White, Mayor

ATTEST:

Connie Constancio, TRMC
City Secretary

City of Lockhart, Texas

Council Agenda Item Briefing Data

COUNCIL MEETING DATE: May 5, 2020

AGENDA ITEM CAPTION: Discussion and/or action regarding recommendation to approve Town Branch Trail Phase I Change Order No. 1 to Westar Construction, Inc. of Georgetown, Texas in the amount of \$19,832 increasing the contract amount to \$233,077.50 for necessary improvements to the trail system to comply with Texas Accessibility Standards. Appointing the Mayor to sign all contractual documents.

ORIGINATING DEPARTMENT AND CONTACT: Public Works-Sean Kelley

ACTION REQUESTED:

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

BACKGROUND/SUMMARY/DISCUSSION: During the Texas Accessibility Standards Review for Phase I of the Town Branch Trail, the driveway and loading dock entrances of Kreuz Market cross slopes were found to be too steep where the trail will make its crossing. The original installation of the driveway approaches were designed and installed correctly, however once the trail system connects to the driveway, the cross slopes cannot be greater than 2% unless the adjoining property meets certain criteria, which these driveways did not.

To make the entire trail ADA compliant, these driveways must be demolished and poured following the guidelines set by the Americans with Disabilities Act. Westar Construction, Inc. is prepared to make the necessary corrections to the driveways while providing minimal disruption to the businesses.

PROJECT SCHEDULE (if applicable): Completion by July 26, 2020 (No Contract Extension Requested by Contractor)

AMOUNT & SOURCE OF FUNDING:

Funds Required: \$19,832
Account Number: 100-5633-433
Funds Available: \$25,714 left of the \$75,000 previously allocated Unassigned Funds
Account Name: Streets, ROW, Drainage

Finance Review initials 

FISCAL NOTE (if applicable):

Previous Council Action:

March 3, 2020- Council awarded bid to Westar Construction, Inc. for construction of the Town Branch Trail Phase I

COMMITTEE/BOARD/COMMISSION ACTION: N/A

STAFF RECOMMENDATION/REQUESTED MOTION: Staff and the City Engineer recommend approval of Change Order #1 to Westar Construction, Inc. in the amount of \$19,832.

LIST OF SUPPORTING DOCUMENTS: City Engineer's Letter of Recommendation, Change Order #1 and map showing work site.

Department Head initials:

CC for SK

City Manager's Review:

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505 East Huntland Drive
Suite 250
Austin, Texas 78752

512.454.8716
TRCcompanies.com

April 21, 2020

Mr. Sean Kelley, Director of Public Works
City of Lockhart
P.O. Box 239
Lockhart, Texas 78644

**RE: Town Branch Trail Phase I
Change Order No. 1
TRC Project No. 352404**

Dear Mr. Kelley:

I have attached to this letter documentation for Change Order No. 1. The changes are for demolition and reconstruction of two (2) concrete driveways at Kreuz Market (plus additional bonds) to comply with ADA requirements for accessible paths.

The change order has been approved by this office. The changes to the contract amount and times are as shown in the attached change order form

Please review and sign the attached form to execute the change order and return a copy for our records. If you have any questions regarding this information, please feel free to contact this office.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff Dahm".

Jeff Dahm, P.E.
Project Manager

JD/op

Enclosures

**CONTRACT CHANGE ORDER NO. 1
TOWN BRANCH TRAIL PH I**

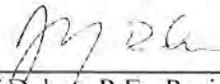
OWNER:	CITY OF LOCKHART
CONTRACTOR:	WESTAR CONSTRUCTION, INC.
ORIGINAL CONTRACT AMOUNT:	\$213,245.50
PREVIOUSLY APPROVED CHANGE ORDER AMOUNT:	\$0.00
CURRENT CONTRACT AMOUNT:	\$213,245.50
ORIGINAL CONTRACT TIME (DAYS):	90
PREVIOUSLY APPROVED ADJUSTMENT TO CONTRACT TIME (DAYS):	0
CURRENT CONTRACT TIME (DAYS):	90

Item No.	Item Description	Quantity	Units	Unit Price (+) Increase (-) Decrease	Amount (+) Increase (-) Decrease
CO1.1	Demolish Driveway 1 (West Kreuz Driveway)	40	SY	\$33.00	\$1,320.00
CO1.2	Install New 6" Driveway 1	40	SY	\$90.00	\$3,600.00
CO1.3	Demolish Driveway 2 (East Kreuz Driveway)	114	SY	\$33.00	\$3,762.00
CO1.4	Install New 6" Driveway 2	114	SY	\$90.00	\$10,260.00
CO1.5	Performance and Payment Bond	1	LS	\$890.00	\$890.00
NET CONTRACT INCREASE					\$19,832.00

THE NET INCREASE IN THE CONTRACT AMOUNTS TO \$19,832.00, WHICH MAKES THE NEW ADJUSTED CONTRACT TOTAL \$233,077.50. NO CHANGES ARE MADE TO THE CONTRACT TIMES. THIS WILL BECOME A SUPPLEMENT TO THE CONTRACT AND ALL PROVISIONS WILL APPLY HERETO.

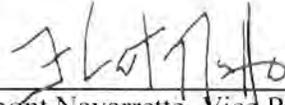
Lew White, Mayor
City of Lockhart

Date



Jeff Dahm, P.E., Project Manager
TRC Engineers, Inc.

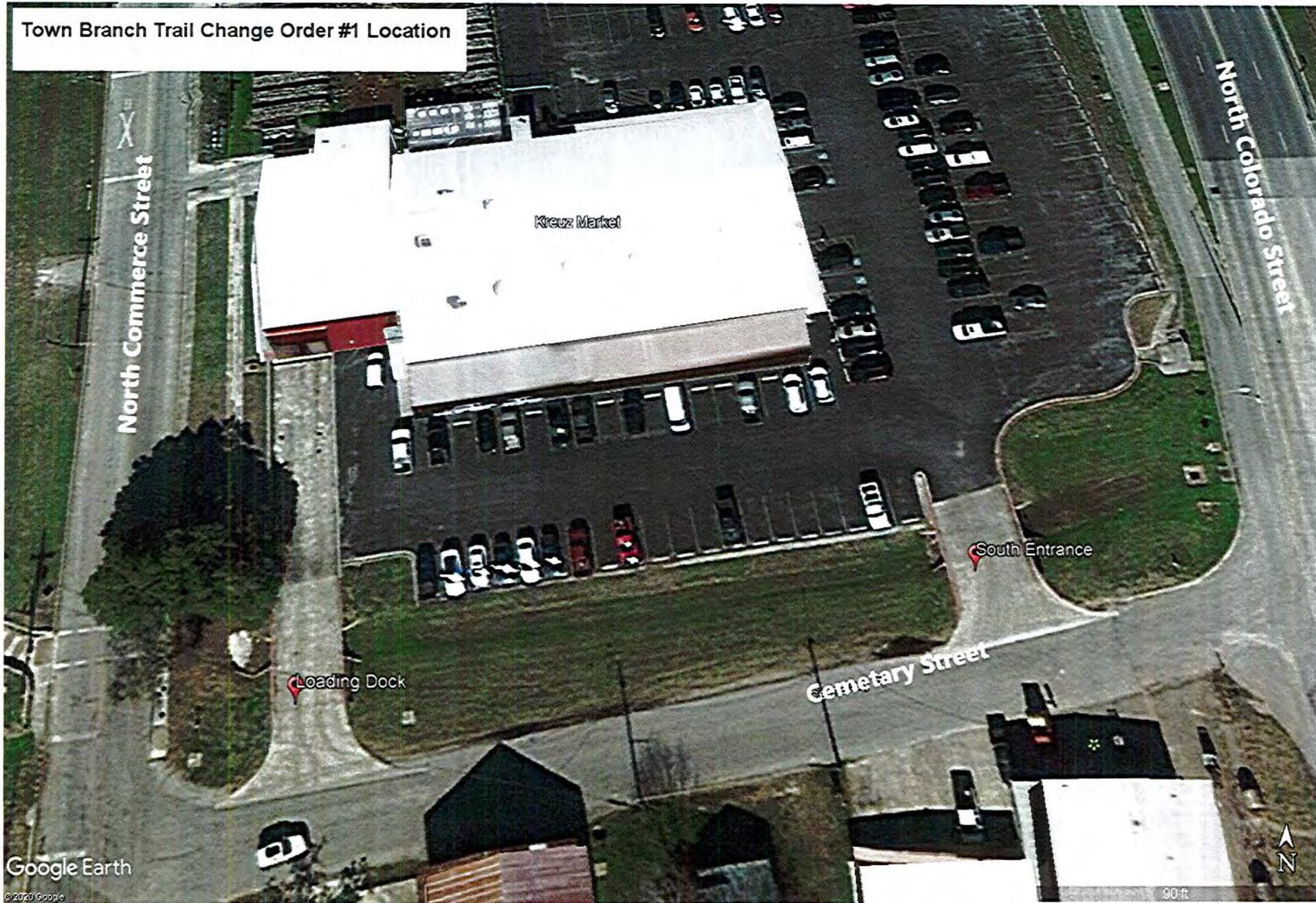
4/21/2020
Date



Lamont Navarrette, Vice President / Project Manager
Westar Construction, Inc.

4/20/20
Date

Town Branch Trail Change Order #1 Location



88

City of Lockhart, Tx

Council Agenda Item Briefing Data

COUNCIL MEETING DATE: May 5, 2020

AGENDA ITEM CAPTION: Discussion and/or action to consider Budget Amendments 46-48 to the Fiscal Year 2020 Budget; re-appropriating various amounts to the General Fund, Electric Fund, and Water Fund due to the COVID-19 Pandemic.

ORIGINATING DEPARTMENT AND CONTACT: Finance – Pam Larison

ACTION REQUESTED:

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

BACKGROUND/SUMMARY/DISCUSSION: On April 21, 2020, staff discussed with Council the impact of the COVID-19 pandemic on the City of Lockhart's revenue accounts and requested to bring budget amendments before Council on May 5, 2020. Amendments herein for the City of Lockhart's Fiscal Year 2020 Budget will affect the General Fund, Electric Fund, and Water Fund; and will provide a complete financial plan for the remaining fiscal year. The net result of Budget Amendments 46-48 is to reduce appropriations as follows:

<u>Fund</u>	<u>Amount</u>
General Fund	\$481,851
Electric Fund	574,954
Water Fund	314,395

Impacts to the Wastewater and Solid Waste Funds will be absorbed by existing fund balances.

FISCAL NOTE (if applicable): Pursuant to State Law, the City Council may make any changes in the budget that it considers warranted by the law or by the best interest of the municipal taxpayers. Further, in the City of Lockhart Charter, Article 9, Section 9.16 states: The city budget may be amended and appropriations altered in accordance therewith in cases of public necessity, the actual fact of which shall have been declared by the city council.

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

LIST OF SUPPORTING DOCUMENTS: Budget Amendment No. 46, 47, and 48.
Ordinance 2020-09

Department Head initials:



City Manager's Review:



ORDINANCE 2020-09

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOCKHART, TEXAS, AMENDING THE BUDGET FOR THE FISCAL YEAR 2020 IN ACCORDANCE WITH EXISTING STATUTORY REQUIREMENTS; RE-APPROPRIATING THE VARIOUS AMOUNTS HEREIN, AS ATTACHED IN BUDGET AMENDMENT NOS. 46, 47, and 48; REPEALING ALL PRIOR ORDINANCES AND ACTIONS IN CONFLICT HEREWITH; AND ESTABLISHING FOR AN EFFECTIVE DATE.

WHEREAS, the City Manager of the City of Lockhart, Texas has submitted to the Mayor and City Council proposed amendment(s) to the budget of the revenues and/or expenditures/expenses of conducting affairs of said city and providing a complete financial plan for Fiscal Year 2020; and

WHEREAS, the City Manager has requested budget amendments to the General Fund, Electric Fund, and Water Fund; and

WHEREAS, the Mayor and Council concur with the recommendation for the City Manager and staff that the budget amendments be processed to reflect the proper revenue and expense accounts within the General Fund, Electric Fund, and Water Fund.

NOW, THEREFORE, be it ordained by the City Council for the City of Lockhart, Texas:

That Ordinance 2020-09 is hereby adopted amending the General Fund, Electric Fund, and Water Fund Budgets for Fiscal Year 2019-2020 as the same are contained in Budget Amendments 46, 47, and 48, which are attached hereto and incorporated herein for all purposes.

This Ordinance shall be and remain in full force and effect from and after its final passage and publication in accordance with existing statutory requirements.

PASSED, APPROVED, AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF LOCKHART, TEXAS, ON THIS THE _____ DAY OF _____, 2020.

CITY OF LOCKHART

Lew White, Mayor

Attest:

APPROVED AS TO FORM:

Connie Constancio, TRMC, City Secretary

Monte Akers, City Attorney

**CITY OF LOCKHART
BUDGET AMENDMENT FORM**

Amendment No. 46

EXPENSES	ACCOUNT NO.	Adopted Budget	Current Amendment	Total Budget after Current Amendment
Records Management Clerk - PT (VACANT)	100-5105-106	\$24,273.00	\$6,540.00	\$17,733.00
Municipal Court Clerk - PT (VACANT)	100-5316-106	69,520.00	12,032.00	57,488.00
Parks & Recreation Worker (VACANT)	100-5422-108	171,905.00	23,655.00	148,250.00
Project Manager (VACANT)	100-5630-104	57,245.00	57,245.00	-
Maintenance Worker II & Mechanic Assistant (2 positions) (VACANT)	100-5631-108	119,376.00	50,498.00	68,878.00
Street Worker II (VACANT)	10-5633-108	324,531.00	24,066.00	300,465.00
Payroll taxes & Retirement	multiple	215,393.00	36,006.00	179,387.00
Insurance & Workers Comp	multiple	207,397.00	33,559.00	173,838.00
Compensation Study - unneeded funds	100-5101-299-11	50,000.00	26,000.00	24,000.00
Space Study for City Hall	100-5101-299-12	40,000.00	40,000.00	-
Lockhart Grand Prix - Event Support	100-5101-724	26,000.00	23,100.00	2,900.00
Building & Structures - former St. Paul Church	100-5101-910	30,000.00	30,000.00	-
Computer Equip & Software - Phone system replacement	100-5105-904	40,000.00	40,000.00	-
Travel & Training - Finance	100-5108-508	3,000.00	2,650.00	350.00
Travel & Training - Civil Service	100-5110-508	7,765.00	5,100.00	2,665.00
Municipal Court Paving project	100-5316-910	26,500.00	26,500.00	-
Building & Structures - Dispatch	100-5317-910	22,462.00	20,000.00	2,462.00
Fire furniture & fixtures	100-5318-953	40,000.00	18,700.00	21,300.00
Fire grant match for SCBA's	100-5318-922	12,400.00	6,200.00	6,200.00
General Fund - Total Appropriations		\$11,326,167.00	\$481,851.00	\$10,844,316.00

REVENUES	ACCOUNT NO.	AMOUNT		
Sales Tax	100-4150	\$1,725,000.00	\$242,000.00	\$1,483,000.00
Franchise Tax	100-4152	338,724.00	16,936.00	321,788.00
Building Permits	100-4220	155,765.00	38,941.00	116,824.00
LISD - School Resource Officer reimbursement	100-4310	139,500.00	40,389.00	99,111.00
Municipal Court Fines	100-4420	287,065.00	48,537.00	238,528.00
Library Fines and Fees	100-4450	13,622.00	3,250.00	10,372.00
Interest earnings	100-4710	97,872.00	34,300.00	63,572.00
General Fund - Total Revenues		\$11,350,813.00	\$424,353.00	\$10,926,460.00
			revenues/expenditures	\$82,144.00

REASON FOR AMENDMENT

COVID-19 IMPACT - MID-YEAR BUDGET AMENDMENT TO GENERAL FUND

REQUESTED BY:

CITY MANAGER _____ DATE _____

APPROVED BY:

CITY COUNCIL - MAYOR LEW WHITE _____ DATE _____

POSTED

FINANCE _____ DATE _____

CITY OF LOCKHART
BUDGET AMENDMENT FORM
 Amendment No. 48

EXPENSES	ACCOUNT NO.	Adopted Budget	Current Amendment	Total Budget after Current Amendment
GBRA - Carrizo Project (due to over budget from preliminary numbers)	520-5750-297	\$664,830.00	\$139,395.00	\$525,435.00
Water Tower Repair (paid from 2015 CO)	520-5750-964	175,000.00	175,000.00	0.00

Water Fund - Total Appropriations \$4,165,667.00 \$314,395.00 \$3,851,272.00

REVENUES	ACCOUNT NO.	AMOUNT		
Services & fees				
Sales	520-4502	3,333,893.00	266,712.00	\$3,067,181.00
			-	\$0.00
Interest Income	520-4710	14,604.00	1,346.00	\$13,258.00

Water Fund - Total Revenues \$4,179,697.00 \$268,058.00 \$3,911,639.00

revenues/expenditures \$60,367.00

REASON FOR AMENDMENT

COVID-19 IMPACT - MID-YEAR BUDGET AMENDMENT TO WATER FUND

REQUESTED BY:

 CITY MANAGER DATE

APPROVED BY:

 CITY COUNCIL - MAYOR LEW WHITE DATE

POSTED

 FINANCE DATE

IMPACT FEE REPORT
To Lockhart City Council –May 2020

PURPOSE

State law requires a continuing semi-annual role for the Impact Fee Advisory Committee in monitoring the progress of implementation of the impact fee ordinance, and in advising the City Council on needed revisions. More specifically, State law provides that the Committee:

- 1) Monitor and evaluate implementation of the capital improvements plans;
- 2) File semi-annual reports with respect to the progress of the capital improvements plans and report to City Council any perceived inequities in implementing the plans or imposing the impact fees; and,
- 3) Advise the City Council of the need to update or revise the land use assumptions, capital improvements plans, and impact fees.

This is the 36th status report since the impact fee ordinance was originally adopted on January 15, 2002, and is for the period from October 1, 2019, to March 31, 2020. It is the sixth report since the update adopted on April 4, 2017, and is based on the current capital improvement plans and impact fees. The six-month reporting dates align with the fiscal year quarters.

STATUS OF ACCOUNTS

As shown in **Exhibit A**, a total of \$130,365 was collected during the period covered by this report. Revenue during the six-month period was from 24 new houses, one new duplex, one commercial building addition, and one water meter each for a residential irrigation system and a portable food trailer. Expenses totaling \$358,505 were for three water projects. The water, wastewater, and road impact fee account balances for the previous semi-annual report, as well as the current balances as of April 1, 2020, including accrued interest, are shown in the table.

The total estimated cost of all of the projects in the capital improvement plans in effect during the six-month reporting period was \$58,311,537. However, the City Council adopted one-half that amount as the maximum to be collected by April 1, 2027, which is the end of the ten-year CIP period, so the maximum fees are based on an estimated cost of all three CIP's being \$29,155,769. The total of all impact fees spent on CIP projects so far since the April 4, 2017 update is \$673,073, which does not include payments to impact fee update consultants, so that leaves \$28,482,696 to still be spent. The total balance available remaining collectively in the three impact fee accounts that can be used toward meeting that goal, is currently \$1,696,514.

PROGRESS AND TRENDS

The pie charts in **Exhibit B** graphically summarize the progress in collecting the fees needed to pay for one-half of the estimated cost of all projects in each of the impact fee categories. The bar graph in **Exhibit C** illustrates the impact fee collection trends beginning with the first semi-annual report in July 2003. In recent years, the amount of impact fee revenue collected since the September 2012 report trended upward each six-month period until the September 2015 report, which decreased due primarily to a reduced supply of available vacant lots for new home construction. The revenue in the reporting periods since then trended upward again until the March 2017 reporting period, when building activity fell off considerably and remained about the same for two reporting periods due to another lack of vacant lots for new home construction. However, revenue spiked to a record high amount for the October 2018 reporting period, but has trended considerably lower since then, with the total revenue for this reporting period being slightly higher than the previous reporting period.

Construction trends can typically be cyclical, where periods of accelerated growth help offset slow years. It is important to build a healthy balance in all of the accounts because there is interest in development along SH 130 where the City does not currently have adequate infrastructure, but where many of the needed projects are already listed in the impact fee CIP's. For example, the proposed water and wastewater system improvements and an upgrade of City Line Road in the west part of the city are urgent projects for accommodating growth in that area, in addition to large developable tracts along Silent Valley Road.

Following a public hearing, the updated land use assumptions, the road, water, and wastewater capital improvement plans, and new rates to be charged were adopted by reference with Ordinance 2017-08 on April 4, 2017. However, the Council also included an amendment to Section 31-19 "Exceptions", with a further clarification added by Ordinance 2017-09B approved on April 18, 2017, delaying implementation of the new fees, which are all higher than the previous fees, under certain circumstances. That delay expired on October 1, 2019, so all building permits have been subject to the new rates since then.

RECOMMENDATION

The Committee met on April 22, 2020, and unanimously voted to forward this semi-annual report to the City Council for the period ending on March 31st, recommending that no changes are needed to the current land use assumptions, capital improvement plans, or impact fees at this time.

Respectfully,



Philip Ruiz, Chair

Impact Fee Advisory Committee

EXHIBIT A

SPRING 2020 IMPACT FEE ACCOUNT BALANCES¹

	<u>OCTOBER 1, 2019</u>	+	Revenue ²	-	Expense ³	=	<u>APRIL 1, 2020</u>
Water	\$573,629		\$47,187		\$358,505		\$262,311
Wastewater	\$625,789		\$37,176		0		\$662,965
Roads (Service Area 1)	\$630,960		\$10,133		0		\$641,093
Roads (Service Area 2)	\$94,276		\$35,869		0		\$130,145
TOTAL	\$1,924,654		\$130,365		\$358,505		\$1,696,514

1. All amounts have been rounded to the nearest dollar.
2. Revenue amounts include accrued interest.
3. Water project expenses are for: 1) engineering design and construction of a 12-inch water main along FM 1322 to Summerside Subdivision (W-5); 2) Phase 2 of an 18-inch water main along SH 130 to the new elevated storage tank site (W-22); and, 3) construction of the elevated storage tank (W-29).

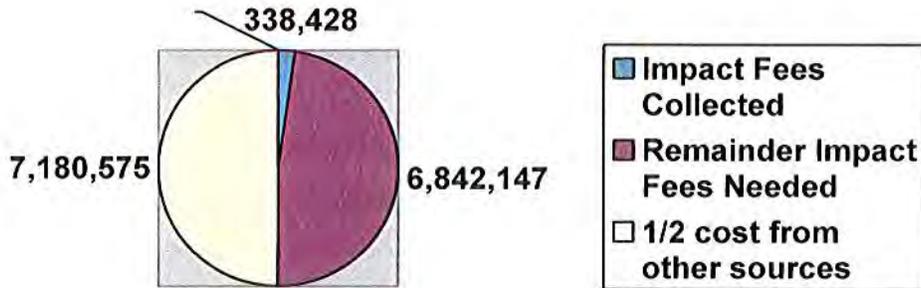
One-half total CIP estimated cost (estimated 100% cost of all projects is \$58,311,537):	\$29,155,769
Total spent on projects since adoption of Ordinance 2017-08 on April 4, 2017:	\$673,073
Remaining amount of 1/2 estimated cost not yet spent:	\$28,482,696
Current balance on April 1, 2019:	\$1,696,514

NOTE: The CIP cost information is the total for the capital improvements plans adopted by Ordinance 2017-08 on April 4, 2017, with all amounts rounded to the nearest dollar.

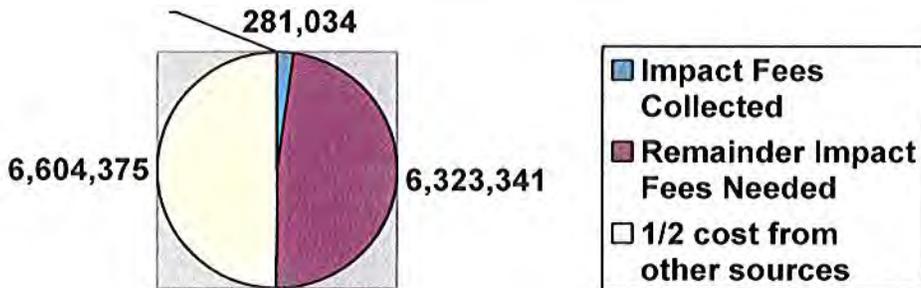
EXHIBIT B

SPRING 2020 IMPACT FEE PROGRESS SUMMARY

WATER IMPACT FEES

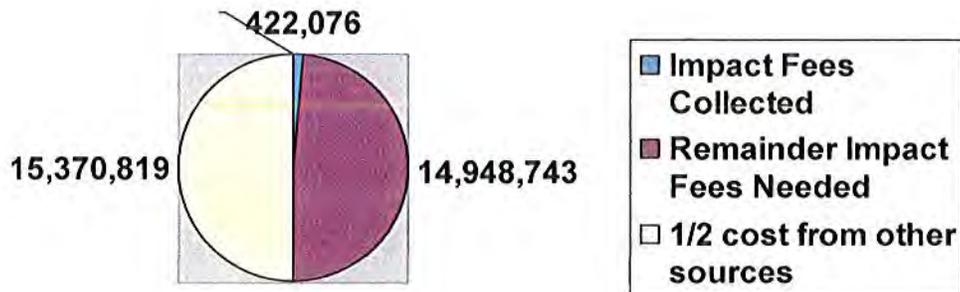


WASTEWATER IMPACT FEES



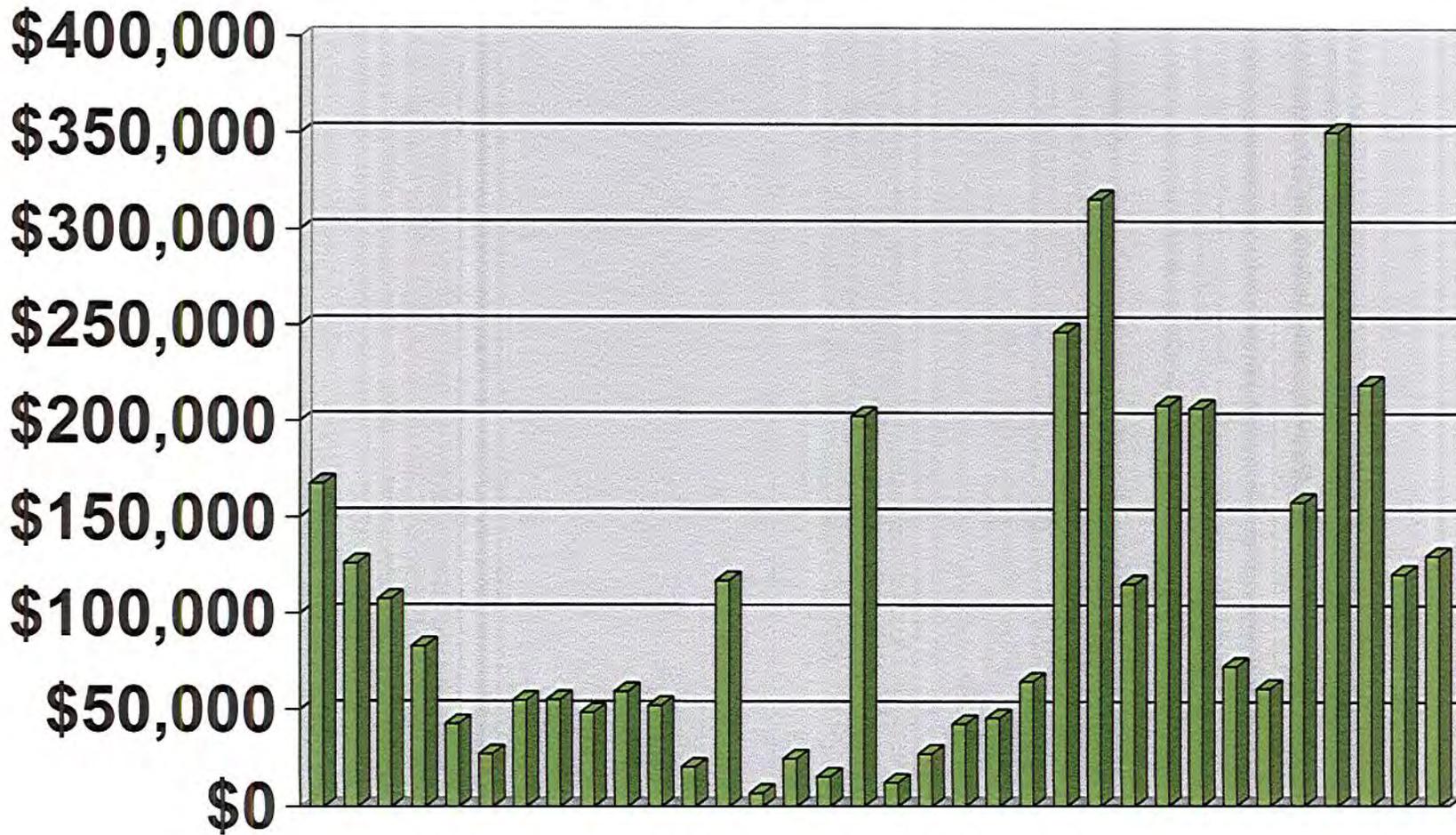
ROAD IMPACT FEES

Service Areas 1 and 2



Impact Fees Collected is the total accrued as of April 1, 2019, since the adoption of Ordinance 2017-08 on April 4, 2017.

EXHIBIT C
IMPACT FEE SEMI-ANNUAL REVENUE
July 2003 - April 2020



WATER SYSTEM CAPITAL IMPROVEMENTS PLAN

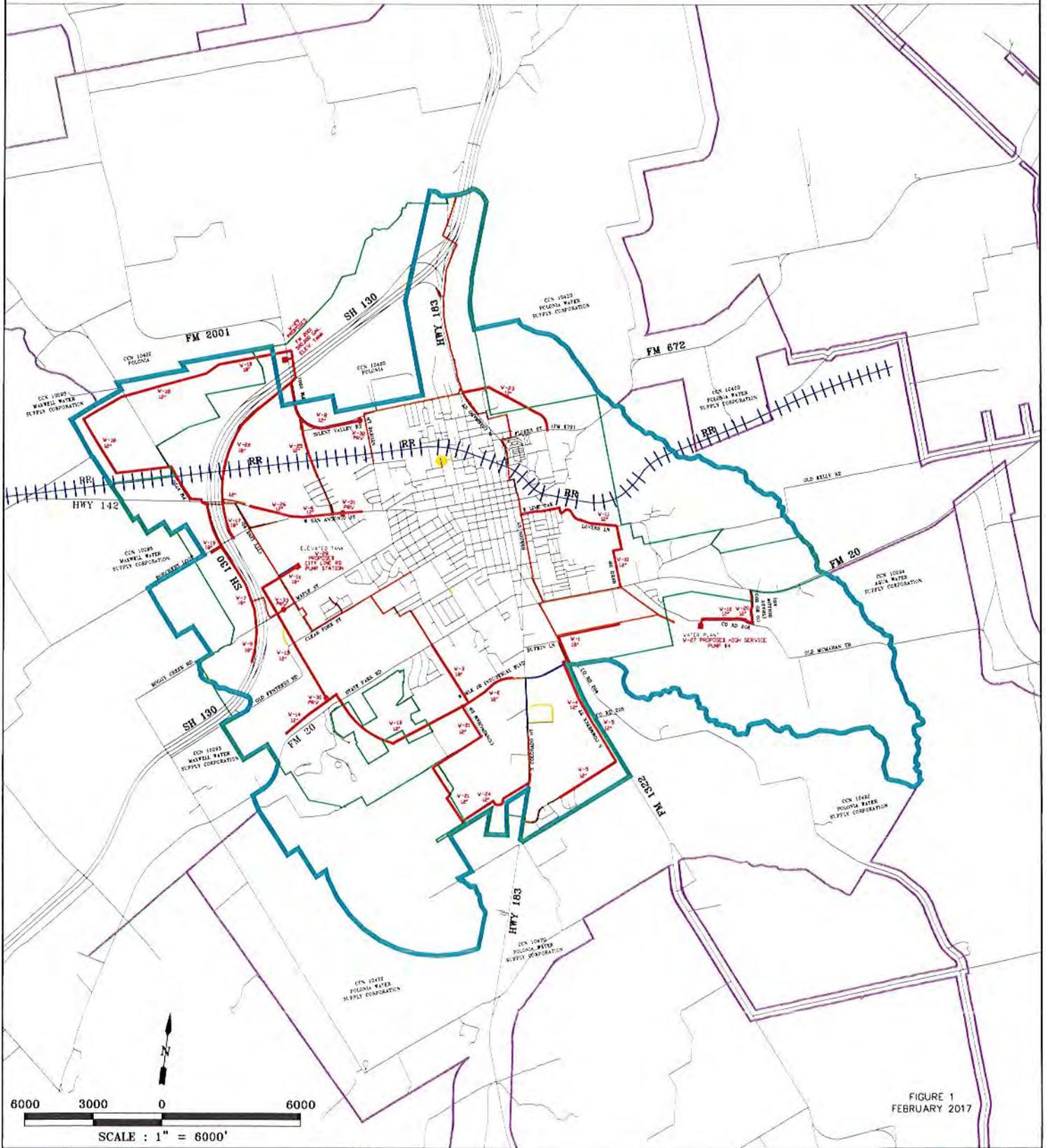


FIGURE 1
FEBRUARY 2017

- | | | | | | |
|--|--|--|-------------------------|--|--------------------------|
| | EXISTING RAIL ROAD | | EXISTING WATER LINE 18" | | CITY LIMITS |
| | WATER CCN LIMITS OF WSC WITH CITY OF LOCKHART SERVICE AREA | | EXISTING WATER LINE 10" | | WATER SERVICE AREA (CCN) |
| | | | EXISTING WATER LINE 12" | | PROPOSED IMPROVEMENTS |



Table 4 - Proposed Water System Improvements

Name	Quantity	Description	Unit Price ⁽¹⁾	Cost
W-1	2,850 Feet	18" Pipe toward WTP from FM 1322	\$110	\$313,500
W-2	2,610 Feet	18" Pipe along MLK Industrial Blvd.	\$110	\$287,100
W-3	3,195 Feet	18" Pipe Cunningham Dr. to FM 20	\$110	\$351,450
W-4	4,650 Feet	12" Pipe along FM 1322 - CR 205 to Bufkin Ln.	\$90	\$418,500
W-5	5,170 Feet	12" Pipe along FM 1322 - CR 205 to Summerside	\$90	\$465,300
W-6	5,370 Feet	12" Pipe along San Antonio St. from Borchert Loop East	\$90	\$483,300
W-7	3,000 Feet	12" Pipe west of SH 130 from north of Maple St. to Borchert St.	\$90	\$270,000
W-8	4,290 Feet	12" Pipe along FM 2001 - Stueve Ln. to SH 130	\$90	\$386,100
W-9	3,000 Feet	12" Pipe West of SH 130 at Maple St. north and south	\$90	\$270,000
W-10	3,225 Feet	12" Pipe along Reed Dr. from FM 20 to Lovers Ln.	\$90	\$290,250
W-11	5,015 Feet	12" Pipe along Lovers Ln. and Live Oak from Brazos St. to Reed Dr.	\$90	\$451,350
W-12	3,590 Feet	12" Pipe along Old McMahan Rd.	\$90	\$323,100
W-13	6,365 Feet	12" Pipe Cross Country - Cunningham Dr. to FM 20	\$90	\$572,850
W-14	2,500 Feet	12" Pipe along FM 20 West	\$90	\$225,000
W-15	6,150 Feet	12" Pipe Cross Country FM 20 to SH 130	\$90	\$553,500
W-16	1,350 Feet	18" Pipe by Maple St. to Pump Station	\$110	\$148,500
W-17	1,800 Feet	18" Pipe east side SH 130 from W. San Antonio St. to Borchert St.	\$110	\$198,000
W-18	17,500 Feet	12" Pipe cross country north to Rail Road to limits with Maxwell & Polonia WSC	\$90	\$1,575,000
W-19	2,000 Feet	18" Pipe West of SH 130 from Borchert St. to San Antonio St.	\$110	\$220,000
W-20	1,550 Feet	12" Pipe along CR 203 from FM 20 to CR 208	\$90	\$139,500
W-21	7,650 Feet	12" Pipe from Cunningham Dr. to southwest corner of Airport	\$90	\$688,500
W-22	6,900 Feet	18" Pipe along SH 130 - San Antonio to FM 2001	\$110	\$759,000
W-23	4,615 Feet	12" Pipe cross country Hwy 183 to FM 672	\$90	\$415,350
W-24	3,450 Feet	12" Pipe around south end of Airport	\$90	\$310,500
W-25	2,900 Feet	12" Pipe south of FM 2001 to south of RR	\$90	\$261,000
W-26	2,650 Feet	12" Pipe along San Antonio west of Borchert Loop	\$90	\$238,500
W-27	1 Each	WTP High Service Pump	\$300,000	\$300,000
W-28	1 Each	City Line Rd. Pump Station	\$470,000	\$470,000
W-29	1 Each	FM 2001 0.2 MG Elevated Tank	\$1,700,000	\$1,700,000
W-30	1 Each	Pressure Reducing Valve	\$19,000	\$19,000
W-31	1 Each	Pressure Reducing Valve	\$19,000	\$19,000

Name	Quantity	Description	Unit Price ⁽¹⁾	Cost
W-32	1 Each	Pressure Reducing Valve	\$19,000	\$19,000
W-33	1 Each	Pressure Reducing Valve	\$19,000	\$19,000
W-34	1 Each	Well	\$1,200,000	\$1,200,000
TOTAL				\$14,361,150

⁽¹⁾Unit prices are today's prices include engineering and surveying.

2.13 Present Wastewater Flows

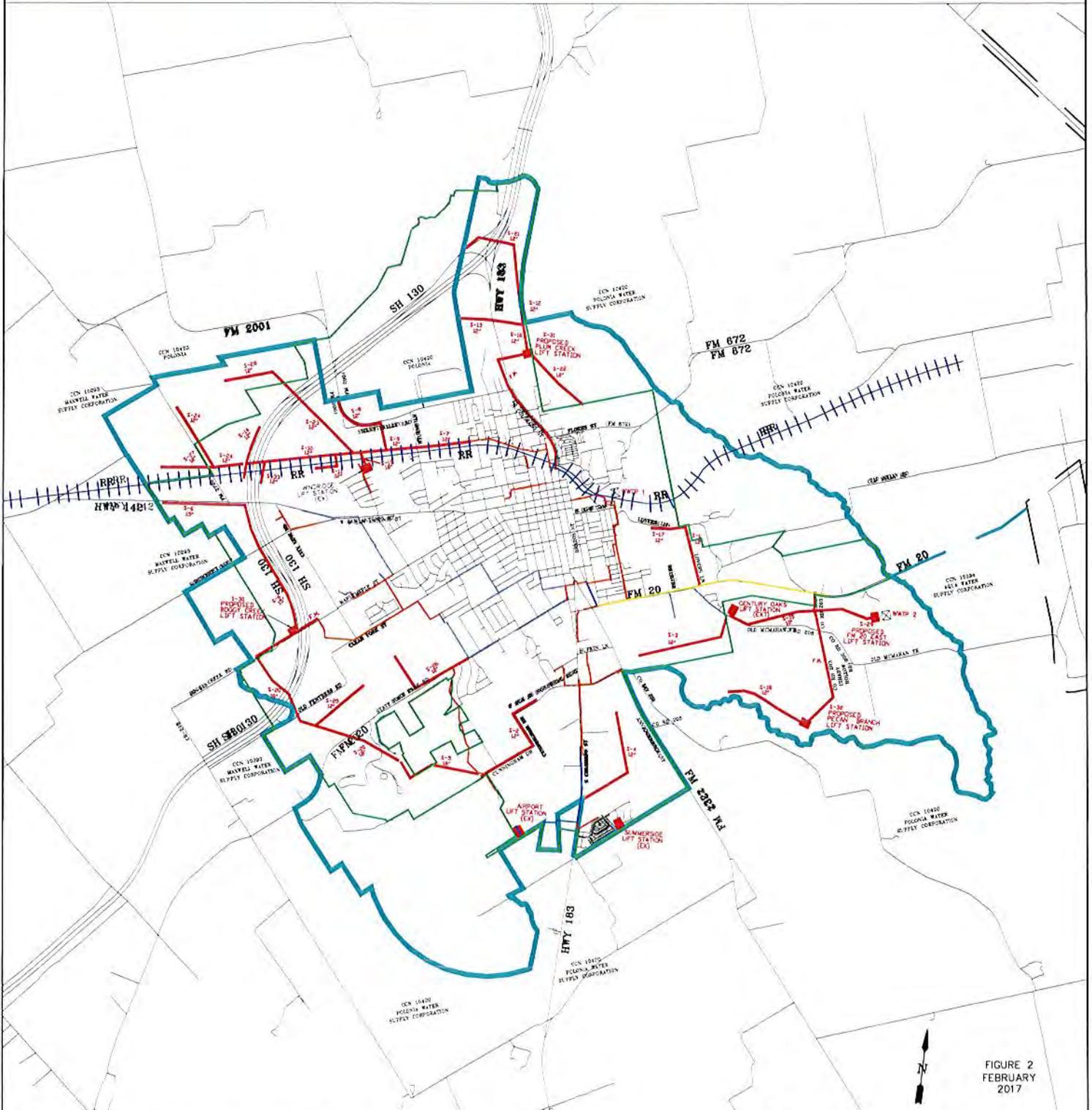
The Lockhart collection and treatment system currently collects and treats essentially all of the domestic wastewater generated by the citizens of Lockhart. The wastewater collection system serves approximately 4,710 residential and commercial customers. A review of the wastewater flow records shown in **Table 5 – Historical Wastewater Usage**, indicates the average amount of wastewater flow received at the treatment plants is 92 gallons per capita per day and the peak flow is 447 gallons per capita per day.

Table 5 - Historical Wastewater Usage Data

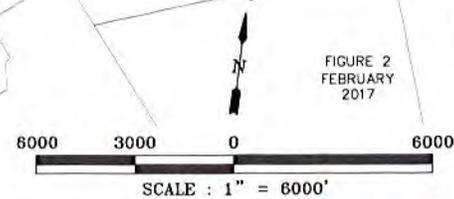
Month	Year	Average Daily Flow (MGD)	Maximum Daily Flow (MGD)
September	2011	1.20	1.59
October	2011	1.17	1.47
November	2011	1.18	1.49
December	2011	1.48	2.29
January	2012	1.41	3.55
February	2012	1.40	3.53
March	2012	1.49	3.42
April	2012	1.43	1.90
May	2012	1.46	3.14
June	2012	1.23	1.45
July	2012	1.14	1.35
August	2012	1.15	1.39
Average	2012	1.31	
Maximum	2012		3.55
Date	2012		

Month	Year	Average Daily Flow (MGD)	Maximum Daily Flow (MGD)
September	2012	1.19	2.14
October	2012	1.09	1.57
November	2012	1.03	1.36
December	2012	1.00	1.24
January	2013	1.09	2.26
February	2013	0.78	1.23
March	2013	1.00	1.31
April	2013	1.11	2.16
May	2013	1.09	1.46
June	2013	1.14	1.35
July	2013	1.19	1.42
August	2013	1.08	1.36
Average	2013	1.07	
Maximum	2013		2.26
Date	2013		

WASTEWATER SYSTEM CAPITAL IMPROVEMENTS PLAN



NOTE:
1. THE WASTEWATER SERVICE AREA FOLLOWS THE WATER SERVICE AREA (CCN WATER) AS SHOWN IN THE WATER SYSTEM CAPITAL IMPROVEMENT PLAN (FIGURE 1).



LEGEND			
	EXISTING WASTE WATER LINE 15"		CITY LIMITS
	EXISTING WASTE WATER LINE 18"		WASTEWATER SERVICE AREA
	EXISTING WASTE WATER LINE 21"		PROPOSED IMPROVEMENTS
	EXISTING WASTE WATER LINE 24"		

CITY OF Lockhart
CTRC ENGINEERS, INC.
1015 S. STATE ST. SUITE 200
LOCKHART, TEXAS 78743

2.19 Cost Estimates

Cost estimates for all the proposed wastewater system improvements based on today's cost including construction and engineering are shown in **Table 7 – Proposed Wastewater System Improvements**.

Table 7 - Proposed Wastewater System Improvements

Name	Quantity	Description	Unit Price ⁽¹⁾	Cost
S-1	2,650 Feet	12" Pipe from FM 20 to Lovers Ln.	\$110	\$291,500
S-2	5,650 Feet	12" Pipe along Cunningham Dr.	\$110	\$621,500
S-3	4,575 Feet	12" Pipe from Old McMahan West to FM 1322	\$110	\$503,250
S-4	5,270 Feet	12" Pipe from Hwy 183 East to FM 1322	\$110	\$579,700
S-5	4,085 Feet	18" Pipe from Cunningham Dr. to Lockhart State Park	\$110	\$449,350
S-6	9,900 Feet	15" Pipe along SH 130 and San Antonio St.	\$110	\$1,089,000
S-7	2,300 Feet	12" Pipe along UP RR from Tank St. to Stueve Ln.	\$110	\$253,000
S-8	3,800 Feet	12" Pipe along FM 2001 to SH 130	\$110	\$418,000
S-9	2,900 Feet	12" Pipe along UP RR from Stueve west	\$110	\$319,000
S-10	4,600 Feet	12" Pipe along UP RR to SH 130	\$110	\$506,000
S-11	1,500 Feet	12" Pipe along south side of UP RR	\$110	\$165,000
S-12	3,450 Feet	12" Pipe parallel to Hwy 183 to SH 130	\$110	\$379,500
S-13	2,900 Feet	12" Pipe from east of HWY 183 to SH 130	\$110	\$319,000
S-14	2,300 Feet	12" Pipe along SH 130 Northeast from UP RR	\$110	\$253,000
S-15	6,630 Feet	10" Pipe from FM 20 LS to Old McMahan Rd. LS	\$110	\$729,300
S-16	1,135 Feet	12" Pipe from Plum Crk. LS North parallel to Hwy 183	\$110	\$124,850
S-17	1,500 Feet	12" Pipe along Lovers Ln.	\$110	\$165,000
S-18	4,000 Feet	12" Pipe along Pecan Branch West from Lift Station	\$110	\$440,000
S-19	1,500 Feet	12" Pipe across RR at Windridge lift station	\$110	\$165,000
S-20	9,640 Feet	18" Pipe along Clear Fork Crk. From State Park to CR 218	\$120	\$1,156,800
S-21	2,400 Feet	12" Pipe along SH 130 west from Hwy 183	\$110	\$264,000
S-22	3,200 Feet	12" Pipe parallel to Hwy 183 South from Plum Creek Lift Station	\$110	\$352,000
S-23	4,000 Feet	12" Pipe along SH 130 Northeast from FM 2001	\$110	\$440,000
S-24	4,400 Feet	12" Pipe from SH 130 to UP RR and along FM 2720	\$110	\$484,000
S-25	2,600 Feet	12" Pipe south to old Fentress Rd.	\$110	\$286,000
S-26	3,600 Feet	12" Pipe along State Park Rd.	\$110	\$396,000
S-27	2,700 Feet	12" Pipe west of FM 2720	\$110	\$297,000
S-28	3,000 Feet	12" Pipe northeast of SH 130 and south of FM 2001	\$110	\$330,000
S-29	1 Each	F.M. 20 East Lift Station	\$300,000	\$300,000
S-30	1 Each	Boggy Creek Lift Station	\$300,000	\$300,000

Name	Quantity	Description	Unit Price ⁽¹⁾	Cost
S-31	1 Each	Plum Creek Lift Station	\$400,000	\$400,000
S-32	1 Each	Pecan Branch Lift Station	\$300,000	\$300,000
S-33	1,200 Feet	12" Pipe east of SH 130 RR to San Antonio	\$110	\$132,000
		TOTAL		\$13,208,750

⁽¹⁾Unit prices are today's prices including engineering and surveying.

3.0 Calculation of Fee

3.1 Unit Usage Statistics

Design standards (unit usage statistics) for the water and sewer systems have been developed by TRC Engineers, Inc. Those standards are shown in **Table 8 – Capacity Demand for Each New Water LUE** and **Table 9 – Capacity Demand for Each New Water LUE**.

3.2 Conversion Table

Section 395.014(a)(4) of the Impact Fee Act requires:

...an equivalency or conversion table establishing the ratio of a service unit to various types of land used, including residential, commercial, and industrial...

Water meter size (expressed in the common units of LUE's) was determined to be the most appropriate measure for calculating the fees due from any individual customer. Water meter size was selected as the unit determinant for fee collection for the following reasons:

- It allows the use of an American Water Works Association (AWWA) published standard.
- This standard includes both safe continuous flow and safe maximum flow which will thereby accommodate all requests for service.
- These standards are those used by building owners, professional engineers and architects, and City staff for sizing meters and plumbing fixtures.
- Meters are a physical element which can be maintained and controlled by the City, thus allowing the monitoring of the accuracy of meter sizing. The City can require any necessary replacement of meters which can be shown to have been sized too small for a development and collect additional impact fees required by the change in meters.
- Particularly in the larger meter sizes, the builder may have to pay for more capacity than needed for the development, thus resulting in a potential payment above actual

PROJECTED CONDITIONS ANALYSIS

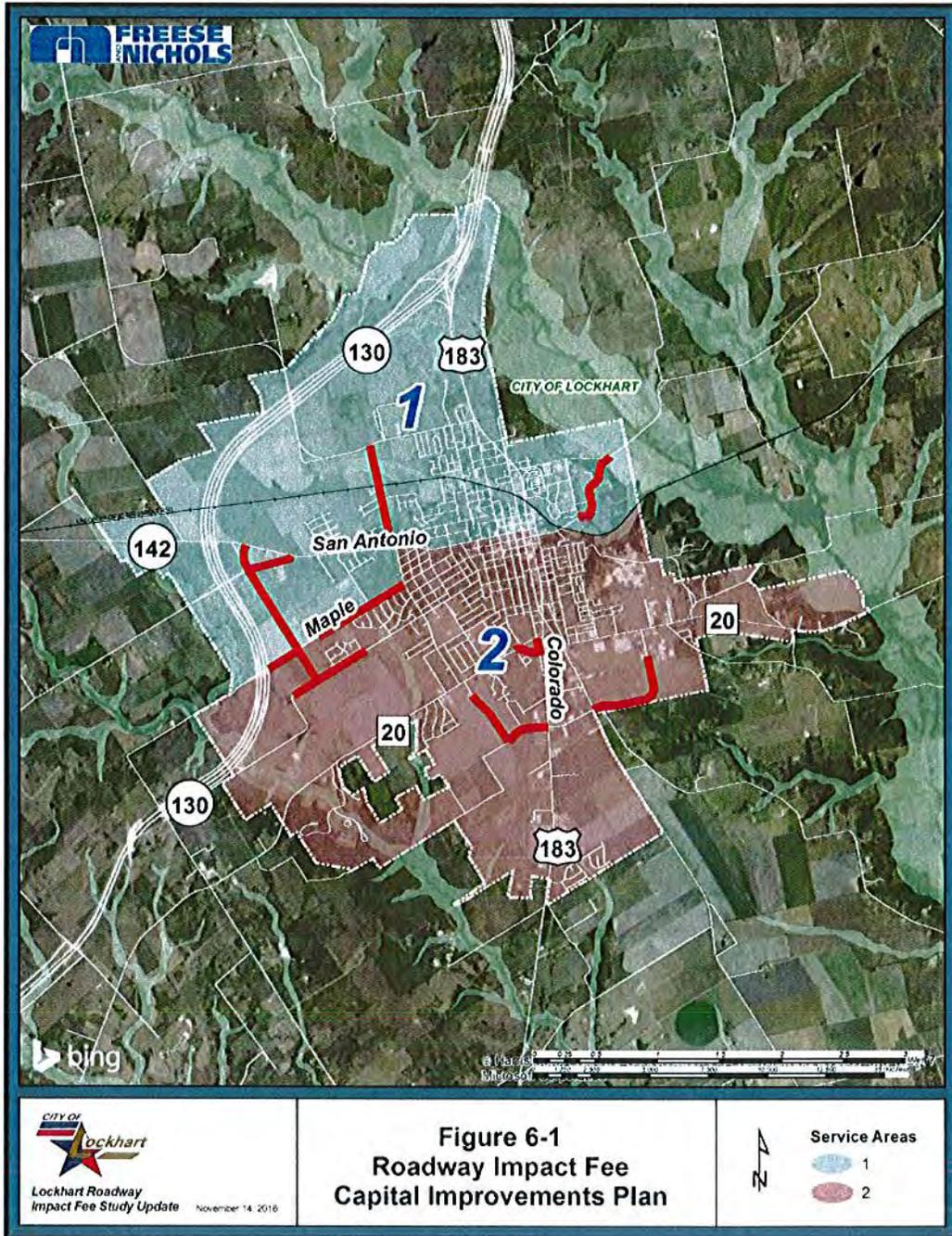


Figure 6-1: Roadway Impact Fee Projects

PROJECTED CONDITIONS ANALYSIS

Table 6-2: Roadway Impact Fee Project Listing

Lockhart Roadway Impact Fee Study Update Roadway Capital Improvements Plan

Serv Area	Roadway	From	To	Length (mi)	No. of Lanes	Type	Pct. in Serv. Area	Total Project Cost
1	Stueve Lane	W. San Antonio	FM2001 (Silent Valley)	0.85	2	UC	100%	\$3,477,112
1	Market	Carver	FM672 (Flores)	0.63	2	UC	100%	\$2,321,832
1	Borchert	City Line	W. San Antonio	0.37	2	UC	100%	\$1,358,658
1/2	Maple	San Jacinto	1000' East of City Line	0.81	4	UC	50%	\$1,692,916
1/2	Maple	City Line	SH 130	0.28	3	SC	50%	\$524,780
<u>1</u>	<u>City Line</u>	<u>Maple</u>	<u>W. San Antonio</u>	<u>0.98</u>	<u>5</u>	<u>SA</u>	<u>100%</u>	<u>\$5,133,614</u>
Sub-total SA 1				3.93				\$14,508,912
2	Clear Fork	1150' W. of City Line	City Line	0.22	2	UC	100%	\$811,385
2	Clear Fork	City Line	250' W. of Creek Bridge	0.55	2	UC	100%	\$2,001,309
2/1	Maple	San Jacinto	1000' East of City Line	0.81	4	UC	50%	\$1,692,916
2/1	Maple	City Line	SH 130	0.28	3	SC	50%	\$524,780
2	McMillen	Ex McMillen End	MLK Jr Industrial	0.60	2	UC	100%	\$2,592,918
2	Main	State Park	Blackjack	0.11	3	SC	100%	\$413,551
2	FM20 Realignment	W. of Guadalupe	Colorado	0.41	2	UA	100%	\$1,843,565
2	MLK Jr Industrial	McMillen Ext.	Colorado	0.36	4	UA	100%	\$1,432,306
2	MLK Jr Industrial Ext.	Commerce	E MLK Jr Industrial	0.82	2	UA	100%	\$3,387,359
<u>2</u>	<u>City Line</u>	<u>Clear Fork</u>	<u>Maple</u>	<u>0.29</u>	<u>5</u>	<u>SA</u>	<u>100%</u>	<u>\$1,532,636</u>
Sub-total SA 2				4.46				\$16,232,725
				8.39				\$30,741,637

Totals:	Engineering Cost	\$1,585,752
	Right-of-Way Cost	\$958,711
	Construction Cost	\$22,653,600
	Finance Cost	\$5,543,574
<hr/>		
	TOTAL NET COST	\$30,741,637
	Future Impact Fee Update Cost **	\$50,000
<hr/>		
	TOTAL IMPLEMENTATION COST	\$30,791,637

City of Lockhart, Texas

Council Agenda Item Briefing Data

COUNCIL MEETING DATE: May 5, 2020

AGENDA ITEM CAPTION: Discussion and/or action to consider adoption of an amendment to Sec. 16.11 of the Code of Ordinances regarding penalties for violation of the City of Lockhart Basic Emergency Plan or related requirements, and to approve updates to the Basic Emergency Plan to include associated annexes and authorize staff to update the plan in the future as necessary.

ORIGINATING DEPARTMENT AND CONTACT: Fire Rescue; Randy Jenkins – Fire Chief

ACTION REQUESTED:

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

BACKGROUND/SUMMARY/DISCUSSION: Ch. 16 of the Code of Ordinances addresses emergency management and requires adoption of an Emergency Management Plan for the City (The "Basic Plan"). Sec. 16.11 provides for a penalty of \$200 for violations, which is less than the City is authorized to impose by statute and is inconsistent with the Governor's Exec. Orders imposing a fine of \$1000. The proposed ordinance will increase that fine to \$1000 and will also approve changes to the Basic Plan, developed pursuant to Sec. 16.02, which is periodically updated by staff in order to provide the guidance, framework, and insight into City-wide decision making a related to emergency operations in conjunction with state, and federal, emergency management plans. The basic plan and associated annexes are reviewed annually, updated at least every five years, and is submitted to the Texas Division of Emergency Management (TDEM) for approval.

PROJECT SCHEDULE (if applicable): Basic plan and annexes are updated every 5 years or as needed.

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: Approve adoption of the Ordinance amending Sec. 16.11 and to approve the Lockhart Basic Emergency Plan and associated annexes.

LIST OF SUPPORTING DOCUMENTS:

Basic Emergency Management Plan
Annex Assignments

Department Head initials:

City Manager's Review:

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ORDINANCE 2020-10

AN ORDINANCE OF THE CITY OF LOCKHART, TEXAS, AMENDING SECTION 16.11 OF THE LOCKHART CODE OF ORDINANCES TO INCREASE THE AMOUNT OF THE PENALTY FROM \$200.00 TO \$1000.00 FOR VIOLATION OF THE CITY'S EMERGENCY MANAGEMENT ORDINANCE, EMERGENCY MANAGEMENT PLAN, OR LAWFUL ORDER OF STATE OR LOCAL DISASTER; AFFIRMING AND RATIFYING THE CITY'S EMERGENCY MANAGEMENT PLAN PROMULGATED PURSUANT TO SECTION 16.2 OF THE LOCKHART CODE OF ORDINANCES; PROVIDING FOR REPEALING, SEVERABILITY AND SAVINGS CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Chapter 16 of the Lockhart Code of Ordinances addresses emergency management for the City; and

WHEREAS, Sec. 16.11 provides for a fine of two hundred dollars (\$200.00) for violation of Chapter 16 or other rules or regulations pursuant to Chapter 16 or certain other acts; and

WHEREAS, events and circumstances related to the Coronavirus/Covid 19 pandemic and declarations of local and state disaster have demonstrated a need to increase the amount of the fine in Sec. 16.11, to amend and clarify acts and violations for which such fine is applicable, and

WHEREAS, the same events and circumstances have also demonstrated a need to update, modify and ratify the emergency management plan, also known as the City's "Basic Plan," developed and implemented in the City pursuant to Sec. 16.2 of the Lockhart Code of Ordinances;

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

- I. Recitals adopted.** The recitals stated above are adopted and incorporated herein for all purposes.
- II. Amendment.** Section 16.11 of Chapter 16 of the Lockhart Code of Ordinances is hereby amended so that it shall read in its entirety as follows:

Sec. 16-11. – Non-Compliance and Penalty for Violations.

It shall be unlawful for any person willfully to obstruct, hinder, or delay any member of the emergency management organization in the enforcement of any rule or regulation issued pursuant to this chapter, or to do any act forbidden by any rule or regulation issued pursuant to the authority contained in this chapter or the emergency management plan developed pursuant to Sec. 16.2, or for any person to wear, carry or display any emblem, insignia or any other means of identification as a member of the emergency management organization of the City of Lockhart, unless authority to do so has been granted to such person by the proper officials, or to violate any lawful order of local or state disaster issued pursuant to Ch. 418, Government Code. Convictions for violations of the provisions of this chapter shall be punishable by a fine not to exceed one thousand dollars (\$1000.00). Each day of violation or non-compliance shall be a separate offense.

III. Approval of Emergency Management Plan. Changes, modifications, and amendments to the City of Lockhart’s Emergency Management Plan developed pursuant to Sec. 16.2 (the “Basic Plan”), a copy of which is attached hereto as Exhibit “A” and incorporated herein for all purposes, are hereby approved, adopted and ratified/ City Staff is authorized to update the plan in the future as necessary.

IV. Repealer. All provisions of the Code of Ordinances of the City of Luling codified or uncodified, in conflict with the provisions of this Ordinance are hereby repealed, and all other provisions of the Code of Ordinances of the City of Luling codified or uncodified, not in conflict with the provisions of this Ordinance shall remain in full force and effect.

V. Severability. It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses, and phrases of this Ordinance are severable, and if any phrase, clause, sentence, or section of this Ordinance shall be declared unconstitutional or invalid by any court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any other remaining phrase, clause, sentence, paragraph or section of this Ordinance.

VI. Repealer. The repeal of any Ordinance or part of Ordinances effectuated by the enactment of this Ordinance shall not be construed as abandoning any action now pending under or by virtue of such Ordinance or as discontinuing, abating, modifying or altering any penalty accruing or to accrue, or as affecting any rights of the municipality under any section or provisions at the time of passage of this Ordinance.

VII. Publication. The City Secretary shall cause the caption of this ordinance to be published in a newspaper of general circulation according to law.

VIII. Effective Date. This ordinance shall become effective and be in full force ten days from the date of its passage.

PASSED AND ADOPTED on this the 5th day of May 2020.

CITY OF LOCKHART

Lew White, Mayor

ATTEST:

APPROVED AS TO FORM:

Connie Constancio, TRMC, City Secretary

Monte Akers, City Attorney

Emergency Management Plan

BASIC PLAN

CITY OF

Lockhart

TEXAS

APPROVAL & IMPLEMENTATION

The City of Lockhart

Emergency Management Plan

This emergency management plan is hereby approved. This plan is effective immediately and supersedes all previous editions.

Mayor; Lew White

Date

Emergency Management Coordinator

Date

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BASIC PLAN

I. AUTHORITY

A. Federal

1. Robert T. Stafford Disaster Relief & Emergency Assistance Act, (as amended), 42 U.S.C. 5121
2. Emergency Planning and Community Right-to-Know Act, 42 USC Chapter 116
3. Emergency Management and Assistance, 44 CFR
4. Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120
5. Homeland Security Act of 2002
6. Homeland Security Presidential Directive. *HSPD-5*, Management of Domestic Incidents
7. Homeland Security Presidential Directive, *HSPD-3*, Homeland Security Advisory System
8. National Incident Management System
9. National Response Plan
10. National Strategy for Homeland Security, July 2002
11. Nuclear/Radiological Incident Annex of the National Response Plan

B. State

1. Government Code, Chapter 418 (Emergency Management)
2. Government Code, Chapter 421 (Homeland Security)
3. Government Code, Chapter 433 (State of Emergency)
4. Government Code, Chapter 791 (Inter-local Cooperation Contracts)
5. Health & Safety Code, Chapter 778 (Emergency Management Assistance Compact)
6. Executive Order of the Governor Relating to Emergency Management
7. Executive Order of the Governor Relating to the National Incident Management System
8. Administrative Code, Title 37, Part 1, Chapter 7 (Division of Emergency Management)
9. *The Texas Homeland Security Strategic Plan*, Parts I and II, December 15, 2003
10. *The Texas Homeland Security Strategic Plan*, Part III, February 2004

C. Local

1. City Ordinance # **84-19** dated June 12, 1984.
2. Inter-local Agreements & Contracts. See the summary in Attachment 6.

II. PURPOSE

This Basic Plan outlines our approach to emergency operations and is applicable to the City of Lockhart. It provides general guidance for emergency management activities and an overview of our methods of mitigation, preparedness, response, and recovery. The plan describes our emergency response organization and assigns responsibilities for various emergency tasks. This plan is intended to provide a framework for more specific functional annexes that describe in more detail who does what, when, and how. This plan applies to all local officials, departments, and agencies. The primary audience for the document includes our chief elected official and other elected officials, the emergency management staff, department and agency heads and their senior staff members, leaders of local volunteer organizations that support emergency operations, and others who may participate in our mitigation, preparedness, response, and recovery efforts.

III. EXPLANATION OF TERMS

A. Acronyms

AAR	After Action Report
ARC	American Red Cross
CFR	Code of Federal Regulations
DDC	Disaster District Committee
DHS	Department of Homeland Security
EOC	Emergency Operations or Operating Center
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency, an element of the U.S. Department of Homeland Security
Hazmat	Hazardous Material
HSPD-5	Homeland Security Presidential Directive 5
ICP	Incident Command Post
ICS	Incident Command System
IP	Improvement Plan
JFO	Joint Field Office
JIC	Joint Information Center
NIMS	National Incident Management System
NRF	National Response Framework
OSHA	Occupational Safety & Health Administration
PIO	Public Information Officer
SOPs	Standard Operating Procedures
SOC	State Operations Center
TRRN	Texas Regional Response Network
TSA	The Salvation Army

B. Definitions

1. Area Command (Unified Area Command). An organization established (1) to oversee the management of multiple incidents that are each being managed by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Sets overall strategy and priorities, allocates critical resources according to priorities, ensures that incidents are properly managed, and ensures that objectives are met, and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional.
2. Disaster District. Disaster Districts are regional state emergency management organizations mandated by the Executive Order of the Governor relating to Emergency Management whose boundaries parallel those of Highway Patrol Districts and Sub-Districts of the Texas Department of Public Safety.
3. Disaster District Committee. The DDC consists of a Chairperson (the local Highway Patrol captain or command lieutenant), and agency representatives that mirror the membership of the State Emergency Management Council. The DDC Chairperson, supported by committee members, is responsible for identifying, coordinating the use of, committing, and directing state resources within the district to respond to emergencies.

4. Emergency Operations Center (EOC). Specially equipped facilities from which government officials exercise direction and control and coordinate necessary resources in an emergency situation.
5. Public Information. Information that is disseminated to the public via the news media before, during, and/or after an emergency or disaster.
6. Emergency Situations. As used in this plan, this term is intended to describe a *range* of occurrences, from a minor incident to a catastrophic disaster. It includes the following:
 - a. Incident. An incident is a situation that is limited in scope and potential effects. Characteristics of an incident include:
 - 1) Involves a limited area and/or limited population.
 - 2) Evacuation or in-place sheltering is typically limited to the immediate area of the incident.
 - 3) Warning and public instructions are provided in the immediate area, not community wide.
 - 4) One or two local response agencies or departments acting under an incident commander normally handle incidents. Requests for resource support are normally handled through agency and/or departmental channels.
 - 5) May require limited external assistance from other local response agencies or contractors.
 - 6) For the purposes of the NRF, incidents include the full range of occurrences that require an emergency response to protect life or property.
 - b. Emergency. An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident. Characteristics include:
 - 1) Involves a large area, significant population, or important facilities.
 - 2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
 - 3) May require community-wide warning and public instructions.
 - 4) Requires a sizable multi-agency response operating under an incident commander.
 - 5) May require some external assistance from other local response agencies, contractors, and limited assistance from state or federal agencies.
 - 6) The EOC will be activated to provide general guidance and direction, coordinate external support, and provide resource support for the incident.
 - 7) For the purposes of the NRF, an emergency (as defined by the Stafford Act) is "any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of catastrophe in any part of the United States."
 - c. Disaster. A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with its organic resources. Characteristics include:
 - 1) Involves a large area, a sizable population, and/or important facilities.

- 2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
 - 3) Requires community-wide warning and public instructions.
 - 4) Requires a response by all local response agencies operating under one or more incident commanders.
 - 5) Requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.
 - 6) The EOC will be activated to provide general guidance and direction, provide emergency information to the public, coordinate state and federal support, and coordinate resource support for emergency operations.
 - 7) For the purposes of the NRF, a *major disaster* (as defined by the Stafford Act) is any catastrophe, regardless of the cause, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster federal assistance.
- d. Catastrophic Incident. For the purposes of the NRF, this term is used to describe any natural or manmade occurrence that results in extraordinary levels of mass casualties, property damage, or disruptions that severely affect the population, infrastructure, environment, economy, national morale, and/or government functions. An occurrence of this magnitude would result in sustained national impacts over prolonged periods of time and would immediately overwhelm local and state capabilities. All catastrophic incidents are *Incidents of National Significance*.
7. Hazard Analysis. A document published separately from this plan, that identifies the local hazards that have caused or possess the potential to adversely affect public health and safety, public or private property, or the environment.
 8. Hazardous Material (Hazmat). A substance in a quantity or form posing an unreasonable risk to health, safety, and/or property when manufactured, stored, or transported. The substance, by its nature, containment, and reactivity, has the capability for inflicting harm during an accidental occurrence. Is toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer, and poses a threat to health and the environment when improperly managed. Includes toxic substances, certain infectious agents, radiological materials, and other related materials such as oil, used oil, petroleum products, and industrial solid waste substances
 9. Inter-local agreements. Arrangements between governments or organizations, either public or private, for reciprocal aid and assistance during emergency situations where the resources of a single jurisdiction or organization are insufficient or inappropriate for the tasks that must be performed to control the situation. Commonly referred to as mutual aid agreements.
 10. Stafford Act. The Robert T. Stafford Disaster Relief and Emergency Assistance Act authorizes federal agencies to undertake special measures designed to assist the efforts of states in expediting the rendering of aid, assistance, emergency services, and reconstruction and rehabilitation of areas devastated by disaster.
 11. Standard Operating Procedures. Approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level. May also be referred to as Standard Operating Procedures (SOPs).

IV. SITUATION AND ASSUMPTIONS

A. Situation

Our city is exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying public or private property. A summary of our major hazards is provided in Figure 1. More detailed information is provided in our Hazard Analysis, published separately.

Figure 1

HAZARD SUMMARY

HAZARD TYPE	Likelihood OF OCCURRENCE *	Estimated IMPACT ON Public Health & Safety			Estimated Impact on Property		
		Limited	Moderate	Major	Limited	Moderate	Major
Natural							
Drought	LIKELY	↔			↔		
Earthquake	UNLIKELY	N/A			N/A		
Flash Flooding	LIKELY	↔			↔		
Flooding (river or tidal)	LIKELY	↔			↔		
Hurricane	HIGHLY LIKELY	↔			↔		
Tornado	HIGHLY LIKELY	↔			↔		
Wildfire	LIKELY	↔			↔		
Winter Storm	OCCASIONAL	N/A			N/A		
Public Health							
Epidemic	LIKELY	↔			↔		
Pandemic	OCCASIONAL	↔			↔		
Technological							
Dam Failure	UNLIKELY	N/A			N/A		
Energy/Fuel Shortage	OCCASIONAL	↔			↔		
Hazmat/Oil Spill (fixed site)	HIGHLY LIKELY	↔			↔		
Hazmat/Oil Spill (transport)	HIGHLY LIKELY	↔			↔		
Major Structural Fire	LIKELY	↔			↔		
Nuclear Facility Incident	UNLIKELY	N/A			N/A		
Security							
Civil Disorder	OCCASIONAL	↔			↔		
Enemy Military Attack	UNLIKELY	N/A			N/A		
Terrorism	OCCASIONAL	↔			↔		

B. Assumptions

1. Our city will continue to be exposed to and subject to the impact of those hazards described above and as well as lesser hazards and others that may develop in the future.
2. It is possible for a major disaster to occur at any time and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible. However, some emergency situations occur with little or no warning.

3. Outside assistance will be available in most emergency situations, affecting our city. Since it takes time to summon external assistance, it is essential for us to be prepared to carry out the initial emergency response on an independent basis.
4. Proper mitigation actions, such as floodplain management, and fire inspections, can prevent or reduce disaster-related losses. Detailed emergency planning, training of emergency responders and other personnel, and conducting periodic emergency drills and exercises can improve our readiness to deal with emergency situations.

V. CONCEPT OF OPERATIONS

A. Objectives

The objectives of our emergency management program are to protect public health and safety and preserve public and private property.

B. General

1. It is our responsibility to protect public health and safety and preserve property from the effects of hazardous events. We have the primary role in identifying and mitigating hazards, preparing for, and responding to, and managing the recovery from emergency situations that affect our community.
2. It is impossible for government to do everything that is required to protect the lives and property of our population. Our citizens have the responsibility to prepare themselves and their families to cope with emergency situations and manage their affairs and property in ways that will aid the government in managing emergencies. We will assist our citizens in carrying out these responsibilities by providing public information and instructions prior to and during emergency situations.
3. Local government is responsible for organizing, training, and equipping local emergency responders and emergency management personnel, providing appropriate emergency facilities, providing suitable warning and communications systems, and for contracting for emergency services. The state and federal governments offer programs that provide some assistance with portions of these responsibilities.
4. To achieve our objectives, we have organized an emergency management program that is both integrated (employs the resources of government, organized volunteer groups, and businesses) and comprehensive (addresses mitigation, preparedness, response, and recovery). This plan is one element of our preparedness activities.
5. This plan is based on an all-hazard approach to emergency planning. It addresses general functions that may need to be performed during any emergency situation and is not a collection of plans for specific types of incidents. For example, the warning annex addresses techniques that can be used to warn the public during any emergency situation, whatever the cause.
6. Departments and agencies tasked in this plan are expected to develop and keep current standard operating procedures that describe how emergency tasks will be performed.

Departments and agencies are charged with ensuring the training and equipment necessary for an appropriate response are in place.

7. This plan is based upon the concept that the emergency functions that must be performed by many departments or agencies generally parallel some of their normal day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during emergency situations. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the emergency may be suspended for the duration of an emergency. The personnel, equipment, and supplies that would normally be required for those functions will be redirected to accomplish emergency tasks.
8. We have adopted the National Incident Management System (NIMS) in accordance with the President's Homeland Security Directive (HSPD)-5. Our adoption of NIMS will provide a consistent approach to the effective management of situations involving natural or man-made disasters, or terrorism. NIMS allows us to integrate our response activities using a set of standardized organizational structures designed to improve interoperability between all levels of government, private sector, and nongovernmental organizations.
9. This plan, in accordance with the National Response Framework (NRF), is an integral part of the national effort to prevent, and reduce America's vulnerability to terrorism, major disasters, and other emergencies, minimize the damage and recover from attacks, major disasters, and other emergencies that occur. In the event of an Incident of national significance, as defined in HSPD-5, we will integrate all operations with all levels of government, private sector, and nongovernmental organizations through the use of NRF coordinating structures, processes, and protocols.

C. Operational Guidance

We will employ the six components of the NIMS in all operations, which will provide a standardized framework that facilitates our operations in all phases of emergency management. Attachment 7 provides further details on the NIMS.

1. Initial Response. Our emergency responders are likely to be the first on the scene of an emergency situation. They will normally take charge and remain in charge of the incident until it is resolved or others who have legal authority to do so assume responsibility. They will seek guidance and direction from our local officials and seek technical assistance from state and federal agencies and industry where appropriate.
2. Implementation of ICS
 - a. The first local emergency responder to arrive at the scene of an emergency situation will implement the incident command system and serve as the incident commander until relieved by a more senior or more qualified individual. The incident commander will establish an incident command post (ICP) and provide an assessment of the situation to local officials, identify response resources required, and direct the on-scene response from the ICP.
 - b. For some types of emergency situations, a specific incident scene may not exist in the initial response phase and the EOC may accomplish initial response actions, such as

mobilizing personnel and equipment and issuing precautionary warning to the public. As the potential threat becomes clearer and a specific impact site or sites identified, an incident command post may be established, and direction and control of the response transitioned to the Incident Commander.

3. Source and Use of Resources.

- a. We will use our own resources, all of which meet the requirements for resource management in accordance with the NIMS, to respond to emergency situations, purchasing supplies and equipment if necessary, and request assistance if our resources are insufficient or inappropriate. §418.102 of the Government Code provides that the county should be the first channel through which a municipality requests assistance when its resources are exceeded. If additional resources are required, we will:
 - 1) Summon those resources available to us pursuant to inter-local agreements. See Attachment 6 to this plan, which summarizes the inter-local agreements and identifies the officials authorized to request those resources.
 - 2) Summon emergency service resources that we have contracted for. See Attachment 6.
 - 3) Request assistance from volunteer groups active in disasters.
 - 4) Request assistance from industry or individuals who have resources needed to deal with the emergency situation.
- b. When external agencies respond to an emergency situation within our jurisdiction, we expect them to conform to the guidance and direction provided by our incident commander, which will be in accordance with the NIMS.

D. Incident Command System (ICS)

1. We intend to employ ICS, an integral part of the NIMS, in managing emergencies. ICS is both a strategy and a set of organizational arrangements for directing and controlling field operations. It is designed to effectively integrate resources from different agencies into a temporary emergency organization at an incident site that can expand and contract with the magnitude of the incident and resources on hand. A summary of ICS is provided in Attachment 7.
2. The incident commander is responsible for carrying out the ICS function of command -- managing the incident. The four other major management activities that form the basis of ICS are operations, planning, logistics, and finance/administration. For small-scale incidents, the incident commander and one or two individuals may perform all of these functions. For larger incidents, a number of individuals from different departments or agencies may be assigned to separate staff sections charged with those functions.
3. An incident commander using response resources from one or two departments or agencies can handle the majority of emergency situations. Departments or agencies participating in this type of incident response will normally obtain support through their own department or agency.

4. In emergency situations where other jurisdictions or the state or federal government are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified or Area Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency. Attachment 7 provides additional information on Unified and Area Commands.

E. ICS - EOC Interface

1. For major emergencies and disasters, the Emergency Operations Center (EOC) will be activated. When the EOC is activated, it is essential to establish a division of responsibilities between the incident command post and the EOC. A general division of responsibilities is outlined below. It is essential that a precise division of responsibilities be determined for specific emergency operations.
2. The incident commander is generally responsible for field operations, including:
 - a. Isolating the scene.
 - b. Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.
 - c. Warning the population in the area of the incident and providing emergency instructions to them.
 - d. Determining and implementing protective measures (evacuation or in-place sheltering) for the population in the immediate area of the incident and for emergency responders at the scene.
 - e. Implementing traffic control arrangements in and around the incident scene.
 - f. Requesting additional resources from the EOC.
3. The EOC is generally responsible for:
 - a. Providing resource support for the incident command operations.
 - b. Issuing community-wide warning.
 - c. Issuing instructions and providing information to the general public.
 - d. Organizing and implementing large-scale evacuation.
 - e. Organizing and implementing shelter and mass arrangements for evacuees.
 - f. Coordinating traffic control for large-scale evacuations.
 - g. Requesting assistance from the State and other external sources.
4. In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes. In such situations, more than one incident command operation may be established. If this situation occurs, a transition to an Area Command or a Unified Area Command is desirable, and the allocation of resources to specific field operations will be coordinated through the EOC.

F. State, Federal & Other Assistance

1. State & Federal Assistance
 - a. If local resources are inadequate to deal with an emergency situation, we will request assistance from the State. State assistance furnished to local governments is intended

to supplement local resources and not substitute for such resources, including mutual aid resources, equipment purchases or leases, or resources covered by emergency service contracts. As noted previously, cities must request assistance from their county before requesting state assistance.

- b. Requests for state assistance should be made to the Disaster District Committee (DDC) Chairperson, who is located at the Department of Public Safety District Office in Austin. See Appendix 3 to Annex M, Resource Management, for a form that can be used to request state assistance. In essence, state emergency assistance to local governments begins at the DDC level and the key person to validate a request for, obtain, and provide that state assistance and support is the DDC Chairperson. A request for state assistance must be made by the chief elected official (Mayor) and may be made by telephone, fax, or teletype. The DDC Chairperson has the authority to utilize all state resources within the district to respond to a request for assistance, with the exception of the National Guard. Use of National Guard resources requires approval of the Governor.
- c. The Disaster District staff will forward requests for assistance that cannot be satisfied by state resources within the District to the State Operations Center (SOC) in Austin for action.

2. Other Assistance

- a. If resources required to control an emergency situation are not available within the State, the Governor may request assistance from other states pursuant to a number of interstate compacts or from the federal government through the Federal Emergency Management Agency (FEMA).
- b. For major emergencies and disasters for which a Presidential declaration has been issued, federal agencies may be mobilized to aid states and local governments. The *National Response Framework (NRF)* describes the policies, planning assumptions, concept of operations, and responsibilities of designated federal agencies for various response and recovery functions. The *Nuclear/Radiological Incident Annex of the NRP* addresses the federal response to major incidents involving radioactive materials.
- c. FEMA has the primary responsibility for coordinating federal disaster assistance. No direct federal disaster assistance is authorized prior to a Presidential emergency or disaster declaration, but FEMA has limited authority to stage initial response resources near the disaster site and activate command and control structures prior to a declaration and the Department of Defense has the authority to commit its resources to save lives prior to an emergency or disaster declaration. See Annex J, Recovery, for additional information on the assistance that may be available during disaster recovery.
- d. The NRF applies to Stafford and non-Stafford Act incidents and is designed to accommodate not only actual incidents, but also the threat of incidents. Therefore, NRF implementation is possible under a greater range of incidents.

G. Emergency Authorities

1. Key federal, state, and local legal authorities pertaining to emergency management are listed in Section I of this plan.
2. Texas statutes and the Executive Order of the Governor Relating to Emergency Management provide local government, principally the chief elected official, with a number of powers to control emergency situations. If necessary, we shall use these powers during emergency situations. These powers include:
 - a. Emergency Declaration. In the event of riot or civil disorder, the Mayor may request the Governor to issue an emergency declaration for this jurisdiction and take action to control the situation. Use of the emergency declaration is explained in Annex U, Legal.
 - b. Disaster Declaration. When an emergency situation has caused severe damage, injury, or loss of life or it appears likely to do so, the Mayor may by executive order or proclamation declare a local state of disaster. The Mayor may subsequently issue orders or proclamations referencing that declaration to invoke certain emergency powers granted the Governor in the Texas Disaster Act *on an appropriate local scale* in order to cope with the disaster. These powers include:
 - 1) Suspending procedural laws and rules to facilitate a timely response.
 - 2) Using all available resources of government and commandeering private property, subject to compensation, to cope with the disaster.
 - 3) Restricting the movement of people and occupancy of premises.
 - 4) Prohibiting the sale or transportation of certain substances.
 - 5) Implementing price controls.

A local disaster declaration activates the recovery and rehabilitation aspects of this plan. A local disaster declaration is required to obtain state and federal disaster recovery assistance. See Annex U, Legal, for further information on disaster declarations and procedures for invoking emergency powers.

- c. Authority for Evacuations. State law provides a county judge or mayor with the authority to order the evacuation of all or part of the population from a stricken or threatened area within their respective jurisdictions.

H. Actions by Phases of Emergency Management

1. This plan addresses emergency actions that are conducted during all four phases of emergency management.
 - a. Mitigation

We will conduct mitigation activities as an integral part of our emergency management program. Mitigation is intended to eliminate hazards, reduce the probability of hazards causing an emergency situation, or lessen the consequences of unavoidable hazards. Mitigation should be a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation. Our mitigation program is outlined in Annex P, Mitigation.

b. Preparedness

We will conduct preparedness activities to develop the response capabilities needed in the event an emergency. Among the preparedness activities included in our emergency management program are:

- 1) Providing emergency equipment and facilities.
- 2) Emergency planning, including maintaining this plan, its annexes, and appropriate SOPs.
- 3) Conducting or arranging appropriate training for emergency responders, emergency management personnel, other local officials, and volunteer groups who assist us during emergencies.
- 4) Conducting periodic drills and exercises to test our plans and training.

c. Response

We will respond to emergency situations effectively and efficiently. The focus of most of this plan and its annexes is on planning for the response to emergencies. Response operations are intended to resolve an emergency situation while minimizing casualties and property damage. Response activities include warning, emergency medical services, firefighting, law enforcement operations, evacuation, shelter and mass care, emergency public information, search, and rescue, as well as other associated functions.

d. Recovery

If a disaster occurs, we will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal state. The federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance. The recovery process includes assistance to individuals, businesses, and to government and other public institutions. Examples of recovery programs include temporary housing, restoration of government services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged roads and bridges. Our recovery program is outlined in Annex J, Recovery.

VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES
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A. Organization

1. General

Most departments and agencies of local government have emergency functions in addition to their normal day-to-day duties. During emergency situations, our normal organizational arrangements are modified to facilitate emergency operations. Our governmental organization for emergencies includes an executive group, emergency services, and support services. Attachment 3 depicts our emergency organization.

2. Executive Group

The Executive Group provides guidance and direction for emergency management programs and for emergency response and recovery operations. The Executive Group includes the Mayor, City Manager, and Emergency Management Coordinator (EMC).

3. Emergency Services

Emergency Services include the Incident Commander and those departments, agencies, and groups with primary emergency response actions. The incident commander is the person in charge at an incident site.

4. Emergency Support Services

This group includes departments and agencies that support and sustain emergency responders and also coordinate emergency assistance provided by organized volunteer organizations, business and industry, and other sources.

5. Volunteer and Other Services

This group includes organized volunteer groups and businesses that have agreed to provide certain support for emergency operations.

B. Assignment of Responsibilities

1. General

For most emergency functions, successful operations require a coordinated effort from a number of departments, agencies, and groups. To facilitate a coordinated effort, elected and appointed officials, departments and agency heads, and other personnel are assigned primary responsibility for planning and coordinating specific emergency functions. Generally, primary responsibility for an emergency function will be assigned to an individual from the department or agency that has legal responsibility for that function or possesses the most appropriate knowledge and skills. Other officials, departments, and agencies may be assigned support responsibilities for specific emergency functions. Attachment 4 summarizes the general emergency responsibilities of local officials, department and agency heads, and other personnel.

2. The individual having primary responsibility for an emergency function is normally responsible for coordinating preparation of and maintaining that portion of the emergency plan that addresses that function. Plan and annex assignments are outlined in Attachment 5. Listed below are general responsibilities assigned to the Executive Group, Emergency Services, Support Services, and other Support Agencies. Additional specific responsibilities can be found the functional annexes to this Basic Plan.

3. Executive Group Responsibilities

a. The Mayor will:

- 1) Establish objectives and priorities for the emergency management program and provide general policy guidance on the conduct of that program.
- 2) Monitor the emergency response during disaster situations and provides direction where appropriate.
- 3) With the assistance of the Public Information Officer, keep the public informed during emergency situations.
- 4) With the assistance of the legal staff, declare a local state of disaster, request the Governor declare a state of emergency, or invoke the emergency powers of government when necessary.
- 5) Request assistance from other local governments or the State when necessary.
- 6) Direct activation of the EOC.

b. The City Manager will:

- 1) Implement the policies and decisions of the governing body relating to emergency management.
- 2) Organize the emergency management program and identifies personnel, equipment, and facility needs.
- 3) Assign emergency management program tasks to departments and agencies.
- 4) Ensure that departments and agencies participate in emergency planning, training, and exercise activities.
- 5) Coordinate the operational response of local emergency services.
- 6) Coordinate activation of the EOC and supervise its operation.

c. The Emergency Management Coordinator will:

- 1) Serve as the staff advisor to our Mayor and City Manager on emergency management matters.
- 2) Keep the Mayor and City Manager governing body apprised of our preparedness status and emergency management needs.
- 3) Coordinate local planning and preparedness activities and the maintenance of this plan.
- 4) Prepare and maintain a resource inventory.

- 5) Arrange appropriate training for local emergency management personnel and emergency responders.
- 6) Coordinate periodic emergency exercises to test our plan and training.
- 7) Manage the EOC, develop procedures for its operation, and conduct training for those who staff it.
- 8) Activate the EOC when required.
- 9) Perform day-to-day liaison with the state emergency management staff and other local emergency management personnel.
- 10) Coordinate with organized volunteer groups and businesses regarding emergency operations.

4. Common Responsibilities

All emergency services and support services will:

- a. Provide personnel, equipment, and supplies to support emergency operations upon request.
- b. Develop and maintain SOPs for emergency tasks.
- c. Provide trained personnel to staff the incident command post and EOC and conduct emergency operations.
- d. Provide current information on emergency resources for inclusion in the Resource List in Appendix 1 to Annex M, Resource Management.
- e. Report information regarding emergency situations and damage to facilities and equipment to the Incident Commander or the EOC.

5. Emergency Services Responsibilities

- a. The Incident Commander will:
 - 1) Manage emergency response resources and operations at the incident site command post to resolve the emergency situation.
 - 2) Determine and implement required protective actions for response personnel and the public at an incident site.
- b. Warning.
 - 1) Primary responsibility for this function is assigned to the **Police Chief**, who will prepare and maintain Annex A (Warning) to this plan and supporting SOPs.

- 2) Emergency tasks to be performed include:
 - a) Receive information on emergency situations.
 - b) Alert key local officials of emergency situations.
 - c) Disseminate warning information and instructions to the public through available warning systems.
 - d) Disseminate warning and instructions to special facilities such as schools and hospitals.
- c. Communications.
 - 1) Primary responsibility for this function is assigned to the **Police Chief**, who will prepare and maintain Annex B (Communications) to this plan and supporting SOPs.
 - 2) Emergency tasks to be performed include:
 - a) Identify the communications systems available with the local area and determine the connectivity of those systems and ensure their interoperability.
 - b) Develop plans and procedures for coordinated use of the various communications systems available in this jurisdiction during emergencies.
 - c) Determine and implement means of augmenting communications during emergencies, including support by volunteer organizations.
- d. Radiological Protection.
 - 1) Primary responsibility for this function is assigned to the **Fire Chief**, who will prepare and maintain Annex D (Radiological Protection) to this plan and supporting SOPs.
 - 2) Emergency tasks to be performed include:
 - a) Maintain inventory of radiological equipment.
 - b) Ensure response forces include personnel with current training in radiological monitoring and decontamination.
 - c) Respond to radiological incidents and terrorist incidents involving radiological materials.
 - d) Make notification concerning radiological incidents to state and federal authorities.

e. Evacuation.

- 1) Primary responsibility for this function is assigned to the **Police Chief**, who will prepare and maintain Annex E (Evacuation) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Identify areas where evacuation has been or may in the future and determine of population at risk.
 - b) Perform evacuation planning for known risk areas to include route selection and determination of traffic control requirements.
 - c) Develop simplified planning procedures for ad hoc evacuations.
 - d) Determine emergency public information requirements.
 - e) Perform evacuation planning for functional and access needs (schools, hospitals, nursing homes, and other institutions).

f. Firefighting.

- 1) Primary responsibility for this function is assigned to the **Fire Chief**, who will prepare and maintain Annex F (Firefighting) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Fire prevention activities.
 - b) Fire detection and control.
 - c) Hazardous material and oil spill response.
 - d) Terrorist incident response.
 - e) Evacuation support.
 - f) Post-incident reconnaissance and damage assessment.
 - g) Fire safety inspection of temporary shelters.
 - h) Prepare and maintain fire resource inventory.

g. Law Enforcement.

- 1) Primary responsibility for this function is assigned to the **Police Chief**, who will prepare and maintain Annex G (Law Enforcement) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Maintenance of law and order.
 - b) Traffic control.
 - c) Terrorist incident response.
 - d) Provision of security for vital facilities, evacuated areas, and shelters.

- e) Access control for damaged or contaminated areas.
 - f) Warning support.
 - g) Post-incident reconnaissance and damage assessment.
 - h) Prepare and maintain law enforcement resource inventory.
- h. Health and Medical Services.
- 1) Primary responsibility for this function is assigned to the **Fire Chief**, who will prepare and maintain Annex H (Health & Medical Services) to this plan and supporting SOPs.
 - 2) Emergency tasks to be performed include:
 - a) Coordinate health and medical care and EMS support during emergency situations including large scale public health events.
 - b) Public health information and education.
 - c) Inspection of food and water supplies.
 - d) Develop emergency public health regulations and orders.
 - e) Coordinate collection, identification, and interment of deceased victims.
- i. Direction and Control.
- 1) Primary responsibility for this function is assigned to the **EMC**, who will prepare and maintain Annex N (Direction & Control) to this plan and supporting SOPs.
 - 2) Emergency tasks to be performed include:
 - a) Direct and control our local operating forces.
 - b) Maintain coordination with neighboring jurisdictions and the Disaster District in Austin.
 - c) Maintain the EOC in an operating mode or be able to convert the designated facility space into an operable EOC rapidly.
 - d) Assigns representatives, by title, to report to the EOC and develops procedures for crisis training.
 - e) Develops and identifies the duties of the staff, use of displays and message forms, and procedures for EOC activation.
 - f) Coordinates the evacuation of areas at risk.
- j. Hazardous Materials & Oil Spill.
- 1) The primary responsibility for this function is assigned to the **Fire Chief**, who will prepare and maintain Annex Q (Hazardous Material & Oil Spill Response) to this plan and supporting SOPs.

2) Emergency tasks to be performed include:

- a) In accordance with OSHA regulations, establish ICS to manage the response to hazardous materials incidents.
- b) Establish the hazmat incident functional areas (e.g., Hot Zone, cool zone, Cold Zone, etc.)
- c) Determine and implement requirements for personal protective equipment for emergency responders.
- d) Initiate appropriate actions to control and eliminate the hazard in accordance with established hazmat response guidance and SOPs.
- e) Determine areas at risk and which public protective actions, if any, should be implemented.
- f) Apply appropriate firefighting techniques if the incident has, or may, result in a fire.
- g) Determines when affected areas may be safely reentered.

k. Search & Rescue.

1) The primary responsibility for this function is assigned to the **Fire Chief**, who will prepare and maintain Annex R (Search and Rescue) to this plan and supporting SOPs.

2) Emergency tasks to be performed include:

- a) Coordinate and conduct search and rescue activities.
- b) Identify requirements for specialized resources to support rescue operations.
- c) Coordinate external technical assistance and equipment support for search and rescue operations.

l. Terrorist Incident Response.

1) Primary responsibility for this function is assigned to the **Police Chief**, who will prepare and maintain Annex V (Terrorist Incident Response) to this plan and supporting SOPs.

2) Emergency tasks to be performed include:

- a) Coordinate and carry out defensive anti-terrorist activities, including criminal intelligence, investigation, protection of facilities, and public awareness activities.
- b) Coordinate and carry out offensive counter-terrorist operations to neutralize terrorist activities.
- c) Carry out terrorism consequence operations conducted in the aftermath of a terrorist incident to save lives and protect public and private property.
- d) Ensure required notification of terrorist incidents is made to state and federal authorities.

6. Support Services Responsibilities

a. Shelter and Mass Care.

- 1) Primary responsibility for this function is assigned to the **EMC**, who will prepare and maintain Annex C (Shelter and Mass Care) to this plan and supporting SOPs
- 2) Emergency tasks to be performed include:
 - a) Perform emergency shelter and mass care planning.
 - b) Coordinate and conduct shelter and mass care operations with our other departments, relief agencies, and volunteer groups.

b. Public Information.

- 1) Primary responsibility for this function is assigned to the **City Manager** who will appoint a PIO to prepare and maintain Annex I (Public Information) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Establish a Joint Information Center (JIC)
 - b) Conduct on-going hazard awareness and public education programs.
 - c) Pursuant to the Joint Information System (JIS), compile and release information and instructions for the public during emergency situations and respond to questions relating to emergency operations.
 - d) Provide information to the media and the public during emergency situations.
 - e) Arrange for media briefings.
 - f) Compiles print and photo documentation of emergency situations.

c. Recovery.

- 1) Primary responsibility for this function is assigned to the **Public Works Director**, who will prepare and maintain Annex J (Recovery) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Establish and train a damage assessment team using local personnel. Coordinate the efforts of that team with state and federal damage assessment personnel who may be dispatched to assist us.
 - b) Assess and compile information on damage to public and private property and needs of disaster victims and formulate and carry out programs to fill those needs.
 - c) If damages are beyond our capability to deal with, compile information for use by our elected officials in requesting state or federal disaster assistance.

- d) If we are determined to be eligible for state or federal disaster assistance, coordinate with state and federal agencies to carry out authorized recovery programs.

d. Public Works & Engineering.

- 1) Primary responsibility for this function is assigned to the **Public Works Director**, who will prepare and maintain Annex K (Public Works & Engineering) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Protect government facilities and vital equipment where possible.
 - b) Assess damage to streets, bridges, traffic control devices, and other public facilities.
 - c) Direct temporary repair of vital facilities.
 - d) Restore damaged roads and bridges.
 - e) Restore waste treatment and disposal systems.
 - f) Arrange for debris removal.
 - g) General damage assessment support.
 - h) Building inspection support.
 - i) Provide specialized equipment to support emergency operations.
 - j) Support traffic control and search and rescue operations.

e. Utilities.

- 1) Primary responsibility for this function is assigned to the **Public Works Director**, who will prepare and maintain Annex L (Energy and Utilities) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Prioritize restoration of utility service to vital facilities and other facilities.
 - b) Arrange for the provision of emergency power sources where required.
 - c) Identify requirements for emergency drinking water and portable toilets to the department or agency responsible for mass care.
 - d) Assess damage to, repair, and restore public utilities.
 - e) Monitor recovery activities of privately owned utilities.

f. Resource Management.

- 1) Primary responsibility for this function is assigned to the **EMC**, who will prepare and maintain Annex M (Resource Management) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Maintain an inventory of emergency resources.

- b) During emergency operations, locates supplies, equipment, and personnel to meet specific needs.
- c) Maintain a list of suppliers for supplies and equipment needed immediately in the aftermath of an emergency.
- d) Establish emergency purchasing procedures and coordinate emergency procurements.
- e) Establish and maintain a manpower reserve and coordinate assignment of reserve personnel to departments and agencies that require augmentation.
- f) Coordinate transportation, sorting, temporary storage, and distribution of resources during emergency situations.
- g) Establish staging areas for resources, if required.
- h) During emergency operations, identify to the Donations Management Coordinator those goods, services, and personnel that are needed.
- i) Maintain records of emergency-related expenditures for purchases and personnel.

g. Human Services.

- 1) Primary responsibility for this function is assigned to the **EMC**. Prepare and maintain Annex O (Human Services) to this plan and supporting SOPs
- 2) Emergency tasks to be performed include:
 - a) Identify emergency feeding sites.
 - b) Identify sources of clothing for disaster victims.
 - c) Secure emergency food supplies.
 - d) Coordinate the operation of shelter facilities, whether operated by local government, local volunteer groups, or organized disaster relief agencies such as the American Red Cross.
 - e) Coordinate special care requirements for disaster victims such as the aged, functional and access needs individuals, and others.
 - f) Coordinate the provision of disaster mental health services to disaster victims, emergency workers, and/or others suffering trauma due to the emergency incident/disaster.

h. Hazard Mitigation.

- 1) The primary responsibility for this function is assigned to the **EMC**, who will prepare and maintain Annex P (Hazard Mitigation) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Maintain the local Hazard Analysis.
 - b) Identify beneficial pre-disaster hazard mitigation projects and seek approval from local officials to implement such projects.

- c) In the aftermath of an emergency, determine appropriate actions to mitigate the situation and coordinate implementation of those actions.
- d) Coordinate and carry out post-disaster hazard mitigation program.

i. Transportation.

- 1) The primary responsibility for this function is assigned to the **Public Works Director**, who will prepare and maintain Annex S (Transportation) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Identifies local public and private transportation resources and coordinates their use in emergencies.
 - b) Coordinates deployment of transportation equipment to support emergency operations.
 - c) Establishes and maintains a reserve pool of drivers, maintenance personnel, parts, and tools.
 - d) Maintains records on use of transportation equipment and personnel for purpose of possible reimbursement.

j. Donations Management.

- 1) The primary responsibility for this function is assigned to the **Finance Director**, who will prepare and maintain Annex T (Donations Management) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Compile resource requirements identified by the Resource Management staff.
 - b) Solicit donations to meet known needs.
 - c) Establish and implement procedures to receive, accept or turn down offers of donated goods and services, and provide instructions to donors of needed goods or services.
 - d) In coordination with the Resource Management staff, establish a facility to receive, sort, and distribute donated goods.

k. Legal.

- 1) The primary responsibility for this function is assigned to the **City Manager**, who will prepare and maintain Annex U (Legal) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Maintain contract for legal services for the City of Lockhart.
 - b) Advise local officials on emergency powers of local government and procedures for invoking those measures.

- c) Review and advise our officials on possible legal issues arising from disaster operations.
 - d) Prepare and/or recommend legislation to implement the emergency powers that may be required during an emergency.
 - e) Advise local officials and department heads on record-keeping requirements and other documentation necessary for the exercising of emergency powers.
- l. Department and agency heads not assigned a specific function in this plan will be prepared to make their resources available for emergency duty at the direction of our chief elected official.

7. Volunteer & Other Services

- a. Volunteer Groups. The following are local volunteer agencies that can provide disaster relief services and traditionally have coordinated their efforts with our local government:

1) Central & South Texas Chapter, American Red Cross.

Provides shelter management, feeding at fixed facilities and through mobile units, first aid, replacement of eyeglasses and medications, provision of basic clothing, and limited financial assistance to those affected by emergency situations. The Red Cross also provides feeding for emergency workers.

2) The Salvation Army.

Provides emergency assistance to include mass and mobile feeding, temporary shelter, counseling, missing person services, medical assistance, and the warehousing and distribution of donated goods including food, clothing, and household items. It also provides referrals to government and private agencies for special services.

3) Southern Baptist Convention Disaster Relief.

Provides mobile feeding units staffed by volunteers. Active in providing disaster childcare, the agency has several mobile childcare units. Can also assist with clean-up activities, temporary repairs, reconstruction, counseling, and bilingual services.

4) RACES

The Radio Amateur Civil Emergency Service (RACES) provides amateur radio support for emergency operations, including communications support in the EOC.

b. Business Support.

The following businesses may provide support for emergency operations as indicated:

- 1) H.E.B. (Food Support)
- 2) Wal-Mart (Food & Supplies)

VII. DIRECTION AND CONTROL

A. General

1. The Mayor is responsible for establishing objectives and policies for emergency management and providing general guidance for disaster response and recovery operations, all in compliance with the NIMS. During disasters, they may carry out those responsibilities from the EOC.
2. The City Manager will provide overall direction of the response activities of all our departments. During major emergencies and disaster, he/she will normally carry out those responsibilities from the EOC.
3. The EMC will manage the EOC.
4. The Incident Commander, assisted by a staff sufficient for the tasks to be performed, will manage the emergency response at an incident site.
5. During emergency operations, department heads retain administrative and policy control over their employees and equipment. However, personnel and equipment will carry out mission assignments directed by the incident commander. Each department and agency is responsible for having its own operating procedures to be followed during response operations, but interagency procedures, such a common communications protocol, may be adopted to facilitate coordinated effort.
6. If our own resources are insufficient or inappropriate to deal with an emergency situation, we may request assistance from other jurisdictions, organized volunteer groups, or the State. The process for requesting State or federal assistance is covered in section V.F of this plan; see also the Request for Assistance form in Annex M, Appendix 3. External agencies are expected to conform to the general guidance and directed provided by our senior decision-makers.

B. Emergency Facilities

1. Incident Command Post. Except when an emergency situation threatens, but has not yet occurred, and those situations for which there is no specific hazard impact site (such as a severe winter storm or area-wide utility outage), an incident command post or command posts will be established in the vicinity of the incident site(s). As noted previously, the incident commander will be responsible for directing the emergency response and managing the resources at the incident scene.

2. Emergency Operating Center. When major emergencies and disasters have occurred or appear imminent, we will activate our EOC, which is located at City Hall, 308 W. San Antonio St.
3. The following individuals are authorized to activate the EOC:
 - a. City Manager
 - b. Emergency Management Coordinator
 - c. Assistant Emergency Management Coordinator
4. The general responsibilities of the EOC are to:
 - a. Assemble accurate information on the emergency situation and current resource data to allow local officials to make informed decisions on courses of action.
 - b. Working with representatives of emergency services, determine and prioritize required response actions and coordinate their implementation.
 - c. Provide resource support for emergency operations.
 - d. Suspend or curtail government services, recommend the closure of schools and businesses, and cancellation of public events.
 - e. Organize and activate large-scale evacuation and mass care operations.
 - f. Provide emergency information to the public.
5. Representatives of those departments and agencies assigned emergency functions in this plan will staff the EOC. EOC operations are addressed in Annex N (Direction and Control). The interface between the EOC and the incident command post is described in paragraph V.E above.
6. Our Alternate EOC is located at Fire Station #2, 1911 Borchert Dr. This facility will be used if our primary EOC becomes unusable.
7. We have access to a mobile command and control vehicle, operated by Caldwell County, which may be used as an incident command post.

C. Line of Succession

1. The line of succession for the Mayor is:
 - a. Mayor Pro Tem
 - b. City Council Member At Large
 - c. City Council Member District 3
2. The line of succession for the City Manager is:
 - a. Finance Director
 - b. City Secretary
 - c. Designated Department Head

3. The line of succession for the Emergency Management Coordinator is:
 - a. Assistant Emergency Management Coordinator
 - b. Public Works Director
 - c. Assistant Fire Chief
4. The lines of succession for each of our department and agency heads shall be in accordance with the SOPs established by those departments and agencies.

VIII. READINESS LEVELS

- A. Many emergencies follow some recognizable build-up period during which actions can be taken to achieve a gradually increasing state of readiness. We use a four-tier system. Readiness Levels will be determined by the [Mayor/County Judge/City Manager] or, for certain circumstances, the Emergency Management Coordinator. General actions to be taken at each readiness level are outlined in the annexes to this plan; more specific actions will be detailed in departmental or agency SOPs.
- B. The following Readiness Levels will be used as a means of increasing our alert posture.
 1. Level IV: Normal Conditions
 - a. Emergency incidents occur and local officials are notified. One or more departments or agencies respond to handle the incident; an incident command post may be established. Limited assistance may be requested from other jurisdictions pursuant to established inter-local agreements.
 - b. The normal operations of government are not affected.
 2. Level III: Increased Readiness
 - a. Increased Readiness refers to a situation that presents a greater potential threat than "Level 4" but poses no immediate threat to life and/or property. Increased readiness actions may be appropriate when the situations similar to the following occur:
 - 1) Tropical Weather Threat. A tropical weather system has developed that has the potential to impact the local area. Readiness actions may include regular situation monitoring, a review of plans and resource status, determining staff availability and placing personnel on-call.
 - 2) Tornado Watch indicates possibility of tornado development. Readiness actions may include increased situation monitoring and placing selected staff on alert.
 - 3) Flash Flood Watch indicates flash flooding is possible due to heavy rains occurring or expected to occur. Readiness actions may include increased situation-monitoring, reconnaissance of known trouble spots, deploying warning signs.
 - 4) Wildfire Threat. During periods of extreme wildfire threat, readiness actions may include deploying additional resources to areas most at risk, arranging for standby

commercial water tanker support, conducting daily aerial reconnaissance, or initiating burn bans.

- 5) Mass Gathering. For mass gatherings with previous history of problems, readiness actions may include reviewing security, traffic control, fire protection, and first aid planning with organizers and determining additional requirements.
- b. Declaration of "Level 3" will generally require the initiation of the "Increased Readiness" activities identified in each annex to this plan.

3. Level II: High Readiness

- a. High Readiness refers to a situation with a significant potential and probability of causing loss of life and/or property. This condition will normally require some degree of warning to the public. Actions could be triggered by severe weather warning information issued by the National Weather Service such as:
 - 1) Tropical Weather Threat. A tropical weather system may impact the local area within 72 hours. Readiness actions may include continuous storm monitoring, identifying worst-case decision points, increasing preparedness of personnel and equipment, updating evacuation checklists, verifying evacuation route status, and providing the public information for techniques to protect homes and businesses on the evacuation routes.
 - 2) Tornado Warning. Issued when a tornado has actually been sighted in the vicinity or indicated by radio and may strike in the local area. Readiness actions may include activating the EOC, continuous situation monitoring, and notifying the public about the warning.
 - 3) Flash Flood Warning. Issued to alert persons that flash flooding is imminent or occurring on certain streams or designated areas, and immediate action should be taken. Readiness actions may include notifying the public about the warning, evacuating low-lying areas, open shelters to house evacuees, and continuous situation monitoring.
 - 4) Winter Storm Warning. Issued when heavy snow, sleet, or freezing rain are forecast to occur separately or in a combination. Readiness actions may include preparing for possible power outages, putting road crews on stand-by to clear and/or sand the roads, and continuous situation monitoring.
 - 5) Mass Gathering. Civil disorder with relatively large-scale localized violence is imminent. Readiness actions may include increased law enforcement presence, putting hospitals and fire departments on alert, and continuous situation monitoring.
- b. Declaration of a "Level 2" will generally require the initiation of the "High Readiness" activities identified in each annex to this plan.

4. Level I: Maximum Readiness

- a. Maximum Readiness refers to situation that hazardous conditions are imminent. This condition denotes a greater sense of danger and urgency than associated with a "Level 2" event. Actions could also be generated by severe weather warning information issued by the National Weather Service combined with factors making the event more imminent.
 - 1) Tropical Weather Threat. The evacuation decision period is nearing for an approaching tropical weather system that may impact the local area. Readiness actions may include continuous situation monitoring, cull activation of the EOC, recommending precautionary actions for special facilities, placing emergency personnel and equipment into position for emergency operations, and preparing public transportation resources for evacuation support.
 - 2) Tornado Warning. Tornado has been sited especially close to a populated area or moving towards a populated area. Readiness actions may include taking immediate shelter and put damage assessment teams on stand-by.
 - 3) Flash Flood Warning. Flooding is imminent or occurring at specific locations. Readiness actions may include evacuations, rescue teams on alert, sheltering evacuees and/or others displaced by the flooding, and continuous monitoring of the situation.
 - 4) Mass Gathering. Civil disorder is about to erupt into large-scale and widespread violence. Readiness actions may include having all EMS units on stand-by, all law enforcement present for duty, notify the DDC that assistance may be needed and keep them apprised of the situation, and continuous situation monitoring is required.
- b. Declaration of "Level 1" will generally require the initiation of the "Maximum Readiness" activities identified in each annex to this plan.

IX. ADMINISTRATION AND SUPPORT

A. Agreements and Contracts

1. Should our local resources prove to be inadequate during an emergency, requests will be made for assistance from other local jurisdictions, other agencies, and industry in accordance with existing mutual-aid agreements and contracts and those agreements and contracts concluded during the emergency. Such assistance may include equipment, supplies, or personnel. All agreements will be entered into by authorized officials and should be in writing whenever possible. Agreements and contracts should identify the local officials authorized to request assistance pursuant to those documents.
2. The agreements and contracts pertinent to emergency management that we are a party to are summarized in Attachment 6.

B. Reports

1. Hazardous Materials Spill Reporting. If we are responsible for a release of hazardous materials of a type or quantity that must be reported to state and federal agencies, the department or agency responsible for the spill shall make the required report. See Annex Q, Hazardous Materials and Oil Spill Response, for more information. If the party responsible for a reportable spill cannot be located, the Incident Commander shall ensure that the required report(s) are made.
2. Initial Emergency Report. This short report should be prepared and transmitted by the EOC when an on-going emergency incident appears likely to worsen and we may need assistance from other local governments or the State. See Annex N, Direction and Control for the format and instructions for this report.
3. Situation Report. A daily situation report should be prepared and distributed by the EOC during major emergencies or disasters. See Annex N, Direction and Control, for the format of and instructions for this report.
4. Other Reports. Several other reports covering specific functions are described in the annexes to this plan.

C. Records

1. Record Keeping for Emergency Operations

Our city is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support emergency operations. This shall be done in accordance with the established local fiscal policies and standard cost accounting procedures.

- a. Activity Logs. The Incident Command Post and the EOC shall maintain accurate logs recording key response activities, including:
 - 1) Activation or deactivation of emergency facilities.
 - 2) Emergency notifications to other local governments and to state and federal agencies.
 - 3) Significant changes in the emergency situation.
 - 4) Major commitments of resources or requests for additional resources from external sources.
 - 5) Issuance of protective action recommendations to the public.
 - 6) Evacuations.
 - 7) Casualties.
 - 8) Containment or termination of the incident.
- b. Incident Costs. All department and agencies shall maintain records summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents to obtain an estimate of annual emergency response costs that can be used as in preparing future department or agency budgets.

- c. **Emergency or Disaster Costs.** For major emergencies or disasters, all departments and agencies participating in the emergency response shall maintain detailed of costs for emergency operations to include:
 - 1) Personnel costs, especially overtime costs
 - 2) Equipment operations costs
 - 3) Costs for leased or rented equipment
 - 4) Costs for contract services to support emergency operations
 - 5) Costs of specialized supplies expended for emergency operations

These records may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the state and/or federal government.

2. Preservation of Records

- a. In order to continue normal government operations following an emergency situation disaster, vital records must be protected. These include legal documents as well as property and tax records. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly. Each agency responsible for preparation of annexes to this plan will include protection of vital records in its SOPs.
- b. If records are damaged during an emergency situation, we will seek professional assistance to preserve and restore them.

D. Training

It will be the responsibility of each agency director to ensure that agency personnel, in accordance with the NIMS, possess the level of training, experience, credentialing, currency, physical and medical fitness, or capability for any positions they are tasked to fill.

E. Consumer Protection

Consumer complaints regarding alleged unfair or illegal business practices often occur in the aftermath of a disaster. Such complaints will be referred to the City Attorney, who will pass such complaints to the Consumer Protection Division of the Office of the Attorney General.

F. Post-Incident and Exercise Review

The EMC is responsible for organizing and conducting a critique following the conclusion of a significant emergency event/incident or exercise. The After-Action Report (AAR) will entail both written and verbal input from all appropriate participants. An Improvement Plan will be developed based on the deficiencies identified, and an individual, department, or agency will be assigned responsibility for correcting the deficiency and a due date shall be established for that action.

X. PLAN DEVELOPMENT AND MAINTENANCE

A. Plan Development

The Mayor is responsible for approving and promulgating this plan.

B. Distribution of Planning Documents

1. The Mayor shall determine the distribution of this plan and its annexes. In general, copies of plans and annexes should be distributed to those individuals, departments, agencies, and organizations tasked in this document. Copies should also be set-aside for the EOC and other emergency facilities.
2. The Basic Plan should include a distribution list (See Attachment 1 to this plan) that indicates who receives copies of the basic plan and the various annexes to it. In general, individuals who receive annexes to the basic plan should also receive a copy of this plan, because the Basic Plan describes our emergency management organization and basic operational concepts.

C. Review

The Basic Plan and its annexes shall be reviewed annually by local officials. The EMC will establish a schedule for annual review of planning documents by those tasked in them.

D. Update

1. This plan will be updated based upon deficiencies identified during actual emergency situations and exercises and when changes in threat hazards, resources and capabilities, or government structure occur.
2. The Basic Plan and its annexes must be revised or updated by a formal change at least **every five years**. Responsibility for revising or updating the Basic Plan is assigned to the EMC. Responsibility for revising or updating the annexes to this plan is outlined in Section VI.B, Assignment of Responsibilities, as well as in each annex. For details on the methods of updating planning documents as well as more information on when changes should be made, refer to Chapter 3 of the Division of Emergency Management (DEM) *Local Emergency Management Planning Guide* (DEM-10).
3. Revised or updated planning documents will be provided to all departments, agencies, and individuals tasked in those documents.
4. §418.043(4) of the Government Code provides TDEM shall review local emergency management plans. The process for submitting new or updated planning documents to DEM is described in Chapter 6 of the DEM-10. The EMC is responsible for submitting copies of planning documents to our DEM Regional Liaison Officer for review.

ATTACHMENTS:

1. Distribution List
2. References
3. Organization for Emergencies
4. Functional Responsibility Matrix
5. Annex Assignments
6. Summary of Agreements & Contracts
7. National Incident Management System

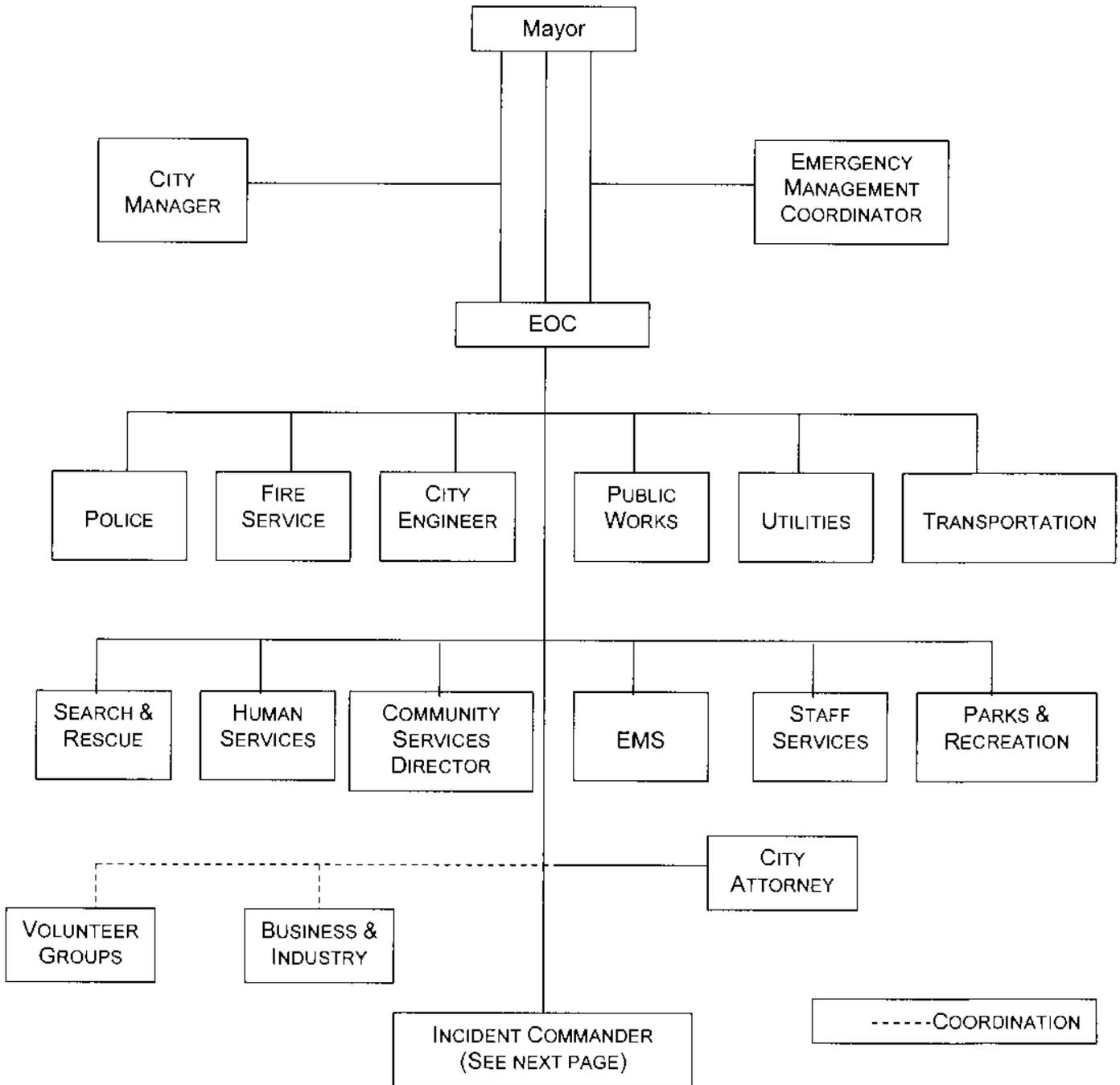
**ATTACHMENT 1
DISTRIBUTION LIST**

<u>Jurisdiction/Agency Plan</u>	<u>Basic Plan</u>	<u>Annexes</u>
Cities Intranet Network (All Department Heads)	1	All
Mayor	1	All
City Manager	1	All
EMC	1	All

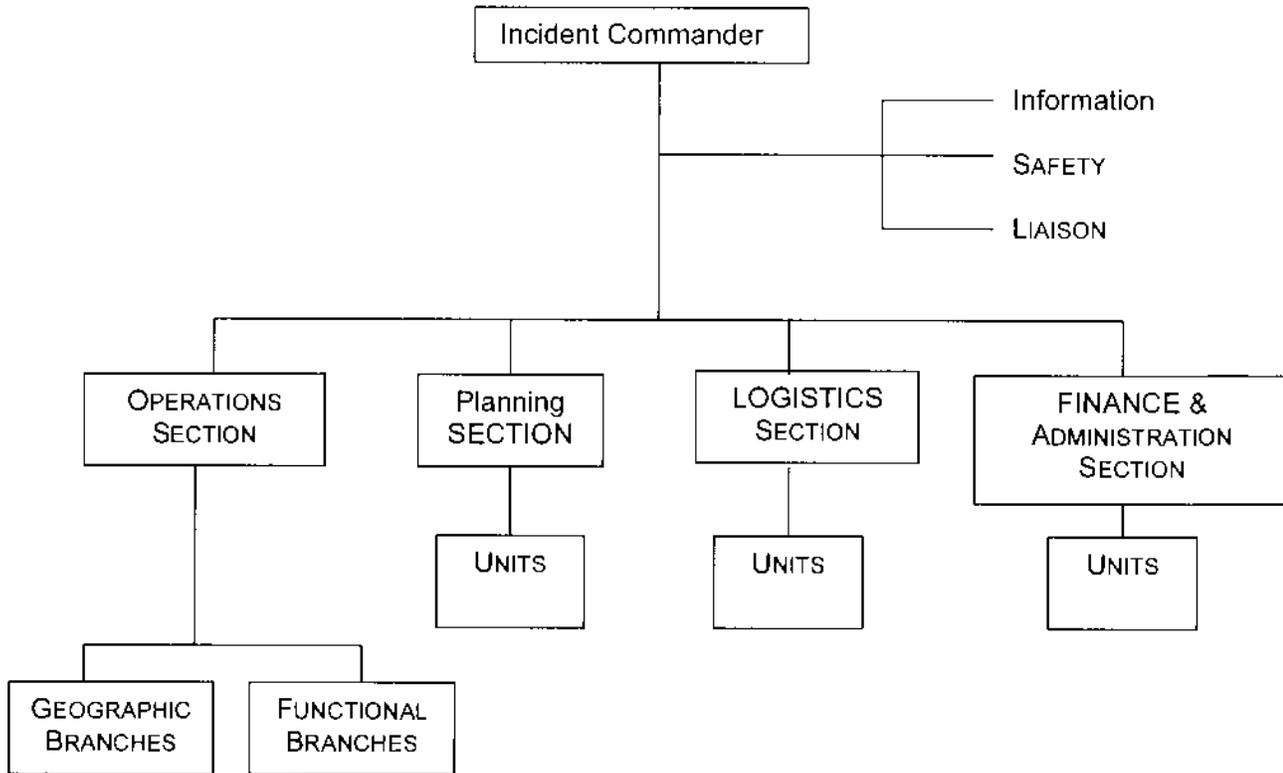
ATTACHMENT 2 REFERENCES

1. Texas Division of Emergency Management, *Local Emergency Management Planning Guide*, DEM-10
2. Texas Division of Emergency Management, *Disaster Recovery Manual*
3. Texas Division of Emergency Management, *Mitigation Handbook*
4. FEMA, Independent Study Course, IS-288: *The Role of Voluntary Organizations in Emergency Management*
5. FEMA, *Comprehensive Preparedness Guide (CPG-101)*
6. U. S. Department of Homeland Security, *National Response Plan*
7. 79th Texas Legislature, *House Bill 3111*

**ATTACHMENT 3
ORGANIZATION FOR EMERGENCY MANAGEMENT**



ORGANIZATION FOR EMERGENCY MANAGEMENT
(Continued)

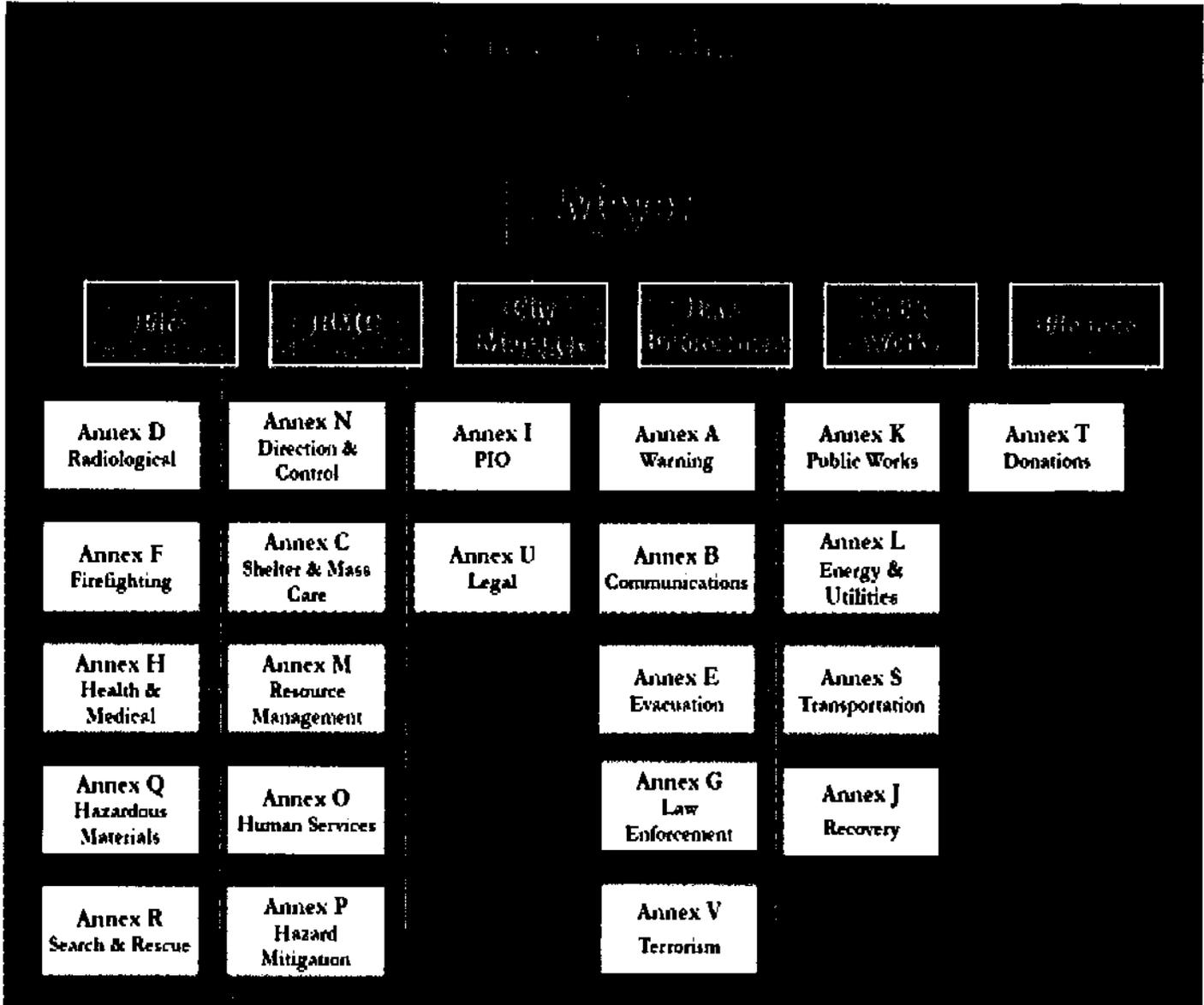


**ATTACHMENT 4
EMERGENCY MANAGEMENT FUNCTIONAL RESPONSIBILITIES**

	Warning	Communications	Shelter & Mass Care	Radiological Protection	Evacuation	Firefighting	Law Enforcement	Health & Medical	Public Information	Recovery	Public Works & Engineering	Utilities	Resource Management	Direction & Control	Human Services	Hazard Mitigation	Hazmat & Oil Spill Response	Search & Rescue	Transportation	Donations Management	Legal	Terrorist Incident Response	
Mayor	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
City Manager	S	S	S	S	S	S	S	S	P	S	S	S	S	S	S	S	S	S	S	S	S	P	S
EMC	S	C	P	C	S	C	C	C	C	C	C	C	P	P	P	P	C	C	C	S	C	C	C
Law Enforcement	P	P	S	S	P	S	P						S	S	S		S	S		S			P
Fire Service	S	S	S	P	S	P		S					S	S		S	P	P		S			S
Public Works		S	S	S	S		S			P	P	P	S	S		S	S	S	P				S
EMS Services			S	S	S	S	S	P					S	S	S		S	S	S				S
Finance		S	S		S				S	S			S	S	S	S					P		

P – INDICATES PRIMARY RESPONSIBILITY
 S – INDICATES SUPPORT RESPONSIBILITY
 C – INDICATES COORDINATION RESPONSIBILITY

**ATTACHMENT 5
ANNEX ASSIGNMENTS**



**ATTACHMENT 6
SUMMARY OF AGREEMENTS & CONTRACTS**

Agreements

Description: Inter-local agreement for mutual aid agreement between City of Lockhart and City of Luling for fire protection.

Summary of Provisions: Mutual aid for fires, hazardous materials, rescue, etc.

Officials Authorized to Implement: Fire Chief or designated representative.

Costs: N/A

Copies Held By: Cities of Luling and Lockhart.

Description: Inter-local agreement between City of Lockhart and multiple regional agencies for mutual aid in fire protection and / or emergency medical response and cooperative training.

Summary of Provisions: Mutual aid for fire protection, ems, hazardous materials and rescue.

Officials Authorized to Implement: Fire Chief or designated representative.

Costs: N/A

Copies Held By: Cities of Lockhart, San Marcos, Sequin, New Braunfels, Buda fire Department, Wimberley EMS, Wimberley Fire Department, North Hays County Fire / Rescue (ESD #6), Kyle Fire Department, Comal County ESD #3, Comal county ESD #2, Hays County ESD #3, South Hays Fire Department.

Description: Interlocal agreement between the City of Lockhart and Travis county ESD #11 (Travis county Fire Rescue) for automatic and mutual aid in fire protection.

Summary of Provisions: Mutual aid and automatic aid for fire protection, ems, hazardous materials and rescue.

Officials Authorized to Implement: Fire Chief or designated representative.

Costs: N/A

Copies Held By: City of Lockhart and Travis County ESD #11 (Travis County Fire Rescue).

Contracts

Description: Lockhart EMS Management Services with Seton Family of Hospitals.

Summary of Provisions: Seton Hospital is to provide the personnel, supplies, and operations of Lockhart EMS.

Officials Authorized to Implement: Lockhart City Council.

Costs: Operating cost on annual basis.

Copies Held By: City of Lockhart and Seton Family of Hospitals (Ascension).

Description: Contract to provide a designated "City Health Officer"

Summary of Provisions: Contract with local physician to provide health & medical information and guidance.

Officials Authorized to Implement: Lockhart City Council.

Costs: Determined by contract.

Copies Held By: City of Lockhart and Contract Physician.

Description: Interlocal agreement for 700/800 MHZ communications operation and maintenance.

Summary of Provisions: 700/800 MHZ Communications agreement between Lockhart, Luling, Martindale, and Caldwell County.

Officials Authorized to Implement: City Managers and County Judge.

Costs: Designated by agreement.

Copies Held By: All parties in contract.

ATTACHMENT 7
NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) SUMMARY

A. BACKGROUND

1. NIMS is a comprehensive, national approach to incident management that is applicable to all jurisdictional levels and across functional disciplines. This system is suitable across a wide range of incidents and hazard scenarios, regardless of size or complexity. It provides a flexible framework for all phases of incident management, as well as requirements for processes, procedures, and systems designed to improve interoperability.
2. NIMS is a multifaceted system that provides a national framework for preparing for, preventing, responding to, and recovering from domestic incidents.

B. COMPONENTS

1. Command and Management. The incident management structures employed by NIMS can be used to manage emergency incidents or non-emergency events such as celebrations. The system works equally well for small incidents and large-scale emergency situations. The system has built-in flexibility to grow or shrink depending on current needs. It is a standardized system, so personnel from a variety of agencies and geographic locations can be rapidly incorporated into a common management structure.
 - a. Incident Management System. A system that can be used to manage emergency incidents or non-emergency events such as celebrations.

1) FEATURES OF ICS

ICS has a number of features that work together to make it a real management system. Among the primary attributes of ICS are:

- a) Common Terminology. ICS requires the use of common terminology, such as the use of standard titles for facilities and positions within an organization, to ensure efficient and clear communications.
- b) Organizational Resources. All resources including personnel, facilities, major equipment, and supply items used to support incident management activities must be "typed" with respect to capability. This typing will minimize confusion and enhance interoperability.
- c) Manageable Span of Control. Span of control should ideally vary from three to seven. Anything less or more requires expansion or consolidation of the organization.
- d) Organizational Facilities. Common terminology is used to define incident facilities, the activities conducted at these facilities, and the organizational positions that can be found working there.

- e) Use of Position Titles. All ICS positions have distinct titles.
- f) Reliance on an Incident Action Plan. The incident action plan, which may be verbal or written, is intended to provide supervisory personnel a common understanding of the situation and direction for future action. The plan includes a statement of objectives, organizational description, assignments, and support material such as maps. Written plans are desirable when two or more jurisdictions are involved, when state and/or federal agencies are assisting local response personnel, or there has been significant turnover in the incident staff.
- g) Integrated Communications. Integrated communications includes interfacing disparate communications as effectively as possible, planning for the use of all available systems and frequencies, and requiring the use of clear text in communications.
- h) Accountability. ICS is based on an orderly chain of command, check-in for all responders, and only one supervisor for each responder.

2) UNIFIED COMMAND

- a) Unified Command is a variant of ICS used when there is more than one agency or jurisdiction with responsibility for the incident or when personnel and equipment from a number of different agencies or jurisdictions are responding to it. This might occur when the incident site crosses jurisdictional boundaries or when an emergency situation involves matters for which state and/or federal agencies have regulatory responsibility or legal requirements.
- b) ICS Unified Command is intended to integrate the efforts of multiple agencies and jurisdictions. The major change from a normal ICS structure is at the top. In a Unified command, senior representatives of each agency or jurisdiction responding to the incident collectively agree on objectives, priorities, and an overall strategy or strategies to accomplish objectives; approve a coordinated Incident Action Plan; and designate an Operations Section Chief. The Operations Section Chief is responsible for managing available resources to achieve objectives. Agency and jurisdictional resources remain under the administrative control of their agencies or jurisdictions but respond to mission assignments and direction provided by the Operations Section Chief based on the requirements of the Incident Action Plan.

3) AREA COMMAND

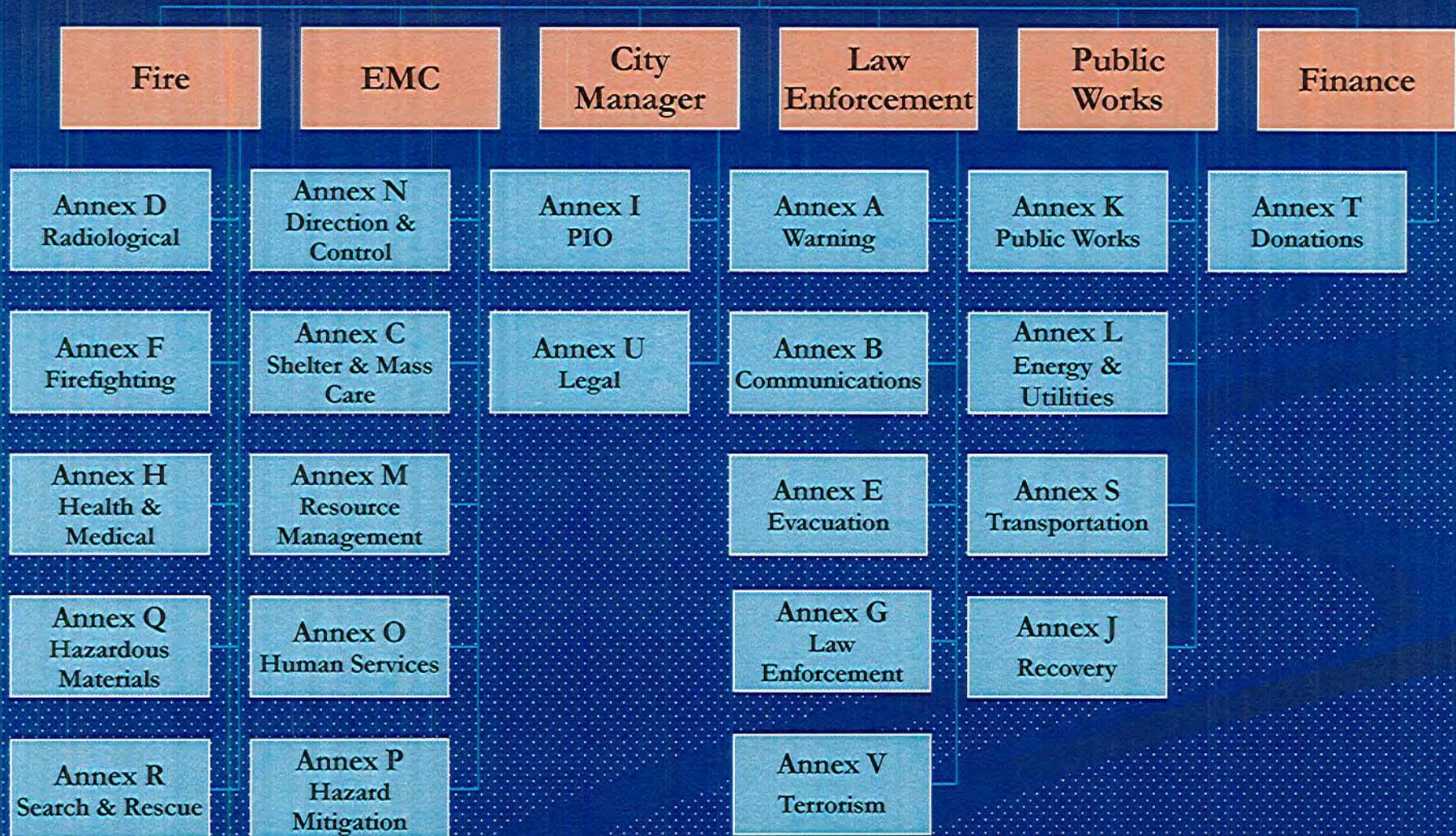
- a) An Area Command is intended for situations where there are multiple incidents that are each being managed by an ICS organization or to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command becomes Unified Area Command when incidents are multijurisdictional.
- b) The organization of an Area Command is different from a Unified Command in that there is no operations section, since all operations are conducted on-scene, at the separate ICPs.

- b. **Multiagency Coordination Systems.** Multiagency coordination systems may be required for incidents that require higher level resource management or information management. The components of multiagency coordination systems include facilities, equipment, EOCs, specific multiagency coordination entities, personnel, procedures, and communications; all of which are integrated into a common framework for coordinating and supporting incident management.
 - c. **Public Information.** The NIMS system fully integrates the ICS Joint Information System (JIS) and the Joint Information Center (JIC). The JIC is a physical location where public information staff involved in incident management activities can collocate to perform critical emergency information, crisis communications, and public affairs functions. More information on JICs can be obtained in the DHS *National Incident Management System Plan*, dated March 2004.
2. **Preparedness.** Preparedness activities include planning, training, and exercises as well as certification of response personnel, and equipment acquisition and certification. Activities would also include the creation of mutual aid agreements and Emergency Management Assistance Compacts. Any public information activities such as publication management would also be preparedness activities.
 3. **Resource Management.** All resources, such as equipment and personnel, must be identified and typed. Systems for describing, inventorying, requesting, and tracking resources must also be established.
 4. **Communications and Information Management.** Adherence to NIMS specified standards by all agencies ensures interoperability and compatibility in communications and information management.
 5. **Supporting Technologies.** This would include any technologies that enhance the capabilities essential to implementing the NIMS. For instance, voice and data communication systems, resource tracking systems, or data display systems.
 6. **Ongoing Management and Maintenance.** The NIMS Integration Center provides strategic direction and oversight in support of routine review and continual refinement of both the system and its components over the long term.

City of Lockhart

Annex Assignments 2020

Mayor



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City of Lockhart, Texas

Council Agenda Item Briefing Data

COUNCIL MEETING DATE: May 5, 2020

AGENDA ITEM CAPTION: Discussion and/or action regarding the Lockhart COVID-19 Economic Recovery Fund Activity update; providing opportunity for discussion and possible amendments to the program.

ORIGINATING DEPARTMENT AND CONTACT: Mike Kamerlander mkamerlander@lockhart-tx.org

ACTION REQUESTED:

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

BACKGROUND/SUMMARY/DISCUSSION:

On April 7, 2020, City Council established the COVID-19 Economic Recovery Program. As part of the ordinance passed, updates are to be provided monthly to City Council. Attached is the report for fund activities for the month of April.

PROJECT SCHEDULE (if applicable): N/A

AMOUNT & SOURCE OF FUNDING:

Finance Review initials _____

Funds Required:

Account Number:

Funds Available:

Account Name:

FISCAL NOTE (if applicable):

Previous Council Action: \$235,000 transferred from the former revolving loan fund to the newly created Lockhart COVID-19 Recovery Loan Program

COMMITTEE/BOARD/COMMISSION ACTION: None

STAFF RECOMMENDATION/REQUESTED MOTION: N/A

LIST OF SUPPORTING DOCUMENTS: April activity report for the COVID-19 Economic Recovery Program; Ordinance 2020-08; Application

Department Head initials:

City Manager's Review:

_____ 

CITY OF
Lockhart
ECONOMIC DEVELOPMENT
MEMORANDUM

Date: May 1, 2020
Re: Lockhart COVID-19 Recovery Loan Program Update
Prepared by: Mike Kamerlander, Director, Economic Development

On April 7, 2020, the Lockhart City Council passed ordinance 2020-08 which dissolved the Economic Development Loan Commission and the Revolving Loan Fund and reallocated the \$235,000 for a new purpose, the COVID-19 Economic Recovery Fund. The fund provides 0% interest rate loans for three years of either \$5,000 or \$7,500 for non-essential businesses only. Businesses, like restaurants, that provided a reduced level of service are eligible for the \$7,500 loan while businesses that were forced to close are eligible for the \$5,000 loan. These amounts are meant to help businesses pay rent and other overhead costs to be able to reopen after the pandemic has passed while also encouraging looking to other sources beyond city funds.

By establishing the COVID-19 loan program using the money from the revolving loan fund, it allowed the City of Lockhart to quickly deploy needed assistance to local businesses. The first 7 relief checks were issued on April 24th with another round delivered on May 1, 2020. Staff will continue to do weekly rounds of checks to applicant businesses until the fund is closed.

To date, LEDC staff has received 18 applications for COVID-19 loans and have funded 12 with 4 pending for the next round and include 5 retailers, 8 food & beverage, and 5 "other" companies. 2 applicants did not meet the criteria. The 12 companies have received a total of \$72,500. The pending 4 will add another \$20,000 for a total of \$92,500 of loans issued thus leaving \$142,500 for additional loans in the future. As a result of these loans, we can count 61 jobs that are being retained in our Central Commercial Business District. The attached spreadsheet provides this data per applicant including type of business, amount requested, whether or not it was funded and the number of employees at each.

Since the Lockhart COVID-19 Economic Relief Fund was created, the County launched its own relief fund through the Lockhart Chamber of Commerce. The Lockhart Chamber of Commerce and the Caldwell County Community Services Foundation created the "Lockhart Chamber of Commerce and Caldwell County Community Services Foundation Business Grant Assistance Program" with the help of the Capital Area Housing Finance Corporation to assist local businesses to meet the challenges of maintaining

payroll, paying rent, utilities, and general operating expenses. The \$50,000 fund provides one-time grants of up to \$2,500 to local businesses in Caldwell County. Businesses must have fewer than 25 employees, be headquartered in Caldwell County, and be a for-profit business. That program ended on May 1, 2020.

There have been 59 total applications to the Chamber fund. 60% of those 59 were from Lockhart businesses or 35 businesses. Of those 35, 28 were located in Lockhart's Central Commercial Business district.

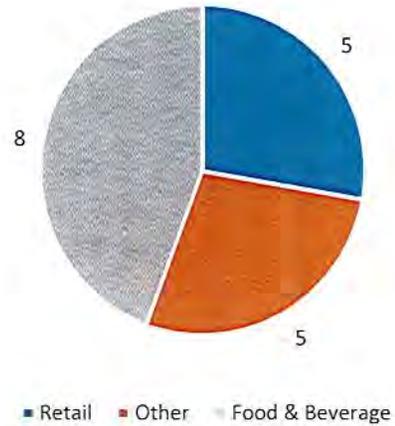
Lockhart COVID-19 Economic Relief Fund
4/30/2020

Type of Business	Amount	Funded?	# of Employees
Retail	\$ 5,000	Yes	4
Other	\$ 5,000	Yes	1
Other	\$ 5,000	Yes	1
Other	\$ 5,000	Yes	8
Food & Beverage	\$ 7,500	Yes	9
Retail	\$ 5,000	Yes	2
Retail	\$ 5,000	Yes	3
Food & Beverage	\$ 7,500	Yes	4
Food & Beverage	\$ 7,500	Yes	10
Food & Beverage	\$ 7,500	Yes	7
Food & Beverage	\$ 7,500	Yes	6
Food & Beverage	\$ 5,000	Yes	3
Retail	\$ 5,000	Open	1
Other	\$ 5,000	Open	1
Food & Beverage		No	
Other		No	
Retail	\$ 5,000	Open	1
Food & Beverage	\$ 5,000	Open	
18	\$ 92,500	12	61

\$ 142,500

Remaining

No. of Applicants



COVID-19 Economic Recovery Loan Program Application

Background

The City of Lockhart is implementing a COVID-19 Emergency Loan Program to provide assistance to local businesses suffering from financial impacts related to the COVID-19 (coronavirus) pandemic. The purpose of this program is to provide working capital for personnel costs, rent, utilities, etc. for existing small business enterprises within the city of Lockhart, Texas. The City will provide loans in the amounts of \$5,000 with a possible additional \$2,500, according to the operation needs of the business. If the applicant's business is currently closed due to the COVID-19 pandemic, that business will receive \$5,000 to help with overhead costs. If the business is still operating, such as a restaurant and also has personnel costs, that business will be eligible for an additional \$2,500 for a maximum of \$7,500. All loans will have a 36-month repayment schedule and will not be charged interest if paid in full by the maturity date. A promissory note must be executed. No payments will be required prior to October 1, 2020. The application period for this loan will remain open until September 30, 2020; until funding has been exhausted; or until the City determines that its program goals have been satisfied.

Eligibility & Consideration

In order to qualify for funding under this program, the applicant must meet all of the following criteria:

- The business must be located in the corporate city limits of Lockhart, and must be in compliance with all applicable zoning, land use, and other ordinances.
- Proof of applicant's ownership of the business, or proof that the owner of such business has approved the application for loan funds, shall be required.
- The applicant must be current on all property and sales taxes due and must show evidence of payroll taxes withheld and remitted.
- The applicant must submit a balance sheet and profit-and-loss statements for the last six months.
- There is a limit of one loan per twelve-month period per applicant.
- The City is the sole and final authority in determining eligibility for funding.
- Not a home-based business
- Has been in business at least 12 months
- Employs fewer than 25 employees

- Has applied for Small Business Administration loan or other type of loan from a certified financial institution

- Non-Qualifying Business: Businesses that do not qualify for this loan program are considered essential businesses and are the following:
 - Grocery stores, big box stores, farmer's and food markets
 - Liquor, wine and beer stores
 - Construction and real estate development and sales
 - New or used automotive sales
 - Banks, lending and financial institutions
 - Gas stations and convenience stores
 - Non-profit entities, organizations or associations
 - Medical and health providers and related service companies and vendors
 - Auto mechanics and auto repair shops
 - Plumbers, HVAC technicians and electricians

If you have questions, or for assistance with your application, please contact Mike Kamerlander at the EDC ((512) 398-3461 or mkamerlander@lockhart-tx.org).

COVID-19 Economic Recovery Loan Program Application

1. Applicant Information

Contact Name(s): _____

Name of Business: _____

Address: _____

Contact Phone: _____ Email Address: _____

2. Information on Business

Overhead Only (\$5,000): _____ Overhead and personnel (\$7,500) _____

Typical Monthly Revenue: _____ Typical Monthly Expenses: _____ Own or Rent? (circle one)

Purpose(s) of Loan Request: _____

Cash on Hand and in Banks: _____ Name of Primary Financial Institution: _____

Have you approached your bank about financial assistance? _____ Yes _____ No

Number of Years in Business: _____ Number of Years at Current Location: _____

Number of Full-Time Employees: _____ Number of Part-Time or Seasonal Employees: _____

3. Commitment

I agree to adhere to the COVID-19 Emergency Loan Program guidelines as established by the City of

Signature of Applicant

Date

Please return this application and your most recent tax return to the Lockhart Economic Development Corporation. Submissions by email are preferred (send to mkamerlander@lockhart-tx.org), but hard copies will be accepted at 308 W. San Antonio Lockhart, Texas 78644. Please note that our lobby is currently closed to the public, but you may set up an appointment if necessary. Call 512-398-3461 for more information.

HISTORY

ORDINANCE NO. 2020-08

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOCKHART, TEXAS CREATING THE LOCKHART COVID-19 ECONOMIC RECOVERY FUND; AMENDING SEC. 2-207 OF THE LOCKHART CODE OF ORDINANCES TO DISSOLVE THE ECONOMIC DEVELOPMENT LOAN COMMISSION; TRANSFERRING FUNDS IN THE LOCKHART REVOLVING LOAN FUND PROGRAM TO THE GENERAL FUND AND APPROPRIATING THE SAME FOR USE IN THE LOCKHART COVID-19 ECONOMIC RECOVERY FUND; ESTABLISHING A PROCEDURE FOR ADMINISTERING THE LOCKHART COVID-19 ECONOMIC RECOVERY FUND; PROVIDING FOR REPEALING OF CONFLICTS, SEVERABILITY AND SAVINGS AND AN EFFECTIVE DATE

WHEREAS, the world-wide pandemic caused by the Coronavirus and COVID-19 has and continues to cause loss of jobs, closing of businesses, and economic hardship within the City of Lockhart; and

WHEREAS, the City of Lockhart has a revolving loan fund for which funds have been appropriated and which is administered with the assistance and guidance of an advisory committee called the Economic Development Loan Commission; and

WHEREAS, the City Council finds that a public purpose will be accomplished by establishing a fund, to be called the Lockhart COVID-19 Economic Recovery Fund, to provide loans to local businesses in order to help retain jobs and to meet other economic exigencies brought about by or in connection with the aforesaid pandemic; and

WHEREAS, the City Council has determined that it is the best interest of the City to dissolve the aforesaid Economic Development Loan Commission and to transfer funds heretofore appropriated for the revolving loan fund to the general fund for use under the Lockhart COVID-19 Economic Recovery Fund;

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

Section 1. Recitals incorporated. The aforesaid recitals are adopted and incorporated herein for all purposes.

Section 2. Creation of Fund. There is hereby created the Lockhart COVID-19 Economic Recovery Fund ("the Fund").

Section 3. Amendment. Section 2.207 of the Code of Ordinances of the City of Lockhart is amended by deletion of subsection (2) b of that Section, which currently reads "Economic Development Loan Commission" and replacing that subsection with "Reserved."

1 of 2
Ordinance 2020-08

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HISTORY

Section 4. Transfer of Funds. Funds heretofore appropriated or budgeted for use under the Lockhart Revolving Loan Fund are hereby transferred to the City's general fund for use under the Lockhart COVID-19 Economic Recovery Fund.

Section 5. Administration and Direction. The City Council shall have the sole discretion on how to administer the Lockhart COVID-19 Economic Recovery Fund, and directs the City Manager to establish criteria for identifying local businesses and entities that may qualify for loans, to draft application forms, documents, and procedures necessary for making such loans in amounts and durations that will most accomplish a public purpose, awarding such loans, and providing a report to the City Council at least once per month regarding the recipients and details of such loans, unless and until the City Council directs otherwise.

Section 6. Repealer. All provisions of the Code of Ordinances of the City of Lockhart codified or uncodified, in conflict with the provisions of this Ordinance are hereby repealed, and all other provisions of the Code of Ordinances of the City of Lockhart codified or uncodified, not in conflict with the provisions of this Ordinance shall remain in full force and effect.

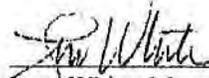
Section 7. Severability. It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses, and phrases of this Ordinance are severable, and if any phrase, clause, sentence, or section of this Ordinance shall be declared unconstitutional or invalid by any court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any other remaining phrase, clause, sentence, paragraph or section of this Ordinance.

Section 8. Savings. The repeal of any Ordinance or part of Ordinances effectuated by the enactment of this Ordinance shall not be construed as abandoning any action now pending under or by virtue of such Ordinance or as discontinuing, abating, modifying or altering any penalty accruing or to accrue, or as affecting any rights of the municipality under any section or provisions at the time of passage of this Ordinance.

Section 9. Effective Date. This ordinance shall become effective and be in full force ten days from the date of its passage.

PASSED AND ADOPTED on this the 7th day of April 2020.

CITY OF LOCKHART


Lew White, Mayor

ATTEST:


Connie Constancio, TRMC, City Secretary

APPROVED AS TO FORM:


Monte Akers, City Attorney

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Ordinance 2020-08

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City of Lockhart, Texas

Council Agenda Item Briefing Data

COUNCIL MEETING DATE: May 5, 2020

AGENDA ITEM CAPTION:

Discussion and/or action regarding the City of Lockhart's Mayoral Declaration of Local State of Disaster due to Public Health Emergency order extended on April 7, 2020, and addressing other matters related to COVID-19, if necessary.

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

ACTION REQUESTED:

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

BACKGROUND/SUMMARY/DISCUSSION:

On April 7, 2020, the Council adopted a Resolution that provided that the City will indefinitely extend the Local Disaster Declaration to incorporate the provisions of Governor Greg Abbott's Executive Order GA-14 that was issued on March 31, 2020. The Resolution also delegated the City Manager the ability to suspend disconnection and collection of payments for utility bills.

Attached is Governor Abbot's current Executive Order GA-18 that provides details about "Reopened services" starting on May 1, 2020 and in effect until May 15, 2020.

This item is placed on the agenda to allow Council to take further action, if necessary.

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):

COMMITTEE/BOARD/COMMISSION ACTION: None.

STAFF RECOMMENDATION/REQUESTED MOTION:

None – Council discretion.

LIST OF SUPPORTING DOCUMENTS:

City of Lockhart's Resolution 2020-12 and Governor Greg Abbott's Executive Order GA-18.

Department Head initials:

City Manager's Review:


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Executive Order

BY THE
GOVERNOR OF THE STATE OF TEXAS

Executive Department
Austin, Texas
April 27, 2020

EXECUTIVE ORDER
GA 18

*Relating to the expanded reopening of services as part of the safe, strategic plan to
Open Texas in response to the COVID-19 disaster.*

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

WHEREAS, on April 12, 2020, I issued a proclamation renewing the disaster declaration for all counties in Texas; and

WHEREAS, the Commissioner of the Texas Department of State Health Services (DSHS), Dr. John Hellerstedt, has determined that COVID-19 represents a public health disaster within the meaning of Chapter 81 of the Texas Health and Safety Code, and renewed that determination on April 17, 2020; and

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

WHEREAS, I issued Executive Order GA-08 on March 19, 2020, mandating certain obligations for Texans in accordance with the President's Coronavirus Guidelines for America, as promulgated by President Donald J. Trump and the Centers for Disease Control and Prevention (CDC) on March 16, 2020, which called upon Americans to take actions to slow the spread of COVID-19 for 15 days; and

WHEREAS, shortly before Executive Order GA-08 expired, I issued Executive Order GA-14 on March 31, 2020, based on the President's announcement that the restrictive social-distancing Guidelines should extend through April 30, 2020, in light of advice from Dr. Anthony Fauci and Dr. Deborah Birx, and also based on guidance by DSHS Commissioner Dr. Hellerstedt and Dr. Birx that the spread of COVID-19 can be reduced by minimizing social gatherings; and

WHEREAS, Executive Order GA-14 superseded Executive Order GA-08 and expanded the social-distancing restrictions and other obligations for Texans that are aimed at slowing the spread of COVID-19, including by limiting social gatherings and in-person contact with people (other than those in the same household) to providing or obtaining "essential services," and by expressly adopting federal guidance that provides a list of critical-infrastructure sectors, workers, and functions that should continue as "essential services" during the COVID-19 response; and

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SECRETARY OF STATE
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WHEREAS, after more than two weeks of having in effect the heightened restrictions like those required by Executive Order GA-14, which have saved lives, it was clear that the disease still presented a serious threat across Texas that could persist in certain areas, but also that COVID-19 had wrought havoc on many Texas businesses and workers affected by the restrictions that were necessary to protect human life; and

WHEREAS, on April 17, 2020, I therefore issued Executive Order GA-17, creating the Governor's Strike Force to Open Texas to study and make recommendations on safely and strategically restarting and revitalizing all aspects of the Lone Star State--work, school, entertainment, and culture; and

WHEREAS, also on April 17, 2020, I issued Executive Order GA-16 to replace Executive Order GA-14, and while Executive Order GA-16 generally continued through April 30, 2020, the same social-distancing restrictions and other obligations for Texans according to federal guidelines, it offered a safe, strategic first step to Open Texas, including permitting retail pick-up and delivery services; and

WHEREAS, Executive Order GA-16 is set to expire at 11:59 p.m. on April 30, 2020; and

WHEREAS, Texas must continue to protect lives while restoring livelihoods, both of which can be achieved with the expert advice of medical professionals and business leaders; and

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

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

WHEREAS, under Section 418.016(a), the "governor may suspend the provisions of any regulatory statute prescribing the procedures for conduct of state business ... if strict compliance with the provisions ... would in any way prevent, hinder, or delay necessary action in coping with a disaster;" and

WHEREAS, under Section 418.017(a), the "governor may use all available resources of state government and of political subdivisions that are reasonably necessary to cope with a disaster;" and

WHEREAS, under Section 418.018(c), the "governor may control ingress and egress to and from a disaster area and the movement of persons and the occupancy of premises in the area;" and

WHEREAS, under Section 418.173, failure to comply with any executive order issued during the COVID-19 disaster is an offense punishable by a fine not to exceed \$1,000, confinement in jail for a term not to exceed 180 days, or both fine and confinement.

NOW, THEREFORE, I, Greg Abbott, Governor of Texas, by virtue of the power and authority vested in me by the Constitution and laws of the State of Texas, do hereby order the following on a statewide basis effective immediately, and continuing through May 15, 2020, subject to extension based on the status of COVID-19 in Texas and the

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recommendations of the Governor's Strike Force to Open Texas, the White House Coronavirus Task Force, and the CDC:

In accordance with guidance from DSHS Commissioner Dr. Hellerstedt, and to achieve the goals established by the President to reduce the spread of COVID-19, every person in Texas shall, except where necessary to provide or obtain essential services or reopened services, minimize social gatherings and minimize in-person contact with people who are not in the same household. People over the age of 65, however, are strongly encouraged to stay at home as much as possible; to maintain appropriate distance from any member of the household who has been out of the residence in the previous 14 days; and, if leaving the home, to implement social distancing and to practice good hygiene, environmental cleanliness, and sanitation.

"Essential services" shall consist of everything listed by the U.S. Department of Homeland Security (DHS) in its Guidance on the Essential Critical Infrastructure Workforce, Version 3.0 or any subsequent version, plus religious services conducted in churches, congregations, and houses of worship. Other essential services may be added to this list with the approval of the Texas Division of Emergency Management (TDEM). TDEM shall maintain an online list of essential services, as specified in this executive order and any approved additions. Requests for additions should be directed to TDEM at EssentialServices@tdem.texas.gov or by visiting the TDEM website at www.tdem.texas.gov/essentialservices.

"Reopened services" shall consist of the following to the extent they are not already "essential services:"

1. Retail services that may be provided through pickup, delivery by mail, or delivery to the customer's doorstep.
2. Starting at 12:01 a.m. on Friday, May 1, 2020:
 - a) In-store retail services, for retail establishments that operate at up to 25 percent of the total listed occupancy of the retail establishment.
 - b) Dine-in restaurant services, for restaurants that operate at up to 25 percent of the total listed occupancy of the restaurant; provided, however, that (a) this applies only to restaurants that have less than 51 percent of their gross receipts from the sale of alcoholic beverages and are therefore not required to post the 51 percent sign required by Texas law as determined by the Texas Alcoholic Beverage Commission, and (b) valet services are prohibited except for vehicles with placards or plates for disabled parking.
 - c) Movie theaters that operate at up to 25 percent of the total listed occupancy of any individual theater for any screening.
 - d) Shopping malls that operate at up to 25 percent of the total listed occupancy of the shopping mall; provided, however, that within shopping malls, the food-court dining areas, play areas, and interactive displays and settings must remain closed.
 - e) Museums and libraries that operate at up to 25 percent of the total listed occupancy; provided, however, that (a) local public museums and local public libraries may so operate only if permitted by the local government, and (b) any components of museums or libraries that have interactive functions or exhibits, including child play areas, must remain closed.
 - f) For Texas counties that have filed with DSHS, and are in compliance with, the requisite attestation form promulgated by DSHS regarding five or fewer cases of COVID-19, those in-store retail services, dine-in restaurant services, movie theaters, shopping malls, and museums and libraries, as otherwise defined and limited above, may operate at up to 50 percent (as opposed to 25 percent) of

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- the total listed occupancy.
- g) Services provided by an individual working alone in an office.
 - h) Golf course operations.
 - i) Local government operations, including county and municipal governmental operations relating to permitting, recordation, and document-filing services, as determined by the local government.
 - j) Such additional services as may be enumerated by future executive orders or proclamations by the governor.

The conditions and limitations set forth above for reopened services shall not apply to essential services. Notwithstanding anything herein to the contrary, the governor may by proclamation identify any county or counties in which reopened services are thereafter prohibited, in the governor's sole discretion, based on the governor's determination in consultation with medical professionals that only essential services should be permitted in the county, including based on factors such as an increase in the transmission of COVID-19 or in the amount of COVID-19-related hospitalizations or fatalities.

In providing or obtaining essential services or reopened services, people and businesses should follow the minimum standard health protocols recommended by DSHS, found at www.dshs.texas.gov/coronavirus, and should implement social distancing, work from home if possible, and practice good hygiene, environmental cleanliness, and sanitation. This includes also following, to the extent not inconsistent with the DSHS minimum standards, the Guidelines from the President and the CDC, as well as other CDC recommendations. Individuals are encouraged to wear appropriate face coverings, but no jurisdiction can impose a civil or criminal penalty for failure to wear a face covering.

Religious services should be conducted in accordance with the joint guidance issued and updated by the attorney general and governor.

People shall avoid visiting bars, gyms, public swimming pools, interactive amusement venues such as bowling alleys and video arcades, massage establishments, tattoo studios, piercing studios, or cosmetology salons. The use of drive-thru, pickup, or delivery options for food and drinks remains allowed and highly encouraged throughout the limited duration of this executive order.

This executive order does not prohibit people from accessing essential or reopened services or engaging in essential daily activities, such as going to the grocery store or gas station, providing or obtaining other essential or reopened services, visiting parks, hunting or fishing, or engaging in physical activity like jogging, bicycling, or other outdoor sports, so long as the necessary precautions are maintained to reduce the transmission of COVID-19 and to minimize in-person contact with people who are not in the same household.

In accordance with the Guidelines from the President and the CDC, people shall not visit nursing homes, state supported living centers, assisted living facilities, or long-term care facilities unless to provide critical assistance as determined through guidance from the Texas Health and Human Services Commission (HHSC). Nursing homes, state supported living centers, assisted living facilities, and long-term care facilities should follow infection control policies and practices set forth by the HHSC, including minimizing the movement of staff between facilities whenever possible.

In accordance with the Guidelines from the President and the CDC, schools shall remain temporarily closed to in-person classroom attendance by students and shall not

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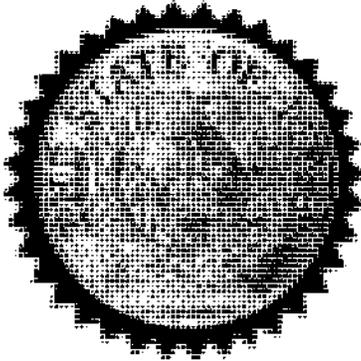
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recommence before the end of the 2019-2020 school year. Public education teachers and staff are encouraged to continue to work remotely from home if possible, but may return to schools to conduct remote video instruction, as well as perform administrative duties, under the strict terms required by the Texas Education Agency. Private schools and institutions of higher education should establish similar terms to allow teachers and staff to return to schools to conduct remote video instruction and perform administrative duties when it is not possible to do so remotely from home.

This executive order shall supersede any conflicting order issued by local officials in response to the COVID-19 disaster, but only to the extent that such a local order restricts essential services or reopened services allowed by this executive order, allows gatherings prohibited by this executive order, or expands the list of essential services or the list or scope of reopened services as set forth in this executive order. I hereby suspend Sections 418.1015(b) and 418.108 of the Texas Government Code, Chapter 81, Subchapter E of the Texas Health and Safety Code, and any other relevant statutes, to the extent necessary to ensure that local officials do not impose restrictions inconsistent with this executive order, provided that local officials may enforce this executive order as well as local restrictions that are consistent with this executive order.

This executive order supersedes Executive Order GA-16, but does not supersede Executive Orders GA-10, GA-11, GA-12, GA-13, GA-15, or GA-17. This executive order shall remain in effect and in full force until 11:59 p.m. on May 15, 2020, unless it is modified, amended, rescinded, or superseded by the governor.



Given under my hand this the 27th
day of April, 2020.

Handwritten signature of Greg Abbott in black ink.

GREG ABBOTT
Governor

ATTESTED BY:

Handwritten signature of Ruth R. Hughes in black ink.

RUTH R. HUGHES
Secretary of State

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SECRETARY OF STATE
10:00 O'CLOCK

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HISTORY

RESOLUTION NO. 2020-12

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOCKHART EXTENDING THE CITY'S LOCAL DISASTER DECLARATION, INCORPORATING THE GOVERNOR'S EXECUTIVE ORDER GA-14 AND THE CALDWELL COUNTY JUDGE'S ORDER OF MARCH 24, 2020; ADDRESSING OTHER RELATED MATTERS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on March 17, 2020, the Mayor of the City of Lockhart, Texas, issued a Declaration of Local State of Disaster related to Coronavirus pandemic, effective for seven days, which declaration was amended on March 19, 2020; and

WHEREAS, on March 24, 2020 the City Council of Lockhart voted by minute order to extend the Mayor's Declaration (hereafter "the City's Local Disaster Declaration") until April 7, 2020; and

WHEREAS, on March 30, 2020, the County Judge of Caldwell County, Texas issued a "Stay Home/Stay Safe Order ("the County Order") in accordance with an order of a state of local disaster previously issued by the County Judge on March 14, 2020; and

WHEREAS, on March 31, 2020, the Governor of Texas Greg Abbott issued Executive Order GA-14 (the "Order"), a copy of which is attached hereto, ordering and providing guidance on essential services, remote telework from home and other issues and providing that the Order supersedes any local declaration that conflicts with the Order with regard to essential services; and

WHEREAS, the Council wishes to continue its local declaration indefinitely to abate the effects of the spread of the coronavirus and to incorporate both the Order and the County Order therein; and

WHEREAS, under Texas Local Government Code Section 552.001(b), the Council has broad authority to regulate water, sewer, gas, or electricity systems (collective, the "Utility Systems") in a manner that protects the interests of the municipality; and

WHEREAS, during this disaster, the Council wishes to delegate to the City Manager the authority to postpone Utility Systems payments and disconnections; and

WHEREAS, upon conclusion of the disaster, the Council shall rescind this Resolution.

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

SECTION 1: Findings Incorporated. The findings recited above are incorporated as if fully set forth in the body of this Resolution.

HISTORY

SECTION 2: Ratification, Extension, and Incorporation. The City Council hereby ratifies and extends the City's Local Disaster Declaration indefinitely and incorporates into this Resolution the provisions of Governor Greg Abbott's Executive Order GA-14 and the Caldwell County Judge's Stay Home/Stay Safe Order of March 30, 2020. Any conflict that is found to exist between the City's Local Disaster Declaration and either the Order or the County Order shall be resolved in favor of the Order or County Order, as applicable.

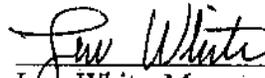
SECTION 3: Utility Systems Disconnections/Payments Suspended. The City Council hereby delegates to the City Manager the ability to suspend disconnection and collection of payments for Utility Systems for the duration of this Resolution.

SECTION 4: Ending Date. This Resolution shall remain in effect indefinitely, until the disaster has concluded or this Resolution is terminated by the City Council.

SECTION 5: Effective Dates. This Resolution shall be in force and effect immediately upon final passage until the ending date, and it is so resolved.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF LOCKHART, TEXAS on this the 7th day of April 2020.

CITY OF LOCKHART


Lew White, Mayor

Attest:


Connie Constancio, TRMC, City Secretary

Approved as to form:


Monte Akers, City Attorney

HISTORY

Executive Order

BY THE
GOVERNOR OF THE STATE OF TEXAS

Executive Department
Austin, Texas
March 31, 2020

EXECUTIVE ORDER GA 14

*Relating to statewide continuity of essential services and activities
during the COVID-19 disaster.*

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

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

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

WHEREAS, I issued Executive Order GA-08 on March 19, 2020, mandating certain obligations for Texans in accordance with the President's Coronavirus Guidelines for America, as promulgated by President Donald J. Trump and the Centers for Disease Control and Prevention (CDC) on March 16, 2020, which called upon Americans to take actions to slow the spread of COVID-19 for 15 days; and

WHEREAS, Executive Order GA-08 is subject to expiration at 11:59 p.m. on April 3, 2020, absent further action by the governor; and

WHEREAS, on March 29, 2020, to avoid scenarios that could lead to hundreds of thousands of deaths, the President announced that, based on advice from Dr. Anthony Fauci and Dr. Deborah Birx, the restrictive social-distancing Guidelines should extend through April 30, 2020; and

WHEREAS, DSHS Commissioner Dr. Hellerstedt and White House Coronavirus Response Coordinator Dr. Birx say that the spread of COVID-19 can be reduced by minimizing social gatherings; and

WHEREAS, on March 28, 2020, the U.S. Department of Homeland Security issued its Guidance on the Essential Critical Infrastructure Workforce, Version 2.0, which provides an advisory list of critical-infrastructure sectors, workers, and functions that should continue during the COVID-19 response; and

WHEREAS, for state agencies and their employees and agents, the Office of the Attorney General of Texas has advised that local restrictions issued in response to the COVID-19 disaster do not apply to restrict the conduct of state business; and

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2 PM O'CLOCK

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HISTORY

Governor Greg Abbott
March 31, 2020

Executive Order GA-14
Page 2

WHEREAS, all government entities and businesses should be allowed to continue providing essential services during the COVID-19 disaster, and all critical infrastructure should be allowed to remain operational; and

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

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

WHEREAS, under Section 418.016(a), the "governor may suspend the provisions of any regulatory statute prescribing the procedures for conduct of state business ... if strict compliance with the provisions ... would in any way prevent, hinder, or delay necessary action in coping with a disaster;" and

WHEREAS, under Section 418.017(a), the "governor may use all available resources of state government and of political subdivisions that are reasonably necessary to cope with a disaster;" and

WHEREAS, under Section 418.018(c), the "governor may control ingress and egress to and from a disaster area and the movement of persons and the occupancy of premises in the area;" and

WHEREAS, under Section 418.173, failure to comply with any executive order issued during the COVID-19 disaster is an offense punishable by a fine not to exceed \$1,000, confinement in jail for a term not to exceed 180 days, or both fine and confinement.

NOW, THEREFORE, I, Greg Abbott, Governor of Texas, by virtue of the power and authority vested in me by the Constitution and laws of the State of Texas, do hereby order the following on a statewide basis effective 12:01 a.m. on April 2, 2020, and continuing through April 30, 2020, subject to extension based on the status of COVID-19 in Texas and the recommendations of the CDC and the White House Coronavirus Task Force:

In accordance with guidance from DSHS Commissioner Dr. Hellerstedt, and to achieve the goals established by the President to reduce the spread of COVID-19, every person in Texas shall, except where necessary to provide or obtain essential services, minimize social gatherings and minimize in person contact with people who are not in the same household.

"Essential services" shall consist of everything listed by the U.S. Department of Homeland Security in its Guidance on the Essential Critical Infrastructure Workforce, Version 2.0, plus religious services conducted in churches, congregations, and houses of worship. Other essential services may be added to this list with the approval of the Texas Division of Emergency Management (TDEM). TDEM shall maintain an online list of essential services, as specified in this executive order and in any approved additions. Requests for additions should be directed to TDEM at EssentialServices@tdem.texas.gov or by visiting www.tdem.texas.gov/essentialservices.

In providing or obtaining essential services, people and businesses should follow the Guidelines from the President and the CDC by practicing good hygiene, environmental cleanliness, and sanitation, implementing social distancing, and working from home if possible. In particular, all services should be provided through remote telework from

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SECRETARY OF STATE
2 PM O'CLOCK

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Governor Greg Abbott
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home unless they are essential services that cannot be provided through remote telework. If religious services cannot be conducted from home or through remote services, they should be conducted consistent with the Guidelines from the President and the CDC by practicing good hygiene, environmental cleanliness, and sanitation, and by implementing social distancing to prevent the spread of COVID-19.

In accordance with the Guidelines from the President and the CDC, people shall avoid eating or drinking at bars, restaurants, and food courts, or visiting gyms, massage establishments, tattoo studios, piercing studios, or cosmetology salons; provided, however, that the use of drive-thru, pickup, or delivery options for food and drinks is allowed and highly encouraged throughout the limited duration of this executive order.

This executive order does not prohibit people from accessing essential services or engaging in essential daily activities, such as going to the grocery store or gas station, providing or obtaining other essential services, visiting parks, hunting or fishing, or engaging in physical activity like jogging or bicycling, so long as the necessary precautions are maintained to reduce the transmission of COVID-19 and to minimize in-person contact with people who are not in the same household.

In accordance with the Guidelines from the President and the CDC, people shall not visit nursing homes, state supported living centers, assisted living facilities, or long-term care facilities unless to provide critical assistance as determined through guidance from the Texas Health and Human Services Commission.

In accordance with the Guidelines from the President and the CDC, schools shall remain temporarily closed to in-person classroom attendance and shall not recommence before May 4, 2020.

This executive order shall supersede any conflicting order issued by local officials in response to the COVID-19 disaster, but only to the extent that such a local order restricts essential services allowed by this executive order or allows gatherings prohibited by this executive order. I hereby suspend Sections 418.1015(b) and 418.108 of the Texas Government Code, Chapter 81, Subchapter E of the Texas Health and Safety Code, and any other relevant statutes, to the extent necessary to ensure that local officials do not impose restrictions inconsistent with this executive order, provided that local officials may enforce this executive order as well as local restrictions that are consistent with this executive order.

This executive order supersedes Executive Order GA-08, but not Executive Orders GA-09, GA-10, GA-11, GA-12, or GA-13, and shall remain in effect and in full force until April 30, 2020, unless it is modified, amended, rescinded, or superseded by the governor.



Given under my hand this the 31st day of
March, 2020

Handwritten signature of Greg Abbott in black ink.

GREG ABBOTT
Governor

FILED IN THE OFFICE OF THE
SECRETARY OF STATE
2 PM O'CLOCK

MAR 31 2020

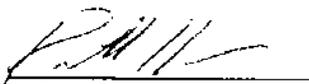
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ATTESTED BY:



RUTH R. HUGHS
Secretary of State

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2 pm O'CLOCK
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LIST OF BOARD/COMMISSION VACANCIES

Updated: May 1, 2020

Board Name	Reappointments/Vacancies	Council member
Board of Adjustment	One Alternate position	Any Councilmember
Historical Preservation Comm	VACANT - Belinda Gillis not a member	Mayor Pro-Tem Sanchez

APPLICATIONS RECEIVED TO BE ON A BOARD/COMMISSION

APPLICANT	BOARD REQUESTED	DATE RECEIVED	RESIDENCE DISTRICT

NO CURRENT APPLICATIONS

<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,</i> is amended to read as follows: 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,</i> is amended to read as follows: 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 filled for an unexpired term in the manner in which the original appointments are required to be made. (Ordinance 06-08, adopted February 7, 2006)</p>

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<p>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
		Rob Ortiz, Alternate	03/07/17
	Planning & Zoning	Manuel Oliva	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 VACANT- Gillis resigned 5-1-20 Jodi King Chris Schexnayder Philip Ruiz, Vice-Chair	01/07/20 01/07/20 01/07/20 01/07/20 01/07/20 01/07/20 03/07/17 01/07/20

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COUNCILMEMBER BOARD/COMMISSION APPOINTMENTS

At-Large - Brad Westmoreland	Airport Board Board of Adjustment Construction Board (Alternate) Eco Dev. 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 Govca Terry Black Jane Brown Raymond DeLeon Dyrall Thomas	09/05/17 – Westmoreland 09/05/17 – Westmoreland 09/05/17 – Mayor White 09/1917 – Sanchez 12/19/17 – McGregor 09/19/17 – Michelson 09/20/17 – Castillo 09/22/17 – Mendoza
	Wayfinding Signage and Community Branding Ad-Hoc Committee (5 members) 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

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

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

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

CM INITIALS	PRIORITY #	GOALS IDENTIFIED BY COUNCIL FOR FY 18-19: SORTED BY CATEGORY	SUGGESTED FUNDING SOURCE BY COUNCILMEMBER	SORTED BY CATEGORY	CITY MANAGER COMMENTS
BW	7	Improve communication between City and Chamber of Commerce	In-House	Chamber	City Staff works together with Chambers on all their events by being a co-sponsor with many in-kind services. Robert Tobias attends their meetings and periodically makes presentations about Economic Development issues.
JC	4	City Facilities	GF	City Bldgs	Budget for roofs and major repairs
JEFF M	5	Refurbish City Hall inside (making it more inviting)	Gen Fund	City Bldgs	Working on it; repairs to ceiling in progress, restrooms to be refurbished and replace signage with more informative directions.
JEFF M	7	Prepare Fire Station 3 (so we can have main station remodeled)	Gen Fund	City Bldgs	New plans will be prepared working with new Chief who has different ideas than the previous Chief
AGS	1	Hire A City Manager. Hire a City Manager that is Well Rounded and Experienced and Will Help our City to Continue to Grow for the right and positive reasons. To hire a City Manager that will allow our Department Heads to Grow and Improve Our Departments with their recommended suggestions not only from our department heads but from our employees. Working Smarter not Harder.	GF	City Manager	I concur. The current City Mgr has rode back of garbage trucks, climbed electrical poles, worked water/sewer/asphalt/concrete projects, and has been a utility collections clerk, and during these experiences learned the value of suggestions for charge that comes from employees in such positions. All department heads/supervisors are 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
JC	2	Economic Development	GF	Econo Devl	See above

CM INITIALS	PRIORITY #	GOALS IDENTIFIED BY COUNCIL FOR FY 18-19: SORTED BY CATEGORY	SUGGESTED FUNDING SOURCE BY COUNCILMEMBER	SORTED BY CATEGORY	CITY MANAGER COMMENTS
JEFF M	3	Expand economic development (by helping to spread the word & being more involved)	Gen Fund	Econo Devl	Robert Tobias is involved with the San Marcos Partnership, local chambers, and with downtown businesses on a regular basis. Leads from the Governor's office and the Austin Chamber are also pursued as applicable.
AGS	4	Economic Development: Recruit more businesses especially retail and continue efforts; contact existing and vacant building owners to see if they are willing to work with the City of Lockhart to bring retail businesses and specialty shops, as well as industrial. Purchase buildings and land when on the market for possible new businesses for the city. Art Galleries and Music Venues have increased within our downtown area and though many not appreciate these type of business and or venues, it is good for our downtown and its livelihood. Let's work on getting more of the specialty shops and boutiques in or around the square.	GF	Econo Devl	The problem is that many of the property owners downtown do not have the funds to customize their buildings to support specialty shops which most the time are not willing to spend money on a building. Rob Tobias is exploring ways to address this issue.
JUAN M	1	Pay raise across the board	GF	Employees	Estimated Costs Including Benefits: For each 1% for non-civil service= \$52,000 For each 1% for civil service = \$28,000
AGS	2	All Department Heads to Budget Salary Increases for all City Employees.	GF	Employees	See above
IC	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.
IC	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																																							
\$2,068,024.00	1	DRAINING IMPROVEMENTS CONTRACT 1 - Mesquite/Wichita Street & Richland Drive																																							
\$1,999,200.00	2	DRAINAGE IMPROVEMENTS CONTRACT 2 - Century Oaks/Market Street, & Ash/Comal Streets																																							
\$3,394,038.00	3	DRAINAGE IMPROVEMENTS CONTRACT 3 - Downtown Improvements Project																																							
\$323,400.00	4	DRAINAGE IMPROVEMENTS CONTRACT 4 - Medina & US183 Project																																							
\$1,764,000.00	5	FM 2001 ELEVATED TANK PROJECT																																							

