

PUBLIC NOTICE

AGENDA

LOCKHART CITY COUNCIL

TUESDAY, JUNE 16, 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: 126 986 9169 Passcode: 76269873
- 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.

6:00 P.M.

1. EXECUTIVE SESSION IN ACCORDANCE WITH THE PROVISIONS OF THE GOVERNMENT CODE, TITLE 5, SUBCHAPTER D, SECTION 551.074 TO DELIBERATE THE APPOINTMENT, EMPLOYMENT, EVALUATION, REASSIGNMENT, DUTIES, DISCIPLINE, OR DISMISSAL OF A PUBLIC OFFICER OR EMPLOYEE.
 - A. Interview candidate for Municipal Court Presiding Judge.
2. OPEN SESSION
 - A. Discussion and/or action regarding Presiding Judge for Municipal Court.

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. Presentation and discussion by Jay Garner with Garner Economics regarding the Lockhart Economic Development 5-year planning process. 5-36
- B. Discuss minutes of the City Council meeting of June 2, 2020. 37-41
- C. Discuss Resolution 2020-15 amending an Economic Development Performance Agreement with Visionary Fiber Technologies providing a short-term loan of \$250,000. 42-51
- D. Discuss Resolution 2020-18 supporting the City of Lockhart's submission of an US Economic Development Administration (EDA) Disaster Recovery Grant application for engineering and construction of wastewater line; authorizing the City Manager to execute all necessary documentation; and establishing an effective date. 52-63
- E. Discuss Fiscal Year 2019-2020 budget amendment #49 in the amount of \$314,457 for the Economic Development Administration grant match and for an increase in the salary for the Economic Development Specialist position. 64-74
- F. Discuss Resolution 2020-16 to adopt a purchasing policy for the City of Lockhart and to approve Resolution 2020-17 pursuant to Section 252.022(c), Local Government Code regarding purchases for the Lockhart Electric Utility. 75-92
- G. Discuss nonprofit organization's requesting contributions from the City of Lockhart for Fiscal Year 2020-2021 budget. 93-195
- H. Discuss the City of Lockhart's Mayoral Declaration of Local State of Disaster due to Public Health Emergency, and addressing other matters related to COVID-19 including a Mayor's Proclamation allowing the July 4th Fireworks show to be conducted subject to modifications and other occupancy factors. 196-208

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 meeting of June 2, 2020. 37-41
- B. Approve Resolution 2020-15 amending an Economic Development Performance Agreement with Visionary Fiber Technologies providing a short-term loan of \$250,000. 42-51
- C. Approve Resolution 2020-18 supporting the City of Lockhart's submission of an US Economic Development Administration (EDA) Disaster Recovery Grant application for engineering and construction of wastewater line; authorizing the City Manager to execute all necessary documentation; and establishing an effective date. 52-63
- D. Approve Fiscal Year 2019-2020 budget amendment #49 in the amount of \$314,457 for the Economic Development Administration grant match and for an increase in the salary for the Economic Development Specialist position. 64-74
- E. Approve Resolution 2020-16 to adopt a purchasing policy for the City of Lockhart and to approve Resolution 2020-17 pursuant to Section 252.022(c), Local Government Code regarding purchases for the Lockhart Electric Utility. 75-92

5. DISCUSSION/ACTION ITEMS

- A. Discussion and/or action to consider nonprofit organization's requesting contributions from the City of Lockhart for Fiscal Year 2020-2021 budget. 93-195
- B. Discussion and/or action regarding the City of Lockhart's Mayoral Declaration of Local State of Disaster due to Public Health Emergency, and addressing other matters related to COVID-19 including a Mayor's Proclamation allowing the July 4th Fireworks show to be conducted subject to modifications and other occupancy factors. 196-208
- C. Discussion and/or action regarding appointments to various boards, commissions or committees. 209-218

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

- Preparations underway for the November 3, 2020 General Election for the positions of Mayor and Councilmembers in Districts 3 and 4. Candidate filing period is July 18 thru August 17. Joint Election Agreement and Ordinance ordering the Election is scheduled for Council's consideration on July 7. Early voting will be from October 19 thru October 30.
- The Town Branch Trail Phase I is approximately 70% complete.
- City Manager Proposed Fiscal Year 2020-2021 Budget has been filed and City Council budget workshops are scheduled for June 22nd and 23rd at 6:30 p.m. in the Council Chambers.
- The City's tree trimming contractor, McCoy Tree Surgery, has completed the Electric Distribution trimming for Fiscal Year 2019-2020.
- Summer Fan Program is underway to provide free box fans to residents who are 65 or older and did not receive a fan during last year's program. Residents who meet the qualifications and are interested in getting a fan can call or stop by City Hall.

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 12th day of June 2020 at 2:30 pm.

City of Lockhart, Texas

Council Agenda Item Briefing Data

COUNCIL MEETING DATE: June 16, 2020

AGENDA ITEM CAPTION: Presentation and discussion by Jay Garner with Garner Economics regarding the Lockhart Economic Development 5-year strategic planning process.

ORIGINATING DEPARTMENT AND CONTACT: Mike Kamerlander, Director Economic Development mkamerlander@lockhart-tx.org

ACTION REQUESTED:

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

BACKGROUND/SUMMARY/DISCUSSION: The LEDC Board unanimously voted to hire Garner Economics to complete a 5-year strategic plan for Lockhart. This 5-year strategic plan will provide target industry clusters best suited for Lockhart as well as provide institutional recommendations to make Lockhart more attractive to prospective businesses. There are 4 steps to the planning process: 1. Project kickoff, data gathering, and quantitative assessments; 2. Review of Materials, Field Visits, Focus Groups or E-survey; 3. Economic, Workforce, and Industry Target analysis, and; 4. Draft Review, Final report refinement and Delivery, presentation. Mr. Garner is in town today for the field visit portion. The final report will be completed in August.

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: N/A

COMMITTEE/BOARD/COMMISSION ACTION: LEDC Board hired Garner Economics in January 2020

STAFF RECOMMENDATION/REQUESTED MOTION: N/A

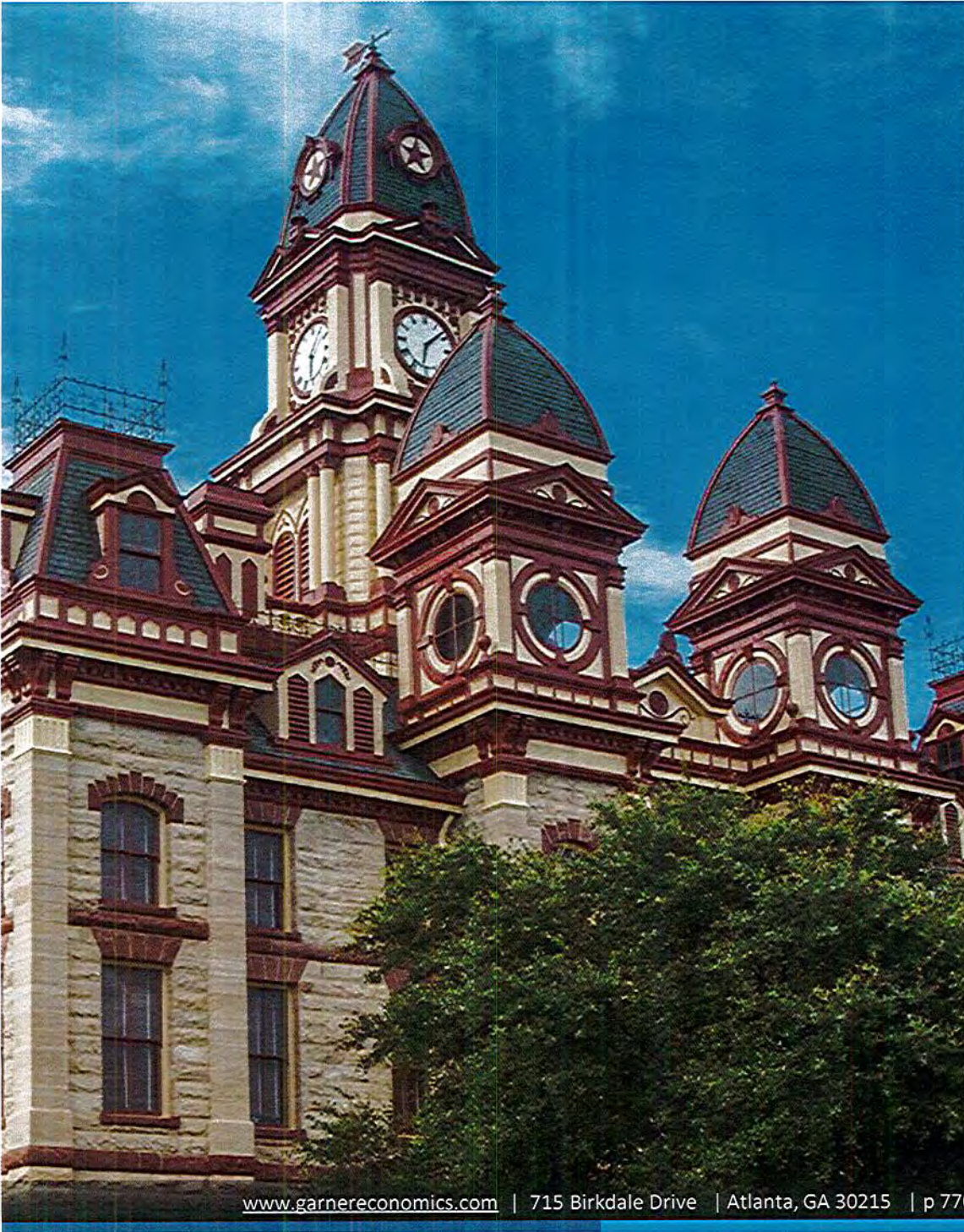
LIST OF SUPPORTING DOCUMENTS: Garner Economics Lockhart Proposal

Department Head initials:



City Manager's Review:





Garner **Economics** LLC
solutions that work

PROPOSAL

Developing an Economic
Development Action Plan for the
Lockhart Economic
Development Corporation

Prepared for the:

City of Lockhart
ECONOMIC DEVELOPMENT CORPORATION

September 27, 2019

Mike Kamerlander
Lockhart Economic Development Corporation
City of Lockhart
via electronic delivery

Dear Mr. Kamerlander:

On behalf of the team at Garner Economics, it is my pleasure to provide you with the following proposal/agreement to develop a Competitive Realities Report and Targeted Industry Strategy for the Lockhart Economic Development Corporation. We believe that Garner Economics is uniquely qualified to assist the Lockhart EDC in identifying strategies to increase both the volume and economic impacts of economic development in the city given our strong and deep understanding of industry sectors and its economic development drivers.

Our approach is client-based and seeks to focus our expertise and professional experience in those areas that will best serve the city's needs. Given our knowledge of how successful communities throughout North America are employing their quality of place assets and existing industry to promote their communities to potential business investors, we have the expertise to help the Lockhart EDC identify target industries and build a framework for economic development activities.

We believe that the end-result of this effort will be an actionable industry targeting strategy that will assist the EDC in meeting its goal of facilitating increased prosperity in your community. Garner Economics would be honored to be a valued partner in achieving that goal.

Please do not hesitate to contact me if you have any questions and thank you for the opportunity to work with you and the Lockhart Economic Development Corporation. .

Sincerely,



Jay A. Garner, CEC®, CCE
President

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Who We Are

We are data-driven strategists and tacticians who assist companies, economic development organizations, states, regions and communities - large and small, urban and rural - achieve success.

OUR CORE TEAM



- ✓ STRATEGISTS
 - Atlanta
- ✓ ANALYSTS
 - North Carolina
- ✓ GEOGRAPHERS
 - Berlin
- ✓ DEMOGRAPHERS
 - Seoul
- ✓ TACTICIANS

b

What Differentiates Us?

- ✓ Founded in 2003
- ✓ Led by Jay Garner, a 39-year veteran of the economic development, chamber of commerce and site-location consulting professions
- ✓ Served more than 165 clients to date
- ✓ Expertise in industry targeting, analytical research, site selection, strategic planning and organizational analysis
- ✓ Founding member of the Site Selectors Guild, 51 of the top international site location consultants
- ✓ Past chair (Jay Garner) of the International Economic Development Council (IEDC)
- ✓ Past Vice chair and current board member of the Site Selectors Guild

THE GARNER ECONOMICS VALUE PROPOSITION

Innovative and creative, yet pragmatic and realistic. That's our team in a nutshell. Garner Economics has partnered with over one hundred sixty-five (165+) communities and regions to build customized, tailored economic development plans, organizational assessments and targeted industry strategies over the last 16 years.

- We bring ***bold ideas designed to reveal true insights*** aimed at creating higher-level jobs;
- Our analysis will come from ***a fresh perspective*** born from hands-on experience, and we're ***not afraid to shake the boat*** if that means reorienting Lockhart for a higher trajectory;
- We'll deliver an end-product that is ***not only grounded in strategy, but that also leaves you with practical next steps*** for how to implement Lockhart's future vision.

We Create Solutions that Work

Celebrating our
16th  year

Worked in
more than
100  geographies

Site selection
assignments
leading to
 **5,000**
jobs

 More than
165
engagements to date

Representing

80 million
people

&
\$3bn+ 
investments

Site Selection Expertise



We are site-location specialists who use our knowledge of what companies want and what the market demands to prepare and position your community or region to best capitalize on current differentiators and future trends.

- Founding member of the *Site Selectors Guild*
- Specialists in the Food and Beverage processing sector with the Primus/Garner food site certification program



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Our Value Proposition

We tell you what you need to hear, not necessarily what you want to hear.

CREATIVE, INNOVATIVE YET
PRAGMATIC

We begin with **rigorous research** and **analysis** to fully understand the economic development issues and potential of the assigned task. We then recommend **well-tested, innovative strategies**.

ACTIONABLE

We work to **identify actionable and sustainable strategies and tactics** so the client is able to build the economic future it desires.

HONEST ASSESSMENT;
CLIENT-ORIENTED

We manage each process **effectively and tactfully**, taking into account client needs and leveraging our in-depth expertise to **find synergies and common goals**.



4 Key Tenets to Help Lockhart Succeed

When developing an economic development action plan for the City of Lockhart, Garner Economics believes that the following four key tenets serves as the foundation in achieving long term success:

No product – No project

You can't sell from an empty wagon. The City of Lockhart will need the **appropriate infrastructure** and **product** to achieve economic success. The plan will ensure the City nurtures and develops property options that meet the needs of the targeted business sectors.

Talent is the new currency

Building a talent pipeline and having an available, skilled workforce are paramount to a community's economic dynamism. We will evaluate your workforce development ecosystem and offer appropriate recommendations for the community and its workforce training service delivery partners.

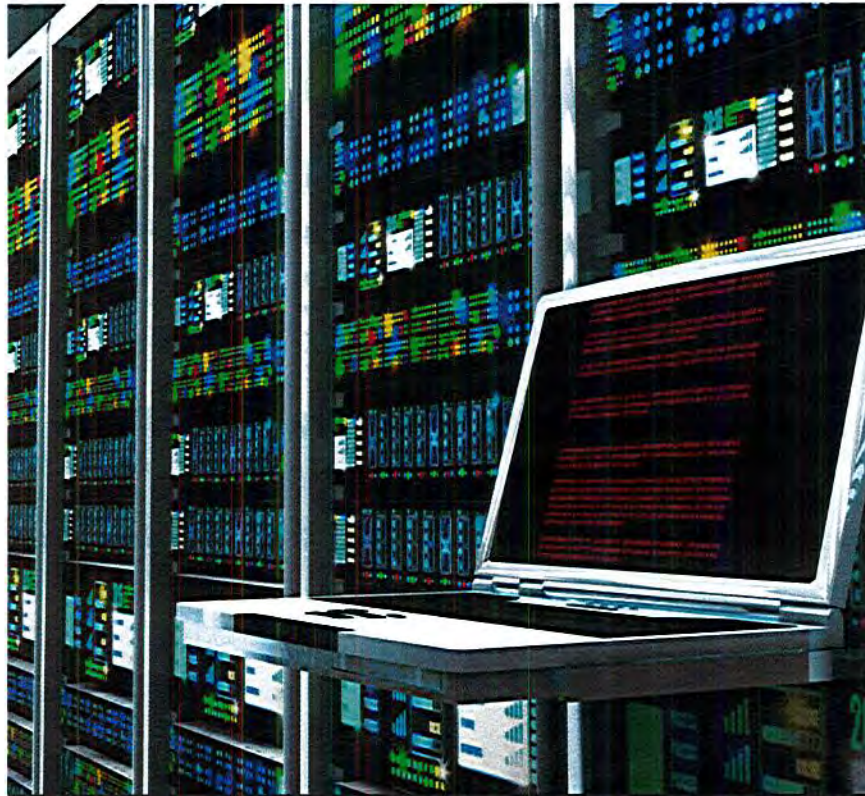
Market regionally – sell locally

It's expensive to "Tell the World" about Lockhart as an ideal location for investment. But, economic development is **always** sold on the **local** level. The plan will offer recommendations for the City of Lockhart to best present itself with a limited budget, leveraging the work of the Greater San Marcos Partnership, Opportunity Austin and the Texas EDC.

Control your own destiny OR someone else will

Economic development is a team activity. However, relying on solely others to help you create your specific globally competitive advantage is risky. The plan will identify areas where Lockhart must lead and own to enhance its economic vitality and competitiveness as a business location.

h1



Project Approach & Methodology

Garner Economics will assist the EDC in creating an effective economic development plan in two phases that work in tandem with one another.

Phase One – Discovery

During this phase we will use several proven processes to understand the current issues facing the City of Lockhart and conduct a deep dive into ways to leverage current strengths and differentiate Lockhart as the ideal location for the target industries.

Phase Two – Analysis & Strategic Recommendations

Building upon the analysis and assessments of Phase One, we will work with Lockhart EDC to develop a holistic economic development plan with prioritized execution guidelines. The strategy will address:

- Product improvement
- Metrics to track success
- Targeted business recruitment strategy
- Key marketing messages

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Alignment Session

Garner Economics begins all projects with a **PROJECT ALIGNMENT MEETING**. The purpose of this meeting is to develop a clear understanding of the project goals, the scope of the effort, timing, and the driving forces behind the study.

Garner Economics will meet with Lockhart EDC and its partners to confirm the expectations and expected outcomes for the strategy (via online tools).

In addition, the **PROJECT ALIGNMENT MEETING** helps to ensure that the project is planned, organized, and executed correctly given the client's needs, timing, and expectations.

OBJECTIVE

Create a shared understanding of project scope, timeline, and priority areas

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Stakeholder Engagement

For this task, Garner Economics will solicit input from the Lockhart's key economic development stakeholders to understand the community's shared vision for economic development, community differentiators, and perceptions on the City's current and potential business climate. The task will include three focus groups or, alternately, a web-based community business survey.

Feedback through either vehicle will provide a look at how the current economic development efforts are structured and carried out, as well as provide a sense of the impact (real and perceived) of the City's business climate and economic development efforts. Lockhart's stakeholder groups will be engaged and aware of the economic development strategy, understand how the initiative impacts their mission and goals, and be more likely to support long-term efforts.

PROPOSED FOCUS GROUPS

Existing Business Core	Entrepreneurs	ED Partners/ Support Infrastructure
Large Employers	Smaller companies and entrepreneurs	Government, academic, and nonprofit partners who support the City's workforce and contribute to its quality of place

OBJECTIVE

Understand the context in which the economic development plan will be implemented; uncover shared perceptions of the City's business climate

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Our Project Approach & Methodology



- ✓ Alignment meeting
- ✓ Review past studies and existing data / information
- ✓ Economic and labor analysis
- ✓ Conduct Assets and Challenges assessment
- ✓ Conduct Stakeholder Engagement— either focus groups(team on-site), or a web-based survey
- ✓ Review budgets, work plans, mission and goals
- ✓ Identify and assess the City's defining value proposition

- ✓ Develop strategic direction for enhancing competitiveness and being prepared for future trends
- ✓ Provide prioritized recommendations that show return on investment
- ✓ Create high-level implementation plan that shows flow of work and responsibilities for each recommendation
- ✓ Develop metrics for measuring initiative and organizational progress

- Digital report summarizing Phases One and Two
- On-Site Presentation to Lockhart EDC, and partners identified by the client

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OBJECTIVE

- Evaluate the current state of Lockhart
- Demographic and economic factors
- Labor and Cluster Analysis
- Benchmarks



PHASE ONE: TASK 1 Demographic, Economic and Workforce Analysis

To fully understand the City of Lockhart and its competitive position, Garner Economics will conduct a comprehensive and holistic assessment of those features that make the city distinct – building a new understanding of key forces driving the economy and the overall regional context in which it competes.

- **Demographics & Economic Analysis**

Garner Economics will evaluate the current state of Lockhart and its demographic and economic trends. Comparisons will be made to Caldwell County, the Austin Metro along with the State of Texas, and the U.S.

- **Labor Market and Business Cluster Analysis**

Evaluate the City of Lockhart's workforce and business composition to uncover strengths and opportunities to identify business targets.

Benchmarks:

- City of Lockhart
- Caldwell County
- Austin Metro
- Texas
- U.S.



Elements of Economic, Labor & Cluster Analysis



Demographic & Community Trends

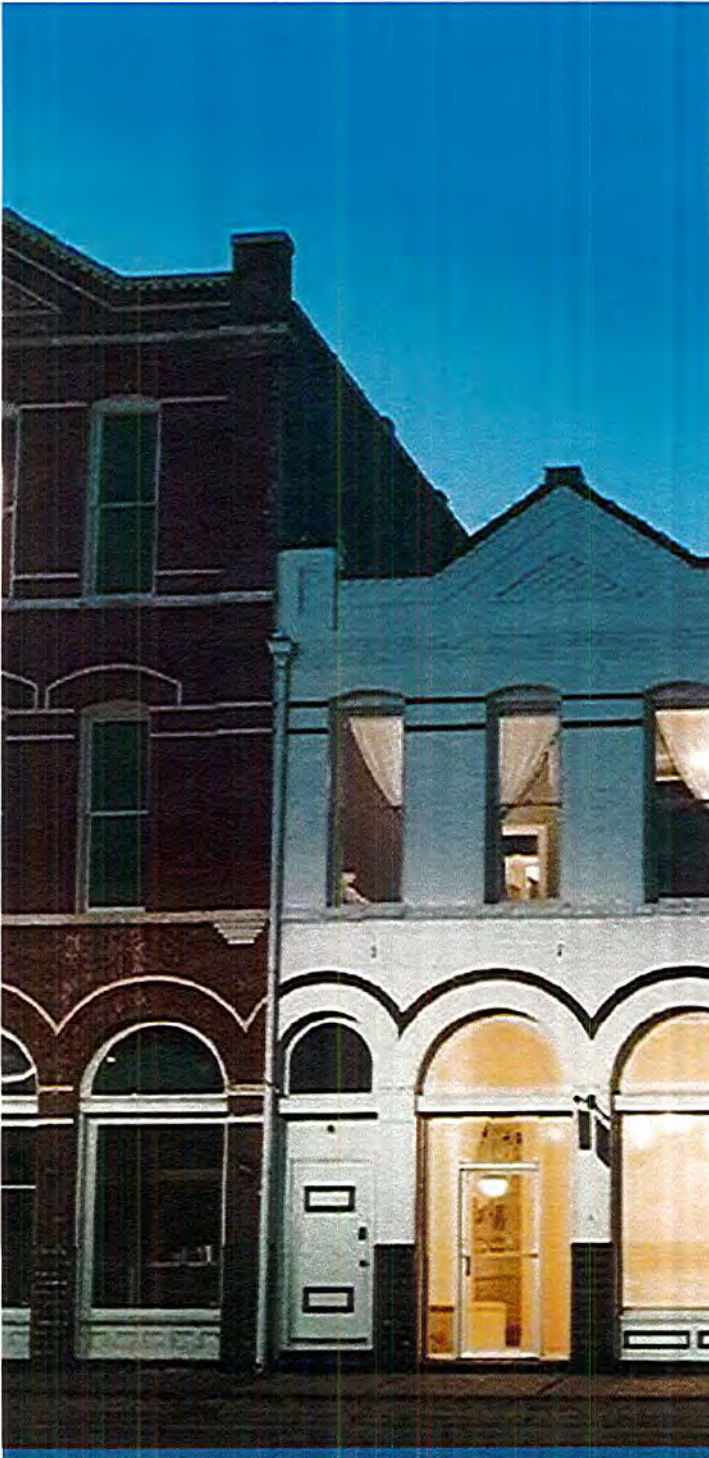
- Population growth trends, migration
- Age group composition
- Crime rates
- Educational attainment
- Postsecondary completions
- Composition and sources of income
- Retail Gap analysis

Labor Market Analysis

- Labor Force & Participation
- Employment growth
- Commuting trends
- Self-employment trends
- Degrees granted
- Wage comparison
- Broadband access

Local Specialization, Competitiveness & Growth

- Location quotient analysis
- Historic shift-share analysis
- Growth, decline, emergence, and composition
- Occupation specialization & wages
- Specific industry employment and earnings



OBJECTIVE

Assess Lockhart's business climate—its strengths and weaknesses—and overall quality of place, from the perspective of a site location consultant.



PHASE ONE: TASK 2 Asset and Challenges Assessment

Garner Economics will complete an **Assets and Challenges Assessment** (also referred to as a SWOT analysis) of Lockhart to inform the identification of new industry targets to be addressed in Task 3, as well as to ensure the targets are compatible and aligned with the goals set forth by Lockhart EDC. Our assessment will be based on current and updated data, with no preconceived notion as to what the targets should be.

It is important for Lockhart to understand its current assets, to market in the context of target attraction efforts, to market those assets effectively, and to document challenges so they may be resolved over time. This analysis will be performed from the site-selection perspective, namely with an eye towards the questions a company looking to relocate or expand to/in the city would ask. The analysis will uncover potential gaps, opportunities in or key challenges to the City's business climate that might impact its ability to attract new business.

In completing this analysis, Garner Economics will conduct both statistical and field-based research. We will also interview local employers and stakeholders and engage both the private and public sectors. Because we come to the process without a political agenda or preconceptions, a realistic, objective assessment of what the region has to offer will be made. Between 50-65 evaluation factors will be assessed in the following categories:

- Access to Markets
- Access to Resources
- Access to Space
- Government Impact on Business
- Labor
- Economic Development Program
- Access to Capital
- Quality of Place

OBJECTIVE

Identify business targets that will diversify the economy and strengthen Lockhart's future competitive position



PHASE ONE: TASK 3 Business and Industry Target Identification

Assess the types of businesses currently in Lockhart and identify business targets that will diversify the economy and strengthen the city's future competitive position.

Targets: An integral part of any economic development strategy is understanding which types of business sectors are the best fit for the area. Garner Economics' team member(s) will:

- Visit and tour Lockhart to determine firsthand the current assets and the challenges of the City
- Collect feedback from businesses of all sizes to determine the strengths and challenges local businesses face
- Use its national and international site-location knowledge to identify the types of companies within those clusters that could best take advantage of Lockhart's assets
- Explore national 5 to 10-year industry trends

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PHASE ONE: TASK 3 (continued)

Business and Industry Target Identification

At least four (4) target recommendations will be made from the economic and cluster analysis, labor market analysis, the assets and challenges assessment, future land utilization plans, and feedback from stakeholders within the community.

Garner Economics will develop a target profile with detailed rationale for each target to include :

- **Specific sub-sector targets** (Four to six-digit NAICS code level) usually totaling between 20-35 sub-sector targets
- **Recommended targeting emphasis**
- **Industry situation and current trends**
- **Occupational Demand**
- **Skills Transferability Analysis** for key, in-demand jobs for each target. Utilizing the *O*Net Crosswalk*, several top jobs will be highlighted along with transferable occupations which will offer transition workers for a changing economy.
- **Local educational programs** and training that match target demand
- **Degrees granted** in appropriate and adjacent fields



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Sample Target Matrix

CORE INDUSTRY TARGET GROUP FOR THE EDC				HOSPITALITY SECTOR
High Value-Added Manufacturing	Aeronautics & Aviation Services	High-Value Business Services*	Data Centers	Travel & Tourism
<ul style="list-style-type: none"> Automotive Assembly** Automotive Suppliers Household Appliance Manufacturing Industrial Machinery Automation & Production Technology Electrical Equipment Manufacturing Food Processing Metal Forging Metal Fabrication & Metal Products Clay Product Manufacturing/ Building & Design Products Manufacturing Medical Device Manufacturing 	<ul style="list-style-type: none"> Navigation & Aeronautical System Manufacturing Aircraft Engine & Parts Manufacturing Other Aircraft Parts & Auxiliary Equipment Manufacturing Aircraft Maintenance, Repair & Overhaul Aircraft & Drone Manufacturing Support Activities for Air Transportation Flight Training Schools 	<ul style="list-style-type: none"> Inbound Customer Service Centers Fintech Finance & Insurance Support Centers Advertising Material Printing & Distribution Services Corporate, Subsidiary & Regional Management Offices Back Office/Staff Operations Office Administrative Services Health Technology/ Medical Advising 	<ul style="list-style-type: none"> Data Processing, Hosting & Related Services Computer Facilities Management Services Ventilation, Heating, Air-Conditioning & Commercial Refrigeration Equipment Manufacturing 	<ul style="list-style-type: none"> Specialty Retail Outdoor Recreation Operators Breweries/Distilleries/ Wineries Eating & Drinking Places Traveler Accommodations Spectator Sports Promoters of Performing Arts, Sports & Similar Events History & Military Oriented Destinations & Tourist Attractions

* Need for Class A office or campus building/site to accommodate before some subsectors can be fully realized

** Pending Megasite development

Phase Two: Analysis & Strategic Recommendations

Garner Economics will incorporate the findings from Phase One to craft a **MULTI-YEAR ECONOMIC DEVELOPMENT ACTION PLAN** with execution guidelines and recommendations for immediate, short-term and long-term implementation. Specifically, the strategy will provide a prioritized action plan to address:

- Needed infrastructure and initiatives for Lockhart to sustain or grow its competitive advantage;
- Product or policy needs that are restraining growth;
- Target industry/business sector recommendations;
- Tactics to leverage current assets (e.g., infrastructure, land, existing space, and workforce) to catalyze economic growth;
- Best practices for the Lockhart EDC and economic development or workforce partners to be at the forefront of changes in technology and the nature of work;
- Talent attraction, workforce development and workforce service delivery recommendations based on the targeted industry sectors; and
- Key messages the Lockhart EDC can use to share with key audiences, including stakeholders, site-selection consultants, corporate executives, and the media to promote the area as an ideal location for investment.

Recommendations will be in three categories:

Asset Development

What does Lockhart need to do to enhance the City's product for investment attraction and retention

Product Marketing

Methods to best tell the City's story globally to attract domestic investment and FDI

Organizational

How can Lockhart EDC, the City, its partners and other groups engaged in economic development remain best in class

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Deliverables

At the conclusion of Phase Two, Garner Economics will prepare a draft **FINAL REPORT** for Lockhart EDC. The report will include an executive summary that captures the key elements of the strategy and that is suitable for public consumption.

After Lockhart EDC approves the draft, Garner Economics will provide a formal final report and conduct one public presentation of the final report to an external audience identified by the EDC. This effort will serve as a critical tool in obtaining broad-based public support for implementation of the strategy's components and recommendations. It will also provide stakeholders who have been involved throughout the initiative to see the project's results.

Our presentation will focus on our rationale for the industry targets, recommendations to attract the targets, and a clear direction on how to achieve success.



For a sample of previous deliverables, please visit link below:

Erie, PA *Competitive Realities Report & Target Industry Study*
https://www.eriepa.com/uploads/resources/618475_erie-final-tis-report-05142019.pdf

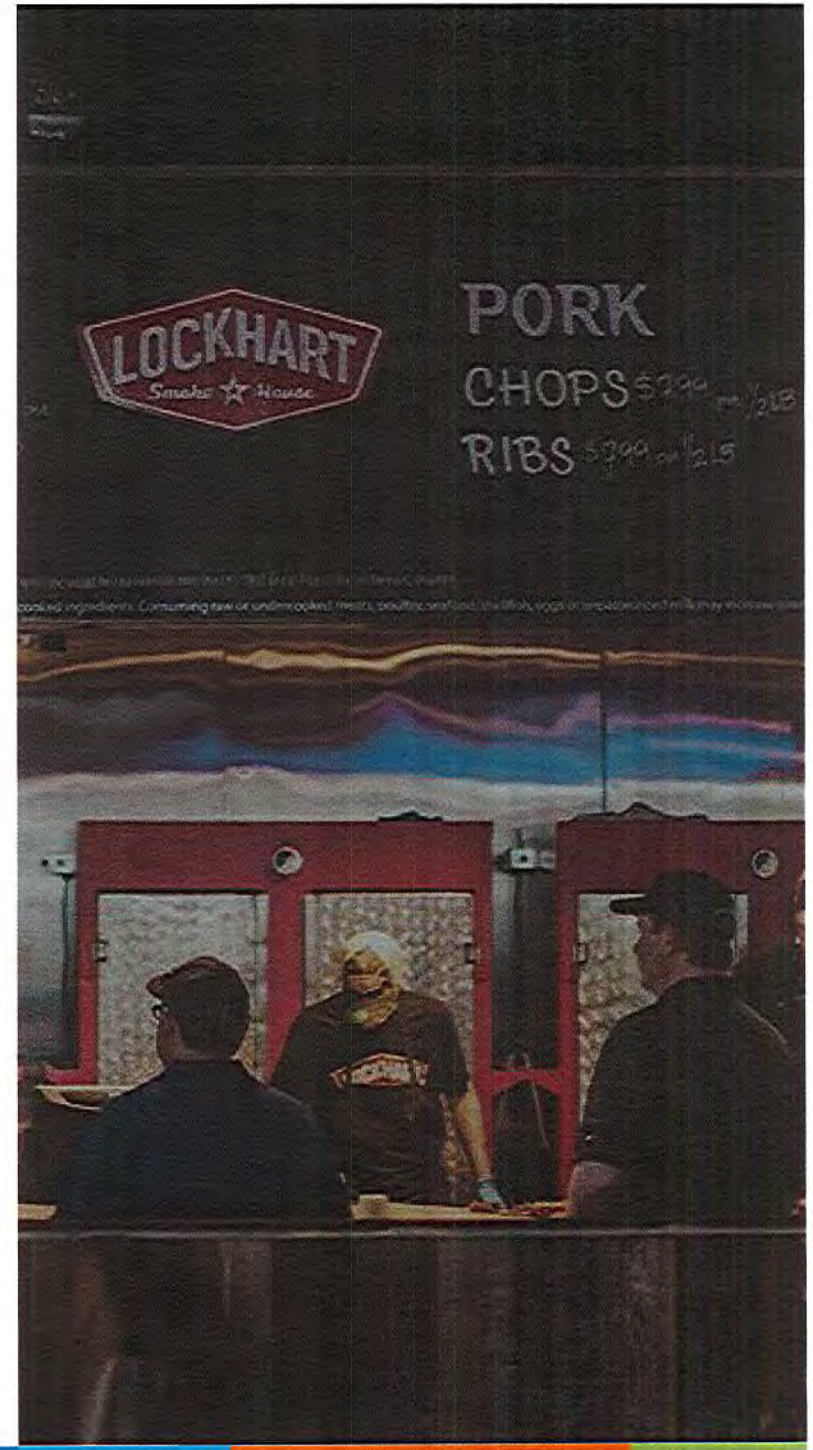
2/10



Client Assistance:

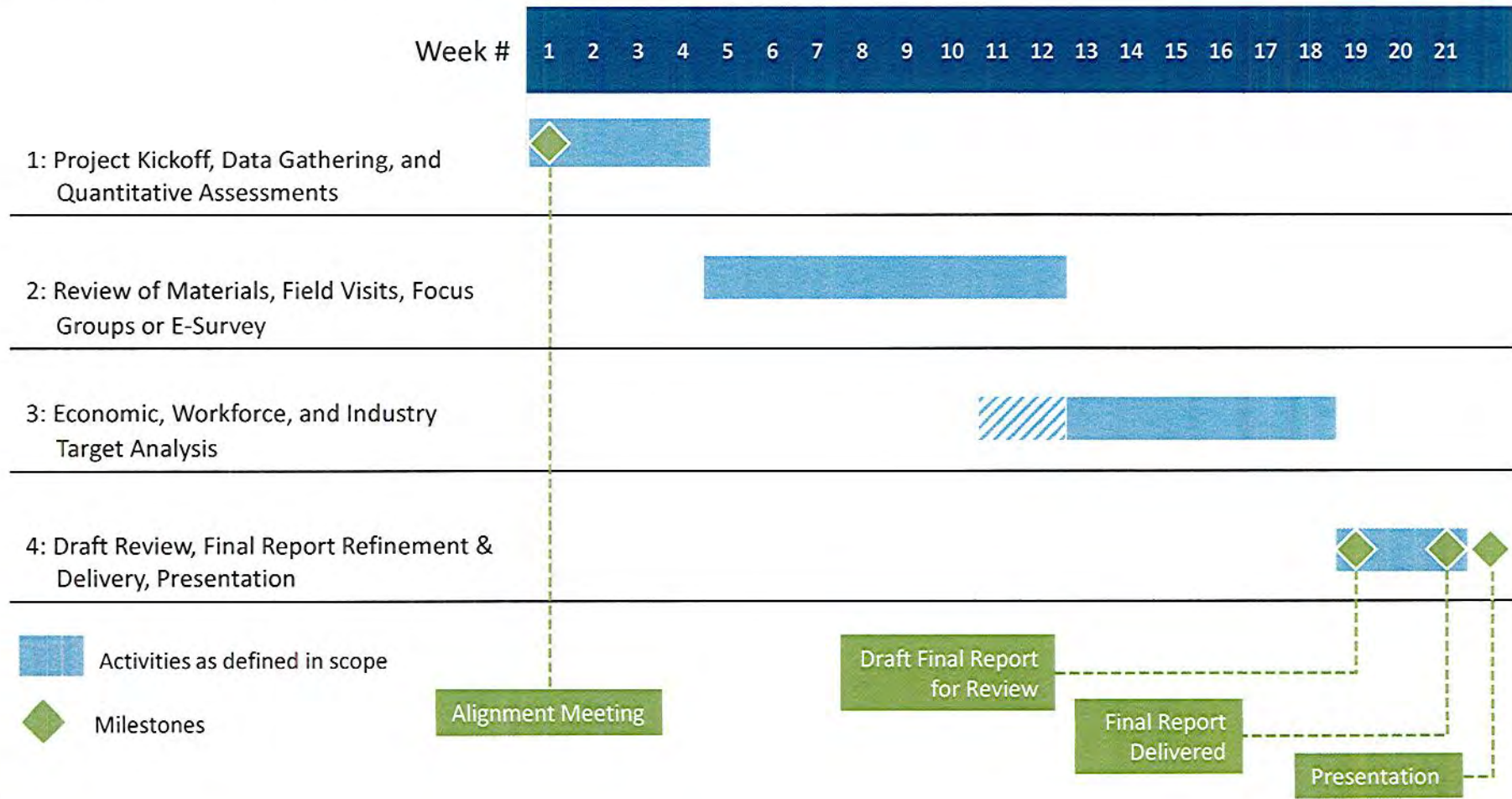
What We Need from Lockhart

- Copies of all of City and EDA documents and files that impact economic development (e.g., budgets, org charts, by-laws and annual reports, industry target rationales, etc.).
- Lockhart or its agent will schedule and arrange all interviews, focus groups, and meetings for Garner Economics with targeted community representatives, stakeholders, and constituent groups. Garner Economics will provide direction, guidance, examples of potential participants, and the appropriate methodology and process in selecting and inviting participants for the focus groups. Likewise, Lockhart will provide or arrange for adequate meeting space for all such occurrences. If a community based e survey is used alternatively, the EDC and its partners will distribute the survey to its desired audiences.



Project Schedule and Timeline

Garner Economics anticipates a 20-week schedule to develop the Economic Development Plan as currently described. Garner Economics can begin work as soon as Lockhart gives the notice to proceed.



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OUR PROMISE

We are committed to help all of our clients after the contract ends as a *resource* and *partner* at no additional fee to you

Fees

Garner Economics will conduct the work associated with this scope of work for a project fee of \$54,500, plus travel expenses. Travel expenses are subject to i) documentation by Garner Economics, ii) a not to exceed cap of \$3,500, and iii) to the definitions noted herein. Travel expenses include, but are not limited to, all actual and reasonable transportation (air, rail, bus, taxi, car rental, etc.), lodging, meals and sundry travel expenses.

The proposed payment structure is as follows:

- Lockhart EDC will pay a project initiation fee to Garner Economics in the amount of \$10,900 upon receipt of an invoice and subject to invoice terms, such invoice to be submitted upon notification to proceed by the Lockhart EDC.
- Lockhart EDC will pay Garner Economics \$10,900 a month for the remaining four months of the project monthly.
- Garner Economics will invoice the Lockhart EDC for reimbursable expenses on a monthly basis, when expenses occur.

This proposal will remain in effect for 45 days.

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OUR PROJECT TEAM – RESULTS DRIVEN

"Garner Economics was incredible to work with from start to finish. Jay and his team were constantly in communication and met or exceeded every deadline and expectation we had. We wanted an economic development strategy that would power us forward, while still recognizing Covington's unique and quirky vibes. Garner Economics delivered creative insights and recommendations that left our Board of Commissioners 'blown away.' There were definitely some hard truths in there, but they put us in a great position to start implementing right away."

Ross Patten
City of Covington, KY

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PROJECT ROLE

Jay will serve as the Project Leader and will be involved in each aspect of the scope of work.

EDUCATION AND AFFILIATIONS

Jay is a graduate of West Virginia University with Bachelor of Arts and Master of Public Administration degrees. He also graduated from both the Economic Development Course at the Georgia Institute of Technology and the Economic Development Institute at the University of Oklahoma, where he is an instructor in international prospecting. He is a Certified Economic Developer (CEcD), a Fellow Member and an Honorary Life Member of the International Economic Development Council. He is also a Certified Chamber Executive (CCE). He is a founding member of the Site Selectors Guild. See Jay's full bio from this link: <https://garnereconomics.com/our-team-demo/item/jay-a-garner-president>

CONTACT INFORMATION

jay@garnereconomics.com : 770-716-9544

SAMPLE RELEVANT EXPERIENCE

Practitioner

- Jefferson County, WV
 - Dalton, GA
 - Mobile, AL
 - Asheville, NC
 - Tampa, FL
 - Chattanooga, TN
-

Consultant examples

- Austin, TX
 - Research Triangle Park, NC
 - Atlanta, GA
 - Jacksonville, FL
 - Colorado Springs, CO
 - Evansville, IN
 - Baton Rouge, LA
 - Lafayette, LA
 - Round Rock, TX
 - Greensboro, NC
 - Erie, PA
-



Jay A. Garner, CEcD, CCE

PRESIDENT & FOUNDER

PROJECT LEAD

STRATEGY DEVELOPMENT

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PROJECT ROLE

Cyndi will assist in stakeholder engagement, research and strategy formulation.

EDUCATION AND AFFILIATIONS

Cyndi's experience includes: Vice President of Business Development for the Greensboro Chamber of Commerce, Director of Research at the Charlotte Regional Partnership and at the Asheville Area Chamber of Commerce, Research Manager at the York County Economic Development Board and High Point Economic Development, as well as President/Founder of CD Consulting. She has a Bachelor of Arts in History and Political Science from High Point University located in High Point, NC. Cyndi has also completed IEDC professional training and Graduate level coursework at the NC State University Center for Geospatial Analytics towards a Master degree in Geospatial Information Science and Technology. See Cyndi's full bio from this link:

<https://garnereconomics.com/our-team-demo/item/cyndi-dancy-2>

CONTACT INFORMATION

cyndi@garnereconomics.com : 336-500-3501

SAMPLE RELEVANT EXPERIENCE

Practitioner

- High Point, NC
- Asheville, NC
- Charlotte, NC
- York County, SC
- Greensboro, NC

Consultant

- Covington, KY
- Erie, PA
- Southeast Gas, AL
- Moon Township, PA
- Missoula, MT
- Clarksville, TN
- Santa Rosa County, FL
- One Acadiana, LA
- Houma, LA
- Topeka, KS
- Charles County, MD



Cyndi Dancy

**DIRECTOR OF
RESEARCH**

ECONOMIC & LABOR ANALYSIS,

GENERAL RESEARCH

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PROJECT ROLE

Tina will assist in stakeholder engagement and strategy formulation.

EDUCATION AND AFFILIATIONS

Tina works with clients to identify and evaluate critical issues facing their long-term business goals and translates high-level strategic concepts into clear, actionable business recommendations. Tina has held executive positions for non-profit and membership programs. Additionally, she has served as the lead author or contributing author of publications examining the competitive position of various regions, best practices among regional economic development efforts and innovation centers, and trends in technology-based economic development.

Tina holds a bachelor's degree in international politics from Georgetown University and a master's degree in international economics from Johns Hopkins University. See Tina's full bio from this link: <https://garnereconomics.com/our-team-demo/item/tina-aitkin>

CONTACT INFORMATION

tina@garnereconomics.com : 919-492-4751

Practitioner

- Research Triangle, NC
 - Greater Phoenix, AZ
-

Consultant

- Covington, KY
 - Erie, PA
 - Missoula, MT
 - Clarksville, TN
 - Santa Rosa County, FL
 - One Acadiana, LA
 - Houma, LA
 - Topeka, KS
 - Charles County, MD
-



Tina Aitkin

**SENIOR ASSOCIATE -
STRATEGY**

COMMUNITY ENGAGEMENT

ca

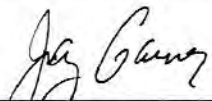
Sample Clients & References

A sample list of our economic development strategy clients is below (*repeat client). See the full list at <https://garnereconomics.com/who-we-are/our-clients>

American Electric Power (AEP)*	Fox Cities, Wisconsin (Appleton)*	Northeast Arkansas Economic Development Coalition
Austin, Texas	Fredericksburg, Virginia	Northeast Louisiana Economic Alliance
Bartlesville, Oklahoma	Greensboro, North Carolina*	One Acadiana (Louisiana)
Bastrop, TX	Harvey County, Kansas	Opelika, Alabama*
Baton Rouge, Louisiana*	Jacksonville, Florida*	Research Triangle Park Foundation, North Carolina
Bay County, Michigan	Jefferson County, Tennessee*	Research Triangle, North Carolina*
Chambers County, Alabama*	Joint Economic Development Organization - Topeka/Shawnee County KS	Round Rock, Texas*
Charles County, Maryland*	Lawton, Oklahoma	Santa Rosa County, FL
City of Atlanta (Invest Atlanta)*	Lehigh Valley Economic Development Corporation*	Savannah, Georgia
City of Covington, Kentucky	Louisiana Economic Development*	Southeast Gas (AL)*
City of Missoula, Montana	Lynchburg, Virginia*	Terrebonne Parish, Louisiana*
Clarksville, TN	Macon, Georgia*	Topeka, Kansas*
Colorado Springs, Colorado	Martens Commercial*	West Monroe, Louisiana*
Columbus, Indiana	Martinsburg, West Virginia*	Wilkes County, North Carolina
Conecuh County, Alabama*	Midlothian, Texas	Winston Salem (NC) Chamber of Commerce and Winston Salem Business Inc.
Covington, KY	Mississippi Economic Council	
Dubois County, Indiana	Mobile, Alabama	
Early County, Georgia	Moon Township, PA	
EDC of Southwest Indiana*	New Hanover County, North Carolina (Wilmington)*	
Electric Cities of Georgia*	Newton County, Georgia	
Erie, PA		
Fayetteville, GA*		
Fayetteville/Cumberland County, North Carolina*		

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Project Agreement Acceptance & Terms

Garner Economics, LLC		Client: Lockhart Economic Development Corporation	
Garner Economics, LLC 715 Birkdale Dr. Atlanta (Fayetteville), GA 30215 Federal ID Number: 01-0777742 (P) 770-716-9544 (F) 770-719-8911 jay@garnereconomics.com			
By: Jay A. Garner, President		By:	
Date: September 27, 2019		Date:	
			

It is agreed by the client that payment for the services of Garner Economics is due immediately upon receipt of the invoice and that Garner Economics retains the option to halt work pending the receipt of payment; that all payments will be in US dollars; that full payment is due prior to receipt of the completed report; and that Garner Economics has the right to withhold delivery of the final report pending receipt of any overdue payments.

In the event that any invoice is not paid within 30 days after rendering of the invoice, it shall commence bearing interest on the date the invoice was rendered at the rate of 1.5 percent per month and the client agrees to pay all accrued interest, together with the charges for services rendered as provided for in this agreement. In addition, should an unpaid invoice be referred to Garner Economics' attorneys for collection, the client agrees to pay their reasonable fee for such work, as well as any costs of suit which may be incurred.

It is further agreed by the client that the report will be presented to third parties in its entirety and that no abstracting of the report will be made without first obtaining the permission of Garner Economics.

Certifications: Garner Economics, LLC is an Equal Opportunity Employer and our firm and subcontractors do not discriminate on the basis of race, color, national origin, or sex in the performance of this or any contract.

NS

Thank You

Garner **Economics LLC**
solutions that work

jay@garnereconomics.com



Garner Economics LLC



Garner Economics LLC; Jay Garner



@jaygarner1

www.garnereconomics.com | 715 Birkdale Drive | Atlanta, GA 30215 | p 770.716.9544 | info@garnereconomics.com

AG

**LOCKHART CITY COUNCIL
REGULAR MEETING**

JUNE 2, 2020

6:30 P.M.

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

Council present:

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

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

Staff present:

Steven Lewis, City Manager
Monte Akers, City Attorney
Pam Larison, Finance Director
Mike Kamerlander, Economic Development Dir.

Connie Constancio, City Secretary
Miles Smith, Public Information Officer
Sean Kelley, Public Works Director
Ernest Pedraza, Police Chief

Citizens/Visitors Addressing the Council: Citizens; Lawrence Hardway, Lora Hardway, Simone Aiken and Wayne Walther; Hector Rangel, Caldwell County Emergency Management Coordinator; and, Linda Haden and Kimberly Clifton of the Lockhart Chamber of Commerce.

Work Session 6:30 p.m.

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

DISCUSSION ONLY

Mayor White invited the Council, staff and citizens to join in prayer to honor the loss of George Floyd. Pastor Lora Hardway and Pastor Wayne Walther led devotional prayers to encourage peace and unity. Chief Pedraza encouraged continued unity in the community.

Mayor White requested Hector Rangel, Caldwell County Emergency Management Coordinator, to give an update regarding COVID-19 in Caldwell County.

Hector Rangel provided an update. He stated that there were currently 67 confirmed COVID-19 cases in Caldwell County. He encouraged everyone to stay safe, healthy and to practice social distancing that included staying home as much as possible. He also provided an update regarding the upcoming hurricane season.

A. DISCUSS MINUTES OF THE CITY COUNCIL MEETING OF MAY 19, 2020.

Mayor White requested corrections. There were none.

B. DISCUSSION REGARDING A SINGLE RECOMMENDATION FOR ALLOCATION FROM THE HOTEL OCCUPANCY TAX REVENUE FOR FISCAL YEAR 2019-2020 AND TO APPROVE CONTRACT FOR FISCAL YEAR 2019-2020 BETWEEN THE CITY OF LOCKHART AND THE LOCKHART CHAMBER OF COMMERCE TO ACT IN THE CAPACITY AS THE CITY OF LOCKHART'S VISITORS CENTER.

Ms. Larison stated that on March 5, 2020, the Hotel Occupancy Tax (HOT) Advisory Board convened to discuss applications for hotel occupancy funding for Fiscal Year 2019-2020. The Board reviewed

applications from the following: 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 Historic Jail Museum, and the Southwest Museum of Clocks & Watches. The Board recommended funding all seven applications up to the budgeted amount of \$83,000. Due to the COVID-19 pandemic, several of the events have been cancelled and a few of the applicants have had to temporarily close their doors to the public. With the re-opening executive order from Governor Abbot, staff has determined that the only qualifying applicant at this time is the Lockhart Chamber of Commerce. The application from the Lockhart Chamber of Commerce for administrative funding to act in the capacity as a visitor's information center falls into the specific category for HOT funding of Convention Center or Visitors Information Center, operations and maintenance of a visitor's information center. These funds will allow the Lockhart Chamber to provide information about tourism, events and places to stay in Lockhart as the State of Texas and the City of Lockhart gradually open to the public. Staff expects to present the remaining applicants for funding to the Council once it has been determined that the planned events will not be canceled and whether the museum and theater can operate at full capacity. There was discussion.

Mayor White requested Representatives of the Lockhart Chamber of Commerce (LCC) to address the Council.

Linda Haden, LCC Board Chair, and Kimberly Clifton, LCC Marketing, provided information regarding how the Lockhart Chamber of Commerce promotes tourism to Lockhart and serves as the visitor's center.

There was discussion regarding how HOT funds are generated and distributed.

C. DISCUSS RESOLUTION 2020-14 DIRECTING AND AUTHORIZING THE CITY MANAGER TO ESTABLISH PROCEDURES AND CRITERIA FOR THE GRANTING OF TEMPORARY, REVOCABLE, LICENSES FOR PARKLETS AS A MEANS TO REACTIVATE QUALIFYING BUSINESSES IN THE CITY IN CONNECTION WITH THE ECONOMIC EFFECTS OF THE CORONAVIRUS/COVID-19 PANDEMIC OF 2020.

Mr. Lewis stated that during the May 19, 2020 Council meeting, a downtown business owner requested that the Council consider allowing a temporary parklet program in the downtown area. The Parklet Program is proposed to enable qualifying downtown businesses to temporarily occupy and utilize public property, such as parking spaces and public rights-of-way adjacent to or in close proximity for dining space to assist business owners and the public to adhere to social distancing requirements. The City Manager of Lockhart is authorized and directed to establish procedures and criteria for the granting of temporary, revocable licenses to qualifying businesses in the City that will allow such businesses to occupy and utilize public property for their business purposes for a limited period of time. The Lockhart Parklet Program will be similar to the City of San Marcos' Parklet Program that they adopted on May 5, 2020. The City Manager may use the San Marcos Program as a template for the Lockhart Parklets Program, but shall make any and all changes which, in his opinion, are more suitable for or applicable to the City of Lockhart. The Lockhart Parklets Program will be reviewed by the Council on a monthly basis and it shall remain in effect until terminated by the City Council.

There was discussion regarding the Texas Alcoholic Beverage Commission's (TABC) rules about allowing alcohol to be extended outside the building. Mr. Akers replied that it is up to the business owner to follow-up with TABC regarding the regulations pertaining to their license.

There was also discussion regarding the limits on the liability insurance coverage as outlined in the proposed Resolution.

D. DISCUSSION REGARDING THE CITY OF LOCKHART'S MAYORAL DECLARATION OF LOCAL STATE OF DISASTER DUE TO PUBLIC HEALTH EMERGENCY, AND ADDRESSING OTHER MATTERS RELATED TO COVID-19, IF NECESSARY.

Mayor White announced that the City of Lockhart's Declaration would remain in effect until superceded and that the City of Lockhart would continue to follow the Governor's Executive Orders as adopted.

RECESS: Mayor White announced that the Council would recess for a break at 7:21 p.m.

REGULAR MEETING

ITEM 1. CALL TO ORDER.

Mayor Lew White called the meeting to order at 7:40 p.m.

ITEM 2. INVOCATION, PLEDGE OF ALLEGIANCE.

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

ITEM 3. PUBLIC COMMENT.

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

ITEM 4-A. DISCUSSION AND/OR ACTION TO CONSIDER MINUTES OF THE CITY COUNCIL MEETING OF MAY 19, 2020.

Mayor Pro-Tem Sanchez made a motion to approve the minutes. Councilmember McGregor seconded. The motion passed by a vote of 7-0.

ITEM 4-B. DISCUSSION AND/OR ACTION TO CONSIDER A SINGLE RECOMMENDATION FOR ALLOCATION FROM THE HOTEL OCCUPANCY TAX (HOT) REVENUE FOR FISCAL YEAR 2019-2020 AND TO APPROVE CONTRACT FOR FISCAL YEAR 2019-2020 BETWEEN THE CITY OF LOCKHART AND THE LOCKHART CHAMBER OF COMMERCE TO ACT IN THE CAPACITY AS THE CITY OF LOCKHART'S VISITORS CENTER.

Mayor Pro-Tem Sanchez made a motion to approve the single recommended allocation from the HOT revenue, as presented. Councilmember Michelson seconded. The motion passed by a vote of 7-0.

ITEM 4-C. DISCUSSION AND/OR ACTION TO CONSIDER RESOLUTION 2020-14 DIRECTING AND AUTHORIZING THE CITY MANAGER TO ESTABLISH PROCEDURES AND CRITERIA FOR THE GRANTING OF TEMPORARY, REVOCABLE, LICENSES FOR PARKLETS AS A MEANS TO REACTIVATE QUALIFYING BUSINESSES IN THE CITY IN CONNECTION WITH THE ECONOMIC EFFECTS OF THE CORONAVIRUS/COVID-19 PANDEMIC OF 2020.

Councilmember Michelson made a motion to approve Resolution 2020-14 with the amendment to allow alcohol to be served if the business' current Texas Alcoholic Beverage Commission (TABC) license allows it and to direct staff to review the liability insurance requirements and to set it to limits that are appropriate to Lockhart. Councilmember McGregor seconded. The motion passed by a vote of 7-0.

ITEM 4-D. DISCUSSION AND/OR ACTION REGARDING THE CITY OF LOCKHART'S MAYORAL DECLARATION OF LOCAL STATE OF DISASTER DUE TO PUBLIC HEALTH EMERGENCY, AND ADDRESSING OTHER MATTERS RELATED TO COVID-19, IF NECESSARY.

Mayor White announced that there was no action to be taken.

ITEM 4-E. DISCUSSION AND/OR ACTION REGARDING APPOINTMENTS TO VARIOUS BOARDS, COMMISSIONS OR COMMITTEES.

Mayor White requested appointments to boards and commissions.

Councilmember Mendoza made a motion to appoint Christine Ohlendorf to the Lockhart Historical Preservation Commission. Mayor Pro-Tem Sanchez seconded. The motion passed by a vote of 7-0.

ITEM 5. CITY MANAGER'S REPORT, PRESENTATION AND POSSIBLE DISCUSSION.

- Discussion regarding the 2nd Quarter 2020 Financial Report.

Public Works Updates:

- The Town Branch Trail Phase I is approximately 45% complete.
- The new elevated water tower will be painted soon and be placed in service in late July.
- Bids for the 2020 Street Improvement project will be solicited in June and resurfacing is anticipated to begin July/August. Streets scheduled to be paved are South Blanco from San Antonio to Prairie Lea; Prairie Lea from Blanco to Church; South Main Street from Center to State Park Road; and, South Commerce Street from Pin Oak to Blackjack. If funds remain, Bee Street from Guadalupe to Commerce will be added.

Library Updates:

- Library is scheduled to open on June 3, 2020 offering 30 minute Grab & Go service.
- Computer reservations continue with social distancing practiced.
- Library staff will encourage patrons to wear face coverings.
- Library Curbside service continues.
- Preparations are underway for a virtual Summer Reading club.
- All meeting rooms will continue to be closed.
- Update regarding the 2020 Census.
- Frank Coggins submitted resignation as Lockhart Municipal Court Judge.

ITEM 6. COUNCIL AND STAFF COMMENTS – ITEMS OF COMMUNITY INTEREST.

Councilmember Mendoza encouraged everyone to stay safe.

Mayor Pro-Tem Sanchez expressed condolences the family of Paul Cowan for their loss. She thanked all involved in the successful fundraiser held to benefit the local food pantry. She encouraged everyone to stay safe.

Councilmember McGregor encouraged everyone to stay safe.

Councilmember Bryant congratulated the Lockhart ISD for completing another school year. He congratulated Kerry Lankin, Jr. for being acknowledged as one of the Top 20 CEO's in the world. He expressed condolences to the George Floyd family for their loss and he encouraged continued unity in the community.

Councilmember Michelson encouraged everyone to stay safe.

Mayor White thanked all involved with the successful fundraiser for the local food bank. He stated that the July Fireworks Extravaganza should be on schedule to continue with no vendors, weather permitting on July 3 at City Park.

ITEM 7. EXECUTIVE SESSION IN ACCORDANCE WITH THE PROVISIONS OF THE GOVERNMENT CODE, TITLE 5, SUBCHAPTER D, SECTION 551.087 TO DELIBERATE OR FOR DISCUSSION REGARDING COMMERCIAL OR FINANCIAL INFORMATION THAT THE GOVERNMENTAL BODY HAS RECEIVED FROM A BUSINESS PROSPECT THAT THE GOVERNMENTAL BODY SEEKS TO HAVE LOCATE, STAY, OR EXPAND IN OR NEAR THE TERRITORY OF THE GOVERNMENTAL BODY AND WITH WHICH THE GOVERNMENTAL BODY IS CONDUCTING ECONOMIC DEVELOPMENT NEGOTIATIONS; OR TO DELIBERATE THE OFFER OF A FINANCIAL OR OTHER INCENTIVE TO A BUSINESS PROSPECT. Discussion regarding Economic Development negotiations with Project Crimson Tide.

Mayor White announced that the Council would enter Executive Session at 8:05 p.m.

ITEM 8. OPEN SESSION - Discussion and/or action regarding Economic Development negotiations with Project Crimson Tide.

Mayor White announced that the Council would enter Open Session at 8:17 p.m.

Mayor Pro-Tem Sanchez motion to authorize the City Manager to continue negotiations and to generate a Chapter 380 Agreement for future consideration. Councilmember Michelson seconded. The motion passed by a vote of 7-0.

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 8:18 p.m.

PASSED and APPROVED this the 16th day of June 2020.

CITY OF LOCKHART

Lew White, Mayor

ATTEST:

Connie Constancio, TRMC
City Secretary

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City of Lockhart, Texas

Council Agenda Item Briefing Data

COUNCIL MEETING DATE: June 16, 2020

AGENDA ITEM CAPTION: Discussion and possible action regarding Resolution 2020-15 amending an economic development performance agreement with Visionary Fiber Technologies providing a short-term loan of \$250,000.

ORIGINATING DEPARTMENT AND CONTACT: Mike Kamerlander, Director Economic Development mkamerlander@lockhart-tx.org

ACTION REQUESTED:

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

BACKGROUND/SUMMARY/DISCUSSION: Lockhart Economic Development Corporation (LEDC) board approved a loan of \$250,000 to Visionary Fiber Technologies for business retention and expansion purposes. The loan will be due in full within 364 days. This resolution amends the existing performance agreement but does not alter the requirements of the performance agreement except to offer the loan and repayment terms. The amendment to the performance agreement was passed unanimously by the LED Board.

PROJECT SCHEDULE (if applicable):

AMOUNT & SOURCE OF FUNDING:

Funds Required: \$250,000
Account Number: 800-5199-704
Funds Available: \$380,654
Account Name: Economic Development

Finance Review initials



FISCAL NOTE (if applicable): \$250,000

Previous Council Action: N/A

COMMITTEE/BOARD/COMMISSION ACTION: Unanimously passed by LEDC Board on June 8th.

STAFF RECOMMENDATION/REQUESTED MOTION: Staff recommends approval of Resolution 2020- 15

LIST OF SUPPORTING DOCUMENTS: Visionary Fiber Technologies amendment as passed by LEDC Board, City Council Resolution 2020-15, Draft LEDC Minutes from June 8, 2020 board meeting.

Department Head initials:



City Manager's Review:



RESOLUTION R-2020-15

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOCKHART, TEXAS APPROVING THE AMENDMENT OF THE ECONOMIC PERFORMANCE AGREEMENT BETWEEN THE LOCKHART ECONOMIC DEVELOPMENT CORPORATION AND VISIONARY FIBER TECHNOLOGIES TO AUTHORIZE THE LOCKHART ECONOMIC DEVELOPMENT CORPORATION TO PROVIDE A SHORT-TERM LOAN OF TWO HUNDRED FIFTY THOUSAND DOLLARS (\$250,000.00) TO VISIONARY FIBER TECHNOLOGIES

WHEREAS, the Lockhart Economic Development Corporation (“LEDC”) and Visionary Fiber Technologies (“VFT”) entered into an Economic Development Performance Agreement (“EDPA”) dated August 6, 2018, (“the EDPA”) wherein VFT was referred to as “Project Oklahoma,” and

WHEREAS, all requirements for Project Oklahoma and the EDPA, including notice, hearing, approval by LEDC Board and Lockhart City Council, and sixty-day waiting period were completed; and

WHEREAS, VFT has requested and the Board of Directors of the LEDC has unanimously approved the granting of a short-term loan of \$250,000 to VFT for business retention and expansion purposes in order to continue with and complete Project Oklahoma; and

WHEREAS, pursuant to Sec. 501.073, Texas Local Government Code, all programs and expenditures of an economic development corporation must be approved by the corporation’s authorizing unit, which is the Lockhart City Council;

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

Section 1. Recitals: The recitals set forth above are incorporated herein by reference as if fully set forth in their entirety.

Section 2. Approval of Amendment: The City Council of the City of Lockhart hereby approves the amendment of the EDPA between the LEDC and VFT, a copy of which Amendment is attached hereto as Exhibit “A,” which is incorporated herein for all purposes, and by which the LEDC will provide a short-term loan of two hundred fifty thousand dollars (\$250,000.00) to VFT under the terms contained in such Amendment

Section 3. Effective date: This Resolution is approved and adopted and shall take effect on this the 16th day of June 2020.

City of Lockhart

Lew White, Mayor

Attest:

Approved as to form:

Connie Constancio, City Secretary

Monte Akers, City Attorney

EXHIBIT "A"

FIRST AMENDED
ECONOMIC DEVELOPMENT PERFORMANCE AGREEMENT

This First Amended Economic Development Performance Agreement ("Amendment") is made and entered into by and between THE LOCKHART ECONOMIC DEVELOPMENT CORPORATION OF LOCKHART, TEXAS ("LEDC"), a Type B Economic Development Corporation, and VISIONARY FIBER TECHNOLOGIES ("VFT"), a Texas limited liability company.

RECITALS

WHEREAS, LEDC and VFT entered into an "Economic Development Performance Agreement" dated August 6, 2018, ("the EDPA") wherein VFT was referred to as "Project Oklahoma," and

WHEREAS, LEDC and VFT desire to amend the EDPA in order to include an additional financial incentive from LEDC to VFT in the form of a short-term loan of two hundred fifty thousand dollars (\$250,000.00).

NOW THEREFORE, in consideration of the foregoing and the covenants, agreements, representations, and warranties contained in the EDPA and as hereinafter set forth, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, LEDC and VFT agree as follows:

AGREEMENTS

Section 1. Recitals

The recitals set forth above are incorporated herein by reference as if fully set forth in their entirety.

Section 2: Terms of Loan

In addition to the financial incentives contained in the EDPA, LEDC shall make a short-term loan to VFT of two hundred fifty thousand dollars (\$250,000.00) under the following terms:

- a. Interest on the loan shall accrue at the rate of 3.25% per annum.
- b. The funds comprising the loan shall be available to VFT within ten (10) days of the effective date of this Amendment.
- c. The full amount of interest and principal shall become mature, due, and payable to LEDC no later than three hundred sixty-four (364) days from the date of this Amendment.
- d. VFT may prepay the loan in whole or in part prior to maturity without penalty.
- e. VFT promises to pay to the order of LEDC at LEDC's offices in Lockhart, Texas.

- f. If VFT defaults in the payment of the loan and the default continues after LEDC gives VFT notice of the default and the time within which it must be paid, LEDC may declare the unpaid principal balance and earned interest on the Loan immediately due and may pursue any and all available remedies at law for recovery of the unpaid principal and interest. VFT waives all demands for payment, presentation for payment, notices of intentions to accelerate maturity, notices of acceleration of maturity, protests, and notices of protest, to the extent permitted by law.
- g. Past due principal and/or interest and/or all other past-due incurred charges shall bear interest after maturity at the maximum amount of interest permitted by the Laws of the State of Texas until paid.
- h. Payment to LEDC may be made by check, draft, Money Order, or other instrument given in payment of all or any portion hereof may but the same shall not constitute payment hereunder or diminish any rights of LED except to the extent that actual cash proceeds of such instruments are unconditionally received by LEDC and applied to this indebtedness.
- i. If this Note is given to an attorney for collection or enforcement, or if suit is brought for collection or enforcement, or if it is collected or enforced through probate, bankruptcy, or other judicial proceeding, then Borrower shall pay Payee all costs of collection and enforcement, including reasonable attorney's fees and court costs in addition to other amounts due.
- j. This Note shall be governed, construed, and interpreted by, through and under the Laws of the State of Texas. Venue shall lie in Caidwell County Texas.

Section 3. EDPA Remains in Effect

Except as amended herein, the EDPA referenced above shall remain in full force and effect.

Section 4. Severability

In the event that any provision of this Amendment is illegal, invalid, or unenforceable under present or future laws, it is the intention of the parties hereto that the remainder of this Agreement shall not be affected thereby, and it that in lieu of each clause or provision that is found to be illegal, invalid, or unenforceable, a provision be added to this Agreement which is legal, valid and enforceable and is as similar in terms as possible to the provision found to be illegal, invalid, or unenforceable.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, effective on the _____ day of _____, 2020.

**THE LOCKHART ECONOMIC
DEVELOPMENT CORPORATION:**

VISIONARY FIBER TECHNOLOGIES:

Steven Lewis, LEDC President

John Kinzer, President/CEO

ATTEST:

Michael Kamerlander, LEDC Secretary

State of Texas §
 §
County of Caldwell §

The foregoing instrument was acknowledged before me this ____ day of _____, 2020, by Steven Lewis, known to me to be the President of the Lockhart Economic Development Corporation of Lockhart, Texas.

Notary Public State of Texas

My Commission expires:

State of Texas §
 §
County of _____ §

The foregoing instrument was acknowledged before me this ____ day of _____, 2020, by John Kinzer, known to me to be the President/CEO of VISIONARY FIBER TECHNOLOGIES, a Texas Limited Liability Corporation, acting on behalf of such corporation.

Notary Public State of Texas

My Commission expires:

DRAFT MINUTES

LOCKHART ECONOMIC DEVELOPMENT CORPORATION

MONDAY, June 8, 2020
6:00 P.M.

In accordance with the order of the Office of the Governor issued March 16, 2020, the Lockhart Economic Development Corporation conducted a regular board meeting at 6:00 PM on May 11, 2020 by Zoom Conference in order to advance the public health goal of limiting face-to-face meetings (also called "social distancing") to slow the spread of the Coronavirus (COVID-19). There was no physical location for the meeting. The meeting agenda and packet were posted online at www.lockhartedc.com and at City Hall.

Join Zoom Meeting
<https://us02web.zoom.us/j/82655757809>
Meeting ID: 826-5575-7809
(346) 248 7799

Board Members Present: Alan Fielder, Chairman; Sally Daniel; Dyrall Thomas; Alfredo Munoz; Morris Alexander

Board Members Absent: Frank Estrada, Umesh Patel

Staff Present: Mike Kamerlander, Director of Economic Development; Pam Larison, Finance Director; Steve Lewis, President; Marissa Cooney, Economic Development Specialist

1. CALL TO ORDER

The meeting was called to order by Alan Fielder, Chairman at 6:05 pm

2. PUBLIC COMMENTS

No public comments

3. DISCUSSION AND/OR ACTION

3.1 Discussion and/or action regarding minutes from the May 11, 2020 meeting.

Motion to approve the minutes from the May 11, 2020 meeting.

Motion: Alfredo Munoz

Second: Sally Daniel

Vote: 4 of 4

3.2 Discussion and/or action regarding sales tax and financial statements for May 2020.

Pam Larison gave an overview of the of the financials as well as the sales tax report. Ms. Larison noted that sales tax revenues for March were 25% higher than the previous year and represented the single largest monthly sales tax collection ever for the city. This is likely due to COVID-19 panic buying that occurred. Ms. Larison still expects a downturn for the next report as COVID-19 related closure impact sales.

LOCKHART ECONOMIC DEVELOPMENT CORPORATION (LEDC)
MINUTES

Monday, June 8, 2020 - 6:00 P.M.

Join Zoom Meeting

<https://us02web.zoom.us/j/82655757809>

Meeting ID: 826-5575-7809

(346) 248 7799

Page 1 of 4

Motion to approve the May sales tax and financial statements as presented

Motion: Alfredo Munoz Second: Sally Daniel Vote: 4 of 4

3.3 Discussion and/or action regarding rescinding an offer of incentives to CropOne Holdings and unencumbering the funds associated.

To release the encumbrance of funds for a project that is no longer viable.

Motion to rescind offer of incentives to CropOne Holdings.

Motion: Dyral Thomas Second: Alfredo Munoz Vote: 4 of 4

3.4 Discussion and/or action regarding Fiscal Year 2020-2021 LEDC Budget Workshop

Mr. Kamerlander presented the proposed 2020-2021 LEDC budget to the board and pointed out some changes from this current fiscal year. The sales tax revenue has been decreased for 2020-21 by \$61,618 or 7.1%. Ms. Larison also included \$6,260 payroll contingency for a 3% cost of living increase. Line item 800-5199-802 Transfer to I&S Debt service fund was removed from the budget as it is not an actual expected expenditure unless City Council takes action. Some highlights:

- Salaries: Went up due to the new position created in March.
- 5199-204 Legal: Increased 20%
- 5199-207 Printing, Mktg, & Public RE: Decreased from \$20,000 to \$7,500. This is due mainly to not buying an ad in the Formula 1 program which is \$7,500 alone.
- 5199-214 Rents and Leases: Is up because of the new office.
- 5199-226 Radio and Comm: Is up due to having 2 cell phones instead of 1.
- 5199-299 Other Contracts & Services: Down because there are no expenses for a new website or developing a new 5-year strategic plan in the upcoming fiscal year.

Motion to adopt the proposed budget for FY 2020-21

Motion: Alan Fielder Second: Alfredo Munoz Vote: 4 of 4

3.5 Discussion and/or action regarding Resolution 2020-01 for an Economic Development Administration Disaster Grant for a wastewater line infrastructure improvement project.

The proposed resolution dedicates \$300,000 from LEDC's fund balance towards the project. Unencumbered and available funds are required to even apply for this grant. If we do not receive the grant, the \$300,00 will not be expended. If the City does receive the grant then the wastewater line can be expanded for \$300,000 instead of \$1,480,100 and the City's western side will be set up well for industrial, residential, and commercial growth opportunities.

Motion to adopt LEDC Resolution 2020-01.

Motion: Alfredo Munoz Second: Morris Alexander Vote: 5 of 5

3.6 Discussion and/or action regarding a budget amendment for the FY 2019-2020 budget for the 20% match for the EDA Disaster Grant totaling \$300,000 from the LEDC Fund balance.

This amendment will be to use \$300,000 from LEDC's fund balance for the 20% matching fund for the EDA Disaster grant.

Motion to amend the budget for \$300,000 in order to provide the 20% matching funds for the EDA Disaster grant.

Motion: Alfredo Munoz Second: Sally Daniel Vote: 5 of 5

4. PUBLIC HEARING - 6:15 P.M.

4.1 Hold a public hearing regarding Project Purell with Visionary Fiber Technologies pursuant to Sec. 505.159, Local Government Code.

Public hearing is required for any new economic development performance agreement or amendment to an existing one. There was one person from the public in attendance but chose not to speak on this item. Two representatives from Visionary Fiber Technologies were in attendance: John Kinzer, CEO and Kevin Cate. Both spoke to the purpose of the loan, the outlook for their company, and their appreciation of Lockhart.

5. DISCUSSION AND/OR ACTION

5.1 Discussion and/or action regarding an amendment to the economic development performance Agreement with Visionary Fiber Technologies for Project Purell providing a \$250,000 loan.

LEDC board set the interest rate for the loan at 3.25% per annum.

Motion: Alfredo Munoz Second: Morris Alexander Vote 5 of 5

6. DISCUSSION ONLY

6.1 Activity Updates

Mr. Kamerlander gave an update on the LEDC Staff activities for the May 2020.

ADJOURN

Minutes approved this the _____ day of _____, 2020.

Alan Fielder, Chairman LEDC

LOCKHART ECONOMIC DEVELOPMENT CORPORATION (LEDC)

MINUTES

Monday, June 8, 2020 - 6:00 P.M.

Join Zoom Meeting

<https://us02web.zoom.us/j/82655757809>

Meeting ID: 826-5575-7809

(346) 248 7799

Page 3 of 4

Michael Kamerlander, Secretary LEDC

LOCKHART ECONOMIC DEVELOPMENT CORPORATION (LEDC)
MINUTES
Monday, June 8, 2020 - 6:00 P.M.
Join Zoom Meeting
<https://us02web.zoom.us/j/82655757809>
Meeting ID: 826-5575-7809
(346) 248 7799
Page 4 of 4

City of Lockhart, Texas

Council Agenda Item Briefing Data

COUNCIL MEETING DATE: June 16, 2020

AGENDA ITEM CAPTION: Discussion and possible action regarding Resolution 2020-18 of the City Council of the City of Lockhart, Texas supporting the City of Lockhart's submission of an US EDA Disaster Recovery Grant application for engineering and construction of wastewater line; authorizing the City Manager to execute all necessary documentation; and establishing an effective date.

ORIGINATING DEPARTMENT AND CONTACT: Mike Kamerlander, Director Economic Development mkamerlander@lockhart-tx.org

ACTION REQUESTED:

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

BACKGROUND/SUMMARY/DISCUSSION: The EDA has issued a competitive disaster grant in the territory that includes Texas and 4 of our neighboring states due to the COVID-19 Pandemic. The grants are intended to help cities become more economically resilient to future disasters of any kind. The best way to be economically resilient is to broaden the city's tax base and grow it. Grant applications are being accepted on a rolling basis.

The expected location for large scale growth in residential, commercial, and industrial development is the western side of Lockhart. The main wastewater line serving the west is inadequate for large growth in the future.

Currently there is 2.5 miles of an 8" wastewater line that runs along the rail line from SH 130 East to along Tank Street to the wastewater treatment plant on the creek. This new line would expand the line to a 12" line as well as 15" in areas that would collect more effluent such as in town where there are more connections. This line would follow the same path as the current wastewater lines only making them larger to handle more capacity.

This EDA grant would allow the City of Lockhart to apply and potentially receive enough funds to design and build the project to accommodate the expected future growth with a 20% match. Under the terms of the grant, infrastructure grants must be completed within 5 years.

On June 8, 2020, the LEDC Board of Directors approved LEDC Resolution 2020-01 supporting application and allocating \$300,000 from LEDC's fund balance towards the project's required 20% match. Unencumbered and available funds are required to even apply for this grant. If the City is not successful with its grant application, the funds will not be expended. If the City does receive the grant then the wastewater line can be expanded for \$296,020 instead of \$1,480,100 and the City's western side will be set up well for industrial, residential, and commercial growth opportunities. This will bolster the utilities in the area along with the new water lines and elevated storage tank set to be operational later this summer.

PROJECT SCHEDULE (if applicable):

AMOUNT & SOURCE OF FUNDING:

Funds Required: \$300,000

Account Number: 800-5199-911

Funds Available: \$0

Account Name: LEDC Construction/Project Improvement

Finance Review initials



FISCAL NOTE (if applicable): \$300,000

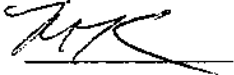
Previous Council Action: N/A

COMMITTEE/BOARD/COMMISSION ACTION: Unanimously passed by LEDC Board on June 8th.

STAFF RECOMMENDATION/REQUESTED MOTION: Staff recommends approval of Resolution 2020-18

LIST OF SUPPORTING DOCUMENTS: Resolution 2020-18; LEDC June 8, 2020 Draft Minutes; LEDC Resolution 2020-01; TRC Engineering Estimate; Utility Map

Department Head initials:



City Manager's Review:



RESOLUTION R-2020-18

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOCKHART, TEXAS SUPPORTING THE CITY OF LOCKHART'S SUBMISSION OF AN EDA DISASTER RECOVERY GRANT APPLICATION FOR ENGINEERING AND CONSTRUCTION OF WASTERWATER LINE; AUTHORIZING THE CITY MANAGER TO EXECUTE ALL NECESSARY DOCUMENTATION; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the U.S. Economic Development Administration, in response to the COVID-19 Pandemic Declaration and Federal Emergency Declaration DR-4485 has allocated grant funds to assist with economic recovery in the federal disaster declaration area;

WHEREAS, the City of Lockhart, an incorporated town within Caldwell County, was included in the Federal Disaster Declaration (DR-4485) and is eligible to apply for allocated grant funds;

WHEREAS, the City of Lockhart is submitting a grant application for \$1.4 million dollars to facilitate the engineering and construction of a 2.5-mile wastewater line serving western Lockhart; and

WHEREAS, the scope of the project is a priority in the City's long-range growth plan and as part of the 2019 Lockhart Business Park Report;

WHEREAS, this project is deemed critical to the City's infrastructure plan and is critical to the long-term recovery and economic prosperity of the City of Lockhart; and

WHEREAS, the City is set provide a twenty percent local match as part of the grant application, which is available, unencumbered, and committed to this project.

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

- Section 1.** The City Council of the City of Lockhart supports the submission of an EDA Disaster Recovery grant; and
- Section 2.** The City Council of the City of Lockhart authorizes the City Manager to execute all necessary documentation regarding this grant; and
- Section 3.** This resolution shall take effect immediately from and after its passage. and it is duly resolved.

Approved and adopted on this, the _____ day of June 2020.

City Council of Lockhart, Texas

Lew White, Mayor

Attest:

Approved as to form:

Connie Constancio, City Secretary

Monte Akers, City Attorney

DRAFT MINUTES

LOCKHART ECONOMIC DEVELOPMENT CORPORATION

MONDAY, June 8, 2020
6:00 P.M.

In accordance with the order of the Office of the Governor issued March 16, 2020, the Lockhart Economic Development Corporation conducted a regular board meeting at 6:00 PM on May 11, 2020 by Zoom Conference in order to advance the public health goal of limiting face-to-face meetings (also called "social distancing") to slow the spread of the Coronavirus (COVID-19). There was no physical location for the meeting. The meeting agenda and packet were posted online at www.lockhartedc.com and at City Hall.

Join Zoom Meeting
<https://us02web.zoom.us/j/82655757809>
Meeting ID: 826-5575-7809
(346) 248 7799

Board Members Present: Alan Fielder, Chairman; Sally Daniel; Dyral Thomas; Alfredo Munoz; Morris Alexander

Board Members Absent: Frank Estrada, Umesh Patel

Staff Present: Mike Kamerlander, Director of Economic Development; Pam Larison, Finance Director; Steve Lewis, President; Marissa Cooney, Economic Development Specialist

1. CALL TO ORDER

The meeting was called to order by Alan Fielder, Chairman at 6:05 pm

2. PUBLIC COMMENTS

No public comments

3. DISCUSSION AND/OR ACTION

3.1 Discussion and/or action regarding minutes from the May 11, 2020 meeting.

Motion to approve the minutes from the May 11, 2020 meeting.

Motion: Alfredo Munoz

Second: Sally Daniel

Vote: 4 of 4

3.2 Discussion and/or action regarding sales tax and financial statements for May 2020.

Pam Larison gave an overview of the of the financials as well as the sales tax report. Ms. Larison noted that sales tax revenues for March were 25% higher than the previous year and represented the single largest monthly sales tax collection ever for the city. This is likely due to COVID-19 panic buying that occurred. Ms. Larison still expects a downturn for the next report as COVID-19 related closure impact sales.

Motion to approve the May sales tax and financial statements as presented

Motion: Alfredo Munoz Second: Sally Daniel Vote: 4 of 4

3.3 Discussion and/or action regarding rescinding an offer of incentives to CropOne Holdings and unencumbering the funds associated.

To release the encumbrance of funds for a project that is no longer viable.

Motion to rescind offer of incentives to CropOne Holdings.

Motion: Dyral Thomas Second: Alfredo Munoz Vote: 4 of 4

3.4 Discussion and/or action regarding Fiscal Year 2020-2021 LEDC Budget Workshop

Mr. Kamerlander presented the proposed 2020-2021 LEDC budget to the board and pointed out some changes from this current fiscal year. The sales tax revenue has been decreased for 2020-21 by \$61,618 or 7.1%. Ms. Larison also included \$6,260 payroll contingency for a 3% cost of living increase. Line item 800-5199-802 Transfer to I&S Debt service fund was removed from the budget as it is not an actual expected expenditure unless City Council takes action. Some highlights:

- Salaries: Went up due to the new position created in March.
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- 5199-207 Printing, Mktg, & Public RE: Decreased from \$20,000 to \$7,500. This is due mainly to not buying an ad in the Formula 1 program which is \$7,500 alone.
- 5199-214 Rents and Leases: Is up because of the new office.
- 5199-226 Radio and Comm: Is up due to having 2 cell phones instead of 1.
- 5199-299 Other Contracts & Services: Down because there are no expenses for a new website or developing a new 5-year strategic plan in the upcoming fiscal year.

Motion to adopt the proposed budget for FY 2020-21

Motion: Alan Fielder Second: Alfredo Munoz Vote: 4 of 4

3.5 Discussion and/or action regarding Resolution 2020-01 for an Economic Development Administration Disaster Grant for a wastewater line infrastructure improvement project.

The proposed resolution dedicates \$300,000 from LEDC's fund balance towards the project. Unencumbered and available funds are required to even apply for this grant. If we do not receive the grant, the \$300,00 will not be expended. If the City does receive the grant then the wastewater line can be expanded for \$300,000 instead of \$1,480,100 and the City's western side will be set up well for industrial, residential, and commercial growth opportunities.

Motion to adopt LEDC Resolution 2020-01.

Motion: Alfredo Munoz Second: Morris Alexander Vote: 5 of 5

3.6 Discussion and/or action regarding a budget amendment for the FY 2019-2020 budget for the 20% match for the EDA Disaster Grant totaling \$300,000 from the LEDC Fund balance.

This amendment will be to use \$300,000 from LEDC's fund balance for the 20% matching fund for the EDA Disaster grant.

Motion to amend the budget for \$300,000 in order to provide the 20% matching funds for the EDA Disaster grant.

Motion: Alfredo Munoz

Second: Sally Daniel

Vote: 5 of 5

4. PUBLIC HEARING - 6:15 P.M.

4.1 Hold a public hearing regarding Project Purell with Visionary Fiber Technologies pursuant to Sec. 505.159, Local Government Code.

Public hearing is required for any new economic development performance agreement or amendment to an existing one. There was one person from the public in attendance but chose not to speak on this item. Two representatives from Visionary Fiber Technologies were in attendance: John Kinzer, CEO and Kevin Cate. Both spoke to the purpose of the loan, the outlook for their company, and their appreciation of Lockhart.

5. DISCUSSION AND/OR ACTION

5.1 Discussion and/or action regarding an amendment to the economic development performance Agreement with Visionary Fiber Technologies for Project Purell providing a \$250,000 loan.

LEDC board set the interest rate for the loan at 3.25% per annum.

Motion: Alfredo Munoz

Second: Morris Alexander

Vote 5 of 5

6. DISCUSSION ONLY

6.1 Activity Updates

Mr. Kamerlander gave an update on the LEDC Staff activities for the May 2020.

ADJOURN

Minutes approved this the _____ day of _____, 2020.

Alan Fielder, Chairman LEDC

LOCKHART ECONOMIC DEVELOPMENT CORPORATION (LEDC)

MINUTES

Monday, June 8, 2020 - 6:00 P.M.

Join Zoom Meeting

https://us02web.zoom.us/j/82655757809

Meeting ID: 826-5575-7809

(346) 248-7799

Page 3 of 4

Michael Kamerlander, Secretary LEDC

LOCKHART ECONOMIC DEVELOPMENT CORPORATION (LEDC)
MINUTES
Monday, June 8, 2020 - 6:00 P.M.
Join Zoom Meeting
<https://us02web.zoom.us/j/82655757809>
Meeting ID: 826-5575-7809
(346) 248-7799
Page 4 of 4

RESOLUTION NO. 2020-01

RESOLUTION OF THE LOCKHART ECONOMIC DEVELOPMENT CORPORATION SUPPORTING THE CITY OF LOCKHART'S SUBMISSION OF AN EDA-DISASTER RECOVERY GRANT APPLICATION FOR ENGINEERING AND CONSTRUCTION OF WASTERWATER LINE; AUTHORIZING THE USE OF LEDC FUNDS TO BE USED FOR THE 20% MATCHING FUND REQUIREMENT; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the U.S. Economic Development Administration, in response to the COVID-19 Pandemic Declaration and Federal Emergency Declaration DR-4485 has allocated grant funds to assist with economic recovery in the federal disaster declaration area;

WHEREAS, the City of Lockhart, an incorporated town within Caldwell County, was included in the Federal Disaster Declaration (DR-4485) and is eligible to apply for allocated grant funds;

WHEREAS, the City of Lockhart is submitting a grant application for \$1.4 million dollars to facilitate the engineering and construction of a 2.5 mile wastewater line in the area known as Centerpoint located at Highway 130 and SH 142 in western Lockhart; and

WHEREAS, the scope of the project is a priority in the City's long range growth Plan and as part of the 2019 Lockhart Business Park Report;

WHEREAS, this project is deemed critical to the City's infrastructure plan and is critical to the long term recovery and economic prosperity of the City of Lockhart; and

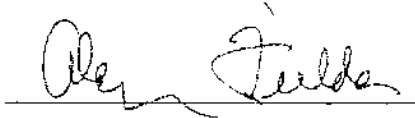
WHEREAS the LEDC is set to provide a twenty percent local match as part of the grant application, which is available, unencumbered, and committed to this project.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE LOCKHART ECONOMIC DEVELOPMENT CORPORATION:

- Section 1. The Lockhart Economic Development Corporation supports the submission of an EDA Disaster Recovery grant; and
- Section 2. The Lockhart Economic Development Corporation authorizes the use of EDC funds to be used as the 20% matching funds for this grant; and
- Section 3. This resolution shall take effect immediately from and after its passage, and it is duly resolved.

Approved and adopted on this, the 8th day of June, 2020.

Lockhart Economic Development Corporation

A handwritten signature in cursive script, appearing to read "Alan Fielder", is written over a horizontal line.

Alan Fielder, Board Chairman

Approved as to form:

Attest:

Michael Kamerlander, Board Secretary

Monte Akers, Board Attorney

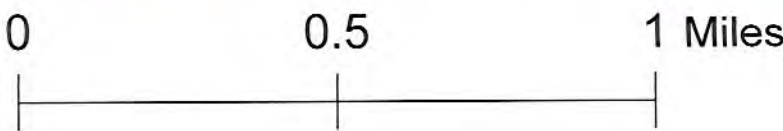
LOCKHART, TEXAS
SEWER LINE EXTENSION - SH130 TO LARREMORE WWTP
PRELIMINARY ENGINEER'S OPINION OF PROBABLE COST
MAY 14, 2020

Item No.	Description	Quantity		Unit Price	Estimate Cost
1	12" PVC Sewer	9,500	LF	\$75	\$712,500
2	15" PVC Sewer	1,800	LF	\$85	\$153,000
3	Manholes	25	EA	\$5,500	\$137,500
4	Trench Safety	11,300	LF	\$3	\$33,900
5	Connection to Existing manholes	6	EA	\$3,000	\$18,000
6	4" Sewer Service Connections	30	EA	\$1,900	\$57,000
7	Traffic Control Plan	1	LS	\$5,000	\$5,000
8	SW3P	1	LS	\$3,000	\$3,000
9	Silt Fence	11,300	LF	\$1	\$11,300
10	Mobilization/Demoblization	1	LS	\$25,000	\$25,000
				Subtotal	\$1,156,200
				Contingencies (15%)	\$173,500
				Engineering/Surveying (13%)	\$150,400
				ESTIMATED PROJECT TOTAL	\$1,480,100



CITY OF
Lockhart
 TEXAS

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



LOCATION MAP	
	CITY LIMITS
	SEWERLINES
	Force Main
	Gravity

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City of Lockhart, Texas

Council Agenda Item Briefing Data

COUNCIL MEETING DATE: June 16, 2020

AGENDA ITEM CAPTION: Discussion and/or action regarding LEDC budget amendment.

ORIGINATING DEPARTMENT AND CONTACT: Mike Kamerlander, Director Economic Development mkamerlander@lockhart-tx.org

ACTION REQUESTED:

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

BACKGROUND/SUMMARY/DISCUSSION: This budget amendment is to approve a \$300,000 transfer from the LEDC Fund balance for the required 20% match for the EDA Disaster Grant. In order to apply for the EDA Grant, the 20% must be immediately available and unencumbered. Additionally, this amendment balances the salary and benefits difference between what was budgeted the old Clerical position and what is now required for the Economic Development Specialist position which was filled in March.

PROJECT SCHEDULE (if applicable): N/A

AMOUNT & SOURCE OF FUNDING:

Funds Required: \$314,457.00
Account Number: 800-5199-911 & 800-5199-106
Funds Available: LEDC Fund Balance
Account Name: Economic Development

Finance Review initials



FISCAL NOTE (if applicable): \$314,457

Previous Council Action: N/A

COMMITTEE/BOARD/COMMISSION ACTION: EDA Grant Funding amendment unanimously passed by LEDC Board on June 8th; Economic Development Specialist Position created and unanimously passed by LEDC Board on October 7, 2019.

STAFF RECOMMENDATION/REQUESTED MOTION: Staff recommends approval of Budget Amendment.

LIST OF SUPPORTING DOCUMENTS: LEDC Resolution 2020-01; Budget Amendment Worksheet; LEDC Board Meeting Minutes 10/7/2019; LEDC Board Draft Minutes 6/8/2020.

Department Head initials:



City Manager's Review:



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RESOLUTION NO. 2020-01

RESOLUTION OF THE LOCKHART ECONOMIC DEVELOPMENT CORPORATION SUPPORTING THE CITY OF LOCKHART'S SUBMISSION OF AN EDA-DISASTER RECOVERY GRANT APPLICATION FOR ENGINEERING AND CONSTRUCTION OF WASTERWATER LINE; AUTHORIZING THE USE OF LEDC FUNDS TO BE USED FOR THE 20% MATCHING FUND REQUIREMENT; AND ESTABLISHING AN EFFECTIVE DATE

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WHEREAS, the scope of the project is a priority in the City's long range growth Plan and as part of the 2019 Lockhart Business Park Report;

WHEREAS, this project is deemed critical to the City's infrastructure plan and is critical to the long term recovery and economic prosperity of the City of Lockhart; and

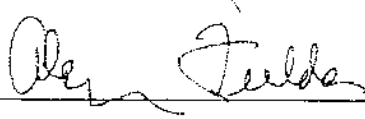
WHEREAS the LEDC is set to provide a twenty percent local match as part of the grant application, which is available, unencumbered, and committed to this project.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE LOCKHART ECONOMIC DEVELOPMENT CORPORATION:

- Section 1. The Lockhart Economic Development Corporation supports the submission of an EDA Disaster Recovery grant; and
- Section 2. The Lockhart Economic Development Corporation authorizes the use of EDC funds to be used as the 20% matching funds for this grant; and
- Section 3. This resolution shall take effect immediately from and after its passage, and it is duly resolved.

Approved and adopted on this, the 8th day of June, 2020.

Lockhart Economic Development Corporation



Alan Fielder, Board Chairman

Approved as to form:

Attest:

Michael Kamerlander, Board Secretary

Monte Akers, Board Attorney

CITY OF LOCKHART
BUDGET AMENDMENT FORM
 Amendment No. 49

EXPENSES	ACCOUNT NO.	Adopted Budget	Current Amendment:	Total Budget after Current Amendment
EDA Disaster Grant 20% Match	800-5199-911	\$0.00	\$300,000.00	\$300,000.00
Wages-Clerical	800-5199-106	32,779.00	14,457.00	\$47,236.00
				0.00
			\$314,457.00	\$347,236.00

REVENUES	ACCOUNT NO.	AMOUNT
		\$0.00
		\$0.00
		\$0.00

REASON FOR AMENDMENT

EDA Disaster Grant is \$1,480,100 towards expanding the wastewater line running along the UP rail line towards SH 130. Salary adjustment for new position

REQUESTED BY: _____ DATE _____

APPROVED BY: _____ DATE _____

POSTED _____
 FINANCE _____ DATE _____

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3.4 Discussion and/or action regarding changing the date for the November LEDC meeting due to observance of Veteran's Day.

Motion to move the November meeting to November 4, 2019

Motion: Dyral Thomas

Second: Alfredo Munoz

Vote: 5 of 5

4. PUBLIC HEARING

4.1 Hold a public hearing regarding Project Perk with Gahwe Coffee Roasters USA, LLC pursuant to Sec. 505.159, Local Government Code.

Open the public hearing at 6:07pm

Close the public hearing at 6:07pm

5. DISCUSSION AND/OR ACTION

5.1 Discussion and/or action regarding Resolution 2019-06 and Performance Agreement related to Gahwe Coffee Roasters USA, LLC for Project Perk

Mike stated that the company agrees to construct a 9,000 square foot building and employ 13 employees.

A representative from Gahwe Coffee Roasters Jose Humberto Torres were present to address the LEDC Board and explained their plan. Mr. Torres is the Operation Manager. He stated he has 6 years in the business.

Alan Fielder welcomed them to Lockhart. Mr. Torres stated Walmart will be selling their coffee in 40 of their stores. He said that they have exclusive producers that they will get their coffee beans from.

Motion to approve the Resolution 2019-06 and Performance Agreement related to Gahwe Coffee Roasters USA, LLC for Project Perk

Motion: Alfredo Munoz

Second: Dyral Thomas

Vote: 5 of 5

6. EXECUTIVE SESSION

6.1 Close Open Session and Convene Executive Session pursuant to Sec. 551.072 (Deliberation regarding the purchase, exchange, lease, or value of real property), Sec. 551.087 (Economic Development), and Sec. 551.074 (personnel) of the Texas Open Meetings Act. Gov't Code Ch. 551, to discuss the following:

- Incentives related to Projects Perk and AI.
- Discussion of the employment, assignment, and duties of the position of Economic Development Specialist

Into Executive Session at 5:55 p.m.

Out of Executive Session at 6:06 p.m.

Reconvene to open session for possible action related to matters discussed in Executive Session.

LOCKHART ECONOMIC DEVELOPMENT CORPORATION (LEDC)

MINUTES

Monday, October 7, 2019 - 6:00 P.M.

Glosserman Room - Downstairs - City Hall

308 WEST SAN ANTONIO STREET

Page 2 of 3

Motion to approve the creation of the economic development specialist position.

Motion: Alfredo Munoz

Second: Dyrall Thomas

Vote: 6 of 6

7. **DISCUSSION ONLY**

7.1 Activity Updates

Sally Daniel arrived at 6:08pm

Mr. Lewis advised the Board to look over the attachments in the packet and if they had any questions to contact Mike.

8. **ADJOURN**

Motion to adjourn

The meeting was adjourned by unanimous vote at 6:17pm.

Minutes approved this the _____ day of _____, 2019.

Alan Fielder, Chairman LEDC

Michael Kamerlander, Secretary LEDC

DRAFT MINUTES

LOCKHART ECONOMIC DEVELOPMENT CORPORATION

MONDAY, June 8, 2020
6:00 P.M.

In accordance with the order of the Office of the Governor issued March 16, 2020, the Lockhart Economic Development Corporation conducted a regular board meeting at 6:00 PM on May 11, 2020 by Zoom Conference in order to advance the public health goal of limiting face-to-face meetings (also called "social distancing") to slow the spread of the Coronavirus (COVID-19). There was no physical location for the meeting. The meeting agenda and packet were posted online at www.lockhartedc.com and at City Hall.

Join Zoom Meeting
<https://us02web.zoom.us/j/82655757809>
Meeting ID: 826-5575-7809
(346) 248 7799

Board Members Present: Alan Fielder, Chairman; Sally Daniel; Dyral Thomas; Alfredo Munoz; Morris Alexander

Board Members Absent: Frank Estrada, Umesh Patel

Staff Present: Mike Kamerlander, Director of Economic Development; Pam Larison, Finance Director; Steve Lewis, President; Marissa Cooney, Economic Development Specialist

1. CALL TO ORDER

The meeting was called to order by Alan Fielder, Chairman at 6:05 pm

2. PUBLIC COMMENTS

No public comments

3. DISCUSSION AND/OR ACTION

3.1 Discussion and/or action regarding minutes from the May 11, 2020 meeting.

Motion to approve the minutes from the May 11, 2020 meeting.

Motion: Alfredo Munoz

Second: Sally Daniel

Vote: 4 of 4

3.2 Discussion and/or action regarding sales tax and financial statements for May 2020.

Pam Larison gave an overview of the of the financials as well as the sales tax report. Ms. Larison noted that sales tax revenues for March were 25% higher than the previous year and represented the single largest monthly sales tax collection ever for the city. This is likely due to COVID-19 panic buying that occurred. Ms. Larison still expects a downturn for the next report as COVID-19 related closure impact sales.

LOCKHART ECONOMIC DEVELOPMENT CORPORATION (LEDC)

MINUTES

Monday, June 8, 2020 - 6:00 P.M.

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Motion to approve the May sales tax and financial statements as presented

Motion: Alfredo Munoz Second: Sally Daniel Vote: 4 of 4

3.3 Discussion and/or action regarding rescinding an offer of incentives to CropOne Holdings and unencumbering the funds associated.

To release the encumbrance of funds for a project that is no longer viable.

Motion to rescind offer of incentives to CropOne Holdings.

Motion: Dyral Thomas Second: Alfredo Munoz Vote: 4 of 4

3.4 Discussion and/or action regarding Fiscal Year 2020-2021 LEDC Budget Workshop

Mr. Kamerlander presented the proposed 2020-2021 LEDC budget to the board and pointed out some changes from this current fiscal year. The sales tax revenue has been decreased for 2020-21 by \$61,618 or 7.1%. Ms. Larison also included \$6,260 payroll contingency for a 3% cost of living increase. Line item 800-5199-802 Transfer to I&S Debt service fund was removed from the budget as it is not an actual expected expenditure unless City Council takes action. Some highlights:

- Salaries: Went up due to the new position created in March.
- 5199-204 Legal: Increased 20%
- 5199-207 Printing, Mktg, & Public RE: Decreased from \$20,000 to \$7,500. This is due mainly to not buying an ad in the Formula 1 program which is \$7,500 alone.
- 5199-214 Rents and Leases: Is up because of the new office.
- 5199-226 Radio and Comm: Is up due to having 2 cell phones instead of 1.
- 5199-299 Other Contracts & Services: Down because there are no expenses for a new website or developing a new 5-year strategic plan in the upcoming fiscal year.

Motion to adopt the proposed budget for FY 2020-21

Motion: Alan Fielder Second: Alfredo Munoz Vote: 4 of 4

3.5 Discussion and/or action regarding Resolution 2020-01 for an Economic Development Administration Disaster Grant for a wastewater line infrastructure improvement project.

The proposed resolution dedicates \$300,000 from LEDC's fund balance towards the project. Unencumbered and available funds are required to even apply for this grant. If we do not receive the grant, the \$300,00 will not be expended. If the City does receive the grant then the wastewater line can be expanded for \$300,000 instead of \$1,480,100 and the City's western side will be set up well for industrial, residential, and commercial growth opportunities.

Motion to adopt LEDC Resolution 2020-01.

Motion: Alfredo Munoz Second: Morris Alexander Vote: 5 of 5

3.6 Discussion and/or action regarding a budget amendment for the FY 2019-2020 budget for the 20% match for the EDA Disaster Grant totaling \$300,000 from the LEDC Fund balance.

This amendment will be to use \$300,000 from LEDC's fund balance for the 20% matching fund for the EDA Disaster grant.

Motion to amend the budget for \$300,000 in order to provide the 20% matching funds for the EDA Disaster grant.

Motion: Alfredo Munoz Second: Sally Daniel Vote: 5 of 5

4. PUBLIC HEARING - 6:15 P.M.

4.1 Hold a public hearing regarding Project Purell with Visionary Fiber Technologies pursuant to Sec. 505.159, Local Government Code.

Public hearing is required for any new economic development performance agreement or amendment to an existing one. There was one person from the public in attendance but chose not to speak on this item. Two representatives from Visionary Fiber Technologies were in attendance: John Kinzer, CEO and Kevin Cate. Both spoke to the purpose of the loan, the outlook for their company, and their appreciation of Lockhart.

5. DISCUSSION AND/OR ACTION

5.1 Discussion and/or action regarding an amendment to the economic development performance Agreement with Visionary Fiber Technologies for Project Purell providing a \$250,000 loan.

LEDC board set the interest rate for the loan at 3.25% per annum.

Motion: Alfredo Munoz Second: Morris Alexander Vote 5 of 5

6. DISCUSSION ONLY

6.1 Activity Updates

Mr. Kamerlander gave an update on the LEDC Staff activities for the May 2020.

ADJOURN

Minutes approved this the _____ day of _____, 2020.

Alan Fielder, Chairman LEDC

LOCKHART ECONOMIC DEVELOPMENT CORPORATION (LEDC)
MINUTES

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Michael Kamerlander, Secretary LEDC

LOCKHART ECONOMIC DEVELOPMENT CORPORATION (LEDC)
MINUTES

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City of Lockhart, Texas

Council Agenda Item Briefing Data

COUNCIL MEETING DATE: June 16, 2020

AGENDA ITEM CAPTION: Consideration and action to approve Resolution No. 2020-16 to adopt a purchasing policy for the City of Lockhart and to approve Resolution No. 2020-17, pursuant to Sec. 252.022(c), Local Government Code regarding purchases for the Lockhart Electric Utility.

ORIGINATING DEPARTMENT AND CONTACT: Finance Department

ACTION REQUESTED:

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

BACKGROUND/SUMMARY/DISCUSSION: The City should adopt and follow a policy for purchasing and procurement to ensure the highest quality and best value of goods and services for the City and which is consistent with state law. As part of the policy, the City is authorized by Sec. 252.022(c), Local Government Code, to establish, by resolution, a policy for purchases for the City's electric utility that do not require competitive bidding or competitive proposals particularly when such purchases are from a provider of electric power in the state, such as the Lower Colorado River Authority, and electric cooperative or a municipally-owned electric utility.

STAFF RECOMMENDATION/REQUESTED MOTION: Approval of both Resolutions

LIST OF SUPPORTING DOCUMENTS:

1. Resolution No. 2020-16 to adopt the City of Lockhart Purchasing Policy
2. Resolution No. 2020-17 to adopt a resolution under Sec. 252.022(c), Local Government Code for purchases for the Lockhart Electric Utility

Department Head initials:



City Manager's Review:



RESOLUTION NO. 2020-16

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
LOCKHART, TEXAS APPROVING A PURCHASING POLICY FOR THE
CITY AND DECLARING AN EFFECTIVE DATE**

WHEREAS, it is the desire of the City Council of the City of Lockhart to provide the best products and service possible to all City departments, procure the highest quality products at the lowest possible price, and to ensure an atmosphere of equality to all vendors without undue influence or pressure; and

WHEREAS, the City should establish, maintain, and adhere to a purchasing policy that will ensure compliance with Federal, State, and local purchasing laws, establish policies and procedures that maintain the integrity of the purchasing process, encourage competition, and achieve cost savings, and which will procure goods and services of the requested quality and quantity from responsible sources using the most efficient and economical means at the best possible price with the availability when and where they are needed;

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

1. The foregoing recitals are adopted and incorporated herein for all purposes.
2. The "City of Lockhart Purchasing Policy," which is attached hereto as Exhibit "A," is hereby approved as the official purchasing and procurement policy for the City.
3. This Resolution shall be effective from the date of its adoption.

APPROVED AND ADOPTED ON THIS THE 16TH DAY OF JUNE, 2020.

CITY OF LOCKHART

Lew White, Mayor

Attest:

Approved as to form:

Connie Constancio, City Secretary

Monte Akers, City Attorney

EXHIBIT "A"

City of Lockhart Purchasing Policy

I. Introduction

This is the Purchasing Policy for the City of Lockhart, Texas ("City"). Texas law is the primary authority for purchasing procedures, and therefore, portions of this manual use language taken directly from state statutes. At other times, the manual paraphrases and generalizes state law in an effort to assist in the understanding and application of purchasing requirements. This manual does not address every purchasing situation. Should a City employee have any questions or when an unusual situation occurs, please consult the City's Finance department. This program shall supersede and replace the policy adopted/reissued on October 23, 2012.

A. Purchasing Goals

1. Ensure compliance with Federal, State, and local purchasing laws
2. Establish policies and procedures that maintain the integrity of the purchasing process, encourage competition, and achieve cost savings
3. Procure goods and services of the requested quality and quantity from responsible sources using the most efficient and economical means at the best possible price with the availability when and where they are needed

B. General Purchasing Goals

1. **Purchasing Authorization:** The City Manager, pursuant to the City Council's approval of this manual, has delegated purchasing authority and responsibilities with respect to the purchasing of goods and services to certain City positions including members of the Finance Department, as well as Department Directors and their designees. City Council authorizes the City Manager to sign contracts that are below thresholds for which explicit City Council approval is required.
2. **Public Funds Agreements:** In addition, the City Council authorizes the City Manager to enter into agreements to grant public funds to various organizations as appropriated by the budget. Such grants include proceeds from Hotel Occupancy Tax and funding related to community support.

See table on the following page for general purchasing guidelines.

The following table provides general guidelines for purchases and the required quote/bids.

CITY OF LOCKHART APPROVAL REQUIREMENTS			
Total Amount of Request	Type of Bid/Quotes Required	Responsible for Bids/Quotes	Approvals Required
More than \$50,000	Competitive bids/proposals awarded by act of City Council.	Department or Project Manager with the assistance from Finance as necessary	City Council & City Manager
\$10,000 to \$49,999.99	Three written quotes based on like products; attach quotes to purchase order. Department Director to verify budgeted resources are available.	Department or Project Manager with the assistance from Finance as necessary	City Manager & Department Director
\$2,500 to \$9,999.99	Three written quotes based on like products; attach quotes to purchase order. Department Director to verify budgeted resources are available.	Department with assistance from Finance as necessary	Finance Director
Up to \$2,499.99	Efforts made to obtain the best value for the City. Department Director to verify budgeted resources are available.	Department with assistance from Finance as necessary	Department Director

All bids/quotes should include the total cost of acquiring the goods, including all vendor charges including shipping, delivery, assembly, installation, etc.

All requisitions related to a Capital Improvement Project require Finance approval.

The City Manager may approve contracts or purchases up to \$50,000 without prior Council Approval. For purchasing compliance consideration, in general the amount is determined by the total amount of each invoice or total contract.

II. Purchasing Considerations

A. Tax Exempt Status

The City is exempt from federal, state, and local taxes in most cases. An exemption certificate is available from the Finance Department to provide to City's vendors or contractors.

B. Historically Underutilized Business (HUB)

Section 252.01215 of the Texas Local Government Code (TLGC) requires Texas cities to contact at least two (2) historically underutilized businesses (HUB) on a rotating basis when making any expenditure of more than \$3,000 but less than \$50,000. A HUB vendor list may be obtained at:

www.window.state.tx.us/procure.html

If the list fails to identify a disadvantaged business in Caldwell County, the City is not required to follow this requirement.

III. Competitive Bidding

A. Legal Requirements

According to City of Lockhart Charter, Article 9, Section 9.27; and pursuant to Local Government Code, Chapter 252, Subchapter B, before the City may enter into a contract that requires an expenditure greater than \$50,000, it must:

1. Comply with the procedure established by state law for competitive sealed bidding or competitive sealed proposals;
2. Use the reverse auction procedure as defined by Section 2155.062(d) of the Government Code for purchasing; or
3. Comply with a method described by Chapter 2269 (Contracting and Delivery Procedures for Construction Projects) of the Government Code.

IV. Alternative Delivery Methods

The City may use the best-value competitive bidding process, competitive sealed proposal method, construction manager-agent method, construction manager-at-risk method, design-build method, and the job order contract method for public procurement in place of the standard competitive bidding method that is also allowed under Chapter 2269 of the Government Code or Chapters 252 and 271 of the TLGC. The City may use any of the alternative delivery methods for any project involving an improvement to real property.

V. Exemptions

Section 252.022(a) and Chapter 271 of the TLGC provide the following exemptions from competitive bidding:

- A. A procurement made because of a public calamity that requires the immediate appropriation of money to relieve the necessity of the City's residents or to preserve the property of the City.

- B. A procurement necessary to preserve or protect the public health or safety of the City's residents.
- C. A procurement necessary because of unforeseen damage to public machinery, equipment, or other property.
- D. A procurement for personal, professional, or planning services.
- E. A procurement for work that is performed and paid for by the day as the work progresses.
- F. A purchase of land or a right-of-way.
- G. A procurement of items that are available from only one source, including:
 1. Items that are available from only one source because of patents, copyrights, secret processes, or natural monopolies.
 2. Films, manuscripts, or books.
 3. Gas, water, and other utility services.
 4. Captive replacement parts or components for equipment.
 5. Books, papers, and other library materials for public library that are available from the persons holding exclusive distribution rights to the materials.
 6. Management services provided by a non-profit organization to a municipal museum, park, zoo, or other facility to which the organization has provided significant financial or other benefits.
- H. A purchase of rare books, paper, and other library materials for a public library.
- I. Paving drainage, street widening, and other public improvements, or related matters, if at least one-third of the cost is to be paid by or through special assessments levied on property that will benefit from improvements.
- J. Personal property sold:
 1. at an auction by a state licensed auctioneer;
 2. at a going out of business sale held in compliance with Subchapter F, Chapter 17, Business & Commerce Code;
 3. by a political subdivision of this state, an agency of this state, or an entity of the federal government; or
 4. under an inter-local contract for cooperative purchasing administered by a regional planning commission established under Chapter 391.
- K. Services performed by blind or severely disabled persons.
- L. Goods purchased by a municipality for subsequent retail sale by the municipality.
- M. Electricity.
- N. Advertising, other than legal notices.

- O. Purchases made through an existing state contract (Chapter 271, Subchapter D), cooperative purchasing program (Chapter 274, Subchapter F), or inter-local cooperation (Inter-local Cooperation Act).
- P. Purchases for the Lockhart Electric Utility from a provider of electric power in the State that are exempt under Sec. 252.022(c) and City of Lockhart Resolution No. 2020-17.

VI. Bids, Proposals, and Contracts

Only City Council has the authority to approve and award bids, proposals, and contracts that exceed \$50,000. State law (§252.021, TLGC) provides that purchases estimated at greater than \$50,000 require advertising which requests sealed bids or proposals. The Department Director or Project Manager is responsible for advertisement and distribution of the requests for bids or proposals. City Council is responsible for selecting and approving the bid or proposal, in accordance with state law. Criminal penalties may apply to those who fail to comply with competitive bidding requirements.

A. Competitive Sealed Bid and Competitive Proposal Processes

1. The Department Director will prepare bid specifications, bidder mailing lists, advertising dates and schedule the bid opening date, time, and location. Where appropriate, the City will utilize website notices for national advertising.
2. The City must publish a notice indicating the time and place at which the bids or proposals will be publicly opened and read aloud. The notice must be published at least once a week for two consecutive weeks. The first publication must appear before the 14th day before the date that the bids or proposals are publicly opened and read aloud. The notice must be placed in the City’s official newspaper.
3. The City Secretary or his/her designee will receive bids and maintain them in a secure file until the date of the bid opening. At the time of the bid opening, the City Secretary will present all bids to the Department Director for opening, review, and analysis. The City will reject as non-responsive any bid or proposal which is received after the due date and time. The time stamp in the City Secretary’s Office will be the official time.
4. The Department Director will conduct the bid opening and read the bids aloud at the designated time and place. Bid openings are open to the public.
5. Pursuant to state law, the City must award bids on the basis of the lowest responsible bidder or the bid that provides the best value. As for “best value”, the City, pursuant to law, may consider:
 - A. price
 - B. reputation of the bidder, including any safety record or financial capability
 - C. reputation of the bidder’s good or services, including personnel
 - D. extent to which the goods or services meet the needs of the City
 - E. bidder’s past relationship with the City

- F. impact to the City's ability to comply with HUB requirements
 - G. total longer-term cost to the City of acquiring goods or services
 - H. any other relevant criteria that the City listed in specifications (§252.043, TLGC)
6. After reviewing the bids, the Department or Project Manager will prepare an agenda bill with staff recommendation for Council approval and award.
 7. The City has the option to reject any or all bids, even if the only one bid is received. (§252.043(f), 271.027(a), TLGC)
 8. For competitive sealed proposals, the city selects the offeror that offers the best value based on the published selection criteria and on its ranking evaluation. The city first attempts to negotiate a contract with the selected offeror. The city and its engineer, architect or designated staff may discuss with the selected offeror options for a scope or time modification and any price change associated with the modification. If the city is unable to negotiate a contract with the selected offeror, the city must, formally and in writing, end negotiations with that offeror and proceed to the next offeror in the order of the selection ranking until a contract is reached or all proposals are rejected. (§ 271.116(f)).

B. General Contract Requirements

1. Bids with Residents vs. Non-Residents

- A. If two or more bidders have bids that are identical in nature and amount, with one bidder being a resident of the City and the other bidder or bidders being non-residents, the City must select the resident bidder or reject all bids. (§271.901, TLGC)
- B. For contracts less than \$100,000, if the City receives one or more competitive bids or quotations from a bidder whose principal place of business is in the City and whose bid is within five percent of the lowest bid price received by the City from a bidder who is not a resident of the City, the City may enter into a contract with the lowest bidder or the bidder whose principal place of business is in the City if the City Council determines, in writing, that the local bidder offers the City the best combination of contract price and additional economic development opportunities for the City created by the contract award, including the employment of residents of the City and increased tax revenues to the City. (§271.9051, TLGC)

2. Bonding for Public Works Projects

State law requires contractors to submit bonds to the City for bids, payment, and performance of contracts on certain public works projects. State law establishes standards for when the bonds are re-quired and the amount of the bond. A corporate surety duly authorized and admitted to do business in the State of Texas must issue the bonds. Although the term "public work" is not defined by statute, it is generally understood to mean the construction, repair, or renovation of a structure, road,

highway, utilities, or other improvement or addition to real property. Bonds are required in the following amounts:

- A. Bid Bond: A bid bond, in the amount of 10 percent of the proposed contract price, is required where a contract is in excess of \$100,000.
- B. Performance Bond: A performance bond, in the total amount of the contract, is required if the contract is in excess of \$100,000.
- C. Payment Bond: A payment bond is required if the contract is in excess of \$50,000, in the total amount of the contract. The bond is intended solely for the protection of all claimants supplying labor and material in the prosecution of the work provided for in the contract.
- D. Maintenance Bond: In addition to the above statutorily required bonds, the City will require a Maintenance Bond for all public works projects for a minimum time period of one (1) year. (Chapter 2253, TX. Gov't Code)

3. Bonds for Non-Public Works Projects

Based upon good business practices, whenever the City enters into a contract for purchases of a product system, or service in which the system or service will be of little value to the City until it is complete, the City may require performance and payment bonds.

4. Change Orders

Section 252.048 of the TLGC allows change orders as long as the contract price is not increased by more than 25 percent and the change order is not being used to purchase new products or to create an entirely new project. Pursuant to this section, the City Manager has authority to approve such change orders that are less than \$50,000. Change orders over \$50,000 are subject to City Council approval.

5. Insurance Requirements

Where the City contracts with an outside party (contractor, consultant, vendor, or concessionaire) for goods or services, the contract should include indemnity and hold harmless provisions that appropriately transfer the project risks from the City to the contractor. Because the contractor may or may not have the financial resources to account for the risks, the City requires the contractor to purchase and maintain valid insurance to help ensure the financial security required by the City. The insurance types and amounts are as follows:

- A. Workers Compensation: Workers Compensation covering all employees per the state statutory requirement is required on all contracts.
- B. Liability Insurance: The following insurance is required on all contracts over \$50,000:
 - 1. Employer's Liability of \$100,000;
 - 2. Comprehensive General Liability and Bodily Injury & Property Damage \$1,000,000 (per occurrence and aggregate); and

3. Business Automobile Liability covering owned vehicles, rented and non-owned vehicles, and employee non ownership Bodily Injury Property Damage \$1,000,000 (per occurrence and aggregate).
- C. Reasonable Coverage: Although insurance coverage is not required for every project, and limits will vary by exposure, understanding insurance is important to assure that all of the City's potential liabilities and exposures from a project are properly and reasonably protected. Where questions arise about the types of insurance or amounts, the Department should contact the City's insurance provider, Texas Municipal League Intergovernmental Risk Pool.

6. Boycotting Israel

House Bill 793 provides that contracts for goods and services must have written verification from the company that it:

- A. Does not boycott Israel / will not boycott Israel during the term of the contract by providing that:
 1. The company does not include a sole proprietorship; and
 2. The law applies only to a contract that:
 - a. Is between a governmental entity and a company with more than 10 full-time employees, and;
 - b. Has a value of \$100,000 or more that is to be paid wholly or partly from public funds of the government entity

C. Additional Exemption Information

1. Professional Services

- A. Section 252.022 of the TLGC specifically exempts contracts for professional services from the competitive bidding requirements. The Professional Services Procurement Act states that a City may not use traditional competitive bidding procedures to obtain the services of architects, engineers, certified public accountants, land surveyors, physicians, optometrists, or state certified real estate appraisers. If the professional services desired by the City do not fall under the Professional Services Procurement Act, state law permits the services to be obtained with or without the use of competitive bidding, as the City desires.
- B. Fees must be fair and reasonable, consistent with and not in excess of published recommended practices and fees of applicable professional organizations, and not in excess of any maximums specified by state law.
- C. The Professional Services Procurement Act specifies that when obtaining architectural, engineering, or land surveying services, the City must first select the most highly qualified provider of those services on the basis of demonstrated competence and qualifications; and then attempt to negotiate a contract with that provider at a fair and reasonable price. Determination of qualifications may be determined by issuance of a Request for Qualifications ("RFQ") unless the City

has other reliable, documentary proof of such qualifications of a provider. If an RFQ is not utilized, the City should preserve the documentary proof of qualifications with the files for the project.

- D. If a satisfactory contract cannot be negotiated with the most highly qualified provider of architectural, engineering, or land surveying services, the City must formally end negotiations with that provider, select the next most highly qualified provider, and attempt to negotiate and attempt to negotiate a contract with that provider at a fair and reasonable price. The City must continue this process to select and negotiate with providers until a contract is entered into.
- E. The Professional Services Procurement Act does not specify the exact process by which a City may procure accounting, medical, optometrist, interior design, or real estate appraisal services. The law merely prohibits obtaining these services through competitive bidding and requires that such services be selected on the basis of demonstrated competence and qualifications.

2. Emergency Purchases

- A. Emergency purchases occur when a situation arises that is unforeseen and must be remedied immediately. Pursuant to state law, emergency purchases are exempt from the bidding process. An emergency is described as follows:
 - 1. Acts of God (e.g., flood damage, tornado)
 - 2. Machinery that is critical to the operation of the City and rendered out of service
 - 3. To preserve or protect the health and safety of the municipalities of residents
 - 4. Procurement necessary because of unforeseen damage to public machinery, equipment, or other property (§252.022(a) (1-3) TLGC)
- B. Where an emergency exists and a purchase estimated over \$5,000.00 is required, the following procedure will be used:
 - 1. The Department should notify Finance of the purchase and attach an approved payment authorization form signed by the Department Director and the Finance Director.
 - 2. If the emergency purchase causes a department to exceed their annual budget, the Department Director will work with the Finance Department, City Manager and, if necessary, City Council, to secure funding needed for the purchase.

3. Sole Source Purchase

According to Section 252.022 TLGC, competitive bidding requirements do not apply to items that are available from only one source due to patents, copyrights, secret processes, or natural monopolies. Items such as captive replacement parts or components may be considered as sole source items.

- A. Sole source purchases greater than \$5,000; The Department must contact the vendor or manufacturer for verification and justification as to why the procurement is sole source. Documentation must be written on the purchase order.
- B. Sole source purchases greater than \$50,000. Sole source purchases greater than \$50,000 must be reviewed by the City Manager and approved by City Council. Documentation must be written on the purchase order.
- C. Expiration. Sole source documentation is valid for two years.

4. Insurance

Cities must seek competitive bids or proposals when purchasing insurance that will cost more than \$50,000. Chapter 252 of the TLGC does not specifically address the need to use a competitive bidding or proposals if a City's liability coverage is gained through participation in a group risk pool. Under state law, the coverage provided by risk pools is not considered to be insurance or subject to the traditional requirements applicable to insurance policies. Therefore, most risk pools take the position that statutory procurement requirements do not apply. (§252.021, TLGC)

VII. Other Purchasing Arrangements

A. Warranties and Service Agreements

A Department should include any requirement for warranties or service agreements in the purchase specifications documents. It is the responsibility of each Department to maintain and actively monitor their department's agreements, schedule service calls under the agreements, and renew agreements, as necessary.

B. Simple Leases (auto, office equipment, etc.)

Competitive bidding or proposal requirements apply to any lease of personal property that will re-quire an expenditure of more than \$50,000 in City funds, unless the expenditure is covered by a specific statutory exception that would relieve the City from the duty to bid or seek proposals on the item. For example, if the lease were for an item that was necessary to preserve or protect the public health or safety of the City's residents, the City would not be under a duty to use competitive bidding or proposals for its acquisition.

C. Lease Purchase Agreements

Normal statutory procurement requirements generally apply to these lease purchase agreements. That is, a lease purchase agreement for personal property shall be competitively procured unless the type of item purchased is covered by a specific exception to the statutory procurement requirements. Competitive bidding requirements do not apply to the lease of real property.

VIII. Purchasing Methods

A. Purchase Requisition

Most purchases are made by purchase orders, charge accounts, or by a City purchasing card. All invoices should be coded by the department and have the Department Director's initials. Accounts Payable must have a W-9 on file for all vendors in order to make payment. Accounts Payable processes payments for approved invoices and purchase orders weekly.

B. Purchasing Card

1. Overview: The City issues and authorizes the use of Purchasing Cards (P-card) to efficiently purchase goods or services needed for City business that require immediate payment. The P-card is designed to delegate the authority and capability to purchase limited items directly to an authorized employee. A P-card will enable authorized employees to purchase non-restricted goods directly from vendors in instances where a purchase order is not accepted or a charge account is not set up.
2. Responsibilities:
 - (a) A P-card will only be issued to City employees approved by the Finance Director and City Manager.
 - (b) An employee authorized to use a P-card must sign a Purchasing Card Cardholder Agreement prior to being issued a P-card. The employee is responsible for not only protecting the card but is also responsible and accountable for all purchases made using the P-card. The employee will assume responsibility that all purchases made with the P-card adhere to this policy and will ensure that no unauthorized purchases are made. The City will consider unauthorized purchases to be misappropriation of City funds that violates City policy and potentially state law. The employee authorized to use the P-card and the Department Director are responsible for the integrity and accuracy of P-card purchases and as such, are responsible for receipts for all P-card purchases and transactions. All purchases processed against a P-card must be made by, or under the immediate direction of, the employee to whom the card is issued. P-card receipts must specify all purchased items. Receipts that show only a total amount without any itemized details are unacceptable. The employee must inform the merchant of the City's tax-exempt status. The City may hold the employee personally responsible for items purchased without the supporting documentation.
 - (c) The Finance Department will return incomplete receipts to the P-card holder and the Department Director who will then be responsible for obtaining a detailed receipt or attaching a signed statement.
 - (d) P-card holders who do not retain acceptable receipts for P-Card purchases may have their authority for using the P-card revoked. The Finance Department will notify a Department Director concerning any misuse of a P-card.
 - (e) Finance places spending limits and other restrictions on each P-card issued to an authorized employee depending on the purchasing authority of the cardholder. The Department must maintain receipts for each purchase throughout the month.

(f) Disputed Charges: An authorized employee who is issued a P-card holder is responsible for attempting to resolve any dispute with a vendor. If a resolution is not possible, the employee must immediately notify the Finance Department of the disputed item. Finance will then follow the bank's dispute process.

(g) Termination or Transfer of an Employee: When an employee who has been issued a P-card terminates from City employment or transfers from a Department, the Department Director should notify the Finance Department of the change immediately.

(h) Loss of P-Card: A P-card holder must report a lost P-card immediately but in any event within one business day of discovered loss. The City may hold an employee liable for any losses not covered by the protection plan. The City may also hold an employee responsible for the cost of a replacement card.

C. Petty Cash

A Department may submit a request for petty cash to the Finance Department. The request and disbursement must not exceed \$50. If cash payment is necessary due to unforeseeable circumstances, the Finance Director may approve expenditure over the \$50 limit.

1. Maintaining Petty Cash: Petty cash vouchers, receipts, and cash on hand should equal the total amount authorized for the petty cash fund. The Finance Department will issue a petty cash voucher to a Department at the time money is advanced for an employee to make purchases on the City's behalf. The sales receipt must be attached to the petty cash voucher after the purchase. The petty cash voucher should include the amount and description of the expenditure, the expense account number, and be signed and dated by the Department head. Vouchers may not be used as a substitute for a sales receipt. If a Department maintains a departmental petty cash, the Department shall turn in petty cash vouchers with receipts attached to the Finance Department to exchange for cash in reimbursing the departmental petty cash.
2. Restrictions: Petty cash should not be used for items that should be processed through accounts payable such as training, (with few exceptions), travel, or vendor payments.

IX. Disposal of Surplus Property

All departments shall review their assets and supplies each year and determine whether any items are no longer needed. A department shall submit a list of any surplus, obsolete, or unused supplies, materials, or equipment to the City Manager or his/her designee.

Recommended disposal of vehicles or other rolling stock will be subject to the Public Works Director input and recommendation. The sale or disposal of any City property is subject to the guidelines set forth in the City of Lockhart's Surplus Property Disposal Policy approved by Council by Resolution 2019-17. When an asset has been sold, it will be removed from the fixed asset register, after a fixed asset worksheet has been submitted to Finance.

X. Ethics Requirement

The City demands the highest ethical standards of conduct from its employees and from vendors or contractors dealing with the City. City employees engaged in purchasing must comply with the following ethical standards:

- A. **Gratuities:** Certain kinds of conduct such as offering gifts, gratuities, or discounts to City employees to influence their decisions in the purchasing process are expressly prohibited. The City may reject a bid or cancel a contract without liability if it is determined by the City that gratuities were offered or given by a vendor or contractor, or an agent or representative of the vendor or contractor, to any officer or employee of the City with a view toward securing a contract or securing favorable treatment with respect to the awarding or amending, or the making of any determinations with respect to the performing of such a contract.
- B. **Confidential Information:** It is a violation of City policy for any employee to use confidential information for actual or anticipated personal gain, or for the actual or anticipated gain of any person.
- C. **Purchase of materials, equipment, and supplies for personal use:** Employees may only purchase City property for personal use if purchased through the City's normal disposal of surplus property procedures including public or online auction.
- D. **Purchases for personal, private use:** Employees may not use the purchasing power of the City to make purchases for personal, private use.
- E. **Travel, meals, and other expenses paid by vendor or contractor:** Travel costs to a vendor's or contractor's site shall be paid by the vendor or contractor only if the bid or proposal solicitation states that such visits will be at the vendor's or contractor's expense. The City will pay all other travel costs.

XI. State Requirements

City officials and employees must comply with various state laws with respect to purchasing. The following provides a summary and the general requirements of the laws:

- A. **Chapter 171, Texas Local Gov't Code:** Chapter 171 of the Texas Local Government Code regulates a local public official's conflicts of interest. The law defines "local public official" as an elected official, such as a Councilmember, or an appointed official (paid or unpaid) who exercises responsibilities that are more than advisory in nature.
 - 1. The law prohibits a local public official from voting or participating in any matter involving a business entity or real property in which the official has a substantial interest if an action on the matter will result in a special economic effect on the business that is distinguishable from the effect on the public or, in the case of a substantial interest in real property, it is reasonably foreseeable that the action will have a special economic effect on the value of the property, distinguishable from its effect on the public.

2. A local public official who has such interest is required to file, before a vote or decision on any matter involving the business entity or real property, an affidavit with City Secretary, stating the nature and extent of the interest.
 3. A local public official is required to abstain from participating in the matter.
 4. A local public official who is required to file an affidavit is not required to abstain from participating in the matter if a majority of the members of the governing body have a substantial interest and file affidavits of similar interests on the same official matter.
- B. Chapter 176, Texas Local Gov't Code: Chapter 176 of the Texas Local Government Code is a related ethics law.
1. Chapter 176 of the Texas Local Government Code is applicable to the City. The law also applies to a local government corporation, board, commission, district, or authority whose members are appointed by City Council and local government officers. Local government officers include (1) a mayor or City Council member, (2) a director, superintendent, administrator, president or any other person who is designated as the executive officer of the local government entity; and (3) an agent (including an employee) of the local government entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor.
 2. An officer is required to file a conflicts disclosure statement if:
 - a. The officer or officer's family member has an employment or other business relationship with a vendor that results in the officer or officer's family member receiving taxable income of more than \$2,500 in the preceding twelve months.
 - b. The officer or officer's family member accepts one or more gifts from a vendor with an aggregate value of more than \$100 in the preceding 12 months.
 - c. An officer has a family relationship with a vendor.
 3. Anyone meeting this condition or circumstance should consult with the Finance Department and/or the Legal Department with respect to this law.
- C. Chapter 252, Texas Local Government Code: Chapter 252 of Texas Local Government Code contains laws related to competitive bidding.
1. If a person fails to comply with the competitive bidding or competitive proposal procedures required by Chapter 252, Texas Local Government Code, that person may be convicted of a Class B or C misdemeanor, removed from office or employment and made ineligible to hold office in the state or to be employed by the City for four years after the conviction. This includes a situation in which a person makes or authorizes separate, sequential, or component purchases in an attempt to avoid competitive bidding requirements.

RESOLUTION 2020-17

A RESOLUTION OF THE CITY OF LOCKHART, TEXAS, AUTHORIZING CERTAIN EXPENDITURES OF THE CITY'S MUNICIPAL ELECTRIC UTILITY TO BE MADE IN COMPLIANCE WITH SECTION 252.022(c), TEXAS LOCAL GOVERNMENT CODE

WHEREAS, the City of Lockhart owns a municipal electric distribution utility; and

WHEREAS, Sec. 252.022(c), Texas Local Government Code provides that the requirements of Ch. 252 related to competitive bidding and competitive proposals do not apply to expenditures by a municipally owned electric utility in connection with procurement procedures adopted by a resolution of governing body of the utility that sets out the public purpose to be achieved by those procedures; and

WHEREAS, certain services are available to the City of Lockhart's electric utility from providers of electric power in the State, including river authorities, electric coops, and other municipally-owned electrical utilities for the purposes of planning, repair, maintenance, testing, technical, training and inspection services for the electric facilities, that are not readily available elsewhere; and

WHEREAS, such services may be furnished directly by such providers of electric power or under contract to a provider secured in compliance with the provider's purchasing authority; and

WHEREAS, cooperation and contracting between the City or a similar provider of electric power in regard to such services will enable the City and such providers of electric power in the State to avoid redundant expenditures, reduce the costs to their respective rate-payers, improve the responsiveness of each Party to outages and emergencies, and enhance the reliability of the respective Facilities; and

WHEREAS, the City Council of Lockhart finds that such cooperating and contracting with qualifying providers of electric power in the State accomplishes a public purpose for the City of Lockhart;

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

1. The foregoing recitals are adopted and incorporated herein for all purposes.
2. Pursuant to Sec. 252.022(c), Texas Local Government Code, services and products needed by the City for its electric utility that are available from providers of electric power in the State of Texas, and which are lawfully offered by contract from such providers to qualifying cities such as Lockhart, may be procured by the City without competitive bidding or competitive proposals.
3. The avoidance of redundant expenditures, reduction of costs to rate-payers, improvement of the responsiveness of the City to outages and emergencies, and the enhancement of the reliability of electric utility facilities are found to accomplish a public purpose that will be achieved by the City's contracting for such services with providers of electric power in the State of Texas that are legally qualified to provide the same.

4. This Resolution shall not be interpreted to exempt the City from any other applicable statute, charter provision, or ordinance provisions for procurement that are not intended by Sec. 252.022(c).

PASSED AND ADOPTED on this the 16th day of June, 2020.

CITY OF LOCKHART

Lew White, Mayor

ATTEST:

APPROVED AS TO FORM:

Connie Constancio, TRMC, City Secretary

Monte Akers, City Attorney

City of Lockhart, Tx

Council Agenda Item Briefing Data

COUNCIL MEETING DATE: June 16, 2020

AGENDA ITEM CAPTION: Discussion and/or action considering presentations by nonprofit organizations requesting contributions from the City of Lockhart for the fiscal year 2020-2021 budget.

ORIGINATING DEPARTMENT AND CONTACT: Finance – Pam Larison

ACTION REQUESTED:

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

BACKGROUND/SUMMARY/DISCUSSION: Letters were sent to organizations on May 11, 2020 requesting a short presentation to Council to include: 1) the mission and benefit of the organization, 2) the current financial statements, 3) how the previous year's contribution from the City was spent (if applicable), and 4) the requested amount for the 2020-2021 budget year and how those funds will be spent.

PROJECT SCHEDULE (if applicable):

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

Funds Required: 0
Account Number: n/a
Funds Available: n/a
Account Name: n/a

FISCAL NOTE (if applicable):

Previous Council Action:

COMMITTEE/BOARD/COMMISSION ACTION:

STAFF RECOMMENDATION/REQUESTED MOTION: Staff recommends that Council make a decision concerning funding either at this council meeting or designating a future council meeting, in which to allocate funds.

LIST OF SUPPORTING DOCUMENTS: History of past contributions, format of letter sent to nonprofits, presentation packets received as of 06/03-2020.

Department Head initials:



City Manager's Review:



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City of Lockhart
 Historical Summary of Contributions to Special Interest Organizations

Page#

	FY 16-17	FY 17-18	FY 18-19	FY 19-20	2020-2021 Request	Council Allocation	If Council Adds 3% to FY 19-20	If Council Adds 5% to FY 19-20	If Council Adds 10% to FY 19-20
CARTS <i>96-144</i>	5,044.36	5,548.80	6,103.68	6,287.00	6,000.00	-	6,475.61	6,601.35	6,915.70
Hays-Caldwell Women's Center <i>145-154</i>	3,544.36	3,898.80	4,288.68	4,417.00	7,300.00	-	4,549.51	4,637.85	4,858.70
Cenikor Foundation <i>155-161</i>	2,044.36	2,248.80	2,473.68	2,548.00	3,000.00	-	2,624.44	2,675.40	2,802.80
Combined Community Action-Sr. Nutrition <i>162-172</i>	5,544.36	6,098.80	6,708.68	6,910.00	8,000.00	-	7,117.30	7,255.50	7,601.00
Lockhart Area Senior Citizen Center <i>173-177</i>	3,009.86	3,310.85	3,641.94	3,751.00	3,751.00	-	3,863.53	3,938.55	4,126.10
CASA of Central Texas, Inc. <i>178-190</i>	3,044.36	3,348.80	3,683.68	3,794.00	15,000.00	-	3,907.82	3,983.70	4,173.40
Caldwell County Christian Ministries <i>191-195</i>	3,044.36	3,348.80	3,683.68	3,794.00	3,500.00	-	3,907.82	3,983.70	4,173.40
Totals	\$ 25,276.02	\$ 27,803.65	\$ 30,584.02	\$ 31,501.00	\$ 46,551.00	-	32,446.03	33,076.05	34,651.10

Budget in City Council Dept. : \$ -
 approved by Council on _____

****NOTE: Cenikor Foundation - Formerly known as Hays-Caldwell Council on Alcohol & Drug Abuse**

SAMPLE FORMAT

May 11, 2020

To Whom It May Concern:

Non-profit organizations requesting City contributions are asked to make a short presentation to the City Council during the meeting on Tuesday, June 16, 2020. The presentation should include:

- 1) The mission and benefit of your organization.
- 2) 501(c)(3) Certificate of Exemption
- 3) Current financial statements.
- 4) How the previous year's contributions from the City (if any) have been spent.
- 5) The requested amount for the 2020-2021 budget year and how those funds will be spent.

It will only be necessary to submit one copy of the package you wish to present to council. Be sure to include the amount of your request in this package, and please have this in my office by Wednesday, June 3, 2020. Your information will be included in the council's agenda package for the June 16th meeting, so it will not be necessary to bring any additional copies on the day of the meeting.

The workshop where you will be giving your presentations will start at 6:30 P.M. Our council chambers are located on the 3rd floor of the Masonic Building adjacent to and north of our historic library on 217 S. Main.

Should you have any questions, please call me at 398-3461, Ext. 229.

Sincerely,

Pam M. Larison
Finance Director

CARTS

\$6,000



Capital Area Rural Transportation System

City of Lockhart

Funding Request FY2020 - 2021

Mission Statement

Provide reliable, friendly, affordable transportation services to every customer, enhancing their quality of life by allowing them to maintain their independence. Our focus is on cost effectiveness and efficiency through the development of new and innovative technologies.

501 (c)(3) Certificate of Exemption

See Attached

Current Financial Statement

See Attached - CARTS 2019 Audit

Benefits to the Community

Transportation is a vital need that everyone must have for the public and communities with benefits of a better quality of life through improved mobility, better access to goods and services, healthier environment; alternatives to the needs of traditionally transit-dependent, low income, disable, and the elderly; shopping and medical trips, and other need for our rural communities also address the workforce development, and economic independence to strengthen families and neighborhoods; and help seniors to remain independent.

The funding received from the City of Lockhart supports CARTS and allows us to preserve the existing transportation network. CARTS services are provided regardless of age, income, or disability.

CARTS services are provided to the general public. Anyone can ride the bus. The elders age 65+ and persons with disabilities can ride for a reduced fare. Persons with disability under the age of 65 must complete an intake form as required by the American with Disability Act.

The majority of persons who utilize CARTS are elderly, persons with disabilities and others who do not have access to a vehicle. CARTS fares also make it affordable for elderly, low income persons and for the general public to ride as well.

Funding Request

CARTS is requesting **\$6,000** to be included in the City's Budget. This amount is used to match the federal dollars provided to CARTS for public transportation. The funding is used in the "operations" portion of our budget. This includes expenses such as fuel/oil, driver salaries and vehicle maintenance.

Local Lockhart	5,702
Interurban Route 1516	900
Lockhart to San Marcos	2,120
Lockhart to Luling	1,023
Total Trips	9,745

***Previous Year's Contributions** were spent to provide transportation helping to pay for salaries, fuel/oil and maintenance for vehicles:*

Services Provided

CARTS provide public transportation service to the general public. Service provided is curb-to-curb demand respond picking persons at their home and transporting them directly to the destination of their choice Monday through Friday. Out-of-area transportation is provided into Austin on the Interurban Route on Monday, Wednesday and Friday. San Marcos and Kyle on Monday, Wednesday, and Friday. To Luling on Tuesday and Thursday.

CARTS Interurban Route provides service from Luling & Lockhart with connecting stops at Austin VA, CARTS Headquarters and Greyhound Bus lines in Austin. This service allow persons to access these destinations along with providing connections to CARTS other Interurban routes going into San Marcos, Round Rock, Georgetown and Burnet County.

CARTS has been engaging the public through public meetings, rider survey's and other means to get current customers and potential customers feedback on how CARTS is doing and where best to direct its assets to ensure a transportation network that effective moves riders "where people want to go." **CARTS schedules are attached.**

Funding Request

CARTS is requesting \$6,000 to be included in the City's Budget. This amount is used to match the federal dollars provided to CARTS for public transportation. The funding is used in the "operations" portion of our budget. This includes expenses such as fuel/oil, driver salaries and vehicle maintenance.

Organization Name: Capital Area Rural Transportation System (CARTS) ID: 74-20291704

Address: 5300 Tucker Hill Lane, Cedar Creek, Texas 78612

Mailing Address: P.O. Box 6050, Austin, TX 78762

Contact Person: Josephine Tucker

Title: Business Manager

Phone: 512-505-5617

E-Mail: jo@ridecarts.com

Fax: 512-478-1110

Website: RideCARTS.com

Amount Requested: \$6,000

We thank you for your assistance in the past and look forward to working with you in these challenging times.



COUNTRY BUS

Capital Area Rural Transportation System

CARTS RIDE LINE 1 (512) 478-RIDE (7433)

Regional Transportation for the non-urbanized areas of Bastrop, Blanco, Burnet, Caldwell Fayette, Hays, Lee, Travis and Williamson counties & the San Marcos urbanized area.

CARTS delivers transportation tailored specifically for each of the one hundred and sixty-nine communities it serves. The service frequency in or to the various communities range from many times a day to once a month. Be sure to visit the CARTS web site at RideCARTS.com for updates and further route information for each community. Persons traveling out of town can use the Interurban Coach service. Most Country Bus schedules make connections to Interurban Coach services.

Rides are scheduled Monday thru Friday from 8am to 4pm / 24-hours advance notice required. Local vehicles serve neighboring towns so local ride times may vary.

CURB-TO-CURB SERVICES RESERVED BY PHONE

Enjoy the convenience of having a CARTS bus pick you up at your home, take you to your destination, and then back home again. We will set up a time for pickup within our time slots of general availability. On your first call we will request information to enter into your customer profile, and after that we will know you when you call.

CARTS can help you or someone you know who needs a ride to go shopping, city businesses, medical appointments, work, senior centers or for any other purpose.

Vehicles serve neighboring towns so local ride times may vary.

COUNTRY BUS FARES

Fares are set by zones. A CARTS customer service agent will inform you of ride costs when booking the trip. All fares are based on a one-way trip.

Zone 1 - City \$2.00 *\$1.00
Trips wholly within a town or city

Zone 2 - Intra-county \$4.00 *\$2.00
Trips originating and ending within the same county

Zone 3 - Inter-county \$6.00 *\$3.00
Trips with destinations outside the county of origin

HOPTHRU

CARTS bus passes are now available on your phone. **HOPTHRU** is a streamlined mobile ticketing app for use on public transportation. Text "**hopthru**" to **43506** and download a link. After creating an account, tap "**Buy Passes**" on the main screen, select your preferred CARTS service from the list of agencies, and then select your desired pass type. Just before boarding the bus, tap on your pass to activate it. Present your pass to the driver while boarding and your off!

NATIONAL CONNECTIONS

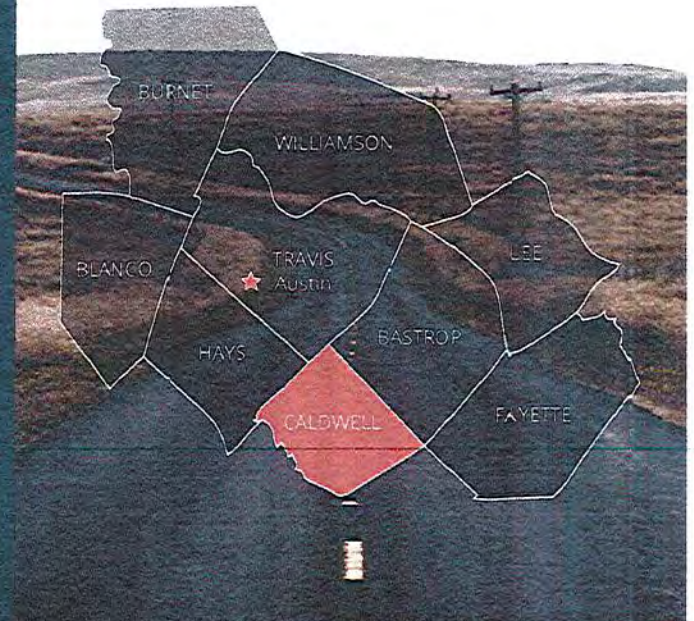
Bus and Train Services: CARTS operates intercity bus terminals for Greyhound and makes connections to Greyhound stations. Which can take care of your shipping or travel needs nationwide. At our San Marcos Station, AMTRAK rail service is also available. Visit the CARTS web site at RideCARTS.com for station address and further information.



CARTS

Capital Area Rural Transportation System

COUNTRY BUS SCHEDULES



CALDWELL COUNTY

RIDEARTS.COM

*Reduced Fare: Registered CARTS Customers, Seniors 65 and older, Persons with Disabilities, and Children Under 12.



CALDWELL COUNTY

Community Served	Destination	Route Day	Departure	Return	One-Way	Reduced
Dale	To: San Marcos	Mon & Fri	7:30a	12:00p	\$6.00	\$3.00
	To: Lockhart	Mon & Fri	7:30a	12:00p	\$4.00	\$2.00
City of Lockhart	Local Service	Mon thru Fri	8:00a to 4:30p		\$2.00	\$1.00
	To: Austin	Mon, Wed & Fri	8:45a	3:15p	Interurban Coach	
	To: San Marcos	Mon, Wed & Fri	8:00a & 2:30p	12:30p & 3:30p	\$6.00	\$3.00
	To: Kyle/Seton Med	Mon, Wed & Fri	8:00a	3:00p	\$6.00	\$3.00
	To: Luling	Tue & Thurs	9:00a	2:30p	\$4.00	\$2.00
City of Luling	Local Service	Mon thru Fri	8:00a to 4:30p		\$2.00	\$1.00
	To: Austin (Coach)	Mon, Wed & Fri	8:00a	3:15p	Interurban Coach	
	To: Lockhart	Tue & Thurs	8:00a	2:00p	\$1.50	\$2.00
	To: San Marcos	Thursdays	8:00a	2:00p	\$2.00	\$3.00
Lytton Springs Mendoza	To: Lockhart	2nd & 4th Thursday	8:45a	1:00p	\$4.00	\$2.00
Martindale Reedville	To: San Marcos	Mon, Wed & Fri	7:30a	3:00p	\$6.00	\$4.00
Maxwell	To: San Marcos	Mon, Wed & Fri	8:30a	2:15p	\$6.00	\$3.00
Niederwald Uhland	To: San Marcos	Tue & Thurs	9:00a	12:00p	\$6.00	\$3.00
	To: Lockhart	2nd & 4th Thursday	8:30a	1:00p	\$4.00	\$2.00
Stairtown Fentress Prairie Lea	To: Luling	Friday	9:00a	12:00p	\$4.00	\$2.00
	To: Lockhart	Monday	9:00a	12:00p	\$4.00	\$2.00
	To: San Marcos	Thursday	9:00a	12:00p	\$6.00	\$3.00



**COUNTRY
BUS**

Capital Area Rural Transportation System

COUNTIES SERVED

- BASTROP
- BLANCO
- BURNET
- CALDWELL
- FAYETTE
- HAYS
- LEE
- TRAVIS
- WILLIAMSON

CARTS RIDE LINE (512) 478-RIDE (7433)

CARTS CAPITAL AREA RURAL TRANSPORTATION SYSTEM

RIDECARTS.COM

Exemption Verification Letter



Texas Comptroller of Public Accounts
Austin, TX 78774

March 04, 2019

CAPITAL AREA RURAL TRANSPORTATION SYS., CARTS

AUSTIN, TX null

According to the records of the Comptroller of Public Accounts, the following exemption(s) from Texas taxes apply to the above organization(s):

Sales and use tax, as of 06-20-1980

(provide Texas sales and use tax exemption certificate [Form 01-339 \(Back\)](#) to vendor)

The entity is not exempt from hotel occupancy tax.

Texas taxpayer identification number: 32002682539

This exemption verification is not a substitute for the completed exemption certificates that are required when claiming exemption from Texas taxes. Vendors should be familiar with the requirements for accepting the certificates in good faith from their customers.

This exemption verification does not mean that the organization holds a permit for collecting or remitting any Texas taxes.

Exempt organizations must collect tax on most sales. For more information, please see our publication [Exempt Organizations: Sales and Purchases \(96-122\)](#). [Online registration is available.](#)

For information concerning sales taxpayer permit status, please use the [vendor search](#) we provide online.

Corporations that are registered in Texas with the Secretary of State must maintain a current registered agent and registered office address. Information is available from [Business and Nonprofit Forms page](#) of the [Secretary of State's website](#). Additionally, out-of-state corporations, limited liability companies, or limited partnerships transacting business in Texas may need to file a Certificate of Authority or Registration with the Texas Secretary of State. More information is available from the [Foreign or Out-of-State Entities page](#) on the Secretary of State's website.

Our publications and other helpful information are available on our [website](#). If you need more information, write to us at exempt.orgs@cpa.texas.gov, or call us at 800-252-5555.



INTERURBAN COACH

1516 ORANGE ROUTE - INTERURBAN COACH - HWY 183 - LOCKHART/LULING -

WESTBOUND - MONDAY/WEDNESDAY/FRIDAY

Luling to Austin; with stops in Lockhart, the Austin VA Outpatient Clinic as requested and Austin Greyhound.

Stop	Departure Times		
American Legion	8:00a	11:00a	2:00p
Lockhart Walmart	8:20a	11:20a	2:20p
Lockhart HEB	8:25a	11:25a	2:25p
Austin VA Outpatient Clinic	8:50a	11:50a	2:50p
CARTS Plaza Saltillo	9:10a	12:10p	3:15p

EASTBOUND - MONDAY/WEDNESDAY/FRIDAY

Austin to Luling; with stops at the Austin VA Outpatient Clinic and Lockhart.

Stop	Departure Times		
CARTS Plaza Saltillo	9:15a	12:10p	3:15p
Austin Greyhound	9:35a	12:30p	3:35p
Austin VA Outpatient Clinic	9:55a	12:50p	3:55p
Lockhart HEB	10:30a	1:25p	4:25p
Lockhart Walmart	10:35a	1:30p	4:30p
American Legion	11:00a	1:55p	4:55p

**CAPITAL AREA RURAL TRANSPORTATION SYSTEM
ANNUAL FINANCIAL REPORT
AND
INDEPENDENT AUDITORS' REPORT
YEAR ENDED AUGUST 31, 2019**

CAPITAL AREA RURAL TRANSPORTATION SYSTEM

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CAPITAL AREA RURAL TRANSPORTATION SYSTEM

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INDEPENDENT AUDITORS' REPORT

Board of Directors
Capital Area Rural Transportation System

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and general fund of Capital Area Rural Transportation System (CARTS) as of and for the year ended August 31, 2019, and the related notes to the financial statements, which collectively comprise CARTS' basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and general fund of CARTS, as of August 31, 2019, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis on pages 4 to 11, budgetary comparison information on page 25 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The Supplemental Statement of Revenue, Expenditures and Changes in Fund Balances - Local Government Funding and the Schedule of Expenditures of Federal and State Awards, as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the *State of Texas Single Audit Circular*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated May 28, 2020, on our consideration of CARTS' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering CARTS' internal control over financial reporting and compliance.

Achley & Associates, LLP

Austin, Texas
May 28, 2020

**MANAGEMENT'S DISCUSSION AND ANALYSIS
(UNAUDITED)**

**CAPITAL AREA RURAL TRANSPORTATION SYSTEM
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
AUGUST 31, 2019**

INTRODUCTION

The Capital Area Rural Transportation System (CARTS) is a single purpose agency that was created as an interlocal administrative agency of its member political subdivisions in 1978. The CARTS District in FY 2019 was a Rural/Urban Transit District (RTD/UTD) of the State of Texas and a political subdivision of the state. It derives its statutory authority as a Rural/Urban Transit District from Chapter 458 of the Transportation Code, and is the RTD for the non-urbanized area of the nine-county area of Bastrop, Burnet, Blanco, Caldwell, Fayette, Hays, Lee, Travis and Williamson counties, and UTD for the urbanized area of San Marcos. The urbanized add-on to the CARTS District is the result of the 2010 census by which the City of San Marcos became a newly urbanized area and joined CARTS. This added a representative to the CARTS District Board of Directors from the San Marcos City Council, increasing the board to ten (10) members. As noted later in the discussion, this UTD status will be discontinued in FY2020.

CARTS operates, coordinates and plans transportation service in its district. As a transit district, the CARTS District is entitled to certain allocations of state and federal funds administered by the Texas Department of Transportation (TxDOT) that originate from federal and state appropriations for public transit services and infrastructure. These funds are either allocated to CARTS on an annual basis pursuant to funding formulae established by TxDOT, or are awarded to CARTS for specific projects based on a competitive process particular to the funding source. For the urbanized area CARTS receives a direct allocation from the Federal Transit Administration (FTA) and state funds from TxDOT. These funds are also distributed based on federal and state formulae that apply to the federal Section 5307 funds and state appropriated funds.

The formula funding of federal and state rural and small urban public transit funds from the FTA and TxDOT comprise the sole source of dedicated funding to CARTS. Though these funds are subject to federal and state appropriations processes they represent our only dedicated funding. TxDOT and sometimes the FTA distribute other funds that are discretionary on a competitive basis, and CARTS routinely submits projects for consideration. CARTS also provides transportation under contract with human service agencies, local governments, other transit authorities, transportation brokers and private bus companies in order to garner sufficient revenues to support a comprehensive transportation resource in its District. These other contract revenues account for a significant part of the total CARTS revenues. Most revenues are structured as cost-reimbursable contracts.

As the CARTS District has no taxing or bonding authority and derives all of its revenues from grants, contracts, fares, fees, leases and other compensation related to providing and coordinating transportation services in its District, this limits the agency financially since most grants and contracts it administers are cost-reimbursable. A positive cash flow is only maintained by a combination of strategies that include a line of credit, a fund balance, and any government grants that are advanced.

**CAPITAL AREA RURAL TRANSPORTATION SYSTEM
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
AUGUST 31, 2019**

INTRODUCTION - CONTINUED

Pursuant to its mobility management mission in its District, CARTS operates bus terminals, and at some of these terminals it serves as an independent agent for the private intercity bus companies that provide service from the CARTS Stations. As the agent for the companies, CARTS receives a commission on the sale of bus tickets and freight shipments, and also derives revenues from vending, Western Union sales and other activities related to its terminal operation. CARTS is also a member of the National Bus Traffic Association (NBTA), the National Bus Tariff Clearinghouse, and derives revenues for those trips on its Interurban routes that connect to the national bus network. All CARTS Stations are also Greyhound stations with the Interurban routes serving as connectors to the national network of Greyhound.

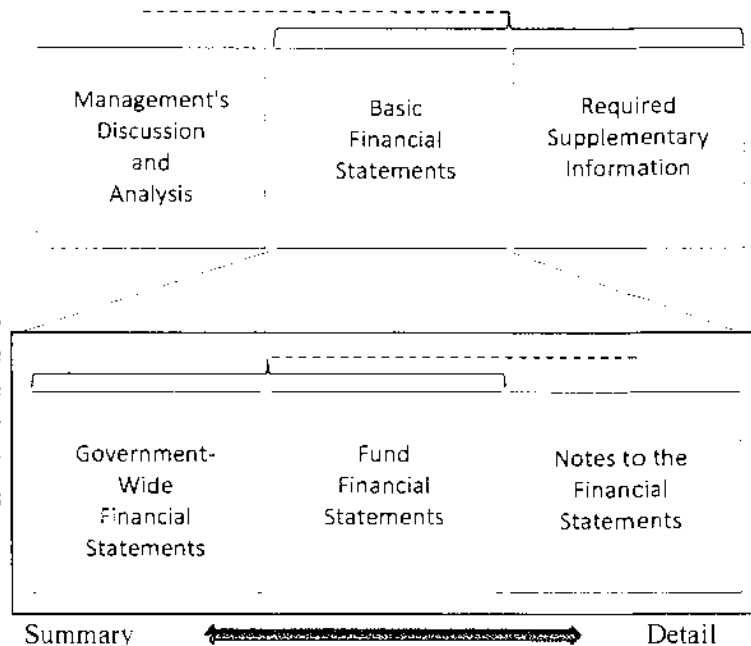
This section of the annual financial report presents our discussion and analysis of CARTS' financial performance during the fiscal year ended August 31, 2019. It should be read in conjunction with the financial statements, which follow this section.

OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report consists of three parts - management's discussion and analysis (this section), the basic financial statements, and required supplementary information. The basic financial statements include two kinds of statements that present different views of the CARTS District:

- The first two statements are government-wide financial statements that provide both long-term and short-term information about the CARTS District's overall financial status.
- The next four statements are fund level financial statements that focus on individual parts of the government, reporting the CARTS District's operations in more detail than the government-wide statements.
- The financial statements also include notes that explain some of the information in the financial statements and provide more detailed data. The statements are followed by a section of required supplementary information that further explains and supports the information in the financial statements.

**FIGURE A-1
REQUIRED COMPONENTS OF
CARTS ANNUAL FINANCIAL REPORT**



**CAPITAL AREA RURAL TRANSPORTATION SYSTEM
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
AUGUST 31, 2019**

I. Government-wide Statements

The government-wide statements report information about CARTS as a whole using accounting methods similar to those used by private-sector companies.

The statement of net position includes all of the government's assets and liabilities. All of the current year's revenues and expenses are accounted for in the statement of activities regardless of when cash is received or paid.

The two government-wide statements report the CARTS District's net position and if it has changed. Net position - the difference between the District's assets and liabilities - are one way to measure the District's financial health or position. Over time, increases or decreases in the CARTS District's net position is an indicator of whether its financial health is improving or deteriorating, respectively.

To assess the overall health of the District, it is necessary to consider additional factors such as changes in funding allocations or appropriations. The Texas Department of Transportation (TxDOT) has amended the allocation formulae and factors several times. These factors could have a significant impact on CARTS' finances over the succeeding years. If the Legislature or the U.S. Congress reduces appropriations for public transit or if TxDOT changes the formula distribution to the detriment of CARTS, the finances of the District will suffer, or conversely, if appropriations go up or formula distribution changes favor CARTS, its financial standing will improve.

The government-wide financial statements of the District include the governmental activities. The CARTS District's basic service of providing, coordinating and planning transportation is included here. Grants, contracts, fares, leases and other revenues finance most of these activities.

II. Fund Financial Statements

The fund financial statements provide more detailed information about the CARTS District's fund (the general fund), not CARTS as a whole. Funds are accounting devices that the District uses to keep track of specific sources of funding and spending for particular purposes.

The CARTS District has the following fund:

Governmental fund - The District's basic service is included in the governmental fund, which focuses on (1) how cash and other financial assets can readily be converted to cash flow in and out and (2) the balances left at year-end that are available for spending. Consequently, the governmental fund statements provide a detailed short-term view that helps the reader to determine whether there are more or fewer financial resources that can be spent in the near future to finance the District's programs.

**CAPITAL AREA RURAL TRANSPORTATION SYSTEM
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
AUGUST 31, 2019**

CONDENSED FINANCIAL INFORMATION

	Governmental Activities	
	2019	2018
Current Assets		
Cash	\$ 5,756,138	\$ 5,993,283
Grant and other accounts receivable	2,231,359	2,977,724
Prepays	76,983	52,300
Total Current Assets	8,064,480	9,023,307
Capital Assets		
Land	1,221,919	1,289,611
Construction in progress	12,208,106	10,371,307
Buildings	12,938,772	13,188,541
Vehicles & equipment	19,052,231	17,999,256
Accumulated depreciation	(14,023,902)	(15,123,408)
Total Non-Current Assets	31,397,126	27,725,307
Total Assets	\$ 39,461,606	\$ 36,748,614
Current Liabilities		
Accounts payable	\$ 411,448	\$ 1,192,342
Accrued liabilities & line of credit	1,657,443	1,552,161
Total Current Liabilities	2,068,891	2,744,503
Noncurrent Liabilities		
Unearned revenue	2,143,072	2,768,232
Total Noncurrent Liabilities	2,143,072	2,768,232
Deferred Inflows		
Deferred grant and contract revenue	-	6,000
Total Deferred Inflows	-	6,000
Net Position		
Net investment in capital assets	31,397,126	27,725,307
Restricted for grants	139,959	-
Unrestricted	3,712,558	3,504,572
Total Net Position	35,249,643	31,229,879
Total Liabilities, Deferred Inflows, and Net Position	\$ 39,461,606	\$ 36,748,614

**CAPITAL AREA RURAL TRANSPORTATION SYSTEM
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
AUGUST 31, 2019**

CONDENSED FINANCIAL INFORMATION - CONTINUED

	Governmental Activities	
	2019	2018
Program Revenue		
Federal and State Awards	\$ 11,407,099	\$ 12,188,397
Contracts	2,149,225	2,701,260
Gain (loss) on sale of assets	64,490	(94,156)
Local government support	588,779	743,379
Ticket sales	39,255	27,772
Fares	268,125	277,987
Other	45,039	23,680
Total Revenues	14,562,012	15,868,319
Expenses		
Operating	9,332,017	9,383,801
Administration	1,210,231	1,216,947
Total Expenses	10,542,248	10,600,748
Increase (Decrease) in Net Position	\$ 4,019,764	\$ 5,267,571

FINANCIAL ANALYSIS OF CARTS AS A WHOLE

CARTS's net position was \$35,249,643 as of August 31, 2019. This is a net increase of \$4,019,764 over the August 31, 2018, balance of \$31,229,879.

During the year, the CARTS District's total revenue of \$14,562,012 was generated by grants, contracts, local government support, and commissions on ticket sales (intercity bus traffic), fares, sale of assets and other income. This is a decrease of \$1,419,204 (9%) from the prior year, primarily from gains on sales of assets in the prior year and fluctuations in procurement and delivery schedules for capital projects.

CARTS used \$6,204,864 in primarily capital grants (\$114,666 in general fund), investing \$395,081 architect and planning work on the Eastside Bus Plaza project, \$4,061,364 for thirty-nine (39) buses and eleven (11) support vehicles. It also expended \$1,365,063 on the construction in progress at the Tucker Hill Lane site, and \$201,301 for the Tucker Hill Park & Ride. Also, \$52,730 was invested in bus shelter materials, \$20,000 in software and \$109,325 for facility improvements at Plaza Saltillo and San Marcos.

**CAPITAL AREA RURAL TRANSPORTATION SYSTEM
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
AUGUST 31, 2019**

FINANCIAL ANALYSIS OF CARTS AS A WHOLE - CONTINUED

CARTS only has one fund (the General Fund). The fund balance increased \$275,674 this year as a result of proceeds from sales of vehicles. When a bus reaches or exceeds the useful life, the bus is replaced with a new vehicle. The old vehicle is listed on a public surplus auction and sold. If the old vehicle was purchased with government funds the funds received from the auction are re-invested in a new vehicle. If a new vehicle is not purchased in the same fiscal year the funds are recorded as revenue on the financial statements and in a segregated fund balance account until the funds can be re-invested.

The total operating cost in the general fund of the CARTS District's was \$14,597,307 of which \$6,204,864 (43%) was for capital outlays. The remaining \$8,392,443 for all other activities decreased by \$415,055 (5%) over the prior year. The 5% decrease was primarily due a \$146K drop in fuel, \$96K less in purchases of shop and facility equipment, \$43K in vehicle insurance and \$69K in VMC parts.

BUDGET VARIANCES

The final expenditures of approximately \$14.6 million were down by \$3.1 million from the original budgeted expenditures of \$17.7 million. \$2.9 million of this decrease was due to budgeted capital activities not completed during the fiscal year and the remaining \$0.2 million is the result of several line items (vehicle maintenance, fuel, salary, telephone) coming in well under budget.

Grant revenue was budgeted at approximately \$12.6 million. Actual grant revenue was \$11.3 million. Capital Outlays budgeted but deferred to the following fiscal year for the Eastside Bus Plaza construction phase accounted for this difference.

Contract revenues were approximately \$2.1 million and were budgeted at approximately \$2.5 million. Revenues from contracts with CMTA being the primary difference was under budget \$284K and the Title III funding from the Area Agency on Aging and Travis County were lower than estimated.

OTHER FACTORS AND NEXT YEAR'S BUDGET

As noted in every discussion, the Texas Department of Transportation has adopted funding formulae and factors for the Section 5311 federal funds that it administers as well as state funds appropriated by the Texas Legislature for rural and small urban transportation assistance. Trends show that CARTS funding has remained stable, but CARTS continues to develop other funding streams regionally and is aggressive in participating in TxDOT and FTA competitive calls for project funding. Appropriations by the Texas Legislature and the funding provided in the latest federal transportation act will govern overall funding amounts. The Texas Legislature must appropriate transit funds for the next biennium (2022-2023) and the U.S. Congress must continue to appropriate funds authorized in the federal transportation act.

**CAPITAL AREA RURAL TRANSPORTATION SYSTEM
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
AUGUST 31, 2019**

OTHER FACTORS AND NEXT YEAR'S BUDGET - CONTINUED

Action by TxDOT to allocate a larger portion of federal 5311 discretionary funds to transit districts based on revenue miles will maintain TxDOT formula program revenues to CARTS for 2020, and operations supported by grants secured through the Capital Area MPO, Capital Metro, and TxDOT competitive programs for Intercity Bus Enhancements (ICB) and other federal funding opportunities will maintain our route service hours for 2020 on our Interurban routes.

In 2020 CARTS has additional capital funds coming for buses and ancillary equipment that will continue to replenish the fleet, but capital funding for rolling stock will continue to be an ongoing need for CARTS. Even though the significant outlays in FY19 for rolling stock has secured our fleet standing for now, these capital needs will continue to be a priority for CARTS in 2020 and discretionary funding or other financial opportunities will be sought to fund these needs. The disposition of Austin HQ facility in 2017 replenished our unrestricted fund balance to provide a cash-flow cushion essential to our effective operation. That portion of the proceeds that were dedicated to the planning and construction of a new Austin bus hub have now been obligated and that project begins construction in 2020.

The aging of the CARTS facility network, five buildings constructed between 1990 and 2001, and the two added in 2009-11, will continue to contribute to our ongoing expenses, as maintenance and repair of these facilities accelerate with age. Renovations and improvements will continue on these assets and this will continue to be a discretionary grant priority. The renovation of the Bastrop facility is scheduled for 2020 as is the construction of an intermodal facility in Elgin, and the aforementioned Austin project, the Eastside Bus Plaza. A portion of each of these projects is funded by proceeds from the 2019 sale of the Round Rock Station.

Changes in the census designations in the region that affected CARTS in 2014, with San Marcos becoming an urbanized area and Georgetown and Kyle becoming a part of the Austin MSA had a significant effect on CARTS. Contract revenues from Capital Metro for service continuation in Georgetown and other suburban areas dedicated last year helped to partially replace lost medical transportation revenues. The Office of Mobility Management (OMM) jointly created by CARTS and Capital Metro continues to focus on eliminating gaps in services exacerbated by census changes and this activity will continue to create opportunity for additional collaboration between the two agencies. As transit development plans in other suburban areas are completed by Capital Metro there may be more opportunities for CARTS. We are now preparing for the planning project to plan for the mitigation of the effects of the next Census results in 2022.

Those changes in the 2010 Census in our District configuration have affected our allocations and sources of funding from TxDOT and required CARTS to become a Federal Transit Administration (FTA) Direct Recipient of Section 5307 funds for the San Marcos urban area. In 2020 CARTS dropped that designation and turned over the Designated Recipient status for 5307 funds for the San Marcos/Redwood UZA to the City of San Marcos. CARTS has now reverted back to a Rural Transit District and solely conforms to that designation in its governance and activities.

**CAPITAL AREA RURAL TRANSPORTATION SYSTEM
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
AUGUST 31, 2019**

COSTS OF SERVICE MEASURES

The CARTS District plans and proposes service by using an annual process of determining its cost per hour of service provided. This tool is useful for forecasting costs for specific routes, or for pricing services for purchasers of service, or for responding to competitive grant opportunities to expand services in the District. Cost per mile is another performance/planning/indicator measured.

The methodology for determining the Cost per Hour (CPH) and the Cost per Mile (CPM) is straightforward. The CPH is the total number of dollars spent providing services, as determined by the accompanying financial statements, divided by the total number of hours provided by CARTS in all modes of its services provided. The CPM is the total number of dollars spent providing services, as determined by the accompanying financial statements, divided by the total number of vehicle miles provided by CARTS in all modes of its services provided. There are six (6) different ways that the respective numbers are calculated:

1. CPH / CPM total: This includes all General Fund expenditures, capital included.
2. CPH / CPM operating/bus capital: This includes all General Fund operating expenditures, plus capital expended for bus purchases.
3. CPH / CPM, operating/bus capital local match only: This includes all General Fund operating expenditures plus the 20% local share required to match capital bus purchases that are federally funded.
4. CPH / CPM, operating only: This includes General Fund expenditures, less total capital outlay. This is the most commonly used CPH as it reflects most accurately the direct costs to operate service.
5. CPH / CPM, capital: This includes capital outlay only.
6. CPH / CPM, bus capital: This includes only the cost of bus purchases.

The basis of the calculations for the above planning numbers for 2019, based on expenses for 2019 is represented below.

Service Hour Source	Rate per Hour	Rate per Mile
CPH / CPM General Fund Expenditures per hour/mile	\$ 126.47	\$ 8.71
CPH / CPM General Fund Operating and Bus Capital	105.56	7.27
CPH / CPM General Fund Operating plus 20% Bus Capital	79.28	5.46
CPH / CPM General Fund Operating	72.71	5.01
CPH / CPM Total Capital Outlay	53.76	3.70
CPH / CPM Bus Capital Outlay	32.85	2.26

**CAPITAL AREA RURAL TRANSPORTATION SYSTEM
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
AUGUST 31, 2019**

COSTS OF SERVICE MEASURES - CONTINUED

Service Hour Source	Mode	Total Hours	Vehicle Miles
Rural Paratransit	Paratransit	45,150	498,244
Bastrop Fixed Route Service	Fixed Route	2,400	33,231
Interurban	Fixed Route	13,391	344,078
Commuter	Fixed Route	3,625	112,130
Capital Metro Contract	Fixed Route	21,757	338,439
Capital Metro Contract	Paratransit	3,073	25,297
San Marcos Urban	Fixed Route	18,638	265,586
San Marcos Urban	Paratransit	7,391	59,495
Total Hours of Service/Miles FYE 8/31/19		115,425	1,676,500
Total General Fund Expenditures			\$ 14,597,307
General Fund Operating Expenditures (excludes capital)			\$ 8,392,443
Total Bus Capital Outlays			\$ 3,791,815
Total Capital Outlays			\$ 6,204,864

CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

This financial report is designed to provide a general overview of CARTS finances and to demonstrate its accountability for the money it receives. If you have questions about this report or need additional financial information, contact Tammy Atkins, the Chief Finance Officer of CARTS, at (512) 481-1011.

BASIC FINANCIAL STATEMENTS

CAPITAL AREA RURAL TRANSPORTATION SYSTEM
STATEMENT OF NET POSITION
AUGUST 31, 2019

ASSETS

Cash and cash equivalents	\$ 4,200,973
Federal and state government awards receivable	1,708,857
Accounts receivable	522,502
Prepaid expenses	76,983
Cash restricted for capital awards	1,555,165
Land and construction in progress	13,430,025
Building, vehicles, and equipment, net	17,967,101
Total assets	39,461,606

LIABILITIES

Accounts payable	411,448
Accrued liabilities	915,306
Unearned revenues	2,143,072
Debt-due within one year	742,137
Total liabilities	4,211,963

DEFERRED INFLOWS

Deferred grant and contract revenue	-
Total deferred inflows	-

NET POSITION

Net investment in capital assets	31,397,126
Restricted for grants	139,959
Unrestricted	3,712,558
Total net position	\$ 35,249,643

The accompanying notes are an integral part of this financial statement.

**CAPITAL AREA RURAL TRANSPORTATION SYSTEM
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED AUGUST 31, 2019**

REVENUE

Federal and state government capital awards	\$ 8,308,365
Federal and state government operating awards	3,098,734
Contracts	2,149,225
Gain (loss) on sale of assets	64,490
Local government support	588,779
Other	352,419
Total Revenue	14,562,012

EXPENDITURES

Depreciation	2,149,805
Facility maintenance and repair	146,515
Fuel	751,628
Insurance	330,584
Interest expense	22,482
Internet, technology, & telephone	390,784
Marketing	10,868
Office equipment and supplies	112,949
Other	94,592
Payroll and related	5,959,698
Professional services	71,886
Rent	28,759
Toll fees	28,472
Utilities	104,282
Vehicle maintenance	338,944
Total Expenditures	10,542,248

Revenue Over Expenditures 4,019,764

Beginning Fund Balance/Net Position 31,229,879

Ending Fund Balance/Net Position \$ 35,249,643

The accompanying notes are an integral part of this financial statement.

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**CAPITAL AREA RURAL TRANSPORTATION SYSTEM
BALANCE SHEET - GOVERNMENTAL FUNDS
AUGUST 31, 2019**

ASSETS

Cash and cash equivalents	\$ 4,200,973
Federal and state government awards receivable	1,708,857
Accounts receivable	522,502
Prepaid expenses	76,983
Cash restricted for capital awards	1,555,165
Total assets	8,064,480

LIABILITIES

Accounts payable	411,448
Accrued liabilities	915,306
Unearned revenues	2,143,072
Debt-due within one year	742,137
Total liabilities	4,211,963

Deferred inflows

Deferred grant and contract revenue	522,502
Total deferred inflows	522,502

FUND BALANCE

Non-spendable	76,983
Restricted for grants	139,959
Unassigned	3,113,073
Total fund balance	\$ 3,330,015

The accompanying notes are an integral part of this financial statement.

**CAPITAL AREA RURAL TRANSPORTATION SYSTEM
RECONCILIATION OF THE BALANCE SHEET OF
GOVERNMENTAL FUNDS TO THE STATEMENT OF NET POSITION
AUGUST 31, 2019**

TOTAL FUND BALANCE - TOTAL GOVERNMENTAL FUNDS \$ 3,330,015

Amounts reported for governmental activities in the statement of net position are different due to the following:

Capital assets, net of accumulated depreciation are not financial resources and, therefore, are not reported in the funds. 31,397,126

Certain receivables are not available to pay current-period expenditures and, therefore, are deferred in the funds. This amount includes deferred inflows related to retainage. 522,502

NET POSITION - GOVERNMENTAL ACTIVITIES \$ 35,249,643

The accompanying notes are an integral part of this financial statement.

**CAPITAL AREA RURAL TRANSPORTATION SYSTEM
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED AUGUST 31, 2019**

REVENUE

Federal and state government capital awards	\$ 8,242,094
Federal and state government operating awards	3,098,734
Contracts	2,149,225
Local government support	588,779
Proceeds from sale of assets	441,730
Other	352,419
Total Revenue	14,872,981

EXPENDITURES

Capital outlay	6,204,864
Facility maintenance and repair	146,515
Fuel	751,628
Insurance	330,584
Interest expense	22,482
Internet, technology. & telephone	390,784
Marketing	10,868
Office equipment and supplies	112,949
Other	94,592
Payroll and related	5,959,698
Professional services	71,886
Rent	28,759
Toll fees	28,472
Utilities	104,282
Vehicle maintenance	338,944
Total Expenditures	14,597,307

Net change in fund balances 275,674

Fund balances - beginning of year 3,054,341

Fund balances - end of year \$ 3,330,015

The accompanying notes are an integral part of this financial statement.

**CAPITAL AREA RURAL TRANSPORTATION SYSTEM
RECONCILIATION OF THE STATEMENT OF REVENUES,
EXPENDITURES, AND CHANGES IN FUND BALANCES OF
GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED AUGUST 31, 2019**

NET CHANGE IN FUND BALANCES - TOTAL GOVERNMENTAL FUNDS \$ 275,674

Amounts reported for *governmental activities* in the statement of activities are different due to the following:

Governmental funds report capital outlays as expenditures and proceeds from sales at the gross amount received. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense and gain(loss) on sale based on net book value of the asset at the time of the sale. This is the amount by which depreciation exceeded capital outlay expenses in the current period.

3,677,819

Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds. These include the recognition of unearned revenue.

66,271

CHANGE IN NET ASSETS - GOVERNMENTAL ACTIVITIES

\$ 4,019,764

The accompanying notes are an integral part of this financial statement.

**CAPITAL AREA RURAL TRANSPORTATION SYSTEM
NOTES TO THE FINANCIAL STATEMENTS
AUGUST 31, 2019**

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

REPORTING ENTITY

The Capital Area Rural Transportation System (CARTS) is a single purpose agency that was created in 1978 under the Interlocal Cooperation Act of 1971 as an Interlocal administrative agency of its member political subdivisions. CARTS is a Rural Transit District of the State of Texas and a political subdivision of the state. It derives its statutory authority as a Rural Transit District from Chapter 458 of the Transportation Code, and is the Rural Transit District for the nine-county area of Bastrop, Burnet, Blanco, Caldwell, Fayette, Hays, Lee, Travis and Williamson counties. The objective of CARTS is to coordinate resources for public transportation in Federal Planning Region 12. CARTS is not included in any other governmental reporting entity as defined in Section 2100, Codification of Governmental Accounting and Financial Reporting Standards.

The financial statements of CARTS have been prepared in conformity with U.S. generally accepted accounting principles as applied to governmental units. The Governmental Accounting Standards Board is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

The financial statements include:

- 1 A Management's Discussion and Analysis (MD&A) section that provides an analysis of CARTS' overall financial position and results of operations.
- 2 Financial statements prepared using full accrual accounting for all of CARTS' activities, including capitalization and depreciation of fixed assets.
- 3 Fund financial statements to focus on the major funds.

These and other changes are reflected in the accompanying financial statements (including notes to the financial statements).

CARTS' basic financial statements include government-wide and fund financial statements. Both the government-wide and fund financial statements categorize primary activities as either governmental or business type. The government-wide focus is more on the sustainability of CARTS as an entity and the change in CARTS' net position resulting from the current year's activities. CARTS does not have any business type activities.

GOVERNMENTAL FUND TYPES

The focus of the governmental funds' measurement (in the fund statements) is upon determination of financial position and changes in financial position (sources, uses and balances of financial resources) rather than upon net income. The following is a description of the governmental funds of CARTS:

**CAPITAL AREA RURAL TRANSPORTATION SYSTEM
NOTES TO THE FINANCIAL STATEMENTS
AUGUST 31, 2019**

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

GOVERNMENTAL FUND TYPES - CONTINUED

General Fund:

CARTS accounts for financial resources used for general operations in this fund. All financial resources are accounted for in the General Fund.

NET POSITION/FUND BALANCE (NONSPENDABLE, RESTRICTED, COMMITTED, ETC.)

For the government-wide financial statements, restricted net position represents assets that have externally imposed restrictions by grantors. Assets may also be restricted as imposed by law through constitutional provisions or enabling legislation. Net investment in capital assets represents capital assets, net of accumulated depreciation and is reduced by outstanding balances of debt that is attributed to the acquisition, construction, or improvement of those assets.

Governmental funds are reported in the following classifications:

Nonspendable - amounts that cannot be spent because they are either not in spendable form or they are required, legally or contractually, to be maintained intact. This classification includes items such as inventories, prepaid amounts, assets held for resale, and long-term receivables.

Restricted - as in the government-wide financial statements, these amounts represent assets that have externally imposed restrictions by creditors, grantors, contributors, or laws or regulations of other governments. Assets may also be restricted as imposed by law through constitutional provisions or enabling legislation.

Unassigned -- amounts that have not been restricted, committed, or assigned. The General Fund is the only fund that reports positive unassigned fund balance.

BASIS OF ACCOUNTING

The governmental fund financial statements are presented on the modified accrual basis of accounting, which recognizes revenues in the accounting period in which they become measurable and available and recognizes expenditures when the related fund liability is incurred, if measurable. All revenue is considered program revenue because CARTS receives no taxes or other general revenue. CARTS uses a 60-day period to determine if revenue is susceptible to accrual (available) under the modified basis of accrual.

DEPOSIT POLICY

CARTS has not adopted a policy limiting the government's allowable deposits.

**CAPITAL AREA RURAL TRANSPORTATION SYSTEM
NOTES TO THE FINANCIAL STATEMENTS
AUGUST 31, 2019**

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

CAPITAL ASSETS

Capital assets purchased or acquired with a cost of \$5,000 or more are reported at historical cost. Contributed assets are reported at estimated fair market value as of the date received. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Depreciation on all assets is provided on the straight-line method over the estimated useful lives as follows:

Buildings	40 years
Vehicles and equipment	5-7 years

FEDERAL AND STATE GOVERNMENT AWARDS AND ACCOUNTS RECEIVABLE

CARTS has not recorded an allowance for uncollectible accounts against the grants or accounts receivable balances because the receivables are considered to be 100% collectible. All receivables on the statement of financial position are due within the next fiscal year. CARTS estimates allowances for doubtful accounts by evaluating the creditworthiness, the historical collections, and the aging of the accounts. Once an account is deemed uncollectible, it is written off. Receivables are considered delinquent based on how recently payments have been received.

ACCRUED LEAVE

In accordance with CARTS' policy, each full-time employee earns eight hours of vacation and sick leave a month. Part-time employees earn a pro-rata portion based on the number of hours worked. Vacation hours may accumulate up to 120 hours and sick leave may accumulate up to 960 hours. Accumulated vacation earned but not used is vested and payable to the employee upon termination.

ESTIMATES

The preparation of financial statements in conformity with U.S. generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

SUBSEQUENT EVENTS

Management of CARTS has evaluated subsequent events for disclosure through the date of the Independent Auditors' Report, the date the financial statements were available to be issued (see Note 9).

**CAPITAL AREA RURAL TRANSPORTATION SYSTEM
NOTES TO THE FINANCIAL STATEMENTS
AUGUST 31, 2019**

NOTE 2: DEBT-DUE WITHIN ONE YEAR

CARTS has a revolving line of credit that may be renewed every six months with an interest rate of 2.55% and a total available balance of \$2,200,000. The balance outstanding at August 31, 2019, is \$742,137. The line of credit is collateralized by a CD with a value of \$2,241,662.

	Beginning Balance	Additions	Payments	Ending Balance
Line of credit	\$ 736,669	\$ 5,468	\$ -	\$ 742,137

NOTE 3: CAPITAL ASSETS

	Beginning Balance	Additions	Deletions	Ending Balance
Capital assets not being depreciated:				
Land	\$ 1,289,611	\$ -	\$ (67,692)	\$ 1,221,919
Construction in progress	10,371,307	1,836,799	-	12,208,106
	<u>\$ 11,660,918</u>	<u>\$ 1,836,799</u>	<u>\$ (67,692)</u>	<u>\$ 13,430,025</u>
Capital assets being depreciated:				
Buildings	\$ 13,188,541	\$ 109,325	\$ (359,094)	\$ 12,938,772
Vehicles and equipment	17,999,256	4,258,740	(3,205,765)	19,052,231
Accumulated depreciation	(15,123,408)	(2,149,805)	3,249,311	(14,023,902)
	<u>\$ 16,064,389</u>	<u>\$ 2,218,260</u>	<u>\$ (315,548)</u>	<u>\$ 17,967,101</u>

NOTE 4: CONCENTRATIONS

At year-end, bank balances in excess of Federal Deposit Insurance Corporation coverage amounted to \$5,453,821.

NOTE 5: RETIREMENT PLAN

CARTS offers a 457(b) retirement plan for its employees. The plan is an elective plan, which is available to all employees. CARTS matches 100% of all employee contributions up to 3%. CARTS' contributions during the current year were \$48,504.

CAPITAL AREA RURAL TRANSPORTATION SYSTEM
NOTES TO THE FINANCIAL STATEMENTS
AUGUST 31, 2019

NOTE 6: BUDGET

CARTS adopts an annual budget for the General Fund. CARTS amends the budget as needed during the year. All annual appropriations lapse at fiscal year-end. The original budget was not amended during the year. There were several negative variances in expenses due to no budget amendments being made during the year and difficulties in predicting expenses for the upcoming year.

NOTE 7: COMMITMENTS

CARTS entered into a 40-year lease on July 22, 2008, with the City of Georgetown, for use of the land on which a facility has been constructed. While the lease agreement contains provisions for rent, currently, the City of Georgetown is allowing CARTS use of the land for no cost.

CARTS has entered into agreements to purchase 7 additional vehicles. As of August 31, 2019, the total vehicle purchase orders is approximately \$704,917.

NOTE 8: RISK MANAGEMENT

CARTS is exposed to various risks of loss related to torts, theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. CARTS has joined with other cities/political subdivisions in the state to participate in the Texas Municipal League Intergovernmental Risk Pool, a public entity risk pool, consisting of approximately 2,600 member cities/political subdivisions located throughout the state of Texas. CARTS' premiums to the risk pool are for general liability, property, auto physical damage, auto liability, mobile equipment, errors and omissions, and workers' compensation.

Texas Municipal League Intergovernmental Risk Pool operates under the terms of interlocal agreements with the member entities and is a public entity risk pool operating as a common risk management and insurance program. The pool has a worker's compensation fund, a property fund, and a liability fund. Members may choose to participate in one or more of the funds. CARTS' risk is limited to the amount of premiums paid unless the pool should fail, in which case, CARTS would be liable for its ratable share of the pool deficit.

The funds of the public entity risk pool are intended to be self-sustaining through member contributions. CARTS pays an annual premium to the risk pool for its insurance coverages. The pool carries, as required by the interlocal agreements, insurance or reinsurance through commercial insurance companies that is believed, by the management of the pool, to be adequate to protect the financial stability of the existence of the pool. It is anticipated that such coverages will continue to vary in the future as the pool reserves the right to adjust the insurance/reinsurance coverage.

Commercial insurance is carried for employee fidelity. Settled claims resulting from these risks have not exceeded insurance coverage in any of the past three years, and there was no significant reduction of insurance coverage from the prior year.

**CAPITAL AREA RURAL TRANSPORTATION SYSTEM
NOTES TO THE FINANCIAL STATEMENTS
AUGUST 31, 2019**

NOTE 9: SUBSEQUENT EVENTS

On October 22, 2019, a \$3 million grant was executed for the construction of the Eastside Bus Plaza. On January 31, 2020 CARTS entered into an agreement with G. Hyatt Construction for the Eastside Bus Plaza construction. The groundbreaking ceremony was on February 28, 2020.

On January 31, 2020 CARTS closed on Right of Way agreement with the Texas Department of Transportation. CARTS received \$487,778 for the TXDOT acquisition of 19,321 square feet of Highway 71 frontage property for \$53,100 and the remaining \$434,678 for the disassembly and re-assembly of the CARTS' entrance to accommodate the Highway 71 Improvement Project.

NOTE 10: ADJUSTMENTS TO CONVERT FUND STATEMENT TO GOVERNMENT-WIDE

Fund balance	\$ 3,330,015
Add capital assets not recorded in the fund statements	31,397,126
Add unavailable revenue not included in government-wide statements	<u>522,502</u>
Net position	<u>\$ 35,249,643</u>
Change in fund balance	\$ 275,674
Purchases of capital assets	6,204,864
Sale of capital assets	(377,240)
Depreciation expense not included in the fund statements	(2,149,805)
Change in unavailable revenue from prior year	<u>66,271</u>
Change in net position	<u>\$ 4,019,764</u>

REQUIRED SUPPLEMENTARY INFORMATION

CAPITAL AREA RURAL TRANSPORTATION SYSTEM
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS) - GENERAL FUND
FOR THE YEAR ENDED AUGUST 31, 2019

	<u>Original/ Final Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
REVENUES			
Federal and state government capital awards	\$ 6,758,260	\$ 8,242,094	\$ 1,483,834
Federal and state government operating awards	5,817,546	3,098,734	(2,718,812)
Contracts	2,533,355	2,149,225	(384,130)
Local government support	575,000	588,779	13,779
Proceeds from sale of assets	-	441,730	441,730
Other	350,509	352,419	1,910
Total revenues	<u>16,034,670</u>	<u>14,872,981</u>	<u>(1,161,689)</u>
EXPENDITURES			
Capital outlay	9,061,863	6,204,864	2,856,999
Facility maintenance and repair	92,500	146,515	(54,015)
Fuel	850,000	751,628	98,372
Insurance	365,000	330,584	34,416
Interest expense	63,235	22,482	40,753
Internet, technology, & telephone	381,400	390,784	(9,384)
Marketing	50,000	10,868	39,132
Office equipment and supplies	89,500	112,949	(23,449)
Other	46,999	94,592	(47,593)
Payroll and related	6,005,847	5,959,698	46,149
Professional services	128,500	71,886	56,614
Rent	3,000	28,759	(25,759)
Toll fees	35,001	28,472	6,529
Utilities	114,001	104,282	9,719
Vehicle maintenance	407,000	338,944	68,056
Total expenditures	<u>17,693,846</u>	<u>14,597,307</u>	<u>3,096,539</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	<u>\$ (1,659,176)</u>	<u>\$ 275,674</u>	<u>\$ 1,934,850</u>

**CAPITAL AREA RURAL TRANSPORTATION SYSTEM
SUPPLEMENTAL STATEMENT OF REVENUE, EXPENDITURES AND CHANGES
IN FUND BALANCES - LOCAL GOVERNMENT FUNDING
FOR THE YEAR ENDED AUGUST 31, 2019**

	<u>Local Operating Revenue</u>	<u>Local Planning Revenue</u>	<u>Expenditures</u>	<u>Revenue Over Expenditures</u>	<u>Beginning Fund Balance</u>	<u>Ending Fund Balance</u>
Bastrop County	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ -	\$ -
Blanco County	3,000	-	3,000	-	-	-
Burnet County	8,000	-	8,000	-	-	-
Caldwell County	3,000	-	3,000	-	-	-
Fayette County	10,000	-	10,000	-	-	-
Hays County	20,000	-	20,000	-	-	-
Lee County	10,000	-	10,000	-	-	-
Williamson County	10,000	-	10,000	-	-	-
City of Bastrop	20,000	-	20,000	-	-	-
City of Blanco	1,000	-	1,000	-	-	-
City of Burnet	8,000	-	8,000	-	-	-
City of Elgin	3,000	-	3,000	-	-	-
City of Flatonia	2,000	-	2,000	-	-	-
City of Giddings	3,375	-	3,375	-	-	-
City of La Grange	11,500	-	11,500	-	-	-
City of Lexington	300	-	300	-	-	-
City of Lockhart	6,104	-	6,104	-	-	-
City of Schulenburg	500	-	500	-	-	-
City of San Marcos	450,000	-	450,000	-	-	-
City of Taylor	9,000	-	9,000	-	-	-
	<u>\$ 588,779</u>	<u>\$ -</u>	<u>\$ 588,779</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>



**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON
AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Board of Directors
Capital Area Rural Transportation System

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and general fund of Capital Area Rural Transportation System (CARTS) as of and for the year ended August 31, 2019, and the related notes to the financial statements, which collectively comprise CARTS' basic financial statements, and have issued our report thereon dated May 28, 2020.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered CARTS' internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the CARTS' internal control. Accordingly, we do not express an opinion on the effectiveness of CARTS' internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether CARTS' financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Austin, Texas
May 28, 2020



ATCHLEY & ASSOCIATES
CERTIFIED PUBLIC ACCOUNTANTS & BUSINESS ADVISORS

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR
PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE
REQUIRED BY THE UNIFORM GUIDANCE AND THE *STATE OF TEXAS*
*SINGLE AUDIT CIRCULAR***

Board of Directors
Capital Area Rural Transportation System

Report on Compliance for Each Major Federal and State Program

We have audited Capital Area Rural Transportation System's (CARTS) compliance with the types of compliance requirements described in the *OMB Compliance Supplement and the State of Texas Single Audit Circular* that could have a direct and material effect on each of CARTS' major federal and state programs for the year ended August 31, 2019. CARTS' major federal and state programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of CARTS' major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of *Subpart F Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements*, and *Cost Principles (Uniform Guidance)*. Those standards and Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about CARTS' compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of CARTS' compliance.

Opinion on Each Major Federal and State Program

In our opinion, CARTS complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended August 31, 2019.

Report on Internal Control Over Compliance

Management of CARTS is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered CARTS' internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with Uniform Guidance and the *State of Texas Single Audit Circular*, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of CARTS' internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance and the *State of Texas Single Audit Circular*. Accordingly, this report is not suitable for any other purpose.



Austin, Texas
May 28, 2020

**CAPITAL AREA RURAL TRANSPORTATION SYSTEM
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
YEAR ENDED AUGUST 31, 2019**

Federal Grantor Pass Through Grantor/ Program Title	Term	Pass-Through Grantor's Number	Federal CFDA Number	Award Amount	Federal Expenditures
U.S. Department of Transportation/Passed Through the Federal Transit Authority:					
Project # TX-2016-077	09/01/2015 - ongoing	N/A	20.507	\$ 808,144	\$ 77,061
Project# TX-2017-074	09/01/2016 - ongoing	N/A	20.507	827,312	47,884
Project# TX-2018-038-01	09/01/2017 - ongoing	N/A	20.507	847,229	317,987
Project# TX-2019-037-00	01/01/2019 - 12/31/2019	N/A	20.507	872,780	579,155
Project# TX-95-X090-01	09/02/2015 - ongoing	N/A	20.507	3,280,000	274,239
					<u>1,296,326</u>
Section 5339 BBF 1701 (14)010_17	11/01/2017 - 02/28/2019	TX-2017-010	20.526	195,302	61,871
Section 5339 BBF 1702 (14)010_17	11/01/2017 - 02/31/2019	TX-2017-010	20.526	62,530	57,180
Section 5339 BBF 1801 (14)18	05/22/2018 - 12/31/2018	TX-34-0018	20.526	100,342	100,342
Section 5339 BBF 1901 (14)45	09/01/2018 - 08/31/2019	TX-2018-045-00	20.526	316,501	316,501
CMTA 5339-B New Freedom Projects FY12 Shelters	8/23/2012 - ongoing	TX-57-X042	20.526	45,600	21,340
CMTA 5339-B NF FY11 FY12 Shelters	08/14/2013 - ongoing	TX-57-X046	20.526	40,000	20,844
CMTA 5339-B Buses	11/27/2017 - 09/30/2021	TX-2017-075	20.526	4,950,000	3,026,005
					<u>3,604,083</u>
				Total for Federal Transit Cluster	<u>4,900,409</u>
U.S. Department of Transportation/Passed Through the Texas Department of Transportation:					
Section 5311 (Project# ICB 1701 (14) 013)	12/01/2016 - 11/30/2018	TX-2016-013	20.509	1,926,570	94,647
Section 5311 (Project #ICB 1901 (14)030_18	11/01/2018 - 08/31/2020	TX-2018-030	20.509	1,546,570	773,285
Section 5311 (Project#RPT 1801 (14) 030_18)	05/01/2018 - 08/31/2019	TX-2018-030	20.509	1,668,754	1,533,640
Section 5311 (Project#RPT 1904 (14) 39_19)	04/24/2019 - 08/31/2020	TX-2019-039	20.509	1,664,087	649,223
Section 5311 (Project# RPT 1899 (14) (EBP)	08/01/2017 - 08/31/2019	51018991418	20.509	1,878,090	476,091
Section 5311 (Project# RPT 1899 (14) (THL)	08/01/2017 - 08/31/2019	51018991418	20.509	1,000,000	415,297
Section 5311 (RD 1902 (14) 032_17)	09/01/2018 - 12/31/2109	TX-2017-32	20.509	490,000	201,300
			Total CFDA 20.509		<u>4,143,483</u>

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**CAPITAL AREA RURAL TRANSPORTATION SYSTEM
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS - CONTINUED
YEAR ENDED AUGUST 31, 2019**

Federal Grantor Pass Through Grantor/ Program Title	Term	Pass-Through Grantor's Number	Federal CFDA Number	Award Amount	Federal Expenditures
U.S. Department of Transportation/Passed Through the Texas Department of Transportation: Section 5311 (Project#TGR 1703 (14)043)	01/01/2016 - 12/31/2018	TX-2016-043	20.933	9,800,000	<u>865,010</u>
		Total CFDA 20.933			<u>865,010</u>
		Total Expenditures of Federal Awards			<u>\$ 9,908,902</u>

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**CAPITAL AREA RURAL TRANSPORTATION SYSTEM
 SCHEDULE OF EXPENDITURES OF STATE AWARDS
 YEAR ENDED AUGUST 31, 2019**

Federal Grantor Pass Through Grantor/ Program Title	Term	Pass-Through Grantor's Number	Program or Award Amount	Federal Expenditures
Texas Department of Transportation: State match for CFDA #20.509. Section 5311 RUR State Program	09/01/2018 - 08/31/2019	TX-2016-043	\$ 1,004,008	\$ 1,004,008 <u>1,004,008</u>
Texas Department of Transportation: State match for CFDA #20.507. Section 5311 URB 1901 (14)	09/01/2018 - 08/31/2019	N/A	245,618	\$ 245,618 <u>245,618</u>
Texas Department of Transportation Section 5339 State RUR Discretionary	04/29/2019 - 08/31/2020	TX-2019-018	849,735	247,443 <u>247,443</u>
Total Expenditures of State Awards				\$ 1,497,069 <u><u>1,497,069</u></u>

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**CAPITAL AREA RURAL TRANSPORTATION SYSTEM
NOTES TO THE SCHEDULES OF EXPENDITURES OF FEDERAL AND STATE AWARDS
YEAR ENDED AUGUST 31, 2019**

NOTE 1: BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal and state awards includes the federal and state grant activity of CARTS and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and *the State of Texas Single Audit Circular*.

NOTE 2: INDIRECT COST RATE

CARTS has not elected to use the 10 percent de minimis indirect cost rate as allowed under the Uniform Guidance.

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**CAPITAL AREA RURAL TRANSPORTATION SYSTEM
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED AUGUST 31, 2019**

I. Summary of Auditors' Results	<u>Description</u>
Financial statements	
a. Type of auditors' report issued	Unmodified
Internal control over financial reporting:	
b. Material weakness(es) identified?	None
c. Significant deficiency(ies) that are not considered to be material weaknesses?	None reported
d. Noncompliance material to the financial statements noted?	No
Federal awards	
Internal control over major programs:	
e. Material weakness(es) identified?	None
f. Significant deficiency(ies) identified that are not considered to be material weaknesses?	None reported
g. Type of auditors' report issued on compliance for major programs	Unmodified
h. Any audit findings disclosed that are required to be reported in accordance with section 2 CFR 200.516(a) and <i>State of Texas Single Audit Circular</i> ?	No
i. Major federal and state program(s) were:	
<u>CFDA No.</u> <u>Name of Program</u>	
20.507, 20.526 Federal Transit Cluster	
State Section 5311 RUR State Program Section 5311 URB 1901 (14) - Match for CFDA 20.507	
j. Dollar threshold considered between Type A and Type B federal and state programs:	\$750,000
k. Auditee qualified as low risk?	Yes
II. Findings Relating to the Financial Statements which are required to be reported in Accordance with Generally Accepted Government Auditing Standards	
None	
III. Findings and Questioned Costs for Federal Awards	
None	

**CAPITAL AREA RURAL TRANSPORTATION SYSTEM
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
YEAR ENDED AUGUST 31, 2019**

Prior Audit Findings

None

***Hays-Caldwell
County
Women's
Center***

\$7,300

FY 2020-2021 Request for Financial Support-City of Lockhart Hays-Caldwell Women's Center HCWC

Mission

The purpose of the Hays-Caldwell Women's Center is to create an environment where violence and abuse are not tolerated in the communities we serve. The Center will provide education, violence prevention services, and crisis intervention to victims of family violence, dating violence, sexual assault, and child abuse. We will seek the support and resources necessary to achieve this mission.

Benefit to the City of Lockhart of HCWC Services in FY 2019

- *A total of 146 Lockhart residents* received shelter, counseling, legal advocacy and other face-to-face services to help them with issues of family violence, sexual assault, or child abuse. *This year-to-date (October 1, 2019-June 3, 2020), we have served 98 Lockhart residents.*
- We provided *8-10 weeks of Primary Prevention of Sexual Assault classes to Lockhart students* at the high school, middle school and alternative school. Our Educators made presentations to Lockhart residents about abuse and our services.
- HCWC has maintained on-site, face-to-face services in our Lockhart office for many years. Currently, due to the Coronavirus our counselors and advocates are utilizing technology to meet with clients remotely. Whenever it is deemed safe to do so, the Lockhart office will return to being staffed 3 days a week with additional times are available by appointment.
- HCWC coordinates and facilitates the Caldwell County Family Violence Task Force and participates in awareness events).
- HCWC partnered with Lockhart ISD Athletics, Luling ISD Athletics, the Caldwell County Sheriff's Office, the District Attorney's Office and both Lockhart and Luling Police Departments to recognize the impact of dating and domestic violence on the youth of Caldwell County.
- Roxanne's House (HCWC's Children's Advocacy Center) provided services to 58 children and 36 protective caregivers in FY2019. HCWC continued to coordinate The Caldwell County Multi-Disciplinary Team for the investigation and prosecution of child abuse cases comprised of the following agencies:
 - Lockhart Police Department
 - Luling Police Department
 - Martindale Police Department
 - Caldwell County Sheriff's Department
 - Caldwell County District Attorney's Office
 - Court Appointed Special Advocates (CASA)
 - Texas Department of Family & Protective Services (CPS)

Services Provided by HCWC.

During the year ending September 30, 2019, HCWC provided face-to-face services to 2,307 (146 Lockhart residents) unduplicated victims of family violence, sexual assault and child abuse. *Please note that 24 Lockhart residents were victims of more than one type of abuse.*

HCWC provides the following services free-of-charge to victims of domestic violence, dating violence, sexual assault & abuse, and child abuse:

- 24-hour HELPLine answered by trained advocates
- Emergency shelter for women, men and their children who are victims of family violence and are facing homelessness as result of fleeing a life-threatening situation
- Legal advocacy
- Counseling and support groups
- Special programs and therapy for children who have witnessed violence in the home
- Assist victims in securing resources (e.g. Texas Crime Victims Compensation fund)
- Accompaniment to medical providers, law enforcement and legal proceedings
- Act as a liaison with appropriate agencies on behalf of clients
- Provide information and referral services
- 24-hour Hospital Emergency Advocate Response Team (HEARTeam)
- Accompaniment to medical providers, law enforcement and legal proceedings
- Liaison with appropriate agencies and coordination of Sexual Assault Task Force, Caldwell County Family Violence Task Force, and the Multi-Disciplinary Team.
- Case management, trial preparation, video recorded forensic interviews

FY 2019-2020 Requested Amount & Plan for Funds

Fiscal Year 2020-2021

Request to the City of Lockhart..... \$7,300

Funds will be utilized to help cover the rent of \$1,000/MO for the Lockhart office and for providing face-to-face services to Lockhart victims at our main campus—specifically providing shelter to displaced victims of domestic/sexual violence in the McCoy Family Shelter and providing Forensic Interviews to victims of child abuse from Lockhart. The requested amount from the City of Lockhart represents approximately \$50 per client. We have based our request on providing services to 146 victims from Lockhart last year.

CWC received \$4,417.38 from the City of Lockhart in FY 2019 and those funds were used entirely for rent on the Lockhart office.

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

DATE:

JAN 14 1998

HAYS CALDWELL WOMENS CENTER
BOX 234
SAN MARCOS, TX 78667-0234

Employer Identification Number:
74-2020505

DLN:
17053284934007

Contact Person:
D. A. DOWNING

Contact Telephone Number:
(513) 241-5199

Addendum Applies:
No

Dear Applicant:

Based on the information you recently submitted, we have classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Internal Revenue Code because you are described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in 501(c)(3) is still in effect.

This classification is based on the assumption that your operations will continue as you have stated. If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status.

This supersedes our letter dated September 17, 1997.

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, you should keep it in your permanent records.

FINANCIAL REPORT SUMMARY
As of April 30, 2020

Definitions for the Columns Across the top of the page on the financial statements:

- Current Period Actual = funds received or spent in October 2019 – April 2020
- Current Year Actual = funds received or spent October 2019 – April 2020 (7 months)
- YTD Budget = Year to Date Budget = Board approved budget for October 2019 – April 2020
- YTD Budget Variance = Year to Date Budget Variance = Variance from budgeted amount for period of October 2019 – April 2020 (how far we are varying from the approved budget)

The numbers (#1 - #8) correspond to notations on the financial statements. Only items with large variances from the budget (last column on the financial statements) are specifically referenced.

- #1 – Current Assets** - At the end of the month, we had \$3,789,407.16 in current assets. This includes a total cash balance (checking and payroll accounts and petty cash) of \$553,564.70, Capital Campaign accounts total of \$3,089,440.45, and receivables total \$146,402.01. There is an additional off-balance sheet amount of \$439,988.80 in pledges receivable.
- #2 – Support and Revenues – Total Government Grants** - We were owed \$362,526.13 from state and federal funders at the end of the month. These are reimbursable grants where we first spend the money on approved expenses. We submit a billing to the funder, and they reimburse us one to two months later. Variance is normal.
- #3 – Local Government Support** - We have received \$550.91 less revenue than budgeted from local government funders.
- #4 – Local Support** - We are behind our budgeted revenues by \$82,957.06. Several adjustments were made this month to reconcile the Capital Campaign account so, this number is not reliable. Actual revenues from local sources totaled \$40,020.34
- #5 – Total Support and Revenues** - We are currently \$441,279.14 behind our budgeted revenues.

ANALYSIS OF REVENUES: Since \$362,526.13 (#2) is owed us from state and federal sources we are \$78,753.01 ahead of our budget. (#5 - #2 = Actual Revenue Status) or (-\$441,279.14) - (-\$362,526.13) = \$78,753.01.

- #6 – Total Program Expenditures** - We have spent \$108,598.81 less than budgeted this period (YTD).
- #7 – INCREASE/DECREASE IN NET ASSETS** - Indicates that we are \$332,680.33 behind our budget. (This is #6 - #5 = #7 or + \$108,598.81 - \$441,279.14 = - \$332,680.33.

ANALYSIS OF CURRENT STATUS: We are actually \$29,845.80 ahead of our budget. (This is the ANALYSIS OF REVENUES + #6 or \$78,753.01 + \$108,598.81 = + \$29,845.80)

#8 – Non-Budgeted Revenue – These items represent donations that have been given to us to pass on to clients or to specified projects and are not part of our budgeted expenses. We spend these funds only when we have them. Some of the funds were given in previous years and the revenues do not show up on this report.

Expenditure Variances over \$2,000

Salaries & Wages	15,833	The Sexual Assault Community Advocate was originally budgeted as a licensed position starting October 1. The staff member did not start until mid-November and is unlicensed. The Receptionist, Roxanne's House Bilingual Children's Counselor, and Roxanne's House Children's Counselor positions were vacant for most of March and April. The Roxanne's House Children's Counselor position has been filled.
Health Insurance	4,435	Less employees have elected to take health insurance than budgeted
Payroll Taxes	3,048	Salaries and wages are less than budgeted.
Worker's Compensation Insurance	10,340	Most insurances are paid in May for the year. A dividend of \$5,666.66 was received in April.
Unemployment Insurance	(3,503)	Most unemployment insurances are paid at the beginning of the year.
Building Insurance	15,791	Most Insurances are paid in May for the year.
Contract- Legal	38,150	Only \$5,600 of legal costs have been incurred this period.
Equipment Purchase	(18,654)	\$3,513.84 has been spent on computers and accessories. A total of \$24,473.49 has been spend on three new A/C units for the shelter.
Professional Liability	4,173	Most Insurances are paid in May for the year.
Copier Rental	(2,109)	Expenses are higher than budgeted.
Fees & Dues	2,998	Less fees and dues have been incurred than budgeted
EIF- Rental Assistance	8,250	\$750 has been incurred to assist a client.
EIF- Childcare Assistance	4,167	HHSC EIF grant began in March and no expenses have been incurred yet.
Fundraising Expenses	3,476	Auction software was purchased in November for \$2,395. The deposit was paid in November to book the Embassy Suits for \$3,590, but bulk of expenses to come assuming we hold the event.
Staff Development	9,314	Most conferences occur during spring and summer. Many in-person conferences have been cancelled and deposits have been refunded.
Reserves	3,011	Not transferred yet

Hays Caldwell Womens Center
Balance Sheet
As of 4/30/2020

	Current Year
Current Assets	
Cash in Bank	552,267.40
Cash in Bank-Payroll	997.30
Cash in Bank-Pioneer Checking	4,142.83
Cash in Bank-Pioneer Bank	3,085,297.62
Petty Cash	300.00
Receivables	146,402.01
Total Current Assets	3,789,407.16 # 1
Fixed Assets	
Equipment & Fixtures	299,997.07
Capital Improvements	231,823.80
Vehicles	64,309.87
Building	3,528,659.26
Accumulated Depreciation	(2,192,817.70)
Total Fixed Assets	1,931,972.30
Other Assets	
Capital Campaign Pledges	850,000.00
Inventory	52,624.00
Prepays	31,491.96
Refundable Deposits	0.00
Total Other Assets	934,115.96
Total Assets	6,655,495.42
Current Liabilities	
Accounts Payable	0.00
Accrued Vacation	76,735.00
Capital Campaign Payable	308.70
Foundations Deferred Income	0.00
Simple IRA Payable	0.00
Employee Fringe Payable	(640.78)
FICA Payable	0.00
Health Savings Accounts Payable	0.00
Medicare Payable	0.00
Withholding Payable	0.00
SUTA Payable	5,479.24
Total Current Liabilities	81,882.16
Long-Term Liabilities	
Loan at Bank	154,400.00
Total Long-Term Liabilities	154,400.00
Total Liabilities	236,282.16
Fund Balances	
Beginning Fund Balance	0.00
Net Assets	6,790,611.11
Current Increase/(Decrease)	(371,397.95)
Total Fund Balances	6,419,213.16
Total Liabilities & Fund Balances	6,655,495.32

Hays Caldwell Womens Center
Statement of Revenues and Expenditures - Board Report
From 4/1/2020 Through 4/30/2020

	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>YTD Budget \$ - Original</u>	<u>YTD Budg Variance</u>
SUPPORT & REVENUES				
Government Grants				
Children's Advocacy Center	19,738.06	99,549.87	141,580.32	(42,030.45)
FVYSPA Safe Place	0.00	25,042.08	38,813.81	(13,771.73)
Health & Human Services Commission	0.00	136,288.35	190,803.69	(54,515.34)
Health & Human Services Commission- Exceptional Item Funding	0.00	0.00	14,265.34	(14,265.34)
OAG - Federal	0.00	29,399.20	53,333.35	(23,934.15)
OAG - State	22,179.58	67,772.09	84,748.44	(16,976.35)
OVAG	3,846.57	18,776.80	24,500.00	(5,723.20)
SASP	3,863.38	18,970.91	35,000.00	(16,029.09)
VOCA	82,630.59	536,764.65	665,108.99	(128,344.34)
VOCA CAC	31,666.62	198,756.72	245,692.86	(46,936.14)
Total Government Grants	163,924.80	1,131,320.67	1,493,846.80	(362,526.13) # 2
Local Government Support				
City of Buda	0.00	2,568.75	3,077.06	(508.31)
City of Dripping Springs	0.00	0.00	4,083.31	(4,083.31)
City of Kyle	0.00	0.00	0.00	0.00
City of Lockhart	4,417.34	4,417.34	2,576.56	1,840.78
City of Luling	0.00	0.00	0.00	0.00
City of San Marcos	15,750.00	47,250.00	36,750.00	10,500.00
City of Wimberley	0.00	0.00	1,166.69	(1,166.69)
County of Caldwell	0.00	0.00	466.69	(466.69)
County of Hays	0.00	40,000.00	46,666.69	(6,666.69)
Total Local Government Support	20,167.34	94,236.09	94,787.00	(550.91) # 3
Local Support				
Individuals	(88,913.55)	3,110.45	166,250.00	(163,139.55)
Foundations - Other	16,290.89	25,860.89	17,500.00	8,360.89
St David's Foundation	0.00	219,603.00	178,900.82	40,702.18
Companies	5,156.50	50,082.82	35,583.31	14,499.51
Organizations	6,529.00	44,619.91	28,000.00	16,619.91
Total Local Support	(60,937.16)	343,277.07	426,234.13	(82,957.06) # 4
Miscellaneous Revenues				
Interest Income	0.00	0.00	0.00	0.00
Divorces Caldwell Family Prot Fees	6,489.18	6,489.18	0.00	6,489.18
Divorces Hays Family Prot Fees	0.00	7,926.79	0.00	7,926.79
Misc Other - Contract Services	0.00	0.00	0.00	0.00
Restitution Caldwell FV SH Fees	0.00	0.00	0.00	0.00
Restitution Hays FV SH Fees	0.00	0.00	0.00	0.00
Restitution - Other	0.00	80.61	9,333.31	(9,252.70)
Reserve Funds	0.00	0.00	0.00	0.00
Texas Rio Grande	0.00	0.00	408.31	(408.31)
Total Miscellaneous Revenues	6,489.18	14,496.58	9,741.62	4,754.96
Total SUPPORT & REVENUES	129,644.16	1,583,330.41	2,024,609.55	(441,279.14) # 5

PROGRAM EXPENDITURES

Personnel				
Salaries & Wages	204,822.61	1,470,039.76	1,485,873.21	15,833.45
Fringes				
Health Insurance	16,060.13	116,726.59	121,161.94	4,435.25
Payroll Taxes	15,205.34	108,774.65	111,822.68	3,048.03
Simple IRA	3,853.39	23,362.75	21,786.31	(1,576.44)
Worker's Comp Insurance	(5,666.66)	(5,666.66)	4,673.06	10,339.72
Unemployment Insurance	109.85	7,976.75	4,473.46	(3,603.29)

Hays Caldwell Womens Center
Statement of Revenues and Expenditures - Board Report
From 4/1/2020 Through 4/30/2020

	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>YTD Budget \$ - Original</u>	<u>YTD Budg Variance</u>
Total Fringes	29,562.06	251,174.18	263,917.45	12,743.27
Supplies				
Advocate Training	208.64	635.89	525.00	(110.89)
Food	211.64	2,299.91	3,465.00	1,165.09
Food-Clients	409.26	5,141.98	5,250.00	108.02
Food-Town Teams	284.54	452.17	875.00	422.83
Miscellaneous	0.00	2,556.87	2,041.69	(515.18)
Office Supplies	192.44	4,218.63	5,812.45	1,593.82
Program Supplies	458.28	5,648.92	6,928.11	1,279.19
Shelter Supplies	1,531.64	3,170.23	3,966.69	796.46
Special Needs	111.15	1,263.84	1,458.31	194.47
Total Supplies	3,407.59	25,388.44	30,322.25	4,933.81
Facility Expenses				
Facility Repairs/Maintenance	0.00	7,368.11	8,750.00	1,381.89
Garbage	376.69	2,670.17	2,454.69	(215.48)
Janitorial	787.50	5,512.50	5,599.44	86.94
Insurance - Building	0.00	0.00	15,790.60	15,790.60
Internet	179.89	918.78	1,400.00	481.22
Rent - Lockhart	1,000.00	7,000.00	7,000.00	0.00
Security	105.00	395.00	875.00	480.00
Telephone	226.04	3,113.64	3,908.31	794.67
Utilities	3,203.27	24,525.74	25,305.63	779.89
Total Facility Expenses	5,878.39	51,503.94	71,083.67	19,579.73
Contractual				
Contract-Legal	5,600.00	5,600.00	43,750.00	38,150.00
Contract-MicroCaption	0.00	0.00	1,207.50	1,207.50
Contract-Technology	1,725.00	12,075.00	12,075.00	0.00
Total Contractual	7,325.00	17,675.00	57,032.50	39,357.50
Capital Expenditures				
Capital Improvements	0.00	0.00	0.00	0.00
Equipment Purchase	24,091.00	27,987.33	9,333.38	(18,653.95)
Total Capital Expenditures	24,091.00	27,987.33	9,333.38	(18,653.95)
Other Insurances				
Bond (crime)	0.00	0.00	1,479.94	1,479.94
Directors and Officers	0.00	0.00	289.03	289.03
Employee Benefits Liability	0.00	0.00	87.50	87.50
Employee Practices	0.00	0.00	933.38	933.38
Flood	0.00	3,724.01	2,482.62	(1,241.39)
General Liability/Employee Benefits	0.00	0.00	731.36	731.36
Inland Marine	0.00	0.00	807.94	807.94
Professional Liability	0.00	0.00	4,172.56	4,172.56
Umbrella	0.00	0.00	1,484.00	1,484.00
Vehicle	0.00	0.00	0.00	0.00
Total Other Insurances	0.00	3,724.01	12,468.33	8,744.32
Other Expenditures				
Advertising/Public Relations	1,406.36	2,661.12	1,458.31	(1,202.81)
Audit	8,883.36	17,633.36	16,984.59	(648.77)
Bank Charges/Credit Card Fees	35.81	224.21	204.19	(20.02)
Basic Cable	65.46	392.76	495.81	103.05
Copier Rental	649.22	3,888.24	1,779.19	(2,109.05)
Federal Excise Tax	0.00	0.00	0.00	0.00
Fees & Dues	140.00	4,644.00	7,641.69	2,997.69
Fundraising Expenses	74.26	10,523.98	14,000.00	3,476.02

Hays Caldwell Womens Center
Statement of Revenues and Expenditures - Board Report
 From 4/1/2020 Through 4/30/2020

	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>YTD Budget \$ - Original</u>	<u>YTD Budge Variance</u>
HHSC EIF- Childcare Assistance	0.00	0.00	4,166.66	4,166.66
HHSC EIF- Rent Assistance	750.00	750.00	9,000.00	8,250.00
HHSC EIF- Transportation Assistance	0.00	0.00	333.34	333.34
PayPal Charges	100.97	1,429.15	875.00	(554.15)
Postage	497.90	1,900.09	2,683.31	783.22
Printing	72.99	5,383.34	4,666.69	(716.65)
Staff Development	50.00	12,567.54	21,881.92	9,314.38
Staff Meetings	410.92	1,528.86	1,750.00	221.14
Staff Recruitment	0.00	216.05	583.31	367.26
Technology Resources	1,885.80	6,930.85	6,125.00	(805.85)
Travel Expenses	179.75	10,365.27	9,390.37	(974.90)
Vehicle Expense	149.59	1,097.20	1,166.59	69.49
Reserves	0.00	0.00	3,010.83	3,010.83
Total Other Expenditures	<u>15,352.39</u>	<u>82,136.02</u>	<u>108,196.70</u>	<u>26,060.68</u>
Total PROGRAM EXPENDITURES	<u><u>290,439.03</u></u>	<u><u>1,929,628.68</u></u>	<u><u>2,038,227.49</u></u>	<u><u>108,598.81</u></u> #6
INCREASE/DECREASE IN NET ASSETS	<u>(160,794.87)</u>	<u>(346,298.27)</u>	<u>(13,617.94)</u>	<u>(332,680.33)</u> #7
IN-KIND REVENUES				
In-Kind Revenues				
	14,474.73	207,720.55	101,465.00	106,255.55
Total IN-KIND REVENUES	<u>14,474.73</u>	<u>207,720.55</u>	<u>101,465.00</u>	<u>106,255.55</u>
IN-KIND SUPPORT				
In-Kind Support				
IK-Volunteer Time	12,197.73	130,961.50	41,562.50	(89,399.00)
IK-Professional Hours	0.00	0.00	0.00	0.00
IK-Food	282.00	3,879.93	1,759.31	(2,120.62)
IK-Shelter Supplies	1,952.08	67,090.29	58,143.19	(8,947.10)
IK-Travel	42.92	5,788.83	0.00	(5,788.83)
Total In-Kind Support	<u>14,474.73</u>	<u>207,720.55</u>	<u>101,465.00</u>	<u>(106,255.55)</u>
Total IN-KIND SUPPORT	<u>14,474.73</u>	<u>207,720.55</u>	<u>101,465.00</u>	<u>(106,255.55)</u>
NON-BUDGETED REVENUE				
Non-Budgeted Revenue				
Back Packs	0.00	0.00	0.00	0.00
Caldwell County FVTF	0.00	0.00	0.00	0.00
Camp	0.00	0.00	0.00	0.00
Capital Campaign	102,379.20	1,479,615.83	0.00	1,479,615.83
Christmas	0.00	10,449.00	0.00	10,449.00
Client Activities	0.00	0.00	0.00	0.00
EFSP	0.00	7,174.00	0.00	7,174.00
My Safe Space	0.00	0.00	0.00	0.00
Thanksgiving	0.00	1,599.74	0.00	1,599.74
Town Team Buda	0.00	0.00	0.00	0.00
Town Team Dripping Springs	0.00	2,516.24	0.00	2,516.24
Town Team Kyle	0.00	0.00	0.00	0.00
Town Team Lockhart	0.00	33.00	0.00	33.00
Town Team San Marcos	0.00	0.00	0.00	0.00
Town Team Wimberley	0.00	0.00	0.00	0.00
WISP Scholarship	0.00	0.00	0.00	0.00
Total Non-Budgeted Revenue	<u>102,379.20</u>	<u>1,501,387.81</u>	<u>0.00</u>	<u>1,501,387.81</u>
Total NON-BUDGETED REVENUE	<u>102,379.20</u>	<u>1,501,387.81</u>	<u>0.00</u>	<u>1,501,387.81</u> #8

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Hays Caldwell Womens Center
Statement of Revenues and Expenditures - Board Report
From 4/1/2020 Through 4/30/2020

	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>YTD Budget \$ - Original</u>	<u>YTD Budg Variance</u>
NON-BUDGETED EXPENDITURES				
Non-Budgeted Expenditures				
Back Packs	0.00	0.00	0.00	0.00
Caldwell County FVTF	17.12	17.12	0.00	(17.12)
Camp	0.00	0.00	0.00	0.00
Capital Campaign	250.13	29,165.19	0.00	(29,165.19)
Capital Improvements	0.00	0.00	0.00	0.00
Christmas Fund	0.00	10,366.49	0.00	(10,366.49)
Client Activities	0.00	0.00	0.00	0.00
EFSP	594.00	594.00	0.00	(594.00)
My Safe Space	0.00	1,013.26	0.00	(1,013.26)
TCFV Maximizing Our Reach	0.00	0.00	0.00	0.00
Thanksgiving	0.00	1,250.00	0.00	(1,250.00)
Town Team Buda	0.00	0.00	0.00	0.00
Town Team Dripping Springs	1,085.50	2,540.52	0.00	(2,540.52)
Town Team Kyle	0.00	0.00	0.00	0.00
Town Team Lockhart	0.00	0.00	0.00	0.00
Town Team Luling	0.00	0.00	0.00	0.00
Town Team San Marcos	0.00	0.00	0.00	0.00
Town Team Wimberley	0.00	0.00	0.00	0.00
WISP Scholarship	0.00	0.00	0.00	0.00
Total Non-Budgeted Expenditures	<u>1,946.75</u>	<u>44,946.58</u>	<u>0.00</u>	<u>(44,946.58)</u>
Total NON-BUDGETED EXPENDITURES	<u><u>1,946.75</u></u>	<u><u>44,946.58</u></u>	<u><u>0.00</u></u>	<u><u>(44,946.58)</u></u>

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***Cenkör
Foundation***

\$3,000



City of Lockhart
2020 Funding
Application



Cenikor Foundation

Date of Application: June 1, 2020

Agency Name: Cenikor Foundation

Sr. Prevention Manager: Carla Merritt LMSW, LCDC, CPS

Phone: 512-396-7695 ext. 5225

Sr. Prevention Manger's email: cmerritt@cenikor.org

Contact Person other than Executive Director: Connie Guilbeau

Alternatate Contact email: cguilbeau@cenikor.org

Mailing Address: 1901 Dutton Drive, Suite E

City: San Marcos

State: Texas

Zip: 78666

Phone: 512-396-7695 ext. 5225

Fax: 512-396-7633

Website: www.cenikor.org

Funding Requested \$3,000.00

\$1,500.00 Prevention of Substance of Use

\$1,500.00 Youth Recovery Support Services

Requested Information

1a. Agency Mission Statement:

Cenikor Foundation is non-profit organization founded in 1963 that provides Prevention of Substance Services, Detox Services, Inpatient and Outpatient Substance Use Treatment for adults, Residential Substance Use Treatment for Adolescents and Recovery Support Services for youth. The **Mission** of Cenikor Foundation is: A Place for Change. Better Health. Better Lives. Our **Vision**: Cenikor will be a leader in providing quality substance abuse and behavioral health services in the communities we serve through a continuum of care for adults and adolescents. Our **Core Values**: Health; Wellness; Faith; Work; Recovery; Respect; Accountability; and Education.

1b. Benefits of the Organization to the City of Lockhart:

Cenikor currently provides Prevention of Substance Use Services and Recovery Support Services to the youth of Lockhart. The Cenikor San Marcos location has provided Prevention Services in the Lockhart School District since 1990. Cenikor has a dedicated Prevention Specialist assigned to the Lockhart School District. Additional Prevention Specialists have and can assist when there are circumstances that determine the need. Our dedicated Prevention Specialist attends monthly Lockhart community meetings such as the Caldwell County Family Violence Task Force to offer support and information about substance use trends in the area and to be a resource in the continuum of care of substance use services for youth and adults.

Prevention of Substance Use Services

Cenikor continues to be the area's primary non-profit providing Prevention of Substance Use Services and Recovery Support Services to youth, their parents and other family members. Cenikor provides the citizens of Lockhart with education and information about the consequences of tobacco (vaping), alcohol, marijuana, prescription drug misuse and other drug use/abuse. In addition, our Prevention Services provide health and wellness and resiliency skills to youth in the public school system, and at community events to youth and adults. These skills build up youth and increase the protective factors necessary for the youth of Lockhart to succeed in life. Over the past year, Cenikor's Prevention Program has collaborated with Lockhart ISD both during the school year and in the summer, Lockhart Library, and the Keep Lockhart Beautiful Event to provide services to youth, parents, and other adults. Cenikor is also a member of the Lockhart Chamber of Commerce.

During the 2019-2020 school year, Cenikor was available to the Lockhart Independent School District (LISD) and Lockhart community to provide Prevention Services, Community support and Referral.

- Classroom and small group Prevention Educational Curriculum
- Presentations on health and wellness, healthy coping skills, and positive decision making for youth, their parents, and other adults.
- Positive activities in the school setting and in the summer months to youth of all ages. Provides youth the opportunity to learn new skills and experience healthy fun and ways of coping with life challenges.
- Awareness Campaigns Red Ribbon Week, National Drug Facts Week, Tobacco Free Kids Day.
- Information dispersed to youth and adults through community meetings and health fairs on consequences of tobacco, alcohol, and other substances along with parenting and mental health information.
- Attendance at Lockhart community health fairs and community organization meetings
- Summer Services at LISD Summer Camp and Lockhart Library

Youth Recovery Community (YRC) is dedicated to empowering youth and young adults to live a substance free and healthy lifestyle. The program offers services to youth ages 13 – 21 who are in or are seeking recovery from substance use. The mission of the program is to provide a positive recovery community for youth and young adults through education, mentorship, and positive activities. Members of the Youth Recovery Community engage in weekly support groups, community service projects, and enjoy social and recreational activities throughout the year, all which support the recovery process.

2. Financial Statements

See Attached Documents

3. Previous year's funding expenditures

The City of Lockhart committed \$2,547.89 to Cenikor for 2019-2020. These funds were spent on the following programs:

Prevention of Substance Use
Treatment/Youth Recovery Community Program
Intensive Outpatient Treatment Program for Adults

4a. 2020-2021 Budget Request and Funds Use

Allocation of funds from the City of Lockhart will be for Prevention of Substance Use and Youth Recovery Community Programs. Funding received from the City of Lockhart will be used specifically to reach the Health and Human Services Commission (HHSC) required 5% community match in order to meet all contract requirements and for any expenses that are not an allowable cost under the HHSC grant.

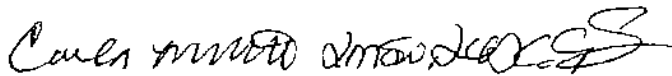
4b. Requested funds' 2020-2021 Expenditures

Total Funds Requested for 2020-2021- \$3,000.00

\$1,500.00 Prevention Education of Substance Use

\$1,500.00 Youth Recovery Community (YRC) Program

Respectfully Submitted,



Carla Merritt, LMSW, LCDC, CPS
Sr. Prevention Manager
Cenikor Foundation

Cenikor Foundation
Fiscal Year 2020 - Budgetary Income Statement
San Marcos Prevention & Youth Recovery

	YTD As of 4/30/2020	
	Actual	Budget
Revenue		
Public Support		
Cash Contributions/Event Income	\$5,750	\$17,500
Direct Government Aid	\$0	\$0
Inkind Contributions	\$0	\$0
Government Grant Revenue - HHSC	\$478,948	\$641,321
Government Grant Revenue - Other	\$59,495	\$41,452
Insurance/Medicaid/Private Pay	\$28,901	\$148,169
Other Income	\$6,202	\$5,500
	<hr/>	<hr/>
Total Revenue	\$579,296	\$853,942
Expenses		
Direct Resident Expenses	\$21,757	\$22,500
Personnel Expenses	\$454,763	\$587,406
Insurance	\$1,257	\$7,937
Utilities	\$14,445	\$10,914
Bad Debt Expense	\$16,300	\$20,381
Professional Fees & Training	\$3,353	\$8,450
Rental & Lease	\$54,941	\$41,174
Repairs & Maintenance	\$1,724	\$1,500
Supplies (Kitchen, Office, Event, Etc)	\$4,032	\$5,250
Travel & Vehicle Maintenance/Fuel	\$13,110	\$9,875
Donated Services & Inkind	\$0	\$0
Other Expenses	\$4,960	\$9,999
	<hr/>	<hr/>
Total Operating Expenses	\$590,642	\$725,386
EBITDA	(\$11,346)	\$128,556
Interest	\$0	\$0
Depreciation	\$5,957	\$6,300
	<hr/>	<hr/>
Change in Net Assets	(\$17,303)	\$122,256
Administrative Overhead	\$61,647	\$203,327
	<hr/>	<hr/>
Change in Net Assets after Overhead	(\$78,950)	(\$81,071)
	<hr/> <hr/>	<hr/> <hr/>

TEXAS SALES AND USE TAX EXEMPTION CERTIFICATION

Name of purchaser, firm or agency Cenikor Foundation	
Address (Street & number, P. O. Box or Route number) 1901 Dutton Drive.	Phone (Area code and number) 512.396.7695 Ext 5201
City, State, ZIP code San Marcos, TX. 78666	

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

Seller: _____

Street address: _____ City, State, ZIP code: _____


Description of items to be purchased or on the attached order or invoice:

Purchaser claims this exemption for the following reason:

We are a 501 (c)(3) non profit organization. #76-0031861

I understand that I will be liable for payment of sales or use taxes which may become due for failure to comply with the provisions of the Tax Code: Limited Sales, Excise, and Use Tax Act; Municipal Sales and Use Tax Act; Sales and Use Taxes for Special Purpose Taxing Authorities; County Sales and Use Tax Act; County Health Services Sales and Use Tax; The Texas Health and Safety Code; Special Provisions Relating to Hospital Districts, Emergency Services Districts, and Emergency Services Districts in counties with a population of 125,000 or less.

I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate and, depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.

 Purchaser	Title	Date
--	-------	------

NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.
THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.
Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

This certificate should be furnished to the supplier. Do **not** send the completed certificate to the Comptroller of Public Accounts

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***Combined
Community
Action – Sr Ctr***

\$8,000



COMBINED COMMUNITY ACTION, INC.
165 WEST AUSTIN • GIDDINGS, TEXAS 78942
979.540.2980 800.688.9065 Fax 979.542.9565
www.ccaction.com

June 2, 2020

Pam Larison
Finance Director
City of Lockhart
P.O. Box 239
Lockhart, TX 78644

Dear Ms. Larison,

Please find attached the Funding Request for Meals on Wheels of the Rural Capital Area powered by Combined Community Action. I have included information in my request about how we have served meals during COVID 19. We have seen over a 300% increase in meals since COVID 19 began.

If you have any questions or need further information, please call me at 979/540-2999 or email me at kfranke@ccaction.com.

Sincerely,

Kelly Franke
Executive Director

Cc: Lockhart local request file

**CITY OF LOCKHART
PRESENTATION AND
LOCAL REQUEST**

1) The Mission and benefit of Meals on Wheels of the Rural Capital Area (CCA)

Combined Community Action, Inc. (CCA) was established in 1966 as Bastrop County Community Action. Later the agency added the counties of Austin, Colorado, Fayette, Lee, Blanco, Caldwell and Hays. Since 1978, CCA has sponsored the Senior Nutrition "Meals on Wheels" Program for the six counties of Bastrop, Blanco, Caldwell, Fayette, Hays and Lee. This past year we applied for an assumed name for the program which is now Meals on Wheels of the Rural Capital Area.

The Mission of the Meals on Wheels of the Rural Capital Area is: "To help the elderly to remain independent and well nourished in their own homes for as long as possible and to maintain their dignity as they grow older." Hot noon meals are delivered 5 days a week in Lockhart to home bound participants.

Persons in need of the meals are primarily low income, frail, isolated elderly, although income is not a factor in determination of eligibility. In order to be eligible to receive a meal a person must be 60 years of age or older, or the spouse of a client, regardless of age and certain disabled persons under the age of 60.

2) 501 c 3 Certificate Attached

3) Current Financial Statements Attached

4) All previous year's contributions received from the City of Lockhart are used to purchase meals for the senior participants.

5) Meals on Wheels Rural Capital Area is requesting \$8,000 from the City of Lockhart for 2020-2021. The money received will go directly to provide meals to the clients. CCA provided over 8,300 meals last program year. We have 40 active volunteers that help package and deliver the meals to the homebound. We employ one part-time staff person in Lockhart. Due to COVID 19 we have seen an increase request for meal service throughout our entire service area. In Lockhart for January 2020 we served 717 meals, February 2020 – 821 meals, March 2020 – 1,259 meals and April 2020, we served 2,459 meals. Our senior centers are closed at this time and all participants are considered

homebound. We are serving our participants frozen and shelf stable meals. We are delivering those meals once a week to cut back on the face to face contact between the volunteers and the participants. Our local site manager is calling the clients 3 times a week to check on their well-being.

Internal Revenue Service

Department of the Treasury

P. O. Box 2508
Cincinnati, OH 45201

RECEIVED
JUL 26 2001

Date: July 20, 2001

Combined Community Action, Inc.
165 West Austin
Giddings, TX 78942

Person to Contact: _____
Judy Simonson 31-04018
Customer Service Representative
Toll Free Telephone Number:
8:00 a.m. to 8:30 p.m. EST
877-829-5500
Fax Number:
513-263-3756
Federal Identification Number:
74-1548511

Dear Sir or Madam:

This letter is in response to your request for affirmation of your organization's exempt status with your current address. Your address has been changed as shown above.

Our records indicate that a determination letter issued in January 1996 granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in sections 509(a)(1) and 170(b)(1)(A)(v).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Combined Community Action, Inc.
74-1548511

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

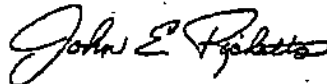
The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. You are also required to make available for public inspection a copy of your organization's exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection (up to a maximum of \$10,000 in the case of an annual return).

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

This letter affirms your organization's exempt status.

Sincerely,



John E. Ricketts, Director, TE/GE
Customer Account Services



Office of the Secretary of State

CERTIFICATE OF FILING OF

Combined Community Action, Inc.

File Number: 22216601

Assumed Name:

Meals on Wheels of the Rural Capital Area

The undersigned, as Secretary of State of Texas, hereby certifies that the assumed name certificate for the above named entity has been received in this office and filed as provided by law on the date shown below.

ACCORDINGLY the undersigned, as Secretary of State, and by virtue of the authority vested in the secretary by law hereby issues this Certificate of Filing.

Dated: 10/29/2019

Effective: 10/29/2019



A handwritten signature in black ink, appearing to read "Ruth R. Hughs".

Ruth R. Hughs
Secretary of State

COMBINED COMMUNITY ACTION (CCAFND)

Detailed Revenue and Expense Report

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10/01/2019 to 04/30/2020

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05 - CONGREGATE NUTRITION PROG

Revenue

05 000.00.415	INCOME-LOCAL CASH	16,050.00
05 000.00.416	INCOME-OAA / COVID	48,021.30
05 000.00.451	INCOME-OAA TITLE 111	62,113.14
05 000.26.408	INCOME-PROGRAM - ALLENWOOD	488.00
05 000.28.408	INCOME-PROGRAM - BLANCO	20.00
05 000.30.408	INCOME-PROGRAM - CARMINE	93.00
05 000.33.408	INCOME-PROGRAM - GEORGIA ST	460.80
05 000.34.408	INCOME-PROGRAM - GIDDINGS	354.80
05 000.35.408	INCOME-PROGRAM - JOHNSON CITY	166.00
05 000.37.408	INCOME-PROGRAM - LAGRANGE	367.00
05 000.38.408	INCOME-PROGRAM - LAVISTA	822.00
05 000.40.408	INCOME-PROGRAM - LULING	403.00
05 000.41.408	INCOME-PROGRAM - PRAIRIE LEA	213.50
05 000.42.408	INCOME-PROGRAM - RED ROCK	89.00
05 000.43.408	INCOME-PROGRAM - SCHULENBURG	993.00
05 000.44.408	INCOME-PROGRAM - SMITHVILLE	837.25
05 000.46.408	INCOME-PROGRAM - MCMAHAN	44.95

Total Revenue

\$131,536.74

Expenses

05 203 00.801	SALARIES-SERVICE	31,742.79
05 204.00.821	FRINGE-FICA/TUCA	2,515.42
05 204.00.823	FRINGE-WORKER'S COMP INS	156.43
05 204.00.824	FRINGE-HOSPITAL INS.	1,699.59
05 204.00.825	FRINGE-RETIREMENT	156.00
05 204.00.828	FRINGE-DENTAL INSURANCE	36.60
05 205.00.830	TRAVEL-IN-AREA	137.99
05 205.00.878	TRAVEL-FUEL	7.51
05 205.00.879	TRAVEL-MAINTENANCE	15.11
05 207.00.853	OTHER COST-POSTAGE/FREIGHT	150.41
05 207.00.867	OTHER COST-TELEPHONE	945.88
05 207.00.868	OTHER COST-INTERNET	1,186.81
05 207.00.871	OTHER COST-INSURANCE/LIABILITY	989.00
05 207.00.998	OTHER COST-IAOM ALLOC COST	7,739.57
05 208.00.892	PROF OEV-DUES/MEMBERSHIP	202.50
05 209.00.857	PROMOTIONAL-RECRUIT/ADVERTISE	45.42
05 211.00.836	CONSUMABLES	95.71
05 211.00.839	FOOD COST-CONSUMABLES	30,610.77
05 211.00.840	COVID 19 MEALS	28,294.08
05 211.00.847	FOOD-FROZEN/SHELF	2,543.59
05 212.00.844	SUPPLIES-OFFICE	482.10
05 212.00.852	SUPPLIES-COPYING/PRINTING	1,110.63
05 213.00.859	OCCUPANCY-RENT	878.40
05 213.00.864	OCCUPANCY-UTILITIES	861.22
05 213.00.871	OCCUPANCY-BLDG INS	1,097.71
05 213.00.904	OCCUPANCY-MAINT/REPRS/IMPROVE	1,705.68

Total Expenses

\$115,406.72

Excess Revenues Over Expenses

\$16,130.02

Fuller & Meyer

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COMBINED COMMUNITY ACTION (CCAFND)
Detailed Revenue and Expense Report

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10/01/2019 to 04/30/2020

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06 - HOMEBOUND NUTRITION PROGRAM

Revenue

06.000.00.415	INCOME-LOCAL CASH	80,645.14
06.000.00.416	INCOME-OAA / COVID	124,152.60
06.000.00.418	INCOME-UNITED WAY	3,457.17
06.000.00.440	INCOME-MISCELLANEOUS	1,530.00
06.000.00.441	INCOME-COVID 19 DONATIONS	12,000.00
06.000.00.442	INCOME-AMERIGROUP	4,638.60
06.000.00.443	INCOME-EVERCARE/United Health Care	6,248.52
06.000.00.445	INCOME-BULK MAILINGS	10,905.00
06.000.00.449	INCOME-AMPLIFY AUSTIN	948.04
06.000.00.451	INCOME-OAA TITLE 111	204,573.60
06.000.10.448	INCOME-SPONSOR-A-SENIOR / BASTROP	1,490.00
06.000.20.448	INCOME-SPONSOR-A-SENIOR / CALDWELL	100.00
06.000.26.408	INCOME-PROGRAM - ALLENWOOD	1,729.00
06.000.26.448	INCOME-SPONSOR-A-SENIOR - ALLENWOOD	1,280.00
06.000.27.408	INCOME-PROGRAM - BASTROP	1,457.00
06.000.27.448	INCOME-SPONSOR-A-SENIOR - BASTROP	200.00
06.000.28.408	INCOME-PROGRAM - BLANCO	438.00
06.000.28.448	INCOME-SPONSOR-A-SENIOR - BLANCO	100.00
06.000.29.408	INCOME-PROGRAM - BUDA	1,795.30
06.000.30.408	INCOME-PROGRAM - CARMINE	2,237.20
06.000.31.408	INCOME-PROGRAM - ELGIN	801.00
06.000.31.448	INCOME-SPONSOR-A-SENIOR - ELGIN	200.00
06.000.32.408	INCOME-PROGRAM - FLATONIA	942.00
06.000.34.408	INCOME-PROGRAM - GIDDINGS	333.50
06.000.34.448	INCOME-SPONSOR-A-SENIOR - GIDDINGS	1,152.00
06.000.35.408	INCOME-PROGRAM - JOHNSON CITY	261.70
06.000.35.448	INCOME-SPONSOR-A-SENIOR - JOHNSON CITY	750.00
06.000.36.408	INCOME-PROGRAM - KYLE	586.00
06.000.36.448	INCOME-SPONSOR-A-SENIOR-KYLE	20.00
06.000.37.408	INCOME-PROGRAM - LAGRANGE	2,315.90
06.000.37.448	INCOME-SPONSOR-A-SENIOR - LAGRANGE	3,169.00
06.000.38.408	INCOME-PROGRAM - LAVISTA	196.00
06.000.39.408	INCOME-PROGRAM - LOCKHART	1,517.00
06.000.39.448	INCOME-SPONSOR-A-SENIOR - LOCKHART	100.00
06.000.40.408	INCOME-PROGRAM - LULING	646.00
06.000.40.448	INCOME-SPONSOR-A-SENIOR - LULING	200.00
06.000.41.408	INCOME-PROGRAM - PRAIRIE LEA	325.00
06.000.43.408	INCOME-PROGRAM - SCHULENBURG	1,256.00
06.000.43.448	INCOME-SPONSOR-A-SENIOR - SCHULENBURG	254.00
06.000.44.408	INCOME-PROGRAM - SMITHVILLE	1,927.00
06.000.44.448	INCOME-SPONSOR-A-SENIOR - SMITHVILLE	5,000.00
06.000.45.408	INCOME-PROGRAM - WIMBERLEY	576.00
06.000.45.448	INCOME-SPONSOR-A-SENIOR - WIMBERLEY	4,437.00
06.000.46.408	INCOME-PROGRAM - MCMAHAN	33.05
06.000.47.408	INCOME-PROGRAM - CEDAR CREEK	334.00
06.000.50.448	INCOME-SPONSOR-A-SENIOR / FAYETTE	19,954.45
06.000.70.448	INCOME-SPONSOR-A-SENIOR / HAYS	10,480.00
06.000.80.448	INCOME-SPONSOR-A-SENIOR / LEE	3,650.00

Total Revenue

\$521,341.77

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COMBINED COMMUNITY ACTION (CCAFND)

Detailed Revenue and Expense Report

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10/01/2019 to 04/30/2020

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Expenses

06.203.00 801	SALARIES-SERVICE	72,381.33
06.204.00 821	FRINGE-FICA/TUCA	5,749.86
06.204.00 823	FRINGE-WORKERS COMP INS.	419.03
06.204.00 824	FRINGE-HOSPITALIZATION INS	5,098.77
06.204.00 825	FRINGE- RETIREMENT	468.00
06.204.00 828	FRINGE-DENTAL INSURANCE	109.83
06.205.00 830	TRAVEL-IN AREA	2,835.78
06.205.00 833	TRAVEL-TRANSSPORTING	1,081.20
06.205.00 873	TRAVEL-VEHICLE INS	3,050.00
06.205.00 878	TRAVEL-FUEL	22.52
06.205.00 879	TRAVEL-MAINTENANCE	45.34
06.207.00 853	OTHER COST-POSTAGE/FREIGHT	187.28
06.207.00 867	OTHER COST-TELEPHONE	593.79
06.207.00 868	OTHER COST-INTERNET	188.61
06.207.00 871	OTHER COST-INSURANCE/LIABILITY	2,309.00
06.207.00 998	OTHER COST-ADM ALLOC COST	23,218.64
06.208.00 892	PROF DEV-DUES/MEMBERSHIP	202.50
06.209.00 857	PROMOTIONAL-RECRUIT/ADVERTISE	22.37
06.211.00 838	CONSUMABLES	258.80
06.211.00 839	FOOD-CONSUMABLES	155,189.35
06.211.00 840	COVID 19 MEALS	109,080.45
06.211.00 847	FOOD-FROZEN/SHELF	56,488.09
06.212.00 844	SUPPLIES-OFFICE	482.10
06.212.00 852	SUPPLIES-COPYING/PRINTING	1,627.48
06.213.00 859	OCCUPANCY-RENT	2,649.60
06.213.00 864	OCCUPANCY-UTILITIES	2,583.77
06.213.00 871	OCCUPANCY-BLDG INS	1,097.72
06.213.00 904	OCCUPANCY-MAIN/REPAIRS/IMPROVE	704.47
06.303.00 801	NUT ED-SALARIES	1,955.28
06.304.00 821	NUT ED-FICA/TUCA	158.20
06.407.00 817	CONSULTANT	600.00
06.407.00 852	BULK-COPY/PRINT	2,252.53
06.407.00 853	BULK-POSTAGE	995.36
06.412.00 845	SUPPLIES-OTHER	69.27
06.712.01 999	LOCAL-MISC ALLENWOOD	2,671.20

Total Expenses

\$456,845.52

Excess Revenues Over Expenses

\$64,496.25

R. Wilson, Treasurer, CCAFND

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COMBINED COMMUNITY ACTION (CCAFND)

Detailed Revenue and Expense Report

DRAFT Page 1

06/02/2020 12:54:48PM

10/01/2019 to 04/30/2020

07 - SENIOR CENTER OPERATIONS

Revenue

07 000.00.415	REVENUE-LOCAL CASH	250.00
07 000.00.419	INCOME-OAA TITLE 111	22,264.60
07 000.00.440	INCOME-MISCELLANEOUS	731.00

Total Revenue

\$23,245.60

Expenses

07.203.00.801	SALARIES	8,949.60
07.204.00.821	FRINGE-FICA/TUCA	723.00
07.205.00.830	TRAVEL-IN AREA	812.44
07.205.00.879	TRAVEL-MAINTENANCE	491.49
07.205.00.888	TRAVEL-LICENSE/FEE	74.00
07.207.00.853	OTHER COST-POSTAGE/FREIGHT	2,905.75
07.207.00.867	OTHER COST-TELEPHONE	3,530.39
07.207.00.868	OTHER COST-INTERNET	38.67
07.207.00.871	OTHER COST-INSURANCE/LIABILITY	2,000.00
07.213.00.859	OCCUPANCY-RENT	1,025.00
07.213.00.864	OCCUPANCY-UTILITIES	725.00
07.213.00.904	OCCUPANCY-MAINT/REPAIRS/IMPROVE	3,028.85

Total Expenses

\$24,304.19

Excess Revenues Over Expenses

(\$1,058.59)

=====

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172

***Lockhart Area
Senior Activity
Center***

\$3,751

Lockhart Area Senior Activity Center

Severo Castillo, Director| 901 Bois D'Arc St.|Lockhart, Tx| 78644| 512-398-6322

Board of Directors: President – Diana Coker, Vice- President- Carol Roberts, Secretary – Janet O'Dell, Treasurer – Donnie Young, Jo Windham, Carol Olson, Becky Perkins, Mary Gail Bartsch, Sherry Nitz and Pat Schneider.

2020/ 2021 Mission Statement and benefit of our organization:

Our mission is to provide a pleasant environment/ facility where seniors throughout the community can come and enhance their living experiences. Our facility enables senior citizens to socialize, make new friends, enjoy nutritious and affordable home-cooked meals, as well as participate in an exercise program suited for them.

We provide home delivery of our lunches daily to those who are homebound. Seniors also have the opportunity to increase their self-esteem by volunteering in the kitchen or working in our thrift shop as well as contributing to assorted fund-raising activities.

Members benefit from a variety of groups and organizations that come in monthly offering information relevant to seniors. Local groups also benefit by utilizing our meeting rooms like: Seniors and Law Enforcement Together (S.A.L.T), Caldwell County Retired Teachers, Central Texas Advocates for Seniors (CTAS).

We participate in the Community Supervision Restitution program and have assisted many community service workers in complying with their restitution agendas.

We partner with AARP in hiring employees through their program.

Previous Contributions

Previous year's contribution helped pay for general operating expenses like insurance policies, tax service, a new freezer for our kitchen and new racks for the thrift shop.

2020-2021 budget years

We are very thankful for the City's contribution of \$3,751.40. Your donation will help pay for general operating expenses, such as insurance policies, tax preparation, new flooring, appliances as needed and Thrift Shop improvements. The monies also help subsidize our meal expenses so that we can continue to offer meals at a reasonable price.



COMPTROLLER OF PUBLIC ACCOUNTS

P.O. BOX 13528
AUSTIN, TX 78711-3528

TRLE

January 28, 2003

Ms. Mary Ann Wagner
Lockhart Area Senior Activity Center
Post Office Box 673
Lockhart, Texas 78644-0673

RE: Taxpayer Number 3-20065-6493-7

Dear Ms. Wagner:

Lockhart Area Senior Activity Center, Inc. qualifies for exemption from Texas franchise tax under Section 171.063(a)(1) and Texas sales and use tax under Section 151.310(a)(2) of the Texas Tax Code as a 501(c)(3) organization effective June 13, 2002.

The Texas Tax Code is available online at <http://www.capitol.state.tx.us/statutes/txtoc.html>.

The organization may issue a valid exemption certificate in lieu of paying state and local sales tax on taxable items purchased that relate to the purpose of the exempt organization and are not used for the personal benefit of a private member or individual. The enclosed certificate, form 01-339, does not require a number to be valid, and you may reproduce it in any quantity. You may download additional copies of the form online at <http://window.state.tx.us/taxinfo/taxforms/01-3392.pdf>, or call Tax Assistance toll free at 1-800-252-5555.

The exemptions above *do not* extend to the Texas hotel occupancy tax, motor vehicle sales tax or any other tax.

If you receive any franchise tax notices or have any questions regarding sales tax purchases and/or sales of taxable items or services, contact Tax Assistance at the number above.

As a reminder, you must notify the Texas Secretary of State if the organization changes its name, registered agent, or registered office address. The phone number is 512/463-5582.

If you have questions about your exempt status, you may e-mail me at tax.help@cpa.state.tx.us or call me toll free at 1-800-531-5441, extension 5-0252.

Sincerely,

Peter Kevin Hudson
Exempt Organizations Section



Office of the Secretary of State

**CERTIFICATE OF INCORPORATION
OF**

LOCKHART AREA SENIOR ACTIVITY CENTER, INC.

Filing Number: 800095226

The undersigned, as Secretary of State of Texas, hereby certifies that Articles of Incorporation for the above named corporation have been received in this office and have been found to conform to law.

Accordingly, the undersigned, as Secretary of State, and by virtue of the authority vested in the Secretary by law, hereby issues this Certificate of Incorporation.

Issuance of this Certificate of Incorporation does not authorize the use of a name in this state in violation of the rights of another under the federal Trademark Act of 1946, the Texas trademark law, the Assumed Business or Professional Name Act, or the common law.

Dated: 06/13/2002

Effective: 06/13/2002



Gwyn Shea

Gwyn Shea
Secretary of State

Lockhart Area Senior Activity Center, Inc.

Operating Statement for August 1, 2019- May 31, 2020 (unaudited)

Sales

Meals	37,165.72	
Thrift Shop	14,741.00	
Miscellaneous	4,258.12	(books, coffee, dues, gift shop)
Donations	5,120.69	(City, reg.)

Gross Income 61,285.53

Expenses

Administrative	1,444.90	
Food	11,426.98	
General Supplies	1,586.96	
Misc. Exp.	837.16	
Maintenance	2,366.18	(repairs, regular mnt.)
Payroll	21,306.66	
Sales tax paid	1,219.33	
Insurance	1,815.00	
Payroll Taxes	8,884.02	
Kitchen Supplies	2,595.36	

Total Expenses 53,482.55

Net Gain/Loss 7,802.98

***CASA of
Central Texas***

\$15,000



A Powerful Voice In A Child's Life
www.lockhartcenter.org

New Braunfels
201.226.1270
Fax: 800.526.1238
1519 E. Common, Suite 201
New Braunfels, Texas 78130

San Marcos
512.392.3578
Fax: 512.392.3704
PO Box 7267
San Marcos, Texas 78667

Serving Children, Courts, Guardians & Juvenile Counties



June 1, 2020

Mayor Lew White
c/o Pam Larison, Finance Director
City of Lockhart
308 W. San Antonio St
Lockhart, TX 78644

Dear Mayor White & City Council Members:

Thank you for inviting CASA of Central Texas, Inc. to work with the City of Lockhart again this year on a contribution request. We envision a world where every child thrives in a safe, stable and loving home.

CASA of Central Texas respectfully requests \$15,000 for recruiting, training and supporting more community volunteers to expand advocacy for abused and neglected children in the child welfare system. In 2019, we served 22 children from Caldwell County; however, an additional 153 children did not have the voice of a CASA volunteer advocating for their best interests in the courts, schools, and child welfare system.

Per your instructions, our Council presentation materials include the following:

- 1) The mission and benefit of our organization
- 2) 501(c)(3) IRS Exemption Certificate
- 3) Current financial statements
- 4) Previous year's expenditures (P&L statement, all funds will be expensed by 9/30/20)
- 5) Proposal Summary / Budget Request 2020-21
- 6) Additional Attachments:
 - a. 2020 CASA Pre-Service Volunteer Training Schedule
 - b. CASA Brochure

Again, we greatly appreciate your consideration and support and we look forward to our presentation to the Council as requested on June 16, 2020. Please contact me at 512-392-3578 x100 if you have questions or require additional information.

Sincerely,

Norma C Blackwell

Norma Castilla-Blackwell
Executive Director

NB:ts
Att.



City of Lockhart Contribution Request FY2020-21

Presentation
Lockhart City Council
Tuesday, June 16, 2020 6:30 PM
217 South Main Street, 3rd Floor
Lockhart, Texas

Presentation Contents

- 1) The mission and benefit of our organization
- 2) 501(c)(3) IRS Exemption Certificate
- 3) Current financial statements
- 4) Previous year's expenditures (P&L statement, all funds will be expensed by 9/30/20)
- 5) Proposal Summary / Budget Request 2020-21
- 6) For Additional Reference:
 - a) 2020 CASA Pre-Service Volunteer Training Schedule
 - b) CASA Brochure

Court Appointed Special Advocates (CASA) of Central Texas, Inc.

Mission and Benefit

CASA of Central Texas envisions a world where every child thrives in a safe, stable and loving home. CASA advocates for abused and neglected children in the courts, schools, and child welfare system by training and supporting community volunteers. Under Texas Family Code, judges appoint trained CASA volunteers as Guardians ad Litem to children in conservatorship of Texas Department of Family and Protective Services (TDFPS). As Guardians ad Litem, CASA volunteers advocate for the children's best interests and help the courts make informed decisions. CASA's core services include advocacy for medical, mental health, education, placement and permanency needs of the children.

- ✧ *For the children*, CASA gives them a voice, protects their well-being, prevents re-abuse, and helps find permanent homes where children may be safe, healthy and have successful futures.
- ✧ *For our volunteers*, CASA provides quality training, a professional network of support and a meaningful purpose to share their time.
- ✧ *For the courts*, CASA acts as independent "eyes and ears" while the children are in foster care, serving as Guardian ad Litem, gathering critical information, and giving reports to help judges make informed decisions in the child's best interest.
- ✧ *For our donors*, CASA offers an easy and rewarding giving experience, a fiscally sound, transparent and trustworthy charitable organization.
- ✧ *For the community*, CASA is a valued partner, with an eye toward long-term stability, service and community health.

CASA of Central Texas formed in 1985 by concerned community members and became affiliated with the national CASA® model developed by a family court judge. We had 18 volunteers in our first year. Now in our 35th year, we have 247 citizen-volunteers who serve children from Caldwell, Comal, Guadalupe and Hays Counties. Last year, we served 587 children who were abused, neglected and abandoned and placed in State custody. An additional 561 children still needed a CASA: 153 of those children were from Lockhart or Caldwell County.

Volunteers are the heart of the CASA program, and they are trained and supported throughout all stages of a case by a knowledgeable supervisor to ensure appropriate permanency outcomes for children and youth in foster and substitute care. Currently, for every child that has a CASA/GAL, one does not. CASA leverages volunteer support needs with your financial donation. The City of Lockhart can advance the cause of child welfare by volunteering and donating to CASA of Central Texas.

STAFF MEMBER

11-11-11

STAFF VOLUNTEER

11-11-11

STAFF CHILD WELFARE

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248367147
July 26, 2017 LTR 4168C 0
74-2403373 000000 00
00016232
BODC: TE

CASA OF CENTRAL TEXAS INC
1619 COMMON ST STE 301
NEW BRAUNFELS TX 78130



10947

Employer ID Number: 74-2403373
Form 990 required: Yes

Dear Taxpayer:

This is in response to your request dated July 17, 2017, regarding your tax-exempt status.

We issued you a determination letter in October 1986, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

Our records also indicate you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If a return is required, you must file Form 990, 990-EZ, 990-N, or 990-PF by the 15th day of the fifth month after the end of your annual accounting period. IRC Section 6033(j) provides that, if you don't file a required annual information return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

For tax forms, instructions, and publications, visit www.irs.gov or call 1-800-TAX-FORM (1-800-829-3676).

If you have questions, call 1-877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific Time).

CASA of Central Texas, Inc.

05/26/20

Balance Sheet

Accrual Basis

As of April 30, 2020

	Apr 30, 20
ASSETS	
Current Assets	
Checking/Savings	
1020 · OP Acct-Prosperity Bank	234,446.34
1030 · ED Acct-Prosperity Bank	5,589.40
1035 · Reserve Acct-Prosperity Bank	130,143.16
1040 · RBFCU Savings	4.24
1045 · RBFCU Checking	146.60
1050 · Capital Campaign Checking	220,832.89
Total Checking/Savings	591,162.63
Accounts Receivable	
1200 · Accounts Receivable	6,600.00
1210 · Pledges Receivable	570,017.00
1240 · Grants Receivable	111,019.36
Total Accounts Receivable	687,636.36
Total Current Assets	1,278,798.99
Fixed Assets	
1630 · Leasehold Improvements	280,793.79
1631 · Capital Improvements NB	23,875.00
1650 · Equipment & Fixtures	181,123.73
1660 · Building - New Braunfels	553,302.64
1661 · Land & Building - San Marcos	159,900.00
1755 · Accumulated Depreciation	-331,223.00
Total Fixed Assets	847,772.16
Other Assets	
1805 · NBACF Endowment Fund	59,027.78
1810 · Utility Deposits	1,619.75
Total Other Assets	60,647.53
TOTAL ASSETS	2,187,218.68
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 · Accounts Payable	-0.30
Total Accounts Payable	-0.30
Other Current Liabilities	
2199 · PPP - SBA Grant/Loan	226,500.00
2200 · Reserve - Adoption Day	1,429.94
2100 · Payroll Liabilities	6,476.14
2105 · Payable - TX Unemployment Tax	24.32
2114 · Payable - Charitable Donation	500.00
2115 · Payable - Dental Insurance	138.50
2116 · Payable - Health Insurance	9,455.06
2117 · Payable - Annuity	1,950.17
2118 · Payable - Term Life	1,236.71
2119 · Payable - Pension	5,954.72
Total Other Current Liabilities	253,663.56
Total Current Liabilities	253,663.26
Long Term Liabilities	
2300 · Prosperity Bank - Construction	300,226.95
Total Long Term Liabilities	300,226.95
Total Liabilities	553,890.21

1:42 PM

CASA of Central Texas, Inc.

05/26/20

Balance Sheet

Accrual Basis

As of April 30, 2020

	<u>Apr 30, 20</u>
Equity	
3001 - Opening Bal Equity	-280,625.05
3010 - Unrestricted Net Assets	2,523,252.30
Net Income	-609,298.78
Total Equity	<u>1,633,328.47</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,187,218.68</u></u>

CASA of Central Texas, Inc.

Profit & Loss

July 2019 through April 2020

	Jul '19 - Apr 20
Ordinary Income/Expense	
Income	
6000 · INCOME	
6100 · Contributions	204,125.54
6300 · Fundraising Event Income	
6920 · Dinner & Auction	
6921 · Dinner & Auction Income	40,338.75
6925 · Dinner & Auction Expenses	-4,152.12
Total 6920 · Dinner & Auction	36,186.63
6300 · Fundraising Event Income - Other	56,062.96
Total 6300 · Fundraising Event Income	92,249.59
6400 · Grant Income	1,115,102.29
6600 · Interest Income	697.30
6700 · In-Kind Revenue	211,181.26
Total 6000 · INCOME	1,623,355.98
Total Income	1,623,355.98
Gross Profit	1,623,355.98
Expense	
66900 · Reconciliation Discrepancies	-0.01
7000 · EXPENSES	
7100 · Building & Facility Costs	
7101 · Building Maintenance	12,598.02
7160 · Storage Rental	2,299.00
7190 · Utilities	
7191 · Electricity	2,862.32
7197 · Telephone/Internet	12,381.28
Total 7190 · Utilities	15,263.60
Total 7100 · Building & Facility Costs	30,180.82
7200 · General Overhead Costs	
7201 · Advertising	7,246.86
7206 · Bank Service Charges	55.00
7207 · Conferences/Cont Education	12,948.42
7208 · Credit Card & Other Fees	3,454.84
7210 · Equipment Rental	15,751.70
7240 · Insurance	
7241 · Insurance - Dir & Officers	847.75
7242 · Insurance - Liab & Fidelity	10,284.59
Total 7240 · Insurance	11,132.34
7244 · Interest Expense	815.86
7248 · Membership/Subacription	10,387.12
7259 · Office Software/Equipment	41,490.89
7260 · Office Supplies	9,680.09
7261 · Office - General	6,218.54
7268 · Postage	3,809.63
7269 · Printing/Promotion	1,664.20
7270 · Professional Fees	
7270-1 · Audit	5,500.00
7270 · Professional Fees - Other	18,142.11
Total 7270 · Professional Fees	23,642.11
7275 · Training Expenses	883.23
7290 · Travel/Mileage	40,791.97
Total 7200 · General Overhead Costs	189,974.90

CASA of Central Texas, Inc.
Profit & Loss
 July 2019 through April 2020

	Jul '19 - Apr 20
7300 - Program Expenses	
7302 - Children's Special Needs	670.96
7301 - Advocate Expenses	11,177.27
7305 - Fundraising Expenses	21,460.63
7300 - Program Expenses - Other	712.09
Total 7300 - Program Expenses	34,020.95
7500 - Salary, Payroll, & Labor Costs	
7503 - Contract Svc/Background Cks	6,209.17
7545 - Health/Life Insurance	37,088.62
7550 - Payroll Tax Expense	65,806.43
7557 - PR Tax Exp - Unemployment	1,391.05
7556 - Pension	38,903.98
7560 - Salaries & Wages	892,709.01
7575 - Worker's Compensation	1,860.68
Total 7500 - Salary, Payroll, & Labor Costs	1,043,970.94
Total 7000 - EXPENSES	1,298,127.41
Total Expense	1,298,127.40
Net Ordinary Income	325,228.58
Other Income/Expense	
Other Income	
6900 - Adoption Day	
6901 - Adoption Day Income	0.00
6905 - Adoption Day Expenses	0.00
Total 6900 - Adoption Day	0.00
6910 - Capital Campaign	
6911 - Capital Campaign Income	220,608.00
6915 - Capital Campaign Expenses	
6916 - Contractor Fees and Expenses	-890,745.23
6915 - Capital Campaign Expenses - Other	-52,709.57
Total 6915 - Capital Campaign Expenses	-943,454.80
Total 6910 - Capital Campaign	-722,846.80
8930 - Endowments	
6932 - Endowment Income/Interest	-411.43
6933 - Unrealized Endowment Loss/Gain	-431.09
6935 - Endowment Mgmt Fees/Expenses	343.22
Total 6930 - Endowments	-499.30
Total Other Income	-723,346.10
Other Expense	
7700 - In Kind Expenses	
7701 - Capital Campaign Exp-in Kind	29,461.00
7702 - Donations - in Kind	46,647.25
7703 - Mileage - In Kind	7,181.84
7704 - Rent & Utilities - in Kind	16,650.00
7708 - Volunteer Hrs - in Kind	111,241.17
Total 7700 - In Kind Expenses	211,181.26
Total Other Expense	211,181.26
Net Other Income	-934,527.36
Net Income	-609,298.78

CASA of Central Texas, Inc.
Profit & Loss by Job-City of Lockhart 2019-20
 October 2019 through April 2020

	2019-20 Operations (City of Lockhart)	Total City of Lockhart	TOTAL
Ordinary Income/Expense			
Income			
6000 · INCOME			
6400 · Grant Income	3,794.19	3,794.19	3,794.19
Total 6000 · INCOME	<u>3,794.19</u>	<u>3,794.19</u>	<u>3,794.19</u>
Total Income	<u>3,794.19</u>	<u>3,794.19</u>	<u>3,794.19</u>
Gross Profit	3,794.19	3,794.19	3,794.19
Expense			
7000 · EXPENSES			
7500 · Salary, Payroll, & Labor Costs			
7560 · Salaries & Wages	1,000.00	1,000.00	1,000.00
Total 7500 · Salary, Payroll, & Labor Costs	<u>1,000.00</u>	<u>1,000.00</u>	<u>1,000.00</u>
Total 7000 · EXPENSES	<u>1,000.00</u>	<u>1,000.00</u>	<u>1,000.00</u>
Total Expense	<u>1,000.00</u>	<u>1,000.00</u>	<u>1,000.00</u>
Net Ordinary Income	<u>2,794.19</u>	<u>2,794.19</u>	<u>2,794.19</u>
Net Income	<u><u>2,794.19</u></u>	<u><u>2,794.19</u></u>	<u><u>2,794.19</u></u>

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Court Appointed Special Advocates (CASA) of Central Texas, Inc.

Summary of Proposal / Budget Request FY2020-21

CASA of Central Texas is requesting \$15,000 from the City of Lockhart to recruit, train and support more citizen-volunteers to serve as court-appointed Guardians Ad Litem to children and youth involved in child welfare cases. In addition to answering the increased need seen over the last year (+16%), CASACenTex is poised to help more children due to the impact of the COVID-19 public health and economic crisis. We know that for some children, home is not safe. Closed schools, isolation, economic hardship and mental health issues are expected to lead to a worsening crisis of more child abuse and neglect. CASACenTex follows a scalable model to expand services to more children.

We provide free and flexible training at no cost to the volunteer. Trained and supported CASA volunteers work the duration of a case, typically 12 to 18 months. A trained CASA volunteer provides over 100+ donated casework service hours through visitations with the child and contact with the child's parents and relatives, caregivers, teachers, doctors, caseworkers and anyone else with information about the child. Every child in State care deserves a dedicated volunteer who will fight with fierceness and compassion so that child has a chance for a stable childhood and an opportunity to thrive. One year of CASA advocacy costs less than one month of foster care.

In 2019:

- # of children from Caldwell County in State protective Care..... 175 children (16% increase)
- # of children from Caldwell County served by CASA..... 22 children (10% increase)
- # of children from Lockhart served by CASA..... 15 children (+1 increase)
- # of advocates who worked Lockhart cases..... 5 volunteer advocates

So far, this year in 2020:

- # of children from Lockhart served by CASA..... 9 children
- # of children from Lockhart reunified with safe, stable families (closed cases)..... 0 children
- # of new children from Lockhart removed from unsafe homes by TDFPS..... 1 child
- # of new CASA volunteers from Lockhart..... 3 volunteers

CASA of Central Texas uses your funding for a critical community need – to impact and change the quality of life for children in foster and substitute care. Child victims in TDFPS custody are at an extremely high-risk of being re-victimized in an overburdened system. CASA's role as Guardian ad Litem is vital to the community, offering each child consistency and continuity despite multiple foster placements, new schools, and caseworker turnover. A child learns to recognize the face of their CASA volunteer for individualized advocacy, giving a "voice" to children in State care. CASA of Central Texas earned a 2020 Platinum Seal of Transparency from GuideStar by Candid (https://www.guidestar.com/organization/2020/2020-2021).

- We are for the child who has been abused and is afraid to go home.*
- We are for the child who has been neglected and doesn't know where his next meal will come from.*
- We are for the child who is now in foster care and will live in an environment of instability.*
- We are for the child who will one day turn 18 and be surrendered to the world.*

**CASA of Central Texas, Inc.
FY2020-21 Proposed Budget**

INCOME BUDGET - Proposed	2020-21
Government	
Federal	426,858.00
State	314,108.00
County	74,500.00
City	27,000.00
Individuals	107,000.00
Board Members	17,000.00
Church & Civic	37,500.00
Corporate Donations	51,000.00
United Way	64,000.00
Grants-Foundations	490,000.00
Special Events	170,000.00
Fundraising	126,338.85
TOTAL INCOME	1,905,098.85

**CASA of Central Texas, Inc.
FY2020-21 Proposed Budget**

EXPENSE BUDGET - Proposed	2020-21
Salaries	1,311,183.00
Insurance Benefits	
Health	63,000.00
Life	3,600.00
Payroll Taxes	100,305.50
Pension	65,559.15
Unemployment Taxes	781.20
Workers Comp Insurance	3,200.00
Conferences/Education	12,000.00
Travel	40,000.00
Contract Service - Background	15,000.00
Equipment/Computer/Software	45,000.00
Equipment Rental	15,000.00
Credit Card & Other Fees	5,500.00
Office - General	10,000.00
Office Supplies	15,000.00
Training Expenses	10,000.00
Special Needs for Children	3,000.00
Advocate Recognition	25,000.00
Audit	8,000.00
Advertising/Recruiting	10,000.00
Fundraising	45,000.00
Legal & Professional Fees	3,000.00
Insurance Benefits	
Directors & Officers	3,500.00
Liability & Fidelity	10,450.00
Property insurance - San Marcos	5,000.00
Membership & Subscriptions	15,000.00
Postage	6,000.00
Printing/Promotions	3,500.00
Telephone/Internet	25,000.00
Utilities	9,500.00
Building Maintenance	17,020.00
Endowment Fees	1,000.00
Reserve	-
TOTAL EXPENSES	1,905,098.85

CASA OF CENTRAL TEXAS
2020 UPDATED TRAINING SCHEDULE

**TRAINING SESSIONS WILL BE HELD VIRTUALLY THROUGH ZOOM
WEDNESDAYS: 5 WEEKLY SESSIONS, 3 HOURS EACH**

<i>June 24th - July 22nd</i>	<i>5 PM-8 PM</i>
<i>August 5th - September 2nd</i>	<i>1 PM-4 PM</i>
<i>September 16th - October 14th</i>	<i>5 PM-8 PM</i>
<i>October 21st - November 18th</i>	<i>1 PM-4 PM</i>

**TRAINING SESSIONS WILL BE HELD VIRTUALLY THROUGH ZOOM
SATURDAYS: 5 WEEKLY SESSIONS, 3 HOURS EACH**

<i>July 11th-August 8th</i>	<i>9 AM-12 PM</i>
<i>September 19th- October 17th</i>	<i>9 AM-12 PM</i>

WWW.CASACENTEX.ORG/VOLUNTEER

*Application deadline prior to each cycle is two weeks before start of training.
One-hour pre-training interview to occur at least one week before start of training cycle.
Mandatory 10-hour online class to be completed during training.*

***Caldwell
County
Christian
Ministries***

\$3,500



June 1, 2020

Dear Mayor and Council Members:

The mission of Caldwell County Christian Ministries Food Pantry is to provide assistance to those suffering from food insecurity in Caldwell County. Before COVID-19 we were serving 750-800 families per month. Since March 2020, we have added 300 additional families to our system.

We have been blessed with both public and private capital contributions that have enabled us to cover additional food costs. The significant growth we have experienced has created the need for added equipment for food storage. Should your resources allow, we would like to request \$3,500 for a new produce cooler. I have included a photo of the unit we would like to purchase.

The fresh produce program we implemented last year continues to grow and enables us to provide our clients with healthy options for their families. With your help, we have created the new CCCM Food Pantry Garden which will elevate this program to the next level in the coming year.

Beyond any funding request, I would like to thank you for your support and commitment to our cause. The City of Lockhart has been an amazing advocate for our food pantry, and we could not have made such great strides in the last year without your help. On behalf of our board of directors, volunteers, and staff, I thank you for your partnership!

Respectfully,

Meredith Jakovich
Executive Director



Current Produce Cooler



Proposed Cooler



INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
1100 COMMERCE STREET
DALLAS, TX 75242-0000

DEPARTMENT OF THE TREASURY

Date **MAY 05 1993**

Employer Identification Number:
74-1930729

**CALDWELL COUNTY CHRISTIAN
MINISTRIES**

901 Bois D'Arc Street
Lockhart, Texas 78644
www.caldwellfoodpantry.com



Meredith Jakovich
Executive Director

512-376-6661 office
512-924-3546 cell

director@caldwellfoodpantry.com

Dear Applicant:

Based on the information you recently submitted, we have classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Internal Revenue Code because you are described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in 501(c)(3) is still in effect.

This classification is based on the assumption that your operations will continue as you have stated. If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status.

This supersedes our letter dated January 1981.

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

You are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. For guidance in determining whether your gross receipts are "normally" more than \$25,000, see the instructions for Form 990. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$10 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$5,000 or 5 percent of your gross receipts for the year, whichever is less. This penalty may also be charged if a return is not complete, so please be sure your return is

CCCM Food Pantry Budget

FY 2018-2019 & FY 2019-2020

Expense	FY 17-FY18 Budget	Actual Expenses FY18-19	Approved FY19-20
Advertising and Marketing and Donor Relations	-	2,565.52	5,000.00
Backpack Program	-	186.19	1,200.00
Building Maintenance	1,326.00	2,858.96	3,000.00
Cleaning Supplies	1,500.00	278.38	500.00
Equipment/Furniture/Computers	2,500.00	2,803.72	3,000.00
Contractors	-	6,558.28	1,000.00
Food Expense	36,000.00	54,795.20	55,000.00
Insurance	1,040.00	1,256.00	1,300.00
Legal and professional services	1,200.00	1,700.82	1,700.00
Membership Dues	-	160.00	160.00
Office Supplies	-	3,487.33	3,000.00
Plastic Bags	-	312.39	600.00
Post office box	300.00	92.00	92.00
Salaries and Wages	25,900.00	31,200.00	70,700.00
Staff Bonus	800.00	300.00	800.00
T-Shirts	-	929.74	1,000.00
Travel Expense	1,800.00	465.04	-
Payroll Taxes	-	4,166.79	4,500.00
Training	500.00	33.98	250.00
Utilities	6,100.00	7,206.80	7,500.00
Volunteer Expense	1,500.00	1,163.59	1,000.00
TOTALS	80,466.00	\$ 122,520.73	\$ 161,302.00

City of Lockhart, Texas

Council Agenda Item Briefing Data

COUNCIL MEETING DATE: June 16, 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, and addressing other matters related to COVID-19 including a Mayor's Proclamation allowing the July 4th Fireworks show to be conducted subject to modifications and other occupancy factors.

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 until terminated by the City Council. The Resolution also delegated the City Manager the ability to suspend disconnection of utility services and to waive late utility payment fees.

Attached is Governor Abbot's current Executive Order GA-26 that provides details about the current "Reopened services".

This checklist for Outdoor Events, dated June 3, 2020, allows July 4th celebrations. Gatherings of 500 or more require the Mayor's approval. Highlights from the Texas Department of State Health Services include:

"Outdoor events, such as July 4 celebrations and other large outdoor gatherings with estimated attendance of 500 or more, are permissible to hold in Texas. The county judge or the mayor, as appropriate, in coordination with the local public health authority, may decide if a particular outdoor event should be modified or the occupancy further limited based on the facts and circumstances of the event and COVID-19 in the particular jurisdiction, based on the factors set forth below:"

The guidance further provided for the following "local approval factors:"

-Local approval for large outdoor gatherings (those with an estimated attendance exceeding 500 individuals) is appropriate in this instance because a statewide standard is unable to take into account the various factors needed to ensure such a gathering in varied locations is safe and will minimize the spread of COVID-19. Further, business parity is not an issue at large outdoor events.

-In evaluating large gatherings (those with an estimated attendance exceeding 500 individuals), the county judge or the mayor, as applicable, in consultation with the local public health authority, should consider the following factors:

1. The overall number of projected attendees;
2. The likelihood of individuals over the age of 65 attending;
3. The density of the forum and the ability to ensure social distancing of 6 feet between individuals; and
4. The level of transmission in the county.

-Gatherings of less than 500 individuals may proceed consistent with all the health protocols above without written approval of the county judge, local health authority or mayor, as applicable.

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:

Finance Review initials _____

Funds Required: N/A

Account Number: N/A

Funds Available: N/A

Account Name: N/A

FISCAL NOTE (if applicable):

COMMITTEE/BOARD/COMMISSION ACTION: None.

STAFF RECOMMENDATION/REQUESTED MOTION:

Approval of the Proclamation.

LIST OF SUPPORTING DOCUMENTS:

City of Lockhart's Resolution 2020-12 (without GA-14); Governor Greg Abbott's Executive Order GA-26; Proclamation allowing July 4 Fireworks; and, Checklist for Outdoor Events-Minimum Standard Health Protocols.

Department Head initials:



City Manager's Review:



Firework Display July 3, 2020

- Entrance will open at 6:30pm and will close after capacity is met
- Capacity for event will be limited to 350 vehicles
- No vendors will be in the park for this year's event
- Restroom stations will be disinfected frequently during the event
- Hand wash stations will be available at both restroom locations
- All entrances/exits will open after firework display



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Google Earth

**A PROCLAMATION OF THE MAYOR OF THE CITY OF LOCKHART,
TEXAS REGARDING THE CITY'S PLAN FOR AN INDEPENDENCE DAY
FIREWORK SHOW AND CELEBRATION TO BE HELD ON JULY 3, 2020**

WHEREAS, the City of Lockhart traditionally sponsors a fireworks show to celebrate Independence Day; and

WHEREAS, the recent Coronavirus/COVID-19 pandemic has raised concerns about the efficacy and advisability of holding such a celebration for 2020; and

WHEREAS, after consultation with the City's Health Officer, the City Manager, the Fire Chief, and others, it has been decided that the City's annual Independence Day fireworks show and celebration may and will be held in the City on July 3, 2020 if certain precautions and procedures are put in place:

NOW THEREFORE, AS MAYOR OF THE CITY OF LOCKHART I HEREBY PROCLAIM that:

1. The City's annual Independence Day fireworks show and celebration will be held at City Park, with no admission to the Park allowed until 6:30 o'clock p.m.
2. In order to reduce the risk of infection with COVID-19 by any participant in the celebration, participants are requested, and applicable City staff will be directed to help enforce the following:
 - a. Social distancing will be practiced;
 - b. Persons 65 years of age or older and persons with underlying health conditions are discouraged from attending. (THESE ARE THE PEOPLE MOST VULNERABLE TO COVID-19 INFECTION);
 - c. Participants are encouraged to maintain six feet of separation from other participants;
 - d. Participants should not gather in groups of more than ten (10) people;
 - e. Participants should self-screen for COVID-19 symptoms before entering the Park. (SIMPLY STATED IF YOU ARE SICK IN ANY WAY, STAY AT HOME AND DO NOT ATTEND);
 - f. Participants are STRONGLY encouraged to wear facial covering during the event;
 - g. Participants are STRONGLY encouraged to bring and apply hand sanitizer;
 - h. The number of vehicles that will be allowed access to City Park will be limited to 350;
 - i. Parking attendants in the Park will ensure enough spacing between vehicles to adhere to social distance guidelines;
 - j. Participants are asked to remain in or close to their vehicles before and during the fireworks show;
 - k. Due to the limited spots available in the Park, individuals are encouraged to find alternative locations to enjoy the fireworks display. THE ABOVE RECOMMENDATIONS STILL APPLY EVEN THOUGH ALTERNATIVE LOCATIONS ARE SELECTED FOR YOUR SAFETY AND PROTECTION AGAINST THE COVID-19 PANDEMIC ; and
 - l. In the event of inclement weather, a spike in local cases of COVID-19, or other unforeseen circumstances, other actions, up to and including cancellation of the event, may become necessary.

3. Please help keep our community safe by observing the above. WE ARE ALL IN THIS TOGETHER.

Issued on this, the ___ day of June 2020.

Lew White, Mayor

MINIMUM STANDARD HEALTH PROTOCOLS



CHECKLIST FOR OUTDOOR EVENTS

Outdoor events, such as July 4 celebrations and other large outdoor gatherings with estimated attendance of 500 or more, are permissible to hold in Texas. The county judge or the mayor, as appropriate, in coordination with the local public health authority, may decide if a particular outdoor event should be modified or the occupancy further limited based on the facts and circumstances of the event and COVID-19 in the particular jurisdiction, based on the factors set forth below.

The following are the minimum recommended health protocols for all outdoor events in Texas. These minimum health protocols are not a limit on the health protocols that individuals may adopt. Individuals are encouraged to adopt additional protocols consistent with their specific needs and circumstances to help protect the health and safety of all Texans.

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

Please note, public health guidance cannot anticipate every unique situation. Individuals should stay informed and take actions based on common sense and wise judgment that will protect health and support economic revitalization.

Health protocols for individuals:

- Individuals aged 65 or older are at a higher risk of COVID-19. To the extent possible, avoid contact within 6 feet with individuals aged 65 and older. Individuals aged 65 and older should stay at home as much as possible. Large gatherings, even those held outside, pose a significant risk to this population.
- Individuals should avoid being in a group larger than 10 individuals (including those within the individual's household). Within these groups, individuals should, to the extent possible, minimize in-person contact with others not in the individual's household. Minimizing in-person contact includes maintaining 6 feet of separation from individuals. When maintaining 6 feet of separation is not feasible, other methods should be utilized to slow the spread of COVID-19, such as wearing a face covering or mask, washing or sanitizing hand frequently, and avoiding sharing utensils or other common objects.
- Individuals should maintain 6 feet of separation from others outside the individual's group. A group is defined as no more than 10 persons including the members of the household and those persons who traveled together to the event.
- Self-screen before going to an outdoor event for any of the following new or worsening signs or symptoms of possible COVID-19:
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - Loss of taste or smell
 - Diarrhea
 - Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
 - Known close contact with a person who is lab confirmed to have COVID-19

MINIMUM STANDARD HEALTH PROTOCOLS



OUTDOOR EVENTS: Page 2 of 2

- Wash or disinfect hands after any interaction with employees, other individuals, or items at the outdoor event.
- Consistent with the actions taken by many individuals across the state, consider wearing cloth face coverings (over the nose and mouth) at the outdoor event when within 6 feet of another person who is not a member of the individual's group.
- Clean and sanitize any items before and after use.

Local approval factors:

- Local approval for large outdoor gatherings (those with an estimated attendance exceeding 500 individuals) is appropriate in this instance because a statewide standard is unable to take into account the various factors needed to ensure such a gathering in varied locations is safe and will minimize the spread of COVID-19. Further, business parity is not an issue at large outdoor events.
- In evaluating large gatherings (those with an estimated attendance exceeding 500 individuals), the county judge or the mayor, as applicable, in consultation with the local public health authority, should consider the following factors:
 - The overall number of projected attendees;
 - The likelihood of individuals over the age of 65 attending;
 - The density of the forum and the ability to ensure social distancing of 6 feet between individuals; and
 - The level of transmission in the county.
- Gatherings of less than 500 individuals may proceed consistent with all the health protocols above without approval of the county judge, local health authority, or mayor, as applicable.

Executive Order

BY THE
GOVERNOR OF THE STATE OF TEXAS

Executive Department
Austin, Texas
June 3, 2020

EXECUTIVE ORDER GA 26

Relating to the expanded opening of 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, in each subsequent month effective through today, I have renewed the disaster declaration for all Texas counties; and

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

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

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

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

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

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

WHEREAS, 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,

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SECRETARY OF STATE
4PM O'CLOCK

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and the legislature has given the governor broad authority to fulfill that responsibility,
and

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

NOW, THEREFORE, I, Greg Abbott, Governor of Texas, by virtue of the power and
authority vested in me by the Constitution and laws of the State of Texas, and in
accordance with guidance from DSHS Commissioner Dr. Hellerstedt and other medical
advisors, the Governor's Strike Force to Open Texas, the White House, and the CDC, do
hereby order the following on a statewide basis effective immediately:

Every business establishment in Texas shall operate at no more than 50 percent of
the total listed occupancy of the establishment; provided, however, that:

1. There is no occupancy limit for the following:
 - a. any services listed by the U.S. Department of Homeland Security's
Cybersecurity and Infrastructure Security Agency (CISA) in its
Guidance on the Essential Critical Infrastructure Workforce, Version
3.1 or any subsequent version;
 - b. religious services conducted in churches, congregations, and houses of
worship;
 - c. local government operations, including county and municipal
governmental operations relating to licensing (including marriage
licenses), permitting, recordation, and document filing services, as
determined by the local government;
 - d. child-care services;
 - e. youth camps, including but not limited to those defined as such under
Chapter 141 of the Texas Health and Safety Code, and including all
summer camps and other daytime and overnight camps for youths, and
 - f. recreational sports programs for youths and adults;
2. Except as provided below by paragraph number 5, this 50 percent occupancy
limit does not apply to outdoor areas, events, or establishments, except that the
following outdoor areas or outdoor venues shall operate at no more than 50
percent of the normal operating limits as determined by the owner:
 - a. professional, collegiate, or similar sporting events;
 - b. swimming pools;
 - c. water parks;
 - d. museums and libraries;
 - e. zoos, aquariums, natural caverns, and similar facilities; and
 - f. rodeos and equestrian events;
3. This 50 percent occupancy limit does not apply to the following
establishments that operate with at least six feet of social distancing between
work stations:
 - a. cosmetology salons, nail salons, barber shops, nail salons/shops, and
other establishments where licensed cosmetologists or barbers practice
their trade;
 - b. massage establishments and other facilities where licensed massage
therapists or other persons licensed or otherwise authorized to practice
under Chapter 453 of the Texas Occupations Code practice their trade;
and
 - c. other personal-care and beauty services such as tanning salons, tattoo
studios, piercing studios, hair removal services, and hair loss treatment

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SECRETARY OF STATE
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and growth services;

4. Amusement parks and carnivals shall operate at no more than 50 percent of the normal operating limits as determined by the owner, except that in counties with more than 1,000 cumulative cases of COVID-19, amusement parks may not begin operating until 12:01 a.m. on June 19, 2020;
5. For any outdoor gathering estimated to be in excess of 500 people, other than those set forth above in paragraph numbers 1, 2, or 4, the county judge or mayor, as appropriate, in consultation with the local public health authority, may impose additional restrictions;
6. For dine-in services by restaurants that have less than 51 percent of their gross receipts from the sale of alcoholic beverages, the occupancy limit shall increase at 12:01 a.m. on June 12, 2020, to permit such restaurants to operate at up to 75 percent of the total listed occupancy of the restaurant;
7. For indoor bars and similar indoor establishments that are not restaurants as defined above and that hold a permit from the Texas Alcoholic Beverage Commission, only those customers who are seated may be served;
8. For any business establishment that is subject to a 50 percent "total listed occupancy" limit or "normal operating limit," and that is in a county that has filed with DSHS, and is in compliance with, the requisite attestation form promulgated by DSHS regarding minimal cases of COVID-19, the business establishment may operate at up to 75 percent of the total listed occupancy or normal operating limit of the establishment starting 12:01 a.m. on June 12, 2020;
9. For purposes of this executive order, facilities with retractable roofs are considered indoor facilities, whether the roof is opened or closed; and
10. Staff members are not included in determining operating levels, except for manufacturing services and office workers.

Except as provided in this executive order or in the minimum standard health protocols recommended by DSHS, found at www.dshs.texas.gov/coronavirus, people should not be in groups larger than ten and should maintain six feet of social distancing from those not in their group. People over the age of 65 are strongly encouraged to stay at home as much as possible; to maintain appropriate distance from any member of the household who has been out of the residence in the previous 14 days; and, if leaving the home, to implement social distancing and to practice good hygiene, environmental cleanliness, and sanitation.

In providing or obtaining services, every person (including individuals, businesses, and other legal entities) should use good-faith efforts and available resources to follow the minimum standard health protocols recommended by DSHS. Nothing in this executive order or the DSHS minimum standards precludes requiring a customer to follow additional hygiene measures when obtaining services. 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.

People shall not visit nursing homes, state supported living centers, assisted living facilities, or long-term care facilities unless as determined through guidance from the Texas Health and Human Services Commission (HHSC). Nursing homes, state supported living centers, assisted living facilities, and long-term care facilities should follow infection control policies and practices set forth by HHSC, including minimizing the movement of staff between facilities whenever possible. Notwithstanding anything herein to the contrary, the governor may by proclamation add to the list of establishments or venues that people shall avoid visiting.

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SECRETARY OF STATE
O'CLOCK

JUN 03 2020

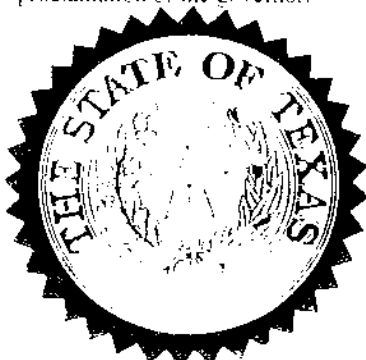
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For the remainder of the 2019-2020 school year, public schools may resume operations for the summer as provided by, and under the minimum standard health protocols found in, guidance issued by the Texas Education Agency (TEA). Private schools and institutions of higher education are encouraged to establish similar standards. Notwithstanding anything herein to the contrary, schools may conduct graduation ceremonies consistent with the minimum standard health protocols found in guidance issued by TEA.

This executive order shall supersede any conflicting order issued by local officials in response to the COVID-19 disaster, but only to the extent that such a local order restricts services allowed by this executive order, allows gatherings prohibited by this executive order, or expands the list or scope of services as set forth in this executive order. Pursuant to Section 418.016(a) of the Texas Government Code, I hereby suspend Sections 418.1015(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 in response to the COVID-19 disaster that are inconsistent with this executive order, provided that local officials may enforce this executive order as well as local restrictions that are consistent with this executive order.

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

This executive order supersedes Executive Order GA-23, but does not supersede Executive Orders GA-10, GA-13, GA-17, GA-19, GA-20, GA-24, or GA-25. This executive order shall remain in effect and in full force unless it is modified, amended, rescinded, or superseded by the governor. This executive order may also be amended by proclamation of the governor.



Given under my hand this 3rd day of June, 2020

Handwritten signature of Greg Abbott in black ink.

GREG ABBOTT
Governor

ATTESTED BY

Handwritten signature of Ruth Hughs in black ink.

RUTH HUGHES
Secretary of State

FILED IN THE OFFICE OF THE
SECRETARY OF STATE
4:00 P.M. O'CLOCK

JUN 03 2020

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.

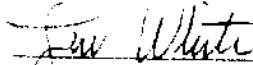
SECTION 3: Utility Systems Disconnections/Payments Suspended. The City Council hereby delegates to the City Manager the ability to suspend disconnection and collection of payments for Utility Systems for the duration of this Resolution.

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.

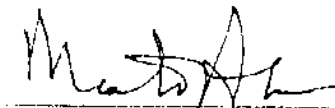
CITY OF LOCKHART


Lew White, Mayor

Attest:


Connie Constancio, TRMC, City Secretary

Approved as to form:


Monte Akers, City Attorney

LIST OF BOARD/COMMISSION VACANCIES

Updated June 3, 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
Ray Ramsey	Historical Preservation Comm.	June 2, 2020	District 4

Attached

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CITY OF LOCKHART

ADVISORY BOARD/COMMISSION QUESTIONNAIRE/APPLICATION

NAME: RAY M. RAMSEY E-mail: ramseyr52@gmail.com

ADDRESS: 411 S MAIN ST. HOME#: Ø

LOCKHART, TX 78644 WORK#: Ø

OCCUPATION: OCCUPATIONAL THERAPIST CELL# 512 787-6065

EDUCATION (optional): B.S. IN O.T.

How long have you been a resident of Lockhart? 27 YEARS

Are you a qualified voter of the City? Yes [X] No [] VOTER REG. #: 1003989584

PROFESSIONAL AND/OR COMMUNITY ACTIVITIES: PRN O.T. SERVICES AT POST ACUTE MEDICAL HOSPITAL - LULING.

ADDITIONAL PERTINENT INFORMATION/REFERENCES: FORMER MEMBER OF LOCKHART BOARD OF ADJUSTMENTS, FORMER BUSINESS OWNER (ALBION B&B), FORMER MEMBER OF CALDWELL CO COURTHOUSE RESTORATION COMMITTEE.

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

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

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

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

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

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

Ray M. Ramsey (Signature of Applicant)

6-1-2020 (Date)

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

RECEIVED

JUN -2 2020

<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</p> <ul style="list-style-type: none"> 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>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.</p> <p>Section 2-210. Method of selection; number of members; terms.</p> <ul style="list-style-type: none"> (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. <p>Sec. 2-212. Removal and resignation of members.</p> <ul style="list-style-type: none"> (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.

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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>

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 opportunities for new as well as established events and activities; and
 - vi. Consider eligibility criteria beyond the Tax Code requirements (e.g. limiting grants to 25% of the total event budget or disallowing/limiting use of HOT funds for events' programs that occur on a regular (e.g. monthly) basis.

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

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COUNCILMEMBER BOARD/COMMISSION APPOINTMENTS

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	Christine Ohlendorf	06/02/20
	Library Board	Shirley Williams	12/17/19
	Parks and Recreation	Linda Thompson-Bennett	03/07/17
	Planning & Zoning	Chris St. Leger	12/17/19 CM McGregor on behalf of Councilman Mendoza
District 2 – David Bryant (Members appointed prior to Nov 14, 2019 were made by John Castillo)	Airport Board	Todd Blomerth	05/05/20
	Board of Adjustment	Juan Juarez	03/07/17
	Construction Board	Oscar Torres	05/15/18
	EcoDev. Revolving Loan	Rudy Ruiz	03/07/17
	Eco Dev. Corp. ½ Cent Sales Tax	Umesh Patel	08/09/18
	Electric Board	James Briceno	03/07/17
	Historical Preservation	Ron Faulstich	03/07/17
	Library Board	Quartermetra Hughes	06/04/19
	Parks and Recreation	James Torres	03/07/17
	Planning & Zoning	Rob Ortiz, Alternate Manuel Oliva	03/07/17 03/07/17

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COUNCILMEMBER BOARD/COMMISSION APPOINTMENTS

District 3 Kara McGregor	Airport Board Board of Adjustment Construction Board Eco Dev. Revolving Loan Eco Dev. Corp. ½ Cent Sales Tax Electric Board Historical Preservation Library Board Parks and Recreation Planning & Zoning	Ray Chandler Anne Clark, Vice-Chair Kirk Smith (Alternate) Jerry West, Vice-Chair Lew White, Chair Sally Daniel John Voigt Ronda Reagan Jean Clark Fox, Chair Warren Burnett Philip McBride, Chair	02/06/18 12/19/17 12/05/17 01/02/18 12/19/17 06/18/19 09/03/19 12/19/17 12/19/17 12/05/17 12/19/17
District 4 - Jeffrey 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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	<p>Church Property Ad-hoc Committee (7 members)</p>	<p>Amelia Smith Jackie Westmoreland Todd Blomerth Andy Govea Terry Black Jane Brown Raymond DeLeon Dyral Thomas</p>	<p>09/05/17 – Westmoreland 09/05/17 – Westmoreland 09/05/17 – Mayor White 09/19/17 – Sanchez 12/19/17 – McGregor 09/19/17 – Michelson 09/20/17 – Castillo 09/22/17 – Mendoza</p>
	<p>Wayfinding Signage and Community Branding Ad-Hoc Committee (5 members)</p> <p>THIS COMMITTEE WAS - RE-ESTABLISHED ON MARCH 5, 2019</p>	<p>Roy Watson Ronda Reagan Sally Daniel Rob Ortiz Bobby Herzog</p>	<p>03/05/19 03/05/19 03/05/19 03/05/19 03/05/19 Appointed by Mayor with consensus of Council</p>
	<p>HOT Advisory Bd</p>	<p>Ray Sanders Alfredo Munoz Archana “Archie” Gandhi Roxanne Rix Steve Lewis and Pam Larison Sally Daniel (Alternate) Janet Grigar (Alternate)</p>	<p>All members appointed by consensus of the Council on 12/03/2019</p>

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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

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		Access to Municipal Court for Utility Payments	In-House	Utility Customers
		Free public wifi on the square as part of the redevelopment on the North side (ECONOMIC DEV/DOWNTOWN)	CAPCOG Grant?	Wifi
		Free public wifi on the square as part of the redevelopment on the North side	GF	Wifi

CM INITIALS	PRIORITY #	GOALS IDENTIFIED BY COUNCIL FOR FY 18-19: SORTED BY CATEGORY	SUGGESTED FUNDING SOURCE BY COUNCILMEMBER	SORTED BY CATEGORY	CITY MANAGER COMMENTS
BW	7	Improve communication between City and Chamber of Commerce	In-House	Chamber	City Staff works together with Chambers on all their events by being a co-sponsor with many in-kind services. Robert Tobias attends their meetings and periodically makes presentations about Economic Development issues.
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 change 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
JC	5	Wellness for employees	GF	Employees	City provides good health insurance (\$586 per month each) with wellness plans for employees; many Cities have stopped this benefit and only provide a stipend for insurance.
AGS	9	Employee: Possible additional Employee Holiday Time Off-Alternating System. Even though this has been discussed and the reasons for why it cannot be done, I would like to see a time off alternating system, especially during the holidays. I did appreciate that the city employees were allowed to stay home during our icy, sleet and snow days. The safety of our employees is very important.	GF	Employees	City employees with vacation leave and holiday time are off 23 days a year with pay which is more than a month of work days. The only holidays not given that we found are Columbus Day and Texas Independence Day. Employee safety is very important, however, some employees must come in to make conditions safe for residents and to respond to emergency conditions and that responsibility belongs to each department head who determines based on staff levels and skills time off during holiday times.
AGS	6	Subdivision development to attract more businesses to Lockhart. Increase the number of homes, apartments, housing. Our city is growing with new citizens wanting to make Lockhart their home but due to the number of housing available, they wait and or possibly lose interest.	GF	Housing	6 housing projects in place at different phases. City Manager recommended incentives to builders three years ago which Council approved and during the time it was in place it produced more housing. As a result, more engineering of subdivisions has begun.
JC	1	Infrastructure	GF	Infrastructure	\$400,000 or more yearly needed for streets
LW	2	Infrastructure improvement- uncurbed streets, street rehab	GF	Infrastructure	See above. It will take a major bond issue to address all streets that do not have curbs.
BW	3	Improve Streets (repairs)	In-House	Infrastructure	See above.

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

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

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

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

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

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

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

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

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

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

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

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

Future Debt Payments as of 9/30/18

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

City of Lockhart
2015 BOND PROGRAM

Cost	Notes	Task Name	Duration	Start	Finish	2015												2016												2017											
						Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
\$14,124,890.00		TOTAL PROJECT COST																																							
\$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																																							

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	
MCGREGOR	4	Public relations position work with social media/ get the word out about Lockhart
MENDOZA	4	City Facilities: Maintenance and repairs

City Council Public Works City Council Goals and Objectives FY 18-19 FINAL GROUP COMBINED GROUP SUBMITTED

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

COUNCILMEMBER	PRIORITY	FY 18-19 GOALS
MICHELSON	1	Returbish 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	3	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 out a lot additional money for registration fees and course material.
GONZALES-SANCHEZ	5	Free public wifi on the square
MCGRECOR	5	Parks improvements
MENDOZA	5	Continued police community committee involvement, neighborhood watch, gang awareness
MICHELSON	5	Angled parking downtown: N Main and N Commerce Sts (change during downtown drainage project)
WESTMORELAND	5	Continued police community committee involvement, neighborhood watch, gang awareness
WHITE	5	Continued police community committee involvement, neighborhood watch, gang awareness
CASTILLO	6	Wellness for employees

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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	SUGGESTED FUNDING SOURCE BY COUNCILMEMBER	SORTED BY CATEGORY
		FINAL LIST BY COUNCIL PRIORITIZED BY CATEGORY: SUBMIT TO CITY MGR BY MARCH 1 PLEASE		
		Improve sidewalks (see below City and Council's Initiative)	In House	City Budget
		City Parks	GF	City Budget
		Reform City Hall (making it more efficient)	Gen Fund	City Budget
		Prepare Fire Station 3 (so we can have main station retrofitted)	Gen Fund	City Budget
		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 on a whim but Department heads out from our employees. Working Smart not Harder.	GF	City Manager
		Mortgage enforcement of codes directed at unoccupied properties	In House	Code Enforcement
		Continue demo of unsafe structures and pursue them aggressively	GF	Code Enforcement
		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 benefiting and money is being spent in those areas instead of 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 etc.) Sculpture Sidewalk mosaics	GF	Downtown
		Economic development (creating and retaining jobs, grocery companies)	general fund, L&DC	Economic Dev.
		Economic Development	GF	Economic Dev.
		Expand economic development (by being to spread the word & being more involved)	Gen Fund	Economic Dev.
		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 many not appreciate these type of business and it revenues, it is good for our downtown and its vibrancy. Let's work on getting more of the specialty shops and boutiques in or around the square.	GF	Business Dev.
		Pay raise across the board	GF	Employees
		All Department Heads to Request Salary Increases for all City Employees	GF	Employees
		Wellness for employees	GF	Employees
		Employee Possible additional employee benefits Time Off/A terminating system Even though this has been discussed and the reason for why it cannot be done is that due to cost of a terminating system especially during the holidays. I do appreciate that the city employees were allowed to stay home during our city snow and snow days. The safety of our employees is very important.	GF	Employees
		Sustainable development to attract more businesses to Lockhart. Increase the number of homes, apartments, housing. Our city is growing with new citizens wanting to live here and start their own but due to the number of housing available they want and/or possible use interest.	GF	Housing
		Infrastructure	GF	Infrastructure
		Infrastructure improvement (paved streets, streetlights)	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 Repair, Completion of Curbing, Brighter lighting in Neighborhoods	GF	Infrastructure
		Angled parking for N Main and N Commerce Street; (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 USD 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 Steve Lane/Monte Vista Tract. PARKS/ANIMAL SHELTERS/PUBLIC HEALTH	General Fund/Parks & Rec	Parks
		Parks Improvements: 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	GF	Police
		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. 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 COUNCIL MEMBER	SORTED BY CATEGORY
		Access to Municipal Court for Utility Payments	The House	Utility Customers
		Free public wifi on the square as part of the redevelopment on the North side (ECONOMIC REV/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 Chairperson of Commission	In House	Change	City Staff works together with Council on all the events by being a co-sponsor with many third services. Robert today attends their meetings and periodically makes presentations about Economic Development issues.
IL	1	City Facilities	GP	City Bldgs	Budget for roofs and major repairs
PPM	2	SECURITY CITY HALL (under making a 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.
PPM	4	Prepare for station 4. all the old equipment that is not needed	Gen Fund	City Bldgs	New plans will be prepared working with new Chief who has different ideas than the previous Chief.
AGS	8	Role of City Manager - hire a City Manager that is (W) Rounded and Experienced and Will Help our City to Continue to Grow for the right and positive reasons. 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 matters not handles	GP	City Manager	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 earned the value of suggestions for change 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 earned 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 detected at insightly properties	In House	Code Enforc	Will continue to address as complaints come in and as found during investigation outings
LW	3	Continue term of unare structures and pursue liens aggressively	GP	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 benefiting and money is being spent in those areas instead of money being spent in our city. Granted, we do have meeting facilities in our city but those meeting facilities do not accommodate the number of people for the large events that have been mentioned	GP	Convention Center	NOT work and/or Bond Issue. Minimum estimate will be a minimum of \$150,000 annually not including interest, salaries, utilities, and insurance.
LW	9	Downtown improvements (lighting, pedestrian safety, youth plaza, idea? sculpture, Sidewalk business)	GP	Downtown	CAPCOG 300 project will address
LW	1	Economic Development - creating and not being lost; grocery campaign	general fund - 300	Econo Dev	Robert Tebbas working with several companies class
GP	2	Economic Development	GP	Econo Dev	See above

2/18/19

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
EE-M	1	Expand on the work done in 2017 to encourage and provide funding for small businesses.	100-1100	Special Dist	Project Review is in place for the Small Business District. City Council members and staff to develop business plan on a regular basis. Leads from the government office and the Austin Chamber are also provided as applicable.
MS	1	Economic Development: Revisit more addresses especially retail and commercial efforts. Contact existing and vacant building owners to see if they are willing to work with the City of Lockhart to convert old businesses and specialty shops, as well as industrial. Encourage buildings and land adjacent to them (if better possible) to be used for the City Art Galleries and House Ventures have increased with our new downtown area and though some not applicable there are other businesses and art venues. It is good to our City of Lockhart is considered. It is so important to have the special use permits, variances, and allowed to square.	100	100 and Fund	The problem is that many of the property owners do not want to have the funds to customize their buildings to support specialty shops which most do not and are not willing to spend money on a building. Ron Dobson is exploring ways to address this issue.
JAY M	1	Pay raise across the board	100	Employees	Estimated Costs Including Benefits For each 100 per cent cost employee \$51,000 For each 2% for cost increase = \$28,000
MS	1	Department Budget: Budget Salary Increases for all City Employees	100	Employees	See above
MS	1	Workers' compensation	100	Employees	City provides good health insurance. \$540 per month each with wellness plan for employees. Many of them have stopped this benefit and only provide a supplemental payment to City employees with vacation leave and holiday time. We need 21 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 to work under good conditions for residents and to respond to emergency conditions and that responsibility belongs to each department head who determines how to staff areas and who is responsible during his day times.
MS	1	Employee: Possible addition of Employee Holiday Time: Alternating System. Even though this has been discussed and the reasoning for why it cannot be done, it would like to see a time of alternating system, especially during the holidays. It is appropriate that the other employees were allowed to stay at home or not work on the holidays and every day. The issue is our employees work 100% of the time.	100	Employees	
MS	1	Land use development to attract more businesses to downtown. Increase the number of new apartments, housing, etc. City is growing with new utilize is wanting to make Lockhart their home but due to the number of housing available they can't afford to buy a house.	100	100 and	Shousing projects in place at different phases. City Manager recommended improvements to attract the business and other Council approved and during the time it was in place it produced more housing. As a result, not long hearing it build visitors has begun.
MS	1	Infrastructure	100	Infrastructure	\$400,000 or more yearly needed for streets. See above. It will take a major bond issue to address the streets that do not have curbs.
MS	1	Lockhart: Improve traffic on arterial streets, Green Street	100	Infrastructure	See above
MS	1	Infrastructure	100 and	Infrastructure	See above

CM INITIALS	PRIORITY #	GOALS IDENTIFIED BY COUNCIL FOR FY 18-19: SORTED BY CATEGORY	SUGGESTED FUNDING SOURCE BY COUNCIL MEMBER	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. Look into still m. it 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. 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.
BW	1	Angled parking for N Main and N Commerce streets (change during downtown project)	Go Home	Parking Downtown	
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 w/ 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
JFFM	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
JVAN M	3	Start Planning for 2040 plan	GF	Planning	Needs to be done
JL	2	Police	GF	Police	Chief Pedraza is working on these issues. Recently issued update that was sent to Council.
LW	4	Continue Police Community committee involvement, neighborhood watch, gang awareness	GF	Police	See above
JFFM	3	Work with Police Department to bring back drug enforcement program	Gen Fund	Police	See above
JVAN M	5	Get back to Neighborhood Townhall Meetings	GF	Police	Will get with Chief about this

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		CITY BLDGS
BW	3	Spruce up and clean up City properties		CITY BLDGS
BH	4	Improve City Facilities Appearance	General Fund	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	ECONOMIC 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.		ECONOMIC DEV
JC	3	Economic Development		ECONOMIC DEV
AGS	5	Subdivision development to attract more businesses to Lockhart.		ECONOMIC DEV
JM	5	Set up meetings with developers for more retail space shopping centers along US 183		ECONOMIC DEV

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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, especially 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 identify 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 Improvements: 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	SIGNAGE
LW	4	wayfinding, branding	Hotel Tax	SIGNAGE
LW	5	Entry signs	general fund	SIGNAGE
Jeff M	6	Signage on Highway 183 and SH130 = directing people to Lockhart	general fund	SIGNAGE
BW	4	Pursue opportunity to move Senior Citizens' Center to St Paul United Church of Christ Property		SR CITIZENS CTR
JC	1	Roads		STREETS/INFRAS
AGS	2	Infrastructure: Continue City Infrastructure: Drainage, Street Repairs, Completion of Curbing, Brighter Lighting in Neighborhoods	Grants or impact fees	STREETS/INFRAS
BH	2	Continue improving City Streets		STREETS/INFRAS
Jeff M	5	Continue to make improvements and redoing our city streets	Increase Transportation Fund	STREETS/INFRAS

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

Priority	Council Person	Goals Submitted	City Manager Comments
		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	Castillo	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	Gonzales-Sanchez	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	Hilburn	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	Mendoza	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 Implement City Signage	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. Initial required funds up to \$40,000 if City Crew does the work; total cost could be more than \$70,000
2	Hilburn	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	Mendoza	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	Michelson	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	Westmoreland	Continue street rehab	Need \$ 250,000 annually minimum for street work materials
2	White	City Facilities	Not sure what this includes; can assess all departments for physical needs
3	Castillo	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 on 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.
3	Gonzales-Sanchez		

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	Returbish 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
		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	Westmoreland	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
3	White	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	Castillo	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	Gonzales-Sanchez	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	Hilburn	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	Mendoza	Improve signage on HWY 183 as well as SH130 = directing people to Lockhart	Possibly use of some of the KTB grant money
4	Michelson	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 care 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	Westmoreland	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
4	White	Parks	Estimate: \$ 400,000 annually over next 4 years based on input from Parks Board Advisory Board
5	Castillo	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	Gonzales-Sanchez	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	Hilburn	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.
5	Mendoza		

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

Priority	Council Person	Goals Submitted	City Manager Comments
		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	Michelson	Sidewalks to include lighting	Funding required; for example San Jacinto to Jr High estimate is \$130,000 just for materials along Maple walkway
5	White	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	Gonzales-Sanchez	Continue to work on City Park Improvements	Estimate: \$ 400,000 annually over next 4 years based on input from Parks Board Advisory Board
6	Michelson	Pursue possible ESD-EMS district	Legal issue with participation by County and City of Luling preferable
6	White	Parks Improvements: 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	Gonzales-Sanchez	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	Mendoza	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	Michelson	Cemetery maintenance	Cemetery Tax up to 5 cents allowed by State Law
7	White	Elevator and improvements to restrooms planned; better offices for Connie and Sandra planned also.	Elevator and improvements to restrooms planned; better offices for Connie and Sandra planned also.
8	Gonzales-Sanchez	City Hall: Refurbish with improvements and/or Upgrades	\$ 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.
9	Gonzales-Sanchez	Convention Center	
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.

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

Description	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		40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000								
2016 GO Refunding		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	63,667	65,647	65,544	65,575	85,482	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	63,667	65,647	65,544	65,575	85,482	65,579	65,538	65,676	1,048,596
2015 Capital Projects Fund																			
2015 Tax & Revenue																			
Total 2015 Capital Projects 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	938,667	1,157,273	1,169,731	1,164,154	1,295,666	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	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	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																			
2016A Tax & Rev CO's	20,154	20,157	20,122	20,408															80,687
2015 Tax & Revenue	486,818	486,322	486,917	487,413	644,248	644,496	642,909	643,207	643,331	644,223	644,670	664,510	663,488	663,778	662,842	663,822	663,406	664,800	10,614,342
2016 GO Refunding	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	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	694,952	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	42,204	42,161	42,213	42,256	55,852	55,874	55,736	55,752	55,773	55,850	55,869	57,609	57,518	57,545	57,464	57,549	57,513	57,643	920,197
2016 GO Refunding	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	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			1,168,537
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	134,646	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

2015 2016 2017
FebMarAprMayJun Jul AugSepOctNovDecJan FebMarAprMayJun Jul AugSepOctNovDecJan

Cost	Notes Task Name	Duration	Start	Finish
\$70,324,890.00	TOTAL PROJECT COST			
\$2,068,004.00	1 DRAINAGE IMPROVEMENTS CONTRACT 1 - Mesquity/Wichita Street & Richland Drive			
	Surveying Proposal	17 days	Fri 3/6/15	Sun 3/22/15
	Survey	30 days	Mon 3/23/15	Tue 4/21/15
	Acquisition	120 days	Wed 4/22/15	Wed 8/19/15
	Engineering Design	90 days	Wed 4/22/15	Mon 7/20/15
	Bid Ad/NTP	60 days	Tue 7/21/15	Fri 9/18/15
	Construction	180 days	Sat 9/19/15	Wed 3/16/16
\$1,998,200.00	2 DRAINAGE IMPROVEMENTS CONTRACT 2 - Century Oaks/Meridian Street, & Ash/Cornal Streets			
	Surveying Proposal	17 days	Fri 3/6/15	Sun 3/22/15
	Survey	30 days	Sat 4/25/15	Sun 5/24/15
	Acquisition	150 days	Mon 5/25/15	Wed 10/21/15
	Engineering Design	120 days	Mon 5/25/15	Mon 9/21/15
	Bid Ad/NTP	60 days	Tue 9/22/15	Fri 11/20/15
	Construction	180 days	Sat 11/21/15	Wed 5/18/16
\$5,384,098.00	3 DRAINAGE IMPROVEMENTS CONTRACT 3 - Depue/Wm Improvements Project			
	Surveying Proposal	15 days	Sun 8/2/15	Sun 8/16/15
	Survey	45 days	Mon 8/17/15	Wed 9/30/15
	Engineering Design	180 days	Thu 10/1/15	Mon 3/28/16
	Bid Ad/NTP	60 days	Tue 3/29/16	Fri 5/27/16
	Construction	365 days	Sat 5/28/16	Sat 5/27/17
\$323,400.00	4 DRAINAGE IMPROVEMENTS CONTRACT 4 - Medina & US183 Project			
	Surveying Proposal	15 days	Sun 11/1/15	Sun 11/15/15
	Survey	7 days	Mon 11/16/15	Sun 11/22/15
	Acquisition	90 days	Mon 11/23/15	Sat 2/20/16
	Engineering Design	60 days	Mon 11/23/15	Thu 1/21/16
	Bid Ad/NTP	60 days	Fri 1/22/16	Mon 3/21/16
	Construction	90 days	Tue 3/22/16	Sun 6/19/16
\$1,764,000.00	5 FM 2001 ELEVATED TANK PROJECT			
	Surveying Proposal	15 days	Sat 1/2/16	Sat 1/16/16
	Survey	15 days	Sun 1/17/16	Sun 1/31/16
	Acquisition	120 days	Mon 2/1/16	Mon 5/30/16
	Engineering Design	90 days	Mon 2/1/16	Sat 4/30/16
	Bid Ad/NTP	60 days	Sun 5/1/16	Wed 6/29/16

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